



# AGENDA

## Pleasant Point Community Board Meeting Tuesday, 11 February 2025

**Date** Tuesday, 11 February 2025

**Time** 7:00 pm

**Location** Pleasant Point Town Hall

**File Reference** 1738714

## **Timaru District Council**

**Notice is hereby given that a meeting of the Pleasant Point Community Board will be held in the Pleasant Point Town Hall, on Tuesday 11 February 2025, at 7:00 pm.**

### **Pleasant Point Community Board Members**

Raewyn Hessel (Chairperson), Ross Munro (Deputy Chairperson), Anna Lyon, Michael Thomas, Kathleen Wilkins, Clr Michelle Pye and Clr Scott Shannon

### **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**

**Order Of Business**

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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 Elected Member Update**

## **8 Confirmation of Minutes**

### **8.1 Minutes of the Pleasant Point Community Board Meeting held on 12 November 2024**

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

#### **Recommendation**

That the Minutes of the Pleasant Point Community Board Meeting held on 12 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 Pleasant Point Community Board Meeting held on 12 November 2024**



# MINUTES

## Pleasant Point Community Board Meeting Tuesday, 12 November 2024

Ref: 1738714

**Minutes of Timaru District Council  
Pleasant Point Community Board Meeting  
Held in the Cave Arms Tavern, Cave  
on Tuesday, 12 November 2024 at 7pm**

**Present:** Raewyn Hessel (Chairperson), Ross Munro (Deputy Chairperson), Anna Lyon, Michelle Pye, Scott Shannon

**In Attendance:** Mayor Nigel Bowen, Andrew Dixon (Group Manager Infrastructure), Jessica Hurst (Community Development Advisor), Stacey Barnett (Mayors Taskforce for Jobs Coordinator), Darryn Grigsby (Manager of Emergency Management), Nigel Davenport (Venture Timaru), Tania Stoddart (Venture Timaru), Meghan Taylor (Executive Operations Coordinator) – Minutes.

## **1 Apologies**

### **1.1 Apologies Received**

#### **Resolution 2024/185**

Moved: Raewyn Hessel

Seconded: Ross Munro

That the apologies of Kathleen Wilkins, Michael Thomas and Councillor Stacey Scott be received and accepted.

**.Carried**

## **2 Public Forum**

There were no public forum items.

## **3 Identification of Items of Urgent Business**

### **3.1 Contents of Identification of Urgent Business**

- Bins have not been installed at the new Halstead Road Playground
- Proposed Christmas Function Budget Reallocation to Fund Halstead Road Playground Opening

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

### **4.1 Contents of Identification of Matters of a Minor Nature**

- Deputy Chairperson to give a report to the Community Board on the Community Board National Executive Committee Meeting he attended.



- Conflicting sums for Pleasant Point Community Board Contribution to the Artificial Christmas Tree
- Incorrect public advertising of the location for tonight's community board meeting in Cave.

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

No conflicts of interest were declared.

## **6 Chairperson's Report**

### **6.6 Chairpersons Report Received**

The chairperson sought clarification from Heather Fifield around the expected timeframe of the completion of the mural. Get to the point was a huge success, with great community feedback regarding the free children's entertainment. Organisation is well underway for the official opening of the Halstead Road Playground at 3pm on 17 November 2024. The chairperson has been in contact with Council Officers to relay the position of the community board regarding the flower beds and the chairs and trees at the cemetery.

### **Resolution 2024/186**

Moved: Raewyn Hessel

Seconded: Clr Scott Shannon

That the Chairpersons report be received.

**Carried**

## **7 Elected Member Update**

### **7.7 Elected Member Update**

The Deputy Mayor Attended Council, Committee, Subcommittee Meetings and Workshops including:

Pleasant Point Community Board and Geraldine Community Board meetings, Standing Committee meetings, Venture Timaru (Performance and Annual Report), District Freedom Camping Bylaw workshop, Safer Communities Subcommittee, Future Provision for Performing Arts workshop, Tenders and Procurement, Citizenship Ceremony, Council Meetings, TDC Annual Report Audit & Risk catch-up with Auditors (prior to AR sign-off).

Miscellaneous meetings, functions and events including:

- Aorangi Stadium Trust - Annual Report and final meeting.
- Meeting with Air New Zealand Executives at the Chamber of Commerce.
- Opened the Leisure Marching Championships at Aorangi Stadium.
- Attended site meeting in Cave with Councillor Pye to discuss road safety improvements.
- Community Drop-in Session with Mayor Bowen and Councillor Pye.
- Spoke at Mike King's 'I Am Climate Hope Tour'.
- Lay a Wreath at the Seafarers Memorial and Church Service, and attended Royal NZ Naval Association Trafalgar Day Luncheon.
- Spoke at the Temuka Fire Brigade 150th Anniversary dinner.
- Met with a number of Temuka and Timaru residents regarding various concerns.
- Attended Hall of Fame Induction ceremony for David Thew, Dr John Elder, and John McBeth.
- Training Course in Christchurch.
- Attended Armistice Day Commemoration, Temuka.

### **Resolution 2024/187**

Moved: Clr Scott Shannon

Seconded: Clr Michelle Pye

That the Elected Members report be received.

**Carried**

## **8 Confirmation of Minutes**

### **8.1 Minutes of the Pleasant Point Community Board Meeting held on 1 October 2024**

It was noted that the Actions Register which was asked to be a standing agenda item (like Council) at the Meeting held on 1 October 2024 is missing from the minutes and this agenda.

### **Resolution 2024/188**

Moved: Clr Michelle Pye

Seconded: Anna Lyon

That the Minutes of the Pleasant Point Community Board Meeting held on 1 October 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached. Provided that clarification is circulated to the Committee regarding the conflicting sums in point 9.2.2 for the payment of the artificial tree and that only the correct number is recorded.

**Carried**

## **9 Reports**

### **9.1 Towards 2050 Plan - Venture Timaru**

The Chief Executive of Venture Timaru gave the Pleasant Point Community Board a verbal update on the Towards 2050 plan as the Economic Development and Regional Tourism Organisation (RTO) for Timaru District.

Engagement has started among leaders in key district sectors and will be widened to the community in due course.

The focus is on productivity and collaboration to improve innovation, automation and technology to inspire growth to our district while dealing with a global decline in population. Education and workforce sustainability were key areas identified for growth.

It was highlighted that this is a collaborative and aspirational report, not owned by any one entity. It is a collaborative initiative, with the idea the collective draft will be produced within 12 months.

It was raised that this report was released in 2022 and questioned as to why is the work only being actioned now. It was identified that collaborative work could not progress without willing participants, and also allowed time for in depth research to the feasibility of actioning an plan like this.

#### **Resolution 2024/189**

Moved: Raewyn Hessel

Seconded: Clr Scott Shannon

That the Pleasant Point Community Board receive and note the Toward 2050 report from Venture Timaru.

**Carried**

#### **Attachments**

- 1 Venture Timaru - Toward 2050

**Where will Timaru's economy be in 2050 if the status quo remains?**

A rising death rate, relative to births, is projected to reduce Timaru's population by an average of 175 people a year from 2023 to 2048.

**Timaru's population is rapidly aging** and 30% of residents are expected to be aged over 65 by 2050.

Our Timaru district is **growing in diversity**. The 2023 census showed, European -342 people  
Māori +741  
Asian +747  
Pacific Peoples +765

'International net migration is still relatively high, and has continued to mask natural decline from an aging population in many areas, including Timaru'  
Infometrics Oct 2024

Our population is Currently estimated at **50,100 people**

**TOWARDS 2050**

### Matrix of economic development

**GDP**

Enter new markets and target new customer needs

Enter adjacent markets. serve adjacent customers

Serve existing markets and customers

**CORE**      **STEPPING OUT**      **TRANSFORMATIONAL**

Use existing industries and products

Increase the scale and breadth of products within your existing industries.

Enter new industries and develop new products and services

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

The Community Development Advisor introduced the Mayors Taskforce for Jobs (MTFJ) Coordinator who both spoke to the report regarding the Mayor's Taskforce for Jobs programme and operational update.

The MTFJ Coordinator has been building relationships with schools, businesses and communities to broaden the scope of reach to outlying areas. To date 36 people have been enrolled in this initiative with 6 in employment.

Timaru District Council is one of the larger Council's involved in the programme, it has been identified that driving is a barrier to employment, therefore our focus is on the provincial/ outlying areas. High School has been a large connector for Youth in the other areas but the MTFJ Coordinator has noticed a gap in regards to connecting with young people in Pleasant Point.

A poster was tabled with all the areas the MTFJ initiative can provide support and is attached for reference.

### **Resolution 2024/190**

Moved: Raewyn Hessel

Seconded: Clr Michelle Pye

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

**Carried**

### **Attachments**

- 1 Mayor's Taskforce for Jobs Flyer

# MTFJ

MAYORS TASKFORCE FOR JOBS

## We can support with:

- CV assistance: We'll help to create a standout CV
- Driver's licenses: We can assist in getting one
- Work-ready gear: We provide necessary work gear, including tools, if required.
- Once placed in work: 3 months aftercare for any additional help thats needed for both you and your employer
- Support with accessing health and wellbeing services, including mental health and GP appointments
- Comprehensive support: From upskilling to training, obtaining certificates, addressing personal needs, arranging transport, and more

Contact Stacey

 027 334 8283

 [stacey.barnett@timdc.govt.nz](mailto:stacey.barnett@timdc.govt.nz)

 MTFJ Timaru



MTFJ  
MAYORS TASKFORCE FOR JOBS



### 9.3 Emergency Management Update Report

The Manager of Timaru District Council Emergency Management unit spoke to the unaligned expectations between the community and the Civil Defence Emergency Management (CDEM) group while in a state of emergency.

A recent survey shows a decline compared to previous years where only 38% of people are actively taking steps to prepare for an emergency.

There is information and resources available online at the Civil Defence website for people to get ready. The "Are you Ready?" Booklet was discussed and recommended to read. This was mailed out to the district and an e-version is available online.

Discussion was had regarding the Volunteer base in Pleasant Point and Cave. It was noted that there is only a small formalised volunteer team based in Pleasant Point, no official volunteers in Cave. It was highlighted that CDEM is always looking for more volunteers for communities as the Timaru Emergency Management Team and Volunteer bases are small.

#### Resolution 2024/191

Moved: Raewyn Hessel

Seconded: Ross Munro

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

**Carried**

### 9.4 Pleasant Point Community Rate: Application from the Get to the Point Committee

The Community Board considered the Pleasant Point Ward targeted rate funding request from the Get to the Point Committee (Gymkhana) for a grant of \$15,000 towards the development of the event.

Discussion was had regarding the absence of a breakdown and visibility on where the funding will be spent in the application if this is approved.

This project is fully supported but confidence is needed in where the funding will be spent.

The Community Board provisionally agreed on the sum. It was also agreed to ammend the resolution to include delegated authority of final approval to the Chairperson and Deputy Chairperson upon being satisfied with a breakdown.

#### Resolution 2024/192

Moved: Clr Michelle Pye

Seconded: Anna Lyon

That the Pleasant Point Community Board

1. Receives the report titled Pleasant Point Community Rate: Application from the Get to the Point Committee (Gymkhana), and

2. The Pleasant Point Community Board provisionally approves funding from the Pleasant Point Community Board Targeted Fund to the amount up to \$15,000 to go towards the Get to the Point Event on the basis point 4 is met, and
3. Notes that where an amount is approved it is subject to review and acceptance of quotes by officers, and the Chair and Deputy Chair of the Community Board.
4. Delegates authority to the Chairperson and Deputy Chairperson to approve the funding, subject to review of a funding allocation breakdown (to be circulated to Committee Members), with the result to be reported back to the Group Manager Corporate and Communications.

**Carried**

## **10 Consideration of Urgent Business Items**

### **10.1 Pleasant Point Playground Bins**

Group Manager Infrastructure advised the Pleasant Point Community Board that the bins have been ordered and will be installed in time for the Halstead Road Playground Opening.

### **10.2 Christmas Function Budget Reallocation**

It was proposed and agreed that the \$500 allocated to the Community Board for their end of year function, is to be used to give back to the community, instead of their function. This is to go specifically towards holding an opening celebration for the Hallstead Road Playground.

#### **Resolution 2024/193**

Moved: Cllr Scott Shannon

Seconded: Ross Munro

That the Pleasant Point Community Board reallocates the \$500 intended for their Christmas Function to instead fund a Halstead Road Playground Opening on 17 November 2024.

**Carried**

## **11 Consideration of Minor Nature Matters**

### **11.1 Deputy Chairperson Community Board Executives Committee Meeting (CBEC) Update**

The Deputy Chairperson has been newly appointed as the Zone 5 (Canterbury, West Coast, Nelson) Representative on the CBEC which is a subcommittee of the National Council of LGNZ. Ross attended his first meeting yesterday in Wellington.

Key notes/takeaways:

- Rural School bus route issues were discussed.



- Events like Get to the point are at risk of folding due to increasing Temporary Traffic Management and Health and Safety Act requirements.
- There are different dynamics across the country between Community Board and Councils. Timaru are leaders by way of good example.

It was acknowledged that this was a good news story and a great achievement for Ross and should be publicly recognised.

**11.2 Pleasant Point Community Board Contribution to the Artificial Christmas Tree**

The conflicting sums were appropriately discussed and the resolution updated under point 8.1 Confirmation of Minutes.

**11.3 Incorrect Meeting Advertisement**

It was acknowledged that the meeting location was advertised incorrectly, this was remediated online and an update was also posted on Council Social Media. The Chairperson extends apologies to anyone who this inconvenienced.

**12 Public Forum Issues Requiring Consideration**

There were no public forum items requiring consideration.

**The Meeting closed at 7.59pm.**

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**Chairperson**

## 9 Reports

### 9.1 Actions Register Update

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

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

#### Recommendation

That the Pleasant Point Community Board receives and notes the updates to the Actions Register.

#### Purpose of Report

- 1 The purpose of this report is to provide the Pleasant Point Community Board with an update on the status of the action requests raised by Community Board Members at previous meetings.

#### Assessment of Significance

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

#### Discussion

- 3 The actions register is a record of actions requested by Community Board Members. It includes a status and comments section to update the Community Board on the progress of each item.
- 4 There are currently three items on the actions register.
- 5 Two items are marked as ongoing.
- 6 One item is marked as complete and are proposed to be marked as removed for the next meeting.

#### Attachments

1. **Pleasant Point Community Board Actions Register** [↓](#) 

### Information Requested from Pleasant Point Community Board

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

<b>Information Requested</b>	Review of Lighting at Manse Road Subdivision			
<b>Date Raised:</b>	16 April 2024		<b>Status:</b>	
<b>Issue Owner</b>	GM Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b>
<p>Background:                      The Pleasant Point Community Board requested the Group Manager of Infrastructure to look at the plan for the new street lights in Mase Road, where the new subdivision is that may require additional lighting and then to email the Community Board the information.</p> <p>Update: Waiting for pricing</p>				

<b>Information Requested</b>	Main Street Garden Bed Funding			
<b>Date Raised:</b>	1 October 2024		<b>Status:</b>	Complete
<b>Issue Owner</b>	GM Infrastructure	<b>Due Date:</b>		<b>Completed Date:</b> 22/01/25
<p>Background:                      The Pleasant Point Community Board requested Council Officers seek approval from Council to find another solution to fund the \$5,000 p/a to maintain the existing Main Street Garden flower beds.</p> <p>Update: The parks unit replaced the bedding in the island plots with flowering shrubs late 2024. This matter is complete and can now be closed.</p>				

#1733916

<b>Information Requested</b>	Cemetery Tree Removal				
<b>Date Raised:</b>	1 October 2024			<b>Status:</b>	In Progress
<b>Issue Owner</b>	GM Corporate and Communications	<b>Due Date:</b>		<b>Completed Date:</b>	
<p>Background:                      The Pleasant Point Community Board requested Council Officers look to improve the view at the Cemetery and if it is an appropriate time of year to move, or remove the trees(s).</p> <p>Update: Council Officers initiated contact with the Chair for a site visit to seek clarification which trees this request pertains to.</p>					

#1733916

## 9.2 Property Acquisition, Management and Disposal Policy consultation

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

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

### Recommendation

That the Pleasant Point 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** [↓](#) 
2. **Draft Property Acquisition, Management and Disposal Policy** [↓](#) 

**Property Management**



<b>Approved by:</b>	Policy and Development Committee
<b>Date Approved:</b>	18 July 2017
<b>Keywords:</b>	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

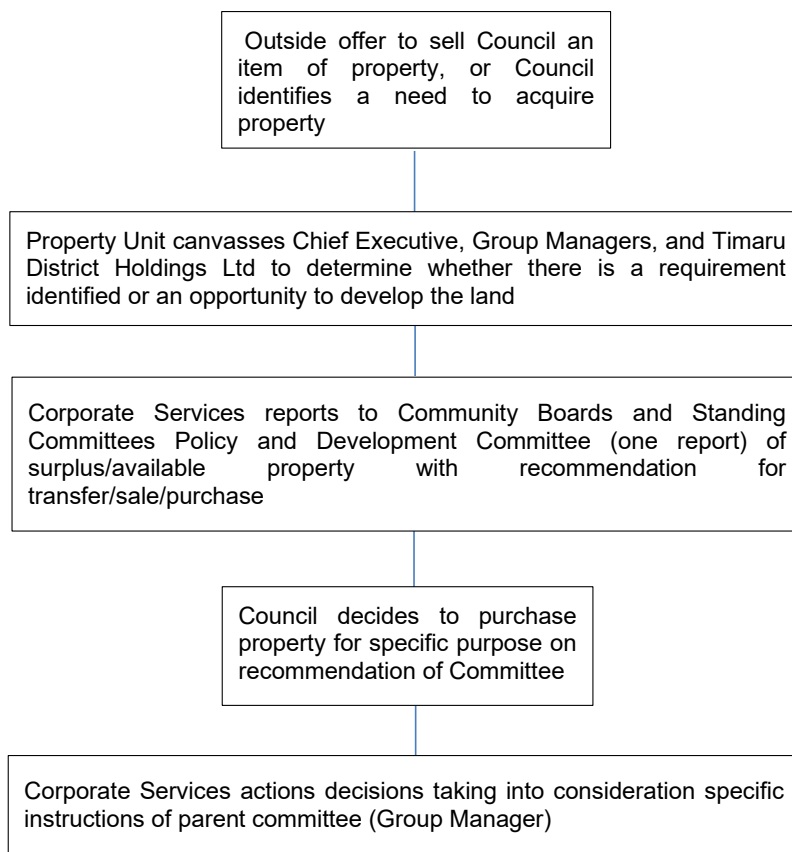
- a. Costs associated with maintaining and/or disposing of an unwanted property shall be the responsibility of:
  1. the Council activity which will receive the proceeds of any sale; or
  2. the Council activity which has had use of and gained benefit from the land in the past.
- b. Disposal of land 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



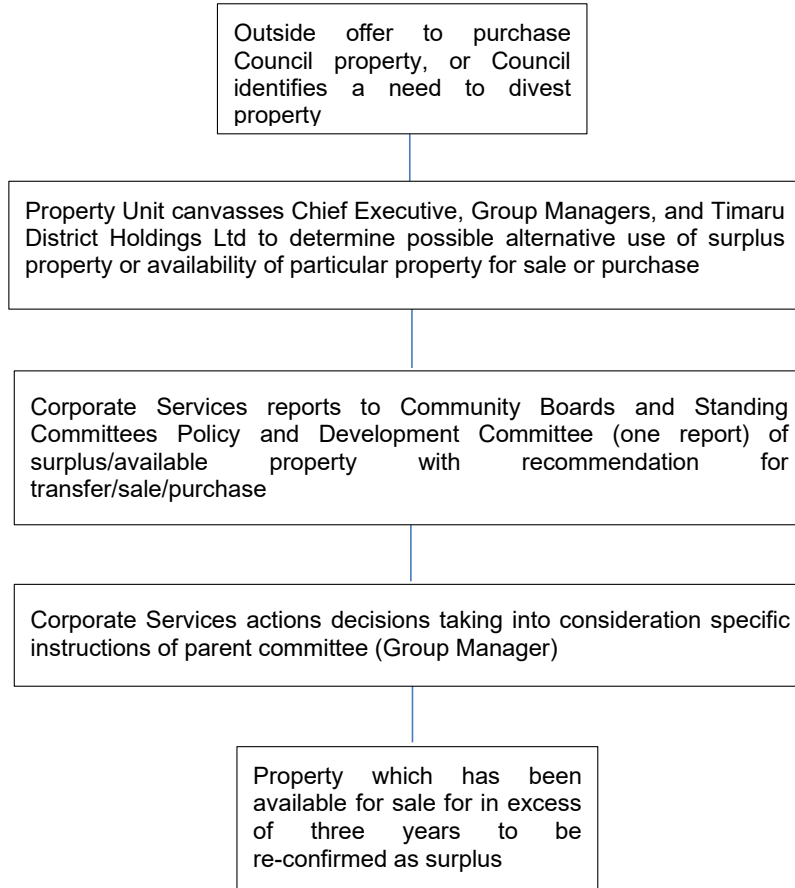
**Appendix A**

**Flow Chart – Acquisition of Property**



# 831370

**Flow Chart – Sale of Property**



# 831370

<b>5.0 Delegations, References and Revision History</b>						
<i>5.1 Delegations - Identify here any delegations related to the policy for it to be operative or required as a result of the policy</i>						
<i>5.2 Related Documents - Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)</i>						
<i>5.3 Revision History – Summary of the development and review of the policy</i>						
<b>5.1 Delegations</b>						
<b>Delegation</b>				<b>Delegations Reference</b>	<b>Register</b>	
Include summary of delegation				Include	Delegations	Register reference
<b>5.2 References</b>						
<b>Title</b>				<b>Document Reference</b>		
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		
<b>5.3 Revision History</b>						
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>	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.  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.  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.
<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.

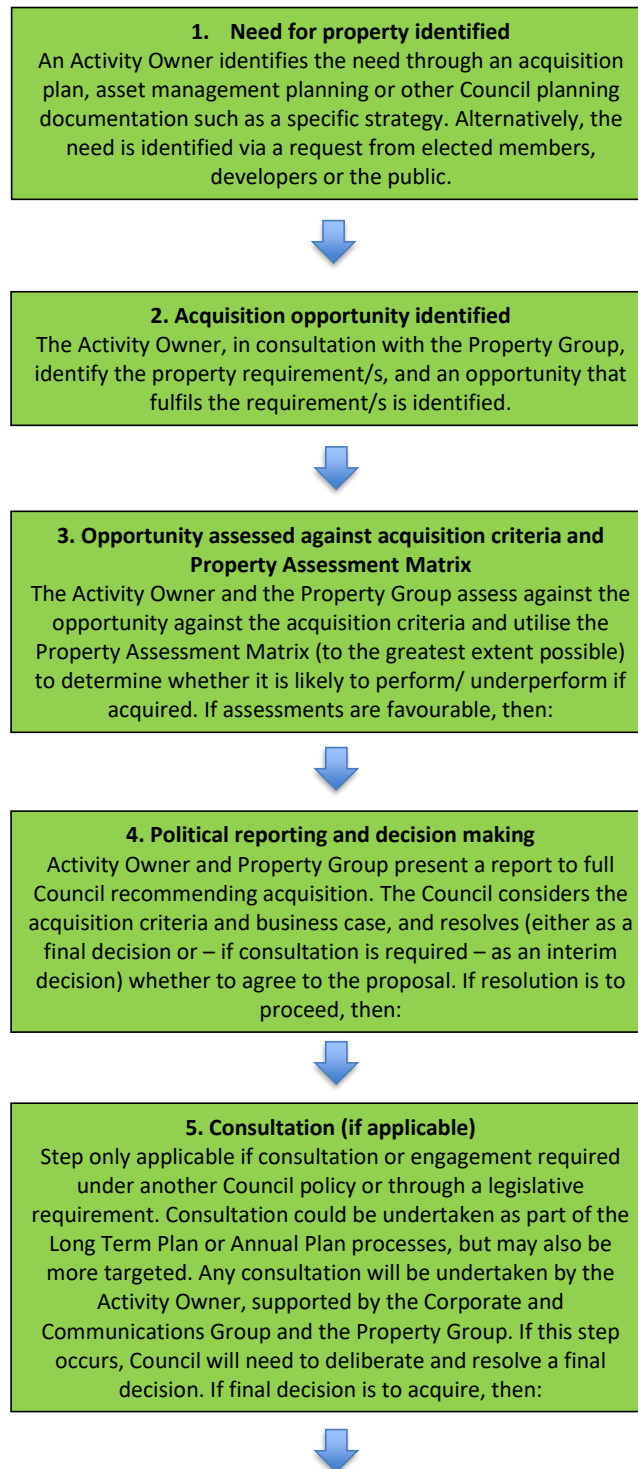
### Reporting

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					
<b>Delegation</b>	<b>Delegations Register Reference</b>				
TBC					
<b>References</b>					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
<b>Title</b>	<b>Relevant Reference within Document</b>				
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  
Property Acquisition, Management and Disposal Policy

**Appendix 1 – Acquisition process**



#1725357  
Property Acquisition, Management and Disposal Policy

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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
<p>1. <u>Strategic Relevance</u> (1-10)</p> <p>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</p>	<p>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.</p> <p>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.</p> <p>1 – The Property is one of several options that could meet Council’s strategic priorities.</p>	
<p>2. <u>Core Business/Activity</u> (1-10)</p> <p>Is the function the Property will fulfil considered a</p>	<p>10 – Core Council business.</p>	

<p>core Council business/Activity?  Is it detailed in an Asset / Activity Management Plan?</p>	<p>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</p>	
<p>3. <u>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?</p>	<p>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.</p>	
<p>4. <u>Sufficiency</u> (1-5)  Is the Property sufficiently large or able to be adapted to accommodate the service and facilitate growth as required?</p>	<p>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 (&gt;50% more than required).</p>	
<p>5. <u>Functionality/Utility</u> (1-5)  Is the Property fit for purpose? Notes: "Depreciation" is the loss in value from any cause.</p>	<p>5 - The functional utility of the Property is estimated to be within 90% of that exhibited by a new Property designed and</p>	

<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:</p> <ul style="list-style-type: none"> <li>• Well utilised in terms of physical space; or</li> <li>• 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.</li> </ul>	<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>	

	<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>	

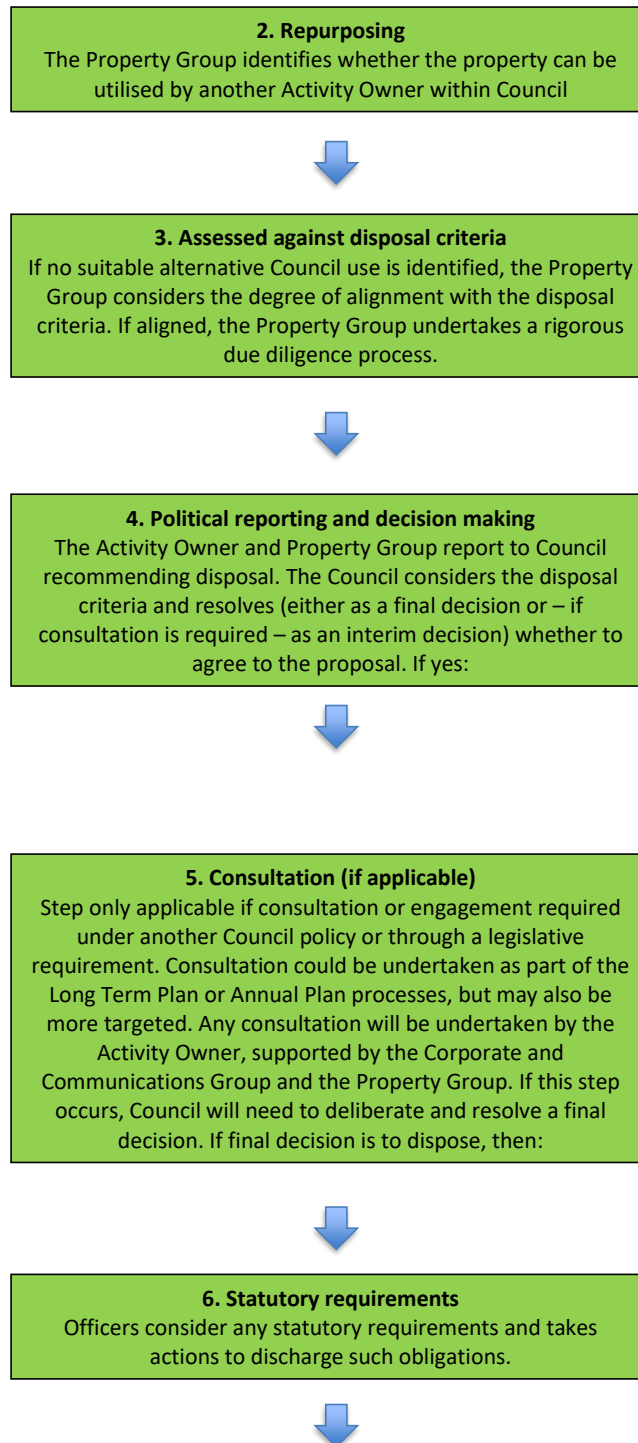


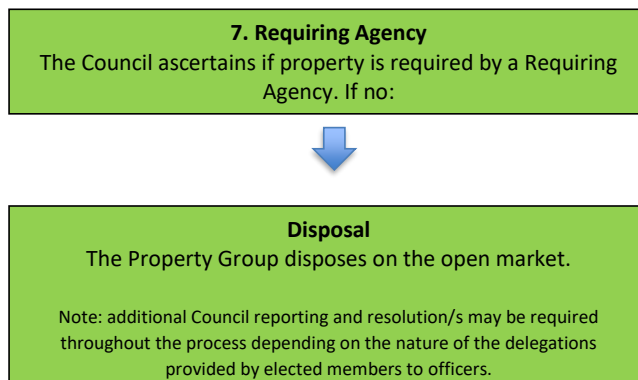
<p>and activity, economic return or strategic outcomes?</p>	<p>expected returns in line with Council policies.</p> <p>4 - The return from the Property is between 90% and 100% of the fair market return or of expected returns in line with Council policies.</p> <p>3 - The return from the Property is between 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.

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