



# AGENDA

## Ordinary Council Meeting Tuesday, 7 April 2020

**Date** Tuesday, 7 April 2020

**Time** 4pm

**Location** Via Zoom Video Link

**File Reference** 1331470

## **Timaru District Council**

**Notice is hereby given that a meeting of the Ordinary Council will be held via Zoom Video Link, on Tuesday 7 April 2020, at 4pm.**

### **Council Members**

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

Quorum – no less than 5 members

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

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

Bede Carran

**Chief Executive**

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

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Council Meeting held on 23 March 2020**

**Author:** Jo Doyle, Governance Advisor

#### **Recommendation**

That the Minutes of the Council Meeting held on 23 March 2020 be confirmed as a true and correct record of that meeting.

#### **Attachments**

- 1. Minutes of the Council Meeting held on 23 March 2020**



# MINUTES

## Ordinary Council Meeting Monday, 23 March 2020

Ref: 1331470

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

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

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

**1 Opening Prayer**

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

**2 Apologies**

**Committee Resolution 2020/14**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

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

**Carried**

**3 Public Forum**

There was no public forum.

**4 Identification of Urgent Business**

**Committee Resolution 2020/15**

Moved: Mayor Nigel Bowen

Seconded: Cr Paddy O'Reilly

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

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

**Carried**



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

There were no minor nature matters identified.

**6 Declaration of Conflicts of Interest**

The following members declared conflicts of interest:

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

**7 Confirmation of Minutes****7.1 Minutes of the Council Meeting held on 18 February 2020****Committee Resolution 2020/16**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

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

**Carried**

**8 Schedules of Functions Attended****8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors****Committee Resolution 2020/17**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That the report be received and noted.

**Carried**

**8.2 Schedule of Functions Attended by the Chief Executive****Committee Resolution 2020/18**

Moved: Cr Allan Booth

Seconded: Cr Sally Parker

That the report be received and noted.

**Carried**

## **9 Reports**

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

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

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

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

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

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

#### **Economic Development**

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

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

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

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

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

Cr Allan Booth returned to the meeting.

The meeting adjourned for lunch at 12.23pm

The meeting resumed at 1.24pm

Cr Allan Booth left the meeting.

#### **Aoraki Development**

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

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

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

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

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

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

The meeting resumed at 2.13pm.

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

#### **Burials**

Fees relating to Stillborn burials to be removed.

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

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

#### **White Pages**

#### **Airport**

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

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

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

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

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

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

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

Moved: Cr Barbara Gilchrist

Seconded: Cr Stu Piddington

#### **Community Projects Fund**

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

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

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

Against: Nil

**Carried Unanimously 8/0**

**Committee Resolution 2020/20**

Moved: Cr Allan Booth  
Seconded: Cr Stu Piddington

**Rates Rise**

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

**Carried 5/3**

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

**Committee Resolution 2020/21**

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

**Fees and Charges**

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

**Carried**

**Committee Resolution 2020/22**

Moved: Cr Barbara Gilchrist  
Seconded: Cr Sally Parker

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

**Carried**

**Committee Resolution 2020/23**

Moved: Cr Richard Lyon  
Seconded: Cr Barbara Gilchrist

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

**Carried**

**Committee Resolution 2020/24**

Moved: Cr Gavin Oliver  
Seconded: Cr Stu Piddington

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

**Carried**

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

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

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

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

**Carried**

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

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

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

Moved: Cr Barbara Gilchrist

Seconded: Cr Allan Booth

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

**Carried**

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

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

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

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

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

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

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

**Committee Resolution 2020/28**

Moved: Mayor Nigel Bowen

Seconded: Cr Sally Parker

That Council:

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

**Carried**

**11 Consideration of Minor Nature Matters**

There were no matters of minor nature to be considered.

**12 Public Forum Items Requiring Consideration**

There were no public forum items to be considered.

**The meeting closed at 4.11pm.**

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**Chairperson**

**7.2 Minutes of the Tenders and Procurement Committee Meeting held on 17 December 2019**

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

**Recommendation**

That the Minutes of the Tenders and Procurement Committee Meeting held on 17 December 2019 be confirmed as a true and correct record of that meeting.

Note – Only the Mayor, Clrs Burt, Gilchrist and Parker may vote.

**Attachments**

- 1. Minutes of the Tenders and Procurement Committee Meeting held on 17 December 2019**



# MINUTES

## Tenders and Procurement Committee Meeting Tuesday, 17 December 2019

Ref: 1331470



**Minutes of Timaru District Council  
Tenders and Procurement Committee Meeting  
Held in Meeting Room 1, District Council Building, King George Place, Timaru  
on Tuesday, 17 December 2019 at 12.30pm**

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

**In Attendance:** Chief Executive (Bede Carran), Group Manager Infrastructure (Ashley Harper), Drainage and Water Manager (Grant Hall), Water Services Project Manager (Lili Delwaide) and Governance Advisor (Jo Doyle)

### 1 Apologies

There were no apologies received.

### 2 Declaration of Conflicts of Interest

There were no conflicts of interest declared.

### 3 Exclusion of the Public

#### Committee Resolution 2019/16

Moved: Cr Barbara Gilchrist

Seconded: Clr Peter Burt

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>9.1 - Te Ana Wai - Water Treatment Facility - Procurement Strategy</b></p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>

**Carried**

**Committee Resolution 2019/17**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That Council moves out of Closed Council into Open Council.

**Carried**

**4 Public Excluded Reports**

**Te Ana Wai - Water Treatment Facility - Procurement Strategy**

**5 Readmittance of the Public**

**The Meeting closed at 12.45pm.**

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**Chairperson**

**7.3 Minutes of the Tenders and Procurement Committee Meeting held on 28 January 2020**

**Author: Jo Doyle, Governance Advisor**

**Recommendation**

That the Minutes of the Tenders and Procurement Committee Meeting held on 28 January 2020 be confirmed as a true and correct record of that meeting.

**Attachments**

- 1. Minutes of the Tenders and Procurement Committee Meeting held on 28 January 2020**



# MINUTES

## Tenders and Procurement Committee Meeting Tuesday, 28 January 2020

Ref: 1331470

**Minutes of Timaru District Council  
Tenders and Procurement Committee Meeting  
Held in Meeting Room 1, District Council Building, King George Place, Timaru  
on Tuesday, 28 January 2020 8.30am**

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

**In Attendance:** Chief Executive (Bede Carran), Acting Group Manager Infrastructure (Erik Barnes), Land Transport Manager (Andrew Dixon) and Governance Advisor (Jo Doyle)

**1 Apologies**

No apologies were received.

**2 Identification of Items of Urgent Business**

No matters of Urgent Business were identified.

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

No matters of a Minor Nature were identified.

**4 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**5 Reports**

**5.1 Extension of Contract 2184 Road Network Maintenance and Operations**

Consideration was required as to whether to extend the current road network maintenance and operations contract or whether to look at reviewing the contract. This review would encompass the scope and recent procurement changes.

The proposed contract extension would allow the opportunity to review the scope and form for the future contract and more surety regarding future funding better matching Council and NZ Transport Agency planning cycles.

NZTA have endorsed the extension proposal, and Waimate and MacKenzie Council's are expected to continue with contract collaboration on the roading network maintenance and operations. This report has been shared with these two Councils for their next round of meetings.

**Committee Resolution 2020/1**

Moved: Cr Barbara Gilchrist

Seconded: Clr Sally Parker

That Contract 2184 Road Network and Operations Contract be extended for a period of seven months to end on 30 June 2021 at an estimated total contract value over 5.6 years of \$59.5 million.

**Carried**

**6 Consideration of Urgent Business Items**

No matters of Urgent Business were considered.

**7 Consideration of Minor Nature Matters**

No matters of a Minor Nature were considered.

**The Meeting closed at 8.41am.**

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**Chairperson**

**7.4 Minutes of the Tenders and Procurement Committee Meeting held on 18 February 2020**

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

**Recommendation**

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

Note – only the Mayor and Clrs Burt, Gilchrist and Parker can vote

**Attachments**

- 1. Minutes of the Tenders and Procurement Committee Meeting held on 18 February 2020**



# MINUTES

## Tenders and Procurement Committee Meeting Tuesday, 18 February 2020

Ref: 1331470



**Minutes of Timaru District Council  
Tenders and Procurement Committee Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 18 February 2020 at 3.45pm**

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

**In Attendance:** Chief Executive (Bede Carran), Acting Group Manager Infrastructure (Erik Barnes), (Governance Advisor) Jo Doyle

**1 Apologies**

No apologies were received.

**2 Identification of Items of Urgent Business**

No matters of Urgent Business were identified.

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

No matters of a Minor Nature were identified.

**4 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**5 Reports**

**5.1 Contract 2438 Arowhenua Road Upgrade**

The Committee considered the tenders for the programmed upgrade of Arowhenua Road.

**Committee Resolution 2020/2**

Moved: Cr Barbara Gilchrist

Seconded: Clr Peter Burt

1. That the tender submitted by Fulton Hogan Limited for the sum of \$1,390,530.19 (one million, three hundred and ninety thousand, five hundred and thirty dollars and nineteen cents) excluding GST for Contract 2438; Arowhenua Road Overlay and Upgrade accepted.
2. That the Chief Executive be authorised to approve a financial variation of this contract for the programmed renewal of bridge no.6 on Arowhenua Road and a further portion of Arowhenua Road pavement upgrade subject to satisfactory price negotiation.

**Carried**

**6 Consideration of Urgent Business Items**

No matters of Urgent Business were considered.

**7 Consideration of Minor Nature Matters**

No matters of a Minor Nature were considered.

**The Meeting closed at 3.47.**

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**Chairperson**

**7.5 Minutes of the Tenders and Procurement Committee Meeting held on 3 March 2020**

**Author: Jo Doyle, Governance Advisor**

**Recommendation**

That the Minutes of the Tenders and Procurement Committee Meeting held on 3 March 2020 be confirmed as a true and correct record of that meeting.

**Attachments**

- 1. Minutes of the Tenders and Procurement Committee Meeting held on 3 March 2020**



# MINUTES

## Tenders and Procurement Committee Meeting Tuesday, 3 March 2020

Ref: 1331470

**Minutes of Timaru District Council  
Tenders and Procurement Committee Meeting  
Held in the Chief Executives Office, District Council Building, King George Place, Timaru  
on Tuesday, 3 March 2020 at 1.00pm**

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

**In Attendance:** Drainage and Water Manager (Grant Hall), Programme Delivery Manager (Lili Delwaide), Governance Advisor (Jo Doyle)

**1 Apologies**

No apologies were received.

**2 Identification of Items of Urgent Business**

No matters of Urgent Business were identified.

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

No matters of a Minor Nature were identified.

**4 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**5 Consideration of Urgent Business Items**

No matters of Urgent Business were considered.

**6 Consideration of Minor Nature Matters**

No matters of a Minor Nature were considered.

**7 Exclusion of the Public**

**Committee Resolution 2020/3**

Moved: Cr Barbara Gilchrist

Seconded: Cr Sally Parker

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason

<b>1.1 - Contract 2431 - Te Ana Wai Raw Water Reservoir</b>	s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	To enable commercial or industrial negotiations
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**Carried**

**8 Public Excluded Reports**

**1.1 Contract 2431 - Te Ana Wai Raw Water Reservoir**

**9 Readmittance of the Public**

**Committee Resolution 2020/4**

Moved: Cr Sally Parker

Seconded: Cr Allan Booth

That Council moves out of Closed Council into Open Council.

**Carried**

**The Meeting closed at 1.07pm .**

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**Chairperson**

## 8 Reports

### 8.1 Contracts Let From Tenders and Procurement Committee

**Author:** Jo Doyle, Governance Advisor

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

#### Recommendation

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

Contract Description	Number of Tenders	Price Range	Successful Tenderer and Price
Contract 2438 – Arowhenua Road Upgrade	4	\$1,390,530.19 To \$1,736,034.97	Fulton Hogan Limited \$1,390,530.19
Contract 2431 – Te Ana Wai Raw Water Reservoir	3	\$1,195,092.72 to \$1,696,716.42	Rooney Group Limited \$1,265,872.89

Tenders were evaluated using the weighted attributes method

All prices exclude GST

#### Purpose of Report

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

#### Attachments

Nil

**8.2 ECan Presentations : Canterbury Water Management Strategy and/or Climate Change Risk Assessment**

**Author:** Jo Doyle, Governance Advisor

**Authoriser:** Mark Low, Strategy and Corporate Planning Manager

**Recommendation**

That the presentations from ECan are received.

**Purpose of Report**

- 1 ECan presentations on Canterbury Water Management Strategy and/or Climate Change Risk Assessment if presenters are available.

**Attachments**

Nil



**8.3 Annual Plan 2019/20 - Eight Month Report to end of February 2020**

**Author:** Mark Low, Strategy and Corporate Planning Manager  
Ashley Harper, Senior Project Delivery Manager  
Lili Delwaide, Programme Delivery Manager  
David Codyre, Chief Financial Officer

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

**Recommendation**

1. That the summary financial results to 29 February 2020 be received and noted.
2. That the key performance indicators and capital projects work programme progress report to 29 February 2020 be received and noted.

**Purpose of Report**

- 1 The purpose of this report is to outline progress against Council's 2019/20 Annual Plan (Year Two of the 2018-2028 Long Term Plan) including financial results, progress towards achieving the key performance indicators and the capital projects work programme for the eight month period ended 29 February 2020.

**Assessment of Significance**

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy.

**Background**

- 3 Council has adopted a four month reporting cycle. This requires reporting financial, capital project work programme, and key performance measures to Council for the periods 1 July – 31 October, 1 November – 29 February, and an annual report for the 12 month period ended 30 June each year.
- 4 This report covers results received up until the end of February 2020, prior to the COVID-19 global pandemic being declared by the World Health Organisation, escalation to Alert Level 2, 3 and 4, and a State of National Emergency being declared. Some early commentary is included as to the potential effects of the COVID-19 pandemic on Council's work programme.

**Financial Results**

- 5 The financials results up to the period ending 29 February 2020 are attached as Attachment 1. They do not take into account the effects and potential effects of COVID-19. A reforecast will be provided to Council as the impact of COVID-19 are better understood.
- 6 Council achieved an operating surplus for the 8 month period. This is more favourable than budget by \$420,000. This is made up of:
  - Operating revenue of \$61.45m, which is \$1.95m less than budgeted operating revenue to 29 February; and

- Total operating expenditure of \$52.4m (comprising personnel costs, operating costs, finance costs and depreciation costs), which is \$2.37m less than budgeted operating expenditure to 29 February.

An explanation of some key variances is provided below.

7 For operating revenue, the key variances (actual compared to budget) is as follows:

- Fees and charges – Landfill income is \$635,000 favourable compared to budget;
- Subsidies and Grants - Funding Assistance Rate (FAR) was \$2 million unfavourable compared to budget (attributable to timing only);
- Finance revenue continues to trend down due to lower interest rates (unfavourable compared to budget);
- Other Revenue (e.g. dividends) was unfavourable compared to budget which is attributable to timing.

Note, funding for the Rangitata emergency roading response has been approved and will be claimed as work progresses.

8 For operating expenditure, the key variances (actual compared to budget) are as follows:

- Personnel Costs were \$360,000 favourable compared to budget;
- Operating Costs were \$576,000 favourable compared to budget;

In terms of operating costs, some key variances included:

- Carbon credits (\$464,000 favourable due to timing)
- Electricity (\$121,000 favourable)
- Software (\$254,000 unfavourable)
- Contractors (\$1.2m unfavourable), due in part to expenditure on the Rangitata emergency roading response.

Note, Council has incurred higher wage costs (\$58,000) due to the Rangitata flood civil defence emergency.

9 Please note that some of these variances are a reflection of the budget assuming an even spread of expenditure across the year for certain activities. We continue to refine our budget process to ensure it precisely reflects the actual timing of revenue or expenditure within the year.

10 At 29 February 2020, Council had completed and been invoiced for \$17million of capital works. The total annual capex budget of \$69 million (including carry forwards but excluding Downlands). The Capital Programme delivery and update is outlined below and in attachment 2.

### **Capital Projects Work Programme Results**

11 The capital project work programme update is included in Attachment 2. This outlines progress against the 2019/20 capital projects and a summary of highlights and issues for each activity. The highlights note progress on some of the most significant projects that are underway or nearing completion. The issues provide some information on particular circumstances that are slowing progress.

12 A review of the overall work programme shows that:

- the ‘business as usual’ operational work programme is being delivered to the Timaru District community every day in compliance with quality, quantity, financial and timeframe parameters.
- that many capital projects are being progressed in a timely manner and within the allocated budget.
- a limited number of projects are being re-phased to recognise extenuating circumstances. Such circumstances include consenting and approval complexities, internal resourcing changes and priorities, project intricacies and interdependencies and finally procurement timeframes.
- Analysis of the results year as at the end of February 2020 show the following, based on a number of projects:

	On target	Target may not be achieved	Target will not be achieved	Project delayed
Project progress year to date	75.20%	15.70%	7.43%	1.65%
Expected year end result	69.4%	13.20%	17.30%	0.00%

13 There are also a number of large operational projects that are not capital expenditure projects that do not show up in this report. Such projects include the completion of the disc tagging of 60,000 kerbside waste minimisation bins which is 98.7% complete and the desludging of the Temuka Oxidation ponds that is now completed. In the future we will be reporting on these projects as well as the capex projects.

14 Multi-year projects are challenging to report through the reporting mechanism. Work is underway to find a solution to this reporting issue, including better breakdown of project stages.

15 A number of capital projects have been committed, the definition of which is that work has been contracted and will be completed within a known timeframe. An example is the contract that was let on the 10<sup>th</sup> of December 2019 for the Temuka Swimming Pool refurbishment and this work will be completed in Spring/early Summer. This project shows in the report as a minimal spend to date (design and documentation costs) and also at year end yet all the upfront work by Timaru District Council has been completed and a commitment has been made. While these commitments do not show up in this reporting mechanism, this is being addressed so that future reports show a more current and accurate picture of the delivery of the comprehensive work programme.

16 While this report is to the end of February 2020, preliminary consideration has been given to what affects COVID-19 may have on both the current years and the future years work programmes. Specifically, the following relevant issues have been identified:

- International:
  - Imported materials. Delays with overseas manufacture and commensurate delays with delivery to New Zealand. An example may be the Temuka Pool liner being manufactured in Italy. A different impact may be the reduced world prices of

bitumen and other petroleum products, specifically those used to make HDPE and PVC pipe.

- International travel restrictions. Technical staff of European manufacturers being unavailable due to global travel restrictions may cause project delays. An example of this is the new to New Zealand high pressure rated pipe liner being used on the Downlands trunk water main. This pipe liner needs to be installed under strict supervision to ensure the warranties are valid and travel restraints will slow down this \$2.2m project.
  - New Zealand:
    - Alert Level 4 and 'essential work' will last at least 4 weeks from the 26<sup>th</sup> of March. This will inevitably slow non-essential physical work with inherent delays to the work programme. The amount of delay will depend on the duration of the lock down and the recovery of the construction sector. Perversely, the design timeframe of some forward works may be enhanced because of project design team capacity for the design task (but in other cases might be compromised).
    - Availability of specialist skills and equipment may become an issue if work programmes are accelerated by Central Government in order to kick start the economy once the pandemic subsides.
  - Timaru District:
    - It is unknown what effect COVID-19 will have on the local contractor market and work force availability. The best case scenario is that the pre- COVID-19 situation prevails where there is strong local competition for Councils construction work programme. The worst case scenario is that contractors become unavailable and the cost of work increases.
  - Internal to Timaru District Council:
    - For the current year there will be a bow wave of 'non-essential' maintenance and construction work that is most unlikely to be completed before the end of June. Compressing 3 months work into 2 months is unrealistic and the overall performance measures are expected to show a decline as a result.
    - The efficacy of the design process by the 'working from home' regime for at least 4 weeks will be tested. Both consultants and staff may be able to carry out design work, but coordination and reaching agreement on completeness will be challenging.
    - Procurement processes are almost universally carried out on line. However, site investigations and surveying will be delayed with the inevitable slowdown of the design work. Site visits and supplier briefings are an important part of the tendering process and it is yet to be seen if COVID-19 will affect procurement processes. There has also been and continues to be significant business disruption, and this will have an effect on projects.
- 17 All of the above will undoubtedly affect the current years work programme. Most will adversely affect next years work programme. Any delayed work in the current year will stack upon next years work programme which looks really challenging at this early stage. We are yet to understand the potential impacts on the LTP 2021-31, but a reset may be necessary. Over the coming weeks and months, Council will need to consider the impacts of COVID-19 on its overall work programme in more detail.

**Key Performance Indicators Results**

- 18 Progress on the key performance indicators is generally tracking well, with a small number of exceptions. For example, several results from the six month road user surveys relating to road safety and use of public transport are below target, as are visitor numbers to the district libraries. However this is balanced somewhat with an increase in the use of online and digital material. These results are for the period to the end of February so neither the year to date or expected year end results take into account the impact of COVID-19.
- 19 The preliminary assessment of the impact of COVID-19 outlined above will also impact on the achievement of multiple key performance indicators by the end of the year. Visitor numbers to Council facilities, resource and building consent processing timeframes, health and bylaw licenced premise inspections are just some examples that could be impacted.
- 20 Analysis of the results as at end of February 2020 show the following:

	<b>On target</b>	<b>Target may not be achieved</b>	<b>Target will not be achieved</b>
Year to date result	81.70%	11.10%	7.10%
Expected year end result	86.50%	5.50%	7.90%

**Attachments**

- 1. **Timaru District Council Financial 8 monthly Report** [!\[\]\(9a53fe79a03d38d8322f7a2c5a875b36\_img.jpg\) !\[\]\(01f19d40f03100aa8a158c4891453b0d\_img.jpg\)](#)
- 2. **Timaru District Council Performance Measures and Capital Project 8 monthly Report** [!\[\]\(e08cd99387e13601e6c12f535030ab90\_img.jpg\) !\[\]\(e3c5fe615c12e7c56b62fb195faeae4a\_img.jpg\)](#)

# Timaru District Council

Summary Financial Information as at 29 February 2020



<p><b>\$61.45 M</b></p> <p>YTD Actual Operating Revenue</p>	<p><b>\$63.4 M</b></p> <p>YTD Budget Operating Revenue</p>	<p><b>\$1.95 M</b></p> <p>YTD Revenue Variance</p>
<p><b>\$52.4 M</b></p> <p>YTD Actual Operating Expenditure</p>	<p><b>\$54.77 M</b></p> <p>YTD Budget Operating Expenditure</p>	<p><b>\$2.37 M</b></p> <p>YTD Expenditure Variance</p>
<p><b>\$9.05 M</b></p> <p>YTD Actual Operating Surplus/(Deficit)</p>	<p><b>\$8.63 M</b></p> <p>YTD Budget Operating Surplus/(Deficit)</p>	<p><b>\$-0.42 M</b></p> <p>YTD Surplus/(Deficit) Variance</p>
<p><b>\$17.02 M</b></p> <p>YTD Actual Capital Expenditure</p>	<p><b>\$40.22 M</b></p> <p>YTD Budget Capital Expenditure</p>	<p><b>\$23.19 M</b></p> <p>YTD Capital Expenditure Variance</p>

Details of Operating Performance as at 29 February 2020



Timaru District Council

	YTD Actual	YTD Budget	YTD Variance	FY Budget
	\$000	\$000	\$000	\$000
<b>Operating Revenue</b>				
Rates Excluding Targeted Water Supply Rates	39,589	39,318	(271)	52,639
Fees, Charges and Targeted Rates for Water Supply	13,033	12,398	(635)	18,478
Development and Financial Contributions	36	20	(16)	30
Subsidies & Grants	5,445	7,541	2,096	11,319
Finance Revenue	938	1,204	266	1,816
Other Revenue	2,406	2,916	510	4,256
<b>Total Operating Revenue</b>	<b>61,447</b>	<b>63,397</b>	<b>1,950</b>	<b>88,538</b>
<b>Operating Expenditure</b>				
Personnel Costs	12,626	12,987	361	19,448
Operating Costs	27,415	27,991	576	40,938
Finance Costs	1,677	2,845	1,168	4,269
Depreciation and Amortisation	10,682	10,943	261	16,422
<b>Total Operating Expenditure</b>	<b>52,400</b>	<b>54,766</b>	<b>2,366</b>	<b>81,077</b>
<b>Operating Surplus/(Deficit)</b>	<b>9,047</b>	<b>8,631</b>	<b>(416)</b>	<b>7,461</b>
<b>Capital Expenditure</b>				
Democracy	-	-	-	-
Community Support	202	1,565	1,363	2,413
District Planning and Environmental Services	3	5	2	7
Recreation & Leisure	1,514	9,813	8,299	14,800
Roading and Footpaths	9,396	10,620	1,224	18,803
Sewer	664	2,325	1,661	4,350
Stormwater	316	817	501	1,593
Waste Minimisation	1,013	1,701	688	2,553
Water Supply	2,075	11,897	9,822	22,259
Corporate Support	1,840	1,472	(368)	2,209
<b>Total Capital Expenditure</b>	<b>17,023</b>	<b>40,215</b>	<b>23,192</b>	<b>68,987</b>



**Statement of Financial Position**  
as at 29 February 2020

	YTD Actual \$000	June 2019 Actual \$000
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	3,452	8,430
Debtors and other receivables	14,102	6,211
Inventory	71	80
Other financial assets	36,460	44,487
<b>Total current assets</b>	<b>54,085</b>	<b>59,208</b>
<b>Non-current assets</b>		
Fixed Assets	815,393	809,136
Other financial assets	58,456	55,376
<b>Total non-current assets</b>	<b>873,849</b>	<b>864,512</b>
<b>Total assets</b>	<b>927,934</b>	<b>923,720</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Trade and other payables	7,649	7,305
Employee benefit liabilities	1,726	1,945
Borrowing	22,500	27,500
Derivative financial instruments	724	724
<b>Total current liabilities</b>	<b>32,599</b>	<b>37,474</b>
<b>Non-current liabilities</b>		
Provisions	6,269	6,227
Employee benefit liabilities	198	198
Borrowing	66,984	66,984
Derivative financial instruments	3,501	3,501
<b>Total non-current liabilities</b>	<b>76,952</b>	<b>76,910</b>
<b>Total liabilities</b>	<b>109,551</b>	<b>114,384</b>
<b>Net Assets</b>	<b>818,383</b>	<b>809,336</b>
<b>EQUITY</b>		
Retained earnings	777,577	768,530
Other reserves	40,806	40,806



<b>Total Equity</b>	<b>818,383</b>	<b>809,336</b>
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**KEY PERFORMANCE INDICATORS AND CAPITAL  
PROJECTS WORK PROGRAMME**

**EIGHT MONTH REPORT  
JULY 2019– FEBRUARY 2020**

TIMARU DISTRICT COUNCIL



## Executive Summary

The purpose of this report is to present an eight month snapshot to 29 February 2020, of progress towards the delivery of the programme of activities agreed to in the Long-Term Plan for the 2019/20 financial year.

The information is organised by the Council's nine Groups of Activities. It outlines progress against the 2019/20 key performance measures (KPI's) and capital projects and provides a summary of highlights and issues.

The report uses the following graphs and symbols to indicate status and progress for the various KPI's and capital projects.

### Activity Scoreboard

This section gives an overall scorecard for the Activity

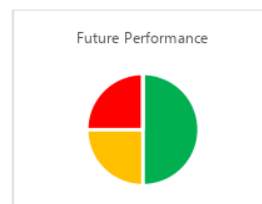
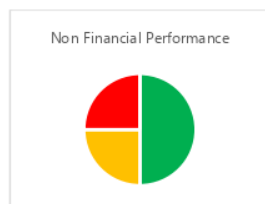
- All KPI's and projects on target
- Most KPI's and projects on target
- Some significant KPI's and projects are not expected to be achieved

It includes an overall commentary and summary graphs showing the status of the KPI's and capital projects.

#### Commentary – YTD

#### Future

A summary of progress YTD		An expected end of year status	
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### Key Performance Indicators

This section shows the status of key performance measures (as listed in the LTP for 2019/20 year).

Performance Type	Symbol
Non-Financial YTD position	
Expected End-of-Year result	

- On target
- Target may not be achieved
- Target will not be achieved

Projects

This section shows the status of projects (as listed in the LTP for the 2019/20 year).

Performance Type	Symbol	
Non-Financial YTD status & comment		<ul style="list-style-type: none"> <li><span style="color: green;">■</span> On target</li> <li><span style="color: yellow;">■</span> Target may not be achieved</li> <li><span style="color: red;">■</span> Target will not be achieved</li> </ul>
Financial status		
Expected End-of-Year result		

Summary

These tables provide a summary of the year to date status as at 29 February 2020, and expected year end results for KPI's and capital projects.

Key Performance Indicators

	On target	Target may not be achieved	Target will not be achieved
Year to date status	81.70%	11.10%	7.10%
Expected year end result	86.50%	5.50%	7.90%

Capital Projects

	On target	Target may not be achieved	Target will not be achieved	Project delayed
Project progress year to date	75.20%	15.70%	7.43%	1.65%
Expected year end result	69.4%	13.20%	17.30%	0.00%

Community Wellbeing

While community wellbeing has always been central to what Council does, the Local Government (Community Well-being) Amendment Act 2019 officially reinstated the four aspects of community wellbeing (social, economic, environmental and cultural), into the Local Government Act and the purpose of local government.

Council delivered infrastructure and facilities are vital to the district's wellbeing, for example roads, water supply, stormwater, wastewater, as well as cultural and social amenities such as parks, libraries and pools. Local Government is charged with balancing the built environment with the natural environment through the Resource Management Act. The reinstatement of the four well-beings acknowledges that through all these services, and more, local government has a broader role in fostering liveable communities, than simply providing 'core services'. The following small selection of performance measures highlight this contribution.



# Contributing to the wellbeing of our community

Council's role in the community is much broader than simply providing services. Our role also encompasses promoting the wellbeing of residents through shaping places and services to meet the social, economic, environmental and cultural needs of our community. We are able to do this more effectively when we work in partnership with the community and draw on the wealth of talent, understanding and enthusiasm we have in the Timaru District.

The decisions Council makes about the services and facilities are made to enhance the quality of life of all Timaru district residents.

These results are for the 8 months to end February 2020.

## Social wellbeing

ONGOING SOCIAL HOUSING REFURBISHMENTS

**49**  
DOG CONTROL EDUCATION SESSIONS HELD

**20,684**  
VISITORS TO CBAY

SCHOOL HOLIDAY PROGRAMMES RUN AT LIBRARIES, MUSEUM AND ART GALLERY

ONGOING EMERGENCY MANAGEMENT VOLUNTEER TRAINING

## Economic wellbeing

DISTRICT WIDE STORMWATER NETWORK RENEWALS  
**OLD NORTH ROAD TIMARU**  
**HYSLOP STREET GERALDINE**  
**FRASER STREET TEMUKA**

AVERAGE OF  
**12.58**  
DAYS TO PROCESS BUILDING CONSENTS

ROAD RESEALING PROGRAMME  
APPROX \$3MILLION BUDGET TO BE SPENT OVER THE FINANCIAL YEAR







Democracy

**Democracy**

Highlights

Establishment of the new Council, community boards and committees

A comprehensive induction and on-boarding programme has been developed and delivered to Elected Members.

Work is underway on preparation of the 2020/21 Annual Plan and 2021-31 Long Term Plan, including vision and strategy sessions with Elected Members.

Issues

No Issues identified

Activity Scoreboard

Commentary – YTD

This has been a busy period with the establishment of the new Council. We are progressing well against all measures.

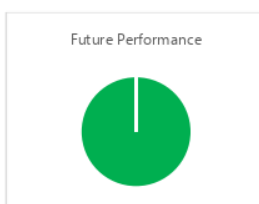
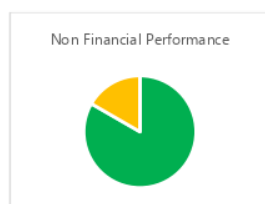


Future

Work continues on preparation of the 2020/21 Annual Plan. It is expected that all measures will be achieved by the end of the year.



Key Performance Indicators





- On target
- Target may not be achieved
- Target will not be achieved

Projects

Nil

Key Performance Indicators

INDICATOR	TARGET	RESULT	
Percentage of main items held in open Council meetings	90	87.07%	The result for the 4 month period was above target, as the majority of meetings were held totally in public session. Cumulatively, the position is tracking upwards and is very close to target.  

Clear audit opinion for Long Term Plan and Annual Report	Unmodified opinion received	Yes	A clear (unmodified) audit opinion was received for the 2018/19 Annual Report and end of year audit.  
Compliance with LGA Planning and Accountability requirements	Statutory Local Government Act Planning and Regulatory requirements are achieved	Achieved	Statutory Local Government Act Planning and Regulatory requirements were met in respect of the 2018/19 Annual Report. This was adopted by Council on 8 October 2019, well within the statutory timeframe. A clear (unmodified) audit opinion was received. There have been no further statutory Local Government Act Planning and Regulatory requirements during the period to February 2020.  
Resident satisfaction with influence on Council decision making	50%		Reported biennially. Result due June 2020.
Resident satisfaction with Council's leadership	65%		Reported biennially. Result due June 2020.
Resident satisfaction with how well Council keeps public informed and involved in decision making <sup>2</sup>	65%		Reported biennially. Result due June 2020.

Projects

Nil

Community Support

**Airport**

Highlights

Investigative work has been carried out to prepare the forward work plan for the next Long Term Plan.

Documentation of the new Safety Management System (SMS) is underway. This is due for submission to the Civil Aviation Authority by 1 July 2020. This SMS is a Civil Aviation Authority requirement to ensure that Timaru Airport can continue to be certified for commercial flights.

Issues

Up to the end of February Timaru Airport operated as 'business as usual'. The impact of Covid-19 on air travel and Timaru Airport has not yet been determined.

Activity Scoreboard

Commentary – YTD

Preparation of the new Safety Management System is underway and on target for submission to CAA by 1 July 2020.

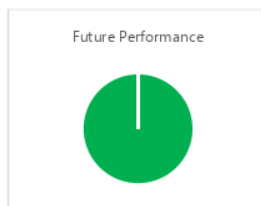
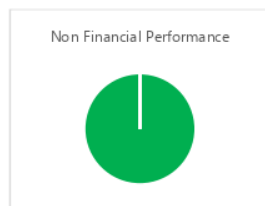


Future

The Airport Activity is on track as at end of February, however the impact of Covid – 19 on the airport operation by year end is unknown as yet.

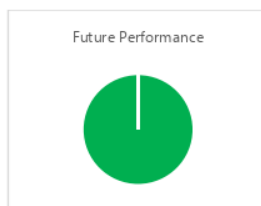
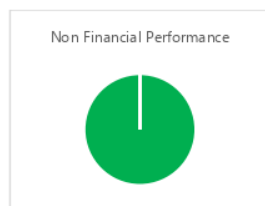


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
Airport user satisfaction with facility	70%	95%	The annual airport customer survey results were: Very dissatisfied 1, satisfied 6 and very satisfied 14 (note a very small number of responses were received). The biggest

			<p>area for improvement was identified by 5 respondents as insufficient carparks while there was 11 very complimentary remarks about the overall facilities.</p> <p><b>N E</b></p>
Airport Civil Aviation Authority accreditation achieved	Annual CAA accreditation audits identify no significant matters that prevent ongoing accreditation	Yes	<p>CAA Audit was carried out on the 7th of June 2018 and a clear audit report was issued. There was no audit in the 2018/19 year.</p> <p><b>N E</b></p>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Airport-Renewals	17,000	17,000	<p>The Taxiway and part of the runway have been crack sealed. This work will stop water seeping into the sub base and is a prerequisite for the major resurfacing work which is proposed to commence in the next two years. Work has now been completed. Annual budget has been fully spent.</p> <p><b>N F E</b></p>

## Community Support

### Cemeteries

#### Highlights

A new ashes beam was installed at Temuka Cemetery. Good comments are being received about the sea view from Timaru Cemetery.

#### Issues

Damage occurred at Geraldine Cemetery when neighbours trees blew over.

#### Activity Scoreboard

##### Commentary – YTD

Non financial targets are on track to be met.

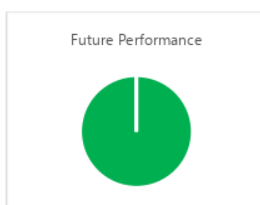
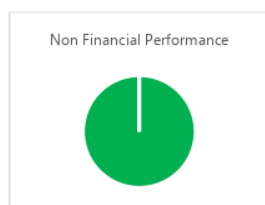


##### Future

Targets in general are tracking well. Funds are held in the event that a suitable replacement cemetery site is found. This will continue to be investigated.

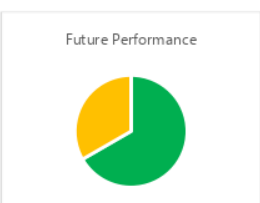
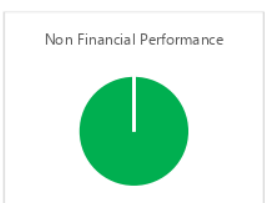


##### Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

##### Projects



##### Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
User satisfaction with district cemeteries	85%		Reported biennially. Results are due June 2020.
Percentage of cemetery records that are updated within a month	95%	100%	All new records are updated routinely at the time a funeral is completed. Occasionally family members suggest changes to the records. No suggested

			changes have been received in this period. <b>N E</b>
Resident satisfaction with district cemeteries	85%		Reported biennially. Results are due June 2020.

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Cemeteries-Timaru District Replacement Site	2,025,000	0	Initial investigation is completed. Consideration of sites is underway but nothing has been concluded. This is dependent on securing an agreement to purchase suitable land. Finance is not required until land is purchased. <b>N F E</b>
Cemeteries-Reseal and roading programme	30,000	0	This is programmed for later in the year. The work will be completed in the coming months. <b>N F E</b>
Cemeteries-Concrete Beams, Furniture, Structures and Services	20,000	28,896	An ashes beam was installed at Temuka Cemetery. The cost was slightly higher than expected. <b>N F E</b>

Community Support

**Community Funding**

Highlights

No meeting held in this reporting period.

Issues

Nothing to report this period.

Activity Scoreboard

Commentary – YTD

The community funding schemes are all on track, with the required activity occurring within the required timeframes. There are no issues to report. All targets are expected to be met.

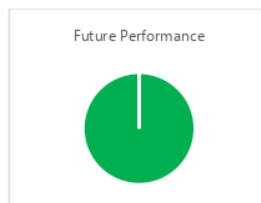
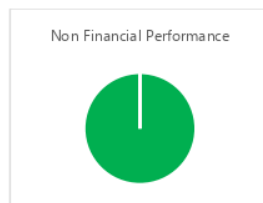


Future

All targets are expected to be met.



Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects

Nil

Key Performance Indicators

INDICATOR	TARGET	RESULT	
Funding Rounds per year - General donations, Substantial grants, Community loans	2	2	The next meeting is in April. Applications closed on 13 March and approximately 15 applications have been received. Included in this are several large projects seeking funding.  NF E
% of Accountability forms returned	90%		Reported annually



Funding Rounds per year - TDC Youth Initiatives	2	2	Target achieved in September 2019. No further funding rounds this financial year.  
Funding Rounds per year - Creative Communities Fund	4	2	The second funding round was conducted in December . All 3 applications received were successful and a total of \$6,346.07 was granted.  

Projects

Nil

Community Support

**Economic Development and District Promotions**

Highlights

District Promotions: In February, decision was made to move visitor promotions and tourism activity of Timaru District Council (branded Aoraki Tourism) to Aoraki Development (CCO)

Issues

Nil

Activity Scoreboard

Commentary – YTD

District Promotions

The Tourism activity has achieved great results and has been delivering on the agreed Visitor Strategy. Our digital presence in particular is working very well and continues to exceed expectations of "hits" and engagement.

NF

Future

A great achievement by this new team to roll out a strong implementation plan that evolved from our Visitor Strategy.

E

A decision was made by Council in February 2020 to move this activity to Aoraki Development. A plan is being developed to enable this.

Economic Development

Please refer to the last quarterly report from Aoraki Development

NF

Please refer to the last quarterly report from Aoraki Development

E

Key Performance Indicators

All KPI's are either annual or biennial.

Projects

Nil

- On target
- Target may not be achieved
- Target will not be achieved

Key Performance Indicators

INDICATOR	TARGET	RESULT	
% of residents who believe Timaru is a better place to do business than three years ago	35%		Reported biennially. Results due June 2020.
% of residents who believe Timaru is a better place to live than three years ago	40%		Reported biennially. Results due June 2020.
Aoraki Development meet all targets in Statement of Intent	100%		Results reported quarterly and annually (as applicable).

Projects

Nil

Community Support

**Emergency Management**

Highlights

Washdyke, Rangitata and Waipopo/Opihi/Petersen Park sirens have been successfully tested and commissioned and are now included in the monthly siren test schedule.

Volunteer attendance at 2019 training is up 10% on 2018.

Monthly testing for the Milford VHF radios is now easier with the installation of static aerial for Milford VHF base set at Bonifacio's farm.

Issues

Continued high demand for CDEM human resources following changes in national and regional demand, increases in both staff and volunteer training and an increase in public expectation.

Activity Scoreboard

Commentary – YTD

Excellent response to the 2019 Rangitata Flood by all members of the Emergency Operations team and the BAU Council staff. While this and other factors has meant some actions have not been completed, the underlying purpose of the provision of emergency management services is to deliver to the community when it needs us.

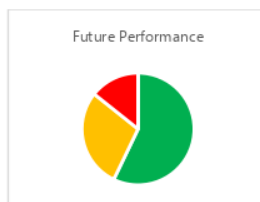
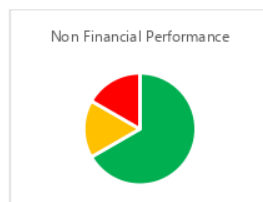


Future

We will continue to strive to deliver on our work programmes in between events. However the combination of the Rangitata Flood event and the COVID-19 pandemic response mean it is unlikely our usual work programme will be achieved.

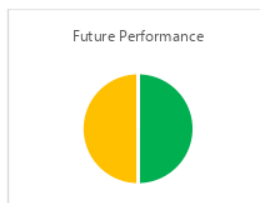
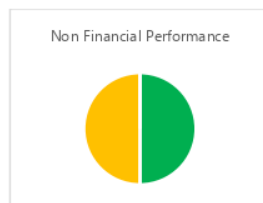


Key Performance Indicators









- On target
- Target may not be achieved
- Target will not be achieved



Projects



Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
Community Response Plans (CRP) developed	1	0	Staff leave was taken from End of November to middle of January, but work will continue during the next period. 
Number of educational presentations delivered to community groups to reduce risks from hazards to our district	20	13	13 presentations delivered year to date. Numbers for this period are traditionally low over the Christmas and New Year period. Target may not be met by year end depending on demand. 
Recruit, train and maintain sufficient EOC staffing for 24/7 coverage to enhance our capability to manage civil defence emergencies	Sufficient EOC staffing for 24/7 coverage	Yes	Training continued through this period culminating in the annual exercise (Pandora). 
Council, staff and partner agencies have participated in annual CDEM Group Exercise to enhance our capability to manage civil defence emergencies	Annual CDEM exercise participation	No	No exercise is expected to be able to be scheduled this year 
Recruit, train and maintain registered volunteer teams and provide annual volunteer training programme to meet registration criteria, to enhance our capability to manage civil defence emergencies	Maintain registered volunteer teams, Annual Volunteer training programme	Yes	Training continued this period, with Health and Safety and the opportunity for several volunteers to participate in our EOC Exercise Pandora. 
Complete plans to enhance our capability to recover from civil defence emergencies	District Recovery Plan completed 2019/20	Underway	A Welfare Plan has been issued in draft. 

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Civil Defence-Equipment	16,700	17,352	Additional handsets were given to Temuka Teams. New handsets to replace Timaru EOC sets. On track for upgrading handsets across the district. 
Civil Defence-Sirens	83,400	129,000	No further work this period. The upgrading of handhelds continues. Milford has permanent aerial and new handsets. Additional funding requested for Te Aitarakihi Marae VHF base-set in next financial year. Shortfall in funding for the Milford siren means the \$24k set aside for this has been carried forward to the 2020/21 financial year for installation. 

Community Support

Public Toilets

Highlights

Installation of the Temuka Cemetery toilet was completed.

Issues

No issues to report.

Activity Scoreboard

Commentary – YTD

All KPI and capital projects are on target.

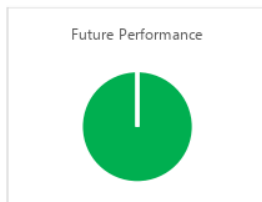
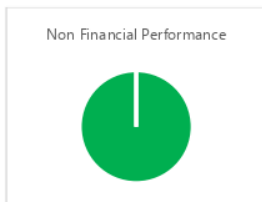


Future

Year – end targets are expected to be met.

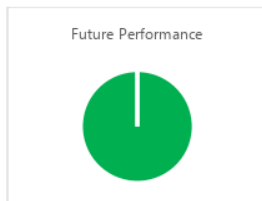
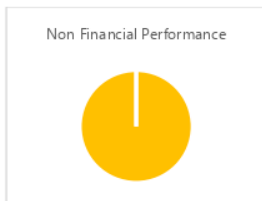


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
User satisfaction with public toilets	65%		Reported biennially. Results due June 2020.
Number of complaints about public toilet cleaning standards	6	0	The contractors have not had any substantiated complaints about toilet cleaning Target is expected to be met.  

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Public Toilets-Renewals	90,626	32,000	The Temuka Cemetery self contained toilet has been installed following a request from the Temuka Community Board, this will be screen planted in the coming months. It is expected that the budget will be spent by 30 June 2020. N F E

Community Support

**Social Housing**

Highlights

No significant highlights this period.

Issues

Social Housing budgets are becoming concerning with the combination of aging housing stock and keeping up with Healthy Homes requirements. The only way we can keep moving forward is to increase our rents at a greater rate than we are doing currently.

Activity Scoreboard

Commentary – YTD

This activity continues to perform well with a focus on providing a good standard of living and affordable rental housing for our social housing tenants, maintaining a good landlord/tenant relationship, and meeting our legal obligations.

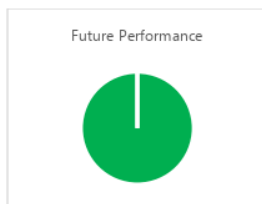
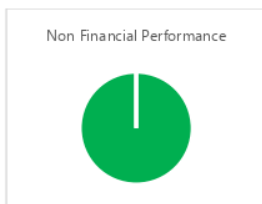
**NF**

Future

Year – end targets expected to be met.

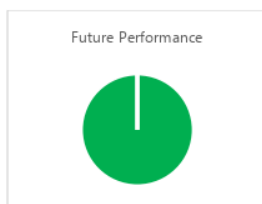
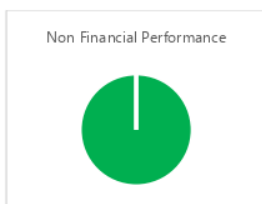
**E**

Key Performance Indicators




- On target
- Target may not be achieved
- Target will not be achieved

Projects






Key Performance Indicators

INDICATOR	TARGET	RESULT	
Tenant satisfaction levels	85%		Results reported annually. Due June 2020.
Occupancy rate of social housing units	97%		Results reported annually. Due June 2020.
Percentage of urgent service requests (social housing) responded to within 24 hours	100	100%	There was one urgent request for social housing in this period.  

Projects

PROJECT	ANNUAL BUDGET (incl fwd) \$	YTD RESULT \$	
Social Housing-Refurbishment	130,000	54,000	There has been continued upgrading of flats as tenants have left which has put pressure on the existing budget. The major maintenance budget of \$110,000 is over spent and sitting at \$140,000. However, the capital budget of \$110,000 is underspent. Some flats had significant spouting damage and we are also waiting on reports to the damage of some of the flats that have tiled roofs.  

District Planning and Environmental Services

**Building Control**

**Highlights**

The first 3 year cycle of ensuring all residential swimming pools are compliant within our district has been successfully completed.

We continue to make excellent progress with the earthquake-prone building project.

**Issues**

The consent numbers are still fluctuating from month to month, however the overall trend is tracking similar to the same period last year.

**Activity Scoreboard**

**Commentary – YTD**

The building unit continues to deliver very good service to the community. Performing a regulatory function does mean that the public perception can be negative irrespective of the good service that is provided.

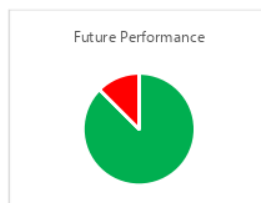
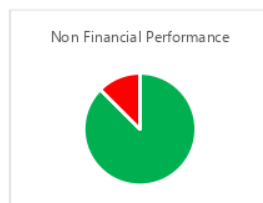


**Future**

Once one (or more) consents are not completed within the 20 day statutory time frame it is not possible to meet the 100% over the full year however we will be very close.



Key Performance Indicators










- On target
- Target may not be achieved
- Target will not be achieved

Projects

Nil

Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
Retain accreditation as Building Consent Authority	Associated audit processes ensure accreditation retained	Achieved	No issues have arisen which could compromise retention of accreditation.  NF E

% Building consents processed within 20 working days	100%	99.83%	One consent application went over the 20 working days (2 days over). This was caused by a process error which has since been corrected. 
Building consent average processing time (days) reduces annually	Average building consent processing time reduces	12.58 (2018/19: 12.54)	A slight reduction in the processing times from last reporting period, which is a good result. 
% of Land Information Memorandum's (LIM) processed within 10 working days	100	100%	All LIM's were completed within the 10 days required, although 3 were on the 10th day. 
% Customer satisfaction with information and education from building control services	90%		Results reported annually. Due June 2020.
% of non-compliant buildings identified by the Council audit of BWOFF have corrective action taken	100%	100%	During this period 8 audits were carried out. No corrective actions required as a result of the audits. 
% of registered swimming pools inspected annually	33.3%	100%	We have inspected 100% of the pools within the 3 year cycle. The overall number of pools has decreased due to some pools being removed by the owners so we now have an accurate register of pools within our district. 
% of non-compliant swimming pools identified at inspection that have had issues resolved in line with the Building Act 2004	100%	87%	Of the 74 pools inspected year to date 65 complied and the 9 that were non-compliant are being followed up to achieve compliance. 
All potentially Earthquake Prone Buildings (Priority Buildings) are identified by 2022	100% of potentially EPBs (Priority Buildings) identified by July 2022	100%	650 buildings have been profiled as potentially earthquake-prone and letters are being sent to owners to provide information. 

Projects

Nil

District Planning and Environmental Services

District Planning

Highlights

Additional resource consent monitoring resource has been provided.

Joint submission prepared on RMA reforms with other Canterbury Councils.

Drafting of the new District Plan continues to progress well.

Tangata whenua steering group has commenced and started their work on the District Plan Review.

Heritage steering group has completed their work.

Issues

No issues identified.

Activity Scoreboard

Commentary – YTD

The District Plan is progressing very well. While there has been an underspend year to date it is not because the work hasn't been completed, more that we have completed it for less cost. Monitoring of resource consents has improved significantly from prior periods.

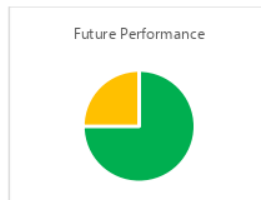
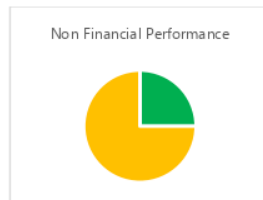


Future

Year End targets expected to be met, noting the minor technical District Plan non-compliance.

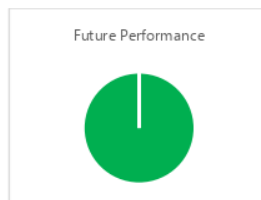
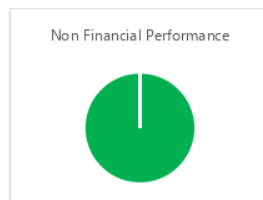


Key Performance Indicators






- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
District Plan compliance with statutory requirements	District Plan complies with statutory requirements	Currently not compliant	The District Plan does not currently comply with all statutory requirements as it has not given effect to the National Policy Statement for Electricity Transmission and the National Policy Statement for Renewal Energy Generation. Although plan changes were prepared to give effect to these National Policy Statements, Council decided to not proceed and instead give effect to the National Policy Statements through the District Plan Review. This is considered a relatively minor statutory non-compliance, which the Ministry for the Environment is aware of.   
Council milestones for District Plan review are met	Consultation on draft District Plan completed	In progress	This target was set in 2018. Since then the schedule for the District Plan Review has been revised, largely as a result of the delayed release of the National Planning Standards. Consultation on the Draft District Plan is now schedule for October and November 2020. On target to meet revised timeframes.   
Percentage of Resource Consent processed within statutory timeframes	100%	100%	On target   
Percentage of Land Use consents monitored within a year of being given effect to	100%	71.43%	A 0.3 FTE additional human resource has been recently provided to monitor resource consents that has increased the number of consents monitored.   
Percentage Customer satisfaction with information and education from district planning services	90%		Results reported annually.

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
District Plan Review	1,673,713	691,074	<p>Very good progress has been made in Drafting the District Plan this quarter. It is predicted that a draft plan should be completed by mid 2020 in general accordance with the project plan, with consultation occurring in October 2020. The District Plan Review is progressing in accordance with the project plan. It is expected that approximately 75-80% of the budget for the District Plan Review will be spent by the end of the financial year. The reason for the projected under expenditure is the lag time between work completed and invoicing; competitive pricing; and contingency sum hopefully not being required. The under expenditure for this period is a result of the February invoices not being inputted to date; the lag time between work completed and invoicing; and the contingency sum not being needed.</p> <p style="text-align: right;"> <span style="color: green;">N</span> <span style="color: red;">F</span> <span style="color: green;">E</span> </p>

District Planning and Environmental Services

**Environmental Compliance**

Highlights

Environmental Health Officers undertook Council sponsored water sampling for the Flood affected properties in the Rangitata Flood Event. A total of 46 properties were sampled. Roughly a third of the properties came back with water results that met the Drinking Water Standards. The rest were advised to remain on boiled water and to continue their testing until the Drinking Water Standards were met.

The Parking Team and Animal Control Teams respectively successfully defended appeals in court against infringements they had issued. This has been a great outcome for Council and a confirmation that we are applying our enforcement practices consistently.

Issues

Nil to report

Activity Scoreboard

Commentary – YTD

Future

**Animal Control**

All on target year to date.



All targets expected to be achieved.



**Environmental Health**

All on target year to date.



All targets expected to be achieved.



**Parking Enforcement**

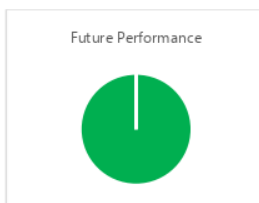
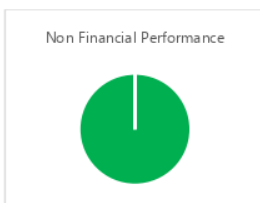
No KPI's for this activity.



No KPI's for this activity.

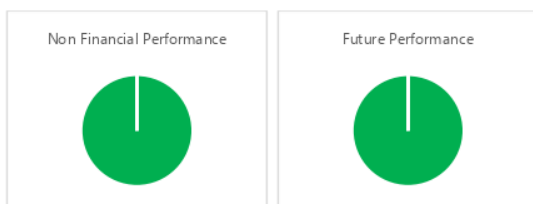


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Percentage Customer satisfaction levels with information and education from environmental health services	90%		Results reported annually. Due June 2020.
Percentage of known dogs in District registered	95%		Results reported annually. Due June 2020.
Number of Dog Control education initiatives completed	5	49	38 Educational Talks were given at 6 schools over this period. This tends to be the time of the year that most of these requests are made by schools.  NF E
Percentage of Registered food premises under a Food Control Plan [FCP] that have undergone audit	100%	48.07%	On Target. Food premises numbers fluctuate as new businesses come on board and some close down. Food Businesses are audited at 18 month, 12 month, 9 month and 3 monthly cycles depending on their level of risk. The cycles are difficult to reflect in this reporting format.  NF E
Percentage of Registered food premises not under a Food Control Plan [FCP] that have been inspected	80%		This measure is now redundant due to changes in legislation. There are no food businesses not under Food Control Plans.
Percentage of Health & Bylaws regulated premises that have been inspected	80%	47.11%	These premises include: Camping Grounds, Hair Salons, Beauty Salons, Offensive Trades, Funeral parlours On track to meet annual targets. These inspections are taken on a cyclical basis each year.  NF E



Percentage of Alcohol regulated premises that have been inspected	80%	18.80%	All premises inspected were 100% compliant. Expect to meet target by end of the year. <b>N E</b>
Percentage of non-compliant health & bylaw regulated premises become compliant after inspection	100%	100%	17 premises were inspected and any non-compliance noted was subsequently resolved. <b>N E</b>

Projects

PROJECT	TARGET \$	YTD RESULT \$	
Dog Control Signage	5,000	1,132	Signage installation now complete Project complete under budget. <b>N F E</b>

Recreation & Leisure

Cultural Learning & Facilities / Theatre Royal (and new Heritage Facility)

Highlights

The Theatre is now closed for decommissioning and the upgrade project. Rubix were appointed as project managers for the upgrade project, following an open competitive procurement process. We are now procuring a design team to commence a design that will meet the needs of the combined facilities.

Issues

The Theatre hosted its final show in November 2019, with the Theatre now being closed for decommissioning and the upgrade project. It was not feasible to keep the Theatre open and ensure H&S issues would be able to be managed on an interim basis without incurring further costs, with a need to instead focus effort and resources on the upgrade project.

The majority of the budget for 2019/20 will be moved to 2020/21 to better align with the timing of the project expenditure. While there are changes in timing of work and expenditure within the project, we do anticipate completion of the combined project by the original completion date for the Heritage Facility.

Project and site complexities exist and will be proactively managed by the internal and external project team.

Activity Scoreboard

Commentary – YTD

The last event at the Theatre was held in November 2019. The Theatre is now closed for decommissioning and the Theatre Royal Upgrade.

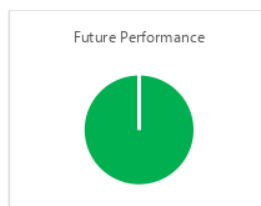
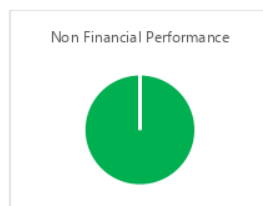


Future

The Theatre will remain closed for the duration of the Theatre Royal Upgrade project.

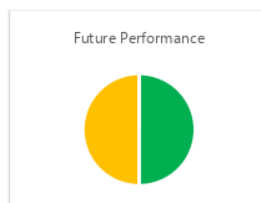
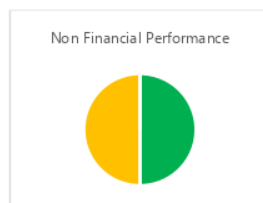


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Theatre Royal - Facilities meet legislative safety requirements	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current	Achieved	The Theatre is now temporarily closed but all applicable compliance requirements will continue to be met. <b>N F E</b>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Halls & Theatres - Theatre Royal Upgrade and Heritage Facility Development	5,645,000	\$55,500	<p>YTD:</p> <p>A significant amount of work has been going into the early stages of this project to set the project up for long term success. The procurement of the design team is well underway.</p> <p>Future:</p> <p>Concept design will commence following the confirmation of the core design team. Fundraising will also commence for the combined project.</p> <p>Next year (FY20/21) will see us move from concept design to detailed design. Construction work will commence following an exciting design solution being completed. There will also be some on site enabling works ahead of main construction.</p> <p><b>N F E</b></p>
Halls & Theatres - Theatre Royal General internal Renewals	7,000	0	<b>N F E</b>

Recreation & Leisure

Cultural Learning & Facilities / Art Gallery

Highlights

Four exhibitions were held over the November – February period:

- Lisa Chandler’s ‘The Dividing Line’ displayed in the main gallery space from the 16 November until 9th February.
- Catherine Day (a local artist) - ‘Undercurrents’ show held in the Foyer gallery space during this time as well.
- Ross Grey ‘Then Again’ opened on 15 February.
- A collection show “the Gazing Eye” - a selection of portraits opened on 15 February.

During December the gallery hosted a chamber music concert presented by the Baroque Music Trust.

Activity booklets were available for our younger visitors during the Christmas and Summer holiday.

Issues

A temporary storage solution has been found for the Gallery’s operational equipment, but a permanent solution will be required in the near future.

The Gallery’s collection storage is at full capacity and this needs to be addressed in the near future.

Activity Scoreboard

Commentary – YTD

All measures within staff control are well on target. Despite the historic house remaining closed, visitor numbers are being achieved due to innovative changes within the gallery space and exciting variations in events and exhibitions.

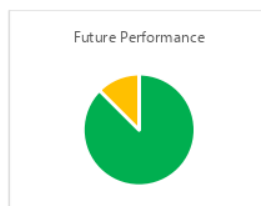
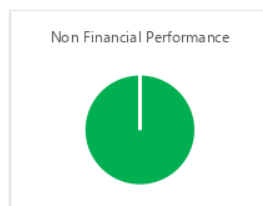


Future

A hold on procurement for the House project will add to the uncertainty around timeframes.

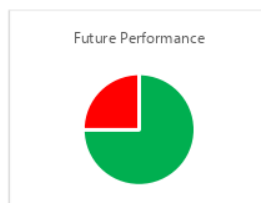
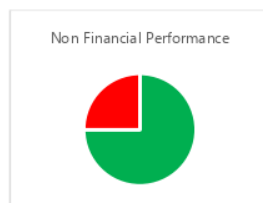


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects





Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
Visitors to Art Gallery	19000	11,736.00	Tracking slightly under target, but better than expected given the closure of the house gallery. <b>N E</b>
Online users Art Gallery increase annually	Annual increase	3,525.00	During this period the Gallery website has been steady with 1325 users. The Gallery's Facebook has seen a slight increase to 1428 followers. <b>N E</b>
Resident satisfaction with Art Gallery	80%		Reported biennially. Results are due 2020.
User satisfaction with Art Gallery	90%		Reported biennially. Results are due 2020.
Art Gallery - school holiday programmes	4	2	During this period the Gallery did not provide onsite school holiday programmes however a holiday booklet was provided over the Christmas and summer holiday period. <b>N E</b>
Number of Art Gallery annual exhibitions (including touring, regional and permanent art works)	10	11.00	Four exhibitions delivered by the Gallery over this period, including Alpine Energy Art Awards for the South Canterbury Arts Society. Local Artist Catherine Day, Recent acquisitions and National Artist Lisa Chandler. <b>N E</b>
Art Gallery - Facilities meet legislative safety requirements	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current	Achieved	The issue with the emergency lights has been addressed and the BWOFF is current. <b>N E</b>
Percentage of new acquisitions at the Art Gallery that are catalogued	100	100%	All purchased and gifted to the Gallery have been fully catalogued. <b>N E</b>

Number of art works preserved at the Art Gallery	5	2	One additional art work was conserved during this period, bringing the total to 2 year to date.  <b>N E</b>
Number of existing collection works that are recatalogued annually	50	1,185	During this period the gallery re catalogued records and updated our new catalogue software. This number is high because it records the movement of artworks for example from exhibition display to art store.  <b>N E</b>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Art Gallery - Bequests Sevicke-Jones, Lattimore and MacKay	9,800	6,087	The Gallery is currently assessing possible artworks for purchase that meets the criteria of the Gallery's Collection Policy. This project is on track to be completed on budget at the end of the year.  <b>N F E</b>
Art Gallery - Art works	6,200	0	The Gallery is currently assessing a number of artworks and will look to purchase a suitable artwork during the next reporting period. This project is on track to be completed on budget at the end of the year.  <b>N F E</b>
Art Gallery - Building Renewals	610,000	32,315	The refurbishment of the Art Gallery has been placed on hold and the building renewal budget has been reassigned to complete the seismic strengthening of the Historic House Gallery. The total budget includes \$40k for floor repairs, \$50k for public amenities, \$20k for security upgrade and \$500k for strengthening. The procurement for the Historic House Gallery project is currently on hold and a project plan is being prepared.

			
Art Gallery - Furniture and Equipment	32,000	651	<p>This project is on track to be completed on budget at the end of the year, Currently obtaining quotes for a number of purchases.</p> 

Recreation & Leisure

Cultural Learning & Facilities / **Halls**

Highlights

Interior painting of the Caroline Bay Hall has commenced.

As part of the Theatre Royal closing further extensions were made to the stage the Caroline Bay Hall and this area has been recarpeted.

The grand piano from the Theatre Royal has been temporarily relocated in appropriate storage at Caroline Bay, where it is available for use at the Caroline Bay Hall when appropriate.

Issues

Increased bookings for the Caroline Bay Hall due to the Theatre Royal closing is putting some pressure on this facility.

Activity Scoreboard

Commentary – YTD

Future

All on target.



Year-end targets expected to be met.

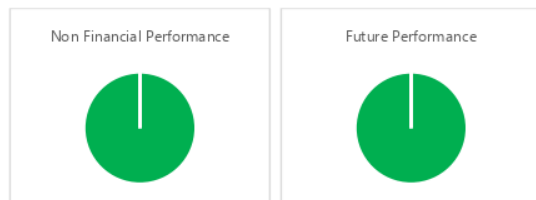


Key Performance Indicators

Nil

- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

Nil

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Halls & Theatres - Community Centre Upgrades	57,000	16,500	Exterior maintenance work has been completed at Alpine Energy Stadium, this work included cleaning, repairing, sealing and replastering where required and painting all plastered areas. This



			<p>was funded from the maintenance budget. Caroline Bay Hall interior painting has commenced. This is to be done in two stages due to the heavy bookings (as a result of the closing of the Theatre Royal). Work will be completed by 30 June 2020.</p> <p>Switchboard and wiring work is programmed for the Milford Hall and will be undertaken by 30 June 2020. All work will be completed by 30 June 2020 and budget is on target.</p> <p><b>N F E</b></p>
Halls & Theatres - Furniture and Equipment Replacements	7,855	3,000	<p>More furniture for Pleasant Point Hall is being sourced. Budget will be spent.</p> <p><b>N F E</b></p>

Recreation & Leisure

Cultural Learning & Facilities / **Libraries**

Highlights

High uptake of public programmes with the Heritage Alive event in November, summer holiday events and Retro Rock 2020 in February.

Very positive response to the Timaru Landmark exhibition from November and Live 'n Loud exhibition from February.

Issues

Disruptions were caused because of the Timaru Library roofing project, for example the Timaru Library was closed at times for safety purposes due to leaks in the roof.

Stuff publications were removed from PressReader. This means use of this app will go down as the Timaru Herald was one of the publications affected.

Activity Scoreboard

Commentary – YTD

Some targets will not be met due to factors described in commentary. Digital resources are growing and this has an impact on physical books distributed. This is in line with national trends. Lots of disruptions but the library services continue to be key community gathering places for multiple different hobby groups. Our libraries are front runners for innovation which is being appreciated and embraced by our communities.

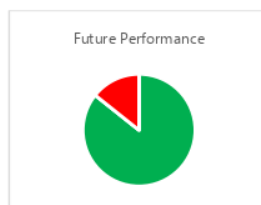
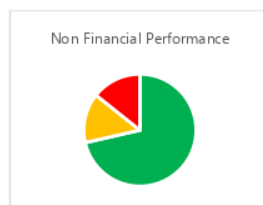
**NF**

Future

Delays were predicted due to the complexity of the roof reseal but the result has exceeded expectations. Next stages for the internal refurbishment in Timaru are underway.

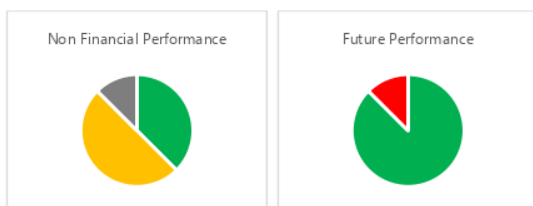
**E**

Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Visitors to Library	420,000	213,120	Numbers are below target year to date. Periods of library closure in Timaru, along with limited access to parking, during the Roof Resealing Project has affected visitor numbers. As experienced last year a reduction in visitors to the libraries is somewhat offset by increased digital usage.  <b>N E</b>
Library - Online website and catalogue searches	330,000	343,370	Significant use of our library website and catalogue overall has seen us exceed the annual target. This is pleasing given that the loss of Stuff titles on PressReader has seen a reduction website traffic. New suitable online tools (eg. the new Timaru District Libraries App) will continue to be made available. Due to the current pandemic situation, we could also see a further increase in digital tool usage.  <b>N E</b>
Library - Database searches including PressReader	220,000	228,249	Target exceeded with an increasing number of databases available for users.  <b>N E</b>
Aotearoa People's Network Kaharoa (APNK) PC and Wifi library sessions per year	90,000	88,006	APNK and Wifi library sessions are performing very well, although there are some issues with data recording. More APNK ChromeBooks/Stations have also helped improve the customer experience, with less waiting times.

			<p><b>N E</b></p>
Library issues (physical & digital) of materials per year	585000	372,437	<p>Tracking well, particularly digital issues The Short Story Dispenser was also very popular out at the airport over the December/January holiday period. The addition of Children's Short Stories increased usage, seeing nearly 1400 stories in total dispensed over the November - February period. These trends demonstrate a successful transition from public libraries issuing physical material to vibrant community hubs with a strong digital presence..</p> <p><b>N E</b></p>
Resident satisfaction with Libraries	95%		Reported biennially. Results due June 2020.
Libraries - school holiday programmes	4	3	<p>A holiday programme was run in December, this consisted of 5 sessions in total - 1 in Timaru, 3 in Temuka and 1 in Geraldine,</p> <p><b>N E</b></p>
Libraries - Facilities meet legislative safety requirements	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current		<p>Contractors meet legislative requirements for the libraries - as per their schedules. Building WOF's are current at each facility.</p> <p><b>N E</b></p>
User satisfaction with Libraries	95%		Reported biennially. Results due June 2020.

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Libraries - Purchase Books and Resources	350,000	166,636	<p>Acquisitions made as items become available. Each month varies as to what is spent due to this. Expected to be on target when final invoices are processed. Standing orders for fiction do not arrive monthly. Items are purchased as available.</p> <p><b>N F E</b></p>
Libraries - Bequests - Dowling and MacKay	15,729	1,595	<p>Current supplier catalogues are being sourced on this subject matter. The Dowling funding has been given to the Timaru District Libraries for the purchase of Christian books. The Dowling bequest is on target. The Mackay funding is for art books. Acquisitions are made as items are made available to maintain collection management in this area. Invoices have not been processed to go against this ledger - delayed receipt of invoices from suppliers.</p> <p><b>N F E</b></p>
Libraries - Equipment/Furniture	168,212	20,443	<p>Additional purchases required for the refurbishment and community room projects. These projects have been delayed, pending completion of the roofing project but are expected to be on target for end of financial year.</p> <p><b>N F E</b></p>
Libraries - Timaru Library Car Park Resurfacing	40,000	0	<p>Project is delayed until the roofing project is completed but expected to be completed by the end of the financial year. The resurfacing will be completed in this financial year.</p> <p><b>N F E</b></p>

Libraries - Replacement of Library Carpets	370,000	0	<p>Timeline still to be determined for the carpet replacement at Geraldine Library / Service Centre. The Timaru Library will be recarpeted in association with the roofing project. Geraldine Library/ Service Centre and the Timaru Library recarpeting will be completed in the 2019 / 2020 financial year. Project has not commenced as yet.</p> <p><b>N F E</b></p>
Libraries - Replacement of Security System	5,000	0	<p>Waiting for Bibliotheca Security updates will be installed by end of year. Security (RFID) upgrades have not happened yet.</p> <p><b>N F E</b></p>
Libraries - Timaru Library Roof	1,750,000	527,404	<p>The roofing project commenced on 25 November 2019. The first stage, roof resealing is completed. The second stage, heating system upgrade, commenced in February. The project was initially delayed until due diligence was completed, engineers reports received, the tendering process completed and the appointment of contractors. It is expected that the project will be completed under budget (\$1.5million).</p> <p><b>N F E</b></p>
Libraries - Library building upgrades	141,200	20,443	<p>Stage 1 of this project was completed in a previous financial year. This year's budget is for stage 2 – which is currently on hold. The decision on stage 2 will determine the budget expenditure. Stage 2 has not been approved at this stage.</p> <p><b>N F E</b></p>

Recreation & Leisure

Cultural Learning & Facilities / **Museum**

Highlights

High uptake of public programmes with Heritage Alive event in November, summer holiday events and Retro Rock 2020 in February.

Very positive response to Timaru Landmark exhibition from November and Live 'n Loud exhibition from February.

Issues

No issues to report.

Activity Scoreboard

Commentary – YTD

Targets are tracking well and the community is responding positively to events and exhibitions.

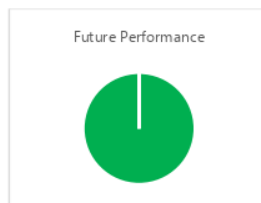
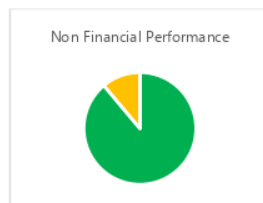


Future

The majority of projects that need to be delivered will be, with the exception of the dehumidifiers which are only replaced when required. However the budget needs to roll from year to year to enable this to be done. Exhibition work has slowed which is prudent due to progression of a new exhibition space within the next few years plus the mentioned resourcing challenges.

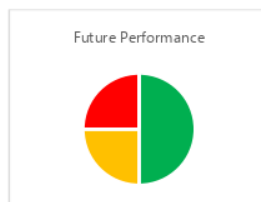
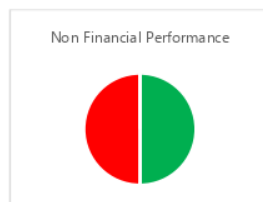


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved
- Delayed


Projects







Key Performance Indicators

INDICATOR	TARGET	YTD RESULT	
Visitors to Museum	20000	13,441	On target  
Online users Museum increase annually	Annual increase (2018/19: 13,177)	18,337	Year to date 8,880 website users (same period last year 8,790)  
School student users at the Museum	4,000	3,171	Likely to exceed target.  
Resident Satisfaction with Museum	80%		Reported biennially. Results due June 2020.
Museum - school holiday programmes	4	3	A series of summer events were held as part of school holiday programme.  
Number of Museum annual exhibitions (including touring and regional )	3	3	Two shows opened: A Timaru Landmark (Nov-Feb) and Live 'n Loud (Feb-May)  
Museum - Facilities meet legislative safety requirements	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current	Achieved	All requirements met  
User Satisfaction with Museum	80%		Reported biennially. Results due June 2020.
Number of acquisitions at the Museum	150	102	Accessioning rate slowed down over summer break. This is expected to pick up again and year end target likely to meet..  
Percentage of Museum collection items held in acceptable conditions	90%	97.63%	A continuing effort to improve standards.  



Percentage of Museum collection items documented to acceptable standards	85%	94.65%	These results are likely to be maintained. 
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Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Museum - Exhibition Upgrades	79,623	29,184	Project resumed in February after being on hold due to staff medical issues and priority of operational activities during reporting period. Work is scheduled to continue, may not be completed by 30 June. 
Museum - Security System	30,000	0	Project is 90% completed due to be completed by 30 June. 
Museum - Office furniture/Fittings & Equipment	1,500	500	
Museum - Replace dehumidifiers & heating	113,570	0	No activity during this period. Remaining funds should be carried forward to deal with aging plant replacement over time. Only one unit is likely to be replaced during the year. Scheduled for March. 

Recreation & Leisure

**Parks & Recreation ( including Fishing Huts and Motor Camps)**

Highlights

A new burial beam in Timaru Cemetery and 2 ashes beams (one services and one general) in Temuka Cemetery were poured.

Good comments continue to be received about the coastal view in the Timaru Cemetery since the hedge was removed.

Issues

Dry conditions have stressed many plants. The November hail storm shredded leaves and branches on many plants. The incidence of disease of Plane and Ash trees is increasing. Several trees may need to be replaced. Thrips are an insect pest that is affecting several species of shrubs and will result in many having to be replaced. Viburnums are particularly affected. They are worse this year than previously.

Caroline Bay Paddling Pool suffered two separate pump failures and a failure of a minor part of the filtration plant during the season.

Activity Scoreboard

Commentary – YTD

Future

Parks & Recreation

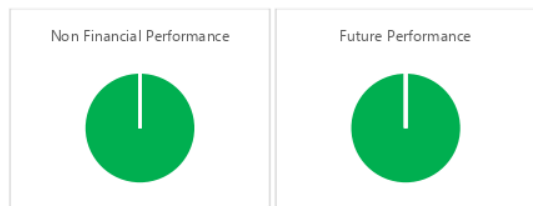
Great outcomes achieved in the performance measures. Some environmental challenges have made this difficult at times but the Parks team are innovative and look for efficiencies where possible.



Some financial targets will not be met due to contractor unavailability, and in some cases project funding will need to be carried over while climate change impact assessments are carried out on some proposed projects and private negotiations with 3rd parties are conducted where required.

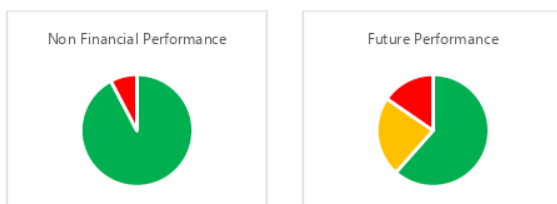


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Resident Satisfaction with Parks & Recreation	90%		Reported biennially. Results due June 2020.
User Satisfaction with Parks & Recreation	92%		Reported biennially. Results due June 2020.
Number of Closures of playground equipment due to safety issues	0	0.	No playgrounds were closed but routine maintenance was carried out on several items. Due to vandalism 5 items needed to be repaired over this period. <b>NF E</b>
Kilometres of off-road walking and biking tracks	58	59	Work is underway at Gale Cutting Road on the Geraldine Downs. Much of the track is installed but is awaiting the installation of a small bridge. <b>NF E</b>
Number of playgrounds per 1,000 residents under 15 years of age	5.3	5.38	The number of children's playgrounds has remained the same and is slightly above the target <b>NF E</b>
Park hectares per 1,000 residents	14	14.47%	There were no changes in Park area during the period with slightly more than the target amount. <b>NF E</b>
Trevor Griffiths Rose Garden and Timaru Botanic Gardens retained as Gardens of Significance	1 Garden of National Significance and 1 Garden of Significance	Achieved	Both the Trevor Griffiths Rose Garden and Timaru Botanic Gardens are currently 5 Star Gardens of National Significance as assessed by the NZ Gardens Trust <b>NF E</b>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Parks and Recreation - Courts Resurfacing	175,000	0	<p>The Caledonian Ground Cycle Track resurfacing has been postponed until further notice because the future effects of coastal erosion are unknown. A report on the matter is being prepared but hasn't been received yet. Until the erosion report is received the future of this project is unknown. Council has paused the Caledonian Cycle Track project.</p> <p><b>N F E</b></p>
Parks and Recreation - Structures	308,946	39,106	<p>A recommendation on the preferred style of bridge to replace the one used by Riding For Disabled across Otipua Stream has been received. Detailed design will now be prepared for consenting and pricing. Minor retaining wall and lighting renewals have been completed. Design work is expected to be completed for the bridge but consenting and letting the contract may not be complete.</p> <p><b>N F E</b></p>
Parks and Recreation - Reseal Programme	449,100	64,822	<p>To date reseals have been completed at Caroline Bay and Timaru Botanic Gardens. The remaining work is programmed and in progress.</p> <p><b>N F E</b></p>
Parks and Recreation - Replace/Install new Playground Equipment & Under-surfacing	152,700	168,000	<p>The programme is completed for this year. The major project was the installation of a new modular playground at St. Leonards Road playground in Temuka. With all work completed the budget was overspent by \$8,000 which included some vandalism repairs.</p> <p><b>N F E</b></p>

Parks and Recreation -Furniture and Signs	54,172	35,705	<p>Picnic tables have been installed at Pleasant Point with more constructed awaiting installation. Seats have been installed at Caroline Bay and others are ready to be installed in Temuka Domain. Litter bins and signs have been installed at various locations. The budget is 67% spent with seats and picnic tables on hand to install.</p> <p><b>N F E</b></p>
Parks and Recreation -Fences	36,455	9,941	<p>Two fences have been renewed to date with another sizeable boundary fence replacement pending.</p> <p><b>N F E</b></p>
Parks and Recreation -Services	132,627	6,010	<p>Drainage work was carried out in Pleasant Point Domain, Redruth Park and Caroline Bay Irrigation and drainage work is planned. The dry weather conditions resulted in the delay of work.</p> <p><b>N F E</b></p>
Parks and Recreation -Rural Plantings	3,700	1,514	<p>Planting has been carried out at Waitohi Bush Planting d in early spring. It has been too dry since to carry out any further planting.</p> <p><b>N F E</b></p>
Parks and Recreation -Temuka Domain Development	472,218	20,290	<p>New kerbing has been installed at the eastern entrance with new seats purchased for the memorial garden. The major project planned for the period is a carpark at the south end of the oval. The designers have been delayed in producing plans meaning the work cannot proceed yet.</p> <p><b>N F E</b></p>
Parks and Recreation -Shared Urban Tracks	295,361	43,866	<p>A kids' track was resurfaced at Centennial Park. This teaches children to ride in an off-road situation. Many proposals are being worked on but most of them cannot proceed until land can be acquired or an access agreement is obtained.</p> <p><b>N F E</b></p>

Parks and Recreation -Walkway Esplanade Enhancement	88,613	0	Work is programmed for the end of the financial year as it was too dry for planting during the reporting period. <b>N F E</b>
Parks and Recreation - Esplanade Reserves Acquisition	117,942	6,546	A small esplanade reserve was purchased in Cartwright's Road. This budget is driven by subdivisions in the main and one subdivision triggered the purchase of a small esplanade reserve. <b>N F E</b>
Motor Camps -Renewals	79,000	11,757	Geraldine Camping Ground - upgrading of caravan power sockets is programmed to commence after ANZAC weekend. Geraldine Camping Ground reseal work is programmed to be undertaken after Easter this financial year. -The electrical upgrade at the Winchester Camping Ground has been completed. A storage container has been installed at Rangitata Camping Ground. Work will be completed within time and budget. <b>N F E</b>

Recreation & Leisure

**Recreational Facilities** (including Caroline Bay Aquatic Centre, Swimming Pools, Southern Trust Events Centre)

Highlights

Busy summer period at all four pools - Geraldine particularly good and was helped by having our permanent French employees for all summer period

PoolSafe accreditation gained at all 4 pools in February

CBay Fitness has maintained steady membership numbers of over 1200.

A number of staff took on Welfare roles which they had trained for during the Rangitata floods.

Issues

While not a major issue this year staffing during the last month of summer pools opening was tight but better this year particularly due to having our 2 permanent staff at Geraldine through to season's end.

Some flooring lift at CBay which will be redone in October shutdown.

Activity Scoreboard

Commentary – YTD

While our targets at this time are met, we anticipate not finishing the year on target due to the impact of Covid 19. This will have an impact on numbers, revenue and costs. This is beyond our control and we will continue to monitor and react in the best way possible.

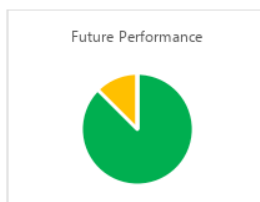
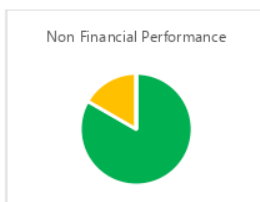


Future

This is set at red, as we will not be in a position to deliver the Temuka pool upgrade within our time frame due to the impact of Covid 19. Our Pool liner is manufactured in Italy and we cannot control the importation of essential parts for this project. Apart from that the Recreational Facilities team continue to deliver a fabulous community product.

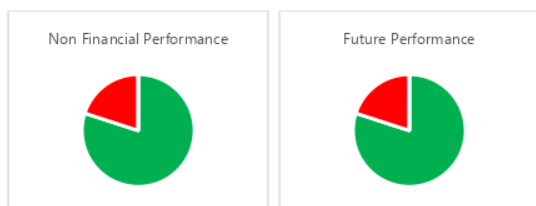


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators


INDICATOR	TARGET	RESULT	
Visitors to CBay	325,000	206,854	Currently (as to the end of February) our numbers indicate we are on target to hit 325000 visits. .  <b>N E</b>
Resident Satisfaction with Swimming Pools	80%		Reported biennially. Results due June 2020.
User Satisfaction with Swimming Pools	75%		Reported biennially. Results due June 2020.
Number of Aqua Fitness classes	350	268.	Aqua fitness continues to be a very popular form of exercise particularly for our older customers. Results this period include Aqua classes at Summer Pools.  <b>N E</b>
Number of Aquatic swim for life participants	2000	1,197	Number of participants is on target. Note – data is for school terms 3 and 4 only. The year-end report will include full school year data..  <b>N E</b>
Swimming Pools - Facilities meet legislative safety requirements	Building Warrant of Fitness (WOF), Fire Regulations and Licence requirements are current. All pools are Pool Safe certified	Achieved	All four pools passed the annual PoolSafe compliance in February 2020. The CBay BWOFF is current.  <b>N E</b>



Number of Aquatic learn to swim enrolments	3000	1,479	The number of enrolments is on target. Note data is for school terms 3 and 4 figures only. The year-end report will include full school year data.  <b>N E</b>
Number of Aquatic competitive squad swimmers	70	87	Squad numbers remain high.  <b>N E</b>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Swimming Pools - Geraldine Pool Renewals	32,900	6,230	Just under 25% of budget spent and expect to spend all by year end.  <b>N F E</b>
Swimming Pools - Pleasant Point Renewals	14,833	5,045	Just under 50% of budget spent and expect to spend all by year end.  <b>N F E</b>
Swimming Pools - Temuka Pool Upgrade/Renewal	1,075,000	44,264	With the summer season just ended work is due to begin on the Temuka Pool in April/May but is not due to finish until October. Therefore some of the budget will be spent this financial year but the majority early next financial year. The other risk in this area is the chosen manufacturer (Myrtha) is an Italian company and we are yet to see whether the ongoing COVID 19 pandemic will affect production of the pool liner. Note also that budget was increased to \$1,139,093 as the chosen tender price with an additional \$150k contingency by TDC resolution.  <b>N F E</b>
Swimming Pools - Caroline Bay Trust Aoraki Centre – Renewals	60,000	45,383	75% of budget spent and expect to spend all by year end.  <b>N F E</b>

Aorangi Stadium - Plant and Equipment	32,700	3,443	Just under 25% of budget spent and expect to spend all by year end. 
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## Roading and Footpaths

### Highlights

In December 2019 the Rangitata River rose to a 20 year high and resulted in both bridges being impassable and significant damage to the surrounding road network. The South Island was severed with no alternative route for traffic. With a significant effort, overcoming many challenges, Route 72 (inland route) was reopened just over 2 days later. SH1 was re-opened 3 days later. Repair work estimated to cost around \$2 million is progressing and additional funding assistance from NZTA has been secured.

### Issues

Road condition data is showing an accelerating trend in road deterioration on some key roads particularly freight routes. To maintain the required level of service an increase in road renewals expenditure will be required.

Ashburton District Council have chosen to withdraw from the collaborative maintenance contract process and re-tender their road maintenance contract alone. This reduces the total value and potential packaging of work options.

### Activity Scoreboard

#### Commentary – YTD

The performance measures are all tracking as expected. The work programme has been expanded as a result of the Rangitata Floods in December 2019. The expanded work programme is being actively managed and as at the end of February is on track for completion at year end

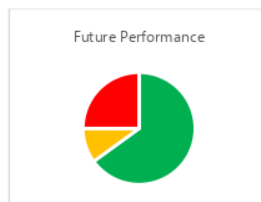
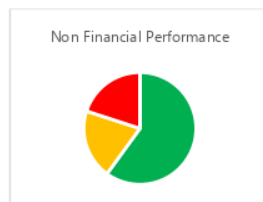
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#### Future

The only significant work that will carry over into 2020/2021 is the major new rural roundabout at Tiplady Road/Route 72/Coach Road intersection near Geraldine.

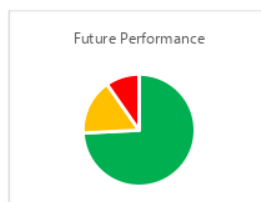
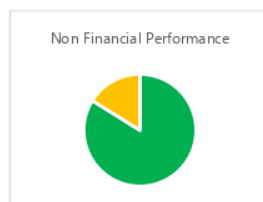
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#### Key Performance Indicators








- On target
- Target may not be achieved
- Target will not be achieved









#### Projects








Key Performance Indicators

INDICATOR	TARGET	RESULT	
Percentage of ratepayers believe they get value for money -Roading	80	79%	<p>The road user survey results for the period July to December 2019 shows a small decline in customer satisfaction for this period from the previous survey periods. This is the lowest satisfaction since 2013 when the road user survey first began. The reason for the decline is not fully understood and will be further analysed following the completion of the annual data set in July 2020. There is a trend of declining satisfaction but it is anticipated that the target will be met.</p> <p><b>N E</b></p>
Percentage of customer service requests responded to within 10 working days - Roading (Mandatory)	70%	47.36%	<p>There were 1309 customer service requests in the 8 month period from July to February. Of these 620 were responded to within 10 working days which is below target. The data reliability is low as there is no direct link between our contract management and customer service systems. It is believed that the actual response is much higher than the data shows. Work is continuing to improve the reporting. Based on the current data sets it is unlikely that the year end target will be met.</p> <p><b>N E</b></p>
Morning Journey time on key Timaru routes (minutes)	96.36%		Reported annually
Evening Journey time on key Timaru routes (minutes)	96.58%		Reported annually.
Number of complaints about traffic disruption due to maintenance and renewal works	<=10	2	<p>There were two complaints during this reporting period. These were both relating to traffic signal renewals - was the North/Stafford Streets intersections controller renewal that caused traffic signal phasing time issues and the Craigie/King/Domain intersections where a detector loop failed following changes. The year end target is expected to be met.</p> <p><b>N E</b></p>

Road condition - Average quality of ride on sealed local road network (Mandatory) % smooth travel exposure index * The smooth travel exposure (STE) index is calculated from our road asset management system (RAMM). This is based on the roughness of the sealed roads and the vehicle kilometres travelled that is based on road traffic counts.	90%	95%	The good condition of the roads are allowing the target to be exceeded. The year end target is expected to be met.  
Resident satisfaction that unsealed roads are fit for purpose and are well maintained * The satisfaction ratings excludes the respondents that gave a neutral response	70%	72%	The road user survey for the period July to December 2019 has recorded an above target result. This is higher than the January to June 2019 survey period of 65%.With an upward trend in the satisfaction the year-end target is expected to be met.  
Percentage resident satisfaction that sealed roads are fit for purpose and are maintained well * The satisfaction ratings excludes the respondents that gave a neutral response.The year end target is expected to be met.	75%	74%	The road user survey for the period July to December 2019 has recorded a near target result. This is marginally higher than the January to June 2019 survey period of 73%.  
Percentage of sealed road network resurfaced (Mandatory)	4%	5.88%	Year to date 57.14km of roads were resurfaced. These are all chip sealed roads. Further resurfacing work is planned for Asphalt roads and a few remaining urban chip sealed roads. The target has been exceeded.  
Percentage of bridges that have capacity for full HPMV loading	65%		Reported annually.
Resident satisfaction with footpaths * The satisfaction ratings excludes the respondents that gave a neutral response.The year end target is expected to be met.	70%	79%	The road user survey for the period July to December 2019 has recorded an above target result. This is higher than the January to June 2019 survey period that was 68%.  
Change in footpath condition - Percentage of footpaths to be in average or better condition	75%		Reported annually.

<p>Kilometres of footpaths resurfaced</p>	<p>7</p>	<p>5.04</p>	<p>Work is progressing well. Just over 3km of footpaths have been resurfaced in Timaru and Geraldine resurfacing is complete. Further work is programmed for Timaru, Temuka and Pleasant Point. The year-end target is expected to be met.</p> <p> </p>
<p>Resident satisfaction with signage, road markings and amenity * The satisfaction ratings excludes the respondents that gave a neutral response.</p>	<p>95</p>	<p>99%</p>	<p>The road user survey for the period July to December 2019 has recorded an above target result. This is higher than the January to June 2019 survey period that was 98%.</p> <p> </p>
<p>Percentage of residents are satisfied that there is sufficient lighting of streets and intersections in urban areas * The satisfaction ratings excludes the respondents that gave a neutral response.</p>	<p>95%</p>	<p>92%</p>	<p>The road user survey for the period July to December 2019 has recorded a slightly below target result. This the same as the January to June 2019 survey period that was also 92%. There has been a slight decline in street lighting satisfaction since the replacement of the street lights with LED lanterns. This is likely to be due to the more directional lighting which can give the impression of less light. The year-end target may be met once residents become more accepting of the LED street lights.</p> <p> </p>
<p>Percentage of residents believe the road network is safe* The satisfaction ratings excludes the respondents that gave a neutral response.</p>	<p>85%</p>	<p>83%</p>	<p>The road user survey for the period July to December 2019 has recorded a slightly below target result. This is higher than the January to June 2019 survey period that was 79%. The satisfaction ratings excludes the respondents that gave a neutral response. With the increasing trend in road safety satisfaction the year-end target may be met.</p> <p> </p>
<p>Road fatalities and serious injury crashes (Mandatory)</p>	<p>13</p>	<p>9</p>	<p>There has been one fatal and 8 serious injury crashes on local TDC roads for the period 1 July 2019 to 29 February 2020. In addition there have been 26 minor injury and 36 non-jury crashes during this same period. The previous year for this eight month period the number of fatal and serious injury crashes was also</p>

			9. The year-end target is anticipated to be met.  
Percentage of residents aware of road safety programmes or advertisements	40%	28%	The road user survey results for the period July to December 2019 show a decline in awareness compared to previous periods. The reason for this decline is being looked into on a regional basis. Given the results to date a significant change in road safety awareness is not expected therefore the final result is likely to be below target.  
Resident satisfaction with access to car parking * The satisfaction ratings excludes the respondents that gave a neutral response.	75%	92%	The road user survey for the period July to December 2019 has recorded a satisfaction rating above. This the same as the January to June 2019 survey period that was also 92%.  
Resident satisfaction with location, design and maintenance of car parking * The satisfaction ratings excludes the respondents that gave a neutral response. The year end target is expected to be met.	80	89%	The road user survey for the period July to December 2019 has recorded an above target result. This is similar to the January to June 2019 survey period that was 90%.  
School travel plans completed or reviewed annually	1	1.30	Work is progressing well on developing school travel plans for Highfield and Gleniti Primary Schools. Gleniti has a working group established and meetings have had good attendance. A new Kea crossing and active signage has been installed. At Highfield school a formal working group for Highfield school to progress this now. There have been meetings with relevant stakeholders.  
Percentage of residents using Public Transport	15%	1%	The road user survey for the period July to December 2019 results are well below target and less than the previous survey period that was 2%. The use of public transport (bus) has been declining since 2014 and this periods result is the lowest over the last 6 years While it is unlikely that the year-end target will be met an

			improvement is anticipated with the introduction of the On Demand public transport service in Timaru.  <b>N E</b>
Percentage of residents regularly cycling	30%	18%	The road user survey for the period July to December 2019 results are well below target. However the result is higher than the January to June 2019 survey period result of 11%.  <b>N E</b>
Percentage of residents regularly walking	80%	40.%	The road user survey for the period July to December 2019 results are well below target, and less than the previous survey result of 50%. This is a disappointing trend when active transport continues to be promoted.  <b>N E</b>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Structural Bridge Replacements	760,000	482,000	Work is progressing with the replacement of Centennial Park, Middleswamp Road, Leishman Road (Ford) and Guild Road bridges. Further work is planned for bridges on Raincliff Road, Harrison Road and Arowhenua Road. Works programmed will meet year end target expenditure.  <b>N F E</b>
Pavement Rehabilitations	2,300,000	2,242,000	Projects are underway and progressing well. To date 5.2km of roads have been renewed (rehabilitated). These include sections on Domain Ave in Temuka, Old North Road, Pages Road, Fraser/ Hayman Streets in Timaru, Totara Valley, Coach, Winchester-Hanging Rock, Landsborough, Te Moana and Badham Roads. Further works are planned for Arowhenua Road and Talbot Street in Geraldine. Works programmed will exceed year-end target expenditure but









			will be matched by reduced expenditure in other activities. <b>N F E</b>
Minor Improvements Works	805,000	800,000	Most programmed projects have been completed earlier than anticipated. <b>N F E</b>
Kerb and Channelling – Renewals	1,030,000	455,800	Programmed projects are progressing well. Kerb and channel renewal projects in Temuka are complete and South Street in Timaru is nearing completion. The next significant project is Dunkirk Street in Timaru which is being tendered at present. Work will follow the renewal of the water utilities. All programmed projects will be completed but the year-end target will be less than budget as the demand for renewals is less than initially anticipated. The savings will be used to fund other activities particularly road pavement renewals where demand is very high. <b>N F E</b>
New Kerb and Channelling	700,564	51,200	Work is progressing with new kerb and channel installed in Old North Road and Washdyke Flat Road. Projected expenditure target is not expected to be met as there is limited demand for new kerb and channel. <b>N F E</b>
Chip Seal Renewals	2,550,000	2,185,000	The programmed chip seal resurfacing projects are nearly complete. To date 57.14km of roads have been resurfaced. Works programmed will meet year-end target expenditure. <b>N F E</b>
Asphalt Surface Renewals	500,000	287,000	Work is progressing with Otipua Road underway. Works programmed will meet year-end target expenditure. <b>N F E</b>

Unsealed Road Metalling Renewals	500,000	315,000	<p>Unsealed road pavement renewals are completed in the spring and autumn. Contractors are progressing through the programme with the remainder of the roads to be completed in May and June 2020. Works programmed will meet year-end target expenditure..</p> <p><b>N F E</b></p>
Intersection Upgrades/Safety Improvements	250,000	0	<p>A series of rural intersection upgrades particularly along Levels Plain Road are being designed. The construction of these will be subject to funding availability. The year-end target is expected to be met.</p> <p><b>N F E</b></p>
District Footpath Improvements/Renewals	1,470,000	797,700	<p>The programme of footpath renewals is progressing and on target for completion.</p> <p><b>N F E</b></p>
New District Footpaths	290,618	1,500	<p>Work will be commencing soon on the programmed new footpaths. The year-end target and completion of the programmed projects is expected to be met. The expenditure is slightly behind schedule but will get back on target with additional contractor resource now committed.</p> <p><b>N F E</b></p>
Signage Renewals	130,000	65,000	<p>This work is based on need through road network inspections.</p> <p><b>N F E</b></p>
New Roads and Bridges	140,000	0	<p>This project at Powerhouse stream remains on hold due to resource consent issues. An alternative road ford is being investigated. The completion of this project is unlikely by year end.</p> <p><b>N F E</b></p>

New Signs	80,000	24,000	<p>This work is based on need through road network inspections. Most new signs are road safety related. All programmed projects will be completed but likely to be less than annual budget. Savings will be used in other areas of need.</p> <p><b>N F E</b></p>
Traffic Light Renewals	80,000	98,500	<p>The renewal of the Stafford/North Street intersection traffic signal controller is complete. The over-expenditure will be matched by savings in other activities. The cost was higher than expected due to specialist technicians required from Christchurch. The over-expenditure will be matched by savings in other road activities.</p> <p><b>N F E</b></p>
Culvert Renewals	80,000	72,300	<p>This work is based on need through road network inspections. The budget will be exceeded but will be matched by savings in other activities. The year to date expenditure has exceeded projection as a number of large culverts were urgently needing to be replaced in Winchester Hanging Rock Road.</p> <p><b>N F E</b></p>
New Culverts	90,000	20,600	<p>New culverts are installed as the need arises. Projects are identified as part of network inspections or issues identified. The year-end target is expected to be less than budget. The savings will be allocated to other areas of road capex where the demand is higher.</p> <p><b>N F E</b></p>
Street Light and Lantern Renewals	44,000	14,000	<p>These are the replacement of street lights through the maintenance contract that fail due to end of life or are damaged by third parties. Year-end expenditure is expected to be less than budget due to a reduced demand.</p> <p><b>N F E</b></p>

Seal Extensions	330,000	239,000	The only seal extension approved by Council, Thompson Road in Temuka has been completed. The year-end expenditure will be below target as all programmed projects are complete. <b>N F E</b>
Seal Widening	900,000	506,000	The seal widening on Orton Rangitata Mouth Road and Te Moana Road is completed. Further seal widening on Arowhenua Road is planned and the contract has recently been awarded. The year-end expenditure target and completion of the programmed works is expected to be met. <b>N F E</b>
Security Cameras projects	20,000	19,170	All programmed surveillance cameras (Geraldine) have been installed and this project is complete. <b>N F E</b>
Welcome signage upgrades	28,100	0	The Timaru signs have been put on hold with the potential for rebranding following the change in the delivery of Tourism in Timaru District. It is unlikely that the Timaru signs will be completed this financial year. The Geraldine signs have been designed but locations to be confirmed. These signs will require a resource consent before construction. <b>N F E</b>
Bus Shelters -Relocations	70,000	0	This project has been on hold with the change in the Timaru Bus service. Works are planned for March/April. The year-end target is expected to be met. <b>N F E</b>
Temuka Road Upgrades	200,000	0	This project has been designed and consultation with affected properties is being undertaken. There are three properties that require the relocation of existing fences that we are working with. This project is behind schedule but expected to be substantially completed by end of June 2020.

			
Southern Road Access-Port	596,971	4,000	<p>This project is the upgrading of the Heaton Street Railway crossing. We are still in negotiation with KiwiRail on the standards required for the track crossings and design is progressing. This project is behind schedule. The completion of this project is a priority and it is planned that completion will be in June 2020.</p> 
Washdyke Network Improvements	450,824	379,000	<p>The upgrade of Washdyke Flat Road is progressing to programme. This project is expected to be completed in March 2020 and expenditure target will be met.</p> 
Christmas Decorations replacement	9,000	10,600	<p>This project is complete. The minor over-expenditure will be funded from savings in other streetlight activities. There was some over-expenditure mainly due to the additional cost of temporary traffic management where requirements have increased.</p> 
Subdivision contribution	4,000	0	<p>There have been no requests to date. This is demand driven and dependent on requests.</p> 
Car parking - Pay and Display machines	15,000	0	<p>The condition of the parking equipment is being assessed. Any replacement equipment will be purchased in April/May. It is expected that the year-end target will be met.</p> 
Intersection Upgrading - Geraldine/Winchester/Coach/Tiplady intersection	2,000,000	0	<p>The design of this project is presently being tendered. The construction is programmed for next financial year. Only design is expected to be complete by year end and this has been reflected in the budgets with the carry forward of</p>

			<p>the construction to the 2020/21 draft annual plan. With the late approval of this project by NZTA construction will commence in 2020-21.</p> <p><b>N F E</b></p>
Cycleways - construction of new cycleways	100,000	158,000	<p>A new off road cycleway has been constructed in Old North Road, Timaru. Year-end expenditure will exceed budget but this will be matched by savings in other activities.</p> <p><b>N F E</b></p>

Sewer

Highlights

- Desludging of the Temuka oxidation pond has commenced and excellent progress has been made.
- The Talbot St/Kennedy Rd to Huffey St upgrade design has been completed.
- The sewer and stormwater flow monitoring contract has been awarded, which is necessary for network modelling.

Issues

- There has been no recurrence of odour associated with the Temuka Oxidation pond while the pond is being desludged.
- The Temuka Domain sewer main upgrade required an archaeological authority application meaning construction has been deferred until the next financial year.
- The Geraldine Siphon project requires cultural and ecological assessments to be done for the works in the Waihi River to supplement the resource consent application. Construction has been deferred until the next financial year. Also the Geraldine Siphon requires a new alignment that will go through private land due to the proximity of a power pylon support structure, with an easement potentially being required.

Activity Scoreboard

Commentary – YTD

The business as usual activity is performing as expected with most measures being satisfactory.

Planning for complex renewal projects such as the Geraldine Siphon can be very time consuming, especially where land entry, geotechnical and ecological assessments are necessary.



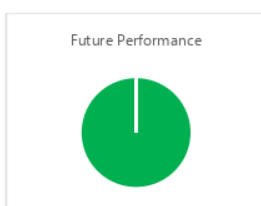
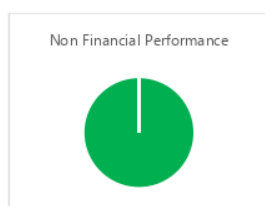
Future

Two projects will need to be carried over into the next financial year.

The Geraldine siphon renewal is proving to be very complex while the Broughs Gully new sewer is waiting on local specialist contractor availability.

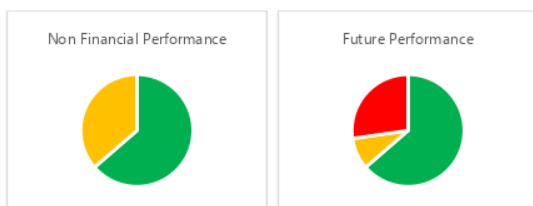


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Number of dry weather overflows from the sewerage system per 1000 connections (Mandatory)	2.5	1.95	13 dry weather overflows for the period. Year-end target expected to be met. <b>NF E</b>
Sewer - Compliance with Resource Consent conditions - (Mandatory)	No abatement notices, infringement notices, enforcement orders and convictions for TDC	Achieved	No abatement notices, infringement notices, enforcement orders and convictions <b>NF E</b>
Sewer Percentage of industries with trade waste agreements that have been monitored for compliance	100	50.51%	All scheduled sampling visits were undertaken this period. In addition to 8 additional sampling sets were done for 2 industries to inform tradewaste quality. We are slightly ahead of target year to date and expect that all scheduled sampling visits will be completed by year end. <b>NF E</b>
Median attendance times (in hours) to sewerage overflow faults in the network (Mandatory)	1	0.50	There were 29 overflows for the period, making a total of 48 overflows year to date. The median attendance time is 0.5 hours <b>NF E</b>
Median resolution time (in hours) to sewerage overflow faults in the network (Mandatory)	8	2.10	There were 29 overflows for the period, making a total of 48 overflows year to date. The median resolution time is 2.10 hours. <b>NF E</b>



Total complaints per 1000 connections received about : 1) Sewerage odour, 2) Sewerage system faults, 3) Sewerage system blockages, 4) The TDC response to sewerage system issues (Mandatory)	14	656%	108 complaints year to date out of 16,441 connections  <b>N F E</b>
User satisfaction with sewer services	85%		Reported biennially. Results due June 2020.

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Drainage/Sewer-Small Mains Renewals and Capital Upgrades	1,460,959	166,190	Sewermain renewals have been reprioritised because Temuka Domain Sewermain Upgrade has been deferred to April 2021 due to Archaeology Authority needed prior to construction. and this is the preferred construction time period from the Temuka Golf Club.  <b>N F E</b>
Sewer - Maintenance Generated Renewals	182,944	50,380	Expenditure is based on minor renewals dependent on reactive work.  <b>N F E</b>
Sewer - Model Analysis and Calibration	295,377	21,511	Physical work will start in March 2020. End of year target will be met. Flow monitoring programme is also funded in this and next financial year. On target to fund the required flow monitoring programme this financial year.  <b>N F E</b>
Sewer - Pump Renewals	270,118	54,857	Pumps are replaced on failure. The design for pump station upgrades is underway as 2 pump stations are near their end of life.. Budget may not be spent if failures do not occur.  <b>N F E</b>

Sewer - Data Capture Equipment Repairs	16,000	17,081	Trade Waste sampler purchased and budget will be slightly exceeded. <b>N F E</b>
Sewer - Mechanical Plant and Equipment Renewals	310,000	4,220	Renewals on failure. No programmed renewal this year and failures minimal. <b>N F E</b>
Sewer - Inland Towns Ponds Screens and Aerators Renewals	150,000	211,865	Permanent storage bunds have been constructed to enable desludging of Temuka ponds. Planned works still underway but budget is exceeded. <b>N F E</b>
Sewer - Building and Equipment renewals, including Tractor replacement	15,000	127	Renewals predominantly on failure. Failures minimal. <b>N F E</b>
Sewer - Talbot Street, Geraldine Siphon Upgrade	683,723	47,090	The project has identified significant environmental and ecology impacts and consultation and consent conditions could potentially push the physical work next financial year. Consenting stage is still in progress. It requires a Cultural Impact Assessment to be conducted and consideration to be given to potential easements for a public sewermain in private land. Construction is programmed for 20/21. Budget will not be met but funding is required at the planning stage.. This is to cover design, consents application, cultural impact assessment and easement costs. <b>N F E</b>
Sewer - Trade Waste Charging review	20,000	0	Project not yet commenced. Project re-scheduled for next financial year. <b>N F E</b>
Sewer Reticulation Extensions to enable development (Urban Zone Only)	945,659	12,916	Ground investigations to progress the design of Brough Gully sewermain are completed. Trenchless work is required and only specialist contractors can perform such work. There isn't any

			<p>contractor currently available for this project so the construction cannot take place this year. Only part of the budget will be spent; this is to fund the consenting and design work with the specialist contractor.</p> <p><b>N F E</b></p>
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**Stormwater**

**Highlights**

Further progress has been made on the Geraldine area wide stormwater resource consent application. Stormwater overland flow path mapping is near completion.

The sewer and stormwater flow monitoring contract has been awarded. This will produce information for network modelling purposes.

The provision of professional services for the stormwater management plans and consent applications has been tendered.

The Huffey and Talbot Streets stormwater upgrade contracts have been awarded.

The Washdyke Flat Road pond construction is near completion.

The Stormwater overland flow path mapping is near completion.

**Issues**

The tendering of professional services to create the Stormwater Management Plan (SMP) means we need to consider how our projects align with the draft SMP to ensure effective prioritisation and investment.

**Activity Scoreboard**

Commentary – YTD

There has been substantial progress across a wide range of stormwater projects. Stormwater Catchment Management Plans and pipework installations have been initiated.

The Temuka Stormwater utility conflict issue is being resolved but has caused delays with this project.

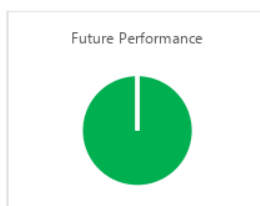
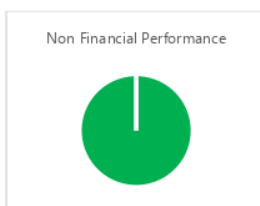


Future

Year end result will be substantially in line with the work programme.

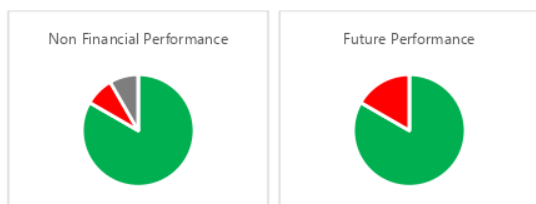


Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Number of flooding events for rain events up to a 1 in 5 year return for residential zones (Mandatory)	0	0	No flooding events recorded during the period or year to date  NF E
Number of flooding events for rain events up to a 1 in 10 year return for commercial and industrial zones (Mandatory)	0	0	No flooding events recorded during the period or year to date.  NF E
Number of habitable floors affected by flooding events in the Timaru district (Mandatory)	0	0	No habitable floors were affected during the period  NF E
Compliance with Resource Consent conditions for discharge from stormwater systems (Mandatory)	No abatement notices, infringement notices, enforcement orders and convictions	Achieved	No abatement notices, infringement notices, enforcement orders and convictions  NF E
Median response times to attending a flooding event is less than one hour (Mandatory)	1	0	No flooding events recorded during the period.  NF E
Total complaints (per 1000 connections) received about performance of stormwater system (mandatory)	10	0.06%	1 complaint received about the delivery of the stormwater service recorded during the period.  NF E
Resident satisfaction with stormwater services	65%		Reported biennially. Results due June 2020.  NF E

Projects

PROJECT	ANNUAL BUDGET (incl c/wd) \$	YTD RESULT \$	
Geraldine Stormwater Renewals	5,000	0	Expenditure is based on minor renewals dependent on reactive work. No work required so far. <b>N F E</b>
Geraldine Stormwater Capital Upgrades including Hislop - Domain/Huffey Streets	318,491	36,662	Hislop and Huffey Street stormwater diversion (pipe upgrades) construction is in progress and programmed to be completed by May 2020. End of year target will be met. <b>N F E</b>
Temuka Stormwater Renewals	15,000	9,681	Expenditure is based on minor renewals dependent on reactive work. <b>N F E</b>
Temuka Stormwater Capital Upgrades	165,500	1,850	Fraser Street Pond overflow pipe – Design is delayed because of conflicts with other utilities. Construction cannot be carried out this year. End of year target will not be met and the remaining budget will need to be carried forward to fund the physical work. <b>N F E</b>
Stormwater - Timaru - Fixed Plant and Equipment Renewals	36,000	0	Design of the pump station upgrade planned but there is a need to determine the Level Of Service to progress the design. To enable pump station design Council must determine LOS preferred. <b>N F E</b>
Timaru Stormwater New Reticulation	0	0	Refer to Timaru Stormwater Capital Upgrades UMA 406
Timaru - Gleniti Dams	85,000	82,984	Gleniti Bund B7 is going to be committed in March-April 2020 for construction. End of year target will be spent. <b>N F E</b>
Timaru Stormwater Capital Upgrades	174,461	123,872	Washdyke Flat Road Stormwater Basin construction and the Professional Service for stormwater concept design in Highfield Park

			<p>Improvement are 80% complete (\$80k total).                  Bund Construction will be committed in March 2020 and is estimated at \$100k.</p> <p><b>N F E</b></p>
Timaru Stormwater Renewals	20,000	17,194	<p>All projects will be completed by year end.</p> <p><b>N F E</b></p>
Timaru Stormwater - Network renewals	533,223	6,605	<p>The projects are still in construction phase. End of year budget will be met. Committed projects are Dobson Street swale improvement, Old North Road stormwater and Redruth stormwater pump station pipe rehabilitation. On target to fund construction in this financial year.</p> <p><b>N F E</b></p>
Stormwater - Timaru - Number 1 Drain Upgrade	200,000	0	<p>This project is currently delayed as it requires further progress on the implementation of the Waitarakao strategy by the Waitarakao Lagoon taskforce which is facilitated by ECan. Project will commence once Waitarakao Lagoon taskforce makes further progress.</p> <p><b>N F E</b></p>
Rural Stormwater Renewals	10,000	83	<p>This budget is allowance for maintenance work that requires unplanned renewal in 19/20. Soakage pits are still in good condition and well maintained. Therefore no renewal is required.</p> <p><b>N F E</b></p>
Stormwater - Vested Assets	0	0	<p>Not completed until June. Subject to developments by others.</p> <p><b>N F E</b></p>

Waste Minimisation

Highlights

Completion of the Stage 1 cap at Redruth Landfill using glass as aggregate.

Issues

The Peel Forest Landfill suffered erosion during the December 2019 Rangitata flood event. Investigation of the site and remediation of waste was undertaken at a cost of \$20,000. An options report on the future management of the landfill is pending.

Landfill gas has continued to be noted at the Redruth Landfill resulting in an extended closure of the walkway. The tender for the cap of the final cell adjacent to the walkway is underway with an expectation that the walkway be reopened on completion.

Activity Scoreboard

Commentary – YTD

Business as usual has been achieved with capital projects advancing well over the summer period. The RFID project has achieved a 98.7% bin capture rate which is a great achievement. Waste volumes are up as is revenue and to a lesser degree some costs.

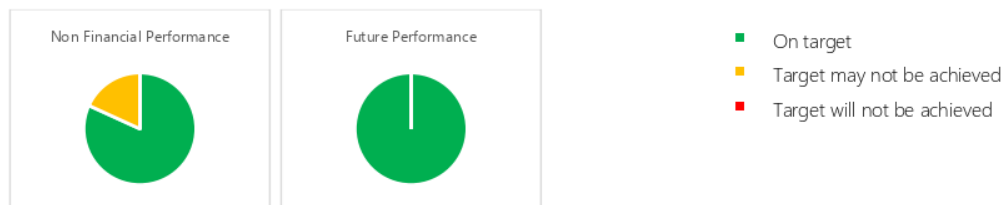


Future

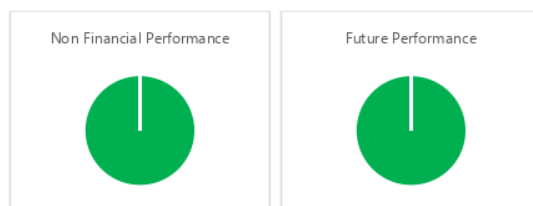
The year end performance measures and financial out turn are on track to be achieved. The procurement phase of the new Total Waste Services contract should be completed by year end.



Key Performance Indicators



Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT
User Satisfaction with waste minimisation services	90%	Reported biennially. Results due June 2020.



Resident Satisfaction with waste minimisation services	90%		Reported biennially. Results due June 2020.
Compliance with Resource Consent conditions (excluding all minor non-compliances as reported by Environment Canterbury)	No abatement notices, infringement notices, enforcement orders and convictions for TDC	Achieved (noting the minor non-compliance)	A notice was received during this period for a minor non compliance on a technical matter relating to landfill gas. Landfill gas is being actively extracted and destroyed at the site, so a change of consent conditions will be applied for to reflect the on site landfill gas management.  
Materials Recovery Facility (MRF) - recycling nett tonnages diverted	3600	2,338	Nett tonnes are slightly down. Nett tonnes recycled at the MRF are expected to be on target at year end.  
Compost Facility - Organic nett tonnages diverted	15000	9,541	Greenwaste tonnes are on track. The target is expected to be met.  
Resource Facility - Recycling nett tonnages diverted via recycling other than for MRF recyclables	300	257	This period's figures are slightly ahead of target with increased scrap metal recycling at Geraldine and Temuka transfer stations. Year-end target is expected to be met with increased recycling.  
Number of transactions at re-use shop	20000	15,564	The shop continues to perform strongly with an expanding customer base and growing reputation as a destination. Expect year-end target to be exceeded.  
General waste minimisation information provided across a range of media	2000	5,690	The range of general environmental information delivered at Customer Services/transfer stations/talks and tours continues to be popular - many people still like practical information to be delivered in printed format. For example we disseminate information on Litter Free Letterboxes (ecomailbox stickers) and Sustainable Coastlines - supporting a New Zealand based environmental

			trust by handing out envelopes for the free recovery of used cellphones.  <b>N E</b>
Kerbside collection information provided across a range of media	2000	3,040	The 3-bin guide brochure remains popular. More Housing New Zealand and property rental managers are co-operatively passing these on to new tenants, which is very helpful to reduce contamination in the yellow and green bins. The contractors also add a 3-bin guide to every delivery/service of bins increasing the dissemination of brochures. Timaru Eco compost brochures are enjoying a resurgence in demand as people become accustomed to buying their compost from Council  <b>N E</b>
Number of businesses provided with zero waste support	75	34.	There is increasing repeat and new demand for this service. The service requires considerable knowledge of available recovery services and allows for strong liaisons between waste generators and the recovery industry. This is a valuable service that strongly supports the 3 bin system and the diversion activities at Redruth Landfill.  <b>N E</b>
Number of programmes/initiatives provided to encourage waste diversion	18	23	There are 23 waste diversion programmes, supporting a range of activities. Our OnePlanet website has subscriptions from 22 local governments (and growing) as well as sponsorships from business. The EnviroSchools (Toimata Foundation) programme recently increased with Kindergartens South Canterbury (12 kindies) joining as a group. The scrap disposal facility is becoming well known as another leading programme. The Mattress Recycling programme is drawing interest from our retirement homes and hospitals and parties outside the District. Our recent Waste Free Periods programme drew the attention of the Ministry for Women and the Ministry for the Environment. Requests have been

			<p>received from schools to run the Waste Free Periods programme every 3 years in all the high schools in Canterbury. We have also fielded requests to run this in Year 8 schools. Our Waste Free Parenting and Waste Free Living workshops continue to draw good numbers and give the community another point of contact with the Waste Minimisation Unit.</p> <p><b>N E</b></p>
Number of events provided with zero waste support	25	35	<p>All event organisers holding larger events at any Council facilities are contacted, which is well received. Both organisers and attendees are encouraged by being able to compost and recycle at all events. Feedback from larger events has been really positive for Council.</p> <p><b>N E</b></p>
Number of zero waste support talks/tours	52	25	<p>Redruth site was partially closed for tours from July to November because of gas issues - the compost site was completely out of bounds so many groups postponed. Redruth site now completely closed for tours December to May because of the construction of the Resource Recovery Park and therefore much higher volumes of truck traffic. Talks and tours are very popular and there will be increased demand from July 2020 onward, for those who have postponed.</p> <p><b>N E</b></p>

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Redruth Landfill	543,830	106,781	<p>This budget includes several projects. The progress on each project is detailed below:</p> <ol style="list-style-type: none"> <li>Cell: Construction has started on the Stage 2.2 preparatory works and the final cap design for Cell 3.4.</li> </ol>

			<p>2. Site: The leachate volume assessment final report due date has been extended and is due by the end of March.</p> <p>3. Gas Management: The 2.2 &amp; 3.4 cell landfill gas system construction is underway.</p> <p>4. Stage 2 stormwater improvement works are close to completion.</p> <p>Some extra costs associated with health and safety issues at the landfill has increased projects costs through to completion in 2019/20. Some design changes are expected to reduce costs so that budgets will be met.</p> <p><b>N F E</b></p>
Complementary Business (All activities at Redruth site other than landfill)	1,847,582	547,249	<p>This budget includes several projects. The progress on each project is detailed below:</p> <ol style="list-style-type: none"> <li>1. Radio Frequency Identification Data project - 98.7% of bins tagged as at 28 February 2020.</li> <li>2. Redruth Transfer Station: The construction contract for the Redruth Resource Recovery Park Stage 2 and waste sort facility is nearing completion.</li> <li>3. Compost Facility: The 2019/20 stage 1 capping will be completed as part of the Stage 2.2/3.4 capping project which is underway.</li> </ol> <p>All projects are on track to be completed by the end of the year.</p> <p><b>N F E</b></p>
Other Sites - Rural closed landfill aftercare treatment, Extending public place recycling	161,329	9,904	<ul style="list-style-type: none"> <li>• Geraldine transfer station: The resurfacing was deferred due to Rangitata flooding but has been rescheduled for March.</li> <li>• Waste levy: Glass collection trial has been deferred pending new waste services procurement process.</li> <li>• Pleasant Point public place recycling construction is underway after confirming the location.</li> </ul>

			<p>Peel forest closed landfill: Unbudgeted money (\$10,000) has been spent on remediation of waste exposed due to the Rangitata Flooding.</p> <p>Budget is on track.</p> <p><b>N F E</b></p>
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## Water Supply

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### Highlights

Good progress has been made with the procurement of the design and construction concept of the Te Ana Wai water treatment plant, awarding the contract for the Te Ana Wai trunk main Stage 1 upgrade using an innovative pipe lining product, awarding the contract for the construction of the Te Ana Wai raw water storage reservoirs and associated pipework.

The commissioning of the new reservoir at Pleasant Point was completed.

There continues to be progress with the design of the Pareora Pipeline renewal project.

The new Temuka reservoir has been tendered as a stand alone project.

The Dunkirk Street, Timaru water main renewal has been awarded.

Staff have been instrumental in convening a Central South Island Local Authority staff technical group to evaluate options for the future delivery of 3 Waters in the central south island area.

### Issues

The main issues for this reporting period remains the capacity to get projects to the tender stage and the unexpected delays in obtaining consents and authorities.

### Activity Scoreboard

#### Commentary – YTD

The business as usual work programme is continuing to meet the majority of the mandatory performance measures.

Drinking Water Standards monitoring and compliance by the Drinking Water Assessors is ramping up and it is noted that Parliament is updating the legislation to create a new single focus 3 Waters Regulator.

Major projects involving resource consent, landowner access and statutory approvals are becoming more complex and time consuming.

The utilisation of specialist suppliers and contractors, often via negotiation can also add to the project timeframes. However, very good progress is being made with physical works about to commence on a number of work sites

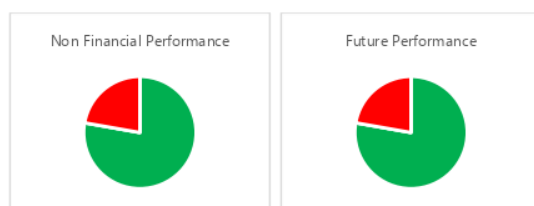
#### Future

The year-end will see contractors established and working on major pipeline renewals and the construction of new reservoirs for Downlands and Temuka water supplies

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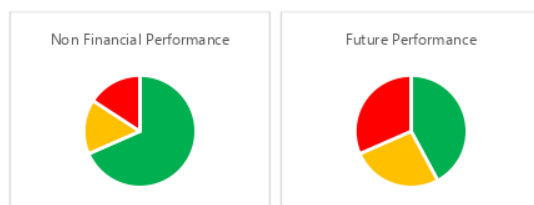
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Key Performance Indicators



- On target
- Target may not be achieved
- Target will not be achieved

Projects



Key Performance Indicators

INDICATOR	TARGET	RESULT	
Number of complaints per 1000 connections received about drinking water (mandatory)	26	11.52‰	<p>The year to date result is well within target. The most complaints received this period were around continuity.</p> <p><b>N E</b></p>
Drinking Water Standards (Part 4) – Bacterial Compliance (mandatory)	100%	83.33%	<p>Pareora township treatment Plant is non-compliant as the Water Safety Plan is not current however the treatment plant performance met compliance criteria.</p> <p>Geraldine treatment plant is non compliant as 6 days of data is available only every 15 minutes, not every minute as required. The plant is unable to comply with UV monitoring requirements. Geraldine treatment plant will not comply with Drinking Water Standards for NZ.</p> <p>All reticulation zones are compliant.</p> <p>Upgrading of the Pareora treatment plant will occur later in 2020. This will enable the treatment plant to provide data every 1 minute, (currently every 15 minutes) and therefore comply with main body of Drinking Water Standards for NZ (DWSNZ)</p>







			<p>rather than section 10 of DWSNZ. Compliance will then be possible for later part of year.</p> <p>Year to date there are 2 drinking water schemes that have been non compliant - Geraldine and Pareora.</p> <p><b>N E</b></p>
Drinking Water Standards (Part 5) – Protozoal Compliance (mandatory)	100	70.00%	<p>Pareora treatment plant non-compliant as the Water Safety Plan not current.</p> <p>Geraldine treatment plant is non compliant as 6 days data is available only every 15 minutes, not every minute. The plant does not comply with UV monitoring requirements.</p> <p>Te Moana has no protozoa treatment at present.</p> <p>Peel Forest, Pleasant Point, Seadown, Temuka and Timaru water treatment plants all comply.</p> <p>Upgrade to Pareora township water treatment plant will occur later in 2020. This will enable the treatment plant to provide data every 1 minute, (currently every 15 minutes) and comply with main body of Drinking Water Standards for NZ (DWSNZ) rather than section 10 of DWSNZ.</p> <p><b>N E</b></p>
Average consumption of drinking water per day per resident within the Timaru district (litres)	300		Reported annually. Due June 2020.
Percentage of real water loss from TDC's networked reticulation systems (Mandatory)			Reported annually. Due June 2020.
Median attendance time (in hours) for urgent callouts for urban water supply faults or unplanned interruptions in the network (Mandatory)	1	0.48	<p>60 urgent callouts were received for the period November 2019 to Feb 2020 and were attended within, on average, 0.5 hour. Year to date there have been 102 urgent call outs with an average attendance time of 0.48 hour.</p> <p><b>N E</b></p>








Median attendance time (in hours) for urgent callouts for rural water supply faults or unplanned interruptions in the network (Mandatory)	4	0.62	151 urgent callouts were received for the November 2019- Feb 2020 period and those were attended within, on average, 0.60 of an hour. Year to date there have been 211 urgent call outs with an average attendance time of 0.62 hour.  NF E
Median resolution time (in hours) for urgent callouts for urban water supply faults or unplanned interruptions in the network (Mandatory)	4	3.68	Median resolution time for urban urgent call outs is on target  NF E
Median resolution time (in hours) for urgent callouts for rural water supply faults or unplanned interruptions in the network (Mandatory)	8	0.69	Median resolution time for rural urgent call outs is well within target.  NF E
Median attendance and resolution time (in hours) for non-urgent callouts for urban and rural water supply faults or unplanned interruptions in the network (Mandatory)	median time to be reported	26.50	Median resolution time for non-urgent call outs is to be reported, noting that there is no performance measure.  NF E
User satisfaction with water supply services	85%		Results reported biennially. Due June 2020.
Compliance with Resource Consent conditions - Water Supply	Compliance with all consent conditions	Achieved	No non compliances have been identified  NF E

Projects

PROJECT	ANNUAL BUDGET (incl cfwd) \$	YTD RESULT \$	
Urban Water Supplies - Reticulation and Services Renewals	1,622,000	231,736	Several watermain renewal projects are in construction phase and will be completed by end of financial year (committed amount: \$460k). The remaining watermain renewal projects are currently in design. Construction may commence later this year and be carried out next year for some projects such as the Richard Pearse Drive

			Watermain Renewal. The budget may not be fully spent. 
Urban Water Supplies - Vested Assets	0	0	Not completed until June. Subject to developments by others. 
Urban Water Supplies -Fixed Plant and Equipment	2,844,137	166,427	Several projects are included in this budget. The new UV unit at Geraldine Water Treatment Plant is operational. The Temuka raw reservoir bypass is completed. The construction of new office at Claremont commenced. The design of the chemical building will be completed and is based on the latest changes in legislation. As a result construction will be in next financial year. 
Urban Water Supplies - Timaru Pareora Pipeline Renewal	12,559,188	230,514	Design and consenting work for this project are in progress. Survey investigation to heritage culvert and methods to cross the stream without impacting the heritage culvert is in progress. This needs to be finalised in order to lodge the resource consent and authority application in March-April 2020. 
Urban Water Supplies - Temuka and Pleasant Point Treated Water Storage and Pumps	1,733,297	69,656	Pleasant Point reservoir has been commissioned. Temuka Reservoir New work packages separating the reservoir and pump station have been prepared, and as a result the contract for Temuka reservoir is being tendered. Substantial cost savings are expected as a result of this process. 
Urban Water Supplies - Timaru Reservoir Cover	50,000	9,075	The testing of structural integrity of covers is completed. Report not yet received. 

Urban Water Supplies – Upgrade to Supply Te Moana from Geraldine	20,000	0	Budget is to fund professional services which have not been engaged yet.  <b>N F E</b>
Te Moana Downs Water Supply - Reticulation Renewals	1,197,325	531,224	Some renewals have been completed. School Road watermain upgrade is in the design phases. The end of year budget may not be fully spent.  <b>N F E</b>
Te Moana Downs Water Supply - Treatment Upgrade	1,500,000	19,440	The construction of the new treatment plant has not yet started. Pump test and water quality data are being collected to confirm the most appropriate treatment process. Priority has been made to complete the new Te Ana Wai water treatment plant and to possibly use this project as a template for Te Moana. The consenting process and designation process is underway. Construction has been delayed to next financial year with preliminary design work to be completed by year end.  <b>N F E</b>
Water Supply - Rangitata-Orari Renewals	95,000	0	Design of renewals underway  <b>N F E</b>
Seadown Water Supply - Reticulation Renewals	173,927	17,485	The style of the Seadown Water Scheme is currently being reviewed. Completion of this review is a prerequisite for the proposed reservoir upgrade. End of year budget will not be spent..  <b>N F E</b>
Seadown Water Supply - Treatment Upgrade	52,804	73,247	UV units have been purchased. A new building is required to house the upgraded treatment process. It is unlikely that the building will be completed to allow upgrade to be completed this year.  <b>N F E</b>

Seadown Water Supply - Water Storage	400,000	0	Budget amalgamated with treatment upgrade. No new reservoir planned.
Downlands Water Supply - Mains, Tanks, Intake Renewals and Leak Detection	9,348,661	230,790	Te Ana Wai Trunkmain Upgrade (Stage 1 - Davisons Road to Cave) construction is programmed to commence in July 2020 (material is procured from overseas). The end of year budget will not be fully spent  
Downlands Water Supply - Equipment renewals	18,860	16,874	Failed Variable Speed Drive replaced.  
Downlands Water Supply - Infiltration Gallery Upgrade and Low Lift Pumps	0	16,949	Detailed design is underway as well as the consenting process. Construction may be delayed for the completion of the Te Ana Wai raw water storage ponds and therefore may not commence before the end of the financial year. Reported as 82% of total budget (for TDC). (Total actual YTD is \$20,670)  
Downlands Water Supply - Opihi River Crossing	0	0	Alternative methods are currently being investigated.  
Downlands Water Supply - Treatment Plant Upgrade	4,100,000	203,492	A procurement plan has been prepared for the procurement of the treatment facility following an extensive market analysis. The Tenders and Procurement Committee have approved the 'design-build' procurement strategy and negotiations are underway with the preferred contractor. Construction of the treatment plant is planned to be completed in the next 15 - 18 months. The consenting process is well underway. Financial report for TDC only, i.e. 82% of total budget. (Total actual YTD - \$248,161)  

Downlands Water Supply - Raw Water Storage	1,324,336	13,539	<p>This project is part of the overall Downlands Water Scheme upgrade. A contract has been let for the construction of the Te Ana Wai raw water storage ponds and associated pipework. Construction will commence in April 2020 providing that all consents are granted and will take up to 9 months to complete. Reported as 82% of the total (for TDC). Total actual YTD is \$16,511.</p> <p><b>N F E</b></p>
Downlands Water Supply - Springbrook Treatment Upgrade	205,000	0	<p>Purchase of material will be completed but the installation will not take place this year. End of year budget will not be fully spent.</p> <p><b>N F E</b></p>

## 8.4 Timaru District Council Local Governance Statement

**Author:** Ann Fitzgerald, Corporate Planner

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

### Recommendation

That Council adopt the Timaru District Council Local Governance Statement 2020

### Purpose of Report

- 1 To present the draft Local Governance Statement for adoption.

### Assessment of Significance

- 2 The review and adoption of the Local Governance Statement is assessed as being of low significance in accordance with the Significance and Engagement Policy.

### Background

- 3 Section 40 of the Local Government Act 2002 requires local authorities to prepare and make publicly available a local governance statement that includes information on a range of Council functions, responsibilities and activities.
- 4 The Local Governance Statement must be prepared and made publically available within 6 months after each triennial general election.
- 5 The timeframe for adoption following the October 2019 triennial election is 12 April 2020.

### Discussion

- 6 The process used for preparing the 2020 Local Governance Statement included an analysis of legislative requirements, a review of other Local Governance Statements in the sector, and a design refresh.
- 7 The Local Governance Statement is a collation of existing information. There is no new information in the document that has not previously adopted by Council or approved by the Senior Leadership Team.
- 8 The document is updated as and when required, for example a change in representation arrangements, or governance structures, or an amendment to any key planning and policy documents.
- 9 The section "Relationship with Ngāi Tahu" was developed by Aoraki Environmental Consultancy Ltd (AECL), on behalf of Arowhenua Runanga for the 2018 Long Term Plan. The statement is currently being reviewed by AECL. Should any changes be required, the Local Governance Statement is able to be updated accordingly.
- 10 Once adopted, copies of the Local Governance Statement are made available at Council offices and facilities, and for distribution at any relevant events – for example sister cities exchanges.

### Options and Preferred Option

- 11 Option 1: Council adopts the updated Local Governance Statement as presented.

- 12 Option 2: Council recommends further updates to the draft Local Governance Statement.

**Consultation**

- 13 As the publication is a collation of existing information there has been no requirement for consultation, other than the review of the “Relationship with Ngāi Tahu” section.
- 14 The draft document has been reviewed by the Senior Leadership Team.

**Relevant Legislation, Council Policy and Plans**

- 15 Local Government Act 2002 Section 40.
- 16 Delegations Policy

**Financial and Funding Implications**

- 17 There are no financial or funding implications related to the updating of the Local Governance Statement.

**Other Considerations**

- 18 There are no other considerations in relation to this report.

**Attachments**

1. **Local Governance Statement 2020 DRAFT**  

DRAFT

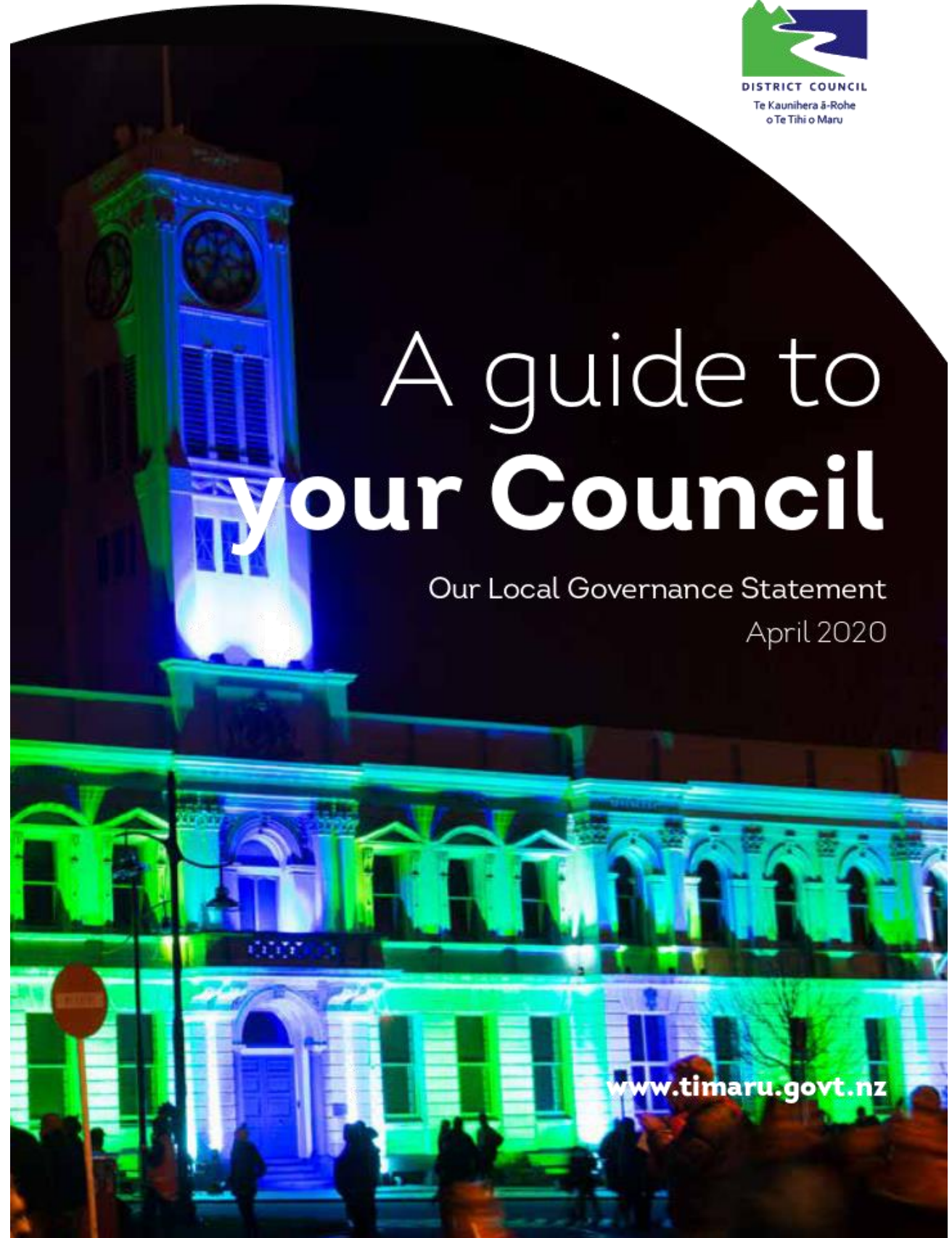


# A guide to your Council

Our Local Governance Statement

April 2020

[www.timaru.govt.nz](http://www.timaru.govt.nz)





**A guide to your Council: Local Governance Statement**

**Council Contact Details**

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	<b>Email</b> enquiry@timdc.govt.nz
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 Monday - Friday 8.30am - 5pm

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 Fax (03) 693 9451  
 Email libger@timdc.govt.nz  
 Hours (except Statutory Holidays)  
 Monday - Friday 8.30am - 5pm  
 Saturday 10am - 1pm

**Temuka Library, Service and Information Centre**

72-74 King Street, Temuka  
 Hours (except Statutory Holidays)  
 Monday - Friday 8.30am - 5pm  
 Saturday 10am - 1pm  
 Fax (03) 615 9538  
 Tel (03) 687 7591  
 Email temuka.library@timdc.govt.nz

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This Local Governance Statement provides information about Council; outlining the responsibilities, structure and governance processes of Council. It provides information about how Council engages with the community, makes decisions, and how the community can engage with decision-making and contribute to making our district a better place.

This document is updated within six months of each triennial local authority election and every effort is made to ensure it is kept up to date over the three year period.

## Who are we?

### Timaru District Profile

#### Geography and climate

Timaru District covers 2,737 square kilometres of South Canterbury. Two rivers naturally define its northern and southern boundaries, the Rangitata and Pareora, with the district stretching along the gentle curve of the South Canterbury coastline.

Timaru District is the fourth largest district by population and sixth largest by area in the Canterbury region. It has a population density of 16.5 persons per square kilometre. The district enjoys a temperate climate, with Timaru enjoying an annual average of around 1,826 hours of sunshine and 573mm of rain.

#### Demographics\*

The 2018 Census population was 49,296. Population projections, based on a medium growth scenario, project the district's population to increase to 49,400 (+8.8%) by 2028, peaking in 2038 at 50,200. The rate of natural increase will become negative from around 2028 meaning there will be more deaths than births. This reflects the age makeup of the district's population. Growth from 2028 will be reliant on net migration.

The population is expected to age in the future. Virtually all growth in future years is projected to be in age groups 65+, with the proportion of 65+ increasing from 20.1% in 2013 to 28.2% in 2028 and 32.9% in 2043.

Around 80% of Timaru District residents live in or around the four main settlements - Timaru, Temuka, Geraldine and Pleasant Point.

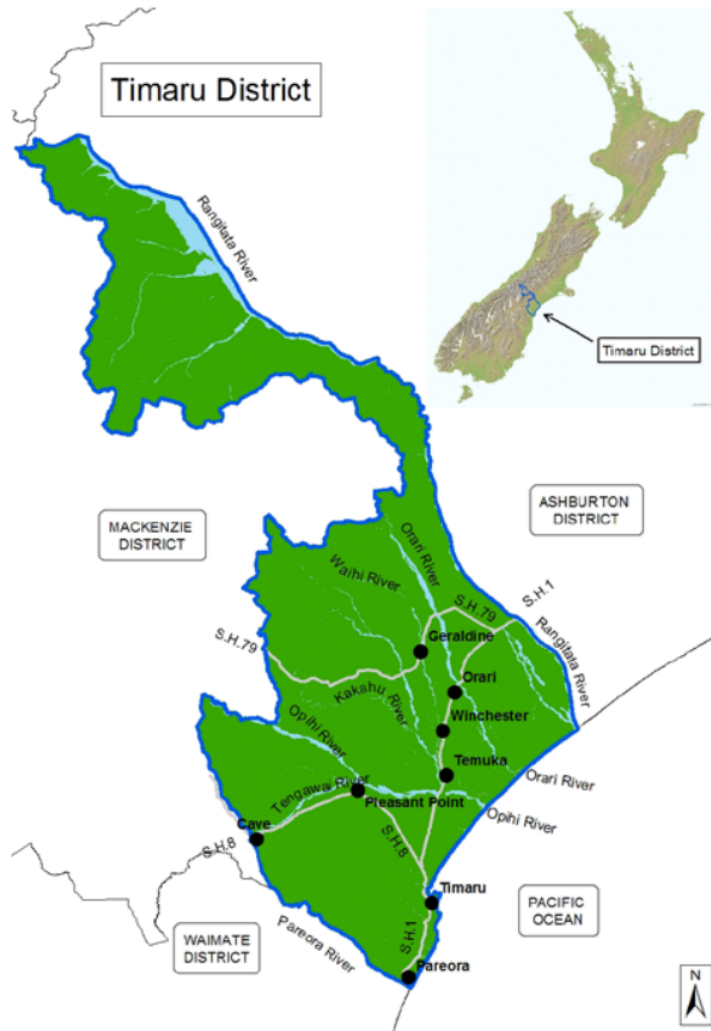
\*Based on Statistics NZ Population Projections

#### Our Economy

The Timaru District economy is strongly influenced by its agricultural heritage. From its birth in pioneering sheep farming, our richly productive agricultural sector has grown to become New Zealand's "food bowl".

Today's farming is heavily influenced by dairy, with horticulture, intensive cropping, meat and wool also playing an important role. Significant manufacturing, processing, engineering and distribution operations contribute to extensive export and domestic supply of a wide range of goods and services.

Who are we?



This provides an array of employment opportunities across all sectors from trades and manufacturing to the professional, service and primary sectors. The Timaru District prides itself on having one of the lowest unemployment rates in New Zealand.

The wider South Canterbury region enjoys reliable and accessible water for irrigation and industry – indeed some of the most affordable resource in the country. This continues to provide the impetus for the development and growth of successful food processing and exporting operations. Large scale investment in water storage, quality and management is continuing, helping to ensure a robust, diverse economic future for the District.

**Our Communities**

Timaru is the largest community, housing nearly two thirds (29,600) of the total population of the district. The next largest community is Temuka (4,120), followed by Geraldine (2,310) and Pleasant Point (1,220).

Our communities are well serviced with education, health and recreational services along with a vast range of clubs and organisations. The South Canterbury District Health Board is the major health provider, with Ara Institute providing tertiary education services.

**Our Environment**

The diverse landscapes of the Timaru district include rolling downlands, tussock land, coastal plains and wetlands, forest remnants, river gorges and rugged mountain ranges.

The coastal plains to the north and downlands to the south are highly modified for intensive cropping, meat, wool and dairy production. Pasture and exotic woodlots dominate the modified hills and downs from Peel Forest to Cave, with occasional shrub and forest remnants. Limestone outcrops and volcanic sediment add to the diversity of the landforms.

The district is also defined by a number of waterways, including the Orari, Ophi, Rangitāta, Waihi and Pareora Rivers. The Rangitāta and Pareora physically define the district and all waterways are highly valued by the community for their recreational, social, natural amenity and economic values.

The district has a number of outstanding natural features and landscapes, as well as areas of significant native vegetation habitats of native fauna. There are also numerous important heritage sites, buildings and places.



## What does the Council do?

### Purpose of Local Government

Section 10 of the Local Government Act 2002 states that the purpose of local government is:

- to enable democratic local decision-making and actions by, and on behalf of, communities; and
- to promote the social, economic, environmental and cultural well being of communities in the present and for the future

### The Electoral System

The Local Electoral Act 2001 controls the conduct of local elections. There are two Electoral Systems used for electing local government organisations – First Past the Post (FPP) and Single Transferable Vote (STV).

The Timaru District Council currently operates its elections under the First Past the Post (FPP) electoral system. Electors vote by indicating their preferred candidate(s) and the candidates who receive the most votes are declared elected.

The Single Transferable Vote system (STV) system is currently used for the South Canterbury District Health Board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (the quota) depends on the number of positions to be filled and the number of valid votes. The number of candidates required to fill all vacancies is achieved:

- by counting the elector's first preference and electing those candidates who reach the quota
- then by a transfer of spare votes (over the quota) from elected candidates in proportion to all voter's second preferences
- then by excluding the lowest polling candidates and transferring these votes to the voter's second preferences

These steps continue until enough candidates have reached the quota and have been elected.

What does the Council do?

**Opportunities to change the Electoral System**

Under the Local Electoral Act 2001, the Council can resolve to change the electoral system to be used at the next two elections, or conduct a binding poll on the question, or electors can demand a binding poll.

A poll can be demanded by at least five per cent of eligible electors putting their names, addresses, and signatures on a petition demanding that the poll be held.

Once changed, an electoral system must be used for at least the next two elections, (i.e. the electoral system cannot be changed for one election and then changed back for the next election).

The Council’s last review of the electoral system in 2018 resulted in the decision to retain the First Past the Post Electoral System for the next two elections.

**Representation Arrangements**

**Timaru District Council**

Currently the Timaru District Council has:

- an elected Mayor
- 9 Councillors elected over three wards
  - o Timaru Ward - 6 Councillors
  - o Pleasant Point - Temuka Ward – 2 Councillors
  - o Geraldine Ward - 1 Councillor
- 3 Community Boards with 16 elected members:
  - o Geraldine – 6 elected members and the 1 appointed Geraldine Ward Councillor
  - o Pleasant Point – 5 elected members and the 2 appointed Pleasant Point – Temuka Ward Councillors
  - o Temuka – 5 elected members and the 2 appointed Pleasant Point – Temuka Ward Councillors

While electors vote for the candidates in their respective ward, the Mayor is elected by a separate vote across the District.

The existing representation structure was confirmed by the Council following the last Representation review in 2018. There are currently no Māori Wards in the District.

**Community Boards**

The Timaru District community boards are constituted under section 49 of the Local Government Act 2002 and are elected every three years at the local authority elections.

The role of Community Boards is to:

- represent and act as an advocate for the interests of their community
- consider and report on all matters referred to it by the Council and any issues of interest or concern to the community board
- make an annual submission to the Council on expenditure in the community
- maintain an overview of services provided by the Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the Council.

**Review of Representation Arrangements**

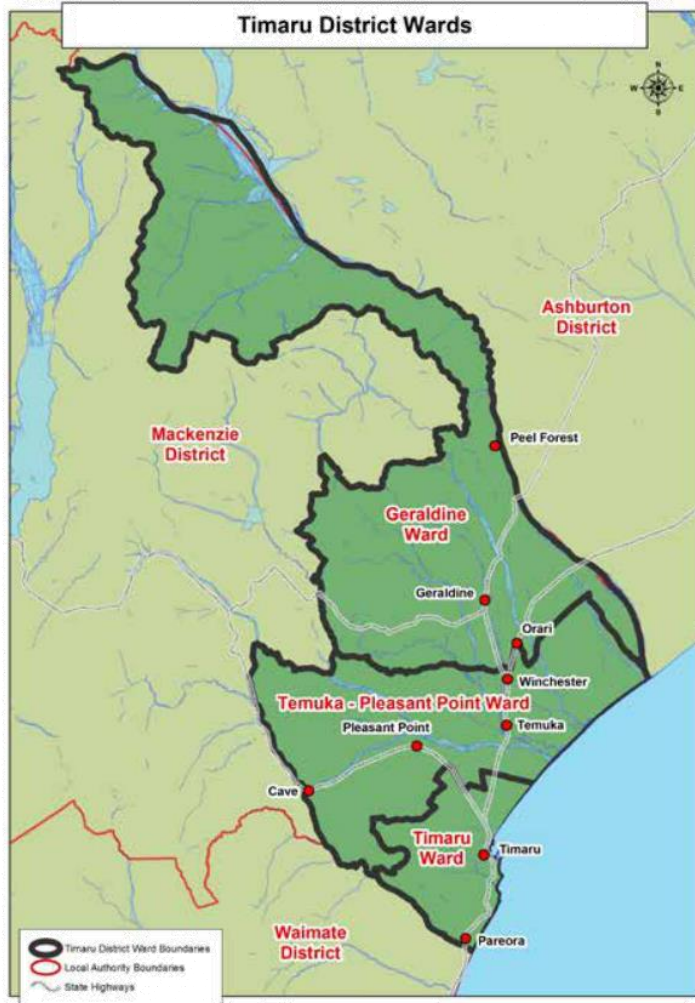
The Council is required to review its representation arrangements at least once every six years, and to follow the procedure set out in the Local Electoral Act 2001 when conducting the review. The Council’s last review of the electoral system in 2018 resulted in no change to representation arrangements, and retaining the First Past the Post electoral system.

The next representation review of the Timaru District Council will occur in 2024 for local government elections in 2025 and 2028.

The review must consider:

- the number of elected Councillors
- whether Councillors should be elected “district wide” or by wards
- the number of wards in the District
- whether there should be Maori wards
- whether to have community boards, and if so their boundaries and membership, and whether to subdivide a community for electoral purposes.

Governance



Timaru District Council



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COUNCILLORS



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Governance

**Geraldine Community Board**

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Wayne O'Donnell (Chairperson)	(03) 693 7066 027 221 1467	w.dodonnell@xtra.co.nz
Janene Adams (Deputy Chairperson)	(03) 693 7693 022 614 1590	janeneadams@gmail.com
Jan Finlayson	(03) 693 7297 021 502 297	janfinlayson@xtra.co.nz
Jennine Maguire	03 693 9927 022 045 8755	info@geraldineglass.co.nz
Natasha Rankin	021 902 501	natasharankin@homail.com
McGregor Simpson	03 696 3963 021 147 2014	

Plus Geraldine Ward Councillor: Gavin Oliver

**Pleasant Point Community Board**

	Phone	Email
John McDonald (Deputy Chairperson)	(03) 614 7619 027 860 7966	jdmcdonald60@gmail.com
Neville Gould	(03) 614 7760	tengewai@slingshot.co.nz
Raewyn Hessel	(03) 614 7356 027 385 5857	sturaehessel@gmail.com
Anne Lemmens	03 614 8914 0274 625 308	annelemmens2019@gmail.com
Ross Munro	03 614 7179 021 443 940	rossm@gmail.com

Plus Pleasant Point-Temuka Ward Councillors: Richard Lyon (Chairperson) and Paddy O'Reilly

**Temuka Community Board**

	Phone	Email
Alison Talbot (Deputy Chairperson)	(03) 615 9189 027 205 7604	steveali@xtra.co.nz
Gaye Broker	03 615 8376 0272 447 157	ggbroker@xtra.co.nz
Stephanie McCullough	(03) 615 7097 027 228 6311	mcculloughp@xtra.co.nz
Lloyd McMillan	(03) 615 8231 027 2282 079	mcmillan-clan@xtra.co.nz
Charles Scarsbrook	(03) 615 9444 027 615 5500	homemade@xtra.co.nz

Plus Pleasant Point-Temuka Ward Councillors: Richard Lyon and Paddy O'Reilly (Chairperson)

**Elected Members - Role and Conduct**

**Role of Elected Members**

The Mayor and Councillors of the Timaru District Council have the following roles:

- setting the policy direction of the Council
- monitoring the performance of the Council
- law-making (bylaws) and overseeing compliance with the relevant Acts of Parliament (e.g. Local Government Act)
- determining expenditure and funding requirements of the Council through the Long Term Plan and Annual Plan processes
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- employing the Chief Executive (under the Local Government Act, the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

Governance

**Role of the 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 the Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings – The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders)
- Ex-officio member of all Council committees
- Lead development of the Council’s plans (including the Long Term Plan and Annual Plan), policies and budgets for consideration by the Council
- Advocates on behalf of the community – This role may involve promoting the community and representing its interests regionally, nationally or internationally
- Ceremonial head of the Council
- Providing leadership and feedback to other elected members on teamwork and chairing committees

The Mayor has the following powers:

- to appoint the Deputy Mayor unless the Mayor chooses not to exercise this power, in which case the elected members make the appointment.
- to establish council committees
- to appoint the chairperson of each committee (which may be him or herself)
- to serve as a member of each Council committee

**Role of the Deputy Mayor**

The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then 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 the Council.

**Role of the Committee Chairperson**

A committee chairperson is responsible for presiding over meetings of the committee, ensuring that the committee acts within the powers delegated by the Council and as set out in the Council’s Delegations Manual. A committee chairperson may be removed from office by resolution of the Council.

**Elected Members Legislation Regarding Conduct**

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders
- the Local Authorities (Members’ Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect)
- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

**Elected Members Code of Conduct**

All elected members are required to adhere to a Code of Conduct. Adopting a code is a requirement of the Local Government Act 2002. Once adopted, a code may only be amended by a 75% or more vote of the Council. The code sets out the Council’s agreed standards of behaviour in the following circumstances: relationships with other elected members, relationships with staff, relationships with the community, contact with the media, confidential information, conflicts of interest, standing orders, ethics, disqualification of members from office or if an elected member is or has become an undischarged bankrupt.

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

**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.



Governance

**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 the Council staff.

**Stewardship**

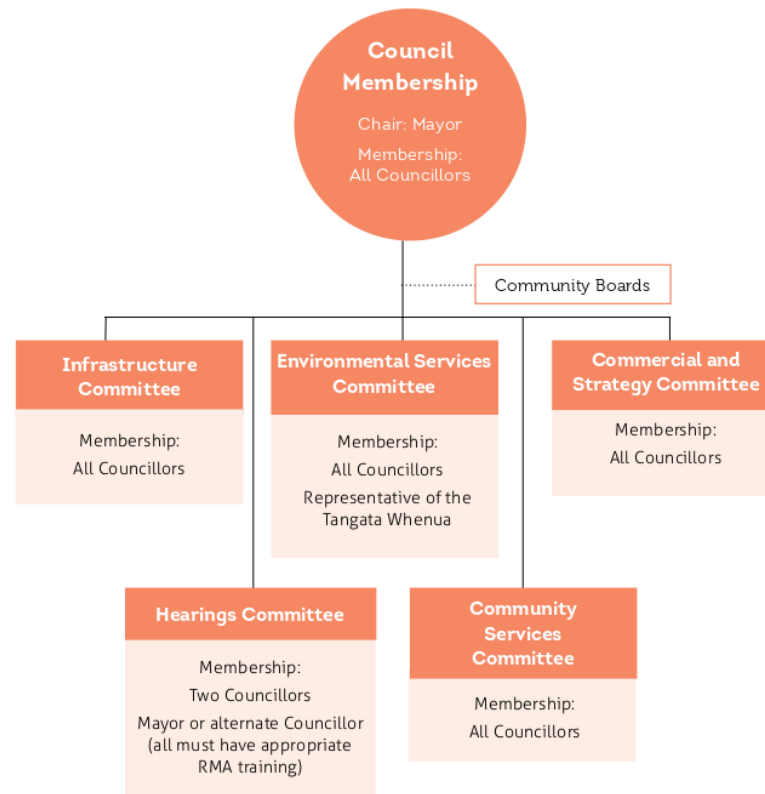
Members must ensure that the Council uses resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations.

For a copy of the Code of Conduct, contact the Council or download a copy from our website – [www.timaru.govt.nz](http://www.timaru.govt.nz)

**Governance Structure and Processes**

**Council Committees and Subcommittees**

The Council reviews its committee structures after each triennial election. Committees deal with policy and issues as listed below. Following the 2019 elections, the Council confirmed the following standing committee structure and delegations:



Governance

**Authorities for Committees**

The Local Government Act 2002, Section Four of the Public Bodies Contracts Act 1959, the Resource Management Act and other relevant Acts, enable the Standing Committees of the Timaru District Council to exercise the functions, duties and powers of Council within the delegated areas of activity of each Committee.

Standing Committees may:

- delegate any of their functions to a subcommittee;
- have the delegated authority to form a subcommittee for a specific purpose;
- without confirmation by the Council, exercise or perform the powers or duties delegated to it;
- have the power to expend funds in respect to its area of responsibility, subject to the allocation of funds set aside for that purpose in the Long Term Plan, Annual Plan and Budget, or as otherwise specifically approved by Council;

Standing Committees do not have:

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan; or
- the power to adopt a Long Term Plan, Annual Plan, or Annual Report; or
- the power to appoint a Chief Executive; or
- the power to adopt policies required to be adopted and consulted on, under an Act in association with the Long Term Plan or developed for the purpose of the Local Governance Statement.

**Meeting Processes**

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act (LGOIMA) 1987.

Members of the public are entitled and are welcome to attend all public meetings of the Council and its Committees. In certain circumstances, as defined in the Local Government Official Information and Meetings Act 1987, the public may be excluded from certain parts of a meeting.

Although meetings are open to the public, members of the public do not have speaking rights other than at the “public forum” session available at the beginning of Council and Community Board meetings. Up to the first half hour of these meetings is set aside for members of the public to raise issues of concern.

During meetings, the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). The Mayor or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

Copies of agendas, together with any supporting papers, will be available for public inspection two days prior to a meeting, during normal business hours at the Council offices in King George Place, Timaru, Service Centres in Geraldine and Temuka and the Timaru Library in Sophia Street, Timaru, or through the Council’s website, [www.timaru.govt.nz](http://www.timaru.govt.nz).

Minutes of meetings must be kept as evidence of the proceedings of the meeting, and these are made publicly available, subject to the provisions of the Local Government Official Information and Meetings Act.

An updated schedule of meetings for the following month is published in the Courier newspaper. Details of meetings, agendas and minutes are also available on the Council’s website [www.timaru.govt.nz](http://www.timaru.govt.nz)

**Relationship with Ngāi Tahu**

**Ngāi Tahu as Mana Whenua of Timaru District**

Ngāi Tahu are a Treaty Partner of the Crown and are mana whenua of the area administered by the Timaru District Council. Ngāi Tahu is the collective representation of whānau and hapū who share a common ancestry and are tangata whenua (people of the land). They hold ancestral and contemporary relationships with the lands, waters, and ecosystems of their takiwā. Mana whenua are hapū or whānau who, through a combination of whakapapa and occupation (ahi ka) hold customary authority over the land and resources of an area or takiwā. Associated with mana whenua status are the rights and duties of rangatiratanga and kaitiakitanga.

**Ngāi Tahu Takiwā**

The Te Rūnanga o Ngāi Tahu Act 1996 acknowledges the takiwā of Ngāi Tahu as extending over most of the South Island south of a line from Kahurangi Point on the West Coast and Te Parinui o Whiti (White bluff) near Cloudy Bay on the East Coast; and including offshore islands. The contemporary structure and membership of Ngāi Tahu is set out in the Te Rūnanga o Ngāi Tahu Act 1996. The Act recognises Ngāi Tahu as being descended from five primary hapū: Ngāti Kurī, Ngāi Tūāhuriri, Ngāti Irakehu, Ngāti Huirapa and Ngāi Te Ruahikihiki. Chiefs from these hapu occupied and established themselves as mana whenua in various parts of the takiwā; Ngāti Huirapa in the Timaru District.

Governance

**Te Rūnanga and Papatipu Rūnanga (ngā rūnanga)**

The Act recognises Te Rūnanga o Ngāi Tahu (Te Rūnanga) as the iwi authority within the Ngāi Tahu takiwā. Te Rūnanga is comprised of 18 papatipu (main) rūnanga who represent the whānau and hapū who hold mana whenua within the Ngāi Tahu takiwā. The takiwā of each rūnanga is described in the Te Rūnanga o Ngāi Tahu (Declaration of Membership) Order 2001. The papatipu rūnanga who represent those who hold mana whenua in the Timaru District and their respective takiwā are:

Te Rūnanga o Arowhenua – whose takiwā centres on Arowhenua and extends from Rakaia to Waitaki, sharing interests with Ngāi Tūāhuriri ki Kaiapoi between Hakatere and Rakaia, and thence inland to Aoraki and the Main Divide.

Te Rūnanga o Waihao – whose takiwā centres on Wainono, sharing interests with Te Rūnanga o Arowhenua to Waitaki, and extends inland to Omarama and the Main Divide.

Under s15 of the Te Rūnanga O Ngāi Tahu Act, Te Rūnanga must consult with papatipu rūnanga in forming a view on any matter. In practice, Te Rūnanga encourages councils, other government agencies and individuals to consult directly with papatipu rūnanga on issues in their takiwā. Te Rūnanga supports ngā rūnanga in these matters when requested by them, and represents Ngāi Tahu whānui in tribal matters and in negotiations with the Crown.

Ngāi Tahu whānui also have shareholdings and interests in commercial activities and entities. These commercial entities may make applications or lodge submissions on Resource Management Act (RMA) processes from time to time but they are not mana whenua or the iwi authority.

**Treaty of Waitangi and Duties of Local Authorities**

The Council is required to take into account the principles of the Treaty of Waitangi when carrying out its duties under the Local Government Act 2002 (s4) and the Resource Management Act 1991 (s8). The relationship between Ngāi Tahu whānui and the Timaru District Council reflects, at a local level, the relationship between the Crown and its Treaty Partners; it is a partnership. The Council is also required to engage directly with mana whenua in relation to policy-making and decision-making under both the Local Government Act (LGA) and the RMA.

Section 81 of the LGA requires all local authorities to establish and maintain processes to provide opportunities for Māori to contribute to Council's decision-making processes. It also requires councils to consider ways to foster the development of Māori capacity to contribute to these processes and to provide Māori with relevant information.

The RMA has specific requirements for the Council to engage with tangata whenua through the iwi authority when preparing and reviewing the district plan and to consider tangata whenua values as part of decision-making on resource consent applications. While engagement with tangata whenua is provided specifically within the project planning for the district plan review and other key Council projects, it is important that the Long Term Plan, and Annual Plan recognises these obligations and provides for adequate resourcing and timeframes to ensure an appropriate level of engagement on relevant Council projects.

**Council Relationship with Mana Whenua**

The Council considers it important to further develop relationships with the papatipu rūnanga who represent those who hold mana whenua in the Timaru District. Fostering these relationships is key to enabling the Council to meet its statutory requirements under the LGA and RMA. The Council will ensure all its key policy and decision-making processes include opportunities for discussion with mana whenua, through their mandated representatives, at the earliest opportunity and before any decisions are made; and endeavour to provide resources to help facilitate that engagement.

Council shall provide opportunities for mana whenua to engage in the development of key policy and plans, including the long term plans and annual plans, and on resource management plans, policies and strategies including the process, timing and content of plan or policy development and review. Opportunities are also considered for appointments on planning and resource consent hearing committees. To assist in this commitment, the Council has signed a Service Level Agreement with Aoraki Environmental Consultancy Limited. Aoraki Environmental Consultancy Ltd is mandated by Te Rūnanga O Arowhenua to help advise Councils and other agencies on issues of interest to Arowhenua Rūnanga, to facilitate consultation with Arowhenua Rūnanga, and to ensure timely and appropriate input into policy, plans and processes on behalf of Te Rūnanga O Arowhenua. The Council will also continue to offer places for rūnanga representatives on Council Committees, including the Environmental Services Standing Committee, the Safer Communities Committee and the Local Arts Assessment Committee, and other bodies as appropriate, and seek regular engagement with papatipu rūnanga to discuss matters of common interest and foster general relationships. Council's Senior Management Team will also be available to meet with ngā rūnanga representatives as required.

Governance

**Key Projects**

Mana whenua interests in Council activities are broad. Rangatiratanga and kaitiakitanga involve care for the natural environment and also the economic, social and spiritual wellbeing of the people and communities who live within and depend upon the natural environment. Mana whenua interests are not limited to 'culturally significant sites.' A township may have buildings or places that are prized for their architectural history, or providence, but a council is interested in all aspects of how the town functions. Similarly for mana whenua, wāhi tapu me wahi taonga (sacred and treasured places) are highly valued and require special protection, but kaitiakitanga is a duty that extends over the entire takiwā and to all those living within it.

While mana whenua are interested in all aspects of local governance, limitations on people's time and resources means some things are prioritised.

Current priorities include:

- exploring potential for transfer of powers to make decisions over ancestral land
- appropriate use of traditional place names
- management of significant sites
- stormwater management
- effects of industrial development/ expansion at Washdyke.

The Council organisation

**Council Activities**

The activities and services Council provides are organised into nine Groups. These are summarised below and explained over the next few pages.

**DEMOCRACY**

**COMMUNITY SUPPORT**

- Airport
- Community Funding
- Community Facilities (includes public toilets, cemeteries)
- Economic Development and District Promotions
- Emergency Management
- Safer Communities
- Social Housing

**DISTRICT PLANNING AND REGULATORY SERVICES**

- Building Control
- District Planning
- Environmental Compliance (environmental health, animal control, parking enforcement)

**RECREATION AND LEISURE**

- Cultural and Learning Facilities (includes art gallery, halls, theatre royal, libraries, museum)
- Parks (includes parks, fishing huts, motor camps, forestry)
- Recreational Facilities (includes Caroline Bay Trust Aoraki Centre, swimming pools, Southern Trust Events Centre)

**ROADING AND FOOTPATHS**

- Cycleways and Walkways
- Roading and Footpaths (includes parking facilities)

**SEWER**

**STORMWATER**

**WASTE MINIMISATION**

**WATER SUPPLY**

The Council organisation

**GROUP: DEMOCRACY**

**Activity: Democracy**

The Democracy activity supports and guides all the activities carried out by the Timaru District Council. It enables the Council to function and provide stable, transparent, effective, efficient and accountable local governance to the District.

The elected members of Council set direction, lead and make decisions. This is focused around progressing Council’s Strategic Direction, with the overall goal of improving community well-being.

The activity includes all work associated with the elected Council and Community Boards in Geraldine, Pleasant Point and Temuka. Elected members, being the community’s representatives, make decisions within the framework of the Local Government Act 2002 (LGA) on behalf of and in the interests of the community. Council and Community Boards are elected every three years.

The key functions include:

- Advocacy on issues that affect the district
- Allocating funding to Council activities
- Consultation with the community
- Communicating decisions, policy and activities to communities and stakeholders
- Developing and implementing strategy, policy and plans, such as the Long Term Plan and the District Plan
- Civic functions, such as citizenship ceremonies, award ceremonies and parades
- Elections and Representation reviews
- Administering statutory governance functions (e.g. Standing Orders, Delegations Registers)
- Partnering with external agencies
- Performance, planning and accountability. The development and adoption of key Council planning and accountability mechanisms, such as the Long Term Plan, Annual Plan and the Annual Report
- Maintenance of Sister City relationships with Eniwa (Japan), Weihai (China), Orange (Australia) and Orange (United States)
- Overall monitoring of the Council operation.

Democracy is managed within the Commercial and Strategy Group.

**GROUP: COMMUNITY SUPPORT**

The Community Support activities provided by Council includes:

- Airport
- Community Facilities (includes Cemeteries and Public Toilets)
- Community Funding
- Economic Development and District Promotions
- Emergency Management
- Safer Communities
- Social Housing

**Activity: Airport**

The Council manages the Richard Pearse airport located approximately 10 kilometres northwest of Timaru. The airport provides a key business and community link from the district to Wellington with daily return flights. The Council owns and manages the asset – the main airport facility, including the terminal building and runway. Council is responsible for ensuring the airport is run to legislative and Civil Aviation rules and provides other services such as car parking and land for lease to commercial and private aircraft hangars and aviation orientated industry.

The Airport is managed by the Infrastructure Group.

**Activity: Community Facilities**

Community Facilities includes cemeteries and public toilets. Council currently operates eight cemeteries for burial and cremation interments at Timaru, Temuka, Pleasant Point, Geraldine, Arundel, Woodbury, Mesopotamia and Pareora West. The day to day maintenance and interments at Mesopotamia and Woodbury cemeteries are managed by local communities.

Council provides 45 public toilet facilities throughout the district. Toilet facilities range from central city complexes that are open 24 hours, to envirotilets in remote areas. Services associated with public toilets (e.g. cleaning, maintenance) are managed by the Council and carried out by contract.

Cemeteries are managed by the Parks and Recreation unit which is part of the Community Services Group. Public Toilets are managed by the Property unit which is part of the Commercial and Strategy Group.

The Council organisation

**Activity: Community Funding**

Community Funding involves assisting groups with projects and activities through various Council funding schemes, where they comply with Council policies. Council policy is focused on local events, rural community halls, museums and community services and on substantial donations or loans for improved or new facilities. Funding support is also provided to community groups through low interest loans. Council administers the Creative Communities Scheme supported by Creative NZ. This activity also includes internal grants for rate remissions, a sport and recreation sewer charge and over 65's and over 80's swimming concessions.

The Community Funding activity is managed by the People and Digital Group.

**Activity: Economic Development and District Promotions**

This activity is concerned with promoting and assisting economic development and visitor opportunities in the district.

Council makes a major contribution to economic development through the provision of infrastructure and facilities and other services provided to the community. It is an advocate for district and individual businesses where needed.

A specific economic development component is delivered in partnership with a Council Controlled Organisation (CCO), Aoraki Development.

Key objectives for Aoraki Development include actively attracting and assisting the establishment of new business, assisting businesses to retain and attract a skilled workforce, encouraging new opportunities and facilitating the growth of existing businesses.

The District Promotions component, called Aoraki Tourism, covers visitor tourism and destination marketing. This is currently delivered in house and is focused on delivering a renewed tourism strategy.

Economic Development is managed by the Commercial and Strategy Group. District Promotions is managed by the Community Services Group.

**Activity: Emergency Management**

Communities that are safe, vibrant and growing are the cornerstone of emergency management. Developing resilient communities in an effective, adaptable and sustainable way is achieved through the '4Rs': Readiness, Reduction, Response and Recovery. Timaru District Council is an active member of the Canterbury Civil Defence Emergency Management Group (CDEM) and closely coordinates with neighbouring local authorities and other agencies to deliver services. By coordinating with partner emergency, health and welfare agencies, emergency events can be managed more effectively and in a manner that the community can support. Council works with communities in writing community and agency response plans, facilitating strong communication networks, and providing best practice training for volunteers and staff.

Emergency Management is managed by the Environmental Services Group.

**Activity: Safer Communities**

The Safer Communities activity helps to enhance the safety of the community, both now and in the future. It includes targeted programmes, such as dealing with graffiti, run in conjunction with strategic partners with the aim of helping to reduce crime, raise awareness of issues and facilitate communication.

Safer Communities is managed by the Community Services Group.

**Activity: Social Housing**

Council has 236 social housing units that fill a need in the community for quality but affordable housing for those in need. This compliments other rental property provided by central government community housing, rest homes and the private sector. Demand for the units is high, with an occupancy rate of 95%+ and a large waiting list. A comprehensive social housing policy sets the criteria for tenant selection, and requires the activity to be self-funding without any rates input.

The Social Housing area is managed by the Property unit which is part of the Commercial and Strategy Group.

The Council organisation

**GROUP: DISTRICT PLANNING AND ENVIRONMENTAL SERVICES**

District Planning and Environmental Services activities provided by Council include:

- Building Control
- District Planning
- Environmental Compliance

These activities are concerned with consenting, compliance, monitoring and enforcement functions across a wide cross-section of statutes that focus on the protection of community health, well-being, safety and amenity.

**Activity: Building Control**

Building Control is responsible for administering and implementing the provisions of the Building Act 2004 (the Act). This involves balancing delivery of a customer focused service within legislative requirements, while managing the risk to the community and Council.

Under the Act, Council must maintain accreditation as a Building Consent Authority. It is responsible for processing and granting building consents, inspecting and monitoring building work, issuing Code Compliance Certificates, Certificates of Public Use, and processing Land and Project Information Memorandums, providing advice on building related matters and enforcing numerous other provisions under the Act. The Act's main purpose is to provide for the regulation of building work, the establishment of a licensing regime for building practitioners, and the setting of performance standards for buildings. As a result of a 2016 amendment to the Building Act, Council has a requirement to ensure that all potentially earthquake prone buildings within the district are assessed within the statutory time frame, for the purpose of identifying their level of structural compliance.

**Activity: District Planning**

The District Planning Activity is primarily concerned with managing how land is used and how subdivision is undertaken in the district. The key tool for managing this is the Timaru District Plan. This outlines the district's resource management issues and objectives, policies, methods and rules. These are used to achieve integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district.

On a day to day basis, the activity is concerned with providing advice on district planning matters, processing land use and subdivision consent applications, providing policy advice and monitoring work. The activity also provides policy advice on planning and development, conservation, design, heritage and environmental issues that affect the district.

**Activity: Environmental Compliance**

The Environmental Compliance activity is primarily concerned with preserving, improving, and promoting public health and safety in the district. It deals with a multitude of issues such as food safety, disease containment, noise control, hazardous substances, liquor licensing, environmental nuisance, gambling control, parking enforcement and animal control. The activity is also responsible for the general administration, review and enforcement of the Timaru District Consolidated Bylaw 2018. The bylaws cover a wide variety of issues in the community that require rules, ranging from premises such as tattooists and ear piercing businesses, to overgrown or overhanging vegetation.

Council has two shared service arrangements with Mackenzie District Council and Waimate District Council, to provide health protection, bylaw, liquor and health licencing services.

This activity administers the District Licensing Committee which considers applications and renewals relating to liquor licences, including Special Licences obtained for selling liquor at events or special occasions under the Sale and Supply of Alcohol Act.

These activities are managed by the Environmental Services Group.

The Council organisation

**GROUP: RECREATION AND LEISURE**

**Recreation and Leisure activities provided by Council includes:**

- Cultural and Learning Facilities
- Parks
- Recreational Facilities

**Activity: Cultural and Learning Facilities**

**Aigantighe Art Gallery**

The Aigantighe (pronounced egg-and-tie) Art Gallery is a public art gallery in Timaru that collects, exhibits, preserves, researches and educates about visual art. Its rich and growing permanent art collection is shown in the original House Gallery through revolving exhibitions, while temporary exhibitions are held in the 1978 extension. The Aigantighe is regarded as the regional art gallery of South Canterbury due to its focus on regional art both in the permanent collection and in the temporary exhibition programme. The gallery is open 6 days a week and is free to visit.

The Art Gallery is managed by the Community Services Group.

**South Canterbury Museum**

The South Canterbury Museum is a regional museum of nature, history and culture located in Timaru. It provides access to unique collections of local heritage items, images, archives and information, long term displays, a programme of short term exhibitions, a variety of public programmes and services and heritage programmes for schools both at the museum and around the District (Government funded). The museum is open 6 days a week with free admission.

The Museum is managed by the Community Services Group.

**Timaru District Libraries**

Timaru District Libraries provide public library services delivered from facilities in Timaru, Temuka and Geraldine and online. Temuka and Geraldine libraries also double as Council Service Centres, with an Information Centre at Temuka. The main Timaru library provides a public library service and coordinates branch services. Library facilities are heavily used for other community purposes such as study places, computers, WiFi, photocopying and historical collections for in-library reading, writing, research, relaxation and communication. The libraries are also meeting places for groups and a place for the sharing of community information.

Timaru District libraries cooperate nationally with other agencies to enable access to Interloan services and various online databases. Free internet and computer use is provided via the Aotearoa People’s Network Kaharoa, funded jointly by the government and Council. Library deliveries are also made to housebound people and rest homes. The Timaru Library is open seven days per week and Temuka and Geraldine Library/Service Centres six days. All facilities are free to visit and membership is free to Timaru District residents.

Libraries are managed by the Community Services Group.

**Halls and Theatres**

The Council owns and manages the Theatre Royal in Timaru. This Category B Heritage building seats up to 1,000 people. The theatre is the premier venue for visiting cultural and entertainment shows and also available for community use.

The Council also provides or supports a number of other venues, including:

**Facilities owned and managed solely by TDC**

These include the Caroline Bay Hall, Lounge, Entertainment Centre and Sound Shell, Pleasant Point Hall, Temuka Alpine Energy Centre, Winchester Hall and Washdyke Community Hall and Sports Centre. These facilities are managed entirely by Council, including hall bookings, maintenance, upgrades and payment of rates and insurance.

**Facilities owned by Council and managed by committees**

11 community halls are owned by Council (e.g. Clandeboye, Pleasant Valley, Taiko Halls). These halls are managed by local communities through committees, who are responsible for upkeep and annual expenses. The Westend Hall in Timaru is also owned by Council and available to the public but leased and managed by the Masonic Lodge. Council will occasionally provide funding for major structural or capital work, or support halls through existing TDC community funding schemes.

**Facilities operated by the Council but not owned**

There are also a number of halls owned by community organisations (e.g. Claremont, Seadown and Fairview halls). These are supported via targeted rates which are collected on behalf of the hall owners.

The Theatre Royal and Halls owned by Council are managed by the Commercial and Strategy Group.



The Council organisation

**Activity: Parks**

The Parks activity provides and manages over 615 hectares (excluding Crown leases) of parks, reserves, sports grounds and gardens throughout the district. The district’s parks network is grouped into five main categories as follows:

**Premier Parks**

Premier Parks are parks of particular significance to the district and are generally developed and maintained to a high standard. Examples are the Timaru Botanic Gardens, Caroline Bay and parts of Temuka and Geraldine Domains.

**Sports and Recreation Parks**

Sports and Recreation Parks are primarily used for active sport and recreation and may provide for other community activities. Examples include the Pleasant Point Domain, Gunnion Square in Temuka and Aorangi Park in Timaru.

**Neighbourhood Parks**

Neighbourhood Parks are developed urban parks and usually contain a children’s playground. Examples include Cornwall Park and Lough Park in Timaru.

**Amenity Parks**

Amenity Parks cover a wide range of purposes, from developed areas with mown grass, gardens or trees through to undeveloped natural green areas providing corridors for native fauna along rivers and streams. Generally these areas enhance the environment with open spaces and plantings. Examples include Kennedy Park in Geraldine, independently managed rural domains, Patiti Point Reserve and Centennial Park in Timaru.

**Natural Parks**

Natural Parks provide opportunities for people to experience nature. Predominantly located in rural areas, these include native bush areas, wetlands and riparian areas. Many of the areas include walking tracks, mountain biking tracks and picnic areas with facilities in each area to support the particular activities catered for. Examples include the Claremont Bush and Otipua Wetland in Timaru and Pekapeka Gully in Geraldine.

**Forestry**

The Council manages a small forestry programme comprising mixed aged and species plantations. Forestry is planted primarily on over 235 hectares of reserve land unsuitable for other uses, with 58 separate sites. The primary species planted are Radiata Pine (65%), Douglas Fir/Oregon Pine (28%), Macrocarpa (5%) and Poplar/Other species (2%). The forestry resource is wholly owned by the Council and is operated as a land management activity, with some investment return.

**Fishing Huts and Motor Camps**

Council manages two fishing huts sites on reserve land, subject to the Reserves Act 1977. Fishing huts sites are located at South Rangitata and Stratheona near Pleasant Point.

Land on which privately owned fishing huts are located is leased to hut owners, who are responsible for all hut and site maintenance.

Five motor camps are managed on domain reserves at Geraldine, Temuka, Pleasant Point, South Rangitata and Winchester. Geraldine, Temuka and Winchester are open permanently, while Pleasant Point and South Rangitata are seasonal. All motor camps, except Pleasant Point, are leased under management agreements. The Pleasant Point Motor Camp is managed by the Council with local businesses supporting its operation.

Parks and Forestry are managed by the Community Services Group. Fishing Huts and Motor Camps are managed by the Commercial & Strategy Group.

**Activity: Recreational Facilities**

**Swimming Pools**

The district’s premier swimming complex, the Caroline Bay Trust Aoraki Centre (CBay) is located at Maori Park, Timaru. CBay opened in July 2012. It incorporates a 50 metre outdoor pool and an indoor complex featuring a ten-lane 25 metre lap pool, a programme pool, a 250m<sup>2</sup> leisure pool with a lazy river and learn to swim area, an attached toddlers pool and wet playground, a chillax area featuring a spa pool, a steam room and sauna as well as a Fitness facility. There is also a café and retail space within the facility.

Pool complexes are also provided at the following locations:

- Geraldine – 25 metre outdoor pool and learners pool
- Pleasant Point – 25 metre outdoor pool and learners pool
- Temuka – 30 metre outdoor pool and toddlers pool

**Southern Trust Events Centre**

This facility is a triple basketball court complex located on Aorangi Park, Timaru. It was previously operated by the Aorangi Stadium Trust, however Council assumed operational management in 2012. It also contains a fitness studio which is available for hire by non-profit groups, several tenanted rooms (main tenants are Sport Canterbury and South Canterbury Basketball) and a lounge facility which is also available for hire.

Recreational Facilities are managed by the Community Services Group.

The Council organisation

**GROUP: ROADING AND FOOTPATHS**

Roading and Footpaths includes the following activities provided by Council:

- Roading and Footpaths
- Cycleways and Walkways
- Parking Facilities
- Road Safety

Roading and Footpaths is concerned with provision of the land transport network and associated assets and services throughout the district. It delivers both asset (such as roads, signs, and infrastructure) and non-asset functions (such as street cleaning, garden/berm maintenance, temporary traffic management and road safety initiatives).

Timaru District is a regional transportation hub, servicing significant agricultural areas, associated processing plants and a significant port operation. Council currently manages over 1,700km of sealed and unsealed roads, 297 bridges (including single lane bridges, weight restricted bridges, large culverts and footbridges), 312km of footpath, drainage facilities (e.g. soak pits, culverts), street furniture, signs, bus stops, carparks, traffic signals, kerb and channel, 4,406 street lights, cycleways, road marking and some minor structures. Overall management of the assets is provided by the Council, with operational work carried out by contractors.

The activity also includes managing the parking asset (e.g. parking meters and carparks). Monitoring parking compliance in the district is carried out by the Environmental Services Group.

Council also provides many cycleways and walkways throughout the district. These range from cycleways in the road corridor, to combined walkways and cycleways that are off-road, such as beside urban and rural streams. Off road walkways and cycleways are often managed jointly between the Parks and Recreation Unit and the Land Transport Unit.

Service delivery is influenced by a complex array of government legislation and policies as well as national and regional strategies. The Council also has several strategies that help guide delivery, headlined by the Timaru Transportation Strategy, with other strategies for active transport, off road walking and cycling, public transport, road safety, lifecycle management and parking.

Funding for the management and maintenance of the roading and footpaths network is provided from rates, loans, and user charges together with funding assistance received from central government through the New Zealand Transport Agency (NZTA). The NZTA is also responsible for the State Highway network

This activity is managed by the Infrastructure Group

**GROUP: SEWER**

Timaru District Council Sewer Services include the collection, treatment and disposal of domestic and industrial wastewater.

Sewer systems are provided in the urban areas of Timaru, Temuka, Geraldine and Pleasant Point. These systems are linked via pipelines to the main wastewater treatment plant and ocean outfall in Timaru. A small collection scheme also serves the Arowhenua community which feeds into the Temuka pond for treatment. Sewer services are not currently available for any rural zoned areas. Rural houses manage their own effluent. Approximately 80% of the total district residential population receives the sewer service.

Timaru’s industrial wastewater stream is treated separately from the domestic wastewater stream. Primary treatment is done on-site by industries to comply with tradewaste discharge limits set by Council before discharging to the public wastewater system, and ultimately ocean discharge.

The Sewer activity looks after an asset base consisting of the main wastewater treatment plant in Timaru, three oxidation ponds at the inland towns of Geraldine, Pleasant Point and Temuka, 24 sewer pump stations, and a reticulation network of approximately 354km of pipeline and nearly 4,000 manholes. The assets at the main wastewater treatment plant at Aorangi Road in Timaru consist of a milliscreen plant for industrial wastewater; a domestic wastewater treatment system consisting of a network of screening structures, treatment ponds, and pump station; a reception facility for tankered discharges; and an ocean outfall for discharging of the treated wastewater.

Environment Canterbury has granted Council consent to discharge to the ocean until 2045.

This activity is managed by the Infrastructure Group.

The Council organisation

**GROUP: STORMWATER**

**Activity: Stormwater**

Timaru District Council provides stormwater services in the urban townships of Timaru, Temuka, Geraldine and Pleasant Point. The schemes range from piped to open channel systems and comprise Council’s primary stormwater networks. Stormwater is disposed to soakpits, surface water bodies (e.g. drains, rivers) or the ocean, depending on the scheme.

Rural stormwater is managed mainly through land drainage with minimal conveyances provided in Winchester, Cave and Pareora.

The management of stormwater is critical for the safety of the community and the protection of public and private property. If not effectively collected and drained, stormwater can become a significant hazard and can cause damage to structures and properties. The discharge of stormwater also has the potential to cause adverse effects on the environment and subsequently the wellbeing of communities. The natural attributes of rivers, lakes and other freshwater bodies can be degraded by excessive sediment and contaminant inputs or by the flow rates and volumes of stormwater discharges. Council has a responsibility to ensure that stormwater is managed in a manner that sustainably supports the environmental, social, cultural and economic wellbeing of the communities it serves.

The activity looks after an asset base of around 146km of pipeline, 33km of open channel, 6 detention dams, 1 retention and filtration basin, 2 pump stations, over 2,344 manholes, 216 soak pits, over 3,000 sumps, and secondary/overland flow paths.

Where practicable Council is making increasing use of low impact design systems that when not used for stormwater purposes, provide open green space for people to enjoy.

Stormwater schemes in residential areas are designed to cope with a 1 in 5-year return rainfall event (i.e. the event has a 20% chance of occurring in any one year). In industrial and commercial zones they are designed to cope with a 1 in 10 year return rainfall event (i.e. the event has a 10% chance of occurring in any one year). Rainfall events of this size may cause temporary ponding, while some surface flooding may result where events exceed this size.

For larger rainfall events, stormwater systems are designed to flow along escape routes or secondary flow paths such as roads and gullies, to prevent damage to structures. These are generally designed for a 1 in 50 year return rainfall event (i.e. the event has a 2% chance of occurring in any one year).

This activity is managed by the Infrastructure Group.

**GROUP: WASTE MINIMISATION**

Waste Minimisation addresses the management of waste generated in the Timaru district. This involves the safe and effective collection, recycling, recovery and disposal of waste materials with a focus on minimising waste. Since 2006, the Council has operated the 3-2-1-ZERO kerbside collection in the District. This highly successful system provides 85% of the district’s households with organic waste, recycling and rubbish bins which are collected regularly with materials sorted and managed at the Redruth Resource Recovery Park.

The vision for Waste Minimisation is:

“A sustainable community that is able to reuse, recycle and recover discarded resources and minimise residual waste to landfill, while ensuring protection of public health and the environment.”

Council manages the overall activity including the services listed below and owns waste minimisation sites and facilities where operational work is carried out by contractors. Waste Management New Zealand Ltd (WMNZ) is contracted until June 2021 to provide kerbside collection, transfer stations, landfill, composting and recycling operations. Council services provided are:

- Kerbside collection service to urban and some rural residents for organic (green) waste, recycling and rubbish
- Transfer station facilities at Geraldine, Pleasant Point, Temuka and Timaru (Redruth) incorporating:
  - o recycling, composting and rubbish dropoff
  - o escrap dropoff
  - o scrap metal and cleanfill dropoff
  - o household hazardous waste dropoff
  - o reusable goods dropoff
- Waste Minimisation facilities at Redruth Resource Recovery Park including:
  - o landfill
  - o recycling and composting facilities
  - o a retail shop for reusable materials called “The Crow’s Nest” at Redruth. This also offers a kerbside collection service for large reusable goods
- An off-site scrap metal recycling drop-off
- Information and education resources for the public and businesses
- 3-2-1-ZERO waste minimisation support for public zero waste events

This activity it managed by the Infrastructure Group.

The Council organisation

- 3-2-1-Zero Public Place Recycling
- Implementation of business and community waste minimisation programmes such as the modern cloth nappy programme

Under the Waste Minimisation Act 2008, Councils must complete a Waste Management and Minimisation Plan (WMMP) every six years that assesses the provision of existing services and provides options for the delivery of future services.

A full review was conducted in conjunction with the 2018-28 LTP. This commenced with a waste assessment in 2017 which highlighted the need for continuing to implement waste diversion opportunities and an increased focus on community education. Following discussion with the community as part of consultation on the 2018-28 LTP, these priorities continue to be at the forefront of the WMMP.

This activity is managed by the Infrastructure Group.

**GROUP: WATER SUPPLY**

The Water Supply activity provides for the safe and effective abstraction of water from the source, and treatment, storage and distribution of water to urban and rural parts of the district. Quality water is delivered for residential, commercial, industrial and stockwater purposes. Water is not supplied for irrigation or horticultural purposes.

Over 19,000 residential and non-residential properties are served through the following 12 individual water supplies (see map) operated on behalf of the residents of the Timaru District.

Urban Water Supply Schemes:

- Geraldine
- Peel Forest
- Pleasant Point
- Temuka
- Timaru
- Winchester

Rural Drinking Water and Stockwater Supply Schemes:

- Downlands
- Orari
- Seadown
- Te Moana

Stockwater only Schemes:

- Beautiful Valley
- Rangitata – Orari Water Race

Urban water schemes operate as individual water supplies but are managed and funded via a single budget. The Downlands scheme is managed and operated by Timaru District Council on behalf of residents of the Timaru, Mackenzie and Waimate districts. The policy for this scheme is determined by a Joint Standing Committee of the three Councils.

Water sources for the schemes include rivers, and bores. Environment Canterbury (ECan) allocates water to the Council via resource consents, which set upper limits on the amount of water that can be taken from each water source.

The Council organisation

Water supply assets managed include 19 water intakes, 12 treatment plants, 35 reservoirs and 24 pump stations. The total length of the pipe networks is approximately 1,854 kilometres.

The urban schemes are generally on-demand at the tap. The rural drinking water and stockwater schemes are flow control supplies (using restrictors) to private storage tanks except the Seadown scheme which supplies directly to stockwater troughs. The Seadown scheme is currently under review to enable more efficient supply and use of water. The Rangitata-Orari water race scheme supplies stockwater to water races on or adjacent to scheme properties.

This activity is part of the Infrastructure Group.

**Council Support Services**

**Communications** – coordinating media relations. This is part of the Community Services Group

**Customer Services** – provides the main customer interface, including enquiries, cash receipting and telephone services. The unit is also responsible for requests for service, rates rebates, coordinating production of Land Information Memorandums (LIMS), hall and cemetery bookings. Duty Building and Planning Officers also operate daily in the Customer Services area. This is part of the People and Digital Group.

**Human Resources** – manages Council staff resources on behalf of the Chief Executive. This includes recruitment, performance reviews, payroll, health and safety and training provision. This is part of the People and Digital Group.

**Information Management and Technology Services** – is responsible for information management services including computer systems, Geographic Information Systems (GIS), and database systems and records management. This is part of the People and Digital Group.

**Financial Services** – provides financial management services across Council, including budgeting reporting, cash flow management, investment of funds and raising of loans, management of the accounts payable and accounts receivable systems, rating matters and preparation of the annual financial statements. This is part of the Commercial and Strategy Group.

**Property** – manages Council land and properties including social housing, public toilets, community halls and the Theatre Royal. This is part of the Commercial and Strategy Group.

**Strategy and Corporate Planning** coordinates and manages the Council’s corporate planning cycle, and provides policy and strategy advice to Council. This is part of the Commercial and Strategy Group.

**Programme Management** – coordinates and advises Council managers in respect of project management and delivery, the management of risk, and business improvement opportunities. This is part of the Commercial and Strategy Group

**Risk Management and Business Improvement** – coordinates and advises council managers in respect of the management of risk and business improvement opportunities. This is part of the Commercial and Strategy Group.

The Council organisation

**Management Structure**

**Chief Executive**

The Local Government Act 2002 requires the Council to employ the Chief Executive, whose responsibilities are to employ other staff on behalf of the Council, implement the Council’s decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaints about individual staff members should therefore be directed to the Chief Executive.

The Chief Executive is directly responsible to the Council for:

- advising the Council and implementing decisions of the Council; and
- ensuring all functions, duties and powers are properly performed; and
- ensuring the effective, efficient and economic management of the activities of the Council.

**Senior Leadership Team**

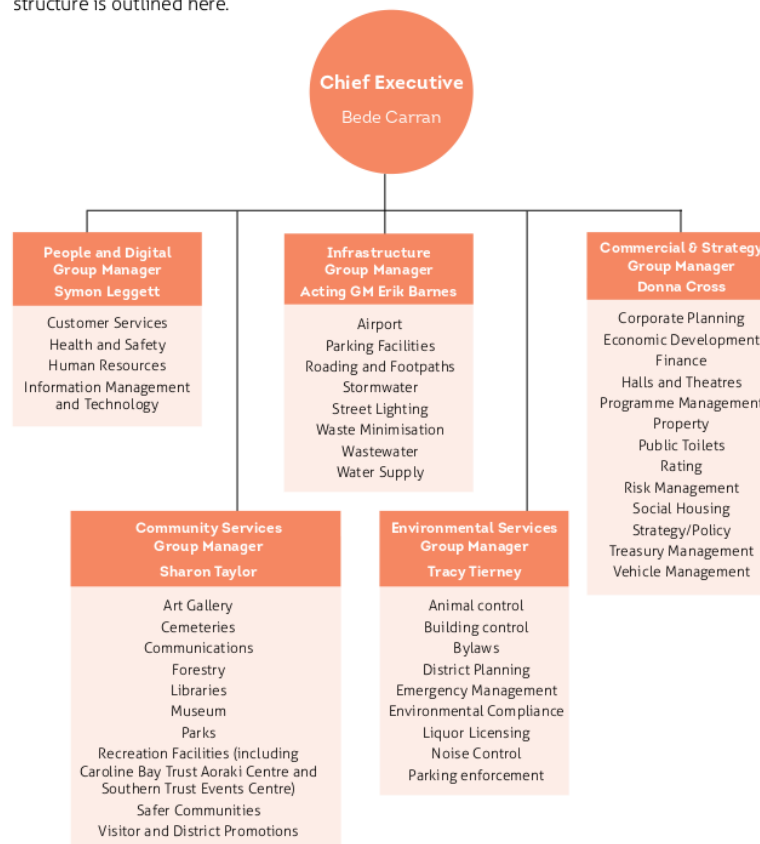
The Senior Leadership Team consists of the Chief Executive as Chairperson and five Group Managers. The Senior Leadership Team meets regularly to:

- consider and make policy recommendations to the Council
- deal with overall planning
- co-ordinate and control Council affairs

The Senior Leadership Team considers a wide range of matters referred by the Council or Committees as well as issues arising from staff and external sources. The Senior Leadership Team receives advice from other senior staff.

**Group Management Structure**

Each Group Manager is accountable to the Chief Executive and is responsible for the Council activities which fall within his/her Group. Each Group operates to meet the Council’s objectives in the most effective and efficient manner possible. The existing structure is outlined here.



The Council organisation

**Equal Employment Opportunities Policy**

The Timaru District Council is committed to the principle of equal employment opportunity (EEO) in the recruitment, employment, training and promotion of its employees.

To ensure all personnel policies reflect the fundamental principles of EEO in:

- a. Recruitment
- b. Education and corporate training
- c. Individual training opportunities
- d. Employment conditions

The organisation will provide:

- A welcoming, positive environment that does not discriminate against any group
- Good, safe working conditions
- Opportunities for the enhancement of the abilities of individual employees.

Communicating with your Council

There are many ways to have your say about the Council’s business. The Local Government Act 2002 (Sections 75 to 90) sets out obligations for all local authorities in relation to community consultation and involvement in decision-making, including involvement of Maori in decision-making processes.

**Consultation – Having Your Say**

**Public Forum**

Prior to each Council or Community Board meeting, up to half an hour is set aside for any member of the public to ask questions of, or put a particular case to, the Council or a Community Board on policy matters or matters relating to a particular ward. To enquire about this opportunity, please contact the Governance Advisor on (03) 687 7200.

**Special Consultative Procedures (SCP)**

The Council must consult on various plans and policies using what is called the Special Consultative Procedure (SCP). An SCP must be used when the Council is consulting on:

- the Long Term Plan (or any LTP amendment)
- making, amending or reviewing District Bylaws
- where other legislation may require it, such as the Building Act and Gambling Act
- any other circumstance where the Council decides an SCP should be used A SCP involves:

**Step 1: Prepare a statement of proposal and a summary**

The Council must prepare a description of the proposed decision or course of action. This should include the problem or issue the proposal intends to address and a summary of options considered. The statement must be available for distribution throughout the community and must be available for inspection at the office of the Council and may be made available elsewhere. The statement of proposal must be included on an agenda for a Council meeting. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as it considers being reasonably practicable.

**Step 2: Public notice**

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

Communicating with your Council

**Step 3: Receive submissions**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission (i.e. to speak in support of their written submission). The Council must allow at least one month for people to make written submissions.

**Step 4: Deliberate in public**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public, unless there is some reason to exclude the public under the Local Government Official Information Meetings Act 1987. Similarly, all submissions must be made available to the public unless there is reason to withhold them under the Act.

**Step 5: Follow up**

A copy of the Council’s decision and a summary of its reasons must be provided to submitters. There is no prescribed format for such a summary.

**Other Consultation**

Other consultation carried out by the Council with the community must give effect to the principles of consultation under section 82 of the Local Government Act. This may include consultation such as on an Annual Plan, reviews of financial policies and proposals to establish a Council Controlled Organisation.

Although consultation is not always required, the Council may consult on other policies, plans or issues as it deems necessary. Consultation processes vary depending on outcome sought, geographic scope, and community interest. Methods may include :

- written and oral submissions
- surveys
- face to face interviews
- public meetings
- focus groups, working parties
- social media/facebook
- referendums

**Contacting the Council Elected Members**

Councillors and Community Board members are the elected representatives of their respective communities. They welcome contact from the residents they represent.

Contact details for Council’s elected members and Community Board members can be found earlier in this publication.

**Other ways to contact Timaru District Council**

For general comments, suggestions, enquiries or service requests outside of formal consultation processes, there are a number of ways to contact the Council:

- **Phone the Council** on (03) 687 7200
- **Use the Council website**
  - **Fix-it form** – for requests for services (e.g. blocked drain, pothole) - [www.timaru.govt.nz/tell-us/fix-it-form](http://www.timaru.govt.nz/tell-us/fix-it-form)
  - **General Enquiry/Feedback Form** – for general feedback or enquiries - [www.timaru.govt.nz/tell-us/contact-us](http://www.timaru.govt.nz/tell-us/contact-us)
- **Use the Snap-Send-Solve App** Download it from the Apple Store or Google Play, snap a photo of the issue (e.g. pothole, water leak), add any notes and send via the App - [www.snapsendsolve.com](http://www.snapsendsolve.com)
- **Facebook** Go to our Facebook page [www.facebook.com/TimaruDC](http://www.facebook.com/TimaruDC)
- **Email enquiry@timdc.govt.nz**, either directly or through the Council website
- **Write to The Chief Executive**, PO Box 522, Timaru 7940

**Requests for Official Information**

Timaru District Council is bound by the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Privacy Act 1993 (which covers requests for personal information). The term “Official Information” refers to all information (with a few exceptions) held by a local authority or a Council Controlled Organisation of that local authority.

The purpose of LGOIMA is to promote democracy and transparency in Local Government by making information freely available. LGOIMA covers information held by District Councils and meetings of public bodies, including those not open to the public. The purposes of the Act are to:

- make information held by local authorities more readily available
- promote the open and public transaction of business at meetings of local authorities
- enable more effective participation by the public in the actions and decisions of local authorities
- promote the accountability of local authority members and officials, and thereby to promote good local government
- provide proper access by each person to official information relating to that person
- protect official information where it is in the public interest and for the preservation of personal privacy



Communicating with your Council

**Requesting Information**

There are two types of requests for official information:

- Local Government Official Information and Meeting Act Requests (LGOIMA)
- Privacy Requests

Any person or group can request information under LGOIMA. No reason need be given unless the information is required urgently.

Privacy Act requests are governed by the Privacy Act 1993 and means that you have the right to request, view and correct any information we hold about you. Personal information, however, can only be requested by the person concerned or by a properly authorised agent of that person.

It is preferable that all requests are made in writing. Your request should include your name, address details, and specific details of the information you want (where possible). Officers are willing to assist people in framing their requests. You should also include how you want the information delivered to you.

**Written requests**

Written requests for information should be addressed to the Chief Executive, Timaru District Council, PO Box 522, Timaru who will arrange for the appropriate reply to be given.

**Verbal enquiries**

These can be made direct to an officer of Council. Your request may be redirected to the appropriate person within Council. Council may also ask that the request be confirmed in writing so that we are responding with the correct information.

**How the Council Responds**

Procedures are set out in the acts, which covers responses to requests. Reasonable assistance must be given to people making requests.

Under LGOIMA, there are time limits on:

- transferring requests if Timaru District Council is not the right agency
- deciding whether or not to grant a request and notifying the person (within 20 working days)
- providing the information

There may be privacy, confidentiality, legal, cultural and/or commercial factors or reasons that affect a decision to supply information.

Information will be supplied as soon as reasonably practical, and in no case later than 20 working days from the receipt of the request. This deadline may, however, be extended if there are good reasons for doing so.

**Refusal of Requests**

The information requested must be made available unless there is a reason under the Acts for not releasing it.

**Release of "Confidential Information"**

Information which has previously been treated as confidential or handled by the Council or its predecessors "in committee" can only be released by the Chief Executive following a written application and subject to it not being contrary to the public interest to release such information.

Where a person is not satisfied that they have received what they required, or such information has been refused, they have a right to request the Ombudsman's Office or Privacy Commissioner to investigate the Council's handling of the request.

**Costs**

There may be a charge for providing official information under LGOIMA (e.g. photocopying or time, where extensive research is involved). However, the Council will contact the persons seeking information before any charges are incurred. More information on Council charges can be found on the website at the following link:

[www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-local-government-official-information-and-meetings-act-1987](http://www.timaru.govt.nz/council/publications/policies/council-charges-requests-under-the-local-government-official-information-and-meetings-act-1987)

## Key Planning and Policy Documents

A full list of Council’s plans, policies and Bylaws can be viewed on the Council website [www.timaru.govt.nz](http://www.timaru.govt.nz)

Some of the key documents include:

### Long Term Plan (LTP)

The Long Term Plan is the Council’s key strategic and future planning document.

It includes the outcomes the Council is aiming to achieve, the financial framework the Council will operate within and an overview of the Council’s future plans for its activities over the next ten years, including:

- the levels of service it will provide
- how the Council will measure its performance
- the costs of providing each activity
- where revenue will be sourced for each activity

The LTP is reviewed every three years and at that time, Council looks for input from the residents, ratepayers and other stakeholders in the district. It is required by Section 93 of the Local Government Act 2002.

### District Plan

The District Plan is the key Council document that deals with managing land use in the district.

The District Plan is a requirement of the Resource Management Act 1991 (RMA). The purpose of the District Plan is to encourage the sustainable management of the district’s natural and physical resources.

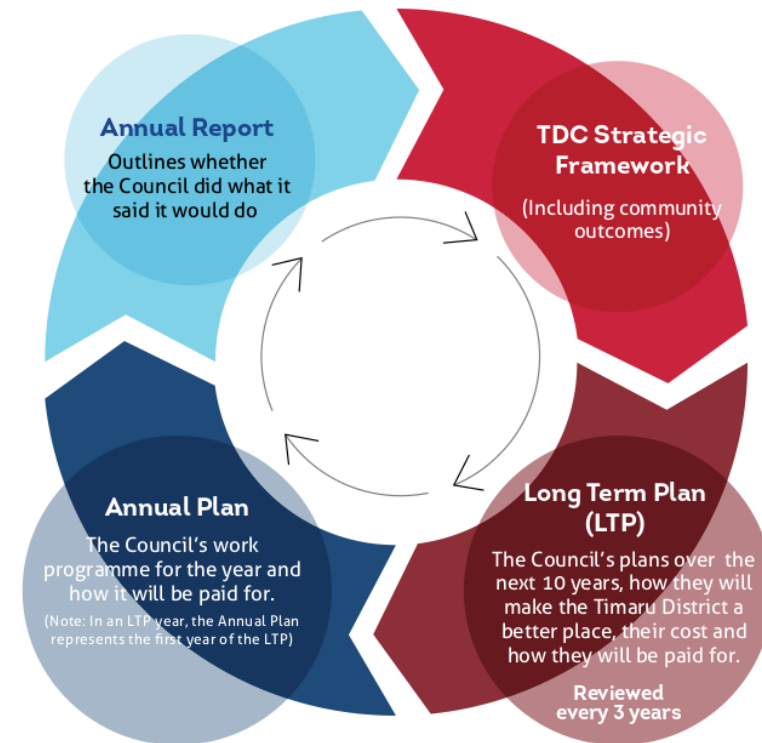
The plan specifies the Council’s objectives, policies and rules for landuse and governs the management and mitigation of the effects of land use in the district.

### Annual Plan

The Annual Plan is a one year snapshot of the work programme for the year ahead. The first year of the LTP always represents the Annual Plan for that year.

Annual Plans produced between LTP reviews (Year 2 and 3) update information for this year with more recent information. These plans are based on the relevant year of the LTP (i.e. Year 2 or Year 3), and outline that years work programme, identify variations and amendments from the LTP and detail financial matters, including the Council’s budget and sources of funding. The Annual Plan is required by Section 95 of the Local Government Act 2002.

Local Government Planning Cycle – indicating where these key documents fit in the planning cycle



Key planning and policy documents

**Annual Report**

The Annual Report outlines the Council’s actual performance against what was planned. This includes reporting on the achievements in the work programme, performance measures and financial targets.

Reports are for each financial year (i.e. 1 July to 30 June). The report must be completed within four months of the end of the financial year (i.e. by October 31). The Annual Report is required by Section 98 of the Local Government Act 2002 and is audited by Audit New Zealand.

**Activity Management Plans**

Activity Management Plans form the building blocks of the Council’s LTP. They describe the Council services and assets in detail and outline technical information regarding asset condition, levels of service, future maintenance and development work programmes. Activity Management Plans are living documents that guide management of Council’s assets and services. A major review of the plans is completed prior to the development of each Long Term Plan.

**Council Bylaws**

Bylaws are rules created by a local authority specifically for the regulation of its area of responsibility and for the benefit of the community as a whole. The Council adopted the last Timaru District Consolidated Bylaw on 28 April 2018. The next review of bylaws is due no later than 10 years after this date. A description of the bylaw and associated information follows:

A schedule of Council bylaws is attached in Appendix 1. Full details can be found on the Council website <https://www.timaru.govt.nz/council/publications/bylaws/>

**Significance and Engagement Policy**

Section 76AA of the Local Government Act 2002 requires Council to adopt a policy setting out a general approach to determining significance of proposals and decisions, how Council will respond to community preferences for engagement and how to engage with communities on other matters.

This policy enables Council and the community to identify the degree of significance attached to decisions, issues, assets, proposals and activities and provides clarity about how and when communities will be engaged.

The policy must also list which assets Council considers to be strategic assets under the Act.

Appendices

**Appendix One**

Timaru District Council Bylaws

Ch.	Title	Description
1	Introductory and Miscellaneous	Includes provisions and terms common to all bylaw chapters.
2	Public Places	Regulates a diverse range of activities, including: <ul style="list-style-type: none"> <li>■ maintaining Standards of public health and safety;</li> <li>■ protecting the public from nuisances;</li> <li>■ minimising the potential for offensive behaviour; and to</li> <li>■ manage land associated with or under the control of the council for the wellbeing and enjoyment of the public.</li> </ul>
3	Trading in Public Places	Regulates the conduct of persons selling goods on streets, roads, footpaths, Council Property and other public places and using vehicles to sell goods and services to the general public.
4	Liquor Ban in Public Places	Prohibits and controls and possession of liquor in public places.
5	Skateboards	Regulates the riding of skateboards and other similar devices on footpaths.
6	Control of Dogs	Gives effect to the Timaru District Council Dog Control Policy 2018 by specifying the standards of control which must be observed by dog owners.
7	Parks, Reserves, Beaches and Tracks	Allows for the use of parks, reserves, beaches and recreational tracks in a manner that will not impinge upon the enjoyment of others or cause damage to natural areas and improvements.

Appendices

8	Cultural and Recreational Facilities	Enables Council to control and set standards for the operation of the cultural and recreational facilities under the ownership or control of Council.
9	Cemeteries	Regulates the purchase of plots, interment procedures, erection of structures and maintenance of cemeteries.
10	Traffic	Provide rules and guidelines for the movement of traffic in the Timaru District.
11	Traffic Speed Limits	Sets the speed limits on all roads within the Timaru District.
12	Licences for Vehicle Stands on Streets	Enables control of those areas permitted to be used as vehicle stands and to outline conditions that can be imposed.
13	Parking	Allows for areas where public parking is available and provide the rules and guidelines for these areas.
14	Waste Minimisation	Provides for the regulation and management of kerbside collection, waste on commercial premises and regulates and monitors commercial waste operators and waste handling facilities in the district.
15	Water Services	Enables Council to meet its statutory duties and obligations and to set standards of supply, installation, and control of water supply, stormwater drainage, sewerage and trade waste.
16	Water Races	Define Council's requirements for water races and to provide for the protection of water races.
17	The Keeping of Animals, Poultry and Bees	Sets out the requirements for the keeping of animals, poultry and bees in urban zoned areas.

18	Health Protection - Pools, Beauty Facilities, Skin Piercing and Tattooing	Enables Council to meet its statutory duties and responsibilities and to prevent the transfer of communicable diseases and infections in public swimming and spa pool facilities or from beauty facilities skin piercing or tattooing practices.
19	Airport Charges	Authorises Council to levy and collect charges for the use of the airport including all land and buildings.





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**9 Consideration of Urgent Business Items**

**10 Consideration of Minor Nature Matters**

**11 Public Forum Items Requiring Consideration**





**12 Exclusion of Public**

**12.1 Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 17 December 2019**

**12.2 Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 3 March 2020**

**Recommendation**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>12.1 - Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 17 December 2019</b></p>	<p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>
<p><b>12.2 - Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 3 March 2020</b></p>	<p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable commercial or industrial negotiations</p>