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## **AIRPORT LANDING CHARGES SEARCH AND RESCUE**

That landing charges for aircraft involved in search and rescue exercises at the Richard Pearse Airport be waived.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 26/7/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## ARCHIVAL RECORDS

### Open And Restricted Access

#### Policy 1

Council archived records will generally be given "open access".

#### Policy 2

Council archived records which have been given "restricted" access and which are the subject of request for access will be considered on a "case by case" basis.

In considering a request for access to documents which have been given "restricted" access consideration will be given to:

- (a) The privacy of natural persons.
- (b) Commercial interests;
- (c) Integrity of political and administrative process;
- (d) Personal and public safety.
- (e) The rule of law.
- (f) Legal and professional privilege.
- (g) The maintenance of any confidentiality agreement.
- (h) Any other issue which it is considered will adversely effect any natural person.

#### Policy 3

For the purpose of guidance it is proposed that archive material to be the subject of "restricted" access be assessed in accordance with the following table:

<b>Reason for Restricting Access</b>	<b>Examples of Documentation</b>	<b>Restricted Period from last made entry</b>
Sensitive personal information.	<ul style="list-style-type: none"><li>• Employment records.</li><li>• Salary records.</li><li>• Medical records.</li><li>• Criminal records.</li></ul>	25 years then review.
Commercial records.	<ul style="list-style-type: none"><li>• Due diligence reports.</li><li>• Commercial "in confidence" material.</li></ul>	10 years then review.
Political and administrative processes.	<ul style="list-style-type: none"><li>• Confidential minutes.</li><li>• Confidential advice.</li></ul>	10 years then review.
Personal and public safety and rule of law.	<ul style="list-style-type: none"><li>• Methods of crime detection.</li><li>• Security methods.</li></ul>	20 years then review.
Legal and professional privilege.	<ul style="list-style-type: none"><li>• Opinions.</li></ul>	25 years then review.
Maintenance of confidentiality agreements.	<ul style="list-style-type: none"><li>• Confidentiality agreements.</li></ul>	25 years then review.

**ADOPTED:**

**POLICY AND DEVELOPMENT COMMITTEE  
31 JULY 2007**

## ART GALLERY COLLECTION POLICY

### 2002 AMENDMENTS:

**ADOPTED: COUNCIL MEETING 20/5/02**  
**DOC NO: 1605**

**(to reflect new committee and organisation structures)**

**ADOPTED: COMMUNITY DEVELOPMENT COMMITTEE 16/9/02**

**(amended to reflect the fact there is no  
Accession/Deaccession Committee.)**



## **AIGANTIGHE ART GALLERY COLLECTION MANAGEMENT POLICY**

### **MISSION**

To increase the quality of awareness and appreciation in the visual arts within South Canterbury.

To collect and preserve art/craft works relevant to the Aigantighe Collection Policy.

### **GOALS**

To extend the range of visitors and add to their awareness through a varied exhibition schedule and an active education programme.

### **COLLECTION POLICY**

This is a policy to define and regulate the acquisition of art works for the permanent collection of the Aigantighe Art Gallery. Sources include gift, bequest, and purchase.

Within this context:

collection:	permanent collection of artworks in the Aigantighe Art Gallery
works of art:	paintings, watercolours, mixed media, drawings, sculpture, prints (including photographs) ceramics, glass, fibre
accessioning:	the formal process used to accept and record an object as a collection item
deaccessioning:	the formal process used to remove permanently an object from the collection

### **HISTORY**

From 1910 onwards, works of art were gifted to the first South Canterbury Arts Society for a future art gallery. These works, along with the Grant/Wigley collection formed the basis of the Aigantighe collection. When the Aigantighe Art Gallery was established in 1956, many more works were gifted, as well as several money bequests for the purchase of artworks. This collection policy has been conditioned by the existing artworks where there are sufficient numbers to form an area of interest to justify future acquisitions.

As funds for purchase are extremely limited, it should be recognised that certain areas included for collection are unlikely to be added to through purchasing.

### **THE NEW ZEALAND COLLECTION**

This forms the largest groups of artworks within the Aigantighe collection and acquisitions should be directed toward continuing this collection of art/craft works by artists who have contributed to the development of New Zealand visual arts. This includes historical through to contemporary art and a broad comprehensive coverage should be sought. Preference to be given, where possible, to the purchase of artworks where a link or affiliation to South Canterbury can be established. This category provides a valuable teaching resource.

## **SOUTH CANTERBURY COLLECTION**

Geographical area: - Rangitata River in North, to Waitaki River in South, inland to Mt Cook.

This forms a subsidiary of the New Zealand collection and should aim at a collection of art/craft works: -

Representative of the best work produced by local South Canterbury artists.

Of historical significance to the region.

## **THE BRITISH COLLECTION**

The Victorian/Edwardian artworks are an area of interest in the Aigantighe collection and could be added to when the opportunity arises. To make this a more comprehensive collection, emphasis could be placed on historical paintings and genre concerning ideal womanhood between 1840-1880.

## **SCULPTURE GARDEN**

Multinational. To be added to when possible.

## **SUBSIDIARY COLLECTION AREAS**

The Aigantighe Art Gallery has holding in the following areas but it is not intended to pursue growth because of the cost. Items will be added if gifted or bequeathed.

### **JAPANESE PRINTS**

Japanese prints from Ukiyo-e School, second period to fifth period.

### **EUROPEAN PRINTS**

Aigantighe has a disparate collection of European prints ranging from the 17<sup>th</sup> century to the present day. The strength and interest of this collection lies in the variety of printing methods and different art styles. It provides a valuable teaching resource and broadens the range of exhibitions from the collection.

### **ANTIQUA CHINA**

Concentration on Victorian/Edwardian periods.

### **AUSTRALIAN ART**

### **CHINESE ART**

## **ACCESSIONS/DEACCESSIONS**

### **ACCESSION/DEACCESSION COMMITTEE**

Overall responsibility for accessions and deaccessions shall be with the Community Development Committee.

The Director may select and purchase artworks for the gallery collection, within the Collection Policy, up to the value of the financial authority delegated to that position holder and within the budget available

When an item has been gifted to the gallery and it is found to fall outside the Collection Policy, it should be offered back to the Donor first before being disposed of by public auction or exchange with a public art gallery. If after the death of the Donor, a gift is to be deaccessioned because it is found to fall outside the terms of the Collection Policy, the Director, with the approval of the Community Development Committee, shall have the right of deaccession and disposal of any gift by sale or exchange. If sold, the money received shall be treated as a bequest from the original Donor so long as this is not contrary to the conditions as laid down by the Donor.

The Community Development Committee shall consider every work put forward by the Director, and shall decide by a majority vote whether or not a work shall be deaccessioned. The Director shall be responsible for seeing that works deaccessioned are noted, that records are kept and altered accordingly, and that all accession numbers, labels etc. inscribed or attached to the work while in the collection are removed. The method of deaccession (i.e. sale by public auction, or exchange with a public art museum) shall be decided by the Committee, and the Director shall be authorised to carry out the decision.

The proceeds from the sale of deaccessioned works sold by public auction shall be regulated by the conditions specified, that is, money received shall be placed in a special fund and treated as a bequest from the original Donor, if a Donor was involved, or as a purchasing fund if no Donor was involved.

## **LOANS**

### **OUTGOING**

To be authorised and monitored by the Director.

Incoming loans to be for a stated period of time.

Incoming loan form to be signed by both parties.

The Director has the right to refuse the works for incoming loan including the following:

The work is offered for permanent loan.

The work is extremely fragile or in a bad state of preservation.

Provenance (origin) is doubtful.

Excessive conditions are attached to it.

### **ETHICS OF ACQUISITION**

Works of art shall be acquired primarily because of their aesthetic merit as works of art. They should be in a good state of preservation and able to be stored with proper care. A work of art shall not be accepted into the collection under the following circumstances:

Where it is known to have been stolen.

Where it is known, or there is a strong suspicion that a work is a forgery.

Works lent to, or deposited in, the Gallery by persons since deceased shall not be accepted into the collection until:

in the case of a work or works gifted by will to the Gallery probate of the will has been granted

in the absence of a lawful will, the deceased's family or beneficiaries have approved, in consultation with the Trustees for the Estate, the retention of the work by the Gallery either as outright gift or by purchase from the deceased's estate

where no next of kin or beneficiaries can be traced, retention of a work for the Gallery shall be sought by Order of the Public Trust Office.

### **WORKS ACQUIRED BY GIFT OR BEQUEST**

The Director shall have delegated authority to accept, on behalf of the Council, any bequests or gifts in the form of a work or works of art, so long as they confirm to the Collection Policy.

The Director shall not be bound to accept any work, or related document intended for the Gallery if it is of inferior artistic merit or is encumbered by imposed conditions. Any appeal against a negative decision should go to the Community Development Committee.

The Director shall not be bound to display any work, or related document acquired by bequest or gift.

All donors are required to sign a Gift Acknowledgement Form. (Appendix B).

## **DEACCESSIONING WORKS IN THE COLLECTION**

The process of removing artworks permanently from the collection.

The Grant/Wigley collection is considered as an integral part of the gallery history and no works from this collection shall be considered for deaccession.

## **ETHICS OF DEACCESSION**

No deaccessioned item can be obtained by any person or member of his/her family who is associated with the Aigantighe Art Gallery, except by the return of documented donations or by public auction.

## **PROCESS**

The Director may from time to time list for consideration by the Community Development Committee a work, or works, which in his/her judgement no longer fulfil a useful function within the overall context of the collection.

## **CONSERVATION POLICY**

### **MISSION**

To ensure the best possible care is given to all artworks entering the Art Gallery whether on temporary loan or as part of the permanent collection.

### **GOALS**

Proper care is given to the handling, storing and registering of all artworks entering the Art Gallery.

Adequate security is maintained both inside and outside the buildings.

Light, temperature and humidity are monitored and controlled.

All artworks accepted into the collection should be examined carefully and the condition noted on the catalogue card.

Artworks needing restoration shall be treated by a qualified conservator at the discretion of the Director.

## **ADMINISTRATION PROCEDURES**

Administration procedures detailed in the attached Appendices are deemed to be part of this policy

## **ADMINISTRATION PROCEDURES**

### **PERMANENT COLLECTION**

#### **ACCESSION**

All works entering the permanent collection are given an accession number based on the date of acquisition. Information about the work is recorded in the following places:

Accession Register.

Catalogue card with slide or photograph reference.

File containing correspondence.

Entered into computer system.

Other Files:- Estate file, presentation file, summary accession file.

Gift Acknowledgement Form must be completed for every gift, (see Appendix B).

#### **DEACCESSION**

When considering works for deaccession, the following points should be taken into consideration:

Items are outside the defined scope of the collection.

Items damaged beyond economical repair.

Items potentially more useful in another collection.

Items duplicated in the collection.

Similar but better work by an artist becomes available.

Item is discovered to be false.

Information regarding the work to be deaccessioned should include:

Accession number.

Artist.

Title.

Medium.

Source.

Any conditions attached to the work.

Any other information.

A photograph and record of circumstances under which the item has been disposed of should be retained as part of the gallery collection records.

#### **CUSTODY**

Items left temporarily in the custody of the Art Gallery for purposes such as identification, information etc. should be tagged and the owner issued with a temporary receipt.

**GIFT ACKNOWLEDGEMENT FORM**

GIFT TO: Aigantighe Art Gallery, 49 Wai-iti Road, Timaru

DONOR: I, .....  
(Full name of donor)

of .....  
(Full address)

Hereby give to Aigantighe Art Gallery, 49 Wai-iti Road, Timaru

The goods and property described in the Schedule below, and I, the Donor do:

Warrant that I am the sole unencumbered owner of the goods and property in the Schedule free from all claims.

Hereby give, convey, dispose and deliver unto the Art Gallery all my right title and interest in the goods and property in the Schedule hereto including rights of copyright, if applicable to the Art Gallery absolutely.

Declare that this gift shall not be determined upon my death and shall bind my Legal personal representatives.

Declare that this gift shall endure for the benefit of the Art Gallery, its successors and transferees in perpetuity except that if during the donor’s lifetime this gift is to be deaccessioned because it is found to fall outside the Collection Policy, it will first be offered back to the Donor.

Dated .....day of .....19 .....

Signed by Donor .....

Signed by Witness .....

**SCHEDULE OF GOODS AND PROPERTY**

**ACKNOWLEDGEMENT OF AIGANTIGHE ART GALLERY**

The Aigantighe Art Gallery hereby accepts the gift of goods and property described in the above Schedule from the Donor.

Signed for and on behalf of Aigantighe Art Gallery

.....Position.....

Two copies of this form to be signed – one to be retained by the Donor and one to be retained by the Aigantighe Art Gallery

## ARCHIVES – ACCESS TO RECORDS

### POLICY WITH RESPECT TO OPEN AND RESTRICTED ACCESS OF ARCHIVAL RECORDS

The Public Records Act 2005 requires Council to have a policy with respect to the classification of its records which have been held for twenty-five years or more.

Records of this nature are required to be declared “open or restricted access”. It is to be accepted that generally records of this nature will be classified as “open access” unless there is a particular reason to “restrict access”.

Council records which have been held for less than twenty-five years are covered by the Privacy Act 1993 and the Local Government (Official Information and Meetings) Act 1987.

**Policy 1** Council archived records will generally be given “open access”.

**Policy 2** Council archived records which have been given “restricted” access and which are the subject of request for access will be considered on a “case by case” basis.

In considering a request for access to documents which have been given “restricted” access consideration will be given to:

- (a) The privacy of natural persons.
- (b) Commercial interests;
- (c) Integrity of political and administrative process;
- (d) Personal and public safety.
- (e) The rule of law.
- (f) Legal and professional privilege.
- (g) The maintenance of any confidentiality agreement.
- (h) Any other issue which it is considered will adversely effect any natural person.

**Policy 3** For the purpose of guidance it is proposed that archive material to be the subject of “restricted” access be assessed in accordance with the following table:

Reason for Restricting Access	Examples of Documentation	Restricted Period from last made entry
Sensitive personal information.	Employment records. Salary records. Medical records. Criminal records.	25 years then review.
Commercial records.	Due diligence reports. Commercial “in confidence” material.	10 years then review.
Political and administrative processes.	Confidential minutes. Confidential advice.	10 years then review.
Personal and public safety and rule of law.	Methods of crime detection. Security methods.	20 years then review.
Legal and professional privilege.	Opinions.	25 years then review.
Maintenance of confidentiality agreements.	Confidentiality agreements.	25 years then review.



## ART GALLERY FEES AND CHARGES

THAT the following policies applicable to the Aigantighe Art Gallery be adopted:

**1 Exhibitions initiated by Gallery:**

No rental, but 25% commission if works are for sale.

**2 Exhibitions not initiated by Gallery:** (Subject to approval of Director)

- |   |  |   |
|---|--|---|
| a | Community (ie "non-profit") Groups               | no commission but rental<br>(see note below)  |
|   | Single Artist / Artist Groups -                  | 25% commission plus daily<br>rental           |
| b | Young South Canterbury Solo Artist -             | 25% commission within<br>minimum daily rental |
| c | Corporate / Commercial (selling)<br>Exhibition - | No commission but double<br>daily rental      |

- Note:
- i No commission or rental charge for Friends of Aigantighe.
  - ii Exhibitions falling outside categories to be charged at Director's discretion.
  - iii Storage of works before installation and after closing of the exhibition which necessitates closing exhibition space subject to half daily rental.

**ADOPTED: COUNCIL MEETING 10/6/91**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **ART SCHEME LOCAL AUTHORITY**

- a That the Council become the Community Arts Provider for the Timaru District and take responsibility for the allocation of Creative New Zealand funds to local arts.
- b That the Local Arts Scheme Assessment Committee allocate the funds under delegated authority from Council.
- c That the structure of the Assessment Committee be amended to include a representative chosen in consultation with the tangata whenua of the District.
- d That the Assessment Committee recommend to Council a policy for disbursement of small grants between the 'main' funding meetings.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 25.7.95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **ARTS COUNCIL TEMUKA**

That the Timaru District Council consent to being designated as the administrative local authority in regard to the proposed Temuka Community Arts Council.

**RESOLVED: ADMINISTRATION AND FINANCE COMMITTEE 16/7/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **AUDIT SUBCOMMITTEE**

The Audit Subcommittee comprising the Mayor, the Chairman of the Policy and Development Committee, Deputy Chairman of Policy and Development Committee, Chief Executive and Corporate Services Manager:

To review the Annual Report, the Audit Report and be involved in any special audits or discussions with the Audit Office on technical matters and to make submissions on annual plans of other companies or authorities.

**ADOPTED: COUNCIL MEETING 27/10/04**

## **BANDS FINANCIAL ASSISTANCE**

That all bands seeking financial assistance do so by making an application to the Community Development Committee.

**ADOPTED: COUNCIL MEETING 21/9/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:  
ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **BONDS CONDITION OF CONSENTS**

The current policy requires an agreement to be entered in to for commercial and industrial development whereby the Council can enter land and carry out work required for landscaping, the forming and sealing of accesses and parking areas, or the removal of any structures, within 18 months from the date the work to which the conditions are attached is completed.

Such an agreement to provide for the Council to hold a \$500 deposit or an acceptable agreement from a Bank or other financial institution, on behalf of the applicant until the work is completed, and to recover from the owner any additional costs incurred or to refund any amount of deposit not expended.

**ADOPTED: COUNCIL MEETING 9/9/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

**BUILDING CONSENT FEES ASSOCIATED WITH INSTALLATION OF SOLAR HOT  
WATER HEATING**

That where energy efficiency or environmentally beneficial work requires a building consent, the cost of that consent be minimised but that the actual cost rest with the building owner.

**ADOPTED**

**RESOURCE PLANNING AND REGULATION  
COMMITTEE 22/07/08**

## **BUILDINGS SEISMIC UPGRADING**

That the Timaru District Council apply the following policy to the former Timaru City area:

- a That where the owner carries out major upgrading of a seismic risk building, seismic upgrading be required for the structure;
- b That localised upgrading be required where minor work is being carried out; and
- c That after 1 July 1992 the provisions of the Building Act 1991 be applied District wide.

**ADOPTED: COUNCIL MEETING 23/3/92**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **BUSINESS UNITS - DIVIDEND POLICY**

- a That a cap of 5% of turnover be applied to carried forward surplus of Business Units.
- b That the carried forward surplus to which the cap is applied is to be adjusted for non-funded depreciation and the initial retiring gratuity compensation.
- c Any adjusted surplus carried forward balance over and above the 5% cap be first applied to repayment of the internal loan then as a dividend.
- d That this policy be reviewed annually at the time of considering Council's Budget.

**ADOPTED: COUNCIL MEETING 20/2/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **BUSINESS UNITS - REVIEW OF**

- 1 That the Timaru District Council required services be provided by a blend of inhouse and contracted service delivery.
- 2 That the present policy in respect of permissible activity continue, and that Business Units be able to undertake outside work
  - a When asked to do so;
  - b When there is no other supplier within the District.
- 3 That Business Units report on a monthly basis to the Policy and Development Committee.

**ADOPTED: COUNCIL MEETING 7/7/94**

**1998 AMENDMENT: ADOPTED: COUNCIL MEETING 21/9/98**

## **BUS STOP SHELTERS DESIGN**

### **1 Pleasant Point and Geraldine**

That the design of standard bus shelters and seats as shown in appendix 2 of the report from the District Services Manager dated 14 July 1997 be approved.

### **2 Timaru**

That the design and positioning of bus shelters and seats in the Timaru CBD be delegated to the CBD Advisory Group.

**RESOLVED: OPERATIONS COMMITTEE 8/9/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **BYLAW DOCUMENT CHARGING**

That a charge, to be set by the Regulatory Services Manager, be made for the purchase of Bylaw documents or extracts from the document.

**RESOLVED: PLANNING AND REGULATION MEETING 2/5/94**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **CAROLINE BAY CAMPERVAN PARKING**

- a That the existing use of the carpark, east of the roller skating rink, be endorsed for over-night parking and that steps be taken to improve signage at the effluent disposal system; and
- b Part of the area to the north of that carpark, presently designated for summer parking, be used for overnight parking when ground conditions permit.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 21.6.94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CAROLINE BAY CONCESSIONS**

- a That there be no exclusive zone for food concessions on Caroline Bay.
- b That within the terms of the Caroline Bay Management Guidelines, mobile shops be encouraged to provide a full mobile catering service within the designated areas.
- c That concert use of the Soundshell be given priority from Sunday until Friday (inclusive), the Caroline Bay Tearooms to have priority on Saturday, and if there is no booking of either facility twelve weeks prior to an event either party may place a booking with certainty on a first come first served basis.
- d That the lease of the Tearooms be for a five year period with a right of renewal and the rental to be reviewed annually.

**ADOPTED COUNCIL MEETING 1/11/93**

**2004 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 7.7.94**

**ADOPTED: COUNCIL MEETING 21/09/98**

## **CAROLINE BAY - DOGS**

- i That following the trial of allowing dogs on Caroline Bay, permanent approval be given to allow dogs on Caroline Bay over the winter months, 1 April to 30 September, subject to the same conditions as applied during the trial period.
- ii That Caroline Bay remain a prohibited area for dogs during the period 1 October to 31 March.

**ADOPTED COUNCIL MEETING 23/9/97**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CAROLINE BAY HELICOPTER OPERATION**

That approval in principle be given to operate helicopter rides for a short duration from Caroline Bay, with authority delegated to the District Services Manager to set conditions following receipt of Civil Aviation Authority approval and resource consent.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 5.9.95**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**



## **CAROLINE BAY ORGANISED SPORT**

That the policy of using Caroline Bay for casual sports events and as a stop gap measure only be confirmed, with final allocations being made by the District Services Manager in accordance with his delegated authority.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 4/3/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**

## **CAROLINE BAY TENNIS AND NETBALL COURTS**

That Council confirms its current policy of providing lower standard tennis and netball courts at Caroline Bay to casual users at no charge.

**ADOPTED: COUNCIL MEETING 9/9/91**

**1998 REVIEW – NO CHANGE**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CAROLINE BAY TRAIN COMPOSITION OF CHARITABLE TRUST**

That Council be represented on the Charitable Trust being formed to operate the Caroline Bay Train.

(NB: Trust to include Lions Club of Timaru Host - 2 members; Caroline Bay Association - 2 members; Legal representative - 1 member; an appointee of the Lions Club - 1 Timaru District Council representative).

**ADOPTED: COUNCIL MEETING 23/9/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## CAROLINE BAY USE OF ENTERTAINMENT COMPLEX

- 1
  - a That the Caroline Bay Association have sole use of the Entertainment Complex facilities free of charge form the last weekend of November to the last weekend of January inclusive. If not required for Association use during this period, the Council will be advised and may hire it out.
  - b That delegation to the Caroline Bay Association be at the pleasure of the Council and subject to annual review.
- 2
  - a The Council to have the right to hire out the facilities for any other fund raising, subject to the Association having been given not less than five working days notice;
  - b Such hiring shall include a prohibition of the use by any other hirer of the name "Caroline Bay Carnival", or any similar name likely to cause confusion in the public mind;
  - c Each user to be responsible for the repair of any damage;
  - d Council to ensure a continuing high standard of maintenance of the buildings and surrounds;
  - e Council to insure the facility to enable it to be replaced in the event of damage.
  - g The extent of the hire charges, or other incidental charges, fixed by Council for other hirers shall not be the concern of the Association as there are certain charities, whom it is accepted may be entitled to preferential treatment so the concern of the Association in the event of a dispute are limited to:
    - i Proper preservation and use of the facilities;
    - ii The protection of the reputation of the Caroline Bay Carnival and the Association itself, which have been built up through many years of voluntary effort on the part of its members

**ADOPTED: COUNCIL MEETING 21/9/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CAROLINE BAY WATER CRAFT CONCESSIONS**

- a That the policy of continuing to allow concessionaries to hire water craft from Caroline Bay be confirmed, and the District Services Manager be granted the authority to approve future applications.
- b That where a concession is for the hire of motorised craft, noise is kept to accessible levels, with the Canterbury Regional Council having the ability to terminate the activity if noise is excessive.
- c That an appropriate fee be charged for the concession, in this case \$200.00 for the concession and \$50.00 to the Caroline Bay Association towards promotion costs during the Caroline Bay Carnival.
- d That where the concession is for Jet Skis, the lane is to be used but not monopolised.

**ADOPTED: COUNCIL MEETING 16.12.91**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **CARPARK (PLAZA) BEAUTIFYING**

That the ongoing maintenance of the bluestone wall remain with the Timaru Beautifying Society.

**ADOPTED: COUNCIL MEETING 3/8/92**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CARPARK (SOPHIA STREET) SKATEBOARDERS**

That the Sophia Street (covered) carpark be made available outside normal parking times to allow skateboarding, and that costs not be imposed on those using the facility, providing responsibility for security, safety and condition of the site during these times, rests with a responsible party.

**ADOPTED: COUNCIL MEETING 23/9/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

**AMENDED: RESOURCE PLANNING AND REGULATION  
COMMITTEE 2/2/99**

## **CEMETERIES DENOMINATIONAL AREAS**

That any new areas developed within the Timaru District cemeteries be on a non denominational basis, and that all religious denominations be advised accordingly.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 3/5/94**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **CEMETERY CHARGES RATIONALE**

That the percentage of fees / costs recovered for stillborn infants and children under five years be 45 % of the adult cost.

**ADOPTED: COUNCIL MEETING 10/9/90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CEMETERY – TIMARU PRE-PURCHASE OF PLOTS**

- a That the present Council policy prohibiting the pre-purchase of plots be rescinded.
- b That pre-purchase of one plot per person be permitted as of right.
- c That should a pre-purchased plot not be required it must be returned to the Timaru District Council at its original purchase price to be on-sold to people in need.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 8/2/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **CHILDREN'S PLAYGROUNDS EQUIPMENT STANDARDS**

That additional / replacement equipment be installed progressively over the next ten years at a cost of \$10,000 per annum as shown in the Budget.

**RESOLVED:           COMMUNITY SERVICES COMMITTEE 2.5.95**

**1998 AMENDMENT: ADOPTED: COUNCIL MEETING 21/9/98**

## **CHRISTMAS DECORATIONS**

That as a policy, all district Christmas decorations be removed no later than one week following the conclusion of the Caroline Bay Christmas carnival.

**RESOLVED:           DISTRICT SERVICES COMMITTEE 29/11/05**

## **CIVIL DEFENCE AND NEIGHBOURHOOD SUPPORT CO-ORDINATION**

That wherever possible Civil Defence continues to liaise with support groups, such as Neighbourhood/Rural Support, to provide an efficient and effective base to enable this District to effectively respond to emergency events.

**RESOLVED: RESOURCE PLANNING AND REGULATION COMMITTEE 28/11/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **COMMITTEE REPORTS**

That chairpersons of the Council's Standing Committee submit a verbal report to their respective Committee on duties carried out on behalf of Council during the period between meetings.

**ADOPTED: COUNCIL MEETING 23/7/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **COMMUNITY AWARDS**

That the establishment of the awards system and the guidelines be approved.

**ADOPTED: COUNCIL MEETING 1/7/99**

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 12/9/00**



**TIMARU DISTRICT COUNCIL  
COMMUNITY AWARDS 2003  
Guidelines to Nominate Individuals**

- 1 Any person, in recognition of that person's service of a nature benefiting the Timaru District and its inhabitants, is eligible for nomination. The qualifying categories include:

Recreation. Youth activities. Social welfare. Educational services.  
Cultural / Religious affairs. Community affairs. Heritage. Environmental.

And any other voluntary or other service that contributes, in the Selection Committee's opinion, to the betterment of the Timaru District and its inhabitants.

The above categories are a guide only and other suitable activities may qualify.

- 2 Sporting achievements are not specifically eligible for nomination as these are already recognised through the Sports Person of the Year Awards.
- 3 Any three residents or any organisation situated within the Timaru District may make nominations.
- 4 The information given about each nominee must be sufficiently detailed to enable the Selection Committee to exercise its function with full knowledge of the record of service of each nominee. It is emphasised that the information sought is not merely a list of positions held. Full details must also be supplied about the actual work or activities carried out in the Timaru District, including the length of service and the nominators' assessment of the effects of the work for Timaru District people.
- 5 Please note also that the service, which is recognised by these Awards, is voluntary and not service for which wages, honoraria or a salary is paid, nor for which an account for professional services has been rendered.
- 6 It is not necessary to obtain the prior consent of the person being nominated before submitting a nomination. If the nomination is successful the nominee will then be contacted by Council to ascertain whether he or she wishes to accept the Award.
- 7 Nominations, which are not successful in any one year, may be resubmitted for consideration in any subsequent year.
- 8 The Selection Committee shall comprise two Councillors, and four lay members appointed by Council at the beginning of each term of Council after receiving applications from interested members of the public.
- 9 The decisions of the Selection Committee are final and binding, however the Selection Committee must, before making any decision public, report its decisions to the Timaru District Council.
- 10 Current Councillors and members of the Community Awards Selection Panel are ineligible for nomination.



## **COMMUNITY BOARDS FUNCTIONS, DUTIES, POWERS**

That to enable the Temuka, Pleasant Point and Geraldine Community Boards to achieve their purposes as set out in Section 101ZY of the Local Government Amendment (No 2) Act, and to more clearly define the role of the Community Boards, Council, pursuant to the provisions of Section 101ZZ of the Act, resolves that the functions, duties and powers of the Temuka, Pleasant Point and Geraldine Community Boards shall be as follows:

### **1 Functions and Duties**

- a To consider and report on all matters referred by the Timaru District Council, or any matter of interest or concern to the Community Boards;
- b To provide an overview of Council activities within the respective Wards;
- c To provide input into Council's Budget process relating to expenditure in the particular Wards, and to prioritise items where appropriate;
- d To communicate with community groups in the Wards:
  - i to convey to Council the views of the residents in the community; and
  - ii to convey to community groups the aims, objectives, and activities of Council and the Boards.

### **2 Powers**

The Boards shall have the power:

- a To request a report from Council officers to enable the Boards to undertake any of their functions;
- b To make recommendations on appropriate policy issues to Council;
- c Where a community rate has been established, to determine how the monies so collected will be spent, in accordance with legislation; and
- d To make recommendations to the Public Trustee on Thomas Hobson Trust grant applications.

**3** To carry out such other functions, duties and powers as may be delegated to the Community Boards from time to time by Council.

**4** In accordance with the resolution of Council of 12 June 1992, the above functions, duties and powers to also apply to the Timaru Ward Committee.

**ADOPTED: COUNCIL MEETING 11/8/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **COMMUNITY BOARDS MEMBERSHIP**

### **Geraldine Community Board (based on current Geraldine Ward Boundary)**

Six (6) elected members and one (1) appointed member. (The appointed member being the Geraldine Ward Councillor)

### **Pleasant Point Community Board (based on current Pleasant Point Ward Boundary)**

Five (5) elected members and two (2) appointed members. (The appointed members being the Pleasant Point-Temuka Ward Councillors)

### **Temuka Community Board (based on current Temuka Ward Boundary)**

Four (4) elected members and two (2) appointed members. (The appointed members being the Pleasant Point-Temuka Ward Councillors)

## **COUNCIL MEETING 30/06/06**

## **COMMUNITY BOARDS RECOMMENDATIONS**

- (a) That community board recommendations either be referred to the appropriate officer (for investigation/action or a report); or be submitted to the appropriate Committee, as determined by the Chief Executive or Group Manager.
- (b) That items referred to Standing Committees from community board meetings include an explanation or short report on the recommendations.

**ADOPTED: COUNCIL MEETING 30/4/90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**1999 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 1/7/99**

## COMPUTER INSTALLATION

That the present Information Systems Liaison Subcommittee be retained to:

- i     Oversee the operation of the computer system on a regular basis and report to Council; and
- ii    To assist in the preparation of a long term strategic development plan for Council's computer system.
- iii   To provide liaison between Council members and management in planning for the computer needs of the Timaru District Council.

**ADOPTED:    COUNCIL MEETING 9/9/91**

**1998 AMENDMENT:**

**ADOPTED:    COUNCIL MEETING 21/9/98**

## **COMPUTER SYSTEM INFORMATION SYSTEMS STRATEGIC PLAN**

That the principles set out in the Information Systems Draft Strategic Plan, and the following recommendations as contained in the Information System's Draft Strategic Plan, be adopted:

### **Hardware and Systems Software**

- 1 The Council continue to use a multi-user, high performance, central computer system that conforms to "Open Systems" standards.
- 2 The central computer system be replaced when maintenance costs are high in relation to the capital cost of new equipment.
- 3 Terminals and printers that reach the end of their economic life should be replaced by newer equipment.
- 4 The existing Computer Plan Renewal Fund be used to fund:
  - The replacement of obsolete equipment
  - The upgrading of equipment where it is necessary to ensure that the equipment still meets users' requirements
- 5 If there is a need for additional terminals, PC should be purchased to support future direction, as detailed in the Strategic Plan.
- 6 TCP/IP and PC-NFS will continue to be used as the main network protocols.
- 7 Unix is the preferred operating system for the central computer systems.
- 8 The preferred environment for PCs is MS-DOS.
- 9 Hardware and software is covered by maintenance contracts when its malfunction will have significant impact to users. Other, less critical equipment is repaired on time and parts basis.

### **Networking**

- 1 That a plan is prepared to install modern, future proof cabling.
- 2 All future cabling is undertaken in category 5 UTP in accordance with the TDC cabling standard. The document outlining this standard is available for reference.

### **Service Delivery**

- 1 That a strategic plan be maintained which is consistent with the Council's goals; and
- 2 That an equipment replacement fund be provided to ensure that obsolete equipment can be replaced, and to ensure that a maintenance service is provided.

## **Finance**

- 1 That the Budget will include an annual amount for replacement of obsolete equipment;
- 2 The monitoring of capital purchases as formally approved in the Budget process be undertaken by the Management Team, except those items which are asterisked.

## **Applications Software**

- 1 That the main applications software, VIP, be continued with, and procedures be established to legalise all PC software.
- 2 That office power continue to be used as the office automation system, and intelligent work station based word processing and spreadsheet products be introduced where extra functionality is required.

## **Database Software**

- 1 That Informix continues to be the main corporate database language.
- 2 A small software development capability be retained to develop small or special systems to meet the user's requirements where there is no satisfactory alternative.
- 3 Informix end user tools be evaluated.

## **Other Applications**

As Budgets are amended from year to year, other applications will be identified for the Computer Subcommittee's consideration.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 21/6/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## CONFERENCES/ TRAINING COURSES/SEMINARS

- 1 That the Chief Executive, the Mayor and three Councillors (for North Island conferences), or three Councillors (for South Island conferences), represent Council at Local Government New Zealand Conferences, and reasonable costs for the official representatives be reimbursed.
- 2 Councillor attendance at conferences other than Local Government NZ conferences, courses and seminars requires approval by the Mayor who will consult with the Chief Executive on budgetary matters, and ensure details of approvals given are included in the Chief Executive's report to Council.
- 3 When considered appropriate for a Councillor to attend a conference/course/seminar at the cost of the Council, approval shall only be given for the purpose of acquiring knowledge, including new developments, or transacting business that is appropriate to that Councillor. Costs of attendance must be able to be met within the approved budgets.
- 4 Prior to obtaining approval, Councillors should contact the Mayor and/or the Chief Executive or appropriate Group Manager on the suitability of the conference/course/seminar intended.
- 5 Costs of partners/spouses attending conferences/courses/seminars will not be met by the Council except for partners accompanying delegates to the Local Government New Zealand conference when only the partners' registration fees will be paid by Council.
- 6 Councillors, after attendance at an approved course/seminar/conference should submit a report to the next appropriate workshop or meeting, on relevant matters including course content, matters of interest to other members and staff and an assessment of the value of the course.

On approval, staff will then make arrangements for enrolment, travel and accommodation.

**ADOPTED: COUNCIL MEETING 20/9/99**  
**2004 AMENDMENT TO CLAUSE 1**  
**ADOPTED: COUNCIL MEETING 23/02/04**

## **CONTRACTS ADOPTION OF STANDARD CONDITIONS**

That "NZS 3910: 2003 Conditions of Contract for Building and Civil Engineering Construction" be adopted by the Timaru District Council.

**ADOPTED: COUNCIL MEETING 03/11/03**



## **CONTRACTS AND TENDERS**

### **Acceptance**

That tenders for the supply of materials or plant and/or carrying out of works be accepted on the basis generally of the lowest satisfactory tender, but that a tolerance in favour of a local tender of up to 5% with a maximum of \$2,000 on any one tender, may be allowed.

**AMENDED: COUNCIL MEETING 23/7/90**

### **Transfund New Zealand Tenders**

That the policy requirement to give consideration to the preference to local tenders not apply to contracts subject to Transfund New Zealand competitive pricing procedures.

**ADOPTED: COUNCIL MEETING 16/12/91**

### **1999 REVIEW:**

1. That Council's current policy on contracts and tenders be reconfirmed.
2. That "Local" means a ratepayer of the Timaru District Council and/or an organisation that employs Timaru District residents.
3. That Council contracts and tender policy be incorporated in any tender documents issued (excluding contracts subject to Transfund New Zealand Competitive pricing procedures."
4. That the margin paid to the local supplier be a charge to the Economic Development activity and not to the activity incurring the tendered costs.

**ADOPTED: COUNCIL MEETING 13/4/99**

## **COUNCIL AND STANDING COMMITTEE AGENDAS**

- a That agendas for Council and Standing Committee meetings to be circulated to Councillors on the Tuesday prior to the Council or Standing Committee meeting.
- b That organisations and individuals who request copies of the Council and Standing Committee agendas on a regular basis, be charged a fee of \$25.00 **inclusive of GST** per copy; this shall not apply to the media, Aoraki Polytechnic Journalism School, and the Chairperson of the Southern Area Committee of the Canterbury Regional Council.

**ADOPTED: COUNCIL MEETING 10/12/90**

**2001 AMENDMENT:**

**(following changes to committee and organisation structures)**

# COUNCIL CHARGES REQUESTS UNDER THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

## Charging for Official Information

The charges set out in this policy represent what the Timaru District Council regards as reasonable charges for the purpose of the Local Government Official Information and Meetings Act 1987 where the Council decides to charge for supplying official information which is presently not charged for.

### 1 Existing Charges to Remain

- 1.1 There are currently areas where access to information is charged for by the Council, or where charges are prescribed by Statute. This policy does not affect those charges.

### 2 Fixing the Amount of Charge

- 2.1 The amount of charge should be determined by:

- a) The aggregate amount of staff time exceeding one hour spent in actioning the request.

This will include search and retrieval of information, the provision of transcript and the supervision of access.

- b) The number of pages of A4 size or foolscap photocopy to be provided exceeding 20.

Non standard sized photocopy paper such as that used for reproducing maps and plans will be charged on an actual and reasonable basis.

- c) For any other cost the amount actually incurred in responding to the request.

This will cover the provision of copies of video, audio and film tapes, computer time or other situations where a direct charge is incurred.

- 2.2 Where repeated requests from the same source are made in respect of a common subject over intervals of up to eight weeks, requests after the first should be aggregated for charging purposes.

- 2.3 The charge should represent a reasonable fee for access given. It may include time spent:

- in searching an index to establish the location of the information;
- in locating (physically) and extracting the information from the place where it is held;
- in reading or reviewing the information; and
- in supervising the access to the information.

The charge should not include any allowance for:

- extra time spent locating and retrieving information when it is not where it ought to be; or
- time spent deciding whether or not access should be allowed and in what form.

2.4 Where the fee threshold is only exceeded by a small margin it is a matter of discretion whether any fee should be paid and if so, how much.

2.5 That Council staff have some discretion regarding fixing the amount of the charge in instances where information is not readily accessible.

### 3 **Staff Time**

Time spent by staff searching for relevant material, abstracting and collating, copying, transcribing and supervising access where the total time involved is in excess of one hour should be charged out as follows:

- An initial charge of \$28.00 plus GST for the first chargeable half hour or part thereof; and
- Then \$28.00 plus GST for each additional half hour or part thereof.

3.2 The rate of charge applies irrespective of the seniority or grading of the officer who deals with the request.

3.3 Time spent by staff in deciding whether or not to approve access and in what form to provide information should not be charged.

**ADOPTED: COUNCIL MEETING 17.5.99**

## **COUNCIL CHAMBER AND COMMITTEE ROOM HIREAGE**

That the Council Chamber, Committee Room and Councillors' Lounge / Kitchen facilities cease to be available for hire to outside organisations / individuals requiring meeting facilities.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 9/3/99**

## **COUNCIL CODE OF CONDUCT FOR ELECTED MEMBERS**

THAT the Code of Conduct be adopted.

**RESOLVED: COUNCIL MEETING 03/11/03**

**TIMARU DISTRICT COUNCIL**

**CODE OF CONDUCT  
FOR ELECTED MEMBERS**

**Adopted November 2003**

**Code of Conduct**

**Index**

**Page No.**



## **1 Background**

### **Legislative Requirements**

The Local Government Act 2002 (the Act) introduced a requirement that each local authority adopt a code of conduct. Schedule 7, clause 15 of the Act is repeated as follows:

#### **15 Code of conduct**

- (1) A local authority must adopt a code of conduct for members of the local authority as soon as practicable after the commencement of this Act.
- (2) The code of conduct must set out –
  - a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members including –
    - i) behaviour toward one another, staff, and the public; and
      - (a) is received by, or in the possession of, an elected member in his or her capacity as an elected member; and
      - (b) relates to the ability of the local authority to give effect to any provision of this Act; and
  - b) a general explanation of –
    - i) the Local Government Official Information and Meetings Act 1987; and
    - ii) any other enactment or rule of law applicable to members.
- (3) A local authority may amend or replace its code of conduct, but may not revoke it without replacement.
- (4) A member of a local authority must comply with the code of conduct of that local authority.
- (5) A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.
- (6) After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.
- (7) To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.

## **2 Introduction**

This code of conduct provides guidance on the standards of behaviour that are expected from the Mayor and elected members of Timaru District Council. The code applies to elected members in their dealings with:

- each other
- Council staff
- the general public.
- the media

The objective of the code is to enhance:

- the effectiveness of the council as the autonomous local authority with statutory responsibilities for the good local government of the Timaru District
- the credibility and accountability of the council within its community
- mutual trust, respect and tolerance between the elected members as a group and between the elected members and management.

This code of conduct seeks to achieve its objectives by recording:

- an agreed statement of roles and responsibilities
- agreed general principles of conduct
- specific codes of conduct applying to particular circumstances or matters

Elected members are primarily accountable to the electors of the district through the democratic process. However members must note that the Auditor-General may hold them to account for unlawful actions or expenditure or for breaches of the Local Authorities (Members' Interests) Act 1968.

### **3 General Principles**

The code of conduct is based on the following general principles of good governance:

- **Accountability**  
Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.

Duty to uphold the law

Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.

Honesty and integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Leadership

Members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

Objectivity

Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.

- **Openness**

Members should be as open as possible about their actions and those of the council, and should be prepared to justify their actions.

Personal judgment

Members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

#### Public interest

Members should serve only the interests of the district as a whole and should never improperly confer an advantage or disadvantage on any one person.

- **Respect for others**

Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of council staff.

#### Stewardship

Members must ensure that the council uses resources prudently and for lawful purposes, and that the council maintains sufficient resources to meet its statutory obligations.

## 4 Roles and Responsibilities

This part of the code describes the roles and responsibilities of elected members, the additional roles of the Mayor, Deputy Mayor and Chairmen, and the role of the Chief Executive.

### **Elected Members**

Elected members, acting as the council, are responsible for:

- the development and adoption of council policy
- monitoring the performance of the council against its stated objectives and policies
- prudent stewardship of council resources
- employment of the Chief Executive
- representing the interests of the residents and ratepayers of the Timaru District Council. On election, the members' first responsibility is to the district as a whole.

Unless otherwise provided in the Local Government Act 2002 or in standing orders, the council can only act by majority decisions at meetings. Each member has one vote, provided however that the Mayor shall also have a casting vote if such vote is specifically authorised by Council's legally adopted and approved standing orders. Any individual member, including the Mayor, has no authority to act on behalf of the council unless the council has expressly delegated such authority.

### **Mayor**

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of council. The Mayor also has the following roles as a:

- presiding member at council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings, as determined in standing orders;
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the council;
- ceremonial head of council;
- providing leadership and feedback to other elected members on teamwork and chairmanship of committees; and

- Justice of the Peace, while the Mayor holds office.

The Mayor must follow the same rules as other elected members about making public statements and committing the council to a particular course of action, unless acting in accordance with the rules for media contact on behalf of the council under a delegation of authority from the council.

### **Deputy Mayor**

The Deputy Mayor must be elected by the members of council, at the first meeting of the council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers, of the Mayor, as summarised above. The Deputy Mayor may be removed from office by resolution of council.

### **Committee Chairmen**

The council may create one or more committees of council. A committee chairman presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by council, and as set out in the council's Delegations Manual. Committee chairmen may be called on to act as official spokesperson on a particular issue. They may be removed from office by resolution of council.

### **Chief Executive**

The Chief Executive is appointed by the council in accordance with sections 42 of the Local Government Act 2002. The Chief Executive is responsible for implementing and managing the council's policies and objectives within the budgetary constraints established by the council. In terms of section 42 of the Act, the responsibilities of the Chief Executive are:

- implementing the decisions of the council
- providing advice to the council and community boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the local authority effectively and efficiently
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing staff on behalf of the local authority, including negotiation of the terms of employment for the staff of the local authority.

## **5 Relationships and Behaviours**

This part of the code sets out the council's agreed standards of behaviour. Some of the matters described in this part of the code reflect other legislation such as the Local Authorities (Members' Interests) Act 1968. The majority of the code is material that the council has decided to include of its own initiative.

### **Relationships with Other Elected Members**

Successful teamwork is a critical element in the success of any democratically elected organisation. No team will be effective unless mutual respect exists between members. With this in mind elected members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been elected
- are open and honest
- focus on issues rather than personalities
- avoid aggressive, offensive or abusive conduct.

### **Relationships with Staff**

The effective performance of council also requires a high level of cooperation and mutual respect between elected members and staff. To ensure that level of cooperation and trust is maintained, elected members will:

- recognise that the Chief Executive is the employer, on behalf of council, of all council employees, and as such only the Chief Executive may hire, dismiss or instruct or censure an employee
- make themselves aware of the obligations that the council and the Chief Executive have as employers and observe those requirements at all times
- treat all employees with courtesy and respect, including the avoidance of aggressive, offensive or abusive conduct towards employees
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Mayor.

Elected members should be aware that failure to observe this portion of the code of conduct may compromise the council's obligations to act as a good employer and may expose the council to civil litigation and audit sanctions.

### **Relationships with the Community**

Effective council decision-making depends on productive relationships between elected members and the community at large.

Members should ensure that individual citizens are accorded respect in their dealings with the council, have their concerns listened to, and deliberated on in accordance with the requirements of the Act.

Members should act in a manner that encourages and values community involvement in local democracy.

### **Contact with the Media**

The media plays an important part in local democracy. In order to fulfil this role the media needs access to accurate, timely information about the affairs of council. From time to time, individual members will be approached to comment on a particular issue either on behalf of council, or as an elected member in their own right. This part of the code deals

with the rights and duties of councillors when speaking to the media on behalf of council, or in their own right.

The following rules apply for media contact **on behalf of council**:

- the Mayor is the first point of contact for the official view on any issue. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant committee chairperson
- the Mayor may refer any matter to the relevant committee chairperson or to the Chief Executive for their comment
- no other member may comment on behalf of council without having first obtained the approval of the Mayor.

Elected members are free to express **a personal view** in the media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of council
- where an elected member is making a statement that is contrary to a council decision or council policy, the member must not state or imply that his or her statements represent a majority view. Media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

### **Confidential Information**

In the course of their duties members will receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation.

Elected members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the elected member.

Elected members should be aware that failure to observe these provisions will impede the performance of council by inhibiting information flows and undermining public confidence in the council. Failure to observe these provisions may also expose council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **Conflicts of Interest**

Elected members must be careful that they maintain a clear separation between their personal interests and their duties as an elected member. This is to ensure that people who fill positions of authority carry on their duties free from bias whether real or perceived. Members therefore need to familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 which is about financial interests, and other legal requirements concerning non-financial conflicts of interest.

The Act provides that an elected member is disqualified from office, or from election to office, if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any council discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest. Members must declare their interests at council meetings where matters in which they have a pecuniary interest arise.

Members shall annually make a general declaration of interest as soon as practicable after becoming aware of any such interests. These declarations are recorded in a register of interests maintained by council. The declaration must notify the council of the nature and extent of any interest, including:

- any employment, trade or profession carried on by the member or the member's spouse for profit or gain
- any company, trust, partnership etc for which the member or their spouse is a director, partner, trustee or beneficiary
- the address of any land in which the member has a beneficial interest and which is in the Timaru District
- the address of any land where the landlord is the Timaru District Council and:
  - the member or their spouse is a tenant, or
  - the land is tenanted by a firm in which the member or spouse is a partner, or a company of which the member or spouse is a director, or a trust of which the member or spouse is a trustee or beneficiary
- any other matters which the public might reasonably regard as likely to influence the member's actions during the course of their duties as a member.

If the member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the member should seek guidance from the Chief Executive *immediately*.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest. If there is a pecuniary interest, the member may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. Approval must be sought from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe the requirements of the Local Authorities (Members' Interests) Act 1968 could potentially invalidate the particular decision made, or the action taken, by council. Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authorities (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

### **Standing Orders**

Elected members must adhere to the standing orders adopted by council under the Local Government Act 2002.

### **Ethics**

Timaru District Council seeks to promote the highest standards of ethical conduct amongst its elected members. Accordingly, elected members will:

- claim only for legitimate expenses as laid down by any determination of the Remuneration Authority then in force, and any lawful policy of council developed in accordance with that determination
- not influence, or attempt to influence, any council employee to take actions that may benefit the member, or the member's family or business interests
- not use council resources for personal business
- not solicit, demand, or request any gift, reward or benefit by virtue of their position

- notify the Chief Executive if a gifts are accepted
- where a gift to the value of \$25.00 or more is offered to a member, immediately disclose this to the Chief Executive for inclusion in the publicly available register of interests.

### **Disqualification of Members from Office**

Elected members are automatically disqualified from office if they are convicted of a criminal offence punishable by two or more years imprisonment, or if they cease to be or lose their status as an elector or of certain breaches of the Local Authorities (Members' Interests) Act 1968.

### **Undischarged Bankrupt**

The Council requires a member, or newly elected member who is an undischarged bankrupt to declare that fact to the Chief Executive.

## **6 Compliance and Review**

This part of the code deals with ensuring that elected members adhere to the code of conduct and mechanisms for the review of the code of conduct.

### **Compliance**

Elected members must note that they are bound to comply with the provisions of this code of conduct, as stated in the Local Government Act 2002, Schedule 7, section 15(4).

Members are also bound by the Local Government Act 2002, the Local Authorities (Members' Interests) Act 1968, the Local Government Official Information and Meetings Act 1987, the Secret Commissions Act 1910, the Crimes Act 1961 and the Securities Act 1978. The Chief Executive will ensure that an explanation of these Acts is made at the first meeting after each triennial election and that copies of these Acts are freely available to elected members. Short explanations of the obligations that each of these has with respect to conduct of elected members are included in Section 7 of this code.

All alleged breaches of the code will be reported to the Mayor or Chief Executive. Any allegation of a breach of a code of conduct must be in writing, make a specific allegation of a breach of the code of conduct, and provide corroborating evidence.

The Mayor or Chief Executive will investigate the alleged breach and prepare a report for the consideration of council. Before beginning any investigation, the Mayor and Chief Executive will notify the elected member(s) in writing of the complaint and explaining when and how they will get the opportunity to put their version of events.

The council will consider the report in open meeting of council, except where the alleged breach relates to the misuse of confidential information or could impinge on the privacy of a member of staff or of the general public.

### **Responses to Breaches of the Code**

The exact nature of the action the council may take depends on the nature of the breach and whether there are statutory provisions dealing with the breach.

Where there are statutory provisions:

- breaches relating to members' interests render members liable for prosecution by the Auditor General under the Local Authority (Member's Interests) Act 1968
- breaches which result in the council suffering financial loss or damage may be reported on by the Auditor-General under the Local Government Act 2002, which may result in the member having to make good the loss or damage



- breaches relating to the commission of a criminal offence may leave the elected member liable for criminal prosecution.

In these cases the council may refer an issue to the relevant body, any member of the public may make a complaint, or the body itself may take action of its own initiative.

Where there are no statutory provisions, the council may take the following action:

- censure
- removal of the elected member from council committees and/or other representative type bodies
- dismissal of the elected member from a position as Deputy Mayor or Chair of a committee.

### **Review**

Once adopted, a code of conduct continues in force until amended by the council. The code can be amended at any time but cannot be revoked unless the council replaces it with another code. Once adopted, amendments to the code of the conduct require a resolution supported by 75 per cent or more of the members of the council present.

## **7 Legislative Summary**

This is a summary of the legislation requirements that has some bearing on the duties and conduct of elected members. Copies of these statutes are held by the Chief Executive.

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

This Act regulates situations where a members' personal interests impinge, or could be seen as impinging on their duties as an elected member.

The Act provides that an elected member is disqualified from office if that member is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 in any financial year.

Additionally, elected members are prohibited from participating in any council discussion or voting on any matter in which they have a pecuniary interest, other than an interest in common with the general public. The same rules also apply where the member's spouse contracts with the authority or has a pecuniary interest.

Members may also contact the Audit Office for guidance as to whether that member has a pecuniary interest, and if so, may seek an exemption to allow that member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote. Approval must be from the Audit Office for contractual payments to members, their spouses or their companies that exceed the \$25,000 annual limit.

Failure to observe these requirements could also leave the elected member open to prosecution under the Local Authority (Members' Interests) Act 1968. In the event of a conviction elected members can be ousted from office.

### **Local Government Official Information and Meetings Act 1987**

The Local Government Official Information and Meetings Act 1987 sets out a list of meetings procedures and requirements. Of particular importance for the roles and conduct of elected members is the fact that the chair has the responsibility to maintain order at meetings, but all elected members should accept a personal responsibility to maintain acceptable standards of address and debate. No elected member should:

- create a disturbance or a distraction while another councillor is speaking
- be disrespectful when they refer to each other or other people
- use offensive language about the council, other councillors, any employee of the council or any member of the public.

### **Secret Commissions Act 1910**

Under this Act it is unlawful for an elected member, or officers, to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false receipts to council.

If convicted of any offence under this Act a person can be imprisoned for up to 2 years, or fines up to \$1000, or both. A conviction therefore would trigger the ouster provisions of the Local Government Act 2002 and result in the removal of the member from office.

### **Crimes Act 1961**

Under this Act it is unlawful for an elected member, or officers to:

- accept or solicit for themselves, or anyone else, any gift or reward for acting or not acting in relation to the business of council
- use information gained in the course of their duties for their, or another persons, monetary gain or advantage.

These offences are punishable by a term of imprisonment of 7 years or more. Elected members convicted of these offences will also be automatically ousted from office.

### **Securities Act 1978**

The Securities Act 1978 essentially places elected members in the same position as company directors whenever council offers stock to the public. Elected members may be personally liable if investment documents such as a prospectus contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

## **COUNCIL COMMITTEES**

The following Standing Committees be appointed pursuant to Clause 30, Schedule 7 of the Local Government Act 2002, to deal with policy issues associated with the functions listed below and as authorised by separate delegation:

### **Community Development Committee**

Policy and Budgetary Matters Related to:

- ◆ Art Gallery
- ◆ Community Development (Welfare/Services)
- ◆ Community Liaison and Events
- ◆ Customer Service Centres
- ◆ District Promotion
- ◆ Economic Development
- ◆ Grants
- ◆ Libraries
- ◆ Monitoring and oversight matters related to the Safer Communities Committee
- ◆ Museum

### **District Services Committee**

Policy and Budgetary Matters Related to:

- ◆ Civil Capital Works
- ◆ Cemeteries
- ◆ Forestry
- ◆ Monitoring of Passenger Transport
- ◆ Parking Areas/Building (provision)
- ◆ Parks and Reserves
- ◆ Rail Initiatives
- ◆ Recreation and Sport
- ◆ Refuse Collection
- ◆ Roads, Bridges, Footpaths
- ◆ Sewerage, Drainage
- ◆ Swimming Pools
- ◆ Waste Disposal (Solid and Liquid)
- ◆ Water Supply

### **Resource Planning and Regulation Committee**

Policy and Budgetary Matters Related to:

- ◆ Animal and Pest Control
- ◆ Building Control
- ◆ Civil Defence
- ◆ Dangerous Goods
- ◆ Environmental Health
- ◆ Forest and Rural Fire Control
- ◆ General Bylaws
- ◆ Liquor Licensing
- ◆ Litter Control
- ◆ Parking Enforcement

- ◆ Plumbing and Drainage
- ◆ Resource Management Act
- ◆ District Plan
- ◆ Policy and Research
- ◆ Land Development Controls and Subdivision

### **Policy and Development Committee**

Policy and Budgetary Matters Related to:

- ◆ Accounting
- ◆ Annual Plan and Budget
- ◆ Electoral Issues
- ◆ Financial, Investment and Public Debt
- ◆ Halls
- ◆ Housing
- ◆ Information Systems
- ◆ Legal, insurance (general)
- ◆ Motor Camps
- ◆ Policy Co-ordination and Alignment
- ◆ Property Management
- ◆ Rating
- ◆ Strategic Planning – Co-ordination, goals and achievement
- ◆ Theatre Royal
- ◆ Timaru District Holdings Limited

### **Hearings Committee**

- ◆ Responsible for hearing and deciding on applications pursuant to the Resource Management Act 1991
- ◆ Decisions on related consents
- ◆ Authority to hear an appeal under the Dog Control Act 1996

### **Timaru Ward Committee**

The general purposes of the Ward Committee shall be to

- ◆ Represent and act as an advocate for the interests of its community; and
- ◆ Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the Timaru Ward Committee; and
- ◆ Maintain an overview of services provided by the territorial authority within the community; and
- ◆ Undertake any other responsibilities that are delegated to it by the territorial authority

within the Timaru ward electoral boundary.

## **Safer Communities Committee**

Policy and Budgetary Matters related to:

- ◆ Crime Prevention
- ◆ Youth Workers
- ◆ Project Turnaround
- ◆ Truancy

**ADOPTED:                    INAUGURAL COUNCIL MEETING 29/10/01**

**\*\*ADOPTED:                COUNCIL MEETING 11/05/04**

## **COUNCIL COMMITTEES MEMBERSHIP**

Pursuant to Clause 31 Schedule 7 of the Local Government Act 2002, the following appointments be made to Council committees:

### **Community Development Committee**

Clr Jack (Chairman)  
Clr Barker (Deputy Chairman)  
Clr Kennedy  
Clr Bowan  
Clr Lyon  
The Mayor

### **District Services**

Clr Oliver (Chairman)  
Clr Kennedy (Deputy Chairman)  
Clr Mulvey  
Clr Jack  
Clr Bradley  
The Mayor

### **Policy and Development**

Clr Bowan (Chairman)  
Clr Lyon (Deputy Chairman)  
Clr Barker  
Clr Bennett  
Clr Coughlan  
The Mayor

### **Resource Planning and Regulation**

Clr Mulvey (Chairman)  
Clr Coughlan (Deputy Chairman)  
Clr Bennett  
Clr Oliver  
Clr Bradley  
The Mayor  
Tangata Whenua representative

### **Hearings Committee**

Deputy Mayor (Chairperson) or Clr Bennett (Deputy Chairperson)  
and the Mayor, or alternate Councillor, and  
one available Councillor who has successfully completed the appropriate RMA  
training

**ADOPTED: INAUGURAL COUNCIL MEETING 30/10/07**

## **COUNCIL – COMMITTEE DECISIONS ALTERATION OF**

That no reduction be made to the delegated powers of the Standing Committees;  
and

That where a matter is referred back by Council to a committee which has delegated authority, Council recommend to that committee that in the event of the decision being reconsidered by the committee, Council requests that any further decision on the issue be by way of a recommendation to Council

**ADOPTED: COUNCIL MEETING 13/5/96**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **COUNCIL / COMMUNITY BOARDS PUBLIC FORUMS**

*(to come out of policies and into Standing Orders)*

- 1a For the first half hour of the six weekly Community Board / Ward Committee meeting, time be put aside to enable the public to ask questions of, or put a particular case to, the Board / Committee on matters that relate to that specific Ward.
- 1b For the first half hour of the six weekly Council meeting, time be set aside to enable the public to ask questions of, or put a particular case to, Council on policy matters.
- 1c That if the matter to be raised has been raised at a previous meeting of the Community Board / Ward Committee or Council, then the request of the applicant to speak at the public forum **may** be declined.
- 2 This half hour should be seen as a maximum, the actual time at any one meeting being dictated by the number of the members of the public desirous of speaking.
- 3 The time available to be divided equally between those members of the public wishing to question or put a case before Council with a maximum of five minutes for any one person.
- 4 If an immediate answer can be given either by Council or a senior officer who is in attendance, so be it, otherwise the question can be noted and be researched and a written answer given.
- 5 The period should not be allowed to degenerate into a "toing or froing" between a member of the public and the Council and/or an officer.
- 6 Speakers must be in attendance before the start of the meeting.
- 7 Speakers must register their desire to speak with one of the officers present ie Chief Executive or Council Secretary so that the Mayor can introduce them and the time for speaking can be shared out, if necessary.
- 8 Where groups of people turn up they be encouraged to let just one person speak on behalf of the group.
- 9 Where a particular subject is raised during this period that is included on the agenda of the meeting as a separate item or incorporated within the report from a meeting of a Committee, the item, with the leave of Council, may be brought forward so that the person concerned can listen to the debate without perhaps having to sit through the whole Council meeting before that item would normally have been discussed.
- 10 It is emphasised that this period of time is not to be seen as a two way discussion period, and that Councillors should only take the opportunity of asking questions to clarifying any point being made and not to become involved in full discussion.

**ADOPTED: COUNCIL MEETING 29.1.90**

**1998 AMENDMENTS:**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **COUNCIL CONTROLLED ORGANISATIONS**

### **Exemption**

That the A D Hally Trust position be reviewed and an exemption from the status of a Council Controlled Organisation, as provided for in the Local Government Act 2002 section 7, be granted for three years effective from 19 May 2009.

**ADOPTED: COUNCIL MEETING 19 APRIL 2009**

# Council-Controlled Organisations

A Council Controlled Organisation (CCO) is defined as:

- (a) a company—
- voting rights at a meeting of the shareholders of the company are—
- local authorities; or
- (i) in which equity securities carrying 50% or more of the rights at a meeting of the shareholders of the company are—
- (A) held by 1 or more local authorities; or
- (B) controlled, directly or indirectly, by 1 or more local authorities; or
- (ii) in which 1 or more local authorities have the right, directly or indirectly, to appoint 50% or more of the directors of the company; or
- (b) an entity in respect of which 1 or more local authorities have, whether or not jointly with other local authorities or persons,—
- (i) control, directly or indirectly, of 50% or more of the votes at any meeting of the members or controlling body of the entity; or
- (ii) the right, directly or indirectly, to appoint 50% or more of the trustees, directors, or managers (however described) of the entity (*Local Government Act 2002, Section 6*).

Each CCO must complete annually a Statement of Intent that sets out activities and objectives of the CCO, provides opportunity for shareholders to influence the CCO's direction and provides a basis for the accountability of the CCO. The full Statement of Intent for each CCO is available for inspection from Council.

TDC has five Council Controlled Organisations:

- 1) *Road Safety South Canterbury Charitable Trust*  
The Trust Board is made up of five trustees, with each Council (Timaru, Waimate, Mackenzie, Environment Canterbury) responsible for appointing one trustee to the Trust.
- 2) South Canterbury Aoraki Development Trust (trading as Aoraki Development Trust)

The Trust Board is made up of five non-executive trustees. The Council, after consultation with the Board is responsible for appointing trustees to the Board.

- 3) Timaru District Promotions Trust (trading as Central South Island Tourism)

The Trust Board is made up of five non-executive trustees. The Council, after consultation with the Board is responsible for appointing trustees to the Board.

The previous three CCOs must provide the following information to Council each year:

- Draft budget by 15 February
- Final Statement of Intent by 30 June
- Quarterly Reports on activities
- Annual report on activities by 30 September

- 4) *South Canterbury Rural Fire District Committee*

The South Canterbury Rural Fire Authority is a Council Controlled Organisation (CCO) with each Local Authority member (Mackenzie, Waimate and Timaru) allocated two votes and all other members (Blakely Pacific Limited, Waimate Forest Group) one vote each. The South Canterbury Rural Fire District Committee has been set up to administer the fire district and is made up of appointees of each TLA, a representative of New Zealand Fire Service, Department of Conservation, Blakely Pacific Limited and the Waimate Forest Group. The Committee will meet at least quarterly and has governance responsibilities.

- 5) *Timaru District Holdings Limited (TDHL)*

TDHL oversees the governance of the subsidiary trading companies of Alpine Energy Ltd and PrimePort Timaru Ltd through monitoring the individual company's compliance with their

Statement of Corporate Intent, regular monthly reporting against the company's budgets; and meetings between representatives of the companies and TDHL, at both Board and officer level.

A summary of the following information is provided over the next few pages:

- Name of CCO and subsidiary organisations
- Nature and scope of activities to be undertaken by CCO
- Key performance targets and other measures

CCO	Why it exists	What it does	Performance Measures and Targets		
			Measure	Target 2006/07 – 2008/09	Target 2009/10 – 2015/16
<b>Road Safety South Canterbury Charitable Trust</b>	To achieve maximum safety for all users of South Canterbury roads through undertaking the road safety promotion role on behalf of the Timaru District Council, Waimate District Council, Mackenzie District Council and Environment Canterbury in the South Canterbury District.	<p><i>Community Road Safety Programme</i> - Implementing the projects approved and funded by Land Transport New Zealand and carrying out any other road safety initiatives as requested by the Councils)</p> <p><i>Community Development</i> - Providing a forum for road safety contributors for advocacy on behalf of the community sector, providing road safety promotion input into planning and development projects, assistance with the development of products and services designed for road users in the region, and industry coordination &amp; education</p> <p><i>Co-ordinating road safety issues and programmes</i> - Coordinating and managing the Councils' interest in road safety throughout the District.</p>	Develop an annual business plan of community road safety projects	Annual development	Annual development
			Financial performance against budget	Meet budget	Meet budget
			Monitor crash statistics	Report prepared on crash statistics	Report prepared on crash statistics
			Meet reporting requirements to territorial authorities, Land Transport New Zealand and external funding sources	Meet reporting requirements	Meet reporting requirements
			Prepare an annual report for Road Safety South Canterbury Trust, Territorial authorities and Land Transport New Zealand	Annual Report prepared by 30 September	Annual Report prepared by 30 September
<b>South Canterbury Aoraki Development Trust</b>	To enhance the economic wellbeing (potential) of South Canterbury by sustaining, growing and attracting business.	<p>Aoraki Development Trust (ADT) has three core business units:</p> <ul style="list-style-type: none"> <li>• Sustain</li> <li>• Grow</li> <li>• Attract</li> </ul> <p>These are focused towards achieving the vision of enhancing South Canterbury business and achieving ADT's six primary goals.</p>	<ul style="list-style-type: none"> <li>• Recognise key stakeholders and maintain strong relationships</li> <li>• Look for opportunities that can assist business to grow and be attracted to the region</li> <li>• Be recognised as the South Canterbury one stop shop for those involved in business</li> <li>• Measure and report timely, accurate information to appropriate stakeholders</li> <li>• Seek relevant funding opportunities consistent with our vision and goals of ADT</li> <li>• Continually upskill to enable highest level of personnel possible.</li> </ul>		

CCO	Why it exists	What it does	Performance Measures and Targets		
			Measure	Target 2006/07 – 2008/09	Target 2009/10 – 2015/16
<b>South Canterbury Rural Fire District Committee</b>	To achieve the safeguarding of life and property by the Reduction, Readiness, Response and Recovery of fire in the rural areas of South Canterbury.	<p>The obligations of the Committee are as follows:</p> <ol style="list-style-type: none"> <li>1. Implementing the projects approved and funded by South Canterbury Rural Fire District</li> <li>2. Providing a forum for rural fire contributors</li> <li>3. Co-ordinating rural fire issues and programmes</li> <li>4. Carrying out any other rural fire initiatives.</li> </ol> <p>Performance of these obligations by the Committee is achieved by the appointment of a Principal Rural Fire Officer. Obligations are contained in the Forest and Rural Fires Act 1977, Forest and Rural Fires Regulations 2005 and the Fire Service Act 1975.</p>	Performance Measures and targets contained in Annual Business Plan.		

CCO	Why it exists	What it does	Performance Measures and Targets			
				Target 2006/07	Target 2007/08	Target 2008/09
<b>Timaru District Holdings Limited (TDHL)</b> <i>Subsidiaries:</i> <ul style="list-style-type: none"> <li>• PrimePort Timaru Limited</li> <li>• Alpine Energy Limited</li> </ul>	To be a successful and growing business increasing the value of the Company and its return to its shareholder, while taking into account the special needs of the shareholder.	TDHL's business is that of an investor in companies in which Council has a substantial interest; specifically Alpine Energy Ltd – 47.5% shareholding, and PrimePort Timaru Ltd – 71.4% shareholding.	Net profit after tax to shareholders funds	25.44%	27.28%	26.82%
			Net Tangible Assets per fully paid share	7.42	7.77	8.19
			Earnings per fully paid share	1.89	2.12	2.20
			Dividend per fully paid share	1.77	1.77	1.77
			Shareholders Funds to Total Assets	14.63%	15.21%	15.91%

CCO	Why it exists	What it does	Performance Measures and Targets		
			Measure	Target 2006/07 – 2008/09	Target 2009/10 – 2015/16
<b>Timaru District Promotions Trust</b>	To coordinate, facilitate, motivate and innovatively develop the marketing of the Timaru District on behalf of the Timaru District Council, ensuring maximum economic benefit and adding value to our visitor's experience.	<p><i>Destination Marketing</i> - the marketing and promotion of Timaru District as a visitor destination</p> <p><i>Tourism Development</i> - advocacy on behalf of the tourism sector, providing tourism input into planning and development projects, assistance with the development of products and services designed for visitors to the region, and industry coordination &amp; education</p> <p><i>Visitor Information Provision</i> - coordinating and managing the Council's interest in visitor information centres throughout the District.</p>	Deliver an annual business plan of core business activities and destination marketing projects	Annual development	Annual development
			Financial performance against budget	Meet budget	Meet budget
			Tourism industry investment in marketing programmes and visitor centre operations - measured against budget	No extra funding requested of Council	No extra funding requested of Council
			Benchmark commercial accommodation rates	Monitor growth rates against the national growth rate	Monitor growth rates against the national growth rate
			Economic impact of event activity	Economic performance assessments carried out for major events	Economic performance assessments carried out for major events

## **COUNCILLOR REPRESENTATION ON OTHER ORGANISATIONS**

- 1 That Council confirm the rate of payment for meeting attendance (ie \$20.00 if claimed).
- 2 That those Council representatives on other (ie non-Council organisations) be required to report at least annually to Council following the annual general meeting of their respective organisations.

**ADOPTED**

**COUNCIL MEETING 21/9/98**

REFER BACK TO COMMITTEE FOR CONSIDERATION REGARDING THE NEED FOR COUNCIL REPRESENTATION ON OTHER ORGANISATIONS. NOTE THAT RECOMMENDATIONS ON APPOINTMENTS TO OTHER ORGANISATIONS WILL BE DELAYED UNTIL THE COMMITTEE HAS RECONSIDERED THIS POLICY.



## **COUNCILLORS “IN ATTENDANCE”**

That Councillors in attendance at Committee and Subcommittee meetings and Working Parties, excluding the Hearings Committee, have the opportunity to contribute to the debate.

**1998 REVIEW – NO CHANGE  
ADOPTED COUNCIL MEETING 21/9/98**

## COUNCILLORS - NUMBER OF

Mayor elected at large.

### **10 Councillors as follows:**

Geraldine Ward (based on current Geraldine Ward Boundary)  
One (1) Councillor

Combine Pleasant Point – Temuka Ward (based on combined current Pleasant Point and Temuka Ward Boundaries)  
Two (2) Councillors

Timaru Ward (based on current Timaru Ward Boundary)  
Seven (7) Councillors

### **Three Community Boards:**

Geraldine Community Board (based on current Geraldine Ward Boundary)  
Six (6) elected members and one (1) appointed member.  
(The appointed member being the Geraldine Ward Councillor)

Pleasant Point Community Board (based on current Pleasant Point Ward Boundary)  
Five (5) elected members and two (2) appointed members.  
(The appointed members being the Pleasant Point-Temuka Ward Councillors)

Temuka Community Board (based on current Temuka Ward Boundary)  
Four (4) elected members and two (2) appointed members.  
(The appointed members being the Pleasant Point-Temuka Ward Councillors)

### **Boundaries:**

#### **Geraldine Ward and Geraldine Community**

The Geraldine community is the area delineated on S.O. Plan No. 18095 deposited with the Chief Surveyor of the Canterbury Land District.  
(This is the same as the current Geraldine Ward.)

#### **Pleasant Point Community and Temuka Community**

The Pleasant Point community is the area delineated by S.O. Plan No. 18096 and the Geraldine community is the area delineated by S.O. Plan No. 18097 deposited with the Chief Surveyor of the Canterbury Land District. (This is a combination of the current Pleasant Point and Temuka Wards.)

#### **Timaru Ward**

The Timaru Ward is the area delineated on S.O. Plan No. 18658 deposited with the Chief Surveyor of the Canterbury Land District. (This is the same as the current Timaru Ward.)”

Adopted by Council 30 June 2006

Final adoption by Council Policy & Development Committee 17 October 2006

## **COUNCIL MEETINGS FREQUENCY, FUNCTION AND MEETING DATES**

- a That Council adopt a six weekly cycle of meetings with Committee meetings being held a fortnight prior to the Council meeting, and Community Board meetings being held two weeks prior to the Committee meetings.
- b That meetings of the Hearings Committee be held as and when required as a result of consent applications to be considered.
- c Appropriate Committee and Subcommittee meetings be included on the yearly Council Calendar.
- d "Meeting free weeks" be scheduled for the weeks immediately following the Standing Committee meetings, where possible.
- e That as many Committee and Subcommittee meetings as possible be held on the same day in each round of meetings in order to keep meeting allowances and travel payments to a minimum.
- f That regular reviews be carried out of Subcommittees.
- g That delegation to Committees and staff be maximised to reduce the decision making time.
- h That meetings focus on policy establishment for long term issues.

**RESOLVED: COUNCIL MEETING 21/9/98**

### **2002 AMENDMENT:**

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE  
2/12/02**

## **COUNCIL MEETINGS ORDER OF BUSINESS**

That the order of business at every ordinary meeting of the Council shall be as follows, or as near to as circumstances permit:

- 1 Opening Prayer
- 2 Receipt of Apologies
- 3 Identification of Urgent Business
- 4 Identification of Matters of a Minor Nature
- 5 Public Forum
- 6 Confirmation of Minutes
- 7 Schedule of functions attended by the Mayor and Deputy Mayor
- 8 Correspondence (not otherwise referred to elsewhere in the Agenda)
- 9 Reports/Minutes of Committees
- 10 Confirmation of affixing of Common Seal to contracts/documents
- 11 Confirmation of contracts let by General Manager under delegated authority
- 12 Chief Executive's Report
- 13 Notices of motion
- 14 Special order resolutions
- 15 Any other business included in the agenda by Chief Executive and/or Group Managers and/or Councillors
- 16 Consideration of items of Urgent Business
- 17 Consideration of Items of a Minor Nature
- 18 Public Forum Issues Requiring Consideration
- 19 Items to be considered with the public excluded

**ADOPTED**

**COUNCIL MEETING 21/9/98**

**COUNCIL MEETINGS ORDER OF BUSINESS DEFINITIONS OF URGENT  
BUSINESS AND MINOR NATURE**

- a) That Councillors reacquaint themselves with the steps relating to urgent and minor items and how they can be dealt with at a meeting.
- b) That the requirement that items will not be accepted as "Urgent" or "Minor" unless Councillors have contacted the appropriate staff member, where it is a staff responsibility, prior to the meeting, be added to the criteria for accepting "Urgent" and "Minor" items.
- c) That Chairmen take note of the definitions of "Urgent" and "Minor" matters and adhere to the rules of subsections 7 and 7(a) of the Act when such matters are raised.
- d) That, should Council agree to the additional requirement for accepting urgent/minor business, Standing Orders (clause 2.5) be amended accordingly.
- e) That any reports relating to urgent or minor items be circulated to all Councillors and Community Board members in attendance who ordinarily receive a copy of agenda papers.

**RECOMMENDED:  
ADOPTED:**

**POLICY AND DEVELOPMENT COMMITTEE 27.4.99  
COUNCIL MEETING 17.5.99**

**COUNCIL MEETINGS ORDER OF BUSINESS REQUESTS FOR ADDITIONAL  
ITEMS ON AGENDAS**

That items requested by Councillors for inclusion on Council, Standing Committee, Subcommittee, Community Board agendas, be accompanied by a short report for inclusion in the agenda papers. The report to include a recommendation or statement setting out what action the Councillor desires, and that such reports be received at least three days prior to the close of the agenda in order that a staff observation and/or recommendation can be attached.

**ADOPTED: COUNCIL MEETING 17/4/00**

## COUNCIL MEETINGS STANDING ORDERS

That pursuant to Schedule 7 Clause 27, of the Local Government Act 2002, the New Zealand Standard Model Standing Orders for meetings of Local Authorities and Community Boards NZS 9202 : 2003, be adopted as Council's Standing Orders with the substitution of standing orders 2.5.1, 3.7.5, 3.14.1 and 3.14.2 with the following:

2.5 Voting at Meetings

2.5.1 The acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by:

- a) Vote; and
- b) the majority of members that are present and voting.

3.7.5 An item that is not on the agenda for a meeting may be dealt with at the meeting if:

- a) The local authority resolution so decides; and
- b) The presiding member explains at the meeting at a time when it is open to the public -
  - i) The reason why the item is not on the agenda; and
  - ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting; and
  - iii) That item has been discussed with the appropriate staff member, prior to the meeting, if the item is a staff responsibility.

3.7.5.1 Where an item is not on the agenda for a meeting:

- a) That item may be discussed at that if meeting if –
  - i) That item is a minor matter relating to the general business of the local authority; and
  - ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; and
  - iii) That item has been discussed with the appropriate staff member, prior to the meeting, if the item is a staff responsibility; but
- b) No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

- 3.14 Voting
- 3.14.1 The acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by:
- a) Vote; and
  - b) the majority of members that are present and voting.
- 3.14.2 The Mayor or Chairperson or other person presiding at the meeting –
- a) Has a deliberative vote; and
  - b) in the case of a equality of votes has a casting vote.

**ADOPTED: INAUGURAL COUNCIL MEETING 27/10/04**



## **COUNCIL ORGANISATIONS AND DIRECTOR APPOINTMENTS POLICY**

THAT the draft Director Appointment and Remuneration policy be adopted, effective from 1 July 2003.

THAT the A D Hally Trust and the Timaru Municipal Band be granted an exemption from the status of a Council Controlled Organisation, as provided for in the Local Government Act 2002 Section 7.

THAT to fulfil Council's performance monitoring obligations in respect of council organisations under the Act (section 65), Council's current policy that Councillors appointed to represent Council on a Council organisation report back to Council at least annually following the organisation's annual general meeting, be extended to cover non Councillor appointees to council organisations.

**ADOPTED: COUNCIL MEETING 26/05/03**

## **DIRECTOR APPOINTMENT AND REMUNERATION POLICY**

### **INTRODUCTION**

This policy sets out an objective and transparent process for identifying the skills required of a director and appointing such directors, and the matter of remuneration.

### **BACKGROUND**

The Local Government Act 2002 (the Act) section 57 requires Council to adopt a policy on the appointment and remuneration of directors to council organisations.

Definitions (refer section 6 of the Act)

*Organisation: means any partnership, trust, arrangement for the sharing of profits, union of interest, cooperation, joint venture, or other similar arrangement.*

*Council Organisation (CO): Any organisation in which one or more local authorities controls any proportion of the voting rights or the right to appoint directors.*

*Council Controlled Organisation (CCO): Any organisation in which one or more local authorities control 50 per cent or more of the voting rights or have the right to appoint 50 per cent or more of the directors.*

*Council Controlled Trading Organisation (CCTO): Any council controlled organisation that operates a trading undertaking for the purpose of making a profit.*

*Director: The directors and the board include trustees, managers, or office holders (however described in that organisation).*

### **COUNCIL CONTROLLED ORGANISATIONS AND COUNCIL CONTROLLED TRADING ORGANISATIONS**

Candidates for appointment to a CCO or CCTO are not restricted to Councillors. Staff or external candidates may be considered for appointment.

The Council will decide whether it is appropriate for the Mayor or a Councillor to fill a vacancy on a CCO or CCTO. If deemed appropriate, the appointment will be made at a Council meeting.

If the Council determines to make an outside appointment then the process outlined below will be followed.

#### **Identification of Skills Required**

For each director appointment the Council will develop a director profile for the role. It will detail the skills, knowledge and experience required for that directorship role and will take into account:

- The nature and scope of the organisation, the organisation's future directions and its constitutional set up.
- The strategic objectives of the organisation and the attributes, skills and knowledge, which will be required to deliver the strategic objectives of the organisation.

- The skills of the current directors or the required skills of all the directors.
- Any specific skill, knowledge and experience that is currently required or may be required in the future.
- The role specification will detail:
  - The organisations context
  - The functional relationships of the role
  - The responsibilities and liabilities of the role
  - The key results areas for the role
  - The personal attributes for the role
  - The specific skills/qualifications required for the role

## **Appointment Process**

The Council will decide whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the Council will consider the costs of advertising, the availability of qualified candidates, director turnover, and whether the incumbent wishes to be considered for reappointment.

A subcommittee of the Council will shortlist then interview shortlisted applicants and make a recommendation to the Council.

The Council decision will be made with the public excluded, as provided for in the Local Government Official Information and Meetings Act 1987. Public announcement of the appointment will be made as soon as practicable after the decision is made, and all applicants have been advised.

## **Conflicts of Interest**

The Council expects that directors of council organisations will avoid situations where their actions could give rise to conflicts of interest. Directors' will be expected to follow the provisions of the NZ Institute of Directors Code of Proper Practice for Directors. Breaches of this code could result in dismissal.

## **Remuneration**

Remuneration of directors of council controlled organisations is a matter of public interest.

Remuneration and changes to it will therefore require Council approval, and will be based on the nature of the organisation, market rates for comparable positions and any specific process for determining remuneration specified in the organisation's constitution.

## **Performance Reporting**

The Council's performance reporting obligations for CCTO's and CCO's are met via the statement of intent and financial reporting requirements in the Act (sections 64,66,67)

## **COUNCIL ORGANISATIONS (OTHER THAN CCOS AND CCTO'S)**

### **Identification of Skills Required**

For each appointment to a council organisation, the Council will give consideration to the nature of the organisation and the skills required for the role.

Candidates are not restricted to Councillors. Staff or external candidates may be considered for appointment.

### **Appointment Process**

Council appointments to Council organisations will be made by the Council, except staff appointees who will be appointed by the Chief Executive.

If the appointments are made with the public excluded a public announcement will be made as soon as practicable after the decision is made.

### **Remuneration**

The Council will not normally pay any remuneration to its appointee(s) except as may be specified in the Council's policy on Councillors' remuneration. Remuneration may be paid by the organisation, but Council appointed staff are not permitted to accept any remuneration.

### **Conflicts of Interest**

The Council expects that directors of council organisations will avoid situations where their actions could give rise to conflicts of interest. Directors' will be expected to follow the provisions of the NZ Institute of Directors Code of Proper Practice For Directors. Breaches of this code could result in dismissal.

### **Performance Reporting**

The Council's performance reporting obligations for CO's are met via the requirement that Council appointees report to Council at least annually following the organisation's annual general meeting.

## COUNCIL REMUNERATION POLICY

Remuneration system as per Local Government Elected Members Determination 2009:

	<b>Total</b>
	<b>\$</b>
Mayor (incl 4,496 for Mayoral car)	83,502
Deputy Mayor	37,650
Committee Chairman	34,100
Councillor	23,475
Elected Community Board Chairman	8,000
Community Board Members	3,725
Meeting fees – per day, in accordance with the Council policy as approved by the Remuneration authority. Maximum amount of meeting fees payable in accordance with the schedule to all elected councillors in respect of the period 1 July 2009 to 30 June 2010 must not exceed \$38,500.	110 per day

At the Council meeting on 24 February 2009 the Council recommended to the Remuneration Authority that the remuneration pool for the Timaru District Council remains the same as the 2008/09 year; and

That the model and meeting fee rules for the remuneration system remain the same as adopted for the 2008/09 year. However should the Remuneration Authority increase the pool then the model as outlined by the Chief Executive be adopted.

*Note. The Remuneration Authority **did** increase the pool – see mail id#102272 from the Remuneration Authority, Local Government Elected Members (2009/10) Determination 2009 gazetted 9/07/09*

## Meeting Fee Rules

The rules for payment of meeting fees are as follows:

- a The fee for Councillors attending meetings will be \$110
- b The fee will be paid on a per day basis NOT a per meeting basis.
- c Councillors will be paid a meeting fee and associated travel allowance when attending meetings for sixty minutes or 50% of the meeting time for the following meetings:

- Council
  - Community Development Committee
  - District Services Committee
  - Policy and Development Committee
  - Resource Planning and Regulation Committee
  - Hearings Committee (other than for resource consent hearings)
  - Council appointed Subcommittees
  - Main standing Committee Subcommittees
  - Rangitata / Orari Water Supply Advisory Committee
  - Te Moana Downs Water Supply Committee
  - Orari / Waihi Water Supply Committee
  - Conference / Seminar attendances approved by the Council, Mayor or Chief Executive
  - Local Government New Zealand Zone 5 Meetings
  - Any joint Standing Committee.
- Main  
Standing  
Committees**

- d Councillors will be paid a meeting fee and associated travel allowance for attending 50% of a Workshop meeting.

“Workshops” are defined as a meeting of Council, Main Standing Committees or Subcommittees when the meeting is convened for information and discussion and at which no resolutions or decisions are made, and at which minutes are kept.

- e Councillors will not receive a meeting fee for attendance at meetings of outside organisations to whom Council has appointed them. They will however be paid any travel allowance associated with attendance at these meetings.

Councillors who have been appointed to outside organisations are required to report to Council following the annual general meeting of their respective organisations.

- f Councillors will not receive a meeting fee or associated travel allowance when attending a meeting in their personal capacity.
- g For the avoidance of doubt meeting fees will not be paid to Councillors for attendance at Community Board meetings.
- h Members of the public co-opted to any Council, Committee or Subcommittee shall receive a meeting fee of \$130 per day, unless otherwise resolved by Council. Such payment shall not be charged to the remuneration pool.

- i Councillors appointed to resource consent hearings shall be paid \$68 per hour, with the chairman receiving \$85 per hour. Such payment shall not be charged to the remuneration pool.

Note: Model is based on -

- Meeting fee to remain at \$110.
- 350 meeting fees being paid. However once the meeting fee pool is spent no further payments can be made, ie a situation may arise whereby meeting fees are not able to be paid due to the depletion of the pool.
- As elected community board members are unable to be paid a meeting fee it would be unfair if appointed members, ie Councillors, were paid a meeting fee for community board attendance.

That all Councillors attend an equal number of meetings.

#### **ADOPTED COUNCIL MEETING 19 FEBRUARY 2008**

THAT the Elected Member remuneration policy be amended so that community representatives on the Sister Cities Committee, and any subcommittees or working parties of the Sister Cities Committee, not be paid meeting fees.

#### **ADOPTED COUNCIL MEETING 8 NOVEMBER 2005**

## **COUNCIL SEAL**

- a That the Council Seal be affixed to any document under the signatures of the Mayor or any Councillor, and Chief Executive or his deputy, or any Group Manager.
- b That a schedule of documents processed under Clause 4.5.2 of the Standing Orders be reported to Council at its next meeting.

**ADOPTED: COUNCIL MEETING 18/12/00**



## **COUNCIL SIZE OF COMMITTEES**

**a) Community Development, District Services, Resource Planning and Regulation and Policy and Development Committees:**

THAT each of the above Standing Committees of Council comprise six Councillors together with the Mayor.

**b) Timaru Ward Committee**

THAT the Timaru Ward Committee comprise the seven Timaru Ward Councillors plus a representative of the Pareora community.

**c) Hearings Committee**

THAT the Hearings Committee comprise three elected members - the Chairman or the Deputy Chairman, plus the Mayor or an alternate Councillor and one available Councillor.

**ADOPTED: INAUGURAL COUNCIL MEETING 27/10/04**

## **COUNCIL WORK SESSIONS**

- a A "Work Session" is defined as a closed meeting to which Part VII of the Local Government Official Information and Meetings Act does not apply;
- b At such a meeting no resolution or decision shall be accepted by the Chairman;
- c A "Work Session" can only be called pursuant to a resolution of the Council / Committee or by request of the Mayor; and
- d The normal purpose of a "Work Session" shall be to consider a subject of major Council policy usually arising from a report of a consultant or senior Council officer in order to clarify the contents of such a report or to seek further information.

**ADOPTED COUNCIL MEETING 21/9/98**

## DECLARATIONS WITNESSING

The following staff be authorised to witness Statutory Declarations and the necessary Ministry of Justice approval be obtained:

Chief Executive  
Assistant Chief Executive  
Customer Services Manager  
Senior Customer Services Officer  
Chief Financial Officer  
Regulatory Services Manager  
Environmental Health Manager  
Social Development Co-ordinator  
Personal Assistant – Assistant Chief Executive  
Personal Assistant – Regulatory Services  
Temuka Team Leader  
Geraldine Team Leader.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 19/06/07  
COUNCIL 29/06/07**

## DEER RACE

In considering a report by the Group Manager Engineering Services dated 6 April 1990, relating to an application by Mr B J Kenton for approval to construct a deer race across Seadown Road between Seaforth Settlement and Meadows Road, the Council resolved:

- a That the application be approved; and
- b That all future applications be dealt with individually and treated on their merits, subject to conditions approved by the District Services Manager

**ADOPTED: COUNCIL MEETING 30/4/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:  
ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect changes to committee and organisation structures)**

## **DESIGN COSTS**

That all design costs associated with capital expenditure be included as part of the cost of that project.

**ADOPTED: COUNCIL MEETING 7/4/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DIRECTORS (EXTERNAL) PAYMENT OF**

That the external directors on the Board of Timaru District Holdings Limited be paid a commercial fee appropriate to the circumstances of the duties of Timaru District Holdings Limited, the level of this fee to be recommended by the person appointed to recommend the directors.

**ADOPTED: COUNCIL MEETING 11/8/97**

## **DIRECTOR APPOINTMENT AND REMUNERATION POLICY**

### **INTRODUCTION**

This policy sets out an objective and transparent process for identifying the skills required of a director and appointing such directors, and the matter of remuneration.

### **BACKGROUND**

The Local Government Act 2002 (the Act) section 57 requires Council to adopt a policy on the appointment and remuneration of directors to council organisations.

Definitions (refer section 6 of the Act)

*Organisation: means any partnership, trust, arrangement for the sharing of profits, union of interest, cooperation, joint venture, or other similar arrangement.*

*Council Organisation (CO): Any organisation in which one or more local authorities controls any proportion of the voting rights or the right to appoint directors.*

*Council Controlled Organisation (CCO): Any organisation in which one or more local authorities control 50 per cent or more of the voting rights or have the right to appoint 50 per cent or more of the directors.*

*Council Controlled Trading Organisation (CCTO): Any council controlled organisation that operates a trading undertaking for the purpose of making a profit.*

*Director: The directors and the board include trustees, managers, or office holders (however described in that organisation).*

### **COUNCIL CONTROLLED ORGANISATIONS AND COUNCIL CONTROLLED TRADING ORGANISATIONS**

Candidates for appointment to a CCO or CCTO are not restricted to Councillors. Staff or external candidates may be considered for appointment.

The Council will decide whether it is appropriate for the Mayor or a Councillor to fill a vacancy on a CCO or CCTO. If deemed appropriate, the appointment will be made at the Council meeting.

If the Council determines to make an outside appointment then the process outlined below will be followed.

#### **Identification of Skills Required**

For each director appointment the Council will develop a director profile for the role. It will detail the skills, knowledge and experience required for that directorship role and will take into account:

The nature and scope of the organisation, the organisation's future directions and its constitutional set up.

The strategic objectives of the organisation and the attributes, skills and knowledge, which will be required to deliver the strategic objectives of the organisation.

The skills of the current directors or the required skills of all the directors.

Any specific skill, knowledge and experience that is currently required or may be required in the future.

The role specification will detail:

- The organisations context
- The functional relationships of the role
- The responsibilities and liabilities of the role
- The key results areas for the role
- The personal attributes for the role
- The specific skills/qualifications required for the role

### **Appointment Process**

The Council will decide whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the Council will consider the costs of advertising, the availability of qualified candidates, director turnover, and whether the incumbent wishes to be considered for reappointment.

A subcommittee of the Council will shortlist then interview shortlisted applicants and make a recommendation to the Council.

The Council decision will be made with the public excluded, as provided for in the Local Government Official Information and Meetings Act 1987. Public announcement of the appointment will be made as soon as practicable after the decision is made, and all applicants have been advised.

### **Conflicts of Interest**

The Council expects that directors of council organisations will avoid situations where their actions could give rise to conflicts of interest. Directors will be expected to follow the provisions of the NZ Institute of Directors Code of Proper Practice for Directors. Breaches of this code could result in dismissal.

### **Remuneration**

Remuneration of directors of council controlled organisations is a matter of public interest.

Remuneration and changes to it will therefore require Council approval, and will be based on the nature of the organisation, market rates for comparable positions and any specific process for determining remuneration specified in the organisation's constitution.

### **Performance Reporting**

The Council's performance reporting obligations for CCTO's and CCO's are met via the statement of intent and financial reporting requirements in the Act (sections 64,66,67)



## **COUNCIL ORGANISATIONS (OTHER THAN CCO'S AND CCTO'S)**

### Identification of Skills Required

For each appointment to a council organisation, the Council will give consideration to the nature of the organisation and the skills required for the role.

Candidates are not restricted to Councillors. Staff or external candidates may be considered for appointment.

### **Appointment Process**

All Council appointments to Council organisations will be made by the Council, except staff appointees who will be appointed by the Chief Executive.

If the appointments are made with the public excluded a public announcement will be made as soon as practicable after the decision is made.

### **Remuneration**

The Council will not normally pay any remuneration to its appointee(s) except as may be specified in the Council's policy on Councillors' remuneration. Remuneration may be paid by the organisation, but Council appointed staff are not permitted to accept any remuneration.

### **Conflicts of Interest**

The Council expects that directors of council organisations will avoid situations where their actions could give rise to conflicts of interest. Directors will be expected to follow the provisions of the NZ Institute of Directors Code of Proper Practice For Directors. Breaches of this code could result in dismissal.

### **Performance Reporting**

The Council's performance reporting obligations for CO's are met via the requirement that Council appointees report to Council at least annually following the organisation's annual general meeting.

**ADOPTED: COUNCIL 26 MAY 2003**

## DISASTER RECOVERY ASSISTANCE

Self funded insurance scheme for recovery assistance following a disaster causing damage to Council's infrastructure assets.

- a That Council reaffirms that it will provide self-insurance for its infrastructural assets;
- b That in the event of a disaster, the following minimum reprioritisation of budgets will take place:

Roading Budget	20%
Streetlighting Budget	10%
Water Supply Budget	5%
Sewerage Disposal Budget	5%
Stormwater Budget	5%

- c That a loan of up to \$500,000 be raised if necessary in the event of a disaster;
- d That it be noted that the following funds could be available, if necessary:

Essential Services (Tu)  
Main Drains and Water Drains (Tu)  
Sewer Extension and Renewal (Tu)  
Stormwater (Ger)  
Downlands Asset Replacement  
Te Moana Downs Asset Replacement  
Timaru ward Asset and Loan Repayment  
Waterworks Renewal (Tu)  
Waterworks Renewal (Tka)  
Airport Runway Reserve.

**ADOPTED: COUNCIL MEETING 3/7/95**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DISTRICT PLAN FINANCIAL CONTRIBUTIONS**

That Council implement the financial contribution requirements as set out in the Proposed Timaru District Plan on resource consents under section 108 (10) of the Resource Management Act 1991, from June 2004.

**RESOLVED: COUNCIL MEETING 11/05/04**

## **DOG CONTROL**

That Council adopts a Bylaw and Policy for Dog Control as amended at this meeting, to become effective from 1 October 2004.

**ADOPTED: COUNCIL MEETING 08/09/04**

**TIMARU DISTRICT COUNCIL - DOG CONTROL POLICY**

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## TIMARU DISTRICT COUNCIL

## POLICY IN RESPECT OF DOGS

### Bylaws

Chapter 12 of the Timaru District Bylaws details requirements relating to dogs.

### POLICY 1

#### Public Places where Dogs are Prohibited

Clause 1205 of the Bylaw details those areas where dogs are prohibited and these are:

#### DISTRICT WIDE

All children's playgrounds

#### TIMARU

Aorangi Park

Bay Hill

Beswick Street

Cains Terrace

Canon Street

Caroline Bay - **Note:** That dogs are permitted on the tidal area of Caroline Bay 1 April to 30 September.

Children's Playgrounds

Church Street - From Stafford Street to Sophia Street

George Street

King George Place

Piazza

Sophia Street

Stafford Street - from Sefton Street to North Street

Station Street

Strathallan Street

The Royal Arcade

#### TEMUKA

Children's Playgrounds

Commerce Street

King Street between Dyson and Fraser Streets

Maude Street Playground

St Leonards Road Playground

Temuka Domain - the portion of Temuka Domain between the western boundary of the Temuka Golf Course and the eastern boundary of Fergusson Drive

Temuka Motor Camp

## **GERALDINE**

All Children's Playgrounds  
Geraldine Domain - excluding walking track  
Geraldine Motor Camp  
Kennedy Park sports field  
Raukapuka Reserve playing fields  
Village Green

## **PLEASANT POINT**

All children's playgrounds  
Camping Grounds - Labour Weekend  
until Easter (inclusive)

## **POLICY 2**

### **Exercise Areas for Dogs**

#### **Areas where Dogs may be exercised at large:**

#### **TIMARU**

Ashbury Park  
Marchwiell Park  
Redruth Park  
Scenic Reserve (Centennial Park - excluding the fenced picnic area)  
South Beach  
Waimataitai Beach  
West End Park

#### **TEMUKA**

River areas (the river bed, ie shingle, streams and berm areas)  
Domain Avenue on the tree walkway between Rayner Street and Murray Street

#### **GERALDINE**

Reserve opposite Fire Station  
River area (the river bed, ie shingle, stream and berm areas)  
Todd Park

#### **PLEASANT POINT**

River areas (the river bed, ie shingle, stream and berm areas)

**AN EXERCISE AREA** for the purpose of this policy is an area where an owner may have a dog off a leash but under continuous and effective control, ie obedient and responds to its owner's commands, or alternatively the dog must be on a leash.

It should be noted that the portions of the above designated exercise areas that are used as or adjacent to sports fields, children's playgrounds or signposted walkways are not included as part of the exercise area.

## **POLICY 3**

### **Registration Fees**

- a) Council dog registration fees shall be based on a base administration charge plus a per dog charge in addition to that base fee.
- b) No less than 92% of the funds required for dog control activities shall be financed from annual registration fees.
- c) For the purposes of registration fees dogs shall be classified as either:

- a working dog as defined in the Dog Control Act; or a
  - pet dog; or a
  - neutered dog; or in a
  - responsible dog owner category shall be either:
    - (i) responsible dog owner; or
    - (ii) responsible dog owner - rural
- d) A neutered dog shall be verified by a veterinary certificate or by a sworn declaration.
- e) A “responsible dog owner category” can be achieved by meeting and maintaining standards defined by Council.
- f) Responsible dog owner standards are available at the Council.
- g) Registration fees will be reviewed by Council in each financial year.

#### **POLICY 4**

##### **Impounding Fees**

That fees will be reviewed on an annual basis.

#### **POLICY 5**

##### **Council Dog Pound - Policy for Release of Unclaimed Dogs**

That an unclaimed dog may be released to any person:

- a) If the person is considered by the Manager of the Pound to be a suitable person (this decision being at the discretion of the appropriate Council officer); and
- b) Provided that the dog is vaccinated and neutered, the costs of such to be met by the person wishing to provide a home for the dog.

The requirement for neutering in this clause (b) shall not apply to a dog released to an owner as a working dog for stock purposes.

- c) No impounded dog shall be released to an organisation for research purposes.

#### **POLICY 6**

##### **Pound Operation - Release of Dogs to Owner**

That dogs shall only be released from the pound under the following circumstances:

- a) All fees must be paid prior to release or alternatively a signed time payment agreement form must be provided.
- b) The dog owner must satisfy the officer that he is the rightful owner of the dog or has been duly authorised by the owner to act in that capacity.
- c) Release shall only be by pre-arranged appointment.



In all cases the officer must endeavour to be at the pound prior to the owner.

## **POLICY 7**

### **Legal Action**

That Council is concerned to ensure that owners and dogs causing nuisance or distress to residents are firmly dealt with. It shall be Council policy that legal action be taken for offences against the Act and/or the Council Dog Control Bylaw.

In all cases delegated authority is given to the Group Manager Planning and Regulation as to whether in any specific case it is appropriate to proceed with legal action.

Where appropriate infringement notices shall be the first action taken.

## **POLICY 8**

### **Infringement Notices**

Council policy in respect of infringement notices:

That in general terms infringement notices shall be issued when officers note an infringement offence being committed.

In cases where the infringement offence is “keeping an unregistered dog” Council policy shall be that any dog owner issued with an infringement notice for non registration shall have the infringement penalty fee waived if the dog concerned is registered within 14 days of the date of the infringement offence notice.

Provided that any owner who has failed to register a dog for the current year and the immediate past year shall not be entitled to the above penalty fee waiver. Neither shall a person issued with an infringement notice for non registration in the previous year be entitled to waiver of penalty fee.

## **POLICY 9**

### **Dogs Biting Persons**

That in all cases where the victim was about their lawful business, the Council will instigate legal action against the dog owner or person in charge of the dog at the time of the offence. A written statement of complaint is required from the complainant. The Court may be asked for a destruction order.

Note: A destruction order is provided for under both s57(5) and s57(6) of the Dog Control Act. Prosecution under s57(5) is the equivalent of Council seeking a destruction order.

## **POLICY 10**

### **Dogs Attacking or Rushing**

That unless there are extenuating circumstances the same will apply as for biting dogs. The dog may be declared a dangerous dog (see Policy 14) unless the dog had offended previously in which case a destruction order may be requested.

Note: In line with Policy 9, an infringement notice would, where appropriate, be the action taken.

## **POLICY 11**

### **Barking Dogs**

That where people are being disturbed by persistent prolonged barking, and have where possible obtained signatures of at least two further people from different addresses, the District Council will write to the dog owner advising of the complaint. If the investigating officer(s) is satisfied that the complainant's property is the only property likely to be affected a complaint from a single resident (residence) will be accepted. A Dog Control Officer will visit the dog owner confirming the letter and endeavour to establish if the complaint is justified giving the owner reasonable time to improve the situation. If after a specified time the problem continues, a notice will be issued to the dog owner requiring the dog to be removed from the property. If the notice is not complied with legal action will be taken. [Note rights of appeal and consequent hearing by Council Committee].

## **POLICY 12**

### **Wandering Dogs**

That where a dog is seen by a ranger or Dog Control Officer to be wandering in a public place, the Officer will seize and impound the dog. The dog will only be released on payment of the stipulated fee. If it is not possible to seize the dog it will be followed to its place of residence and the owner spoken to in an endeavour to obtain an admission of ownership. Legal action will then be taken against the owner under the District Council bylaws. Legal action may be either court action or the issuing of an infringement notice.

## **POLICY 13**

### **Dangerous and Menacing Dogs**

That the Regulatory Services Manager be delegated authority to act as he considers necessary in regard to s31 of the Act (power to classify a dog as dangerous) and s33A (power to classify a dog as menacing).

Dogs may be classified as dangerous or menacing by the Council and have restrictions placed on them for the reason specified in the Act which relate to convictions or behavioural problems of the dog.

Officers are instructed to take firm action where public safety is at risk and owners are expected to accept responsibility for their dogs.

In the case of making dogs so classified because of the breed, Council policy is that those dogs shall be neutered. In the case of other dogs classified as menacing whether or not the dog shall be neutered shall be decided case by case on its merit.

#### **POLICY 14**

##### **Probationary Owners**

That the Regulatory Services Manager be delegated authority to act as he considers necessary in regard to s21 of the Act (probationary owners).

#### **POLICY 15**

##### **Disqualification of Owners**

That the Regulatory Services Manager be delegated authority to act as he considers necessary in regard to s25 of the Act (disqualification).

The Dog Control Act allows for the Council to disqualify any person from being the owner of any dog in certain circumstances.

#### **POLICY 16**

##### **Criteria for Licences Allowing Three or More Dogs to Be Kept on a Property**

A dog owner wishing to keep more than two dogs on a residentially zoned property shall be required to meet Responsible Dog Owner standards.

#### **POLICY 17**

##### **Welfare of Dogs**

Although the responsibility for the welfare of dogs is not a prime responsibility imposed on Council by the Dog Control Act 1996 the Council charges its officers with a duty to ensure that animal welfare is part of any inspection work carried out by officers. Matters to be considered by officers shall include but not be restricted to:

- Supply of adequate dry and clean housing
- Supply of adequate water and food
- Freedom from injury or infection - or receiving treatment if appropriate
- Legal action being taken when the above are not observed
- Refer cases of neglect or cruelty to an appropriate agency

## **POLICY 18**

<b>Conservation Act 1987 - National Parks Act 1980</b>
--

The Conservation Act 1987 and the National Parks Act 1980 detail requirements in respect of dogs. There are no National Parks within the Timaru District, but the following list details land known by Council to be included in a controlled dog area or open dog area under section 26ZS of the Conservation Act 1987.

Raules Gully Scenic Reserve  
Orari Gorge Scenic Reserve  
Peel Forest Park Scenic Reserve  
Waihi Gorge Scenic Reserve  
Talbot Forest Scenic Reserve  
Hae Hae Te Moana Scenic Reserve  
German Creek Wildlife Management Reserve  
Washdyke Lagoon Wildlife Refuge.

## **DOG CONTROL DOG REGISTRATIONS DISABLED OWNERS**

That a separate dog registration classification and discounted fee for dogs that are used to assist disabled persons be implemented, and the discounts come from the dog registration account.

**ADOPTED: RESOURCE PLANNING AND REGULATION COMMITTEE 17/10/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DOG CONTROL ACT 1996**

- a That the purpose of carrying out the functions and duties imposed on Council by the provisions of the Dog Control Act, the delegation of authority be left in the hands of the Resource Planning and Regulation Committee.
- b That for the purpose of hearing an appeal under the provisions of the Act, Council delegate authority to the Hearings Committee.

**ADOPTED: COUNCIL MEETING 26/2/90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DOWNLANDS WATER SUPPLY ALLOCATION OF ADDITIONAL WATER**

- a That all main farm properties retain their area design stock allocation as first priority;
- b That water for dwellings be non transferable;
- c That where a property is subdivided and water is unavailable for stock water, that the property of ten hectares or less have no allocation;
- d That a house with water shortages, and requesting additional water, be required to install a minimum of 9,000 litre storage. If water shortages still exist, the application be re-assessed when any extra water is available for sale; and
- e That water for business/horticulture and extraordinary stock purposes be determined after consultation with the Committee.

**RESOLVED: DOWNLANDS WATER SUPPLY MANAGEMENT COMMITTEE  
16/9/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DOWNLANDS WATER SUPPLY CAPITAL CONTRIBUTIONS**

- a That the new capital contribution of \$1,000, plus GST, will remain for a new connection with one additional unit of water, this amount being reduced to \$500 where there is no additional unit of water;
- b That a capital contribution of \$500, plus GST, be charged for each additional unit of water;
- c That a fee of \$100, plus GST, remain for alteration of the jet; and
- d That the effective date for the policy for all approvals be from 1 July 1993.

**RESOLVED: DOWNLANDS WATER SUPPLY MANAGEMENT COMMITTEE  
16/9/93**

**ADOPTED: COUNCIL MEETING 21/9/98**



**DOWNLANDS WATER SUPPLY MANAGEMENT COMMITTEE UNIT CHARGES**

- a That the unit charge be \$56 and the balance placed on the service fee, and that that be the principal on which the charges are rounded off; and
- b That the policy adopted by the Committee in May 1990 be rescinded.

**RESOLVED: DOWNLANDS WATER SUPPLY MANAGEMENT  
COMMITTEE 8/4/98**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **DOWNLANDS WATER SUPPLY COMMITTEE MEETING FEES**

That the Timaru District Council policy for meeting fees be applied to the Downlands Water Supply Management Committee.

**RESOLVED:**                      **DOWNLANDS WATER SUPPLY MANAGEMENT  
COMMITTEE 2/4/93**

**1998 AMENDMENT:**  
**ADOPTED:**                      **COUNCIL MEETING 21/9/98**

## DOWNLANDS WATER SUPPLY OWNERSHIP / REPRESENTATION

- 1 THAT the original percentages, namely:

Timaru 81.48% (22 ÷ 27)

Waimate 14.81% (4 ÷ 27)

Mackenzie 3.71% (1 ÷ 27)

for the ownership of Downlands Water Supply Management Scheme on a joint venture basis among the three local authorities - Timaru, Waimate, and Mackenzie District Councils, be retained.”

- 2 THAT the current method of representation on the Downlands Water Supply scheme continue.

**RESOLVED:  
1998 REVIEW –**

**OPERATIONS COMMITTEE 28/7/97  
NO CHANGE**

## **EARTHQUAKE-PRONE, DANGEROUS AND INSANITARY BUILDINGS**

That the Earthquake-Prone, Dangerous and Insanitary Buildings policy as presented be adopted by Council.

**ADOPTED**                      **Council Meeting 31/10/06**



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**EARTHQUAKE-PRONE, DANGEROUS & INSANITARY BUILDINGS POLICY**

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**October 2006**

ADOPTED by COUNCIL at a meeting held on 31 October 2006

TIMARU DISTRICT COUNCIL



**Earthquake-Prone, Dangerous and  
Insanitary Buildings Policy 2006**

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## **TIMARU DISTRICT COUNCIL**

### **EARTHQUAKE-PRONE, DANGEROUS AND INSANITARY BUILDINGS POLICY 2006**

#### Introduction

Timaru District Council (the Council) is required under section 131 of the Building Act 2004 (the Act) to adopt a policy on earthquake-prone, dangerous and insanitary buildings.

This document sets out the policy adopted by the Council in accordance with the requirements of the Act.

The policy is required to state:

- 1 The approach that the Council will take in performing its functions under the Act.
- 2 The Council's priorities in performing those functions.
- 3 How the policy will apply to heritage buildings.

In developing and adopting its Earthquake-Prone, Dangerous and Insanitary Buildings Policy, the Council has followed the consultative procedure set out in section 83 of the Local Government Act 2002.

The policy document is divided into two parts:

Part A - Earthquake-Prone Buildings; and  
Part B - Dangerous and Insanitary Buildings.

#### **Review**

Pursuant to Section 132 of the Building Act 2004 this policy is required to be reviewed by the Council every five years. Any amendment or replacement of the policy must be in accordance with the Local Government Act 2004 Special Consultative Procedure.

## PART A - EARTHQUAKE-PRONE BUILDINGS

### Background

Section 131 of the Building Act 2004 (the Act) requires all territorial authorities (TAs) to adopt a policy on earthquake-prone buildings (EPBs) by 31 May 2006.

The definition of an earthquake-prone building is set out in section 122 of the Act as:

- “(1) A building is earthquake-prone for the purposes of this Act if, having regard to its condition and to the ground on which it is built, and because of its construction, the building—*
- (a) will have its ultimate capacity exceeded in a moderate earthquake (as defined in the regulations); and*
  - (b) would be likely to collapse causing—*
    - (i) injury or death to persons in the building or to persons on any other property; or*
    - (ii) damage to any other property.*
- (2) Subsection (1) does not apply to a building that is used wholly or mainly for residential purposes unless the building—*
- (a) comprises 2 or more storeys; and*
  - (b) contains 3 or more household units.”*

The government has, in regulations, defined a moderate earthquake as “in relation to a building, an earthquake that would generate shaking at the site of the building that is of the same duration as, but that is one-third as strong as, the earthquake shaking (determined by normal measures of acceleration, velocity and displacement) that would be used to design a new building at the site”.

These definitions cover more buildings and require a higher level of structural performance of buildings than required by the Building Act 1991.

This document sets out the policy adopted by the Timaru District Council (the Council) in accordance with the new requirements of the Building Act 2004.

The Council has made extensive use of the Department of Building and Housing’s (DBH) guidance document and, for ease of reference, the policy has been set out in the same format as the DBH policy template.

### 1.0 Policy Approach

#### 1.1 Policy Principles

The Council has noted that provisions of the Building Act in regard to earthquake-prone buildings reflect the government’s broader concern with the life safety of the public in buildings and, more particularly, the need to address life safety in earthquake.

The Council has also noted that the development of EPB policies is up to each TA and has responded accordingly.



This policy will be developed after due consultation with Timaru District Council ratepayers and stake-holders in accordance with section 83 of the Local Government Act 2002.

## 1.2 Overall Approach

The Council is in a zone of low seismicity and its buildings comprise a range of types and ages reflecting steady development over the last 100 years from unreinforced masonry buildings to modern steel and concrete buildings. Refurbishment and redevelopment for new uses has meant some of the unreinforced masonry and brick buildings have undergone some levels of strengthening.

In the past the Council has not actively pursued a policy of identifying and strengthening every earthquake-prone building. During the 1980s Timaru City Council undertook surveys of buildings in the central business district. This identified those buildings that fell within the earthquake-prone classification applicable at that time.

Strengthening work undertaken to date has either been as a result of:

- Property owners acting on their own accord; or
- Major upgrades of Council owned heritage classified buildings. Examples are the Council Offices and the Theatre Royal; or
- Where property owners have applied for a building consent for a change of use of their buildings or part of their building and strengthening has been required (see 46, Building Act 1991) and now section 115, Building Act 2004.

This policy reflects the Council's role to reduce earthquake risk over time in a way that is acceptable in social and economic terms to its ratepayers.

In developing its approach to this policy the Council has to consider key issues of:

- Economic impacts of progressively strengthening building stock in anticipation of an earthquake that could damage the building stock.

Economic impacts of **not** strengthening building stock and incurring the cost of repair/replacement all at the time and at the same time that infrastructure may be damaged and require repair as the result of an earthquake.

- The level of risk to human life and safety which can be tolerated over both the short and long term if building strengthening is delayed.

In considering the key issues, the Council needs to achieve a balance between a number of conflicting issues and concerns:

- The safety of the public when an earthquake event occurs.
- The likelihood, severity and potential timing of a major earthquake and effects on different locations within the district.
- The economic impact on the district of a major earthquake.
- The relative age and condition of non-residential buildings within the district.

- The costs of undertaking a comprehensive review of potentially earthquake-prone buildings and the availability of funding for this work.
- The costs of planned and progressive strengthening of buildings versus the economic impact of catastrophic failures caused by an earthquake.
- The costs to building owners of undertaking various levels of strengthening work and the potential economic impact (including loss of businesses) to the district.

The risk that buildings which are uneconomic to strengthen will be removed and that the character of the built environment in Timaru District will alter as a result.

- The potential loss of heritage buildings as the result of this process.
- The need for statutory compliance by building owners and the Council.

Timaru District Council's Earthquake-prone Building Policy needs to reflect Council's approach to reduce earthquake risk over time, but in a way that is acceptable to its ratepayers in terms of the key well-beings; economic, social, environmental and cultural.

### 1.3 Identifying Earthquake-Prone Buildings

The Council does not intend to conduct a preliminary "desk top" assessment of the district's building stock. Alternatively the following criteria will drive when the Council become involved:

- 1 When application for building consent is received; or
- 2 When a change of use occurs; or
- 3 When an application for Certificate of Acceptance is received (subject to the building work having been carried out after the introduction of this policy); or
- 4 When complaints or concern is received about the state of a building and the Council considers there are grounds for further investigation and assessment.

#### 1.3.1 Building Consent and Certificate of Acceptance Applications

On receipt of an application for building consent or certificate of acceptance the Council may:

- 1 Require an assessment of structural strength of the entire building or parts of the building. Such an assessment will address whether or not the building could be earthquake-prone;
- 2 Subsection 1 above will only apply when the estimated value<sup>1</sup> of building work to which the application relates exceeds<sup>2</sup> 25% (or 30% for heritage building) of the Value of Improvements appearing on the district valuation role at the time of the application. The following also applies:
  - i) Upgrading will be required if the total estimated value of building work for applications approved for and over a five year

<sup>1</sup> See definition, Section 7, Building Act 2004.

<sup>2</sup> See definition, Section 2, Rating Valuations Act 1998.

period exceed 25% (or 30% for heritage buildings) of the value of improvements.

- ii) Where the subject building is one of a number of buildings on the site the valuation service provider for the Council will be consulted to ascertain the individual building value of improvement breakdown from the property database.
- iii) Notwithstanding subsection 2 building work that relates to specified systems<sup>3</sup> and access and facilities for people with disabilities<sup>4</sup> shall not be considered when assessing the estimated value of building work as a % of the value of improvements.

#### 1.4 Assessment and Strengthening Criteria

For practical purposes, the Council will define earthquake-prone buildings as those that, when subject to moderate earthquake shaking, do not meet or exceed the criteria for ultimate limit state as defined in the loadings and materials standards for new buildings.

The ultimate limit state condition is reached when the structure loses structural integrity, becomes unstable or loses equilibrium under design seismic action but does still retain a small residual load bearing capacity that prevents local or global collapse.

The Council will use the NZSEE recommendations as its preferred basis for defining technical requirements and criteria. These recommendations are designed to be used in conjunction with AS/NZS 1170 Loadings Standard, NZS 3101 Concrete Structures Standard, NZS 3404 Steel Structures Standard and other materials Standards.

The Council will require prior assessment and reporting to be undertaken by an appropriately qualified person e.g. a Chartered Professional Engineer with expertise in Earthquake Engineering.

The Council anticipates that in the majority of occasions, that the building owner will commission structural strength assessment reports on affected buildings. However, the Council recognises that at times to fulfil its statutory obligations that some investigations and assessment may have to be commissioned by the Council and recovered from the building owner.

Notwithstanding the above, the Council acknowledges that NZSEE guidelines do not specifically include other structures, (eg bridges, retaining walls etc) and in this instance Council will come to an agreement with the building owner in respect to the procedure and methodology for assessment and strengthening.

#### 1.5 Taking Action on Earthquake-Prone Buildings

Where the buildings potential earthquake-prone status is verified the Council will require the building owner to undertake, within fifteen years of the date of the application, the strengthening work required to remove the earthquake-prone status of the building.

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<sup>3</sup> See definition, Section 7, Building Act 2004 and Building (specified systems, change the use, and earthquake-prone buildings) Regulations 2005.

<sup>4</sup> See Section 118, Building Act 2004.

The Council will:

- Advise and liaise with owners of buildings identified as earthquake-prone.
- Encourage owners to carry out an independent assessment of the structural performance of those buildings identified as earthquake-prone.
- Serve formal notices on owners of earthquake-prone buildings in accordance with the Building Act 2004, requiring them to remove the risk.

## **1.6 Interaction between EPB Policy and Related Sections of Building Act 2004**

### **1.6.1 Section 97: Certificates of Acceptance**

Whenever an application for certificate of acceptance is received for building work carried out after the introduction of this policy, then the identification of earthquake-prone buildings, assessment criteria and strengthening criteria procedures will be activated.

### **1.6.2 Section 112: Alterations to Existing Buildings**

Whenever an application for building consent is received for an alteration to an existing building, then the (subject to 1.13.1) identification of earthquake-prone buildings assessment criteria and strengthening criteria procedures will be activated.

### **1.6.3 Section 115: Change of Use**

Whenever a building consent application is received for change of use of a building that is or could be earthquake-prone, then, irrespective of the general priorities set by the Council for dealing with earthquake-prone buildings, it will be a requirement of the building consent that the owner make a detailed assessment of the earthquake performance of the building to determine whether or not it is an earthquake-prone building in its existing condition.

If the building is shown to be earthquake-prone then the Council will require that the building be strengthened to comply as nearly as is reasonably practicable with every provision of the Building Code that relates to structural performance as is required by section 115(b)(i)(A). (In this instance the requirement for earthquake-prone buildings would be the same as that for non-earthquake-prone buildings.)

## **1.7 Dealing with Building Owners**

The steps in the process are outlined in 1.6 above.

- 1 Before exercising its powers under section 124, the Council will seek, within a defined time-frame, to discuss options for action with owners with a view to obtaining from the owner a mutually acceptable approach for dealing with the risk, leading to receipt of a formal proposal from owners for strengthening or removal of the risk.
- 2 In the event the discussions do not yield a mutually acceptable approach and proposal, the Council will serve a formal notice on the owner to strengthen or remove the earthquake-prone risk of the building.

## **1.8 Recording a Building's EPB Status**

The Council will keep a register of all earthquake-prone buildings noting the status of requirements for improvement or the results of improvement as applicable.

In addition, the following information will be placed on the LIM for each earthquake-prone building:

- Address and legal description of land and building;
- Statement that the building is on the Council's register of earthquake-prone buildings;
- Date by which strengthening and/or removing the risk is required (if known);
- Statement that further details are available from the Council to those who can demonstrate a genuine interest in the property.

### **1.9 Economic Impact of Policy**

The policy has the economic impacts of;

- A cost met by the building consent owner for verifying or contesting Council's evaluation.
- Costs met by the building owner for strengthening work required by Council.
- Benefits to occupiers and users of buildings where risk from earthquakes are reduced.

These costs and benefits are difficult to quantify and the exercise is of limited value as in implementing this legislation parliament implicitly decided that the imposition of these costs is justified by the benefits.

### **1.10 Access to EPB Information**

Information concerning the earthquake status of a building will be contained on the relevant LIM.

In addition, the Council will keep a record of the NZSEE grade of all buildings assessed, and will encourage all owners of significant buildings to have them assessed and graded. The Council recognises the long term benefits of increased public awareness.

The Council will not require earthquake-prone buildings to have an identifying plaque. We believe that having the information available at the Council offices is sufficient notice at present.

In granting access to information concerning earthquake-prone buildings, the Council will conform to the requirements of the relevant legislation.

## **2.0 Heritage Buildings**

The Council, in the implementation of procedures under the Building Act 2004 with regard to earthquake-prone buildings, will take into account any special traditional and cultural aspects of the intended use of a building and the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value. This will be achieved by:

- Recognising the range of heritage buildings that may exist in the district, including the NZHPT Register, and any statutory protection, including any listing in the District Plan.

- Ensuring consultation with owners of heritage buildings.
- Informing and involving relevant statutory organisations, including NZHPT with regard to any heritage buildings identified as at risk.
- Considering heritage values when managing any building identified as at risk.
- Considering heritage values when developing upgrading proposals.
- Considering the heritage significance, integrity and condition of the historic heritage including any significant components or fabric and features of heritage values.

Following this consultation period, notices will be served requiring improvement or removal of earthquake-prone heritage buildings within a stated time-frame.

## PART B - DANGEROUS AND INSANITARY BUILDINGS

### Background

Section 131 of the Building Act 2004 (the Act) requires territorial authorities (TAs) to adopt a policy on dangerous buildings by 31 May 2006. The definitions of dangerous or insanitary buildings are set out in section 121(1) and 123 of the Act (and refer to 4.4 of this policy)

This document sets out the policy adopted by Timaru District Council (Council) in accordance with the requirements of the Building Act 2004.

### **3.0 Policy Approach**

#### **3.1 Policy Principles**

The Council has noted that provisions of the Act in regard to dangerous or insanitary buildings reflect the government's broader concern with public safety.

Early detection and rectification of dangerous or insanitary buildings has a strong relationship with Council's strategy for a safe district. This policy is being developed after due consultation with the district's ratepayers and stakeholders in accordance with section 83 of the Local Government Act 2002.

#### **3.2 Overall Approach**

The Timaru District is experiencing strong growth, which is placing considerable pressure on Council to ensure that all buildings are safe. Conversions of existing buildings, lack of maintenance, overcrowding and un-consented alterations can cause serious safety problems. The Council is frequently dealing with un-consented alterations and lack of maintenance which can cause serious safety problems.

The failure to obtain a building consent or the use of buildings for unauthorised purposes can pose a danger to the occupants as well as users. Dangers may include inadequate fire protection, means of escape or danger of collapse.

The Council is actively involved in educating the public on Building Act matters with a view to encourage owners to obtain building consent. The Council will follow the NZ Society of Local Government Managers Legal Guidance Documents in initiating enforcement action under the Building Act when dealing with dangerous or insanitary buildings. This is expected to provide a strong message to the public that Council is taking building safety matters seriously. Such corrective action is likely to have a deterrent effect on those building owners who fail to maintain their buildings in a safe or sanitary condition.

#### **3.3 Identifying Dangerous or Insanitary Buildings**

The Council will:

- 1 Respond when complaints or concern is received about the state of a building and the Council considers there are grounds for further investigation and assessment;
- 2 Identify from these investigations any buildings that are dangerous or insanitary;

- 3 Inform the owner and occupier of the building to take action to reduce or remove the danger or insanitary condition, as is required by s123, s124 and s125 of the Act;
- 4 Liaise with the New Zealand Fire Service when Council deems it appropriate, in accordance with s121(2) of the Act:

### 3.4 Assessment Criteria

The Council will assess dangerous or insanitary buildings in accordance with s121 or s123 of the Act:

- “(1) A building is dangerous for the purposes of this Act if,—*
- (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause—*
    - (i) injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or*
    - (ii) damage to other property; or*
  - (b) in the event of fire, injury or death to any persons in the building or to persons on other property is likely because of fire hazard or the occupancy of the building.*
- (2) For the purpose of determining whether a building is dangerous in terms of subsection (1)(b), a territorial authority—*
- (a) may seek advice from members of the New Zealand Fire Service who have been notified to the territorial authority by the Fire Service National Commander as being competent to give advice; and*
  - (b) if the advice is sought, must have due regard to the advice.”*

*“A building is insanitary for the purposes of this Act if the building—*

- (a) is offensive or likely to be injurious to health because—*
  - (i) of how it is situated or constructed; or*
  - (ii) it is in a state of disrepair; or*
- (b) has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or*
- (c) does not have a supply of potable water that is adequate for its intended use; or*
- (d) does not have sanitary facilities that are adequate for its intended use.”*

### 3.5 Liaison with Building Owners and Taking Action on Dangerous or Insanitary Buildings

In accordance with s123, s124 and s125 of the Act the Council will:

- 1 Advise and liaise with the owner(s) of buildings (where the building is a heritage building listed in Council’s District Plan or building listed in the New Zealand Historic Places Register, the New Zealand Historic Places Trust shall also be advised and consulted);
- 2 May request a written report on the building from the New Zealand Fire Service;

If found to be dangerous or insanitary the Council may:

- 1 Attach written notice to the building requiring work to be carried out on the building, within a time stated in the notice being not less than 10 days, to reduce or remove the danger;



- 2 Give copies of that notice to the building owner, occupier, and every person who has an interest in the land, or is claiming an interest in the land, as well as the New Zealand Historic Places Trust, if the building is a registered heritage building;
- 3 Contact the owner at the expiry of the time period set down in the notice in order to gain access to the building to ascertain whether the notice has been complied with;
- 4 Where the danger is the result of non-consented building work the owner will formally be requested to provide an explanation as to how the work occurred and who carried it out and under whose instructions;
- 5 Pursue enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time as well as any other non-compliance matters.

If the building is considered to be Immediately Dangerous the Council will:

- 1 Undertake any action to remove that danger (this may include prohibiting persons from using or occupying the building and demolition of all or part of the building); and
- 2 Undertake action to recover costs from the owner(s) when the Council carries out works to remove the danger;
- 3 The owner(s) will also be informed that the amount recoverable by the Council will become a charge on the land on which the building is situated.

All owners have a right of appeal as defined in the Act, which can include applying to the Department of Building and Housing for a determination under s177(e) of the Act.

### **3.6 Interaction Between Dangerous Building Policy and Related Sections of the Act**

#### **3.6.1 Section 41: Building Consent not required in certain cases**

In cases where a building is assessed as being immediately dangerous the Council may not require a building consent to be obtained for any building work considered to be immediately necessary to remove the danger. However, prior to any action being taken it is essential that building owners provide a written proposal of any proposed works to the Council.

### **3.7 Record Keeping**

Any buildings identified as being dangerous or insanitary will have a requisition placed on the Council's property database for the property on which the building is situated until the danger or insanitary condition is remedied.

In addition, the following information may be placed on any Land Information Memorandum (LIM):

- 1 Copies of any notices issued where a building is dangerous or insanitary and requires evacuation of the building;
- 2 Copies of any letters sent to the owner, occupier and any other person where a building is dangerous or insanitary;

- 3 Copies of any notices given under s124(1) which identifies the work to be carried out on a building and the timeframe given to reduce or remove the danger or insanitary condition.

### **3.8 Economic Impact of Policy**

Due to the low number of dangerous or insanitary buildings encountered annually by the Council the economic impact of this policy is considered to be minor.

### **3.9 Access to dangerous or Insanitary Building Information**

Information concerning dangerous or insanitary buildings will be contained on the relevant Land Information Memorandum (LIM).

In granting access to information concerning dangerous or insanitary buildings, the Council will act in accordance with the requirements of the Local Government Official Information and Meeting Act 1987 and the Local Government Act 2002.

### **4.0 Priorities**

The Council will give priority to buildings that have been determined to be immediately dangerous. Immediate action will be required in these situations to remove the danger, such as prohibiting any person from occupying or using the building. If necessary the building will be secured to prevent entry.

Buildings that are determined to be dangerous, but not immediately dangerous, will be subject to the minimum timeframes for reduction or removal of the danger (being not less than 10 days) as set out in s124(1)(c) of the Act.

### **5.0 Heritage Buildings**

The Council, in the implementation of procedures under the Building Act 2004 with regard to dangerous or insanitary buildings, will take into account any special traditional and cultural aspects of the intended use of a building and the need to facilitate the preservation of buildings of significant cultural, historical, or heritage value. This will be achieved by:

- Recognising the range of heritage buildings that may exist in the district, including the NZHPT Register and any statutory protection including any listing in the District Plan.
- Consultation with owners and NZHPT in relation to any proposed written notice requiring work.
- Informing and involving relevant statutory organisations, including NZHPT with regard to any heritage building identified as at risk.
- Considering heritage values when developing and managing upgrading proposals.
- Consideration in respect to alternative methods to avoid unnecessary demolition for heritage buildings including:
  - Restricting public access and erecting public warning notices.
  - Providing extended timeframes for heritage buildings in relation to any written notice requiring work.
  - Ensuring that any written notice requiring work provides options to repair the building as appropriate.

The Council will serve notices requiring upgrading or removal within specified timeframes, in consultation with building owners.

## **EARTHQUAKE-PRONE, DANGEROUS & INSANITARY BUILDINGS POLICY**

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### **SUMMARY**

#### **BACKGROUND**

Timaru District Council (the Council) is required under Section 131 of the Building Act 2004 (the Act) to adopt a policy on earthquake-prone, dangerous and insanitary buildings. The following document represents a summary of the policy.

#### **PURPOSE OF POLICY**

The purpose of the policy is to reduce the level of risk to people from buildings considered to be earthquake-prone, dangerous or insanitary.

In preparing this policy the Council has had regard to the legislative requirements and in particular the need to preserve the health and safety of the people of the district.

At the same time, the Council has also been conscious of the potential social and economic impacts of a vigorous and pro-active approach to this issue.

Therefore a passive approach has been adopted that meets the requirements of the legislation while emphasising a balance between community safety and economic welfare.

The policy must state:

- a) the enforcement approach Council will take in relation to 'at risk' buildings
- b) Council's priorities for this approach
- c) How the policy will apply to heritage buildings

#### **POLICY APPROACH**

The key areas the policy covers are:

- How earthquake-prone, dangerous or insanitary buildings are identified and criteria for when Council will become involved
- Assessment and strengthening criteria
- How Council will take action to deal with earthquake-prone, dangerous or insanitary buildings
- Councils approach to dealing with building owners
- How earthquake-prone, dangerous or insanitary buildings will be recorded within Council systems and access to information
- Priorities for Council action

Treatment of Heritage buildings

#### **Earthquake-Prone Buildings Policy - Key Points**

This policy reflects the Council's role to reduce earthquake risk over time in a way that is acceptable in social and economic terms to its ratepayers. The definition of an earthquake-prone building is more extensive under the Act but does not apply to buildings used for residential purposes, unless they have 2 or more storeys and 3 or more household units.

The Council will become involved:

- i) When an application for building consent is received; or
- ii) When a change of use occurs; or
- iii) When an application for Certificate of Acceptance is received (subject to the building work having been carried out after the introduction of this policy); or

- iv) When complaints or concern is received about the state of a building and the Council considers there are grounds for further investigation and assessment.

*Taking Action:* Where the buildings potential earthquake-prone status is verified the Council will require the building owner to undertake, within fifteen years of the date of the application, the strengthening work required to remove the earthquake-prone status of the building. The Council will:

- Advise and liaise with owners of buildings identified as earthquake-prone.
- Encourage owners to carry out an independent assessment of the structural performance of those buildings identified as earthquake-prone.
- Serve formal notices on owners of earthquake-prone buildings in accordance with the Building Act 2004, requiring them to remove the risk.

*Heritage Buildings* - Heritage buildings will be assessed in the same way as other potentially earthquake-prone buildings and discussions held with owners and the Historic Places Trust to identify a mutually acceptable way forward. Special efforts will be made to meet heritage objectives.

Following this consultation period, notices will be served requiring improvement or removal of earthquake-prone heritage buildings within a stated (and preferably agreed) time-frame.

### **Dangerous and Insanitary Buildings Policy - Key Points**

The Council will:

- 1 Respond when complaints or concern is received about the state of a building and the Council considers there are grounds for further investigation and assessment;
- 2 Identify from these investigations any buildings that are dangerous or insanitary;
- 3 Inform the owner and occupier of the building to take action to reduce or remove the danger or insanitary condition
- 4 Liaise with the New Zealand Fire Service when Council deems it appropriate

*Taking Action:*

If found to be dangerous or insanitary the Council may:

- 1 Attach written notice to the building requiring work to be carried out on the building, within a time stated in the notice being not less than 10 days, to reduce or remove the danger;
- 2 Give copies of that notice to the building owner, occupier, and every person who has an interest in the land, or is claiming an interest in the land, as well as the New Zealand Historic Places Trust, if the building is a registered heritage building;
- 3 Contact the owner at the expiry of the time period set down in the notice in order to gain access to the building to ascertain whether the notice has been complied with;
- 4 Where the danger is the result of non-consented building work the owner will formally be requested to provide an explanation as to how the work occurred and who carried it out and under whose instructions;
- 5 Pursue enforcement action under the Act if the requirements of the notice are not met within a reasonable period of time as well as any other non-compliance matters.

If the building is considered to be Immediately Dangerous the Council will:

- 1 Undertake any action to remove that danger (this may include prohibiting persons from using or occupying the building and demolition of all or part of the building); and
- 2 Undertake action to recover costs from the owner(s) when the Council carries out works to remove the danger;
- 3 The owner(s) will also be informed that the amount recoverable by the Council will become a charge on the land on which the building is situated.

The Council will give priority to buildings that have been determined to be immediately dangerous.

*Heritage Buildings* - Heritage buildings will be assessed in the same manner as other potentially dangerous or insanitary buildings

## **CONSULTATION PROCESS - HOW TO HAVE YOUR SAY**

### **Copies**

The full policy can be downloaded from the TDC website ([www.timaru.govt.nz](http://www.timaru.govt.nz)) or obtained through the Council offices and service centres or by phoning Council (03 687 7200) for a copy.

### **Having Your Say**

Submissions on the policy are welcome and can be made by:

- writing a letter
- using the submission forms provided

e-mail to [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz)

by submitting your comments through the Council's website at [www.timaru.govt.nz](http://www.timaru.govt.nz).

**Submissions open:** Saturday, 12 August 2006

**Submissions close:** Tuesday, 12 September 2006, 5pm

You are welcome to speak in support of your submission if you wish. The submissions will be considered at a meeting during September/October, if required. **Please indicate when making your submission whether you wish to speak to it and provide contact details.**

### **Queries**

If you have questions on the policy, please contact Robert Wright, Building Advisory Services Manager. If you have any queries about the consultation process associated with the policy, please contact Mark Low.

## **ECONOMIC DEVELOPMENT POLICY**

### **ECONOMIC DEVELOPMENT AND TOURISM TRUST**

That the Council initiates the proposal to establish a new CCO to undertake the Economic Development and Promotions functions on behalf of the Council from 1 July 2009 or later and the attached Statement of Proposal be approved for that purpose.

That the consultation commence as soon as possible and the consultation period be extended because of the holiday period (as per the Statement of Proposal).

**ADOPTED: COUNCIL MEETING 9/12/08**

**Statement of Proposal  
ADT/CSIT – PROPOSAL  
to form a Council Controlled Organisation**

**SUMMARY**

The Council currently has two separate Council Controlled Organisations (CCOs) to provide the Economic Development and District Promotions activities on behalf of the Council.

The CCOs are:

- SC Aoraki Development Trust – (ADT); and
- The Timaru District Promotions Trust – trading as Central South Island Tourism – (CSIT).

The proposal is to form a new CCO to take over both the existing Trusts and manage the economic development and district promotions activities under one entity. The new CCO will preferably be a charitable trust but if that is not possible it will be a limited liability company, and the existing trusts will be wound up.

**STATEMENT OF PROPOSAL**

**1.0 What's Proposed?**

The proposal is to establish a new Council Controlled Organisation (CCO) under the Local Government Act 2002 to undertake the economic development and district promotions activities for the Timaru District.

The new entity will be a charitable trust if the application to the Charities Commission is successful but otherwise it will be a limited liability company.

Once the new entity is established and operational, the existing trusts (ADT and CSIT) will be wound up.

As with the existing trusts, the Council would appoint the trustees/directors under its Director Appointment and Remuneration policy. The new CCO would be required to meet the reporting obligations under Part 5 and Schedule 9 of the Local Government Act 2002. Specifically, the new entity would be required to furnish the Council with a draft budget on 15 February each year for the following financial year and a Statement of Intent for the following financial year by 1 March. The Council would comment on the draft Statement of Intent and seek any amendments from the CCO by 30 June each year. Within three months of the end of the financial year, the CCO must furnish an annual report and audited financial statements to the Council. In addition, the CCO would be required to report quarterly on its activities including projects in progress or completed.

**2.0 Why is this Proposed?**

Both the existing trusts (ADT and CSIT) see benefits in merging their activities and roles under one entity. The Council has agreed that there would be advantages in one entity and these are summarised as follows:

- Increased business efficiencies and reduced overheads.
- Seamless communication between the economic development agency and the regional tourism organisation.
- Broader range of skills on tap.
- Strong united front.

- Simplified planning between the Council and the agency (e.g. Sister Cities activities).
- One board of directors.

This is proposed, now rather than at a previous time, because the Chief Executives of both the existing trusts have resigned and the opportunity to review the structures was taken before new appointments were made.

### 3.0 Options Considered

There are three options the Council have considered:

1. Maintaining the status quo
2. Formation of a new CCO merging the two existing CCOs
3. Bringing economic development and district promotion activities back directly into the Council organisation

It is considered by the Council that Option 2 is the most effective and efficient option for moving forward with economic development and district promotions activities in the Timaru District.

### 3.1 Benefits and Disadvantages

OPTIONS	ADVANTAGES	DISADVANTAGES
1. Maintain the status quo – separate ccos	<ul style="list-style-type: none"> <li>• represents a ‘known quantity’.</li> <li>• each cco could continue to specialise in their particular area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• could not take advantage of efficiencies from a single entity, including a single board, management structure, communication systems, planning and administration.</li> </ul>
2. Form a new cco to take over the roles of the two existing ccos	<ul style="list-style-type: none"> <li>• well recognised governance structure with clear accountability mechanisms.</li> <li>• increased efficiencies from a single entity.</li> <li>• seamless communication.</li> <li>• broader range of skills on tap.</li> <li>• strong united front.</li> <li>• simplified planning.</li> <li>• single board of directors.</li> </ul>	<ul style="list-style-type: none"> <li>• initial establishment costs, although these would be minimised due to existing structures.</li> <li>• risk of losing specialist focus on activities.</li> </ul>
3. Bring economic development and district promotions activities back directly into council operations	<ul style="list-style-type: none"> <li>• relatively easy setup and less setup cost.</li> <li>• ability to form into a cco later.</li> </ul>	<ul style="list-style-type: none"> <li>• existing separation from core council activities would be lost which has worked well since establishment of the two existing trusts ten years ago.</li> <li>• loss of wider expertise through a separate board of directors.</li> </ul>



- reduced opportunity to receive external funding.
- not the same national or community profile.
- may be difficult to attract additional or outside investment.

### **3.2 Contribution to Community outcomes**

The existing economic development and district promotions activities contribute to the following Community Outcomes:

- Strong, prosperous and innovative economy.
- Balanced and sustainable water usage.
- Attractive and desirable district.
- Healthy, educated and proud people.

A change in the entity delivering these services will not diminish the contribution towards these outcomes. The single CCO option provides efficiencies in time and money as well as providing a better coordinated response to the overlapping demands of economic development and district promotions.

### **3.3 Impact on Council**

The impacts of Option 1 and 2 on the Council's ability to meet present and future needs in relation to its statutory responsibilities are minimal. There are benefits in having one CCO to deal with reporting requirements and negotiating the annual Statement of Intent. Taking the activities back into the Council organisation would have a greater impact on the Council.

### **3.4 Any Other Relevant matters**

Because both ADT and CSIT had received resignations from their Chief Executives, the new Chief Executive of ADT has been appointed in the knowledge that the job is likely to include the work currently undertaken by CSIT. In the meantime, the two trusts are working together to continue to provide the services to the community until the outcome of this consultation and the resulting Council decision are known.

## **4.0 Consultation Process - How to Have Your Say**

### **4.1 Copies**

Copies of this Statement of Proposal can be downloaded from the TDC website ([www.timaru.govt.nz](http://www.timaru.govt.nz)) or obtained through the Council offices and service centres or by phoning Council (03 687 7200).

### **4.2 Having Your Say**

Submissions on the proposal are welcome and can be made by:

- writing a letter
- using the submission forms provided

e-mail to [submission@timdc.govt.nz](mailto:submission@timdc.govt.nz)

by submitting your comments through the Council's website at [www.timaru.govt.nz](http://www.timaru.govt.nz).

**Submissions open:** Saturday 13 December 2008

**Submissions close:** Friday 23 January 2009 at 5.00pm

You are welcome to speak in support of your submission if you wish. The submissions will be considered at a meeting during February 2009, if required. Please indicate

when making your submission whether you wish to speak to it and provide contact details.

#### **4.3 Queries**

If you have questions on the proposal, please contact Peter Nixon, Assistant Chief Executive. If you have any queries about the consultation process associated with the proposal, please contact Mark Low, Strategic Planning Manager.

**ENHANCING MAORI CAPACITY TO CONTRIBUTE TO COUNCIL DECISION  
MAKING**

**LONG TERM COUNCIL COMMUNITY PLAN 2006**

THAT the Timaru District Council Long Term Council Community Plan 2006 – 2016 as approved at the Council meeting on 15 and 16 June 2006, be adopted under Section 93 of the Local Government Act 2002.

**ADOPTED; COUNCIL MEETING 30 JUNE 2006**

## Enhancing Maori Capacity to contribute to Council Decision-Making

Section 81 of the Local Government Act 2002 (*the Act*) requires all local authorities to establish and maintain processes to provide opportunities for Maori to contribute to Council's decision-making processes. It also requires Councils to consider ways to foster the development of Maori capacity to contribute to these processes and to provide Maori with relevant information about these areas.

The Timaru District Council considers the contribution of Maori to the decision-making process as very important. However, despite attempts, there is currently no formal partnership in place with Maori associated with Timaru district.

Council will endeavour to extend and promote opportunities for involvement as far as practicable, and as available resources allow. Currently, the following processes are in place to provide opportunities for Maori to contribute to decision-making:

A member of the *Tangata Whenua* is currently appointed as a full voting member on Council's Resource Planning and Regulation Committee.

- Council staff directly consult and liaise with Maori where decisions involve and are relevant to Maori
- The Council's senior management team endeavours to meet with local Maori on an annual basis to maintain working relationships.

Internally, the Council has built into its report writing and decision-making framework a step where the impact of a decision must be specifically assessed regarding Maori related issues and direct consultation is undertaken with Maori if the decision is relevant to Maori.

These opportunities will be promoted and others explored to meet the obligations under this section of the Act.

## **FINANCE FUNDING SHORTFALLS**

- a That the Chief Executive be delegated authority to approve transfers within any budget year between line items within a single activity. Such transfers to be on the basis that the integrity of the budget document is retained.
- b That the Chief Executive report any such actions carried out under his delegation to the Policy and Development Committee.

**ADOPTED: COUNCIL MEETING 11/5/98**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **ELECTORAL SYSTEM - LOCAL AUTHORITY ELECTION**

Council resolves to use the First Past the Post system for the next two local authority elections.

**ADOPTED**

**COUNCIL MEETING 12/08/08**

**FINANCIAL CONTRIBUTIONS POLICY**  
**LONG TERM COUNCIL COMMUNITY PLAN 2006**

THAT the Timaru District Council Long Term Council Community Plan 2006 – 2016 as approved at the Council meeting on 15 and 16 June 2006, be adopted under Section 93 of the Local Government Act 2002.

**ADOPTED: COUNCIL MEETING 30 JUNE 2006**

## **Introduction**

Council is required to adopt a Development or Financial Contributions Policy under section 102 of the Local Government Act 2002 (*the Act*).

Development Contributions provide Council with a method to obtain contributions to fund infrastructure required due to growth. The Timaru District Council does not intend to implement a Development Contributions Policy as outlined in Section 106 of *the Act* at this point in time.

Timaru District Council has an operative Financial Contributions Policy as set out in Part D, Section 6 of the Timaru District Plan. The existing Financial Contributions Policy allows the Council to apply a charge for water, sewer, stormwater and open space and recreation.

The financial contribution is a contribution from developers of cash or kind, or a mix of these. Financial contributions are provided for under the Resource Management Act 1991 and are used to offset or mitigate any adverse impacts on the natural and physical environment including utilities, services or a new development.

Minor amounts of the capital expenditure budget for parks and recreation have been identified as coming from financial contributions. Amounts to be funded from financial contributions for water supply, sewer and stormwater services will be determined from Council decisions at the time of development.

## **Financial Contributions Policy**

A summary of the existing Financial Contributions provisions under the Timaru District Plan is included below. The full provisions can be found in the District Plan document under Section D: General Rules - 6.5: Water, Sewer, Stormwater and Open Space and Recreation Contributions.

### **6.5.1 WATER SUPPLIES: RULES FOR FINANCIAL CONTRIBUTIONS FOR WATER SCHEMES**

#### **(1) Within the boundaries of an urban water scheme**

- Where proposed allotments, sites or buildings are intended for human habitation or occupation within the boundaries of an urban water scheme (Timaru, Temuka, Geraldine, Pleasant Point) the following contributions are payable:
- (a) Where water from a water network utility service is able to be delivered to the subdivision or land concerned from an existing water network utility:
    - (i) the full actual cost of all necessary reticulation within the subdivision or development for each allotment, site or building; plus
    - (ii) the full actual cost of connections between the reticulation in the subdivision or development and the existing water network utility system; plus
    - (iii) the full actual cost of any additions or modifications to the existing water network utility system that are required to provide for the expected effects of the subdivision, development or building on that utility system; plus
    - (iv) an equitable share of the cost of the existing water network utility system where additional capacity has been created in anticipation of future development to a maximum value of \$3,000 for each allotment.
  - (b) When calculating (a)(iii) and (iv) above, the Council shall give consideration to whether any part of the cost of any additions or modifications to the existing network should be borne by Council or other subdividers or developers, and whether the subdivision or development benefits the



present residents of the community or District to a degree that some or all of the cost of the existing network need not be charged.

- (c) The contribution may be in cash or kind or a mix of these, but in all cases the amount to be paid shall be based on an analysis of actual costs and be able to be substantiated by Council.

**(2) Within the boundaries of a rural water scheme**

- (a) The Council shall not grant its consent to any subdivision application which identifies a Rural Water Supply Scheme as its source of water without evidence of approval by the water supply authority for that connection.
- (b) Completion of the required connection works shall be achieved prior to sealing the survey plan.
- (c) Where a source of water supply other than a Rural Water Supply Scheme is identified a consent notice shall be placed on the title of each allotment stating that the provision of water to the site is the owners responsibility on a continuing basis.

[NOTE: Rural water supply schemes have capital contributions for new connections, additional water, the cost of connecting from the existing pipe work to the tank or property connection, and upgrading of mains upstream of the consumer to enable connection to be made. Connection to the rural water supply is not possible without approval from the water supply authority. The appropriate capital contribution will be advised when approval is given.]

**6.5.2 OPEN SPACE AND RECREATION: RULES FOR OPEN SPACE AND RECREATION**

**(1) Subdivision for Residential Activities**

For subdivisions resulting in additional allotments for residential purposes, a fee of \$500.00 shall be payable for each additional allotment, except where any additional allotment has an existing household unit.

**(2) Household Units**

- (a) At the time of uplifting a building consent for a household unit, a payment of \$500.00 shall be made, except where this is the first or will be the only household unit on the site. This fee may be reduced by up to 50% if the household unit is part of a complex or institution where specific community and recreational facilities are provided on the site.
- (b) Where there are existing household units on a site to be replaced by new household units, the total fees for the new household units are to be reduced by \$500.00 for each existing household unit being replaced.
- (c) A contribution of land or payment of cash shall be required for any development solely or principally for multi unit residential purposes. This contribution shall be \$500.00 for each unit, except for the first unit.
- (d) Allotments over two hectares in area, subdivided after 7 October 1995, shall be subject to a contribution of \$500.00 when a household unit is placed on the site.
- (e) If the household unit is of a relocatable construction and caters for dependent relatives a refund will be available if the building is removed within 10 years. This refund will reduce by 10% of the original fee paid per annum up until year 10 when no refund will be given.

**(3) Discretionary Activity**

Any application to have General Rule 6.5.2.2.1 or 6.5.2.2.2 varied or waived is a discretionary activity.

### **6.5.3 STORMWATER SYSTEMS FOR URBAN AREAS: RULES ON FINANCIAL CONTRIBUTIONS**

- (1) At the time of subdivision, consideration shall be given to taking a financial contribution in the form of cash, land, works or services (or a combination of these). Council shall advise the amount of the contribution at the time of the subdivision consent.
- (2) Where a financial contribution has not been taken at the time of subdivision Council may require a financial contribution to be taken as a condition of land use.
- (3) Where a connection to an existing stormwater drainage network utility system is not available to serve the subdivision or development the maximum amount of the financial contribution should be the full and actual cost of providing:
  - (a) A system for the disposal of stormwater; and
  - (b) Connections between the reticulation in the subdivision or development and the existing stormwater drainage network utility system; and
  - (c) All necessary reticulation and control structures within the subdivision or development; and
  - (d) A stormwater connection for each allotment, site or building.
- (4) When calculating the financial contribution and to avoid disproportionate costs falling on developers at the lower end of catchments a cost sharing system shall apply as set out below:
  - (a) Each area affected by the need for a cost sharing arrangement will be defined and treated separately to determine the share of costs to be borne by subdividers. The Council's proposals for the basis of cost sharing will be made available to the subdividers in broad terms, ie rate of levy on defined areas, basis of adjustment and details of services proposed.
  - (b) The contribution is to be based on estimated costs of providing the services, the estimates to be prepared on the basis of present day costs and supported by detailed engineering plans and formal detailed costing procedures for each service in each catchment area; costs are to include design fees. The date of the estimates is to be stated.
  - (c) The contribution shall be allocated by spreading the estimated cost of each service for the catchment on an area basis over the land in that catchment and the contribution charged as it is subdivided. The result to be a levy per hectare for stormwater and main drains.
  - (d) Although the contribution is to be calculated on an area basis, it shall be adjusted to allow for the direct benefit to be obtained by any one land owner. For example: the reticulation necessary in a subdivision is reduced considerably where a main drain goes right through that subdivision. In contrast the fringe areas do not receive such a benefit as the main drain comes only to the boundary. The method of adjustment is to be a deduction from the gross cost for the catchment of an estimate of the direct benefit pertaining throughout the catchment before determining the contribution per hectare.

- (e) Where a subdivision is to receive a direct benefit the estimated amount is to be added back to the basic levy. The direct benefit received by any subdivision will reflect the projected load due to anticipated land use. This applies where a catchment has land which is zoned for different purposes. The direct benefit shall be calculated on the estimated cost of providing the necessary services for that subdivision ie a certain size drain.
  - (f) The contribution is to be applied on the basis of the catchment envisaged in the defined area referred to under Rule 6.5.3.2(4)(a) above, even if the final link for that subdivision is to services in another catchment. This provision is to ensure equity between different parts of the catchment.
  - (g) The contribution rate per hectare will be updated according to the most recently published quarterly figure of the Works Construction Cost Index (WCCI) to cover the increase in costs which will have taken place between the time the estimate is prepared and the subdivision approval given.
  - (h) The levied amount shall be made a condition of subdivisional approval. Payment to be required or a suitable bond entered into before the plan is sealed with such levy not subject to escalation during the period of approval.
  - (i) Where agreements such as set out above exist they shall continue to be applied to further development within the specific catchment.
- (5) Where an existing stormwater drainage network utility system is available to serve the subdivision or development the maximum amount of the financial contribution shall be the full and actual cost of:
- (a) All necessary reticulation in the subdivision or development and a stormwater connection for each allotment, site or building; and
  - (b) Connections between the reticulation in the subdivision or development and the existing stormwater network utility system; and
  - (c) Any upgrading of the existing network utility system that is required to provide for the expected effects of the subdivision, development or building on that utility system.

[NOTE: All the above rules also apply to the open drainage channels be established and managed as stormwater reserves within the stormwater network utility system.]

#### **6.5.4 SANITARY SEWER SYSTEMS: RULES ON FINANCIAL CONTRIBUTIONS**

- (1) At the time of subdivision, consideration shall be given to taking a financial contribution in the form of cash, land, works or services (or a combination of these). Council shall advise the amount of the contribution at the time of the subdivision consent.
- (2) Where a financial contribution has not been taken at the time of subdivision, Council may require a financial contribution to be taken as a condition of land use.

- (3) Where a connection to an existing sewerage system is not able to be made to the subdivision or development the maximum amount of the financial contribution shall be the full and actual cost of:
- (a) Providing a sanitary sewerage system for the subdivision, development or building; and
  - (b) All necessary reticulation within the subdivision or development for each allotment, site or building.
- (4) Where a subdivision creates the need for a sanitary sewage system and adjoining land or buildings are discharging sanitary or trade wastes which are adversely affecting the environment then the sewage system constructed shall service both the land subject to the resource consent and the other lands.
- (5) The cost of the sewage system in Rule 6.5.4.2(4) shall be shared equitably between the lands served and calculated as follows:
- (a) Treatment plant capital and operating:
    - (i) In proportion to Biological Oxygen Demand (BOD)kg/day
    - (ii) Suspended Solids (SS) kg/day
    - (iii) Volume m<sup>3</sup> day
    - (iv) All equally weighted
  - (b) Pumping installations capital and operating:
    - (i) In proportion to Volume m<sup>3</sup>/day
    - (ii) Peak flow rate/sec
    - (iii) All equally weighted
  - (c) Reticulation
    - (i) See criteria in Rule 6.5.3.2(4).
- (6) Where a connection to an existing sanitary sewerage network utility is available to serve the subdivision or land use the maximum amount of the financial contribution shall be the full and actual cost of:
- (a) All necessary reticulation within the subdivision or land use for each allotment, site or building.
  - (b) Connections between the reticulation in the subdivision or development and the existing sanitary sewerage network utility system.
  - (c) Any upgrading to the existing sanitary sewerage network utility system that is required to provide for the expected effects of the subdivision, development or building on that utility system.
  - (d) An equitable share of the cost of the new sanitary sewerage utility systems or upgraded (sewerage utility) systems, including design costs, where additional capacity will be required by the cumulative effects of the development of an area. The share will be calculated by dividing the cost of the work by the new or upgraded system.

## **FOOD STALLS / MOBILE SHOPS (TIMARU COMMERCIAL AREA)**

- 1 That the following sites be made available for stalls:
  - I Strathallan Corner - by notice board;
  - II Tasman Electric corner site;
  - III Telecom green area - existing site
  - IV Telecom green area - one new site;
  - V Present pie cart site;
  - VI Any other site approved by the Chairman of the Timaru Ward Committee and the Regulatory Services Manager.
  
- 2 That the following site rentals be paid per annum for the above:

Site (I)	\$1,560
Site (II)	\$1,040
Site (III)	\$1,560
Site (IV)	\$1,040
Site (V)	\$2,080
  
- 3 That the stalls and the operator at all times comply with the provisions of the Food Hygiene Regulations.
  
- 4 That the stalls be designed and maintained to an aesthetic standard to the satisfaction of Council.
  
- 5 That it be confirmed that approval to permit site occupation is delegated to the Regulatory Services Manager, and that he is authorised to apply such other site conditions as may be appropriate.

**ADOPTED: COUNCIL MEETING 28/6/93**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/05/02**

**(to reflect new committee and organisation structures)**

## FOOTPATHS LANDSCAPING

### TIMARU

- i That where practicable street trees in Timaru are planted at a minimum height of 2.5m, and stem diameter of a minimum of 30mm, and that trees be staked until they are well established.
- ii That funding be allocated via the budgeting process sufficient to allow contracts to be entered into for growing trees.
- iii That where Timaru residential streets have footpaths wider than 1.5m, in consultation with the residents, Council promotes the reduction of footpaths to not less than 1.6m in width at the time of resurfacing, and the area not resurfaced to be reinstated with either a grassed berm or low maintenance ground cover, provided that the entire length of any one street shall be one or the other to create a uniform effect.

### RESOLVED: OPERATIONS COMMITTEE 2/9/96

- i That where practicable street trees in Temuka are planted at a minimum height of 2.5m, and stem diameter of a minimum of 30mm, and that trees be staked until they are well established; and
- ii That funding be allocated via the budgeting process sufficient to allow contracts to be entered into for growing trees.

### RESOLVED: TEMUKA COMMUNITY BOARD 30/9/96

### PLEASANT POINT

- i That where practicable street trees are planted at a minimum height of 2.5m, and stemmed diameter of a minimum of 30mm, and that trees be staked up until they are well established; and
- ii That funding be allocated via the budgeting process, sufficient to allow contracts to be entered into for growing trees.

### RESOLVED: PLEASANT POINT COMMUNITY BOARD 1/10/96

### GERALDINE

- i That where practicable street trees in Geraldine are planted at a minimum height of 2.5m, and stem diameter of a minimum of 30mm, and that trees be staked until they are well established; and
- ii That funding be allocated via the budgeting process sufficient to allow contracts to be entered into for growing trees.
- iii That the Board recommend that the Geraldine priority be to establish one good footpath on one side of each street, with landscaping taking a lower priority; and
- iv Landscaping of the footpaths not be supported if it is a community rate.

**RESOLVED: GERALDINE COMMUNITY BOARD 1/10/96**  
**ADOPTED: COUNCIL MEETING 21/9/98**

## **FOOTPATHS STANDARDS**

That asphaltic concrete continue to be the Council's required footpath surfacing other than in areas requiring aesthetic treatments.

**RESOLVED:**                      **OPERATIONS COMMITTEE MEETING 20/3/95**

**ADOPTED:**                      **COUNCIL MEETING 21/9/98**

## **FOOTPATH UPGRADING**

### **FOOTPATH UPGRADING - PRINCES STREET, TEMUKA**

THAT where groups of residents request that the footpaths fronting their properties be upgraded outside current Community Board Policy, then the work can proceed, provided the residents meet 45% of the costs, with the balance being met from the Board's Annual Footpath Upgrading Programme.

**RESOLVED: TEMUKA COMMUNITY BOARD 27/4/98**

### **FOOTPATH UPGRADING - PLEASANT POINT**

THAT the existing Community Board Policy regarding footpath upgrading be retained and that each case regarding requests that footpaths fronting residents' properties be upgraded with residents meeting a balance of the cost, be decided on its individual merits; and that the minimum contribution from residents be 60% of the costs involved with the balance being met from the Board's Annual Upgrading Programme.

**RESOLVED: PLEASANT POINT COMMUNITY BOARD 26/5/98**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **FORESTRY DEVELOPMENT OF FORESTRY HOLDINGS**

That Council increase its forestry holdings by using appropriate land in Council ownership when suitable land and other resources become available.

**ADOPTED: COUNCIL MEETING 23.7.90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **FORESTRY OPERATIONS**

- a That Council continue its investment with the forestry operation, and continue to pursue the objectives for forestry as stated in the Annual Plan, and
- b That the forestry account balance at 1 July 1993 be invested in a special fund for the purpose of using the interest and capital as required to fund the forestry operations for up to the next fourteen years.

**ADOPTED: COUNCIL MEETING 26/06/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **FORESTRY RE-PLANTING**

- 1 That the Council reaffirm its commitment to the forestry operation through the pursuit of the long term objectives for forestry which are:
  - a To plan for the maximum long term return on the forestry operations; and
  - b To provide sufficient area and age range for a regular harvesting and replanting programme by:
    - Replanting areas clearfelled with appropriate trees;
    - Developing suitable Council owned/vested land not currently utilised; and
    - Reviewing the species and management alternatives
- 2 That current Council policy regarding the planting of new reserves and the replanting of existing reserves be reaffirmed and retained.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 28/7/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **FRAUD AND CORRUPTION CONTROL POLICY FOR ELECTED MEMBERS**

That the Anti Fraud and Corruption Policy and Gifts and Hospitality Policy for Elected Members, and the Fraud Response Plan be adopted subject to being amended so that where there is reference to the Mayor this should also mean the Chief Executive or Human Resource Manager, ie a third person to be included rather than just the Mayor and Chief Executive.

**ADOPTED: COUNCIL MEETING 13/12/99**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **FRAUD AND CORRUPTION CONTROL POLICY FOR ELECTED MEMBERS**

### **A PURPOSE OF FRAUD AND CORRUPTION POLICY**

The purpose of an Anti Fraud and Corruption policy is to establish an environment where fraud and corruption concerns can be identified and readily addressed. It will also potentially deter fraudulent and corrupt behaviour.

### **APPLICATION**

This policy applies to allegations against elected members and relates to all property, funds and services. A separate policy has also been established to cover allegations regarding fraud and corruption against staff.

### **DEFINITIONS**

“Fraud” is the misappropriation of what rightfully belongs to an organisation and usually involves some form of intentional misrepresentation of financial information, such as falsifying, altering or wilfully neglecting to update records to documents.

“Corruption” is a broad term used to cover a range of instances where a public official is inappropriately influenced in the exercise of their duties. Examples of corruption generally fall into one of the following three areas:

- The offering, giving or acceptance of an inducement or reward which may influence the actions taken by authority employees or elected members.
- The failure to declare a conflict of interest in making decisions that may have a financial or beneficial impact upon authority employees or elected members of their close associates; or
- The improper use or disclosure of official information to gain a pecuniary advantage.

### **B ANTI FRAUD AND CORRUPTION POLICY**

Controls and procedures will be established where possible to assist in the prevention and detection of any fraudulent or corrupt behaviour.

Where an individual or individuals identify suspected fraudulent or corrupt behaviour, then this matter should be reported to the Mayor or Chief Executive or Human Resource Manager as appropriate. Every endeavour will be made to protect the “whistleblower” (individual who has identified their concern) from any reprisals.

All indications of fraud and corruption regardless of source of information and amount involved shall be investigated, and every endeavour will be taken to recover any losses sustained.

In serious instances of suspected fraudulent behaviour the matter will be referred by the Mayor or Chief Executive or Human Resource Manager, as appropriate, to the Police.

Any required media liaison will be through the Mayor or Chief Executive or Human Resource Manager, as appropriate (or his/her nominee).

### **C RECEIPT AND OFFERING OF GIFTS AND HOSPITALITY BY ELECTED MEMBERS**

To assist elected members in undertaking their duties, it is appropriate also that a policy be established regarding the receipt and offering of gifts and hospitality.

Members should be alert to any situation in which they are offered gifts and/or hospitality that could be directly linked to any decisions that they are likely to be making in the near future, or have made at some time.

To ensure that Council is aware of gifts and hospitality that elected members are offered, it is necessary that an Elected Members' Gifts Register is established.

**D GIFTS AND HOSPITALITY POLICY FOR ELECTED MEMBERS**

Elected members are required to record all gifts and hospitality valued at \$25.00 or more, which are received or offered as a result of their position as elected members of the Timaru District Council.

Council's Executive Assistant will maintain a register of such gifts and hospitality.

## **“FRAUD RESPONSE PLAN”**

### **FRAUD RESPONSE PLAN**

As well as establishing an anti fraud and corruption policy, it is also necessary to clarify and document the roles and procedures required, where fraudulent or corrupt activities are suspected. These procedures are outlined as follows:

#### **A PROCEDURES FOR WHISTLEBLOWING**

“Whistleblowing” is the term given to the act of an individual or individuals identifying their concerns to the Mayor.

In the event that the allegation of fraudulent behaviour involves the Mayor, then the whistleblower should approach the Chief Executive or Human Resource Manager. In this respect wherever the “Mayor” is referred to in this document, this should also be construed as referring to the “Chief Executive” or Human Resource Manager, in the event that the allegation involves the Mayor.

- 1 The elected member should advise the Mayor or Chief Executive or Human Resource Manager (as appropriate) of any suspected fraudulent activity.
- 2 The Mayor will ensure confidentiality for all complaints. All indications of fraud, corruption or irregularities regardless of the source of information or the amount, will be investigated.
- 3 All anonymous complaints will be investigated.

#### **B THE MAYOR**

The role of the Mayor is to:

- I. Receive “complaints”
- II. Liaise with the Chief Executive or Human Resource Manager regarding the organisation of any necessary investigation procedures.
- III. The Mayor is to report the result of any investigation to the individual who has made the allegation.

#### **C INVESTIGATION PROCEDURES – CHECKLIST**

Whilst it should be noted that the nature of individual investigations should be tailored to the type of allegation involved, the following serves as a useful checklist:

- 1 Once the Mayor has made general enquiries and determined that the allegation should be further investigated, then the following issues should be considered:
  - objectives of the investigation
  - likely outcomes
  - scope
  - target dates
  - key issues
  - staffing resources, skill mix and responsibilities

- costs
- 2 Liaison with Police and/or Council insurers should be considered, as appropriate.
- 3 Secrecy and confidentiality should be strictly maintained and legal advice should be obtained on the strength of evidence available.
- 4 All documentary evidence should be obtained and secured as early as possible in the investigation.
- 5 Investigations and their costs should be monitored.
- 6 Post investigation assessments should be performed. Systems' weaknesses should be identified and rectified.
- 7 If surveillance is going to be undertaken then there must be liaison with the Police and/or Council's solicitors.

**D PROCEDURES FOR INTERVIEWS**

If an elected member is to be questioned then the following checklist should be referred to. This will ensure that the correct procedure is followed:

- 1 Liaison with Police and/or Council solicitors should be considered prior to undertaking any interview.
- 2 The elected member must be told prior to questioning what the purpose of the meeting is.
- 3 The elected member must be cautioned and be advised of his or her right to be represented at the interview.
- 4 The date and start/finish times of the interview must be recorded.
- 5 Two people at the interview must take notes.
- 6 The interview notes must be immediately written up after the interview.
- 7 The interview notes (verifying as to their correctness) should be signed by all parties.



## **FRIENDS' ORGANISATIONS**

THAT the Friends' Organisations Policy dated May 1998 be adopted as the basis of relationship between the Council and the Friends' Organisations and that separate schedules of arrangements with each organisation, which may change from time to time, be appended to the Policy.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 15.6.98**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **FRIENDS ORGANISATIONS**

The Council has encouraged the formation of a number of “Friends” organisations and there are now five Friends organisations (plus two `Users’ groups). Generally they have worked extremely well to support the facilities and provide comment to the management of the facility. While the role of “Users” is clear (to co-ordinate use and improvements of facilities), there is occasionally some confusion about what the role of the “Friends” is and what is expected of them. This policy document is intended to clarify the roles of, and assistance provided to, Friends organisations.

## **THE ROLE OF THE FRIENDS ORGANISATIONS**

While the organisations are quite separate entities and can do a variety of things within their rules, when it comes to activities in or about the Council facility, their role is mainly supportive.

The Friends have a vital role in assisting with fund-raising for the “extras” - the icing on the cake - that the Council, through rates, would not normally provide as a core function. There are numerous examples of this meaning that the Council-provided facility or services are that much better than the core service which is ratepayer funded.

Because of their particular interest in the facility, the Friends also have a role in assisting, supporting and stimulating the professional staff. While the staff do have the professional training and qualifications and spend 40 hours per week managing the facilities, the members of the Friends have a different perspective and this is valued by the staff.

Since the 1989 changes to the Local Government Act, the Council’s (ie : District Councillors) role has become a policy setting one, with day-to-day matters delegated to management to manage within the Council policies. This significant shift in roles means that Councillors no longer get involved in routine matters. However, management has a responsibility to keep them informed so that policy decisions are appropriate.

At the same time, the role of the Friends/Users organisations has also changed because they now link more with management, providing valuable feedback and comment on matters which may have previously been considered by the Councillors. Some Friends organisations have representation at Community Development Committee meetings with speaking but not voting rights (except the SC Historical Society where the representatives are members of the committee when the Museum is being considered) but, with the changes in roles since 1989, this is probably no longer worthwhile unless some major issue affecting the facility is being discussed.

So, from a Council perspective, the main roles of the Friends/ Users organisations are:

- fund-raising for non-core activities
- providing support and feedback to the professional staff
- assisting in promoting the use and appreciation of the facility

Most Friends would probably agree with those roles but, from the Friends/Users organisation point of view, there are additional roles which are complementary to the main roles:

- to meet members’ wishes
- provide social activities
- provide opportunities to share a common interest
- to have fun

## **RELATIONSHIP WITH FACILITY MANAGEMENT/STAFF**

The Chief Executive of the Timaru District Council is the only person employed by the Councillors. All other employees are employed by and are responsible to the Chief Executive. It is therefore important that instructions to staff come through the appropriate channels. Friends are not responsible for oversight of the facilities and, like Councillors, have no role in controlling or issuing instructions to staff. The staff have many priorities and, as they cannot be available to the Friends all the time, it is preferable for Friends to phone and make a time to see the appropriate person. It may be useful for the Friends to have a liaison person whose role is to keep the management up to date with Friends' plans etc.

The staff are there for the management of the facility and there will be times when the Friends wishes cannot be accommodated. If the Friends wish to organise an event, they should be prepared to do the organising and not rely on the availability of staff to undertake it. Staff are encouraged to become members of the Friends organisations and will attend as many meetings as possible. Generally, the interests of the Friends and the facility are the same, but if there are problems these can be referred to the Assistant Chief Executive for resolution.

## **USE OF COUNCIL FACILITIES**

The Council encourages the Friends organisations to promote the facility and generally makes it available at no or low cost for Friends fund-raising, meetings or social activities. However, the amount of staff time available to assist with organising events is limited and Friends organisations should be aware of this when making plans. The onus is on the Friends to organise and carry out the bulk of the work but to keep staff informed and follow their instructions on some issues (eg Health and Safety issues).

Friends need to make the normal booking arrangements and should not assume that the facility will be booked and available for them because it was discussed at a Friends meeting. Someone from the Friends should approach the facility staff to make a booking or confirm arrangements in the normal way. This enables the management to better meet the needs of the Friends and avoids double or no bookings.

## **OTHER ASSISTANCE**

Various assistance is provided to Friends but generally this is limited to undertaking tasks at 'cost'.

## **FRIENDS ORGANISATIONS**

- Friends of the Aigantighe
- Friends of the Botanic Gardens
- Friends of the Library
- Friends of the Theatre Royal

South Canterbury Historical Society (but wider interests than just S.C. Museum)

Separate schedules of arrangements with each organisation, which may change from time to time, are attached to this policy.

## **Friends of the Aigantighe - Detailed arrangements**

### **Friends' Meetings**

The Council provides a meeting venue at the Aigantighe no cost and endeavours to have a staff member present at all meetings. Friends provide a secretary and cover the cost of typing, copying and postage of agenda, minutes and correspondence.

### **Newsletters**

In the case of the Aigantighe, the newsletter is a joint one with the Gallery. (If the Friends did not sponsor one, the Gallery would). The joint newsletter is edited and prepared by Aigantighe staff (40 hours per issue) and computer labels are provided by the Council (paid for from Aigantighe budget). The Friends stick labels on, and insert newsletters in, the envelopes and pay for printing, envelopes and postage.

### **Subscriptions and Accounts**

Friends provide a treasurer who is responsible for collecting subscriptions and paying accounts.

### **Openings**

The Gallery has an opening for each exhibition. The Friends add to the occasion by purchasing, arranging and serving refreshments and food. (An excellent example of the Friends providing the icing on the cake.)

### **Exhibitions**

The Director is responsible for the entire exhibition programme which is planned well in advance. If a Friends' Exhibition is included in the programme the arrangements are similar to other exhibitions initiated by other local groups except that the Gallery provides more assistance because of the indirect financial benefit to the Aigantighe. Assistance provided includes free hire of the exhibition space, unpacking, packing and hanging the exhibition, and labels and a selling list. Friends are responsible for advertising, return freight and insurance (Art works are covered in situ by the Council's policy but it has a \$500 excess per claim which is the responsibility of the Friends).

## **Friends of the Botanic Gardens - Detailed arrangements**

### **Friends' Meetings**

The Council provides a meeting venue at no cost and endeavours to have a staff member present at all meetings. Friends provide a secretary and cover the cost of typing, copying and postage of agenda, minutes and correspondence.

### **Newsletters**

Any newsletter is a cost to the Friends although assistance can be provided with information and articles by the Council staff. Typing, envelopes and computer address labels can be provided by the Council staff at cost. The Friends stick the labels on, insert newsletters in the envelopes and pay for printing, envelopes and postage.

### **Subscriptions and Accounts**

The Friends provide a treasurer who is responsible for collecting subscriptions and paying accounts.

## **Friends of the Library - Detailed arrangements**

### **Friends' Meetings**

The Council provides a meeting venue at the Library at no cost and endeavours to have a staff member present at all meetings. Friends provide a secretary and cover the cost of typing, copying and postage of agenda, minutes and correspondence.

### **Newsletters**

Any newsletter is a cost to the Friends although assistance can be provided with information and articles by the Council staff. Typing, envelopes and computer address labels can be provided by the Council staff at cost. The Friends stick the labels on, insert newsletters in the envelopes and pay for printing, envelopes and postage.

### **Subscriptions and Accounts**

The Friends provide a treasurer who is responsible for collecting subscriptions and paying accounts.

## **Friends of the Theatre Royal - Detailed arrangements**

### **Friends' Meetings**

The Council provides a meeting venue at the Theatre at no cost and endeavours to have a staff member present at all meetings. Friends provide a secretary and cover the cost of typing, copying and postage of agenda, minutes and correspondence.

### **Newsletters**

Any newsletter is a cost to the Friends although assistance can be provided with information and articles by the Council staff. Typing, envelopes and computer address labels can be provided by the Council staff at cost. The Friends stick the labels on, insert newsletters in the envelopes and pay for printing, envelopes and postage.

### **Subscriptions and Accounts**

The Friends provide a treasurer who is responsible for collecting subscriptions and paying accounts.

### **Service Provider**

The Friends can act as a Service Provider at the Theatre Royal (e.g. for Front of House or Bar) but will receive no particular favourable consideration when the staff are promoting the Theatre as they are competing with other Service Providers.

### **Use of the Theatre Royal**

The Theatre may be hired by the Friends and, if for fund raising for the Theatre, it will be "at cost".

## **South Canterbury Historical Society - Detailed arrangements**

### **Meetings**

The Council provides a meeting venue at the Museum at no cost and endeavours to have a staff member present at all meetings. The Society will provide a secretary and cover the cost of typing, copying and postage of agenda, minutes and correspondence.

### **Newsletters**

Any newsletter is a cost to the Friends although assistance can be provided with information and articles by the Council staff. Typing, envelopes and computer address labels can be provided by the Council staff at cost. The Society are responsible for sticking the labels on, inserting newsletters in the envelopes and paying for printing, envelopes and postage.

### **Subscriptions and Accounts**

The Society provide a treasurer who is responsible for collecting subscriptions and paying accounts.



## **FUNDING POLICY**

That the Draft Funding Policy be formally adopted as the Funding Policy of Council, subject to the changes made at this meeting being incorporated.

**ADOPTED: SPECIAL COUNCIL MEETING 3/6/98**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **GAMBLING POLICY**

THAT the amended Gambling and Board Venue Policy be adopted effective from 1 July 2007.

**ADOPTED: COUNCIL MEETING 22/05/07 (concluding 29/06/07)**

That the Timaru District Council adopts the current Class 4 Gambling Venue Policy.

**ADOPTED RESOURCE PLANNING AND REGULATION COMMITTEE 4 MAY 2010**



## TIMARU DISTRICT COUNCIL

### POLICY IN ACCORDANCE WITH SECTION 101 GAMBLING ACT 2003

#### CLASS 4 - GAMBLING VENUE AND BOARD VENUE POLICY

## 1 Introduction

The Gambling Act 2003 was enacted on 18 September 2003. The Act requires the Council to adopt a class 4 gambling venue policy for their district. The Act also amended the Racing Act 2003 so that council consent is required to establish a new TAB (called a *Board Venue* in the Act). Under that amendment the Council is required to adopt a Board venue policy for the District.

Both policies must be adopted in accordance with the special consultative procedure set out in the Local Government Act 2002. The Gambling Act 2003 and the Racing Act 2003 together state that the gambling venue and board venue policies:

- Must specify whether or not class 4 venues (hereafter referred to as gambling venues) may be established in the district, and if so, where they may be located.
- May specify any restrictions on the maximum number of gaming machines that may be operated at any gambling venue. The Gambling Act establishes a maximum limit of nine (9) machines for new venues and those venues that obtained a licence after 17 October 2001. This policy proposes a maximum of seven machines. See Clauses 5.1 and 5.2.
- In the development of this policy Council must have regard for the social impacts of gambling on the Timaru District community.

## 2 Objectives of the Policy

- 2.1 To recognise that gambling can be a serious problem.
- 2.2 To ensure the Council and the community has influence over the provision of new gambling venues within the district.
- 2.3 To allow those who wish to participate in controlled gambling to do so within the district.
- 2.4 To minimise harm to the community caused by gambling.

## 3 Where Class 4 Gambling Venues (Gaming Machines) and Board Venues (TAB) may be established within the boundary of the Timaru Township.

- 3.1 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may be established in **Commercial 1, 2 and 3 Zones** (eg CBD Zone, suburban centre zones, and industrial zones) subject to:
  - 3.1.1 meeting application and fee requirements;

3.1.2 being no closer than 200 metres, by public walkway or roadway to any residential zone;

3.1.3 being no closer than 100 metres, by public walkway or roadway to any school, early childhood centre, kindergarten, place of worship or other community facility;

**Note: Community Facilities** means places available to the public for the purpose of community activities and includes but is not limited to public playgrounds, recreational halls, community centres, community halls, public swimming pools.

3.1.4 being no closer than 100 metres, by public walkway or roadway to any other gambling venue; excepting that board venues (TAB) may, upon application, be exempted from this requirement;

3.1.5 not being a venue that is associated with family or children's activities unless the activity is in a room separate from gaming machines.

3.2 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may be established in **recreation zones used for organised sporting purposes or recreational non-profit purposes**, subject to:

3.2.1 meeting application and fee requirements;

3.2.2 being no closer than 200 metres, by public walkway or roadway to any residential zone;

3.2.3 being no closer than 100 metres, by public walkway or roadway to any school, early childhood centre, kindergarten, place of worship or other community facility;

3.2.4 being no closer than 100 metres, by public walkway or roadway to any other gambling venue excepting that board venues (TAB) may, upon application, be exempted from this requirement;

3.2.5 the venue being within a recognised sports or other recreational non-profit club building;

3.2.6 not being a venue that is associated with family or children's activities unless the activity is in a room separate from gaming machines.

3.3 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may not be established in any **residential zone or recreation zone** other than that above.

It is acknowledged that not all venues, including existing venues, will be able to comply with the above requirements. For that reason Council will consider applications for exemption made in respect of specific sites.

**4 Where Class 4 Gambling Venues (Gaming Machines) and Board Venues (TAB) may be established in all other areas of the Timaru District.**

4.1 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may be established in **Commercial 1, 2 and 3 Zones** (eg CBD Zone, suburban centre zones, and industrial zones) subject to:

4.1.1 meeting application and fee requirements;

4.1.2 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any residential zone;

4.1.3 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any school, early childhood centre, kindergarten, place of worship or other community facility.

**Note: Community Facilities** means places available to the public for the purpose of community activities and includes but is not limited to public playgrounds, recreational halls, community centres, community halls, public swimming pools.

4.1.4 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any other gambling venue excepting that board venues (TAB) may, upon application, be exempted from this requirement;

4.1.5 not being a venue that is associated with family or children's activities unless the activity is in a room separate from gaming machines.

4.2 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may be established in **recreation zones used for organised sporting purposes or recreational non-profit purposes**, subject to:

4.2.1 meeting application and fee requirements;

4.2.2 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any residential zone;

4.2.3 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any school, early childhood centre, kindergarten, place of worship or other community facility;

4.2.4 being no closer than 25 metres, by public walkway or roadway, located between the venue property and any other gambling venue excepting that board venues (TAB) may, upon application, be exempted from this requirement;

4.2.5 the venue being within a recognised sports or other recreational non-profit club building;

4.2.6 not being a venue that is associated with family or children's activities unless the activity is in a room separate from gaming machines.

4.3 Class 4 gambling venues (Gaming Machines) and board venues (TAB) may not be established in any **residential zone or recreation zone** other than that above.

It is acknowledged that not all venues, including existing venues, will be able to comply with the above requirements. For that reason Council will consider applications for exemption made in respect of specific sites.

## 5 Numbers of gaming machines to be allowed

5.1 New Class 4 gambling venues shall be allowed a maximum of 7 gaming machines.

5.2 Existing Class 4 – gambling venues operating fewer than 7 gaming machines, shall be allowed to increase the number of machines operated at the venue to 7.

## 6 Primary Activity of Class 4 Gambling Venues

6.1 The primary activity of any Class 4 gambling venue shall be:

6.1.1 for sporting activities; or

6.1.2 for the sale of liquor or for liquor and food; or

6.1.3 for private club activities; or

6.1.4 for board venues (stand-alone TABs) as defined by Section 3 of the Racing Act 2003.

## 7 Applications

7.1 Applications for Council consent must be made on the approved form and must provide:

7.1.1 name and contact details for the application;

7.1.2 street address of premises proposed for the Class 4 licence;

7.1.3 the names of management staff;

7.1.4 where necessary, evidence to satisfy the Council that the primary activity at a venue is consistent with the requirements of the Act;

7.1.5 a site plan and a floor plan covering both gambling and other activities proposed for the venue, including details of each floor of the venue;

7.1.6 if not in the Central City Zone, evidence of the distance to the nearest residential zone, education or religious establishment and other Class 4 gambling venues;

7.1.8 details of any liquor licence(s) applying to the premises.

## **8 Application Fees**

8.1 These will be set by the Council from time to time with the intention of recovering full costs from applicants/operators, and shall include consideration:

8.1.1 the cost of processing the application, including any consultation and hearings involved;

8.1.2 the cost of triennially reviewing the Class 4 gambling venue and TAB venue policy;

8.1.3 the cost of inspecting Class 4 gambling venues on a regular basis to ensure compliance with consent or licence conditions;

8.1.4 a contribution towards the cost of triennial assessments of the economic and social impact of gambling in the city/district.



























## **GLASGOW LEASES**

That the Corporate Services Manager be authorised to negotiate the sale of all Council properties administered under Glasgow leases using a valuation obtained for the purpose.

**ADOPTED: COUNCIL MEETING 22/4/**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## GRANTS AND LOANS POLICIES

The Council cannot meet all the needs of all the voluntary clubs and organisations in the district and has therefore concentrated its grants on projects that contribute to the following strategic outcomes in the Long Term Council Community Plan:

- An attractive and desirable district - for tourists, visitors and residents alike
- Vibrant, safe and caring community - through strong community agencies, diverse events and attractive facilities

With that in mind the Council has decided to concentrate its general grants funding on increased participation in local events with substantial grants or loans for improved or new facilities. Annual grants are focused on organisations providing ongoing free community service, established events and museums.

### 1 CATEGORIES

Applications in the following categories are eligible for consideration

- a) NZ Representative
- b) Minimal Grants
- c) General Grants
- d) Substantial Grants
- e) Annual Grants
- f) Community Development Loans
- g) Council Sport and Recreation Loans
- h) Youth Entertainment Funding

#### **a) NZ Representative** (“one off” grant of \$250)

- 1 Residents from the District.
- 2 Nationally selected to represent New Zealand at international level.
- 3 Approved jointly by the Chairman and the appropriate officer under delegated authority.
- 4 All decisions to be reported to the Community Development Committee

#### **b) Minimal Grants** (Grants of up to \$200)

- 1 Projects must have a benefit to the general community
- 2 Considered and decided jointly by the Chairman and the appropriate officer under delegated authority.
- 3 All decisions to be reported to the Community Development Committee

#### **c) General Grants** (Grants of less than \$10,000)

##### 1 Events –

This funding is for the establishment of events which the public at large can attend, and are listed on the CSIT Events Calendar. Applicants are to be community based organisations / clubs and the events can be “one off”, new or ongoing. Events requiring “seeding” money have a higher priority and it would be expected that after three consecutive events they would become self funding. If an event has been funded three times in succession, the Community Development Committee may recommend to the budget process that it be treated as an annual grant.

2 Community Facilities –

This funding is for maintenance / improvements to the District's rural community halls which are available for public use. Applications are restricted to hall committees / societies and they need to demonstrate that the level of hall and community use warrants the expenditure.

3 Salaries and wages will not be funded unless there are exceptional circumstances.

**d) Substantial Grants** (Grants of \$10,000 or more)

- 1 Applicants must be non-profit community-based organisations or clubs
- 2 Eligible projects must improve or develop new or existing facilities
- 3 Eligible projects must reflect credit to or significantly benefit Timaru District residents
- 4 There must be strong financial support from the community.
- 5 A client agreement of grant terms and conditions must be completed by successful applicants prior to funds being advanced.

**e) Annual Grants**

New applications will only be considered from community-based, non- profit organisations or clubs which provide an ongoing, free community service or an established event previously funded by general grants or a public museum.

The Community Development Committee has identified the following organisations for annual grants:

Alpine Energy Timaru Brass Band, Caroline Bay Association, Citizens Advice Bureau South Canterbury Inc, Community Arts Councils (Geraldine, Temuka and Timaru), Community House, Fraser Park Trust, Geraldine Historical Society, Geraldine Vintage Car and Machinery Museum, Pleasant Point Procession Committee, Pleasant Point Railway and Historical Museum, South Canterbury Aviation Heritage Trust Inc, South Canterbury Children's Day Committee, South Canterbury Traction Engine and Vintage Steam Club Inc, Temuka and Districts Historical Society, South Island Masters Games (biennially), Temuka Promotion Association (Christmas Parade), Timaru Budget Advisory Trust , Timaru District Promotions Trust (Christmas Parade), Timaru Senior Citizens Association, and the Timaru Yacht and Power Boat Club Inc

- 1 Applications are requested annually (usually November) from the above organisations in time for recommendations to be included in Council's budget process.
- 2 Annual Grants are contestable and applicants must demonstrate the need for a grant and for the amount requested.
- 3 Grants are not made to organisations with large amounts of uncommitted funds available.
- 4 An Annual Report is required to show the level of activity of the organisation and the number of people who benefited from or attended the activity.

**f) Community Development Loans**

The purpose of the Community Development Loans Fund is to make major loans to non-profit community based organisations and clubs for improving or developing, new or existing facilities which reflect credit or provide benefit to Timaru District residents. The Annual Interest Rate is to be set at half of the 90 day bank bill bid rate, at the time of offering the loan.

Note: For Loan Conditions refer see Clause 3

**g) Sport and Recreation Loans**

The Sport and Recreation Loan Scheme funds facilities and/or major plant items. The Annual Interest Rate for five year loans is 3.54% and for ten year loans is 3.61%.

Note: For Loan Conditions refer see Clause 3

**h) Youth Entertainment Funding**

Projects should be activity based, public and benefit a group of youth aged 12 to 25 years rather than an individual and have an emphasis on entertainment. Applications are considered by a subcommittee of the Community Development Committee two or three times a year. Unspent funds are not carried forward at the end of the year.

**2 APPLICATION REQUIREMENTS**

- 1 All Grant and Loan applications (except Youth Initiative Fund and Creative New Zealand applications) are to be considered by the Community Development Committee. Applications which exceed the Committee's funding, will be forwarded with recommendations, to the Policy and Development Committee which will then coordinate a recommendation to Council Application Forms:
- 2 All applications must be made using the appropriate application form.
- 3 Retrospective Applications: For an application to be eligible for consideration it must be lodged prior to the project/event.
- 4 Publicity: Public acknowledgement is required for all Council Grants and Loans
- 5 Annual audited accounts and/or budget for the most recent financial year is to be supplied with all applications, where appropriate.
- 6 Dates: There will be four funding rounds per annum and closing dates for applications, and the meetings to consider them, will be advertised.
- 7 Interviews: The Chairman of the Community Development Committee and the appropriate officer will determine which applicants are to be interviewed in support of applications.
- 8 Resource and Building Consents: Approval of funding does not constitute approval for building work and is conditional on the applicant obtaining all necessary Resource and Building Consents.
- 9 No funds will be advanced until any Council lease/consent (if applicable) associated with the project has been signed / granted.
- 10 Accountability: Accountability reports are required following the completion of a funded project, and a further application will not be considered if there are outstanding issues. Not normally required for minimal or NZ representative grants.
- 11 When applying for \$2,000 or more, a verified copy of the resolution to apply to the Timaru District Council for funding is required.
- 12 All grants and loans are exclusive of GST.

### **3 LOAN CONDITIONS**

- 1 Repayments are to be calculated on a table mortgage basis, with six monthly fixed payments and the interest calculated on the reducing balance.
- 2 All loans require security in the form of a mortgage on the property, a security interest, registered with the Personal Properties Security Register or several personal guarantees where appropriate.
- 3 Loans must be repaid within 5 years unless the Committee resolves to make a specific exception.
- 4 A term loan agreement is required for all loans.
- 5 Organisations with a current loan from the Timaru District Council, shall not be eligible for any further loans or guarantees whilst the existing loan or guarantee is in existence.
- 6 All applications for loan funds will be considered on the ability of the organisation to complete the project, and repay the loan.
- 7 Loans must be uplifted within twelve months of the date of the decision to offer the loan.

### **4 UNDERWRITING ACTIVITIES (Guarantees against loss)**

The Community Development Committee may underwrite an event, i.e., approve a Guarantee Against Loss which must be uplifted within three months of the conclusion of the event.

### **5 CARRIED FORWARD BALANCES**

Credit balances in the Grants Fund at the end of the financial year are carried forward and added to the following year's allocation.

### **6 REVIEW OF POLICIES**

The Grants and Loans Policies may be reviewed at any Community Development Committee meeting.

**ADOPTED COMMUNITY DEVELOPMENT COMMITTEE 9/09/08  
for implementation on 1/11/08**

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### **CREATIVE COMMUNITIES SCHEME**

- a) That the 3 year contract be accepted and the Chief Executive delegated authority to enter into a contract and make the necessary administration arrangements.
- b) That the Creative Communities Funding Scheme be administered by a single committee of the Council called the Local Arts Scheme Assessment Committee, comprising 2 elected members of the Council, 1 representative from each of the Geraldine, Temuka and Timaru Community Arts Council, one representative from the local iwi or hapu and two community representatives.
- c) That the committee has delegated authority to allocate funds under Creative New Zealand Scheme rules.
- d) That the two Council representatives appointed be the Mayor and Clr Coughlan.
- e) That the committee be delegated the authority to appoint the two community representatives on an ongoing basis.
- f) That there be four funding rounds per annum."

**ADOPTED COUNCIL MEETING 18/05/10**

## **GRASSED AREAS MAINTENANCE**

That before contracts are let a summary of issues to be covered be submitted to Council.

**RESOLVED: COMMUNITY SERVICES COMMITTEE 25/11/96**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **HALL CHARGES**

### **Levying Charges to Sporting and Recreational Organisations**

THAT halls (Council and private) and Reserve Management Committees pay no site fees, but be responsible for all their own charges (ie water and service charges - at a level yet to be determined - insurance, electricity etc).

**ADOPTED: COUNCIL MEETING 3/4/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## HALL OF FAME GUIDELINES

- i That the "Hall of Fame" be located on appropriate wall space in the foyer area adjacent to the Council Chamber;
- ii That the lettering "Hall of Fame" be fixed to the wall above the display;
- iii That all photographs be enlarged to a standard size, and be suitably framed;
- iv That suitable biographical detail be displayed alongside each photograph;
- v
  - a That a Selection Committee comprising the Mayor, Deputy Mayor, Cllr Coughlan and President of the South Canterbury Historical Society be appointed;
  - b That an Advisory Committee be appointed comprising the President of the South Canterbury Historical Society and three interested persons, (Mrs J Evans, Mr B Leadley and Mr B Petrie as at 23 September 1997), to identify and research candidates for the Hall of Fame, and make recommendations to the Selection Committee.
- iv That any person selected for inclusion in the "Hall of Fame" should have been born in South Canterbury, or lived in the District for a significant portion of their life.
- vii
  - a That the "Hall of Fame" be sectionalised into the following three categories:
    - i Persons of Prominent International Standing;
    - ii International Sportspersons or Administrators; and
    - iii Nationally Recognised Notable New Zealanders.
  - b That photographs of the selected persons in groups i and ii be hung in different areas of the foyer adjacent to the Council Chamber;
  - c That photographs and details of selected persons in all three groups be placed in a register to be kept in the foyer; and
- viii The decision of the Selection Committee as to qualification for inclusion in the "Hall of Fame" shall be final.

**APPROVED: HALL OF FAME COMMITTEE 8/3/96**

**ADOPTED: COUNCIL MEETING 1/4/97**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## HAZARDS RECORDS

That a Hazards Register comprised of a series of maps be prepared covering the District and showing sites known to be affected by natural hazards, by Council staff, or from reports available to Council, this register being considered appropriate by Council for the effective discharge of its functions under Section 35 (5)(j) of the Resource Management Act 1991.

**ADOPTED: COUNCIL MEETING 4/11/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## HERITAGE PROTECTION FUNDING

### GUIDELINES FOR DISTRIBUTION OF FUNDING FROM THE HERITAGE PROTECTION BUDGET

#### Background

Each year Council provides, within the budget, funding for heritage protection. This funding is made available in acknowledgement of the restrictions placed on buildings, identified within the District Plan, as having heritage value and in effort to preserve, in particular, the façade and streetscape of the central business districts of the towns and townships within the district.

The funding acknowledges the often substantial sums expended by the owners of these buildings in their efforts to preserve and maintain the buildings and in so doing preserving our architectural history.

Any assistance provided is intended to encourage and to assist with preserving the authenticity of the structures and appearance of the exterior of the buildings concerned particularly with respect to colour schemes.

#### Requests for funding

Requests for funding shall be in writing and made to the Resource Planning and Regulation Committee of Council.

#### Criteria for Funding

Within budget, funding will be available for this work subject to the following criteria:

- The building concerned will be identified within the District Plan as having heritage value.
- The fund will be used for preserving the external appearance of a building or structural work where the work proposed gives greatest benefit to the public generally.
- Preference is expressed for giving some assistance to the preservation of several buildings rather than significant funding to the preservation of one particular building.
- The above item, relating to the allocation of funding, shall not preclude the bulk funding of a particular project where evidence is provided and where Council is convinced that the building concerned is of such value as to warrant expenditure on it, at the expense of other potential projects.
- By way of general guidance the assistance provided will normally be restricted to the sum of \$5,000.

Applications, for consideration by the Resource Planning and Regulation Committee, must include the completed form (see doc#595555 for form).

**ADOPTED RESOURCE PLANNING AND REGULATION COMMITTEE  
10 SEPTEMBER 2009**

## HOUSING FOR THE ELDERLY

- a THAT the eligibility assets threshold be removed, but extra consideration be given to age and limited assets in the assessment process namely :

The present restrictions be removed and the assessment document amended to give extra points for age and shortage of assets.

- b That the policy on upgrades and maintenance continue subject to budget constraints; and
- c That rentals continue to be reviewed annually.

**ADOPTED: COUNCIL MEETING 21.9.98**

That a report indicating the effects from the CPI on the social housing rentals be submitted to the Policy and Development Committee on an annual basis.”

**ADOPTED COUNCIL BUDGET MEETING 4/5.04.05**

## **HOUSING FOR THE ELDERLY DECLINING ALLOCATION**

That the application conditions for pensioner rental flat accommodation be amended to allow for the removal of applicants from the waiting list when they have declined two opportunities to occupy suitable flats.

**ADOPTED: COUNCIL MEETING 15/10/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **INFLATION**

That the Council resolves to make it Council policy that it does not provide for inflation in the LTCCP but that a note be included in the LTCCP document to advise the community of the effect of inflation at the average of the BERL inflation indices.

**ADOPTED: COUNCIL MEETING 08/11/05**

## **INSURANCE**

That Council continue the policy of insuring on replacement cost those buildings considered by respective Group Managers and the Chief Executive to be vital to the organisation but not to include pensioner flats.

**ADOPTED: COUNCIL MEETING 26/2/90**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **INSURANCE OFFICIALS INDEMNITY CLAIMS EXCESS FUND**

- a That the Corporate Services Manager be authorised to establish a fund to be known as "The Officials Indemnity Insurance Claims Excess Fund".
- b That such contributions continue until the Fund achieves a balance of \$150,000 and thereafter only such amounts be paid in as are necessary to maintain a balance of \$150,000.
- c That the Corporate Services Manager be authorised to determine the amount of the insurance policy excess each year in the light of the premium discounts offered and the balance in the Fund at the policy renewal date.
- d That all Groups continue to pay a proportion of the total insurance premium in accordance with the formula agreed upon from time to time by all Group Managers.
- e That the initial uninsured portion of all Officials Indemnity claims for all Groups lodged after 30 June 1993 be debited to the Fund.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 4/5/93**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **INVESTING OF FUNDS**

That Council adopt a corporate policy of not separately investing funds from individual Council activities.

**ADOPTED: COUNCIL MEETING 9/9/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## INVESTMENT POLICY

### LONG TERM COUNCIL COMMUNITY PLAN 2009-2019

**ADOPTED: COUNCIL MEETING 30 JUNE 2009**

#### **Introduction**

This policy outlines how the Council will manage its investments.

#### **1. Statutory Requirements**

The Council is required to have an Investment policy under section 102 (4)(c) of the Local Government Act 2002 (the Act). Under Schedule 10(6) of the Act this policy must be included in the Long Term Council Community Plan.

Under Section 102(6) of the Act the policy may only be amended as an amendment to the Council's Long Term Council Community Plan.

#### **2. Objectives**

The Council's objectives are:

- To make and manage investments to optimise returns in the long term while balancing risk and return considerations.
- To safeguard financial market investments by establishing and regularly reviewing investment parameters and ensuring that all investment activities are carried out within these parameters.
- To ensure the integrity of the financial market investments by only investing in appropriately rated organisations and in appropriate financial market instruments.
- To maintain relationships with financial market participants, to enable Council to carry out its investment activities in an efficient and practical way.
- To produce accurate and timely information that can be relied on by Senior Management and Council for control, exposure monitoring and performance measuring purposes.

#### **3. Policy Setting and Management Procedures**

The Council approves policy parameters in relation to investment activities.

The Council's Chief Executive has overall responsibility for the operations of the Council.

The Chief Financial Officer has financial management responsibility over the Council's borrowing and investments.

The Council exercises on-going governance over its corporate investments through its Council Controlled Organisation, Timaru District Holdings Ltd (TDHL). The process of approving the Constitution, Statements of Corporate Intent and appointing Boards of Directors of these corporate investments, while carried out by the board of TDHL, still requires Council approval.

Operational management of the Council's forestry investment is provided by the Council's District Services Group.

The Council's Policy and Development Committee (P&DC) oversees and monitors the risks arising from its treasury activities to ensure consistency with the Council's Long Term Council Community Plan and to evaluate the finance function's effectiveness in

achieving its objectives. The P&DC is responsible for approving strategy and for monitoring compliance and performance of the Council's treasury activities.

The Council is able to appoint an independent advisor to assist in the management of the financial market exposures that the council is subjected to. The scope of the appointment and the parameters within which the advisor operates, will be determined by the Chief Financial Officer and at all times will operate within the parameters of this policy document.

The Council's borrowing, investments (other than those mentioned above) and cash management activities are managed centrally through its finance function.

The finance function is broadly charged with the following responsibilities:

- Manage the Council's investments within its strategic objectives and ensure that surplus cash is invested in liquid and credit worthy instruments.
- Manage the impact of market risks such as interest rate risk and liquidity on the Council's investments by undertaking appropriate hedging activity in the financial markets.
- Minimise adverse interest rate related increases on ratepayer charges and maintain overall interest revenues within budgeted parameters.
- Manage the overall cash and liquidity position of the Council's operations.
- Provide timely and accurate reporting of treasury activity and performance.

#### **4. Philosophy**

The Council acknowledges that there are various financial risks such as interest rate risk, liquidity risk and credit risk arising from its borrowing and investments. Council is a risk averse entity and does not wish to incur additional risk from its treasury activities.

The Council's finance function in relation to its treasury activities is a risk management function focused on protecting the Council's budgeted interest costs and revenues and stabilising the Council's cashflows. The Council does not normally undertake any treasury activity which is unrelated to its underlying cashflows or is purely speculative in nature unless with formal prior approval of Council.

The Council has statutory obligations under Part 6 of the Local Government Act 2002 to properly administer, manage and account for its funds. In particular the Council chooses to make its investments in accordance with the provisions of the Trustee Act 1956 as they apply to the investment of trust funds. In exercising its powers of investment, Council is required to exercise the care, diligence, and skill that a prudent person of business would exercise in managing the affairs of others. The Council may consider, in making any investment decisions:

- the desirability of diversifying investments
- the nature of existing investments
- the risk of capital loss or depreciation
- the potential for capital appreciation
- the likely income return
- the length of the term of the proposed investment
- the marketability of the proposed investment during, and on the determination of, the term of the proposed investment
- the effect of the proposed investment in relation to tax liability
- the likelihood of inflation affecting the value of the proposed investment
- the credit rating of any entity or instrument (if applicable) in which it proposes to invest.

The Council's overall philosophy on the management of investments is to optimise returns in the long term while balancing risk and return considerations. The Council recognises that as a responsible public authority any investments that it does hold should be of relatively low risk. It also recognises that lower risk generally means lower returns. It is noted that Council may have significant reasons other than financial for its investment activities.

Treasury investments are financial investments incorporating a term greater than 90 days. In its treasury investment activity, the Council's primary objectives when investing are the protection of its investment, and the provision of cashflow when required. Accordingly, only credit worthy counterparties are acceptable. The Council's policies on managing credit risk are discussed later in this policy and in the Investment Policy Toolkit in Appendix 1.

The Council recognises its custodial responsibility and shall review the performance and ownership of all investments at least on an annual basis.

## **5. Investment Mix**

The Council manages a portfolio of investments comprising:  
equity investments, including corporate investments and other shareholdings  
property investments incorporating land, buildings and a portfolio of ground leases  
forestry investments  
treasury investments incorporating longer term and liquidity investments.

### **5.1 Equity Investments**

#### Nature of Investment

The Council's current equity investments, including investments in corporate investments and other shareholdings, including an Energy Company and a Port Company.

#### Rationale for Holding Investment

The Council's investments in such assets fulfil various strategic, economic development and financial objectives as outlined in Council's Long Term Council Community Plan and comply fully with the Local Government Act 2002.

#### Acquisition of New Investments

The Council will acquire equity investments in line with its strategic, economic development and financial objectives as outlined in the Council's Long Term Council Community Plan and on the commercial merits of the proposal. All equity investment purchases will require prior Council approval.

#### Revenue

Proceeds from the disposition of equity investments are to be applied to:  
repayment of district wide funded debt and/or  
repayment of community funded debt and/or  
fund pre approved capital expenditure items and/or  
purchase treasury investments from which interest accrued is to be used for general purposes.

Proceeds from the disposition of equity investments are not used for general purposes.

All income from the Council's equity investments, including dividends is included in financial arrangements activity and forms part of the Council's general revenue to be used for district wide activities.

### Risk Management

The Council manages its risk in equity investments through the governance of Timaru District Holdings Ltd and the approving of Statements of Corporate Intent.

### Management and Reporting Procedure

The P&DC, through Timaru District Holdings Ltd, reviews performance of these investments on a regular basis to ensure that their stated objectives as outlined in the respective Statements of Corporate Intent are being achieved. Timaru District Holdings Ltd reports back to the Council on a quarterly basis. There is an annual review of these investments, which includes a calculation of the return on investment being achieved. The preparation of this is the responsibility of the Chief Financial Officer.

## **5.2 Property Investments (general properties - not for specific purposes)**

### Nature of Investment

The Council currently owns a number of properties, which are surplus to its operational needs.

### Rationale for Holding Property

The Council's overall objective is to only own property that is necessary to achieve its strategic objectives. As a general rule, Council does not maintain a property investment where it is not essential to the delivery of relevant services, and property is only retained where it relates to a primary output of Council.

### Acquisition of New Investments

The Council has no intention of acquiring additional investment properties, however if it does, it will be based on the commercial merits of the proposal.

### Revenue

Proceeds from the disposition of property investments are used for general purposes.

All income, including rentals and ground rent from property investments is included in the properties activity to be used for general purposes.

### Risk Management

The Council manages its risk by reviewing its return on investment on an annual basis. It also ensures adequate insurance is in place to protect these assets from non financial risks and a sound repairs and maintenance plan is also in place to protect the ongoing value of these assets. This review is the responsibility of the Assistant Chief Executive.

### Management and Reporting Procedure

The Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements, which could deliver the same results. This assessment is based on the most financially viable method of achieving the delivery of Council services. The Council generally follows a similar assessment criteria in relation to new property investments.

## **5.3 Forestry Investments**

### Nature of Investment

The Council's forestry operation is made up of over 50 woodlots of (mainly vested reserve) land totalling 246 hectares, consisting predominantly of Radiata pine but also, where appropriate, Douglas Fir and Macrocarpa.

### Rationale for Holding Forestry

Forestry assets are held as long term investments on the basis of their net positive discounted cashflows, factoring in projected market prices and annual maintenance and cutting costs and to maintain the land upon which the Council's forestry investment is held.

### Acquisition of New Investments

The Council has no immediate intention of purchasing new forestry investments.

### Revenue

Proceeds from the disposition of forestry investments are to be applied to:

- repayment of district wide funded debt and/or
- repayment of community funded debt and/or
- fund pre approved capital expenditure items and/or
- re-forestation of existing forestry blocks and/or
- purchase treasury investments from which interest accrued is to be used for general purposes.

Proceeds from the disposition of the Council's entire forestry investments are not used for general purposes.

Income from the Council's forestry operation is reinvested in forestry through a separate Forestry Fund. A dividend is payable to Council at any agreed time that does not affect the viability of the forestry operation.

Expenditure in maintaining the forestry investment is expensed in the year it is incurred.

### Risk Management

The risk is minimised by the number and size of the blocks, the range of the species, fire breaks around the edges near residential areas, and the adoption of silviculture practices to enhance the trees' ability to withstand wind. The blocks are regularly inspected by MAF for pests and diseases and foliage sampling and nutrient analysis is undertaken to maximise the crop. Harvesting of the forests is carried out at appropriate times to maximise the return the Council receives on its investment.

### Management and Reporting Procedure

The Council's forestry investment is managed by the District Services Group on behalf of the Council. The operating income and expenditure is reported to the Council on a quarterly basis, with an annual report to Council on the value of the investment.

## **5.4 Treasury Investments**

### Nature of Investment

Investments of cash held for specific purposes (special funds) usually held as short-term deposits or in bonds.

### Rationale for Holding Investment

The Council maintains treasury investments for the following primary reasons:

- Provide ready cash in the event of a natural disaster. This cash is intended to bridge the gap between the disaster and the reinstatement of normal income streams.
- Invest amounts allocated to special funds, bequests, and reserves.
- Invest funds allocated for approved future expenditure, to implement strategic initiatives or to support intergenerational allocations.
- Invest proceeds from the sale of assets.

- Invest surplus cash, and working capital funds.

#### Acquisition of New Investments

The Council acquires new treasury investments to maintain its policy of ensuring that funds held for specific purposes are matched with actual cash invested.

#### Revenue

Interest income from treasury investments is credited to general funds, other than income from investments for all specified funds where interest is credited on a pro rata basis between general funds and the specified fund.

#### Risk Management

##### Investment Objectives

The Council's primary objective when investing is the protection of its investment. Accordingly, only credit worthy counterparties are acceptable. Creditworthy counterparties are selected on the basis of their current Standard and Poors ("S&P") ratings, or Moody's Investor Services ("Moody's") or Fitch Ratings ("Fitch") equivalents. Credit ratings are monitored on a regular basis by the Chief Financial Officer from external sources.

Within the above credit constraints, the Council also seeks to:

- Maximise investment return
- Ensure investments are liquid
- Manage potential capital losses due to interest rate movements if investments need to be liquidated before maturity.

The above objectives are captured in The Investment Policy ToolKit in Appendix I, which provides operating parameters for investment activity including approved counterparties and relevant limits. The following principles form the key assumptions of the operating parameters contained in the Investment Policy Toolkit:

Credit risk is minimised by placing maximum limits for each broad class of non-Government issuer, and by limiting investments to registered banks and strongly rated SOES, and corporates within prescribed limits.

Liquidity risk is minimised by ensuring that all investments must be capable of being liquidated in a secondary market.

Performance of the Special Fund portfolio is benchmarked by measuring the performance of the portfolio against the performance of an appropriate external benchmark portfolio. The duration of the portfolio is also compared to the duration of the external benchmark portfolio and the Council is able to vary the duration of the portfolio within 25% either side of the external benchmark portfolio's duration. Comparison with the benchmark portfolio is not required if the nominal value of the portfolio is less than \$5 million.

#### Approved Investment Instruments

Within the constraints of Appendix I of this policy, the Council invests in the following instruments:

- Government debt instruments
- SOE debt instruments
- District Health Board debt instruments
- Registered Bank debt instruments
- Local Authority debt instruments
- Approved corporate debt instruments.



### Interest Rate Risk Management

The Chief Financial Officer sets overall investment strategy, by reviewing on a regular basis, cashflow forecasts incorporating plans for approved expenditure and strategic initiatives, evaluating the outlook for interest rates and the shape of the yield curve, and where applicable, seeking appropriate financial advice. The Chief Financial Officer and Management Accountant implements interest rate risk management strategy by reviewing rolling cashflow forecasts and:

- Changing interest rate profiles by adjusting the average maturity of its investments to approximate the borrowing maturity profile. The borrowing maturity profile to be considered in this analysis is the term to the next rate set/rollover of existing borrowings and any related hedging instruments. Investments held to maintain liquidity and for specific purposes are excluded from this analysis.
- Using risk management instruments to protect investment returns and to change interest rate and maturity profile.

Interest rate risk management instruments (of the type included under the Borrowing Policy) may be used for interest rate risk management on investments, with the formal prior approval of the Chief Financial Officer.

### Management and Reporting Procedures

The Management of the Council's Treasury Investments is carried under delegated authority to the Chief Financial Officer (who has delegated the day to day operation to the Council's Management Accountant).

Reports on the Council's Treasury Investments are prepared on a quarterly basis for the Council.

## **Appendix I**

### **The Investment Policy Tool Kit**

- 1 Approved Treasury Counterparty Limits and Treasury Investment Instruments
- 2 Approved Treasury Investment Instruments - Definitions and Description

#### **1 Approved Treasury Counterparty Limits and Investment Instruments Timaru District Council is able to invest with the following institutions:**

<b>Institution</b>	<b>Overall Portfolio Limit (as a % of the total portfolio)</b>	<b>Approved Financial Market Investment Instruments (must be denominated in NZ dollars)</b>	<b>Credit Rating Criteria – Standard and Poor's (or Moody's or Fitch equivalents)</b>	<b>Limit for each issuer subject to overall portfolio limit for issuer class</b>
New Zealand Government or Government Guaranteed	100%	Government Stock Treasury Bills	Not Applicable	No limit
New Zealand Registered Banks	100%	Call/Deposits/ Bank Bills/Promissory Notes	Short term S&P rating of A1 or better	\$10 million  \$1 million

<b>Institution</b>	<b>Overall Portfolio Limit</b> (as a % of the total portfolio)	<b>Approved Financial Market Investment Instruments</b> (must be denominated in NZ dollars)	<b>Credit Rating Criteria – Standard and Poor’s</b> (or Moody’s or Fitch equivalents)	<b>Limit for each issuer subject to overall portfolio limit for issuer class</b>
		Bonds/MTN’s/ FRN’s	Short term S&P rating BBB or better and subject to Government Guarantee Long-term rating of A+ or better	\$5 million
Local Authorities where rates are used as security	70%	Promissory Notes Bonds/MTN’s/ FRN’s	Not Applicable	\$3 million
State Owned Enterprises	60%	Promissory Notes  Bonds/MTN’s/ FRN’s	Short term S&P rating of A1 or better  Long-term rating of BBB+ or better Long-term rating of A or better.	\$3 million  \$1 million  \$3 million
District Health Boards	40%	Promissory Notes  Bonds/MTN’s/ FRN’s	Short term S&P rating of A1 or better  Long-term rating of A+ or better.	\$3 million  \$3 million
Corporates	60%	Promissory Notes  Bonds/MTN’s/ FRN’s	Short term credit rating of A1 or better  Long-term rating of A- or better.	\$3 million  \$1 million

<b>Institution</b>	<b>Overall Portfolio Limit</b> (as a % of the total portfolio)	<b>Approved Financial Market Investment Instruments</b> (must be denominated in NZ dollars)	<b>Credit Rating Criteria – Standard and Poor’s</b> (or Moody’s or Fitch equivalents)	<b>Limit for each issuer subject to overall portfolio limit for issuer class</b>
			Long-term rating of A+ or better.	\$3 million

Investments that no longer comply with minimum rating criteria due to a downgrade in their rating must be sold within one month of the downgrade being notified unless Council formally approves the continued holding of the investment.

## **2 Approved Treasury Investment Instruments – Definitions and Descriptions**

Investment instruments available in the market (excluding equities and property) can generally be discussed under four broad categories relating to the issuer of these instruments.

### **1 New Zealand Government**

Treasury bills are registered securities issued by the Reserve Bank of New Zealand (RBNZ) on behalf of the Government. They are usually available for terms up to a year but generally preferred by investors for 90 day or 180 day terms. They are discounted instruments, and are readily negotiable in the secondary market.

Government stocks are registered securities issued by the RBNZ on behalf of the Government. They are available for terms ranging from one year to twelve year maturities. Government stocks have fixed coupon payments payable by the RBNZ every six months. They are priced on a semi-annual yield basis and are issued at a discount to face value. They are readily negotiable in the secondary market.

### **2 Local Authorities**

Local Authority stocks are registered securities issued by a wide range of local government bodies. They are usually available for maturities ranging from one to ten years. A fixed coupon payment is made semi-annually to the holder of the security. They are negotiable and usually can be bought and sold in the secondary market.

### **3 State Owned Enterprises (SOE’s)**

SOE bonds are issued by enterprises 100% owned by the New Zealand Government but do not necessarily have an explicit government guarantee. These bonds can be registered securities or bearer instruments. A fixed coupon payment is made semi-annually to the holder of the security. They are priced on a semi-annual yield basis and are issued at a discount to face value. SOE bonds are negotiable and can be bought and sold in the secondary market.

Promissory notes are issued by SOE’s with a strong credit rating that is sufficient to enable the notes to be issued without endorsement or acceptance by a bank. The notes are usually underwritten by financial institutions to ensure that the borrower obtains the desired amount of funds. Promissory notes are issued with maturities ranging from 7 days to over one year. The most common maturity is for 90 days. The face value of the note is repaid in full to the bearer on maturity.

#### 4 District Health Boards (DHB's)

DHB bonds are issued by organisations responsible for ensuring the provision of publicly funded health and disability support services for the population of a specific geographical area. While they do not have explicit government guarantee their current and future debt obligations are regarded as legal liabilities of the Crown. These bonds can be registered securities or bearer instruments. A fixed coupon payment is made semi-annually to the holder of the security. They are priced on a semi-annual yield basis and are issued at a discount to face value. DHB bonds are negotiable and can be bought and sold in the secondary market.

Promissory notes are issued by DHB's with a strong credit rating that is sufficient to enable the notes to be issued without endorsement or acceptance by a bank. The notes are usually underwritten by financial institutions to ensure that the borrower obtains the desired amount of funds. Promissory notes are issued with maturities ranging from 7 days to over one year. The most common maturity is for 90 days. The face value of the note is repaid in full to the bearer on maturity.

#### 5 Registered Banks

Call and term deposits are funds accepted by the bank on an overnight basis (on call) or for a fixed term. Interest is usually calculated on a simple interest formula. Term deposits are for a fixed term and are expected to be held to maturity. Term deposits are not negotiable instruments. Termination prior to maturity date can often involve penalty costs.

Certificates of deposits are securities issued by banks for their funding needs or to meet investor demand. Transferable certificates of deposits (TCDs) are non-bearer securities in that the name of the investor, face value and maturity date are recorded on the certificate. They are able to be transferred by registered transfer only. Negotiable certificates of deposits (NCDs) on the other hand, are bearer securities and are able to be transferred immediately. Both TCDs and NCDs are priced on a yield rate basis and issued at a discount to face value. They are generally preferred over term deposits because investors can sell them prior to maturity.

Bank bills are bills of exchange drawn or issued, usually by a corporate borrower and accepted or endorsed by a bank. The investor is exposed to bank credit risk when investing in such instruments. Bank bills are readily available for any maturity up to 180 days, although 30 to 90 day terms are more common. They are priced on a yield basis and issued at a discount to face value. Investors in bank bills can sell the bills prior to maturity date.

#### 6 Corporates

Corporate bonds are generally issued by companies with good credit ratings. These bonds can be registered securities or bearer instruments. A fixed coupon payment is made semi-annually to the holder of the security. They are priced on a semi-annual yield basis and are issued at a discount to face value. Corporate bonds are negotiable and can be bought and sold in the secondary market.

Promissory notes are issued by borrowers who usually have a credit rating and standing in the market that is sufficient to enable the notes to be issued without endorsement or acceptance by a bank. The notes are usually underwritten by financial institutions to ensure that the borrower obtains the desired amount of funds. Promissory notes are issued with maturities ranging from 7 days to over one year. The common maturities are for 30 and 90 days. The face value of the note is repaid in full to the bearer on the due date.

## **ITINERANT TRADERS**

- a Aigantighe Art Gallery on a straight commercial basis is not a permitted use from that property, but that the sale of arts and crafts be permitted to continue; and
- b That the issuing of licences to itinerant traders be restricted to the commercially zoned land in the District and that the licences be issued for a six month period.

**RESOLVED: PLANNING AND REGULATION COMMITTEE 16/7/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **KERB AND CHANNEL REPLACEMENT POLICY**

That the enhanced design new/replacement kerb and channel policy be as follows:

- a) That low impact design be considered in all new and replacement kerb and channel projects including whether alternatives can be used (eg swales)
- b) That the road design represent the urban design environment and desired speed of vehicles to improve road safety.
- c) That provision for alternative to vehicle transport modes be considered in the design and implemented where practical.
- d) That berm areas be maximised where practical to increase vegetation area's reducing rainfall run-off and provide efficient corridors for utilities.
- e) That parking bays be provided where practical to reduce carriageway areas.
- f) That consideration to road run-off retention and/or treatment be given.
- g) That the community be consulted on a project basis to identify any issues resulting from the proposed design.
- h) That this policy be reviewed and reported to the Committee in two years time.

**ADOPTED**

**DISTRICT SERVICES COMMITTEE 6/05/08**

**LIABILITY MANAGEMENT POLICY**  
**LONG TERM COUNCIL COMMUNITY PLAN 2009-2019**

**ADOPTED: COUNCIL MEETING 30 JUNE 2009**

**Introduction**

This policy outlines how the Council will manage its borrowings and other liabilities.

**1. Statutory Requirements**

The Council is required to have a Liability Management policy under section 102 4 (b) of the Local Government Act 2002 (the Act). Under Schedule 10 (6) of the Act this policy must be included in the Long Term Council Community Plan.

Under section 102(6) of the Act, the policy may only be amended as an amendment to the Council's Long Term Council Community Plan.

**2. General Policy**

The Council borrows as it considers appropriate and exercises its flexible and diversified borrowing powers as outlined within the Local Government Act 2002. The Council approves borrowing by resolution arising from the Long Term Council Community Plan (LTCCP) and Annual Plan process. Projected debt levels are ascertained from cash flow forecasts prepared during these planning processes.

The Council raises debt for the following primary purposes:

- General debt to fund the Council's balance sheet, including borrowing to fund Council Controlled Organisations (CCO's) etc.
- Specific debt associated with "special one-off" projects and capital expenditure
- To fund assets with intergenerational qualities.

The Council is able to borrow through a variety of market mechanisms including the issue of stock and debentures and direct bank borrowing or through accessing the capital markets directly, as well as borrowing from internal sources. Refer to Appendix 1 for definitions.

The Council incurs risks arising from its borrowing and associated interest rate risk activity. In evaluating any new or renewal of existing borrowings (in relation to source, term, size and pricing) the Council will take into account the following:

- The size and the economic life of any specific project being funded
- The impact of the new debt on overall borrowing limits.

Relevant margins under each borrowing source

- Overall debt maturity profile
- Prevailing interest rates
- Available term from bank and stock issuance
- Legal documentation and financial covenants.

This policy document details how the Council will manage its borrowing with regard to key risks faced including:

- Interest rate exposure
- Liquidity and funding risk
- Credit exposure
- Specific borrowing limits
- Provision of security.

### 3. Financial Covenants on Borrowings

In managing its borrowings, the Council will adhere to the following financial covenants:

- Gross annual interest expense not to exceed 15% of total revenue
- Net cashflow from operating activities to exceed gross annual interest expense by 2 times.

### 4. Interest Rate Exposure

Interest is incurred on any bank funding facility, issuance of local authority stock and other borrowing arrangements. This policy recognises that the longer the term of borrowing, the greater the interest rate risk. Longer term borrowings may be of benefit if the market interest rates rise, but equally may not allow the Council to take advantage of periods of low interest rates.

A balance is achieved through having variable terms with regard to interest rate resets. This can be achieved by the use of overdraft funds at call, the use of a revolving credit facility, other facilities based on the 90-day bill rate and local authority stock issuance at fixed rates. The use of internal funding mechanisms may also be used to minimise interest rate risks. Interest rate risks may also be managed by the use of interest rate swaps, forward rate agreements and interest rate options.

The table below outlines the minimum and maximum hedged or fixed rate exposure requirements within various time buckets. The actual hedging percentages in place, within these bands, will be determined, and reviewed on a regular basis.

<b>FIXED RATE HEDGING PERCENTAGES</b>		
	<b>Minimum Fixed Rate</b>	<b>Maximum Fixed Rate</b>
Less than 2 years	50%	100%
2 years to 5 years	30%	80%
5 years to 10 years	0%	50%

Any hedging outside these parameters or for longer than 10 years must be approved by the full Council before being initiated.

When managing the interest rate risk of the Council the hedging percentages above relate to total core debt. Core debt cannot exceed borrowing projections as per the Annual Plan or LTCCP with the actual quantum used for policy parameters to be reviewed annually.

The hedging parameters are cumulative. For example if total debt was \$25 million, \$5 million of hedging entered into for a period of five years would increase the hedging profile for all time buckets up to five years, by 20%.

Fixed rate debt is defined as any debt that has an interest rate reset beyond 3 months.

The hedging parameters are dependent on the Reserve Bank of New Zealand continuing to implement monetary policy through adjustments to the Official Cash Rate (OCR).

The Council decides the interest rate risk management strategy by monitoring the interest rate markets on a regular basis, evaluating the outlook for short term rates in comparison to the rates payable on fixed rate borrowing. Interest rate risk management products to convert fixed rate borrowing into floating rate, floating rate borrowing into fixed or hedged borrowing, and to manage maturity mismatches between its borrowings and investments may be used to maintain policy parameters.



The following interest rate risk management instruments may be used for interest rate risk management activity.

- Forward rate agreements
- Interest rate swaps
- Interest rate collar type option strategies in a ratio not exceeding 1:1.

Selling interest rate options for the primary purpose of generating premium income is not permitted because of its speculative nature.

## **5. Benchmarking**

The Council shall evaluate the performance of the interest rate management policy itself (i.e. the success and continued appropriateness of the risk control limits stipulated in the Liability Management Policy document) and their implementation at an operational level. This is achieved by measuring actual results (i.e. weighted average funding cost) against a market benchmark provided by an external source.

The benchmark standard shall consist of the following:

- 20% Average 90 day bank bill rate for the reporting month;
- 10% Average 1 year swap rate for the reporting month;
- 10% Average 1 year swap rate for the reporting month, 1 year ago;
- 10% Average 3 year swap rate for the reporting month;
- 10% Average 3 year swap rate for the reporting month, 3 years ago;
- 10% Average 5 year swap rate for the reporting month;
- 10% Average 5 year swap rate for the reporting month, 5 years ago.
- 10% Average 7 year swap rate for the reporting month;
- 10% Average 7 year swap rate for the reporting month, 7 years ago.

The above percentages are predicated off the midpoints of the risk control bands contained in the 'Fixed Rate Hedging Percentages' table.

The Council's actual average credit margin over market benchmarks would be deducted off actual funding costs for benchmark calculation purposes.

For reporting of interest rate comparisons, rates rather than dollar values should be used.

Benchmarking is not required if total external borrowings are less than \$10 million.

## **6. Liquidity and Funding Risk Management**

The Council's ability to readily attract cost effective borrowing is largely driven by its ability to rate, maintain a strong balance sheet as well as its ability to manage its relationship with its banker(s) and the capital markets.

To minimise the risk of large concentrations of debt maturing or being reissued in periods where credit margins are high for reasons within or beyond the Council's control, the Council ensures material debt maturities are spread over a number of years. The Council manages this specifically by ensuring that *no more than \$40.0 million of its outstanding borrowings are subject to refinancing in any rolling twelve month period.*

The Council's treasury operation must also ensure that there are sufficient resources or "liquidity" to provide the funds to meet its immediate obligations such as creditors and current debt maturities.

Appropriate cash flow reporting mechanisms will be maintained to monitor the Council's estimated liquidity position over the next 12 months. In any case funding

facilities must be in place to give headroom of at least \$2 million over and above the maximum debt requirement as estimated in the Annual Plan or LTCCP.

#### **7. Credit Exposures (Treasury)**

In general the Council borrows funds from a variety of registered banks and institutional investors. It is considered that the range and size of Council's individual borrowings together with the relative strength of these lenders offsets any institutional credit risk.

#### **8. Provision of Security**

For its general borrowing programme the Council offers security under its debenture trust deed, for which security is a charge over all rates.

In unusual circumstances, with the prior consent of the Council, security may be offered by providing a charge over one or more of the Council's assets.

#### **9. Repayment**

The Council repays borrowings from general or targeted rates, general funds or renewal loans.

## Appendix I

### Borrowing Instruments Definitions

#### 1 Bank Sourced Borrowing

##### 1.1 Bank Bill Facilities

Commercial Bills cover all types of bills of exchange which are defined under the Bills of Exchange Act 1908 as:

“An unconditional order in writing, addressed by one person to another signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at fixed or determinable future time, a sum certain in money to, or to the order of a specified person, or to bearer.”

Bank bill facilities are normally for a term of up to three years but may be for as long as five years. Bank bills are bills of exchange, drawn or issued usually by the original borrower and accepted or endorsed by a bank.

For a Bank Accepted Bill, the bank makes the payment of the face value of the bill on maturity. Most bank bills traded in the New Zealand market are Bank Accepted Bills.

Bank Endorsed Bills have been endorsed by a bank with another party as acceptor. In the event of default of the original acceptor, payment can be sought through the chain of endorsers to the bill.

An investor in bank bills can sell the bills prior to maturity date and receive the cash. Bank bills are a longer term borrowing instrument than cash loans. Bills are normally drawn for terms of 30, 60 or 90 days with a few being drawn for 180 days. The 90 day bank bill is the underlying traded benchmark instrument for the short end of the market.

Costs:

The principal costs to the borrower are the discounting bank's yield at which it discounts the bill at the time of drawdown, an arrangement fee, an acceptance fee and a line fee (expressed in basis points or percentage per annum) and margin. Acceptance fees, arranger fees, line fees and margins in aggregate normally range between 20 - 300 basis points (ie 0.20% - 3.00%), depending on the credit worthiness of the borrower.

##### 1.2 Revolving Credit Facilities (Variable Amount Term Loans)

Revolving credit facilities are similar from a borrower's perspective except interest is paid in arrears rather than upfront as in the case of bank bills. Revolving credit facilities are usually for a term of up to three years but may be for as long as five years and like bank bills drawings under the facility are priced off the bank bill buy rate. Most facilities allow for the borrowers to draw up to the facility amount in various tranches of debt and for various terms out to a maximum term of the maturity date of the facility. Like bank bills most borrowers use these facilities to borrow on a 90-day basis.

Costs:

The principal costs are the same as with bank bills. The lending bank's yield sets the base rate at the time of lending, an arrangement fee, an acceptance fee and a line fee (expressed in basis points or percentage per annum) and the margin. Acceptance fees, arranger fees, line fees and margins in aggregate normally range between 20-300 basis points (ie 0.20% - 3.00%), depending on the credit worthiness of the borrower.

### **1.3 Short Term Money Market Lines**

Short term money market loans or cash loans can be Committed or Uncommitted. A customer pays for a guarantee of the availability of the funds in a Committed Loan. In an Uncommitted Loan, funds are provided on a best endeavours basis and no line/commitment fee is payable. In addition to a line fee, a margin may be charged on any line usage.

The minimum amount for a cash loan is \$1,000,000. Smaller loans can be arranged, although the interest rate quoted will be a reflection of the size of the loan.

The main usage of cash loans is to cover day-to-day shortfalls in funds. The interest rate is governed by the term of the borrowing and the implied or implicit credit rating of the borrower. Cash loans are short term only and are normally drawn for a term of one (overnight) to seven days. Interest collection can be daily.

## **2 Capital Markets Programmes**

Commercial Paper (CP.) programmes normally provide for issuance with tenors of between 7 and 364 days. The majority of CP. issued in the New Zealand market is for terms of 30, 60, or 90 days.

Corporate Bonds commonly in existence in the New Zealand market have essentially the same characteristics as Government Stock. These are a source of longer term fixed or variable rate finance which can be sold either in bearer or registered form (normally registered). Bonds are normally issued with coupon interest paid in arrears on a six monthly basis for fixed rate instruments, and three monthly for floating rate instruments. Local Authority Bonds are issued by a variety of local governments by tender or private placement. The Bonds are registered securities. They are repayable on a fixed date, and are generally issued for terms ranging from one to fifteen years.

Local Authority Bonds are priced on a semi annual basis and issued at a discount to face value. A fixed coupon payment is made semi annually to the holder of the security. The pricing formula is the same as Government Bonds.

The term bond is usually reserved for securities with terms longer than five years, to clearly distinguish between short term (CP.), medium term (MTNs) and long term (Bonds) debt instruments. Given that the term "bond" can also be used generically to denote any coupon bearing instrument irrespective of tenor this term will be used for this paper and will include the MTN security. Fixed term, floating rate instruments are becoming increasingly common. The name usually given to these instruments is "Floating Rate Notes" (FRNs), and these are also covered under the generic heading "Bond". FRNs are typically for terms of 2-5 years.

CP. and Bonds usually constitute unconditional, unsecured and unsubordinated obligations of the issuer, except indebtedness given by preference by operation law.

## **3 Structured and Project Finance**

Project and structured financing matches up debt to suit the quantifiable income stream from the project. This type of financing is appropriate for the funding of stand alone assets which are able to be ring-fenced and over which security can be taken. The sort of assets to which this usually applies are assets which are transferable, and for which an international equity market exists, eg infrastructural assets. The owner of the asset usually retains an equity interest in the asset.

## LIBRARY FEES AND CHARGES

- a That the subscription for out of district adult members be equivalent per household to the annual cost of the Library per ratepayer, and no subscription be levied on children in view of the educational value of the service;
- b That the Council maintains a policy of no rentals on books;
- c That the Council maintains a policy of setting rentals for, music and children's cassettes so that the annual rental income is sufficient to fully recover the annual cost of purchases in each section;
- d That a policy of charging to recover the full cost (excluding labour) of Reserves, Interloans and Replacement Cards services be adopted;
- e That the policy of recovering all costs plus a minimum of 50% surplus on photocopying be maintained;
- f That a fine system be adopted for items returned after due date based on accumulating weekly penalty with a maximum of \$5, the weekly fine per book to be calculated so that after two weeks the fine covers the cost of postage and stationery for the remainder; and
- g That the District Librarian be authorised to sell old books at prices reflecting their value.

**ADOPTED: COUNCIL MEETING 11.3.91**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

## **LIBRARY FRIENDS OF**

That Council agree to a representation from the Friends of the Library attending the appropriate portion of the Community Services Committee meeting with speaking rights only when appropriate and that an invitation be extended also to the Friends of Aigantighe Art Gallery on the same conditions.

**ADOPTED: COUNCIL MEETING 29.1.90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## LIBRARY RUSSELL HERVEY LIBRARY FUND

- a That this council acknowledges with appreciation the gift to the District of the sum of US\$10,000 from Daral G Conklin of Hawaii USA.
- b That it be recorded that the gift is in honour of the high regard the donor held for a former Mayor - the late C Russell Hervey.
- c That it be noted that the donor has expressed his wish that the gift be applied for the benefit of the Timaru District Library and that the gift will be so applied.
- d That a special account be set aside to be known as "The Russell Hervey Library Fund" to which further funds from other donors may be added.
- e That a committee comprising the District Librarian for the time being, the Assistant Chief Executive for the time being and the Chairman of the Community Development Committee for the time being, be authorised to apply the capital and/or accumulated income for the purposes of the Timaru District Library.
- f That when exercising their discretion as to the application of the fund, the committee members (but without limiting or restricting their discretion) shall bear in mind the stated preferences of the donor as follows:
  - i The benefit to the Library must, where possible, be both lasting and beneficial;
  - ii The said benefit need not be restricted to the acquisition of physical assets but may be applied (for example) for salary supplements or incentives which would not ordinarily be available to staff;
  - iii The Committee must be receptive to the availability of modern computer technology and flexible in their appreciation of the application of such technology to Library services; and
- g That copies of the donor's letters to the District Librarian be kept available for reference to the committee in order to assist them in exercising their discretion.

**ADOPTED: COUNCIL MEETING 20.9.93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **LIQUOR LICENCES PROVISION OF FOOD**

That the Timaru District Licensing Agency adopt the guidelines (attached) for the provision of food, as prepared by the District Licensing Inspector, as a policy statement of this Agency for licensed premises.

**DECISION: LIQUOR LICENSING HEARING COMMITTEE 16/7/91**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **SALE OF LIQUOR ACT 1989 PROVISION OF FOOD AS REQUIRED BY LICENCE**

On licences issued to date under the Sale of Liquor Act have required the licensee to provide food. (This does **not** apply to off licences).

In particular the following is the usual condition:

*“At all times when the premises are authorised to be open for the sale of liquor, food of a range and style similar to that shown on any menu submitted or a range of snack foods in the nature of pies, sandwiches, filled rolls, pizzas and the like, shall be conveniently available for all patrons and the availability of these foodstuffs shall be notified to them by appropriate notices”.*

The following criteria have been established as a means of meeting the minimum standard of compliance with this licence condition.

### **Range of Snack Foods**

- 1 It is expected that the licence holder will provide either:
  - i A cabinet of approved design in the public area; or
  - ii An approved storage area where a range of food can be readily obtained;  
or
  - iii A restaurant or bistro kitchen.
- 2 A range of foods must include a variety of items. A pie warmer and a microwave alone is not sufficient and other foods, as previously mentioned, must also be available.
- 3 Potato crisps, peanuts, chocolate bars etc **are not** acceptable to meet this licence condition. These items can of course be supplied in addition to the required snack food.

### **Food Preparation**

Food for sale may be bought in from a registered food premises or be prepared on the licensed premises by the licensee or a contractor.

Food preparation can not be carried on in the licensee's private kitchen or any other residential or domestic area. An approved food preparation area is required. Please discuss this with Council's Environmental Health Officers.

### **Storage etc**

It is expected that pie warmers, refrigeration units, microwave ovens etc will be provided and these must be maintained at correct temperature levels and a good standard of cleanliness is required.

### **Appropriate Notices Throughout the Premises**

It is expected that each bar will have one or more prominent signs indicating the availability and the range of food.

**P C James  
DISTRICT LICENSING INSPECTOR  
27 May 1991**

## **LIQUOR PROHIBITION IN PUBLIC PLACES**

That a Committee comprising the Mayor and Chairman of the District Services Committee be appointed with delegated authority to implement the provisions of the Local Government Amendment Act 1984 pertaining to the prohibition or possession liquor in a public place with particular reference to the New Year festivities on Caroline Bay and generally in the event of there being need for crowd control at festivities and rallies held at public places in Timaru District.

**ADOPTED: COUNCIL MEETING 11/12/89**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **LIQUOR SALE OF LIQUOR ACT 1989 SPECIAL LICENCES - CRITERIA**

That the following be adopted as Council's policy for the issue of Special Licences:

- a That applications be lodged a minimum of 10 days prior to the event and preferably 21 days prior.
- b That payment of the relevant fee be made with the application.
- c That normal social function licences terminate no later than 200am on the following day except when the function starts late (eg following a theatre performance or sports tournament).
- d That "a series of events" be interpreted as being related and similar functions.
- e That applications for a number of occasions over extended periods be limited to a planned programme of clearly specified and related events.
- f That functions such as pool / darts matches in hotels on Sundays be limited to competitions between bona fide clubs and open to club members only.
- g That applications for extended hours in hotels require as a condition of the licence that a selection of food is available.

**ADOPTED: COUNCIL 28/5/90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **LITTER CONTROL - WARDENS**

That Councillors be invited to become District Litter Wardens and those Councillors who wish to do so, contact the Regulatory Services Manager.

**RESOLVED: RESOURCE PLANNING AND REGULATION COMMITTEE**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

**MAORI CAPACITY TO CONTRIBUTE TO DECISION MAKING**  
**LONG TERM COUNCIL COMMUNITY PLAN 2006**

THAT the Timaru District Council Long Term Council Community Plan 2006 – 2016 as approved at the Council meeting on 15 and 16 June 2006, be adopted under Section 93 of the Local Government Act 2002.

**ADOPTED; COUNCIL MEETING 30 JUNE 2006**

## MUSEUM COLLECTION

### Policy Subcommittee

That the Museum Collection and Accession Policy Subcommittee comprise two Councillors and two members of the Historical Society.

**ADOPTED: COUNCIL MEETING 10.6.1991**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

### Policy

That the revised collection policy for the Museum (copy attached) be adopted.

**ADOPTED: COUNCIL MEETING 9/9/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

**ADOPTED: COUNCIL MEETING 25/9/01**

## **COLLECTION POLICY FOR THE SOUTH CANTERBURY MUSEUM**

### **1 STATEMENT OF PURPOSE**

The purpose of the South Canterbury Museum is to collect, preserve, research and exhibit objects that will enable the Museum to illustrate and record the natural and cultural history of South Canterbury from prehistoric times up to the present. For the Museum's purposes, South Canterbury is defined as being the area lying between the Waitaki River in the south, the Rangitata River in the north, and the Southern Alps in the west. The Museum will endeavour to provide an educational service to school and to community groups. The Museum may collect or exhibit items from outside the stated areas of interest if such items contribute to or complement the Museum's collections or understanding of local history.

### **2 COLLECTION POLICY: AREAS OF INTEREST**

To prevent the collection from becoming unwieldy and without aim through the addition of objects that do not reflect the aims of the statement of purpose, it is necessary to establish specific areas of interest for future additions to the collections.

#### **a Natural History**

- 1 Material relating to the geological formation of South Canterbury; local flora and fauna, changes over time and human impact.
- 2 Local specimens that are of scientific importance.

#### **b Cultural History**

- 1 Early human arrival in South Canterbury.
- 2 Maori history and culture in South Canterbury.
- 3 The European exploration and settlement of South Canterbury.
- 4 General regional history, community history, social history and cultural development from the 1860's through to the present.

The following items will not be collected unless recommended by the Museum Director and approved by the Collection Committee.

- 1 Heavy machinery.
- 2 Wheeled vehicles.

### **3 COLLECTION POLICY - ADMINISTRATION**

Overall responsibility for accessions and deaccessions shall lie with a committee comprising an equal number of Historical Society members and Timaru District Councillors, including a Councillor as Chairperson. The Museum Director shall advise the Committee but have not voting power at Committee meetings. The responsibilities of the Committee are as follows:

- 1 To ensure items accepted into the Museum's collection reflect the aims and areas of interest stated in the Collection policy.
- 2 To evaluate items recommended for deaccession by the Director, vote for either retention or deaccession of such items and approve appropriate disposal methods for deaccessioned objects.

The Committee may delegate to the Director the administration of accessioning items into the collections where such items are within the Museum's areas of interest or are maps or books. The Committee may request reports detailing any such items received by the Museum. Any items considered for accession from outside of the Museum's area of interest shall be referred to the Committee for consideration.

### **4 COLLECTION POLICY - GENERAL**

#### **a Acquisition Procedures**

- 1 The Museum shall acquire objects for its collection through donations or where feasible, purchase.
- 2 All items donated to the Museum shall be considered as unconditional gifts and become the property of the Museum. Such items must be documented on a Certificate of Gift form which the donor and a Museum representative sign.
- 3 Material shall only be obtained on loan by the Museum for the following reasons:
  - Use in temporary exhibitions or programmes with a fixed period agreed to be both Museum and lending party. Any items accepted for loan shall be recorded, along with the loan period on a loan agreement form signed by the lender and the Museum Director.
  - For temporary study, identification or a purpose approved by the Museum Director.
  - For long term deposition in the Museum's collections where the Museum Director and Collection Committee are satisfied that there is a demonstrable benefit to the Museum, its users and the people of the Timaru District in housing the loaned material. Any loan will be subject to conditions outlined in an agreement to be signed by the Museum Director and the loaning party.

#### **b Acquisition Criteria**

Items must meet all of the following criteria before being accepted by the Museum;

- 1 The present owner must have a clear title.



- 2 The item must belong or be complementary to the Museum's areas of interest.
- 3 All gifts to the Museum must be documented on a Certificate of Gifts with donor's signature.
- 4 Any items accepted by the Museum must be such that adequate storage care can be provided for them in the Museum. No items are to be accepted that would constitute a threat to human life, safety or the preservation of other items in the collection.

## **5 ARCHIVES COLLECTION**

### **1 Photographs**

The Museum will collect all photographs of South Canterbury interest and importance, both past present. The Museum may refuse to accept photographs portraying people or scenes that are not and cannot be identified or that are in very poor state of preservation.

### **2 Maps**

The Museum will collect maps of historic importance to South Canterbury. Maps of general historic interest may be accepted at the discretion of the Accessions Committee.

### **3 Books**

The Museum will endeavour to collect all books published in or about South Canterbury, or that contain historical, biological or natural history information relevant to the area of South Canterbury. The Museum may collect books from outside these categories at the discretion of the Accessions Committee.

### **4 Documents and Records**

The Museum will collect all documents and records that are considered relevant to the specific areas of interest in the collection policy. Other documents and records may be collected if they are considered to be of historic interest to South Canterbury in any way.

### **5 Film and Other Audiovisual Records**

The museum will collect audiovisual records of historic interest to South Canterbury that are preserved on a suitable permanent media, ie. films for which suitable conservation measures could be undertaken successfully.

## **6 DEACCESSIONS**

### **a Criteria for Deaccession**

To be considered for deaccession, objects must be shown to belong to one of the following four categories:

- 1 Considered to be outside of the Museum's area of interest.
- 2 Not in an exhibitable condition and unworthy of conservation or so badly deteriorated so as to be worthless as objects of study.
- 3 A duplication of or inferior to related objects already in the collection.
- 4 Items that have been stolen or are considered to be irretrievably lost.

**b Deaccession Procedure**

The Director shall present the Accession Committee with a report detailing objects to be considered for deaccession and the reasons for the deaccession of each object. If feasible, the Committee shall examine the objects concerned.

- 1 Objects passed for deaccession by the Committee shall be entered into a Deaccession Book. Entries in the accessions file and book shall be marked "deaccessioned" but shall be marked on all accession records.
- 2 Objects that have been deaccessioned from the collection shall first be offered back to the donor, or in the case of the donor's absence or death, to their family or personal representative. Where the South Canterbury Historical Society was the donor, such objects shall be offered back to the Society.
- 3 Objects removed from the collection and not repatriated with the donor or their family or personal representative shall be disposed of in such a way that is considered appropriate by the Director and the Accessions Committee.
- 4 Where possible preference should be given to giving deaccessioned items to other public Museums, through exchange or gift. No deaccessioned item can be obtained by any person or their family in anyway associated with the Museum except by the return of documented donations or through public auction.

**7 LOANS FROM THE MUSEUM'S COLLECTION**

Some items by the Museum may be loaned to individuals and organisations within the community for study or display purposes. Loans will be considered as belonging to one of three categories.

**Category A**

Books and other archival material, except photographs, that are to be used for study purposes. These shall be loaned over a stated period of time at the discretion of the Director and shall be recorded in the loans book. The Museum is under no obligation to guarantee the loan of such item. No photographs or photographic negatives are to be loaned from the Museum.

**Category B**

Items donated by organisations such as schools, cultural and recreation groups etc, who wish to have access to the items for occasional display or research purposes outside of the Museum. The Director shall be responsible for

arranging such loans over a stated period of time and ensuring that satisfactory measures are taken with the handling, display and storage of such items.

### **Category C**

Items held in the Museum's permanent collection. These items may only be loaned to groups or organisations which require them for a specific purpose over a state period of time. Loans shall only be made when the Director is satisfied as to the purpose of the loan and to the ability of the group or organisation to provide satisfactory conditions for the handling, display, storage and security of the items loaned. The Museum is under no obligation to guarantee the availability of any item for loan.

## **NEIGHBOURHOOD SUPPORT GROUP COUNCIL**

That Council continue its current level of support for the Neighbourhood Support Group Council.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 5/9/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **NOXIOUS PLANTS ON ROADSIDES**

### **ROADSIDE BEAUTIFICATION POLICY STATEMENTS**

#### **Section 3 : Noxious Plants on Roadsides**

- 3.1 That the Timaru District Council, through the Roothing Activity Budget, accept responsibility for the control of noxious plants on main roads throughout the District under Section 50(2) of the Noxious Plants Act 1978, and that this be implemented in the 1995/96 financial year and that the Roothing Professional Services Business Unit negotiate with Transit New Zealand regarding the recovery of all costs associated with noxious plant control on State Highways.
- 3.2 That additional roads within the District be progressively treated for noxious plants each year from 1996/97 so that all roadsides will conform to the noxious plants policy statements within ten years.
- 3.3 That where another authority's road works create new noxious plants growth, the Roothing Professional Services Business Unit shall be responsible for ensuring that that authority satisfactorily controls any such growth until a maintenance level is again reached.
- 3.4 That the control of undesirable plants or weeds occurring on roadsides continue to be undertaken as required, with the cost being met by the service benefiting.

### **ROADSIDE BEAUTIFICATION POLICY STATEMENTS - MAY 1995**

**ADOPTED:**

**COUNCIL MEETING 21/9/98**

## **NUCLEAR WEAPON FREE ZONE**

That the Timaru District Council declare the Timaru District a nuclear weapon free zone.

**ADOPTED: COUNCIL MEETING 3/7/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **OPIHI RIVER AUGMENTATION COSTS**

That the original agreement between Council and the Opuha Dam Company regarding strategy of not paying for the augmentation of the Opihi River when there is insufficient water in the Opihi River for Council's use be reaffirmed.

**RESOLVED: OPERATIONS COMMITTEE 29/4/96**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **OPUHA DAM PROJECT**

- a That Council approves of the formation of TDC Opuha Investments Limited and the actions taken by the Corporate Services Manager.
- b That the Council's director on Opuha Dam Limited be appointed as a director of TDC Opuha Investments Limited.

**ADOPTED: COUNCIL MEETING 11/12/95**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**



## **OUTSOURCING**

Outsourcing is the provision of services either to the community or internally by external agents, ie contractors, consultants etc]

That the status quo be retained on the matter of outsourcing with monitoring of individual units and sub-activities and comparison with alternative methods of provision, with changes initiated continuing where appropriate, but that the matter of outsourcing be addressed again once the effects of the road reforms are known.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 28/4/98**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **OVERHEAD ALLOCATIONS**

That the basis of cross subsidisation from the general rate be 50% for 1992/93 and 0% for 1993/93, with the overheads being negotiable and contestable from July 1993.

**ADOPTED: SPECIAL MEETING COUNCIL 5/5/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PARKING**

- a That the 30 minute free parking in Stafford Street between George Street and Sefton Street be retained.
- b That meter heads not be reinstated in Stafford Street between George Street and North Street; that 45 minute free parking continue; that this be enforced;

**ADOPTED: COUNCIL MEETING 9/9/91**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

That Council does not police parking meters on Saturdays.

**ADOPTED: COUNCIL MEETING 1/14/08**

## **PARKING ENFORCEMENT FUNCTIONS**

That Council agree to extend the enforcement functions of the Parking Division to include the issue of infringement notices to owners of vehicles that do not have visible registration plates, and that Council policy regarding this matter be published in the next issue of 'Update'.

**RESOLVED: PLANNING AND REGULATION COMMITTEE 29/11/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PARKING EXEMPTION - OVER 80s**

- a That Council adopt a policy providing exemption from payment of parking meter fees where vehicles are displaying a valid exemption card, including Stafford Mall carpark;
- b That applications for exemptions be accepted from residents of Timaru District aged over eighty years possessing a current driver's licence and producing particulars as to the vehicle to which the exemption will apply;
- c That time restricted spaces in Temuka and Geraldine be extended to twice the signposted time;
- d That the approval of exemptions be delegated to the Regulatory Services Manager or his nominee;
- e That exemptions be non-transferable, and must be surrendered should the possessor cease to be a holder of a driver's licence;
- f That there be no fee charged for the issuing of the exemption; and
- g That the scheme be introduced from 1 October 1993.

**ADOPTED: COUNCIL MEETING 20/9/93**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**

## **PARKING - OFF STRATHALLAN CORNER**

That the off street parking spaces to the south of the new toilet block at Strathallan Corner be designed for disabled and short term parking only.

**ADOPTED: COUNCIL MEETING 26/02/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PARKING RESERVED ON-STREET TIMARU CBD**

On-street carparking not be reserved for specific individuals or groups in the Central Business District; and

the area in question at the North-west corner of the intersection of Sophia Street and Elizabeth Street be offered for purchase to the Community Trust of Mid and South Canterbury Inc for negotiation, subject to roading needs and road stopping procedures.

**RESOLVED OPERATIONS COMMITTEE 30/11/98**

**PARTNERSHIPS WITH THE PRIVATE SECTOR POLICY**  
**LONG TERM COUNCIL COMMUNITY PLAN 2006**

THAT the Timaru District Council Long Term Council Community Plan 2006 – 2016 as approved at the Council meeting on 15 and 16 June 2006, be adopted under Section 93 of the Local Government Act 2002.

**ADOPTED; COUNCIL MEETING 30 JUNE 2006**



# Partnerships with the Private Sector

## **Introduction**

This policy outlines the circumstances in which the Council will consider entering into a public- private sector partnership (PPP) - excluding not for profit organisations, what consultation would be undertaken prior to such a partnership, what conditions might be imposed on such a partnership, the risk management arrangements, and monitoring and reporting procedures, including the impact on community outcomes.

## **Statutory Requirements**

The Council is required to have a policy on Partnership with the private sector under section 102(4)(e) of the Local Government Act (the Act). Under Schedule 10(6) of the Act this policy must be included in the Long Term Council Community Plan.

Under Section 102(6) of the Act the policy may only be amended as an amendment to the Council's Long Term Council Community Plan.

## **Definition**

A partnership with the private sector includes any arrangement or agreement that is entered into between one or more local authorities and one or more persons engaged in business, but does not include:

- A contract for the supply of goods or services to, or on behalf of a council; or
- Arrangements or agreements to which the only parties are local authorities, or one or more local authorities and one or more council organisations.

A partnership as defined in the Act is any arrangement or agreement involving grants, loans, investments, commitment of resources or guarantees given to one or more persons engaged in business by one or more local authorities.

The intent of the Act is to cover the commitment of any of these local authority resources to the commercial sector.

For the avoidance of doubt this policy does not apply to grants, loans or guarantees made by the Council to not for profit organisations.

## **Circumstances**

The Council may consider entering into a PPP if the proposed partnership contributes to achieving the community outcomes identified in the Strategic Plan, and for any of the following reasons:

- The Council may be unwilling or unable to bear all of the risk (usually, though not always defined in terms of financial risk) of a particular project itself
- The Council may believe a particular project is of significant community benefit, but Council may have legal restrictions on its powers to participate fully in that project
- Neither the Council nor the private provider would otherwise provide the service or activity without the partnership
- There are identifiable advantages in the project or activity being undertaken as a PPP rather than by either party separately
- The benefits to the community are greater than the costs of the PPP.

Nothing in this policy commits the Council to entering into such a partnership, even if it will help achieve community outcomes or objectives.

The Council will **not** enter into a PPP where the activity is primarily speculative in nature.

### **Conditions**

The Council will require, as a condition of providing funding or other resources to any PPP, that the private sector partner enter into a written agreement recording the terms of the arrangement or agreement. This will include, as a minimum:

- The objectives of the partnership
- The parties' respective responsibilities and obligations
- The Council's expectations in relation to the private sector partner's
- Contribution to the achievement of the community outcomes and specific performance measures
- The Council's requirements in relation to monitoring and reporting of performance
- Consequences of non performance by the private sector partner.

The Council may impose any other conditions it considers appropriate in the circumstances.

### **Consultation**

Any proposal for a PPP will be considered in accordance with the Council's significance policy.

### **Risk Management Strategy**

For every PPP proposal, the potential risks to the Council will be assessed in terms of the probability of an adverse outcome, the impact of the adverse outcome and the ability to mitigate that risk.

### **Monitoring and Reporting**

Monitoring and reporting requirements will vary depending on the level of the Council resources involved and the nature of the partnership.

To Council

The requirements will be specified in each partnership agreement, and will generally include regular reports to Council on agreed outcomes, including how the partnership contributes to community outcomes as identified in the LTCCP.

- **To the Community**

- Information will be included in the Council's Annual Report on agreed outcomes, including how the partnership contributes to community outcomes as identified in the LTCCP.

## **PEDESTRIAN CROSSINGS TIMARU CBD**

- a That for simple pedestrian crossing points, the carriageway surface be constructed in a colour similar to that of the adjacent carriageway, and there be no visible concrete strips along the edge;
- b That full zebra pedestrian crossings be considered on a site by site basis, in accordance with the criteria contained in 2 (Design of pedestrian crossing facilities), in the report, and the current national guidelines. Any colour pavers may be used under a zebra crossing providing the visibility of the crossing bars for approaching motorists is not compromised;
- c That for the crossings controlled by traffic signals any colour pavers may be used.

**RESOLVED: OPERATIONS COMMITTEE 3/2/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PEDLARS' LICENCES**

- a That licence holders shall operate for no more than three months in any one year.
- b That a suitable site is available to be allocated or the licence holder is prepared to move from place to place, that is be a mobile pedlar.
- c That no more than six licences shall be approved to operate in the Timaru Central Business area at any one time, and no more than two be permitted in each town within the District at any one time.

**ADOPTED: COUNCIL MEETING 20/9/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PIAZZA LIFT OPERATING HOURS**

- 1 That the normal hours of operation for the Piazza lift be from sunrise to sundown throughout the year, and that the hours of operation can be extended for special occasions held on Caroline Bay.
- 2 That appropriate notices of hours of operation be placed on site.

**RESOLVED: OPERATIONS COMMITTEE 20/10/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## PLEASANT POINT DOMAIN

That the Pleasant Point Domain Management Advisory Committee be requested to continue in its present policy advisory role.

**ADOPTED: COUNCIL MEETING 26/2/90**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

## **PRIMEPORT TIMARU LTD - SHARES**

That it is Council's current policy not to sell its Port of Timaru Ltd shares.

**ADOPTED: COUNCIL MEETING 7/8/95**

**ADOPTED: COUNCIL MEETING 21/9/98**



## PROMOTIONS BOARD MEMBERS' REMUNERATION

Remuneration for Timaru District Promotions be approved as follows:

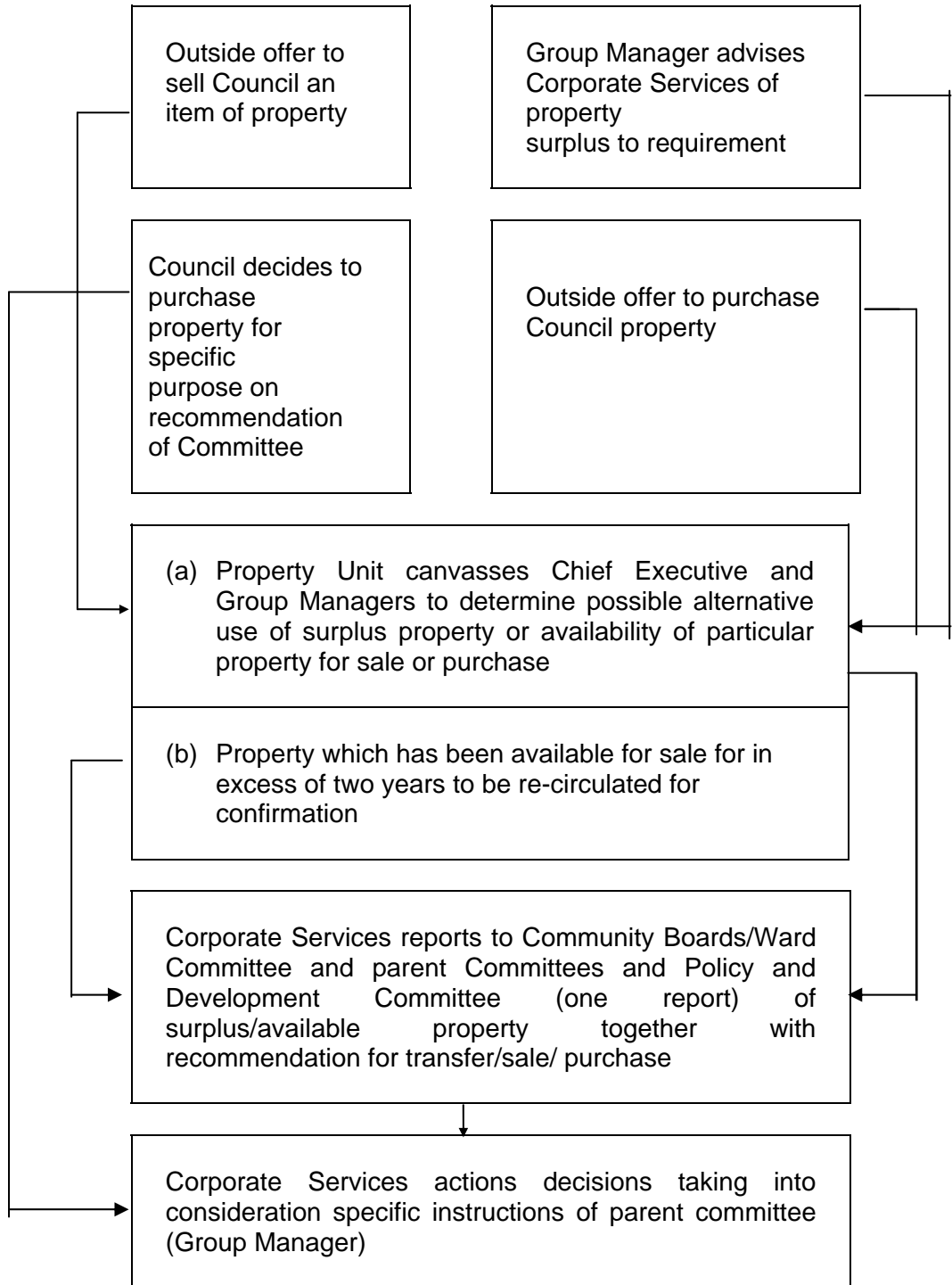
- a Board members fees-
  - Chairman - \$2,400 per annum
  - Member - \$1,200 per annum
  
- b In order to qualify for full fee payment, Board members must-
  - Attend at least 75% of Board meetings per annum
  - Carry out designated duties (to be defined).

## PROPERTY MANAGEMENT

- a That property management is usually a consequence and outcome of Council involvement in service delivery, and not a significant activity on its own (in terms of the Annual Plan).
- b That endeavours be made to dispose of:
  - 1 All property not required for specific Council purposes, except the Windsor Street, Timaru property.
  - 2 All Glasgow lease properties (ie those leases of land having twenty one year perpetually renewable leases, with no provision for rent reviews in the intervening period).
- c That costs associated with maintaining and/or disposing of an unwanted property be the responsibility of:
  - 1 The activity which will receive the proceeds of any sale; or
  - 2 The activity which has had use of, and gained benefit from, the land in the past.
- d That endeavours be made to maximise the rentals for all leased properties, excluding pensioner accommodation.
- e That a programme of prudent preventive maintenance be continued, and an acceptable visual appearance be maintained for all properties.
- f That replacement value insurance be effected for those properties which are, in the opinion of the relevant Group Manager:
  - 1 Essential for Council operations; or
  - 2 Are of recent construction, and there is little difference in premium between indemnity and replacement cover; or
  - 3 The building has been financed from public subscriptions, or has been donated; or
  - 4 There is a moral responsibility or community need to replace the building in the event of its destruction.
- g That the procedure for sale and purchase of property outlined in Appendix B in the report be adopted, subject to property which has been available for sale for in excess of two years, being resubmitted to the Timaru Ward Committee and Community Boards for confirmation.

**Property Purchase and Disposal**

**Flow Chart**



Costs associated with maintaining and/or disposing of an unwanted property shall be the responsibility of:

- (a) the activity which will receive the proceeds of any sale; or
- (b) the activity which has had use of and gained benefit from the land in the past.

**ADOPTED: COUNCIL MEETING 19/9/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **PURCHASE OF PCs**

That when acquiring additional PCs, in order to reduce costs to Council, Council officers attempt to effect a low bulk purchase price, giving Councillors and Council staff the opportunity purchase PCs at a discounted price.

**ADOPTED: INFORMATION SYSTEMS LIAISON COMMITTEE 27/3/97**

## RANGITATA HUTS PERMANENT RESIDENCY

That authority be granted to the Parks Manager to approve:

- a Applications for permanent residency at Reserve 5266 for the thirteen residents currently enjoying permanent residency, where these applications meet the following criteria, and where the application fee of \$50.00 is presented with the application:
  - 1 Leased site being outside the identified natural hazard areas.
  - 2 Permanent residents being able to and agreeing to operate the fire appliance.
  - 3 The number of permanent lessees being limited to up to 10 % of the sites outside the natural hazard areas and being evenly spread throughout this area.
  - 4 Special circumstances (such as a Fish and Game Ranger or Motor Camp Lessee).
- b That any further applications be considered based on the above criteria; and
- c That the rental of double the normal fee apply to all permanent residents .

**ADOPTED: COUNCIL MEETING 10/8/98**

## **RANGITATA HUTS RESERVE PERMANENT RESIDENCY**

- a That the Committee (on behalf of the Council) establish a policy of defining permanent residency of leased hut sites at Reserve 5266 (Rangitata River mouth) as greater than 180 days per annum.
- b That a clause be included in the new lease agreements from 1 July 2000 to define permanent residency as more than 180 days per annum.
- c That notice be given to lessees that permanent residency is not permitted and will not be allowed to continue from 1 July 1998.

**RESOLVED:           COMMUNITY SERVICES COMMITTEE 1/12/97**

**ADOPTED            COUNCIL MEETING 21/9/98**

## **RATING DISTRICTS HALLS / COMMUNITY CENTRES**

- 1 That the minimum community support required before a Community Centre Rating District can be considered and established be 80% of the ratepayers within the particular area concerned.
- 2 That the levy of the annual fee be reviewed in conjunction with the communities five years from the date the rate is first struck.
- 3 That 2% commission be received for all Community Centre Rating Districts in respect of halls.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 8/2/96**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**



### LONG TERM COUNCIL COMMUNITY PLAN 2009-2019

ADOPTED: COUNCIL MEETING 30 JUNE 2009

#### Rating Policy

##### Introduction

The Rating System provides for the net funding requirement of the Council's Expenditure Programme as outlined in the Long Term Council Community Plan.

##### Statutory Requirements

Rates are levied on properties in accordance with the statutory provisions of the Local Government (Rating) Act 2002.

##### Rating Types

The following rates are set:

- General Rates
- District Works and Services Rate
- Community Works and Services Rate
- Rural Fire Protection Rate
- Uniform Annual General Charge
- Uniform Community Board Charge
- Uniform Annual Sewer Charge
- Differentiated Annual Waste Management Charge
- Uniform Annual Water Charges
- Uniform Community Charges.
- 

##### Proposed Aquatic Centre Rate

An Aquatic Centre Rate is proposed to be introduced annually from 2010/11. This will be recovered in the form of a targeted rate set at the same level on all ratepayers. It will cover the cost of providing the Timaru District Aquatic Centre.

##### Rates Description

All rates, except for the uniform annual charges and differentiated annual charges, are set on the basis of the Land Value of the property. A description of the various rates is included under the Funding Impact Statement.

##### Differential Rating

The Council proposes to differentiate the general rate district works and services rate based on land use (Schedule 2 Local Government (Rating) Act 2002).

The objective of differential rating is to ensure a fair proportion of rates are paid by the various differential types. A summary of the nine types and differential factors applied can be found under the Funding Impact Statement.

##### Additional Charges

An additional charge of 10% is added to each instalment which remains unpaid after its penalty date. Further details can be found under the Funding Impact Statement.

## RATES REMISSION POLICY

### Statutory Requirements

- Section 102 (5)(a) of the Local Government Act 2002 states that Council may adopt a rates remission policy.
- Section 109 of the Local Government Act 2002 states what the policy must contain.
- Section 85 of the Local Government (Rating) Act 2002 allows Council to remit all or part of the rates on a rating unit if it has adopted a remission policy and is satisfied that the conditions and criteria in the policy are met.
- Section 102 (6) of the Local Government Act 2002 states that any rates remission policy can only be amended as an amendment to the Long Term Council Community Plan.

### Remission Policy

The Timaru District Council has decided to remit all or part of the rates of rating units covered by the Rates Remission Policy provided that the conditions with this policy have been met. Rates remissions will be provided for the following categories of rating units or under the following circumstances:

- i Remission of rates for community halls.
- ii Remission of rates for sporting, games, branches of the arts, community care and volunteer organisations.
- iii Remission of rates on land protected for natural, historical or cultural conservation purposes.
- iv Remission of penalties.
- v Partial Remission of Rates on Dwellings that were subject to a special rateable value for the purpose of Timaru District Council Rating as at 30 June 2003.
- vi Remission of School Sewerage Charges.
- vii Remission of Excess Water Charges.
- viii Remission of UAGC's for low value properties.
- ix Remission of rates and charges on land affected by natural calamity.
- x Remission of rates and charges on separate self contained flats.

The following percentages/procedures will apply:

- I All rating units which fall within i-iii above receive: -
  - (i) 100% remission of non services rates;
  - (ii) 50% remission on water charges, except water charged by the meter;
  - (iii) 0% remission on sewer charges;
  - (iv) 0% remission on refuse charges.
- II That recreational organisations, except chartered clubs, receive:
  - (i) 50% remission on sewer charges.
- III Where an application for partial remission of Rates on Dwellings that was subject to special rateable value for the purpose of Timaru District Council Rating as at 30 June 2003 is approved, the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation that will treat the rating unit as if it were a comparable unit elsewhere in the district.
- IV That educational institutions be levied for sewerage disposal and collection on the basis of:-
  - 1 charge per 20 pupils and staff or part thereof.
- V That the ratepayer be charged the full amount for normal consumption of water, that the excess amount be remitted.

- VI The Council may partially remit the UAGC for ratepayers who own more than one property in the district.

The remission will be based on:

<u>Capital Value (\$)</u>	<u>UAGC</u>
0-18,000	Minimum (\$30)
18,001 – 26,000	70% remission
26,001 – 30,000	50% remission
30,001 – 55,000	30% remission
Over 55,001	Full UAGC

- VII The Council may remit wholly or in part any rates and charges on land affected by natural calamity.
- VIII The Council may partially remit general rates, district works and services rates, water, sewer and refuse charges where separate self contained flats are used for private purpose and not for profit.

### **Remissions for Community Halls, Community Care Organisations, Sporting, Branches of the Arts or Volunteer Organisations**

#### **Objective**

The remission of rates for community, sporting and other organisations is to facilitate the ongoing provision of non-commercial community services and non-commercial recreational opportunities for the residents of Timaru District.

The purpose of granting rates remission to an organisation is to:

- i Recognise the public good contribution made by such organisations.
- ii Assist the organisations survival.
- iii Make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These include children, youth, young families, aged people, and economically disadvantaged people.

#### **Conditions and Criteria**

The remission of rates will apply to land which is used exclusively or principally for sporting, recreation, or community purposes. The policy does not apply to organisations operated for pecuniary profit.

The policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting, or community services as a secondary purpose only.

Organisations making application should include the following documents in support of their application.

- i Statement of objectives.
- ii Financial assets.
- iii Information on activities and programmes.
- iv Details of membership or clients.

## **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

## **Remission of Rates on Land Protected for Natural, Historical or Cultural Conservation Purposes**

### **Objective**

Rates remission is provided to preserve and promote natural resources and heritage by encouraging the protection of land for natural, historic or cultural purposes.

### **Conditions and Criteria**

Ratepayers who own rating units which have some feature of cultural, natural or historic heritage which is voluntarily protected may qualify for remission of rates under this policy.

Land that is non-rateable under section 8 of the Local Government (Rating) Act 2002 and is liable only for rates for water supply, sewerage disposal and waste collection will not qualify for remission under this part of the policy.

Applications should be supported by documented evidence of the protected status of the rating unit, for example, a copy of the covenant or other legal mechanism.

In considering any application for remission of rates under this part of the policy, the Council will consider the following criteria:

- The extent to which the preservation of natural, cultural or historic heritage will be promoted by granting remission of rates on the rating unit.
- The degree to which feature of natural, cultural and historic heritage are present on the land.
- The degree to which features of natural, cultural and historic heritage inhibit the economic utilisation of the land.
- The extent to which the preservation of natural, cultural and historic heritage will be promoted by granting remission of rates on the rating unit.
- The degree to which features of natural, cultural and historic heritage will be promoted by granting remission of rates on the rating unit.
- The degree to which feature of natural, cultural and historic heritage are present on the land.
- The degree to which features of natural, cultural and historic heritage inhibits the economic utilisation of the land.

## **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

### **Remission of Penalties**

The Timaru District Council will provide rate remissions of penalties to all ratepayers who meet the objectives, conditions and criteria of this policy.

#### **Objective**

The remission of penalties is to allow the Council to act fairly and reasonably in its consideration of rates which have not been received by the Council by the penalty date due to circumstances outside the ratepayers control.

#### **Conditions and Criteria**

Remission of the penalty will be granted if the ratepayer by written explanation satisfies the Council that the late payment was due to circumstances outside the ratepayer's control.

Each application will be considered on its merit and will be granted where it is considered fair and equitable to do so.

In cases where ratepayers are in arrears with their rates, but have made acceptable arrangements for the payment of the current year's rates together with reduction in the level of arrears, further penalties being incurred will be remitted under this policy.

Where the Council has accepted an application for payment by direct debit that will clear the rates by 30 June in the current rating year, the property will not be charged penalties. The Council accepts responsibility for the amount of the debit being set at the correct level to clear the rates and any arrears. It is the ratepayers' responsibility to ensure that there are sufficient funds available in the specified account to enable the debit to be processed. The Council may, at its discretion, cancel a direct debit arrangement, with advice to the ratepayer.

#### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

### **Partial Remission On Dwellings that were Subject to a Special Rateable Value for the Purpose of Timaru District Council Rating as at 30 June 2003.**

The Council will provide partial rates remissions to ratepayers who meet the objectives, conditions and criteria of this policy.

#### **Objective**

The remission of general rates is to provide relief for rating units in commercial, residential or industrial zones and must be used as the private residential dwelling of the ratepayer or the private dwelling of a tenant of the ratepayer and in the opinion of the Council's valuation service provider the rateable land value of the rating unit has been inflated due to the location of the property in relation to surrounding properties zoning and land uses.

#### **Conditions and Criteria**

Rating units must be situated in commercial, residential or industrial zones and must be used as the private residential dwelling of the ratepayer or the private dwelling of a tenant of the ratepayer and in the opinion of the Council's valuation service provider the rateable land value of the rating unit has been inflated due to the zoning of the property.

Applications for remission must be made to the Council prior to the commencement of a rating year. Applications received during a rating year will apply from the commencement of the following rating year.

Where an application is approved, the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation that will treat the rating unit as if it were a comparable rating unit elsewhere in the district.

Values allocated under this policy are final and there is no right of objection or appeal against the level of valuation.

Remissions will be granted on all rates that are levied on the rateable land value of the rating unit, and the remission will be the difference between the rates that would have been struck on the rateable land value and the rates struck under the special land value allocated under this policy.

This policy will apply to all properties to which special rateable values applied at 30 June 2003 provided the use of the property has not changed.

### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

### **Remission of School Sewerage Charges**

The Council will provide rates remissions to ratepayers who meet the objectives, conditions and criteria of this policy.

### **Objective**

To provide relief and assistance to education establishments as defined in the Rating Powers (Special Provision for Certain Rates for Educational Establishments) Amendments Act 2001 in paying Sewerage charges.

### **Conditions and Criteria**

The remission will apply to the following educational establishments:

- Established as a special school under section 98(1) of the Education Act 1964: or defined as-
- A state school under section 2 (1) of the Education Act 1989; or
- An integrated school under section 2 (1) of the Private Schools Conditional Integrated Act 1975; or
- A special institution under section 92 (1) of the Education Act 1989; or
- An early childhood centre under section 308 (1) of the Education Act 1989, but excluding any early childhood centre operated for a profit.

The policy does not apply to school houses occupied by a caretaker, principal or staff.

The sewage disposal rate in any one year may not exceed the amount calculated in the clause immediately below.

The sewage disposal rate is the rate that will be levied using the same mechanism as is applied to other separately rateable rating units within the District, the number of toilets determined will be charged with the full charge.

For the purpose of the clause immediately above, the number of toilets for separately rateable units occupied for the purposes of an educational establishment is 1 toilet for every 20 students or staff or part thereof.

The number of students in an educational establishment is the number of students on its roll on 1 March immediately before the year to which the charge relates.

The number of staff in an educational establishment is the number of administration and teaching staff employed by the educational establishment on 1 March immediately before the year to which the charge relates.

### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

### **Remission of Rates and Charges on Land and or Improvements Affected by Natural Calamity**

#### **Objective**

The objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances which affect their ability to pay rates.

#### **Conditions and Criteria**

1. Only rating units, where the use that may be made of the land or improvements has been detrimentally affected by erosion, subsidence, submersion or other natural calamity will be eligible for consideration for rates remission.
2. Only the person entered as the ratepayer or their authorised agent may make an application for remission of rates and charges on land or improvements affected by natural calamity.
3. The ratepayer must be the current owner of the rating unit which is subject to the application. The application should be supported by documented evidence that the rating unit has been detrimentally affected by natural calamity.
4. The Council will consider, on a case by case basis, all applications received that meet the criteria described in the first two paragraphs under this section.
5. When considering whether extreme financial circumstances exist, all of the ratepayer's personal and business circumstances will be relevant including the following factors: age, physical or mental disability, injury, illness and family circumstances.
6. Before approving an application the Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.
7. The Council's may, where it considers it to be fair and reasonable to do so, remit wholly or in part, any rate or charge or targeted rate made and set in respect of the land or improvements.

### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

### **Remission of Excess Water Charges**

The Council will provide rates remissions to ratepayers who meet the objectives, conditions and criteria of this policy.

#### **Objective**

To standardise procedures to assist ratepayers who have excessive water rates due to a fault (leak) in the internal reticulation serving their rating unit, having acted promptly in remedying the fault.

#### **Conditions and Criteria**

The Council may remit all or part of the excess water rates where the application meets the following criteria:

- The policy will apply to applications from ratepayers who have excess water rates due to a fault(s) in the internal reticulation;
- That all applicants are requested to submit their application in writing;
- That proof of the repairs to the internal reticulation be submitted for verification (i.e. plumbers repair account);
- That proof be submitted for verification of the repairs being carried out promptly once the existence of a fault has been identified.

That the ratepayer be charged the full amount for normal consumption;

That part or all of the excess amount be remitted.

#### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined or only partly remitted.

### **Remission of Rates on UAGC's for Low Value Properties**

The Council will provide partial rates remissions of the UAGC to ratepayers who meet the objectives, conditions and criteria of this policy.

#### **Objective**

To assist ratepayers who own more than one property in the district.

#### **Conditions and Criteria**

The Council may partially remit the UAGC for ratepayers who own more than one property in the district.

The remission will be based on:

<u>Capital Value (\$)</u>	<u>UAGC</u>
0-18,000	Minimum (\$30)
18,001 – 26,000	70% remission
26,001 – 30,000	50% remission
30,001 – 55,000	30% remission
Over 55,001	Full UAGC

#### **Delegations**

The following delegations apply:



- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

**Remission of Multiple Use differentials and service charges when separate self contained flat is used for private purpose and not for profit**

The Council will provide partial rates remissions to ratepayers who meet the objectives, conditions and criteria of this policy.

**Objective**

To assist ratepayers who own properties with separate inhabitable unit/self contained flat used only for private, non-profit purposes.

To remit multiple use differential on value based rates and additional service charges for separately used or inhabitable part of rating unit.

**Conditions and Criteria**

The Council may remit the rates where the application meets the following criteria:

- The policy will apply to ratepayers who submit a statutory declaration stating that the separate inhabitable unit/self contained flat is used for extended family members or private use only and is not leased, or rented for any period of the previous year and not intended so for the next rating year.
- Applications for remissions must be made each year prior to the commencement of the rating year. Applications received during a rating year will apply from the commencement of the following rating year. An application needs to be submitted on or before 31 May of each year to apply for following rating year.
- Where an application is approved, the Council could direct its valuation service provider to inspect the rating unit to confirm the status of the property.
- Where an application is approved the property will be rated as a single residential unit.

**Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions which meet the requirements of this policy.
- Rates Remission Subcommittee – to hear and make a final decision on any appeal on an application for remission that has been declined.

## **Rates Remission and Postponement on Maori Freehold Land Policy**

### **Statutory Requirement**

- Section 102(4)(f) of the Local Government Act 2002 states that Council must adopt a policy on the remission and postponement of rates on Maori freehold land.
- Section 108 and Schedule 11 of the Local Government Act 2002 states what the policy must contain.
- Section 114 of the Local Government (Rating) Act 2002 allows the Council to remit all or part of the rates on a rating unit if it has adopted a remission policy and is satisfied that the conditions and criteria in the policy are met.
- Section 115 of the Local Government (Rating) Act 2002 requires the Council to postpone all or part of the rates on a rating unit if it has adopted a postponement policy and is satisfied that the conditions and criteria in the policy are met.
- Section 102(6) of the Local Government (Rating) Act 2002 states that this policy can only be amended as an amendment to the Long Term Council Community Plan.

### **Remission of Rates on Maori Freehold Land**

This policy aims to ensure the fair and equitable collection of rates from all sectors of the community recognising that certain Maori owned lands have particular conditions, features, ownership structures or other circumstances which make it appropriate to provide relief from rates.

### **Objectives**

The remission of rates on Maori freehold land is to:

- i Recognise situations where there is no occupier or person gaining an economic or financial benefit from the land.
- ii Set aside land that is better set aside for non-use because of its natural features (whenua rahui).
- iii Recognise matters related to the physical accessibility of the land.
- iv Recognise and take account of the presence of wāhi tapu that may affect the use of the land for other purposes.
- v Grant remission for the portion of land not occupied where part only of a block is occupied.
- vi Facilitate the development or use of the land where the Council considers rates based on actual land value make the actual use of the land uneconomic.
- vii Recognise and take account of the importance of land in providing economic and infrastructure support for marae and associated papakainga housing.
- viii Recognise and take into account the importance of the land for community goals relating to:
  - The preservation of the natural character of the coastal environment.
  - The protection of outstanding natural features.
  - The protection of significant indigenous vegetation and significant habitat of indigenous fauna.

### **Principles**

The principles used in establishing this policy on the remission of rates on Maori freehold land are that:

- i As defined in Section 91 of the Local Government (Rating) Act 2002, Maori freehold land is liable for rates in the same manner as if it were general land.
- ii The Council is required to consider whether it should have a policy on rates relief on Maori freehold land.
- iii The Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered non-collectable.
- iv Applications for relief meet the criteria set by the Council.

- v The policy does not provide for the permanent remission or postponement of rates on the property concerned.

### **Conditions and Criteria**

Maori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Maori Land Court. Only land that is the subject of such an order may qualify for remission under this policy.

The Council will maintain a register titled the *Maori Land Rates Relief Register* (the register) for the purpose of recording properties on which it has agreed to remit rates pursuant to this policy. The register will comprise two category lists, these being:

- i The *Maori Land General Remissions List*.
- ii The *Maori Land Economic Adjustment Remissions List*.

Owners or trustees making application should include the following information in their applications:

- i Details of the property.
- ii The objectives that will be achieved by providing a remission.
- iii Documentation that proves the land, which is the subject of the application, is Maori freehold land.

The Council may, at its own discretion, add properties to the lists.

Relief, and the extent thereof, is at the sole discretion of the Council and may be cancelled and reduced at any time.

The Council will review the register annually and may:

- i Add properties that comply.

Remove properties where the circumstances have changed and they no longer comply.

### **Maori Land General Remissions List**

The Council will consider remission of rates on land that comes within the following criteria:

- i The land is unoccupied and no income is derived from the use or occupation of that land, or
- ii The land is better set aside for non-use (whenua rahui) because of its natural features, or is unoccupied, and no income is derived from the use or occupation of that land.
- iii The land is inaccessible and is unoccupied.
- iv Only a portion of the land is occupied.

### **Maori Economic Adjustment Remissions List**

The Council will consider remission for land that carries a best potential use value that is significantly in excess of the economic value arising from its actual use.

The remission for land recorded in the *Maori Land Economic Adjustment Remissions List* will be the difference between the rates as assessed and the rates that would be assessed based on the actual use of the land.

### **Remissions**

100% remission of any rates except targeted rates made for water supply, sewerage disposal or waste management.

### **Postponement of Rates on Maori Freehold Land**

The Council will provide rates postponement on Maori freehold land to all ratepayers who meet the objectives, conditions and criteria of this policy.

#### **Objective**

The postponement on rates on Maori freehold land is to facilitate the development and use of the land for economic use where the Council considers utilisation would be uneconomic if full rates were required during the years of development and establishment.

#### **Conditions and Criteria**

Maori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Maori Land Court. Only land that is subject of such an order may qualify for postponement under this policy.

The Council will consider postponement of rates where previously unoccupied land is subject to clearing, development and commercial use where the Council considers utilisation would be uneconomic if full rates were required during the years of development and establishment.

Application should be made prior to commencement of the development. Applications made after the commencement of the development may be accepted at the discretion of the Council.

Owners or trustees making application should include the following information in their applications:

- i Details of the property.
- ii The objectives that will be achieved by providing postponement.
- iii Details of the proposed development.

The Council may also, at its discretion, partially remit rates that are otherwise subject to postponement.

#### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve remissions and postponements which meet the requirements of this policy.

## RATES POSTPONEMENT POLICY

### Statutory Requirement

- Section 102 (5)(9) of the Local Government Act 2002 states that the Council may adopt a Rates Postponement Policy.
- Section 110 of the Local Government Act 2002 states what the policy must contain.
- Section 115 of the Local Government (Rating) Act 2002 allows the Council to postpone all or part of the rates on a rating unit if it has adopted a postponement policy, the ratepayer has applied in writing for a postponement and Council is satisfied that the conditions and criteria in the policy are met.
- Section 102(6) of the Local Government (Rating) Act 2002 states that this policy may only be amended as an amendment to the Long Term Council Community Plan.

### Extreme Financial Circumstances

#### Objective

The objective of this part of the policy is to assist ratepayers experiencing extreme financial circumstances which affect their ability to pay rates.

#### Conditions and Criteria

Only rating units used solely for residential purposes will be eligible for consideration for rates postponement for extreme financial circumstances.

Only the person entered as the ratepayer, or their authorised agent, may make an application for rates postponement for extreme financial circumstances. The ratepayer must be the current owner of, and have owned for not less than 5 years, the rating unit which is the subject of the application. The person entered on the Council's rating information database as the "ratepayer" must not own any other rating units or investment properties (whether in the district or in another district).

The ratepayer (or authorised agent) must make an application to Council on the prescribed form (copies can be obtained from the Council Offices).

The Council will consider, on a case by case basis, all applications received that meet the criteria described in the first two paragraphs under this section. The Council will delegate authority to approve applications for rates postponement to Council officers.

When considering whether extreme financial circumstances exist, all of the ratepayer's personal circumstances will be relevant including the following factors: age, physical or mental disability, injury, illness and family circumstances.

Before approving an application the Council must be satisfied that the ratepayer is unlikely to have sufficient funds left over, after the payment of rates, for normal health care, proper provision for maintenance of his/her home and chattels at an adequate standard as well as making provision for normal day to day living expenses.

Where the Council decides to postpone rates the ratepayer must first make acceptable arrangements for payment of future rates, for example by setting up a system for regular payments.

Any postponed rates will be postponed until:

- The death of the ratepayer(s); or
- Until the ratepayer(s) ceases to be the owner or occupier of the rating unit; or

- Until the ratepayer ceases to use the property as his/her residence; or
- Until a date specified by the Council.

The Council will charge an annual fee on postponed rates for the period between the due date and the date they are paid. This fee is designed to cover the Council's administrative and financial costs and may vary from year to year. The fee that will be charged in the 2009/10 financial year is \$75.00.

Even if rates are postponed, as a general rule the ratepayer will be required to pay the first \$500.00 of the rate account.

The policy will apply from the beginning of the rating year in which the application is made although the Council may consider backdating past the rating year in which the application is made depending on the circumstances.

The postponed rates or any part thereof may be paid at any time. The applicant may elect to postpone the payment of a lesser sum than that which they would be entitled to have postponed pursuant to this policy.

Postponed rates will be registered as a statutory land charge on the rating unit title. This means that the Council will have the first call on the proceeds of any revenue from the sale or lease of the rating unit.

#### **Delegations**

The following delegations apply:

- Chief Financial Officer – to approve postponements which meet the requirements of this policy.

#### **Rate Discount Policy**

That pursuant to Section 55 of the Local Government (Rating) Act 2002, the following discount will apply;-

A discount of 2.5% will be allowed on the total rates set, if the 2009/10 rates are paid in full on or before 21 September 2009.

## RECREATION LEASES TERM

The policy for the term of recreation leases be:

- 1 Public sports fields and associated Council facilities - seasonal hire only
- 2 Public sports fields with adjoining capital improvements owned by lessee - five year lease
- 3 Exclusive (ie non-public) areas (and building sites) maintained by lessee - five year lease with right of renewal
- 4 Public hardcourt areas with 25% capital contribution by lessee - five year lease with two rights of renewal
- 5 Exclusive major capital facilities - lease 19 years, where "major" capital improvements or facility is over \$100,000 worth of lessee improvements.

**ADOPTED: COUNCIL MEETING 10.8.98**

## RECREATION AND SPORTING ORGANISATIONS CHARGES

1. "THAT for non-profit recreation and sporting organisations the following principles (as detailed in the "Package of charges for recreation and sporting) be adopted as Council policy from 1 July 2000:
  - a Full remission of general rates (Uniform Annual General Charge and valuation-based rates) on non-liquor licensed areas (status quo).
  - b Full remission of general rates on liquor-licensed areas (previously rated) for clubs, other than chartered clubs, where the principal activity is games or sport.
  - c Retain 50% remission of water charges (excluding water by meter) and introduce 50% remission of sewer charges (funded from general rate not sewer charge remission).
  - d Building costs (e.g. insurance, service charges, maintenance etc.) are to be met by users either directly or indirectly through rent.
  - e Annual site fees for 'Exclusive' areas, including sites of buildings on Council land, of \$25 for up to 200 square metres, \$100 for greater than 200 square metres but less than 5,000 square metres, and by negotiation over 5,000 square metres. Reserve Management Committees and Public Community Halls are to be exempt from this.
  - f Rentals for playing fields based on the average annualised marginal cost of maintaining the field to the required standard compared with maintaining it if it was not a sportsfield (currently \$247 per 8,000-sq m field).
  - g Rentals for publicly available hard-courts and sealed areas to be based on:
    - A 25% user capital contribution for construction or resealing
    - 20% of the balance recovered through user charges during the life of the surface
    - 20% of the maintenance cost recovered from user charges
  - h No charge for school casual use of public sportsfields
- 2 That the staff be authorised to implement the new policy as flexibly as is necessary, over the following 12 month period and then report to the District Services Committee on the progress with implementation.
- 3 That where the new policies result in increased charges, the increases be phased in over 7 years and the District Services Manager be delegated authority to extend this period to 10 years in proven cases of hardship.
- 4 That a Review Subcommittee, consisting of the Mayor and the Chairman of the District Services Committee with power to co-opt one other Councillor, be established to consider any appeals to the implementation process (should they arise) and recommend appropriate action to the staff or the District Services Committee."

**ADOPTED**

**SPECIAL COUNCIL ANNUAL PLAN MEETING 7-8/6/2000**

**2002 AMENDMENT:**

**ADOPTED:**

**COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**



## RECREATION MISSION STATEMENT

### Overall Aim

Timaru District Council commits itself to the provision of an efficient and effective range of recreation services throughout the District. This provision maximises the opportunities available to residents and visitors, including the disabled, appropriate to the resources available to the Council and its partners.

This will be achieved by acting as:

**The Provider** either directly or in partnership with others of recreation services such as multi-use sports halls, open spaces, swimming pools, and play areas where there is a widespread need for these services and they are unlikely to be provided for the general public by other parties.

**The Enabler** of recreation services where the Council can use its statutory powers such as planning permission and grant aid and its contacts with a range of bodies to encourage recreation provision by a third party.

**The Co-ordinator** of recreation services where the Council's powers and local knowledge can be sensitively used to achieve maximum benefit and prevent duplication.

**ADOPTED: COMMUNITY SERVICES COMMITTEE 28/7/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## REDRUTH LANDFILL MODEL AIRSTRIP

- i That a co-use agreement for the use of the airstrip be drawn up.
- ii That annual maintenance costs be shared equally between the two clubs and that South Canterbury Model Aeroplane Club (SCMAC) will provide an auditors report of the annual costs.
- iii That flying days be fixed as follows:

**SC Model Aeroplane Club**

Monday  
Wednesday  
Sunday

**Timaru Model Aeroplane Club**

Tuesday  
Thursday  
Saturday

Maintenance Friday

- iv That each club will provide evidence of their club and club members affiliated with the NZMAA by 20 November 1997.
- v That failure to comply with the above conditions i, ii, iii, and iv will result in the respective club being excluded from the Redruth airstrip.
- vi That the Timaru District Council reserves the right to terminate the co-use agreement with one months notice."

**RESOLVED: OPERATIONS COMMITTEE 20/10/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## RESERVE CONTRIBUTIONS /DEVELOPMENT LEVIES

The Council may impose as a condition of a consent:

- 1 That a reserve contribution of land or cash or both be made in respect of subdivisions resulting in allotments for residential purposes. The contribution shall be a maximum of 7.5% (plus GST) of the market value of each allotment or a minimum fee of \$500.00 (GST inclusive) whichever is the greater up to a maximum of \$1,525.00 (GST inclusive). Under no circumstances shall the contribution exceed the market value of 130m<sup>2</sup> of each allotment.
- 2 That a development contribution be charged on any development of old and new buildings for administrative, commercial or industrial purposes on the following basis:
  - i That the amount of development contributions will be a maximum of a sum equal to 0.5% of the estimated value of construction or erection of any one or more buildings intended to be used solely or principally for administrative, commercial or industrial purposes, but excluding the first \$300,000.00 of the value of any such work.
  - ii That the development contribution determined shall be paid either in cash or land or a combination thereof as determined by Council.
  - iii That a development contribution can be charged on any development solely or principally for multi unit residential purposes such development contribution to be a maximum of the equivalent value of 20m<sup>2</sup> per unit for the third and subsequent units in accordance with the provisions of the Local Government Act 1974 and its amendments, and s409 of the Resource Management Act 1991.

In considering applications for consent relating to development levies and reserves contributions or the amount of the development levy or reserves contributions, Council shall have regard to the following criteria in deciding whether the maximum should apply or lesser amount should be required, or whether the requirement shall be waived:

- a The extent to which the development is a replacement or modification of existing development on the site, which was of a greater or similar intensity and scale.
- b Whether the subdivision or development will lead to the enhancement of the natural and physical environment in the form of:
  - protecting or enhancing amenities, habitats, ecosystems, landscape features, archaeological sites, cultural values or heritage features;
  - mitigating, reducing or avoiding land use activity or subdivision impacts on sensitive parts of the natural or physical environment;
  - giving public access to esplanade areas, areas of indigenous vegetation or habitats, heritage features or natural landscape features;
  - providing public services, roads and utilities;
  - creating open spaces, landscaping recreation areas or amenity areas additional to those required by the District Plan.

- c Whether the developer or subdivider is creating a financial resource to be used for any of the purposes in (b) beyond that required to meet District Plan or other statutory requirements.
- d The effect of the development or subdivision on the environment, whether on its own or cumulatively with other developments and/or subdivisions.
- e Whether the intended use of the development or subdivision is for the housing of the elderly and that the amount of the contribution should be reduced.
- f For subdivisions, whether previous provision has been made for reserves purposes on an earlier subdivision of the same land.
- g The extent to which a development will create a demand on reserves and whether the amount of the contribution should be reduced accordingly.

**Charges**

That for developments required to obtain a resource consent solely because of S409 of the Resource Management Act for the purpose of determining development levies no resource consent application fee shall be payable.

**ADOPTED: COUNCIL MEETING 7/4/97**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESERVE MANAGEMENT SUBCOMMITTEES**

That the old Reserve Boards be established as subcommittees of the District Services Committee under Section 114P of the Local Government Act and be known as Reserve Management Committees in terms of the appointment and delegation attached to the report with the first public meeting to elect the Committee to be held after the 2001 Local Authority Election.

**ADOPTED: COUNCIL MEETING 10/12/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:  
ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## RESERVE MANAGEMENT SUBCOMMITTEE ELECTIONS

That the delegations to the Reserve Management Subcommittees dated 10 December 1990 (+16 December 1991 for Peel Forest) be reconfirmed with an additional clause that people appointed to the Management Committee and people voting at the public meetings to appoint the Management Committee must meet the following qualification criteria:

<b>Reserve</b>	<b>Qualification</b> - be on a current Local Authority electoral roll and live or own property within:
Arundel	10 kilometres of the reserve
Cave	10 kilometres of the reserve
Orari	10 kilometres of the reserve
Peel Forest Hall	The area bounded by the Rangitata River, Route 72, the Orari River and the Timaru District boundary (up to the main divide)
Rangitata	10 kilometres of the reserve
Rosewill	10 kilometres of the reserve
Upper Waitohi	10 kilometres of the Hall
Winchester	10 kilometres of the reserve
Woodbury	The area bounded by the Hae Hae Te Moana River North Branch, the Timaru District Boundary (mountain ridges), Andrews Stream, the Orari River, and Flatman, Tripp Settlement, Keen, Woodbury, Sercombe, McKeown, Fairfield, Painton and Wooding Roads.

**ADOPTED: COUNCIL MEETING 22/2/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESERVES ESPLANADE LEASING**

That a policy be established of leasing newly created Esplanade Reserves to the adjoining landholder on a year to year basis generally at a peppercorn rental, unless the land has commercial rental value, with the lessee being responsible for rates, noxious plants and fencing.

**ADOPTED: COUNCIL MEETING 10/12/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESERVES URBAN NEIGHBOURHOOD PARKS**

That a policy of locating neighbourhood parks within urban areas no further than 800m from any residence be established.

**RESOLVED:           COMMUNITY SERVICES COMMITTEE 2/5/95**

**ADOPTED:           COUNCIL MEETING 21/9/98**



## **RESOURCE CONSENTS – COUNCIL ADJOINING LAND OWNER**

That the present system of obtaining comment from Council Groups on Resource Consent applications be continued, except that in those instances where Council is the adjoining landowner (other than for roads), consideration of whether the application has an effect on that aspect of Council's operations, and therefore whether its consent will be granted be delegated to the relevant Chairman and Group Manager.

**RESOLVED: RESOURCE PLANNING AND REGULATION COMMITTEE 25/7/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESOURCE CONSENT CONDITIONS MONITORING FEES**

That where monitoring of Resource Consent conditions is applicable, the charges be made only when conditions are not being complied with.

**ADOPTED: PLANNING AND REGULATION COMMITTEE 10/3/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESOURCE CONSENTS MONITORING**

- a) That staff establish and commence a process of monitoring all Resource Consents giving priority to those giving rise to complaint and those activities that have been most recently established.
- b) That the monitoring of consents be re-examined at the conclusion of the District Plan process.

**ADOPTED: COUNCIL MEETING 12/6/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **RESOURCE CONSENT HEARINGS COSTS**

- a) That the policy of charging applicants for resource consent hearings heard by a Commissioner, be to recover actual costs, including those of conducting the hearing.
- b) That the policy of charging applicants for resource consent hearings heard by the Hearings Committee, be to recover a daily amount of \$210.00 for Councillors fees, plus the actual cost of conducting the hearing.
- c) That the charges come into force on 21 August 2000.

**ADOPTED:**

**COUNCIL MEETING 5/7/00**

**RESOURCE PLANNING AND REGULATION COMMITTEE -TAKATA WHENUA**

That a representative of the Takata Whenua be invited to be a member of the Resource Planning and Regulation Committee, and that this representative be paid meeting fees in accordance with Council policy.

**ADOPTED: COUNCIL MEETING 12/6/92**

**ADOPTED: COUNCIL MEETING 21/9/98**

## REVENUE AND FINANCING POLICY

### LONG TERM COUNCIL COMMUNITY PLAN 2009-2019

**ADOPTED: COUNCIL MEETING 30 JUNE 2009**

#### Revenue and Financing Policy

##### Introduction

The Revenue and Financing policy (RFP) outlines the Council's policies on the funding sources that are to be used to fund the operational and capital needs of Council's activities and the rationale for their use. The policy is required by Section 103 of the Local Government Act 2002 (the Act). It must be included in full in the LTCCP and changed only as an amendment to an LTCCP. Section 103(2) of the Act allows the following mechanisms to be used for funding the operating or capital needs of Council's activities:

- a) general rates, including –
  - i) choice of valuation system; and
  - ii) differential rating; and
  - iii) uniform annual general charges
- b) targeted rates
- c) lump sum contributions
- d) fees and charges
- e) interest and dividends from investments
- f) borrowing
- g) proceeds from asset sales
- h) development contributions
- i) financial contributions under the Resource Management Act 1991
- j) grants and subsidies
- k) any other source.

In addition to identifying the sources of funding, the policy must set out why the Council has determined they should be used. A two step process is required under Section 101 (3) of the Act. Firstly, the Council must consider the following matters:

- *The Community Outcomes to which an activity primarily contributes*  
*The Distribution of benefits* between the community as a whole, identifiable parts of the community and individuals  
*The period of time over which benefits occur (intergenerational equity)*. For example, the benefits of some activities (e.g. Aquatic Centre) will occur over the entire life of the asset. This will benefit not only existing generations but future generations who should also be contributing to paying for it  
*The extent to which actions or inactions of particular individuals or groups contribute to a need to undertake the activity*. Also called the 'exacerbator pays' principle, this suggests that exacerbators should meet at least part of the cost of an activity  
*The costs and benefits from funding the activity distinctly from other activities*. This particularly relates to transparency and accountability, but may also relate to factors like the financial scale of the activity (e.g. a small activity may not warrant separate funding due to the cost of establishing systems to support it).

Secondly, following consideration of these elements, the Council must consider the overall impact of this allocation on the current and future wellbeing of the community.

This may lead to some changes to the policy where there are particularly negative effects. These are noted under each individual activity.

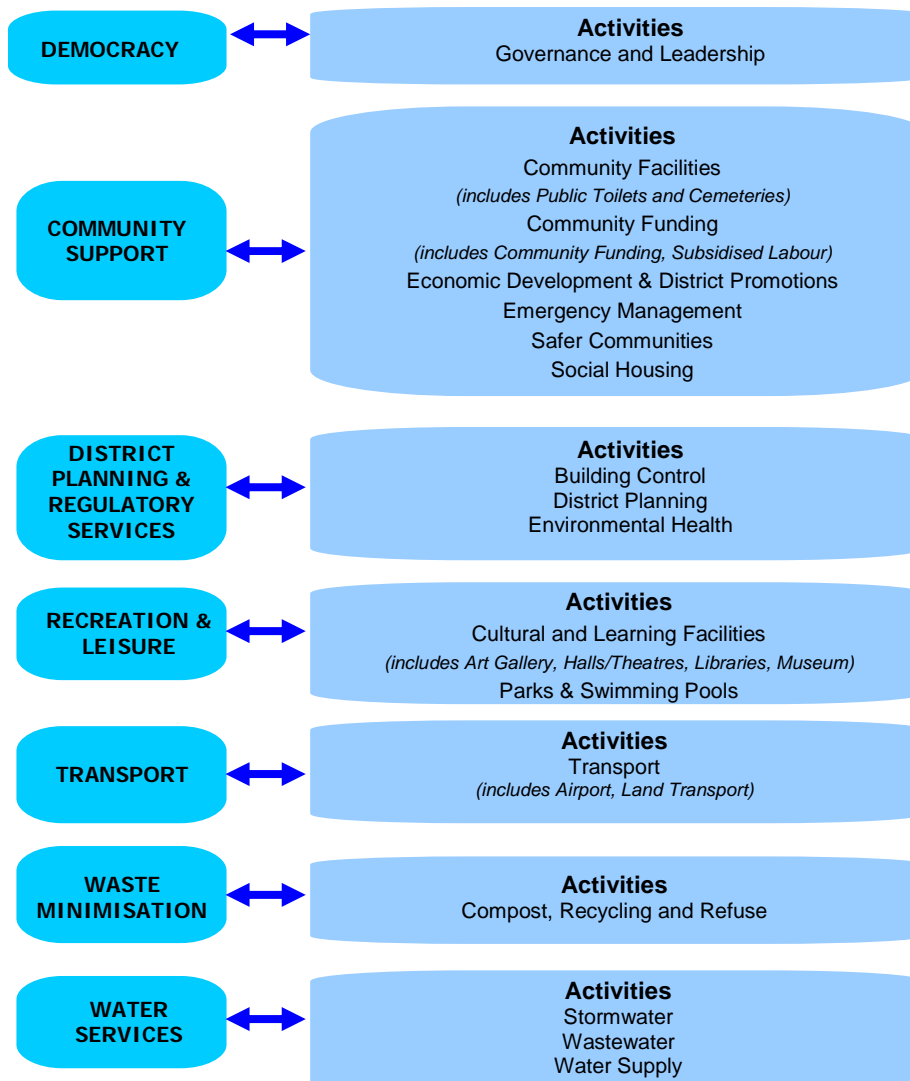
### Changes to 2006 Revenue and Financing Policy

The following changes have been made to the previous policy:

- Restructured to reflect new Council Groups of Activities
- Change to target *range* for private funding sources for each activity, rather than a single target figure
- A summary of the sources that can be used for funding Operating and Capital Expenditure is included, with specific sources included under each individual activity
- Includes additional comment on the Funding Impact Statement, reasons for use of general rate funding sources, valuation systems, differentials and funding of depreciation.

The Council reviews the RFP every three years, in line with its preparation of the Long Term Council Community Plan (LTCCP). Changes to the RFP can be made between reviews, but must go through the appropriate consultation processes. The Act requires the Council to produce a Funding Impact Statement (FIS) annually that illustrates how the RFP is being implemented, provides details on the funding mechanisms to be used and how these rates will be applied.

The policy covers all of the Council's activities, as stated below:



### **Funding of Operating Expenditure**

Operating Expenditure is expenditure on the day to day operations of the Council. The Council has determined that the following sources may be used to fund operating expenditure:

- General rates
- Targeted rates
- Fees and charges
- Interest and dividends from investments
- Grants and subsidies
- Proceeds from asset sales
- Financial contributions
- Other sources.

The Council does borrow for its day to day operations. The proportion of operating expenditure to be funded by each mechanism is outlined in this policy.

### **Funding of Capital Expenditure**

Capital Expenditure is expenditure on new or existing assets that maintains or increases their value and the level of service to the community. The Council has determined that the following sources may be used to fund capital expenditure:

- General rates
- Targeted rates
- Borrowing
- Grants and subsidies
- Lump sum contributions
- Interest and dividends
- Proceeds from asset sales
- Financial contributions
- Other sources.

### **Funding Mechanisms**

Timaru District Council levies the following general rates:

A General Rate set on a rate per dollar of rateable land value, differentiated on the use to which the land is put

A District Works and Services Rate set on a rate per dollar of rateable land value, differentiated on the use to which the land is put

A Uniform Annual General Charge (UAGC) per rating unit. The Council has decided that the level of annual increase in the UAGC will be the same overall percentage increase as the General Rate and District Works and Services Rate increase in any given year.

### **Valuation System and Differentials**

The Council is able to rate properties based on capital, land or annual value. Timaru District Council uses the land value system.

The Council uses differentials to distribute the General and District Works and Services Rates between particular sectors of the community. This does not change the total amount of funding from these sources annually, but rather the incidence of rates to be funded by each property sector.

### **Funding of Depreciation**

The Council fully funds depreciation on assets with the exception of:



*Roading* – Council does not fully fund depreciation on roading because it is continually maintained and renewed, and over 50% of this cost is received as a subsidy. The Council funds a portion of the depreciation based on average subsidy rates

*Aquatic Centre* – As the Council is not fully funding the cost of the facility, the Council will only fund depreciation on its portion of the capital cost.

### Target Recovery from Public and Private funding Sources

The following table shows the % target recovery for each activity from private sources:

Activity	% Target Recovery	Activity	% Target Recovery
<b>Democracy</b>	0	<b>Transport</b>	
<b>Community Support</b>		Airport	45-55
Community Funding	5-10	Land Transport	
Subsidised Labour	30-35	• Community Footpaths & Lighting	0
Public Toilets	0	• Parking Development Facilities	100
Cemeteries	50-60	Parking Enforcement	100
Civil Defence	0	• Roding Carriageways & Lighting	0
Rural Fire	0	• Road/Street Landscapes	0
Economic Development & Promotions	0	<b>Waste Minimisation</b>	
Safer Communities	80-85	Refuse collection	100
Social Housing	100	Solid Waste disposal	98-100
<b>District Planning and Regulatory Services</b>		<b>Water Services</b>	
Building Control	86-88	Wastewater	100
District Planning	35-45	Stormwater	100
Environmental Health	48-50	Water Supply	100
- Animal Control	90-95		
<b>Recreation and Leisure</b>			
Art Gallery	2-5		
Halls/Theatres			
• Halls and Community Centres	15-20		
• Theatre Royal	10-20		
Libraries	5-10		

Museum	1-16
Parks	1-3
Fishing Huts	100
Motor Camps	96-99
Forestry	100
Swimming Pools	30-35
Aquatic Centre	45-60

A summary of the rationale for funding sources for Council activities is included below. Each activity includes analysis of the five matters listed in the LGA and the funding sources and ratios the Council has identified to be used for each activity:

Activity	Community Outcomes (primary contribution)	Who Benefits	Period of benefits	Whose acts create a need	Separate funding	Funding Sources
<b>DEMOCRACY</b>						
<b>Governance and Leadership</b>	This activity contributes primarily to all of the community outcomes	Benefits from the Governance and Leadership activity are for the community generally. Council and community boards are the vehicles for making decisions affecting the whole district.	Ongoing benefits to the community	Living in a democratic society contributes to the need for this activity.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 100%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 0%</li> </ul>
<b>COMMUNITY SUPPORT</b>						
<b>Cemeteries</b>	<p>Quality infrastructure that meets community needs</p> <p>Vibrant, safe and caring communities</p>	<ul style="list-style-type: none"> <li>Specific benefits to families and individuals from the provision of individual gravesites for remembrance and burial</li> <li>Wider community benefits from the provision of an interment system that remembers and respects those who have passed away and maintains public health standards through safe disposal of human remains.</li> </ul>	Benefits are ongoing to the community	The community benefits widely from having cemeteries available. In some cases, vandalism and failure to maintain headstones may cause additional costs. Where possible, costs will be recovered if perpetrators are caught.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 40-50%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 50-60%, funded via Cemetery Fees and Charges</li> <li>Exacerbator – Nil, but cost recovery will be achieved where possible.</li> </ul>
<b>Community Funding</b>	<p>Vibrant, safe and caring communities</p> <p>Healthy, educated and proud people</p> <p>Attractive and desirable district</p>	<ul style="list-style-type: none"> <li>Benefits can accrue to particular individuals, groups and organisations through receipt of funding to assist their various activities</li> <li>The community benefits through the promotion of activities that meet its social, sporting and cultural needs.</li> </ul>	Immediate and ongoing. Some benefits may be longer- term.	The community benefits from having these funding opportunities available.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 90-95%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 5-10%, funded via various funding agencies, such as Creative New Zealand and interest on loans provided to community organisations.</li> </ul>

<b>Civil Defence</b>	Vibrant, safe and caring communities	Benefits from civil defence accrue across the wider community, as the users of civil defence services cannot be identified until after disaster strikes.	Ongoing. Benefits occur now via training and preparedness, during an event and following an event through response and recovery.	In some cases, civil defence emergencies could be as a result of human actions, such as sabotage or terrorism.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 100%, funded via a Uniform Annual General Charge and General Rate</li> </ul>
<b>Economic Development and District Promotions</b>	Strong, prosperous and innovative economy Balanced and sustainable water usage	Benefits from economic development and promotions accrue largely to the community, due to the ongoing economic benefits created from business support and promotion, tourism promotion, visitor spending, creation of employment and investment in the potential of the district. Some benefits may accrue to businesses or individuals using these services (e.g. tourism operators), but it is expected any cost recovery for these will be recovered by the organisations carrying out these functions.	Immediate and ongoing for users. Some benefits may be of long term benefit to the community.	The community benefits from having this support available.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 100%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 0%</li> </ul>
<b>Public Toilets</b>	Quality infrastructure that meets community needs	<ul style="list-style-type: none"> <li>Specific benefits to those who use the facilities</li> <li>Benefits to the wider community through having these essential facilities available for residents and visitors and maintaining standards of public hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>Immediate and ongoing benefits to users</li> <li>Intergenerational benefits to the community through maintaining and developing these facilities.</li> </ul>	The community benefits widely from having public toilets available.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 100%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 0%. Charging for use is impractical and not financially viable.</li> </ul>
<b>Rural Fire</b>	Vibrant, safe and caring communities	Benefits from rural fire accrue to the wider community, but particularly rural inhabitants through protection of life and property, and peace of mind	Ongoing. Benefits occur now via training and preparedness, during an event	In some cases, rural fire emergencies could be as a result of human actions,	Benefits from this activity are primarily to the rural community.	<ul style="list-style-type: none"> <li>Public – 100%, funded via a Targeted Rural Fire Protection Rate (based on land value), excluding the urban areas of Geraldine,</li> </ul>

		through having a system available. This system aims to protect the whole community, but in the event of a fire, some individuals, businesses or organisations will benefit more than others.	and following an event through response and recovery.	such as arson or inadequate care and attention paid to burn-offs.		Pleasant Point, Temuka and Timaru.
<b>Safer Communities</b>	<ul style="list-style-type: none"> <li>Vibrant, safe and caring communities</li> </ul>	<ul style="list-style-type: none"> <li>There are some private benefits to individuals and groups from the programmes and support offered by Safer Communities programmes</li> <li>Public benefits accrue from contributions made to improving community safety and addressing social issues in the community.</li> </ul>	Ongoing	Offenders contribute to the need for this activity. However, the community generally benefits widely from having this support and opportunities available.	Benefits from this activity are district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>Public – 15-20%, funded via a Uniform Annual General Charge and General Rates</li> <li>Private – 80-85%, funded via grants from local organisation and contracts from Central Government departments.</li> </ul>
<b>Social Housing</b>	<ul style="list-style-type: none"> <li>Quality infrastructure that meets community needs</li> <li>Vibrant, safe and caring communities</li> </ul>	<ul style="list-style-type: none"> <li>Benefits from social housing are to tenants of the housing units through provision of affordable accommodation in convenient locations.</li> <li>There is community benefit through the availability of low cost housing to vulnerable groups in the community.</li> </ul>	Immediate and ongoing for tenants	The community benefits from having social housing available.	This activity is self-funding by tenants.	<ul style="list-style-type: none"> <li>Public – 0%</li> <li>Private – 100%, funded via rental income.</li> </ul>
<b>Subsidised Labour</b>	<ul style="list-style-type: none"> <li>Attractive and desirable district</li> <li>Healthy, valued and accessible</li> </ul>	<ul style="list-style-type: none"> <li>There are benefits to individuals through employment experience and opportunities.</li> <li>Some benefits accrue to the community through</li> </ul>	Ongoing	The community benefits from having these employment opportunities available.	Benefits from this activity occur district wide and there is no benefit perceived from	<ul style="list-style-type: none"> <li>Public – 65-70%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 30-35%,</li> </ul>

environment having these work opportunities available and work carried out that benefit the community.

separate funding.

funded via grants and subsidies from Central Government Departments.

## DISTRICT PLANNING & REGULATORY SERVICES

### Animal Control

- Vibrant, safe and caring communities
- Healthy, educated and proud people
- Benefits from the animal control service accrue mainly to animal owners from the provision of a service that either confines or returns lost or stray animals
- The community generally benefits through the enforcement of regulations against aggressive and straying animals.

Immediate and ongoing, but occur mainly in the short-term.

People who do not properly control their animals can be a significant contributor to this activity. In some cases, it can be difficult to identify who these people are.

Benefits from this activity occur district wide and there is no benefit perceived from separate funding.

- Public – 10%, funded via a differentiated District Works and Services Rate
- Private – 90%, funded via Dog Registration and Impounding Fees, Fines and other Fees associated with the activity.

### Building Control

- Vibrant, safe and caring communities
- Benefits from building control accrue mainly to users (i.e. people who build or alter buildings) through meeting legislative requirements and building and maintaining safe and sanitary buildings
  - The community benefits through the enforcement of regulations that ensure safe, sanitary and accessible buildings in which people live, play and work.

Immediate and ongoing to users of the service.

The community benefits widely through having consistent standards available. People who do not comply with legislative regulations may contribute to the need for this activity. In some cases (e.g. property purchase where

Benefits from this activity occur district wide and there is no benefit perceived from separate funding

- Public- 12-14%, funded from a differentiated District Works and Services Rate
- Private – 86-88%, funded via various forms of building fees.

**District Planning**

- Vibrant, safe and caring communities
- Attractive and desirable district
- Healthy, valued and accessible environment
- Benefits from district planning services accrue to users of these services (i.e. people seeking permission to undertake a certain activity, Land Information Memorandums) through meeting legislative requirements. There is also often a direct economic benefit received by the applicant (e.g. developers)
- The community benefits through protection from adverse environmental, social and cultural impacts, control over the appropriate development of land and buildings, district-wide economic development opportunities, consistent standards for development, education and information and monitoring the impacts of development.

- Immediate and ongoing benefits to users
- Intergenerational benefits to the community through protection from adverse impacts.

consent standards are not met), it may be difficult to identify who should pay.

The community benefits widely through having consistent standards available. People who do not comply with legislative requirements may contribute to the need for this activity. Generally, this is met through additional charges on those people.

Benefits from this activity are district wide and there is no benefit perceived from separate funding.

- Public – 55-65%, funded via a differentiated District Works and Services Rate
- Private – 35-45%, funded via District Planning Fees and Charges

**Environmental Health**

- Vibrant, safe and caring communities
- Healthy, educated and proud people

- Benefits from environmental health services accrue to individuals, businesses and organisations from the assurance that their premises are of an acceptable and healthy standard to the consumer and meet other legislative requirements (e.g. liquor licensing).
- The community benefits through the expectation that public health legislative standards of operation are being met and assurance of a safe and healthy environment for residents and visitors.

Immediate and ongoing to users of the services

- The community benefits widely through having consistent standards available.
- People who do not meet appropriate standards of operation can cause additional work for this activity. Generally, this is met through additional charges on those people.

Benefits from this activity occur district wide and there is no benefit perceived from separate funding.

- Public – 50-52%, funded via a Uniform Annual Charge and General Rate
- Private – 48-50%, funded via various Fees and Charges associated with this activity.

**Parking Enforcement Services**

Vibrant, safe and caring communities

Benefits from parking enforcement services accrue to users of these services from being able to use their own transport. District businesses located in township CBD's benefit from the existence of a service that ensures the turnover of parking spaces.

Ongoing and immediate to users and business owners

People who do not observe parking restrictions (exacerbators) are significant contributors to the need for this activity. Costs are recovered via parking fees and fines for infringements.

This activity is largely funded by exacerbators.

- Public – 0%
- Private – 100%, funded, via a range of parking fees and fines for infringements.



RECREATION & LEISURE						
<b>Art Gallery</b>	<ul style="list-style-type: none"> <li>• Strong, prosperous and innovative economy</li> <li>• Vibrant, safe and caring communities</li> <li>• Healthy, educated and proud people</li> <li>• Attractive and desirable district</li> </ul>	<ul style="list-style-type: none"> <li>• Specific benefit to those who use the facility</li> <li>• Benefits accrue largely to the wider community, through access to the visual arts, appropriate storage and treatment of the art gallery collection, provision of an attraction for residents, educational opportunities, visitors and tourists and via contributions to the cultural strength and diversity of the community. A high level of user recovery may restrict the ability of some people to continue to use these services.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate and ongoing benefits to users</li> <li>• Intergenerational benefits to the community through maintaining and developing a facility for public consumption of art.</li> </ul>	The need is created by the community choosing to have a facility for the public consumption of art.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding.	<ul style="list-style-type: none"> <li>• Public – 95-98%, funded via a Uniform Annual General Charge and General Rate</li> <li>• Private – 2-5%, funded via some charges and donations</li> </ul>
<b>Fishing Huts</b>	Healthy, valued and accessible environment	Benefits from fishing huts are enjoyed wholly by those people who choose to lease this type of accommodation from the Council.	Immediate and ongoing to Fishing Hut lessees	The need is created by people who choose to lease these facilities.	This activity is self-funding.	<ul style="list-style-type: none"> <li>• Public – 0%</li> <li>• Private – 100%, funded via Fishing Huts lease fees</li> </ul>
<b>Forestry</b>	<ul style="list-style-type: none"> <li>• Strong, prosperous and innovative economy</li> <li>• Healthy, valued and accessible environment</li> </ul>	Benefits from forestry accrue to the public through the generation of income to fund Council activities and storage of carbon to reduce the impact of climate change and meet obligations under the Kyoto Protocol.	Immediate and ongoing through generation of income for other Council activities.	There are no specific contributors to the need for this activity.	This activity is self-funding.	<ul style="list-style-type: none"> <li>• Public – 0%</li> <li>• Private – 100%, via the sale of timber.</li> </ul>
<b>Halls and Community Centres</b>	<ul style="list-style-type: none"> <li>• Quality infrastructure that meets community needs</li> </ul>	<ul style="list-style-type: none"> <li>• Direct benefits for individuals and groups who choose to use the facilities for functions and events.</li> <li>• Wider community benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate and ongoing benefits to users</li> <li>• Intergeneration</li> </ul>	The community benefits widely from having halls and community centres available.	<ul style="list-style-type: none"> <li>• Benefits from this activity occur district wide and there is no benefit</li> </ul>	<ul style="list-style-type: none"> <li>• Public – 80-85%, funded via a Uniform Annual General Charge and General Rate and Targeted Rates for four</li> </ul>

	<ul style="list-style-type: none"> <li>Vibrant, safe and caring communities</li> </ul>	<p>from use of the facilities for public events or gatherings and as a hub in the event of civil defence emergencies.</p> <ul style="list-style-type: none"> <li>Specific community benefits in four communities where funding is provided to maintain community owned halls.</li> </ul>	<p>al benefits to the community through maintaining and developing these facilities</p>		<p>perceived from separate funding.</p> <ul style="list-style-type: none"> <li>4 Community Centre rates are funded by Community Centre rates based on dwellings in the area of the community centres.</li> </ul>	<p>Community Centres</p> <ul style="list-style-type: none"> <li>Private – 15-20%, funded via Halls and Community Centres Fees and Charges</li> </ul>
<b>Libraries</b>	<ul style="list-style-type: none"> <li>Quality infrastructure that meets community needs</li> <li>Vibrant, safe and caring communities</li> <li>Healthy, educated and proud people</li> </ul>	<ul style="list-style-type: none"> <li>Direct benefit to individuals who use library services.</li> <li>Wider benefits accrue largely to the community, through contributing to a community that is literate and informed, access to information and provision of a community resource. Some costs can be recovered, but a high level of recovery may restrict the ability of some people to continue to use these services.</li> </ul>	<ul style="list-style-type: none"> <li>Immediate and ongoing benefits to users</li> <li>Intergeneration al benefits to the community through maintaining and developing these facilities.</li> </ul>	<p>The community benefits widely from having library services available. It is appropriate to charge penalties (i.e. overdue fines) where people do not return items on time.</p>	<p>Benefits from this activity occur district wide and there is no benefit perceived from separate funding.</p>	<ul style="list-style-type: none"> <li>Public – 90-95%, funded via a Uniform Annual General Charge and General Rate</li> <li>Private – 5-10%, funded via Libraries Fees, Fines and Charges.</li> </ul>
<b>Motor Camps</b>	<p>Strong, prosperous and innovative economy</p>	<p>Benefits from motor camps are enjoyed by those who lease the facilities for use by groups and individuals. There is some wider economic benefit in having the facilities generally available to the district and for use by tourists and visitors.</p>	<p>Ongoing to those who run the facilities.</p>	<p>There are no specific contributors to the need for this activity.</p>	<p>Benefits from this activity occur district wide and there is no benefit perceived from separate funding.</p>	<ul style="list-style-type: none"> <li>Public – 1-4%</li> <li>Private – 96-99%, via Motor Camps leases</li> </ul>
<b>Museum</b>	<ul style="list-style-type: none"> <li>Vibrant, safe and caring communities</li> </ul>	<ul style="list-style-type: none"> <li>Specific benefit to those who use the facility</li> <li>Benefits accrue largely to the</li> </ul>	<ul style="list-style-type: none"> <li>Immediate and ongoing benefits to</li> </ul>	<p>The community benefits widely from having museum services</p>	<p>Benefits from this activity occur district wide and there is no benefit</p>	<ul style="list-style-type: none"> <li>Public – 84-99%, funded via a Uniform Annual General Charge and</li> </ul>

	<ul style="list-style-type: none"> <li>• Healthy, educated and proud people</li> <li>• Attractive and desirable district</li> </ul>	community, through cultural enrichment, information and community identity. A high level of recovery may restrict the ability of some people to continue to use these services.	<p>users</p> <ul style="list-style-type: none"> <li>• Intergenerational benefits to the community through maintaining and developing these facilities.</li> </ul>	available.	perceived from separate funding.	<p>General Rate</p> <ul style="list-style-type: none"> <li>• Private – 1-16%, funded via Museum Fees and Charges and Donations.</li> </ul>
<b>Parks</b>	<ul style="list-style-type: none"> <li>• Quality infrastructure that meets community needs</li> <li>• Vibrant, safe and caring communities</li> <li>• Healthy, educated and proud people</li> <li>• Attractive and desirable district</li> <li>• Healthy, valued and accessible environment</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals and groups receive private benefits through their use of parks and sportsfields for recreational pursuits, events, organised sport, health and wellbeing. However, parks are available to the wider community when not used exclusively for these purposes. Specific facilities located on district parks (e.g. skate parks) also provided direct benefits. A high level of cost recovery may restrict the ability of some to use these services</li> <li>• Benefits from parks accrue to the community generally through provision of facilities for individuals and groups to pursue active and passive leisure pursuits, education on the natural environment, adding to community pride and contributions to community health, well-being and perceptions of the district.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate and ongoing benefits to users</li> <li>• Intergenerational benefits to the community through maintaining and developing these facilities.</li> </ul>	The community benefits widely from having parks, gardens and sportsfields available.	Benefits from this activity occur district wide and there is no benefit perceived from separate funding	<ul style="list-style-type: none"> <li>• Public – 97-99%, funded via a Uniform Annual General Charge and General Rate</li> <li>• Private – 1-3%, funded via Parks Fees and Charges .</li> </ul>
<b>Swimming Pools</b>	<ul style="list-style-type: none"> <li>• Healthy, educated and</li> </ul>	Pool users derive a direct benefit through	<ul style="list-style-type: none"> <li>• Immediate and ongoing</li> </ul>	The community benefits widely	Benefits from this activity occur	<ul style="list-style-type: none"> <li>• <u>Existing Pools</u> <i>Public – 65-70%</i>, funded</li> </ul>

	<p>proud people</p> <ul style="list-style-type: none"> <li>• Attractive and desirable district</li> </ul>	<p>use of the pool for relaxation, health, sports and fitness and water safety education.</p> <ul style="list-style-type: none"> <li>• Benefits accruing to the wider community include recreational opportunities, education about water safety and swimming and promotion of healthy lifestyles.</li> </ul>	<p>benefits to users</p> <ul style="list-style-type: none"> <li>• Intergenerational benefits to the community through maintaining and developing these facilities.</li> </ul>	<p>from having swimming pools available.</p>	<p>district wide and there is no benefit perceived from separate funding.</p>	<p>via a Uniform Annual General Charge and General Rate</p> <p><i>Private</i> – 30-35%, funded via Swimming Pool Fees and Charges.</p> <ul style="list-style-type: none"> <li>• <u>Aquatic Leisure Centre (ALC)</u></li> </ul> <p><i>Public</i> – 40-55%, funded via ALC Targeted Rate</p> <p><i>Private</i> – 45-60%, funded via Centre Fees and Charges.</p>
<b>Theatre Royal</b>	<ul style="list-style-type: none"> <li>• Quality infrastructure that meets community needs</li> <li>• Vibrant, safe and caring communities</li> </ul>	<ul style="list-style-type: none"> <li>• Theatre Royal users derive direct benefits from either use of the Theatre Royal for events and performances or attendance of performances.</li> <li>• Benefits accrue to the community through economic benefits associated with performances and social and cultural benefits gained through the performing arts and entertainment.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate and ongoing benefits to users</li> <li>• Intergenerational benefits to the community through maintaining and developing this facility.</li> </ul>	<p>The community benefits widely from having the Theatre Royal available</p>	<p>Benefits from this activity occur district wide and there is no benefit perceived from separate funding.</p>	<ul style="list-style-type: none"> <li>• Public – 80-90%, funded via a Uniform Annual General Charge and General Rate</li> <li>• Private – 10-20%, funded via Theatre Royal Fees and Charges.</li> </ul>
<b>TRANSPORT Airport</b>	<ul style="list-style-type: none"> <li>• Quality infrastructure that meets community needs</li> <li>• Strong, prosperous and innovative economy</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits from the airport accrue mainly to users who travel or who operate, store and maintain personal aircraft.</li> <li>• Public benefits exist through the availability of a facility for air travel from and to South Canterbury and which can enhance and facilitate economic development.</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate and ongoing benefits to users</li> <li>• Intergenerational benefits to the community through maintaining and developing a facility for facilitating air travel.</li> </ul>	<p>The community benefits widely from having airport services available.</p>	<p>Benefits from this activity occur district wide and there is no benefit perceived from separate funding.</p>	<ul style="list-style-type: none"> <li>• Public – 45-55%, via a Uniform Annual General Charge and General Rate</li> <li>• Private – 45-55%, via Airport Fees and Charges</li> </ul>

**Land Transport**

- Quality infrastructure that meets community needs
- Strong, prosperous and innovative economy
- Private benefits accrue to individuals, groups and businesses using roads and footpaths to carry out their day-to-day business and activities
- Public benefits include equal access for district residents to transport people, goods and services throughout the district, connections to other transport networks, location and property identification, and maintaining an attractive urban environment and streetscape.

- Immediate and ongoing benefits to users
- Intergenerational benefits to the community through maintaining and developing roading and footpath infrastructure.

The community benefits widely from having land transport infrastructure available. In some cases, additional costs may be caused to Council through vandalism, accidents and activities beyond normal usage.

Benefits from this activity are to private users and district wide. However, it is impractical to currently charge for private use. For some specific elements (e.g. footpaths), there are specific groups that can be identified for funding.

- Public – 100%. Public funding the three components of this activity differs and is outlined below:
- Road/street landscapes – uniform annual general charge and general rate
- Subsidised Roading – differentiated works and services rate, NZ Transport Agency (NZTA) subsidies
- Road carriageways and lighting – differentiated works and services rate, NZ Transport Agency subsidies
- Community footpaths and lighting – community based rate (based on land value).
- The NZ Transport Agency is the main central government source for funding. The current Funding Assistance Rate for Timaru District Council is 52% for maintenance projects, 75% for Road Safety projects and between 52% and 62% for capital projects. This is subject to change from year to year.

**Parking**

- Quality
- Benefits of parking
- Ongoing and People using This activity is

- Public – 0%

**Development**

infrastructure that meets community needs

- Strong, prosperous and innovative economy

developments are primarily private, in that they benefit users of the service through being able to use their own transport and District businesses located in township CBDs

- Community benefits accrue through the existence of these facilities to maintain and promote economic growth.

immediate to users and business owners

parking facilities are the main contributors to the need for this activity.

largely funded by exacerbators.

- Private – 100%, funded, via a range of parking fees and fines for infringements.

**WASTE MINIMISATION**

**Recycling and Refuse Collection**

- Quality infrastructure that meets community needs
- Healthy, valued and accessible environment

- Refuse collection is considered to be almost entirely a private benefit, because it provides a service which householders would otherwise have to arrange for themselves.
- There are community benefits through preventing illegal dumping and litter, health hazards and damage to the environment. Recycling and Refuse Collection also ensures that goods can be recycled or reused to the benefit of the environment.

- Immediate and ongoing benefits to users
- Intergenerational benefits to the community through protection from adverse impacts.

In some cases, illegal dumping causes additional costs to the community.

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity separately.

- Public – 0%
- Private – 100%, via a differentiated targeted rate

**Recycling and Refuse Disposal**

- Quality infrastructure that meets community needs
  - Healthy, valued and accessible environment.
  - Refuse disposal has benefits for individuals and groups through not having to arrange their own systems of solid waste disposal.
  - The community benefits through the provision of facilities which provide for the safe and efficient disposal of waste and maintain public health and environmental standards.
  - Immediate and ongoing benefits to users
  - Intergenerational benefits to the community through protection from adverse impacts.
- Additional costs may be caused to Council through inappropriate disposal of hazardous wastes and 'fly-tipping'.
- It is appropriate to recover the private benefit via a separate funding mechanism.
- Public – 0-2%
  - Private – 98-100%, via Recycling and Refuse Fees and Charges

**WATER SERVICES**

**Stormwater**

- Quality infrastructure that meets community needs
  - Strong, prosperous and accessible environment
  - Healthy, valued and accessible environment
  - Private benefits accrue to property owners connected to a scheme via safe and efficient disposal of stormwater away from their properties.
  - Provision of a stormwater system provides public benefits including safe and efficient disposal of stormwater, decreased risk from flooding, protection of community infrastructure, maintaining safe transport links during rainfall events and encouraging residential development.
  - Immediate and ongoing benefits to users
  - Intergenerational benefits to the community through maintaining and developing this essential community infrastructure.
- The community benefits widely from having a stormwater disposal system available.
- Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity separately by community.
- Public – 0%
  - Private – 100%, funded via a Community Works and Services rate

**Waste-water**

- Quality infrastructure that meets community needs
  - Strong, prosperous
  - All properties, both domestic and industrial connected to Council's wastewater system can be readily identified and receive a direct benefit from the service.
  - Provision of a wastewater
  - Immediate and ongoing benefits to users
  - Intergenerational benefits to the community
- The community benefits widely from having a wastewater system available. Additional costs may be caused through
- Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity
- Public – 0%
  - Private – 100%, funded via targeted rates for those connected to a wastewater system and tradewaste charges. The targeted rate is set

and accessible environment

- Healthy, valued and accessible environment

system is essential community infrastructure and provides numerous public benefits, including the maintenance of public health standards, prevention of disease, economic development opportunities and protection for the environment.

through maintaining and developing this essential community infrastructure.

overloading of systems, disposal of hazardous material and illegal connections.

through a targeted rate and fees and charges.

uniformly across connected communities to allow for an equitable charge.

- Council may be able to fund some of the costs of establishing wastewater schemes in small communities from central government funding sources.

**Water Supply**

- Quality infrastructure that meets community needs
- Strong, prosperous and accessible environment
- Balanced and sustainable water usage
- Healthy, valued and accessible environment

- There are significant direct benefits to consumers connected to a Council piped water scheme including access to potable drinking water for domestic, business, industrial and agricultural uses.
- Provision of water supplies provides public benefits including access to potable water community wide, maintaining public health and availability of water for key public services and amenities (e.g. fire fighting, swimming pools).

- Immediate and ongoing benefits to users
- Intergenerational benefits to the community through maintaining and developing this essential community infrastructure.

The community benefits widely from having a water supply system available.

Because the benefits of this activity are predominantly private, it is considered appropriate to fund the activity separately through targeted rates and water supply fees and charges.

- Public – 0%
- Private – 100%, via targeted rates for those connected to a water supply system and water metering (commercial/industrial users) and land and volume based water fees and charges in rural areas. The targeted rate is set uniformly across urban connected communities to allow for an equitable charge.
- Council may be able to fund some of the costs of establishing safer water supply schemes in small communities from central government funding sources.



## Other Rating Information

The Table below outlines more detailed information on general rates by sector and community.

<b>Rate contribution by activity 2009/10</b>					
<b>District Works &amp; Services Rate</b>	<b>%</b>	<b>Comm/Ind</b>	<b>Res/rec</b>	<b>Primary</b>	<b>Multi Unit</b>
			<i>\$ rate per \$ land value</i>		
Dog Control	0.59%	0.00002	0.00000	0.00000	0.00001
Building Control	2.70%	0.00007	0.00002	0.00001	0.00003
District Planning	8.25%	0.00022	0.00005	0.00002	0.00010
Forestry	0.00%	0.00000	0.00000	0.00000	0.00000
Subsidised Roothing	85.28%	0.00223	0.00050	0.00016	0.00100
Streetlighting - District	2.43%	0.00006	0.00001	0.00000	0.00003
Solid Waste operations	0.75%	0.00002	0.00000	0.00000	0.00001
	<b>100.00%</b>	<b>0.00262</b>	<b>0.00059</b>	<b>0.00019</b>	<b>0.00117</b>
<b>General Rate</b>	<b>%</b>	<b>Comm/Ind</b>	<b>Res/rec</b>	<b>Primary</b>	<b>Multi Unit</b>
			<i>\$ rate per \$ land value</i>		
Governance & Leadership	20.16%	0.00145	0.00033	0.00010	0.00065
Civil Defence	1.50%	0.00011	0.00002	0.00001	0.00005
Environmental Health	2.16%	0.00016	0.00004	0.00001	0.00007
District Library	12.90%	0.00093	0.00021	0.00007	0.00041
Aigantighe Art Gallery	3.11%	0.00022	0.00005	0.00002	0.00010
Museum	3.67%	0.00026	0.00006	0.00002	0.00012
Theatre Royal	1.77%	0.00013	0.00003	0.00001	0.00006
Community Development	3.76%	0.00027	0.00006	0.00002	0.00012
Parks	28.39%	0.00204	0.00046	0.00015	0.00091
Swimming Pools	7.96%	0.00057	0.00013	0.00004	0.00026
Cemeteries	1.18%	0.00008	0.00002	0.00001	0.00004
Halls & Community Centres	2.06%	0.00015	0.00003	0.00001	0.00007
Public Toilets	2.10%	0.00015	0.00003	0.00001	0.00007
Subsidised Labour	0.60%	0.00004	0.00001	0.00000	0.00002
Economic Development & District Promotions	5.15%	0.00037	0.00008	0.00003	0.00017
Road/street Landscapes	2.01%	0.00014	0.00003	0.00001	0.00006
Airport	1.53%	0.00011	0.00002	0.00001	0.00005
	<b>100.00%</b>	<b>0.00720</b>	<b>0.00163</b>	<b>0.00052</b>	<b>0.00321</b>

<b>General Charge</b>		<b>Comm/Ind</b>	<b>Res/rec</b>	<b>Primary</b>	<b>Multi Unit</b>
	%		\$ per rating unit		
Governance & Leadership	20.16%	77.00	77.00	77.00	77.00
Civil Defence	1.50%	5.75	5.75	5.75	5.75
Environmental Health	2.16%	8.23	8.23	8.23	8.23
District Library	12.90%	49.26	49.26	49.26	49.26
Aigantighe Art Gallery	3.11%	11.89	11.89	11.89	11.89
Museum	3.67%	14.02	14.02	14.02	14.02
Theatre Royal	1.77%	6.77	6.77	6.77	6.77
Community Development	3.76%	14.35	14.35	14.35	14.35
Parks	28.39%	108.47	108.47	108.47	108.47
Swimming Pools	7.96%	30.41	30.41	30.41	30.41
Cemeteries	1.18%	4.50	4.50	4.50	4.50
Halls & Community Centres	2.06%	7.87	7.87	7.87	7.87
Public Toilets	2.10%	8.01	8.01	8.01	8.01
Subsidised Labour	0.60%	2.29	2.29	2.29	2.29
Economic Development & District Promotions	5.15%	19.67	19.67	19.67	19.67
Road/street Landscapes	2.01%	7.67	7.67	7.67	7.67
Airport	1.53%	5.84	5.84	5.84	5.84
	100.00%	382.00	382.00	382.00	382.00

<b>Community Works &amp; Services Rate</b>	<b>Geraldine</b>	<b>Rural</b>	<b>Temuka</b>	<b>Timaru</b>
	\$ rate per \$ land value			
Non-subsidised Roothing	0.00056	0.00002	0.00093	0.00069
Street Lighting	0.00008	0.00000	0.00004	0.00009
Stormwater	0.00058	0.00003	0.00089	0.00071
	0.00122	0.00005	0.00186	0.00149

<b>Community Works &amp; Services Rate</b>	<b>Geraldine</b>	<b>Rural</b>	<b>Temuka</b>	<b>Timaru</b>
Non-subsidised Roothing	45.77%	41.25%	49.90%	46.30%
Street Lighting	6.29%	1.98%	2.27%	6.29%
Stormwater	47.94%	56.78%	47.83%	47.41%
	100.00%	100.00%	100.00%	100.00%

## **RISK MANAGEMENT**

It is the Policy of Timaru District Council to ensure that risks that it is exposed to are either avoided or if it is not possible to avoid those risks controlled to an acceptable level.

Timaru District Council, via the Chief Executive and the Group Managers, will in particular, ensure that the risks within the various groups are identified, analysed and assessed.

The best risk treatment options will then be selected for any risks that are found to be unacceptable.

Council will ensure a monitoring mechanism for all risks is established. This will be by way of the Management Team scheduling the topic of Risk Management on a regular six monthly basis. Progress on risk management strategies will be reviewed and any new risks will be discussed at this time.

The Administrative Support Manager will act as co-ordinator for reporting on progress of the implementation of risk management strategies, and will also be in attendance at these meetings. Other staff may be in attendance as appropriate.

The Chief Executive will report on an annual basis to elected members on progress with the risk management programme."

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 7.9.99**

## **ROAD CLOSURES AND SPECIAL EVENTS INSURANCE PROCEDURES**

When an event requiring a road closure is to take place insurance be taken out, as is legally required, but in all other cases where there is no requirement for a road closure then the need for insurance be drawn to the attention of the promoter without making it a condition of approval for a special event that insurance be taken out.

**ADOPTED: COUNCIL MEETING 10/8/98**

**ADOPTED: COUNCIL MEETING 21/9/98**

## ROAD NAMING

### **Naming of Streets, Roads and Private Ways**

Council has the authority under section 319(j) and 319A of the Local Government Act 1974 to name roads. New names are usually needed for new roads in subdivisions, or when a previously unformed road is constructed.

### **New Roads**

The subdivider is invited to submit three names (in order of preference) with reasons for the suggestions, along with details of any consultation undertaken. The Resource Planning and Regulation Committee will consider the submission and recommend to Council a ranked list of new road names with reference to the Approval Criteria and Style Guide.

### **Private Ways**

It is the Council policy not to directly name private ways, however if names are to be allocated to private ways then the names shall be in accordance with the Approval Criteria and Style Guide.

### **Renaming Roads and Naming of Existing Legal but Previously Unformed Roads**

The request to alter existing road names or to name existing but previously unformed legal roads will be forwarded to the Regulatory Services Manager to determine whether the request is appropriate.

If agreed then it will be recommended to the Resource Planning and Regulation Committee to decide on the road name. The Resource Planning and Regulation Committee may decide that the Council should undertake the Special Consultative Procedures as outlined in the Local Government Act 2002. The Local Government Act 1974 does not require that special consultation procedures have to be undertaken for the naming roads.

Note that where a road is requested to be renamed, a minimum of 85% of residents/property owners must approve of the change.

### **Approval Criteria**

The following factors shall be taken into account when selecting street and road names:

- a Historical or geographical significance.
- b Well known, or previously well known, names of farms or properties.
- c Maori names of local significance. Appropriate consultation and advice from Arowhenua may be required.
- d Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.
- e Continuing an established theme in a neighbourhood.

- f Where more than one road is being created in a subdivision, a common theme is recommended for the names.
- g A significant feature in the area (for example, geographical feature, landscape, flora, fauna). Naming after features which do not exist in the area should be avoided (for example, naming after native trees or plants that are not evident in the area, or views that can not be identified).
- h Where an existing street is being extended, the street extension will be the same as that of the existing street.
- i Names cannot be offensive, insensitive or commercially based.
- j All road signs for private ways shall be annotated "Private" at the applicants expense.
- k The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.
- l A new road shall not be named the same, or similar to a road already in existence within the District.

Note that the proposed road names will be checked against Council's RAMMS database to avoid duplication.

### Style Guide for Names

To ensure a consistent standard of road naming, the following style guide should be applied:

- a In general the "road type" of a road/private way will reflect the public/private nature of a road, or the geography of the area and in accordance with the naming guide below:

Type of Road	Road Name
Relatively short, dead-end Roads, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise
Loop Road to same Street	Crescent, Loop, Circle
Rural Road	Road
Long cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Narrow Road, Service Lane	Lane
Wide spacious roads	Avenue, Boulevard, Parade
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Short Road leading to water	Landing
Rural State Highway	Highway

The above is a guide only and people are welcome to make other suggestions. However, it is Council's prerogative to name streets and the Council may refuse to approve names considered unsuitable for any reason.

- b Individuals full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being

commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.

- c Short names for short streets are suggested for practical reasons.
- d Diacritical marks such as macrons should not be used, to ensure the clarity of signs is maximised.

### **Additional Notes**

When the new name is confirmed, the standard format Council name sign shall be erected. For new roads in subdivisions the developer shall pay Council for the required sign(s) and installation. For existing legal but previously unformed roads and roads being renamed the Council shall meet the cost of sign(s) and installation.

If a developer erects its own ornamental name sign(s) and/or post, in addition to the Council name sign, and that ornamental name sign is damaged or stolen, then the Council shall not be responsible for the repair or replacement of that name sign.

These sign types should ordinarily be positioned on private property (or the property boundary).

If a developer requires a sign to be positioned within the road reserve, an application must be submitted to Council's Land Transport Unit for consideration. The same Council Unit may, or may not approve the application.

In accordance with section 319A of the Local Government Act 1974, if the Council names any road for the first time, or alters the name of a road, the Council will as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.

**Note:** Reference is also made to the Timaru District Council "Road Name Signs Specification" document (#102907) which details the design and installation of road name signs."

**ADOPTED: RESOURCE PLANNING AND REGULATION COMMITTEE 18/10/05**

## ROADING SEAL EXTENSION

- a That only those roads or streets which have either more than fifty vehicles a day, a Benefit Cost Ratio greater than one, or have specific recreational, commercial or tourist needs, be considered for funding for seal extensions by the Timaru District Council. Appendix 5 details the priority list. (Ref Group Manager Engineering Services' report 1 September 1995).
- b That the District Services Manager continue to monitor all roads to determine their eligibility for funding and update the roads within the Appendices as required.
- c That those roads eligible for funding constitute the forward programme for seal extensions as described in Appendix 5.
- d That Community Boards and the Timaru Ward Committee may recommend roads in Appendix 5, within their Wards, that they would like to be eligible for the forward programme for seal extensions.
- e That the Timaru District Council submit, each year, roads with acceptable Benefit Cost Ratios for inclusion with the District Land Transport Programme and should they be funded by Transit New Zealand, then the Timaru District Council undertakes to fund the local share.
- f That roads or streets with a Benefit Cost Ratio of 3.0, or greater, be removed from the list of roads at the time of determining those roads which will be fully funded from the budget for seal extensions and that these roads remain on the list for a maximum of three years and then reviewed.
- g That should a road or street be eligible for funding for seal extension by the Timaru District Council, and either ratepayers, road users, or other interested parties, agree to fund fifty per cent of the works, then the road or street will be given preference over roads or streets which would be totally funded by the Timaru District Council. If a road is not on the list and the ratepayer wishes to seal the road adjacent to his property, such sealing work be permitted at the ratepayers own cost to standards approved by the District Services Manager.
- h That after funding any roads or streets for which the Timaru District Council is required to fund the local share, the remaining budget be used to complete seal extension of such roads or streets as determined by the District Services Committee of the Timaru District Council in accordance with this Policy.
- i That the Community Boards and Timaru Ward Committee be given the opportunity to state their preference, whether the seal extensions be towards benefiting the road users, or the ratepayers.
- j That this Policy be reviewed by the District Services Committee on the five yearly basis or such other time frame as determined by the District Services Committee.
- k That the current seal extension policy continue and a further review be carried out in three years' time.

**ADOPTED: COUNCIL MEETING 18/9/95 AMENDED: OPERATIONS  
COMMITTEE 3/4/00  
2002 AMENDMENT - ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**



## **ROAD RESERVES ENCROACHMENTS**

- i That Council allows encroachment on to road reserves, and that the conditions prepared by Council's Solicitors are adhered to;
- ii That the District Services Manager continue to approve encroachment on road reserves; and
- iii That for road encroachment objections, a review panel be used, the review panel to comprise the Chairman of the Operations Committee, an elected member from the Ward concerned, and the Group Manager District Services.

**RESOLVED: OPERATIONS COMMITTEE 14/10/96 AND 25/11/96**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **ROADS LOW VOLUME CONSTRUCTION AND MAINTENANCE**

- a) That Council continues to accept the responsibility for construction and maintenance on the present roading network that has previously been formed to the relevant standard and satisfaction of the District Services Manager;
- b) That maintenance and construction responsibility be reviewed on an individual road basis should there be a requirement for major expenditure for flood damage reinstatement or other works. This assessment should include compliance with the Transfund New Zealand policy for an economic roading facility; and
- c) That the development (and future maintenance) of new roading where the purpose is for private access used predominately by light traffic and assessed to be uneconomic in terms of the Transfund New Zealand Criteria, will be the responsibility of the landowners or subdivider. The unformed legal roads where such development is contemplated should be stopped, and the ownership of the land transferred to the adjacent titles with rights of way established where necessary to protect access. The assessment of these roading facilities should take into account the potential development that may occur in compliance with the District Scheme.

**ADOPTED: COUNCIL MEETING 23/10/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **ROADSIDE BEAUTIFICATION**

That the amended Roadside Beautification Policy Statements, as reviewed in May 1999, be adopted by Council and included within the Council Policy Register.

**ADOPTED: COUNCIL MEETING 1/7/99**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**

**ROADSIDE BEAUTIFICATION  
POLICY STATEMENTS  
(AS REVIEWED MAY 1999)**

**SECTION 1 : WHICH ROADS ARE MAIN ROADS**

- 1.1 'That the Timaru District Council include all of the main roads listed on pages 7 and 8 of the Roadside Pride Beautification Strategies document as being subject to the provisions of the roadside beautification policies.'
- 1.2 That the recommended Policy Statements be progressively applied to other roads within the District once the main roads meet the policy criteria.

**SECTION 2 : WHAT TREATMENTS DO DIFFERENT TYPES OF ROADS REQUIRE**

- 2.1 That the same standard and treatments be applied to all roads coming under the influence of these policies.
- 2.2 'That the Timaru District Council endorse the concept of "Adopt a Highway" promoted by Transit New Zealand, as being appropriate and desirable for all roads identified in the Roadside Beautification Strategies document, and that this scheme be promoted by the District Services Group to all parties or individuals involved in the implementation of the policies.'

**SECTION 3 : PEST PLANTS ON ROADSIDES**

- 3.1 'That the Timaru District Council, through the Roothing Activity Budget, accept responsibility for the control of pest plants on main roads throughout the District and that this be implemented each year by the Land Transport Unit, which shall also negotiate with Transit New Zealand regarding the control of pest plants on State Highway.'
- 3.2 'That additional roads within the District be progressively treated for pest plants each year so that all formed roadsides will conform to the pest plants policy statements by 2007.'
- 3.3 'That where either the Council's or another authority's road works create new pest plant growth, the Land Transport Unit shall be responsible for ensuring that the appropriate authority satisfactorily controls any such growth until a maintenance level is again reached.'
- 3.4 'That the control of other undesirable plants or weeds occurring on roadsides be undertaken as required, with the cost being met by the service benefiting.'

**SECTION 4 : RURAL AND URBAN MONITORING CONSENTS**

***Note : Section 4 now deleted. Parts incorporated in Section 9.***

## **SECTION 5 : ADVERTISING, REGULATORY AND INFORMATION SIGNS**

- 5.1 'That the Environmental Health Unit maintain a register of signs and carry out annual monitoring of all signs in all areas with a posted speed limit of 100kph.'
- 5.2 'The Environmental Health Unit shall ensure that all poorly maintained signs be required to be either upgraded or removed, in accordance with Council's existing Bylaws, on an on-going basis.'
- 5.3 'The Planning Unit shall ensure that all signs in areas where the posted speed limit is 100kph that do not relate to the associated premises, be required to be removed unless existing use rights apply or a resource consent has been approved.'
- 5.4 That along with the implementation of 5.1, 5.2 and 5.3 as above, the Planning and Regulation Group will administer any District Plan rules or Bylaws relating to signs generally, ie : situations where signs are permitted and where exemptions can be sought.

## **SECTION 6 : LITTER**

- 6.1 'That the Environmental Health Unit shall randomly monitor and report for litter on all main roads and lay-bys on an annual basis.'
- 6.2 'That the Land Transport Unit arrange for a response to litter problems on roads for which Council is responsible within a 24 hour period.'
- 6.3 'That where a poor standard of litter collection / control is seen by any Council staff on roads under the control of Transit New Zealand that they be advised via the service request system and asked to respond appropriately.'

## **SECTION 7 : ROADSIDE REINSTATEMENT REQUIREMENTS**

- 7.1 'That the Land Transport Unit be charged with ensuring that all reinstatement work following service installation or roading maintenance be left (where topography allows) in a smooth tidy condition, to be sown with grass where required, and able to be maintained by mowing or similar.'
- 7.2 'That the Land Transport Unit be charged with ensuring that where existing power poles are being replaced, or new poles installed on the road reserve, that these be placed, as close as is practicable to the adjoining property boundary.'

## **SECTION 8 : PROVISION OF TREE PLANTING / BEAUTIFICATION BESIDE ROADS**

- 8.1 'That applications for the planting of roadside areas be permitted by the appropriate roading authority, and be subject to special consent and conditions, which shall only be approved if such plantings will have no detrimental affect on roads, road safety, other roadside services, or roading operations.'
- 8.2 'That greater emphasis be placed on the special requirements of plantings on or adjacent to roadsides so as to increase public awareness of them. This to be

achieved by the production and distribution of an appropriate brochure by the Planning Unit.'

- 8.3 'That the Land Transport Unit be responsible for ensuring that effective monitoring of roadside plantings is undertaken to ensure their compliance with any special requirements that may apply.'

### **SECTION 9 : ROADSIDE PLANTINGS : A CO-ORDINATED APPROACH /SUITABLE SPECIES**

- 9.1 'That the Council continue with the concept of extensive rural roadside plantings at selected areas within the District and that this continue to form part of the Council's Annual Plan objectives.'
- 9.2 'That the Land Transport Unit and the Parks Unit jointly control, co-ordinate and promote the planting of trees on roadsides.'
- 9.3 'That funding of \$5,000.00 per year be made available through the District Services Parks Unit for the purchase of trees, shrubs and materials to ensure the continued implementation and maintenance of rural roadside planting projects throughout the District.'
- 9.4 'That the information pamphlets prepared by Environment Canterbury on "Using Native Plants in Canterbury" be actively promoted to those seeking special advice and guidance.'

### **SECTION 10 :DISTRICT ENTRANCES - SPECIAL ATTENTION**

- 10.1 That the Council through the Roading Activity Budget and the Parks Activity Budget continue to undertake landscaping, mowing, weed control and other maintenance at all main District entrances in conjunction with the 'Welcome' signs on an on-going basis.
- 10.2 'That the plantings associated with the 'Welcome' signs at District entrances be of selected native species so as to provide a distinctive treatment at these specific points.'
- 10.3 That the District Services Group liaise with appropriate local service clubs regarding the provision and installation of a Plane Table beside the Airport Terminal building to identify the ranges and peaks visible from this location.

### **SECTION 11 :TOWNSHIP ENTRANCES - SPECIAL ATTENTION**

- 11.1 'That the Parks Unit continue to facilitate and co-ordinate community groups and interested persons in each township or settlement within the District to undertake the beautification of the main approaches to their respective towns.'
- 11.2 'That the Parks and Recreation Unit Activity Budget provide \$5,000.00 per annum to be used to provide trees, shrubs and materials for the above groups to plant and maintain.  
The distribution of these funds each year to be pro rata with the size of the settlement and the level of commitment given by each of the beautification groups.'

- 11.3 'That the continued planting of appropriate species in association with township identification signs throughout the District be co-ordinated by the Parks and Recreation Unit in consultation with local community groups and Transit New Zealand.'

## **SECTION 12 :LAY-BYS**

- 12.1 'That the Parks and Recreation Unit be responsible for ensuring that the provision of facilities at, and maintenance of lay-bys are of the appropriate type, or to the appropriate standard in line with grounds maintenance contract specifications.
- 12.2 'That the Land Transport Unit negotiate with Transit New Zealand to ensure that lay-bys owned by Transit New Zealand reach the adopted standard.'

## **SECTION 13 :ROADSIDE MOWING**

- 13.1 'That the current level and standard of roadside mowing continues to be undertaken.'
- 13.2 That adjacent property owners be encouraged to mow and keep their roadsides free of weeds and litter so that roadsides have a tidy appearance which complements their environment.

## **SECTION 14 :CONTINUITY / PERFORMANCE MEASURES / ACCOUNTABILITY**

- 14.1 That Group Managers be accountable for the implementation of policies designated to units within their group.
- 14.2 That Group Managers give consideration to incorporating Roadside Pride Policy requirements as performance measures in the Annual Plan.
- 14.3 That the Parks and Recreation Unit be responsible for the establishment and maintenance of a register of all roadside tree and shrub plantings that have been funded from Roadside Pride budgets.
- 14.4 That the Parks and Recreation Unit be responsible for the implementation of a two yearly review of Roadside Pride policies and budget requirements to ensure that they continue to be relevant to the needs and requirements of the time, and are adequately funded.

## **SEADOWN WATER SUPPLY**

That for the Seadown water supply scheme the domestic charge be set at twenty-five times that for the per hectare charge.

**ADOPTED: COUNCIL MEETING 1/4/96**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **SEAL EXTENSION POLICY**

- a) THAT the new seal extension policy detailed in attachment 4 of the report incorporating any amendments as determined by Council be approved.
- b) THAT the Land Transport Manager continue to monitor all roads and update the roads within the priority list as required and such list be presented to the District Services Committee annually for inclusion in the Draft Annual Plan / LTCCP.
- c) THAT this policy be reviewed by the District Services Committee on the three yearly basis or such other time frame as determined by the District Services Committee.
- d) THAT a loan of \$500,000 be secured for the sealing of Donehue and Macaulay Roads and that the loan be raised in the 2006/07 year.

**ADOPTED: COUNCIL MEETING 12/04/05**

**Priority Seal Extension List – As Per Original Policy Proposal**

**Attachment 2**

Road	Length KM	Cost (\$'000)	Cost Per KM	Priority Considerations Data						Weighted Total (Max score = 50)
				Traffic volume	No. Houses	Economic Justification (BCR)	Road Hierarchy	Integration/Completeness	Environment I - Dust Nuisance	
<b>Weighting</b>				<b>20</b>	<b>5</b>	<b>40</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>100%</b>
1 Waikari Hill Road (Tourist Destination)	0.5	55	110	100	2	4	L	low	low	55.0
2 Goodwin Road (Seven Sisters Road to Omelvena Road)	2.8	364	130	97	6	4	L	med	med	37.5
3 White Road (to Christmas Road)	2.0	260	130	75	3	3	T	med	med	36.5
4 Scott Road	2.0	280	140	79	4	3	T	low	high	35.5
5 Keen Road (SH72 to Tripp Settlement Road)	1.0	125	125	56	4	2	C	high	med	33.5
6 Margaret Street	0.19	25	130	59	2	4	L	high	low	31.0
7 Orari Back Road	6.7	633	94	62	4	2	C	high	low	30.5
8 Reilly Road	2.7	320	119	58	12	2	T	low	high	30.0
9 Langridge Road	2.2	473	215	72	10	3	L	med	high	27.5
10 Cliffs Road	3.1	305	98	39	4	2	T	high	med	24.5
11 Arundel-Rangitata Road	5.5	715	130	<50	5	2	C	med	low	24.0
12 Guild Road	3.7	370	100	51	6	2	L	low	med	22.5
13 Daniels Road	1.3	169	130	50	9	3	L	low	high	18.5
14 Orton Rangitata Mouth Road	7.0	715	102	51	4	2	L	low	low	18.0
15 Woodside Road	2.2	264	120	70	3	2	T	low	med	18.0
16 Sercombe Road	5.2	550	106	31	7	2	T	low	low	18.0
17 Macauley Road (first 1.8km to Christmas Road)	1.8	351	195	69	3	1	T	med	med	16.5
18 Wilks Road	2.3	299	130	65	4	1	L	high	med	14.0
19 Rangitata Gorge Road ( seal end to Stew Point Entrance)	13.0	1690	130	70	4	1	T	med	low	13.5
20 Donehue Road (first 1km from seal end)	1.0	214	214	76	8	0.5	L	low	high	12.5
21 Ackroyd Road	0.6	110	183	55	6	0.4	L	low	high	12.5
22 Mackle Road	2.0	260	130	45	3	3	L	low	low	12.0
23 Spur Road	2.2	275	125	58	4	1	L	low	low	6.0
24 Rolling Ridges Road	1.3	169	130	31	2	1	T	low	low	4.5

**Note:** 1 BCR's have not been calculated and costs are only estimates.

2 Project costs are estimates

## **SERVICE CENTRES**

That the Assistant Chief Executive be given the authority to arrange for appropriate rental / lease of available office space in the Service Delivery Centres.

**ADOPTED: COUNCIL MEETING 26/2/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **SERVICE CONNECTIONS (SEWER / STORMWATER / WATER)**

### **Contractors**

For Timaru District Council service installations, the District Services Manager be authorised to permit contractors to install services subject to proven quality assurance programmes.

**RESOLVED: OPERATIONS COMMITTEE 18/10/93**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

### **Water and Sewer Services to Subdivided Land**

- 1 That the extension of potable water and sewer network services to proposed subdivided land adjoining residential zones be permitted subject to:
  - The parent property currently receiving urban water network services.
  - The parent property currently receiving urban sewer network services.
  - The associated infrastructure being designed and installed to urban standards.
  - The full costs of installing the infrastructure being met by the applicant.
  - Where there is a need to interpret these conditions the Chairman and Deputy Chairman of the District Services Committee be consulted and involved.
  
- 2 That it be acknowledged that the installation of water and sewer services does not commit Council to the provision of further urban services such as footpaths, kerbing or street lighting.

**ADOPTED COUNCIL MEETING 17/04/07**

## **SEWAGE DISPOSAL FINANCIAL ASSISTANCE**

- a) That the current loan advance policy for drainage infiltration repairs be amended to remove the word 'extreme' from the policy, where it refers to cases of hardship, and that the dollar value of the advances payable be increased from \$2,000 to \$3,000, and that the policy be extended to include upgrades of liquid waste and sewage disposal systems;
- b) That Council's investment policy be amended to allow for such advances.

### **ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 29/7/97**

(Note - Financial assistance is provided in the cases of hardship when repairs by property owners to their stormwater and sewer drainage systems are required – in accordance with section 463(i) of the Local Government Act 1974).

- 1 That a subcommittee comprising the Chief Executive, Corporate Services Manager and District Services Manager approve of all advances to be made;
- 2 That the maximum amount of the advance be \$10,000 per property;
- 3 That interest be at the current rate payable on the 90 day BKBMB rate plus 0.5% at date of approval;
- 4 That interest be reviewed at three yearly intervals;
- 5 That repayment be over a maximum of 7 years on table mortgage basis with principal and interest payments six monthly.
- 6 That the advance be paid direct to the contractor on receipt of a certified invoice.

### **ADOPTED: COUNCIL MEETING 30/1/89**

#### **1999 AMENDMENT**

**ADOPTED: COUNCIL BUDGET MEETING 8/4/99**

#### **2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**

## **SEWER EXTENSION GERALDINE DOWNS**

THAT interest at the intervening bank bill rate be used to calculate the escalation values for Main Drain Fund cost recoveries as from 1 July 2001.

**ADOPTED: COUNCIL MEETING 25/9/01**

## SEWERAGE CHARGES EDUCATIONAL INSTITUTIONS

- a) That educational institutions be levied for sewerage collection and disposal on the basis of:
  - 1 charge per 20 pupils or part thereof
  - 1 charge per 10 staff or part thereof
- b) That the change in the levying of sewerage charges on educational institutions take effect from 1 July 1994.

**ADOPTED: COUNCIL MEETING 12/12/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **SIGNIFICANT FINANCIAL COMMITMENT**

That pursuant to Section 247E of the Local Government Amendment (No. 2) Act 1989, Council has determined that "significant expenditure or financial commitment" is an amount equal to or in excess of One Hundred thousand dollars (\$100,000).

**ADOPTED: COUNCIL MEETING 26/3/90**

**Refer also under Delegated Authorities**

**ADOPTED: COUNCIL MEETING 21/9/98**



**SIGNIFICANCE POLICY**

**LONG TERM COUNCIL COMMUNITY PLAN 2006**

THAT the Timaru District Council Long Term Council Community Plan 2006 – 2016 as approved at the Council meeting on 15 and 16 June 2006, be adopted under Section 93 of the Local Government Act 2002.

**ADOPTED; COUNCIL MEETING 30 JUNE 2006**

## Introduction

This policy on significance outlines the Council's general approach to determining the significance of issues and proposals and includes thresholds, criteria and procedures the Council will use in assessing which issues and proposals are significant.

It also lists the assets the Council considers to be strategic assets.

## Statutory Requirements

The Council is required to have a policy on significance under section 90 of the Local Government Act (the Act). The first policy on significance must be adopted before the close of 30 June 2003. The policy, and any amendment to it, must be adopted by special consultative procedure. A summary of the policy must be included in the annual plan adopted for the period beginning 1 July 2003 under section 281 of the Act, and thereafter in the long term council community plan (LTCCP).

Section 5 of the Act defines '*significant*' and '*significance*' as follows:

**Significance**, in relation to any issue, proposal, decision, or matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision or matter, as assessed by the local authority, in term of its likely impact on and likely consequences for,-

- a *the current and future social, economic, environmental, or cultural well-being of the district or region;*
- b *any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision or matter;*
- c *the capacity of the local authority to perform its role and the financial and other costs of doing so.*

**Significant**, in relation to any issue, proposal, decision or other matter, means that the issue, proposal, decision or other matter has a high degree of significance.

## General Approach to Determining Significance

The thresholds criteria and procedures in this policy are to be used to assist the Council to determine the significance of issues and proposals in a consistent manner.

Every decision the Council makes must be made in accordance with the decision making requirements set out in sections 77,78,80,81 and 82 of the Act. However the nature of the decision making process required will be determined by the significance of the issue or proposal. The more significant the issue or proposal the more extensive the decision making process required.

In essence when considering the decision making process required the Council will determine the following:

- The extent to which different options are to be identified and assessed;
- The degree to which benefits and costs are quantified;

- The extent and detail of information to be considered;
- The extent and nature of any written records to be kept to record the manner in which it has complied.

The significance of the matter will also assist in determining the extent and nature of the consultation to be undertaken.

**Thresholds, Criteria and Procedures**

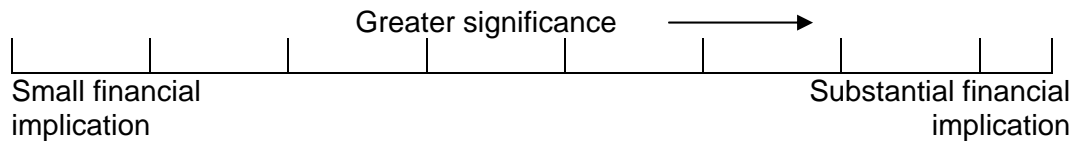
**(i) Thresholds**

The Council has determined that because of the wide range of issues and proposals requiring decision by Council, thresholds shall not be used to determine significance.

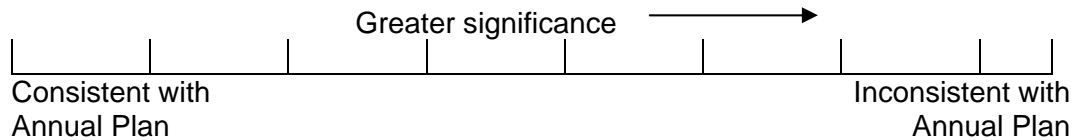
**(ii) Criteria**

If an issue or proposal satisfies one or more of the following criteria, it is likely to have a high degree of significance to the Council.

- a The issue or proposal affects all or a large proportion of the community in a way that is not inconsequential.
- b The financial implications of the issue or proposal on the Council's overall resources are substantial.



- c The extent to which the issue or proposal is inconsistent with a decision already provided for in the Annual Plan.



For the avoidance of doubt, administrative decisions made by officers under delegated authority that flow from Council policy (eg the budgeted and routine renewal components of headwork's of a water supply) are not significant in terms of this policy. The significance rests with the Council decision and not with each action taken in implementing the decision.

**(iii) Procedures**

Where appropriate, reports to the Council will include a statement regarding:

- the degree of significance of the issue or proposal based on the criteria in this policy.
- the appropriate observance of the decision making requirements set out in sections 77,78,80,81 and 82 of the Act.

**Strategic Assets**

The Act section 90 (2) requires the Council to identify and list the assets it considers to be strategic assets.

The Act defines strategic assets as

“In relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority’s capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes-

- a *any asset or group of assets listed in accordance with section 90(2) by the local authority; and*
- b *any land or buildings owned by the local authority and required to maintain the local authority’s capacity to provide affordable housing as part of its social policy, and*
- c *any equity securities held by the local authority in*
  - (i) *a port company within the meaning of the Port Companies Act 1988*
  - (ii) *an airport company within the meaning of the airport Authorities Act 1966”*

The Council considers the following assets or groups of assets it holds to be strategic:

- Aigantighe Art Gallery
- Council’s equity in Timaru District Holdings Ltd
- Council’s Housing assets as a whole
- District Cemeteries as a whole
- District Libraries as a whole
- Parks and Recreation Facilities as a whole
- Redruth Landfill
- Roading network as a whole
- Theatre Royal
- Timaru Airport
- South Canterbury Museum
- Wastewater and Stormwater systems as a whole
- Water supply systems as a whole

Section 97 of the Act requires that decisions to transfer the ownership or control of a strategic asset to or from the Council, or a decision to construct, replace or abandon a strategic asset can only be taken if the decision has been explicitly provided for by a statement of proposal in the Council’s LTCCP.

Strategic assets as defined above are the assets in total and not the separate elements of the assets. That is the requirements of section 97 are only triggered if the proposal relates to the asset as a whole or a major subpart of the asset.

**ADOPTED COUNCIL ANNUAL PLAN MEETING 17/18 JUNE AND 1 JULY 2003**

## **SIGNIFICANT TREES**

The following policy is for trees that are recognised as being significant in the District Plan:

Staff will be made available to give advice on matters relating to trees

Any property owner requesting assistance with a particular issue be advised to submit a request

If the trees are located on private land, resource consent fees be waived.

**ADOPTED: COUNCIL MEETING 14/4/03**

## **SIGNS ADVERTISING - REGULATORY AND INFORMATION**

- a) The Planning and Regulation Group create a register of signs and carry out annual monitoring of all signs in 100kph and limited speed zone areas;
- b) That all poorly maintained signs be required to be either upgraded or removed by the end of the 1995/96 period, in accordance with Council's existing Bylaws;
- c) That along with the implementation of (a) and (b) as above, the Planning and Regulation Group will administer any District Plan rules or Bylaws relating to signs generally, ie situations where signs are permitted and where exemptions can be sought.

**ADOPTED: COUNCIL MEETING 15/5/95**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **SISTER CITY RELATIONSHIP**

Approval granted for Timaru to enter into a formal Sister City relationship with Eniwa, Japan.

**ADOPTED: COMMUNITY DEVELOPMENT COMMITTEE MEETING 20/11/07**

## **SITE TRAFFIC MANAGEMENT**

THAT Council assist with the preparation of a Traffic Management Plan for events on State Highways throughout the District and that Council also arrange for qualified traffic management supervision for events on State Highways at n cost to the voluntary groups concerned.

**RESOLVED: OPERATIONS COMMITTEE 10/9/01**

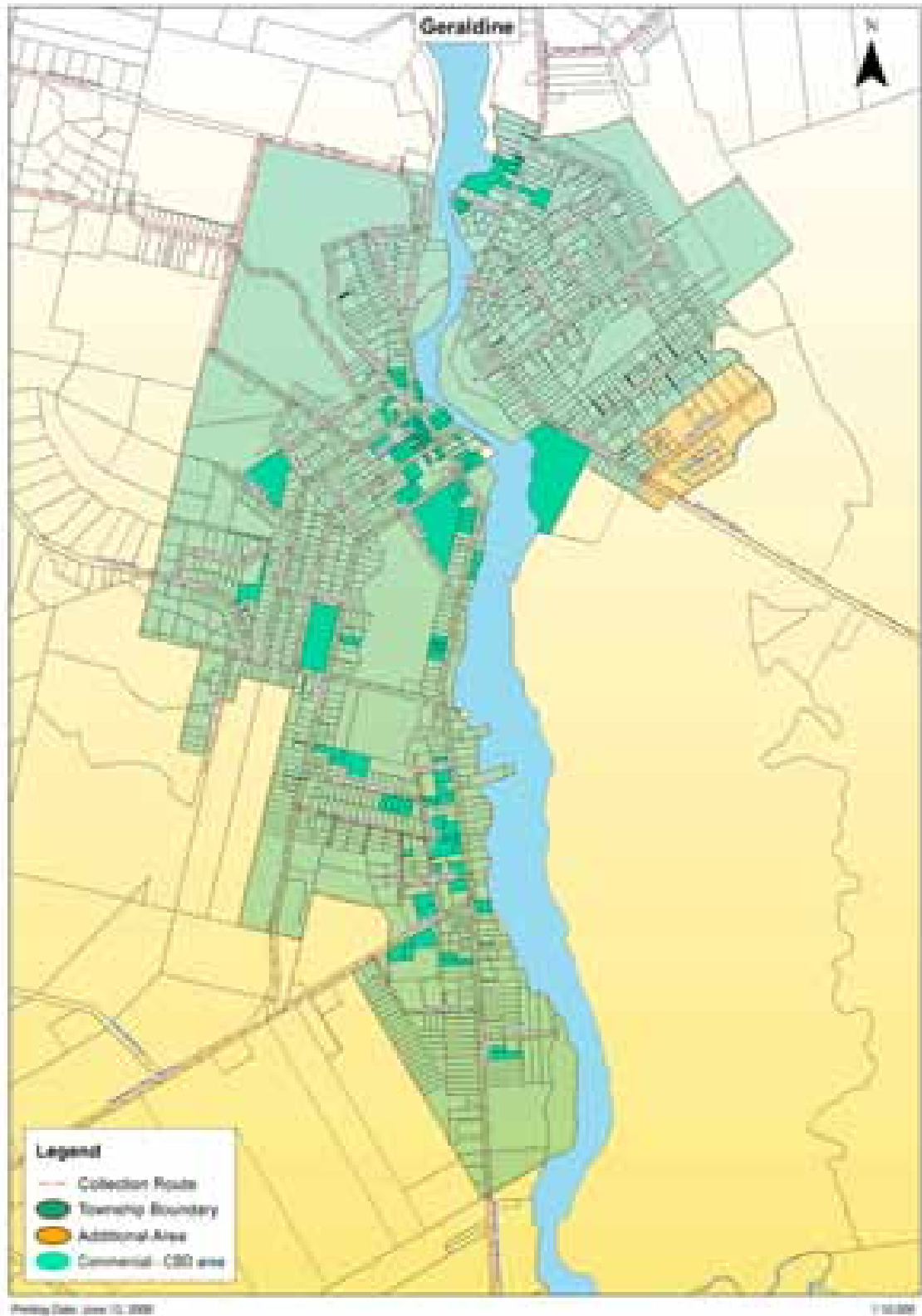


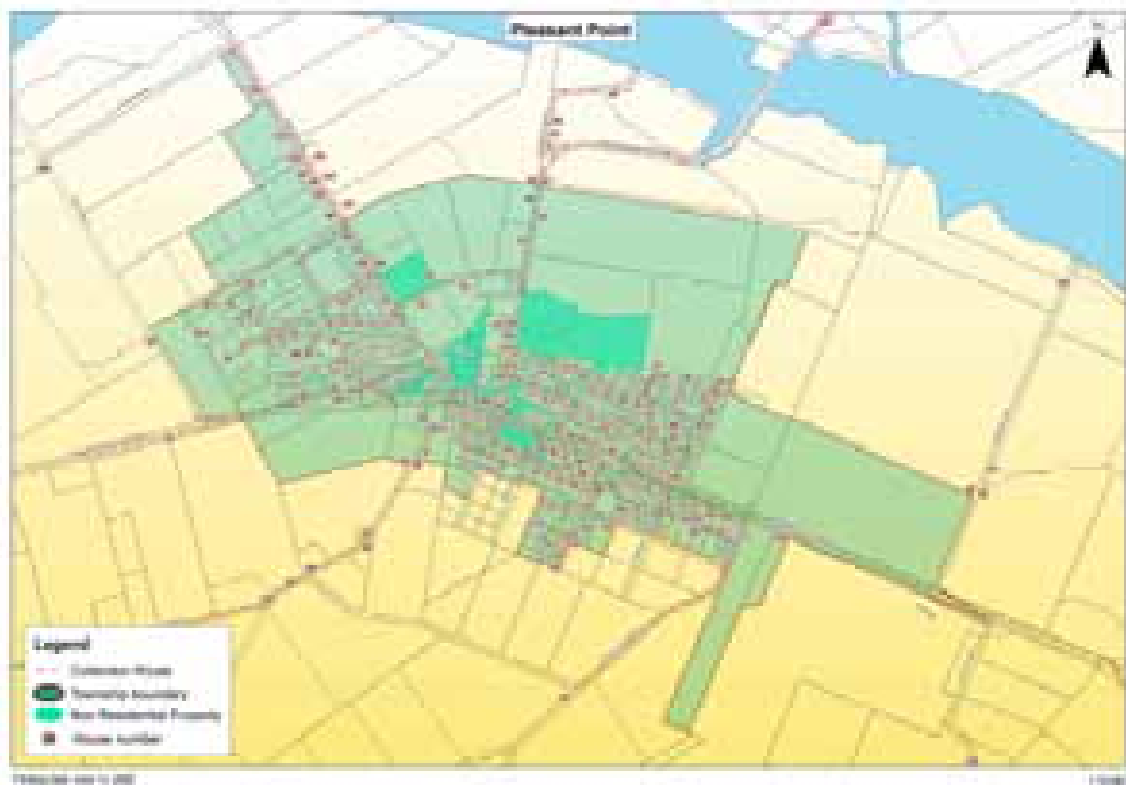
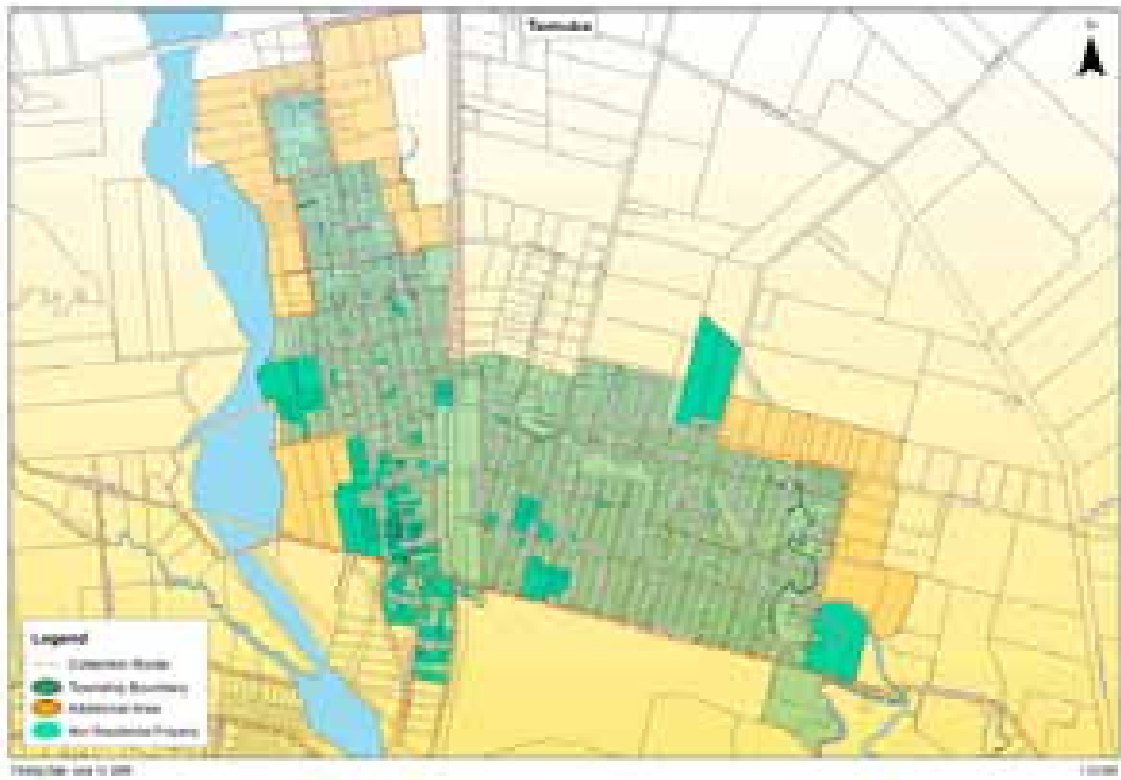
## **SOLID WASTE COLLECTION AREAS**

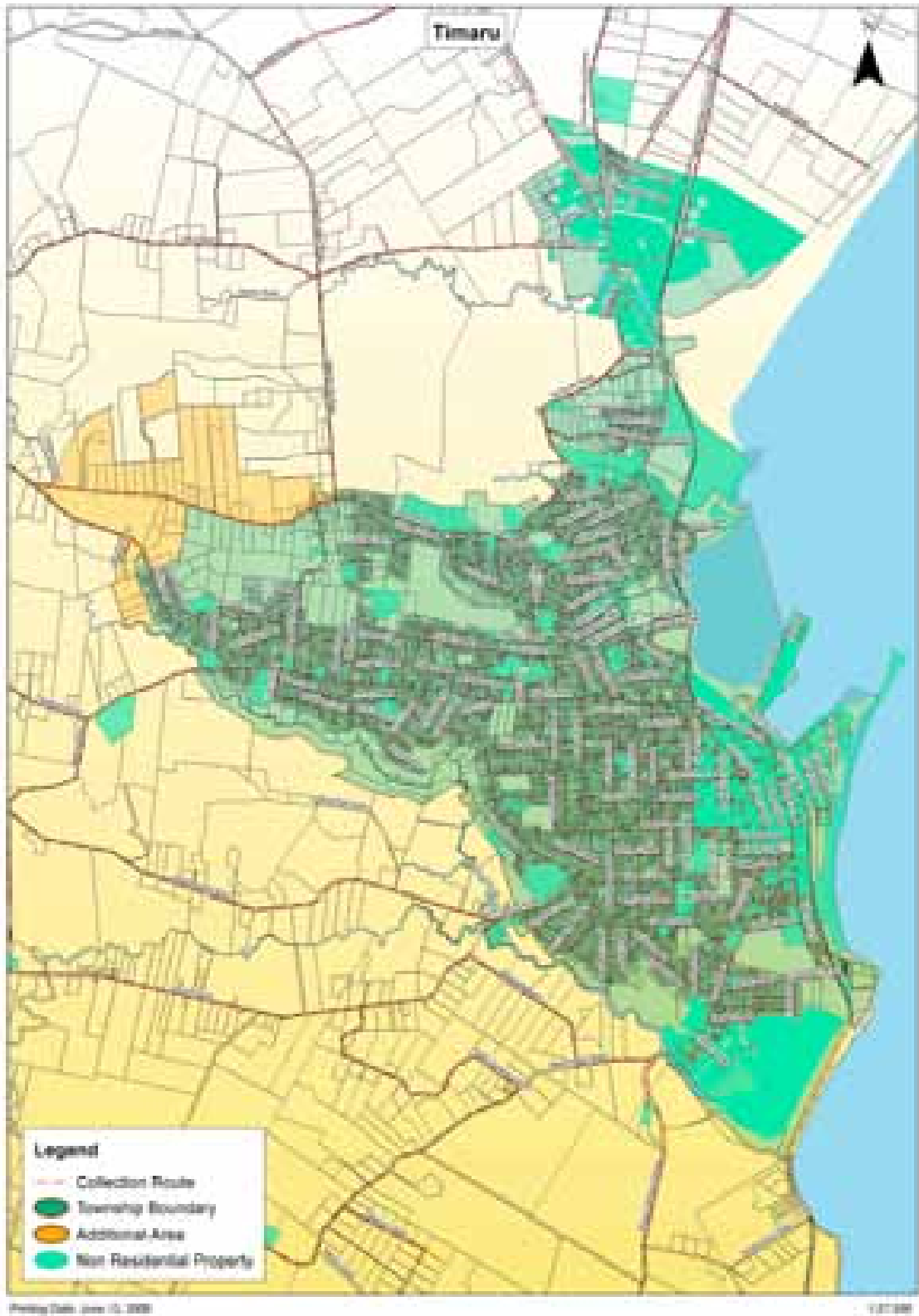
That the Solid Waste collection maps be approved and become the policy for the compulsory urban waste rate

**ADOPTED: DISTRICT SERVICES COMMITTEE 30/06/06**











## **SOLID WASTE COLLECTION GERALDINE DISTRICT**

- i That all properties within the urban areas defined by the boundaries shown on the map attached to the report, be supplied with a mobile refuse bin or substitute receptacle, and be levied a refuse charge in accordance with Section 31 of the Rating Powers Act 1988.
- ii That the areas outside the boundaries as defined in (i) above, be classed as discretionary areas where there is no obligation to join proposed refuse collection services.
- iii That refuse collections for discretionary areas shall only be introduced if it is deemed viable by the contractor and the District Services Manager.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 8/2/96**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02  
(to reflect new committee and organisation structures)**

## **SOLID WASTE COLLECTION - RURAL**

- a) That the existing collection service from Waste Management New Zealand Ltd be varied to include Bristols Road, Otipua Village, Beaconsfield School and Beaconsfield Road if sufficient numbers make it a viable option;
- b) That provisions of skip bins for public waste disposal in rural areas should not be introduced without further investigation; and
- c) That provision be made in the Solid Waste Plan Discussion Document which will allow residents to notify the Council of their requirements for a possible rural collection service.

**ADOPTED: COUNCIL MEETING 10/8/98**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **SOLID WASTE DISPOSAL - FEES**

- i That tipping fees be introduced at all new or upgraded waste disposal centres.
- ii That differential charging be introduced from 1 April 1996 to encourage the separation of green garden waste for composting.
- iii That to encourage alternative waste minimisation options to be investigated, a 100% recovery of tipping fees shall apply from 1 July 1996 to hazardous waste, demolition material and special wastes including offal and milliscreenings.
- iv That where the actual disposal cost of special waste is not recovered by the standard charges, then the waste generator shall pay the actual disposal costs.
- v That the Redruth weighbridge may become a public weighbridge, and be made available for use by the Police.
- vi That no dispensations be granted for exemptions from tipping fees, including Council Groups.
- vii That a public consultation programme be implemented explaining the impacts of the introduction of new tipping fees, and appropriate Council funding be made available to monitor potential illegal dumping sites, subject to the Budget process.
- viii That out of District waste be not accepted at the Redruth Landfill, or established Timaru District Council transfer stations, as determined by the Chief Executive.

**ADOPTED: COUNCIL MEETING 11/12/95**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

**2003 AMENDMENT:**

THAT tipping fees for heavy motor vehicles be raised to \$47.00 per tonne as from 1 July 2003 and that scales be installed at Pleasant Point.

That there be no flat fees for heavy motor vehicles at the Rural transfer stations and that weight dockets have to be produced for disposal of waste by heavy motor vehicles at Rural transfer stations.

That the Timaru District Council implement the provisions of S542 of the Local Government Act (1974) through the proposed Solid Waste Management Plan to control cross boundary waste disposal issues.

**ADOPTED: COUNCIL MEETING BUDGET MEETING 7/8 APRIL  
2003**

## **SOLID WASTE DISPOSAL MANAGEMENT PLAN**

That the Timaru District Council plans that the tips at Peel Forest and Pleasant Point be progressively closed.

**ADOPTED: WORKS COMMITTEE 21/4/92**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

## **SOLID WASTE DISPOSAL PUBLIC HOLIDAYS**

- a) That all solid waste facilities are closed on Good Friday, Christmas Day and New Year's Day;
- b) That all solid waste facilities are open on other public holidays during the hours shown on appendix A (contained in the report of the District Services Manager);
- c) That collection contractors working on behalf of the District Council are not permitted to empty bins or collect bags on Good Friday, Christmas Day and New Year's Day;
- d) That the alternative collection for Good Friday, Christmas Day or New Year's Day will be the following Saturday, or on other approved days;
- e) That the alternative collection day for Good Friday, Christmas Day and New Year's Day in business areas, shall be collected at the usual time on another working day, as agreed between the contractor and the District Services Manager.

**RESOLVED: OPERATIONS COMMITTEE 10/3/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **SOLID WASTE DISPOSAL REGIONAL CO-OPERATION**

- a) That Council supports the concept of a regional approach to solid waste management; and
- b) That Council agrees in principle to working together with other territorial local authorities to investigate a regional solution for solid and hazardous waste disposal.

**ADOPTED: COUNCIL MEETING 18/9/95**

**ADOPTED: COUNCIL MEETING 21/9/98**

## SOLID WASTE DISPOSAL SUB REGIONAL

- a) That the Timaru District Council agrees in principle to accept solid waste from the Mackenzie and Waimate District Council areas.
- b) That legal advice be obtained to form an agreement between the three Councils. The agreement to include the following:
  - i Acceptance of waste from the area defined by the Waimate and Mackenzie Councils;
  - ii That the agreement be for the term of the resource consent for the Redruth Landfill, 1 May 2030, subject to alternative improved disposal options;
  - iii That payment for disposal be based upon a flat fee per tonne;
  - iv That the flat fee be adjusted annually if necessary to allow for contractual variations due to inflation;
  - v That the fee be reviewed every three years to allow for any major changes in development costs;
  - vi That landfill acceptance criteria be developed. Hazardous waste will not be accepted as of right;
  - vii That green waste is separated out for composting and that the respective Councils consider other waste minimisation initiatives;
  - viii That any long-term environmental liability for the Redruth Landfill is shared on a proportional basis determined by waste tonnage for each Council;
  - ix That variations to the agreement may be possible upon acceptance by the various Councils.
- c) That should future Timaru District Council policy be to change the structure, then this be included in the agreement.
- d) That ownership options for the Redruth Landfill be investigated and considered prior to the present operational contract expiring on 1 July 2001."

**RESOLVED:**

**OPERATIONS COMMITTEE 27/4/98**

## **SOLID WASTE DISPOSAL TEMUKA TRANSFER STATION CHARGING**

- a) That Commercial waste operators be charged fees for the use of the Temuka Transfer Station.
- b) That the fees be the same as those applying at Redruth.
- c) That the entry system be by coupon only.

**ADOPTED: COUNCIL MEETING 28/6/93**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **SOLID WASTE WASTE MINIMISATION**

- a) That the Council adopt a waste reduction goal of 30% of the waste stream.
- b) That investigations into sites for the establishment of community drop-off centres be pursued.
- c) That shredding and composting to be included in all the proposed transfer stations.

**RESOLVED: OPERATIONS COMMITTEE 18/10/93**

**1998 AMENDMENT:  
ADOPTED: COUNCIL MEETING 21/9/98**

## SPA POOLS LOCKABLE COVERS

That the Council adopt the following policy to provide for locked spa pool covers to be accepted as appropriate fencing under the Fencing of Swimming Pools Act 1987 provided they meet the following criteria:

- a) That the cover be lockable and locked whenever the spa pool is not intended for use, by a locking device which when properly operated prevents the cover from being readily opened by children under the age of six years;
- b) That the cover be fixed so that it cannot come off its hinges and when locked is fitted so that if lifted or opened does not release the locking device or provide a clearance greater than 100mm;
- c) That the cover be made of such material that:
  - i) If walked or fallen on, cannot collapse;
  - ii) Is durable and installed in such a manner so as to inhibit any person from climbing or crawling under the cover when in the closed position;
  - iii) Any dimension of openings in the material of the cover does not exceed 100mm;
- d) That the cover shall be easily lowered or replaced into position;
- e) The maximum dimension across any part of a spa pool fitted with a cover shall not exceed 2.4 metres."

**ADOPTED: COUNCIL MEETING 16/12/02**



## **STAFF GROUP MANAGERS' REMUNERATION**

- a) That the Chief Executive be authorised to negotiate the remuneration details with Group Managers on the basis that there is adequate provision within the approved Budget and that the Industrial Relations Consultative Committee be kept informed of any changes.
- b) That overall levels of wages and salaries be reported to Council each year.

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 21/6/94**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **STAFF INDUSTRIAL ISSUES**

- a) That an Industrial Relations Consultative Committee be established to provide a means of communication between the Council and the Chief Executive on industrial matters;
- b) That this Committee meet as necessary; and
- c) That the Chief Executive keep this Committee informed of important industrial relation issues and developments as they may effect Council and the implementation of its policies.

**ADOPTED: COUNCIL MEETING 10/6/91**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **STOCK UNDERPASSES**

- "a) That the Timaru District Council will consider the installation of structures for stock underpasses if the property owner pays for the entire work.
- b) That solutions other than construction of underpasses be identified in each particular case and the Timaru District Council offer to facilitate these solutions. Funding input to this facilitation may be required."

**ADOPTED: OPERATIONS COMMITTEE 31/7/00**

**2001 AMENDMENT  
ADOPTED OPERATIONS COMMITTEE 2/4/01**

## **STREET LIGHTING STANDARDS**

That Council adopt NZS 6701:1083 "Code of Practice for Road Lighting" as the Standard for road lighting throughout the District.

**ADOPTED: COUNCIL MEETING 23/10/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **STREETS SPONSORSHIP OF STREET FURNITURE ETC**

That the naming of traffic devices and street furniture on streets be restricted to a small plaque on or nearby the donated item, and not readable by passing motorists.

**RESOLVED: OPERATIONS COMMITTEE 28/4/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

## SUBCOMMITTEES SPECIAL PURPOSE

- a That the following subcommittees report to Council's Standing Committees as set out and where appropriate be delegated authority by the particular Standing Committee:

<b>Subcommittee</b>	<b>Standing Committee</b>
Downlands Water Supply Management	District Services
Te Moana Downs Management	District Services
Rangitata/Orari Water Supply Advisory	District Services
Rangitata Island Water Supply Advisory	District Services
Orari/Waihi Water Supply Advisory	District Services
Arundel Reserve Management	District Services
Cave Reserve Management	District Services
Orari Reserve Management	District Services
Rangitata Reserve Management	District Services
Rosewill Reserve Management	District Services
Te Awa Management	District Services
Winchester Reserve Management	District Services
Woodbury Reserve Management	District Services
Pleasant Point Domain Advisory	District Services

- b That in those areas where Community Boards operate the agenda and minutes of relevant subcommittees be circulated to the Community Boards.

**ADOPTED: COUNCIL MEETING 23/10/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **SURVEYS OF RESIDENTS**

"THAT the Community Survey be conducted once during each term of Council, commencing in 2003/04."

**RESOLVED: POLICY AND DEVELOPMENT COMMITTEE 15/10/96**

That a structural process be initiated for issues raised in the survey, with issues being referred to the appropriate Committees, and relevant matters being incorporated in the Annual Plan process.

**ADOPTED: COUNCIL MEETING 13/5/97**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL BUDGET MEETING 9 & 10/4/01**

## **SWIMMING POOL – CENTURY POOL**

That the Council policy be that the current Century Pool Facility close at the time of the commissioning of the proposed Aquatic Leisure Centre.

**RESOLVED**

**COUNCIL MEETING 14/04/09**



## **SWIMMING POOLS COUNCIL OPERATED**

That the Council Policy for the pools be to obtain the maximum patronage within the approved total budget.

**ADOPTED: COUNCIL MEETING 4.11.91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **SWIMMING POOLS NON-SWIMMING CHARGES**

- a That the Council establish a policy by making a Rule under the Bylaw that children under 8 years of age are not permitted in swimming pool premises unless supervised by a caregiver at least 14 years of age.
- b That from 16 December 1997 non-swimming caregivers of children under 8 years of age not be charged admission, but all children be charged.
- c That the non swimming charges still apply for all others.

**ADOPTED: COUNCIL MEETING 15/12/97**

## **SWIMMING POOLS STANDARDS OF SUPERVISION**

That Council adopt the New Zealand Standard for Swimming Pool Supervision.

**ADOPTED: COUNCIL MEETING 31/10/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **TEMUKA COMMUNITY ALPINE ENERGY STADIUM**

THAT Council management and operation of the Alpine Energy Stadium at Temuka continue until such time as it can be accommodated by community users.

**ADOPTED: COUNCIL MEETING 21/9/98**

## TEMUKA DOMAIN COMPLEX CONCESSIONS FOR CONTRIBUTIONS

That concessions for contributions to Stage 2 of the Temuka Domain Complex be on the same scale and duration as approved for Stage 1, subject to the alteration of the stages for the level of contribution to read:

Contribution of \$10,000 or over	- 50% reduction 1 night per week for 10 years
Contribution of \$5,000 to \$9,999	- 50% reduction 1 night per week for 5 years
Contribution of \$2,000 to \$4,999	- 25% reduction 1 night per week for 5 years
Contribution of \$1,000 to \$1,999	- 12.5% reduction 1 night per week for 5 years

**RESOLVED:                    COMMUNITY SERVICES COMMITTEE 1/2/94**

**ADOPTED:                    COUNCIL MEETING 21/9/98**

**BOOKING OFFICE**

- a That Council establish a policy of approval of the operation of a booking office in the foyer when the theatre is not being used, on the basis that hirers still have the option of who they select to act as booking agent.

**ADOPTED COUNCIL MEETING 15/8/94**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**USE**

- a That management staff implement an operational structure for the Theatre Royal that gives maximum flexibility and service and encourages the facility to be utilised to the full.
- b Although the main long term hirer can often accommodate other users in the theatre, depending on the proximity of the show and the nature of the scenery being used, Theatre Royal bookings remain on a first come first served basis.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 27/7/93**  
**RESOLVED: COMMUNITY SERVICES COMMITTEE 3.5.94**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**

**PROFIT SHARING**

That the Group Manager Community Services be authorised to negotiate with commercial shows to allow for a mutually acceptable profit sharing arrangement in lieu of rental.

**ADOPTED COMMUNITY SERVICES COMMITTEE 4/12/00**

## **TRADE WASTE - CHARGING**

That trade waste charges continue to be subject to a 50% rebate of loans servicing charges.

**ADOPTED: COUNCIL MEETING 21/9/98**

## **TRAFFIC ENFORCEMENT**

That Council alter its policy to include enforcement by the Parking Division of sections 2 and 3 under Schedule 2A of the Transport Act 1962, and such policy to be flexible to allow for the waiving of notices if compliance is achieved by the production of a current warrant of fitness/licence label within 14 days of the notice being issued, providing a similar offence has not been committed within the previous three years, and that a report on the revenue likely to be received from the additional duties be submitted.

**ADOPTED: COUNCIL MEETING 23/10/90**

**1998 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **TRAFFIC INFRINGEMENT REVENUE**

That revenue received from the issue of infringement notices for offences other than parking remain in the Parking Account to offset costs involved.

**ADOPTED: COUNCIL MEETING 21/09/98**

## **TREASURY POLICY**

- 1 THAT an amendment be made to the "Treasury Policy Appendix II. 2. Approved Treasury Counterparty Limits and Treasury Investment Instructions Special Funds", to include a credit rating criteria of short term S & P rating of A1 or better.
- 2 THAT a further amendment be made to the Treasury Policy to incorporate Regional Health Entity Bonds.

**ADOPTED: POLICY AND DEVELOPMENT COMMITTEE 25/10/00**

## TREES AND SHRUBS DONATION OF

- 1 That the policy of offering trees and shrubs to new homeowners be extended to cover the whole of the new Timaru District within the finance available and subject to the forwarding of an appropriate letter indicating the availability of the trees and shrubs to be picked up;
- 2 That relocated units be included in the policy.

**ADOPTED**

**COUNCIL MEETING 10/9/90**

**ADOPTED:**

**COUNCIL MEETING 21/9/98**

## TREES - COMMEMORATIVE

- a That the present policy of accepting donated trees to be planted be confirmed and no guarantee of future retention of the tree be given; and
- b That where a plaque is to be associated with a tree, it shall record an event or the contribution of an individual.

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WARDS**

That the Timaru District comprise four Wards - being the current Geraldine, Temuka and Pleasant Point and Timaru, being a combination of the present Levels, Caroline and Pareora Wards.

**ADOPTED: COUNCIL MEETING 22/7/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WASP CONTROL**

- a That Council endorse the educational and advisory role of the Council's Health Unit; and
- b That Council support wasp control measures as proposed by other authorities.

**ADOPTED: COUNCIL MEETING 10/12/90**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER HOSING RESTRICTIONS**

That in serious cases persons violating hosing restrictions be prosecuted.

**ADOPTED: OPERATIONS COMMITTEE 29/11/93**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER METERING IN TEMUKA**

- a) That water meters be selectively installed in the Temuka urban areas as soon as practicable, as previously agreed.
- b) That at its discretion on receipt of formal application, the Temuka Community Board recommend to Council, with reasons, the remission in whole or in part the extra ordinary water charges of an applicant.
- c) That any remission of extra ordinary water charges be not from income generated from Uniform Annual Charges Temuka Water Utility or extra ordinary water charges for supply by the Temuka Water Utility.

**ADOPTED: COUNCIL MEETING 21/9/92**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **WATER RANGITATA / ORARI WATER RACE COMMITTEE**

- i That the current properties of less than two hectares, not receiving water, but paying water rates, have the water rates removed from 1 July 1997;
- ii That if a property is created after 1 July 1997, which is less than two hectares, and is unable to receive water, the property should not be charged water rates;
- iii That if a property is created after 1 July 1997, which is greater than two hectares, the subdivider be required to make stock water from the race system available to the new property, or a consent notice advising stock water is the owner's responsibility, and that water charges will apply be imposed on the new title created; and
- iv That no exemptions be allowed for properties in the gazetted area unless the property is less than two hectares.

**ADOPTED:**

**OPERATIONS COMMITTEE 16/6/97**

## **WATER SALE OUT OF SCHEME AREA**

THAT the sale of water to the Downlands Water Supply Management Committee from the Pareora Pipeline be approved, and that negotiations with the Downlands Water Supply Management Committee be delegated to Councillors representing the Timaru Ward Committee.

**RESOLVED: OPERATIONS COMMITTEE 31/1/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER SALE PRICE**

That the supply of water ex Timaru system to the public supply system of Pleasant Point and the Downlands/Hadlow sub-system/zone be charged at:

- a Pleasant Point 50% discount
- b Downlands - proposed Hadlow sub-system - 25%.

**ADOPTED: COUNCIL MEETING 16/12/91**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER SUPPLIES GRADING**

That the Timaru District Council improve the distribution system so that all schemes achieve a "C" grading or better by 1998 where possible, subject to the Budget procedure.

**ADOPTED: COUNCIL MEETING 31/10/94**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER SUPPLY PLEASANT POINT CAPITAL CONTRIBUTIONS**

That a capital contribution of \$562.50 be charged for all new connections to the Pleasant Point water supply effective from 3 November 1997.

**RESOLVED: OPERATIONS COMMITTEE 20/10/97**

**ADOPTED: COUNCIL MEETING 21/9/98**

**WATER - PLEASANT POINT INSTALLATION OF PRIVATE SHUT-OFF VALVES  
TOBY**

- a) That when a service renewal is required the Timaru District Council installs a toby and requires the consumer to connect to the toby;
- b) That \$2,000 be approved in future years to allow tobies to be installed."

**RESOLVED: PLEASANT POINT COMMUNITY BOARD 28/08/01**

## **WATER SUPPLY SEADOWN SCHEME CHARGING REGIME**

That for the Seadown water supply scheme:

- i The domestic charge be set at twenty five times that for the per hectare charge;
- ii That all ratepayers within the Seadown area be notified of the charge;
- iii That the new charging regime take effect from 1 July 1996; and
- iv That a minimum charge of \$50 be imposed on Seadown water supply consumers, with the Corporate Services Manager submitting proposals to the next meeting of the Subcommittee on how this \$50 charge will be applied.

**ADOPTED: COUNCIL MEETING 1/4/96**

**ADOPTED: COUNCIL MEETING 21/9/98**

**2002 AMENDMENT:**

**ADOPTED: COUNCIL MEETING 20/5/02**

**(to reflect new committee and organisation structures)**

## **WATER SUPPLY SEADOWN SCHEME CONNECTION FEE**

- a) That a connection fee of \$1,000 plus GST be charged to all new connections at the time of water being connected for domestic purposes with the connection fee to be inflation indexed;
- b) That all Seadown Scheme have VFM units (restrictor units) installed on all new domestic supplies and that investigations be carried out on the viability of installing VFM units on existing domestic supplies.

**ADOPTED: COUNCIL MEETING 26/2/90**

### **1998 AMENDMENT**

**ADOPTED: COUNCIL MEETING 21/9/98**



## **WATER SUPPLY SEADOWN SCHEME RESTRICTIONS**

- a) That no new troughs be installed except through a restricted tank within the Seadown water scheme.
- b) That the minimum supply to a tank be 1000 litres per day.

**RESOLVED: OPERATIONS COMMITTEE 27/11/95**

**1998 REVIEW – NO CHANGE**

**ADOPTED: COUNCIL MEETING 21/9/98**

## **WATER SUPPLY TE MOANA DOWNS**

That the existing policy be amended from one day's storage to three days' storage for all new connections.

**RESOLVED: COUNCIL MEETING 2/4/97 (BUDGET MEETING)**

## **WATER SUPPLY TE MOANA DOWNS - CONNECTION FEES**

- 1 That all new domestic connections to the Te Moana scheme be allocated 1,000 litres per day but approved only if there is water available.
- 2 That the unit size is 1,000 litres per day, effective 1 July 1998.
- 3 The volume of water available to each property is dependent on property size. Properties of 10 ha or more must retain a stock water allocation and have a minimum supply of one unit.
- 4 A domestic property requiring additional water be required to install 9,000 litres of storage, if on site water shortages still exist the application be reconsidered.
- 5 Water for business or horticultural purposes requires the approval of the Te Moana Downs Water Supply Committee.
- 6 Water storage capacity of three days' supply be required for all new connections.
- 7 The flow be based on 56 litres per hectare per day plus 900 litres per dwelling per day and be rounded down except for properties of 4 to 10 ha with a house which be rounded up.
- 8 Future applications be approved in multiples of 1,000 litre allocation and include 1,500 and 2,500 litre allocations.
- 9 A capital contribution of \$1,000 plus GST per connection, plus \$550 plus GST for each additional unit (1,000 litres per day).
- 10 Request and allow existing consumers to relinquish allocation excess to the design entitlement.
- 11 That the source grading of E be reconfirmed as the quality parameter and therefore that treatment upgrades not proceed at this time.

**RESOLVED;**

**OPERATIONS COMMITTEE 7/9/1998**

## **YOUTH INITIATIVES**

The Youth Initiatives funding is to be used for community grants “To support events, entertainment or activities which will contribute to the Timaru District being a vibrant and exciting place for youth.”

Applications to be considered twice per year by a sub-committee of the Community Development Committee with authority to act. The sub-committee to comprise of two councillors, two representatives from the Safer Community Council (including one of the youth workers), and two youth representatives (appointed by the balance of the sub-committee), and the success of the structure and guidelines be reviewed after 12 months with changes recommended to the Community Development Committee.

Applications should be activity-based, for activities that are public, and to benefit a group rather than an individual.

The following applications receive high priority:

- provision of entertainment for youth;
- staging of a youth event;
- arranging youth activities;  
with assistance by way of grant or guarantee against loss (grant covering event loss, if any, up to a certain amount).

The following applications may be considered but have low priority:

- individuals;
- sport and recreation activities.”

**ADOPTED:**

**POLICY AND DEVELOPMENT COMMITTEE  
18 AUGUST 2003**