



# **AGENDA**

## **Geraldine Community Board Meeting Wednesday, 12 February 2025**

**Date** Wednesday, 12 February 2025

**Time** 6:30 pm

**Location** Geraldine Library/Service Centre

**File Reference** 1738728

## **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 12 February 2025, at 6:30 pm.**

### **Geraldine Community Board Members**

Jan Finlayson (Chairperson), Janene Adams (Deputy Chairperson), Wayne O'Donnell, Shane Minnear, Rosemary Woods, Andy McKay and Cllr Gavin Oliver

### **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

Nigel Trainor  
**Chief Executive**

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

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Geraldine Community Board Meeting held on 13 November 2024**

**Author:** Jessica Kavanaugh, Team Leader Governance

#### **Recommendation**

That the Minutes of the Geraldine Community Board Meeting held on 13 November 2024 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 13 November 2024**



# MINUTES

## Geraldine Community Board Meeting Wednesday, 13 November 2024

Ref: 1738728

**Minutes of Timaru District Council  
Geraldine Community Board Meeting  
Held in the Geraldine Library/Service Centre  
on Wednesday, 13 November 2024 at 6.30pm**

**Present:** Jan Finlayson (Chairperson), Janene Adams (Deputy Chairperson), Wayne O'Donnell, Shane Minnear, Rosemary Woods, Gavin Oliver, Cr Andy McKay

**In Attendance:** Mayor Nigel Bowen, Nicole Timney (Group Manager of Property), Naomi Scott (Community Funding Advisor), Jessica Hurst and Stacey Barnett – (Mayoral Taskforce for Jobs & Community Development), Samantha Molyneux (Community Services Operations Coordinator) Darryn Grigsby – Manager for Emergency Management, Rhys Taylor (Geraldine Academy of Performing Arts), Tanya Stoddart and Nigel Davenport (Venture Timaru), Rachel Scott (Albury Community Response Team) and Mo Martin.

**1 Apologies**

Nil

**2 Public Forum**

**Rachel Scott** – Initiated a **Community Response team** in Woodbury. Participated in an AF8 simulation, considered the Woodbury area in that event which would likely knock out key infrastructure such as bridges. Explained her actions that followed in speaking to her local network, put out an EOI with 5 expressing interest, including Cr Andy McKay as the Search and Rescue Officer, contacting Timaru District Council to be considered in the process, Lamorna presented the Woodbury settlement flood zone area. Created a community response plan, allocated roles to volunteers and their strengths, identified Woodbury Hall as the Community Welfare Centre, the Cricket Pavilion as the Communications Centre and the school as an additional venue. Each member is working on each area to recruit volunteers, such as ambulance officers etc. Have identified lacking in some critical resources to effectively operate as a team, the most important being a basic radio and 3 handhelds so they can operate effectively in the event and to support Search and Rescue efforts across the entire area, such as neighbouring teams like Peel Forrest and Geraldine. The Woodbury Hall also requires a generator in order to function properly in an event, with a local electrician providing a quote and secure housing for it. Seeking partial funding of it from the Woodbury Community Board as it will be housed in their hall and they will have full use.

Due to the nature of the area and coverage, identified Starlink is the best option for remote connection. Purpose of the proposal is to introduce themselves and to offer support to the Geraldine Emergency Response Team as a subgroup of them. They also look to seek financial support in the first item above which is a base radio and 3 handhelds. Ideally need 6 to cover the entire area.

The Community Board praised the group for a great initiative that's important to the community. They then queried such thing as the venue selection and their reasoning, whether they were EQ proof and expected to withstand an event such as the AF8, whether the radios would require a subscription or case-by-case use, scaling the number of handhelds, blackspots and channels, storage and safe keeping, accessibility, alternative funding options, the generator, solar panels, Te Moana Gorge residents and other resources they can already draw upon. The assistance this would provide the Geraldine team knowing there is already a team in situ at Woodbury.



They also discussed the potential for cross functionality with the Peel Forrest outdoor centre and FENZ through a sharing deal. Radios are expensive, a considerable investment and there might be different way we can connect and communicate. Geraldine does annual training which can be extended to Woodbury.

Ballpark figure is \$2,000 per handheld and \$4,000 for the base radio. So likely a \$10,000 outlay.

### **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**

#### **Resolution 2024/210**

Moved: Clr Gavin Oliver

Seconded: Wayne O'Donnell

The Geraldine Community Board receives and notes Cr Jan Finlayson's Chairperesons Report.

Had conversations with Troy Tetheridge regarding the Samuel Hewlings Totara Tree in the CBD , Miles Anderson office regarding Geraldine Police vacancy, Geralinde Community Board response to the Active Transport plan and hearing on 26 November, Geraldine Arts Council meeting which is hosting the arts exhibition opening tomorrow, meetings of interested parties with representatives of the Geraldine Playground, Standing Committee meetings, communications with Suzi Ratahi regarding speed restrictions at the North end of town and wider Cox Street and Kennedy corner. Met with the Geraldine District Projects Trust, meeting with Rachel Scott re Woodbury Response Team and the AF8, discussion ongoing with Nigel Trainor and processes regarding the Community Board discretionary fund.

**Carried**

### **7.1 Minutes of the Geraldine Community Board Meeting held on 2 October 2024**

#### **Resolution 2024/211**

Moved: Andy McKay

Seconded: Rosemary Woods

That the Minutes of the Geraldine Community Board Meeting held on 2 October 2024 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 Towards 2050 Plan - Venture Timaru**

- 1 The purpose of this report is for Venture Timaru to provide a verbal update on the Towards 2050 plan (a special project) to the Geraldine Community Board as the Economic Development and Regional Tourism Organisation (RTO) for Timaru District.

#### **Resolution 2024/212**

Moved: Rosemary Woods

Seconded: Janene Adams

That the Geraldine Community Board receive and note the Toward 2050 report from Venture Timaru

Nigel Davenport and Tanya Stoddart spoke to the report, with Benjes report and the press release with the Mayor providing context around what they're doing. Forecasting economic indicators and what this looks like come 2050, which for the Timaru District is a "bit of a punch in the nose." Looking to provide the broader context to the Community Board of the report and seek their support in the engagement required that's starting now with the community via flyers, pamphlets and online.

They discussed facts around the population and it's decline, with a view to become more resourceful and leveraging existing strengths and industries, with transformational strategies to attract population and quality of life for those who live here. Initial conversations see a big emphasis on energy, technology and sustainability to set up future generations for success. They explained their intended target audience, and their learnings from the approaches of Taranaki and Southland. Global trends are reducing population numbers.

The Community Board members queried the teenage population and any perceived disinterest in attending the local polytechnic. Ara was discussed as a massive asset, but the need to have co-campuses and establishing strength of economy. Potential to establish a scholarship fund that retains those people as well, the high level of apprenticeship rates in South Canterbury, skillset vs. industry with programmable processes, on the job training vs. training in institutions. Apprenticeship boost programmes being support by central government ad funded by MSD. Looking to engage schools and the Y etc. over the next 6 months.

**Carried**

## 8.2 Emergency Management Update Report

- 1 To provide an update to the Geraldine Community Board on the preparedness of the Timaru District Council Emergency Management and an overview of the support and training in our communities.

### Resolution 2024/213

Moved: Shane Minnear

Seconded: Rosemary Woods

That the Geraldine Community Board receive and note the Emergency Management update report.

Recent North Island weather event review has thrown up some big findings. 62% of people haven't taken their preparations, and it was discussed that the expectations between FENZ and community are different. Presented information in the form of the "Are You Ready" booklet which is a blue print for individuals in an Emergency Response event and has been distributed to the community via mail.

The AF8, booklet and its recommendations were discussed and it's scale that we cannot comprehend. Exercise pandora last Thursday was best guess/scientific approach which was successful and saw some great solutions to resolve those issues. The booklet has had the effect it was intended to do, for example the Woodbury initiative that's being driven by the community, families are talking and becoming better prepared for the events, particularly smaller isolated communities.

No plans to shift from the Geraldine Library at this stage but other venues about how they can be incorporated into the various community plans.

**Carried**

## 8.3 Request for funding from Geraldine Academy of Performance and Arts

- 1 For the Geraldine Community Board to consider and make a decision regarding a funding request from Geraldine Academy of Performance and Arts Incorporated ("The Academy") for \$10,000 to be funded from the Geraldine Community Rate.

### Resolution 2024/214

Moved: Wayne O'Donnell

Seconded: Janene Adams

That the Geraldine Community Board:

1. Considers a funding request from Geraldine Academy of Performance and Arts Incorporated for \$10,000 to be funded from the Geraldine Community Rate.
2. Decides on the date of availability of the funds
3. Decides on any requirements to be met prior to the funds being awarded, or any requirements for repayment of the grant should the purchase not proceed.

Community Board members have been over this extensively. The academy has begun its fundraising and the sum that's been accumulated through gifts, grants and pledges will be assessed in June. With the agreement of these recommendations, it will now enable the second round of fundraising. Report will be made available in July.

The funds should be repaid in full if the purchase not proceed.

**Carried**

#### **8.4 Mayor's Taskforce For Jobs Programme Update 2024**

- 1 To provide the Geraldine Community Board with an operational update on activities and progress in the Mayor's Taskforce For Jobs programme.

#### **Resolution 2024/215**

Moved: Janene Adams

Seconded: Andy McKay

That the Mayor's Taskforce for Jobs Programme Update 2024 is received and noted.

The program is funded externally in partnership with MSD and LGNZ. Focus areas are outlying area of the Timaru District. Really amazing work happening with employment agencies in Timaru, but MSD and LGNZ support being out in rural areas.. The NEAT rate in the district, being young people who are 16-24 not in education, employment or training is 12% compared to 2023 which was 9.8% and now sitting just below the national average of 12.4%. A young person who goes onto the benefit under the age of 19 is likely to be on it for an average of 17 years.

Stacey Barnett new to the role introduced herself and provided some background of her experience. Then went onto detail the programme and intention of the programme. Connecting with businesses to develop networks and working with young people. The Timaru jobs saw 36 enrolled for this programme. 3 months of continuous employment in a full time position are the indicators for success of the program.

Plan to attend Geraldine Highschool and NEAT youth with no next steps. Sent communications out and would like to gain a better understanding of the Geraldine community and their needs in this space. Looking to arrange a driving school, forklift/heavy machinery licensing and any barriers for agriculture. The program offers 3 month post placement support and additional wrap around support for any workplace issues, advocating for the young person.

Seen significant benefits and change occurring in the past 90 days and want to continue that churn. The funding is really flexible, each placement comes with a certain amount of money attached and there's a wide range of things the money can be spent on. PPE, licensing, food, petrol it's a real wrap around service with a flexibility which some agencies don't have.

The Community Board asked how they could assist and Stacey explained she simply needs contacts and details. Stacey will look to advertise the programme and base herself out of the Geraldine Library when capable to connect with youth in the area.

The Community Board raised Fonterra as the major employer in the area and why we're unable to get young people out there. Commitment was made to make contact with this organisation and connect the MTFJ programme if possible.

**Carried**

## **8.5 Thomas Hobson Trust Fund Accounts**

- 1 To inform the Geraldine Community Board of the funds available for distribution in the Thomas Hobson Trust Fund Accounts for 2024.

### **Assessment of Significance**

- 2 The content of this report is considered to be of low significance in accordance with Council's Significance and Engagement Policy. This has been determined against the assessment criteria with specific focus on impact on the number of people affected, the degree that people may be impacted, community interest, financing and rating impact, and impact on wellbeing.

### **Background**

- 3 The Thomas Hobson Trust was established under the will of the late Thomas Hobson. Hobson died in 1907 and following his death, the Trust was established and has been providing funds to the community for over 100 years. The Trust was established with the purpose of providing grants to organisations within the district of the former Geraldine County. With a re-designation of boundaries, the Trust now covers areas within the Temuka and Geraldine Wards.
- 4 As advised by the Public Trust on Thursday 24 October 2024 (Attachment 1), the funds available for distribution under the Thomas Hobson Trust for the 2024/2025 financial year are:
  - Geraldine Account \$25,000.00

### **Recommendation**

That the Thomas Hobson Trust Fund Accounts be received and noted.

**Moved: Wayne**

**Seconded: Janene**

**Carried.**

## **6 Consideration of Urgent Business Items**

Nil.

## 7 Consideration of Minor Nature Matters

The Community Board discussed the need for a defibrillator at the Health Centre and whether the board would fund one for the area. Needs to be formalised for the next meeting and provide some information in writing.

The defibrillators are \$3,000 plus \$760 for the cabinet outside of the building which are the basics. Newer ones are less expensive to maintain and up to date. The company was AED NZ and the type is a ZOLL AED Defibrillator. 3 types, one for public use, one for emergency response and one for proper medical centres.

Is that enough that will trigger a report at the next meeting?

Yes, they will take it through the process.

At the talbot street end on the corner site and good access for everyone and out of the weather.

Wanye to send as much information as they've got and the details.

Geraldine Pavilion – Painting – Now painted the outside of the building. Emailed the CB members pictures for the inside and have a quote for approx. \$6K and if we do that, the budget would be very low for any other halls in the district. Worth considering if there are monies from other funds to subsidise. As much as it's a case of meeting up there at some point with everyone and exploring other ways of sorting it out.

Is it possible to get the bar cleaned out of fridges, glasses etc.?

The coke fridge does get used, there's a broken dishwasher which can go and really good deep clean and see what's left to be done budget wise. Really have no money in our budgets, which is very real and need to have a conversation about how to execute the rest.

Worth taking a trip up there to look at it, get some work done that can happen in the first instance and more revenue will be driven if it gets utilised more.

## 8 Public Forum Issues Requiring Consideration

Nil.

## 9 Exclusion of the Public

### Resolution 2024/216

Moved: Jan Finlayson

Seconded: Janene Adams

That the public be excluded from—

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

### 13.1 Thomas Hobson Trust Applications

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Thomas Hobson Trust Applications</b>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p> <p>s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>To protect a person's privacy, including the privacy of deceased persons</p> <p>To protect commercially sensitive information</p>

**8:36pm**

**Carried**

#### **Note**

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

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

## **10 Public Excluded Reports**

### **13.1 Thomas Hobson Trust Applications**

## **11 Readmittance of the Public**

#### **Recommendation**

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

## **12 Board Member's Reports**

The Chairperson and Community Board Members discussed various organisations they have met within the community and meetings they have attended.

**The Meeting closed at 9:12pm.**

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**Chairperson**



## 8 Reports

### 8.1 Property Acquisition, Management and Disposal Policy consultation

**Author:** Brendan Madley, Senior Policy Advisor

**Authoriser:** Nicole Timney, Group Manager Property

#### Recommendation

That the Geraldine Community Board provide feedback to officers on the Draft “Property Acquisition, Management and Disposal Policy”.

#### Purpose of Report

- 1 The purpose of this report is to a) inform the Community Board about the Draft “Property Acquisition, Management and Disposal Policy”, and b) provide an opportunity for discussion and feedback from members on the draft policy.

#### Assessment of Significance

- 2 This report is assessed as being of low significance based on Council’s Significance and Engagement Policy, because it is for informational purposes, seeks feedback, and does not make any final decisions.

#### Discussion

- 3 Council is currently reviewing its current “Property Management Policy” (Attachment 1) as part of a wider review of the performance of its property portfolio and potential disposals.
- 4 Officers consider that the draft replacement policy (Attachment 2) addresses several deficiencies in the current policy. Most notably, the draft policy:
  - 4.1 Creates a framework to ensure that Council’s property portfolio is managed in a strategic and legally compliant manner; and
  - 4.2 Outlines principles and criteria to guide property acquisition or disposal decisions; and
  - 4.3 Provides officers with specific tools to implement the policy, such as mandatory acquisition/ disposal processes and a matrix to assess the performance of current properties.
- 5 Further, it is proposed to change the name of the policy to reflect that its scope incorporates the entirety of the life cycle of Council’s property portfolio.
- 6 The main policy levers available to Council are the principles and the acquisition and disposal criteria.
- 7 It is expected that the policy will lead to process improvements in Council’s management of its property assets, thereby providing a level of assurance that Council’s property portfolio is providing value for investment. It is also envisaged that the policy will generate better evidenced decision making.

- 8 For the avoidance of doubt, the policy does not commit Council to the acquisition or disposal of any specific properties. These decisions are made on a case-by-case basis by Council resolution informed by evidence, and the decision itself cannot be delegated.
- 9 On 10 December 2024, Council considered the draft policy, sought several amendments, and adopted it for a targeted consultation.
- 10 The targeted consultation is being undertaken with the three Community Boards and Arowhenua until the end of February 2025. It is intended that a proposed final policy will be provided to Council for adoption in March or April 2025.
- 11 Members are invited to provide verbal feedback and seek clarification on any aspect of the policy during the meeting. The Community Board is also invited to provide a written submission to officers by 28 February 2025.

### Attachments

1. **Current Property Management Policy** [!\[\]\(cf5be311f7b2821912d8009884508fa2\_img.jpg\)](#) 
2. **Draft Property Acquisition, Management and Disposal Policy** [!\[\]\(4f49380f3d6bce047bc47b2072cc076f\_img.jpg\)](#) 

## Property Management



**Approved by:** Policy and Development Committee

**Date  
Approved:** 18 July 2017

**Keywords:** Land, Building, Lease

### 1.0 Purpose

The purpose of the policy is to give direction to property unit staff charged with maintenance, insurance, leasing of Council land and buildings, with regard to relevant statutory processes.

### 2.0 Background

Council owns a wide variety and large extent of land and buildings, to enable Council to carry out its statutory obligations and provide services and facilities to the district community at large.

There are also 'strategic' purchases made from time to time for future service uses and developments. Land and buildings not required for Council's purposes may be leased if it is unable to, or is uneconomic to, be disposed of, to obtain an income and minimise Council outgoings.

Disposal of Legal road deemed surplus to requirements is subject to prior approval by the Infrastructure Committee, and progress thereafter is subject to statutory process, (Local Government Act or Public Works Act). Current leasing of road is arranged by the Infrastructure Group.

The leasing of reserve land, including esplanade reserves, is subject to the relevant provisions of the Reserve Act, subject to the classified status of the reserve.

### 3.0 Key Definitions

**Glasgow Lease** a perpetual lease, with terms of up to 21 year, i.e. those leases of land having twenty one year perpetually renewable leases, with no provision for rent review in the intervening period.

**Endowment Land:** land which has been transferred to Council, either from the Crown, or private sources, for Council to hold in trust for generation of income, or for community uses. The proceeds of sale of such land is required to be used in a way consistent with the endowment.

# 831370

## 4.0 Policy

### Property Management

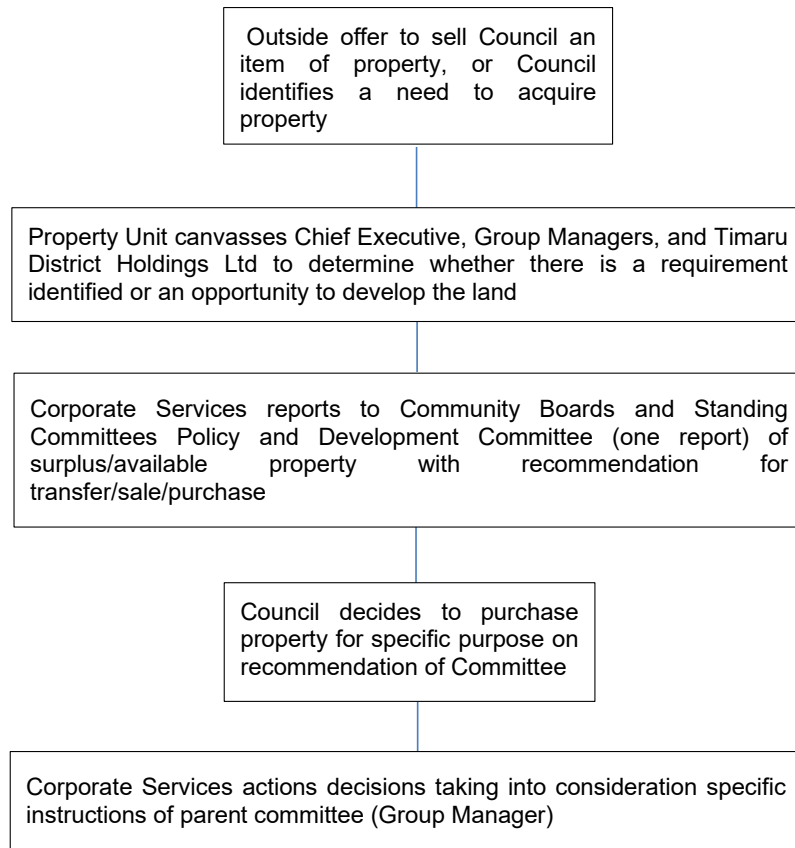
- a. That property management is usually a consequence and outcome of Council involvement in service delivery, and not a significant Council activity on its own (in terms of the Long Term Plan).
- b. That endeavours be made to dispose of:
  - 1. All property not required for specific Council purposes.
  - 2. All Glasgow lease properties.
- c. That endeavours be made to maximise the rentals for all leased properties, excluding social housing accommodation.
- d. That a programme of prudent preventive maintenance be followed, and an acceptable visual appearance be maintained for all properties.
- e. That replacement value insurance be effected for those properties which, in the opinion of the relevant Group Manager, are:
  - 1. Essential for Council operations; or
  - 2. Of recent construction, and there is little difference in premium between indemnity and replacement cover; or
  - 3. Buildings that have been financed from public subscriptions, or have been donated; or
  - 4. Where there is a moral responsibility or community need to replace the building in the event of its destruction.

*Note: 1: This excludes social housing units built prior to 1980.*  
*Note 2: Council is obligated by loan agreement with Housing Corporation New Zealand to arrange replacement insurance cover for social housing units built in 2007 to provide replacement cover for those particular units.*
- f. The procedure for sale and purchase of property is outlined in Appendix A.

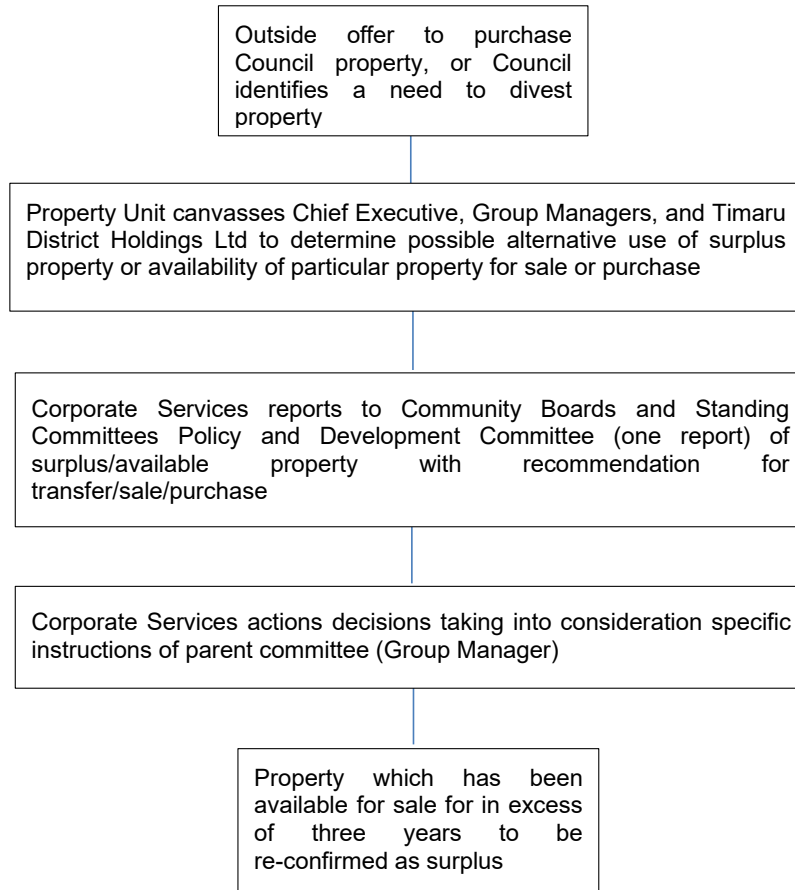
### Property Purchase and Disposal

- a. Costs associated with maintaining and/or disposing of an unwanted property shall be the responsibility of:
  - 1. the Council activity which will receive the proceeds of any sale; or
  - 2. the Council activity which has had use of and gained benefit from the land in the past.
- b. Disposal of land held as Endowment:
  - 1. requires a resolution of Council in support of disposal.
  - 2. the statutory processes laid out in the Local Government Act 2002 are to be addressed prior to any preferential disposal.

# 831370

**Appendix A****Flow Chart – Acquisition of Property**

# 831370

**Flow Chart – Sale of Property**

# 831370

## 5.0 Delegations, References and Revision History

**5.1 Delegations** - Identify here any delegations related to the policy for it to be operative or required as a result of the policy

**5.2 Related Documents** - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)

**5.3 Revision History** – Summary of the development and review of the policy

### 5.1 Delegations

Delegation	Delegations Reference	Register
Include summary of delegation	Include	Delegations Register reference

### 5.2 References

Title	Document Reference
Property Management Policy Review report Policy and Development Committee 29 July 2014 & 18 July 2017	#889496 and 1080953; F545 – Policy and Development Standing Committee Reports

### 5.3 Revision History

Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
1	Property Manager	29 July 2014	Policy and Development Committee	July 2017	#831370; F3671 - Council Properties Policy
2	Property Manager	18 July 2017	Policy and Development Committee	July 2020	#831370; F3671 - Council Properties Policy

# 831370

## Property Acquisition, Management and Disposal Policy



<b>Approved by:</b>	Timaru District Council
<b>Group:</b>	Property
<b>Responsibility:</b>	Group Manager Property
<b>Date adopted:</b>	<b>TBC</b> The policy becomes effective the day after the date of adoption, unless otherwise specified
<b>Review:</b>	Every 6 years, or sooner if deemed required This Policy does not cease to have effect because it is due for review, or being reviewed
<b>Consultation:</b>	Required – targeted consultation with Community Boards and iwi
<b>Policy Type</b>	Internal; Strategic and Operational

### Policy Purpose

1. To contribute to the Community Wellbeing Outcomes of Resilient Infrastructure, Enhanced Lifestyle and a Diverse Economy.
2. To provide a framework to ensure that the acquisition, management and disposal of Council's property portfolio is strategic and legally compliant.
3. To outline the principles and processes that will govern the acquisition, management and disposal of Council's property portfolio.

### Scope

4. This policy applies to all Council employees, and all contractors and agents acting on behalf of Council when acquiring, managing, assessing the ongoing use of, and disposing of the following, or any combination of them:
  - (i) Land
  - (ii) Buildings fixtures and fittings
  - (iii) Council Infrastructure and Improvements
  - (iv) Vestings, offsetting and giftings (for example relating to subdivisions)
  - (v) Easements, Land Covenants and a variety of other land encumbrances (on both Council and non-Council owned Property)
  - (vi) Rights associated with air, riparian and subterranean property interests
  - (vii) Agreements, contracts, or other legal instruments that commit the Council to any of the above types of Property transactions, including land exchanges
5. For clarity, the Policy does not extend to:

#1725357  
Property Acquisition, Management and Disposal Policy

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- (i) Licenses or leases
- (ii) Hireage of spaces and any other temporal use arrangements for Property
- (iii) Rights to attach equipment/signage to a building unless it is a permanent right
- (iv) Removable furniture, equipment, and other items not fixed to a real property asset
- (v) Intellectual property rights
- (vi) Naming rights
- (vii) the development, construction, alteration, renewal, replacement or demolition of buildings, fixtures and fittings, Council infrastructure and improvements on a site.

**Definitions**

- 6. Acquisition: to obtain or receive land or property through a method such as purchase or gift.
- 7. Delegated officer: a person identified in the Council's Delegations Manual as having the authority or responsibility to carry out a function as authorised by the Council.
- 8. Disposal: to sell or otherwise relinquish ownership of land or property.
- 9. Public work: infrastructure supporting delivery of council services such as playgrounds, libraries, roading, stormwater, wastewater or stormwater.

**Policy Statements***Principles*

- 10. Council's approach to the acquisition, use, ongoing review, and disposal of its property portfolio is guided by the following principles.
- 11. Principle 1: Strategic approach: Decisions on the acquisition and disposal of land will be made in the wider context of long term trends, impacts, and will reflect and be consistent with Council's strategic future planning.
- 12. Principle 2: Fairness and the Public's Interest: All decisions will pursue the best interests of the community and ratepayers, with alternative options and their consequences considered.
- 13. Principle 3: Financial responsibility: The Council will exercise financial responsibility to get the best value for investment, and seek to maximise the value of its land assets and minimise whole-of-life costs. This includes consideration of the opportunity cost of retaining assets.
- 14. Principle 4: Information management: Information on Council-owned or administered land will be easily accessible, complete and kept up-to-date to enable informed decision making regarding the acquisition and disposal of land.
- 15. Principle 5: Statutory and regulatory compliance: The Council will operate within the framework of applicable statutes and regulations at all times.

16. Principle 6: Transparency of Process: Processes will (where appropriate) be undertaken in an open and transparent manner to ensure the Council is seen to be responsibly managing public assets and funds. However, the Local Government Official Information and Meetings Act 1987 requires Council to consider privacy and commercial interests (among others) when making information public. Protecting property owner rights with respect to land acquisition and disposals will often require that certain information be kept confidential and that negotiation may, in some cases, include commercially sensitive information relating to businesses, lessees and other stakeholders. In addition, the Council will review, discuss, consider, and make decisions on commercial negotiations in a public excluded environment when there are sufficient and appropriate reasons.

#### *Roles and Responsibilities*

17. All decisions relating to the acquisition or the disposal of Council-owned or administered Property will be made by resolution by Council, or in accordance with the Long Term Plan.
18. Notwithstanding this, Council may via resolution delegate:
- (i) To the Chief Executive and/or Delegate anything precedent to the acquisition or disposal decision, such as the power to negotiate contracts to acquire or dispose of property or property rights so long as agreement is conditional upon ratification by the Council; or
  - (ii) To the Chief Executive and/or Delegate the power to negotiate and enter into contracts to acquire or dispose of Property or Property rights within a range of specified values, terms and conditions.
19. For clarity, officers can undertake the initial stages of the acquisition and disposal processes without Council resolution, including investigating options and preparing business cases for Council consideration. Communications by officers with third parties about property acquisitions and disposals are permitted, however these must always be explained as contingent on Council resolution (unless the transaction is outlined in the LTP).
20. All officers will act within their delegations – as outlined in the Delegation Manual – at all times, unless an appropriate resolution allows otherwise.
21. Property acquisitions and disposals will be conducted by officers in line with the processes outlined in Appendices 1 and 3.
22. Activity Owners must notify and involve the Property Group at the inception of any potential property acquisition or disposal, to ensure that all legal requirements, this policy, and industry best practice are adhered to.
23. Any conflicts of interest by elected members or Council officers will be managed according to their respective policies, Standing Orders or Code of Conduct (as applicable) to ensure that all parties can have confidence in the integrity of the assessment, decision making and transaction processes.

#### *Acquisitions*

24. Timaru District Council acquires land for the following purposes, as outlined in this table.

<b>Public works</b>	Where the Council provides roads and other infrastructure for things like drinking water, stormwater wastewater (sewage), it may need to acquire land to provide either additional capacity to meet demand or increase levels of service provided by existing infrastructure for various reasons. In these instances, the Council acquires land through the Public Works Act 1981 and must comply with its obligations under this legislation.
<b>Reserves and open spaces</b>	<p>Reserves and open space in the district are utilised by a range of active and passive users, and assets on council reserves provide for enhanced community use and enjoyment. Reserves assets vary from toilet blocks to playgrounds and community halls. Reserves and open spaces can also be acquired to protect and preserve ecological values, historic heritage, cultural value, geological value, or landscape values.</p> <p>The Council acquires reserves and open spaces to accommodate growth of our communities, and developers are required to contribute either funds (through financial or development contributions) or land towards providing this.</p> <p>If this land is classified as a reserve, the Council has obligations for their management, including rules for their disposal, under the Reserves Management Act 1977.</p>
<b>Esplanade strips/reserves</b>	The Council acquires esplanade reserve when landowners subdivide titles along water bodies and the coast. Whilst esplanade reserves are vested as a separate title with the Council, esplanade strips are simply recognised by an instrument on the certificate of title of the underlying lot and therefore remain in private ownership, however there will likely be requirements relating to public access, fencing, planting and so on.
<b>Offsetting</b>	The Council may acquire land where a development is required under a resource consent to vest land in the Council to offset a negative effect of the development.
<b>Strategic Investment</b>	The Council may acquire land for the purpose of investment, where the acquisition is strategically important to the Council and/or the community, or to maximise value for rate payers.

25. The acquisition criteria are a guide for decision making by the Council when consider the potential acquisition of property. Every acquisition will be considered on its own merits, and no single criteria listed is necessarily of greater weight, nor is a acquisition required to meet every one of the criteria.

26. Criteria 1: Overall strategic fit of the acquisition

- (i) The acquisition is identified in a growth strategy, structure plan, asset management plan or similar.
- (ii) There are no other parcels of Council-owned or administered land which could address the need for land.
- (iii) The proposed site improves functionality or access to existing Council-owned or administered land.
- (iv) There are demonstrable social and environmental benefits to the acquisition.
- (v) The acquisition fills a gap or responds to a previously identified need, for example, as identified in the Council's annual property review.

- (vi) The acquisition provides a connection or improves safety and access to the coast, waterways, walkways, cycle tracks or other recreational connections.
- (vii) The acquisition is strategically important to the Council and/or the community.

27. Criteria 2: Identification in Long Term Plan or Annual Plan

- (i) The acquisition has been identified and budgeted for in the relevant Long Term Plan or Annual Plan.
- (ii) It is expected that it will be uncommon for any property to be acquired or disposed of outside of the Long Term Plan or Annual Plan process. If this occurs, the purchase or sale will be conducted in line with the relevant acquisition or disposal process listed in Appendix 1 or 3, and require a Council resolution which outlines the terms of agreement.

28. Criteria 3: Community requirements

- (i) Any known community interest or preferences for the acquisition opportunity, particular site or the need promoting the acquisition have been taken into account.
- (ii) The community's aspirations for the site support the planned usage of the site.

29. Criteria 4: Costs and land value

- (i) An appropriate source of funding has been identified.
- (ii) The whole-of-life costs of the acquisition have been taken into account.
- (iii) The funding of the acquisition will be equitable for current and future generations.
- (iv) A valuation of the land has been obtained.

30. Criteria 5: Restrictions on land use

- (i) Any restrictions from zoning or designations on the site are appropriate for the planned use of the site.

31. Criteria 6: Alternative ownership or acquisition options

- (i) Opportunities for alternative ownership arrangements on the site such as joint ventures or leases have been investigated.
- (ii) The consequences of any alternative ownership options have been identified.
- (iii) Opportunities for alternative methods of land acquisition other than land purchase, such as endowment, vesting, land exchange or partnerships have been explored.

32. Criteria 7: Site condition and suitability

- (i) The land's current use does not prevent or impede the planned use of the site.
- (ii) The land is suitable for its intended use.
- (iii) An indicative assessment (using the Property Assessment Matrix (see Appendix 2) and the best available current information) indicates that the property is unlikely to underperform.

- (iv) Any natural hazards identified on the site will not prevent or impede the planned use of the site.
- (v) Community interest, financial, timing or any other implications have been considered regarding removal or refitting of any existing structures, including the need to bring it up to building code standard.
- (vi) Reasonable access and functionality of the site for the intended purpose is achievable.
- (vii) A site check for contamination, landfill, drainage does not reveal anything which will prevent or impede the planned use of the site.

33. Criteria 8: Tenure

- (i) The Council has legal authority to undertake the activity proposed for the property.
- (ii) There are not any encumbrances on the title which prevent or impede the planned use of the site such as easements, caveats, memorials on titles, or outstanding Ngāi Tahu treaty settlements.
- (iii) There are no existing tenancies on the property which prevent or impede the planned use of the site.
- (iv) The findings of the property's LIM report do not include anything which would impede or prevent the intended use of the land, for example shared access, unpaid rates.

34. Criteria 9: Cultural heritage

- (i) Acquisition of the property promotes the Council's meaningful working relationship with Iwi.
- (ii) Priority may be given to acquisition which will protect ecological values, historic heritage, cultural value, geological value, or landscape values.

35. Criteria 10: Disadvantages of not proceeding with acquisition

- (i) There is a risk of the acquisition opportunity being lost or rendered unsuitable for intended use.
- (ii) Priority will be given where there are no alternatives available, and if the specific site is not purchased the identified need will not be able to be filled.

*Management and ongoing review*

36. Council's property portfolio will be reviewed on a regular basis to consider whether its use meets changing needs, priorities and preferences.

37. Each unit is required to complete the Property Assessment Matrix (see Appendix 2) for each property that they are responsible for within twelve months of this policy being adopted, and at least every three years thereafter as part of the Long Term Plan development process.

38. A property will be considered as potentially underperforming if they have scores where:

- (i) The cumulative score is less than 35.

(ii) Any two or more criteria, rank as one or less.

(iii) Any four or more criteria rank as two or less.

39. The Property Group must be notified if a property is considered potentially underperforming as per the Property Assessment Matrix.

40. In such instances, the Property Group will work with the Activity Owner to determine whether the performance of the property can be improved, or whether repurposing or disposal may be appropriate (see Appendix 3).

#### *Disposals*

41. The criteria below are a guide for decision making by the Council when considering the potential disposal of property. Every land disposal will be considered on its own merits and no one of the criteria listed is necessarily of greater weight, nor is a land disposal required to meet every one of the criteria.

42. Criteria 1: Property deemed to be surplus or under-performing by the Council

(i) The property is under-performing as per the Property Assessment Matrix

(ii) The property is considered surplus for one or more of the following reasons:

i. The land no longer contributes to the strategic goals of Timaru District Council or any growth strategy, asset management plan or similar.

ii. The land is no longer required for its intended purpose.

iii. The land is not required or suitable for any alternative Council purposes.

iv. The on-going costs of maintaining the property are not sustainable.

43. Criteria 2: Market considerations

(i) The property market is not significantly depressed.

(ii) There are likely to be interested parties for purchase of the property.

(iii) The benefits of disposing of the property outweigh the financial costs of retaining the property.

44. Criteria 3: Tenure

(i) The Council is able to legally dispose of the land in the manner proposed.

45. Criteria 4: User and community views

(i) Any known user or community interest or preferences for the particular site and its retention or disposal have been taken into account.

46. Criteria 5: Cultural heritage

(i) The land does not contribute to ecological values, historic heritage, cultural value, geological value, or landscape values.

47. The method and process through which Council acquired the property will dictate the specific disposal process and associated requirements.
48. The proceeds of sales will be prioritised to meet the cost of the transaction to the Property Group, the Activity Owner and any other applicable Council units. Council will resolve how to utilise any balance.

### Monitoring

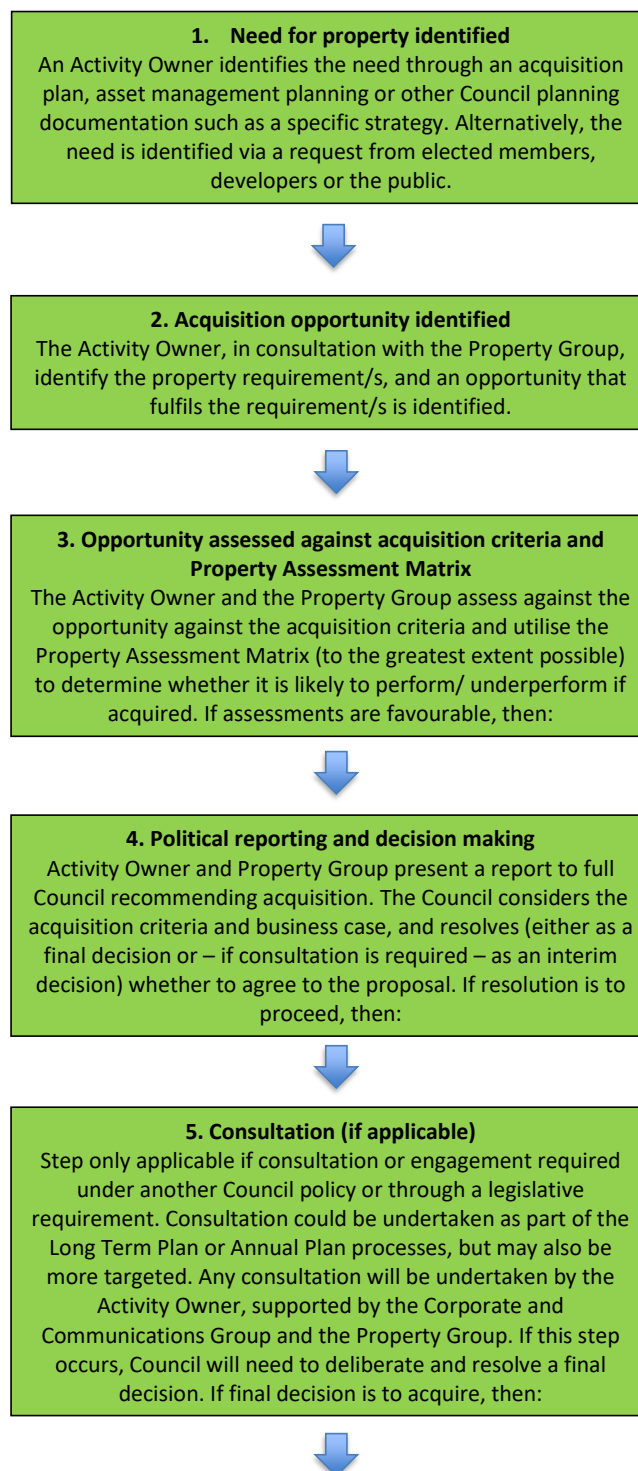
49. The success of this policy in achieving its purposes will be indicated by:
- (i) Feedback received from any internal audits.
  - (ii) Whether property activities and transactions have been undertaken in line with legal requirements and following specified processes.

### Reporting

50. This policy will not be reported against on a regular basis.
51. The Audit and Risk Committee will be advised of property activities or transactions that breach this policy, including any potentially illegal or fraudulent activities.

Delegations, References and Revision History					
<b>Delegations</b>					
Identify here any delegations related to the policy for it to be operative or required as a result of the policy					
Delegation		Delegations Register Reference			
TBC					
<b>References</b>					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title		Relevant Reference within Document			
TBC					
<b>Revision History</b>					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1	Property Manager	29 July 2014	Policy and Development Committee	July 2017	#831370
2	Property Manager	18 July 2017	Policy and Development Committee	July 2020	#831370
3 <sup>1</sup>	Group Manager Property	TBC	Council	TBC	#1725357

<sup>1</sup> Renamed from "Property Management Policy" to "Property Acquisition, Management and Disposal Policy"  
#1725357

**Appendix 1 – Acquisition process**

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**6. Item added to the acquisition programme**

Budgeted for by the Activity Owner and entered into Council's work programme. The Activity Owner and the Property Group agree the terms and extent of the acquisition in accordance with the approval provided by the resolution.

Note: additional Council reporting and resolution/s may be required throughout the process depending on the nature of the delegations provided by elected members to officers.

**7. Acquisition undertaken by Property Group**

The Property Group undertakes the acquisition in accordance with the terms and process agreed between themselves and the Activity Owner.

**Appendix 2 – Property Assessment Matrix**

Criteria	Scoring Benchmark	Analysis
<b>1. <u>Strategic Relevance</u> (1-10)</b>  Is the function or purpose of the Property identified as a strategic priority for the Council that demonstrably supports a meaningful working relationship with iwi and the social, cultural, economic and environmental benefits associated with Council's published Community Outcomes. For example, it may support/facilitate growth or provide improved amenity, functionality, safety, or access to (or for) the coast, waterways, walkways, cycle tracks, or other recreational connections	10 – The Property is required and critical to meet Council's current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.  5 – The Property provides the most cost-effective option of several required to meet Council's current and future strategic priorities as detailed in an Asset Management Plan, Infrastructure Strategy or other strategies and plans adopted by the Council.  1 – The Property is one of several options that could meet Council's strategic priorities.	
<b>2. <u>Core Business/Activity</u> (1-10)</b>  Is the function the Property will fulfil considered a	10 – Core Council business.	

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core Council business/Activity?  Is it detailed in an Asset / Activity Management Plan?	5 – Not core Council business but desirable, and no one else is supplying the service.  1 – Service could be/possibly should be provided by the private or voluntary sector	
<u>3. Location</u> (1-5)  In terms of the purpose for which the Property is held and utilised, how does its location complement/assist its function?	5 – The location is ideal.  4 – The location is good to very good.  3 – The location is good.  2 – The location is acceptable but could be better.  1 – The location is poor.	
<u>4. Sufficiency</u> (1-5)  Is the Property sufficiently large or able to be adapted to accommodate the service and facilitate growth as required?	5 – The Property and/or improvements are large enough and have sufficient additional capacity to accommodate future development/growth (10-30%).  4 – The Property and/or improvements are only large enough for the current purpose.  3 – The Property and/or the improvements are too small, but this can be readily accommodated by improvements costing less than 20% of CV or acquiring adjacent Property.  2 – The Property and/or the improvements are too large (31%-50% more than required).  1 – The Property and/or improvements are too large (>50% more than required).	
<u>5. Functionality/Utility</u> (1-5)  Is the Property fit for purpose? Notes: "Depreciation" is the loss in value from any cause.	5 - The functional utility of the Property is estimated to be within 90% of that exhibited by a new Property designed and	

<p>The two main components are physical depreciation and obsolescence.</p> <ul style="list-style-type: none"> <li>• “Physical depreciation” is physical wearing out due to use and natural forces.</li> <li>• “Obsolescence” is the loss in value from causes other than physical decay or wear. It includes functional, economic, legal and technological obsolescence.</li> </ul>	<p>built specifically for the purpose.</p> <p>4 - The functional utility of the Property is estimated to be within 75% to 90% of that exhibited by a new Property designed and built specifically for the purpose.</p> <p>3 - The functional utility of the Property is estimated to be less than 75% of that exhibited by a new asset Property built specifically for the purpose, but the asset can still be practically used for the purpose.</p> <p>2 - Physical depreciation and/or obsolescence is of such a degree that the usefulness of the Property is moderately and noticeably constrained.</p> <p>1 - Physical decay and/or obsolescence is of such a degree that the usefulness of the Property is significantly constrained.</p>	
<p>6. <u>Utilisation</u> (1-5)</p> <p>Is the Property well utilised? Note: Utilisation in this regard means the property is either: • Well utilised in terms of physical space; or • The Property attracts high use levels in relation to the number of people that benefit/use such Property with due consideration to the frequency of such use.</p>	<p>5 – At least 95% of the floor area and 85% of the land area are effectively utilised for the purpose. Alternatively, the Property exhibits a very high level of use for its intended purpose.</p> <p>4 – At least 85% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a high level of use for its intended purpose.</p> <p>3 – At least 70% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a reasonable level of use for its intended purpose.</p>	

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	<p>2 – At least 50% of the floor area and land area are effectively utilised for the purpose. Alternatively, the Property has a low level of use for its intended purpose.</p> <p>1 – Less than 50% of the floor area or land area are effectively utilised for the purpose. Alternatively, the Property is infrequently used in terms of its intended purpose. Note: The percentage utilisation estimated can include an allowance for future growth.</p>	
<p><b>7. <u>Provision/Tenure</u> (1-5)</b></p> <p>Is the Property/resulting service already provided elsewhere locally by the Council or another provider? Are there opportunities to partner with others to deliver the Property/resulting service? Are there alternative ownership structures that could be practicable, such as an easement or lease?</p>	<p>5 – The Property/resulting service fulfils local need, and there are no other providers or viable ownership options.</p> <p>3 – The Property/resulting service will need to be provided temporarily but may be provided by others or from alternative ownership modes or another Property longer-term.</p> <p>1 – The Property/resulting service is already provided locally or can be provided locally by others.</p>	
<p><b>8. <u>Cost Efficiency</u> (1-5)</b></p> <p>Can the function be provided more cost effectively, and is it practical to do so?</p>	<p>5 - No, the function cannot be practically provided more cost-effectively.</p> <p>3 - It may be possible to provide the function more cost effectively practically.</p> <p>1 - Yes, the function can be practically provided more cost effectively</p>	
<p><b>9. <u>Return on Investment</u> (1-5)</b></p> <p>Does the Property achieve a good return on investment in terms of the resulting function</p>	<p>5 - The return from the Property is equal to or exceeds a fair market return. Alternatively, it delivers</p>	

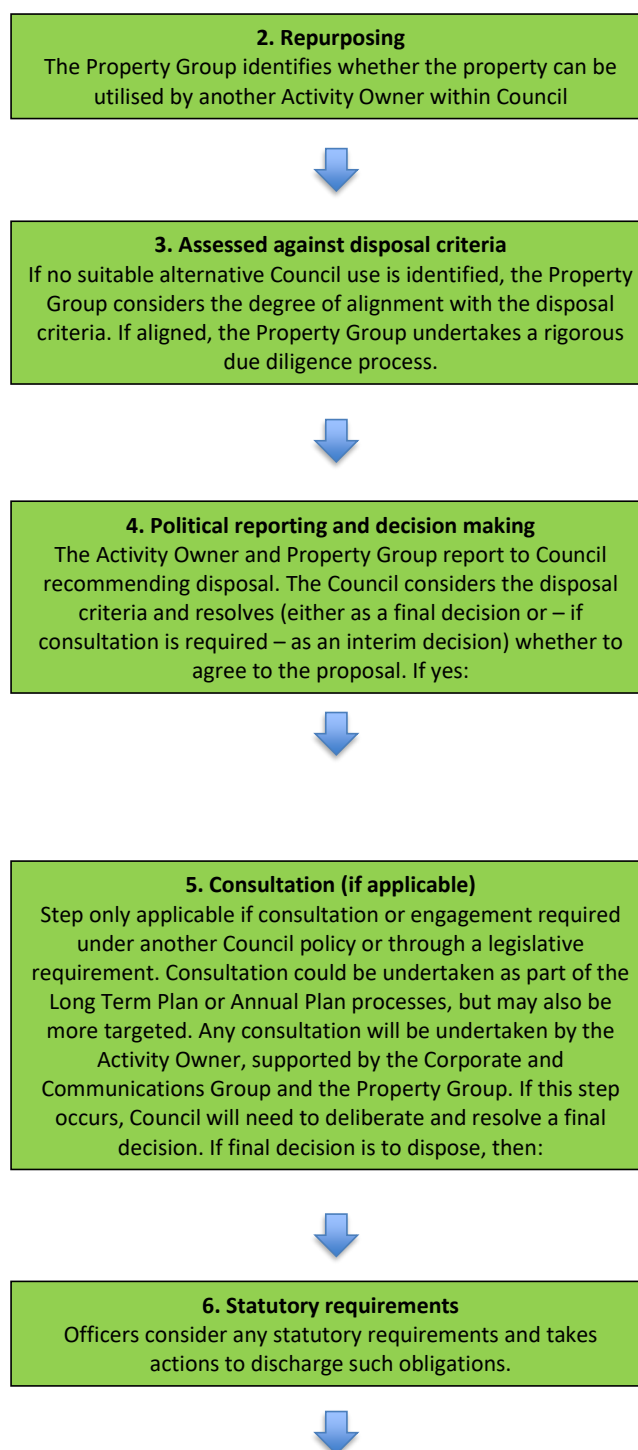
and activity, economic return or strategic outcomes?	<p>expected returns in line with Council policies.</p> <p>4 - The return from the Property is between 90% and 100% of the fair market return or of expected returns in line with Council policies.</p> <p>3 - The return from the Property is between 75% and 90% of the fair market return or of expected returns in line with Council's policies.</p> <p>2 - The return from the Property is between 50% and 75% of the fair market return or expected returns in line with Council policies.</p> <p>1 - The return from the Property is less than 50% of the fair market return or expected returns in line with Council policies</p>	
<p>10. <u>Capital Costs</u> (1-5)</p> <p>What are the capital costs required to maintain the Property in a state fit for purpose?</p>	<p>5 – Capital costs are &lt; 14% of CV over the next thirty years.</p> <p>4 – Capital costs are between 15-25% of CV over the next thirty years.</p> <p>3 – Capital costs are between 26-40% of CV over the next thirty years.</p> <p>2 – Capital costs are 41-60% of CV over the next thirty years.</p> <p>1 – Capital costs are &gt;60% of CV over the next thirty years.</p>	

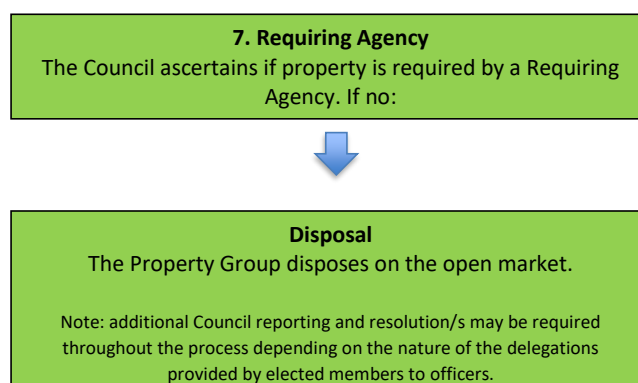
### Appendix 3 – Disposal process

#### 1. Identification of redundancy

An Activity Owner uses the Property Assessment Matrix to determine that a property is operationally redundant to them, and advises the Property Group







Prior to sale or disposal, all Property must be subject to a rigorous due diligence process by the Property Group (and appropriate advisors) which includes:

- Identifying all possible parties (if any) with any claim on the Property
- Confirm whether any specific obligations exist in respect of such parties
- Confirmation of any legal or regulatory obligations in respect of the Property (including reviewing the Property's underlying land status)
- Identifying whether any contractual obligation exists in respect of the Property.

Part of this due diligence investigation should also include the commercial viability of disposing of such Property and whether an application of such Property in an alternative manner would be a more viable option for the Council, e.g. leasing out of the Property.

## 8.2 Cox Street Carpark Time Restriction Proposal

**Author:** Susannah Ratahi, Land Transport Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

### Recommendation

That Geraldine Community Board support the implementation of two hour time limited parking in the Cox Street Carpark.

### Purpose of Report

- 1 To seek the Geraldine Community Board's support for the implementation of two-hour time-limited parking in the Cox Street Carpark and to outline the considerations surrounding this proposal.

### Assessment of Significance

- 2 This decision is assessed as having low significance under the Council's Significance and Engagement Policy. While it affects some users of the Cox Street Carpark, alternative parking options are available nearby, and the financial and environmental impacts are minor. No extensive consultation is required.

### Background

- 3 Cox Street Carpark, located within walking distance of Geraldine's town centre, is currently available for all-day parking. Geraldine is a popular visitor destination known for its locally owned shops, quality food offerings, and nearby public toilets. Situated on State Highway 79, it is a key stop for tourists traveling from Christchurch to the Mackenzie District and Queenstown. The carpark's proximity to these attractions makes it a vital asset for supporting both local businesses and the visitor experience.
- 4 Informal Community feedback has revealed differing preferences regarding parking duration in the Cox Street Carpark. While some support all-day parking to accommodate employees and longer-term visitors, others advocate for two-hour time limits to improve turnover and provide greater access to town-centre amenities.

### Discussion

- 5 The proposal for a two-hour time limit aims to:
  - Enhance access - by encouraging higher turnover of parking spaces, more visitors and shoppers will have convenient access to the town centre.
  - Support local businesses - increased parking availability can potentially increase foot traffic into shops, eateries, and attractions.
  - Balance needs - while recognising the importance of longer-term parking for employees and all-day visitors, the two-hour limit focuses on prioritising access for short-term users.



- 6 However, some stakeholders have expressed concerns about the impact on:
- Employee parking - staff working in local businesses may find it challenging to locate suitable all-day parking.
  - Visitor experience - tourists undertaking leisurely visits may feel rushed by shorter time limits.
  - Potential solutions to mitigate these concerns include maintaining a portion of the carpark for all-day parking or publicise and sign alternative long-term parking areas.
- 7 As Geraldine is a key stop on a major tourist route, ensuring a positive visitor experience is critical. Improved parking turnover can enhance access to amenities.
- 8 Encouraging short-term parking could reduce traffic congestion and promote walking within the town centre improving sustainable outcomes for the community.
- 9 Implementing a two-hour time-limited parking model for the entire Cox Street Carpark offers the greatest potential to address diverse community needs while enhancing access to Geraldine's vibrant town centre. It is recommended that the Geraldine Community Board support this proposal.
- 10 There is plenty of free all day parking in Geraldine on streets on the fringe of town and at Kennedy Park for longer term parking, all within a short walking distance from the town centre. It is also proposed to increase the number of parking spaces in Hislop Street with the implementation of angle parking. This will be completed in the next few years subject to funding being available. This project links with the master plan for the Geraldine Domain.

### **Options and Preferred Option**

#### Option 1 - Status Quo (No Change)

- 11 This option retains flexibility for all users, particularly employees and all-day visitors. However, limited turnover may restrict access for short-term visitors, potentially impacting business patronage.

#### Option 2- Implement Two-Hour Time-Limited Parking for Entire Carpark

- 12 This option maximises turnover and access for short-term users, supporting businesses and encouraging more visitors. However, this reduces availability for all-day parking in this particular location, potentially inconveniencing employees and long-term visitors. This could be countered by advertising other available parking options within a short two-minute walk of the town centre. This is the Preferred Option.

#### Option 3 - Implement a Mixed Parking Model

- 13 This option would designate a portion of the carpark for all-day parking and the rest for two-hour parking, balancing the needs of different user groups. However, this option would require additional signage, monitoring, and enforcement to ensure compliance. Due to the size of the carpark, the number of all-day spaces would be limited and likely wouldn't have the desired impact of increasing turnover to support businesses in the town centre, nor would it appease long term parking users concerns.

**Consultation**

- 14 Historic community consultation has included discussions with local businesses, residents, and visitors. Feedback highlighted a desire for both improved access and consideration for employees and long-term visitors.
- 15 Following the decision of the Community Board there would be further engagement with the community on the changes and education initiatives prior to any enforcement.

**Relevant Legislation, Council Policy and Plans**

- 16 Local Government Act 2002 – Supporting economic and community wellbeing
- 17 Timaru District Council Parking Policy - Ensuring efficient and effective use of parking resources.
- 18 The Timaru Delegations Manual provides delegated authority to the Land Transport Manager to determine parking time limits in areas not within the Timaru Central Business District.

**Financial and Funding Implications**

- 19 The implementation of two-hour parking and associated signage will incur minor costs, which can be covered under existing budgets. Ongoing monitoring and enforcement may require additional resources depending on the level of enforcement required.

**Other Considerations**

- 20 The enforcement of parking restrictions in Geraldine is undertaken by the Council's parking Officers on a periodic basis.

**Attachments**

**Nil**

**8.3 Appointment of Community Board Representative to an Organisation**

**Author:** Jessica Kavanaugh, Team Leader Governance

**Authoriser:** Stephen Doran, Group Manager Corporate and Communications

**Recommendation**

That the Geraldine Community Board recommend to Council the appointment of a Geraldine Community Board member to the Geraldine District Foundation.

**Purpose of Report**

- 1 To recommend to Council the appointment of Wayne O'Donnell to the Geraldine District Foundation, following the end of Wayne's the current term.

**Assessment of Significance**

- 2 This report is of low significance in terms of the Council's Significance and Engagement Policy as there are no financial implications or changes to the level of service.

**Background**

- 3 Council has traditionally appointed, on the recommendation of the Geraldine Community Board, a member (with voting rights) to the organisation.
- 4 For voting positions, a recommendation to Council is required.
- 5 There is only one member appointed from the Geraldine Community Board to the Geraldine District Foundation, under the Dead of Trust.

**Discussion**

- 6 The Geraldine District Foundation term of appointment is three years, however due to the end of the current triennium in October 2025 this appointment will be valid until October 2025.
- 7 In the new triennium a new recommendation for appointment will be undertaken for the term of three years.

**Options and Preferred Option**

- 8 To recommend the appointment of Wayne O'Donnell to the Geraldine District Foundation.
- 9 To recommend the appointment of another Geraldine Community Board member to the Geraldine District Foundation.
- 10 To not appoint any Geraldine Community Board member to the Geraldine District Foundation.

**Consultation**

- 11 No wider consultation is required. The purpose of the appointment is to ensure a Community Board representative and perspective is available to be presented at meetings of the

respective organisations, and in turn to keep the Community Board informed of the respective organisations' plans and activities.

**Relevant Legislation, Council Policy and Plans**

12 Local Government Act 2002

**Financial and Funding Implications**

13 There are no financial implications arising from the appointment.

**Other Considerations**

14 There are no further considerations.

**Attachments**

1. Geraldine District Foundation - Request of Appointment [↓](#) 



*Working for our community*

The Chairperson

Geraldine Community Board

Under the Deed of Trust establishing the Geraldine District Foundation your Community Board has the power of appointment of one of the trustees.

Wayne O'Donnell is that current appointee and the deed enables him to be renewed for a further term of three years. The other trustees are James Wallace, Rosamond Morten and Juliet Marsden and they all very much support Wayne's re-appointment.

The Trust has principally been involved with establishing the new Geraldine Health Centre.

Wayne's experience and skills have been invaluable for this important community project and there are still matters to be completed for which he will play a vital part.

The trust is a registered charity and the trustees are all unpaid volunteers.

We trust your Board will be agreeable to this and look forward to hearing back from you.

Yours sincerely

J.L Wallace

Chair

**Patron:**

J.O Acland CNZM

**Trustees:**

J.L Wallace MNZM

W.D O'Donnell

R.M Morten

**Secretary:**

Wendy Wills

C/O Croys Ltd Chartered Accountants

PO BOX 582

Ashburton 7740

Tel: 03 308 8353

Email: [wendywills@croys.co.nz](mailto:wendywills@croys.co.nz)

GST No: 129 737 611

Charities Registered No: CC572

BNZ Bank – 02-0836-0274773-0

**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—

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

**13.1 Public Excluded Minutes of the Geraldine Community Board Meeting held on 13 November 2024**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Geraldine Community Board Meeting held on 13 November 2024</b>  <b>Matters dealt with in these minutes:</b>  13.1 - Thomas Hobson Trust Applications	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 13 November 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.  The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 13 November 2024.

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

.

\*Delete if inapplicable.

**Note**

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

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

**13      Public Excluded Reports**



**14      Readmittance of the Public**

**15      Board Member's Reports**