



AGENDA

Ordinary Council Meeting Tuesday, 15 February 2022

Date Tuesday, 15 February 2022

Time 3.00pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1479319

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 15 February 2022, at 3.00pm.

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

7 Confirmation of Minutes

7.1 Minutes of the Council Meeting held on 7 December 2021

Author: Andrew Feary, Governance Advisor

Recommendation

That the Minutes of the Council Meeting held on 7 December 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Council Meeting held on 7 December 2021**



MINUTES

Ordinary Council Meeting Tuesday, 7 December 2021

Ref: 1479319

**Minutes of Timaru District Council
Ordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 7 December 2021 at 3pm**

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

In Attendance: Bede Carran (Chief Executive), Steve McKnight (Group Manager Commercial & Strategy), Andrew Dixon (Group Manager Infrastructure), Hamish Barlow (Acting Group Manager Environmental Services), Erik Barnes (Acting Group Manager Recreation & Cultural Services), Hannah Goddard-Coles (Director Engagement & Culture), Beth Stewart-Wright (Director User Experience & Community Engagement), Frazer Munro (General Manager of Timaru District Holdings Ltd), Nigel Davenport (Chief Executive of Venture Timaru), Tony Howey (Chair of Venture Timaru), Mark Low (Strategy & Corporate Planning Manager), Cath Irvine (Waste Manager), Azoora Ali (Chief Financial Officer), Lili Delwaide (Programme Delivery Manager)

1 Opening Prayer

Gordon Rosewall of the Life Church Timaru gave the opening prayer for the Council. This was followed by the Council waiata.

2 Apologies

There were no apologies.

3 Public Forum

There were no items for Public Forum.

4 Identification of Urgent Business

There were no items of urgent business to be received.

5 Identification of Matters of a Minor Nature

There were no matters of minor nature.

6 Declaration of Conflicts of Interest

Mayor Nigel Bowen declared a conflict of interest in relation to item 9.5, due to his business interests.

7 Confirmation of Minutes**7.1 Minutes of the Council Meeting held on 21 September 2021****Resolution 2021/129**

Moved: Cr Peter Burt

Seconded: Cr Barbara Gilchrist

That the Minutes of the Council Meeting held on 21 September 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached

Carried**7.2 Minutes of the Extraordinary Council Meeting held on 28 September 2021****Resolution 2021/130**

Moved: Cr Steve Wills

Seconded: Cr Sally Parker

That the Minutes of the Extraordinary Council Meeting held on 28 September 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried**7.3 Minutes of the Council Meeting held on 26 October 2021****Resolution 2021/131**

Moved: Cr Richard Lyon

Seconded: Cr Allan Booth

That the Minutes of the Council Meeting held on 26 October 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried**7.4 Minutes of the Extraordinary Council Meeting held on 5 November 2021****Resolution 2021/132**

Moved: Cr Steve Wills

Seconded: Cr Sally Parker

That the Minutes of the Extraordinary Council Meeting held on 5 November 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7.5 Minutes of the Extraordinary Council Meeting held on 9 November 2021**Resolution 2021/133**

Moved: Cr Gavin Oliver

Seconded: Cr Sally Parker

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

Carried

7.6 Minutes of the Extraordinary Council Meeting held on 23 November 2021**Resolution 2021/134**

Moved: Mayor Nigel Bowen

Seconded: Cr Paddy O'Reilly

That the Minutes of the Extraordinary Council Meeting held on 23 November 2021 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Schedules of Functions Attended**8.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors****Resolution 2021/135**

Moved: Cr Steve Wills

Seconded: Mayor Nigel Bowen

That the report be received and noted.

Carried

8.2 Schedule of Functions Attended by the Chief Executive

Resolution 2021/136

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That the report be received and noted.

Carried

9 Reports

9.1 Affixing of the Common Seal

To report the affixing of the Common Seal to Approval of Warrants letter.

Resolution 2021/137

Moved: Cr Peter Burt

Seconded: Cr Barbara Gilchrist

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

15 November 2021 Approval of Warrants

be received and noted.

Carried

9.2 Venture Timaru Quarterly Report 1 July to 30 September 2021

The Chief Executive of Venture Timaru and the Chairperson of Venture Timaru spoke to the Council to present the Venture Timaru quarterly report for their Economic Development and Visitor Promotion operations for the quarter to 30th September 2021.

Discussion concentrated on the economic impact of Covid-19 on the region in terms of events being cancelled, a horticultural workshop with several industry representatives, Regional Apprenticeship Initiative galvanized by the Scott Base Redevelopment.

The Council wished to acknowledge the good work of Mark Rogers over the past five years with Venture Timaru.

Resolution 2021/138

Moved: Cr Peter Burt

Seconded: Cr Steve Wills

That the Venture Timaru Quarterly Report for the period ending 30 September 2021 be received and noted.

Carried

9.3 Timaru District Holdings Limited (TDHL) Quarterly Report July to September 2021

The General Manager of TDHL spoke to this report to present the TDHL quarterly report for the period ending 30 September 2021.

Resolution 2021/139

Moved: Mayor Nigel Bowen

Seconded: Cr Paddy O'Reilly

That the Timaru District Holdings Limited (TDHL) quarterly report for the period ending 30 September 2021 be received and noted.

Carried

9.4 Aorangi Stadium Trust Financial Reports 2021 audit Letter of Comfort authorisation

The Chief Financial Officer and Acting Group Manager Recreation & Cultural Services spoke to this report for the authorisation of a letter of comfort from Council to the Aorangi Stadium Trustees (a letter of comfort is a commitment by Council that it will ensure the Trust is supported to meet any financial obligations associated with the maintenance work programme and is similar to a guarantee).

Resolution 2021/140

Moved: Cr Barbara Gilchrist

Seconded: Cr Steve Wills

That Council agree to:

1. providing a letter of comfort to the Trustees of the Aorangi Stadium Trust for potential future financial liabilities; and
2. authorise the Chief Executive of Timaru District Council to provide such a letter.

Carried

3.36pm Mayor Nigel Bowen relinquished the Chair. Cr Steve Wills assumed the Chair.

9.5 Local Alcohol Policy Review Next stages and Formation of Joint Committee

The Strategy & Corporate Planning Manager & Acting Group Manager Environmental Services spoke to this report to outline the next stage of the review of the Local Alcohol Policy (LAP), establish a Joint Committee and nominate two Elected Members to be part of the Joint Committee.

Resolution 2021/141

Moved: Cr Peter Burt

Seconded: Cr Gavin Oliver

That:

1. Council approves entering into an agreement with the Mackenzie District Council and the Waimate District Council under clause 30A of Schedule 7 of the Local Government Act 2002 to establish a Joint Committee in relation to the review of the Joint Local Alcohol Policy.
2. Council approves the Local Alcohol Policy Joint Committee Agreement and Terms of Reference.
3. Council appoints Cr Barbara Gilchrist & Cr Paddy O'Reilly to the Local Alcohol Policy Joint Committee.

Carried

Cr Steve Wills nominated Cr Barbara Gilchrist.

Cr Peter Burt nominated Cr Paddy O'Reilly

Amendment

Moved: Cr Gavin Oliver

Seconded: Cr Peter Burt

That Cr Barbara Gilchrist & Cr Paddy O'Reilly be appointed to the Joint Committee.

3.39pm Mayor Nigel Bowen resumes the Chair.

9.6 Draft Council Submission - Taking Responsibility for Our Waste Consultation Document

The Group Manager Infrastructure & Waste Manager spoke to this report to seek approval for a submission from Timaru District Council on the Ministry for the Environment's (MfE) consultation document 'Te kawē i te haepapa para, Taking Responsibility for Our Waste.'

The key topics in this consultation are a proposed new national waste strategy and proposed new waste legislation, replacing the Waste Minimisation Act (2008) and Litter Act (1979).

Delegated authority was requested for Mayor Nigel Bowen, the Chair Environmental Services and Chair Infrastructure Committee to sign off on the submission & for any changes.

Resolution 2021/142

Moved: Cr Barbara Gilchrist

Seconded: Cr Peter Burt

That Council approves the draft submission, with any amendments, to the Ministry for the Environment consultation document – Te kawa i te haepapa para, Taking responsibility for Our Waste.

That delegated authority for any changes and signing off the submission is given to Mayor Nigel Bowen, Chair Environmental Services Committee and Chair Infrastructure Committee.

Carried

9.7 Annual Plan 2020/21 Four Month Performance Report to 31 October 2021

The Strategy & Corporate Planning Manager, Acting Group Manager Recreation & Cultural Services, Chief Financial Officer, Programme Delivery Manager, and Three Waters Stimulus Advisor spoke to this report to outline progress on implementing the Annual Plan 2021/22 (Year One of the 2021-31 Long Term Plan). This includes the work programme, key performance indicators and the financial results for the four month period ended 31 October 2021. The report also includes a request to change our reporting cycle to a three monthly reporting cycle.

Discussion centred on the value of Councils' Asset Base, Key Performance Indicators (KPIs), effect of Covid-19 of revenue, and South Canterbury Gym Sports increase in capital expenditure.

Resolution 2021/143

Moved: Cr Peter Burt

Seconded: Cr Barbara Gilchrist

That:

1. Council receive and note the report with particular attention to:
 - (a) The key performance indicators progress report to 31 October 2021.
 - (b) The Annual Report 2021/22 work programme progress report to 31 October 2021.
 - (c) The financial position as at 31 October 2021.
2. That Council adopt a quarterly reporting cycle.

Carried

9.8 Downlands Agreement Commencement Date

The Three Water Stimulus Advisor spoke to this report to seek approval of an amended commencement date for the new Downlands Joint Committee Agreement in order to satisfy audit requirements associated with international accounting standards.

Resolution 2021/144

Moved: Cr Richard Lyon
Seconded: Mayor Nigel Bowen

That the Timaru District Council approves the commencement date for the new Downlands Joint Committee Agreement as 1 July 2020.

Carried

9.9 Government 3Waters Reforms-Economic Regulation.

The Three Water Stimulus Advisor spoke to this report on the Government issued discussion paper *Economic Regulation and Consumer Protection for Three Waters Services in New Zealand* with submissions closing on 20 December 2021. This deadline is between Council meetings and therefore a suitable delegated authority is required for a submission to be approved and submitted on time.

Resolution 2021/145

Moved: Cr Steve Wills
Seconded: Cr Peter Burt

That the Mayor and the Chief Executive be delegated authority to approve a submission to the Governments discussion paper "*Economic Regulation and Consumer Protection for Three Waters Services in New Zealand*".

Carried

10 Consideration of Urgent Business Items

There were no items of urgent business to be received.

11 Consideration of Minor Nature Matters

There were no matters of minor nature.

12 Public Forum Items Requiring Consideration

There were no matters from Public Forum requiring consideration.

13 Resolution to Exclude the Public

Resolution 2021/146

Moved: Mayor Nigel Bowen

Seconded: Cr 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
13.1 - Public Excluded Minutes of the Council Meeting held on 21 September 2021	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>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 protect a person's privacy</p> <p>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>
13.2 - Public Excluded Minutes of the Council Meeting held on 26 October 2021	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Commercial sensitivity
13.3 - Public Excluded Minutes of the Extraordinary Council Meeting held on 5 November 2021	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>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</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)	
13.4 - Public Excluded Minutes of the Extraordinary Council Meeting held on 9 November 2021	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege	To protect all communications between a legal adviser and clients from being disclosed without the permission of the client.
13.5 - Public Excluded Minutes of the Extraordinary Council Meeting held on 23 November 2021	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy
13.6 - Timaru District Holdings Limited: Appointment of chairperson and deputy chairperson	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy

Carried

14 Public Excluded Reports**13.1 Public Excluded Minutes of the Council Meeting held on 21 September 2021****13.2 Public Excluded Minutes of the Council Meeting held on 26 October 2021****13.3 Public Excluded Minutes of the Extraordinary Council Meeting held on 5 November 2021****13.4 Public Excluded Minutes of the Extraordinary Council Meeting held on 9 November 2021****13.5 Public Excluded Minutes of the Extraordinary Council Meeting held on 23 November 2021****13.6 Timaru District Holdings Limited: Appointment of chairperson and deputy chairperson**

15 Readmittance of the Public

Resolution 2021/147

Moved: Mayor Nigel Bowen

Seconded: Cr Gavin Oliver

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

Carried

The meeting closed at 4.13pm.

.....
Mayor Nigel Bowen

Chairperson

Unconfirmed

8 Schedules of Functions Attended

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

Author: Roma Whyte, Executive Assistant to Mayor

Authoriser:

Recommendation

That the report be received and noted.

Functions Attended by the Mayor for the Period 24 November 2021 to 4 February 2022.

<i>24 November 2021</i>	Attended Rivers Work Programme workshop via Teams
<i>25 November 2021</i>	Meeting with Chief Executive and a Councillor Attended an Introduction Meeting with Director of User Experience & Community Engagement Attended Safer Communities Meeting
<i>26 November 2021</i>	Attended a Breakfast Meeting with the Reserve Bank of New Zealand Recorded a Mayoral Musing Attended Audit and Risk Committee Meeting Attended Canterbury Mayoral Forum Dinner
<i>27 November 2021</i>	Attended South Canterbury Vaccination Day
<i>29 November 2021</i>	Meeting with Building Control Manager Attended a Train Trust Meeting
<i>30 November 2021</i>	Attended the City Hub community Advisory Group Meeting Meeting with MP for Rangitata Attended a Council workshop
<i>1 December 2021</i>	Attended a Three Waters Strategy Meeting via Zoom
<i>2 December 2021</i>	Meeting with Deputy Prime Minister Grant Robertson
<i>3 December 2021</i>	Attended City Hub Development and Investment Steering group Meeting Attended the Opening of Traffic Lights at the Bike Skills Park at Caroline Bay
<i>6 December 2021</i>	Attended a Three Waters Strategy Meeting via Zoom Meeting with representatives of Department of Internal Affairs Attended Venture Timaru's Annual General Meeting Attended the New Zealand Woman's Golf Interprovincial National Championship Opening

- 7 December 2021
Attended Otipua-Saltwater creek Group Meeting
Attended Tuia Programme Meeting
Attended People & Performance Committee Meeting
Attended Extraordinary Tenders & Procurement Committee Meeting
Attended Council Meeting
- 8 December 2021
Attended an Introduction Meeting with Group Manager Commercial & Strategy
Attended Timaru District Holdings Annual General Meeting
Attended MyWay Meeting held by Environment Canterbury
Attended a farewell function for the Timaru District Holdings Director
- 9 December 2021
Attended Antarctica new Zealand Meeting
- 10 December 2021
Attended Sustainable Development Meeting
- 13 December 2021
Attended South Island Masters Games Board Meeting
Attended CPlay joint steering Group Meeting
- 14 December 2021
Attended a Three Waters Strategy Meeting via Zoom
- 15 December 2021
Attended a Three Waters Strategy Meeting via Zoom
- 16 December 2021
Meeting with Rooney Group Limited
- 20 December 2021
Attended Canterbury Mayoral Forum Meeting
Attended the Opening of the Smithfield Walkway
- 21 December 2021
Attended Prime port Meeting
Attended Audit & Risk Committee Meeting
Attended Three Waters Strategy Meeting
- 22 December 2021
Attended Tenders and Procurement Committee Meeting
- 6 January 2022
Attended Three Waters Strategy Meeting
- 12 January 2022
Attended Development and Investment Group Meeting
- 13 January 2022
Attended Canterbury Regional Leadership Group Meeting via Zoom
- 24 January 2022
Attended Safer Communities Meeting
Meeting with Group Controller Canterbury Civil Defence Emergency Management
- 25 January 2022
Meeting with New Zealand Red Cross General Manager
Attended Director and Trustee Appointment Subcommittee Meeting
- 26 January 2022
Meeting with Chief Executive PrimePort
- 1 February 2022
Attended Council Workshops
- 3 February 2022
Attended Canterbury Regional Leadership Group Meeting via Zoom
Attended Timaru Men's Club Meeting

Meeting with South Canterbury Chamber of Commerce

4 February 2022

Meeting with Chief Executive Venture Timaru

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

Functions Attended by the Deputy Mayor for the Period 24 November 2021 to 4 February 2022.

25 November 2021

Attended Safer Communities Meeting

30 November 2021

Meeting with MP for Rangitata

Attended a Council workshop

2 December 2021

Meeting with Deputy Prime Minister Grant Robertson

Attended Aoraki sports Person Charitable Trust Meeting

6 December 2021

Attended Venture Timaru's Annual General Meeting

7 December 2021

Attended People & Performance Committee Meeting

Attended Council meeting

8 December 2021

Attended a farewell function for the Timaru District Holdings Director

22 December 2021

Attended additional tenders & Procurement Committee Meeting

5 January 2022

Attended Aoraki sports Person Charitable Trust Meeting

17 January 2022

Attended CPlay Joint Steering group Meeting

1 February 2022

Attended Standing Committees Meeting

Attended Council Workshops

Attachments

Nil

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

That the report be received and noted.

Functions Attended by the Chief Executive for the Period 25 November 2021 and 2 February 2022.

<i>25 November 2021</i>	Meet with General Manager Timaru District Holdings Limited Meet with Chief Executive Venture Timaru
<i>26 November 2021</i>	Attend Three Waters Oversight Group Meeting Attend Audit and Risk Committee Meeting
<i>30 November 2021</i>	Meeting with Rangitata Electorate Member of Parliament Attend Council Workshops
<i>1 December 2021</i>	Attend Three Waters Governance Oversight Group Meeting
<i>2 December 2021</i>	Meeting with Deputy Prime Minister Grant Robertson Meeting with representatives of South Canterbury Chamber of Commerce Meeting with South Canterbury Regional Manager Environment Canterbury Attend Regional Civil Defence Emergency Management Covid Response Meeting
<i>6 December 2021</i>	Attend Three Waters Plenary Group Update Meeting Meeting with representatives of Department of Internal Affairs Attend Venture Timaru Annual Meeting
<i>7 December 2021</i>	Attend People and Performance Committee Meeting Attend Extraordinary Tenders and Procurement Committee Meeting Attended Council Meeting
<i>8 December 2021</i>	Attend Three Waters Governance Oversight Group Meeting Attend Timaru District Holdings Limited Annual General Meeting
<i>9 December 2021</i>	Meeting with General Manager Arowhenua Marae Meeting with Antarctica New Zealand Chief Executive and representatives
<i>13 December 2021</i>	Chair Canterbury Corporate Forum Meeting with General Manager Timaru District Holdings Limited

	Meeting with Kainga Ora's Regional Director, Community Engagement and Partnerships Manager and Team Leader Housing Support
	Attend Three Waters Executive Group Oversight Meeting
<i>14 December 2021</i>	Attend Three Waters Governance Oversight Group Meeting
<i>15 December 2021</i>	Meeting with representative of Aoraki Environmental Consultants Limited
	Meeting with representatives of Isthmus Group
	Attend Meeting of Ngai Tahu/Councils of Ngāi Tahu Takiwā hui on Three Waters Entity D model
<i>16 December 2021</i>	Meeting with Director of Audit New Zealand
<i>17 December 2021</i>	Attend Three Waters Governance Oversight Group Meeting
<i>21 December 2021</i>	Attend Three Waters Executive Oversight Group Meeting
	Attend Audit and Risk Committee Meeting
	Attend Three Waters Plenary Group Meeting
<i>22 December 2021</i>	Attend Tenders and Procurement Committee Meeting
<i>6 January 2022</i>	Attend Three Waters Governance Oversight Group Meeting
<i>17 January 2022</i>	Attend Canterbury CE Forum Strategic Planning Meeting
	Meeting with Group Controller Canterbury Civil Defence Emergency Management
<i>18 January 2022</i>	Attend Three Waters Governance Oversight Group Meeting
<i>19 January 2022</i>	Attend Taituarā COVID-19 Update
	Attended Three Waters Strategy Meeting
<i>20 January 2022</i>	Meeting with General Manager Timaru District Holdings Limited
<i>21 January 2022</i>	Attend Three Waters Plenary Meeting
	Meeting with Canterbury Civil Defence Emergency Management Group
<i>24 January 2022</i>	Meeting with Chief Executive Venture Timaru District
	Meeting with Group Controller Canterbury Civil Defence Emergency Management, Members of the Canterbury Joint Committee, Civil Defence Emergency Management Coordinating Executive Group Meeting and National Emergency Management Agency
<i>25 January 2022</i>	Attended Director and Trustee Appointment Subcommittee Meeting
	Meeting with Aoraki Environmental Consultants Limited
<i>26 January 2022</i>	Meeting with Chief Executive PrimePort
<i>27 January 2022</i>	Meeting with Chief Executive Venture Timaru District
<i>28 January 2022</i>	Meeting with Chair Timaru District Holdings Limited
<i>31 January 2022</i>	Attended Canterbury Chief Executives Forum

Attended Civil Defence Emergency Management Coordinating Executive Group Meeting

1 February 2022

Attended Council Workshops

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

Attachments

Nil

9 Reports

9.1 Affixing of the Common Seal

Author: Andrew Feary, Governance Advisor

Authoriser:

Recommendation

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

15 December 2021 Approval of Warrants

Purpose

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

Names have been redacted for the privacy of the staff / contractors.

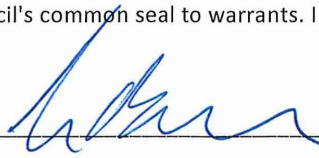

Attachments

1. **Approval of Warrants dated 15 December 2021**  



Approval of warrants

I, Bede Carran, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.

Nigel Bowen

Bede Carran

15/12/2021

Date

Name	Organisation/role
[Redacted]	TDC – Parking Warden
[Redacted]	Envirowaste – Community Business Advisor
[Redacted]	Envirowaste – Community Business Advisor
[Redacted]	Environmental Health Officer, Enforcement Officer and Licensing Inspector
[Redacted]	Waimate District Council – Building Control Officer
[Redacted]	Waimate District Council – Building Control Officer
[Redacted]	Waimate District Council – Animal Control Officer
	Note: Waimate District Council staff to operate under our direction in the Timaru District, should COVID-19 infections impede our ability to deliver Animal Control or Building Control services.

9.2 Timaru District Holdings Limited Director Skills Matrix

Author: Steve McKnight, Group Manager Commercial & Strategy

Authoriser: Bede Carran, Chief Executive

Recommendation

That Council approves the Skills Matrix to be used to identify appropriate candidates for the Timaru District Holdings Limited Director position.

Purpose of Report

- 1 To confirm, or otherwise, the recommendations from the Directors and Trustees Selection Subcommittee on the skills matrix to be used for the Timaru District Holdings Limited Director position.

Assessment of Significance

- 2 The content contained in this report has been assessed as of low significance in accordance with Councils Significance and Engagement Policy. This assessment is based on the assessment criteria with specific focus on impact on the number of people affected, the degree that people may be impacted, community interest, financing and rating impact, and impact on wellbeing. Adoption of the Timaru District Holding Limited Skills Matrix will have low impact on people with no adverse impact on wellbeing or financial impact on rates.

Background

- 3 The MartinJenkins' Timaru District Holdings Limited review undertaken by Council resulted in several procedural and governance changes to Timaru District Holdings Limited. These include: the Timaru District Holdings Limited Board Director Appointment Process and the Board Competency Framework adopted by Council on 9 June 2020; and the Timaru District Holdings Limited Constitutional amendments adopted on 21 July 2020.
- 4 The approved Timaru District Holdings Limited Board Director Appointment Process sets out the process that Councils' Director and Trustee Selection Subcommittee follows when undertaking an appointment.
- 5 In accordance with this document, the Directors and Trustees Selection Subcommittee have met and formulated a skills matrix (attached). This matrix identifies the priority competencies that are sought for the vacant Director position.
- 6 The Subcommittee has developed and recommends the skills matrix be approved by Council.

Discussion

- 7 The broader Board and Director competencies are outlined in the Timaru District Holdings Limited Board Competency Framework (attached). It lists the desired skills, competencies and experience, inclusive of an explanation.
- 8 The framework is comparable with the skills matrix approved by Council on September 2021 and based on a combination of wider Directorship requirements and specific Timaru District Holdings Limited needs.

Options and Preferred Option

- 9 That Council approves the skills matrix from the Directors and Trustees Selection Subcommittee. This is the preferred option.
- 10 If Council would like to alter the skills matrix then it provide clear direction on this.

Consultation

- 11 In accordance with Timaru District Holdings Limited Appointment Process (attached), the Timaru District Holdings Limited Chairperson has been consulted.

Relevant Legislation, Council Policy and Plans

- 12 Local Government Act 2002
- 13 Companies Act 1993
- 14 Timaru District Holdings Limited Constitution
- 15 Timaru District Council and Timaru District Holdings Limited Roles and Responsibilities Policy
- 16 Timaru District Holdings Limited Competency Framework
- 17 Timaru District Holdings Limited Board Appointment Process

Financial and Funding Implications

- 18 Director search costs can be accommodated within existing TDC budgets.
- 19 Other than the costs relating to the appointment process, there are no funding implications for TDC as TDHL Director fees are funded from within TDHL budgets.

Other Considerations

Not applicable.

Attachments

1. **TDHL Skills Matrix 2022**  
2. **TDHL Board competency framework**  
3. **TDHL Board appointments process**  

ATTACHMENT 1: TDHL - SKILLS MATRIX

<p>Core Competencies: These are the behavioural and governance competencies that are required of every board member. They are personal attributes or qualities, and set the minimum standard for board members.</p>	Corporate or other Governance experience	Proven corporate or other governance experience - at least 5 years' experience as a director or trustee with an organisation of substance
	Key Competencies	<p>(a) Integrity: A commitment to putting TDHL's and TDC's interests before any personal interests; acting in a transparent manner through declaring potential conflicts; and maintaining board confidentiality at all times.</p> <p>(b) Effective Communicator through: ability to listen, constructively question, debate and consider others' viewpoints.</p> <p>(c) Team player: the ability to work harmoniously within a group, demonstrate the passion and time to make a genuine contribution, and to support and accept majority board decisions</p> <p>(d) Critical and innovative thinking by standing above the level of the problem</p>
<p>Collective Competencies: These are the technical and industry related competencies which should be held by the collective skills and experience of the Board</p>	Strategy and Planning	Ability to think strategically; identify and critically assess strategic opportunities and risks. Experience that would support effective strategies in the context of the strategic objectives of TDHL and TDC
	Legal, Risk and Compliance	Understanding of relevant legal accountabilities and the ability to identify key risks to TDHL and TDC in a wide range of areas including financial, legislative and regulatory compliance.
	Community Engagement	Understanding of, and connections with, the interests and need of Timaru District communities, including the ability to effectively engage and communicate with key stakeholders.
	Treaty of Waitangi	An understanding of the principles of the Treaty of Waitangi including the obligations of Councils under the Local Government Act 2002.
	Financial literacy	Ability to demonstrate financial and commercial acumen including the ability to: <ul style="list-style-type: none"> (a) analyse key financial statements (b) critically assess financial viability and performance (c) oversee budgets and the efficient use of resources (d) understanding of financial reporting standards and of accounting principles and practice
	Investment Analysis	At least 5 years experience and a demonstrable understanding of the corporate financial arrangements associated with acquisitions/mergers, modelling/analysis, detailed business case assessment, capital and banking markets, and the execution of multi-party agreements
	Other relevant sector skills/experience	Experience in one or more of the following industries: local government, economics, infrastructure, resource management, logistics, engineering, import/export, digital/cyber and property

Timaru District Holdings Limited

Board competency framework

Last updated: June 2020

Purpose of this document

This Board competency framework is designed to ensure Board of Timaru District Holdings Limited (TDHL) consists of individual Directors with a balance of skills and experience to oversee TDHL, achieve its strategic objectives, and deliver value to Timaru District Council (TDC) and its communities.

The competency framework will be used to guide and support:

- an annual self-evaluation by the TDHL Board, and informal assessments between the Chair and individual Directors
- identification of gaps in the required skills and experience on the Board, to inform recruitment and professional development plans.

Background

Purpose of TDHL

Timaru District Holdings Limited (TDHL) is a council-controlled organisation as defined by Section 6 of the Local Government Act 2002. TDHL was established in 1997 to hold the commercial assets of Timaru District Council (TDC) as its shareholder. The objective of TDHL is to provide strong commercial oversight on behalf of TDC, in respect of the governance of companies providing economic and community benefit.

Legislative requirements

Under the Local Government Act 2002, "...a local authority may appoint a person to be a director of a council organisation if the person has, in the opinion of the local authority, the skills, knowledge or experience to (a) guide the organisation given the nature and scope of its activities; and (b) contribute to the achievement of the objectives of the organisation."

TDHL Constitutional provisions

TDHL has an independent Chair and at least two and up to six Board members, one of whom is appointed as Deputy Chair. The Mayor cannot be a member of the Board.

Directors should be an equal number of independent and elected members, with a view to transitioning to more independent than elected members over time. The Board can comprise a greater number of independent Directors if the required skills and experience are not available from among elected members. The Chair has a casting

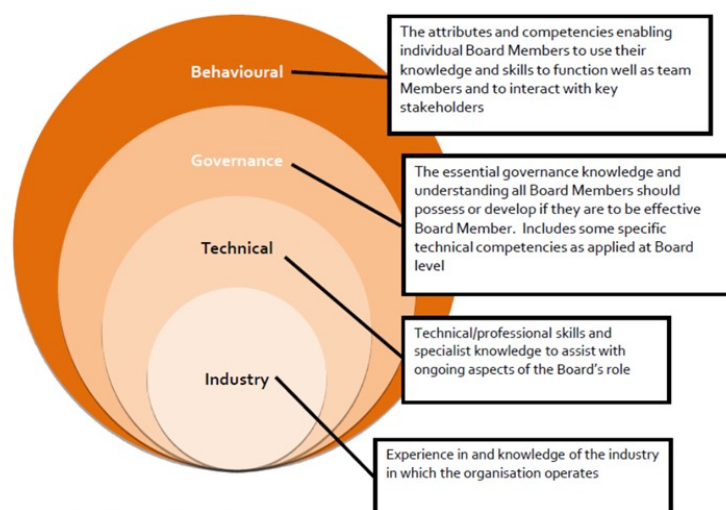
vote on the Board. Only independent Board members are appointed as a Director of a subsidiary company.

TDC makes all Director appointments. Appointments are for up to three years, and are renewable for a maximum of three terms. One third, and if not divisible into a whole number then the nearest whole number, of Directors retire from office at the annual meeting of the Shareholders, and retirees are those who have been longest in office. Those who retire are eligible for reappointment. Elected members who are not re-elected to office can continue their role until TDC replaces them, or removes them from the Board.

All appointments are made on merit, and the independent and elected members are subject to the same selection criteria, reflecting the specifications in this Board competency framework.

Principles underpinning the competency framework

The framework below, based on international good practice, has been used to guide the competency framework:



Source: GC Kiel et al., 2012, *Directors at work: a practical guide for boards*, Sydney: Thomson Reuters.

Competencies are categorised in two parts:

Core competencies

Core competencies are the behavioural and governance competencies that are required of every board member. They are personal attributes or qualities, and set the minimum standard for board members.

In performance assessments: for individual Directors, professional development can be provided where any potential to strengthen these competencies is identified.

In recruitment: only candidates who hold these competencies should be considered as a potential board member.

Collective competencies

These are technical and industry related competencies which should be held by the collective skills and experience of the Board members. However, it is not necessary for every Board member to hold every competency.

In performance assessments: the annual Board evaluation will assess the Board's collective strength in these competencies. This may identify professional development requirements for the Board as a whole, and skills or experience gaps on the board.

In recruitment: search and appointment processes will seek to fill any gaps or weaknesses identified in the collective skills and experience of the Board. In assessing a candidate's suitability, the collective competencies should only be considered after it has been confirmed that the candidate holds the core competencies.

Chair competencies

In addition to holding the core competencies and at least one of the collective competencies, the Chair must possess additional competencies that are required to lead the board effectively. These competencies will guide the recruitment and the performance assessment of the TDHL Chair.

Competency framework review

The competency framework will be reviewed annually by TDC in consultation with TDHL to ensure that the composition of skills and experience on the Board remain aligned with TDHL's purpose and strategic objectives.

TDHL Board competency framework

Core competencies

To be held by all Directors

Attributes	Description
Integrity	A commitment to: <ul style="list-style-type: none"> • Understanding and fulfilling the duties and responsibilities of a Director, and maintaining knowledge in this regard through professional development • Putting TDHL's and TDC's interests before any personal interests • Acting in a transparent manner and declaring any activities or conduct that might be a potential conflict • Maintaining Board confidentiality at all times.
Effective Communicator	The ability to: <ul style="list-style-type: none"> • Listen to, and constructively and appropriately debate, other people's viewpoints • Develop and deliver cogent arguments.
Constructive Questioner	The preparedness to ask questions and challenge peer Directors and Boards of subsidiary companies in a constructive and appropriate way about key issues.
Contributor and team player	The ability to work as part of a team, and demonstrate the passion and time to make a genuine and active contribution to TDHL.
Commitment	A visible commitment to the purpose for which TDHL has been established and operates, and its on-going success.
Critical and innovative thinker	The ability to critically analyse complex and detailed information, readily distil key issues, and develop innovative solutions to problems.

Collective competencies

To be held collectively by the Board

Competency	Description
Strategy and planning	Ability to think strategically; identify and critically assess strategic opportunities and risks. Experience to develop effective strategies in the context of the strategic objectives of TDHL and TDC.
Governance, Risk and Compliance	Experience in the application of governance principles in a commercial enterprise, public sector body or other entity.
	Ability to identify key risks to TDHL and TDC in a wide range of areas including financial, legal and regulatory compliance.
Financial Performance	Qualifications and experience in governing commercial investment, including to: <ul style="list-style-type: none"> • Analyse key financial statements • Critically assess financial viability and performance • Contribute to strategic financial planning • Oversee budgets and the efficient use of resources • Oversee investment arrangements and accountability.
Business and commercial	Experience in, or understanding of, growing a successful commercial business
Community engagement	Understanding of, and connections with, the interests and needs of Timaru District communities, including the ability the ability to effectively engage and communicate with key stakeholders.
Treaty of Waitangi	An understanding of the principles of the Treaty of Waitangi including experience relevant to TDC’s obligations under the Local Government Act 2002.

Chair competencies

Competency	Description
Leader	Innate leadership skills, including the ability to: <ul style="list-style-type: none"> • Articulate and champion the strategic direction of TDHL • Lead and manage Board meetings, ensuring the Board sets the right focus • Set an appropriate Board culture, ensuring it works effectively as a team • Take responsibility for decisions and actions.
Mentor	Experienced in and knowledgeable of good practice governance, with the ability to guide and support individual Directors, and the Board as a whole.
Relationship manager	Aptitude and capacity to engage effectively and constructively with TDC as TDHL's shareholder.

Board evaluation table

This table should be completed for each individual Director prior to the annual Board evaluation. The results will inform the Board’s discussion on its collective skill strengths and gaps.

Each Director should identify their top 3 or 4 skills, and grade them as follows:

- (E) Expert – has strong knowledge of key concepts and principles and more than five years relevant experience
- (P) Proficient – has a sound knowledge of key concepts and principles but less than three years relevant experience
- (D) Developing – has a knowledge of key concepts and principles but limited direct or applied experience

Skill Area	Description							
		D1	D2	D3	D4	D5	D6	D7
Strategy and planning	Ability to think strategically; identify and critically assess strategic opportunities and risks. Experience to develop effective strategies in the context of the strategic objectives of TDHL and TDC.							
Governance, Risk and Compliance	Experience in the application of governance principles in a commercial enterprise, public sector body or other entity.							
	Ability to identify key risks to TDHL and TDC in a wide range of areas including financial, legal and regulatory compliance.							



Skill Area	Description	D1	D2	D3	D4	D5	D6	D7
		Financial Performance	Qualifications and experience in governing commercial investment, including to: <ul style="list-style-type: none"> Analyse key financial statements Critically assess financial viability and performance Contribute to strategic financial planning Oversee budgets and the efficient use of resources Oversee investment arrangements and accountability. 					
Business and commercial	Experience in, or understanding of, growing a successful commercial business.							
Community engagement	Understanding of, and connections with, the interests and needs of Timaru District communities, including the ability the ability to effectively engage and communicate with key stakeholders.							
Treaty of Waitangi	An understanding of the principles of the Treaty of Waitangi including experience relevant to TDC's obligations under the Local Government Act 2002.							



Timaru District Holdings Limited

Director Appointments Process

Purpose of this document

This document sets out at a high level the process for the appointment of Directors to Timaru District Holdings Limited. The process is consistent with State Services Commission Board appointment and induction guidelines, and AOG guidance on governance and accountability of Council Controlled Organisations (CCOs).

Background

Purpose of TDHL

Timaru District Holdings Limited (TDHL) is a CCO as defined by Section 6 of the Local Government Act 2002. TDHL was established in 1997 to hold the commercial assets of Timaru District Council (TDC) as its shareholder. The objective of TDHL is to provide strong commercial oversight on behalf of TDC, in respect of the governance of companies providing economic and community benefit.

Legislative requirements

Under the Local Government Act 2002, "...a local authority may appoint a person to be a director of a council organisation if the person has, in the opinion of the local authority, the skills, knowledge or experience to (a) guide the organisation given the nature and scope of its activities; and (b) contribute to the achievement of the objectives of the organisation."

TDHL Constitutional provisions

TDHL has an independent Chair and at least two and up to six Board members, one of whom is appointed as Deputy Chair. The Mayor cannot be a member of the Board.

Directors should be an equal number of independent and elected members, with a view to transitioning to more independent than elected members over time. The Board can comprise a greater number of independent Directors if the required skills and experience are not available from among elected members. The Chair has a casting vote on the Board. Only independent Board members are appointed as a Director of a subsidiary company.

TDC makes all Director appointments. Appointments are for up to three years, and are renewable for a maximum of three terms. One third, and if not divisible into a whole number then the nearest whole number, of Directors retire from office at the annual meeting of the Shareholders, and retirees are those who have been longest in office.

Those who retire are eligible for reappointment. Elected members who are not re-elected to office can continue their role until TDC replaces them, or removes them from the Board.

All appointments are made on merit. The independent and elected member candidates are subject to the same selection criteria, which reflect the requirements set out in the Board competency framework.

Principles underpinning the appointments process

Three principles guide this appointments process, based on international good practice:

- *Merit: providing a choice of high-quality candidates whose skills, experience and qualities have been judged to best meet the needs of public office.*
- *Fairness: selection processes that are objective, impartial and consistently applied to all candidates.*
- *Openness: information about the requirements of the post and the selection process must be publicly available.*

These principles are met in large part by separating the judgement of merit of candidates from the final decision to appoint. This means that intermediary judgments about merit do not influence the final appointment decision.

Appointments process

The appointments process has been designed to be consistent with the principles above. In particular, it establishes a selection panel which identifies more suitable candidates than vacancies for consideration by a Council committee, which makes recommendations to Council as the appointing body. The Mayor is not a member of the selection panel.

The key steps are set out below, and illustrated in the diagram at Appendix A.

1. Council agrees or refines a Board competency framework which comprises the individual and collective competencies, skills and knowledge required of the Board members to deliver their objectives.
2. Council's Director and Trustee Appointments Committee (the Committee) is responsible for executing the appointments process. The Committee is chaired by the Mayor and can co-opt a suitably qualified independent member.
3. The Committee, in consultation with the TDHL Board Chair (or Deputy Chair if the Chair is seeking reappointment), determines the vacancies for each recruitment round, and identifies the skill sets sought either to address gaps in the collective board skills, competencies and knowledge, or to assist succession planning. The Committee also confirms the appointments process, including the selection criteria, and appoints a search company. The search company's role in the appointments process is to undertake the candidate search, due-diligence,

screening and long-listing, and to provide good practice advice and guidance to the Committee.

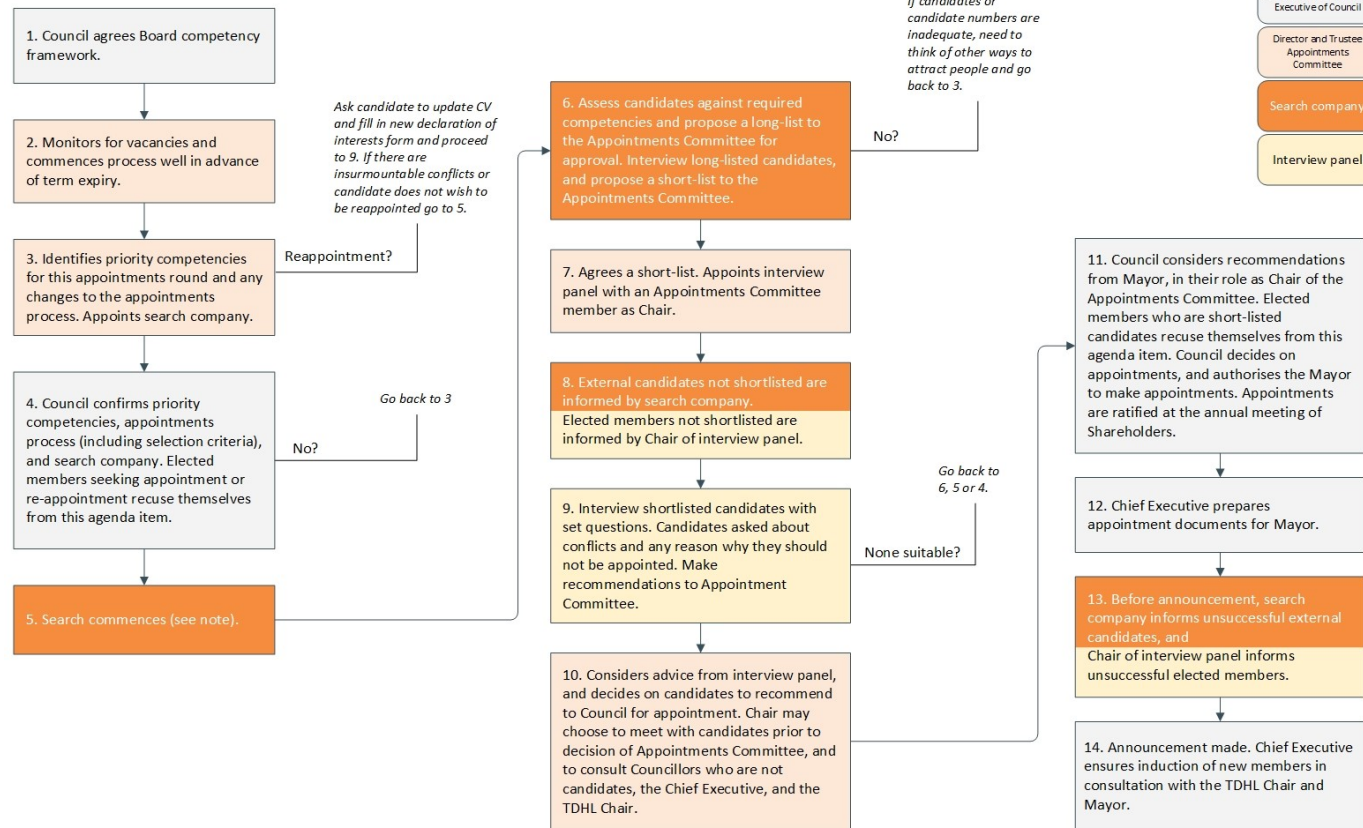
4. The priority competencies for each appointment round, and the selection criteria, are approved by Council. Elected member seeking appointment or re-appointment recuse themselves from this agenda item.
5. A variety of methods are then used by the search company to find suitable candidates, including advertising and search.
6. The search company assesses all applications against the selection criteria, and recommends a long-list to the Committee. The Committee agrees a long-list, and the search company then interviews each long-listed candidate. The search company then proposes a short-list of candidates to the Committee, ideally with more candidates than the number of vacancies.
7. The Committee agrees a recommended short-list and appoints a panel to interview the candidates. The panel comprises up to two Committee members (one of whom is appointed Chair), the TDHL Board Chair and an independent industry specialist. If the TDHL Board Chair is seeking re-appointment, the Mayor will appoint another Director to the interview panel. The Mayor is not a member of the interview panel.
8. External candidates not shortlisted are informed by the search company. Elected members not shortlisted are informed by Chair of interview panel.
9. The panel interviews the short-listed candidates using questions to assess the candidates against the selection criteria, including on actual or perceived conflicts of interest, and recommends a ranking of candidates to the Committee. The search company does not take part in the interviews of short-listed candidates, but may attend the interviews as an advisor.
10. The Committee considers the advice from the interview panel and agrees candidate(s) to recommend to Council for appointment. The Committee Chair may choose to meet with candidate(s) prior to decision of the Committee, and to consult Councillors who are not candidates, the Chief Executive, or the TDHL Chair.
11. Council considers recommendations from Mayor, in her/his role as Chair of Appointments Committee. Councillors who are short-listed candidates recuse themselves from this agenda item. Council decides on appointments, and authorises the Mayor to make the appointments on its behalf. Appointments are ratified at the annual meeting of Shareholders.
12. The Chief Executive prepares the appointment documents for the Mayor.

13. Before a public announcement, the search company informs unsuccessful short-listed external candidates, and the Chair of the interview panel informs unsuccessful short-listed elected members.
14. The Chief Executive ensures the induction of new members in consultation with the TDHL Chair and Mayor.



Appendix A

Appointment / reappointment flowchart



Legend

- Council, Mayor, and Chief Executive of Council
- Director and Trustee Appointments Committee
- Search company
- Interview panel

Note: search can cover any type of recruitment, for example, head hunting, adverts, websites, and email trees.

9.3 Council Investments and Borrowing

Author: Azoora Ali, Chief Financial Officer

Authoriser: Steve McKnight, Group Manager Commercial & Strategy

Recommendation

That the Committee receive and note the report.

Purpose of Report

- 1 To update the Committee on the status of Council treasury activities at 31 December 2021.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy. This is a regular report to the Council on the status of Council's borrowing and investments. Council's Financial Strategy is consulted on as part of each Long Term Plan review cycle.

Background

- 3 Council's treasury management involves holding a range of investments and borrowing to fund long term capital projects and operational expenditure as agreed in the Annual Plan or Long Term Plan.
- 4 Council treasury activities are managed in compliance within the limits of the Council's Treasury Management Policy (TMP).
- 5 Bancorp Treasury Services Limited provide external treasury advice to Council on borrowing and investment decisions.

Discussion

- 6 This report is to be read in conjunction with the attached detailed report titled "Treasury Reporting Dashboard – December 2021".
- 7 Liquidity and Funding
 - i. Liquidity and funding refers to total external Council drawn debt and undrawn bank facilities. The funding profiles and sources must agree with policy control limits.
 - ii. Timaru District Council has access to three key sources of funding from the Local Government Funding Agency ("LGFA"). These are:
 - a) Commercial Paper ("CP") – unsecured money market instrument issued in the form of a promissory note;
 - b) Floating Rate Notes ("FRN") – debt instruments with variable interest rates; and
 - c) Fixed Rate Bonds ("FRB") – fixed rate throughout the life of the bond.
 - iii. Total borrowings as at 31 December was \$139.8m.
 - iv. All Liquidity and Funding limits are compliant with policies.

8 Interest Rate Risk

- i. The Interest rate risk section of the report refers to whether Council's hedging profile is within policy limits as well as the split between Fixed Debt and Floating cover.
- ii. The chart on the attached hedging profile on page 5 is based on 75% of LTP debt projections scenario which TDC believes is realistic and achievable. This illustrates that TDC is within the policy bands contained in the LTP.
- iv. All Up Weighted Average Cost of Funds Including Margin is 2.72%.
- v. All interest rates are within policy bands.
- vi. As at 31 December TDC have a total of \$81 million of interest rate swaps with various maturity start and end dates through to June 2028.
- vii. A total of \$35 million of interest rate swaps have been secured in the last quarter.

9 Investment Management

- i. Cash investments are broken down by special and general funds.
- ii. Special Funds are held for specific purposes as set out in the Long Term Plan, Annual Plan and Annual Report. These funds are invested for approved future expenditure, to implement strategic initiatives, support intergenerational allocations, bequests and other reserves.
- iii. General Funds are cash reserves held for day to day operating activities. General Fund balances fluctuate across the quarter depending on operational income and expenditure cash flows. Council has a financial strategy to maintain a minimum of \$10 million general funds for liquidity purposes. The total cash investments of Council as at 31 December is \$12 million.

10 Overall Summary

- i. As at 31 December 2021, all transactions have been transacted in compliance with Council Policies and performance of Council Treasury activities are well managed.

Attachments

1. **Treasury Reporting Dashboard – December 2021** [↓](#) 



Treasury Reporting Dashboard

December 2021



Economic Commentary

2

Global

- › While the 2020 year was all about COVID and the massive stimulus injected by governments and central banks around the world, unfortunately, the virus certainly didn't disappear in 2021. While the impact of COVID and the new Omicron variant is still significant as we start 2022, financial market focus has shifted to on the ongoing inflationary pressures being felt, the removal of monetary stimulus in several jurisdictions to counter this, and the impact that the realignment of China's economic goals (and its zero COVID policy) could have on global growth.
- › Bond rates were up globally over 2021 with the increase in the US10-year bond yield, by 0.59% to 1.51%, underpinning yields. While most central banks focused on decreasing stimulus by winding down their bond buying programmes, the Reserve Bank of New Zealand (+0.50%) and the Bank of England (+0.15%) hiked their cash rates and implied more hikes over 2022. The US Federal Reserve and the Bank of Canada have indicated that rates will be going up some time in 2022, and the Reserve Bank of Australia has dropped its assertion that there will be no hikes until late 2023. The European Central Bank is now talking about winding down its bond buying programme but, after 20+ years of below target (mainly negative) inflation, the Bank of Japan sees no change to its current settings for the foreseeable future.
- › Despite the prospect of higher interest rates, most equity markets had another solid year with near-zero cash rates in the major economies giving solid support. However, residential housing markets were the star performer in most jurisdictions, supported by low mortgage rates, while closed borders saw tight labour markets push wages higher in many places. According to Frank Knight International's 2021 Q3 survey (released late December), of the 56 countries surveyed, annual house prices fell in only two places, Morocco and Malaysia. Turkey was number one with +35.5% growth for the 12-months reviewed, with South Korea next at +26.4% and New Zealand third at +21.9%. In Australia, prices were up 18.9%, in the US, they increased by 18.7%, and in the UK, they were up 11.8%. They were even up in Japan (by 8.9%), although China posted gains of 'only' 3.2% as the impact of the Government's 'common prosperity' goal impacted on property speculation. Frank Knight did note, however that the annual rate of price increases moderated in Q3 2021, with this trend expected to continue over Q4 and into 2022.
- › Looking ahead, the World Bank slashed its global growth forecast to 4.1% in 2022 and 3.2% in 2023 as nations start to unwind the unprecedented levels of fiscal and monetary policy support as the sharp rise in inflation, debt and income inequality jeopardises the global recovery. Also, Goldman Sachs lowered their projections for China from 4.8% to 4.3% based on the expectation of increased restrictions on business activity to contain COVID, given that Beijing has now registered its first Omicron case.
- › Australia continues to be impacted by the Omicron outbreak, as infected and isolating workers are causing significant disruptions across the economy, pushing already strained supply-chains past breaking point, particularly in the food sector. The extent of the economic damage to the local economy will ultimately depend on how quickly cases subside, although a sustained outbreak may require the reactivation of fiscal support measures.

Economic Commentary

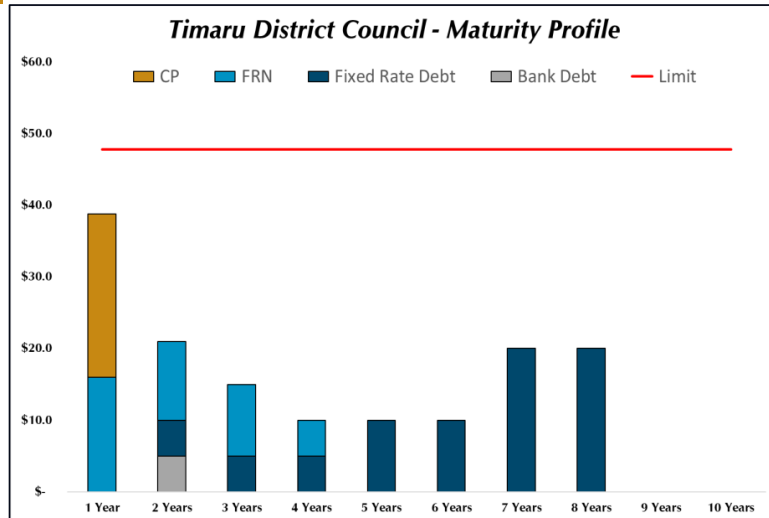
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New Zealand

- › Despite the surge in COVID-19 Omicron cases around the world, the focus for interest rate markets is squarely on increases in global inflation levels and how 'transitory' current supply chain pressures may be. This is seeing an end to quantitative easing and/or rate hikes priced in throughout the OECD. Domestic financial market pricing has a projected cash rate of 2.25% by the end of this year, with this quantum of hikes reflected in current swap rates. The 3-year swap rate is up 2.06% from this time last year whereas the cash rate is 'only' up 0.50%. However, given that financial markets are forward-looking there would need to be a more aggressive tightening cycle factored in to see swap rates out to 5-years increase much more, although longer-term rates are influenced by US bond rate moves, and if the US10-year rate continues to move higher then the local curve could steepen. On balance, we think interest rate markets have priced in a lot of good news, and we increasingly see the current 2.75% to 3.00% peak for the OCR priced in for this tightening cycle being the best (worst) case scenario, depending on if you are a borrower or a lender. We see any significant surprises to the downside, given the uncertain global outlook, but it is clear that the OCR will go higher this year.
- › Data released during the fourth quarter showed that the New Zealand economy contracted 3.7% in the September quarter and 0.3% for the year as the COVID-19 induced lockdown that commenced in mid August had a significant effect on economic activity. However, the unemployment rate fell to a record-equaling low of 3.4% in the September quarter while inflation climbed sharply, increasing by 2.2% in the September quarter and 4.9% for the year ending 30 September. Retail sales declined by 8.1% in the September quarter, which came as no surprise given the lockdown and the significant effect it has on consumer spending.
- › Looking ahead the economy in 2022 could look quite different to the artificially positive economic outcomes of 2020 and 2021 where massive monetary and fiscal stimulus drove up asset prices and underpinned consumer spending. Interest rates are set to rise higher and bank lending has tightened which will hamstring consumer and business sentiment. Our expectation remains for domestic economic data to be print softer over coming months which could see a slower interest rate hiking cycle than the market is currently pricing.

Liquidity and Funding

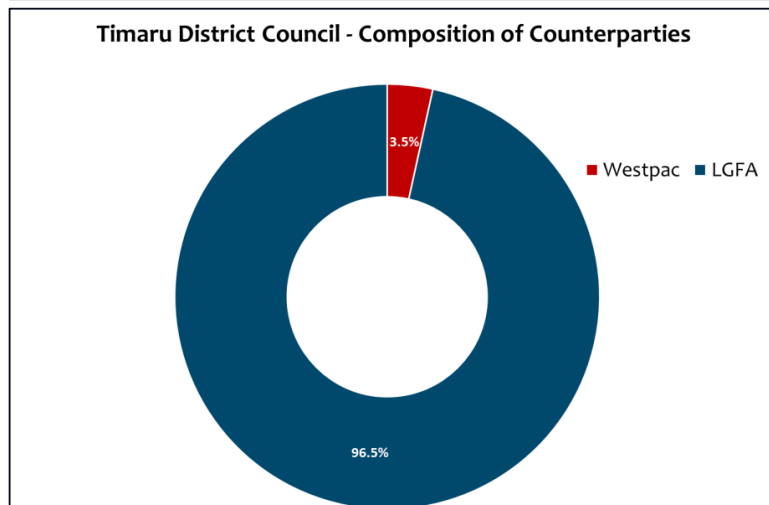
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Funding KPIs	Minimum %	Maximum %	Compliant?
Liquidity	110%	N/A	Yes
Funding Maturity Profile			Yes

Debt
\$139.8m
 Total External Council Drawn Debt

LGFA
\$139.8m
 Funds Drawn from LGFA



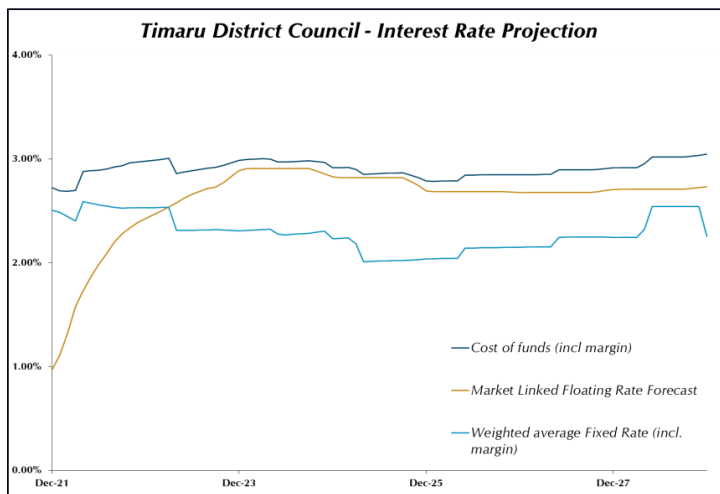
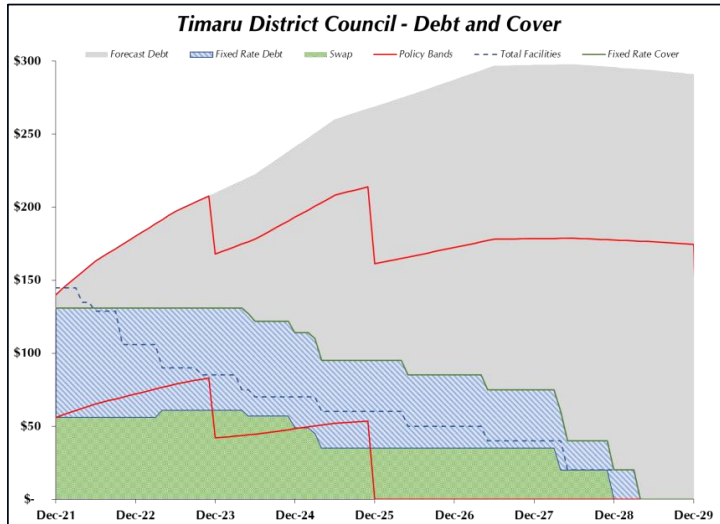
Headroom/Bank facility
\$5.0m
 Undrawn Bank Facilities

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



Interest Rate Risk

5



Current % of Debt Fixed	93.7%
Current % of Debt Floating	6.3%
Value of Fixed Rate (m)	\$131.0
Weighted Average Cost of Fixed Rate Instruments	2.75%
Weighted Average Cost of Fixed Rate Instruments (incl margin)	2.51%
Value of Forward Starting Cover	\$25.0
Weighted Average Cost of Forward Starting Cover	2.67%
Value of Floating Rate (m)	\$8.8
Current Floating Rate	0.96%
Current Floating Rate (incl margin)	1.35%
All Up Weighted Average Cost of Funds Including Margin	2.72%
Total Facilities In Place	\$144.8
Core Debt	\$139.8

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



Investment Management

Portfolio Summary

- › Below is a summary of the performance of TDC’s Special Funds Portfolio ("SFP") and the benchmark portfolio for the quarter ended 31 December.
- › The SFP outperformed the benchmark index, decreasing in value by in value by 0.46% compared to the benchmark portfolio’s decrease of 0.88%.

TDC portfolio value at 30 September 2021	\$3,541,812
TDC portfolio value at 31 December 2021	\$3,496,743
Add coupon payments	\$28,829
Purchases/sales/maturities	Nil
Total	\$3,525,572
Percentage change in effective cash value	-0.46%
Benchmark portfolio value at 30 September 2021	\$11,310,265
Benchmark portfolio value at 31 December 2021	\$11,170,296
Add coupon payments	\$40,150
Total	\$11,210,446
Percentage change in effective cash value	-0.88%

Investment Management

7

Portfolio Activity

- › During the December quarter, the SFP, which had a duration of 1.91 years, outperformed the benchmark index, which had a duration of 2.10 years.
- › The weighted average purchase yield of the SFP as at 31 December was 3.75%
 - › There were no bond maturities in the SFP during the December quarter.
 - › In addition to the SFP, there was \$12.0 million invested in bank Term Deposits (“TD”) at the end of December
- › The outperformance by the SFP was achieved over a quarter when interest rates increased sharply. As can be expected when interest rates are increasing a portfolio with a shorter duration will outperform a portfolio with a longer duration. Thus the SFP with its shorter duration was able to outperform the benchmark.
- › Looking at the performance in comparison to the S&P/NZX Investment Grade Corporate Bond Index (which most closely replicates the SFP), this index declined by 1.42% during the December quarter compared to the SFP’s decline of 0.46%. For the year ending 31 December the S&P/NZX Investment Grade Corporate Bond Index declined by 4.20% compared to the SFP’s decline of 0.72%, while the benchmark index fell by 1.92% for the same period.

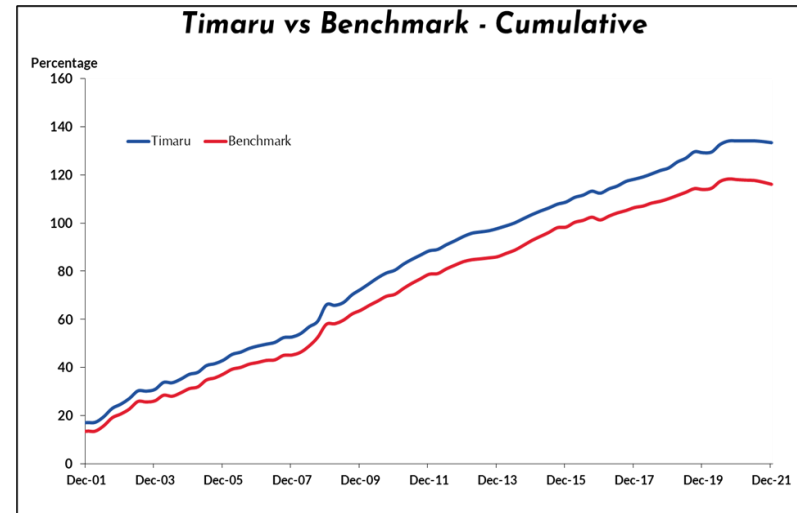
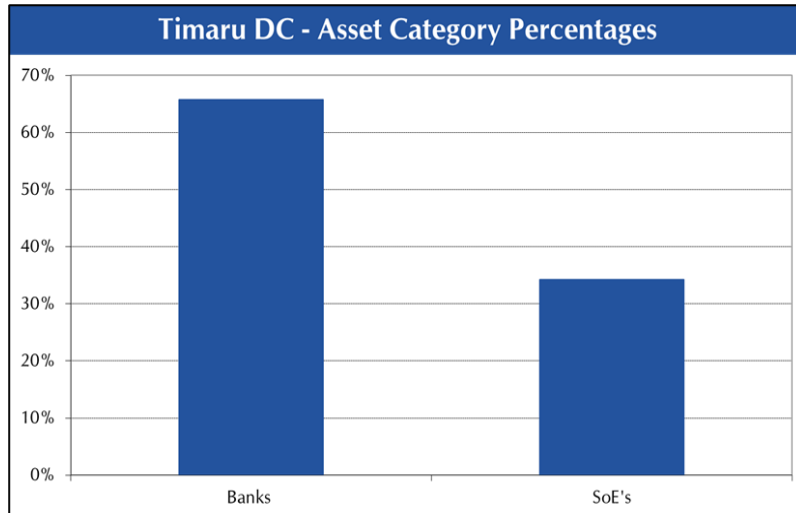
Policy Adherence

- › As at 31 December, TDC was compliant with the credit rating criteria in its Investment Policy
- › The duration of the SFP, at 1.91 years, is compliant with the duration requirement contained in the Investment Policy. Please note that TDC’s Investment Policy states that compliance with the duration control limit is not required if the nominal value of the SFP is less than \$5.0 million. In terms of liquidity, all the bonds in the SFP traded regularly on the secondary market during the December quarter. We are confident that the SFP could be sold at short notice if required
- › As at 31 December, the asset category percentages of the SFP complied with the Investment Policy. These are detailed below and illustrated in the chart on the following page. Note that these percentages exclude the TDs
 - › Banks 65.79%
 - › State Owned Enterprises 34.21%



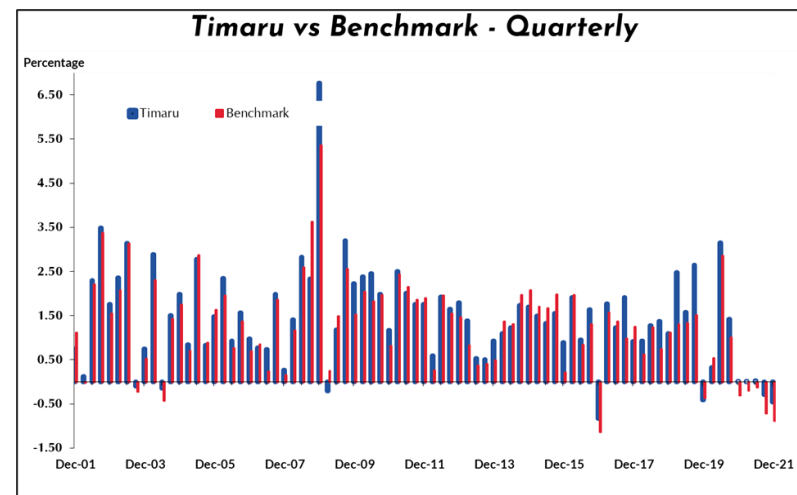
Investment Management

8



Current term deposits

Bank	Amount	Term	Maturity	Rate
ASB	\$2,000,000	175 days	28-Jan-22	1.05%
BNZ	\$4,000,000	210 days	28-Mar-22	0.92%
Westpac	\$3,000,000	121 days	06-Apr-22	1.05%
ANZ	\$3,000,000	194 days	12-Apr-22	1.15%
Total	\$12,000,000			



Investment Management

9

Benchmark										
Security	Maturity Date	Coupon	30-Sep-21 Nominal \$	Yield	Value \$	31-Dec-21 Nominal \$	Coupons 01/10 to 31/12 \$	Yield	Value \$	Effective cash 31/12/2021 \$
90 Day Bank Bill	31-Dec-21		1,000,000	0.60	998,490	1,000,000		0.92	997,737	997,737
Fonterra	25-Feb-22	5.90	1,000,000	0.90	1,025,787	1,000,000		1.02	1,027,905	1,027,905
ANZ/National Bank	1-Sep-22	3.75	1,000,000	1.08	1,027,371	1,000,000		1.52	1,027,234	1,042,550
Auck Int Airport	9-Nov-22	4.28	1,000,000	1.49	1,047,300	1,000,000	\$21,400	1.89	1,026,335	1,033,368
Transpower	15-Mar-23	5.44	1,000,000	1.39	1,060,524	1,000,000		2.00	1,056,783	1,102,817
Westpac	23-Mar-23	3.72	1,000,000	1.43	1,034,149	1,000,000		2.09	1,029,787	1,050,376
Auckland Council	25-Mar-24	5.81	1,000,000	1.69	1,100,598	1,000,000		2.35	1,090,240	1,174,382
ASB Bank	19-Aug-24	1.83	1,000,000	1.86	1,001,242	1,000,000		2.74	983,662	986,659
BNZ	29-Jan-25	2.16	1,000,000	1.96	1,010,101	1,000,000		2.85	988,887	988,887
LGFA	15-Apr-26	1.50	1,000,000	1.99	985,708	1,000,000	\$7,500	2.64	957,224	964,724
Housing NZ	5-Oct-26	2.25	1,000,000	2.08	1,018,995	1,000,000	\$11,250	2.72	984,503	995,753
			<u>\$11,000,000</u>		<u>\$11,310,265</u>	<u>\$11,000,000</u>	<u>\$40,150</u>		<u>\$11,170,296</u>	<u>\$11,365,157</u>
Value as at 30/09/21					\$11,310,265			31/12/2021		11,170,296
								Coupons		40,150
								Total		11,210,446
								Effective change in cash		-\$99,819
								% change		-0.88%
								Duration-years		2.10

Timaru District Council											
Security	Rating	Maturity Date	Coupon	30-Sep-21 \$	Yield	Value \$	31-Dec-21 \$	Coupons 01/07 to 30/09 \$	Yield	Value \$	Effective Cash 31/12/2021 \$
Genesis	BBB +	18-Mar-22	4.14	500,000	0.99	508,002	500,000		1.13	509,126	509,126
Genesis	BBB +	8-Mar-23	5.81	500,000	1.75	530,486	500,000		2.32	529,411	529,411
BNZ	AA-	15-Jun-23	4.10	500,000	1.49	527,907	500,000	10,250	2.20	514,437	524,687
CCB	A	23-Jun-23	4.00	750,000	1.79	786,202	750,000	15,000	2.49	766,990	781,990
Meridian	BBB +	27-Jun-25	4.21	170,000	2.28	183,552	170,000	3,579	3.01	176,787	180,365
ANZ	A-	17-Sep-26	3.00	1,000,000	2.90	1,005,663	1,000,000		3.20	999,992	999,992
				<u>\$3,420,000</u>		<u>\$3,541,812</u>	<u>\$3,420,000</u>	<u>\$28,829</u>		<u>\$3,496,743</u>	<u>\$3,525,572</u>
Value 30/09/2021						\$3,541,812			Value 31/12/2021		3,496,743
									Coupons		28,829
									Adjustments		Nil
											3,525,572
									Effective change in cash		-\$16,241
								Duration-Years	1.91	% change	-0.46%





9.4 Removal of Minimum Parking Requirements from the Timaru Operative District Plan

Author: Hamish Barrell, District Planning Manager

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

1. To note that as a result of direction given by the National Policy Statement on Urban Development, the Timaru District Plan (Operative) will have the car parking minimum requirements removed by the end of February 2022.
2. A recommendation is sought to action the investigation of amendments to the Proposed Timaru District Plan to:
 - i. require, in some situations, accessible parking; and
 - ii. ensure the appropriate design of private pedestrian access where no vehicle access is proposed; and
 - iii. require, in some situations, on-site bicycle access and bicycle parking where no vehicle access is proposed; and
 - iv. require, in some situations, on-site electric vehicle charging facilities where no vehicle parking is proposed; and
 - v. require, in some situations, pick-up and drop-off loading facilities and access for emergency services where no vehicle access is proposed.

Purpose of Report

1. The purpose of this report is to address the requirement to remove minimum car parking provisions from district plans, as required by Policy 11 of the National Policy Statement on Urban Development (NPS-UD).
2. As a direct result of removing minimum car parking requirements, consequential technical amendments are will be needed to the Timaru District Plan to provide clarity and consistency within the plan. There are also some aspects for which the effects of car parking (where developers choose not to provide it) can still be addressed. Any consequential changes requiring plan changes under the normal RMA Schedule 1 process will be included within the District Plan which is intended to be notified later this year.

Assessment of Significance

3. The criteria for significance in Council’s Significance and Engagement Policy are briefly commented on below:

Significance Criteria	Comment	Rating
Current and future impact on the community	Positive short term financial effects. Longer term effects are potentially mixed.	Med
Wellbeing impact		

Rating impact	None	Low
Financial impact	Planning expenditure low and budgeted for. Significant loss of Financial contributions for on-site considered significant.	High
Consistency	NA – prescribed by national direction	Low
Reversibility	Removal of rules prescribed by national direction	Low
Impact on Maori	NA – Addressed at national level	Low
Impact on levels of service	Addressed through future parking strategy	Med
Impact on strategic assets	Addressed through future parking strategy	Med
Overall rating		Med

4. The loss of the minimum car parking rules is expected to have a direct negative effect on the current Council revenue stream associated with cash in lieu provisions.
5. This amendment could also trigger a level of interest from retailers or other interested groups, but in reality the main effects in the long term will be in residential areas, such as access for waste collection. The number of properties affected by the removal of parking standards is considered initially low in the short term. That said, this change is something that must be done and the issue has been in the public realm for several years, including as part of the Draft Plan.

Background

6. The NPS-UD has its origins in the National Policy Statement ¹on Urban Development Capacity 2016 (NPS-UDC) which sought to enable greater development capacity for housing and business. The NPS-UDC has been replaced by the NPS-UD, which gives further policy direction in certain planning areas. The NPS-UD is part of the Government’s Urban Growth Agenda. This Agenda states that to support productive and well-functioning cities it is important that regional policy statements and regional and district plans provide adequate opportunity for land development for business and housing to meet community needs. The stated potential benefits of flexible urban policy include higher productivity and wages, shorter commute times, lower housing costs, social inclusion, and more competitive urban land markets.
7. Like many other District Plans around the country the Timaru Operative District Plan had included minimum car parking standards for a wide range of urban activities including residential and commercial development. This came out of an era where driving was seen as

¹ National policy statements provide national direction for matters of national significance relevant to achieving the sustainable management purpose of the Resource Management Act 1991 (RMA). They allow the Government to prescribe objectives and policies for matters of national significance.

the default mode of transportation and driver convenience and the need to protect the capacity of the road for both amenity and safety was weighted higher than other factors. This report addresses the requirement to remove those minimum car parking provisions altogether as required by Policy 11 of the NPS-UD. The purpose of Policy 11 is outlined in the Ministry for the Environment fact sheet on car parking:

“The purpose of this direction is to enable more housing and commercial developments, particularly in higher density areas where people do not necessarily need to own or use a car to access jobs, services, or amenities. It will enable urban space to be used for higher value purposes other than car parking and remove a significant cost for higher density developments. Developers may still choose to provide car parking in many areas, but the number of car parks will be driven by market demand.”

8. While there is an emphasis on “higher density areas”, the removal of car parking minimums applies everywhere within the local authority boundary (in this case the **whole** District area).

Discussion

9. The implementation of minimum car parking standards has been an orthodox function of the planning system for both residential and commercial development since the Town and Country Planning Act era. In many cases, developers can be expected to continue to provide car parking to meet market demand and satisfy staff and visitor experience. There may be some exceptions where a resource consent is discretionary or non-complying to consider the negative effects that a lack of may have and provide mitigation. In most cases, where parking spill-over occurs in the future this will need to be managed in other ways, which could include public parking provision.
10. The NPS-UD will not hinder developers providing on-site parking but, that said, the NPS-UD is unequivocal that Councils cannot in most instances prescribe minimum standards. There are some qualifications to this. The NPS-UD is clear that district plans can continue to require accessible parking, cycle parking, electric vehicle parking and loading bays.

Accessible Parking

11. The current on-site car parking requirements may indirectly affect accessible parking in the future as the removal of minimum car parking requirements from the Timaru District Plan could leave a gap² in circumstances where no general parking is provided. This can be expected to have a disproportionate impact on disabled members of our community. It is

² While the Building Code does not require buildings to have associated car parking, Clause D1 of the Code has a number of requirements for situations when parking is provided for whatever reason.

proposed that the costs and benefits of this gap are investigated and reported back to the Planning Committee.

On-Site Bicycle Parking

12. The Timaru District Plan does not currently require on-site bicycle parking. Furthermore, there are no provisions in the Plan relating to the design of on-site bicycle access and secure, sheltered parking facilities for bicycles.
13. As New Zealand shifts to encourage alternative modes of transport to driving it is proposed that the costs and benefits of addressing this issue by introducing new provisions for bicycle access and on-site bicycle parking into the Proposed Plan are investigated and reported back to the Planning Committee.

Provision for electric vehicle charging

14. The nation's transition to electric vehicles is a key component of efforts to significantly reduce transport emissions. As charging electric vehicles typically takes a minimum of several hours, and ideally occurs at night to take advantage of off-peak power, future residential developments will need to consider providing spaces and charging facilities to support the uptake of electric vehicles. Even if no formal car parking is provided, it is still expected that most households will own a vehicle and therefore some shared charging facilities will be required. This is particularly important if Environment Canterbury (ECan) do not anticipate supporting on-street facilities.
15. It is proposed that the costs and benefits of addressing this issue by introducing new provisions for electric vehicle charging facilities into the Timaru Plan are investigated and reported back to the Environmental Services Committee.

On-Site Loading

16. There are also broader issues associated with property access and the potential effects of this on the transport network. Developments or land uses that do not have vehicle access for servicing, pick up and drop off and deliveries may be reliant on roadside access. This may lead to conflicts with transport network functions (parked cars blocking the carriageway) and may have safety effects (such as visibility constraints, unsafe vehicle manoeuvres and effects on pedestrian safety).
17. The current Timaru District Plan requirements for on-site loading have relatively high development thresholds and there are no requirements for on-site loading in residential developments. The current on-site car parking requirements allow some of these loading and servicing tasks to occur without specific provision being made. These issues also require further investigation.

Options and Preferred Option

18. Given the prescriptive nature of the NPS-UD doing nothing is not a legally compliant option. The preferred option is to remove the parking standards.
19. Following this, an option would be to address the above issues around accessible parking, loading, electric vehicles and bike storage now by initiating a Schedule 1 process to avoid a

large gap between the removal of minimum parking standards and when any new provisions might take effect. However, bearing in mind that the notification of the District Plan is expected in autumn this would result in the running of several parallel Schedule 1 consultation processes which is not ideal. The preference would be to include relevant provisions in the District Plan when it's notified and to give these immediate legal effect.

Consultation

20. Due to there not needing to be a formal Schedule 1 consultative process the public have not been engaged of this change at a local level. That said, the broad changes to on-site parking which were reflected in the Draft District Plan have already in effect been consulted upon.

Relevant Legislation, Council Policy and Plans

21. The National Policy Statement for Urban Development and the Timaru District Plan (Operative).

Financial and Funding Implications

22. Due to not needing to go through a formal Schedule 1 consultative process the direct financial implication is moderate. The main impact comes from removal of car parking minimums from the Plan will be that over time Land Transport Unit's revenue from cash in lieu payments for parking from developers will not be available to fund parking asset improvements. Some of the issues consequential to the changes may be partially addressed at a later stage by means of the Timaru Parking Strategy, currently being drafted.

Other Considerations

23. The NPS-UD strongly encourages the management of effects associated with the supply and demand of car parking through comprehensive parking management plans. These matters can be addressed through mechanisms such as the Timaru Parking Strategy and City Hub.

Attachments

Nil

9.5 Annual Plan 2021/22 Six Month Performance Report to 31 December 2021

Author: Ann Fitzgerald, Corporate Planner
Lili Delwaide, Programme Delivery Manager
Mark Low, Strategy and Corporate Planning Manager
Azoora Ali, Chief Financial Officer

Authoriser: Steve McKnight, Group Manager Commercial & Strategy

Recommendations

1. That Council receive and note the report with particular attention to:
 - (a) The Annual Plan 2021/22 key performance indicators progress report to 31 December 2021.
 - (b) Council's financial performance for the month ending 31 December 2021.
 - (c) The Annual Plan 2021/22 capital work programme progress report to 31 December 2021.

Purpose of Report

- 1 The purpose of this report is to outline progress on implementing the Annual Plan 2021/22 (Year One of the 2021-31 Long Term Plan). This includes the work programme, key performance indicators and the financial results for the six month period ended 31 December 2021.

Assessment of Significance

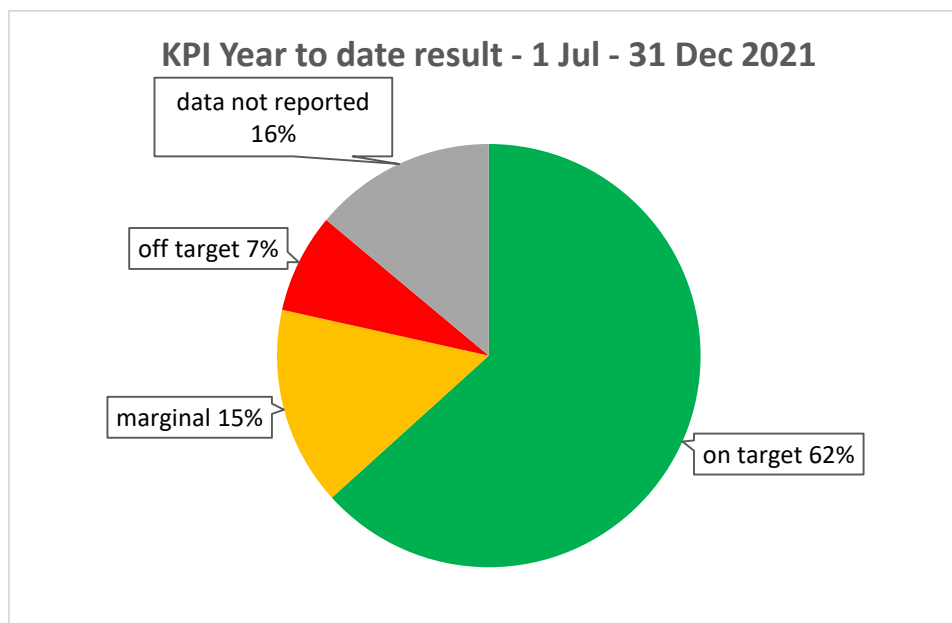
- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy. It is a regular report to Council on Council's activities during the current financial year.

Background

- 3 Council's Annual Plan three month reporting cycle requires reporting of key performance indicators, capital work programme, and financial results to Council for the periods 1 July – 30 September, 1 October – 31 December, 1 January - 31 March and an annual report for the 12 month period ended 30 June each year. This report discusses each of these components.

Key Performance Indicators Results

- 4 The Key Performance Measures (KPIs) for 2021/22 were set in the Long Term Plan 2021-31. At the six month point the KPIs are tracking satisfactorily. It is noted that data for a number of the measures (16%) was not reported this period. The majority of these are in the Water Supply and Waste Minimisation activities with resourcing constraints and other priorities in the Water Supply services and a change in staff responsibilities for data reporting in the Waste Minimisation area. Both sets of data are expected to be available for the nine month report.



Note: results excludes annual and biennial measures

- 5 The 7% of measures that are off target, relate to emergency management presentations, Building Warrant of Fitness audits, land use consent monitoring, agenda items in public excluded, statutory deadlines and resolution times for rural water supply issues (specifically completion of required paperwork rather than resolving the water supply issue itself).
- 6 A number of the targets that are off target or marginally off target have been affected by resourcing constraints and COVID-19 constraints on service (e.g. Museum and Library service users, visitors to CBay, Emergency Management community presentations).
- 7 While at the six month point 67% of KPIs are expected to reach targets by year end, it is noted that this excludes the Water and Waste Minimisation data. Once this data is included it is likely the percentage of KPIs expected to reach target at year end will increase.
- 8 Activity Highlights during the period included:
 - i. Emergency Management: The increase in staff resource means good progress is being made on implementing the service priorities.
 - ii. Social Housing: Roof recoating from hail damage has been completed at the Harper Street Units. Progress continues to be made on upgrades in line with the Healthy Homes regulations, including progressive installation of double glazed windows.
 - iii. Public Toilets: Preparation for upgrading the Temuka Domain Public Toilets, including improving internal layout and tiling walls and floors, is underway.
 - iv. Environmental Compliance: Review of the Joint Local Alcohol Policy is underway, in conjunction with Mackenzie and Waimate District Councils. This will involve public consultation over the coming months.
 - v. Building Control: Workloads are still generally high with the external contractors engaged to assist with building consent applications. However new staff are progressing through the required training and this will increase capacity to manage workloads internally.
 - vi. Roading:

- The Maintenance contract is progressing well with many pre reseal repairs completed ahead of schedule, along with ongoing reinstatement works following the May/June 2021 flooding event.
- Waka Kotahi have approved the full funding request for emergency works, including a required bridge replacement on Farm Road over Coopers Creek.
- Resurfacing of the sealed roads is progressing well with 40km of the 60km programme completed.
- Capital works for road rehabilitations are well underway with Winchester Hanging Rock Road Stage 2 complete and also the first stage of Springfield Road rehabilitation sealed.

vii. Swimming Pools:

- While Covid regulations have meant that attendance numbers are less than previous years, particularly at CBay, patronage at the district outdoor pools has been high. However there are concerns regarding sufficient staffing over the February/March period once university students leave their summer positions. Options are being investigated.

viii. Parks:

- The Botanic Gardens education and interpretation centre was refurbished.
- Parks staff are assisting with a feasibility study for a velodrome to replace the Caledonian cycle track.
- A review of golf facilities in the Aorangi region has commenced.
- Initial design work is underway for parts of the Highfield Recreation area.

ix. Libraries, Museum and Art Gallery:

- Creative ways of providing services to the community given COVID-19 restrictions have been well received by residents. Examples include the library providing help with vaccination passes, "Books4U" initiative, virtual storytimes, bulk loans for home educator groups. The Art Gallery are publishing content online, including filming talks and award ceremonies, facebook pages to give access to the collection, and the Artarama exhibition has been published online via the gallery webpage.
- The Museum staff have applied for a new contract with Ministry of Education for delivery of education services to schools. This programme has been very successful in recent years, and is valued by local schools as well as the young people who take part.

Financial Results

- 9 The following sections summarise the financial performance for the period ending 31 December 2021.
- 10 Key variances to forecast are explained in the attached document "Council Financial Performance & Variance Analysis – December 2021".
- 11 The attached report is separated into the following key sections for YTD variance of actuals 2021/22 to forecast 2021/22:
 - i. Section 2 covers the full council performance relating to operating revenue and expenditure.

- ii. Section 3 covers Council performance by activity relating to operating revenue and expenditure.
 - iii. Section 4 covers YTD variance of actuals 2021/22 to forecast 2021/22 for council performance by activity for capital expenditure.
- 12 The overall financial results show a favourable surplus to date of \$7.1 million. This is a \$3.9 million favourable variance to budget and \$4.8 million favourable variance to forecast.
- 13 The total actual capital expenditure is \$31.8 million against a forecast to date of \$35 million. This is a positive variance to forecast of \$3.7 million.

Actuals Vs Forecast

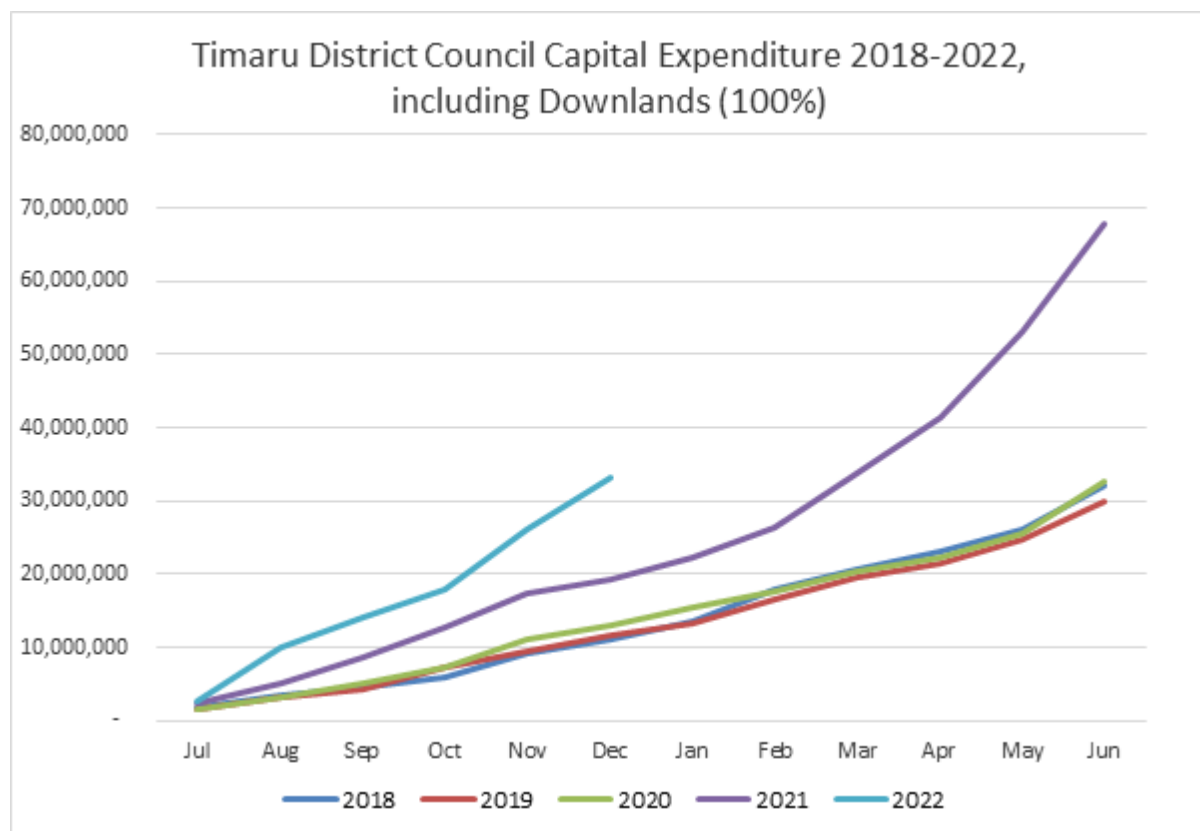
- 14 Total Operating Revenue was \$53.2 million which is \$2.5 million higher than forecasted revenue.
- 15 Total operating expenditure of \$46.2 million (comprising personnel costs, operating costs, finance costs and depreciation costs) is \$2.3 million lower than the budgeted operating expenditure to 31 December 2021.
- 16 The total actual capital expenditure is \$31.8 million against a forecast to date of \$35 million. This \$3.7 million lower than forecast.

Actuals Vs Budget

- 17 Total Operating Revenue was \$53.3 million which is \$1.8 million higher than budgeted revenue.
- 18 Total operating expenditure of \$46.2 million (comprising personnel costs, operating costs, finance costs and depreciation costs), which is \$2.1 million lower than the budgeted operating expenditure to 31 December 2021.
- 19 The total actual capital expenditure is \$31.8 million against a budget to date of \$28.3 million. This is \$3.4 million higher than the budget.

Capital Work Programme

- 20 Timaru District Council's Long Term Plan 2021-31 has a capital expenditure programme comprising of 105 projects and amounting to a value of \$84.12 million for 2021/22 financial year (including Downlands Water Supply Scheme at 82%).
- 21 An assumption of 90% capital delivery was used during the 2021-31 Long Term Plan resulting in a capital budget of \$75.6 million.
- 22 As of 31 December 2021, the total capital expenditure was \$31.8 million comprising of \$25.8 million for TDC and \$5.9 million for the Downlands Water Supply scheme (82%).
- 23 This capital expenditure represents a significant increase compare to the previous years with a total capital expenditure as at 31 December of respectively \$19.31 million and \$12.91 million for 2021 and 2020, as shown in the graph below.



- 24 Several large projects are currently in the construction phase, in progress or are planned to be completed by the end of the financial year. Those projects include:
 - i. The renewal of the Pareora Pipeline
 - ii. The Downlands Water Supply Scheme upgrade
 - iii. The Te Moana Water Supply Scheme upgrade
 - iv. The 3Waters Stimulus Programme
 - v. The Road Rehabilitation Programme
 - vi. Theatre Royal and Heritage Facility Development
 - vii. Sound Shell Stadium Seating (Bleachers) Replacement
- 25 Progress reports for each of the above is attached to this report.
- 26 Other ongoing key projects for which a progress report is available include:
 - i. CPlay playground
 - ii. CityHub Strategy
- 27 Ongoing non-construction projects include:
 - i. Books and resources purchase for the libraries (\$164,854 spent as of 31 December 2021, annual budget of \$387,000)
 - ii. Playground equipment and undersurfacing (\$85,767 spent as of 31 December 2021, annual budget of \$250,000)
 - i. Network Flow Monitoring in Temuka and Geraldine (\$38,806 spent as of 31 December 2021, annual budget of \$50,000)

- ii. Washdyke Roothing Improvement Design (\$165,000)

All the above listed projects are on-track for completion at the end of the year.











Procurement Update

- 28 Several contracts have been awarded in the second quarter of the year:
 - i. Contract 2490 Caroline Bay Soundshell Seating Replacement Project
 - ii. Contract 2545 City Hub Professional Services Urban Design
 - iii. Contract 2473 Pleasant Valley Watermain Upgrade
 - iv. Contract 2551 Redruth Landfill Cell 3.5
 - v. Contract 2467 Earl Road Watermain Renewal

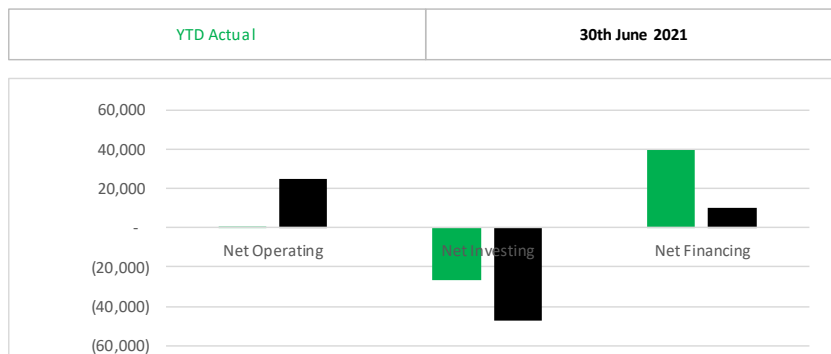
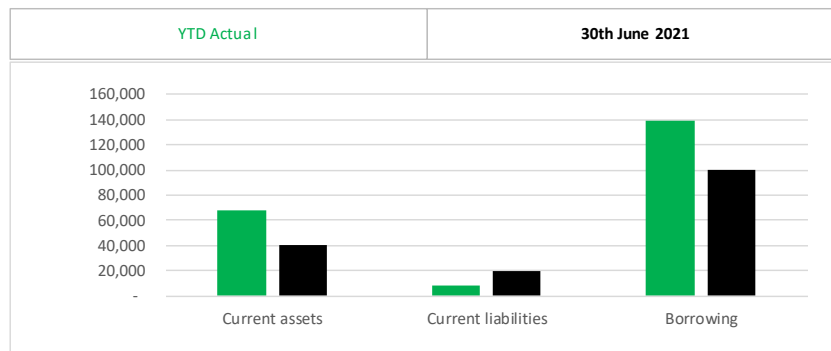
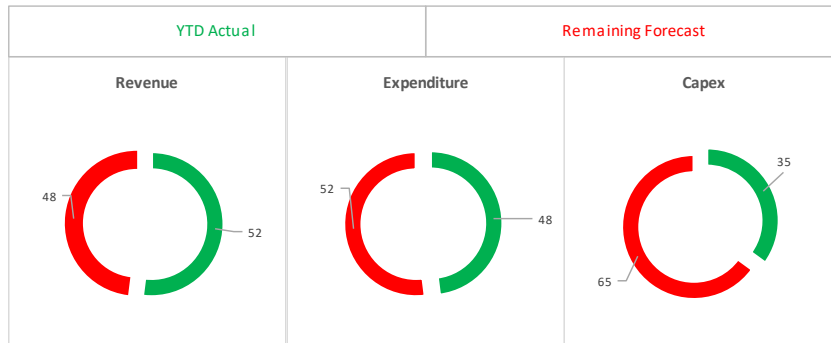
Relevant Legislation, Policy and Plans

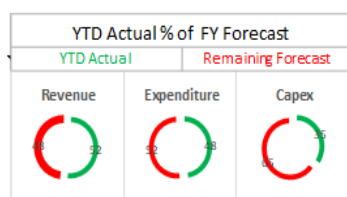
- 29 Local Government Act 2002
- 30 TDC Long Term Plan 2021-31

Attachments

1. Council Financial Performance & Variance Analysis - December 2021 [↓](#) 
2. Pareora Pipeline Renewal Progress Report February 2022 [↓](#) 
3. Downlands Water Scheme Upgrade Progress Report February 2022 [↓](#) 
4. Te Moana Water Supply Scheme Upgrade Progress Report February 2022 [↓](#) 
5. 3Waters Stimulus Programme Progress Report February 2022 [↓](#) 
6. Road Renewal and Improvement Programme Progress Report February 2022 [↓](#) 
7. Sound Shell seating replacement Progress Report February 2022 [↓](#) 
8. CPlay Playground Progress Report February 2022 [↓](#) 
9. City Hub Programme Progress Report February 2022 [↓](#) 
10. Theatre Royal and Heritage Facility Progress Report February 2022 [↓](#) 

Council Performance as at 31 Dec 2021





Council Performance as at 31 Dec 2021

	Year to Date					Full year Forecast \$000's	YTD Actual % of FY Forecast	Full year Budget \$000's	YTD Actual % of FY Budget
	Actual \$000's	Budget \$000's	Variance Budget \$000's	Forecast \$000's	Variance Forecast \$000's				
Operating Revenue									
Rates revenue	30,818	30,833	(15)	30,833	(15)	61,667	50%	61,667	50%
Subsidies and grants	9,087	9,240	(153)	8,930	157	17,960	51%	18,481	49%
Fees & charges	8,346	8,460	(114)	8,177	169	16,353	51%	16,920	49%
Other revenue	4,100	2,013	2,087	1,971	2,129	3,943	104%	4,026	102%
Finance revenue	426	362	64	346	80	692	62%	723	59%
Dividend revenue	500	520	(20)	520	(20)	1,040	48%	1,040	48%
Other gains	-	14	(14)	16	(16)	32	0%	29	0%
Total Operating Revenue	53,277	51,442	1,835	50,793	2,484	101,587	52%	102,886	52%
Operating Expenditure									
Personnel costs	10,458	11,938	1,480	12,209	1,751	24,418	43%	23,875	44%
Depreciation expense	12,271	12,271	-	12,271	-	24,543	50%	24,543	50%
Finance costs	1,229	1,691	462	1,418	189	2,835	43%	3,381	36%
Other expenses	22,212	22,345	133	22,567	355	45,133	49%	44,690	50%
Total Operating Expenditure	46,170	48,245	2,075	48,465	2,295	96,929	48%	96,489	48%
Operating Surplus/(Deficit)	7,107	3,197	3,910	2,328	4,779	4,658		6,397	
Capital Expenditure									
Community Support	240	88	(152)	227	(13)	4,750	5%	4,258	6%
Corporate Support	952	1,006	54	950	(2)	2,471	39%	2,550	37%
District Planning and Environmental Servi	-	20	20	13	13	28	0%	35	0%
Recreation & Leisure	2,829	3,103	274	2,897	68	13,662	21%	15,242	19%
Roading and Footpaths	5,652	7,049	1,397	8,041	2,389	19,433	29%	16,946	33%
Sewer	1,411	1,655	244	1,971	560	4,249	33%	3,573	39%
Stormwater	262	581	319	665	403	2,572	10%	2,326	11%
Waste Minimisation	986	757	(229)	774	(212)	5,576	18%	5,559	18%
Water Supplies	19,458	18,318	(1,140)	19,943	485	37,335	52%	33,576	58%
10% reduction in capital expenditure proj.	-	(4,186)	(4,186)	-	-	-	0%	(8,372)	0%
Total Capital Expenditure	31,790	28,391	(3,399)	35,481	3,691	90,076	35%	75,693	40%

Council Financial Performance & Variance Analysis

As at 31 December 2021

Variances greater than \$100,000 are explained below.

F (favourable variance) means that either actual revenue is greater than forecast or actual expenditure is less than forecast.

U (unfavourable variance) is when actual revenue is less than forecast or actual expenditure is greater than forecast.

Downlands Water is reported at 82% (TDC's shareholding in the scheme) in these financial reports.

1. Overview of Report

This report is broken into three sections.

1. Section 2 covers YTD variance of actuals 2021/22 to forecast 2021/22 for full council performance relating to operating revenue and expenditure.
2. Section 3 covers YTD variance of actuals 2021/22 to forecast 2021/22 for council performance by activity relating to operating revenue and expenditure.
3. Section 4 covers YTD variance of actuals 2021/22 to forecast 2021/22 for council performance by activity for capital expenditure.

The year to date budgeted operating expenditure in this report is based on phasing of 6/12 of the full year budgeted costs to represent the 6 month period from July – December 2021.

The full year forecast presented is the high level forecast undertaken during November 2021. A detailed update of this forecast is currently being undertaken as part of the Annual Plan compilation. This will be reviewed accordingly to reflect changes to overhead budget lines.

2. YTD Variance Actuals 2021/22 to Forecast 2021/22

Variance analysis for year to date actuals against the year to date forecast is presented below.

Council Performance (Actuals 2021/22 to Forecast 2021/22)

Operating Revenue – Council Performance

Subsidies and grants - \$157,000 F

Reason for variance

- Roading expenditure grants and subsidies are \$1,020,000 below budget year to date. This variance is mainly due to capital expenditure being below forecasted spend by \$2.4million, therefore, associated subsidised grants are also below forecast.
- An MBIE provincial development grant for the Theatre Royal of \$2,778,000 has been received, with Theatre Royal grants forecast at \$2,505,000 year to date.
- Stormwater capital grants received in the prior year of \$1,076,000 have been moved to the current year as a result of an audit adjustment which occurred after forecast performed.

Fees and charges - \$169,000 F

Reason for variance

- Properties rental fees are \$107,000 above forecast year to date.
- Community housing rental fees are \$280,000 above forecast year to date.
- Planning LIM revenue is \$173,000 above forecast year to date.
- Building control consent fees are \$198,000 above forecast year to date.
- Animal control dog registration fees are \$227,000 above forecast year to date.
- Waste minimisation user fees and charges are \$651,000 below forecast.

Other revenue - \$2,129,000 F

Reason for variance

- Three waters grant received of \$1,712,000, against a forecast of \$75,000 year to date.
- Forestry – Sutherlands plantation standing timber sales of \$338,000 exceeds the year to date forecast of \$185,000 due to increased prices as a result of a shortage of timber.
- Three Waters Campaign income of \$245,000 was invoiced in December. This is fund is held on behalf of other councils in a trust fund by Timaru District Council.

Operating Expenditure – Council Performance (Actuals 2021/22 to Forecast 2021/22)

Personnel costs - \$1,751,000 F

Reason for variance

- Salaries and wages were below budget overall, including financial services, district planning, building control, drainage and water, airport operations, climate and sustainability and LTU employee costs below budget between \$100,000 to \$150,000.
- There are a number of vacancies that are presently being recruited for which has resulted in the above favourable reduction.
- All other business units have less than a \$100,000 variance year to date.

Finance costs - \$189,000 F

Reason for variance

Interest paid is lower than forecast which is correlated with the lower than forecast spend on capital expenditure.

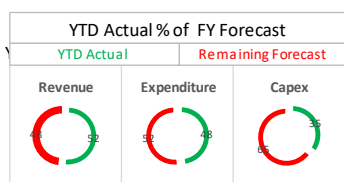
Other expenses - \$355,000 F

Reason for variance

Significant variances are as follows with further detail provided in the Council Performance by Activity analysis:

- Community Support - \$297,000 F
- Corporate Support - \$1,660,000 U
- District Planning & Environmental Services - \$195,000 F
- Recreation and leisure - \$770,000 F
- Roding and footpaths - \$1,831,000 U
- Sewer - \$759,000 F
- Stormwater - \$517,000 F
- Waste Minimisation - \$487,000 F
- Water Supplies - \$816,000 F

The remaining favourable variance consists of many smaller variances to budget.



Council Performance as at 31 Dec 2021

	Year to Date					Full year Forecast \$000's	YTD Actual % of FY Forecast	Full year Budget \$000's	YTD Actual % of FY Budget
	Actual \$000's	Budget \$000's	Variance Budget \$000's	Forecast \$000's	Variance Forecast \$000's				
Operating Revenue									
Community Support	3,481	3,111	370	3,111	370	6,223	56%	6,223	56%
Corporate Support	1,326	(300)	1,626	(320)	1,646	(640)	-207%	(600)	-221%
Democracy	2,558	2,548	10	2,548	10	5,096	50%	5,096	50%
District Planning and Environmental Serv	3,285	2,922	363	2,904	381	5,809	57%	5,845	56%
Recreation & Leisure	12,612	13,481	(869)	12,123	489	24,246	52%	26,961	47%
Roading and Footpaths	12,513	12,803	(290)	13,544	(1,031)	27,088	46%	25,606	49%
Sewer	4,764	4,680	84	4,680	84	9,359	51%	9,359	51%
Stormwater	3,041	1,868	1,173	1,868	1,173	3,737	81%	3,737	81%
Waste Minimisation	3,652	4,264	(612)	4,264	(612)	8,527	43%	8,527	43%
Water Supplies	6,046	6,066	(20)	6,071	(25)	12,142	50%	12,132	50%
Total Operating Revenue	53,278	51,443	1,835	50,793	2,485	101,587	52%	102,886	52%
Operating Expenditure									
Community Support	2,734	3,144	410	3,174	440	6,348	43%	6,288	43%
Corporate Support	667	1,661	994	1,400	733	2,801	24%	3,323	20%
Democracy	2,465	2,548	83	2,577	112	5,155	48%	5,096	48%
District Planning and Environmental Serv	3,183	3,487	304	3,610	427	7,220	44%	6,974	46%
Recreation & Leisure	9,373	9,768	395	9,877	504	19,753	47%	19,536	48%
Roading and Footpaths	13,098	10,980	(2,118)	11,096	(2,002)	22,193	59%	21,960	60%
Sewer	4,387	4,680	293	4,699	312	9,398	47%	9,359	47%
Stormwater	1,355	1,868	513	1,872	517	3,744	36%	3,737	36%
Waste Minimisation	3,813	4,264	451	4,277	464	8,554	45%	8,527	45%
Water Supplies	5,096	5,844	748	5,881	785	11,763	43%	11,689	44%
Total Operating Expenditure	46,171	48,244	2,073	48,463	2,292	96,929	48%	96,489	48%
Operating Surplus/(Deficit)	7,107	3,199	3,908	2,330	4,777	4,658		6,397	
Capital Expenditure									
Community Support	240	88	(152)	227	(13)	4,750	5%	4,258	6%
Corporate Support	952	1,006	54	950	(2)	2,471	39%	2,550	37%
District Planning and Environmental Serv	-	20	20	13	13	28	0%	35	0%
Recreation & Leisure	2,829	3,103	274	2,897	68	13,662	21%	15,242	19%
Roading and Footpaths	5,652	7,049	1,397	8,041	2,389	19,433	29%	16,946	33%
Sewer	1,411	1,655	244	1,971	560	4,249	33%	3,573	39%
Stormwater	262	581	319	665	403	2,572	10%	2,326	11%
Waste Minimisation	986	757	(229)	774	(212)	5,576	18%	5,559	18%
Water Supplies	19,458	18,318	(1,140)	19,943	485	37,335	52%	33,576	58%
10% reduction in capital expenditure proj.	-	(4,186)	(4,186)	-	-	-	0%	(8,372)	0%
Total Capital Expenditure	31,790	28,391	(3,399)	35,481	3,691	90,076	35%	75,693	42%

3. Council Performance – by Activity (Actuals 2021/22 to Forecast 2021/22)

Operating Revenue

Community support - \$370,000 F

Reason for variance

- Lease properties and social housing leases are above budget by \$280,000 year to date. This is a timing difference.

Corporate support - \$1,646,000 F

Reason for variance

- Three waters grant received of \$1,712,368, against a budget of \$75,000 year to date.

District planning and environmental services - \$381,000 F

Reason for variance

- Animal Control – Income from dog registration fees and charges are higher than budget by \$227,000 year to date. This is a timing difference.
- Building Control – Statutory fees and charges are higher than budget by \$198,000 year to date.

Recreation and leisure - \$489,000 F

Reason for variance

- An MBIE provincial development grant for the Theatre Royal of \$2,778,000 has been received, with Theatre Royal grants forecasted at \$2,505,000 year to date.
- Forestry – Sutherlands plantation standing timber sales of \$338,000 exceeds the year to date forecast of \$154,000 due to increased prices as a result of a shortage of timber.

Roading and Footpaths - \$1,031,000 U

Reason for variance

- Roothing and footpaths operating expenditure and capital expenditure grants and subsidies are \$1,020,000 below budget year to date. This variance is mainly due to capital expenditure being below forecasted spend by \$2.4million, therefore, associated subsidised grants are also below forecast.

Stormwater - \$1,173,000 F

Reason for variance

- Stormwater capital grants received in the prior year of \$1,076,000 have been moved to the current year as a result of an audit adjustment which occurred after forecast performed.

Waste minimisation - \$612,000 U

Reason for variance

- Income from landfill fees and charges are \$651,000 below budget as a result of lower than budgeted tonnage of waste received at the landfill.

Operating Expenditure (Actuals 2021/22 to Forecast 2021/22)**Community support - \$440,000 F***Reason for variance*

- Salaries and wages were \$172,000 below budget within this activity.
- The remaining favourable variance relates to a combination many smaller variances, mainly within other operating expenses for community housing and community and social development.

Corporate support - \$733,000 F*Reason for variance*

- Salaries and wages were \$371,000 below budget within this activity.
- IT digitalisation and back scanning is \$250,000 below forecast.
- The remaining favourable variance relates to a combination many smaller variances.

Democracy - \$112,000 F*Reason for variance*

- Salaries and wages were \$107,000 below budget within this activity.

District planning and environmental services - \$427,000 F*Reason for variance*

- Personnel costs are \$256,000 lower than forecasted year to date.
- District Plan Review expenditure is \$131,000 lower than forecast year to date.

Recreation and leisure - \$504,000 F*Reason for variance*

- \$555,000 lower than forecasted parks ground maintenance contractors year to date.

Roading and Footpaths - \$2,002,000 U*Reason for variance*

- Subsidised roading maintenance is \$2,349,000 above forecast year to date.

Sewer - \$312,000 F*Reason for variance*

- Sewer treatment and pump station maintenance costs are tracking \$300,000 below forecast year to date.

Stormwater - \$517,000 F*Reason for variance*

- Timaru stormwater maintenance costs are tracking \$260,000 below forecast year to date.
- Temuka, Geraldine and Rural stormwater maintenance costs are a combined \$218,000 below forecast year to date.

Waste minimisation - \$464,000 F*Reason for variance*

- Kerb side collection costs are \$765,000 below forecast year to date.
- Waste site maintenance costs are \$575,000 above forecast year to date.

Water supplies - \$785,000 F*Reason for variance*

- Urban water reticulation costs are \$167,000 below forecast year to date.
- Urban water overheads are \$256,000 below forecast year to date.
- The remaining favourable variance relates to a combination many smaller variances.

4. Capital Expenditure (Actuals 2021/22 to Forecast 2021/22)**Roading and Footpaths - \$2,389,000 F***Reason for variance*

- \$1.8m of emergency works were forecasted year to date which have not been incurred.
- The residual difference relates to reseals/renewals.

Sewer - \$560,000 F*Reason for variance*

- Upgrade of industrial wastewater pumping station \$nil cost to date against a forecasted spend of \$126,000 year to date.
- Dawson Street pump station replacement actual spend is \$333,000 below forecasted year to date.

Stormwater - \$403,000 F*Reason for variance*

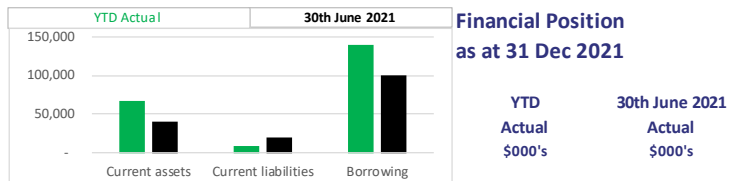
- Timaru stormwater actual cost date of \$178,000 against a forecast of \$475,000, consisting mainly of reticulation renewals and upgrades.
- The residual variance relates to Temuka, Geraldine and Rural stormwater.

Waste minimisation - \$212,000 U*Reason for variance*

- Landfill cell development is currently \$179,000 above forecast year to date. This is a year to date cost of \$908,000, with the full year total cost forecasted at 3,217,000 for FY22.

Water supplies - \$485,000 F*Reason for variance*

- Te Moana Downs water treatment plant upgrade actual cost to date is \$830,000 against a year to date forecast of \$1,378,000.



ASSETS

	YTD Actual \$000's	30th June 2021 Actual \$000's
Current assets		
Cash and deposits	17,653	4,107
Debtors and other receivables	36,348	9,942
Inventories	59	8
Other financial assets	13,647	25,967
Total current assets	67,707	40,024
Non-current assets		
Property plant & equipment	1,377,927	1,378,085
Intangible assets	3,503	3,802
Forestry	1,420	1,420
Investment property	1,739	1,739
Investment in associates	31,260	31,260
Investment in cco's & other similar	30,267	22,833
Other financial assets	51	51
Total non-current assets	1,446,167	1,439,190
Total assets	1,513,874	1,479,214

LIABILITIES

	YTD Actual \$000's	30th June 2021 Actual \$000's
Current liabilities		
Trade and other payable	6,190	17,791
Employee benefit liabilities	2,045	2,045
Total current liabilities	8,235	19,836
Non-current liabilities		
Provisions	8,239	8,239
Employee benefit liabilities	458	458
Non current borrowing	138,984	99,484
Total non-current liabilities	147,681	108,181
Total liabilities	155,916	128,017
Net Assets	1,357,958	1,351,197

EQUITY

	YTD Actual \$000's	30th June 2021 Actual \$000's
Retained earnings	806,610	799,851
Special funds	26,295	26,295
Separate funds	9,298	9,298
Asset revaluation	515,755	515,755
Total equity	1,357,958	1,351,197



**Statement of Cashflow
as at 31 Dec 2021**

	YTD Actual \$000's	30th June 2021 Actual \$000's
OPERATING ACTIVITIES		
Rates	13,154	55,271
Other revenue received	12,740	37,557
Interest received	426	948
Dividends received	500	2,022
Payments to suppliers and employees	(24,680)	(67,856)
Finance costs	(1,229)	(2,937)
Net operating activities	911	25,005
INVESTING ACTIVITIES		
Reduction of term investment	4,886	11,984
Proceeds from sale of property, plant and equipment	40	389
Purchase of property, plant and equipment	(31,792)	(59,507)
Net investing activities	(26,866)	(47,134)
FINANCING ACTIVITIES		
Drawdown / (repayment) of borrowings	39,500	10,000
Net financing activities	39,500	10,000
Cash movement	13,545	(12,129)
Opening Balance 1st July	4,107	16,238
Closing Bank Balance	17,652	4,109

Pareora Pipeline Renewal

Progress report – Issue 10 – 15 February 2022



BACKGROUND

The existing Pareora pipeline, installed in the 1930s, is a critical pipeline that convey raw water from Pareora River intake to the Claremont water treatment plant and reservoir. This source provides approximately 60% of water consumed annually in the Timaru Water Supply.

The existing pipeline has numerous sections in poor condition resulting in leakages. Due to the pipe size, pipe material and difficulty to access the terrain, the repairs are usually more expensive and more challenging than for a standard pipe. Therefore the renewal of the pipeline will ensure continuity of the Timaru Water Supply and to minimise water loss.

OVERVIEW

Approximately 37km of pipeline will be replaced from Lindisfarne to the Claremont water treatment plant (WTP). The Pareora pipeline renewal was approved in the 2021-2031 Long Term Plan, and is now in the construction phase. The project comprises three contract work packages listed below:

Contract 2468 – Pareora Pipeline Renewal Section 1 (Lindisfarne to Pareora Gorge Road) - Completed

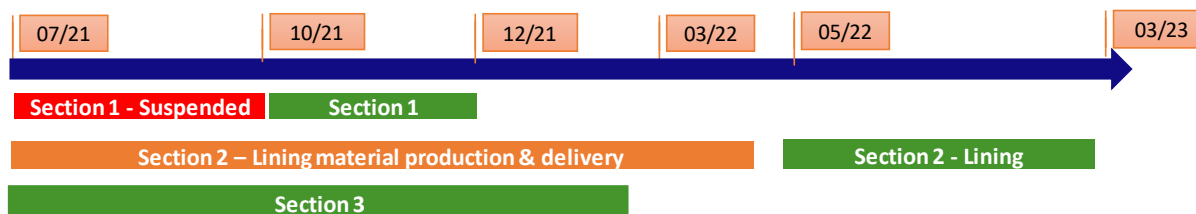
Contract 2469 – Pareora Pipeline Renewal Section 2 (Pareora Gorge Road) – Materials en-route

Contract 2470 – Pareora Pipeline Renewal Section 3 (Pareora Gorge Road to Claremont WTP) – 77% completed.

RECENT PROGRESS

- **Section 1** – Completed.
- **Section 2** – The liner material is being produced overseas and has been dispatched from Europe to arrive in New Zealand by end of March 2022. The physical work is scheduled to commence in May 2022, with completion in 2022/23. The applications for Resources Consent and Archaeological Authority are currently being finalised.
- **Section 3** – Installation of 13,500m of pipe has been completed (77% project completion). The project was programmed to be completed by end of May 2022, but is now being accelerated so as to now be completed by the end of February 2022. The reason for the accelerated timeline is to achieve better supply capacity and resilience in the unlikely event that the Opihi source becomes unavailable in the short to medium term.

PROJECT TIMELINE



\$14.7m
Total 2021-2031 LTP
Budget

\$9.17m
Spent 1 Jul – 31 Dec 2021

100% Design
66% Construction
Completed

Pareora Pipeline Renewal

Progress report – Issue 10 – 15 February 2022



PROJECT TEAM

Project Sponsor: Andrew Dixon - **Project Lead:** Grant Hall - **Project Manager:** Octa

PROJECT FINANCIALS

The project is funded by loan, within the Urban Water Supply budget. The loan in turn will be financed by urban water supply ratepayers via the Uniform Annual Charge for urban water.

Total LTP 2021-2031 Budget - \$14.7M

2021/2022 Budget - \$11.6M

2022/2023 Budget - \$3.1M

PROJECT RISKS

CONSENTING – Some consenting applications are still ongoing.

ARCHAEOLOGY & ECOLOGY – Any finding of archaeology artefacts or bones and native lizards could potentially delay the construction programme.

MATERIALS - Due to COVID-19, international supply of waterworks fittings could potentially delay the delivery of materials and / or increase the cost of freight. This risk is now reduced significantly.

PROJECT PHOTO



*Contract 2470 – Pareora Pipeline Renewal Section 3 :
Photo of pipeline being laid into the Claremont Reservoir grounds.*

Downlands Water Supply Scheme Upgrade

Progress report – Issue 10 – 15 February 2022



BACKGROUND

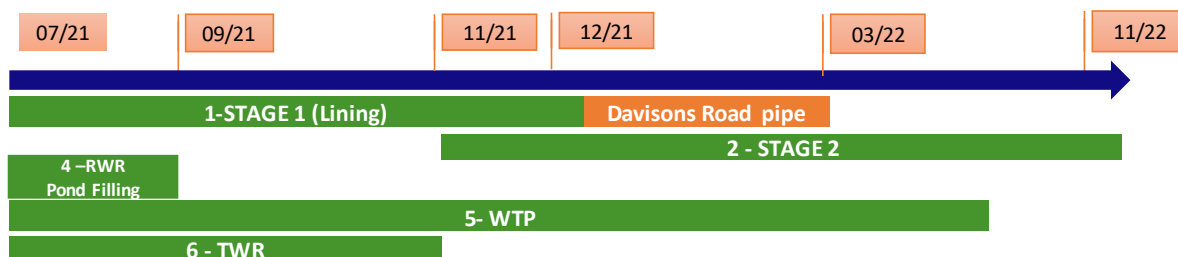
Timaru District Council manages the Downlands Water Supply Scheme on behalf of the Timaru, Waimate and Mackenzie District Councils. The scheme currently supplies stock and drinking water to over 2,500 properties. The scheme dates back to the 1930s and parts of the scheme no longer complies with the Drinking Water Standards for New Zealand 2008 (Revised 2018) (DWSNZ). Parts of the asset are also close to end of life so a scheme upgrade is ongoing. In addition, on completion of the upgrade additional water will become available for purchase.

PROJECT UPDATE

The Downlands Water Supply Scheme Upgrade was approved in the 2021-2031 Long Term Plan and is now in the **construction phase**. Updates to the six contracts are:

- Contract 2496 Te Ana Wai Treated Water Reservoir. The treated reservoir is complete and commissioned.
- Contract 2485 – Te Ana Wai Intake Upgrade. The upgrade is complete and the intake is currently in operation with no issues.
- Contract 2460 – Te Ana Wai Water Treatment Plant. The plant is 85% complete and programmed for completion and then commissioning by the end of June 2022.
- Contract 2431 – Te Ana Wai Raw Water Storage Reservoirs are now completed.
- Contract 2338 – Te Ana Wai Trunkmain Upgrade Stage 1 Pipeline is now completed. The Davison Road to Taiko Trunkmain extension (funded by the Three Water Reforms Stimulus Fund) has now commenced after the lining work has been completed and is programmed for completion in March 2022.
- Contract 2448 - Te Ana Wai Trunkmain Upgrade Stage 2 Pipeline. The Iwi blessing was carried out on 26 October 2021. The construction works have commenced on Richardson Road and will progress towards Cave township. This is estimated to be completed in nine months time.

PROJECT TIMELINE



\$13.53M
Total 2021-2031 LTP Budget

\$7.1M
Spent as of 31 Dec 2021

100% Design
70% Construction Completed

Downlands Water Supply Scheme Upgrade

Progress report – Issue 10 – 15 February 2022



PROJECT TEAM

Project Sponsor: Andrew Dixon - Project Lead: Grant Hall - Project Manager: Octa

PROJECT STATUS

	Trunkmain		Intake	WTP		
	Stage 1	Stage 2		RWR	TWR	WTP
Prelim. Investigations	✓	✓	✓	✓	✓	✓
Consenting	✓	✓	✓	✓	✓	✓
Design	✓	✓	✓	✓	✓	✓
Procurement	✓	✓	✓	✓	✓	✓
Construction			✓	✓	✓	
Commissioning			✓			

Not started

In progress - on schedule

In progress - behind

Warning

Awaiting Sign-Off

Completed

PROJECT FINANCIALS

Total LTP 2021-2031 Budget - \$13.53M

2021/2022 Budget - \$12.19M

2022/2023 Budget - \$1.34M

PROJECT RISKS

ARCHAEOLOGY & ECOLOGY – Any finding of archaeology artefacts or bones and native lizards could potentially delay the construction programme for the Stage 2 pipeline.

MATERIAL - Due to COVID-19, international supply of waterworks fittings could potentially be delayed and / or the cost of freight could increase. This risk is now reduced substantially as almost all materials are in New Zealand now and/or on-site.

Downlands Water Supply Scheme Upgrade

Progress report – Issue 10 – 15 February 2022



Te Ana Wai pipeline across Pahau Downs Road, working its way towards Eskdale Road.



Te Ana Wai pipeline progressing (view of Te Ana Wai treatment plant and reservoir in background).

Te Moana Water Supply Scheme Upgrade

Progress report – 15 February 2022



BACKGROUND

Timaru District Council manages the Te Moana Water Supply Scheme which supplies drinking water to approximately 700 properties. It is a rural, restricted scheme installed in the 1970s. The water supply is not fully compliant with the Drinking Water Standards for New Zealand (DWSNZ) 2008 (Revised 2018) as it is unable to manage turbidity (i.e. silt/cloudiness). The current intake is past its useful life and remote from an electricity source, and the supply has reached its capacity. Pipeline upgrades and new booster pump stations are also programmed as part of this project. Together, these upgrades will allow for:

- increased water allocation and potential expansion.
- more reliable water quality and quantity in times of river freshes with stored treated water and standby electrical generation.
- maintained pressure to the higher elevation consumer tanks.

Note: The design and build contract for Te Moana Water Treatment Plant secured Three Waters Stimulus Funding (with co-funding from Te Moana Water Supply) of \$750,000.

OVERVIEW

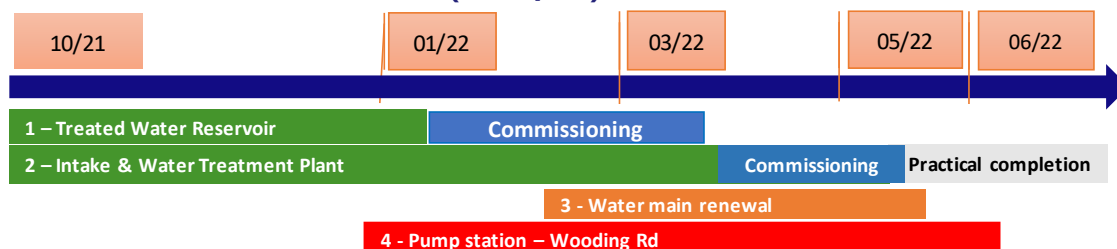
The upgrade of Te Moana Water Supply Scheme was approved in the 2021-2031 Long Term Plan and is now in the **construction phase**. The project comprises three contract work packages and a booster pump station project as listed below:

- Contract 2497 - Pleasant Valley Water Treatment Plant
- Contract 2513 – Pleasant Valley Treated Water Reservoir
- Contract 2473 – Pleasant Valley Te Moana watermain renewal.
- New booster pump station for Wooding Rd.

RECENT PROGRESS

- The treated water reservoir is 90% complete; with sealing and testing outstanding.
- Construction of the Water Treatment Plant is 50% complete with concrete slab and framing in place. Cladding, internal lining and roofing to come, followed by mechanical and electrical installation. Commissioning is expected to be completed by 12 May.
- Tenders for the watermain renewal closed on 25 November and the contract was awarded on 7 December to Paul Smith Earthmoving. This is scheduled to start February 14th.
- The Wooding Street booster pump station and shed has been ordered.

PROJECT TIMELINE (2021/22)



\$3.86M
2021/22 Budget

\$1.56M spent
as of 31 December 2021

100% Design
50% Construction
Completed

Te Moana Water Supply Scheme Upgrade

Progress report – 15 February 2022



PROJECT TEAM

Project Sponsor: Grant Hall **Project Leads:** Selwyn Chang (reticulation), John Clemens (booster pump stations), Judy Blakemore (water treatment plant) **Project Manager - Water Treatment Plant:** Ian Martin (OCTA)

PROJECT STATUS

	Water main	Pump Stations		Water Treatment Plant		
		Wooding Rd	Tripp St	Intake	Treated Reservoir	Treatment Plant
Prelim. Investigations						
Consenting						
Design						
Procurement						
Construction						
Commissioning						

Not started

In progress - on schedule

In progress - behind

Warning

Awaiting Sign-Off

Completed

PROJECT FINANCIALS

- 2021/2022 Budget - \$3.86M
 - 2022/2023 Budget - \$257k (reticulation upgrade)
 - 2023/24 Budget - \$316k (reticulation upgrade)
 - 2024/25 - 2030/31 Budget - \$2.12M (primarily reticulation renewals)
- Total LTP 2021-2031 Budget - \$6.55M**

PROJECT RISKS

ECOLOGICAL – There is a potential risk of lizards associated with a small section of the top part of the pipeline -an ecological assessment is being done. No ecological issues with the bottom section of the pipeline.

MATERIAL – There have been some delays with procuring materials due to international supply of fittings but nearly all materials are now on-site or in a workshop in New Zealand so this risk has been mitigated.

COVID-19 – There are some risks that an outbreak of COVID-19 among the contractors or process engineers could delay construction and/or commissioning. Remote commissioning is being trialled on another treatment plant project as a backup solution.

RESOURCING – Some constraints on contractor availability as they are stretched across multiple high-priority projects. This is being managed but may cause slight progress delays.

Te Moana Water Supply Scheme Upgrade

Progress report – 15 February 2022



New treated water reservoir (as at 26 January 2022)



Water treatment plant under construction (as at 26 January 2022)

3Waters Stimulus Programme

Progress report – Issue 6 – 15 February 2022



OVERVIEW

In 2020 the Timaru District Council agreed with the Government to receive \$6.86m for 16 separate 3Waters Stimulus Package projects, of which 14 involved physical works. The projects are located throughout the Timaru District and cover urban water, rural water, sewer and stormwater activities. The projects were required to be completed prior to 31 March 2022, however due to COVID issues the end date has been extended to the 30th June 2022.

The Arowhenua water scheme upgrade is now not proceeding. The funds allocated for this project have been reallocated to the other projects.

All projects are progressing as expected. Contracts are in place for 13 projects with infrastructure components, plant, and equipment with long lead times being procured. It is expected that all projects will be completed prior to the completion deadline of 30 June 2022.

Quarterly progress reports are submitted to the Department of Internal Affairs via Crown Infrastructure Partners, with \$5.14m of project funding receipted as at the 31st October 2021. A further quarterly report was submitted in January for which another invoice will be generated.

Defining the scope and scale of all projects soon after receiving funding approval, appointing appropriate project managers, and expediting procurement has resulted in the deadlines being very achievable.

A summary of all projects is on page 2 of this report.

Photos below from left to right: Geraldine oxidation ponds embankment works, Kakahu pump station (Downlands).



PROJECT TEAM

Project Lead: Grant Hall - **Programme Manager:** Ashley Harper - **Technical Specialist:** Judy Blakemore

\$6.86M
Total Stimulus
Package Fund

**Procurement
Completed**
for 13 projects

**8 Projects
Substantially
Completed**

3Waters Stimulus Programme

Progress report – Issue 6 – 15 February 2022



PROJECT UPDATE

Project Name	Update	Projected Status
Stimulus funded work complete		
Serpentine Creek, Geraldine, Enhancement \$	Clean up of Serpentine Creek has been completed. and the design of improvements to the retention dam is underway.	Completed
Gleniti Reservoir Control Chamber Upgrade \$	Building work, pipework and siteworks now complete.	Completed
Opihi/Timaru Water Communications Upgrade \$	Improvements to communications with key sites along the Opihi Trunk Watermain now completed.	Completed
Washdyke Water Network Improvements \$\$\$	All pipelaying, commissioning and site reinstatement complete.	Completed
Downlands Water Pipes at Cannington Area \$\$\$	4700m of pipe installed.	Completed.
Work in Progress (\$ 0-\$250k, \$\$ up to \$500k, \$\$\$ over \$500k)		
Trunk Watermain Renewal Davison Road \$\$\$	Pipe replacement has now commenced and follows Downlands Stage 1 Trunk Watermain renewal by Hadllee and Brunton.	To be completed in February 2022
Whales Creek Stormwater Improvements at Caroline Bay \$\$	Sand trap cleaned and an assessment of Waimataitai Creek cleaning underway. Consultant investigating Stage 2 (separate to stimulus works).	Stage 1 Physical Works Completed.
Dawson Street Sewer Pump Station Replacement	The prefabricated pump station including the pumping equipment is in Timaru and the installation contract has been let to Hadlee and Brunton. Resource consent for the site de-watering now received and work is scheduled for February/March/April.	To be completed in May 2022
Te Moana Water Treatment Plant \$\$\$	Separable portion 1, funded from the Stimulus Package, being the water treatment plant fabrication is now completed off site.	Separable portion 1 completed
Inland Towns Sewer Pipeline Improvements \$	The in line booster pump purchased and electrical work underway. Physical work now scheduled for February/March.	To be completed in March 2022
Taitarakihi Creek Culvert Enhancement \$\$	Work is being carried out in conjunction with the Showgrounds site development by Rooney Earthmoving. Box culvert units have been ordered and installation is programmed to commence in February.	To be completed in March 2022
Geraldine Oxidation Ponds Embankment Improvement \$	Contract works well progressed with further external embankment sealing now scheduled for February/March.	To be completed in March 2022
Downlands Capacity Improvement Totara Valley and Kakahu \$\$	Design and Build Pump Station contract let to Apex Environmental with work underway. Reticulation upgrade also commenced in January 2022.	To be completed in April 2022

Note: The table above provides an update for 13 projects. As indicated above, the Arowhenua Water Treatment Plant and Storage project is not proceeding.

3Waters Stimulus Programme

Progress report – Issue 6 – 15 February 2022



PROJECT FINANCIALS

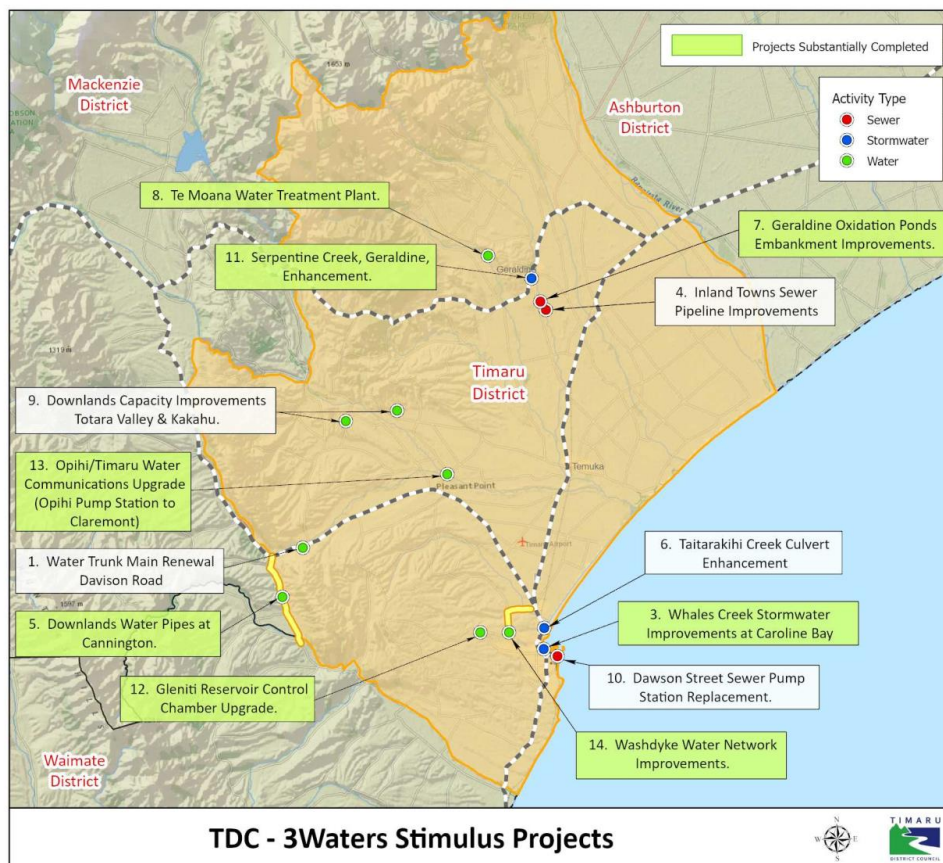
The following projects are co-funded from the approved 2021/22 budgets:

- The Taitarakahi culvert enhancement is a component of the Showgrounds Development. The primary project is being carried out by the developer.
- The Te Moana Water Treatment Plant is a separable portion of the wider scheme upgrade.
- Washdyke water network improvements and Washdyke to Mountain View Road new trunk water main.
- The Dawson St Pump Station Renewal.
- Downlands network extension at Cannington.
- Inland Towns Sewer Pipeline Improvements
- Geraldine Oxidation Ponds Embankment
- \$20,000 co-funding for Opihi / Timaru water communications upgrade.

PROJECT RISKS

The main risks to the projects in the physical work programme are:

- Delays to consenting and approvals. This risk has been mitigated by selecting projects with minimal consenting and approval requirements.
- Not completing all projects by the new completion date of the 30th June 2022. This risk was substantially mitigated by defining the scope and scale of projects soon after Stimulus package approval.



KEY PROJECT

Road Renewal and Improvement Programme

Progress report – 15 February 2022



OVERVIEW

The Road Rehabilitation Programme is generally part of Contract 2494 with Fulton Hogan. The CAPEX figures are made up of funding under seal extensions, capital improvements and road rehabilitations. Projects updates are shown below. Following approval of Waka Kotahi budgets, good progress is being made on all projects. Land Transport expects that this track record of delivery will continue for 2021/22.

Location	Type of work	Length	Status	Procurement
In Design/Procurement				
Beaconsfield Road	Road Rehabilitation SH1 – Rocky Hundreds	1250m	Design underway	Contract 2494
Farm Road Bridge number 10	Bridge Replacement	20m	Design Underway	Open Tender
Construction underway				
District Wide	Road Resurfacing	Multiple sites	Surfacing programme is going well with over 2/3 of the sites complete for the year	Resurfacing Contract 2522
Winchester Hanging Rock Road and 2	Road Rehabilitation	1500m	Construction has begun adjacent to Lime Works	Contract 2494
Browne Street - Timaru	Road Reconstruction, Kerb and footpath replacement	250m	Construction Works have begun on site	Contract 2552
Aorangi Road – Washdyke	Road Rehabilitation	800m	Construction Works have begun on site	Contract 2494
Springfield Road	Road Rehabilitation	615m	To start November 2021 bulk to construction completed prior to Christmas	Contract 2494
Completed				
Tiplady Road	Road Rehabilitation	1km	Completed	Contract 2479
Unwin Road	Intersection and Drainage upgrade	200m	Construction has begun. Completion Prior to Christmas	Contract 2494
Winchester Hanging Rock Road – Stage 1	Road Rehabilitation	2 Sites 600m	Construction of site one is complete by Brenton Road	Contract 2494

PROJECT TEAM Project Sponsor: Andrew Dixon - Project Manager: Susannah Ratahi

\$9.6M
Total 2021/22 Annual Plan Budget

\$5.2M
Spent to Date (as of Jan 2022)

47%
Completed (as of Jan 2022)

KEY PROJECT

Road Renewal and Improvement Programme

Progress report – 15 February 2022



Location	Type of work	Length	Status	Procurement
Planned				
Earl Road – Stage 2	Seal widening	4km	Undertaking business case for Waka Kotahi consideration	Open tender
Ranigatata Gorge Road	Seal widening	3.5km	Design and scope underway	Contract 2494
Levels Plain Road	Road Rehabilitation and safety upgrades	2 Sites 2.3km	Design under review – Undertaking business case for Waka Kotahi consideration	Contract 2494
Woodbury Road	Seal widening	4.2 km	Construction likely to be 2022/23	Contract 2494

PROJECT PHOTOS



Butler Street, Timaru

PROJECT TEAM Project Sponsor: Andrew Dixon - Project Manager: Susannah Ratahi

\$9.6M

Total 2021/22 Annual Plan Budget

\$5.2M

Spent to Date
(as of Jan 2022)

47%

Completed
(as of Jan 2022)

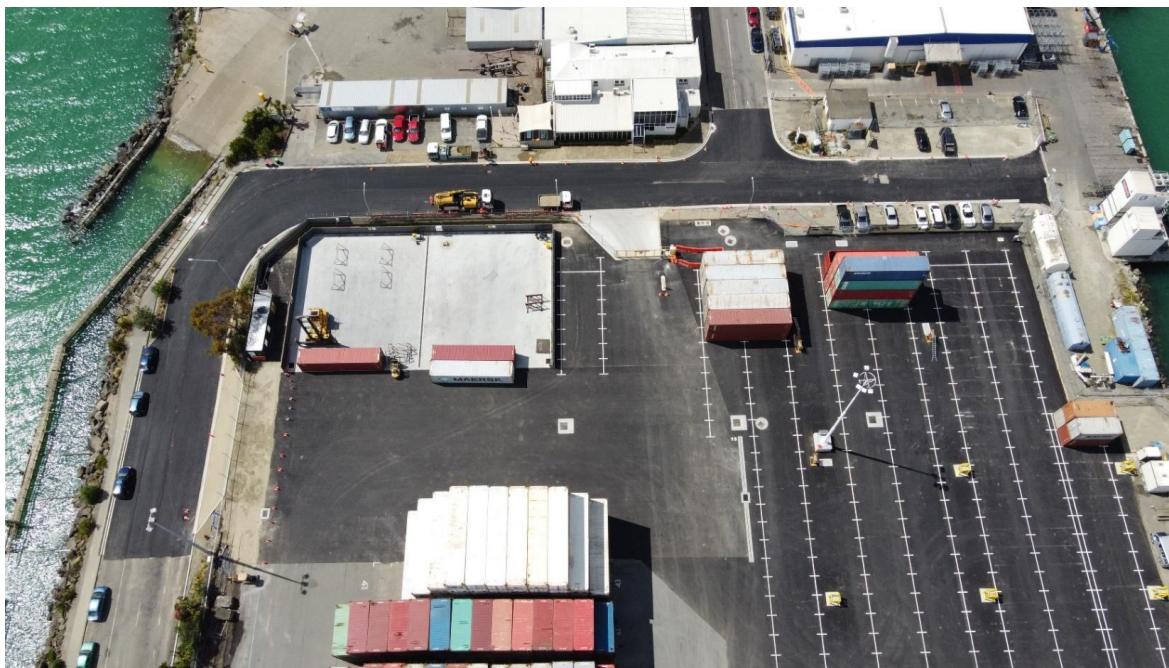
KEY PROJECT

Road Renewal and Improvement Programme

Progress report – 15 February 2022



PROJECT PHOTOS



Unwin road, Timaru



Browne Street, Timaru

KEY PROJECT

Sound Shell Stadium Seating Replacement

Progress report – Issue 1 – 15 February 2022



OVERVIEW

The Sound Shell Stadium Seating was identified in a structural engineering report that it had reached the end of its life and was included for replacement in the 18/19 and then the 2021/22 Long Term Plan.

PROJECT UPDATE

- Site preparation prior to the contract starting has been completed and included:
 - Removal of three English Elm trees – unfortunately the trees required to be removed to enable the Sound Shell Stadium Seating to be demolished and rebuilt safely. If the trees had not been removed we would not have been able to undertake this work for health and safety reasons.
 - Removal of the Caroline Bay Association equipment to their new location at the Port
- Site possession by Thompson Engineering 2002 Ltd 1 February 2022
- Contractor site preparation took place followed by the start of the demolition
- Demolition will take approximately four to six weeks



PROJECT RISKS

- Bank stability
- Covid
- Budget – if bank stability and Covid become a significant problem

PROJECT TIMELINE

	2021											
	J	F	M	A	M	J	J	A	S	O	N	D
Site Preparation	█	█	█	█	█	█	█	█	█	█	█	█
Demolition		█	█	█	█	█	█	█	█	█	█	█
Construction Stage 1			█	█	█	█	█	█	█	█	█	█
Construction Stage 2				█	█	█	█	█	█	█	█	█
Construction Stage 3					█	█	█	█	█	█	█	█
Installation of seats and Steps							█	█	█	█	█	█

PROJECT TEAM

Project Sponsor: Steve McKnight **Project Manager:** Phillipa Steans

Demolition Ongoing

KEY PROJECT

Sound Shell Stadium Seating Replacement

Progress report – Issue 1 – 15 February 2022



Demolition works, February 2022

KEY PROJECT

CPlay Playground

Progress report – Issue 1 – 15 February 2022



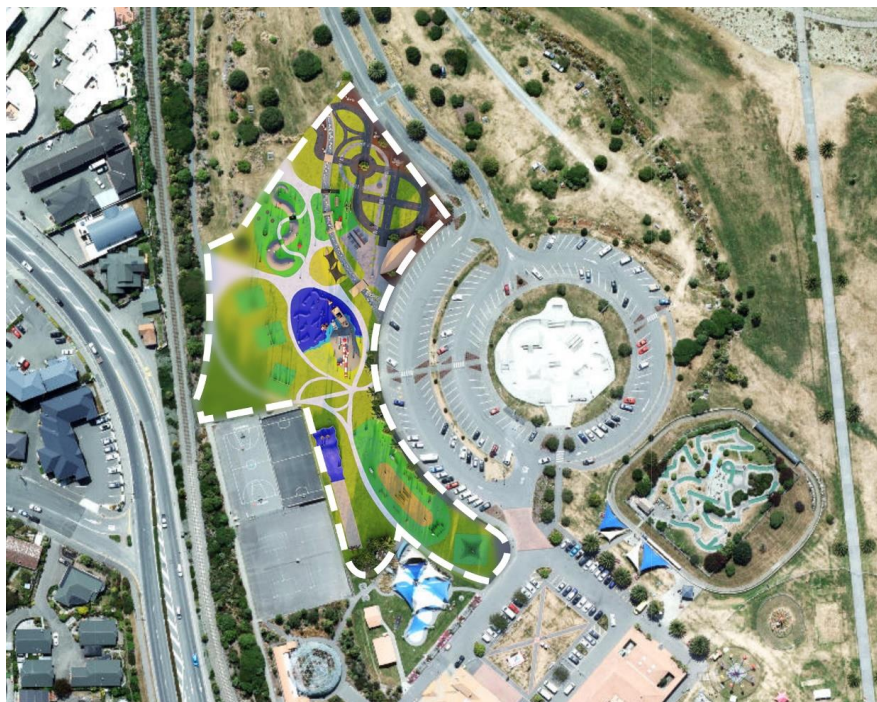
OVERVIEW

The CPlay Project is a community-led initiative to upgrade the Caroline Bay Playground. Council has donated just over a million towards the project, is providing support throughout the project’s lifecycle and will be taking ownership and maintaining the facility when the project is complete.

The design has focused towards being inclusive, meaningful (relating to Timaru’s history), challenging and fun. The Project aims to get families active, bring people together and attract visitors to spend in the Timaru District.

The project’s budget is set at \$2.2 million. Approximately \$1.8 million has been raised (including pledges) from businesses, residents and the Council.

DESIGN 85% COMPLETE



PROJECT TEAM

Project Sponsor: CPlay Committee

Project Manager: Graham Ward

\$2.2M

Total Cost

\$1.8M

Raised (inc pledged)

\$0.4M

To be raised

KEY PROJECT

CPlay Playground

Progress report – Issue 1 – 15 February 2022



THE COUNCIL’S ROLE

The Council is the project’s largest contributor and is helping with drainage issues, funding applications, accounting, liability, and procurement.

PROJECT PROGRESS

- The Committee received quotes from four providers, evaluated the quotes and found ‘Playground Centre’ to be the best option.
- Aim to reach a contractual agreement with Playground Centre and progress with a final design.
- Procurement is planned for February 2022 subject to fundraising targets being met.
- Ideally, construction to start at the end of July 2022

STEERING GROUP

Chair
Councillor Steve Wills

Internal
Andrew Dixon
Bill Steans
John Liddiard
Josie McNee
Steph Forde

External
Owen Jackson
John Rushton
Graham Ward
Lynette Wilson



PROJECT FINANCIALS

Council is contributing approximately 50% of the total project cost and will manage the procurement, contract administration and payments.

PROJECT RISKS

- ❖ Fundraising could fail to meet targets.
- ❖ Procurement without secured funding.
- ❖ Insufficient budget control.
- ❖ Failing to reach agreement with Playground Centre.
- ❖ TDC Stormwater Upgrade project design confirmation.
- ❖ Supply chain delays.
- ❖ Failing to meet high community expectations.
- ❖ Playground is not resilient to vandals.

City Hub Programme

Progress report – Issue 2 – 15 February 2022



OVERVIEW

Since their appointment in November 2021 our colleagues from Isthmus and Gap Filler have been working closely with a core project team from Council and Venture Timaru to develop both a tactical master plan for the Timaru CBD and a suite of supporting “activations” (participatory trials) that will enable the wider community both to understand and to shape the underlying design process.

To support this process we are currently moving through a series of 4 (monthly) design workshops with both the Community Advisory Group and the Development and Investment Group. Extensive individual networking has also been undertaken with a range of groups across the CBD.

We have also secured a public facing project space at 184 Stafford Street from which we have been running stakeholder workshops. Planned public drop in sessions have however been postponed as an interim health and safety measure under the Covid Protection Framework.



ACTIVATIONS

In accordance with the detailed memo and concept presented to Council on 1 February 2022 we will soon (8 – 24 February 2022) install our first onsite activation at Strathallan Corner. During this time we will gather feedback using a variety of hard copy and digital methods and will be monitoring onsite activity. Subject to events the intention is to follow up with a second, revised installation before the end of the summer. Additional trial concepts are under development.

Again taking a cautious approach around health and safety under the Covid Protection Framework there will be no public events (or direct recruitment of mass public participation) during this period but we are inviting local groups and individuals to trial the space both through programmed occupation and through incidental use.

FINANCIALS

The budget available includes \$31.9 million debt funding over the period 2021-31 to undertake capital works. The project will also leverage existing Land Transport operating budget to a total value of \$15.2 million from 2022/23 (Year 2) to 2030/31 (Year 10). The development of the urban master plan with its suite of place based trials is expected to consume the largest portion of the Year 1 and 2 budgets (\$613,925; \$957,150).

As at 2 February 2021 actual expenditure stood at \$125,639 however we anticipate a similar value in invoices outstanding. This is in line with our project forecast and reflects the strong momentum which the project has maintained throughout the Christmas period. We are working hard to quickly deliver tangible progress for stakeholders that validates the 5 years of preceding conversations, and to bring our activations to the wider community while the summer weather holds.

PROJECT TEAM

Project Sponsor: Andrew Dixon

Programme Manager: Rosie Oliver

City Hub Programme

Progress report – Issue 2 – 15 February 2022



PROJECT UPDATE

Project	Update
City Hub Core Programme (\$ 0-\$250k, \$\$ up to \$500k, \$\$\$ over \$500k)	
Website and Brand \$	Website went live in December, brand (for onsite activities, project collateral) now under development with our design team. Once the brand is finalized we will update both the content and the look and feel. We will also be incorporating additional feedback opportunities.
Urban Master Plan/summer trials \$\$\$	Well underway with strong stakeholder participation in the design process. Strathallan Corner activation is ready for go live with other draft concepts in development.
Earthquake Prone Buildings Toolkit \$	Passed SLT review, we are now collating key stakeholder feedback (City Hub project team and advisory groups, VT, TDHL, SCCC, CBD Group etc). Will be brought to a Council workshop in the coming months before we promote the resource and undertake community engagement.
Impact Investment Toolkit S	Will include the tools to measure private investment and community impact, to prioritise options for private investment and to enable and encourage private investment. On hold pending prioritization of the master planning process and seasonal activations.
MyWay Parklet \$	Draft concept has been socialized with key stakeholders to ensure that the trial installation is comfortable, convenient and appropriate to the needs of all of our diverse community and user groups. Location TBC however we have a site of interest and conversations with the adjoining business and property owners have been positive. Installation anticipated for Autumn 2022.
Mana Whenua \$	Tewera King and Fran Jackson have collated a report on Mana Whenua narratives and aspirations which will be presented to our Project Steering Group on 23 February 2022.
Establishment of a BID \$	The present CBD Group have met with the Strategy and Corporate Planning Unit to progress the option of a Business Improvement District.
Linked Work Programmes	
Theatre and Heritage Hub \$\$\$	https://www.timaru.govt.nz/community/facilities/theatre-royal-and-heritage-hub
District Plan \$\$\$	https://www.timaru.govt.nz/services/planning/district-plan/district-plan-review The City Hub Project team is working closely with the District Planning Team and their consultants (including Property Economics) around options to encourage and incentivise residential development in the city centre while maintaining commercial viability for existing businesses.
Parking Strategy \$	The development of a District Parking Strategy is being directed by the National Policy Statement on Urban Development. Led by the Land Transport Unit, the Parking Strategy is being progressed under Council' s Long Term Plan 2021-31 and will proceed to Council for approval, alongside the evolution of the Urban Master Plan/City Hub Strategy. Parking Management plans for Timaru, Temuka and Geraldine will be developed following finalisation and adoption of the Parking Strategy to support future proofed parking options that meet the needs of each community.

RISKS

- Restrictions around public gatherings and events may limit both the social and the economic impact of City Hub activations, at least for the summer 2021-22 trial period.
- The success of the City Hub Programme relies on investment from the private sector into our city centre. Failure to successfully engage with or motivate private investors will compromise the programme.
- There is a tension between the pressure to realise quick wins and the recognised need to shift from ad hoc to strategic investment.
- Preliminary engagement revealed that community and stakeholder expectations for public investment and impact are not well aligned with the available budget

Theatre Royal and Heritage Facility Development

Progress report – Issue 8 – 15 February 2022



OVERVIEW

This project combines the upgrade of the Theatre Royal with the development of a new Heritage Facility. The programme for 2021-22 comprises:

- An RFP for a two stage Design and Construction build which has now concluded and Southbase Construction Limited have been awarded Part 1A of the Design phase of the RFP
- An update of the Preliminary Designs with a few additions as requested by Council and a move to developed design and into detailed design
- Value Engineering if required to meet budgets across developed and detailed design phases
- The preparation of Resource Consents application
- Southbase Construction Limited to begin works on site for further site investigations in February 2022 and begin Prelim review, developed and detailed design with Architectus



PROJECT PROGRESS AND INDICATIVE PROJECT TIMELINE

	Prior to December 2021	2022												2023	2024	
		J	F	M	A	M	J	J	A	S	O	N	D			
Demolition and Enabling Works (Stage 1, 2 & 3)	1 & 2				3											
Design – Review Prelim, Developed and Detailed	Prelim															
Procurement – Sub Trades and Materials																
Consents																
Expedited Works (Stage 3a)																
Construction – Depending on program, supplies and Covid, completion could be between Oct 2023 to March 2024																Jan to March 2022

PROJECT FINANCIALS

The combined total capital cost of the project is \$29.3m.

This project is to be funded by loan, reserves and external funding.

The 2021/22 budget is \$7.367m. The expenditure to 10 October 2021 was \$396,625.

PROJECT RISKS

(requiring active management)

COVID-19 - Alert Levels and restrictions resulting in project delays or increased costs. Impact of COVID-19 on the supply of materials and delivery of special items of infrastructure required for fit out works.

PROJECT TEAM

Project Sponsor: Steve McKnight, Erik Barnes (Acting) - **Client Representative and Theatre Lead:** Nicole Timney - **Museum Lead:** Philip Howe - **Project Manager:** RDT Pacific Limited

\$29.3M

Total 2021-2031 LTP Budget

\$7.37M

2021/22 Budget

Current Status:
Review Prelim Designs & begin Developed and Detailed Design

9.6 Easter Sunday Shop Trading Policy - Adoption of Statement of Proposal**Author: Fabia Fox, Policy Analyst****Authoriser: Steve McKnight, Group Manager Commercial & Strategy****Recommendation**

That Council:

1. Decides on a proposal to:
 - (a) Continue with Council's existing policy of allowing shop trading on Easter Sunday in the Timaru District; or
 - (b) Amend Council's existing policy and allow shop trading on Easter Sunday only in certain areas within the Timaru District, and determines those areas; or
 - (c) Revoke Council's existing policy and not allow shop trading on Easter Sunday in the Timaru District;
2. Adopt the Easter Sunday Shop Trading Policy Statement of Proposal, with or without amendments; and
3. Agree to consult on the proposal using the Special Consultative Procedure as required under the Shop Trading Hours Act.

Purpose of Report

- 1 The purpose of this report is for Council to review the current Easter Sunday Shop Trading Policy, and consider options to either continue with, amend, or revoke the policy.
- 2 The report also seeks the adoption of a Statement of Proposal for consultation for the Easter Sunday Shop Trading Policy, prior to undertaking the Special Consultative Procedure (SCP).
- 3 The draft Statement of Proposal has been prepared based on a proposal to continue with the existing policy, however, in reviewing this policy, Council may wish to amend the document to reflect a proposal to either amend or revoke the policy.

Assessment of Significance and Engagement

- 4 This review, and the decision to adopt the draft Statement of Proposal to seek public feedback on a proposal to either continue with, amend, or revoke the Easter Sunday Shop Trading Policy is considered to be of low significance as it is not the final decision to formally adopt the policy. This decision will allow Council to seek public feedback through the SCP to help inform the future policy decision.
- 5 It is recognised that decision to allow Easter Sunday trading is of medium-high significance to specific groups, including businesses and Christian communities and the engagement and consultation process (detailed below) ensures these groups are provided with opportunities to present their views to Council.

Background

- 6 Amendments to the Shop Trading Hours Act 1990 (the Act) in 2016 enabled territorial authorities to adopt a Local Easter Sunday Shop Trading Policy, permitting shops to open on Easter Sunday in an area comprising –
- (a) The whole of its district; or
 - (b) Any part or parts of its district.
- 7 Since 2016, 43 territorial authorities have adopted policies allowing Easter Sunday Shop Trading. All councils have adopted policies that apply to their whole district, rather than applying only to a specific part.
- 8 In accordance with the Act, council policies cannot include conditions that –
- (a) Permit shops to open only for some purposes; or
 - (b) Permit only some types of shops in the area to open; or
 - (c) Specify times at which shops may or may not open; or
 - (d) Include any other conditions as to the circumstances in which shops in the area may open.
- 9 Additional trading exemptions and restrictions are prescribed by legislation and are not covered by this policy:
- (a) The sale and supply of alcohol on Easter Sunday, is restricted under the [Sale and Supply of Alcohol Act 2012](#).³
 - (b) The Shop Trading Hours Act 1990 grants Easter Sunday trading exemptions for garden centres, service stations, fast food outlets and cafes, souvenir shops, campground shops, shops in public transport terminals, and pharmacies.⁴
- 10 [Subpart 2](#) of the Act establishes shop employee rights in relation to working on Easter Sunday:
- (a) Any provision in an employee’s contract that requires the employee to work, or to be available to work on Easter Sunday is unenforceable;
 - (b) Shop employees may refuse work on Easter Sunday and are not required to provide a reason;
 - (c) If an employer wishes an employee to work, they are obligated to notify the employee in writing of their right to refuse to work on an Easter Sunday at least four weeks prior to Easter Sunday;
 - (d) An employee wishing to refuse work on Easter Sunday is obligated to give written notice of this intention at least 14 days prior to Easter Sunday;
 - (e) An employer is obligated not to compel an employee to work on Easter Sunday, or treat the employee adversely if they refuse to work.

³ [Section 47](#) of the Sale and Supply of Alcohol Act 2012 restricts the sale and supply of alcohol on Anzac Day morning, Good Friday, Easter Sunday, and Christmas Day unless it is sold with a special licence, or the buyer is residing or lodging on the premises, or is present on the premises to dine.

⁴ [Sections 4](#) and [4A](#) of the Shop Trading Hours Act 1990 establish these exemptions and the conditions which apply.

- 11 Contravening this part of the Act is considered a personal grievance, as set out by Part 9 of the [Employment Relations Act 2000](#) (ERA), and employees are afforded the same protections and remedies as all other personal grievances under the ERA.
- 12 All enforcement action relating to breaches of the Act, including any breaches of a council policy adopted under the Act, are the responsibility of the Ministry of Business, Innovation and Employment (MBIE). Councils have no enforcement responsibilities.

Timaru District Council Policy

- 13 On 14 November 2017, following consultation with the community and a public hearing, Council considered submissions, both for, and against, Council's proposal to adopt a policy enabling shop trading on Easter Sunday throughout the whole Timaru District.
- 14 33 submissions were received and four submitters spoke at the public hearing. 27 submissions opposed the proposal, and 6 submissions supported the proposal.⁵
- 15 Submissions in favour of a permissive shop trading policy emphasised the importance of holiday periods to business revenue through the attraction of visitors, and believed that the proposed policy would support economic growth in the Timaru District.
- 16 Submissions opposing the proposed policy highlighted the significance of Easter Sunday as a Christian celebration and holiday in New Zealand, and the importance of retaining such holidays to enable employees guaranteed time off to spend with family.
- 17 Having considered these submissions, Council noted:

"Society is changing with increasing ethnic diversity and a less Christian based society. Also, employment situations have changed with shift work and weekend work being more part of our working life, and family time has changed accordingly."

"Freedom of choice for both business owners and residents was raised as an important factor to consider, noting that by law, no employer can compel an employee to work on Easter Sunday. Making it possible for businesses owners to choose whether they can open or not allows those with religious convictions to practice their beliefs while also allowing those without such beliefs to shop if they wish. New Zealand law providing four weeks annual leave provides reasonable opportunity to have rest and relaxation with family."⁶
- 18 Council adopted a permissive Easter Sunday Shop Trading Policy (Attachment 1), allowing shops to trade on Easter Sunday throughout the Timaru District if they choose to. The policy does not require shops to open.
- 19 The policy has been in place for four Easter Sundays. In accordance with the Act, Council must review the policy no later than five years after adopting the policy, that is, no later than November 2022.
- 20 At the 9 February 2021 Council public forum, a member of the public addressed Council on the Easter Sunday Trading Policy, requesting Council revoke the policy. In response to this,

⁵ A number of the submissions were received from groups representing a wider membership including, Hospitality NZ – South Canterbury Branch, the Anglican Diocese of Christchurch, the Waimate District Cooperating Venture Parish Council, and the South Canterbury Chamber of Commerce.

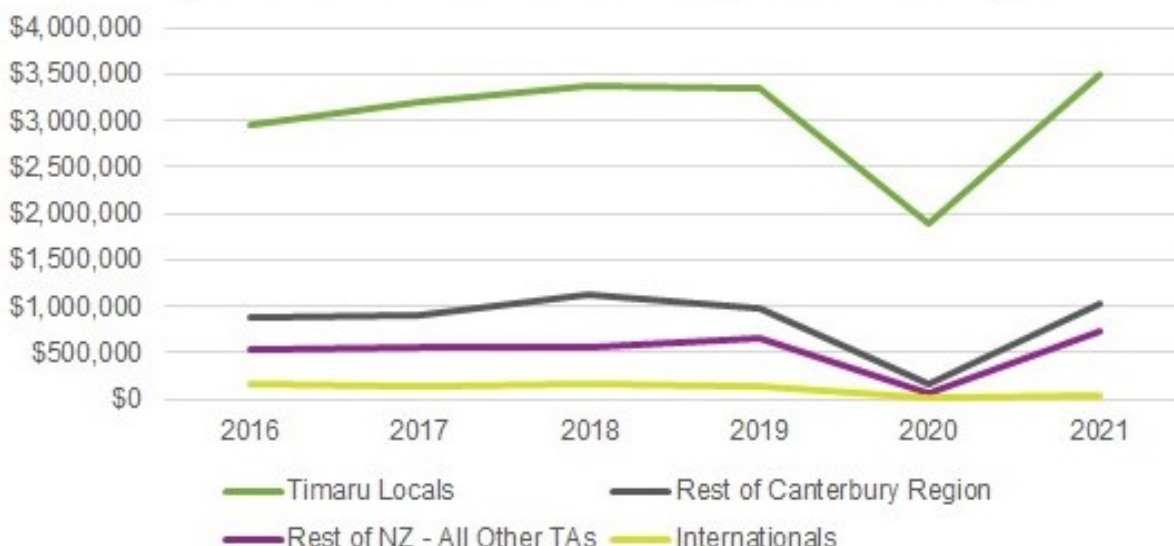
⁶ [Timaru District Council Meeting Minutes](#), 17 November 2017.

Council requested officers report back and the policy be reviewed in time for it to have effect for Easter 2022.

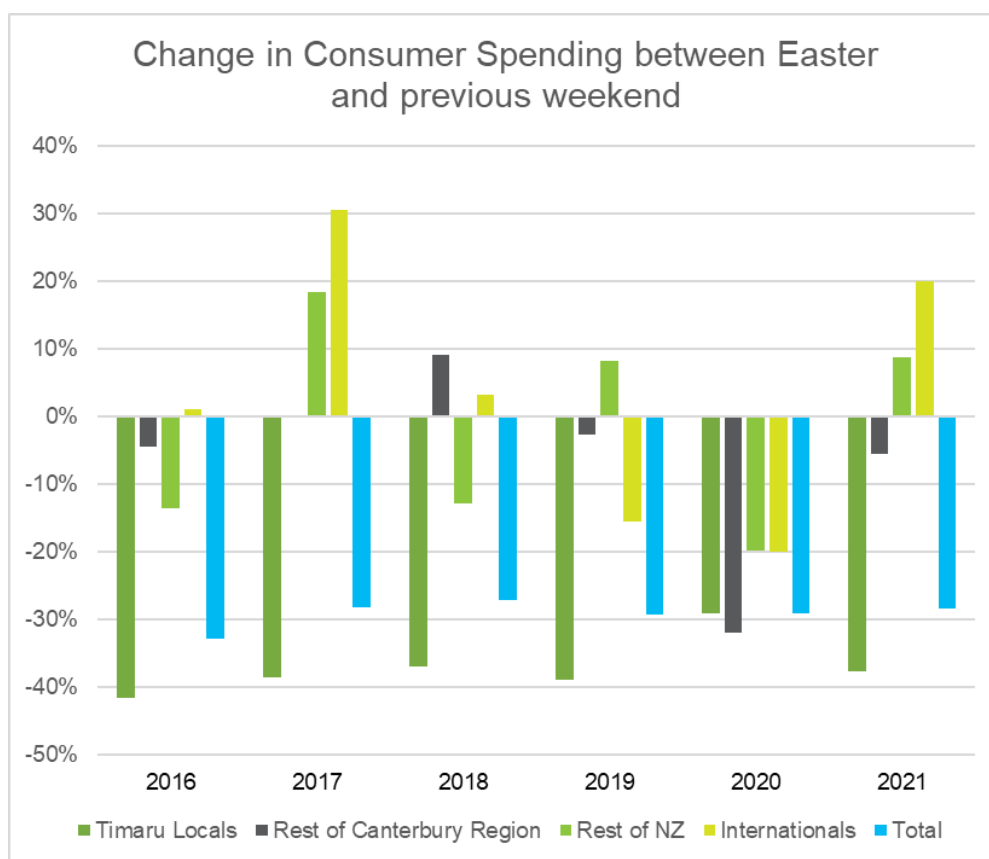
Policy Review

- 21 In undertaking a review of this policy Council may wish to consider the outcomes sought, and whether the current policy is achieving these outcomes. Council may also wish to consider any potential adverse impacts of the policy, concerns raised by residents, and the policies of neighbouring councils.
- 22 Data provided by consumer spending specialists, Marketview, shows Easter weekend spending increased in 2018 when the policy was introduced, compared with the previous year. Total consumer spending across the District increased by 9.4% in 2018, with Timaru locals spend increasing 5.5%, or \$175,000 more than in 2017, while visitor spend increased 17%, reflecting an additional \$276,246 spent.
- 23 However, it is difficult to assess whether this increase can be attributed directly to Council’s policy. The following year, 2019, total consumer spending decreased by 2.4% compared to 2018, and the impact of the nationwide Covid-19 lockdown is evident in 2020.

Spend over Easter Weekend by Customer Origin



- 24 When comparing Easter weekend spending with the weekend prior, there is a considerable decrease in total spending each year, largely driven by a decrease in local spending. This can be attributed in part to the impact of the Good Friday public holiday, and locals travelling out of District for the holiday weekend.
- 25 However, in assessing the importance of Easter as a trading weekend, there is an increase in visitor spending at Easter realised compared to the previous weekend’s visitor spend.



- 26 This data does support the case that by enabling shops to open at Easter Weekend, shops are able to capitalise on increased visitor spending, which also supports Council’s Community Wellbeing Outcome of a diverse economy and the focus areas of enabling thriving business.
- 27 With regards to assessing any adverse impacts or concerns, since the policy was adopted in 2017 Council has received requests from two residents to revoke the policy on the grounds that it is out of step with other councils, and that Council should preserve the holiness of Easter Sunday in the Timaru District by not allowing trading on this day.
- 28 Officers are not aware of any other requests, complaints or submissions made relating to this policy, or any complaints made to MBIE relating to breaches of the Act within the District.
- 29 None of the territorial authorities directly neighbouring the Timaru District have adopted policies allowing Easter Sunday trading, with the exception of Mackenzie District Council.⁷ Central Otago and Queenstown Lakes District Councils both have policies enabling Easter Sunday trading. These districts are popular destinations for tourists and holiday makers traveling through the Timaru District.

Options and Preferred Option

- 30 *Option 1: Preferred Option:* Propose to continue existing policy and adopt draft Statement of Proposal as presented.
- 31 This option is in line with Council’s existing policy, and supports the Community Wellbeing Outcome of a diverse economy, and the focus area of enabling thriving business.

⁷ Mackenzie District Council adopted a policy allowing Easter Sunday shop trading across the whole district in November 2021.

- 32 Continuing with the existing policy will also align the Timaru District with Mackenzie, Central Otago and Queenstown Lakes policies, providing consistency for travellers through a popular tourist route.
- 33 This option does not align with the known views of some members of the community who oppose trading on Easter Sunday due to their Christian beliefs, or those who wish to retain Easter Sunday as a holiday for all employees to enjoy.
- 34 *Option 2: Propose to revoke the policy.* If Council's preferred policy option is to revoke the current policy, and not allow shop trading on Easter Sunday, the Statement of Proposal can be amended to reflect this. Council will seek feedback from the community on a proposal to revoke the policy.
- 35 This option does not support Council's Community Wellbeing Outcome of a diverse economy, however it does support the submissions received in 2017 that opposed the introduction of the Easter Sunday Shop Trading Policy, and the request in 2021 to revoke the policy.
- 36 Conversely, proposing to revoke the policy would not support the views of the six submissions received in favour of Council allowing Easter Sunday shop trading.
- 37 *Option 3: Propose to amend the policy to allow Easter Sunday shop trading in certain areas of the Timaru District.* If Council's preferred policy option is to allow shop trading only in certain areas (for example, Geraldine only, or Timaru only) the Statement of Proposal will be amended to this effect, and community feedback will be sought on the proposal to amend the policy.
- 38 This option will partially support Council's Community Wellbeing Outcome of a diverse economy however presents the risk of uncertainty for businesses, the community and visitors over where trading is allowed within the District.
- 39 No other territorial authority has adopted an Easter Sunday Shop Trading Policy allowing trading only in certain areas within a district.
- 40 Amending the statement of proposal to provide for this option will require additional work and may delay the consultation process.

Consultation Process

- 41 In reviewing this policy Council must use the Special Consultative Procedure (SCP), as set out in [section 87 and 83](#) of the Local Government Act (LGA). The SCP requires the adoption of a statement of proposal⁸, a consultation period of no less than a month, and an opportunity for members of the public to present their views to Council, including an opportunity to present their views to Council verbally. Information relating to the content of the consultation and the opportunities for the public to present their views must be well advertised.
- 42 The proposed timetable for this SCP is:
- 15 February 2022 – Council adopt the Statement of Proposal
 - 16 February 2022 – Submissions open and Statement of Proposal available online and at Council Service Centres. Ongoing social/print media communications. Targeted communications to key stakeholders including businesses and Christian churches and organisations.
 - 24 February 2022 – Statement of Proposal published in *Courier*

⁸ The Consultation Document includes the statement of proposal

18 March – Submissions close

5 April – Hearing (if required) and Council meet to consider feedback received and decide on policy

6 April – Submitters, businesses and community notified of Council decision

17 April – Easter Sunday

Relevant Legislation, Council Policy and Plans

- 43 **Shop Trading Hours Act:** Council's policy was developed and adopted in accordance with the 2016 amendment to this Act. This review process, including undertaking the SCP, is a requirement of the Act. As detailed above, the Act establishes an employee's right not to have to work on Easter Sunday, and sets out the requirements of employers and employees in relation this.
- 44 **Local Government Act 2002:** The LGA sets out the requirements of the SCP which Council must undertake in reviewing the Easter Sunday Shop Trading Policy.

Financial and Funding Implications

- 45 The cost of undertaking the SCP, including printing and advertising, will be accommodated within existing budgets. As Council has no enforcement obligations associated with the Easter Sunday Shop Trading Policy, there are no ongoing financial implications anticipated.

Other Considerations

- 46 In undertaking this review prior to Easter Sunday 2021, the timeframe required to complete the SCP means that Council will be making the final policy decision two weeks prior to Easter Sunday. This may create uncertainty for businesses wishing to trade on this day.

Attachments

1. **Easter Sunday Shop Trading Policy 2017**  
2. **Easter Sunday Shop Trading Policy Statement of Proposal 2022**  

Easter Sunday Shop Trading Policy



Approved by: Timaru District Council

Date approved: 14 November 2017

1. Purpose

- 1.1. The purpose of this policy is to enable shops within the Timaru District to trade on Easter Sunday if they choose to. This policy neither requires shops to open, or individuals to shop on Easter Sunday.

2. Background

- 2.1. The Shop Trading Hours Amendment Act 2016 made provision for territorial authorities to adopt a local policy to permit shops in the whole or any part(s) of their district to trade on Easter Sunday.
- 2.2. Any such policy is made under the Shop Trading Hours Act 1990 Part 2 (Subpart 1).

3. Definitions

Shop: means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include:-

- a) (a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- b) (b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
- c) (c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again. (as per Shop Trading Hours Act 1990 Section 2).

Act Means the Shop Trading Hours Act 1990.

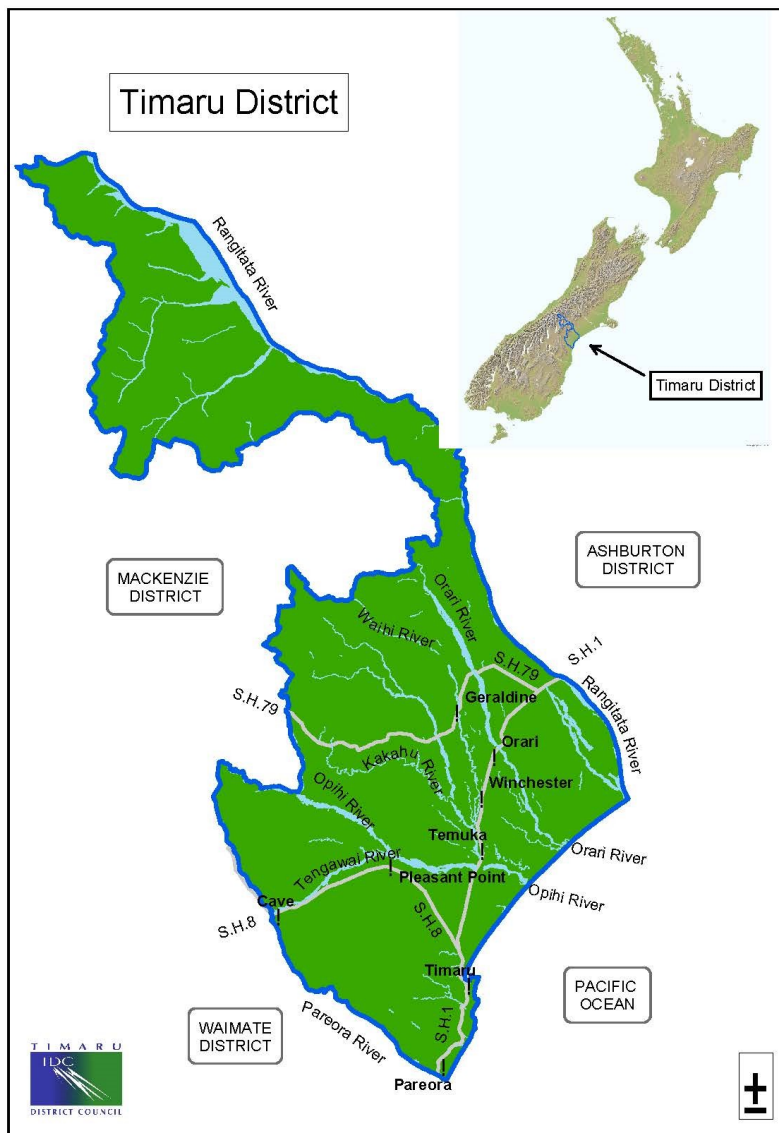
4. Policy

- 4.1. Shop trading is permitted on Easter Sundays throughout the Timaru District.
- 4.2. As provided in the Act, all shop employees have the right to refuse to work on Easter Sunday.
- 4.3. Council is not responsible for the enforcement of this policy. Enforcement is undertaken by the central government department responsible for the administration of the Act.

- 4.4. This Policy does not apply to the sale or supply of alcohol, which is regulated under the Sale and Supply of Alcohol Act 2012.
- 4.5. This Policy will be reviewed no later than 5 years after the date of adoption, as required by the Act.

5. Map of Timaru District

- 5.1. The map below shows the areas where Easter Sunday shop trading is allowed in accordance with this policy – ie. The whole District.



References and Revision History					
References					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Document Reference	Summary				
Shop Trading Hours Act 1990	2016 Amendment enables territorial authorities to adopt an Easter Sunday Shop Trading Policy and establishes the conditions relating to such a policy.				
Revision History					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Environmental Compliance Manager	14 November 2017	Council	2022	#1118913
2	Environmental Compliance Manager	TBC	Council	2027	#1477043

Timaru District Council

Easter Sunday Shop Trading Policy Review

Statement of Proposal

Reasons for policy review

1. The Shop Trading Hours Act 1990 was changed in 2016 to remove inconsistencies in the way Easter Sunday trading occurred across New Zealand. Generally, most shops were not allowed to trade on Easter Sunday except for those granted an exemption including:
 - a. Dairies;
 - b. Service stations;
 - c. Food takeaways, restaurants, cafes;
 - d. Souvenir shops;
 - e. Pharmacies; and
 - f. Garden centres.
2. The law change allowed territorial authorities to develop local Easter Sunday shop trading policies that allow shops (other than those already exempt) to open on Easter Sunday. These policies have to be reviewed every five years, in consultation with the community. Council is keen to undertake this review prior to Easter 2022.

Council's current policy

3. Timaru District Council adopted an Easter Sunday Shop Trading Policy in 2017, allowing shops to open on Easter Sunday if they choose to.
4. It is important to note that other regulations, including the sale of alcohol, still apply to Easter Sunday trading and that staff have the right to choose not to work on Easter Sunday.

What we are consulting on

5. While Council is proposing to keep the policy the same, we are keen to hear your views on whether this is the best option, or whether we should consider changing the policy. There are three options available:
 - a. Keep the policy as it is – Allow trading in the whole District on Easter Sunday;
 - b. Scrap the policy – Revoking the policy would mean that only those shops granted an exemption by the Shop Trading Act are allowed to trade.
 - c. Change the policy – allow trading on Easter Sunday only in specific parts of the District, eg Geraldine, or Timaru.

Advantages and Disadvantages of these options are:

Options	Advantages and Disadvantages
<p>Keep the policy as is</p> <p>Council's preferred option</p>	<p>This option would allow all shops within the Timaru District to continue to trade on Easter Sunday if they choose to do so.</p> <p>Council recognises the importance of the retail sector to the District, and this policy would allow shop owners the choice to open on Easter Sunday. Residents and visitors to the District would therefore have the option to shop if they choose to do so.</p> <p>A policy that applies across the whole District avoids any confusion about which shops will be able to open on Easter Sunday, and removes any element of perceived unfairness by having different rules for different parts of the district.</p> <p>The decision whether to trade on Easter Sunday remains with the shop owner.</p>
<p>Scrap the Policy</p>	<p>Under the Shop Trading Hours Act (the Act) 1990 only a limited range of shops are permitted to open on Easter Sunday. This option preserves limited retail trading on Easter Sunday.</p> <p>Repealing the policy will be seen as a benefit to some shop owners, residents and visitors, and employees for recreational and religious reasons.</p> <p>Others will equally see this as a disadvantage.</p>
<p>Change the policy</p>	<p>This option would allow shops to open in specified areas of the district.</p> <p>The disadvantages of this option are:</p> <ul style="list-style-type: none"> • the potential confusion about which shops can open • a perception that having different rules within the district is unfair on shop owners, shoppers, and employees

6. Council's existing policy is attached.

Easter Sunday Shop Trading Policy



Approved by: Timaru District Council

Date approved: 14 November 2017

1. Purpose

- 1.1. The purpose of this policy is to enable shops within the Timaru District to trade on Easter Sunday if they choose to. This policy neither requires shops to open, or individuals to shop on Easter Sunday.

2. Background

- 2.1. The Shop Trading Hours Amendment Act 2016 made provision for territorial authorities to adopt a local policy to permit shops in the whole or any part(s) of their district to trade on Easter Sunday.
- 2.2. Any such policy is made under the Shop Trading Hours Act 1990 Part 2 (Subpart 1).

3. Definitions

Shop: means a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include:-

- a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or
- b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or
- c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again (as per Shop Trading Hours Act 1990 Section 2).

Act Means the Shop Trading Hours Act 1990.

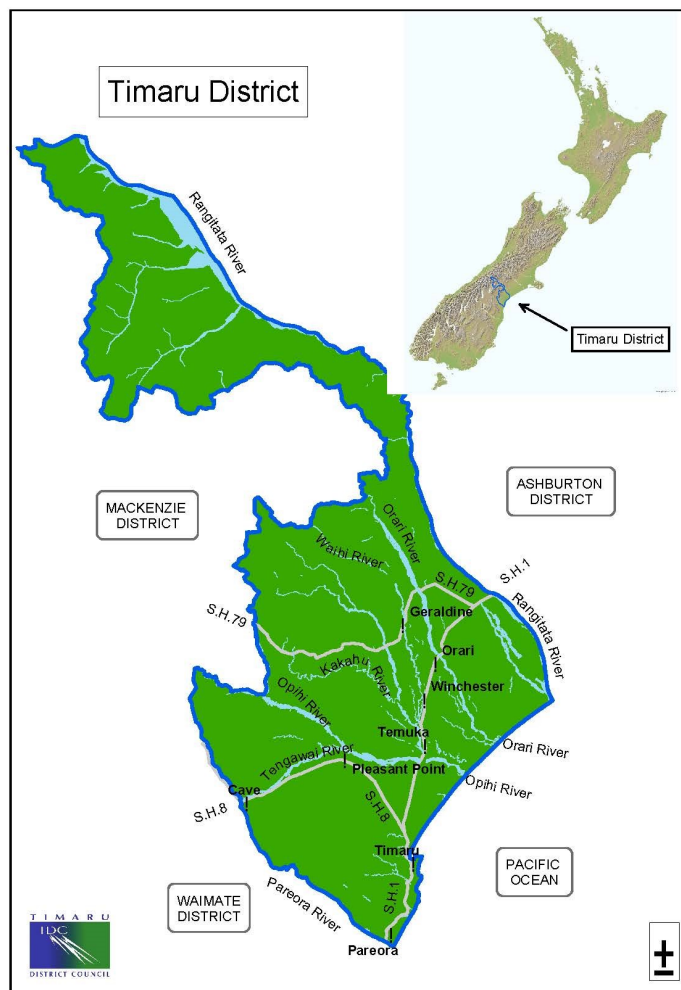
4. Policy

- 4.1. Shop trading is permitted on Easter Sundays throughout the Timaru District.
- 4.2. As provided in the Act, all shop employees have the right to refuse to work on Easter Sunday.

- 4.3. Council is not responsible for the enforcement of this policy. Enforcement is undertaken by the central government department responsible for the administration of the Act.
- 4.4. This Policy does not apply to the sale or supply of alcohol, which is regulated under the Sale and Supply of Alcohol Act 2012.
- 4.5. This Policy will be reviewed no later than 5 years after the date of adoption, as required by the Act.

5. Map of Timaru District

- 5.1. The map below shows the areas where Easter Sunday shop trading is allowed in accordance with this policy – ie. The whole District.



Have your say

1. Before Council makes a final decision on this Policy, we'd like to know your views or suggestions about the Policy.
2. The closing date for submissions is Friday 18 March 2022 at 5pm.
3. There are a number of ways to have your say:
 - a. Fill in the submission form on the next page and send it back to us at:
FreePost Authority Number 95136
Easter Sunday Policy Review
Timaru District Council
PO Box 522
Timaru 7940
 - b. Drop your completed form off at the Timaru District Council main office, or our service centres in Temuka or Geraldine
 - c. Visit www.timaru.govt.nz/tell-us/current-consultations to complete the online form
 - d. Email us your feedback – submission@timdc.govt.nz
 - e. Speak directly to Council at a public hearing on Tuesday 5 April 2022 – let us know by ticking the box on the submission form.
 - f. Or, get in touch with an elected representative. Contact details are available at www.timaru.govt.nz/council/elected-council-members

Timelines

Submissions open	16 February 2022
Submissions close	18 March 2022
Hearing (if required) and Council Meeting to consider feedback and decide on Easter Sunday Trading Policy	5 April 2022

Easter Sunday Shop Trading Policy Review Submission Form

Your Details

First Name: _____

Surname: _____

Organisation
(if applicable): _____

Phone: _____

Email address _____

Do you wish to speak to Council at the public hearing? Yes No

(Please contact Council by email submission@timdc.govt.nz or phone 03 687 7200 by to arrange a speaking time)

Your Views

Tell us which option you prefer

- Keep the policy as it is** – Allow trading in the whole District on Easter Sunday
- Scrap the policy** – Repealing the policy would mean that only those shops granted an exemption by the Shop Trading Act are allowed to trade.
- Change the policy** – allow trading on Easter Sunday only in specific parts of the District. Tell us which parts of the District you think should be allowed to trade.

Tell us why _____

Attach extra paper to submission if required

Privacy Statement

All submissions (including name and contact details) will be included in public documents, at Council offices and Libraries/Service Centres and on Council's website. Personal information will be used for submission administration purposes such as contacting you if you want to speak at the Council hearing.

All information is held by Council, and you have the right to access and correct personal information.

10 Consideration of Urgent Business Items

11 Consideration of Minor Nature Matters

12 Public Forum Items Requiring Consideration

13 Exclusion of Public

13.1 Public Excluded Minutes of the Council Meeting held on 7 December 2021

13.2 Canterbury Water Management Strategy Zone Committee Refresh Cycle 2021 - 2024

13.3 Southern Trust Events Centre Fundraising

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>13.1 - Public Excluded Minutes of the Council Meeting held on 7 December 2021</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>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 protect a person’s privacy</p> <p>Commercial sensitivity</p> <p>To enable commercial or industrial negotiations</p>
<p>13.2 - Canterbury Water Management Strategy Zone Committee Refresh Cycle 2021 - 2024</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>To protect a person’s privacy</p>
<p>13.3 - Southern Trust Events Centre Fundraising</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>