



AGENDA

Ordinary Council Meeting Tuesday, 26 October 2021

Date Tuesday, 26 October 2021

Time 3pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1455941

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 26 October 2021, at 3pm.

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

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 Schedules of Functions Attended

7.1 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 9 September 2021 and 14 October 2021.

<i>9 September 2021</i>	Meeting with General Manager Arowhenua Marae Meeting with South Canterbury Regional Manager Environment Canterbury
<i>13 September 2021</i>	Attended Canterbury Corporate Forum Meeting with Acting Regional Civil Defence Group Controller
<i>14 September 2021</i>	Attended Council Workshops
<i>21 September 2021</i>	Attended People and Performance Committee Meeting Attended Council Meeting
<i>28 September 2021</i>	Attend meeting as Chair of Coordinating Executive Group for Canterbury Civil Defence Emergency Management Attended Extraordinary Council Meeting Attended Council Workshops
<i>1 October 2021</i>	Meeting with National Emergency Management Agency Chief Executive Meeting with Audit New Zealand
<i>4 October 2021</i>	Attended Department of Internal Affairs 3Waters Meeting Attended meeting with Chief Executive and Deputy Chief Executive Taituarā (formerly Society of Local Government Managers)
<i>5 October 2021</i>	Attend meeting as Chair of Coordinating Executive Group for Canterbury Civil Defence Emergency Management Attended Audit and Risk Committee Meeting
<i>6 October 2021</i>	Attended Timaru District Holdings Limited Board Meeting
<i>7 October 2021</i>	Meeting with Chief Executive Venture Timaru District
<i>11 October 2021</i>	Attended Canterbury Mayoral Forum Meeting with Hon. David Parker Minister for the Environment
<i>12 October 2021</i>	Attended meeting of the Tenders and Procurement Committee Attended Standing Committee Meetings

Attended Council Workshops

13 October 2021

Meeting with representatives of South Canterbury Chamber of Commerce

Attended Theatre Royal & Heritage Precinct Project Steering Group Meeting

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

Attachments

Nil

7.2 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors**Author: Roma Whyte, Executive Assistant to Mayor****Authoriser: Nigel Bowen, Mayor****Recommendation**

That the report be received and noted.

Functions Attended by the Mayor for the Period 14 September 2021 to 13 October 2021.

- 13 September 2021* Meeting with MP for Rangitata
 Attended South Island Masters Games Board Meeting
 Attended Regional Transport Committee Strategy to Action Workshop
 Meeting with the Caroline Bay Association
- 14 September 2021* Attended Timaru District Holdings Limited Workshops
- 16 September 2021* Attended Infometrics Webinar
 Attended Safer Communities Meeting
 Attended Stakeholder Meeting for the Theatre Royal & Heritage Facility Project
- 20 September 2021* Attended Takiwa Approach to Three Waters Meeting
- 27 September 2021* Attended the Virtual Roadshow of the Australian Water Reform Journey
 Attended Canterbury Mayoral Forum Meetings
- 28 September 2021* Attended the Virtual Roadshow of the Australian Water Reform Journey
 Meeting with Canterbury Aoraki Area Commander Acting Chief Executive South Canterbury District Health Board
 Attended Council Workshops
- 29 September 2021* Attended a site visit to Heartland Potato Chip Factory
 Meeting with Chair Leadership Group E Korowai Tamariki Whakamana au te Whanau
- 30 September 2021* Meeting with Workbridge Timaru
 Attended the Takiwa Approach to Three Waters Meeting
- 4 October 2021* Interview with member of public, studying Postgraduate Diploma in Arts at Massey University
 Meeting with Professional Director Venture Timaru
- 6 October 2021* Attended South Island Masters Game Board Meeting
 Meeting with Timaru Taxi's Limited
 Meeting with Aoraki Foundation

	Meeting with Timaru District Holdings Limited
<i>7 October 2021</i>	Meeting with Rooney Group
<i>11 October 2021</i>	Attended Canterbury Mayoral Forum Meeting Attended Three Waters Meeting Attended Council Workshops
<i>13 October 2021</i>	Meeting with Waimakiriri Mayor and Chief Executive Meeting with South Canterbury Chamber of Commerce Meeting with South Canterbury District Health Board
<i>14 October 2021</i>	Attended the Annual General Meeting for the South Canterbury Royal New Zealand Returned and Services Association

Functions Attended by the Deputy Mayor for the Period 13 September 2021 to 13 October 2021.

<i>14 September 2021</i>	Meeting with JC Breen & Co Limited Attended Council Workshops
<i>16 September 2021</i>	Attended Safer Communities Meeting Attended a Stakeholder Meeting for the Theatre Royal & Heritage Facility Project
<i>20 September 2021</i>	Attended CPlay Steering Group Meeting
<i>28 September 2021</i>	Attended Council Workshops
<i>4 October 2021</i>	Attended Temuka Community Board Meeting
<i>5 October 2021</i>	Attended City Hub Project Steering Group Meeting
<i>6 October 2021</i>	Attended ASPECT Trust Monthly Meeting
<i>10 October 2021</i>	Attended Fiji Independence 51 Year Celebration
<i>14 October 2021</i>	Attended the Annual General Meeting for the South Canterbury Royal New Zealand Returned and Services Association

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

Due to Covid-19 a number of meetings were held remotely by teleconference and videoconference.

Attachments

Nil

8 Reports

8.1 Affixing of the Common Seal

Author: Andrew Feary, Governance Advisor

Authoriser: Erik Barnes, Acting Group Manager Commercial and Strategy

Recommendation

That the affixing of the Common Seal to the documents below, being:

- Warrants of Appointment dated 23 September 2021

Be noted.

Purpose of Report

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

Attachments

1. Citycare Water CEO Letter of assurance [↓](#) 
2. Use of Common Seal - Warrants - 23 September 2021 [↓](#) 



8 August 2021

[Redacted]
Timaru District Council
PO Box 794
TIMARU 7910

Auckland Office
48 Stonedon Drive
East Tamaki
PO Box 8243
Symonds Street
Auckland 1150

T +64 9 966 2700
F +64 9 966 2714

Dear [Redacted]

Re: Request for information to support Warrants of Appointment

We write in respect of your request to provide further information to support Warrants of Appointment.

We confirm that we have the processes in place to ensure that our staff are fit to undertake their duties as required under our conditions of employment and contractual obligations.

It is in Citycare's interest to ensure all employees comply with all contractual and employment requirements in undertaking their duties on behalf of the company. Failure to do so will result in disciplinary action.

On this basis we can confirm that to the best of our knowledge the following staff are complying with all employment and contractual requirements. Further to this any change in circumstances that we are made aware of will be notified immediately to TDC:



- Operational Support
- Operational Support
- Operational Support
- Drainage and Water Serviceman
- Drainage and Water Serviceman
- Drainage and Water Serviceman
- CCTV Supervisor
- Operational Support
- Operational Support
- Operational Support
- Drainage and Water Serviceman
- CCTV Operator
- Drainage and Water Serviceman
- CCTV Operator
- Operational Support
- Civil Engineer



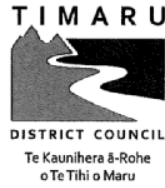


Please advise if there is any further information you require.

Regards

A handwritten signature in black ink, appearing to be "Tim Gibson", written in a cursive style.

Tim Gibson
Chief Executive
Citycare Water



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.

[Handwritten signature]
 Bede Carran

[Handwritten signature]
 Nigel Bowen

23/9/21
Date

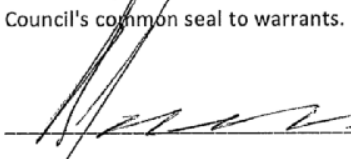

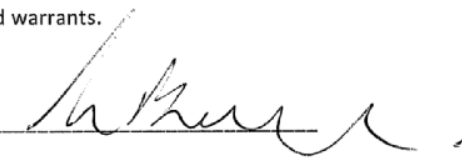
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[Redacted] #1447829



Approval of warrants

I, Bede Carran, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 8.2.2 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.

 _____  _____ 

Bede Carran Nigel Bowen

23/9/21

Date

TDC staff met with Citycare on July 6th 2021

- TDC requested that Citycare Chief Executive provide us the names of specific staff who they can vouch for in terms of the criminal checks, based on their own checks, due diligence, documentation and previously held warrants. See letter attached.
- TDC will (at the acceptance of the CE and Mayor) create Warrants of Appointment for those who have previously received a Warrant.
- These staff members are listed in the below table.

Citycare Contractor	Position
[REDACTED]	Operational Support
	Operational Support
	Operational Support
	Drainage and Water Serviceman
	Drainage and Water Serviceman
	Drainage and Water Serviceman
	CCTV Operator
	Operational Support
	Operational Support
	Operational Support
	Drainage and Water Serviceman
	CCTV Operator
	Drainage and Water Serviceman
	CCTV Operator
	Operational Support
Civil Engineer	

#1434728



Approval of warrants

I, Bede Carran, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 8.2.2 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.

[Handwritten signature]
 Bede Carran

[Handwritten signature]
 Nigel Bowen



23/9/21

Date

	Food Verifier
	Food Verifier
	Environmental Health Officer, Enforcement Officer, Licensing Inspector

 #1434926

8.2 Venture Timaru Annual Report

Author: Erik Barnes, Acting Group Manager Commercial and Strategy

Authoriser: Erik Barnes, Acting Group Manager Commercial and Strategy

Recommendation

That the Venture Timaru Annual Report 2020/21 be received and noted.

Purpose of Report

- 1 To present the Venture Timaru Annual Report 2020/21

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 progress of Venture Timaru against its Statement of Intent which is considered by Council annually.

Discussion

- 3 Venture Timaru's Annual Report for 2020/21 is attached. This is provided by Venture Timaru to Timaru District Council (as shareholder) pursuant to its Statement of Intent.
- 4 The Chief Executive of Venture Timaru will be in attendance to speak to the report.
- 5 A key highlight was the substantial central government support obtained during the 2020/21 year which enabled Venture Timaru to support more businesses. The additional support from central government increased operational income from \$857K in 2019/20 to \$3.2m in the 2020/21 year. This has included:
 - i. Regional Apprenticeship Initiative \$4.0m over 3.5 years to fund up to 100 new local apprentices (fully allocated within 5 months);
 - ii. Strategic Asset Protection Programme \$400K (visitor promotion funding);
 - iii. Education to Employment Brokerage Service \$155K. A programme for youth, "exposing, educating and exciting" them for their next move post-secondary school. This is the 'My Next Move' youth transition initiative that has been used as the template to roll out into 30+ locations across NZ; and
 - iv. Industry led Transport and Logistics Course \$300K.

Attachments

1. Venture Timaru 2020.21 Annual Report

Venture Timaru Limited
Performance Report
 For the year ended
 30 June 2021

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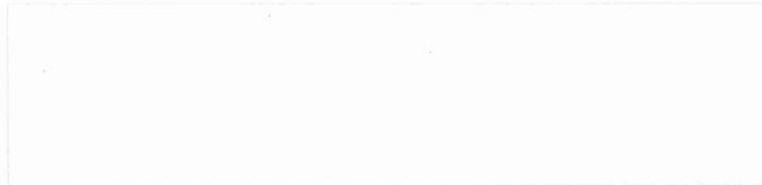
Venture Timaru Limited
Entity Information
 "Who are we?", "Why do we exist?"
 For the year ended
 30 June 2021

Legal Name of Entity:	Venture Timaru Limited
Other Name of Entity (if any):	Trading as Venture Timaru
Type of Entity and Legal Basis (if any):	New Zealand Registered Company
Registration Number:	2515190

Entity's Purpose or Mission:
 To facilitate and support smart, sustainable economic development. The purpose of Local Economic Development (LED) is to build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and non governmental sector partners work collectively to create better conditions for economic growth and employment generation. Involves short and long term strategies out 10-20 years. As from end of April 2020 the Visitor & Tourism Agency transitioned back to Venture Timaru Limited from Timaru District Council. The purpose to deliver tourism & business services for the district.

Entity Structure:
 The Chief Executive is employed by the board and is responsible for the day to day operations and the staff employed. The board approves the strategic/annual plan and budget which are aligned to the Statement of Intent, jointly agrees with and approved by Timaru District Council. Venture Timaru board meetings held monthly with a set agenda which includes CE's monthly report and monthly management accounts.

Venture Timaru Limited
Entity Information
"Who are we?", "Why do we exist?"
For the year ended
30 June 2021



Contact details

Physical Address:	2 Sefton Street East, Timaru 7910
Postal Address:	PO Box 560 Timaru 7940
Phone/Fax:	03 687 2682
Email/Website:	enquiries@venturetimaru.nz www.venturetimaru.nz
	www.facebook.com/venturetimaru

Venture Timaru Limited
Trading as
Venture Timaru
ANNUAL REPORT

Your directors present their report on the performance report for the year ended 30 June 2021

Principal Activities

Regional Development and Promotion

Results	2021	2020
Operation Profit/(Loss) after income tax	\$ 49,851	\$37,885

Dividends

No payment of any dividend for this year is recommended by the directors.

Directors

The following persons held office as a director at the date of this report:

Remuneration

Remuneration and other benefits paid or due and payable to directors for services as a director during the year, are as follows:

	2021	2020
Directors Fees		
Mark Francis Rogers	\$ 15,000	\$ 7,000
Andrea Gwenyth Leslie (<i>ceased 2/10/2019</i>)	\$ -	\$ 1,250
Brian Leslie Rae (<i>ceased 2/10/2019</i>)	\$ -	\$ 1,250
Nicola Alice Orbell Hyslop	\$ 5,000	\$ 5,000
Warren Michael Park (<i>ceased 1/3/2021</i>)	\$ 7,500	\$ 5,000
Raeleen Elva de Joux	\$ 10,000	\$ 5,000
Erin Mary McNaught	\$ 10,000	\$ 5,000
Allan Peter Booth	\$ 10,000	\$ 3,333
Anthony Raymond Brien (<i>appointed 1/4/2021</i>)	\$ 2,500	\$ -
Antony Charles Howey (<i>appointed 1/4/2021</i>)	\$ 2,500	\$ -
Stacey Alice Scott (<i>appointed 1/4/2021</i>)	\$ 2,500	\$ -
Karl Riki Te Raki (<i>appointed 1/4/2021</i>)	\$ 2,500	\$ -
	<u>\$ 67,500</u>	<u>\$ 32,833</u>

Directors' Benefits

No director of the company has received during the year, or has become entitled to receive a benefit (other than a benefit included in the directors' remuneration shown in the financial statements).

Interests register

Directors' interests are duly noted in the interests register and are fully acceptable to the Company

Employee Remuneration

One employee received remuneration between \$140,001 and \$150,000 during the year

Director  Date 17/9/21

Venture Timaru Limited
Statement of Financial Performance
 "How was it funded?" and "What did it cost?"
 For the year ended
 30 June 2021

	Note	Actual This Year \$		Actual Last Year \$
Revenue				
Funding from central & local government	1	3,167,739		856,558
Revenue from non governmental sources for providing goods or services	1	35,664		12,033
Interest, dividends and other investment revenue	1	4,288		5,322
Total Revenue		3,207,691	-	873,913
Expenses				
Employee related costs*	2	455,696		391,229
Costs related to providing goods or services*	2	617,492		263,393
Other expenses	2	23,655		20,061
Special Projects	2	2,028,539		145,781
Total Expenses		3,125,382	-	820,464
Net Profit before Tax		82,309		53,449
Less Provision for Tax		32,457		15,564
Surplus/(Deficit) for the Year		49,852	-	37,885

This statement should be read in conjunction with the accompanying accounting policies, notes to the performance report and independent auditor's report.



Venture Timaru Limited
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"
 As at
 30 June 2021

	Note	Actual This Year \$		Actual Last Year \$
Assets				
Current Assets				
Bank accounts and cash	3	945,252		178,707
Debtors and prepayments	3	56,009		87,338
Inventory	3	-		641
Other current assets	3	324,218		194,568
Total Current Assets		1,325,479		461,254
Non-Current Assets				
Property, plant and equipment	4	58,702		57,905
Other non-current assets	3	1,239		17,464
Total Non-Current Assets		59,941		75,369
Total Assets		1,385,420		536,623
Liabilities				
Current Liabilities				
Creditors and accrued expenses	3	207,168		52,264
Employee costs payable	3	53,913		37,884
Unused donations and grants with conditions*	3	742,180		114,168
Total Current Liabilities		1,003,261		204,316
Total Liabilities		1,003,261		204,316
Total Assets less Total Liabilities (Net Assets)		382,159		332,307
Accumulated Funds				
Capital contributed by owners	5	260,077		260,077
Accumulated surpluses or (deficits)	5	122,082		72,230
Reserves		-		-
Total Accumulated Funds*		382,159		332,307

This performance report has been approved by the Board, for and on behalf of Venture Timaru Ltd:

Date 17/9/21 17/9/21
 Signature [Signature] [Signature]
 Name Mark Francis Rogers Raeleen de Jour
 Position Chairman Deputy Chairperson

This statement should be read in conjunction with the accompanying accounting policies, notes to the performance report and independent auditor's report.



Venture Timaru Limited
Statement of Cash Flows
 "How the entity has received and used cash"
 For the year ended
 30 June 2021

	Actual This Year \$		Actual Last Year \$
Cash Flows from Operating Activities			
Cash was received from:			
Funding from central & local government	3,820,760		905,884
Receipts from non governmental sources for providing goods or services	5,944		12,326
Interest, dividends and other investment receipts	4,954		4,181
Tax refund - RWT	1,514		2,621
Net GST	48,396		12,791
Cash was applied to:			
Payments to suppliers and employees	2,971,091		791,369
Donations or grants paid			
Net Cash Flows from Operating Activities	910,477	-	146,434
Cash flows from Investing and Financing Activities			
Cash was received from:			
Receipts from investments maturing	72,215		274,289
Cash was applied to:			
Payments to acquire property, plant and equipment	15,740		29,366
Payments to purchase investments	200,407		289,980
Net Cash Flows from Investing and Financing Activities	(143,932)	-	(45,057)
Net Increase / (Decrease) in Cash	766,545	-	101,377
Opening Cash	178,707		77,330
Closing Cash	945,252	-	178,707
This is represented by:			
Bank Accounts and Cash	945,252	-	178,707

This statement should be read in conjunction with the accompanying accounting policies, notes to the performance report and independent auditor's report.



Venture Timaru Limited
Statement of Accounting Policies
"How did we do our accounting?"
For the year ended
30 June 2021

Basis of Preparation

Venture Timaru Limited has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-for-Profit) on the basis that it does not have public accountability, and although this year it has total expenses of over \$2,000,000, the previous years have been less than \$2,000,000 and therefore Venture Timaru Limited still complies. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Accounts Receivable and Accounts Payable which are stated inclusive of GST.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Trade Receivables

Trade Receivables are recognised at estimated realisable value.

Fixed Assets

Plant & Equipment are depreciated over their useful lives on either a straight line or diminishing value.

Revenue (Government Grants)

Revenue is measured at the fair value of the consideration received. Contributions received from the Timaru District Council were the company's primary source of funding for the year ended 30 June 2021. Contributions are recognised as revenue when they become receivable unless there is an obligation to return funds if conditions of the contribution are not met. No such obligation is attached to the Council contributions received.

Interest

Interest is recognised on the accruals basis.

Investment Policy

Term deposits with banks are recognised at cost. Term deposits with original maturities of three months or less are classified as cash and bank, term deposits with maturities greater than three months but less than one year are current assets. Investments with maturities in excess of one year are non current assets.

Employee Benefits

Defined contribution Schemes - Kiwi Saver. Contributions to defined pension schemes are charged to the consolidated statement of profit or loss and other comprehensive income in the year to which they relate. Other employee benefits that are expected to be settled wholly within 12 months after the end of the reporting period are presented as current liabilities. Non vesting benefits such as sick leave are not recognised.

Accounts payable and other accruals

Accounts payable and other accruals represent liabilities for goods and services provided to the company prior to the end of the financial year which are unpaid. Accounts payable are recorded at the amount of cash required to settle those liabilities. The amount are unsecured and are usually paid within 30 days of recognition.

Intangible Assets

The company has a website with an indefinite useful life. It is an externally generated intangible. The asset is assessed for impairment of its operating potential annually, and any impairment is presented in the financial performance.

Leases

The company leases office premises, motor vehicles and equipment.

Income Tax Liability

Deferred tax is calculated in full on temporary differences under the liability method using tax rate of 28% (2020:28%). Deferred tax assets have been recognised in respect of all tax losses and other temporary differences giving rise to deferred tax assets where the directors believe it is probable that these assets will be recovered. Unused tax losses have an indefinite useful life.

Imputation Credit Account

Imputation credits available to shareholders at 31 March 2021: \$44,073 (last year: \$44,287)

Tier 2 PBE Accounting Standards Applied

The company has elected to apply Tier 2 PBE Accounting Standards for reporting income taxes.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (last year - nil)



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Funding from central & local government	TDC Regional Development Grant	640,000	530,000
	TDC Tourism Grant	350,000	143,384
	TDC Stimulus Fund	149,990	-
	Ministry of Social Development - Education to employment	155,000	147,343
	Ministry of Education - Educational events	14,908	-
	Local Government Mayoral Fund	3,000	-
	MBIE-Strategic Tourism Assets Protection Programme	286,898	-
	MBIE - PGF - Road Transport Certificate	300,000	15,000
	MBIE - PGF - capability funding	39,588	20,831
	MBIE-PGF- Regional Apprenticeship Initiative	1,228,355	-
	Total		3,167,739

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Revenue from non government sources for providing goods and services	Other Income	35,664	12,033
Total		35,664	12,033

This Year Last Year

This Year Last Year

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Interest, dividends and other investment revenue	Interest and dividends	4,288	5,323
Total		4,288	5,323



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
--------------	----------	-----------------	-----------------

Expense Item	Analysis	This Year \$	Last Year \$
Employee related costs	ACC levies	603	576
	Directors Fees	67,500	32,833
	Salaries and Wages	387,593	357,820
	Total	455,696	391,229

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Administration and overhead costs	214,584	194,847
	Tourism Administration	402,908	68,546
	Total	617,492	263,393

Expense Item	Analysis	This Year \$	Last Year \$
Other Expenses	Transport & Logistics	250,507	24,579
	Education to Employment / Youth Initiative	168,191	65,044
	Regional Apprenticeship Initiative	1,228,355	-
	Strategic Tourism Asset Protection Programme	286,898	-
	Special Projects	94,588	56,158
	Total	2,028,539	145,781

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Audit fees	6,800	7,305
	Depreciation	15,171	10,279
	Impairment charges	1,238	2,477
	Loss on assets written off	446	
	Total	23,655	20,061



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	29,942	9,883
	Call account balance	174,453	128,604
	ASB	54	-
	Petty Cash	200	200
	ASB Investment	340,274	40,020
	BNZ Investment	400,329	-
	Total		945,252

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	30,096	59,225
	Prepayments	25,316	25,857
	Accrued Income	597	742
	Income Tax Receivable	-	1,514
	Total		56,009

Asset Item	Analysis	This Year \$	Last Year \$
Inventory	Book Stock	-	641
	Total		641

Asset Item	Analysis	This Year \$	Last Year \$
Other current assets	BNZ Investment	241,039	112,314
	ASB Investment	83,179	82,254
	Total		324,218

Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Deferred Tax	-	14,987
	Website	1,239	2,477
	Total		1,239



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 3 : Analysis of Assets and Liabilities

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Trade and other payables	142,824	45,936
	GST Payable	48,099	6,328
	Income Tax Payable	16,245	-
Total		207,168	52,264

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Accrued wages	16,621	10,422
	Accrued holiday pay	20,743	15,131
	PAYE payable	16,549	12,331
Total		53,913	37,884

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions	PGF Capability Funding Rec'd in Advance	14,581	29,168
	MBIE - STAPP Funding unallocated	113,102	-
	MSD Education to Employment unused	-	10,000
	MBIE PGF Transport Cert unused	33,000	75,000
	Regional Events Funding received in advance	120,260	-
	Vocational Event Funding received in advance	9,592	-
	MBIE - RAI Funding received in advance	451,645	-
Total		742,180	114,168



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 4 : Property, Plant and Equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	(Sales/Disposal)	(Current Year Depreciation and Impairment)	Closing Carrying Amount
Plant	10,397			2,079	\$ 8,318
Office Fitout	14,989			1,632	13,357
Furniture and fixtures	21,979	1,654		3,017	20,616
Office equipment	2,857		446	870	1,541
Computers/ Electronic equipment	7,683	14,759		7,572	14,870
Total	57,905	16,413	446	15,170	58,702

Last Year					
Asset Class	Opening Carrying Amount	Purchases	(Sales/Disposal)	(Current Year Depreciation and Impairment)	Closing Carrying Amount
Plant	-	10,756		359	10,397
Office Fitout	11,716	4,543		1,270	14,989
Furniture and fixtures	16,967	7,600		2,588	21,979
Office equipment	4,815	-		1,958	2,857
Computers (including software)	7,712	4,075		4,104	7,683
Total	41,210	26,974	-	10,279	57,905



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	260,077	72,230	-	332,307
				-
Surplus/(Deficit)		49,852		49,852
Closing Balance	260,077	122,082	-	382,159

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	260,077	34,345	-	294,422
Capital contributed by owners or members				-
Capital returned to owners or members				-
Surplus/(Deficit)		37,885		37,885
Closing Balance	260,077	72,230	-	332,307



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Note 6 : Commitments and Contingencies

Commitment	Explanation and Timing	At balance date	At balance date
		This Year	Last Year
		\$	\$
Commitments to lease or rent assets	Less than one year	69,816	44,983
	Between one and five years	207,274	208,754
	over 5 years	-	18,668
Total Commitment		271,090	272,405



Venture Timaru Limited
Notes to the Performance Report
 For the year ended
 30 June 2021

Notes 7-11

Note 7: Related Party Transactions

Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding
Timaru District Council - shareholder	Economic Grant	640,000	530,000	-	-
Timaru District Council - shareholder	Tourism Grant	350,000	143,384	-	-
Timaru District Council - shareholder	Stimulus Fund Grant	150,000	-	-	-

Note 8: Events After the Balance Date

In August 2021 the Government imposed a nation-wide lockdown at Level 4. At the time of preparing this report the full impact of the lockdown is indeterminate, but it is not expected to have a material financial impact on the organisation.

Note 9: Ability to Continue Operating

The company has sufficient liquidity and solvency to continue as a going concern. As COVID-19 continues to be a developing situation, the Board of Directors considers that the company has sufficient working capital and appropriate funding from Timaru District Council for a period of at least 12 months from the date the financial statements are approved and as such, COVID-19 is not considered to have a material impact on the company's ability to continue as a going concern.

Note 10: Intangible Asset	this year	last year
Website		
Cost	33,965	33,965
Less accumulated amortisation	32,727	31,488
Website balance 30/6/2021	1,238	2,477



Venture Timaru Statement of Performance 2020/21			
OBJECTIVE	MEASUREMENT	ACHIEVED	COMMENTARY
Encourage innovation and facilitate the growth of existing business.	<ul style="list-style-type: none"> a minimum of 20 new connections facilitated for existing businesses per month. 	YES	With a strong focus on “facilitate, enable and grow” our local economy and communities, we have proactively facilitated a wide range of new connections across all sectors of business, education, health, and community. Our now well-established industry business connections groups coupled with our extensive local, regional, and national networks of contacts have ensured value add connections and introductions have occurred in excess of the stated measurement.
Assist business to re-deploy, retain, and attract a skilled workforce, with success measured through year-on-year improvement.	<ul style="list-style-type: none"> quarter on quarter improvement in the district’s unemployment rate 	NO	Sept 3.7%, Dec 4.0%, March 4.2%, and June 4.3%. Below NZ in all quarters with recent months seeing a reducing number of jobseekers trending to below pre-covid levels. Unemployment rates for Timaru District all confirmed to Infometrics data.
Deliver tourism and visitor attraction services for the district, with success measured through year-on-year improvement.	<ul style="list-style-type: none"> quarter on quarter improvement in the district’s tourism expenditure 	NO	Quarter on quarter visitor spend Sept \$36m, Dec \$44m, March \$40m and June \$39m. Notably, when comparing 2019.20 year to recent 2020.21 year (normalised by excluding April/May o/a lockdown months) both Canterbury and Rest of NZ Visitor spend both well up on prior year by \$7m and \$4.3m, respectively. Totals being 2019.20 visitor spend \$129.3m v 2020.21 Visitor Spend \$132.6m. All confirmed to spreadsheet source from monthly Marketview reports aligned with Infometrics.
Create an environment to attract and assist new and developing business, with success measured through year-on-year improvement.	<ul style="list-style-type: none"> a minimum of 10 new and developing business opportunities identified and engaged per quarter, with a minimum 10% conversion rate of new business established. a minimum of 30 “District Influencers” identified and supplied with the new quarterly Timaru District Heartbeat Report. 	NO	3 new businesses established via our direct involvement across training, roading and retail sectors. New business enquiries and activity severely impacted, in some cases curtailed/deferred, due to ongoing impact of COVID 19. Confirmed 3 new businesses in training & skills, education and retail sectors
		YES	A variety of district influencers have been established and are proactively engaged with and utilised to promote the district to visitors, new business and new



			residents.
	Feedback received via Annual Survey of local business and organisations evidencing value added by VT.	YES	The 2020/21 Venture Timaru survey was again undertaken by an independent third party that ensured confidentiality and openness in the responses, was received. This year we received 136 responses v 116 last year. The results (previous year in brackets) evidenced: The largest concern not unexpectedly related to the COVID 19 event with: <ul style="list-style-type: none"> o 46% (66%) of respondents advising reduced income was the biggest effect of COVID 19 on their business. o Interestingly, there were similar proportions of stakeholders who experienced COVID-19 as positively affecting their business 30.7%, negatively affecting their business 38.6% and neither positively nor negatively affecting their business 30.7%. o 46% of respondents accessed COVID-19 wage subsidy o 40% implemented wellbeing initiatives because of COVID-19 with 40% confirmed enhanced use of technology. o 79% (94%) of respondents have had direct involvement with VT via the variety of projects undertaken during the year o 87% (86%) of respondents acknowledged VT had added value with projects they had been involved in. o Respondents on average rated the ease of doing business in the Timaru District at 93.8% well up on the 86% on 2017/18 year.
	Activity and achievements reflected in VT quarterly reporting to Council.	YES	<p>All confirmed via results of Venture Timaru Stakeholder Survey 2021.</p> <p>All quarterly reports provided as scheduled with Chair and CE attending Council meetings to present report and discuss.</p>



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INDEPENDENT AUDITOR'S REPORT**TO THE READERS OF VENTURE TIMARU LIMITED'S PERFORMANCE REPORT AND PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2021**

The Auditor-General is the auditor of Venture Timaru Limited (the company). The Auditor-General has appointed me, Nathan Breckell, using the staff and resources of Nexia Audit Christchurch, to carry out the audit of the financial statements and performance information of the company on his behalf.

Opinion

We have audited:

- The financial statements of the company on pages 5 to 17, that comprise the statement of financial position as at 30 June 2021 the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the company on pages 18 to 19.

In our opinion:

- The financial statements of the company on pages 5 to 17:
 - Present fairly, in all material respects:
 - Its financial position as at 30 June 2021; and
 - its financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit); and
- the performance information of the company on pages 18 to 19 presents fairly, in all material respects, the company's actual performance compared against the performance targets and other measures by which performance was judged in relation to the company's objectives for the year ended 30 June 2021.

Our audit was completed on 17 September 2021. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Nexia Audit Christchurch Partnership is affiliated with, but independent from Nexia (NZ) Limited. Nexia (NZ) Limited is a member of Nexia International, a leading, global network of independent accounting and consulting firms. For more information please see www.nexia.co.nz/legal. Neither Nexia International nor Nexia (NZ) Limited provide services to clients.

**Responsibilities of the Board of Directors for the financial statements and the performance information**

The Board of Directors is responsible on behalf of the company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the performance information for the company.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the company for assessing the company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

Responsibilities of the auditor for the audit of the financial statements and the performance information

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported performance information within the company's framework for reporting its performance.



- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other Information

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 2 to 4 but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the company.

A handwritten signature in black ink, appearing to read "Nathan Breckell".

Nathan Breckell
Nexia Audit Christchurch
On behalf of the Auditor-General
Christchurch, New Zealand

2021 Venture Timaru Chairman's report

It is my pleasure to present the annual report as Chair of Venture Timaru.

The year began with the launch of the organisation's new name, and this has been positively embraced by the team and the wider community.

Venture Timaru has now completed its first full year with responsibility for tourism, and as the ongoing effects of Covid 19 and changing alert levels impact our every day lives, taking on this role at this time has been both more satisfying and more challenging than we could ever have imagined.

While grappling with the impact of closed borders and the new focus on purely domestic tourism, there has been the substantial benefit of Central Government funding for tourism and events which has had a significant positive effect for our district.

The funding has come with a number of stipulations from the Government – firstly for increased collaboration with our neighbouring regions and secondly, the requirement that each tourism organisation had to implement or update a Destination Management Plan.

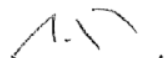
Venture Timaru has begun this Destination Management journey, as it also works with consultants Martin Jenkins to update and refresh the Economic Development Strategy. By working on both these documents simultaneously, it gives the board clear direction for the future.

During the year we have farewelled board members Nicky Hyslop and Warren Park and welcomed new board members Tony Howey, Stacey Scott, Karl Te Raki and Anthony Brien. The new board members bring a diversity of interests and knowledge to the table and will be great assets in guiding the organisation.

There will continue to be challenging times ahead, as the world learns to live the global pandemic. However, the reality for Timaru District is that we do have a resilient economy, with our firm agricultural and food manufacturing base, and we are fortunate for this. While the next year ahead will have more challenges, there will equally be opportunities. Our district has the benefit of being small enough that people still know and care about their neighbours, and the local businesses down the road. The community is well aware of the importance of supporting local businesses and appears to have embraced this.

Finally, I would like to thank our Chief Executive and the staff of Venture Timaru for their valuable and enthusiastic work over the past year, and also my deputy chair, Raeleen de Joux, and fellow board members for their ongoing commitment.

Thanks also to the Timaru District Council Mayor, Councillors and staff for their continued support and encouragement. We look forward to another exciting and positive year ahead promoting economic development and tourism for our district.



Mark Rogers
Chairman

2021 Venture Timaru Chief Executives Report

The year commenced with us becoming Venture Timaru – a name that better reflects our now joint role as the districts Economic Development Agency and the Regional Tourism Organisation. We assumed responsibility for visitor attraction services late April 2020 and have welcomed the opportunity to align and actively enhance these two key responsibilities.

The 2021/22 year saw the Timaru District bounce back from the 2020 COVID lockdown better than most other areas of New Zealand. This was largely due to the diversity of our local economy and the fact we had a larger portion of “essential workforce” compared to many regions. In fact the sectors with our largest base of employees (primary, food processing, trades, transport & logistics along with health hand social services), we largely all deemed essential so continued to work through lockdowns. This meant down time was minimised and they we all in a much better place to revert to full production or activity immediately post lockdown.

That said like most other areas our retail, hospitality and accommodation sectors have had a hard time of it however have been buoyed and thankful for the support of our local community to “Buy Local”. We were thrilled to be able to support this by promoting and celebrating our great local businesses via our Buy Local campaign throughout the past year.

Not unexpectedly our traditionally low unemployment rate of <3.0% rose over the initial part of the 2020/21 year however recent months has seen jobseeker numbers trending down to pre-2020 lockdown levels which is certainly pleasing.

The level of interest from new businesses attracted to the district has certainly been impacted by the uncertainty associated with COVID with many discussions either deferred or stopped as a result. Regardless, we retain a wide range of benefits to new business, and we will continue to promote these to targeted new business going forward.

One of our largest challenges locally, being to attract and retain the extensive workforce our industry sectors need, has been intensified as a result of COVID. Without the 60,000 – 80,000 migrant workers that previously have transitioned through New Zealand annually, the national labour market has tightened significantly. Although many businesses are doing their best to upskill/multi-skill their existing workforce, many still have gaps which not only take time to fill but are also impacting their ability to do the job.

The area of workforce and assisting business to attract, retain and upskill is and will continue to be a top priority for Venture Timaru in the year ahead.

We were pleased to be approached by Central Government to administer their Regional Apprenticeship Initiative across Mid & South Canterbury and North Otago with applications opening early October. This initiative has seen us access funding of \$4.0m to encourage and support up to 100 new apprentices across the Construction, Primary, Manufacturing, Engineering, or Wood Processing sectors. This funding, which is applied direct into the businesses employing these new apprentices, will have an economic benefit for our area of more than \$14.0m over the next 3.5 years and has been well received and valued by these industry sectors. We are thrilled that our process and success in administering this initiative, funding fully allocated within 5 months, is seen as a national exemplar by central government.

Our well established reputation of growing and processing a wide range of exceptional food and beverage products has us well placed but it is not without is challenges – specifically those relating

to COVID impacted supply chain disruptions. Generally speaking, we have plenty of supply of the raw products/materials, plenty of ability to process and plenty of demand nationally and internationally (in fact global prices for some of our commodities are up 30%+) but we are struggling with an inconsistent supply of containers to ultimately load with our finished products for delivery to international markets.

As a priority we continue to engage with industry, transport & logistics sector, local and central government on what can be done to alleviate these challenges and also address much need improved resilience via a national supply chain strategy. Coastal shipping is an obvious and, in our view, overdue solution which would be of huge value to us locally.

We continue to be proud of the role we play in facilitating the collaborative Sustainable is Attainable initiative involving 20+ of our local food processors and manufacturers. The current focus on collectively investigating sustainable and aligned solutions on their waste management and energy needs has the potential to be a game changer locally.

Having responsibility for both economic development and visitor attraction has enabled us to fully align both workstreams which in the latter part of the year has seen us develop a new Economic Development Strategy and Draft Destination Management Plan. These two documents have been informed by extensive engagement across key stakeholder groups both within the district but as importantly inter-regionally and nationally. The adoption of these two documents will inform and prioritise our workstream and associated opportunities across next and future years. (I'd change this to say just "associated opportunities in future years")

Our visitor attraction promotional activities have been enhanced significantly by receipt of targeted Central Government funding as the sector adapted to a 100% domestic tourism market. Some key achievements in this area over the past year include:

- Coordinated district wide visitor attraction campaigns
- New events – SCOFF (South Canterbury Outstanding Food Festival) that encompassed the wider South Canterbury region joining with neighbouring territorial authorities to deliver; food and music Bandquet at Caroline Bay.
- New Products – Development of the ROAM Driving App, Timaru Trails, Geraldine Nature & Sculpture Trail
- New resources - Hero videos and still images to provide captivating imagery for promotional use on digital and print channels
- Distribution of \$150,000 of Timaru District Council Stimulus funds to local events post lockdown 2020
- Development began of the first ever Destination Management Plan for the Timaru District, with the plan now in draft form for wider community engagement
- Commenced a feasibility study on a SC Food Heritage Centre to celebrate and tell our unique local story food and beverage.
- Establishment of an active and committed Tourism & Visitor Advisory Group to help inform and enhance collaboration with the sector

We have also further developed our close relationship with our neighbouring districts and our regional lead, Christchurch NZ, to ensure complementary and at times joint offerings for our great Central South Island location. This work has included participation in the Domestic Events Fund (DEF) and Regional Events Fund (REF) allocations, involving the Regional Tourism Organisations of Canterbury and Westland.

Local and National Connectivity

We continue to maintain a wide variety of networks, connections, and group memberships that we foster for the benefit of our businesses and wider community. These include but are not limited to the following groups and associations:

- Locally – Timaru CBD Group, City Hub Steering Committee, Strengthening Families, South Canterbury Career & Transition Education Assn.
- Nationally – Economic Development New Zealand (Board Member), Regional Tourism Operator for Timaru District, Canterbury Regional Skills Leadership Group, Canterbury Mayoral Forum Economic Development Committee.

Annual Survey

The 2020/21 Venture Timaru survey was again undertaken and completed by over 135 respondents. The largest concern not unexpectedly related to the COVID 19 pandemic with:

- 46% (66%) of respondents advising reduced income was the biggest effect of COVID 19 on their business.
- Interestingly, there were similar proportions of stakeholders who experienced COVID-19 as positively affecting their business 30.7%, negatively affecting their business 38.6% and neither positively nor negatively affecting their business 30.7%.
- 46% of respondents accessed the COVID-19 wage subsidy
- 40% implemented wellbeing initiatives because of COVID-19 with 40% confirmed enhanced use of technology.
- 87% (86%) of respondents acknowledged Venture Timaru had added value with projects they had been involved in.
- Respondents on average rated the ease of doing business in the Timaru District at 93.8% well up on the 86% on 2017/18 year.

Financials

The 2020/21 year saw income grow to \$3.207m (\$857K) from a variety of sources over and above traditional funding being our Development & Visitor Grants ex Timaru District Council. Our 2-year MyNextMove and Transport & Logistics Course contracts, with Ministry of Social Development and Provincial Development Unit respectively, continued. We also obtained additional central government contracts and funding via the 3.5year Regional Apprenticeship Initiative \$4.0m contract and Strategic Tourism Asset protection Programme \$400.00.

Our end of year profit after tax of \$49,885 (\$37,885) includes carry over funds from the above contracts all of which will be expensed in the 2020/21 financial year.

Year Ahead & Summary

Assisting businesses to attract, retain and upskill their workforce will remain a key priority for Venture Timaru in the year ahead. This includes fostering inert-business & industry collaboration along with localised provision of training.

Alongside this will be our ongoing advocacy and direct involvement in the area of supply chain disruptions – specifically the need for a national supply chain strategy that incorporates improved resiliency and coastal shipping.

We remain committed to facilitating and advocating for what is best for our district and sub-region. We have real concerns about the proposed Three Waters reforms and fully endorse the Timaru District Councils position on seeking a more pragmatic and appropriate process to this review.

Locally, water is our most critical asset and maintaining local influence to its ongoing management is a must.

In a year of continual challenge and change, I would like to thank the ongoing support of our shareholder Timaru District Council (mayor, councilors, and staff) along with the guidance and governance of our board led by Chairman Mark Rogers. I would also like to acknowledge the work of board members Nicky Hyslop and Warren Park who left us during the year, but in doing so also welcome new board members Stacey Scott, Karl Te Raki, Tony Howey, and Tony Brien.

Finally, a huge thanks to our staff at Venture Timaru who retain a strong desire to see our local businesses and wider community prosper. They are passionate about adding value and making a difference to this great part of the country in which we live.



Nigel Davenport - Chief Executive

8.3 Council Meeting Calendar 2022

Author: Andrew Feary, Governance Advisor

Authoriser: Erik Barnes, Acting Group Manager Commercial and Strategy

Recommendation

That the Council meetings calendar for 2022 be adopted.

Purpose of Report

- 1 To approve the Council meetings calendar for the 2022 calendar year.

Assessment of Significance and Engagement

- 2 This matter has been assessed as having low significance under the Council's Significance and Engagement Policy.

Background

- 3 Under the Local Government Act, Council can adopt a schedule of meetings covering any future period the local authority considers appropriate. Adoption of a schedule constitutes notification of every meeting on the schedule (*Local Government Act 2002: Schedule 7:19*).

Discussion

- 4 The draft meeting calendar for 2022, which has been reviewed by the Senior Leadership Team, is attached.
- 5 The calendar is generally based on a six weekly meeting cycle in respect of Community Boards, Standing Committees and Council meetings. The Audit and Risk Committee meets quarterly. Other committee meetings meet according to the cycles defined by their establishment and terms of reference. Some meetings have been adjusted in sequence to meet end of term requirements or legislative deadlines such as the adoption of the Annual Report or Annual Plan.
- 6 A few things to note relating to its preparation:
 - i. Meetings have been set to assume the adoption of the Annual Report 2021/22 prior to the end of the Council term. Legislation has pushed out a final date for Annual Report adoption until end of December 2022, which means adoption by this time is probably unlikely.
 - ii. Local government elections are on Saturday 8 October. Inaugural meetings following the election have been identified to provide potential dates. Following elections, the remainder of the 2022 Meeting Schedule will be determined at the inaugural meeting subject to the committee structure decided by the Mayor and incoming Council.
 - iii. There is a new public holiday – Matariki. Next year this is 24 June (Friday). The date changes every year to align with the maramataka (Māori lunar calendar).
 - iv. Audit and Risk committee dates have been confirmed with the external members of this committee.

- 7 Covid-19 alert levels and conditions may disrupt the calendar in 2022. This will be managed according to existing protocols, website notification and advertising via newspaper (where possible). At this point the Covid-19 Epidemic Notice remains in force until 8 December 2021, but would likely be renewed prior to that date. This enables council meetings via audio or visual link to meet quorum requirements regardless of Council Standing Orders and includes provisions enabling council meetings to be open to the public through online access and to post meeting agendas, reports and minutes on council websites rather than physical locations.

Options

- 8 The options are:
- 8.1 To adopt the calendar as presented.
 - 8.2 To adopt the calendar with any amendments deemed necessary.

Attachments

1. **2022 Draft Council Meeting Calendar** [↓](#) 

COUNCIL MEETINGS - 2022

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
MON												
TUE		1 Standing Committees	1									
WED		2	2									
THU		3	3									
FRI		4	4	1								
SAT	1 NEW YEAR'S DAY	5	5	2								
SUN	2	6 WAITANGI DAY	6	3	1							
MON	3 New Year Public Meeting	7	7 Audit & Risk The Com Bd Pleasant Point P & P Cttee	4 1 1 1	2	6 QUEEN'S BIRTHDAY	4 The Com Bd	1	5	3		5
TUE	4 New Year Public Meeting	8	8	5	3	7	5 P & P Cttee	2	6 Standing Committees	4	1	6 P & P Cttee Council
WED	5	9	9	6	4	8	6	3	7 Youth Initiatives Subcommittee (\$pm)	5	2	7 Council
THU	6	10	10 Local Arts Scheme	7	5	9	7	4	8	6	3	8 Local Arts Scheme
FRI	7	11	11	8	6	10	8	5	9	7	4	9
SAT	8	12	12	9	7	11	9	6	10	8	5	10
SUN	9	13	13	10	8	12	10	7	11	9	6	11
MON	10	14	14	11	9	13	11	8	12	10	7	12 INAUGURAL The Com Bd
TUE	11	15	15 Standing Committees Council &	12	10	14	12	9	13	11	8	13 INAUGURAL P & P Cttee
WED	12	16	16	13	11	15	13	10	14	12	9	14 INAUGURAL Gline Com Bd
THU	13	17	17	14	12	16	14	11	15	13	10	15 Local Arts Scheme
FRI	14	18	18	15	13	17	15	12	16	14	11	16
SAT	15	19	19	16	14	18	16	13	17	15	12	17
SUN	16	20	20	17	15	19	17	14	18	16	13	18
MON	17	21	21	18	16	20	18	15	19	17	14	19
TUE	18	22	22	19	17	21	19	16	20	18	15	20 Standing Committees
WED	19	23	23	20	18	22	20	17	21	19	16	21
THU	20	24	24	21	19	23	21	18	22	20	17	22
FRI	21	25	25	22	20	24	22	19	23	21	18	23
SAT	22	26	26	23	21	25	23	20	24	22	19	24
SUN	23	27	27	24	22	26	24	21	25	23	20	25 CHRISTMAS DAY (night saving term)
MON	24	28	28	25	23	27	25	22	26 SCANDINAVIAN DAY	24	21	26 BOXING DAY
TUE	25	29	29	26	24	28	26	23	27	25	22	27 CHRISTMAS DAY (normal)
WED	26	30	30	27	25	29	27	24	28	26	23	28 BOXING DAY (normal)
THU	27	31	31	28	26	30	28	25	29	27	24	29 OFFICE CLOSED
FRI	28			29	27		29	26	30	28	25	30 OFFICE CLOSED
SAT	29			30	28		30	27		29	26	31
SUN	30				29		31	28		30	27	
MON	31				30			29		31	28	Audit & Risk
TUE					31			30			29	
Wed								31			30	

 Audit & Risk Committee	 Downloads	 Standing Committees	 Public Holiday/Office Closed
 Community Boards	 Local Arts Scheme Assessment Subcommittee (2.30pm)	 Youth Initiatives Subcommittee (\$pm)	 School holidays 15 April - 1 May 9-24 July 1-16 October
 Council (\$pm)	 People & Performance (P&P)	 Adopted Council meeting	 TBC
 Donations & Loans Subcommittee (Item)	 Sector Cttee (2pm)		

Notes:
 Standing Committee refer to Commercial & Strategy, Community Services, Environmental Services and Infrastructure Committees
 Tenders & Procurement Committee - where required, occur before Standing Committees at 8.30am
 Hearings Committee, Director & Trustee Appointments Committee, Other subcommittees occur as required

8.4 Carry Forward Requests for 2020 / 2021

Author: Jason Rivett, Acting Chief Financial Officer

Authoriser: Erik Barnes, Acting Group Manager Commercial and Strategy

Recommendation

That the Council approves \$7,245,413 in capital carried forward expenditure outlined in this report and that the 2021-22 forecast be amended to reflect this approved expenditure (noting it does not have an impact on rates for the current financial year).

Purpose of Report

1 The purpose of this report is to ensure that funding previously approved in the 2020-21 Annual Plan for capital expenditure forecasted during the financial year remains available in the current financial year. Due to a variety of reasons some capital expenditure and/or projects remain as work in progress or not commenced at the end of the financial year. This will keep in place the funding required for the capital expenditure and projects to ensure their purchase and/or completion.

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, impact on strategic assets, and impact on wellbeing. The assessment of significance is low as these capital budgets have previously been approved by Council and as such there is no rating impact.

Background

3 Each year the Council budgets the capital expenditure it expects to incur. For a variety of reasons actual expenditure on these projects may not occur, i.e. the capital expenditure may be able to be deferred as the capital item in question has an extended life, procurement delays occur, consenting or the design of the project has taken longer than originally planned. As a result the timing of such expenditure across multiple financial years can be uncertain.

4 Much of the project work for the carry forwards included in this report have commenced and remain as work in progress as at 30 June 2021.

5 The Council achieved a total capital spend of approximately \$61m (rounded) in the financial year to 30 June 2021 which is considered a positive result and reflects the planning and frameworks in place to support capital and programme delivery.

6 When considering the financial results of the Council for the previous financial year, the Council has considered requests from Council management to carry forward funding so these projects are able to be completed.

7 A number of projects were re-budgeted as part of the 2021-31 Long Term Plan and as such are not requested to be carried forward. In addition, the Long Term Plan included a number of carry forwards for Roading and Three Waters which are therefore already captured in the 2021/22 capital budgets.

8 The projects identified to carry forward will not impact on rates or the delivery of the 2021/22 capital works programme delivery as the funding has been previously approved and budgeted.

Options and Preferred Option

9 The carried forward projects outlined at the end of this report are considered by Council and carry forward budgets are approved. The work outlined in this report has been previously approved in Councils Long Term and Annual Plan. The preferred option is to amend the 2021-22 Budget to reflect these projects.

10 Council can decide not to approve the carry forwards, noting this will incur potential contractual risks and impair Council' ability to delivery on expectations consulted upon in the previous Long Term Plan.

Consultation

11 Consultation has been undertaken with officers on which projects are to be completed after the end of the financial year and the funding that is carried forward from the previous financial year. Consultation had been undertaken with the community on the projects during the previous Long Term Plan process, and where required prior Annual Plans.

Relevant Legislation, Council Policy and Plans

12 Section 101 (1) of the Local Government Act 2002, relating to Financial Management, states "A Local Authority must manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently and in a manner that promotes the current and future interests of the community".

13 This section allows the Council to carry forward the projects as outlined for the "current and future interests of the community".

Financial and Funding Implications

14 Once the financial results for the 2020-2021 year have been finalised and audited, the Council will be able to determine the budget changes that can occur. It is important to note this does not affect the rates for the current year as the funding has already been provided for.

15 If the Council wishes for the projects identified to be commenced or completed during the current financial year, then the funding requires approval to be carried forward from the funds available from the previous financial year.

16 Funding for the carry forwards consists of:

Capital Carry Forwards	\$
Depreciation Reserve	\$562,067
Downlands Reserve - Unused Depreciation funding	\$2,437,540
Loan Funded	\$3,114,333
Rates funded	\$164,000
Sewer Reserve Unused Depreciation funding	\$250,000
Stimulus funds	\$312,473
Stormwater Reserve - Unused Depreciation funding	\$255,000
Te Moana Reserve - Unused Depreciation funding	\$150,000
	\$7,245,413

Attachments

- 1. 2020-21 Carryforward Schedule**

Appendix A: Funding to be Carried Forward from the 2020-21 financial year to 2021-22

Total Carried Forward Requests - Capital	\$7,245,413
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Carry Forward Requests

<i>Capital / Operating</i>	<i>Project Description</i>	<i>Amount</i>	<i>Funding Source</i>	<i>Explanation why not spent in 2020-21</i>	<i>Expected Completion Date</i>
<u>Community Support</u>					
Timaru Airport					
Capital	Reseals / Overlays - Resurfacing	\$110,224	Depreciation Reserve	Delayed expenditure – project ongoing	30 June 2022
Capital	Carpark Upgrade	\$48,663	Loan funded	Delayed expenditure – project ongoing	30 June 2022
<u>Social Housing</u>					
Capital	Healthy Homes – compliance with Healthy Home Standards	\$340,861	Loan Funded	Delayed expenditure – completion of upgrades to Healthy Homes Standards. Variety of works.	30 June 2022
Total Carried Forward Request		\$499,748			
<u>Recreation and Leisure</u>					
District Libraries					
Capital	Furniture Upgrade, Blinds	\$38,000	Depreciation Reserve	Delayed expenditure – carpet replacement to action first. Some items were waiting on availability.	30 June 2022
Capital	Book Purchases - Mackay Bequest	\$5,807	Depreciation Reserve	Items to add to the collections in the category as specified in the bequest were not available for purchase	30 June 2022
Capital	Book Purchases - Dowling Bequest	\$457	Depreciation Reserve	Items to add to the collections in the category as specified in the bequest were not available for purchase	30 June 2022

Capital	Building Capital Works	\$145,000	Loan funded	Delayed expenditure – other projects needed completion before starting.	30 June 2022
Capital	Carpet Replacement - Temuka	\$31,000	Depreciation Reserve	Delayed expenditure - other projects needed completion before starting.	30 June 2022
Aigantighe Art Gallery					
Capital	Art Works Purchases	\$6,944	Rates funded	Delayed expenditure - For Art work made for the gallery for Matariki event	30 June 2022
Capital	Additional Furniture, Fittings and Equipment	\$4,565	Depreciation Reserve	Delayed expenditure – light fixtures from overseas	1 September 2021
South Canterbury Museum					
Capital	New / Improved Capital : Materials Purchased	\$18,072	Rates funded	Delayed expenditure – supplier delays	30 June 2022
Capital	Compliant Roof Safety System	\$138,984	Rates funded	Delayed expenditure – supplier change has resulted in reduction in original cost estimate.	30 June 2022
Theatre Royal					
Capital	Theatre Royal & Heritage Facility	\$1,055,099	Loan Funded	Delayed expenditure, project is ongoing	2023
Swimming Pools					
Capital	Temuka Pool - Pool Upgrade	\$253,910	Loan funded	Project ongoing - work to be completed (Sept/Oct) to meet specs, and flooring in changing rooms and storage sheds.	31 October 2021
Parks and Recreation					
Capital	Services and Minor Structures	\$500,000	Loan funded	Delayed expenditure, projects are ongoing	1 May 2022
Total Carried Forward Request		\$2,197,838			

Roading and Footpaths					
Road / Street Landscapes					
Capital	CBD Refresh	\$66,152	Depreciation Reserve	Delayed expenditure – supplier delays	1 July 2021
Capital	New Surveillance Cameras - Royal Arcade, Piazza, Ashbury	\$11,417	Depreciation Reserve	Delayed expenditure – supplier delays	1 October 2021
Geraldine Footpaths					
Capital	Footpath Renewals, New Footpaths	\$53,744	Depreciation Reserve	Civil Defence Flooding event delayed project completion	21 December 2021
Rural Footpaths					
Capital	Footpath Renewals	\$24,369	Depreciation Reserve	Civil Defence Flooding event delayed project completion	21 December 2021
Temuka Footpaths					
Capital	Footpath Renewals, New Footpaths	\$90,746	Depreciation Reserve	Civil Defence Flooding event delayed project completion	21 December 2021
Timaru Non Subsidised					
Capital	Footpath Renewals, New Footpaths	\$125,586	Depreciation Reserve	Civil Defence Flooding event delayed project completion	21 December 2021
Total Carried Forward Request		\$372,014			

Sewer Drainage					
Capital	Dawson St Pump Station Replacement	\$190,338	Stimulus funds	Project ongoing	30 June 2022
Capital	Inland Towns Pipeline Geraldine Flushing Flow	\$122,135	Stimulus funds	Project ongoing	30 June 2022
Capital	Model Analysis and Calibration	\$100,000	Sewer Reserve Unused Depreciation funding	Project ongoing	30 June 2022
Capital	New Reticulation	\$100,000	Sewer Reserve Unused Depreciation funding	Delayed expenditure – project ongoing	30 June 2022
Capital	Network flow metering in Temuka and Geraldine	\$50,000	Sewer Reserve Unused Depreciation funding	Project ongoing	30 June 2022
Total Carried Forward Request		\$562,473			
Stormwater					
Temuka Stormwater					
Capital	Renewals, Capital Upgrades	\$50,000	Stormwater Reserve – Unused Depreciation funding	Delayed expenditure - Projects delayed with stormwater management plans and consents	30 June 2022
Timaru Stormwater					
Capital	Capital Upgrades	\$140,000	Stormwater Reserve – Unused Depreciation funding	Delayed expenditure - Projects were being identified and developed	30 June 2022
Capital	Network Analysis	\$15,000	Stormwater Reserve – Unused Depreciation funding	Project ongoing - Modelling now underway	30 June 2022
Capital	Network Renewals	\$50,000	Stormwater Reserve – Unused Depreciation funding	Project ongoing	30 June 2022
Total Carried Forward Request		\$255,000			

<u>Water Supplies</u>					
Te Moana Downs Water Supply					
Capital	Reticulation	\$150,000	Te Moana Reserve – Unused Depreciation funding	Due to be completed by 30 June 2021 but project is ongoing	30 June 2022
Downlands Water Supply (82%)					
Capital	Mains, tanks, intake renewals, leak detection, jets	\$1,894,700	Downlands Reserve – Unused Depreciation funding	Delays from reforecast in Long Term Plan, Project ongoing	30 June 2022
Capital	Te Ana Wai Infiltration Gallery and Low Lift Pumps	\$131,200	Downlands Reserve – Unused Depreciation funding	Project ongoing	30 June 2022
Capital	Te Ana Wai Water Treatment Plant Upgrade	\$770,800	Loan Funded	Project ongoing	30 June 2022
Capital	Te Ana Wai Raw Water Storage	\$270,600	Downlands Reserve – Unused Depreciation funding	Project ongoing	30 June 2022
Capital	Sprinbrook Treatment Upgrade	\$141,040	Downlands Reserve – Unused Depreciation funding	Project ongoing	30 June 2022
Total Carried Forward Request		\$3,358,340			

8.5 Review of Joint Timaru, Mackenzie and Waimate District Councils Local Alcohol Policy

Author: Ann Fitzgerald, Corporate Planner
Mark Low, Strategy and Corporate Planning Manager
Debbie Fortuin, Environmental Compliance Manager

Authoriser: Paul Cooper, Group Manager Environmental Services

Recommendation

That Council confirms a Local Alcohol Policy in the Timaru District is still required and confirms it remain a joint Local Alcohol Policy with the Mackenzie and Waimate District Councils.

Purpose of Report

- 1 The purpose of this report is to seek a Council decision on the continuation of a Local Alcohol Policy (LAP) for the Timaru District, and if so, confirm that it should remain a Joint LAP with the Mackenzie (MDC) and Waimate (WDC) District Councils, should MDC and WDC wish to maintain this approach.

Assessment of Significance

- 2 The purpose of the LAP is to introduce local variations to the controls over the sale and supply of alcohol in addition to what is prescribed by the Sale and Supply of Alcohol Act 2012 (the Act).
- 3 As such the LAP is assessed as high significance for key stakeholders including the Medical Officer of Health represented by Community Public Health, NZ Police, liquor license holders and social support agencies, as well as the wider community as a whole.
- 4 The Act requires consultation using the Special Consultative Procedure to ensure that stakeholders and the community as a whole, has the opportunity to provide feedback on the draft policy.

Background

- 5 The Act makes provision for any territorial authority to have a local policy relating to the sale, supply or consumption of alcohol within its district, and for two or more territorial authorities to adopt a single local alcohol policy for their districts (sections 75 and 76).
- 6 A territorial authority that has a local alcohol policy must review it, using the Special Consultative Procedure, no later than six years after it came into force; and no later than six years after the most recent review of it was completed (section 97).
- 7 In March 2016, Timaru District Council adopted a joint LAP in conjunction with Mackenzie and Waimate District Councils.
- 8 A light review was undertaken in July 2017. The review sought views from key stakeholders including Police, the Medical Officer of Health, the District Licencing Committee and several other groups. The outcome of the review was no change to the existing LAP at that time.
- 9 The Act now requires a full review of the LAP using the Special Consultative Procedure, with the six year timeframe due to expire on 24 March 2022.

- 10 It is noted that the parts of the LAP which set maximum trading hours for licensed premises, and the one-way door restriction, do not reach the six year review date until 7 June 2022. However, as this is only one part of the LAP the intention is to review the policy as a whole.
- 11 A legal opinion from Anderson Lloyd notes that should this review not be completed by 24 March 2022, the current LAP does not lapse until a new LAP is in place.
- 12 The intention is to review the LAP using the Special Consultative Procedure, and to adhere as closely as possible to the six year review date.

Discussion

Joint Local Alcohol Policy

- 13 Having a LAP is optional for any territorial authority. Council can decide not to continue with a LAP. The Act (section 96) requires Council to use the Special Consultative Procedure to revoke the LAP.
- 14 Without a LAP, applications for licenses are governed entirely by the Act, with no local variations or further controls available.
- 15 The key local variations that constitute our joint LAP are as follows:
 - i. One-way door policy – requiring a premises open until 3am shall require a one way door restriction from 2am on Friday, Saturday and Sunday mornings for any event exceeding 100 people at the premises.
 - ii. Licensing hours which are more restrictive than the Act in some cases.
 - iii. Discretionary conditions including the distance to sensitive sites, permitted zones for off-licenced premises, discretionary conditions for special licences, restrictions on type and packaging of alcohol and restrictions on the consumption of alcohol in outdoor areas after midnight.
- 16 Council can decide to opt out of the joint LAP and adopt a Timaru District LAP. This would mean that Mackenzie and Waimate District Councils would also need to develop their own LAP. However, the Health Contract between the 3 Councils, that includes the alcohol licensing activity, means that to separate and develop our own LAP would not be a simple exercise.
- 17 The main advantages of a joint LAP include:
 - i. consistency of decision-making throughout the three districts,
 - ii. a more streamlined approach for the Liquor Licensing Team (which services all three Councils via contractual agreements),
 - iii. a more streamlined approach for the District Licensing Committee (DLC) as they administer one LAP, thereby simplifying decision-making, facilitating the ability for DLC members to be able to stand in for any of the three Councils where the need arises.
- 18 The main downside to having a joint LAP is that all three Councils will need to reach agreement on the content of the LAP, which could make for a slightly longer review process, should disagreements arise.

Process for review of the Local Alcohol Policy

- 19 The Act (section 78) states that when producing a draft policy for consultation Council must have regard to:

- i. the objectives and policies of its district plan;
 - ii. the number of licences of each kind held for premises in its district, and the location and opening hours of each of these premises;
 - iii. any areas where bylaws prohibiting alcohol in public places are in force;
 - iv. the demography of the district's residents;
 - v. the demography of people who visit the district as tourists or holidaymakers;
 - vi. the overall health indicators of the district's residents; and
 - vii. the nature and severity of the alcohol-related problems arising in the district.
- 20 When producing a draft policy, a Council must consult with the Police, Licensing Inspectors, and Medical Officers of Health, each of whom must make reasonable efforts to give a Council any information they hold relating to any of the matters stated in the list above.
- 21 Council staff are currently seeking initial feedback from the Medical Officer of Health, Police and Licensing Inspectors.
- 22 It is worthy of note that all agencies are struggling to resource to the same level as was available before the arrival of COVID-19. Any constraints on resourcing will potentially impact the project timeline.
- 23 The Anderson Lloyd legal opinion notes that when seeking initial feedback from these key stakeholders, a reasonable time needs to allow for response. However should this not be forthcoming Council can choose to continue with the review process to meet its statutory deadline.
- 24 Notwithstanding this, officers are of the view that early engagement with key stakeholders around community indicators such as health and alcohol related harm incidents, and district demographics is an important step in the process to ensure any foundation for change is based in evidence. Officers hold the view that the review of a LAP has the potential to become a litigious process and may be subject to an appeal process, so the process must be as robust and equitable as we can make it.
- 25 Officers are therefore recommending that the process of review happens as quickly as it can, noting that a robust and equitable review process may extend timeframes beyond 24 March 2022. The outline of dates can be determined after initial discussions with Police, the Medical Officer of Health; and other key stakeholders including Community Boards, Iwi, Hospitality Association, and Licensed Businesses via the Licensed to Service Newsletter.
- 26 Once initial feedback from key stakeholders has been received and considered, Officers will prepare a more defined timeline for consultation and a draft Policy and Statement of Proposal for Council(s) consideration.
- 27 In summary, depending on the decisions made by the three Councils, the steps following this include:
- i. Preparation of Draft Policy and Statement of Proposal for adoption by the Council(s)
 - ii. A four week consultation period follows
 - iii. A Joint Hearings Panel to be appointed (if the Joint LAP continues)
 - iv. The Hearing Panel is convened to hear submissions
 - v. Council meets to adopt the LAP

- 28 The Act sets out the next steps following consultation on the draft policy, including the production of a provisional policy and notification for the right to appeal this to the Licensing Authority.

Options and Preferred Option

- 29 The following options are available:
- 30 Option 1: (preferred option) Council decides to continue with a LAP for the Timaru District, and confirms that this will be a joint LAP with the Mackenzie and Waimate District Councils (should MDC and WDC wish to maintain this approach).
- 31 Option 2: Council decides to continue with a LAP for the Timaru District only, and withdraws from a joint LAP.
- 32 Option 3: Council decides that a LAP is no longer required for the Timaru District.

Consultation

- 33 Once the formal initial feedback is obtained from the Medical Officer of Health, NZ Police and Licensing Inspectors the review timeline can be finalised. Broader consultation with wider stakeholders can then take place including Community Boards, Iwi, Hospitality Association and Licensed businesses.
- 34 The Act (section 79) requires Council to then use the Special Consultative Procedure to consult widely with all stakeholders and the wider community and to consider submissions on the draft LAP.

Relevant Legislation, Council Policy and Plans

- 35 Sale and Supply of Alcohol Act 2012, particularly Subpart 2 which outlines the requirements for Local Alcohol Policies.
- 36 The Timaru, Waimate & Mackenzie Joint Local Alcohol Policy
- 37 Local Government Act 2002, section 83, which outlines the requirements for the Special Consultative Procedure and section 87 which outlines requirements for the SCP used for other processes such as the LAP.

Financial and Funding Implications

- 38 The cost of the consultation on the draft LAP will be drawn from existing budgets.
- 39 There are no other financial implications.

Other Considerations

Attachments

1. **Timaru District Council Local Alcohol Policy - Final**  



Joint Local Alcohol Policy

Mackenzie, Timaru & Waimate District Councils

1. Background

This Local Alcohol Policy (LAP) has been developed jointly by the Mackenzie, Timaru and Waimate District Councils. The Policy sets out a framework for reasonable and consistent decision making in the local administration of the Sale and Supply of Alcohol Act 2012 (the Act). It provides guidance to existing and prospective licensees about their role in reducing alcohol harm which is reflected through the communities' views and expectations.

1.1. Purpose and Objectives of the Sale and Supply of Alcohol Act 2012

The Act puts in place a new system of control over the sale and supply of alcohol. The key characteristics of this new system are that:

- it is reasonable; and
- the administration of the Act will help achieve the Acts objectives.

The object of the Act is to:

- (a) ensure that the sale, supply, and consumption of alcohol is undertaken safely and responsibly; and
- (b) minimise the harm caused by the excessive or inappropriate consumption of alcohol.

1.2. Local Alcohol Policy Development

The Government wants to improve community input into local alcohol licensing decision making. Under Section 75 of the Act territorial authorities have the discretion, to establish a Local Alcohol Policy (LAP). All three district Councils decided to work collaboratively on this policy for enhanced efficiency in administration, education and policing.

Section 77 of the Act prescribes what a LAP can cover, these are:

- (a) the location of licensed premises by reference to broad areas;
- (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- (d) whether further licenses (or licenses of a particular kind or kinds) should be issued for premises in the district concerned, or any part of the district;
- (e) maximum trading hours;
- (f) the issue of licenses, or licenses of a particular kind or kinds, subject to discretionary conditions;
- (g) one-way door restrictions.

These matters (a) to (d) do not apply to special licenses, or premises for which a special license is held or has been applied for.

A local alcohol policy cannot include policies on matters unrelated to licensing. Section 78 of the Act outlines the matters that a Council must have regard to when producing a draft policy.

These are:

- (a) the objectives and policies of its district plan;
- (b) the number of licences of each kind held for premises in its district, and the location and opening hours of each of these premises;
- (c) any areas where bylaws prohibiting alcohol in public places are in force;
- (d) the demography of the district’s residents;
- (e) the demography of people who visit the district as tourists or holidaymakers;
- (f) the overall health indicators of the district’s residents; and
- (g) the nature and severity of the alcohol-related problems arising in the district.

When producing a draft policy a Council must consult with the Police, Licensing Inspectors, and Medical Officers of Health, each of whom must make reasonable efforts to give a Council any information they hold relating to any of the matters stated in (a) to (g) above. All three agencies supplied a submission on this policy.

2. Definitions

Alcohol	A substance that is or contains fermented, distilled, or spirituous liquor, which; in whatever form (such as frozen liquid, or a mixture of a frozen liquid and another substance or substances,) is found on analysis to contain 1.15% or more ethanol by weight, in a form that can be consumed by people.
Alcohol management plan	is a plan of measures and actions designed to manage the sale and supply of alcohol to achieve the objectives of the Sale and Supply of Alcohol Act 2012.
Alcohol related harm	<ul style="list-style-type: none"> a) the harm caused by the excessive or inappropriate consumption of alcohol; and includes: <ul style="list-style-type: none"> i) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and ii) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).
Amenity and good order	of the locality, in relation to a licensing application, means the extent to which, and ways in which, the locality in which the premises concerned are situated (or, in the case of a conveyance, the localities where the conveyance is likely to travel) are pleasant and agreeable.
Authorised customer	in relation to premises a club license is held for, means a person who: <ul style="list-style-type: none"> a) is a member of the club concerned; or b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or c) is an authorised visitor.
Authorised visitor	in relation to premises a club license is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members.
Bar	in relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol
Bottle store	means retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else.

Business zone or commercial zone	means land zoned as type of business or commercial zoning in the relevant district plan at the time when the relevant Off Licence application is determined. For the avoidance of doubt, the term includes land zoned for business activities (in contrast to industrial or residential activities) in any subsequent district plan, irrespective of the specific name of the zone.
Club	means a body that: <ul style="list-style-type: none"> a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or b) is a body corporate whose object is not (or none of whose objects is) gain; or c) holds permanent club charter.
Discretionary condition	The licensing authority or licensing committee concerned may issue a license subject to particular conditions if: <ul style="list-style-type: none"> a) there is any relevant local alcohol policy and b) in its opinion, the issuing of the license or the consequences of the issuing of the license, without those conditions would be inconsistent with the policy. <p>The holder of a license must comply with every condition subject to which it has been issued or renewed.</p>
District	in relation to a territorial authority, has the meaning given by section 5(1) of the Local Government Act 2002.
Early childhood education	a centre licensed under the Education (Early Childhood Centres) Regulations 1998 and meets Section 310 of the Education Act 1989.
Food product	does not include: <ul style="list-style-type: none"> a) alcohol, confectionery, ready-to-eat prepared food, or snack food; or b) a drink (other than milk) sold in a container with a capacity of 1 litre or less; but c) includes delicatessen items that are not ready-to-eat prepared food or snack food.
Grocery store	means a shop that: <ul style="list-style-type: none"> a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and <p>comprises premises where:</p> <ul style="list-style-type: none"> a) a range of food products and other household items is sold; but b) the principal business carried on is or will be the sale of food products.
Inspector	means an inspector appointed under section 197(1); and <ul style="list-style-type: none"> a) in relation to premises that are not a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the premises are situated; and b) in relation to a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the principal place of business in New Zealand of the applicant or licensee (as the case may be) is situated.
Large event	means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.
Local alcohol policy	<ul style="list-style-type: none"> a) means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within the district of a territorial authority or the districts of 2 or more territorial authorities; and b) in relation to a territorial authority, means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within its district or the districts of 2 or more territorial authorities that include it.
Medium event	means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
Off Licence	is a licence for premises where the licensee can sell alcohol for consumption somewhere else.
On Licence	is a license for premises where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol. This includes 'Bring Your Own' restaurants and caterers.

One-way door restriction	in relation to a licence, is a requirement that, during the hours stated in the restriction: a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and b) no person who has been admitted (or re-admitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.
Primary school	schools offering education to children from Year 1 up to Year 8 or a variation of the years.
Ready to Drink Product (RTD)	is a pre-packaged, pre-measured, and pre-mixed alcoholic beverage combining a spirit, wine, malt or fruit base with a carbonated soft drink or juice.
Restaurant	means premises that: a) are not a conveyance; and b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises.
Secondary school	schools offering education for students from Year 9 up to Year 15, and sometimes Year 7 and 8 as well.
Small event	means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.
Supermarket	means premises with a floor area of at least 1,000 m2 including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
Tavern	a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but b) does not include an airport bar.

3. Licence Conditions

The following conditions will be applicable to licensed premises in all three districts unless otherwise stated.

3.1. On Licence

The premises where an On Licence (other than an On Licence Endorsed under section 37 of the Act) is held, the licensee:

- (a) can sell and supply alcohol for consumption there; and
- (b) can let people consume alcohol.

Policies related to On Licenses also apply to:

- Bring Your Own (BYO) restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act).

Hours of Operation

The hours of operation for On Licenses apply to premises in the Mackenzie, Waimate and Timaru Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an On Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of On Licence Premises	
Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
Monday to Sunday: 7.00am to 1.00am the following day	Monday to Sunday: 7.00am to 3.00am the following day

In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.

Discretionary Conditions

Discretionary Conditions for On Licence Premises may include:	
Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
<ul style="list-style-type: none"> Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) 	<ul style="list-style-type: none"> Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any tavern, hotel, bar and nightclub with 100 or more people attending. Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school No shots or double spirit mixes should be sold from 30 minutes prior to closing.

Location of On Licence Premises

From the date this LAP comes into force, no further On Licenses are to be issued for any premises unless that premises is located on the applicable zoned land described in the District Plan or a Resource Consent has been granted by Council for its operation.

3.2. Off Licenses

The premises where an Off Licence is held, the licensee can sell alcohol for consumption off the premises. While these premises are open the licensee can supply alcohol free for consumption on the premises as a sample up to 40ml. This excludes samples of undiluted spirits which are to be supplied as a sample of up to 25ml.

The holder of an Off Licence may sell alcohol on or from the premises for it to be delivered elsewhere endorsed under section 40 of the Act.

Hours of Operation

The hours of operation for Off Licenses apply to premises in the Mackenzie, Timaru and Waimate Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an Off Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of Off Licence Premises	
Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores	Hotel in-bedroom (mini bar) sales
Monday to Sunday: 7.00am to 9.00pm	Monday to Sunday: 24 hours per day

Discretionary Conditions

Discretionary Conditions for Off Licence Premises may include:

Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores

The main façade of the premises, being the principal front of a building that faces onto a street or open space of any new licensed premise must not be within 100 meters of any Early Childhood Centre, Primary school or Secondary school, except that this policy shall not apply to premises that are located:

- In a business zone of the Waimate District Plan;
- In a business zone of the Mackenzie District Plan;
- In a commercial zone of the Timaru District Plan.

Supervised designation for bottle stores (excluding supermarkets and grocery stores) to ensure unaccompanied minors do not enter bottle store premises.

Location of Off Licence Premises

From the date this LAP comes into force, applications for new Off Licenses for any premises will only be granted if that premise is located on the applicable zoned land described in the District Plan or once a Resource Consent has been granted by Council for its operation.

3.3. Club Licenses

On premises for which a club license is held, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.

A significant number of clubs are in or adjacent to residential areas. The sale of liquor must be ancillary to the Club’s activities, and the licensed hours must reflect the hours of the operation of the principle club activity.

Hours of Operation

Operation of Club Licence Premises

Monday to Sunday: 9.00am to 1.00am the following day

3.4. Special Licenses

Hours of Operation

Restrictions on hours will be imposed if the District Licensing Committee considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police, Medical Officer of Health or other relevant affected parties.

Special licenses can cover an event or series of related events to a maximum of 20 events per premise per year (1 July to 30 June). A maximum of 15 events will be issued per 6 month period.

Discretionary Conditions

Discretionary Conditions for Special Licence may include:

- Sale of Ready to Drink (RTD) alcoholic beverages to be under 5% alcohol
- Provide an Alcohol Management Plan.
- No alcohol is to be sold in glass containers for events exceeding 100 people
- License area to be clearly defined where liquor is to be consumed e.g. Beer tent.
- Wine not to be sold by the bottle.
- Maximum number of alcoholic drinks per purchase may be specified.

Licensed Hours

No Special Licence will be granted to extend later than 2.00am.

4. One Way Door

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any event exceeding 100 people occurring at the premises.

5. Policy Statement

5.1. Application and Scope

This policy applies to any licensing application made to a District Licensing Committee in the Mackenzie, Timaru and Waimate Districts.

Transitional Provisions

The provisions of this policy come into effect after the Provisional policy is adopted as the final policy (Council determination usually 30 days).

Exemptions

Any application for a new license or license renewal for any premises which had a current license at the date this policy came into effect is exempt from the provisions of this policy relating to the location of licensed premises. The exemption remains in force for as long as the premises remains continuously licensed and will cease to exist when the current license or any subsequent license for the premises is surrendered or not renewed.

Relationship to the Act

This policy does not include all the provisions that may apply to license applications and should therefore be read in conjunction with the Act, which contains a number of additional provisions.

6. Policy Review

The three territorial authorities will monitor the policy to ensure it is operating to full effect.

An evaluation will be conducted 18 months after the policy comes into effect. If this evaluation results in an assessment that changes may be needed, the policy will be reviewed.

This policy was evaluated in July 2017 and did not indicate the need for any changes. A review will be initiated prior to 24 March 2022 (no later than 6 years after it came into force).

7. Adopted By and Date

The final policy was adopted following approval from the Alcohol Regulatory and Licensing Authority (ARLA) on 21 December 2015. The policy was implemented from 24 March 2016.

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration

12 Exclusion of Public

12.1 Caroline Bay Soundshell Seating Replacement Project - Contract No. 2490

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>12.1 - Caroline Bay Soundshell Seating Replacement Project - Contract No. 2490</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>Commercial sensitivity</p>