



AGENDA

Commercial and Strategy Committee Meeting

Tuesday, 17 June 2025

Date Tuesday, 17 June 2025

Time Following the Community Services Committee

Location Council Chamber
Timaru District Council
King George Place
Timaru

File Reference 1764657

Timaru District Council

Notice is hereby given that a meeting of the Commercial and Strategy Committee will be held in the Council Chamber, Timaru District Council, King George Place, Timaru, on Tuesday 17 June 2025, at the conclusion of the Community Services Committee meeting.

Commercial and Strategy Committee Members

Clrs Peter Burt (Chairperson), Allan Booth (Deputy Chairperson), Gavin Oliver, Sally Parker, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott, Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor
Chief Executive

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

6 Confirmation of Minutes

6.1 Minutes of the Commercial and Strategy Committee Meeting held on 15 April 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Commercial and Strategy Committee Meeting held on 15 April 2025 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 Commercial and Strategy Committee Meeting held on 15 April 2025



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 15 April 2025

Ref: 1764657

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 15 April 2025 Following the Community Services Committee at 12.24pm**

Present: Clrs Peter Burt (Chairperson), Allan Booth (Deputy Chairperson), Gavin Oliver, Sally Parker, Stu Piddington, Michelle Pye, Owen Jackson, Stacey Scott (Online), Scott Shannon

In Attendance: **Community Board Members:** Ross Munro (Pleasant Point Community Board), Jan Finlayson (Geraldine Community Board)

Officers: Nigel Trainor (Chief Executive), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services and Acting Group Manager Community Services), Jessica Kavanaugh (Team Leader Governance), Maddison Gourlay (Marketing and Communications Advisor), Meghan Taylor (Executive Operations Coordinator)

1 Apologies

1.1 Apologies Received

Resolution 2025/4

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

That the apology of Mayor Nigel Bowen be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Confirmation of Minutes**6.1 Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025****Resolution 2025/5**

Moved: Clr Scott Shannon

Seconded: Clr Allan Booth

That the Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Schedules of Functions Attended**7.1 Schedule of Functions Attended by the Chairperson****Resolution 2025/6**

Moved: Clr Peter Burt

Seconded: Clr Sally Parker

That the Schedule of Functions Attended by the Chairperson be received and noted.

Carried

8 Reports**8.1 Actions Register Update**

The Chairperson spoke to the report to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Councillors were advised the deadline for the consultation period for the Reserve Management Plan for Rangitata Huts. It was asked that in future that Councillors were advised of the Consultation Timelines in advance.

The Group Manager Property gave a further update on the Chrome Platers Building. It was noted the application process has changed and Council's application is being prepared and independently reviewed before submission. After a meeting with a representative from Ministry Business Innovation and Employment (MBIE) Council is confident the site includes the building and land in one application.

Resolution 2025/7

Moved: Clr Peter Burt

Seconded: Clr Sally Parker

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Carried

8.2 Bad Debts Written Off as at 31 March 2025

Resolution 2025/8

Moved: Clr Peter Burt

Seconded: Clr Michelle Pye

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 31 March 2025.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No items of Minor Nature were received.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public

Resolution 2025/9

Moved: Clr Gavin Oliver

Seconded: Clr Michelle Pye

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 as follows at 12.30pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Bad Debts Written Off as at 31 March 2025	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, including the privacy of deceased persons

<p>13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025</p> <p>Matters dealt with in these minutes:</p> <p>13.1 - Bad Debts Written Off as at 31 December 2024</p> <p>13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 18 February 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 18 February 2025.</p>
<p>13.3 - Request for Funding - Geraldine Academy of Performance and Arts Inc.</p>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>

Carried

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 31 March 2025

13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025

13.1 Bad Debts Written Off as at 31 December 2024

13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024

13.3 Request for Funding - Geraldine Academy of Performance and Arts Inc.

14 Readmittance of the Public

Resolution 2025/10

Moved: Cllr Michelle Pye

Seconded: Cllr Gavin Oliver

That the meeting moves out of Closed Meeting into Open Meeting at 12.59pm.

Carried

The Meeting closed at 1.00PM.

.....
Clr Peter Burt
Chairperson

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Schedule of Functions Attended by the Chairperson be received and noted.

Functions Attended by the Chairperson for the Period 01 April 2025 and 03 June 2025.

<i>1 April 2025</i>	Various Council Workshops during April & May 2025
<i>1 April 2025</i>	Various Council Meetings during April & May 2025
<i>10 April 2025</i>	LGNZ Zone 5&6 Conference – Christchurch- 2 days
<i>15 April 2025</i>	Extraordinary Council meeting
<i>15 April 2025</i>	Standing Committees Council Meeting and Workshop
<i>16 April 2025</i>	Aorangi Stadium – Project Steering Group Meeting
<i>16 April 2025</i>	Theatre and Museum Projects Steering Committee Meeting
<i>25 April 2025</i>	ANZAC Day Services – Dawn Parade – Timaru Cemetery – Timaru 10pm sound shell parade as MC.
<i>29 April 2025</i>	People & Performance Meeting, Workshop
<i>6 May 2025</i>	Citizenship Ceremony, Workshop, Council meeting
<i>12 May 2025</i>	Speak with group of local citizens
<i>27 May 2025</i>	Annual Plan Hearings & Deliberation
<i>3 June 2025</i>	Workshop, Council Meeting, Citizenship Ceremony, People and Performance Meeting

Various other drop-ins and meetings were also held with various ratepayers, businesses and/or residents on a range of matters.

Attachments

Nil

8 Reports

8.1 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Commercial and Strategy Committee on the progress of each item.
- 4 There are currently three items on the actions register.
- 5 Two items are marked as ongoing.
- 6 No items are marked as completed, to be proposed to be marked as removed at the next meeting.
- 7 One item is marked as removed and will be taken off the list at the next meeting.

Attachments

1. **Commercial and Strategy Committee Actions Required** [↓](#) 

Information Requested from Councillors (Commercial and Strategy Committee)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Management Plan for the Reserve (Rangitata Huts)		
Date Raised:	16 April 2024	Status:	In Progress
Issue Owner	Group Manager Infrastructure	Completed Date:	
<p>Background: The Councillors requested the Group Manager Property liaise with Group Manager Infrastructure and the Parks & Recreation Manager to create a plan moving forward with an end of May 2024 deadline. A Draft Management Plan is currently underway with the Parks and Recreation Manager. Infrastructure is currently managing the variation to the Draft Management Plan.</p> <p>Update September 2024: A letter has gone out of lessees explaining the issue and the process going ahead. A report is to be presented to the Infrastructure Committee seeking approval to notify the intent to review the management plan and seek feedback.</p> <p>November 2024 update: At the October meeting the Infrastructure Committee considered a report on the intention to undertake a review the Rangitata Management plan and the public notification of this in accordance with the Reserves Act. The Committee supported the review and notification but did not have the delegated authority to approve this. The resolution was to request Council to approve. The referral has not been presented to Council to date.</p> <p>February 2025 update: The Parks Department have compiled a consultation letter for all Hut Holders and will also circulate through other avenues to reach all interested parties. Submissions will close at the end of April 2025 with hearings to follow at the next available Council meeting.</p> <p>18 February Meeting: Clrs asked to receive a copy of the consultation letter when it is circulated.</p> <p>April 2025: The consultation process is underway with all Hut holders and interested parties utilising the campground to respond. Parks Manager will continue with the reporting of the outcome of consultation for any updates or changes to the Rangitata Hut Reserve Management Plan.</p> <p>June 2025: – Consultation period ended 2 May 2025. The time was extended over the Easter period of enable Hut holders to hold a meeting. A report on the consultation has been prepared for the infrastructure committee. Officers are recommending this action be closed from the commercial and strategy actions register and a new action moved to the infrastructure actions register.</p>			

Information Requested	Chrome Platers Building			
Date Raised:			Status:	In Progress
Issue Owner	Group Manager Infrastructure	Due Date:	19 November 2024	Completed Date:
<p>Background: Transferred from Infrastructure Committee Actions Register as delegation sits with Commercial and Strategy Committee for matters relating to property.</p> <p>18 February 2025 Meeting: It was asked that a brief be prepared, and meeting be arranged to be held with the Minister of the South Island/ Rangitata Member of Parliament to bring awareness to the situation and inform them of the history.</p> <p>March 2025 Update: A meeting has been scheduled with the local MP for the 19 March 2025.</p> <p>April 2025 Update: The Mayor and GM Property met with local MP James Meager to discuss 2 North Street. We were encouraged to put forward the Stage 4 application in full and ask for 100% funding and it would be supported. We were asked to copy MP James Meager into the response and he will follow it up once it's with MfE. Possibility that the Environmental Regulatory Manager will continue with this project.</p> <p>June 2025 Update: Currently in discussion with Ecan around requirements for bore holes and testing. The application was submitted on 13 June and is looking to seek 100% funding from MfE for site remediation.</p>				

Information Requested	Building Consent Numbers KPI		
Date Raised:	18 February 2025	Status:	Complete
Issue Owner	Group Manager Environmental Services	Completed Date:	31 March 2025
Background: More information and context was sought on point 7.2 (Annual Plan 2024/25 Six Month Non-Financial Performance Report to 31 December 2024) regarding /the reduction on Building Consent numbers. From the previous quarter, what was it and what is it reduced by and to, in order to reach 39. Circulate the information to the Clrs.			

March Update: The information was circulated to Councillors on 31 March 2025. For the quarter July – Sept 2024 consents received 243, for the 2nd quarter Oct – Dec 2024 consents received 204, therefore the difference of 39. This action can now be closed out.

9 Consideration of Urgent Business Items**10 Consideration of Minor Nature Matters****11 Public Forum Items Requiring Consideration****12 Exclusion of the Public****Recommendation**

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

13.1 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 15 April 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are 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 Commercial and Strategy Committee Meeting held on 15 April 2025 Matters dealt with in these minutes: 13.1 - Bad Debts Written Off as at 31 March 2025 13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 18 February 2025 13.3 - Request for Funding - Geraldine Academy of Performance and Arts Inc.	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 15 April 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 15 April 2025.

*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be

of assistance in relation to the matter to be discussed, is relevant to that matter because [\[specify\]](#)

.

*Delete if inapplicable.

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present;
and
 - (b)shall form part of the minutes of the local authority.”

13 Public Excluded Reports

14 Readmittance of the Public