



# AGENDA

## Ordinary Council Meeting Monday, 23 March 2020

**Date** Monday, 23 March 2020

**Time** 9am

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

**File Reference** 1328554

## **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 Monday 23 March 2020, at 9am.**

### **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 6 members

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

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

Bede Carran

**Chief Executive**

**Order Of Business**

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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 18 February 2020**

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

#### **Recommendation**

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

#### **Attachments**

- 1. Minutes of the Council Meeting held on 18 February 2020**



# MINUTES

## Ordinary Council Meeting Tuesday, 18 February 2020

Ref: 1328554

**Minutes of Timaru District Council  
Ordinary Council Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 18 February 2020 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:** **Community Board Members**  
Janene Adams – Geraldine Community Board  
Gaye Broker – Temuka Community Board

**Council Officers**

Chief Executive (Bede Carran), Group Manager Environmental Services (Tracy Tierney), Group Manager Community Services (Sharon Taylor), Group Manager Commercial and Strategy (Donna Cross), Acting Group Manager Infrastructure (Erik Barnes), Chief Financial Officer (David Codyre), Development Manager (Frazer Munro), Policy Analyst (Fabia Fox), Governance Advisor (Jo Doyle)

**1 Opening Prayer and Waiata**

Josh Taylor, of St Johns Anglican Church offered a prayer for the work of the Council

**2 Apologies**

**Committee Resolution 2020/1**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That the apology from Raewyn Hessel of Pleasant Point Community Board be accepted.

**Carried**

**2 Public Forum**

There was no public forum.

**3 Identification of Urgent Business**

There were no matters of urgent business.

**4 Identification of Matters of a Minor Nature**

**4.1 Delivery of Tourism and Visitor Promotion Services - Public Excluded Item**

The question was asked why this Agenda Item has been included in the Public Excluded portion of the Agenda and a request was received that Council consider the option of moving this report into the Public section of the meeting.



Discussion was held around the sensitivity of this topic and protecting the privacy of the staff affected and whether the level of public interest requires this report to be moved into the open forum.

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

Moved: Cr Steve Wills

Seconded: Cr Stu Piddington

That Council resolves that the Public Excluded report "Delivery of Tourism and Visitor Promotions Services" be moved to the last item of business in the Public meeting.

**Carried**

## **5 Declaration of Conflicts of Interest**

There no declarations of conflicts of interest.

## **6 Confirmation of Minutes**

### **6.1 Minutes of the Council Meeting held on 10 December 2019**

### **Committee Resolution 2020/3**

Moved: Cr Barbara Gilchrist

Seconded: Cr Paddy O'Reilly

That the Minutes of the Council Meeting held on 10 December 2019 be confirmed as a true and correct record of that meeting.

**Carried**

## **7 Schedules of Functions Attended**

### **7.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors**

### **Committee Resolution 2020/4**

Moved: Mayor Nigel Bowen

Seconded: Cr Steve Wills

That the report be received and noted.

**Carried**

### **7.2 Schedule of Functions Attended by the Chief Executive**

### **Committee Resolution 2020/5**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That the report be received and noted.

**Carried**

## **8 Reports**

### **8.1 Adoption of the Canterbury Triennial Agreement**

The Council considered a report by the Strategy and Corporate Planning Manager seeking Council approval for the Canterbury Triennial Agreement 2020-2022, which requires signing by all the Canterbury councils not later than 1 March 2020.

This is the start of the new triennium and at a recent workshop and meeting of the Canterbury Mayors they set the priorities, with a work programme to be completed to achieve these priorities.

It was also noted that roading is topical, and having a collective voice will assist in future discussions.

#### **Committee Resolution 2020/6**

Moved: Cr Peter Burt

Seconded: Mayor Nigel Bowen

1. That the Council:
  - (a) approves the Canterbury Triennial Agreement 2020-22
  - (b) authorises the Mayor to sign the Canterbury Triennial Agreement 2020-22 on behalf of the Timaru District Council.

**Carried**

### **8.2 Establishment and Membership of Subcommittees and other groups**

The Council considered a report by the Mayor on the establishment and membership of remaining subcommittees and groups.

The establishment of these subcommittees is required under various Council policies and for some of these subcommittees their meetings will only be held on an as needed basis. This will finalise Council committee structure until a mid term review of structure.

#### **Committee Resolution 2020/7**

Moved: Cr Steve Wills

Seconded: Cr Peter Burt

That Council:

1. Establishes the following Subcommittees and groups –
  - Theatre Royal Elected Members Reference Group
  - Rates Remission Subcommittee

- Community Awards Selection Panel
  - Donations and Loans Subcommittee
  - Hall of Fame Selection Subcommittee
  - Museum Collection Subcommittee
  - Public Art Advisory Group
  - Russell Hervey Library Fund Subcommittee
  - Youth Initiatives Subcommittee
2. Approves the delegations and Membership for each of the Subcommittees and groups, as set out in Appendix A
  3. Resolves that the Council’s Delegations Manual be updated to include these Subcommittees and groups and their delegations.

**Theatre Royal Elected Members Reference Group**

<b>Type</b>	Reference Group (informal)
<b>Subordinate to</b>	None (informal forum)
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	Nil. Not a decision-making body under the Local Government Act.
<b>Policy Basis</b>	Resolution – Policy and Development Committee – 12.3.19 Terms of Reference – attached
<b>Membership</b>	Mayor, Deputy Mayor, Chairperson Community Services Committee and one Councillor representing the rural community
<b>Functions</b>	To support and advise the staff project team on: 1. Matters of community engagement and user interest 2. Matters of choice at the project teams request 3. Fundraising
<b>Meeting Frequency</b>	1. As required.
<b>Delegations</b>	2. Nil

**Commercial and Strategy Committee**

The following subcommittees and groups report to the Commercial and Strategy Committee.

- Rates Remission Subcommittee

**Rates Remission Subcommittee**

<b>Type</b>	Subcommittee
<b>Subordinate to</b>	Commercial and Strategy Committee
<b>Subordinate Committees</b>	None

<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>3. Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>4. Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Rates Remission Policy, Rates Remission and Postponement Policy on Maori Freehold Land
<b>Membership</b>	Mayor, Chairperson Commercial and Strategy
<b>Quorum</b>	Mayor and Chairperson Commercial and Strategy
<b>Functions</b>	Decision-making on rates remissions appeals where application declined or partly remitted
<b>Meeting Frequency</b>	As required
<b>Delegations</b>	<p>The Commercial and Strategy Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Rates Remission Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. Delegated authority as outlined in the Rates Remission Policy adopted by the Council as part of the Long Term Plan to hear and make a final decision on appeals, where an application for remission has been declined or only partly remitted (as applies in the policy).</li> <li>3. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>

### Community Services Committee

The following subcommittees and groups report to the Community Services Committee.

- Community Awards Selection Panel
- Donations and Loans Subcommittee
- Hall of Fame Selection Subcommittee
- Museum Collection Subcommittee
- Public Art Advisory Group
- Russell Hervey Library Fund Subcommittee
- Youth Initiatives Subcommittee

### Community Awards Selection Panel

<b>Type of Committee</b>	Panel
<b>Subordinate to</b>	Community Services Committee

<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1 Subordinate Decision-Making Body established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>2 Subordinate Decision-Making Body delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Community Awards Policy
<b>Membership</b>	<p>The Selection Panel shall comprise four Councillors appointed at the beginning of each term of Council.</p> <p>The Panel must elect and appoint four community representatives to the Panel for the current term of Council.</p>
<b>Quorum</b>	Two Councillors and two community representatives
<b>Functions</b>	Consider and make decisions on selection of persons for Community Awards and conduct award presentation ceremonies.
<b>Meeting Frequency</b>	As required
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Community Awards Selection Panel shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. Delegated authority to consider and make decisions on nominations for Civic Awards for voluntary service and matters pertaining to the awards presentation ceremony</li> <li>3. Delegated authority to appoint four community representatives for the panel.</li> <li>4. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>

**Donations and Loans Subcommittee**

<b>Type of Committee</b>	Subcommittee
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1 Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> </ol>

	2 Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002
<b>Policy Basis</b>	Donations and Loans Policy
<b>Membership</b>	Chairperson of the Community Services Committee, the Mayor, two Councillors, plus one Councillor representing the rural sector
<b>Quorum</b>	3 Members
<b>Functions</b>	Consideration of applications made under the Donations and Loans Policy and recommendations to the Community Services Committee.
<b>Meeting Frequency</b>	Twice annually
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Donations and Loans Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. Delegated Authority to consider applications made under the Donations and Loans Policy, and bring recommendations to the Community Services Committee.</li> <li><del>3.</del> That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>

**Hall of Fame Selection Subcommittee**

<b>Type of Committee</b>	Subcommittee
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1 Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>2 Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Hall of Fame Policy
<b>Membership</b>	<p>The Mayor (Chairperson), Deputy Mayor, Chairperson Community Services Committee, President of the South Canterbury Historical Society.</p> <p>Chief Executive to appoint TDC staff to advisory committee.</p>
<b>Quorum</b>	3 members
<b>Functions</b>	Decision-making on selection of person for Council’s Hall of Fame.

<b>Meeting Frequency</b>	As required
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li><del>1-</del> That subject to the following limitations the Hall of Fame Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li><del>2-</del> Delegated authority to select persons for Council’s Hall of Fame, who qualify as per the Hall of Fame guidelines adopted by Council.</li> </ol>

**Museum Collection Subcommittee**

<b>Type of Committee</b>	Subcommittee
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1 Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>2 Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Museum Policy
<b>Membership</b>	The Subcommittee comprises an equal number of South Canterbury Historical Society members and Timaru District Councillors, including a Councillor as Chairperson. The Museum Director advises the Subcommittee but has no voting power at Subcommittee meetings. Membership will be appointed by Council or the Community Services Committee.
<b>Quorum</b>	4 members
<b>Functions</b>	Overall responsibility for accessions and deaccessions in accordance with the Museum Collection Policy.
<b>Meeting Frequency</b>	As required
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Museum Collection Committee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. Overall responsibility for accessions and deaccessions in accordance with the Museum Collection Policy (#1240714).</li> </ol>

	<p>3. That the Committee has delegated power to delegate administration of accessioning items into the collection.</p> <p>4. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</p>
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**Public Art Advisory Group**

<b>Type of Committee</b>	Advisory Group
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<p>1 Subordinate Decision-making body established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</p> <p>2 Subordinate Decision-making body delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</p>
<b>Policy Basis</b>	Art in Public Spaces Policy
<b>Membership</b>	<p>The group will comprise up to 7 members including the Council manager responsible for the site, another with expertise in arts, with another Council staff member with knowledge of maintenance, health and safety or another relevant discipline if required. Up to four members of the community with a background in arts, architecture, landscape architecture, tangata whenua, or urban design will complete the membership of the group.</p> <p>There is no Councillor membership on the group.</p> <p>The policy states Council will appoint membership.</p>
<b>Quorum</b>	4 members
<b>Functions</b>	<ul style="list-style-type: none"> <li>- Assessment of public art work proposals against acceptance criteria and recommendation to Community Services Committee or Community Board where within the Temuka, Pleasant Point or Geraldine wards</li> <li>- Advice around relocation and removal of permanent public artworks.</li> </ul>
<b>Meeting Frequency</b>	As required
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <p>1. That subject to the following limitations the Public Arts Advisory Group shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</p>



	<ol style="list-style-type: none"> <li>2. To consider the receipt of art donations and their location in outdoor public spaces and make recommendation to the Community Services Committee.</li> <li>3. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>
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**Russell Hervey Library Fund Subcommittee**

<b>Type of Committee</b>	Subcommittee
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1 Subordinate Decision-making body established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>2 Subordinate Decision-making body delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Russell Hervey Library Fund Policy
<b>Membership</b>	Chairperson of Community Services Committee, Libraries Manager and Group Manager Community Services
<b>Quorum</b>	Two Members
<b>Functions</b>	Decision-making on application of Russell Hervey Library Fund
<b>Meeting Frequency</b>	As required.
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Russell Hervey Library Fund Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. To apply the capital and/or accumulated income of the Russell Hervey Library Fund for the purposes of the Timaru District Library in accordance with the terms of the gift.</li> <li>3. That in respect of matters requiring financial input:             <ol style="list-style-type: none"> <li>(a) The subcommittee has the power to approve funding where provision has been made in the annual Budget.</li> </ol> </li> <li>4. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>

**Youth Initiatives Subcommittee**

<b>Type of Committee</b>	Subcommittee
<b>Subordinate to</b>	Community Services Committee
<b>Subordinate Committees</b>	None
<b>Legislative basis</b>	<ol style="list-style-type: none"> <li>1. Subcommittee established pursuant to clause 30 and 31 of Schedule 7 of the Local Government Act 2002</li> <li>2. Subcommittee delegated powers by Council pursuant to clause 32 of Schedule 7 of the Local Government Act 2002</li> </ol>
<b>Policy Basis</b>	Youth Initiative Funding Policy
<b>Membership</b>	The Mayor, Chairperson Community Services Committee, one other Councillor, the Safer Communities Project Manager, a Youth Services Worker from YMCA South and Mid Canterbury with authority to select and appoint two youth representatives. Membership will be appointed by Council or the Community Services Committee.
<b>Quorum</b>	4 members
<b>Functions</b>	Decision-making on allocation of Youth Initiatives Funding and appointment of two youth representatives to the Subcommittee.
<b>Meeting Frequency</b>	Twice yearly
<b>Delegations</b>	<p>The Community Services Committee delegates the following general powers, duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. That subject to the following limitations the Youth Initiatives Subcommittee shall have power to act in all matters concerning the functions granted by Council provided they do not conflict with the stated policy of the Council.</li> <li>2. Delegated authority to allocate funds under the Youth Initiatives Funding scheme and appoint two youth representatives.</li> <li>3. That in respect of matters requiring financial input: <ol style="list-style-type: none"> <li>(a) The subcommittee has the power to approve funding where provision has been made in the annual Budget.</li> </ol> </li> <li>4. That minutes of subcommittee meetings contain details of subcommittee decisions made under delegated authority.</li> </ol>

**Carried****8.3 Appointments**

The Council considered a report by the Mayor on appointments to the subcommittees, groups and organisations.

**Committee Resolution 2020/8**

Moved: Cr Sally Parker

Seconded: Cr Barbara Gilchrist

That the Council approves the recommended appointments to subcommittee, groups and other organisations as set out in this report.

<b>Theatre Royal Reference Group</b>	
Membership	Mayor ( <i>Nigel Bowen</i> ), Deputy Mayor ( <i>Clr Steve Wills</i> ), Chairperson Community Services Committee ( <i>Clr Richard Lyon</i> ) and one Councillor representing the rural area ( <i>Clr Paddy O'Reilly</i> )
<b>Commercial and Strategy Committee – Subcommittees/Panels/Groups</b>	
<b>Rates Remissions Subcommittee</b>	
Membership	Mayor ( <i>Nigel Bowen</i> ), Chairperson Commercial and Strategy ( <i>Clr Peter Burt</i> )
Chairperson	Mayor
Deputy Chairperson	Chairperson Commercial and Strategy
<b>Community Services Committee – Subcommittees/Panels/Groups</b>	
<b>Community Awards Selection Panel</b>	
Membership	Four Councillors – <i>Clr Allan Booth, Clr Peter Burt, Clrs Paddy O'Reilly, and Clr Sally Parker</i> , with authority to select and appoint four community representatives
Chairperson	Decision of Panel
Deputy Chairperson	Decision of Panel
<b>Donations and Loans Subcommittee</b>	
Membership	Chairperson of the Community Services Committee ( <i>Clr Richard Lyon</i> ), the Mayor ( <i>Nigel Bowen</i> ), two Councillors – <i>Clr Barbara Gilchrist and Clr Steve Wills</i> plus one Councillor representing the rural sector – <i>Clr Gavin Oliver</i>
Chairperson	Decision of Subcommittee
Deputy Chairperson	Decision of Subcommittee
<b>Hall of Fame Selection Subcommittee</b>	
Membership	The Mayor ( <i>Nigel Bowen</i> ), Deputy Mayor ( <i>Clr Steve Wills</i> ), Chairperson Community Services Committee ( <i>Clr Richard Lyon</i> ), President of the South Canterbury Historical Society ( <i>Ray Bennett</i> )
Chairperson	Decision of Subcommittee
Deputy Chairperson	Decision of Subcommittee

<b>Museum Collection Subcommittee</b>	
Membership	Community Services Committee Chairperson ( <i>Clr Richard Lyon</i> ) and <i>Clr Sally Parker</i> plus two South Canterbury Historical Society representatives
Chairperson	Decision of Subcommittee
Deputy Chairperson	Decision of Subcommittee
<b>Russell Hervey Library Fund Subcommittee</b>	
Membership	Chairperson of Community Services Committee ( <i>Clr Richard Lyon</i> ), Libraries Manager ( <i>Adele Hewlett</i> ) and Group Manager Community Services ( <i>Sharon Taylor</i> )
Chairperson	Decision of Subcommittee
Deputy Chairperson	Decision of Subcommittee
<b>Youth Initiatives Subcommittee</b>	
Membership	The Mayor ( <i>Nigel Bowen</i> ), Chairperson Community Services Committee ( <i>Clr Richard Lyon</i> ), one other Councillor – <i>Clr Barbara Gilchrist</i> , the Safer Communities Project Manager ( <i>Viv Wood</i> ), a Youth Services Worker from YMCA South and Mid Canterbury ( <i>Cath Slee/Christina Griffin</i> ) with the subcommittee having delegated authority to select and appoint two youth representatives.
Chairperson	Decision of Subcommittee
Deputy Chairperson	Decision of Subcommittee
<b>Bluestone House Trust (deregistered)</b>	
Membership	Appointment not required at this time.
<b>Fraser Park Trust (disestablished)</b>	
Membership	Appointment not required.
<b>Lions/Caroline Bay Train Trust</b>	
Membership	1 Member appointed by Council - Ray Bennett
<b>Timaru District Heritage Fund Trust Board (registered)</b>	
Membership	1 Member appointed by Council – Chairperson Commercial and Strategy (Cr Peter Burt)
<b>Strengthening Families</b>	
Membership	1 Member appointed by Council – Nigel Bowen

Carried

#### **8.4 Aorangi Stadium Trust - Appointment of Members**

The Council considered a report by the Mayor to make appointments of Trustees to the Aorangi Stadium Trust for the 2019 to 2022 Council Term.

##### **Committee Resolution 2020/9**

Moved: Cr Richard Lyon

Seconded: Cr Paddy O'Reilly

- a That Clrs Stu Piddington and Allan Booth be appointed as Trustees to the Aorangi Stadium Trust (replacing David Jack and Andrea Leslie).
- b That Council approves Peter Burt and Sally Parker continuing as Trustees of Aorangi Stadium Trust.

**Carried**

#### **8.5 Timaru District Holdings Limited Review: Work Programme**

The Council considered the work programme to implement the recommendations contained in the MartinJenkins' Review of Timaru District Holdings Limited (TDHL).

This report provides an update on the work that has been completed such as the State of Expectations (SoE). There are a number of recommendations, and work streams in the attachment, and the corresponding timeline and sequence will be presented at the next Council meeting.

##### **Committee Resolution 2020/10**

Moved: Cr Peter Burt

Seconded: Cr Sally Parker

That Council approves the attached work programme for implementing the recommendations of the MartinJenkins' Review of Timaru District Holdings Limited

**Carried**

#### **8.6 Delivery of Tourism and Visitor Promotion Services**

The Council considered a report by the Chief Executive presenting options for the delivery of Council's tourism and visitor promotions services.

Discussion was held around why this report was being tabled now after Council decided in July 2019 to move the delivery of this service back into Council with KPI's and service levels being met. The delivery of this service was consulted with major stakeholders at the time and has been in place for less than 12 months.

The Mayor responded that he believes Tourism is a subset of Economic Development (ED) and that this like other ED is best delivered by Council's economic development agency. The Mayor also stated that Council was more of an economic enabler particularly around infrastructure and that this is where it should focus.

Further discussion ensued in respect to the current spend on Tourism and why this information is not included in the report, however it was explained that this report was not designed as a review of the current performance but to provide options for alternatives for the delivery of this service,

largely within the same fiscal envelope, although there may be a request for more funds in the future.

Concern was expressed that should the current in-house service delivery model be removed from Council, there is a risk of lack of governance oversight and reporting over what is happening including the spend involved and the potential for the budget to be exceeded.

It was acknowledged these are valid points, however the annual Statement of Intent that is required from Council's CCO's ensures there is governance oversight and transparency required to manage performance targets and budget spends. It was also noted that with the strategy established and set now was an appropriate time to have the service delivery moved to the economic development agency.

**Carried 8/2**

### **Committee Resolution 2020/11**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

That Council will move the deliver of Tourism and Visitor Promotion Services to Aoraki Development.

In Favour: Clrs Nigel Bowen, Allan Booth, Peter Burt, Barbara Gilchrist, Gavin Oliver, Paddy O'Reilly, Stu Piddington and Steve Wills

Against: Clrs Richard Lyon and Sally Parker

**Carried 8/2**

**Carried**

## **9 Consideration of Urgent Business Items**

There were no matters of urgent business to consider.

## **10 Consideration of Minor Nature Matters**

There were no matters of minor nature to consider.

## **10 Public Forum Items Requiring Consideration**

There were no public forum items.

## **11 Resolution to Exclude the Public**

### **Committee Resolution 2020/12**

Moved: Mayor Nigel Bowen

Seconded: Cr Barbara Gilchrist

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Council Meeting held on 10 December 2019</b>	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

**Carried**

**12 Public Excluded Reports**

**12.1 Public Excluded Minutes of the Council Meeting held on 10 December 2019**

**13 Readmittance of the Public**

**Committee Resolution 2020/13**

Moved: Mayor Nigel Bowen

Seconded: Cr Peter Burt

That Council moves out of Closed Council into Open Council.

**Carried**

**The meeting closed at 3.45pm.**

.....  
**Chairperson**

## 8 Schedules of Functions Attended

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

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Authoriser:** Nigel Bowen, Mayor

#### Recommendation

That the report be received and noted.

#### Functions Attended by the Mayor for the Period 4 February 2020 to 18 March 2020.

<i>8 February 2020</i>	Presented badges and awards at the Timaru Fire Brigade Honours evening
<i>10 February 2020</i>	Mentoring session with Tuia Programme candidate
<i>11 February 2020</i>	Attended monthly meeting with SC Chamber of Commerce Attended Sister Cities Committee meeting Attended and opened Grantlea Downs Primary School bike track
<i>13 February 2020</i>	Attended and spoke to the Timaru Probus group
<i>14 February 2020</i>	Attended Timaru District Holdings Ltd meeting
<i>15 February 2020</i>	Attended Retro Rock Concert at SC Museum
<i>17 February 2020</i>	Attended tour of Downlands Water Supply Scheme
<i>18 February 2020</i>	Attended Hui at Arowhenua Marae Conducted February Citizenship Ceremony Chaired February Council meeting Attended Tenders and Procurement meeting
<i>19 February 2020</i>	Attended ARA polytechnic Business Breakfast Filmed a short promotional video for South Canterbury Kindergarten 75 <sup>th</sup> Jubilee Met with Penguins First Timaru group Met with Waimataitai Primary School, School Councillors
<i>20 February 2020</i>	Attended tour of Aigantighe House Gallery Attended Strengthening Families LMG meeting Attended Alpine Energy Shareholders meeting Attended Autoworld BA5 function
<i>21 February 2020</i>	Monthly radio conversation on the Breeze (Mayoral Musings)



- Opened and attended the South Canterbury International Student Mayoral Welcome 2020
- 24 February 2020* Attended meeting with local Mayors in Oamaru  
Attended Mayors Meeting with Hunter Downs Irrigation Trust
- 25 February 2020* Visit to the Alliance/Coastal Walkway  
Attended Council Workshop
- 26 February 2020* Mentoring session with Tuia Programme candidate  
Attended Poulston Sculptures Formal Acceptance Ceremony
- 27 February 2020* Radio New Zealand –Interview, ‘First Up with Timaru Mayor Nigel Bowen’  
Attended Regional Transport Committee meeting  
Attended Canterbury Mayoral Forum
- 28 February 2020* Attended Canterbury Mayoral Forum  
Attended Civil Defence Emergency Management Joint Committee meeting
- 29 February 2020* Attended Waimataitai School Fair
- 2 March 2020* Met with local National MP  
Attended Timaru District Holdings Limited meeting  
Attended Temuka Community Board
- 3 March 2020* Attended monthly meeting with SC Chamber of Commerce  
Attended Tenders and Procurement meeting  
Attended Council Workshops  
Attended Pleasant Point Community Board meeting
- 4 March 2020* Attended 2020 Tuia Programme Mayoral Workshop in Wellington
- 5 March 2020* Attended the LGNZ Rural and Provincial meeting in Wellington (2 days)
- 7 March 2020* Opened CommUNITY Extravaganza 2020  
Attended the Winchester A&P Show
- 8 March 2020* Attended Mental Health Tractor Trek at Caroline Bay
- 9 March 2020* Mentoring session with Young Enterprise Studies – Roncalli  
Meeting with Council, SCDHB representatives and the United Nations Independent Expert on the enjoyment of all human rights by older persons
- 10 March 2020* Attended Young Chamber of Commerce Breakfast  
Attended Council Standing Committee meetings  
Attended Council Workshop
- 11 March 2020* Met with the Waimate District Mayor

	Attended meeting with SC Chamber of Commerce
	Attended Copyfast BA5 function
<i>12 March 2020</i>	Met with Aoraki Development team
	Attended CPlay meeting
<i>16 March 2020</i>	Attended Covid-19 Planning meeting
<i>17 March 2020</i>	Attended Council Workshop

In addition to these duties I met with 14 members of the public on issues of concern to them.

**Functions Attended by the Deputy Mayor for the Period 4 February 2020 to 18 March 2020.**

<i>15 February 2020</i>	Open and spoke at the National Dahlia Society Show
<i>29 February 2020</i>	Attended Quintin Hix, Swearing-in Ceremony
<i>1 March 2020</i>	Opening Children's day 2020 at Caroline Bay
	Presented awards at Hadlow to Harbour event
<i>7 March 2020</i>	MC at CommUNITY Extravaganza 2020
<i>8 March 2020</i>	Attended Mental Health Tractor Trek at Caroline Bay
<i>14 March 2020</i>	Opened Trillian Trek 2020
<i>17 March 2020</i>	Spoke at Launch of the First Community Driver Mentor Programme for the Timaru District

**Attachments**

**Nil**

**8.2 Schedule of Functions Attended by the Chief Executive****Author: Alesia Cahill, Executive Assistant to the Mayor****Authoriser: Nigel Bowen, Mayor****Recommendation**

That the report be received and noted.

**Functions Attended by the Chief Executive for the Period 4 February 2020 and 18 March 2020.**

<i>4 February 2020</i>	Met with Rununga regarding Rangitata flood event
<i>11 February 2020</i>	Met with South Canterbury Chamber Reps
<i>13 February 2020</i>	Met with representatives of Fraser Park Community Trust
<i>14 February 2020</i>	Attended Timaru District Holding Limited meeting
<i>18 February 2020</i>	Attended Hui at Arowhenua Marae Attended February Citizenship Ceremony Attended February Council meeting Attended Tenders and Procurement meeting
<i>19 February 2020</i>	Met with Chief Executive PrimePort Timaru Ltd Met with representatives of the ARA Institute
<i>20 February 2020</i>	Attended Alpine Energy Shareholders meeting Attended Autoworld BA5 function
<i>21 February 2020</i>	Met with representative of Arowhenua Marae
<i>25 February 2020</i>	Met with facilitator to discuss Council visions, community, outcomes. Attended Council Workshop Met with South Canterbury Manager ECan
<i>26 February 2020</i>	Met with representative from Aoraki Environmental Consulting Limited
<i>27 February 2020</i>	Met with Chief Executive Aoraki Development Attended Regional Transport Committee meeting Attended Canterbury Mayoral Forum
<i>28 February 2020</i>	Attended Canterbury Mayoral Forum Attended Civil Defence Emergency Management Joint Committee meeting
<i>2 March 2020</i>	Attended Timaru District Holding Limited meeting
<i>3 March 2020</i>	Attended monthly meeting with SC Chamber of Commerce Attended Tenders and Procurement meeting

	Attended Council Workshops
<i>4 March 2020</i>	Attended Geraldine Community Board Meeting
<i>5 March 2020</i>	Attended the LGNZ Rural and Provincial meeting in Wellington (2 days)
<i>10 March 2020</i>	Attended Council Standing Committee meetings Attended Council Workshop
<i>11 March 2020</i>	Attended meeting with SC Chamber of Commerce Attended Copyfast BA5 function
<i>12 March 2020</i>	Met with Aoraki Development team Attended Timaru District Holding Limited meeting
<i>16 March 2020</i>	Attended Canterbury Corporate Forum in Rolleston
<i>17 March 2020</i>	Attended Council Workshops

**Attachments****Nil**

## 9 Reports

### 9.1 Draft Annual Plan 2020/21

**Author:** David Codyre, Chief Financial Officer  
Mark Low, Strategy and Corporate Planning Manager

**Authoriser:** Bede Carran, Chief Executive

#### Recommendation

That the Council:

- Considers the proposed 2020/21 annual plan projects, budget and fees and charges
- Considers and make decisions on feedback received from Community Boards
- Considers and makes decisions on the additional expenditure requests as provided with this report
- Confirms the proposed consultation approach for the Annual Plan 2020/21
- Provides any other feedback

#### Purpose of Report

- 1 The purpose of this report is to present the proposed annual plan projects, draft budget and fees and charges (budget document circulated separately) for 2020/21.
- 2 Please note the impact of Covid19 on our operations has not been taken into account when developing this budget. This will require consideration at the Council budget meeting and as the situation evolves.

#### Assessment of Significance

- 3 The consideration of the Annual Plan/budget is considered of low to medium significance in accordance with the Council's Significance and Engagement Policy. The level of engagement on the Annual Plan process will be confirmed by the Council as part of this meeting.

#### Background

- 4 The Local Government Act 2002 requires the Council to prepare an Annual Plan for each financial year.
- 5 Under Section 95 of the Local Government Act, the purpose of an Annual Plan is to:
  - a) *contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and*
  - b) *identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and*
  - c) *provide integrated decision-making and co-ordination of the resources of the local authority; and*
  - d) *contribute to the accountability of the local authority to the community.*

- 6 The annual plan contains the proposed annual work programme, budget and funding impact statement and identifies any variation from year 3 of the 2018-2028 Long Term Plan adopted by Council in June 2018. It also covers the fees and charges proposed to be charged by the Council for various services in the 2020/21 year.
- 7 The Annual Plan represents an exceptions-based document rather than being for the purpose of revisiting the third year of the Long Term Plan 2018-28. The Council is required to review the Long-term Plan this year and this is being prepared for the period 2021-31.
- 8 Community Boards are considering draft information relating to their areas and any feedback will be provided at the meeting.

**Draft Annual Plan 2020/21 Overview**

- 9 This budget is based on the third year of the LTP but reflects changes that have occurred since its adoption in June 2018. These include reprioritisation or rephasing of some projects, the impact of how the Council organisation operates, changes in funding, some new projects and changes in the Council’s obligations under government legislation.

**Major Projects**

- 10 Timaru District Council will be continuing its major projects as set out in year 3 of the Long Term Plan, albeit with some changes to the timing of projects.

Project	LTP Budget 2020/21 (\$m)	Draft Annual Plan Budget 2020/21 (\$m)  <i>*Figures below include or reflect changes in the timing or phasing of projects across LTP years, where applicable</i>
Cemetery Replacement	1.7	1.7
Theatre Royal Upgrade/Heritage Facility Centre	2.6	5.4m <i>(Theatre/Heritage projects now combined/re-phasing)</i>
Bridge Replacements	1.2	0.8
Pavement Rehabilitation	2.2	3.0
Minor Improvement Works	0.8	0.8
Kerb and Channelling	1.2	1.2
Footpath improvements/renewals	1.0	1.67

Project	LTP Budget 2020/21 (\$m)	Draft Annual Plan Budget 2020/21 (\$m)  *Figures below include or reflect changes in the timing or phasing of projects across LTP years, where applicable
Washdyke Road Network Improvements	1.6	1.6
Timaru CBD Carparking	1.6	0.85
Waste Minimisation – All Projects	1.1	0.5
Urban Water – Various Projects	4.7	19.6
Downlands – 82% Treatment Plant Upgrade	4.1	4.1
Caroline Bay Soundshell Seating ( <i>moved forward from 2021/22</i> )		1.68

- 11 A number of projects have also been highlighted as part of community board discussions in the last week, and these are outlined below:

Project	Proposed Cost 2020/21 (\$m)
<b>Geraldine</b>	
Sewer – Talbot Street	\$0.96
Stormwater – Huffey Street Upgrade	\$0.2
Te Moana Water Supply upgrade	\$0.344
Te Moana Storage and Treatment Upgrade	\$2.2
Tiplady Road Roundabout	\$2
Geraldine Footpaths	\$0.18
<b>Pleasant Point</b>	
Stormwater Upgrades	\$0.2
Pleasant Point Footpaths	\$0.1
Harrison Road Bridge Replacement	\$0.25
<b>Temuka</b>	
Sewer Upgrades	\$1
Fraser St Stormwater Upgrade	\$0.2
Temuka Water Storage	\$1.1

Project	Proposed Cost 2020/21 (\$m)
Temuka Water Headworks	\$0.25
Temuka Pool Upgrade	\$1.2
Temuka Aviary Rebuild	\$0.1
Temuka Footpaths	\$0.2

- 12 There are some projects which have not been included in the proposed plan to be discussed at the meeting. These are outlined in the papers sent with this report. The impact of these projects, if included is outlined below:

Project	Opex/Capex	Cost	Funding	Reason
Airport Runway Renewal (Attached)	Capex	\$660,000	Loan Funding	Required as part of larger maintenance programme in two years.
Airport Carparking (Attached)	Capex	\$63,000	Loan Funding	Additional Drop Off Parks. Currently insufficient parking.
Orari Back Road Sealing (Recommendation)	Capex	\$900,000 estimate	To be confirmed	Geraldine Community Board request.
Additional Staff	Opex	To be confirmed as part of the budget discussion.	Rates	Additional positions for: Parks, 1 FTE Parks .5 Shared/Property .5 Shared IT, 1 FTE Communications .6 FTE.
Aoraki Development	Opex	\$120,000	Rates	Requested by Aoraki Development in its draft SOI. Does not include funding for Tourism/Visitor Promotion.

- 13 Some other projects may be proposed as part of the community board discussions held in the last week, and these will be presented at the meeting.



**Variations to the 2020/21 Budget from Year 3 LTP**

- 14 Personnel Costs have increased \$3.6 million from the LTP. \$1.9 million is attributable to the 2019/20 Budget, with \$1.7 million spending relating to the proposed 2020/21 budget. Of this, \$900,000 can be attributed to minimum wage movement and proposed remuneration increases. The remaining \$800,000 is made up of new positions or rescaling of existing positions.
- 15 There are a number of new positions, which are comprised of:
- 15.1 A Senior Programme Delivery Manager role focused on enhancing the delivery and oversight of key Council projects
  - 15.2 Three roles into People & Capability, (two permanent and one fixed term). One focused on overhauling the performance framework and the way we measure and monitor staff performance, another focused on building our learning and development capacity and improving performance, while the third position focuses on advising staff and managers on recruitment, performance and various personnel issues
  - 15.3 A fixed term Digitisation Project Officer working on the scanning project for the Building Unit files and records
  - 15.4 Backfill roles into the Land Transport Unit for the Development Manager and increased Airport Operations role.
  - 15.5 A general increase in paid hours for a number of areas, including Property, Fitness and Planning. This is in response to increase demand, compliance and legislative requirements
  - 15.6 In addition, market pressures and competition when recruiting vacant positions have driven up the 'replacement' cost, impacting our total remuneration costs
- 16
- 17 Contractor costs have increased \$2.3 million from the LTP. \$1.6 million can be attributed to the Council's Infrastructure activities reflecting changes in their work programmes and increased costs for services. The remainder can be attributed to increases in Parks maintenance \$375,000, and to increased costs spread over the remainder of the Council's activities.
- 18 Elected Member's remuneration varies \$122,000 from the LTP. This figure is set by the Remuneration Authority.
- 19 Carbon Credit Costs are proposed to increase up to \$650,000 on the LTP figure. This is a result of an increase in the cost of Units and increased use of Council's landfill facilities.
- 20 The cost of insurance has increased 70% on the proposed LTP figure. This can be attributed to the increasing cost of insurance and a move from indemnity to replacement costs on certain assets. This is subject to the upcoming insurance renewal process.
- 21 Planning Consultant Costs associated with the District Plan Review have been carried forward from the 2019/20 year. This has created an \$820,000 variance to the LTP.
- 22 Other Consultant Costs have increased \$729,000 on the LTP. \$400,000 of this can be attributed to increased support across the infrastructure units, with the remainder spread across other Council Units.

- 23 The IT costs of \$500,000 have been carried forward from 2019/20 meaning a variance of that amount to the LTP.
- 24 The dividend received from Timaru District Holdings Limited is projected to decrease \$850,000 on Year 3 LTP. There will be a reduction of \$200,000 in interest received from the Holdings Company which is offset by a reduction of \$850,000 of subvention payments paid.
- 25 Software operating costs are proposed to increase \$370,000 on the LTP. This relates to increased costs of existing software licenses, and additional software required by the organisation to operate.
- 26 Finance Costs are projected to decrease \$1.8M due to lower borrowing costs and less debt being required than forecast in the LTP.
- 27 The budget is proposing to carry out \$64 million of Capex in 2020/21. This is a variance of \$29 million against the LTP. The majority of the variance to LTP relates to projects in the Infrastructure, and Recreation and Leisure space being re-phased into the 2020/21 budget. \$1.68 million relates to the Bleachers project being proposed to be moved forward from Year 4 of the LTP. Approximately \$3m represents contingency, which may not go ahead in FY20/21 (sewer \$1m, cemetery \$1.7m, seal extension \$330k, pumps \$70k). The Capex programme will be reviewed during the submission process, in light of circumstances such as Covid19. It is to be noted that the timing of this work means the annual costs of funding and depreciation (i.e. operational cost having rates effect) comes into effect in FY2021/22.
- 28 The Council's share of Downlands Capex is \$18 million. The variance of \$12.6 million from LTP can be attributed to a re-phasing of the budget.

#### **Rates Impact**

- 29 The 2020/21 budget is based on year 3 of the 2018/28 Long Term Plan. Year Three of the Long Term Plan originally forecast a 7.09% overall rates increase in district-wide rates (including inflation). Since this time, there have been numerous changes and circumstances which have impacted on the Council's work programme and budget, and subsequent sources of funding.
- 30 Council has a self-imposed limit on rate increases via its Financial Strategy of 6% plus inflation, forecast in the Long Term Plan 2018-28 assumptions for the 2020/21 year of 2.2%.
- 31 The proposed plan has an indicative increase in district-wide rates for FY2020/21 of 8.02%. The main impacts on total rates for average value properties are outlined in the table below. A Timaru residential property with an average land value of \$148,600 will pay an additional \$2.91 per week in Rates.

#### **Table - Rate Movement for Average Residential Properties and Indicative Rural/Commercial Properties**

**Timaru District Council  
Rates per household 2020/21**

	Residential					Rural		Commercial
	Geraldine	Pleasant Point	Temuka	Timaru				
Land Value	\$166,400 <i>(Average)</i>	\$137,500 <i>(Average)</i>	\$105,600 <i>(Average)</i>	\$148,600 <i>(Average)</i>	\$389,900 <i>(Sample)</i>	\$1,493,800 <i>(Sample)</i>	\$3,898,800 <i>(Sample)</i>	\$403,600 <i>(Sample)</i>
UAGC	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00	\$704.00
General Rates	\$461.58	\$381.41	\$292.92	\$412.20	\$540.77	\$2,071.82	\$5,407.42	\$4,478.17
<b>General Rates (including UAGC)</b>	<b>\$1,165.58</b>	<b>\$1,085.41</b>	<b>\$996.92</b>	<b>\$1,116.20</b>	<b>\$1,244.77</b>	<b>\$2,775.82</b>	<b>\$6,111.42</b>	<b>\$5,182.17</b>
Community Works and Services	\$368.48	\$8.03	\$288.32	\$180.07	\$22.78	\$87.29	\$227.83	\$489.09
Community Boards	\$3.00	\$5.00	\$3.50					
Sewer	\$364.00	\$364.00	\$364.00	\$364.00				\$364.00
Waste Management	\$338.00	\$338.00	\$338.00	\$338.00				\$338.00
Water	\$435.00	\$435.00	\$435.00	\$435.00				\$435.00
<b>Targeted Rates</b>	<b>\$1,508.48</b>	<b>\$1,150.03</b>	<b>\$1,428.82</b>	<b>\$1,317.07</b>	<b>\$22.78</b>	<b>\$87.29</b>	<b>\$227.83</b>	<b>\$1,626.09</b>
<b>Total Rates</b>	<b>\$2,674.06</b>	<b>\$2,235.44</b>	<b>\$2,425.75</b>	<b>\$2,433.27</b>	<b>\$1,267.55</b>	<b>\$2,863.11</b>	<b>\$6,339.25</b>	<b>\$6,808.25</b>
2019/20 rates	\$2,447.54	\$2,101.00	\$2,289.23	\$2,281.93	\$1,217.77	\$2,663.88	\$5,814.43	\$6,252.21
Increase % over 19/20	9.25%	6.40%	5.96%	6.63%	4.09%	7.48%	9.03%	8.89%
Increase \$ over 19/20	\$226.52	\$134.44	\$136.52	\$151.34	\$49.78	\$199.23	\$524.82	\$556.04
Increase \$ per week over 19/20	\$4.36	\$2.59	\$2.63	\$2.91	\$0.96	\$3.83	\$10.09	\$10.69
Cost per week	\$51.42	\$42.99	\$46.65	\$46.79	\$24.38	\$55.06	\$121.91	\$130.93
Cost per day	\$7.33	\$6.12	\$6.65	\$6.67	\$3.47	\$7.84	\$17.37	\$18.65

32 The impact of these rate changes will vary according to the services received by individual ratepayers, their location in the district and the land value of their properties.

33 The total rate revenue forecast for collection in 2020/21 is \$56.4M. This is below the \$58.2M what was forecast in Year 3 of the Long Term Plan 2018-28, although a number of changes have occurred since the 2018-28 Plan was developed. The reduction in rates required can be attributed in part to a reduction in finance costs, due to lower interest costs and a modified capital programme. In addition, Council adopted a 4.7% rates increase last year against a proposed LTP increase of 7.5% when resulted in a lesser rates requirement.

**Fees and Charges**

34 The draft Fees and Charges schedule, showing changes is distributed separately as Appendix A.

35 There are mostly small increases for a number of activities to reflect the costs associated with providing these services and facilities. In some areas, fees and charges are being impacted by changing market conditions or government regulation, such as in waste/waste minimisation where the cost associated with meeting our carbon liability is expected to increase reasonably significantly.

**2020/21 Annual Plan Approach**

36 The proposed annual plan/budget is based on delivering the service levels adopted in the LTP 2018-28 and subsequent decisions resolved by Council.

37 The level of consultation on an Annual Plan is subject to the Council’s discretion depending on its assessment against Section 82 of the LGA and the ‘significance’ or ‘materiality’ of

differences to the LTP or how the Council chooses to. The Annual Plan is not required to go through a formal Special Consultative Procedure as previously occurred. The level of consultation can be tailored to the significance of the issues being considered and should give effect to the consultation principles under the LGA (S82) as appropriate.

- 38 Where consultation occurs, a Consultation Document (CD) is prepared. The focus of the CD can only be around the 'significant' and 'material' changes between the 2020/21 year in the LTP 2018-28 and the Annual Plan 2020/21.
- 39 The level of consultation on the 2020/21 Annual Plan will be confirmed by the Council when it is considered in March, and the Community Board views are welcome.
- 40 If consultation is confirmed, it will likely take the form of a consultation document included as part of a community newspaper, and made available through other means (e.g. Council's website, service centres) and through general distribution to key stakeholders. Other consultation tools would be used to promote the consultation as required. An opportunity to speak to Council would be provided in a format yet to be determined.
- 41 If a higher level of consultation than undertaken for previous Annual Plan processes is not required, an information brochure on the Annual Plan will be distributed district-wide using the timeframe outlined below. This will give general information about the Annual Plan 2020/21 work programme, including an overview of the main projects in 2020/21, changes to what was included in Year Three of the LTP and the financial and rating impact. It will seek general feedback on the plan, some of which will be feed into the 2021/31 Long Term Plan process.
- 42 The timetable for the Annual Plan 2020/21 process (as required) is:
- **16,19 March** Extraordinary Annual Plan meetings for Community Boards
  - **23-24 March** Council Annual Plan meetings (days as required)
  - **7 April** Council adopts Consultation Document or approach to Consultation
  - **9 April** Consultation opens (as required)
  - **7 May** Consultation closes (as required)
  - **19 May** Council consideration of Annual Plan feedback received and speaking opportunity (if required)
  - **23 June** Council adopts Annual Plan 2020/21

### Consultation

- 43 Relevant parts of the draft budget have been discussed with Community Boards in the last week. Further consultation on the impact of the Plan will be considered during the week.

### Relevant Legislation, Council Policy and Plans

- 44 Long Term Plan 2018-28

### Attachments

1. **Additional Budget Funding Request - Airport - Additonal Carparking**  
2. **Additional Budget Funding Request - Airport - Runway Resurfacing**

<b>Date:</b>	3rd February 2020
<b>From:</b>	Ashley Harper, Airport Manager
<b>To:</b>	Senior Leadership Team
<b>Council Activity:</b>	Airport
<b>Subject:</b>	Request for Additional Budget

***What is the decision required?***

To approve the additional budget item /s listed below:

Expense type (operational/capital)	One off / ongoing	Financial year/s expenditure relates to	Total cost (GST excl)	Cost Centre / Code
Capital	One off	20/21	\$ 63000.00	3150

**Page Number reference from AMP:**

AMP needs a rewrite.

***What is the issue?***

Insufficient Carparks at Timaru Airport.

***Background information***

The redeveloped carpark was completed in early 2018 and includes 100 carparks. Previously there were 64 carparks. With the increasing passenger numbers there is a need for car users to park on grassed areas and not pay the car parking charges. The problem is particularly acute in the 11 am to midday slot each weekday.

***What will be achieved through this additional budget?***

Provision of an additional 18-20 carparks for use by 'drop off and pick up' users so that these users do not use the paid car parking area. The new area will be P60 with the existing carpark reverting to standard operational timing of 10 minutes free and pay thereafter. Note that the proposed budget has an increase in the parking charge from \$5 to \$10 per day.

***What alternate options have been explored?***

Increasing charges significantly in order to reduce demand, however it is perceived that this would create significant pushback from Airport users.

***What consultation has been undertaken with relevant stakeholders / advisors that support this additional expenditure?***

The annual Airport user survey in June 2019 identified the lack of sufficient car parking to be the biggest issue for users.

***Risk Analysis***

The major risk of not proceeding is that Airport users will continue to park on grassed areas and not pay parking charges.

**Cost Savings / Additional Cost justification /Additional Revenue generation**

This proposal will shift none paying carpark users out of the paid area, thereby creating some extra revenue, estimated to be \$5000 per year.

**How will long term costs/revenue be affected by this additional item/project?**

The revenue stream is on going.

**Additional requirements that maybe impacted if funding approved** (Please check off the following list of requirements that will be impacted if this funding is approved)

	Required	
	Yes	No
Computer Software – additional programmes required for support		No
Computer Hardware – additional computer, laptop		No
Other		No.

**Recommendation**

It is recommended that the budget for the expenditure outlined above be confirmed at a total cost of \$63000.00

<b>Date:</b>	3rd February 2020
<b>From:</b>	Ashley Harper, Airport Manager
<b>To:</b>	Senior Leadership Team
<b>Council Activity:</b>	Airport
<b>Subject:</b>	Request for Additional Budget

***What is the decision required?***

To approve the additional budget item /s listed below:

Expense type (operational/capital)	One off / ongoing	Financial year/s expenditure relates to	Total cost (GST excl)	Cost Centre / Code
Renewal/Capital.	One off.	2020/2021	\$ 660,000	3510

**Page Number reference from AMP:**

AMP needs a rewrite.

***What is the issue?***

A section of the Airport main runway is showing signs of distress, mainly located at the Southern end where aircraft turn before and after landing.

***Background information***

The Airport runway is scheduled for resurfacing at an uninflated budget of \$2,240,000 in 2022/2023.

In late 2019 a technical review of the runway was completed in order to ensure the timing and budget for this major capital expenditure was correct. It transpires that the runway needs some remedial work especially in the turning areas of the Q300 which is a much heavier aircraft than the previous Beech 1900.

This work needs to be carried out next Summer in readiness for resurfacing which may need to be brought forward 1 year, via the next LTP.

***What will be achieved through this additional budget?***

The integrity of the main runway plus proper preparatory work for the main event in 2 years time.

***What alternate options have been explored?***

There are no alternatives.

***What consultation has been undertaken with relevant stakeholders / advisors that support this additional expenditure?***

The technical specialists strongly recommend completing this work next summer. The Airport Part 139 certification is reliant on having a well maintained and compliant runway.

**Risk Analysis**

The biggest risk lies with not doing the work. Potentially the turning area surface could disintegrate and the consequence would most likely be the cessation of the AirNZ scheduled services, or an unexpected emergency remedial project.

**Cost Savings / Additional Cost justification /Additional Revenue generation**

This work is Business as Usual, albeit the work requires completing 2 years ahead of the planned timeframe.

**How will long term costs/revenue be affected by this additional item/project? (**

This work would normally be funded from either the depreciation fund or loan. Via loan would have an annual cost of approximately \$60,000 per annum.

**Additional requirements that maybe impacted if funding approved** (Please check off the following list of requirements that will be impacted if this funding is approved)

	Required	
	Yes	No
Computer Software – additional programmes required for support		No
Computer Hardware – additional computer, laptop		No
Other		No

**Recommendation**

It is recommended that the budget for the expenditure outlined above be confirmed at a total cost of \$660,000.



**9.2 Residential Tenancies Amendment Bill Submission**

**Author:** Fabia Fox, Policy Analyst

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

**Recommendation**

That Council approves the submission to the Social Services and Community Select Committee on the Residential Tenancies Amendment Bill

**Purpose of Report**

- 1 This report will be circulated separately.

**Attachments**

**Nil**

**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 18 February 2020**

**Recommendation**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>13.1 - Public Excluded Minutes of the Council Meeting held on 18 February 2020</b></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>