



AGENDA

Geraldine Community Board Meeting Wednesday, 6 October 2021

Date Wednesday, 6 October 2021

Time 6.30pm

Location Geraldine Library/Service Centre

File Reference 1450189

Timaru District Council

Notice is hereby given that a meeting of the Geraldine Community Board will be held in the Geraldine Library/Service Centre, on Wednesday 6 October 2021, at 6.30pm.

Geraldine Community Board Members

Wayne O'Donnell (Chairperson), Janene Adams (Deputy Chairperson), Jan Finlayson, Jennine Maguire, Cr Gavin Oliver, Natasha Rankin and McGregor Simpson

Local Authorities (Members' Interests) Act 1968

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

Bede Carran
Chief Executive

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

7 Confirmation of Minutes

7.1 Minutes of the Geraldine Community Board Meeting held on 7 July 2021

Author: Michelle Heal, Executive Assistant Infrastructure

Recommendation

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

Attachments

- 1. Minutes of the Geraldine Community Board Meeting held on 7 July 2021**



MINUTES

Geraldine Community Board Meeting Wednesday, 7 July 2021

Ref: 1450189

**Minutes of Timaru District Council
Geraldine Community Board Meeting
Held in the Geraldine Library/Service Centre
on Wednesday, 7 July 2021 at 6.30pm**

Present: Wayne O'Donnell (Chairperson), Janene Adams (Deputy Chairperson), Jan Finlayson, Jennine Maguire, Cr Gavin Oliver, McGregor Simpson

In Attendance: Land Transport Manager (Susannah Ratahi), Executive Assistant Infrastructure (Michelle Heal)

1 Apologies

Apologies were received from Mayor Nigel Bowen and Cr Allan Booth.

Resolution 2021/53

Moved: Wayne O'Donnell

Seconded: Gavin Oliver

That the apologies received from Mayor Nigel Bowen and Cr Allan Booth were received and accepted.

Carried

2 Public Forum

Roads – McGregor Simpson

McGregor expressed his historic concern over the misspelling of the Road Name “Mackenzie Road” (correct spelling). McGregor advised he wished the spelling to be corrected in recognition of the settler the road was named after.

McGregor expressed his concern over the renaming of Osborn Track, Slack Street, Ashby Road and Slaughterhouse Road.

McGregor advised he has been approached by 4 property owners experiencing legal access issues.

The Board members asked McGregor to clarify whether he is advising Council directly in relation to the matters he raises in the public forum. The proper process and forum as a Board Member to resolve issues is to lodge a customer service request or assist the community member raising the issue to do so. The Geraldine Service Centre is also more than willing to assist. This provides Council with the opportunity to resolve these issues in an appropriate manner and in a timely way. For example if McGregor had spoken to Council directly in relation to the misspelling of the Road name Mackenzie Road Council would have advised the correction of the misspelling has been identified and is being rectified. The public forum is not the right forum or process as a Board Member to address or resolve these matters.

3 Identification of Items of Urgent Business

There were no items of urgent business.

4 Identification of Matters of a Minor Nature

Resolution 2021/54

Moved: Jan Finlayson

Seconded: Jennine Maguire

That two matters were identified to be discussed in matters of minor nature:

- Geraldine Facebook Page
- Geraldine Strategic Plan
 - Thank you to Timaru District Council from the Geraldine Community Board
 - Funding control and management

Carried

5 Declaration of Conflicts of Interest

There were no conflicts of interest.

6 Chairperson's Report

The Chair advised that since the last meeting, the following meetings/events have been attended:

- Timaru District Long Term Plan Submission Hearings on the Woodbury Road and Geraldine Strategic Plan submissions
- Civil Defence 30 May 2021 Flooding Event and Debrief – Special thank you to the Geraldine Library Staff who provided assistance in their own time. It was very much appreciated.
- Timaru District Council Standing Committee meeting 8 June 2021
- Geraldine Vehicle Trust several meetings including 21 June 2021
- Timaru District Council meeting 29 June 2021
- Geraldine Vintage Car and Machinery Club meeting 9 June
- NPD site visit with Jeff Wynn in relation to the rock wall 6 July 2021 – further discussion is required with the Historical Society seeking clarification of the rock wall
- Hon Jacqui Dean in relation to Orari Bridge
- Geraldine District Foundation meetings – weekly including grant application funding
- Discussion and Correspondence:
 - Timaru District Council roading officers
 - Letter to Graeme Wills in relation to proposed Kennedy Park Caravan/Motor Home Land Area Park over Property (POP)

Resolution 2021/55

Moved: Wayne O'Donnell

Seconded: Gavin Oliver

That the Chairs report be accepted

Carried

7 Confirmation of Minutes

7.1 Minutes of the Geraldine Community Board Meeting held on 26 May 2021

Resolution 2021/56

Moved: Gavin Oliver

Seconded: McGregor Simpson

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

Carried

8 Reports

8.1 Geraldine Transport Strategy

The Community Board discussed as presented the Geraldine Transport Strategy (Strategy). The Strategy was undertaken following public consultation including group workshop review of feedback and prioritisation undertaken on 24 March 2021.

The Land Transport Manager will continue to liaise and work with the Board in relation to the Strategy and the development/implementation of a communication promotional package.

The Board agreed they were happy with the Strategy albeit some of the population expectation statistics did not accurately reflect the actual data. The Board agreed anomalies such as this were to be expected.

Resolution 2021/57

Moved: Gavin Oliver

Seconded: Jan Finlayson

That the Geraldine Community Board

1. Receives the final Geraldine Transport Strategy from Abley Consultants dated 24 June 2021.
2. Endorses the final Geraldine Transport Strategy for adoption by the Infrastructure Committee.

Carried

8.2 Talbot Forest Working Group Meeting Notes

The Talbot Forest Working Group's minutes were taken as read and discussed by the Community Board. The Board agreed they enjoyed the regular and continued provision of these updates and found them informative and beneficial. The Board expressed their thanks to the Talbot Forest Working Group for their continued provision of the same.

Resolution 2021/58

Moved: Jennine Maguire

Seconded: Janene Adams

That the Board receives the meeting notes from the Talbot Forest Working Group.

Carried

9 Consideration of Urgent Business Items

There were no items of urgent business.

10 Consideration of Minor Nature Matters

10.1 Geraldine Community Board Facebook Page

The Board discussed and agreed having a Geraldine Community Board Facebook Page would be a useful official format platform to provide community information. The Board agreed that Janene Adams would develop and outline a plan/proposal for the implementation, management, control and administration of a Geraldine Community Board Facebook Page for feedback from the Board and then discussion with Council's Communications Manager.

Resolution 2021/59

Moved: Wayne O'Donnell

Seconded: Gavin Oliver

The Board agreed that Janene Adams would develop and outline a plan/proposal for the implementation, management, control and administration of a Geraldine Community Board Facebook Page for feedback from the Board and then discussion with Council's Communications Manager.

Carried

10.2 Geraldine Strategic Plan

The Board expressed their sincere thanks and acknowledgement of the support received from Council in relation to the Geraldine Strategic Plan including funding.

The Board understood that the development of the Strategic Plan was under their control and management. The initial funds available for the development would be available once the Long Term Plan was adopted.

The Chair will seek advice from Council's Strategy and Corporate Planning Manager on the most appropriate person in Council to discuss the same with.

11 Public Forum Issues Requiring Consideration

There were no public forum issues requiring consideration.

12 Board Member's Reports

Cr Gavin Oliver

The Board Member advised that since the last meeting, the following meetings/events have been attended:

- Civil Defence 30 May 2021 Event & Debrief & Recruitment Evening (18 new recruitments)
- Geraldine Combined Sports meeting

- Go Geraldine AGM
- Various other matters in relation to the flooding event, bridges, fords
- Long Term Plan Submissions Hearings
- Discussions with Council's Drainage and Water Manager in relation to the Siphon
- Hon Jacqui Dean in relation to Orari Bridge
- The member provided the Board with an update on the 3 Waters Reform

Jennine Maguire

The Board Member advised that since the last meeting, the following meetings/events have been attended:

- Civil Defence 30 May 2021 Event & Debrief
- Communications with Parks and Recreation Manager in relation to coordinating repair work of the track repair from the flooding event under guidance of Council
- Bike Geraldine

Jan Finlayson

The Board Member advised that since the last meeting, the following meetings/events have been attended:

- Arts Council meeting – show
- Creative Community Funding Scheme meeting
- The Geraldine Arts Council is having a Lantern Walk beginning 17 July and require more helpers/marshalls if any members are interested – Kennedy Park 6pm – a written invitation will be forwarded to the Chair containing the relevant details

Janene Adams

The Board Member advised that since the last meeting, the following meetings/events have been attended:

- Civil Defence 30 May 2021 Event & Debrief
- Long Term Plan Submissions Hearings
- Discussions with Peel Forest outdoor
- Geraldine Combined Sports meeting

McGregor Simpson

The Board Member advised that since the last meeting, the following meetings/events have been attended:

- Civil Defence 30 May 2021 Event
- Civil defence work
- Working with ratepayers

The Meeting closed at 7.45pm.

.....
Wayne O'Donnell
Chairperson

8 Reports

8.1 Talbot Forest Working Group Meeting Notes

Author: Jo Doyle, Governance Advisor

Authoriser: Mark Low, Strategy and Corporate Planning Manager

Recommendation

That the Board receives the meeting notes from the Talbot Forest Working Group.

Purpose of Report

- 1 The meeting notes (attached) from the Talbot Forest Working Group's June meeting have been made available to provide an update to the Geraldine Community Board on the group's activities.
- 2 The meetings are held every second month, the meeting notes are provided for the Board's information.

Attachments

1. Talbot Forest Working Group - Minutes - June 2021  



Meeting Minutes Tuesday 29 June 2021 at 78 Tripp Street, 10.30 am.

Present, Mervyn Bowler, Judy Lyttle, Gary Foster, Ines Stäger

Apologies: Rosie Morten, Maureen Martin, Jessica Bond (ECan), Chris Coulter (DOC).

1. Plant maintenance at TFSR

DOC staff have followed up with weed control in the areas that TFWG has mulched. Spraying will be undertaken in preparation of the planting, filling in the flatter, grassed areas next to Tripp Street and around the wooden bollards. A tentative date for planting is at the hands on day, 28 September 2021, if conditions are favourable.

2. Woody weed control

To date, woody weed control has been undertaken by TFWG members on two occasions. Around 100 weed trees have been treated with X-tree, and several smaller weed species have been hand pulled. Ash, elm, hawthorn, spindleberry, plum, cherry, Portuguese laurel, Bay laurel, Old men's beard, yew tree, ivy, jasmine etc.

3. Himalayan Balsam - update

Surveillance and control work will be undertaken in late spring/early summer. It is assumed that the plants in the Waihi River will have been washed away during the flood. It was agreed to send a letter to the Temuka Community Board, to make them aware of the potential invasion of Himalayan Balsam into the lower parts of the Waihi and into the Temuka River.

4. Oliver Dryland Reserve

Pitt Road and part of the reserve has been washed out as a result of the flood. The road is being repaired and gravel has been scraped to re-build the road. An information day at the O D reserve on Pitt Road might take place in about November.

5. Waihi River

A meeting organised by ECan to discuss potential work in the Waihi River was attended by members of TFWG. Subsequently a member met with Greg Stanley (ECan) for a walk over, to provide some background information and look at potential weed control work. Since the walk over, the river environment has changed considerably as the result of the flooding. Three volunteers have freed up plants that were partially buried by silt and other vegetation matter.

6. Kuhmo tyres

A further funding injection has come through from Kuhmo tyres. The funding is for the plant purchase, to continue the link to TFSR above Shaw Street and Barker Street.

7. Pekapeka

Following the great interest and participation on three consecutive Wednesday, TFWG is keen to repeat these events in January 2022. Suggested dates are: 13, 20 & 27 January 2022, to be confirmed.

TFWG agreed to purchase two hand held bat detectors. The intention was for someone that was travelling to Britain to bring them back. And then came the lockdown. These were not available during lockdown. The proposed model Magenta bat4 is currently available @ £62.50 from nhbs.

Port Blakeley had earlier purchased several Magenta bat4 boxes for the use by the community on a loan basis. These are held at DOC Geraldine, and a staff member confirmed that these would be available to TFWG for the proposed public bat watching evenings.

8. Next meeting

The hands on meeting will take place at the entrance to TFSR at the bottom end of Bridge Street. We will be dealing to a number of unwanted species. Bring loppers, secateurs, gloves etc.. Please park at Coulter place by the stone wall, and walk the short distance.

9. Future events

TFWG will investigate another potential field day in the autumn around insects and their habitat.

10. Meeting dates for the remainder of 2021 are the last Tuesday of the month:

27 July	hands on; @ Bridge Street entrance to TFSR
31 August	planning
28 September	hands on; (potential planting day at TFSR)
26 October	planning
30 November	hands on

8.2 Economic Report & Geraldine Tourism Product Development

Author: Andrew Feary, Governance Advisor

Authoriser: Mark Low, Strategy and Corporate Planning Manager

Recommendation

1. That the Geraldine Community Board receive the report from Venture Timaru.
2. That the Geraldine Community Board begin discussions with Venture Timaru as to potential projects within the Geraldine area as part of the Geraldine Tourism Product Development.

Purpose of Report

- 1 The purpose of this report is for Venture Timaru, as the Economic Development and Regional Tourism Organisation (RTO) for Timaru District to discuss the items listed below.

Discussion

- 2 Venture Timaru will discuss the following with the Board.
- 3 **Geraldine Tourism Product Development** – As the Regional Tourism Organisation (RTO) for Timaru District, Venture Timaru has received Government funding to assist in the support, recovery and re-set of the tourism sector in this District. Part of this funding has been allocated for the development of new tourism product to assist in attracting visitors to the district. Venture Timaru is keen to begin the discussion with the Community Board to identify potential projects specifically for the Geraldine-Peel Forest area. Noting this support is in addition to the already significant investment received by Geraldine through the previous funding round STAPP, for the Geraldine Nature and Sculpture Trail, total to date of \$95,000 for project management and development of the landscape architect plan for the trail.
- 4 **Geraldine Information Centre** – The current Information Centre contract is due to be reviewed before the end of 2021, when the current contract for services expires, and Venture Timaru will discuss the process for the review and seek input from the Community Board.
- 5 **Economic update** – A general discussion on the economic wellbeing of the district.

Attachments

Nil

8.3 Update on Geraldine Stormwater Management Plan & Serpentine Creek Rehabilitation

Author: Uki Dele, Stormwater Specialist

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

1. That the Geraldine Community Board notes the Stormwater management improvements in Geraldine urban area.

Purpose of Report

- 1 To provide an update on the Stormwater Management Plan project and the Serpentine Creek Rehabilitation Project

Assessment of Significance

- 2 This matter is deemed of medium significance under Council's Significance and Engagement Policy as the Stormwater Management Plan and resource consent potential conditions may have an effect on the community, Maori culture, well being and cost. The application projects are critical for achieving successful and sustainable outcomes associated with the management of stormwater discharges.

Discussion

- 3 Timaru District Council (Council) has developed a Stormwater Management Plan (SMP) for the Geraldine Urban Area to help manage stormwater discharges from its urban reticulated stormwater network.
- 4 This SMP supports the application for stormwater discharge consent from Environment Canterbury (Ecan).
- 5 The SMP was completed in 2019 and the consent application was lodged in May 2019. A part of the consent for the Geraldine Global Discharge is the acceptance of maintenance responsibility for the extent of the Serpentine Creek in the urban area by council. This portion of the creek has not been historically maintained by either council or ECan.
- 6 Further information on the Consent application will be provided at the meeting.
- 7 Council took advantage of the Three waters stimulus funds to address the maintenance of the Serpentine creek and has been successful in completing a comprehensive stream assessment and clearing of Creek.
- 8 Attached is a report showcasing the work CityCare has done in clearing the creek across most of the urban area. This work completed in May 2021 played a key role in preventing flooding for some of the homes along the creek in the almost 100 year flood event that occurred during 29 -30 May 2021.

Attachments

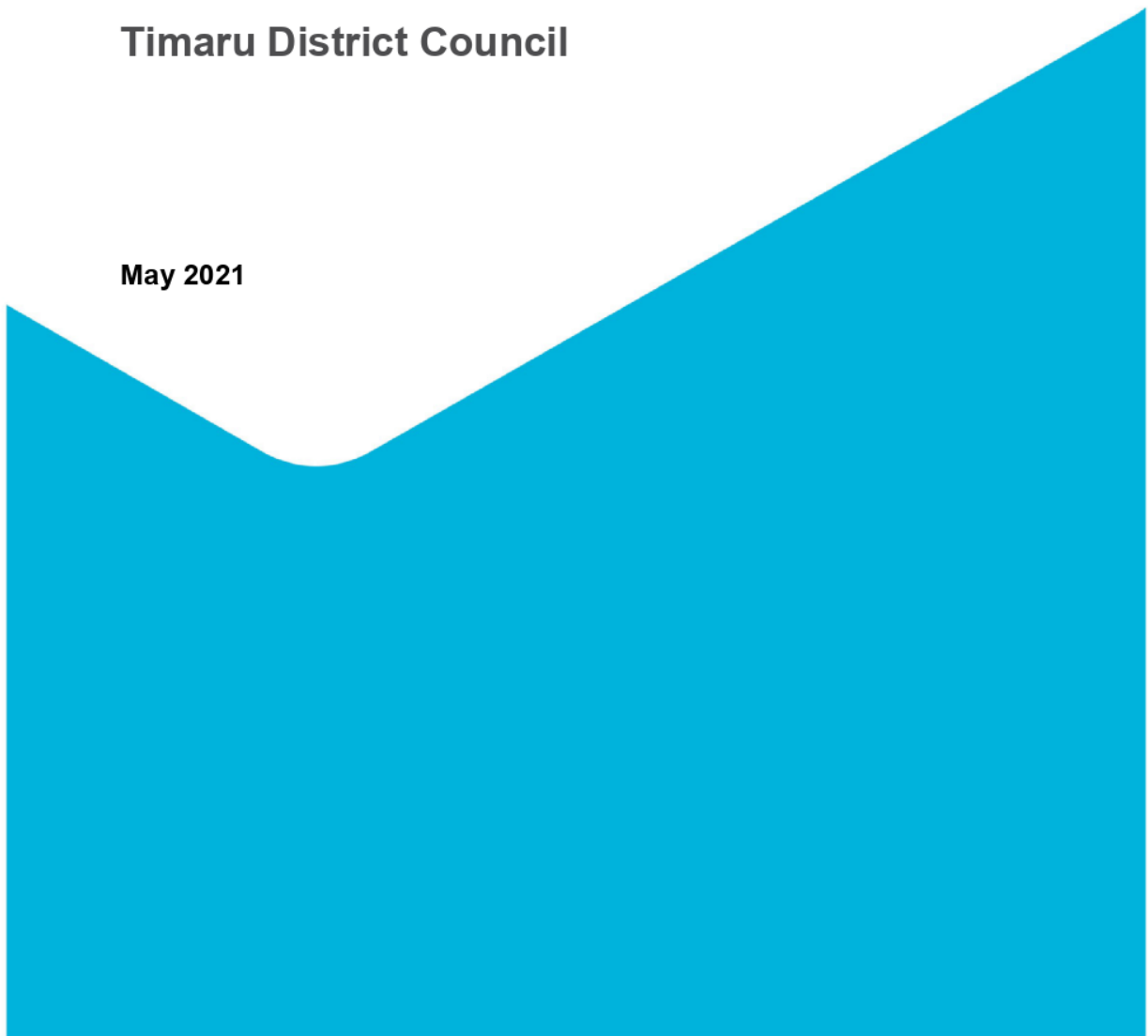
1. Serpentine Creek Clearing Report



Serpentine Creek Rehabilitation

Timaru District Council

May 2021



Contract

Client Name	Timaru District Council
Contract Title/#	TDC Utilities Contract 2080
Type	Fixed Price Quotation
Term	March 29 to 15 April 2021 – 12 working days
Value	\$56,777

Performance

Performance Summary	<p>City Care Water was requested by Timaru District Council officers to provide pricing and methodology to rehabilitate Serpentine Creek in Geraldine.</p> <p>Council had engaged WSP Consultants who undertook an inspection of the creek in 2020 and provided a review and recommendations report which detailed a range of remedial actions to be undertaken including;</p> <ul style="list-style-type: none"> • Removal of various weeds (Canadian pond weed, Hogwood weed, Japanese Knotweed, Yellow Flag Iris) • Removal of natural and introduced flow impediments (tree roots, tree debris, weed clumps, concrete, metal, tyres) • Remove 'high spots in creek bed <p>The work zone was between Reach 2260 (near end of Fergusson Street) moving upstream across;</p> <ul style="list-style-type: none"> • South Terrace • North Terrace • Past the Department of Conservation Compound • Past Cemetery • Huffey Street • Past Domain • Wright Street • Past pool • Cox Street • Wilson Street • Hislop Street • Peel Street
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	<p>Pricing, methodology, programme and Health & Safety Plan were prepared and submitted to Timaru District Council officers. These were approved by council on 5 March 2021.</p> <p>Work commenced on 25 March 2021 to remove noxious Hogwood Weed prior to formal commencement on 29 March.</p> <p>Work was completed in 11 working days. A 'walk through' inspection involving Council Officers, ECan Officers and CityCare personnel was completed on 19 April 2021.</p> <p>This inspection identified two areas of remedial work within the quote scope in the domain and near the cemetery to remove trees. NETcon arborists completed this work during that week.</p> <p>The job (#4193992) was signed off by the council officer on 27 April 2021. A variation for dump fees was finalised on 28 April and a job issued (#4229746).</p> <p>ECan and Council Officers had concerns about gorse and blackberry in some areas of the creek not included in the quote scope and agreed to work together on this without involving City Care.</p>
<p>Risks</p>	<p>Health & Safety:</p> <p>A detailed Site Specific Safety Plan was developed for the project and daily Job Safety Analysis was undertaken to ensure all risks were identified and mitigated. All possible Personal Protective Equipment was acquired for the team (Chest Waders, Gumboots, double gloving, masks, hazard suits, insect repellent, sunscreen) to ensure they were protected.</p> <p>Research was undertaken on the various weed types identified by WSP. Hogwood Weed was identified to be highly hazardous. Specific Personal Protective Equipment was identified and acquired to undertake removal of this weed including full hazard suits, full face masks, double gloving and PPE removal processes.</p> <p>The weed itself was handled, transported and disposed of to ensure no accidental exposure could occur. The decision was taken to undertake this work earlier than the main project to reduce the exposure to the hazard.</p> <p>Environment:</p> <p>All weed removal was undertaken by hand or tools, no sprays were used on the project.</p> <p>A comprehensive sediment control process was used on the project to ensure work did not disturb fauna.</p> <p>Programme:</p> <p>The risk of not completing in a timely matter was mitigated by scheduling the work during a forecast no/low rainfall period. The resources identified as required for the project were separated from other business activities to ensure complete availability to the project.</p>

Project Goals

Goal 1	Improve the flow of the creek by removing debris and other impediments
Goal 2	Transport and dispose of debris appropriately
Goal 3	Develop an understanding of creek, plant growth and impediment removal to determine methodology and regularity of maintenance work

Project Resourcing

Labour	<p>City Care utilised a Project Manager to provide liaison between Council and the on site supervisor. Site labour was provided by a combination of City Care personnel and employment agency personnel for most tasks.</p> <p>For specialised tasks personnel were bought in from both City Care and others (NETcon for arborists) such tree removal.</p>
Equipment	<p>A light vehicle was utilised for towing a porta-loo and carrying small tools and transporting personnel.</p> <p>An 8 tonne dump truck was used for removal and dumping of debris and plant material.</p> <p>Personal Protective Equipment – Full hazard suits, full face ventilator masks, chest waders, gloves.</p>
Some Stats	<p>More than 150 tonnes of material removed from Serpentine Creek</p> <p>More than 1.5km of creek rehabilitated</p> <p>More than 500 manhours to complete the project including City Care operational, project management personnel and specialist contractors.</p>



Final Inspection



Mr & Mrs Butchers
Reach 680 (Near Peel Street) Before



Reach 680 (Near Peel Street) After



Near Fergusson St Reach 2230 Before (Hogwood Weed)

Reach 2230 After



Near Wright St

Near Huffey St

Near Wilson St

8.4 Geraldine Community Board Discussion - Geraldine Strategic Plan

Author: Rosie Oliver, Development Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That the Geraldine Community Board review and provide feedback on the next steps in the development of the Geraldine Strategic Plan including

- (i) Overall project context and direction;
- (ii) Agenda and timing of a planning workshop to confirm key parameters; and
- (iii) The establishment of a Geraldine Strategic Plan Stakeholder Advisory Group.

Purpose of Report

- 1 The purpose of the report is to involve the Community Board in discussions as to the next steps in establishing the Geraldine Strategic Plan.

Assessment of Significance

- 2 The development of the Geraldine Strategic Plan is of low significance under the Timaru District Council's Significance and Engagement Policy. It will however, be of interest and significance to the Geraldine community and appropriate engagement will be undertaken.

Discussion

- 3 The Timaru District Council Long Term Plan 2021-31 (LTP) provides for the development of strategic plans for Geraldine, Temuka and Pleasant Point. The provision of \$100,000 (\$40,000 for Geraldine, \$30,000 for Temuka and \$30,000 for Pleasant Point) funding was budgeted to enable this process to occur.
- 4 On Thursday 16 September 2021 a small group consisting of some members of the Geraldine Community Board and Council staff met to discuss how to initiate the development of the Geraldine Strategic Plan.
- 5 It was agreed that Council's Development Manager who will be the project lead would attend the Geraldine Community Board meeting on 6 October 2021 to do a quick summary of (1) where we're starting from and (2) what we need to do next.
- 6 To provide context and to provide an indication on where feedback is sought, the notes from the kick off meeting held on 16 September 2021 (Attachment 2) and the proposed agenda for the intended workshop (Attachment 1) are attached.
- 7 As it may also be helpful to formalise a stakeholder advisory group to support this initiative, a draft template to enable this is also attached for discussion (Attachment 3).

Attachments

1. **Geraldine Strategic Plan proposed workshop agenda**  
2. **Town Centre (Holistic) Strategic Planning - Prompts for Kick Off Meetings**  

3. Town Centre Strategies Advisory Group - Terms of Reference

Geraldine Strategic Plan – Proposed Workshop Agenda**TBC October 2021**

Participants	Janene Adams, Jan Finlayson, Jennine Maguire, Wayne O'Donnell (Chair), Natasha Rankin, McGregor Simpson Ward Councillor Gavin Oliver TDC Development Manager Rosie Oliver (Workshop Facilitator)
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Timing	Item	Item
10 minutes	Introduction/housekeeping etc, introduction to "parallel parking" activity	Parallel Parking
	What are we trying to achieve here and how will we know if it's "working"?	
20 minutes	Vision – defining the overall direction	
30 minutes	Objectives – defining the scope and direction	
30 minutes	Measures – defining "success" against the Objectives/Vision	
20 minutes	<i>Tea break</i>	
	What is our practical (delivery) framework for getting this done?	
10 minutes	Timing and Milestones	
20 minutes	Risks and Issues, Mitigation (including sustainability/review mechanism)	
30 minutes	Roles and Responsibilities TDC – budget GCB – governance Stakeholder Advisory Group (membership?) – advisory, outreach TDC staff – facilitation/administrative support, other? ??? – project delivery against milestones	
10 minutes	Wrap up and next steps	

Workshop Output: The facilitator will collate the ideas discussed at this workshop to prepare a draft project management plan for the Geraldine Community Board as a guide to project delivery and next steps. That project management plan will be reviewed and amended/adopted by the Geraldine Community Board at the following regular meeting of the Board.

Please note that identifying existing and/or future plans/strategies, activities and projects is not in scope for this initial workshop which is to refine the project scope and mechanics, not to begin the drafting of the Strategic Plan itself. The proposed stocktake activity (and subsequent gap analysis) will capture these elements in due course (we can however capture relevant ideas through the parallel parking exercise).

Geraldine Strategic Plan

What?	Define scope	<p>Things additional to what is already provided through TDC planning. Some things may be separate, others may connect or add on.</p> <p>Start with a stocktake of both Council and community activity. Not an immediate focus on central government, national context etc unless very direct implications. Eg transport issues, also Geraldine Traffic Strategy.</p> <p>All Council strategies and plans should be Internally consistent with this. Some of these BAU/existing initiatives/actions can be timetabled.</p>
Why?	<p>Local purpose/vision</p> <p>Local challenges/issues and opportunities</p> <p>Local objectives/priorities – strengths and gaps</p>	<p>Local tone, the special things (historic, geographic, cultural etc) – capture and create coherence. Create a shared vision and identity, bring together ideas/thoughts, articulate these – make staged plans to ensure that the loved character and identity are retained and that Geraldine remains vibrant and sustainable into the future. Collective, integrated self awareness.</p> <p>A number of large projects already – not isolated/siloed but this currently depends on a few individuals. Need to ensure that this coherence continues going forward, avoid potential isolation, duplication, overlap, internal conflict, inefficiency (not getting most bang for buck, working against each other).</p> <p>Transport and safety Health provision – eg Medical Centre Arts - eg Geraldine Academy – opportunity in the arts Social connectedness – maintaining this Natural environment – Talbot Forest, Waihi River, NFP groups that support these and nearby environments (multiple groups and initiatives). Municipal treescape, plantscape (main street, camp ground, domain)</p> <p>Move away from ad hoc, reactive activity</p>
Where?	Define spatial boundaries and anchor points	<p>Geraldine, Orari, Woodbury, Peel Forest (nb existing 20 year old plan) – consider impact, connections Within the 70km zone for each of these townships</p>
Who?	<p>Define internal stakeholders – roles and responsibilities (Council, CB, MW, other)</p> <p>Define external stakeholders – roles and responsibilities; communication and engagement</p>	<p>Council as client Community Board as governance Mana Whenua – not in residence, more peripheral – currently involved with Nature and Sculpture Trail (information only report TBC)</p> <p>Geraldine.nz Stakeholder Advisory Group</p>
When?	Year 1	<p>\$40k plus \$10k+, ability to align with/leverage other Council workstreams, projects etc Stocktake/overview of current activity, and plans etc Vision/direction</p>

		Drafting in February, consulting in March Initial plan, actions <i>by end of June</i> (nb blackout 10 December - end of January)
	Year 2	Add to plan, actions, implement with initial funding
	Year 3	\$200k implement with additional funds
	Future sustainability	Ask for more – LTP 2024-34
How?	Objectives and measures	Looking for gaps and opportunities
	Stocktake of current state (summary information, detailed analysis) – existing documentation (research/policy/strategies/plans etc), further research and analysis needed	Concise, active language, practical/doable No wasted words <i>Social:</i>
	Actions to achieve – collation of existing actions, process to review and develop additional actions	<i>Cultural:</i>
	Roles and responsibilities reviewed	<i>Environmental:</i>
	Future funding for actions	<i>Economic:</i>
	Sustainability of the model – review mechanism etc	<i>Physical:</i>

Geraldine Strategic Plan: Stakeholder Advisory Group Terms of Reference 2021

1. Context

An holistic Strategic Plan for Geraldine is being developed to pull together the Timaru District Council (the Council), the Geraldine Community Board (the Community Board), Te Rūnanga o Arowhenua and other stakeholder and community actions needed to enable the regeneration of a vibrant, thriving, sustainable Geraldine. The successful Strategic Plan will guide future public and private investment in the township, in turn supporting a wide range of social, cultural, environmental and commercial uses and wellbeings not only within the town centre but across the surrounding area to include XXXXXXX.

The Community Board recognises that input from community stakeholders is essential to inform an inclusive, fit for purpose and sustainable Strategic Plan. It is anticipated that on a project by project basis there will be a need for both broad and targeted engagement with affected or interested stakeholders.

In addition to this ad hoc engagement the Community Board wishes to establish a Stakeholder Advisory group, comprising a small number of representatives from the following communities of interest:

- Social communities
- Cultural communities
- Sustainability champions
- Building owners
- Retail and service businesses
- Hospitality and entertainment businesses
- Arts, recreation and shared interest groups
- Education providers
- ...?

2. Purpose

This document describes the terms of reference for the Geraldine Strategic Plan Stakeholder Advisory Group. It documents the objectives, roles and responsibilities and expectations of members and sets out the mechanics of Advisory Group meetings to support the successful delivery of the Geraldine Strategic Plan.

3. Objectives

The establishment of the Geraldine Strategic Plan Stakeholder Advisory Group will, through regular information sharing and feedback opportunities, enable representatives to advise the Community Board and the Council on overall direction and process *as well as* individual projects, and to highlight any gaps or areas where greater engagement with our social communities is needed. It mitigates the risk that these groups can only engage as and when the Community Board or Council staff determine that a particular project is relevant to them, and enables us to sense test ideas at an early stage without taxing the wider community with a confusing number of project iterations.



Geraldine Strategic Plan: Stakeholder Advisory Group Terms of Reference 2021

4. Membership

The Geraldine Strategic Plan Stakeholder Advisory Group is made up of the following members:

Name	Group	Sector	Role
		<i>Youth</i>	
		<i>Senior</i>	
		<i>Families</i>	
		<i>Rainbow</i>	
		<i>Disability</i>	
		<i>Health</i>	
		<i>Social services</i>	Chair
		<i>Voluntary/Service</i>	Deputy Chair
		<i>Cultural</i>	
		<i>Sustainability</i>	
		<i>Land and building owners</i>	
		<i>Retail</i>	
		<i>Hospitality</i>	
		<i>Arts and Recreation</i>	
		<i>Education</i>	
		<i>Other?</i>	

5. Role and Responsibilities

The role of the Geraldine Strategic Plan Stakeholder Advisory Group is to inform an inclusive, fit for purpose Geraldine Strategic Plan by performing the following responsibilities:

- Recommend and give feedback on the outcomes and related measures necessary to align the Geraldine Strategic Plan with the aspirations of the communities represented.
- Recommend and give feedback on the manner in which proposed projects either enable or may compromise relevant outcomes and measures.
- Recommend and give feedback on the best process and channels for engaging with communities represented.
- Proactively liaise with communities represented to raise awareness of the overall process and direction, and of upcoming projects and feedback opportunities. Actively promote wider community participation where relevant.
- Ensure that communication with key stakeholders and the wider community is effective and respectful.

6. Membership Expectations

Each member of the Geraldine Strategic Plan Stakeholder Advisory Group will:

- Read and understand the Terms of Reference
- Perform their responsibilities as set out in the Terms of Reference
- Provide constructive input and advice to the project
- Actively assist with issue resolution
- Understand and prioritise their contribution to the project's success
- Prepare for and attend Stakeholder Advisory Group meetings



Geraldine Strategic Plan: Stakeholder Advisory Group Terms of Reference 2021

7. Project Structure

Role	Performed by
Customer	Council
Project governance	Geraldine Community Board
Project sponsor	Group Manager Infrastructure
Project management	Development Manager
Project management and delivery	Project Team TBC – Internal and external
Advice and engagement support	Geraldine Strategic Plan Stakeholder Advisory Group
Ideas and Investment	Stakeholders
	Wider community

8. Meetings

The Geraldine Strategic Plan Stakeholder Advisory Group will meet bimonthly and will consider the following;

- Minutes and actions of the previous meeting;
- Current project information – updates, risks, issues, communication and engagement requirements;
- Documents and projects for feedback;
- Other business as appropriate to support the programme.

As the Stakeholder Advisory Group does not perform a decision making function there is no quorum requirement and it is acceptable for members to nominate a proxy as required. Council staff or consultants working on the project will attend Stakeholder Advisory Group meetings to support the information presented.

Interim communications will be by email subject to actions and next steps agreed at the meeting. Extraordinary meetings may be held by request.

9. Terms of Reference Review

The terms of reference shall apply for the duration of the project. They will be approved by the Geraldine Strategic Plan Stakeholder Advisory Group, reviewed annually and may be altered or amended by the agreement of the Geraldine Community Board and Council as required.



8.5 Appointment of Board Member to Geraldine District Foundation**Author: Andrew Feary, Governance Advisor****Authoriser: Erik Barnes, Acting Group Manager Commercial and Strategy****Recommendation**

That the Geraldine Community Board appoint Wayne O'Donnell as trustee to the Geraldine District Foundation

Purpose of Report

- 1 The purpose of this report is to respond to the letter of the Geraldine District Foundation dated 13th September 2021 requesting to reappoint Wayne O'Donnell as trustee of the Geraldine District Foundation.

Discussion

- 2 Refer to attached letter dated 13 September 2021 from Geraldine District Foundation.

Attachments

1. Letter dated 13/09/2021 from Geraldine District Foundation



The Secretary,
 Geraldine Community Board
 C/- Timaru District Council
 P.O. Box 522
 Timaru 7940

13th September 2021

Re Geraldine District Foundation:

I write to request your Board to reappoint Wayne O'Donnell as a trustee of this Foundation, as his term is due to expire.

The Foundation was set up by the Geraldine Licensing Trust in 2019 and the trust deed provides for the appointment of one trustee by your Board. I suggest reappointment for a term of two years.

While the deed does contemplate rotation of trustees from the community, which is accepted as a very desirable matter, the reason for my request is that the Foundation is at a critical stage with its first project, being the Geraldine Health Centre.

Trustee continuity is seen as important, as we are in the midst of significant developments with construction being undertaken during the next year or so. The other two trustees are appointed by the Licensing Trust and the Canterbury Law Society respectively.

It is not my wish to constrain in any way your independent role in this matter but I will be obliged if you will consider my request.

Please let me know if you need any further details. My email address is wallacesundrum@gmail.com

The other trustees and the Foundation Patron support this request and have countersigned this letter. Wayne O'Donnell has played a vital role in the Foundation's current activities.

Yours faithfully

J.L. Wallace

 J.L. Wallace

R.M. Morten

 R.M. Morten

J.O. Acland

 J. Acland

Patron:
 J.O Acland CNZM

Secretary:
 Anne Maret
 C/O Croys Ltd Chartered Accountants
 PO BOX 582
 Ashburton 7740
 Tel: 03 308 8353
 Email: anne@crays.co.nz

GST No: 129 737 611
 Charities Registered No: CC5727
 BNZ Bank – 02-0836-0274773-00

Trustees:
 J.L Wallace MNZM
 W.D O'Donnell
 R.M Morten

- 9 Consideration of Urgent Business Items**
- 10 Consideration of Minor Nature Matters**
- 11 Public Forum Issues Requiring Consideration**

12 Exclusion of the Public**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
13.1 - Covenant - 138 Talbot Street Geraldine	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons 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	To protect a person's privacy Commercial sensitivity

13 Public Excluded Reports

13.1 Covenant - 138 Talbot Street Geraldine

14 Readmittance of the Public

15 Board Member's Reports