



AGENDA

Ordinary Council Meeting Tuesday, 1 April 2025

Date Tuesday, 1 April 2025

Time 2:00 pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1749467

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 1 April 2025, at 2:00 pm.

Council Members

Mayor Nigel Bowen (Chairperson), Clrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington, Stacey Scott, Scott Shannon, Michelle Pye and Owen Jackson

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

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

Nigel Trainor

Chief Executive

Order Of Business

1	Opening Prayer and Waiata	5
2	Apologies	5
3	Public Forum	5
4	Identification of Urgent Business	5
5	Identification of Matters of a Minor Nature	5
6	Declaration of Conflicts of Interest	5
7	Confirmation of Minutes	6
7.1	Minutes of the Extraordinary Council Meeting held on 4 March 2025	6
8	Reports	18
8.1	Receipt of Venture Timaru Draft Statement of Intent 2025/26	18
8.2	Actions Register Update	35
8.3	Release of Public Excluded Items	44
8.4	Affixing of the Common Seal	46
8.5	Receipt of Timaru District Holdings Limited Draft Statement of Intent 2025/26	50
8.6	Prospective Freedom Camping Bylaw	63
8.7	Property Acquisition, Management and Disposal Policy - deliberations and adoption	96
8.8	Recreation & Sporting Facilities & Community Halls Rentals & Leases Policy review	123
8.9	Draft Remuneration Policy	128
8.10	Financial Report February 2025	135
8.11	Finance System Investigation Update	152
8.12	Condition Reports for Major Vertical Assets	153
8.13	Update - Community Halls	156
8.14	Small Trade Subcontracting Vertical Building Maintenance Review	174
8.15	Delivery of Street Sweeping Services	177
9	Consideration of Urgent Business Items	181
10	Consideration of Minor Nature Matters	181
11	Public Forum Items Requiring Consideration	181
12	Exclusion of Public	182
12.1	Public Excluded Minutes of the Extraordinary Council Meeting held on 4 March 2025	182
12.2	Building Control - Section 17A Review	182
12.3	Property Divestment Quarterly Report	182

12.4 Southern Water Done Well Progression 182

- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

7 Confirmation of Minutes

7.1 Minutes of the Extraordinary Council Meeting held on 4 March 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Extraordinary Council Meeting held on 4 March 2025 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 Extraordinary Council Meeting held on 4 March 2025**



MINUTES

Extraordinary Council Meeting Tuesday, 4 March 2025

Ref: 1749467

**Minutes of Timaru District Council
Extraordinary Council Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 4 March 2025 at 3:07 pm**

Present: Mayor Nigel Bowen (Chairperson), Clrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington, Scott Shannon, Michelle Pye, Owen Jackson

In Attendance: **Community Board Members:** Anna Lyon (Pleasant Point Community Board)

Officers: Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Stephen Doran (Group Manager Corporate and Communications), Justin Bagust (Chief Information Officer), Nicole Timney (Manager of Property Services and Client Representative), Andrew Dixon (Group Manager Infrastructure), Andrea Rankin (Chief Financial Officer), Elliot Higbee (Legal Services Manager), Grant Hall (Principal Three Waters Specialist), Andrew Lester (Drainage and Water Manager), Andrew Feary (Property Facilities Officer), Steph Forde (Corporate and Strategic Planner), Maddison Gourlay (Marketing and Communications Advisor), Jessica Kavanaugh (Team Leader Governance)

Public: Frazer Munro (Timaru District Holdings Limited General Manager), Mark Rogers (Timaru District Holdings Limited Chairperson), Nigel Davenport (Venture Timaru Chief Executive), Di Hay (Venture Timaru Operations & Destination Manager), Erin McNaught (Venture Timaru Deputy Chairperson), Rangitata Camp Working Party

1 Apologies

1.1 Apologies Received

Resolution 2025/15

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the apology of Clr Stacey Scott be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Declaration of Conflicts of Interest

No conflicts of interest were declared.

4 Confirmation of Minutes

4.1 Minutes of the Council Meeting held on 4 February 2025

Item 9.4 add resolution 2 to the action register. (Resolution 2025/8)

Resolution 2025/16

Moved: Clr Michelle Pye

Seconded: Clr Peter Burt

That the Minutes of the Council Meeting held on 4 February 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

5 Schedules of Functions Attended

5.1 Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors

Resolution 2025/17

Moved: Clr Scott Shannon

Seconded: Clr Sally Parker

That the Schedule of Functions Attended by the Mayor, Deputy Mayor and Councillors be received and noted.

Carried

5.2 Schedule of Functions Attended by the Chief Executive

Resolution 2025/18

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That the Schedule of Functions Attended by the Chief Executive be received and noted.

Carried

6 Reports

6.1 Affixing of the Common Seal

Council considered the report noting the affixing of the Common Seal to an Approval of Warrants of which names have been redacted to protect the privacy of employees.

Resolution 2025/19

Moved: Clr Scott Shannon

Seconded: Clr Gavin Oliver

That the following warrants have been approved by the Chief Executive and are being reported to the Council for noting:

30 January 2025 – Approval of Warrants

18 February 2025 – Approval of Warrants

24 February 2025 – Approval of Warrants

Carried

6.7 Rangitata Huts Reserve Camping Ground

The Group Manager Property and Property Facilities Officer spoke to the report to discuss and confirm the decision to install an above-ground or below-ground septic tank system or revert the campground to a self-contained campground for the Rangitata Reserve Campground area.

Clarification was sought on the other campgrounds in the district, the capital expenses for these areas, and other comparative campground operations.

Discussion included the restriction of time at the campground, Freedom Camping regulations, and the inspection process of self-contained caravans. The current fee for the lease and collection of funds.

It is confirmed meeting with the current lease holder will take place to discuss feedback from the current lease and benefits for the Council for the campground being leased including less maintenance. It is requested to provide the feedback after the Easter Camping period to Councillors.

Further discussion included the option of removal of the old buildings and assets that are no longer required.

Noted is the overall Camp Reserve Management plan is coming up with the opportunity to consult, and distribution of the letter relating to this plan.

Resolution 2025/20

Moved: Mayor Nigel Bowen

Seconded: Clr Sally Parker

That Council:

1. Receive and note the report.
2. Proceed with a self-contained designated site, this is the most cost-effective option for Council and any prospective Lessee.

Carried

6.2 Presentation of Venture Timaru Limited Annual Report 2023/24

The Venture Timaru Chief Executive, Venture Timaru Operations & Destination Manager, and Venture Timaru Deputy Chairperson spoke to the report to the report to present the audited Venture Timaru Limited Annual Report for the financial year 01 July 2023 – 30 June 2024.

Discussion included the previous, current, and future cruise ship seasons. The surety of funding from MyNextMove due to the contract expiry on 30 June 2025.

Resolution 2025/21

Moved: Mayor Nigel Bowen

Seconded: Clr Allan Booth

That the Council receives and notes the audited Venture Timaru Limited Annual Report for the financial year 01 July 2023 – 30 June 2024.

Carried

6.3 Venture Timaru Quarterly Report (1 July 2024 to 31 December 2024)

The Venture Timaru Chief Executive, Venture Timaru Operations & Destination Manager, and Venture Timaru Deputy Chairperson spoke to the report presented to the Council, for information and as a requirement of the Statement of Intent (Sol), the quarterly performance report of Venture Timaru (VT) for the period 01 July 2024 to 31 December 2024.

Discussion included engagement with targeted events and conferences and local hotel capacities, funding of major events, and potential risks. Clarity was sought on the Venture Timaru reserves amount and Reserves Policy.

Further discussion points include the waste energy plant that was proposed in Waimate, the land for sale at the former Smithfield meat processing site, and energy constraints.

At 3:50 pm, Clr Stu Piddington left the meeting.

At 3:52 am, Clr Stu Piddington returned to the meeting.

The aging population and programmes to maintain the youth were discussed which included the engagement with Ara to become an education hub. Further conversations on the hotel challenges were had.

Resolution 2025/22

Moved: Mayor Nigel Bowen

Seconded: Clr Owen Jackson

That Council receives and notes the Venture Timaru Quarterly Report for the period 01 July 2024 to 31 December 2024.

Carried

6.4 Timaru District Holdings Limited Quarterly Report (1 July 2024 to 31 December 2024)

The Timaru District Holdings Limited General Manager and Timaru District Holdings Limited Chairperson spoke to the report to present to Council, for information and as a requirement of the Statement of Intent (Sol) the quarterly performance report of Timaru District Holdings Limited for the period 01 July 2024 to 31 December 2024.

Discussion included the tax liability, Alpine Energy's performance, Showgrounds Development, and Timaru District Holdings Limited's ability to pay the dividend.

Resolution 2025/23

Moved: Clr Allan Booth

Seconded: Clr Peter Burt

That Council receives and notes the Timaru District Holding's Limited Quarterly Report for the period 01 July 2024 to 31 December 2024.

Carried

6.5 Actions Register Update

The purpose of this report is to provide Council with an update on the status of the action requests raised by councillors at previous Council meetings.

Investigate Subcontracting Across Council and Small Trades

Report deferred to the next Council Meeting 01 April 2025.

Vertical Infrastructure Maintenance

Report deferred to the next Council Meeting 01 April 2025.

NZTA Speaking to Council

The Mayor and Chief Executive have a quarterly update from the New Zealand Transport Agency. The Mayor expressed not any advantage of coming to speak at a Council Meeting as the Council Officers are working closely to get a resolution. However, the action is to remain on the action register.

It is requested to add the investigation into a finance system to the action register.

Resolution 2025/24

Moved: Clr Sally Parker

Seconded: Clr Peter Burt

That the Council receives and notes the updates to the Actions Register.

Carried

6.6 Appointment of Community Board Member to a Local Organisation

Mayor Nigel Bowen spoke to the report to confirm the appointment of a Geraldine Community Board member as a voting member to the Geraldine District Foundation.

Resolution 2025/25

Moved: Clr Gavin Oliver

Seconded: Clr Scott Shannon

That Wayne O'Donnell be appointed as a voting member to the Geraldine District Foundation.

Carried

6.8 Trade Waste Charging

The Group Manager Infrastructure, Drainage, and Water Manager and Grant Hall Principal Three Waters Specialist spoke to the report to provide an overview of the Timaru District Council wastewater treatment strategy and in particular how trade waste from the major industries in Timaru is treated, the costs attributed to that service, and the cost recovery mechanisms. The reduction in trade wastes in the 2025/26 year due to the closure of Alliance Group Ltd in Timaru will have a significant impact on the trade waste charges, which the Council will need to consider when making Annual Plan deliberations.

Discussion included compatibility of trade waste charges at other Councils, expansion of the trade waste customer base, and the importance of consultation. It is confirmed approximately 95% of the costs for operating the sewer system are fixed.

Further discussion including the variables of trade waste, and the environment for receiving and dealing with the waste was explained, and the importance of comparing similar councils. The depreciation of pipes was clarified along with the current charging model including connection charges or fees for capacity.

The value of the assets was requested, and it was advised the interest and depreciation are being recovered. The impact on rate increases was highlighted, ability to increase the pan charge for user pays.

It is requested to provide a lead in time for price increases.

Resolution 2025/26

Moved: Cllr Stu Piddington

Seconded: Mayor Nigel Bowen

1. That Council receive and note the Trade Waste Charging report.
2. That Council supports in principle, Option 2 (preferred), that is a combination of increases in both current trade waste charges and the targeted sewer rate for the 2025/26 financial year to bridge the anticipated funding gap.
3. That Council Officers commence discussions with industries with current trade waste agreements regarding proposed trade waste charges increases.
4. That Council Officers investigate the option of expanding trade waste charging to all industrial and commercial users that discharge waste of differing composition to domestic waste.
5. That a further report be presented to the April Council meeting on the outcome of discussions with existing agreement holders and the scope of potential trade waste charges for other industries.

In Favour: Mayor Nigel Bowen, Cllrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington and Owen Jackson

Against: Cllrs Scott Shannon and Michelle Pye

Carried 7/2

6.9 Decision on Membership of Local Government New Zealand (LGNZ) for the period 1 April 2025 to 31 March 2026.

The Group Manager Corporate and Communications spoke to the report to seek Council's decision on renewing membership of LGNZ for the coming year.

Discussion included the networking opportunities for Councillors and Officers, the opportunity for cost savings.

Resolution 2025/27

Moved: Clr Allan Booth

Seconded: Clr Peter Burt

That Council

1. Considers and agrees its decision on membership of Local Government New Zealand (LGNZ) for the period 1 April 2025 to 31 March 2026; and
2. Delegates to the Mayor the responsibility to advise LGNZ of the decision to retain the membership.

In Favour: Mayor Nigel Bowen, Clrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington and Owen Jackson

Against: Clrs Scott Shannon and Michelle Pye

Carried 7/2

6.10 Local Elections 2025: Order of Candidate Names

The Group Manager Corporate and Communications spoke to the report to seek a decision on the order in which the candidates' names are to be arranged on the voting documents for the 2025 Timaru District Council triennial elections and any subsequent by-elections.

Resolution 2025/28

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the Council resolves that the names of candidates for the 2025 Timaru District Council triennial elections and any subsequent by-elections are to be arranged on the voting papers in Random order.

Carried

6.11 Local Water Done Well - TDC and Otago Southland Joint Group of Councils

The Group Manager Corporate and Communications spoke to the report for Council to consider authorising the signing of a Joint CCO Commitment Agreement with Waitaki District Council, Central Otago District Council, Clutha District Council, and Gore District Council.

Noted is the typo in the title "Local Water Done Well"

It is advised the assumption is Mackenzie will be a part of the group at this stage

Discussion included continued discussions with Mackenzie District Council, Waimate District Council and Waitaki District Council.

It was advised this will be one of the options that will be consulted on with the public.

Resolution 2025/29

Moved: Clr Allan Booth

Seconded: Clr Sally Parker

That the Council:

1. Receives the report and accepts the level of significance.
2. Agrees to enter into the Otago Southland Joint Group of Councils Commitment Agreement.
3. Authorises the Chief Executive to sign the Otago Southland Joint Group of Councils Commitment Agreement, a draft of which is set out in Attachment 1 on behalf of Council, including any minor amendments that are required when finalising the document for signing.
4. Agrees to rely on the alternative requirements for decision-making and consultation set out in sections 61 to 64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 in accordance with section 58(a)(i).

Carried

7 Resolution to Exclude the Public

Resolution 2025/30

Moved: Mayor Nigel Bowen

Seconded: Clr Allan Booth

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

- 8.1 Public Excluded Minutes of the Council Meeting held on 4 February 2025**
- 8.2 Venture Timaru Limited: Appointment of Chairperson and Director**
- 8.3 Earth Quake Prone Building Update**

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 at 4.53pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
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<p>8.1 - Public Excluded Minutes of the Council Meeting held on 4 February 2025</p> <p>Matters dealt with in these minutes:</p> <p>13.1 - Public Excluded Minutes of the Extraordinary Council Meeting held on 15 November 2024</p> <p>13.2 - Public Excluded Minutes of the Council Meeting held on 10 December 2024</p> <p>13.3 - Land Purchase - 44 Trafalgar Street</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 4 February 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 4 February 2025.</p>
<p>8.2 - Venture Timaru Limited: Appointment of Chairperson and Director</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>To protect a person's privacy, including the privacy of deceased persons</p>
<p>8.3 - Earth Quake Prone Building Update</p>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>To enable Council to carry out commercial activities</p> <p>To prevent use of the information for improper gain or advantage</p>

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.”

2 Public Excluded Reports

8.1 Public Excluded Minutes of the Council Meeting held on 4 February 2025

13.1 Public Excluded Minutes of the Extraordinary Council Meeting held on 15 November 2024

13.2 Public Excluded Minutes of the Council Meeting held on 10 December 2024

13.3 Land Purchase - 44 Trafalgar Street

8.2 Venture Timaru Limited: Appointment of Chairperson and Director

8.3 Earth Quake Prone Building Update

9 Readmittance of the Public

Resolution 2025/31

Moved: Mayor Nigel Bowen

Seconded: Clr Sally Parker

That the meeting moves out of Closed Meeting into Open Meeting at 5.11pm.

Carried

The meeting closed at 5.12pm.

.....
Mayor Nigel Bowen
Chairperson

8 Reports

8.1 Receipt of Venture Timaru Draft Statement of Intent 2025/26

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That Council:

1. Receives the draft Venture Timaru Statement of Intent 2025/26; and
2. Considers the draft Venture Timaru Statement of Intent 2025/26; and
3. Provides feedback to Venture Timaru on its draft Statement of Intent 2025/26

Purpose of Report

- 1 To provide Council with a copy of Venture Timaru's draft Statement of Intent for 2025/26 for consideration and feedback.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as it does not directly affect many people or propose any significant shift in direction for strategic assets and it does not affect levels of service. The Statement of Intent sets out in a public forum the objectives of Venture Timaru and provides an opportunity for Council to influence its direction and is the basis for Venture Timaru's accountability back to Council.

Background

- 3 Section 64(1) of the Local Government Act 2002 requires every Council Controlled Organisation to prepare and adopt a Statement of Intent in accordance with Part 1 of Schedule 8.
- 4 The purpose of a Statement of Intent is to:
 - 4.1 State publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute; and
 - 4.2 Provide an opportunity for shareholders to influence the direction of the organisation; and
 - 4.3 Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

Discussion

- 5 Council is required to consider the Statement of Intent and provide feedback on it to the relevant council-controlled organisation. A final Statement of Intent must be delivered to Council by 30 June in each year.
- 6 It is noted that a workshop between Council and Venture Timaru is set to take place on the 15 April 2025. It is intended that the Statement of Intent will be reviewed and updated again following that workshop.
- 7 The following commentary was provided by Venture Timaru
- 8 *The Board and Management of Venture Timaru are pleased to submit our draft Statement of Intent (SOI) to Council and look forward to discussing it further at the scheduled SOI Workshop on 15 April 2025.*
- 9 *We conduct monthly reviews of our operational costs and efficiencies to ensure that the economic development and visitor operational funding provided by Timaru District Council (TDC) is utilised effectively, delivering maximum impact on behalf of the district's ratepayers. In alignment with Council, we have significantly intensified our focus on cost management and operational efficiencies, particularly in response to the current fiscally constrained environment. As part of this, we have identified and implemented cost-saving measures across several areas including IT, office management, staff and board, development and training, advertising & promotion, and subscriptions.*
- 10 *Despite forecasting an increase in variable operating costs for the upcoming year, these efficiency measures will enable us to absorb these additional expenses, and as a result, we are not seeking an increase in operational funding from Council for the 2025/26 financial year. However, we do request an additional \$7,000 to cover the annualised increase in fees, for our five directors, as approved by Council in December 2024.*
- 11 *While our draft budget within the SOI reflects a small projected deficit of (\$3,334), the Board and Management remain committed to ongoing prudent financial management and oversight. Through ongoing cost reviews and operational refinements, we are dedicated to ensuring that Venture Timaru achieves a break-even result for the 2025/26 financial year.*

Options and Preferred Option

- 12 Council is required to consider the draft Statement of Intent submitted by a council-controlled organisation. The preferred option is for Council to express its broad view on the Statement of Intent and whether it wishes to make any comment for Venture Timaru to consider prior to the Statement of Intent being formally adopted.

Consultation

- 13 Council has consulted with the Board of Venture Timaru Ltd via its Letter of Expectation sent on the 04 February 2025.

Relevant Legislation, Council Policy and Plans

- 14 Local Government Act 2002 directs and controls the process and requirements for a Statement of Intent.

Financial and Funding Implications

15 There are no specific budgeting or funding requirements for the consideration of the Statement of Intent.

Other Considerations

16 There are no other considerations.

Attachments

1. **Venture Timaru - Draft Statement of Intent** [↓](#) 





ABOUT VENTURE TIMARU

Venture Timaru is the Economic Development Agency and Regional Tourism Organisation for the Timaru District, and also contracts the Timaru and Geraldine Visitor Information Centres.

Our mission is to enable a vibrant and thriving community by cultivating the economic potential of our district.



CONTENTS

- 3. Foreword**
- 4. Introduction**
- 5. Aligned to the future of our District**
- 6. Strategic Focus**
- 7. Nature & Scope of Activities - 2025.2026**
- 8. Partners & Collaborators**
- 9. Collaborative Projects - overview**
- 10. Budget 2025.2026**
- 11. Supplementary Information**



FOREWORD

It is an honour to step into the role of Chair for Venture Timaru, an organisation that plays a vital role in shaping the economic future of our district. Over the past year, the team at Venture Timaru has worked tirelessly to facilitate growth, support local businesses, and attract visitors, ensuring that Timaru remains a vibrant and prosperous place to live, work, do business and visit.

A key focus for the year ahead is the development and implementation of Towards 2050, an ambitious initiative designed to create a long-term, aspirational vision for our district. This plan will bring together all within our communities to help identify opportunities for sustainable growth, innovation, and enhanced livability. By working together, we will shape a future where Timaru thrives as a competitive and forward-thinking regional economy.

In parallel, we will have an elevated focus on attracting new business to our district. We at Venture Timaru believe, with a strong foundation of unique selling points, we are now ideally placed to attract new business to our district that will help grow and further diversify our outstanding industry sectors and, at the same time, play a key role in solidifying the Timaru District as THE best provincial place to do business and succeed.

Central to our success is the strong and collaborative relationships Venture Timaru maintains local, regionally and nationally:

- At the centre of this is our partnership with the Timaru District Council, a partnership that ensures our economic development and visitor attraction efforts are aligned with broader district priorities, creating a cohesive approach to driving investment and growth, supporting innovation, and fostering a resilient local economy. Together, we are committed to making Timaru a district of opportunity, prosperity, and enduring success.
- We also have an established close relationship with Timaru District Holdings and in the year ahead will fully explore further operational efficiencies and costs savings that could be achieved by even closer alignment e.g. shared services & support, operational overheads etc...

I look forward to working with our board, management, and stakeholders as we take bold steps toward a thriving future for Timaru.



Logan Hanifin
BOARD CHAIR

3



INTRODUCTION

NIGEL DAVENPORT CHIEF EXECUTIVE



As we step into the 2025/26 year, Venture Timaru is focused on two cornerstone initiatives that will help define our economic trajectory and ensure a thriving future for our district:

- the development and implementation of the Towards 2050 Plan and
- the “professionally predatory” - Make Timaru Your Business campaign.

These priorities are designed to drive long-term growth, attract new investment, and create a district that is future-ready, economically resilient and ultimately the best it possibly can be for those that come after us.

Facilitating the aspirational Towards 2050 Plan is our commitment to shaping the Timaru District into a vibrant, prosperous, and innovative regional economy. This initiative will serve as our roadmap for sustainable growth, setting bold aspirations, higher-value employment opportunities, and industry innovation. As we collaborate with our community, including mana whenua, local businesses and government agencies, we will ensure that this plan reflects the diverse voices and ambitions of all.

Our goal is to create a district that is not only thriving today but is positioned to be a leader in the economic landscape of New Zealand for decades to come.

At the same time, we are igniting a focused, results-driven approach to New Business Attraction through the “Make Timaru Your Business” campaign.

This initiative showcases Timaru as an ideal destination for businesses looking to establish, expand or relocate. Leveraging our unique strengths—such as our strategic location, competitive cost advantages, skilled workforce and robust infrastructure—the campaign will employ targeted marketing, direct engagement and referral networks to actively advocate for and secure business investments.

Our goal is clear: to welcome new enterprises into our district and foster an environment where they can collaboratively thrive.

Importantly we will also continue our support of local businesses to grow and prosper, providing them with the resources, networks, and advocacy needed to expand, innovate and remain competitive. Collectively this will ensure long-term economic resilience and job creation for our communities.

The coming year presents an exciting opportunity to build momentum, harness our collective strengths, and shape a future that benefits businesses, residents, and stakeholders alike.

With a clear vision and a proactive approach, we are poised to make 2025/26 a transformative year for Timaru District.

Together, let’s make it happen.



Facilitate

- Communication
- Connectivity



Enable

- Collaboration
- Cooperation



Grow

- Capacity
- Community Wellbeing
- Creativity & Sustainability

ALIGNED TO THE FUTURE OF OUR DISTRICT

Venture Timaru is a Council Controlled Organisation that provides economic development and visitor attraction functions for the district, with support provided by the council.

This Statement of Intent is presented by Venture Timaru in accordance with the requirements of Section 64(1) of the Local Government Act 2002 (LGA 2002). In accordance with the Local Government Act 2002, this annual Statement of Intent publicly states the intentions of Venture Timaru, our objectives and associated activities.

This Statement of Intent is in response to Timaru District Council’s Letter of Expectation and includes performance measures and targets for the next 12 months. The Statement of Intent takes direction from Timaru District Council’s Strategic Direction and Long Term Plan along with Venture Timaru’s existing Economic Development Strategy and Destination Management Plan.

This document outlines our plans to support and align to Timaru District Council’s Strategic Direction which encompasses their Vision and Values underpinning well-being outcomes that create a community that is connected, resilient and diverse with an enhanced lifestyle within a sustainable environment.

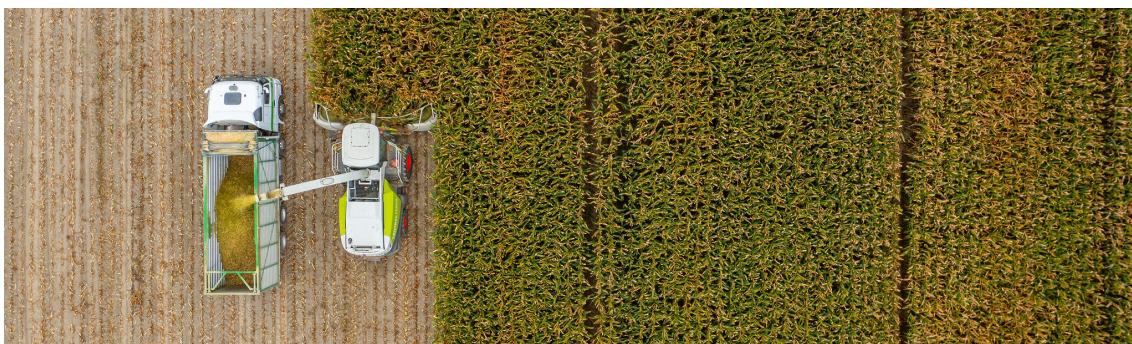
TIMARU DISTRICT COUNCIL VISION & VALUES

Where people, place and business prosper within a healthy, adaptable, and regenerative environment.

Inclusive Leadership - through inclusive leadership, citizens play an active role in the District, creating shared responsibility and a connected vision for the future.

Cultural Caretakers - protecting and regenerating our unique cultural and environmental heritage so that we can retain a strong sense of identity for current and future generations.

Transition Navigators - being adaptable to change by embedding the principles of agility and resilience into our approach towards enhancing our community wellbeing outcomes.



STRATEGIC FOCUS

On behalf of the community Venture Timaru was excited late 2024 to launch the Towards 2050 initiative - focused on developing a long-term vision and plan to guide our district in the years ahead.

By building on local strengths, responding to global trends, and addressing environmental challenges, we can lay the foundations for long-term success.

Consultations to date have revealed key areas of focus for the plan, along with proposed *recommended actions* which will be central to the plans implementation and ultimate success:

- Future **prosperity** should be approached with a **people-centric focus**, balancing economic development with sustainability and well-being.
 - *Collate and incorporate existing sector plans, milestones and goals. Don't reinvent any wheels but collectively ensure full alignment.*
 - *Coordinated and leading **environmental and sustainability practices.***
- We can't rely on population growth - an **innovative mindset** is essential. **Leveraging technology** and automation and adopting a 'work smarter not harder' approach will help maintain **economic viability** while creating new value.
 - *Introduce and encourage uptake of AI and automation opportunities across all sectors*
 - *Establish a local AI users group for businesses to collaborate, share experiences, and accelerate AI integration into local workplaces.*
 - *Leverage SouthPan enhancements to data speed and GPS accuracy - precision farming opportunities etc..*
- The plan should be designed with future generations in mind, ensuring strategies remain **dynamic and adaptable** to future needs.
- **Embrace ageing population** as an opportunity not a challenge
 - *Progress inner/near city living opportunities to involve our aged residents in our communities, adding vibrancy, accessibility and inclusiveness.*
- Elevate new **business attraction** activities
 - *Play to but don't limit to existing strengths - opportunities adjacent and aligned to strengths in primary, food processing, transport and logistics, bio-tech & health sectors.*
 - *Identified new areas/sectors - medical tourism, automation, aerospace support, screen, data centre, aquaculture, horticulture, aviation training.*
 - *Promote unique selling points - central location, connectivity, collaborative working environment, safe communities, project ready land etc..*
- Enhance key **infrastructural assets** addressing known or perceived barriers:
 - *Timaru Airport - runway extension (resilience, ability to attract larger planes) increase and ensure reliability of existing services, commercialisation opportunities - available land/freight/storage/future flight innovations)*
 - *Port - leverage Port of Tauranga ownership, opportunities associated with coastal shipping/portside land availability/efficient and flexible port operations*
- The importance of an **enabling regulatory environment** to encourage competition, diverse perspectives and growth.
 - *Adopt a **Can Do Timaru** approach - is this good for the district? how can we make it happen?*
 - *Enhanced communication of what is possible*

In summary the plan needs to be flexible, adaptive, inclusive, measurable, and stretching.

The Towards 2050 initiative is a living plan that will evolve as we continue to engage with our community and progress towards 2050. By mid-2025 the first draft of our Towards 2050 plan will be available. The remainder of 2025 and into 2026 will see us step into implementing the plan starting us on the journey to our district being all it can be and so much more.

"The Towards 2050 (and beyond) plan is not about me or you...it's about US. Together lets be bold and innovative as we establish the foundations for our great district being the best it possibly can be and so much more. I encourage us all to take the time to feed into the plan - now is the time to "Dream big, Plan well and Act now""
Nigel Davenport - Venture Timaru Chief Executive



NATURE & SCOPE OF ACTIVITIES – 2025.26

Venture Timaru sets mid-term Operational Objectives which remain our immediate term focus. We then set our Prioritised Operational Activities which are our “must do” activities for the ensuing year, in this case the 2024/25 year and the immediate steps to achieving our Operational Objectives.

There is a variety of other work undertaken and planned over and above our Prioritised Operational Activities evidencing the facilitative and collaborative approach we take to growing the prosperity and well-being of our District.

Three Year Operational Objectives % Priority	Attract & assist NEW BUSINESS to the District 30%	Support EXISTING BUSINESS to innovate and grow 20%	PROMOTE the district as a “destination of choice” 20%	Assist business to attract, develop & maintain a skilled WORKFORCE 20%	Facilitate new INVESTMENT in Infrastructure & Community assets 10%
	Identify and progress “new to district” business opportunities & referral sources	Engage with existing businesses – assisting with introductions, barrier removal, progressing expansion plans.	Further develop existing event offering, and attract new in/out of season events.	Amplify activity to “Expose Educate & Excite” our future workforce on local career pathways. (MyNextMove student transition initiative)	Assist with identifying and enhancing key connectivity infrastructure assets within the district – (airport/port/ transport & logistics)
	Encourage existing businesses to act as advocates in the “Make Timaru your business” campaign	Identify strategic risks to existing business and facilitate where possible escalations/mitigations.	Implementation of Cruise Strategy inc development of 3+ new visitor offerings	Progress the possibility of an Education Hub in Timaru supported by a variety of providers	Elevate district advocacy – regional energy, housing and economic development strategies
2025/26 Prioritised Operational Activities <i>NB a variety of other economic & visitor activities are as detailed within this SOI – these represent our main workstreams for 2025/26</i>	Refresh and re-launch 2025 business attraction campaign in Jan 2026	Implement a more targeted survey format to help identify business support priorities.	Attract new to district “niche sized” national meetings & conferences.	Help facilitate improved alignment of local training delivery that best meets the needs of local industry.	Foster Central Government relationships to attract new investment supporting local initiatives and prioritised projects.

Key Performance Indicators and Operational Success Indicators	<ul style="list-style-type: none"> Engage with a minimum of 10 new businesses or referral sources per month. Maintain database of active new businesses and referral sources – actions taken and to be taken. 	<ul style="list-style-type: none"> Maintain database of all existing business engagement – min 20 per month value add assistance provided to local business risks identified and mitigation and escalation action undertaken. 	<ul style="list-style-type: none"> Event ROI Economic Benefit for every \$ invested via Major Events Fund – target \$1:\$25 # of new events and conferences Cruise Sector Economic Benefit/ROI. 	<ul style="list-style-type: none"> Min 6 workforce initiatives to inform, retain, grow or attract talent to the District 20 pathway events, min 3500 students and 150 local businesses successes of students into local employment 	<ul style="list-style-type: none"> \$ of new to district investment – central government and private. facilitated investment and development introductions made and assistance given.
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Monitoring Indicators	GDP Contribution (Timaru District v NZ) Unemployment Rate (Timaru District v NZ) Housing Affordability (Timaru v like areas) Consumer & Visitor Spend (trends v same period last) GDP per filled job (Year on year improvement)
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Timaru District Towards 2050 Performance Indicators	<p>The development of an aspirational community plan for our district commenced through 2024/25 with community wide engagement asking what we need to focus on and do for our district to be the best we possibly can be come 2050 and beyond. Extensive feedback and input is being collated across the first half of 2025 and will result in the “draft” Towards 2050 plan being completed by mid-2025.</p> <p>We are and will continue to collate existing plans and strategies from businesses & organisations, identifying and aligning key milestones within these plans to our overarching Towards 2050 plan.</p> <p>Importantly, People and Place will be at the absolute centre of the Towards 2050 plan with a data suite established to monitor and measure our progress along the way.</p> <p>Progressing this work can be broadly divided into three key parts:</p> <ol style="list-style-type: none"> 1) Key stakeholder identification and engagement – completed by mid-2025 2) Draft Towards 2050 plan developed – by mid-2025 3) Towards 2050 plan finalised and implementation commenced – by December 2025 4) Collation of existing plans and strategies from business and organisations, identifying and aligning key milestones to the Towards 2050 plan – ongoing 5) Identification of <ul style="list-style-type: none"> • which industries (existing/adjacent/new) might offer the best opportunities for delivering this ambition? • what are the big levers and enabling factors necessary to support transformational growth in Timaru’s economy? <p>It is proposed that these steps are undertaken sequentially, with the findings of the first four steps used to inform step five.</p>
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PARTNERS AND COLLABORATORS

Fostering key strategic partnerships, in a collaborative and transparent manner, is crucial to Venture Timaru achieving its objectives thereby ensuring our work and initiatives resonate at local, regional, and national levels. We lead when it is right to do so and provide guidance and expertise when appropriate. We seek input and consultation to achieve the best outcomes for our people, businesses and communities.

- **LOCAL** partnerships provide a foundation for understanding community needs and tailoring plans to address specific challenges and opportunities. By engaging with local businesses, organisations, and communities, development strategies become more contextually relevant and responsive, leading to sustainable growth that uplifts the entire community.
- Authentic partnership with **TANGATA WHENUA** importantly honours the vision of iwi, hapū and whānau for a future where our economy grows alongside sustainability and well-being for whānau, lands, waterways, marae, language, and future generations. This partnership acknowledges the cultural and historical dimensions of economic development and ensures that strategies and plans respect and integrate indigenous perspectives, fostering a more holistic and sustainable approach.
- **REGIONAL & SUB-REGIONAL** partnerships enable the pooling of resources and expertise, fostering synergies that can drive innovation and development. Collaborative efforts on a broader scale can address shared challenges, such as infrastructure development, workforce training and market access. Regional partnerships also facilitate the exchange of best practices, allowing different areas to learn from each others successes and failures. This collective approach enhances the overall economic resilience and competitiveness of the region, creating a unified front in the pursuit of common goals.
- **NATIONAL** partnerships play a pivotal role in aligning local and regional efforts with broader economic policies and objectives. Coordination at the national level ensures activities and focuses complement each other, creating a cohesive and efficient framework for economic progress.

Patience and respect are integral components of successful strategic partnerships. Economic development is often a long-term endeavour, and patience is necessary to navigate the complexities and uncertainties that may arise. Moreover, respect for diverse perspectives and cultural considerations, particularly in collaboration with tangata whenua, builds trust and fosters an inclusive environment.

Recognising the value of each partner's contributions and maintaining open lines of communication contribute to a collaborative approach that not only advances economic development but also nurtures a sense of shared responsibility, commitment and achievement.

Venture Timaru’s collaborative projects enable us to add value, amplify connections, ignite enthusiasm and realise opportunities.

We will continue to demonstrate collaboration in ways such as:

BUSINESS CONNECTION GROUPS – regularly facilitated catch ups of industry sector groups to foster collaboration, sharing of best practice and training initiatives.

VIRTUAL REALITY SIMULATORS – alongside many local partners bringing accessible driver education resources into all local secondary schools to assist students on the path to obtaining their drivers licences and enhancing their employability.

MY NEXT MOVE – a nationally recognised youth transition initiative in partnership with secondary schools. Using our extensive business and industry connections to “expose, educate and excite” our next generation workforce.

SUSTAINABLE IS ATTAINABLE – an unprecedented level of collaboration amongst our food processing and manufacturing sector and nationwide academics and research and development agencies – focused on taking the lead with their waste streams (minimisation, value & energy extraction and circular economy).

SISTER CITIES – an active member helping facilitate social, educational, business and cultural connections with the district’s international sister cities.

STRENGTHENING FAMILIES – proud to be a member, alongside our key local service and support agencies, ensuring all residents have access to the support they need to live the lives they aspire to in our district.

MAJOR EVENTS FUND – administering this fund on behalf of Timaru District Council we financially support and encourage new and existing events, bringing economic and social benefits to the district.

CRUISE VISITS – we partner with Primeport Timaru to facilitate our burgeoning cruise sector, increasing capability and offerings from our local authentic tourism operators. Becoming known as one of the friendliest ports of call in New Zealand.

INNER/NEAR CITY LIVING – in partnership with local professionals developing a guide to “inspire, excite and encourage” more people living in and near Timaru’s CBD with a goal to bring vibrancy, business and excitement to this area.

TIMARU CBD GROUP – administrator for a group of committed CBD property and business owners working together to improve the experience of all who visit, shop, work and live in our CBD.



BUDGET 2025–2026

2024/25 Reforecast*	INCOME	2025/26**	
\$745,000	Council Operational Funding - Economic Development	\$752,000	
\$468,000	Council Operational Funding - Visitor Attraction	\$468,000	
\$245,000	Council Funding - Events	\$245,000	
\$561,695	External Project Funding	\$225,000	
\$84,700	Sundry Income	\$64,700	\$1,754,700
\$2,104,395			
EXPENSES	EXPENSES		
\$800,500	Economic Development	\$788,420	
\$363,570	Visitor Attraction	\$344,111	
\$93,630	Visitor Centres	\$95,503	
\$60,000	Cruise	\$60,000	
\$245,000	Event Funding	\$245,000	
\$669,995	Projects	\$225,000	\$1,758,034
\$2,232,695			
(\$128,300)		Surplus/(Deficit)	(\$3,334)

*** 2024/25 year**

- Operational Funding – Visitor \$468,000 included year 1 of committed 3 year Cruise funding at \$60,000 p.a
- Project Funding – Regional Apprenticeship Initiative ex Kanoa \$300,000 , MyNextMove \$176,700 ex MSD (base + Tech Step Events \$24,000), Regional Events ex Government \$71,995 and Private Sector Partnership ex TDC \$13,000
- Deficit (\$128,300) encompassed utilisation of prior year underspend Visitor \$25,000, MyNextMove \$13,300 and VT Reserves \$90,000 for Towards 2050 and Hort Projects)

**** 2025/26 year**

- No increase sought in Economic Development Operational Funding other than an additional \$7,000 for increased director fees (5) approved December 2024
- No increase in Visitor Funding and Major Event Funding.
- External Project Funding \$225,000 – MyNextMove \$145,000 (ex MSD subject to contract renewal June 2025) and last of Regional Apprenticeship Funding \$80,000 to be fully allocated by Dec 2025.
- Sundry income -\$20,000 o/a reduction in interest rates and funds held on investment



SUPPLEMENTARY INFORMATION

GOVERNANCE STATEMENT – The board of Venture Timaru Limited, trading as Venture Timaru, governs the organisation in a way that is both aligned to central and local government plans and objectives. The board communicates with the Council in a timely and effective manner. Given the nature of the activities, the performance is not measured in strict commercial terms such as profit, share value or rate of return.

- All board members will be required to comply with the New Zealand Institute of Directors' "Code of Practice for Directors".
- All board members will ensure Venture Timaru complies with the requirements of its constitution and this Statement of Intent.

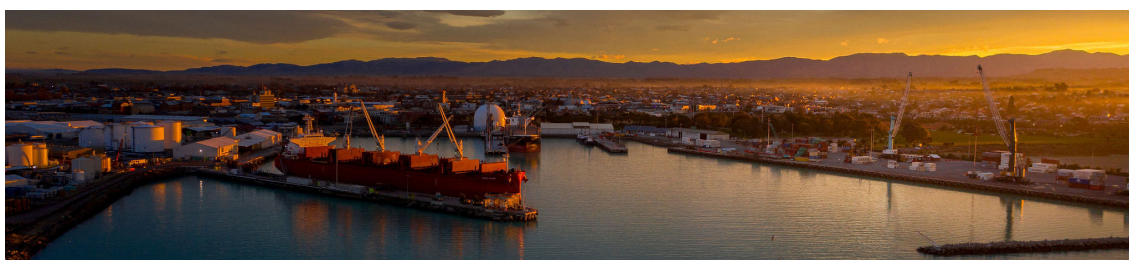
PERFORMANCE AND MEASUREMENT – Performance shall be assessed against stated Key Performance Indicators via the supply of a quarterly (and annual) reports to the Timaru District Council including financial position. Other Performance measures include:

- Financial – Venture Timaru will prudently manage all financial matters, operating within its means predicated by the level of income and reserves received and held. Measured by financial performance v budget and adherence to all financial and reserves policies.
- Good Employer – Venture Timaru is committed and obligated to being a better than good employer of existing and future staff. Our well established policies and procedures clearly evidence the importance we place on the health, wellbeing, and ongoing development of our staff. This is measured against staff retention rate, development opportunities and annual performance evaluations.

ACCOUNTABILITY & RISK MANAGEMENT – The board shall ensure that appropriate insurance is maintained on all insurable risks of Venture Timaru, and in particular public liability insurance. The board shall ensure that Venture Timaru has systems in place to achieve compliance with the Health and Safety at Work Act 2015 and subsequent amendments and will remain compliant with all legal and regulatory requirements.

REPORTING ENTITY

- Venture Timaru Limited is a company incorporated and domiciled in New Zealand
- Venture Timaru is a Council Controlled Organisation (CCO) as defined under section 6 of the Local Government Act 2002, based in Timaru and is a 100% subsidiary of the Timaru District Council.
- The financial statements of Venture Timaru are for the year end 30 June. The financial statements are authorised for issue by the directors.



SUPPLEMENTARY INFORMATION contd

Basis of preparation

- The financial statements are prepared in accordance with the requirements of the Companies Act 1993, the Local Government Act 2002 and the New Zealand International Reporting Standards.
- Venture Timaru Limited is permitted by law to apply Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) standard and elected to do so. A PBE may apply the standard if it does not have public accountability and has annual expenses less than or equal to \$5,000,000
- All transactions are reported using the accrual basis of accounting.
- The financial statements are presented in New Zealand dollars (\$)
- The functional currency of Venture Timaru is New Zealand dollars.

Accounting Policies

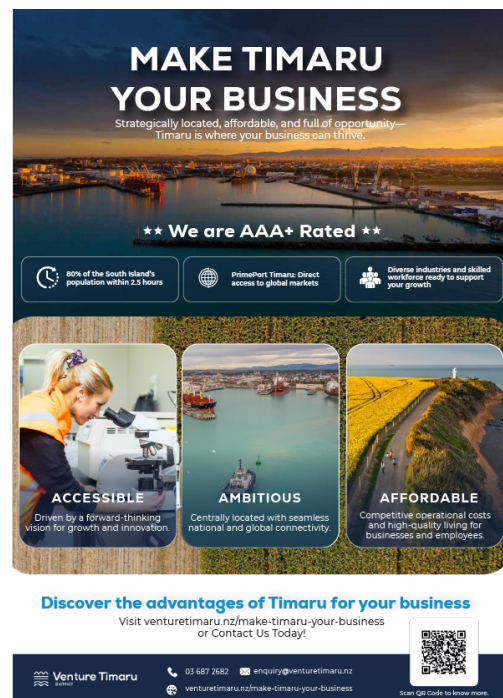
Venture Timaru's financial reporting complies with the Timaru District Council Group accounting policies and presents its financial results, including the notes as applicable and compatible, consistent with the Group financial reporting structure.

REPORTING

- Annually by 1st March, Venture Timaru will provide a draft Statement of Intent and budget to Council.
- Annually by 30th September (within three months of the end of the financial year), Venture Timaru will provide their Annual Report to Council encompassing:
 - Audited Financial Statements with a Statement of Financial Performance disclosing revenue and expenditure and comparative figures from previous annual reports and a Statement of Financial Position at the end of the year.
 - A Statement of Service Performance including a summary of the financial results and a comparison of performance in relation to the objectives and key performance indicators.
 - Any other matters that the Council and Venture Timaru agree shall be disclosed as appropriate.
- Quarterly Reporting (as at September, December, March & June), Venture Timaru will provide commentary to Council on activities, performance against key performance indicators and any other such information as the Directors consider necessary to enable an informed assessment of Venture Timaru's performance during the period in question. These reports will include Statement of Financial Performance and Statement of Financial Position detailing actual v budget performance.

GENERAL

- Venture Timaru is not a large-for-profit organisation and does not generate a dividend for Timaru District Council
- Venture Timaru directors estimate that the equity in the Annual Report will represent the value of Venture Timaru and will advise the shareholders on an annual basis if they believe the value to differ materially from this state.





Venture Timaru

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Timaru

welovetimaru.nz

(03) 687 2682

8.2 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Council receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide Council with an update on the status of the action requests raised by councillors at previous Council 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 Councillors. It includes a status and comments section to update the Council on the progress of each item.
- 4 There are currently 10 items on the actions register.
- 5 7 items are marked as ongoing.
- 6 3 item is marked as completed and is proposed to be marked as removed at the next meeting.
- 7 No items are marked as removed and to be taken off the list at the next meeting.

Attachments

1. **Council Actions Required**  

Information Requested from Councillors (Council)

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

Information Requested	Budget Reallocation Trial				
Date Raised:	17 October 2023			Status:	On Going
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	
<p>Background: The Councillors requested that a trial is to commence that includes officers work to advise the Chair of the relevant committee when budget reallocation occurs which is each Group Managers responsibility and provide an update to the Commercial and Strategy Committee in the Financial Report. This trial will be reviewed in March.</p> <p>Update: This has been implemented in the Monthly Financial Update to the Commercial and Strategy Committee for September 2023 and will continue to feature in these reports until a review of the trial in March 2024.</p> <p>July 2024 Update: Budget reallocation will be continued on a trial basis pending a further review.</p> <p>September 2024 Update: This will remain on here until such time it is used for a report at which time we will review layout for approval for on going use.</p> <p>January 2025 Update: A formal process for this is still being developed. GMs will continue to bring papers to council when required.</p> <p>04 February 2025 Council Meeting: This action was requested and agreed to be presented at the 18 February 2025 Commercial and Strategy Meeting.</p> <p>Update: A verbal update was given at the 18 February Commercial and Strategy Meeting. The new Senior Finance Business Partner will look at implementing a process with managers after understanding the organisation through the Annual Plan process.</p> <p>March 2025: There is no further update for March 2025.</p>					

#1595414

Information Requested	Investigate Subcontracting Across Council		
Date Raised:	12 December 2023	Status:	On Going
Issue Owner	Group Manager Infrastructure	Due Date:	Completed Date: 01/04/2025
<p>Background: The Councillors requested a report on sub-contracting across council where sub-contracting is occurring with the consideration to if these services can be delivered in – house.</p> <p>Examples include – Street sweeping, rubbish collection.</p> <p>March 2024 Update: The Infrastructure Group is looking at alternative ways of carrying out various services, starting with the s17a review of Parks. Some of the identified opportunities will be included within the report on underutilised assets.</p> <p>May 2024 Update: Direction has now been received on Parks and Recreation services. Review of Public Place Waste Disposal is being carried out – seeking direction if there are other areas Councillors would like reviewed.</p> <p>July 2024 Update: Officers met on 23 May to discuss potential efficiencies in the delivery of services across different groups. These included the use of in-house services across groups or consolidation of individual contracts within groups to take a Council wide approach. Examples are use of in-house parks resources for Council property grounds maintenance, consolidation of public refuse bins collection to gain economies of scale, or consolidation of cleaning services into a Council wide contract rather than contracts in individual groups. The outcome is to initiate the development of a 5 year delivery plan for services that can be delivered in house or packaged in a different way to ensure the best community outcomes.</p> <p>August 2024 Update: Request for a road map to come back to Council.</p> <p>September 2024 Update: The first business case (street sweeping) is being finalised for the group to review. This template will then be used for the other services that have been identified as there being potential opportunity for review. The list so far includes General Cleaning, Building Maintenance, Graffiti, Gardening, Commercial Waste, Public Place Waste and Security. The purpose of having a 5 year plan is around looking at contracts that may not be due to expire for some time but to have a plan for when they do expire.</p> <p>October 2024 Update: The Street Sweeping business case has been completed with a recommendation to retain the status quo contracting this out. Business cases are currently being prepared for cleaning and electrical services. This will be a ongoing project over several months as we work through various services. Is Council seeking continued updates or comfortable that this piece of work is being managed and can be removed from the actions register.</p>			

#1595414

December 2024 Update: Further investigation is underway connected to the action below “Investigate Small Trades’ and a report will be brought to Council on 4th February.

February 2025 Update: A review is currently being carried out around public place waste and how this service is delivered.

04 February 2025 Council Meeting: This action was requested and agreed to be presented at the 04 March 2025 Council Meeting. This action is now linked to the “Investigate Small Trades” and will be tabled at the 4 March 2025 meeting

March 2025 Update: Currently working through implications for existing contract if street sweeping were to be brought in-house. Current contractual arrangement not due to expire till June 2028.

March 2025 Council Meeting: It was advised this report was deffered until the 01 April 2025.

April 2025 Update: The street sweeping report will be presented at the 1 April Council meeting.

Information Requested	Investigate Small Trades				
Date Raised:	12 December 2023			Status:	
Issue Owner	Group Manager Property	Due Date:	4 th February 2025	Completed Date:	
<p>Background:</p> <p>The Councillors requested a report on Trades: investigate the value of small trades outside of large contracts with the consideration to these being offered in-house. With an analysis of both procurement and spend on invoices under \$10k.</p> <ul style="list-style-type: none"> • Are we getting competitive pricing with a preferred supplier. • Do we get to a level whereby in-house provision of the particular trade could be the better way forward. <p>Update: Investigation is in progress and will return to council once complete.</p> <p>September 2024 Update: This is underway, working on electricians, plumbers, cleaners as a starting point.</p> <p>December 2024 Update: Further investigation is underway connected to the action above ‘Investigate Suncontracting Across Council’ and a report will be brought to Council on 4th February.</p>					

#1595414

January 2025 Update: Work has been completed and a business case being developed with outcome of investigation. This will come to Council for the 4th March 2025 meeting. Maintenance (Incl Building, Plumbing, Electrical and Painting) is now considered complete.

February 2025 Update: A report on Plumbing, Electrical, Building and Painting requires further investigation for options post internal review and is anticipated to be presented with the other papers concerning maintenance at the next meeting. A report on cleaning will return to Council after further investigation. At a later date.

March 2025/April 2025: The investigation into small trades maintenance has highlighted that this is a process systems change. This will be managed via Councils JIRA system, all maintenance requests centralised and triaged across preferred contractor lists. Paper outlines next steps with an organisational review of contractors leading to a preferred contractors list. As noted the new process will allow the corrections to coding that is required, linked to PO's with the ability to better track requests and control maintenance spend across all departments.

Information Requested	Underutilised Assets – Quarterly Report				
Date Raised:	12 December 2023			Status:	Completed
Issue Owner	Group Manager Property	Due Date:	10 December 2024	Completed Date:	January 2025
<p>Background: The Councillors requested an investigation on assets that are not being utilised that could be sold. For example small pieces of land.</p> <p>Update: A property list has been sent to the Programme Delivery Manager for Infrastructure to check off and add or delete any properties, as well as note if they are available for possible sale/divestment. Manager of Property Services and Client Representative is working on the vertical property list. This should be tabled at the next meeting.</p> <p>March 2024 Update: Work is continuing on this to present to Council for consideration.</p> <p>26 March 2024: The Councillors agreed to merge this action with the following: Background: Clr Michelle Pye requested a review of all “non core” assets to determine if we are getting a commercial return on them or if they would be better sold. Update: Working through this action as part of the Underutilised assets action. This portion is under investigation and will return to council once completed.</p> <p>May 2024 Update: The report on underutilised assets is being presented to the May Council meeting.</p> <p>July 2024 Update: Next report going to the 13 August Council meeting for an update and next group of properties for review.</p>					

#1595414

July 2024 Update: Requested is for a clearer process moving forward, including, information of advertising the assets, and assets put back on the table for discussion. This Action will be subject further discussion between CE and Officers.

August 2024 Update: Request for an update to be presented at the 17 September Council meeting

October 2024 Update: Development of a draft property divestment policy which will be presented to Council in December alongside an update on progress of sale of assets as agreed in prior Council resolutions.

December 2024 Update: Draft Divestment of Property Policy being presented to Council for consideration at December 10th Council Meeting. Suggest removal from Register with agreed quarterly reports on underutilised assets to be presented to Council starting March 2025.

January 2025 Update: Recommend that this action can be removed, a report will come to Council each quarter with updates on divestment of properties and assets in general.

04 February 2025 Council Meeting: This action was requested to remain on the action register until the Divestment of Property Policy is finalised and a firm understanding from Councillors of what the Council own.

11 February 2025 – Divestment of Assets will now take the form of a quarterly report to Council with an update of assets for sale, proposed assets for confirmation and resolution. Next report will be 1 April 2025.

March 2025/April 2025: This is now a quarterly report on the internal list of regular reports. This action could be closed out.

Information Requested	Template for Financial Impact				
Date Raised:	12 December 2023			Status:	Complete
Issue Owner	Chief Financial Officer	Due Date:	When presented	Completed Date:	17 March 2025
<p>Background: The Councillors requested a template for financial impact when there is a recommendation to do something, rate or loan funded, ongoing costs, expiry of Capital projects.</p> <p>Update: This is a work in progress and will be developed over time when needed. This action can now be closed out as this will be an on-going activity.</p> <p>September 2024 Update: This will remain on here until such time it is used for a report. At this time we will review layout for approval for on going use.</p>					

#1595414

January 2025: No further update. Financial considerations section is a mandatory sections in the new agenda management tool.

February 2025: Further work has gone into development of a template for the Financial and Funding Implications section of the decision making report. Once internal feedback has been collated and reviewed, this will be circulated to Councillors for initial feedback.

March 2025: A template has been circulated to Councillors for feedback. This has been implemented into the decision making report template and will be live for the May meeting. Officers believe this action to be complete and can now be removed from the actions register. This can be reviewed in future if further information is deemed to be required.

Information Requested	Vertical Infrastructure Maintenance Report (Quarterly)				
Date Raised:	22 October 2024			Status:	Ongoing
Issue Owner:	Chief Executive/ GM Property	Due Date:	4 February 2025	Completed Date:	20/03/2025
<p>Background: Councillors requested quarterly reporting on the status of Council owned vertical infrastructure, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs.</p> <p>December 2024 Update: Report on progress will be presented to Council on 4th February 2025.</p> <p>January 2025 Update: The report is in draft pending discussion internally and will be reported on at the 4th March 2025 meeting.</p> <p>February 2025 Update: Officers are still waiting on information to be able to provide an accurate report to Council. It is anticipated to have this work ready to present at the 1 April meeting.</p> <p>March 2025/April 2025: This information is included in the quarterly financials that come to Council. This action is also linked with the work that has been completed on Small trades and is being investigated to streamline and update an internal process for a procure to pay system that works with a preferred contractor list available in the Esker system. All requests for maintenance will go via a JIRA request and triaged so that only the preferred contractor list can be utilised, the correct coding is allocated to the request and department budgets. A procure to pay system will then allow for better auditing of the invoice as it tracks back through the financial system before payment is released. This action could be closed out.</p>					

Information Requested	Report on Parking
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#1595414

Date Raised:	04 February 2025			Status:	
Issue Owner:	Group Manager Infrastructure	Due Date:		Completed Date:	
<p>Background: Councillors requested a paper on what the Timaru District Council are paying for the deck above Kathmandu.</p> <p>March 2025 Update: Report is currently being prepared to present to Councillors.</p> <p>April 2025 Update: This report is currently being prepared.</p>					

Information Requested	NZTA to speak at Council Meeting				
Date Raised:	04 February 2025			Status:	
Issue Owner:	Group Manager Infrastructure	Due Date:		Completed Date:	
<p>Background: Councillors requested that NZTA speak to the Council regarding issues on Statehighway one (Showgrounds)</p> <p>March 2025 Update: Invitation is being extended to NZTA to speak with Council</p> <p>March 2025: Council Meeting 04 March 2025 it was advised The Mayor and Chief Executive have a quarterly update from the New Zealand Transport Agency. The Mayor expressed no advantage of coming to speak at a Council Meeting as the Council Officers are working closely to get a resolution. However, the action is to remains on the action register.</p> <p>April 2025 Update: Work is continuing to resolve issues on State Highway 1 (showgrounds)</p>					

Information Requested	Investigate Financial System				
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#1595414

Date Raised:	04 February 2025			Status:	
Issue Owner:	Chief Information Officer	Due Date:	04 March 2025	Completed Date:	
<p>Background: Councillors requested as part of Council resolution 2025/8 that officers “Investigate an upgrade or new financial system and report back to the Council at the 04 March 2025 Council Meeting with an estimated cost and timeframes in order for this amount to be included in the Annual Plan 25/26.” This was not included in the March action register.</p> <p>April 2025: Investigation is underway. An update report on progress to date has been prepared for the 1 April meeting.</p>					

Information Requested	Workshop on Waste				
Date Raised:	04 March 2025			Status:	
Issue Owner:	Group Manager Infrastructure	Due Date:		Completed Date:	
<p>Background: Councillors requested as part of Tenders and Procurement Committee a workshop on waste to further their understanding of the business activity and fees and charges.</p> <p>April 2025 Update: A workshop has been scheduled to present this information on 17 June 2025.</p>					

#1595414

8.3 Release of Public Excluded Items

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Council notes the following public excluded items have been released to the public;

1. Environmental Services - 13.1 Environmental Health Services – Section 17a report 16 April 2024
2. Council - 13.1 Review of Venture Timaru Major Events Funding 7 May 2024
3. Council – Item 13.4 Venture Timaru Limited: Appointment of Deputy Chairperson 07 May 2024
4. Council Item 13.4 Extension of the office of the Commissioner for the District Licensing Committees 1 July 2024
5. Council Item 13.5 Extension of the term of office and the nomination of Timaru District Licensing Committee members 1 July 2024
6. Tenders and Procurement - Item 10.3 Health Monitoring Services 30 July 2024

Purpose of Report

- 1 The purpose of this report is to provide the Council with an updated status of Public Excluded items released to the public.

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 following items have been released to the public and are available on the Timaru District Council website under the following links;

- Environmental Services - 13.1 Environmental Health Services – Section 17a report 16 April 2024

<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/resource-planning-and-regulation-committee/2024/environmental-services-committee-16.04.24>

- Council - 13.1 Review of Venture Timaru Major Events Funding 7 May 2024

<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council-07.05.24>

- Council – Item 13.4 Venture Timaru Limited: Appointment of Deputy Chairperson 07 May 2024
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council-07.05.24>
- Council Item 13.4 Extension of the office of the Commissioner for the District Licensing Committees 1 July 2024
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council/>
- Council Item 13.5 Extension of the term of office and the nomination of Timaru District Licensing Committee members 1 July 2024
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/council/2024/council/>
- Tenders and Procurement Committee – Item 10.3 Health Monitoring Services 30 July 2024
<https://www.timaru.govt.nz/council/council-and-committee-meetings/meeting-dates-calendar/tenders-and-procurement-committee/2024/tenders-and-procurement-committee-30.07.24>

Attachments

Nil

8.4 Affixing of the Common Seal

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the following warrants have been approved by the Chief Executive and are being reported to the Council for noting:

04 March 2025 – Approval of Warrants




07 March 2025 – Approval of Warrants

24 March 2025 – Approval of Warrants

Purpose

- 1 To report the Chief Executive has approved the Warrant of Appointments and is reporting that as required under the delegation manual (Clause 3.4.5).
- 2 To note the names have been redacted for the privacy of the employees. Council authorise the signing and sealing of these documents.

Attachments

1. Execution of warrants - 04.03.25 [↓](#) 
2. Execution of warrants - 07.03.25 [↓](#) 
3. Execution of warrants - 24.03.25 [↓](#) 



Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.

[Handwritten signature of Nigel Bowen]

Nigel Bowen

[Handwritten signature of Nigel Trainor]

Nigel Trainor



04 March 2025

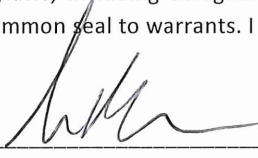


Date

Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security



Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.

Nigel Bowen Nigel Trainor

7/3/2025

Date

Name	Title	Unit
	Environmental Health Support Officer, Enforcement Officer and Licensing Inspector	Environmental Services
	Environmental Health Support Officer, Enforcement Officer and Licensing Inspector	Environmental Services
	Environmental Health Support Officer, Enforcement Officer and Licensing Inspector	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services
	Food Verifier	Environmental Services
	Bylaws Monitoring Officer	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services
	Bylaws Monitoring Officer	Environmental Services
	Bylaws Monitoring Officer	Environmental Services
	Environmental Health Officer, Enforcement Officer & Licensing Inspector	Environmental Services



Approval of warrants

I, Nigel Trainor, Chief Executive of the Timaru District Council have delegated authority pursuant to clause 3.4 of the Timaru District Council delegations manual to appoint and authorise the Council Officers listed in the table below, and issue warrants to those Council Officers under the relevant legislation and the Council's bylaws, including delegating the exercise of powers under those warrants, and affixing the Council's common seal to warrants. I hereby approve the attached warrants.

Nigel Bowen



Nigel Trainor

24/3/2025

Date

Name	Title	Unit
[REDACTED]	Enforcement Officer	First Security



8.5 Receipt of Timaru District Holdings Limited Draft Statement of Intent 2025/26**Author:** Jessica Kavanaugh, Team Leader Governance**Authoriser:** Stephen Doran, Group Manager Corporate and Communications**Recommendation**

That Council

1. Receives the draft Timaru District Holdings Limited Statement of Intent 2025/26
2. Considers the draft Timaru District Holdings Limited Statement of Intent 2025/26
3. Provides feedback to Timaru District Holdings Limited on its draft Statement of Intent 2025/26

Purpose of Report

- 1 To provide Council with a copy of Timaru District Holdings Limited's draft Statement of Intent for 2025/26 for consideration and feedback.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as it does not directly affect many people or propose any significant shift in direction for strategic assets and it does not affect levels of service. The Statement of Intent sets out in a public forum the objectives of Timaru District Holdings Limited and provides an opportunity for Council to influence its direction and is the basis for Timaru District Holdings Limited's accountability back to Council.

Background

- 3 Section 64(1) of the Local Government Act 2002 requires every Council Controlled Trading Organisation to prepare and adopt a Statement of Intent in accordance with Part 1 of Schedule 8 alongside additional requirements with Part 3 of Schedule 8.
- 4 The purpose of a Statement of Intent is to:
 - 4.1 State publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute; and
 - 4.2 Provide an opportunity for shareholders to influence the direction of the organisation; and
 - 4.3 Provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.

Discussion

- 5 Council is required to consider the Statement of Intent and provide feedback on it to the relevant council-controlled trading organisation. A final Statement of Intent must be delivered to Council by 30 June in each year.

- 6 In line with s64(1) of the Local Government Act 2002, Timaru District Holdings Limited is required to provide a Statement of Intent aligned with Council's expectations and for Council to be actively engaged and involved in the development of that Statement.
- 7 The draft Statement of Intent provided by Timaru District Holdings Limited should form the basis of collaborative dialogue with Council prior to a final document being agreed and adopted.
- 8 A workshop was held on the 18 February 2025 with Timaru District Holdings Limited and Councillors to discuss the confirmation of strategic direction and diversification pathway, impact of Alpine performance on Timaru District Holdings Limited financials and dividend forecasts.
- 9 The attached Statement of Intent has been updated based on feedback from the 18 February 2025 workshop discussion with Councillors to include specific reference to Timaru District Holdings Limited enterprise risk framework. This has been included in section 10 (top of page 9 of the document) in green underlined text for clarity.

Options and Preferred Option

- 10 Council is required to consider the draft Statement of Intent submitted by a council-controlled trading organisation. The preferred option is for Council to express its broad view on the Statement of Intent and whether it wishes to make any comment for Timaru District Holdings Limited to consider prior to the Statement of Intent being formally adopted.

Consultation

- 11 Council has consulted with the Board of Timaru District Holdings Limited at the workshop on the 18 February 2025.

Relevant Legislation, Council Policy and Plans

- 12 Local Government Act 2002 directs and controls the process and requirements for a Statement of Intent.

Financial and Funding Implications

- 13 There are no specific budgeting or funding requirements for the consideration of the Statement of Intent.

Other Considerations

- 14 There are no other considerations.

Attachments

1. **Timaru District Holdings Limited - Draft Statement of Intent V2**  



TDHL
Timaru District Holdings Ltd
Enabling Prosperity

Statement of Intent 2025/2026

www.tdhl.co.nz

Timaru District Holdings Ltd
Statement of Intent 2025/2026

Statement of Intent

1. Introduction

Timaru District Holdings Limited (TDHL) is a council-controlled trading organisation as defined by Section 6 of the Local Government Act 2002 (the Act). Accordingly, this Statement of Intent is prepared in accordance with section 64(1) of the Act.

This Statement of Intent sets out TDHL's strategic framework and the resulting activity and financial performance measures by which the performance of TDHL can be judged in accordance with the statutory requirements of Part 2 and 3 of Schedule 8 of the Act. It applies to the period 1 July 2025 to 30 June 2026 and the following two financial years.

TDHL was incorporated on 29 October 1997 as a 100% owned subsidiary of the Timaru District Council. Its purpose is to manage and grow an investment portfolio that provides a sustainable intergenerational return and is aligned with the values of the Shareholder.

The initial cornerstone assets were the shareholding in PrimePort Timaru Limited and Alpine Energy Limited which TDHL purchased off Timaru District Council. These remain key investments for TDHL forming intergenerational assets held in the interest of ensuring the community is provided with value add infrastructure.

Alpine Energy owns and manages infrastructure to provide secure reliable electricity supply in South Canterbury. PrimePort owns and operates the port, cargo and marine services along with facilities that support and enable the growth of our local economy through its connection to world markets.

TDHL also owns an industrial and commercial property portfolio which it actively manages. The purpose of this portfolio is to provide a commercial return, support the capacity of the Port and enable additional industrial and commercial development opportunities.

Timaru District Holdings Ltd
Statement of Intent 2025/2026

2. Purpose of TDHL

In addition to the requirements of s59 of the Act, the core purpose of TDHL is set out below. This reflects an approach focused on generating a financial return for our shareholder.

Core Purpose

To manage and grow an investment portfolio that provides a sustainable intergenerational return and is aligned to the values of the Shareholder

3. TDHL Vision

This is an aspirational goal that reflects the future state TDHL seeks to attain.

Vision

To be a successful and diversified regional investment company

4. TDHL Values

The values below set out the principles by which TDHL will go about achieving its purpose and vision.



We are Collaborative

TDHL will work closely alongside its stakeholders, supporting their success and enhancing their reputation.

We are Agile

TDHL will be nimble and move quickly to respond to the needs of its stakeholders and capitalise on new opportunities.

We are Intergenerational

TDHL will take a sustainable and long-term view to the commercial and financial management of its investments.

We have Integrity

TDHL will act with clear intent, honesty in all it does to maintain the trust and respect it holds with its stakeholders.

We have Commercial Discipline

TDHL will foster an innovative and proactive corporate culture that creates opportunities while delivering on operational and regulatory obligations.



TDHL
Timaru District Holdings Ltd
Enabling Prosperity

Timaru District Holdings Ltd
Statement of Intent 2025/2026

5. Strategic Priorities

The Strategic Priorities are our areas of key focus. By successfully concentrating on these priorities, we will remain focused on our Core Purpose. They are structured to reflect the nature of our operations (intergenerational investment, property, new investments and diversification) and the core purpose of TDHL (providing a return to the Shareholder), all of which is underpinned by our approach (investing in relationships and partnerships). This approach reflects the importance we place on preserving our most valuable asset – our relationship with Council. This is supported by a ‘No Surprises Approach’ whereby TDHL is committed to keeping the Council informed of material matters at all times.



Timaru District Holdings Ltd
Statement of Intent 2025/2026

6. Objectives and Outcomes

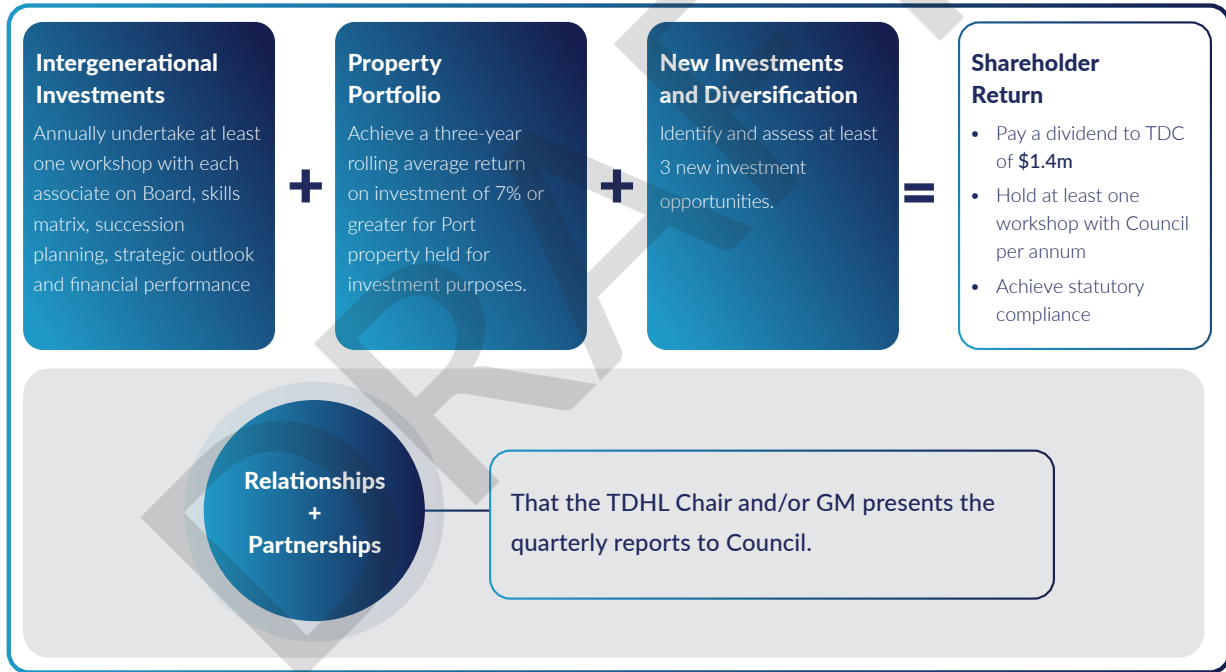
The Outcomes are the long-term results of focusing on each Strategic Priority and provide more granular detail to support the strategic priorities.



Timaru District Holdings Ltd
Statement of Intent 2025/2026

7. Annual Goals for 2025/26

The Specific Performance Targets are set annually and are designed to support the Strategic Outcomes based on the more granular Annual Outcomes.



For the 2025/26 year, TDHL expects to have an earnings before tax of \$1.25m (excluding valuations and share of associate surpluses but including dividend received from associates) and to pay an ordinary dividend of \$1.4m. The dividend is forecast to increase incrementally in subsequent years.

Performance Targets

	2024/25 Forecast	2025/26 Target	2026/27 Target	2027/28 Target
EBITA (excluding revaluations)	2,070,124	2,584,401	2,516,124	2,559,993
Net Profit to S/H Funds	3.3%	3.3%	4.1%	4.0%
Dividend	\$1.2m	\$1.4m	\$1.6m	\$1.8m
Shareholder funds to total assets	>60%	>60%	>60%	>60%

EBITA (Earnings Before Interest Tax and Amortisation) as detailed above includes dividends received from associates but excludes revaluation of investment properties and share of associated surplus.

Timaru District Holdings Ltd
Statement of Intent 2025/2026

8. Reporting to a Shareholder

The following information will be available to Council:

Information	Quarterly	Half Yearly	Annually	
	Within 2 months of the end of quarter	Within 2 months of the first six months	(Unaudited) Within 2 months of the end of financial year	(Audited) Within 3 months of the end of financial year
Statement of Revenue and Expense disclosing actual revenue and expenditure including a comparison of actual against budget	✓	✓	✓	✓
Statement of Changes in Equity	✓	✓	✓	✓
Statement of Financial Position	✓	✓	✓	✓
Cashflow Statement	✓	✓	✓	✓
Commentary The results for the quarter, together with a report on the outlook for the following quarter with reference to any significant factors that are likely to affect performance, including an estimated forecast of the financial results for the year based on that outlook.	✓	✓	✓	✓
Notice of dividends Notice of and the reasons for any material changes to the dividend payments.	✓	✓	✓	✓
Directors' report Including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to dividends.				✓
Auditor's report On the above statements and the measurement of performance in relation to objectives.				✓
Statement of Intent (Draft)				1 March
Statement of Intent (Final)				30 June

Timaru District Holdings Ltd
Statement of Intent 2025/2026

9. Nature and Scope of Activities to be Undertaken

TDHL's business is that of an investor for the benefit of our Shareholder by providing a commercial return. In all activities that TDHL undertakes, it shall apply the values set out above and achieve statutory compliance. The specific nature and scope of TDHL's activities include:

a. Intergenerational Investments. As shareholders in Alpine Energy Ltd – (47.5%) and Prime-Port Timaru Ltd – (50.0%) we will:

- Act as an informed, diligent, constructive, and inquiring Shareholder
- Proactively engage on their Board skills, matrix, succession planning, strategic outlook, financial performance and their Statement of Intent

b. Property Investments including:

Properties primarily located in the vicinity of PrimePort Timaru that are targeted for leasing to port-related operations to achieve an overall set rate of return

- Activities to be undertaken include:
 - Ensuring appropriate leases are in place and lessees are compliant with the terms of those leases
 - Having appropriate insurance in place
 - Having appropriate asset management plans in place that comply with TDHL's obligations as a Lessor under the Health and Safety at Work Act

c. New Investments and Diversification:

TDHL will undertake activities that enables the consideration and pursuit of new investments and diversification opportunities that are consistent with its purpose. The priorities for 2025/26 include:

- The proactive development and promotion of the Lyndon Street industrial park
- Proactively seek and pursue new investment opportunities, both land development and equity investments

10. Governance

TDHL proactively seeks to promote the highest standards of governance internally, with its Shareholder, our joint venture partners and to its associates.

The TDHL Board meets on a monthly schedule and receives regular management reporting on all company activities. TDHL monitors the performance of associate companies Alpine Energy Ltd and PrimePort Timaru Ltd through:

- Monitoring each company's compliance with their Statement of Intent
- Regular reporting on financial and activity performance
- Regular reports on the property portfolio
- The AGM between each company and shareholders, as well as additional shareholder and Board to Board meetings on a regular basis.

Board succession and development planning for the TDHL Board (in conjunction with Council) and its associate companies (where TDHL has a right to appoint directors) will be managed on an ongoing basis. This includes the maintenance of an up-to-date skills matrix for the TDHL Board and an annual Board performance review.

Timaru District Holdings Ltd
Statement of Intent 2025/2026

Proactive risk management is a critical consideration for the company and is embedded into our strategic framework through the recognition and importance of our relationships and partnerships. An Enterprise Risk Register is maintained and formally reviewed annually.

11. Ratio of Consolidated Shareholders' Funds to Total Assets

This ratio shows the proportion of total assets financed by shareholders funds. TDHL will ensure that the ratio of Shareholders Funds to Total Assets remains above 60%.

For the purposes of this ratio, shareholders' funds are defined as the paid-up capital plus any taxpaid profits earned and less any dividends distributed to shareholders. They include undistributed profits, which have been accumulated into equity.

Total assets are defined as the sum of all current, fixed and investment assets of the group.

12. Statement of Accounting Policies

TDHL is registered under the Companies Act 1993. The Company's accounting policies comply with the legal requirements of the Companies Act 1993.

The financial statements are prepared in accordance with the Financial Reporting Act 1993, Section 69 of the Local Government Act 2002, the New Zealand International Financial Reporting Standards and generally accepted accounting practice.

Details of the current accounting policies and their application are available in the most recent Annual Report which can be found on the TDHL website.

13. Periodic Workshops

Strategic or targeted workshops will be offered to Council as needed, to improve Council's understanding of TDHL's business, to workshop matters of mutual interest or concern, and to discuss TDHL's performance and direction. Workshops are intended to be held once a year in addition to the AGM.

14. Dividend Policy

The amount of dividend to pay each year recognises a trade-off between the shareholder's need for a stable and predictable dividend and the long term need to retain a liquidity buffer for bad years and to contribute to diversifying the portfolio through new investments over time.

The dividend policy recognises that dividends should be:

- Stable
- Sustainable
- Fair across generations

The TDHL board will set a dividend each year taking account of the preferences of the shareholder as well as its obligations under the Companies Act.

Timaru District Holdings Ltd
Statement of Intent 2025/2026

15. Procedures for Acquisition of Other Interests

The company shall not:

- Form any subsidiary company;
- Acquire shares, any debt securities, or any participatory shares in any other company; or
- Acquire any assets of any company or organisation outside the ordinary course of business as described in this Statement of Intent; or
- Dispose of any shares in a subsidiary company;

Without the prior approval of the Shareholder.

16. Activities for Which Compensation is Sought from Any Local Authority

It is not anticipated that the Company will seek compensation from any local authority otherwise than in the context of normal commercial contractual relationships.

17. Estimate of Commercial Value of the Shareholder's Investment

The commercial value of the shareholder's investment in Timaru District Holdings Limited is considered by the directors to be no less than the shareholder's funds of the company as shown in the Statement of Financial Position. This will be considered annually when the Statement of Intent is completed. The shares held in Alpine Energy Limited were independently valued between \$128.5 and \$151.8 million as at 30 June 2024 whereas the cost and recorded value of these shares is \$93.6 million. The shares held in PrimePort Timaru Limited are recorded at fair value \$51.7 million as at 30 June 2024. No independent valuation has been completed at this time. The investment properties portfolio is revalued annually, at 30 June 2024 the portfolio had a valuation of \$67.4 million.

18. Capital Expenditure and Asset Management Intentions

TDHL will update Timaru District Council on its capital expenditure and asset management intentions as part of its periodic reporting and workshops.

19. Other

Land: Activities on TDHL's land will have appropriate consents and leases in place, and TDHL will use all reasonable endeavours to ensure lessees comply with their leases and consent conditions.



8.6 Prospective Freedom Camping Bylaw

Author: Brendan Madley, Senior Policy Advisor
Bill Steans, Parks & Recreation Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That Council:

1. Note the current freedom camping situation in the Timaru District, based on customer request information currently available and front-line officer reports;
2. Note the current freedom camping legislative settings, and regulatory and enforcement tools available to Council;
3. Direct officers to proceed with pre-consultation and the development of a draft bylaw.
4. Delegate authority to the Chair of the Infrastructure Committee and the Group Manager Infrastructure to approve the pre-consultation material seeking public feedback.

Purpose of Report

- 1 The purpose of this report is for Council to receive information about the current freedom camping situation and regulatory tools, and decide whether to proceed with the next steps of pre-consultation and drafting a freedom camping bylaw.

Assessment of Significance

- 2 This report is considered of low significance when assessed against Council's Significance and Engagement Policy. This is because this report does not commit Council to any final decisions or adoption of a bylaw; instead, it seeks a decision whether to proceed to the next stage of bylaw development, or not.
- 3 A freedom camping bylaw itself is considered to be of medium to high significance, given the number of people potentially impacted, the extent to which they may be impacted, and the likely public interest. Formal consultation is therefore a part of developing a bylaw. It is noted that the impact will be incurred by residents of the district, and people who live outside the district.

Background

Council context

- 4 Council resolved on 30 July 2024 to commence development of a Freedom Camping Bylaw.
- 5 A workshop was held on 8 October 2024 to provide information about the legislative context and then-current freedom camping situation within the district.
- 6 Councillors agreed at the workshop to receive a report after the 2024/25 summer period outlining any potential problem(s), current regulatory tools, and whether a bylaw may add value to addressing any potential problem(s).

- 7 Council, in approximately 2015, signed up to a Freedom Camping Accord with the New Zealand Motor Caravan Association (NZMCA) for Timaru, Temuka and Geraldine to be motor-home friendly towns. In practice, this means that Council and the wider community have committed to providing certain amenities and services to support freedom campers, for example dump stations, vehicle repairs, retail, and medical services. This does not preclude the development of any bylaw.
- 8 Freedom camping can provide a range of benefits and opportunities. It provides, for individuals, a tourism option that is more affordable and accessible than would otherwise be the case; for some, they may not travel if freedom camping is not an option. Local communities and businesses can benefit through increased economic activity for the tourist and adjacent sectors, and positive word-of-mouth to other prospective travellers. However, we do not currently have a reliable estimate of the annual economic value of freedom camping (as a proportion of the wider tourism spend) to the district.
- 9 Whilst this report outlines negatives associated with freedom camping and how they may be managed, it is not intended to detract from the benefits that a majority of freedom campers invariably provide. Further, a bylaw (depending on how it is designed) will not necessarily affect a majority of freedom campers.

Legislative context

- 10 Section 5 of the Freedom Camping Act 2011 defines freedom camping as:

5 Meaning of freedom camp

- (1) In this Act, **freedom camp** means to camp (other than at a camping ground) within 200 m of an area accessible by motor vehicle or within 200 m of the mean low-water springs line of any sea or harbour, or on or within 200 m of a formed road or a Great Walks Track, using either or both of the following:
- (a) a tent or other temporary structure:
 - (b) a motor vehicle.
- (2) In this Act, **freedom camping** does not include the following activities:
- (a) temporary and short-term parking of a motor vehicle:
 - (b) recreational activities commonly known as day-trip excursions:
 - (c) resting or sleeping at the roadside in a motor vehicle to avoid driver fatigue.
- (2A) In this Act, a person is not **freedom camping** if the person—
- (a) is a person other than a person who is in New Zealand on the basis of a visitor visa (within the meaning of the immigration instructions); and
 - (b) is unable to live in appropriate residential accommodation; and
 - (c) as a consequence of that inability, is living in either or both of the following:
 - (i) a tent or other temporary structure:
 - (ii) a motor vehicle.

- 11 Freedom camping is permitted by default on local authority land unless prohibited or restricted by a bylaw created under section 11 of the Freedom Camping Act 2011.
- 12 The Self-contained Motor Vehicles Legislation Act 2023 created a new national rule that prohibits freedom camping on local authority land in non-certified-self-contained motor vehicles, unless a local authority bylaw allows for otherwise. The national rule is currently being phased in until 7 June 2026. The national rule does not apply to tents or other temporary structures.
- 13 Local authority guidance issued by the Ministry of Business, Innovation and Employment is attached for reference (Attachment 1).

- 14 Bylaws are tools that local authorities can use to assist with managing public health, safety and nuisance issues. A bylaw, including any freedom camping bylaw, is additional to any other regulatory tools such as legislation.
- 15 Council may make a bylaw under section 11 of the Freedom Camping Act 2011 to place restrictions on freedom camping on local authority land. Section 11A of the same Act extends the ability of the bylaw to apply to non-self-contained vehicles.

11 Freedom camping bylaws

- (1) A local authority may make bylaws—
 - (a) defining the local authority areas in its district or region where freedom camping is restricted and the restrictions that apply to freedom camping in those areas;
 - (b) defining the local authority areas in its district or region where freedom camping is prohibited.
 - (2) A local authority may make a bylaw under subsection (1) only if it is satisfied that—
 - (a) the bylaw is necessary for 1 or more of the following purposes:
 - (i) to protect the area;
 - (ii) to protect the health and safety of people who may visit the area;
 - (iii) to protect access to the area; and
 - (b) the bylaw is the most appropriate and proportionate way of addressing the perceived problem in relation to that area; and
 - (c) the bylaw is not inconsistent with the [New Zealand Bill of Rights Act 1990](#).
 - (3) A local authority must obtain the written consent of the NZTA before making a bylaw under subsection (1) that applies to an area of NZTA land that has been declared, by a bylaw made under [section 10A](#), to be a local authority area.
- 16 A freedom camping bylaw could set bespoke rules regarding:
 - 16.1 Where, on local authority land, freedom camping is permitted, or permitted with restrictions, or prohibited.
 - 16.2 The restrictions that may apply for each specified location include, for example, whether freedom campers must be in self-contained vehicles, the maximum duration of stays, the maximum number of freedom campers at any one time, timing/ seasonal variations, and rules on the use of tents and temporary structures.
 - 17 Council may only make a bylaw under section 11 of the Freedom Camping Act 2011 (the Act) if it is satisfied of three things: that there is sufficient purpose; that it is the most appropriate and proportionate way of addressing the perceived problem in the area; and is not inconsistent with the Bill of Rights Act 1990.
 - 18 Formally considering and meeting these tests is not a matter for the decision before Council today. A dedicated analysis and recommendation against each of the tests will be provided alongside a draft bylaw, if Council resolves to proceed. However, the first test (sufficient purpose) will be referenced later in this report when analysing reports and complaints from the community, as this is a useful tool when considering whether there is a potential problem worthy of further investigation.

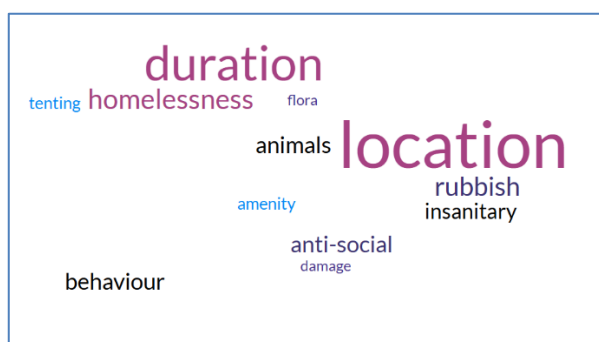
Discussion

Current freedom camping-related “problems” in the District

- 19 There are no reliable estimates of the total number of people freedom camping within the district at any particular time, how these numbers are trending over time, or what proportion may cause “problems”. Anecdotally, it is likely that only a small number of the total number

of freedom campers cause any issues. We do know that freedom campers travel through the district at all times of year.

- 20 There are no reliable estimates about the point of origin of people freedom camping within the district, i.e. the proportion that reside within the district, from other parts of New Zealand, or international tourists.
- 21 Council currently encourages freedom camping in nine locations (see Attachment 2). Some locations have additional facilities to support non-self-contained travellers, such as toilets.
- 22 Council’s October 2022 submission on the Self-contained Motor Vehicles Legislation Bill stated that the district, “has historically had what we consider to be comparatively low rates of freedom campers and associated issues... however in the past few years, officers have identified an increase in specific issues... generally caused by an increased incidence in homelessness than travelling tourists”.
- 23 However, analysis of “customer records” (CRM) data since the submission was made nearly three years ago indicates that the majority of any current, reported issues are now more likely to be related to freedom campers than homelessness.
- 24 In mid-2022 freedom camping was given its own unique CRM label to allow it to be managed and tracked more effectively. The generation of this label was in response to officers perceiving that there was an increase in the total number of issues being experienced. This report focuses on customer records logged since this label was introduced.
- 25 According to Council records, 48 unique CRMs that relate, or may relate, to freedom camping ‘issues’ or adverse outcomes have been lodged with Council between August 2022 and February 2025 (inclusive). This does not include repeat CRMs, or requests for information where no adverse outcomes have been identified. The following breakdown is intended to be illustrative only as interpreting CRMs can be subjective.
- 26 Officers identified 119 adverse outcomes across these 48 unique CRMs. These relate to, for example, anti-social behaviour, littering, the location of stay and the duration of stay. A word cloud of the dozen most commonly identified issues is below.



- 27 A time-series chart displaying the frequency of CRMs being logged is attached (Attachment 3). It shows a variable number of issues being reported over the approximately 30 months since August 2022, with a maximum of seven and minimum of zero. The trendline is heading downwards (from approximately 2 per month to 1.5 per month), however this has limited explanatory power and needs to be understood within the context that not all issues are reported to Council and the time sample is relatively small.
- 28 A map displaying the approximate locations of CRMs being logged is attached; Attachment 4 (entire district) and Attachment 5 (Timaru only).

- 29 Separate to the logged CRMs, front-line enforcement officers from parks and roading have also provided the benefit of their experiences. Whilst any issues they noted were not always logged as formal CRMs, the following summary helps to provide additional and relevant context.
- 30 Officers commented that the majority of freedom campers are well-behaved, respectful and do not cause issues. However, some freedom campers and also some transient (living in vehicles as a lifestyle choice) or homeless people do cause issues, for example through their length of stay, damage to grass, littering, lighting fires, and overall making the areas less appealing to other freedom campers and the public. There is a reputational aspect to this as well, as a number of other campers have told them directly that they will not return because of some of these issues.
- 31 More front-line officer detail (specific to different current freedom camping-encouraged sites) will be made available if Council resolves to proceed.

Current regulatory and enforcement tools available to Council

- 32 Council has a number of existing regulatory and enforcement tools that can be utilised to address some of the adverse outcomes being experienced in relation to freedom camping. However, is Council using them to their full potential?
- 33 Utilising these tools requires officers to be specifically warranted under the relevant legislation. Warranted officers can issue infringements. Obtaining any additional charges, up to the maximum fine amount, requires court proceedings.
- 33.1 Freedom Camping Act 2011 – as outlined in section 20 and Freedom Camping (Penalties for Infringement Offences) Regulations 2023 – Schedule 2 (except 20(1)(a) and 20(1)(f), which require a bylaw). The relevant schedule is produced below.

**Schedule 2
Penalties for infringement offences under Freedom Camping Act 2011**

Section	Description of offence	Infringement fee (\$)	Maximum fine (\$)
	<small>rr 4, 5</small>		
	<i>Infringement offences relating to local authority areas</i>		
20(1)(a)	Freedom camping in local authority area in breach of prohibition or restriction in bylaw	400	1,200
20(1)(b)	Freedom camping in local authority area using a motor vehicle that is not self-contained, other than where permitted	400	1,200
20(1)(c)	Failing to display a warrant card when freedom camping in a motor vehicle in a local authority area, other than where permitted	200	600
20(1)(d)	Freedom camping in a local authority area in a self-contained motor vehicle with more people than the vehicle is certified for	400	1,200
20(1)(e)	Interfering with or damaging a local authority area, its flora or fauna, or any structure in the area while freedom camping or depositing waste in or on the area while freedom camping	800	2,400
20(1)(f)	Making preparations to freedom camp in a local authority area in breach of prohibition or restriction in bylaw	400	1,200
20(1)(g)	Making preparations to freedom camp in a local authority area using a motor vehicle that is not self-contained, other than where permitted	400	1,200
20(1)(h)	Making preparations to freedom camp in a local authority area in a self-contained motor vehicle with more people than the vehicle is certified for	400	1,200
20(1)(i)	Failing or refusing to leave a local authority area when required to do so by an enforcement officer	600	1,800

- 33.2 Dogs Control Act 1996 – gives Council powers to, for example, restrict locations where dogs can be kept, and seize, impound or destroy dogs when they pose a threat to public safety or are not kept under control.
- 33.3 Health Act 1956 – enables Council to act to correct nuisances (as listed in section 29 of the Act) that may affect health, including insanitary conditions, overcrowding and noise.
- 33.4 Litter Act 1979 – enables Council to infringe for any littering in a public place, provided that Council has evidence of the person/s responsible.
- 33.5 Reserves Act 1977 – freedom camping is prohibited in reserves unless certain exemptions apply such as permitted under a reserve management plan. However,

external legal advice provided to Local Government New Zealand states that the interaction between this act and the Freedom Camping Act 2011 is, in some respects, unclear. It can be difficult in practice to determine whether these exemptions apply.

33.6 Resource Management Act 1991 – enables Council to set zones (which may or may not permit certain activities), and standards in relation to noise.

33.7 Current bylaws, specifically the chapters on “Public Places” and “Parks and Reserves, Beaches and Tracks”.

34 Officers are currently warranted under and utilise all of these tools, except for the freedom camping regulations and the Reserves Act 1977. Utilising these may require hiring additional enforcement staff.

Could these reported “problems” be addressed under current regulatory and enforcement tools, and how might a bylaw assist?

35 Of the 119 adverse outcomes reported across the 48 unique CRMs, officers consider that:

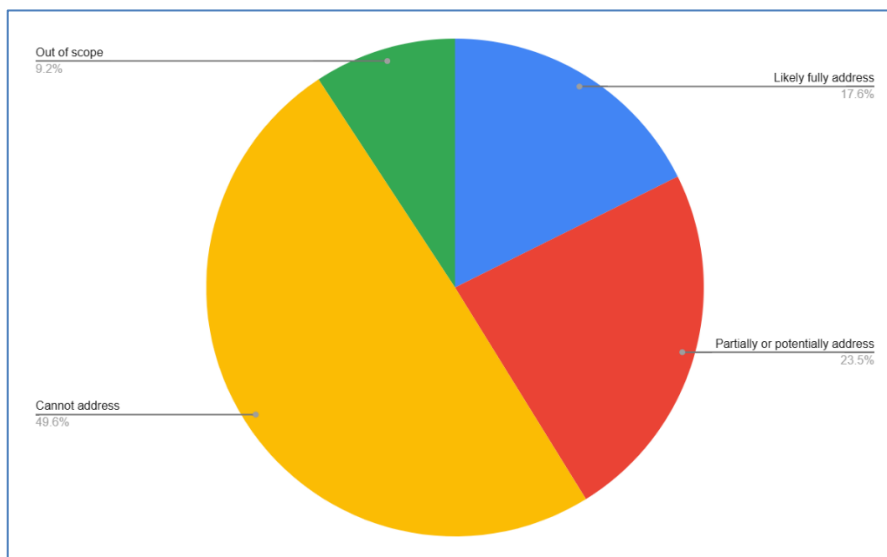
35.1 21 were likely able to be fully addressed within Council’s existing powers, if used to their full potential (including the freedom camping regulations and the Reserves Act). Some of these require assistance from a third party, for example NZ Police responding to anti-social or aggressive behaviour;

35.2 28 were partially or potentially able to be addressed within existing powers (depending on the exact nature of the incident);

35.3 59 could not be addressed within existing powers; and

35.4 11 were out of scope (for example relating to homelessness or jurisdiction issues where not on local authority land).

36 This breakdown is displayed in the following chart.

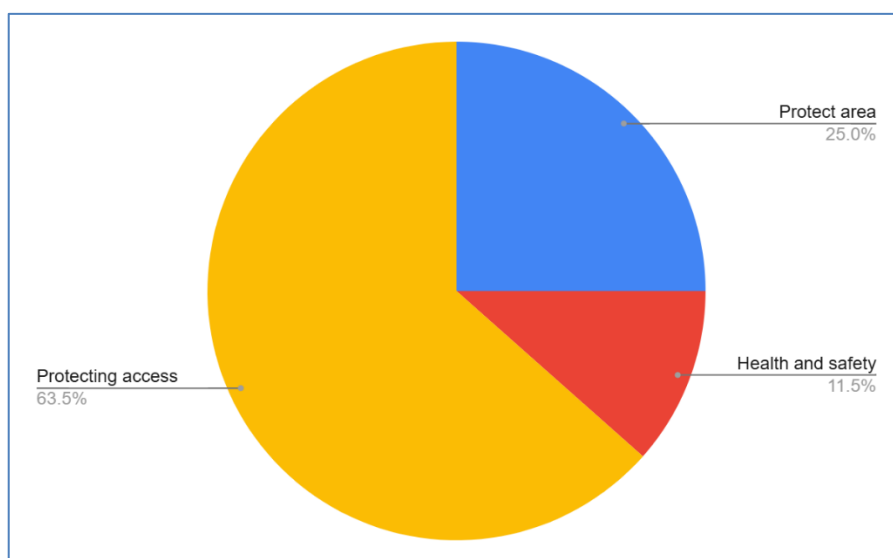


37 Of the 59 adverse outcomes that were identified as being unable to be addressed within existing powers, officers consider that a freedom camping bylaw may be able to assist with 57 adverse outcomes across 42 CRMs (depending on how the bylaw was designed). This is primarily in relation to the location and duration of stays.

- 38 However, of these 42 CRMs, 11 also involved potential or probable homelessness, meaning that a bylaw might have limited effect (depending on the exact nature of the incident and the actions taken by social agencies if involved).
- 39 People experiencing homelessness, whilst exempt from being fined for the act of freedom camping, are not exempt from other potential offences, for example any dog breaches, littering or obstructing officers. In practice, this can be administratively difficult to do due to lacking a fixed abode, or ineffective as payment is not forthcoming. Council’s only recourse then is to undertake court proceedings.
- 40 Riverbed occupations and any nuisances or harmful discharges relating to air, water or land are under the jurisdiction of Environment Canterbury. Environment Canterbury do not currently have a freedom camping bylaw for land that they manage, but Council could approach them to request the development of one in tandem with any prospective bylaw it develops.
- 41 The success of any prospective bylaw would be impacted by third parties and outside of Council’s control, to some extent; for example, Environment Canterbury for discharges or riverbed matters, or the Ministry of Social Development for homelessness matters.

Legislative test for a bylaw

- 42 The Act sets out three reasons for why a bylaw may be considered necessary: to protect an area; to protect the health and safety of people in an area, and; to protect access to an area.
- 43 Of the 48 CRMs considered in the sample, officers identified that 38 contained reference to one or more element of these. 10 contained no reference to them.
- 44 The following breakdown is intended to be illustrative only as interpreting CRMs can be subjective.
- 45 Of the 38 CRMs:
 - 45.1 Protecting the area was referenced 13 times;
 - 45.2 Protecting the health and safety of people in an area was referenced six times; and
 - 45.3 Protecting access to an area was referenced 33 times.
- 46 This breakdown is displayed in the following chart.



Other local authorities in Canterbury

- 47 Council should determine whether to proceed based solely on Timaru District-specific matters.
- 48 However, for context, Kaikoura, Hurunui, Christchurch, Mackenzie and Waitaki have current freedom camping/ responsible camping bylaws.
- 49 The other councils in Canterbury manage any issues they experience under the non-bylaw powers outlined earlier in this report.

Options and Preferred Option**50 Option One – direct officers to proceed with pre-consultation and the development of a draft bylaw (Preferred Option)**

51 Council would need to be satisfied that a potential problem(s) exists at this time and that a bylaw may be a suitable tool to help address them, in order to resolve Option One.

52 A benefit of this option is that it allows public feedback – including those of iwi, business owners and sector groups such as the New Zealand Motor Caravan Association (NZMCA) – to be gathered and factored into the next stages of the bylaw development process. This will enhance the quality of information available to Council.

53 Officers consider that the CRM sample and officer reports indicate that there is a potential problem worth investigating further, and that there is little disadvantage in proceeding to the next stage to gather more information to inform the problem definition and draft bylaw.

54 Whilst there is potential for existing regulatory tools to be more fully utilised, they will not address a significant proportion of the issues being reported by the public (based on the CRM sample and officer analysis).

55 Option Two – direct officers to prepare additional information and advice for Council.

56 Council may wish to obtain additional information before it feels prepared to make a decision about whether a problem(s) potentially exists, and decide whether to proceed.

57 Option Three – direct officers to pause work on developing a bylaw indefinitely.

58 Council may determine that a problem does not exist, and/ or that any disbenefits of a freedom camping bylaw likely outweigh any potential benefits.

59 Council may direct officers to investigate warranting officers under the Freedom Camping Act 2011 so that the freedom camping regulations can be fully utilised.

Summary of advice, regardless of option

60 It is for elected members to resolve whether there is a potential problem(s) worth investigating further. This is a value judgement.

61 In the CRM sample considered to date, a bylaw might have assisted to address approximately half of the adverse outcomes experienced. However, there are limitations with any bylaw – such as needing to meet evidentiary thresholds – and certain factors outside of Council's control. It is not a "silver bullet", but rather would be another tool within Council's regulatory toolkit to assist with addressing more of the issues being experienced than is currently the case.

Consultation

- 62 Formal consultation is required when developing a bylaw.
- 63 If Council resolves to proceed, it is proposed to:
- 63.1 Undertake pre-consultation with the public and identified stakeholders (prior to adopting the draft bylaw) to understand their views; and thereafter
 - 63.2 Undertake a formal consultation seeking submissions from the public and identified stakeholders on the content of the draft bylaw.
- 64 The pre-consultation material seeking public feedback has not yet been prepared. Officers recommend that Council resolve to delegate authority to the Chair of the Infrastructure Committee and the Group Manager Infrastructure to approve the pre-consultation material.

Relevant Legislation, Council Policy and Plans

- 65 Freedom Camping Act 2011
- 66 Self-contained Motor Vehicles Legislation Act 2023
- 67 Local Government Act 2002

Financial and Funding Implications






- 68 The financial and funding implications of this report would commit officer time to undertaking pre-consultation and developing a draft bylaw. This can be met within existing budgets.
- 69 In totality – whilst not a matter specifically for this report – the income and expenses of a freedom camping bylaw need to be broken down to its development and implementation.
- 70 The development of a freedom camping bylaw creates no income. The expenses relate to officer time, consultation advertising and any costs to engage with stakeholders. These expenses can be met within existing budgets.
- 71 The income and expenses of enforcing a freedom camping bylaw depends on the implementation and enforcement model used; for example, a pro-active model with dedicated staff, a reactive model, or a hybrid model. The main expense is officer resource. These considerations are not a matter for this report or part of the process, and are intended to be considered later in the bylaw development process.
- 72 For the avoidance of doubt, bylaws are not profit-generation mechanisms. Under the Local Government Act 2002, they are tools to assist with managing public health, safety and nuisance matters, and are meant to recover costs only.

Other Considerations

- 73 If Council resolves to proceed, the envisaged next steps and corresponding (tentative) dates are:
- 73.1 April/ May 2025: initial public engagement and further information gathering (engagement tools are yet to be finalised but will include a digital and hard-copy public survey, and potentially a public meeting)
 - 73.2 6th May 2025: Council workshop on bylaw detail
 - 73.3 24th June 2025: Council meeting to adopt draft bylaw (or decide not to proceed)
- If Council decides at this step to proceed, then:*

- 73.4 July 2025: Formal public consultation
 - 73.5 9th September 2025: Hearing and deliberations
 - 73.6 7th October 2025: Council meeting to adopt bylaw
 - 73.7 October/ November 2025: Implementation of bylaw
- 74 The stated dates are based on a best-case scenario and each step may need to be pushed out by approximately a month, especially if the pre-consultation generates a sufficiently large volume of material that impacts the development of a draft bylaw.
- 75 This timeframe is designed so that any bylaw is adopted in time for the 2025/26 summer period, as per previously stated intentions by Council.

Attachments

1. **Self-contained Motor Vehicles Legislation Act: guidance for local authorities on key changes to freedom camping rules** [↓](#) 
2. **Current sites at which freedom camping is "encouraged"** [↓](#) 
3. **Frequency of CRMs logged August 2022-February 2025** [↓](#) 
4. **CRM locations - entire district** [↓](#) 
5. **CRM locations - Timaru only** [↓](#) 



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Self-contained Motor Vehicles Legislation Act

**Guidance for local authorities on key changes to
freedom camping rules**

June 2023

New Zealand Government

Table of Contents

Purpose	3
1. Meaning of “freedom camp”	4
2. National rule.....	5
3. Bylaws.....	6
4. The meaning of “self-contained”	9
5. Homelessness.....	11
Exemption	11
Review	12
6. Slide-on campers.....	14
7. Extension to Waka Kotahi and Land Information New Zealand land	15
Waka Kotahi land	15
Land Information New Zealand (LINZ) land	16
8. Offences	17
Offences on local authority land	17
Infringement fees and fines	18
Preparing to freedom camp	18
Education-first approach.....	18

Purpose

The purpose of this document is to provide guidance on the key changes implemented by the Self-contained Motor Vehicles Legislation Act 2023 (**the Act**) which will impact local authorities.

The Act amends the Freedom Camping Act 2011 (**Freedom Camping Act**) and the Plumbers, Gasfitters and Drainlayers Act 2006 (**the PGD Act**).

In general, this document does not provide guidance on the aspects of the Freedom Camping Act that have not been amended by the Act. Rather, it provides a summary and information on the key changes.

The Act received royal assent on 6 June 2023. This means that the Act is now law.

This document is not legal advice but instead should be used as a reference for local authorities and should be considered alongside the legal requirements set out in the [Freedom Camping Act](#) and [PGD Act](#).

Key messages about the changes to the Act, timelines, and a leaflet that can be provided to freedom campers are available at [Freedom camping changes | Ministry of Business, Innovation & Employment \(mbie.govt.nz\)](#)

Further questions

If you have any questions, please contact MBIE at responsiblecamping@mbie.govt.nz

1. Meaning of “freedom camp”

1. The meaning of “freedom camp” has been slightly amended by the Act, as follows¹:

“freedom camp means to camp (other than at a camping ground) within 200 meters of an area accessible by motor vehicle or within 200 meters of the mean low-water springs line of any sea or harbour, or on or within 200 meters of a formed road or a Great Walks Track, using either or both of the following:

 - (a) a tent or other temporary structure:
 - (b) a motor vehicle.”
2. The main changes to this definition are to remove explicit references to caravans, cars, campervans and housetrucks. These vehicles are already covered by the definition of “motor vehicle” so their inclusion is unnecessary.
3. There is also a list of activities that are excluded from the definition of freedom camping². For example, day-trippers or people who are resting to avoid driver fatigue.
4. There are related amendments that impact people experiencing homelessness and slide-on campers that are covered in sections [5](#) and [6](#) respectively.

How are roof-top tents treated?

The definition of freedom camp assumes that someone can use both a motor vehicle and a tent to freedom camp. If someone is freedom camping in a roof-top tent on top of a motor vehicle, then they are using both a tent and a motor vehicle to freedom camp.

As a result, the rules that apply to vehicle-based freedom camping would apply (e.g. the national rule explained in section 2 would apply, as would the self-containment rules explained in section 4).

¹ Section 5 FCA

² Section 5(2) FCA

2. National rule

5. The Act introduces a new default position that freedom camping on local authority land in a non-self-contained vehicle is prohibited³. In other words, the default position is that freedom camping on local authority land is restricted to self-contained vehicles only. See [section 4](#) for a description of the changes to self-containment rules.
6. Local authorities can diverge from the default position of the national rule by implementing freedom camping bylaws that:
 - Permit freedom camping in non-self-contained vehicles in certain areas⁴, or
 - Prohibit or place restrictions on freedom camping in certain areas (i.e. limiting the amount of consecutive days someone can camp in a self-contained vehicle in a certain area)⁵.
7. Further information on bylaws can be found in section 3.

How does the new national rule apply to tents?

The new national rule only applies to motor vehicles (not tents or other temporary structures). This means that the default position is that freedom camping in a tent on local authority land is permitted.

However, as is currently the case under the Freedom Camping Act, local authorities can implement freedom camping bylaws that place restrictions on tent-based freedom camping.

³ Section 10 FCA

⁴ Section 11A FCA

⁵ Section 11 FCA

3. Bylaws

8. There are a number of provisions in the Act that impact freedom camping bylaws. This section outlines the relevant provisions and includes some potential scenarios that local authorities may experience depending on the nature of existing freedom camping bylaws.
9. As highlighted in section 2, the new national rule will mean that the default position is that freedom camping on local authority land is restricted to self-contained vehicles. Bylaws can prohibit freedom camping, place further restrictions, or permit freedom camping in non-self-contained vehicles.

Requirement to remove inconsistencies between freedom camping bylaws and the Act

10. The Act states that if there is an inconsistency between the Act and an existing bylaw, the bylaw has no legal effect to the extent of the inconsistency with the Act⁶. This means that the requirements in the Act prevail over the inconsistency in the bylaw.
11. The Act also requires local authorities to amend or revoke bylaws to remove any inconsistencies. Examples of potential inconsistencies may include:
 - the definition of “freedom camp”, which the Act has amended
 - the definition of “self-contained”, which the Act has amended
 - the definition of “local authority area”, which the Act has amended
 - provisions in bylaws that contradict the national rule—for example, provisions such as this: “Freedom camping is permitted in any local authority area within the City unless it is prohibited or restricted”.
12. When local authorities are removing or revoking inconsistencies they may do this by resolution publicly notified without being required to use the special consultative procedure or being satisfied of the usual requirements set out in section 11(2) of the FCA⁷.

Ability to make bylaws permitting freedom camping in non-self-contained vehicles

13. The Act enables local authorities to make bylaws that permit freedom camping in non-self-contained vehicles⁸. This will mean that the national rule restricting freedom camping to only self-contained vehicles does not apply to that particular area.
14. When making a bylaw permitting freedom camping on local authority land the local authority may include restrictions or conditions that apply to that area of land⁹. In

⁶ Schedule 1AA, clause 10, FCA

⁷ Schedule 1AA, clause 10, FCA

⁸ Section 11A FCA

⁹ Section 11A(1) FCA

general, when making, amending, or revoking a bylaw that permits freedom camping in non-self-contained vehicles, the local authority must follow the special consultative procedure¹⁰.

15. Some local authorities have **existing** freedom camping bylaws that permit freedom camping in non-self-contained vehicles in certain areas. These bylaws continue in force during the transitional period unless they are revoked or replaced¹¹. These bylaws will cease to have legal effect at the end of the Act’s transitional period.
16. However, local authorities may make a new bylaw revoking and replacing the existing bylaw as long as the new bylaw relates to the same area of land where freedom camping is permitted¹². This will mean the bylaw has legal effect after the end of the transitional period. In this circumstance, the local authority will not be required to follow the special consultative procedure when revoking and replacing the old bylaw¹³.

Bylaws relating to Waka Kotahi land

17. See section 7 for an explanation of bylaws relating to Waka Kotahi land.

What happens to existing bylaws that prohibit freedom camping in certain areas?

Existing bylaws that prohibit freedom camping in certain areas will continue in force through and after the transitional period. Note: existing rules around the timeframes for the review of bylaws still apply.

What should a local authority do if their existing bylaw defines “self-contained” with reference to the existing standard?

The local authority is required to remove the definition of “self-contained” as this is inconsistent with the definition in the Act.

Note: the meaning of “self-contained” changes throughout the 2-year transition period as the new self-containment requirements are phased in slowly.

What happens if a local authority does not have a freedom camping bylaw?

Without a bylaw in place, the default position created by the national rule is that freedom camping on local authority land is only permitted in a self-contained vehicle. Note, other legislation may still impose limits on camping, such as the Reserves Act 1977.

The local authority is not required to implement a freedom camping bylaw.

¹⁰ Section 11B FCA

¹¹ Schedule 1AA, clause 11, FCA

¹² Schedule 1AA, clause 11(4), FCA

¹³ Schedule 1AA clause 11(5), FCA

What happens to existing bylaws that restrict certain areas to self-contained vehicles only, in addition to other conditions (such as conditions around number of consecutive nights or number of vehicles)?

These bylaws will continue to have legal effect. For example, if the existing bylaw contains a 2-night maximum stay this condition will continue to apply to this area.

In addition, the self-containment requirement will continue to apply. By default, the self-containment requirement will apply to all local authority land. It will be important to ensure that it is clear to the public that the self-containment rule applies to all land (except where explicitly permitted or prohibited).

4. The meaning of “self-contained”

18. The Act sets out that in order to be self-contained a vehicle must have a fixed toilet¹⁴. The remaining technical requirements for self-containment will be set out in Regulations, which will be in force no later than 7 December 2023. These new requirements will be phased in over the 2-year transition period.

How are the new self-containment rules phased in during the transition period?¹⁵

19. Self-containment certificates issued **prior to enactment** continue to be evidence of self-containment until the end of the transition period or when the certificate expires (whichever happens sooner). Note: self-containment certificates relating to rental vehicles will no longer be evidence of self-containment 18-months after enactment.
20. After enactment, there will be two ways for a person to have their vehicle certified:
- blue warrants under the **modified standard** – which is based on the existing voluntary standard but includes a new requirement that the toilet must be fixed, or
 - green warrants under the new requirements set out in Regulations and also include a requirement that the toilet must be fixed.

Certification type	When can certification be sought?	When will certification expire?	What are the requirements?
Blue warrants – modified standard	Enactment until 12 months.	End of 2-year transition period for private vehicles and after 18 months for rental vehicles. Unless certificate expires sooner.	The existing voluntary standard ¹⁶ with the modification that the toilet must be fixed.
Green warrants – new regulatory requirements	From 6 months post-enactment.	4 years after certification.	The Act includes a requirement that the toilet is fixed. The remaining requirements will be set out in Regulations.

¹⁴ Section 87U(4) PGD Act

¹⁵ For more information on the legal requirements during the transition period see Schedule 1AA FCA

¹⁶ [NZS 5465:2001 Self containment of motor caravans and caravans](#)

Freedom Camping Transition Period



Warrants that can be issued as evidence of self-containment: ● blue ● blue and green ● green



5. Homelessness

21. The Act introduces two changes related to homelessness in the context of freedom camping, which are outlined below.

Exemption

22. Previously, people experiencing homelessness *could* be liable for offences under the FCA. However, local authorities were encouraged through Local Government New Zealand (LGNZ) Guidance to apply discretion and to not penalise people experiencing homelessness and instead direct them to appropriate social service agencies.
23. The Act now contains a exemption from the freedom camping rules for those that are experiencing homelessness.
24. The exemption¹⁷ sets out that a person is not “freedom camping” if they are:
- not in New Zealand on a visitor visa, **and**
 - unable to live in appropriate residential accomodation
25. For the exemption to apply, the person needs to satisfy both elements listed above. If they are in New Zealand on a visitor visa, then the exemption will not apply. Alternatively, even if they aren’t on a visitor visa but they are able to live in appropriate residential accomodation then the exemption will not apply.
26. Because the legislative exemption applies to the definition of “freedom camping”, people who meet the exemption cannot be liable for offences for freedom camping.
27. This legislative exemption largely reinforces the previous recommended approach to homelessness (that people experiencing homelessness should not be penalised and instead directed to appropriate social service organisations). The LGNZ Guidance may still be a useful resource for considering how to interact with people experiencing homelessness¹⁸.

Which offences are people experiencing homelessness exempt from?

People experiencing homelessness are not liable for any offences for freedom camping. This includes most offences and penalties provided for in the Freedom Camping Act.

People experiencing homelessness are still liable for other offences, such as those relating to discharging a harmful substance on local authority, conservation or LINZ land and interfering with an enforcement officer while they carry out their duties under the FCA.

¹⁷ Section 5, FCA

¹⁸ [45954-LGNZ-Freedom-Camping-good-Practice-Guide-WEB2.pdf](#). Please note, this guidance was issued before the enactment of the Act so care must be taken when being informed by it.

This exemption does not limit liability for offences in other legislation, such as the Conservation Act 1987, Reserves Act 1977, or Trespass Act 1980.

What is meant by 'unable to live in appropriate residential accommodation'?

Freedom camping is a voluntary activity, while being homeless is not. The intent of this exemption is to clarify that people living in tents or vehicles out of necessity (i.e. because they have no other option for safe and secure housing) are not "freedom camping" and should not be liable for offences applied to the activity of freedom camping.

Those who have made the lifestyle choice/prefer to live in motor vehicles are not covered by the exemption. If they are able to live in residential accommodation but prefer to live in their motor vehicles, then they are not covered by the exemption.

The definition of residential accommodation is broad and includes accommodation in a dwelling house, flat, hotel, motel, boarding house, or camping ground. If any of these options are available to someone, then they are able to stay in appropriate residential accommodation and as such, the exemption doesn't apply. However, even if someone owns or rents a house they may not be able to live in it due to safety concerns, for example.

What is meant by a 'visitor visa'?

The exemption does not apply to people who are in the country on a visitor visa.

Note, that Australians visiting New Zealand are generally not in New Zealand on a visitor visa as they are eligible for a resident visa upon entry. However, those visiting from visa waiver countries are not exempted on the basis they receive visitor visas at the border (unless they have been issued a different visa, such as a work visa).

A visitor visa is defined as per the meaning within the immigration instructions. You can view immigration instructions at: <https://www.immigration.govt.nz/opsmanual/#44919.htm>

Review

28. The Act requires a review on the impact of the reforms on those experiencing homelessness be started two years after enactment and must be completed within a further six months (30 months after enactment)¹⁹.
29. This review will assist in ensuring that the legislative exemption is not having negative consequences for those experiencing homelessness.
30. The review will be undertaken by the Minister of Tourism with support from relevant Ministers and agencies, with the outcomes reported to the House of Representatives.

¹⁹ Section 45A FCA

MBIE will work with local authorities and other relevant stakeholders at the time to conduct this review.

6. Slide-on campers

31. As highlighted previously, different rules apply to tents / temporary structures and motor vehicles.
32. The Act sets out that the definition of motor vehicle is as follows:
 - A motor vehicle within section 2(1) of the Land Transport Act 1998, or
 - A unit used for camping that is not itself a vehicle but is capable of being:
 - Transported by means of loading onto a vehicle, and
 - Used for camping whether or not it is loaded onto a vehicle.
33. The definition of motor vehicle in the Land Transport Act covers vehicles like caravans, campervans, cars, vans etc.
34. The additional definition is intended to cover slide-on campers. A slide-on camper is a camper that is mounted on the back of a ute or flat-bed truck, which can be removed at any time and used when it is detached from the vehicle. That means the rules that apply to vehicles, such as the national rule, will also apply to slide on campers. Because slide-on campers are considered motor vehicles for the purposes of the Act, they will be able to be certified as self-contained if they meet the requirements.

*Figure 1 Typical example of a slide-on camper
(Source: <https://nzmc.co.nz/reviews/fifth-wheelers/cute-campa/>)*



How will enforcement officers know if a slide-on camper is self-contained?

Slide-on campers do not have licence plate numbers. Instead of this, the make and model of the certified slide-on camper will be included in the register of self-contained vehicles.

In addition, enforcement officers can request to see the certificate of self-containment.

7. Extension to Waka Kotahi and Land Information New Zealand land

35. The Act extends the Freedom Camping Act to land administered by Waka Kotahi²⁰ and Land Information New Zealand (LINZ).
36. There are some key differences between the treatment of Waka Kotahi and LINZ land, which are explained below.

Waka Kotahi land

37. The Freedom Camping Act does not automatically apply to Waka Kotahi land. This means, for example, the national rule or the Freedom Camping Act offences do not automatically apply to Waka Kotahi land.
38. However, local authorities can introduce freedom camping bylaws that set out that Waka Kotahi land is local authority land for the purposes of freedom camping²¹. This means that the national rule would then apply and that the local authority freedom camping bylaw can set out further restrictions if required.
39. There is nothing in the Act that mandates that local authorities must make or consider making freedom camping bylaws in relation to Waka Kotahi land. It is up to local authorities and Waka Kotahi to come to an agreement about whether to introduce a freedom camping bylaw and how it is managed.

Incorporating Waka Kotahi land via freedom camping bylaw

40. A local authority can only make a bylaw incorporating Waka Kotahi land if it is satisfied that²²:
- i. the bylaw is necessary for one or more of the following purposes:
 - to protect the area
 - to protect the health and safety of people who may visit the area
 - to protect access to the area; and
 - ii. the bylaw is the most appropriate and proportionate way of addressing the perceived problem in relation to that area; and
 - iii. the bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990.

²⁰ Referred to as "NZTA" in the Act.

²¹ Section 10A FCA

²² Section 10A(2) FCA

41. In addition, the local authority must receive the written consent of the Chief Executive of Waka Kotahi²³.

How does enforcement work on Waka Kotahi land?

Waka Kotahi are not empowered to appoint enforcement officers to carry out freedom camping enforcement.

Local authorities can appoint enforcement officers to carry out enforcement activities on Waka Kotahi land (that has been incorporated through a freedom camping bylaw). If local authority appointed enforcement officers issue infringement notices, then the local authority is entitled to retain infringement fees regardless of what land type the infringement is issued on. For example, local authorities enforcing on Waka Kotahi land are entitled to retain those infringement fees.

Land Information New Zealand (LINZ) land

42. The Act stipulates that freedom camping on LINZ land is prohibited²⁴.
43. The Act empowers the Commissioner of Crown Lands and Chief Executive of LINZ to permit freedom camping on LINZ land subject to any restrictions or conditions²⁵.
44. LINZ advises that they intend to issue notices for LINZ's five campsites and define in detail where freedom camping is allowed and the conditions and restrictions which apply at these sites. These notices will be available on the LINZ "Camping areas" webpage, [available at this link](#).²⁶
45. LINZ is able to appoint enforcement officers to carry out enforcement activities²⁷. Local authorities are also able to appoint enforcement officers to carry out enforcement activity on LINZ land, in which case the local authority retains infringement fees they issue²⁸. Note, there is nothing to require a local authority to appoint enforcement officers to carry out enforcement activity on LINZ land.

²³ Section 10A(3) FCA

²⁴ Section 19A(1)

²⁵ Section 19B and 19C

²⁶ <https://www.linz.govt.nz/our-work/crown-property-management/types-crown-property/camping-areas>

²⁷ Section 33A

²⁸ Section 32

8. Offences

46. There are a number of changes to the offences and penalties regime implemented by the Act, which are outlined below.

Offences on local authority land

47. The below infringement offences apply to local authority land²⁹. Some of these infringement offences have been carried over from the FCA and some are new offences introduced by the Act:

New infringement offences	Existing infringement offences carried over from the FCA
Freedom camping in a non-self-contained vehicle in breach of the national rule ³⁰	Freedom camping in breach of a bylaw ³¹
Failing to display a warrant card in a motor vehicle when freedom camping (unless the area is permitted for non-self-contained vehicles) ³²	While freedom camping a person: <ul style="list-style-type: none"> interferes or damages the area, its flora or fauna, or any structure, or deposits waste in or on the area (other than into an appropriate waste receptacle)³³
Freedom camping in a self-contained vehicle with more people than the vehicle is certified for ³⁴	Making preparations to freedom camp in breach of a bylaw ³⁵
Making preparations to freedom camp in a non-self-contained vehicle in breach of the national rule ³⁶	Failing or refusing to leave a local authority area when required to do so by an enforcement officer ³⁷
Making preparations to freedom camp in a self-contained vehicle with more people than the vehicle is certified for ³⁸	

48. There are infringement offences that apply regardless of land type³⁹ such as displaying an altered or fraudulent warrant card or presenting an altered or fraudulent certificate of self-containment to an enforcement officer.

²⁹ Section 20 FCA.

³⁰ Section 20(1)(b) FCA

³¹ Section 20(1)(a) FCA

³² Section 20(1)(c) FCA

³³ Section 20(1)(e) FCA

³⁴ Section 20(1)(d) FCA

³⁵ Section 20(1)(f) FCA

³⁶ Section 20(1)(g) FCA

³⁷ Section 20(1)(i) FCA

³⁸ Section 20(1)(h) FCA

³⁹ Section 20C FCA

49. There are criminal offences that apply regardless of the land type⁴⁰ and also offences that relate to LINZ and DOC land⁴¹.

Infringement fees and fines

50. The Act sets out that the infringement fee for all infringement offences is \$400, unless prescribed in Regulations⁴². This means that the default fee for all infringement offences is \$400.
51. The Act empowers the making of Regulations that set out infringement fee and fine levels for each infringement offence. The Government will take a tiered approach to these fines, with the penalty for each offence being proportionate to the harm caused. Once the Regulations have been agreed there will be a 28-day public notice gazetting period before they take effect.
52. The new infringement fee and fine Regulations are intended to be in place before the start of the FIFA Women's World Cup 2023 in July. Once in force, the Regulations can be accessed on the Legislation.govt.nz website.
53. Local authorities can continue to keep all infringement fees resulting from infringement notices issued by enforcement officers within their districts.
54. The Act enables infringement notices to be emailed⁴³. To support this enforcement officers are empowered to direct a person to provide their email address if the enforcement officer believes on reasonable grounds that they have committed an offence⁴⁴.

Preparing to freedom camp

55. As is the case with the Freedom Camping Act, the Act includes infringement offences that relate to making preparations to freedom camp. For example, making preparations to freedom camp in breach of the national rule.
56. The Act includes a definition of "make preparations" as follows:
- "to do either or both of the following:
 - (a) erect a tent to use it for freedom camping:
 - (b) park a motor vehicle to use it for freedom camping."

Education-first approach

57. The Act introduces a number of new rules and requirements. It may take some time for the public to become familiar with these new rules, particularly during the

⁴⁰ Section 20F and 20G FCA.

⁴¹ Section 20A and 20B FCA.

⁴² Section 20E(aa) FCA

⁴³ Section 27A FCA

⁴⁴ Section 25 FCA

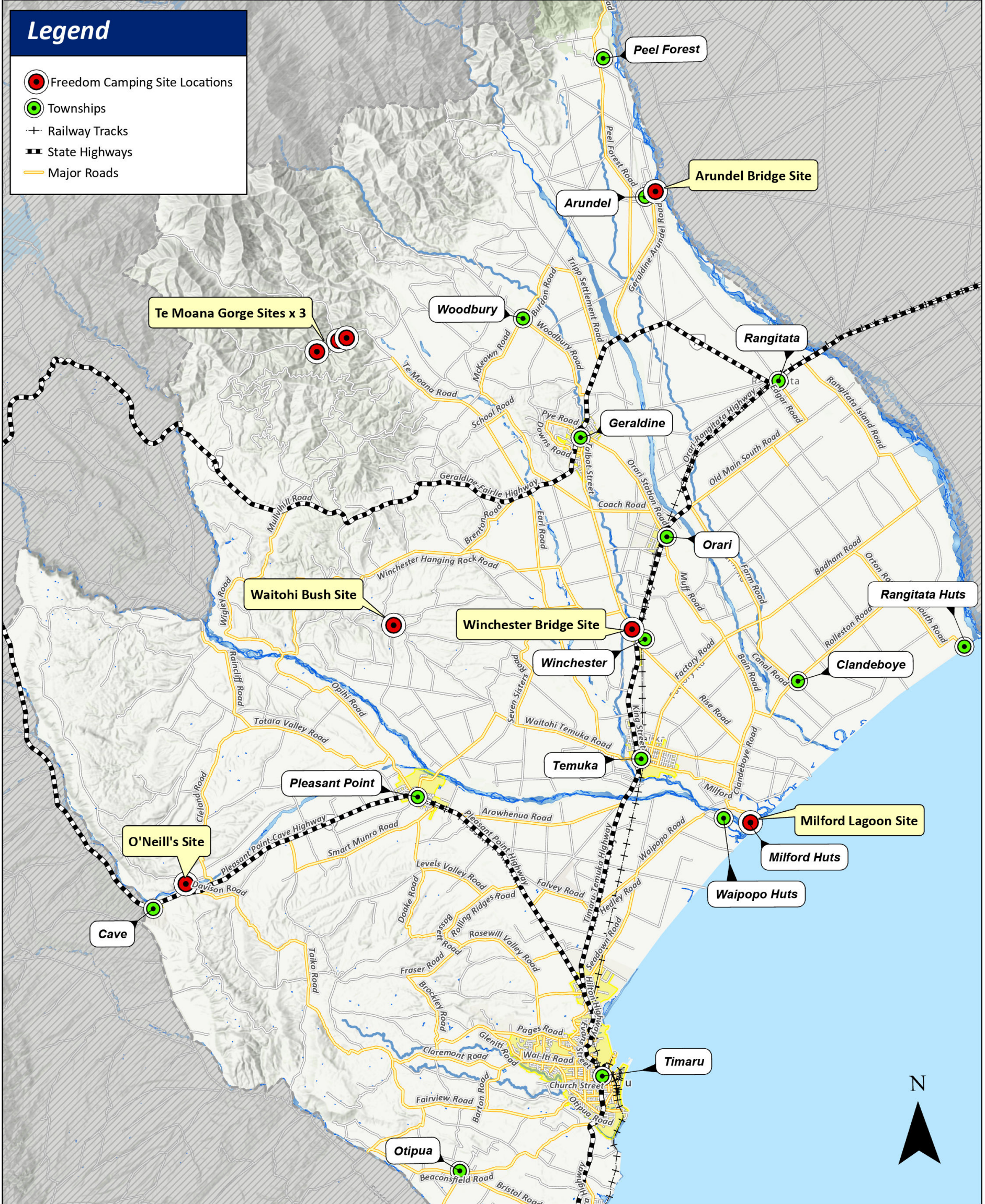
transition period as the new self-containment rules are slowly phased in. We encourage local authorities to take an education-first approach to enforcement where appropriate.



Freedom Camping Sites within the Timaru District

Legend

- Freedom Camping Site Locations
- Townships
- Railway Tracks
- State Highways
- Major Roads



Date Exported: Friday, 21 March 2025

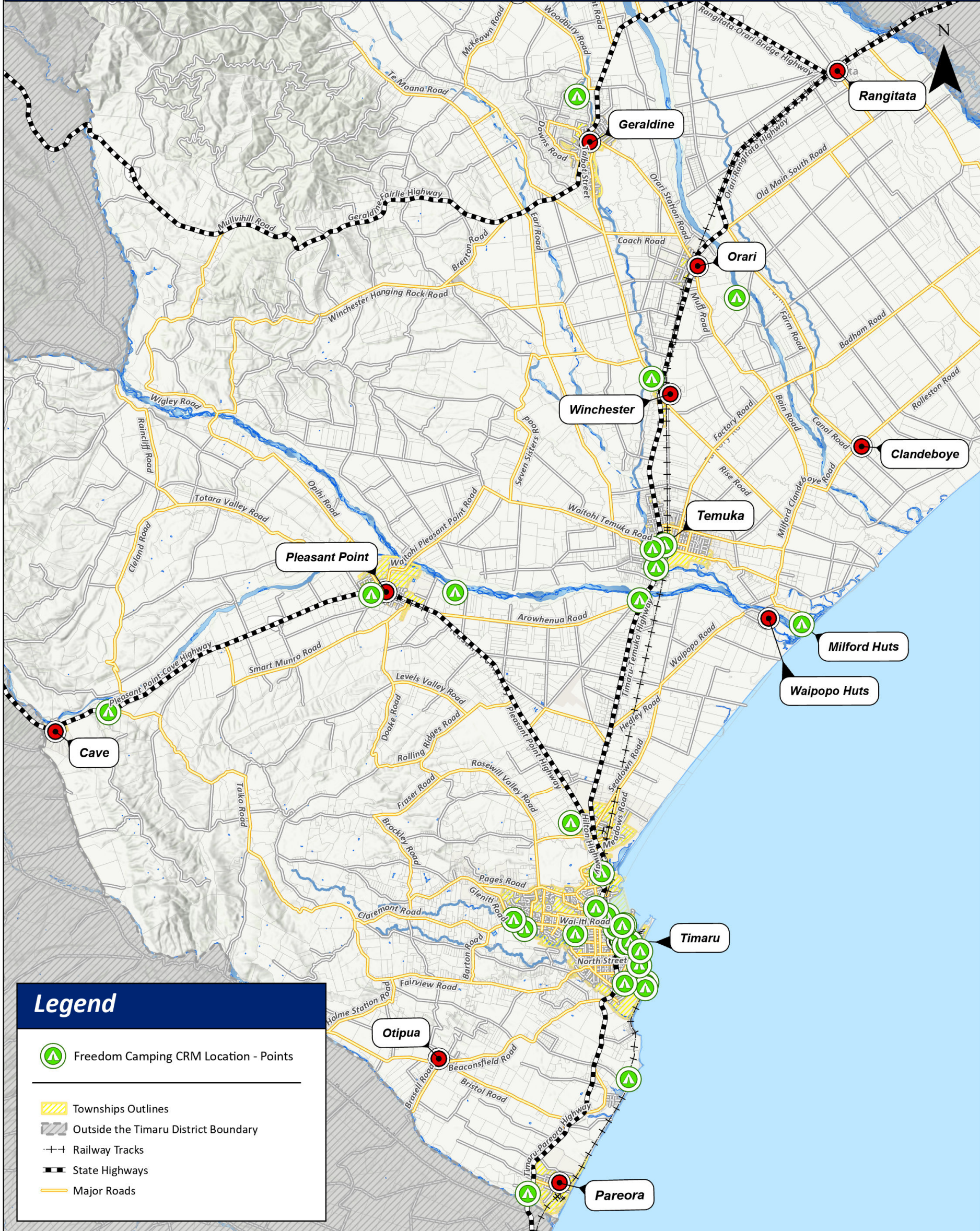
Scale: 1:181,563
(on an #A3 Layout)



Frequency of CRMs August 2022 - February 2025

8

TDC - Freedom Camping CRM Locations

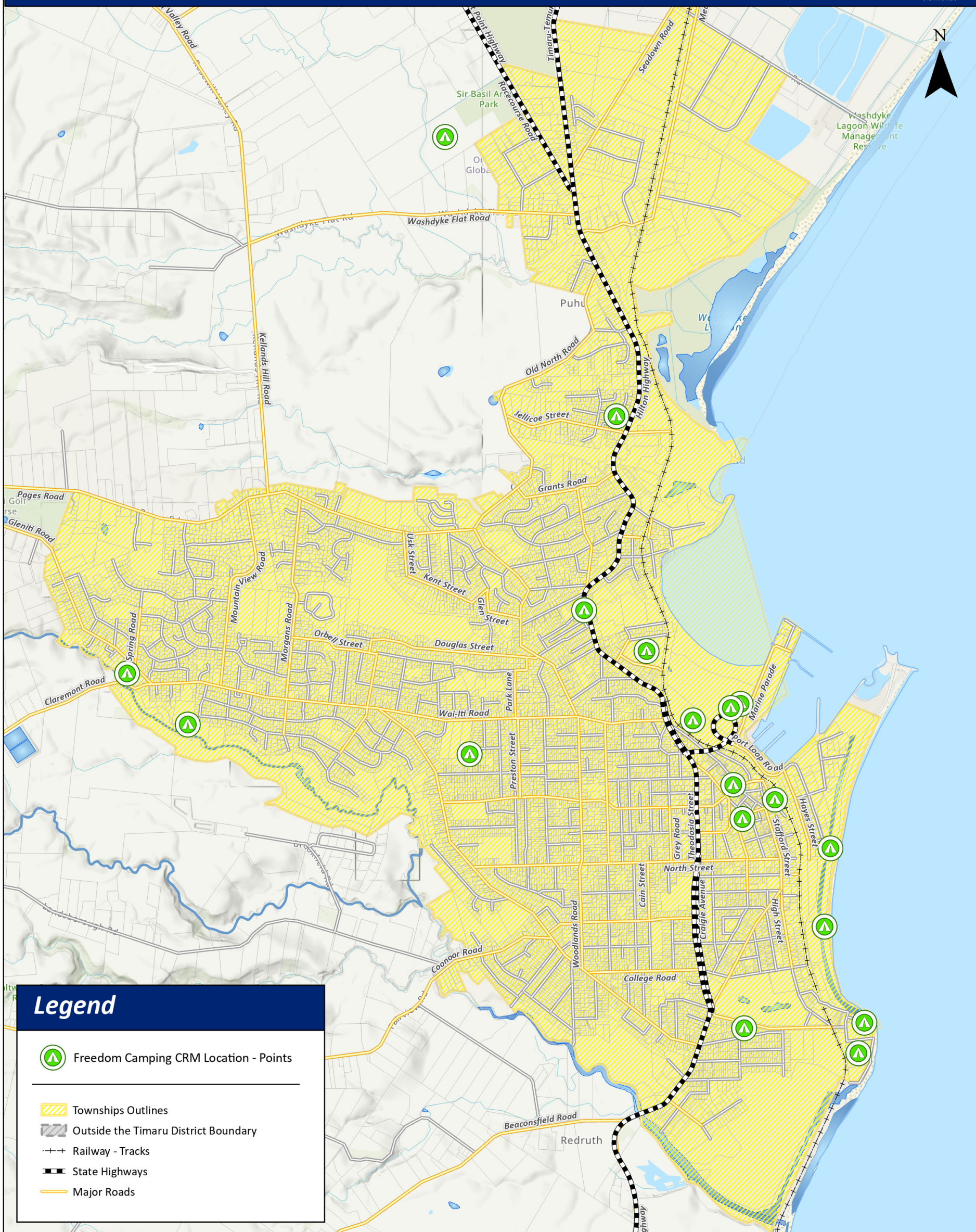



Date Exported: Wednesday, 12 March 2025



Scale: 1:145,000 (on an #A3 Layout)

TDC - Freedom Camping CRM Locations - TIMARU



Legend

- Freedom Camping CRM Location - Points
- Townships Outlines
- Outside the Timaru District Boundary
- Railway - Tracks
- State Highways
- Major Roads

Date Exported: Thursday, 13 March 2025



Scale: 1:26,000
(on an #A3 Layout)

8.7 Property Acquisition, Management and Disposal Policy - deliberations and adoption**Author:** Brendan Madley, Senior Policy Advisor**Authoriser:** Nicole Timney, Group Manager Property**Recommendation**

That Council:

1. Receive the feedback received and additional information requested on the draft Property Acquisition, Management and Disposal Policy; and
2. Deliberate on the content of the final policy; and
3. Adopt the Property Acquisition, Management and Disposal Policy.

Purpose of Report

- 1 The purpose of this report is for Council to decide on a final version of the Property Acquisition, Management and Disposal Policy.
- 2 It is intended that this paper is an opportunity for Council to consider the officer commenting on the feedback received during the targeted consultation, additional information requested from the December 2024 Council meeting and will facilitate deliberations on the content of the final policy (including changes from the draft policy where deemed appropriate).

Assessment of Significance

- 3 This report is considered of low significance when assessed against Council's Significance and Engagement Policy. This is because the policy is a framework to guide decision making, rather than causing or necessitating specific decisions to be made. Once adopted, it will not directly impact the community, strategic assets, levels of service or other criteria in the assessment of significance matrix. The potential benefits and disbenefits of individual or aggregate property acquisitions or disposals is not a consideration for this paper.

Background

- 4 Council's current Property Management Policy (adopted in 2017) is under review. Officers have proposed to substantially rework the policy, including changing its name.
- 5 Council adopted a Draft Property Acquisition, Management and Disposal Policy on 10 December 2024, and approved a targeted consultation be undertaken with its three Community Boards and Arowhenua.
- 6 The targeted consultation was undertaken during February 2025. Officers presented at the three Community Boards on 10 – 12 February and received verbal feedback. No Community Board opted to provide feedback in writing. Arowhenua provided written feedback.
- 7 A summary of the feedback received is outlined below in this report. Arowhenua's full written feedback is also attached.

Discussion

- 8 Councillors should consider whether – in light of the additional information requested, feedback received and associated officer commenting – any changes to the draft policy are appropriate.
- 9 Officers propose amendments to the draft policy, including some which originated from the targeted consultation. The material changes are detailed in the following sections of this report, and reflected in the proposed final policy (attached, with track changes from the draft policy). Some minor spelling or grammatical corrections have also been made (these have also been track-changed).

Additional information requested

- 10 Councillors requested further information on the following two topics during the 10 December 2024 Council meeting.
- 11 Asset sales: Clauses 6.7, 6.8 and 7.2 of the current Revenue and Financing Policy states how Council may use the proceeds of asset sales. Councillors queried what was meant by “asset” in this context. The Chief Financial Officer advises that she is not aware of any specific dollar value – or other measure – used internally or by audit to determine whether an item is an asset for the purposes of the Revenue and Financing Policy. Property is certainly considered to be an asset. The wording of the Revenue and Financing Policy may be a separate action item for officers to address. Officers consider that this is not material to the decision before Council whether to adopt the Property Acquisition, Management and Disposal Policy.
- 12 Scope: Councillors queried the specific and exhaustive nature of the scope, and the exclusion of leases. Officers consider that the current scope wording may be confusing, and have proposed alternative wording, starting at clause 4. The new wording confirms that land and/or buildings are the primary object of the policy. Leases are excluded from the policy for two main reasons. First, the criteria and considerations for acquiring, evaluating the performance of, and disposing of physical property are different to those that might be used to evaluate the performance of a lease. The performance and utility of a lease is separate to the performance and utility of the wider asset. Second, leases operate under a separate legal framework to property acquisitions and disposals. For instance, leases cannot be sold and are uplifted when a building sells. There are break clauses built into lease contracts.

Feedback received from targeted consultation

- 13 The table below summarises the material feedback received, officer commenting and officer recommendations.

Feedback point	Officer comment	Officer recommendation
The Temuka Community Board, supported by the Pleasant Point and Geraldine Community Boards, suggested that the policy add a requirement for Community Board members to be informed about potential acquisitions or disposals within their Community	Officers agree that this would add value and improve the awareness of Community Board members. The intention of the inclusion is noted. It is further noted that, where relevant, standard confidentiality and conflict of interest requirements would apply to Community Board members.	Officers recommend incorporating this into step 4 of Appendices 1 and 3.

<p>Board boundaries. It was noted that the intention of this is to inform rather than require any formal consultation with community boards, and should not slow any acquisition or disposal timeframes.</p>		
<p>The Geraldine Community Board sought consideration of amending clause 39 acquisition criteria 9 – Cultural Heritage, outlining that it may not be appropriate to give different priorities.</p>	<p>Officers consider that the acquisition and disposal criteria are guides for decision making, as outlined in clauses 30 and 47. No acquisition or disposal is required to meet all criteria, nor all sub-criteria (however the latter point is not explicitly stated in the policy). Officers believe that this content should remain in the policy as it helps to give effect to Council’s commitment to Māori, as outlined in the Significance and Engagement Policy.</p>	<p>Officers recommend amending clauses 30 and 47 to make clear that not all sub-criteria are required to be met.</p>
<p>The Geraldine Community Board queried whether property maintenance could be deliberately neglected so that disposal is effectively the only option, and whether how the Assessment Matrix in Appendix 2 might allow this.</p>	<p>It would be nearly impossible for this to occur in practice as, the relevant part of Appendix 2 (functionality/ utility) is one of ten components and not weighted strongly.</p>	<p>No changes recommended.</p>
<p>Arowhenua recommend including reference to Ngai Tahu Claims Settlement Act 1998.</p>	<p>Officers agree that including this reference would be useful. There is no “legislative context” section of the policy – primarily to reduce it becoming an operational manual rather than a policy document – but it can be added into the Definitions section.</p>	<p>Officers recommend adding clause 10 to the Definitions section.</p>
<p>Arowhenua recommend reinserting Principle 6 – Iwi and Manawhenua relationships</p>	<p>Officers note Councillors’ feedback at the 10 December 2024 meeting querying how any principle might work in practice, and how the current wording does not explicitly state that Arowhenua will not be consulted on all acquisitions and disposals.</p>	<p>Officers recommend inserting an additional section (clauses 18-21) to outline the interaction between the policy, partners and third parties, including manawhenua.</p>

	<p>Officers have been unable to confirm how this principle “works in practice” at other councils.</p> <p>Officers believe it would be appropriate to include an explicit reference to Arowhenua’s special relationship with Council and the basis on which we might consult with them.</p> <p>This might be achieved either through reinserting principle 6, perhaps with amended wording, or inserting another, broader section.</p> <p>Inserting an additional section would address another potential deficit in the draft policy, namely the lack of information about the grounds on which Council may involve third parties.</p>	
<p>Arowhenua recommend that, for completeness, the policy make reference to the methods in which land can be acquired or disposed of, how Council funds the acquisition or disposal of land, how Council will deal with the confidentiality and security of information and material, and when the policy will be reviewed.</p>	<p>Methods in which land can be acquired or disposed of: officers consider that this type of operational content belongs in a user manual for officers rather than a policy document.</p> <p>Funding the acquisition or disposal of land: officers consider that this information is contained in the Revenue and Financing Policy, specifically in relation to how Council funds capital or operational expenditure. Specifically in relation to acquisitions, Council will resolve with method to use; options will have been provided as part of the acquisition business case.</p> <p>How Council will deal with the confidentiality and security of information and material: officers consider that this type of</p>	<p>No changes recommended.</p>

	<p>operational content belongs in a user manual for officers rather than a policy document. This area is governed by legislation already, which Council must comply with. For context, the relevant section of the Waikato District Council policy which Arowhenua references states: <i>“The Council will only release information relating to acquisition and disposal transactions on specific properties where it is no longer confidential in terms of the Local Government Official Information and Meetings Act 1987. Where appropriate, the Council may consult Iwi or selected stakeholders on a specific acquisition or disposal transaction on a confidential basis.”</i></p> <p>Policy review: this information is contained on page one of the policy.</p>	
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Options and Preferred Option

- 14 Option 1 – Adopt the proposed Property Acquisition, Management and Disposal Policy as attached (Preferred Option).**
- 15 This option amends the draft policy based on officer recommendations. The changes and their associated rationale are outlined in the Discussion section of this report.
- 16 Option 2 – Seek amendments to the proposed policy and ask officers to prepare advice on these prior to being reconsidered by Council.**
- 17 Elected members may consider additional changes are necessary, beyond those identified by officers in this report. The advantages and disadvantages of this option are dependent on the specific changes that may be made.
- 18 Officers recommend that they be given the opportunity to prepare advice on any potential amendments, prior to any Council decisions being taken.

Consultation

- 19 A targeted consultation has been undertaken with Council’s three Community Boards and Arowhenua. A summary of the feedback is outlined above.

Relevant Legislation, Council Policy and Plans

- 20 Long Term Plan 2024-34
- 21 Property transactions are governed by several acts, including the:
 - 21.1 Local Government Act 2002
 - 21.2 Reserves Act 1977
 - 21.3 Public Works Act 1981

Financial and Funding Implications

- 22 The cost of the policy review, including consultation, has been met within existing budgets. No overspend is expected.
- 23 The policy content and its implementation are not expected to have financial implications.
- 24 The policy does not commit Council to any specific level of expenditure on its property portfolio. Council will make decisions on each property acquisition or disposal on a case-by-case basis, and informed by a business case.

Other Considerations

- 25 As identified in the 10 December 2024 Council report, clause 54 of the proposed policy is inconsistent with the Revenue and Financing Policy.
- 26 Council has indicated a willingness to amend the Revenue and Financing Policy to align with the proposed policy.
- 27 The Revenue and Financing Policy can be amended as part of the 2025/26 Annual Plan process, or separately. Given what officers assess as the low significance, consultation is unlikely to be required.
- 28 In the meantime, each time Council utilises this policy it would need to, via resolution, note the inconsistency with the Revenue and Financing Policy.

Attachments

- 1. **Arowhenua feedback on draft policy** [↓](#) 
- 2. **Property Acquisition, Management and Disposal Policy - proposed final policy** [↓](#) 

AECL have reviewed the TDC policy in comparison to the policies you have mentioned in your email and they have provided a lot more explanation, so thanks for that. AECL understand from your email that the TDC Policy does not deal with First Right of Refusal components and that is fair enough; however, there is no reason why this cannot be explained in the policy for transparency and clarity purposes.

AECL have had a close look at the Waikato District Council Policy as they have close ties to Tainui Iwi and AECL see they refer to the relevant Settlement Act that the TDC Policy does not. For completeness, The TDC Policy should refer to the Ngai Tahu Claims Settlement Act 1998.

Legislation

Settlement Act includes the Ngāi Tahu Claims Settlement Act 1998 provide a framework for how the Council engage and work with our iwi partners through mechanisms such as joint management agreements.

AECL also note that in the Policy Statements / Principles section the Iwi and Manawhenua Relationships paragraph was left out. AECL would recommend that this paragraph be reinserted:

Policy Statements

Principles

Iwi and Manawhenua Relationships Decisions to acquire or dispose of land will be made while building and improving upon the relationship between the Council, iwi and Te Rūnanga o Kati Huirapa through ongoing and meaningful engagement that is robust, appropriate, and accessible to iwi and manawhenua.

In addition to the Principles statement, in the Acquisition section is also recommend that you add in the paragraph about the Council having to comply with the Te Ture Whenua Māori Act 1993.

Acquisition

The Council has additional requirements it must comply with when acquiring land depending on the nature of the land's ownership, such as if it is Māori freehold land as defined in Te Ture Whenua Māori Act 1993.

Whilst AECL have recommended the paragraphs above be added, AECL also noted that the TDC policy does not:

- set out the methods in which land can be acquired or disposed of eg: willing seller – willing buyer, compulsory acquisition, endowment (gifting and bequeathing), vesting, land exchange and transfer between public uses, private – public partnerships, and first right of purchase agreement).
- easily set out how Council funds the acquisition and disposal of land eg through rates, loans, financial contributions, development contributions, subdivision development etc

- set out how Council will deal with confidentiality and the security of information and material.
- set out when and who will review the policy.

These sections do not have to be comprehensive like that of the other policies; however, they should be included for completeness, especially the review statement as this is holding Council to account.

Property Acquisition, Management and Disposal Policy



Approved by:	Timaru District Council
Group:	Property
Responsibility:	Group Manager Property
Date adopted:	TBC The policy becomes effective the day after the date of adoption, unless otherwise specified
Review:	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
Consultation:	Required – targeted consultation with Community Boards and iwi
Policy Type	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, assessing the ongoing use of, and disposing of land and/ or buildings. This includes instances relating to:

- (i) Council Infrastructure and Capital Improvements
- (ii) Vestings, offsetting and giftings (for example relating to subdivisions)
- (iii) Easements, Land Covenants and a variety of other land encumbrances (on both Council and non-Council owned Property)
- (iv) Rights associated with air, riparian and subterranean property interests
- (v) Agreements, contracts, or other legal instruments that commit the Council to any property transactions, including land exchanges

5. For clarity, the policy does not extend to:

- (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.~~

~~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:~~

- ~~4. Land~~
- ~~5. Buildings fixtures and fittings~~
- ~~6. Council Infrastructure and Improvements~~
- ~~7. Vestings, offsetting and giftings (for example relating to subdivisions)~~
- ~~8. Easements, Land Covenants and a variety of other land encumbrances (on both Council and non-Council owned Property)~~
- ~~9. Rights associated with air, riparian and subterranean property interests~~
- ~~10. Agreements, contracts, or other legal instruments that commit the Council to any of the above types of Property transactions, including land exchanges~~
- ~~11. For clarity, the Policy does not extend to:~~
- ~~12. Licenses or leases~~
- ~~13. Hireage of spaces and any other temporal use arrangements for Property~~
- ~~14. Rights to attach equipment/signage to a building unless it is a permanent right~~
- ~~15. Removable furniture, equipment, and other items not fixed to a real property asset~~
- ~~16. Intellectual property rights~~
- ~~17. Naming rights~~
- ~~18. the development, construction, alteration, renewal, replacement or demolition of buildings, fixtures and fittings, Council infrastructure and improvements on a site.~~

Definitions

- ~~19.6.~~ Acquisition: to obtain or receive land or property through a method such as purchase or gift.
- ~~20.7.~~ Delegated officer: a person identified in the Council’s Delegations Manual or in a Council resolution as having the authority or responsibility to carry out a function as authorised by the Council.
- ~~21.8.~~ 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.

Settlement Acts: refers to Acts of Parliament settling Treaty of Waitangi claims. The relevant Act for the Timaru District is the Ngāi Tahu Claims Settlement Act 1998. Settlement Acts provide a framework for how Council engages and works with iwi partners through mechanisms such as joint management agreements.

10.

Policy Statements

Principles

22-11. Council's approach to the acquisition, use, ongoing review, and disposal of its property portfolio is guided by the following principles.

23-12. 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.

24-13. 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.

25-14. 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.

26-15. 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.

27-16. Principle 5: Statutory and regulatory compliance: The Council will operate within the framework of applicable statutes and regulations at all times.

28-17. 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.

Involvement of partners and third parties, including manawhenua

18. Council will adhere to all legal requirements when acquiring and disposing of land. This includes adhering to any requirements under Settlement Acts.

19. Council acknowledges its role as a Treaty partner, and takes this responsibility seriously. Council commits to consulting with Arowhenua on acquisitions and disposals in the

instances that it is necessary or considered appropriate, and to do so in good faith in a way that builds upon our existing relationship and formalised arrangements.

20. Council may consult with any parties that it considers relevant on potential acquisitions or disposals, on a confidential basis.

21. Further relevant information is contained in Council's Significance and Engagement Policy.

Roles and Responsibilities

29-22. 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 relevant Long Term Plan or Annual Plan.

30-23. Notwithstanding this, Council may via resolution delegate:

- (i) To the Chief Executive and/or Delegate-delegated officer 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-delegated officer 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.

31-24. 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).

32-25. All officers will act within their delegations – as outlined in the Delegation Manual – at all times, unless an appropriate Council resolution allows otherwise.

33-26. Property acquisitions and disposals will be conducted by officers in line with the processes outlined in Appendices 1 and 3.

34-27. 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.

35-28. 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

36-29. Timaru District Council acquires land for the following purposes, as outlined in this table.

Public works	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.
Reserves and open spaces	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.
Esplanade strips/reserves	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.
Offsetting	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.
Strategic Investment	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.

~~37-30.~~ The acquisition criteria are a guide for decision making by the Council when considering the potential acquisition of property. Every acquisition will be considered on its own merits, and no single criterion listed is necessarily of greater weight, nor is a acquisition required to meet every one of the criteria ~~or sub-criteria~~.

~~38-31.~~ 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.

~~39-32.~~ 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.

~~40-33.~~ 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.

~~41-34.~~ 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.

~~42-35.~~ 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.

~~43-36.~~ 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.

~~44-37.~~ 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.

45-38. 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.

46-39. 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.

47-40. 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.

41. The Council has additional requirements it must comply with when acquiring land depending on the nature of the land's ownership, such as if it is Māori freehold land as defined in Te Ture Whenua Māori Act 1993.

Management and ongoing review

48-42. Council's property portfolio will be reviewed on a regular basis to consider whether its use meets changing needs, priorities and preferences.

49-43. 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.

~~50-44.~~ 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.

~~51-45.~~ The Property Group must be notified if a property is considered potentially underperforming as per the Property Assessment Matrix.

~~52-46.~~ 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

~~53-47.~~ 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 ~~on~~ listed is necessarily of greater weight, nor is a land disposal required to meet every one of the criteria ~~or sub-criteria~~.

~~54-48.~~ 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.

~~55-49.~~ 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.

~~56-50.~~ Criteria 3: Tenure

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

~~57-51.~~ 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.

~~58-52.~~ Criteria 5: Cultural heritage

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

~~59-53.~~ The method and process through which Council acquired the property will dictate the specific disposal process and associated requirements.

~~60-54.~~ 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

~~61-55.~~ ~~The success of this policy in achieving its purposes will be indicated by indicators of whether this policy is achieving its stated purposes include:~~

- (i) Feedback received from any internal or external audits.
- (ii) ~~Whether~~ ~~The number of~~ property activities and transactions ~~that have, and have not,~~ been undertaken in line with legal requirements and following specified processes.

Reporting

~~62-56.~~ This policy will not be reported against on a regular basis.

~~63-57.~~ 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					
Delegations					
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 <u>Authority to enter into and complete sale and purchase agreements and other relevant documentation when such transactions have been previously approved by Council.</u>			<u>6.18</u>		
<u>Authority to enter into other agreements and instruments in relation to Council property including but not limited to easements, covenants, encumbrances, caveats and esplanade strip agreements subject to any express limits set out in this policy.</u>			<u>6.18</u>		
References					
Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)					
Title			Relevant Reference within Document		
TBCN/A					
Revision History					
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 ¹	Group Manager Property	TBC	Council	TBC	#1725357

¹ Renamed from "Property Management Policy" to "Property Acquisition, Management and Disposal Policy"
 #1725357
 Property Acquisition, Management and Disposal Policy

Appendix 1 – Acquisition process





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 core Council business/Activity?</p> <p>Is it detailed in an Asset / Activity Management Plan?</p>	<p>10 – Core Council business.</p> <p>5 – Not core Council business but desirable, and no one else is supplying the service.</p> <p>1 – Service could be/possibly should be provided by the private or voluntary sector</p>	
<p>3. <u>Location</u>- (1-5)</p> <p>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.</p> <p>4 – The location is good to very good.</p> <p>3 – The location is good.</p> <p>2 – The location is acceptable but could be better.</p> <p>1 – The location is poor.</p>	
<p>4. <u>Sufficiency</u> -(1-5)</p> <p>Is the Property sufficiently large or able to be adapted to accommodate</p>	<p>5 – The Property and/or improvements are large enough and have sufficient additional capacity to</p>	

#1725357

Property Acquisition, Management and Disposal Policy

Page 13 of 19

<p>the service and facilitate growth as required?</p>	<p>accommodate future development/growth (10-30%).</p> <p>4 – The Property and/or improvements are only large enough for the current purpose.</p> <p>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.</p> <p>2 – The Property and/or the improvements are too large (31%-50% more than required).</p> <p>1 – The Property and/or improvements are too large (>50% more than required).</p>	
<p>5. <u>Functionality/Utility</u> -(1-5)</p> <p>Is the Property fit for purpose? Notes: “Depreciation” is the loss in value from any cause. The two main components are physical depreciation and obsolescence.</p> <ul style="list-style-type: none"> • “Physical depreciation” is physical wearing out due to use and natural forces. • “Obsolescence” is the loss in value from causes other than physical decay or wear. It includes functional, economic, legal and technological obsolescence. 	<p>5 - The functional utility of the Property is estimated to be within 90% of that exhibited by a new Property designed and 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>	

#1725357

Property Acquisition, Management and Disposal Policy

Page 14 of 19

	1 - Physical decay and/or obsolescence is of such a degree that the usefulness of the Property is significantly constrained.	
<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> <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>7. <u>Provision/Tenure</u> (1-5)</p> <p>Is the Property/resulting service already provided elsewhere locally by the Council or another provider? Are there opportunities to</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</p>	

<p>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>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>8. <u>Cost Efficiency</u> -(1-5) 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>9. <u>Return on Investment</u> (1-5) Does the Property achieve a good return on investment in terms of the resulting function and activity, economic return or strategic outcomes?</p>	<p>5 - The return from the Property is equal to or exceeds a fair market return. Alternatively, it delivers 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 < 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 >60% of CV over the next thirty years.</p>	
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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



2. Repurposing
 The Property Group identifies whether the property can be utilised by another Activity Owner within Council



3. Assessed against disposal criteria
 If no suitable alternative Council use is identified, the Property Group considers the degree of alignment with the disposal criteria. If aligned, the Property Group undertakes a rigorous due diligence process.



4. Political reporting and decision making
 The Activity Owner and Property Group prepare a report to full Council recommending disposal. If the property is within community board boundaries, the relevant community board members are advised prior to the report being presented. The Council considers the disposal criteria and resolves (either as a final decision or – if consultation is required – as an interim decision) whether to agree to the proposal. If yes:

5. Consultation (if applicable)
 Step only applicable if consultation or engagement required under another Council policy or through a legislative requirement. Consultation could be undertaken as part of the Long Term Plan or Annual Plan processes, but may also be more targeted. Any consultation will be undertaken by the Activity Owner, supported by the Corporate and Communications Group and the Property Group. If this step occurs, Council will need to deliberate and resolve a final decision. If final decision is to dispose, then:





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.

8.8 Recreation & Sporting Facilities & Community Halls Rentals & Leases Policy review

Author: Brendan Madley, Senior Policy Advisor
Bill Steans, Parks & Recreation Manager

Authoriser: Nicole Timney, Group Manager Property

Recommendation

That Council:

1. Receive a verbal update from officers about the Recreation & Sporting Facilities & Community Halls Rentals & Leases Policy; and
2. Provide officers with feedback about the current policy to inform the review.

Purpose of Report

- 1 The purpose of this report is to facilitate a discussion about the suitability of the current policy and identify potential amendments to be incorporated into the revised policy.

Assessment of Significance

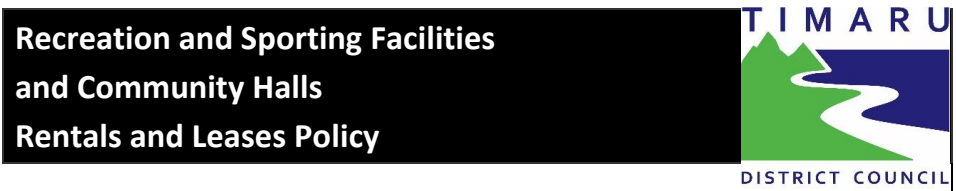
- 2 This report is considered as being of low significance when assessed against the Significance and Engagement Policy. This is because it is informational in nature, requests feedback and does not seek any decisions.

Discussion

- 3 The current Recreation & Sporting Facilities & Community Halls Rentals & Leases Policy was adopted in February 2016 and is overdue for review.
- 4 Officers are instigating a review now because the policy framework – most notably the current subsidising of fees for certain groups, and the criteria used to set these – may conflict with Council’s recent approach to increasing user pays.
- 5 A review now can take advantage of the upcoming Annual Plan consultation and the setting of various Fees and Charges for the 2025/26 financial year if they relate to the policy.
- 6 Officers will present a verbal update to Council and note potential changes and options that they have identified.
- 7 Councillors are invited to present feedback on the current policy to inform the review. The current policy and its accompanying guidelines are attached.
- 8 Following this report and the incorporation of any feedback received, it is intended that:
 - 8.1 A draft policy will be presented to Council in May.
 - 8.2 Consultation will be undertaken in May and early June.
 - 8.3 Submissions and a proposed final policy will be presented to Council in late June for consideration, amendment and approval.

Attachments

- 1. Current Recreation and Sporting Facilities and Community Halls Rentals & Leases Policy** [↓](#) 



Approved by:	Community Development Committee
Date Approved:	9 February 2016
Keywords:	Sports fields, community halls, recreation

1.0 Purpose

This policy sets out the basis for leases for recreation and sporting facilities and community halls.

2.0 Background

The Council owns a number of facilities that are utilised by community groups for recreation and sporting activities. These include sports fields, sport clubrooms and community halls.

Timaru District Council is committed to the provision of an efficient and effective range of recreation facilities throughout the District. This provision maximises the recreation opportunities available to residents and visitors, including the disabled, within the resources available to the Council and its partners.

This will be achieved by Council acting as:

The Provider either directly or in partnership with others, of recreation facilities such as multi-use sports halls, open spaces, swimming pools, and play areas where there is a widespread need for these services and they are unlikely to be provided for the general public by other parties.

The Enabler of recreation services where the Council can use its statutory powers such as planning permission and facilities grants and its contacts with a range of bodies to encourage recreation provision by a third party.

The Co-ordinator of recreation services where the Council’s powers and local knowledge can be sensitively used to achieve maximum benefit and prevent duplication.

This policy aims to set clear requirements for leases for Council administered recreation and sporting facilities and community halls, including tenure and fees payable.

3.0 Key Definitions

- *Exclusive area* - an area legally defined or physically developed by fencing off or other means to such an extent that it is not available to other users. Exclusive areas are maintained at the cost of the lessee.

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- *Annualised Marginal Cost* – the annual additional cost of maintaining a sportsfield over and above general park standards. Additional costs may include topdressing, undersowing, fertilizing, irrigating, drainage, aeration and additional mowing.
- *Exclusive major capital facilities* – where the lessee has undertaken capital improvements of more than \$250,000.

4.0 Policy

4.1 Recreation Leases terms

The terms of recreation leases are:

1. Public sports fields and associated Council facilities - seasonal hire only
2. Public sports fields with adjoining capital improvements owned by lessee – five year lease
3. Exclusive (i.e. non-public) areas (and building sites) maintained by lessee – five year lease with one right of renewal
4. Public hardcourt areas with 25% capital contribution by lessee - five year lease with two rights of renewal
5. Exclusive major capital facilities (where "major" capital improvements or facility is over \$250,000 worth of lessee improvements) – lease maximum 30 years.

4.2 Recreation and Sporting Organisations Charges

For non-profit recreation and sporting organisations, the following principles apply:

1. Building costs (e.g. insurance, service charges, maintenance etc.) are to be met by users either directly or indirectly through rent.
2. Annual site fees for 'Exclusive' areas, including sites of buildings on Council administered land, are set based on the following areas:
 - Up to 200m²
 - 200m² – 5,000m²
 - 5,000m² – 10,000m²
 - 10,000m² – 50,000m²
 - 50,000m² – 100,000m²
 - 100,000m² – 200,000m²
 - Greater than 200,000m²

This does not apply to rural public halls or Domains leased in their entirety to an incorporated society.

3. Rentals for playing fields are based on the average annualised marginal cost of maintaining the field to the required standard compared with maintaining it if it was not a sports field.

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4. Rentals for publicly available hard-courts and sealed areas to be based on:
 - 25% user capital contribution for construction or resealing
 - 20% of the balance recovered through user charges during the life of the surface
 - 20% of the maintenance cost recovered from user charges
5. There is no charge for school casual use of public sportsfields.
6. A daily charge will be made for use of sportsfields by organisations or individuals not affiliated to a sporting body paying a season hire under 3. above.

4.3 Hall and Domain Charges

Council owned rural halls and domains leased to community organisations who operate the hall and/or domain will be charged a nominal rent of \$1 per annum, but will be responsible for operating and maintenance costs associated with the site.

4.4 Esplanade Reserves Leases

Newly created Esplanade Reserves, not yet required for Council purposes, may be leased to the adjoining landholder on a year to year basis. Rental will be generally at a peppercorn rate unless the land has a commercial rental value. The lessee is responsible for rates, pest plants and animal control and fencing.

5.0 Delegations, References and Revision History					
<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>					
5.1 Delegations					
Delegation			Delegations Register Reference		
<i>Include summary of delegation</i>			<i>Include Delegations Register reference</i>		
5.2 References					
Title			Document Reference		
<i>Recreation and Sporting Organisations charges policy adopted Council 7-8/6 2000; amended 20/5/02.</i>			<i>TRIM #186850 p296</i>		
<i>Recreation Leases Terrn policy adopted Council 10/8/1998</i>			<i>TRIM #186850 p295</i>		
<i>Reserves Esplanade Leasing policy adopted Council 10/12/90, amended 7/9/98</i>			<i>TRIM#1698</i>		
5.3 Revision History					
Revision #	Policy Owner	Date Approved	Approval by	Date of next review	Document Reference
#2	Parks and Recreation Manager	9 February 2016	Community Development Committee	February 2019	TRIM # 830776

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8.9 Draft Remuneration Policy

Author: Brendan Madley, Senior Policy Advisor

Authoriser: Andrea McAlister, Acting Group Manager People and Capability

Recommendation

That Council adopt the “Draft Remuneration Policy” for a targeted consultation.

Purpose of Report

- 1 The purpose of this report is for Council to consider the Draft Remuneration Policy, and adopt the draft policy for a targeted consultation.

Assessment of Significance

- 2 This report is considered to be of low significance when assessed against Council’s Significance and Engagement Policy as it seeks a decision on a draft policy to proceed to consultation. No final decisions are being sought.

Background

- 3 The People and Performance Committee requested that officers develop a Remuneration Policy.
- 4 Council has the authority to make such a policy under section 36A, schedule 7 of the Local Government Act 2002.

36A Remuneration and employment policy

- (1) A local authority may adopt a policy that sets out the policies of the local authority in relation to—
 - (a) employee staffing levels; and
 - (b) the remuneration of employees.
- (2) A local authority must review a policy adopted under this clause at intervals of no more than 3 years.

Schedule 7 clause 36A: inserted, on 5 December 2012, by section 38(5) of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

- 5 The draft policy focuses entirely on remuneration and does not contain any references to employee staffing levels. The definition of remuneration is intended to mirror that used by the Remuneration Authority when setting elected member remuneration, as outlined in section 13, schedule 7 of the Local Government Act 2002.
- 6 The Chief Executive is responsible to the local authority for employing and negotiating the terms of employment for all staff (in accordance with any remuneration and employment policy), under section 42 of the Local Government Act 2002.
- 7 The People and Performance Committee considered the draft policy on 4 March 2025, and endorsed for it to proceed to full Council. Council is the approving body for this policy as the People and Performance Committee does not have delegated authority to act on its behalf on policy matters.

Discussion

- 8 A key purpose of the draft policy is, “to facilitate competitive, equitable and affordable remuneration levels that positions Council to attract and maintain high-calibre employees”.
- 9 The draft policy contains high level principles and considerations to guide remuneration decisions.
- 10 There are two reasons why the policy is high level:
- 10.1 Firstly, to provide a degree of flexibility to the Chief Executive when making remuneration decisions, rather than potentially significantly constraining their negotiating position; and
- 10.2 Secondly, to allow the policy to apply to all Council employees (except the Chief Executive) whether they are on a collective or individual employment agreement.
- 11 Legislation does not specifically state the policy levers available to Council when setting this policy. However, through a review of other comparable policies, officers consider that the main levers available to Council are the guiding principles, remuneration benchmarking, and a position on the living wage.
- 12 Council should consider the extent to which they wish for the Chief Executive, when making remuneration decisions, to be constrained by this policy or have flexibility. This is a spectrum, rather than a binary choice.
- 13 Some other Councils have relatively detailed policies, compared to our proposed draft. Officers consider that these policies are overly detailed – similar to a user manual – and thus propose that our policy does not contain similar material. The People and Capability Group will consider developing an accompanying user manual once the policy is finalised.

Options and Preferred Option

- 14 Option One: Adopt the draft policy to allow it to proceed to consultation.
- 15 Option Two: Decline to adopt the draft policy, and seek amendments or further work before being considered by Council again.
- 16 Option Three: Retain the status quo to not have a documented remuneration policy.

Consultation

- 17 A targeted consultation with Council employees and the Public Service Association is proposed.

Relevant Legislation, Council Policy and Plans

- 18 Local Government Act 2002 – section 36A, section 7 in regards to the ability to make a policy, and section 42 in regards to the role of the Chief Executive.
- 19 Long Term Plan and Annual Plans – in regards to staffing budgets.

Financial and Funding Implications

- 20 This report has no financial and funding implications.
- 21 The draft policy does not directly cause or commit Council to any level of remuneration expenditure.

Other Considerations

22 If Council adopts the draft policy, the indicative timeframe is:

22.1 April/ May 2025: targeted consultation.

22.2 May 2025: submissions analysis and officer commenting.

22.3 Early June 2025: submissions and proposed final policy presented to Council for deliberations and adoption.

Attachments

1. **Draft Remuneration Policy** [↓](#) 



Remuneration Policy

Approved by:	Timaru District Council
Group:	People and Capability
Responsibility:	Group Manager People and Capability
Date adopted:	TBC The policy becomes effective the day after the date of adoption, unless otherwise specified
Review:	Every 3 years as required by s 36A(2) Schedule 7 of the Local Government Act 2002, or earlier if deemed required This Policy does not cease to have effect because it is due for review, or being reviewed
Consultation:	Required – employees and union
Policy Type	Internal Operational

Policy Purpose

1. To provide principles and considerations to guide the remuneration of Timaru District Council employees.
2. To facilitate competitive, equitable and affordable remuneration levels that positions Council to attract and maintain high-calibre employees.

Scope

3. This policy applies to remunerated Council employees, whether permanent or fixed-term, full-time, part-time or casual.
4. This policy applies to employees on either a collective or individual employment agreement.
5. This policy does not apply to elected members, the Chief Executive or contractors.

Definitions

6. Living wage – set by Living Wage New Zealand and deemed by them to be a hourly rate sufficient to support an employee and their families’ basic needs and allow them to participate in society.
7. Remuneration – salary, wages, other monetary payments, and any non-monetary benefits in return for services.

Policy Statements

Principles

8. Remuneration decisions will be underpinned by the following principles (stated in alphabetical order):

#1684410
Remuneration Policy

Page 1 of 4

- (i) Affordable – Remuneration levels are reasonably appropriate and affordable for the funders, being Council and the wider Timaru District community. Overall budgets are defensible.
- (ii) Competitive, particularly within a local government context for comparable local authorities – Employees should receive competitive remuneration that attracts and retains high-calibre employees. Competitive remuneration is recognised as an important factor in attracting and retaining quality employees, setting a positive workplace culture, valuing and motivating employees, and rewarding effort.
- (iii) Easy to understand – Employees should be able to easily and transparently understand how any remuneration system works, what factors determine outcomes, and how this may affect them. Any changes should be communicated (and where necessary consulted on) in a timely and appropriate manner.
- (iv) Equitable – Appropriate salary range is applied fairly and equitably to positions in relation to the duties the position holds and the level within the organisation at which it operates.
- (v) Flexible – Any remuneration system should be sufficiently flexible and adaptable to reflect any changes in Council’s strategic direction and operating environment, and in shifting views of fairness and equity.

Role of the Chief Executive

9. The Chief Executive has the statutory responsibility and authority to determine remuneration within the organisation.
10. In fulfilling this function, the Chief Executive is required to:
- (i) Adhere to this policy; and
 - (ii) Support Council’s strategic direction and plans, as articulated in the relevant Long Term Plan or Annual Plan; and
 - (iii) Adhere to the total remuneration budget/s set by Council in the relevant Long Term Plan or Annual Plan, or as otherwise delegated to them by Council.
11. The Chief Executive will ensure that a robust remuneration framework informs remuneration decisions¹.

Considerations when setting remuneration

12. The following will be considered when determining the remuneration for roles, each time they are set or reviewed:
- (i) the rates and conditions necessary to attract the necessary skills, knowledge and experience to perform the role to a high standard; and
 - (ii) the affordability of different rates and conditions within the wider context of Council’s current budgets; and

¹ At the time of writing, Council utilises Strategic Pay.
#1684410
Remuneration Policy

- (iii) the potential future effects of different rates and conditions for areas of Council, for example the extent to which increases may be absorbed within existing budgets.

13. Council will not pay the living wage by default.

14. Council may consider applying training or starting-out minimum wages were deemed appropriate, for example but not limited to internships.

Remuneration reviews

15. Remuneration will be reviewed on a regular basis determined by Council and as stated in the current Collective or Individual Employee Agreements.

16. Employees may request that their remuneration is reviewed out-of-cycle if they feel that the scope of their role has changed relative to their position description. This resizing review will be undertaken in accordance with the Timaru District Council Pay Matrix Review procedure.

17. The remuneration of the Chief Executive is set and reviewed by Council.

Monitoring

18. This policy will be monitored annually as part of Council’s Policy Monitoring Framework.

19. Indicators of whether this policy is achieving its stated purposes include:

- (i) The rate of staff departures related to remuneration.
- (ii) Whether remuneration budgets have been adhered to.
- (iii) The length of time taken to fill roles recruited for.
- (iv) Feedback from Council employees, elected members, the union, and other stakeholders.
- (v) Recommendations from internal or external audits.

Reporting

20. The People and Performance Committee will receive an annual report about the performance of this policy.

Delegations, References and Revision History	
Delegations 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
N/A	
References Include here reference to any documents related to the policy (e.g. operating guidelines, procedures)	
Title	Relevant Reference within Document
Pay Matrix Review Procedure #1400067	Clause 16 of this policy

#1684410
Remuneration Policy

Page 3 of 4

Revision History					
Summary of the development and review of the policy					
Revision	Owner	Date Approved	Approval By	Next Review	Doc Ref
1 – this document	Group Manager People and Capability	TBC	Council	TBC	#1684410

8.10 Financial Report February 2025

Author: Ashlea Whyte, Finance Manager

Authoriser: Andrea Rankin, Chief Financial Officer

Recommendation

That Council receive and note the summary financial results to 28 February 2025.

Purpose of Report

- 1 The purpose of this report is to outline progress on implementing year one of the 2024-34 Long Term Plan (LTP) and report on the financial results for the period ended 28 February 2025.

Assessment of Significance

- 2 This matter is considered to be of low significance in terms of Council’s Significance and Engagement Policy. It is a regular report to Council or the Commercial and Strategy Committee on Council’s financial performance during the current financial year.

Discussion

- 3 The following is a summary of the financial performance for the year ended 28 February 2025 – refer to Attachment 1 for financial tables.

	Actuals to 28 Feb 2025 (\$000)	Budget to 28 Feb 2025 (\$000)	Actuals to 28 Feb 2024 (\$000)	Full year Budget (\$000)	Forecast to 30 Jun 2025 (\$000)
Total Revenue	85,822	84,974	78,465	147,167	134,055
Total Expenses	91,348	93,932	84,521	146,168	141,768
Operating Surplus/(Deficit)	(5,526)	(8,958)	(6,056)	999	(7,732)
Capital Expenditure	26,126	65,528	35,154	93,871	

YTD \$ Actual vs FY \$ Budget			Council Performance				as at 28 Feb 2025			
YTD Actual	Full Year Budget		Year to Date			YTD 2024	Full year	Dec-24	YTD Actual % of FY Budget	
Revenue	Expenditure	Capex	Actual	Budget	Variance Budget	Actual	Budget	Forecast		
			\$000's	\$000's	\$000's	\$000's	\$000's	\$000's		
147	146	94								
91										
26										
Operating Revenue										
Rates revenue	56,627	56,231	396			48,149	83,999	84,628	67%	
Subsidies and grants	8,959	8,786	173	No actuals YTD for Parks (\$301k), and Property Management (\$200k). \$140k Subsidised Roading above budget, \$700k BOF received costs recognised below Aigantighe Gallery. Safer Communities \$111k.		10,767	25,907	12,053	35%	
Fees & charges	14,026	13,629	397	Above budget are Waste \$151k - more disposals, Sewer \$99k, Properties \$38k, Halls \$33k Bookings above expectations, CBay \$23k, Community Housing \$114k, Planning Fees \$120k, Parking \$96k, and Dog Registrations \$215k, Health \$22k. Below budget are Cemetary (\$104k), Building Control Consent fees (\$419k)		12,811	20,492	20,527	68%	
Other revenue	3,401	4,159	(758)	The following revenue received was above budget: Petrol Tax - \$43k, CBay - \$197k and Forestry - \$162k, due to better market conditions than expected, Land Transport \$84k. Below budget: D&W - (\$629k), Planning (165k) Aorangi Stadium (\$35k), Downlands (\$392k), Sewer (\$62k) due to no actuals.		3,256	11,718	11,012	29%	
Finance revenue	2,298	2,159	139	Interest Received above budget		2,570	3,902	4,283	59%	
Dividend revenue	4	-	4			504	1,115	1,115	0%	
Other gains	2	10	(8)			118	34	20	6%	
Development and financial contributions	505	-	505	Water unbudgeted local contributions received.		290	-	417	0%	
Total Operating Revenue	85,822	84,974	848			78,465	147,167	134,055	58%	
Operating Expenditure										
Personnel costs	21,017	20,796	(221)	Timing of seasonal workers vs expenditure		19,044	33,132	30,922	63%	
Depreciation expense	27,214	25,880	(1,334)	Depreciation Reforecast and adjusted from January		22,001	38,821	42,821	70%	
Finance costs	8,593	9,651	1,058	Favourable variance due to lower interest rates than budgeted		6,343	14,298	9,945	60%	
Other expenses	34,524	37,605	3,081	See individual activities for comments		37,133	59,917	58,099	58%	
Total Operating Expenditure	91,348	93,932	2,584			84,521	146,168	141,787	62%	
Operating Surplus/(Deficit)	(5,526)	(8,958)	(3,432)			(6,056)	999	(7,732)		

Capital Expenditure								
Community Support	1,302	620	(682)	Cemetery Purchase of land (\$756k) above, budgeted last year but sale completed this year. Community Housing Building works (\$165k) and Airport other improvements (\$39k) over budget. Public amenities	396	930	705	140%
Corporate Support	2,366	2,156	(210)	Above budget: IT (\$315k), Property (\$172k) and Land Transport (\$67k). Below Budget: People & Capability \$165k, Vehicle Management \$137k	1,928	3,233	3,402	73%
Recreation and Leisure	2,932	29,075	26,143	Below budget: Aorangi Stadium \$5,700k, Museum \$1,989k, Parks \$1,224k & Theater \$17,437k. Above Budget: Libraries (\$92k) and Motor Camp (\$208k) Addressed 18 Feb 2025	6,793	43,612	13,040	7%
Roading and Footpaths	9,606	14,520	4,914	Below budget: Road Capital work \$4,444k, Bridge & Culbert \$210k, Kerb & Channel \$421k, New Capital \$1,252k, Parking \$1,986k & Reseal/Overlays \$627k. Above Budget: Renewals (\$1,514k), City Hub (\$156k), Improved Levels of Service (\$1,053k). Coding issues across the board will be corrected for 25/26	14,738	21,780	21,259	44%
Sewer	3,338	4,915	1,577	Plant & Equipment \$1,054k & Reticulations \$523k below budget	1,359	7,372	4,577	45%
Stormwater	762	3,167	2,405	Drainage Timaru \$2,120k below budget, Geraldine Stormwater \$162k below, Rural Stormwater \$140k below budget. No budget for Land Purchase - (\$110K). Stormwater delayed due to consents.	1,509	4,750	3,024	16%
Waste Minimisation	767	452	(315)	Improved Levels of Service (\$283k) and Plant and Equipment (\$170k) both above budget, Other Capital \$67k and Landfill \$71k under budget.	674	678	2,042	113%
Water Supply	5,053	7,677	2,624	Reticulation CAPEX costs below budget: Urban Water \$1,691k, Te Moana water \$784k, Downlands \$189k & Seadown water (\$73k) above budget due to budget phasing	7,757	11,516	9,114	44%
Total Capital Expenditure	26,126	62,582	36,456		35,154	93,871	57,163	28%

4 Total borrowings as at 28 February 2025 were \$235M. The net debt position at the same date is \$192M. Net debt is total borrowings less cash reserves held by Council.



Debt to revenue ratio as at 28 February 2025 is 130%. Council’s debt to revenue ratio limit is 250% as set out in its Financial Strategy. This is comfortably within Councils ceiling limit.

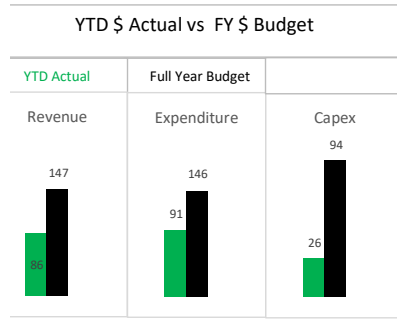
Net Debt	191,818
Budgeted Revenue	147,167
Debt to revenue ratio	130%

	Full Year Budget 2024/25 (\$000)	December 2024 Forecast (\$000)
Forecast total Revenue	147,692	134,055
Net Debt	191,818	191,818
Debt to Revenue Ratio	130%	143%
Net Debt Cap - Limit		
250% - as per policy	367,918	335,138
Available funds	176,100	143,320

280% - LGFA policy	412,068	375,354
Available Funds	220,250	183,536

Attachments

- 1. **Council Performance February Financial Report** [↓](#) 
- 2. **February Financial Reports** [↓](#) 



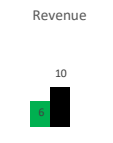
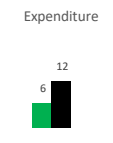
Council Performance

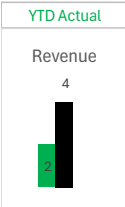
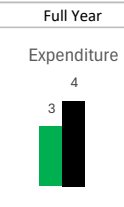
as at 28 Feb 2025

	Year to Date			February 2025 Variance \$000's	YTD 2024			YTD Actual % of FY Budget
	Actual \$000's	Budget \$000's	Variance Budget \$000's		Actual \$000's	Budget \$000's	Dec-24 Forecast \$000's	
Operating Revenue	Actual YTD	Budget YTD	Variance					
Rates revenue	56,627	56,231	396		48,149	83,999	84,628	67%
Subsidies and grants	8,959	8,786	173	No actuals YTD for Parks (\$301k), and Property Management (\$200k). \$140k Subsidised Roading above budget, \$700k BOF received costs recognised below Aigantighe Gallery. Safer Communities \$111k.	10,767	25,907	12,053	35%
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Finance revenue	2,298	2,159	139	Interest Received above budget	2,570	3,902	4,283	59%
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Depreciation expense	27,214	25,880	(1,334)	Depreciation Reforecast and adjusted from January	22,001	38,821	42,821	70%
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Other expenses	34,524	37,605	3,081	See individual activities for comments	37,133	59,917	58,099	58%
Total Operating Expenditure	91,348	93,932	2,584		84,521	146,168	141,787	62%
Operating Surplus/(Deficit)	(5,526)	(8,958)	(3,432)		(6,056)	999	(7,732)	
Capital Expenditure								
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Corporate Support	2,366	2,156	(210)	Above budget: IT (\$315k), Property (\$172k) and Land Transport (\$67k). Below Budget: People & Capability \$165k, Vehicle Management \$137k	1,928	3,233	3,402	73%
Recreation and Leisure	2,932	29,075	26,143	Below budget: Aorangi Stadium \$5,700k, Museum \$1,989k, Parks \$1,224k & Theater \$17,437k. Above Budget; Libraries (\$92k) and Motor Camp (\$208k) Addressed 18 Feb 2025	6,793	43,612	13,040	7%
Roading and Footpaths	9,606	14,520	4,914	Below budget: Road Capital work \$4,444k, Bridge & Culbert \$210k, Kerb & Channel \$421k, New Capital \$1,252k, Parking \$1,986k & Reseal/Overlays \$627k. Above Budget: Renewals (\$1,514k), City Hub (\$156k), Improved Levels of Service (\$1,053k). Coding issues across the board will be corrected for 25/26	14,738	21,780	21,259	44%
Sewer	3,338	4,915	1,577	Plant & Equipment \$1,054k & Reticulations \$523k below budget	1,359	7,372	4,577	45%
Stormwater	762	3,167	2,405	Drainage Timaru \$2,120k below budget, Geraldine Stormwater \$162k below, Rural Stormwater \$140k below budget. No budget for Land Purchase - (\$110K). Stormwater delayed due to consents.	1,509	4,750	3,024	16%
Waste Minimisation	767	452	(315)	Improved Levels of Service (\$283k) and Plant and Equipment (\$170k) both above budget, Other Capital \$67k and Landfill \$71k under budget.	674	678	2,042	113%
Water Supply	5,053	7,677	2,624	Reticulation CAPEX costs below budget: Urban Water \$1,691k, Te Moana water \$784k, Downlands \$189k & Seadown water (\$73k) above budget due to budget phasing	7,757	11,516	9,114	44%
Total Capital Expenditure	26,126	62,582	36,456		35,154	93,871	57,163	28%

YTD \$ Actual vs FY \$ Budget			Community Support			as at 28 Feb 2025		
YTD Actual	Full Year Budget		Year to Date			February 2025 Variance	Full year Budget	YTD Actual % of FY Budget
Revenue	Expenditure	Capex	Actual \$000's	Budget \$000's	Variance Budget \$000's	\$000's	\$000's	
Operating Revenue								
Rates revenue			2,649	2,649	-		3,964	67%
Subsidies and grants			135	23	112	Safer Community Grants \$111k	56	241%
Fees & charges			1,651	1,625	26		2,471	67%
Other revenue			149	107	42		127	117%
Finance revenue			19	-	19		-	0%
Total Operating Revenue			4,603	4,404	199		6,618	70%
Operating Expenditure								
Personnel costs			303	178	(125)	No budget for Climate Change (\$65k), Airport Operations (\$35k) Budget within Infrastructure. Civil Defence (\$16k)	282	107%
Depreciation expense			520	520	-		780	67%
Finance costs			211	399	188	Lower interest rates	577	37%
Other expenses			2,289	3,084	795	Mainly due to the following below budget costs: Community Housing Utilities \$168k, Economic Development Donations \$499k (no actuals for Grants and Donations), Community programmes and events \$148k, Safer Communities Office Equipment \$93k (no actuals), Civil Defence Emergency \$100k (no actuals), above budget.	4,676	49%
Total Operating Expenditure			3,323	4,181	858		6,315	53%
Operating Surplus/(Deficit)			1,280	223	1,057		303	
Capital Expenditure								
Community Support			1,302	620	(682)		930	140%
Total Capital Expenditure			1,302	620	(682)		930	140%

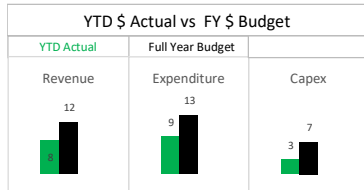
YTD \$ Actual vs FY \$ Budget			Corporate Activities			as at 28 Feb 2025	
YTD Actual	Full Year Budget	Capex	Year to Date			Full year Budget	YTD Actual % of FY Budget
Revenue	Expenditure		Actual \$000's	Budget \$000's	Variance Budget \$000's	February 2025 Variance \$000's	
51	100	73					
		94					
		73					
Operating Revenue							
Rates revenue	431	351	80				82%
Subsidies and grants	89	200	(111)				30%
Fees & charges	603	523	80				56%
Other revenue	1,196	1,606	(410)				51%
Finance revenue	2,261	2,159	102				58%
Dividend revenue	4	-	4				0%
Other gains	2	10	(8)				10%
Total Operating Revenue	4,586	4,849	(263)				49%
Operating Expenditure							
Personnel costs	10,446	9,322	(1,124)				64%
Depreciation expense	885	885	-				67%
Finance costs	5,160	171	(4,989)				3739%
Other expenses	(1,337)	(1,695)	(358)				53%
Total Operating Expenditure	15,154	8,683	(6,471)				100%
Operating Surplus/(Deficit)	(10,568)	(3,834)	(6,734)				(5,809)
Capital Expenditure							
Corporate Support	2,366	2,156	(210)				73%
Total Capital Expenditure	2,366	2,156	(210)				73%

YTD \$ Actual vs FY \$ Budget		Environmental Services			as at 28 Feb 2025			
YTD Actual	Full Year Budget	Year to Date			February 2025 Variance	Full year Budget	Full year Forecast	YTD Actual % of FY Budget
Revenue	Expenditure	Actual \$000's	Budget \$000's	Variance Budget \$000's	\$000's	\$000's	\$000's	
								
Operating Revenue								
Rates revenue		3,277	3,277	-		4,916	-	67%
Fees & charges		3,053	3,137	(84)		4,556	-	67%
Other revenue		27	208	(181)	Planning Revenue (\$52k) and Building (\$418k) under budget, Animal Control \$212k over budget	251	-	11%
Total Operating Revenue		6,357	6,622	(265)		9,723	-	65%
Operating Expenditure								
Personnel costs		3,397	3,448	51	Planning Employee costs under budget. Maternity leave - reduced hours within Animal Control	5,438	-	62%
Depreciation expense		7	7	-		10	-	70%
Finance costs		34	226	192	Due to lower interest rates	320	-	11%
Other expenses		2,596	2,782	186	District Planning Review Professional Services \$60k under budget, along with Environmental Operations \$33k and Building Control \$105k. Over budget were; Planning (\$36k)	5,801	-	45%
Total Operating Expenditure		6,034	6,463	429		11,569	-	52%
Operating Surplus/(Deficit)		323	159	164		(1,846)	-	
Capital Expenditure								
Total Capital Expenditure		-	-	-		-	-	0%

YTD \$ Actual vs FY \$ Budget		Governance and Strategy				as at 28 Feb 2025	
YTD Actual	Full Year	Year to Date				Full year Budget	YTD Actual % of FY Budget
Revenue	Expenditure	Actual \$000's	Budget \$000's	Variance Budget \$000's	February 2025 Variance	\$000's	
							
Operating Revenue							
Rates revenue		2,424	2,424	-		0%	67%
Other Revenue		18	-	18		0%	0%
Total Operating Revenue		2,442	2,424	18		0%	42%
Operating Expenditure							
Personnel costs		569	304	(265)	Coding issue	0%	123%
Finance costs		1	39	38		0%	2%
Other expenses		1,957	2,100	143		0%	63%
Total Operating Expenditure		2,527	2,443	(84)		0%	70%
Operating Surplus/(Deficit)		(85)	(19)	(66)			
Capital Expenditure							
Total Capital Expenditure		-	-	-		0%	0%

YTD \$ Actual vs FY \$ Budget			Recreation and Leisure			as at 28 Feb 2025	
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %
Revenue	Expenditure	Capex	Actual	Budget	Variance Budget	Budget	of FY Budget
			\$000's	\$000's	\$000's	\$000's	
					February 2025 Variance		
					\$000's		
Operating Revenue							
Rates revenue	11,988	11,954	34			17,931	67%
Subsidies and grants	765	443	322		Art Gallery funding from Better Off Funding received \$700k. Parks (\$301k) and Museum (\$99K) both under.	13,496	6%
Fees & charges	1,080	1,058	22		Cbay \$22k over budget	1,686	64%
Other revenue	1,923	1,525	398		Forestry Revenue \$162k above budget - better market conditions then estimated & CBay \$247k above budget	2,619	73%
Total Operating Revenue	15,756	14,980	776			35,746	44%
Operating Expenditure							
Personnel costs	4,860	6,638	1,778		Below Budget: Libraries \$272k, Pools \$192k, Museum \$152k, CBay \$437k & Parks wages \$1,025k - budget in R&L and actual wages in Corporate Activities, therefore offset, Art Gallery (\$78k) above budget	10,503	46%
Depreciation expense	1,437	1,437	-			2,156	67%
Finance costs	533	1,574	1,041		Lower than budgeted interest rates	2,265	24%
Other expenses	6,551	7,032	481		Cbay Building Maintenance \$51k under budget	12,357	53%
Total Operating Expenditure	13,381	16,681	3,300			27,281	49%
Operating Surplus/(Deficit)	2,375	(1,701)	4,076			8,465	
Capital Expenditure							
Recreation and Leisure	2,932	29,075	26,143		Aorangi Stadium & Theatre Royal delay in the projects	43,612	7%
Total Capital Expenditure	2,932	29,075	26,143			43,612	7%

YTD \$ Actual vs FY \$ Budget			Roading and Footpaths			as at 28 Feb 2025	
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %
Revenue	Expenditure	Capex	Actual	Budget	Variance	Budget	of FY Budget
			\$000's	\$000's	\$000's	\$000's	
					February 2025 Variance		
					\$000's		
Operating Revenue							
Rates revenue			10,492	10,492	-	15,738	67%
Subsidies and grants			7,291	7,431	(140) LTU subs \$140k above budget	11,055	66%
Fees & charges			942	807	135 Parking Enforcement \$136k above budget	1,245	76%
Other revenue			33	135	(102) Lease Roading (\$52k) and Lease Parking (\$38k) under	2,110	2%
Total Operating Revenue			18,768	18,865	(97)	30,148	62%
Operating Expenditure							
Personnel costs			242	184	(58)	276	88%
Depreciation expense			10,165	9,473	(692) Recalculated depreciation	14,209	72%
Finance costs			495	1,740	1,245 lower interest rates than budgeted	2,496	20%
Other expenses			5,499	7,413	1,914 Subsidised Roading Maintenance Costs \$1,596k below budget, mainly due to lower Maintenance costs, Traffic Services \$219k and Road/Street Landscapes \$366k under budget. Over budget were Footpaths (\$171k), Parking (\$90k), Decorative Lighting (\$30k).	11,078	50%
Total Operating Expenditure			16,401	18,810	2,409	28,059	58%
Operating Surplus/(Deficit)			2,367	55	2,312	2,089	
Capital Expenditure							
Roading and Footpaths			9,606	14,520	4,914	21,780	44%
					Below budget: Road Capital work \$4,444k, Bridge & Culbert \$210k, Kerb & Channel \$421k, New Capital \$1,252k, Parking \$1,986k & Reseal/Overlays \$621k. Above Budget: Renewals (\$1,514k), City Hub (\$156k), Improved Levels of Service (\$1,053k)		
Total Capital Expenditure			9,606	14,520	4,914	21,780	44%



Sewer as at 28 Feb 2025

	Year to Date			February 2025 Variance \$000's	Full year Budget \$000's	YTD Actual % of FY Budget
	Actual \$000's	Budget \$000's	Variance Budget \$000's			
Operating Revenue						
Rates revenue	4,685	4,685	-		7,027	67%
Subsidies and grants	-	-	-		-	0%
Fees & charges	2,689	2,590	99	Other User Charges \$71k, Trade waste charges \$27k above budget	3,885	69%
Other revenue	-	62	(62)		868	0%
Development and financial contributions	162	-	162	Local Contributions not budgeted for	-	
Total Operating Revenue	7,536	7,337	199		11,780	64%
Operating Expenditure						
Personnel costs	442	376	(66)		-	0%
Depreciation expense	4,650	4,448	(202)	Recalculation of Depreciation	6,672	70%
Finance costs	911	1,873	962	lower interest rates than budgeted	2,697	34%
Other expenses	2,585	2,686	101	The following costs are below budget: Sewer Utilities \$183k, Pump station maintenance \$75k, Fixed Plant Maintenance \$42k, Insurance \$17k, Purchase Water \$14k. Over budget was Reticulation costs by (\$160k)	4,034	64%
Total Operating Expenditure	8,588	9,383	795		13,403	64%
Operating Surplus/(Deficit)	(1,052)	(2,046)	994		(1,623)	
Capital Expenditure						
Sewer	3,338	4,915	1,577	Plant & Equipment \$1,054k & Reticulations \$523k below budget	7,372	45%
Total Capital Expenditure	3,338	4,915	1,577		7,372	45%

Waste Minimisation					as at 28 Feb 2025			
YTD Actual								
Revenue	Expenditure	Capex	Year to Date			Full year	YTD Actual %	
			Actual	Budget	Variance	February 2025	Budget	of FY Budget
			\$000's	\$000's	\$000's	\$000's	\$000's	
Operating Revenue								
Rates revenue			5,118	5,118	-		7,677	67%
Subsidies and grants			679	688	(9)		1,000	68%
Fees & charges			3,990	3,889	101	Refuse Fee \$151k over budget, Waste minimisation Other income (\$50k) under	5,669	70%
Other revenue			52	38	14		56	93%
Total Operating Revenue			9,839	9,733	106		14,402	68%
Operating Expenditure								
Personnel costs			230	224	(6)		-	0%
Depreciation expense			406	406	-		610	67%
Finance costs			225	1,222	997	Lower Interest Rates	1,752	13%
Other expenses			8,019	7,274	(745)	Above budget costs: Solid Kerbside (\$223k)Waste Site Maintenance (\$519k), Recycling (\$317k), offset by below Land Aftercare \$188k, Community programs & Events \$107k	11,924	67%
Total Operating Expenditure			8,880	9,126	246		14,286	62%
Operating Surplus/(Deficit)			959	607	352		116	
Capital Expenditure								
Waste Minimisation			767	452	(315)	New Capital Improved Levels of Service (\$283k) over, Plant and Equipment (\$170k) both above budget. Other Capital \$67k and Landfill \$71 under budget.	678	113%
Total Capital Expenditure			767	452	(315)		678	113%

YTD \$ Actual vs FY \$ Budget			Water Supply			as at 28 Feb 2025		
YTD Actual	Full Year Budget		Year to Date			Full year	YTD Actual %	
Revenue	Expenditure	Capex	Actual	Budget	Variance	Budget	of FY Budget	
			\$000's	\$000's	\$000's	\$000's		
						February 2025 Variance		
						\$000's		
Operating Revenue								
Rates revenue	20	20	12,124	11,841	283	Downlands \$394k over budget due to timing, Urban Water (\$113k) under	17,952	68%
Fees & charges			13	-	13		-	0%
Other revenue			2	465	(463)	No Downlands contributions received	1,922	0%
Finance revenue			17	-	17		-	0%
Development and financial contributions			333	-	333	Local contributions not budgeted	-	0%
Total Operating Revenue			12,489	12,306	183		19,874	63%
Operating Expenditure								
Personnel costs			500	224	(276)	No budget - budget in another activity	-	0%
Depreciation expense			6,077	5,775	(302)	Recalculation of depreciation	8,662	70%
Finance costs			965	2,267	1,302	Lower interest rates than budgeted	3,277	29%
Other expenses			5,692	5,649	(43)	Urban Water (\$186k) over, Te Moana (\$24k) over, Seadown \$64K and Downlands \$75k both under	8,481	67%
Total Operating Expenditure			13,234	13,915	681		20,420	65%
Operating Surplus/(Deficit)			(745)	(1,609)	864		(546)	
Capital Expenditure								
Water Supply			5,053	7,677	2,624	Reticulation CAPEX costs below budget: Urban Water \$1,691k, Te Moana water \$784k and Downlands \$189k. Seadown water (\$73k) above budget	11,516	44%
Total Capital Expenditure			5,053	7,677	2,624		11,516	44%

		YTD Actual	30th June 2024
Financial Position as at 28 Feb 2025			
		YTD Actual \$000's	30th June 2024 Actual \$000's
ASSETS			
Current assets			
Cash and deposits		19,707	22,159
Debtors and other receivables		21,322	15,714
Inventories		-	30
Other financial assets		15,423	4,786
Total current assets		56,452	42,689
Non_current assets			
Property plant & equipment		1,913,076	1,915,255
Intangible assets		8,025	4,810
Forestry		1,150	1,150
Investment property		1,740	1,740
Investment in cco's & other similar		55,607	56,359
Other financial assets		1,894	8,123
Total non_current assets		1,981,492	1,987,437
Total assets		2,037,944	2,030,126
LIABILITIES			
Current liabilities			
Trade and other payable		26,091	29,561
Employee benefit liabilities		2,522	2,635
Borrowings & other Fin Liabilities		71,076	56,577
Total current liabilities		99,689	88,773
Non_current liabilities			
Provisions		13,202	5,183
Employee benefit liabilities		409	409
Non current borrowing		163,956	163,956
Total non_current liabilities		177,567	169,548
Total liabilities		277,256	258,321
Net Assets		1,760,688	1,771,805
EQUITY			
Retained earnings		759,644	771,466
Special funds		24,251	28,140
Separate funds		27,687	23,796
Asset revaluation		949,106	948,403
Total equity		1,760,688	1,771,805

Statement of Cashflow as at 28 Feb 2025

	YTD Actual \$000's	30th June 2024 Actual \$000's
OPERATING ACTIVITIES		
Rates	56,627	71,897
Other revenue received	29,765	36,515
Interest received	2,799	5,228
Dividends received	4	1,004
Payments to suppliers and employees	(72,034)	(77,445)
Finance costs	(9,095)	(10,503)
Net operating activities	8,066	26,696
INVESTING ACTIVITIES		
Reduction of term investment	1,567	(5,225)
Proceeds from sale of property, plant and equipment	43	96
Purchase of property, plant and equipment	(27,128)	(53,703)
Net investing activities	(25,518)	(58,832)
FINANCING ACTIVITIES		
Drawdown / (repayment) of borrowings	15,000	15,000
Net financing activities	15,000	15,000
Cash movement	(2,452)	(17,136)
Opening Balance 1st July	22,159	39,295
Closing Bank Balance	19,707	22,159

8.11 Finance System Investigation Update

Author: Andrea Rankin, Chief Financial Officer
Justin Bagust, Chief Information Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council receives and notes the update on the Financial System Investigation.

Purpose of Report

- 1 The purpose of this report is to provide Council with an update on the progress of resolving the resolution to investigate an upgrade or new financial system.

Assessment of Significance

- 2 This matter is considered to be of low significance in terms of Council's Significance and Engagement Policy. The purpose of this report is to provide an update on the investigation into an upgrade or new financial system and no decisions are being sought.

Discussion

- 3 At the Council meeting on 4 February 2025, Councillors requested as part of Council resolution 2025/8 that officers "Investigate an upgrade or new financial system and report back to the Council with an estimated cost and timeframes in order for this amount to be included in the Annual Plan 25/26."
- 4 Council Officers have meetings and site visits scheduled with users of Altitude (Authority Upgrade) to take place over the 3 and 4 April 2025.
- 5 Council Officers have supplied Civica with requested Pre-Requisite information to better inform potential upgrade costs and timeframes and are awaiting a detailed report from Civica.
- 6 Civica have indicated that a timeframe of 6-8 months is fairly typical for this type of upgrade from an on-Prem to Cloud based 'Altitude' system.
- 7 Both Finance and IT have agreed that \$2M be assigned for this project in the 25/26 financial year, until a more accurate and detailed pricing estimate is provided to Timaru District Council in the coming weeks.

Attachments

Nil

8.12 Condition Reports for Major Vertical Assets

Author: Nicole Timney, Group Manager Property

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council receive and note the attached condition reports for all major buildings in Councils vertical asset portfolio.

Purpose of Report

- 1 The purpose of the briefing paper is to update Council on the condition reports for all major vertical assets in Councils portfolio for the purpose of appropriate allocation of budgets in future Long Term Plan deliberations, and oversight on maintenance spend.

Assessment of Significance

- 2 The information in this report is considered of low significance in accordance with Councils Significance and Engagement Policy due to no request for funding, change to levels of service and no decision is being sought.

Discussion

- 3 Council requested as an action point, an understanding of the condition of Councils major vertical assets linked to operational and capital expenditure spend. The attachments outline the condition of the major vertical assets for the following:
 - 3.1 Attachment 1- Aigantighe Art Gallery
 - 3.2 Attachment 2 - Aorangi Stadium
 - 3.3 Attachment 3 - CBay Pools and District Pools
 - 3.4 Attachment 4 - Temuka Alpine Energy Stadium
 - 3.5 Attachment 5 - TDC Main Building
 - 3.6 Attachment 6 – Theatre Royal
 - 3.7 Attachment 7 – Timaru Library
 - 3.8 Attachment 8 – South Canterbury Museum
- 4 An indication of operational expenditure (opex) and capital expenditure (capex) spend in line with the condition report is annexed at the end of each report. There is very little allocation in the budgets at this time to address the suggested repairs as noted in each report, this is highlighted in Table 1 below.
- 5 The condition of buildings, outside of any earthquake strengthening requirements, requires further scrutiny due to the lack of adequate allocated funds over the last two Long Term Plans and going forward for the remainder of the current Long Term Plan. Buildings are maintained at a basic level with the funds available, with focus on regulatory spend and any repairs and maintenance with the remaining funds.

- 6 The suggested opex and capex ten-year tables in the condition reports are an indication of time frames, and the dates were set at the time of each report but can be implemented at any time.
- 7 Buildings deteriorate over time and once they reach a certain point, require more funds to repair than incremental ongoing repairs, which is the issue the condition reports are highlighting.
- 8 Current budget allocations for general maintenance and capex spend for each of the buildings is noted in Table 1 below, except for the Theatre Royal, South Canterbury Museum and Aorangi Stadium due to current projects underway. They clearly demonstrate low annual budget figures for some buildings. The funds will be covering regulatory spend but leaving, in some cases, no funds for any building maintenance repair works. There is also low capex spend, and in some cases no spend, for buildings in some years which also indicate a lack of spend on exteriors of the buildings.
- 9 While it is clear that Council is looking to reduce spend across Council operations, delaying or ignoring spend in some areas causes further issues in the future with magnitude of spend increasing to then fix a small problem that becomes a much larger problem.

Table 1 – Opex and Capex Building Maintenance Budgets Long Term Plan 2024/2025, 2025/2026, 2026/2027

Building Maintenance	2024/2025			2025/2026		2026/2027	
	Opex	Actual YTD	Capex	Opex	Capex	Opex	Capex
Aiganitighe Art Gallery	20,000	19,131	1,500,000 80,000*	20,440	81,760*	20,912	19,999*
CBay Pool	365,000	79,892	47,000	373,030	45,990	381,487	43,953
Geraldine Pool	9,648	1,650	-	9,860	-	10,087	-
Temuka Pool	13,944	1,236	-	14,251	-	14,579	-
Pleasant Point Pool	13,944	6,866	-	14,251	-	14,579	-
Community Halls**	391,588	90,436	60,000	400,203	449,988** 60,000	409,405	162,208
TDC Main Building	120,086	58,231	90,000	75,732	127,750	120,000	293,020
Timaru Library	81,608	18,383	20,000***	83,403	20,440***	85,342	20,930***
Total	1,015,818	275,825	1,797,000	991,170	785,928	1,056,391	540,110

**Aiganitighe Art Gallery Capex is for General Upgrade Renewals - Grounds and Building.*








*** Halls and Community Facilities incorporates maintenance for all Halls and Community Facilities under council’s management. The 449,988 for 2025/26 Capex is carried forward for Temuka Alpine Energy Building EQP works*

****Timaru Library Capex is for District Libraries (not specific to Timaru) Building Capital Works – general. There is also maintenance specific to Timaru library for carpet upgrades and roof capex works scheduled for after 2027 FY.*

- 10 The above table notes budgets and spend from 1 July 2024 through to the end of February 2025. All budget figures are taken from the LTP Budget Book set 1 July 2024 and does not include any unbudgeted expenditure or budget reallocation requests awarded after that date.

- 11 CBay Pool Opex is comprised of CBay Building Maintenance budgets from CBay Business Services, CBay Aquatics and CBay Fitness. Swimming Pool Maintenance is not included.
- 12 Ten-year plans for opex and capex for the noted buildings, except those currently under renovation or rebuild can be instigated when required. Consideration needs to be given to a more detailed request for opex and capex in the Long-Term Plan 2027-2037 in line with comments from the condition reports for major buildings in Councils portfolio.
- 13 There is an opportunity to look at rationalisation of budgets and management of the spend to put budget resources to better effect on a need's basis instead of allocated to each department who then plan their own spend in isolation of more need in other areas of the organisation. The information in this report suggests the need for a different structure for the management of the vertical buildings across Council so that budgets can be aligned for cost savings and targeted spend.
- 14 Councillors also requested this be a quarterly report on the status of Council owned vertical infrastructure spend, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs. Going forward, this information will be included in the quarterly Non-financial KPI's and Finance quarterly report.

Attachments

1. **TDC Art Gallery-WTP-Final - Copy (under separate cover)** 
2. **Aorangi Stadium Condition Report - 2021 - Copy (under separate cover)** 
3. **District Pools Building Condition Survey Report - Copy (under separate cover)** 
4. **Temuka Alpine Energy Building Condition Survey Report - Copy (under separate cover)** 
5. **2 King George Place - Building Survey Report - Copy (under separate cover)** 
6. **TT&HF_RFPD&B_Appendix3.4-BuildingConditionSurvey_001_20210811 - Copy (under separate cover)** 
7. **TDC Library (2) - Copy (under separate cover)** 
8. **Building Condition Survey Report - South Canterbury Museum (1) - Copy (under separate cover)** 

8.13 Update - Community Halls

Author: Nicole Timney, Group Manager Property
 Andrew Feary, Property Facilities Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council receives and note the update on ownership of community halls, the general asset condition and income received from the public for the use of the halls.

Purpose of Report

- 1 The purpose of the report is to update Council on the community halls owned by Council, general asset condition of the halls and income received from the public for the use of the halls.

Assessment of Significance

- 2 The information highlighted in this report is considered to be of low significance in accordance with Councils Significance and Engagement Policy due to no request for funds, change in level of service and no decision is being sought.

Discussion

- 3 Councillors requested an update on the ownership status of the community halls along with the general maintenance status and income received for use of the halls by the public.
- 4 Table 1 below highlights income received since the initiation of the bookable system, being March 2023 to date. The full dashboard for each group is in attachment 1.

Table 1 – Bookable highlights for hall bookings, figures are exclusive of GST

Geraldine Facilities	\$15,712.65
Temuka Facilities	\$52,576.99
Timaru Facilities	\$72,883.90
Caroline Bay Facilities	\$113,721.79

- 5 The following tables 2 and 3 list all the community hall buildings which are either managed by Timaru District Council, leased or managed by local hall committees. The highlighted halls receive the most income from hall hireage.

Table 2 – Halls owned and managed by Council

*Non RES – Not a reserve vested in Council, land is owned in entirety by Council

Halls owned and managed by Council					
	Own Land/Status	Own Building	Lease	Value of Lease (excl GST)	
Caroline Bay Hall	Premier Park – Non RES	Yes - Gifted	No		
Community Lounge	Premier Park – Non RES	Yes - Gifted	No		
- Changing Rooms			Licence to Occupy	Commercially Sensitive	5 years expiry 30/06/2025
- Caroline Bay Association Rooms			Condition of Gifting	Nil	
Sound Shell	Premier Park – Non RES	Yes - Gifted	No		
Pleasant Point Hall	Non RES	Yes	One Room	Peppercorn	Periodic
Temuka Alpine Energy Centre	Recreation RES	Yes	Storage	Commercially Sensitive	Periodic
Washdyke Sports and Community Centre	Non RES – Sports Park	Yes	Yes	Commercially Sensitive	3 years expiry 31/03/2028
Geraldine Pavilion	Non RES – Sports Park	Yes	No		
Isobel Mayman Meeting Room	Non RES	Yes	Yes + Office	Commercially Sensitive	1+1+1 expiry 15/05/2025
Aorangi Pavilion	Non RES – Sports Park	Yes	No		
Masonic Lodge Complex	Non RES – Sports & Amenity Park	Council owns the Hall	Yes	Commercially Sensitive	30 years expiry 1/01/2037

Table 3 – Community Halls with land and/or buildings owned by Council but managed by Hall Committees



*Non RES – Not a reserve vested in Council, land is owned in entirety by Council

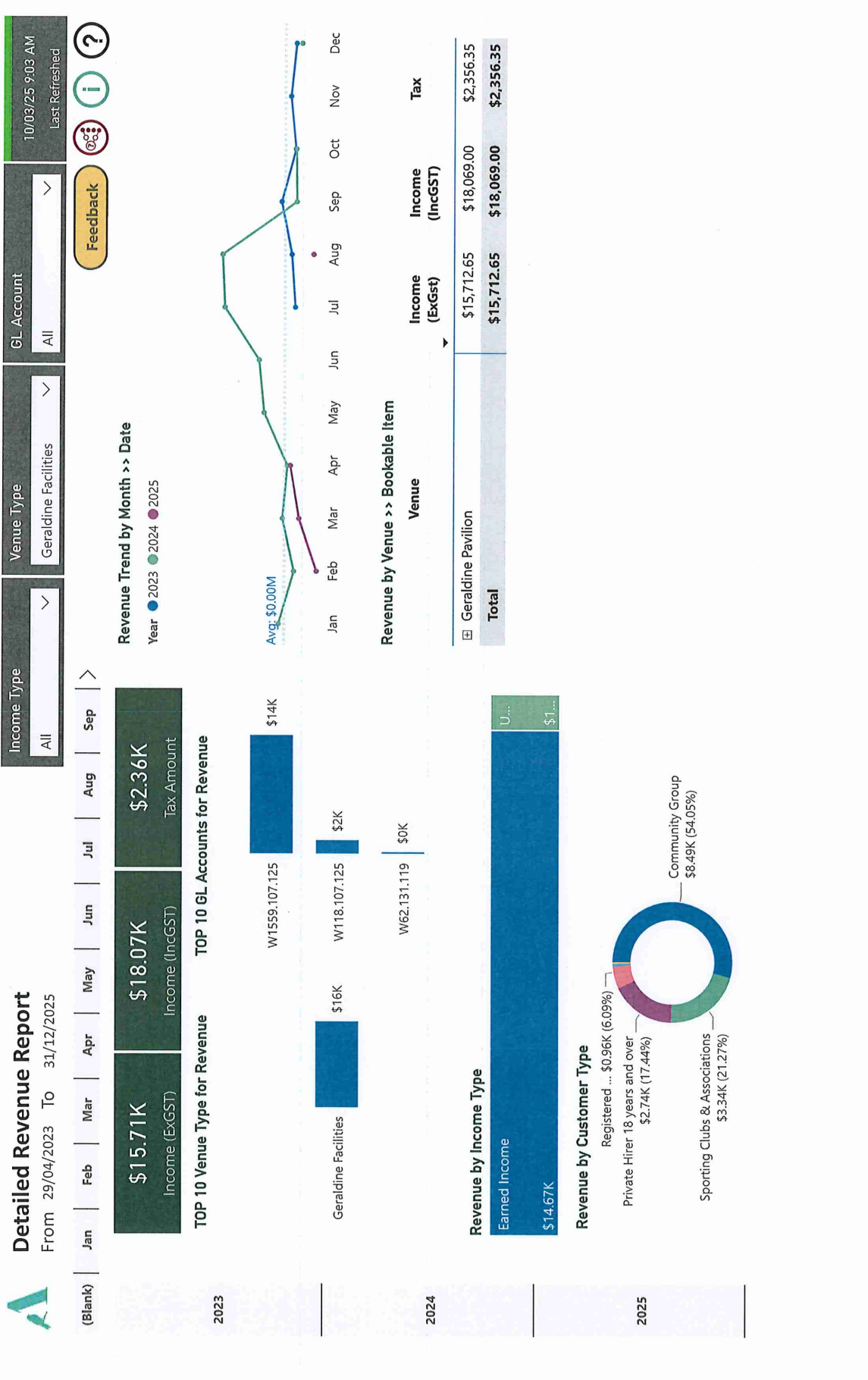
Halls and/or land owned by Council, leased out or managed by a hall committee					
	Own Land/Status	Own Building	Lease	Value of Lease	
Caroline Bay Tea Rooms	Premier Park – Non RES	Yes	Yes	Commercially Sensitive	5+5 expiry 31/10/2026
Pleasant Point Gymnasium	Non RES	Yes	Yes	Commercially Sensitive	Periodic
West End Hall – as per Masonic Lodge Complex	Non RES – Sports & Amenity Park	Council owns the Hall	Yes	Commercially Sensitive	30 years expiry 1/01/2037
Cave Hall	Non RES	Currently Cave Public Hall Society	No		
Clandeboye Hall	Non RES	Yes	Yes	Peppercorn	Periodic
Gapes Valley Hall	Non RES	Yes	No		
Hilton Hall	Non RES	Yes	No		
Milford Hall	Non RES	Yes	Yes	Peppercorn	Periodic
Orari Hall	Recreation RES	Yes	Yes	Peppercorn	Periodic
Peel Forest Hall	Peel Forest Park Scenic RES	Yes	Yes	Peppercorn	Periodic
Pleasant Valley Hall	Non RES (reservoir on site)	Yes	Yes	Peppercorn	Periodic
Rangitata Island Hall	Non RES	Yes	No		
Rosewill Hall	Rosewill Recreation RES	Yes	Yes	Peppercorn	Periodic
Sutherland Hall	Public Hall & War Memorial RES	Yes	No		
Taiko Hall	Taiko Hall Site RES	Yes	No		
Te Awa Hall	Recreation RES	Yes	Yes	Peppercorn	Periodic
Winchester Hall	Non RES	Yes	No		
Woodbury Hall	Woodbury Recreation RES	Yes	Yes	Peppercorn	Periodic

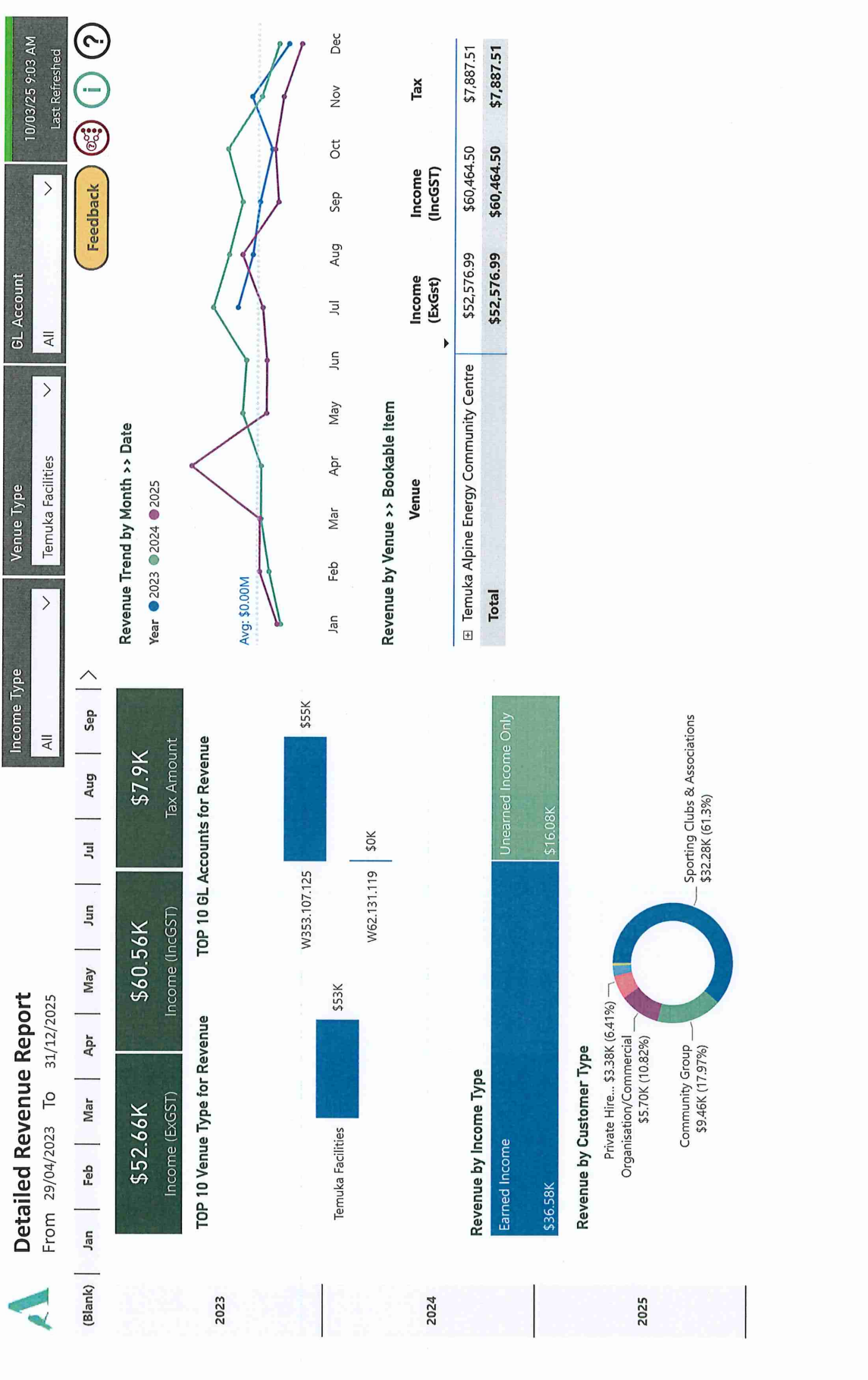
Upper Waitohi Hall	Upper Waitohi Recreation RES	Yes	No		
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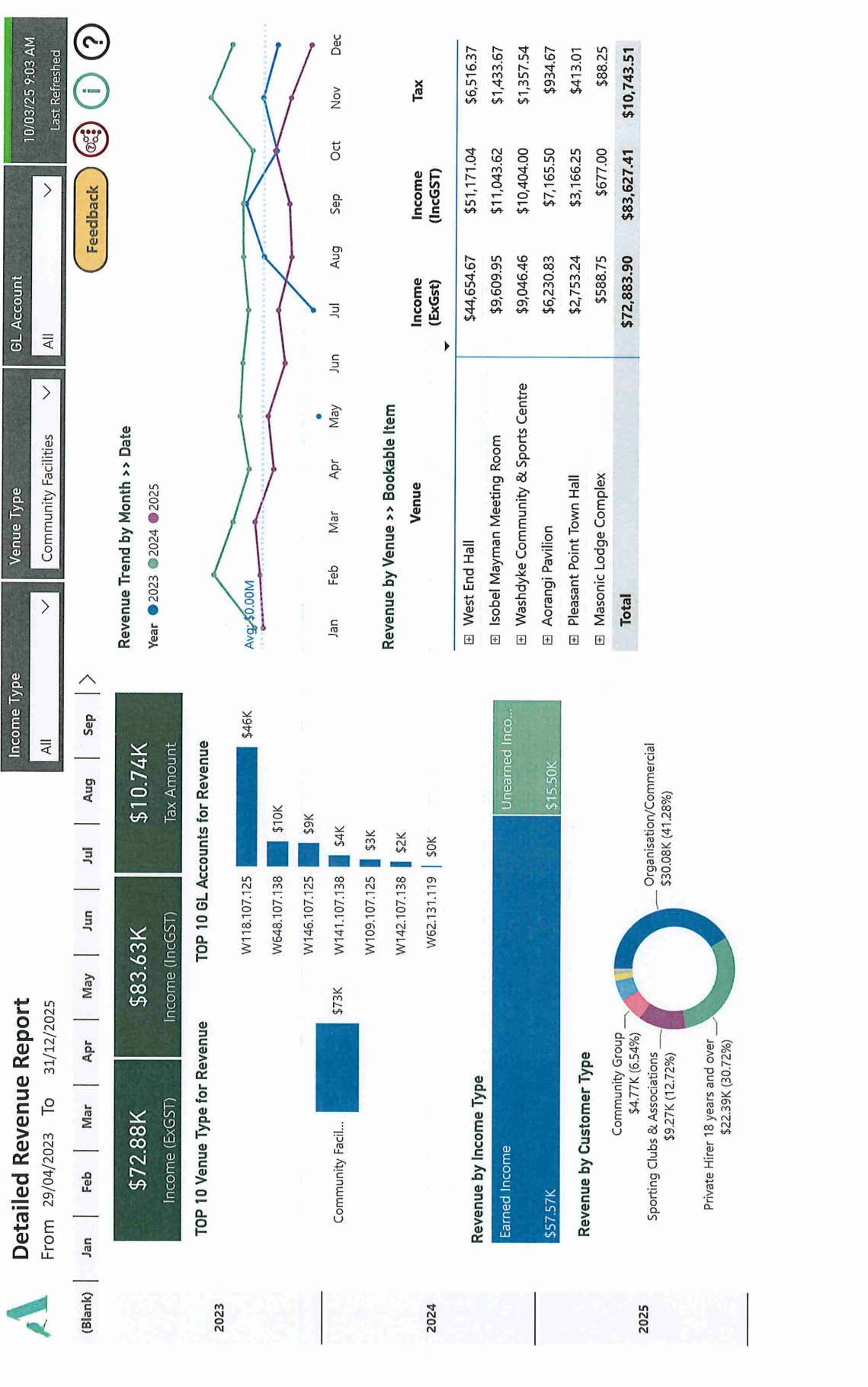
- 6 Further information regarding the general condition status of the assets is available in attachment 2. This attachment gives a brief asset description for the main bookable halls along with public capacity information, general asset condition and operation expenditure (opex) and and capital expenditure (capex) plans through to 2030.
- 7 In general, the main bookable halls are in good condition. There is work required for a refresh of interiors in 2027 and the Bay Association Building, including the Lounge Room is due to have an entire new roof in May/June 2025. There will be earthquake repairs and refresh of the Temuka Alpine Energy Building in June 2025.

Attachments

- 1. **Community Hall Revenue 2023-2025 - Copy** [↓](#) 
- 2. **Community Halls 21 March 2025 - Copy** [↓](#) 







Detailed Revenue Report

From 29/04/2023 To 31/12/2025

(Blank) | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |

10/03/25 9:03 AM
Last Refreshed

Income Type: All

Venue Type: Caroline Bay Facilities

GL Account: All

Feedback

Revenue Trend by Month >> Date

Year ● (Blank) ● 2023 ● 2024 ● 2025

Avg: \$0.00M

TOP 10 Venue Type for Revenue

Venue Type	Revenue
Caroline Bay Fac...	\$0.11M
W97.107.125	\$0.12M
W114.107.124	\$0.01M
W62.131.119	\$0.00M

Revenue by Income Type

Income Type	Revenue
Earned Income	\$59.32K
Unearned Income Only	\$33.24K
Not Exported	\$21.16K

Revenue by Customer Type

- Community... \$5.84K (5.14%)
- Registered Not for Profit/Charitie... \$6.25K (5.5%)
- Private Hirer 18 years and over \$15.39K (13.53%)
- Organisation/Commercial \$76.32K (67.12%)

TOP 10 GL Accounts for Revenue

GL Account	Revenue
Income (EXGST)	\$113.72K
Income (IncGST)	\$130.75K
Tax Amount	\$17.03K

Revenue by Venue >> Bookable Item

Venue	Income (ExGst)	Income (IncGST)	Tax
Caroline Bay Facilities	\$107,655.65	\$123,777.86	\$16,122.21
Caroline Bay Soundshell	\$6,066.14	\$6,976.00	\$909.86
Total	\$113,721.79	\$130,753.86	\$17,032.07

Timaru District Council – Community Halls – 21 March 2025

Asset Description and Performance

A full breakdown of each hall being captured in the Archibus Asset Management Plan. Halls are inspected regularly to ensure that general maintenance is being undertaken.

Table 1 Brief Asset Description

	Brick Exterior	Wooden Ext.	Hardiplank Exterior	Concrete Block/ Slab	Tile Roof	Iron/ Colour steel Roof
<p>Alpine Energy Stadium Temuka Ferguson Drive Temuka</p> <ul style="list-style-type: none"> • Large basketball stadium used for bowls, basketball and large gatherings • Small kitchen and First Aid Room downstairs • Two change rooms downstairs that can be accessed from the outside grandstand used by sports clubs mainly cricket and rugby • Private community room ground floor, accessed separately • Lounge upstairs with attached kitchen regularly booked out for bridge and smaller gatherings • Viewing gallery upstairs to view stadium 						
<p>Caroline Bay Lounge Timaru 1 Virtue Avenue, Timaru Built 1968 Small meeting area for up to 100 people, small kitchen suitable for small meetings and smaller events. A church group regularly meet here.</p> <ul style="list-style-type: none"> • Roof patched 2018/19 by toilet • New oven and fridge 2014/15 						

<ul style="list-style-type: none"> Initial Earthquake Report received, waiting on follow up detail 						
<p>Caroline Bay Hall Timaru 1 Virtue Avenue, Timaru Built 1930's Caters for very large functions with a sprung floor for dancing. Has a small stage. Caterers' commercial kitchen. Cabaret style 500 people, and shows exhibitions: concert type seating up to 800 people</p> <ul style="list-style-type: none"> Initial Earthquake Report received, waiting on follow up detail Re-varnished floor 2013/14 to be done again in 2019/20 Exterior painting on going Interior painting programmed for 2019/20 but due to heavy booking schedule will have to be done in 2020/21 Replaced gas oven 2015/16 Sprung floor – springs to be replaced as required with trailer springs <p>100 new chairs purchased July 2018 New stage extension March 2025</p>						
	Brick Exterior	Wooden Ext.	Hardiplank Exterior	Concrete Block/ Slab	Tile Roof	Iron/ Colour steel Roof
<p>Pleasant Point Hall 5 Halstead Road, Pleasant Point Medium sized hall and stage, basic kitchen and supper room. Has meeting room, library and plunket rooms attached. Built.</p> <ul style="list-style-type: none"> New roof installed 2015/16 New oven 2015/16 Earthquake Report due 2017/18 New tables and chairs July 2019 EQP Repairs 2023/2024 						

<p>Pleasant Point Gymnasium Part of school grounds Horton Street, Pleasant Point Gifted back to Council includes gymnasium and change rooms</p>						
<p>Washdyke Community Centre 102-146 Racecourse Road (SH8) Washdyke Built 1987-89</p> <ul style="list-style-type: none"> • Stadium/basketball court • 1 Squash court • Unfinished squash court used as storage area • Small lounge used for general hire on east side of building. • Four changerooms • Men's and ladies' toilets that can be accessed from exterior and interiors • Large lounge/classroom on west side currently leased out for soccer, who also lease the adjacent kitchen and bar, storage room • July 2016 flooding damage in several places resulted in insulation being installed in roof space. • Sports floor laid over top late 2016 due to damage by diesel heater by hirer. Resulting in new colour and new lines being put on – looks amazing. Now being washed weekly to look after it. • Lights in changerooms updated July 2017 • Water fountain installed outside July 2017 • Two main changerooms refurbished with new partitions and doors in March 2019 • Foyer painted and action photos installed 2019/20 						
<p>Westend Hall 35 Maltby Avenue, Timaru Originally built 1920's, significant upgrade after fire resulted in fully upgraded interior in 2017.</p>						

Smaller hall for 180 people, small stage and kitchen. Built in West End Park and great for small functions especially ones involving children. <ul style="list-style-type: none"> Hall significantly damaged by fire (arson) June 2016. Large rebuild– includes full insulation, double glazing, replacement kitchen, additional bar and meeting room configured into floor plan, cassette heat pumps in hall, wall mounted heat pump in meeting room. Purchased two microphones to go with sound system July 2018 						
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Table 2 Hall Condition Summary - Main Council owned Halls

Key:

Very Good	Good	Moderate	Poor	Very Poor
1	2	3	4	5

	Caroline Bay	Caroline Bay	Alpine Energy	Pleasant Point	Pleasant Point	Washdyke	Westend Hall
	Hall	Lounge	Stadium	Hall	Gymnasium	Community Centre	(rebuilt 2017)
	Timaru	Timaru	Temuka	Pleasant Point	Pleasant Point	Washdyke	Timaru
Est of Life Consumed	3	3	2	3	3	2	1
Structure	3.5	2	2	3.5	3.5	2	1
External	3	2	2	4	3.5	2.5	2
Roof	4	5*	4	3	3.5	2.5	1
Internal	2	3	3	3	3	3	1
Services	3	3	3	3	3	2	1
Fittings	2	3	2	3.5	3	3	1
Maintenance	2	2	2	3	3	2	1

*Note that the roof of the Caroline Bay Lounge will be repaired along with the Bay Association Hall May/June 2025

The Asset Mix

The community halls appear to have been built for the needs of their respective communities with the needs of the communities being provided for, each community also has privately owned halls that they have access to hire.

Timaru offers facilities to hire that are small, medium and large and fits most community needs.

Each hall can operate independently of each other, so there is no interdependent link, other than those halls Council has direct management for bookings.

Halls owned and managed directly by Council

1. Caroline Bay Hall
2. Community Lounge
3. Sound Shell
4. Pleasant Point Hall
5. Temuka Alpine Energy Centre
6. Washdyke Sports & Community Centre – 102 Racecourse Road - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
7. Geraldine Pavilion
8. West End Hall
9. Isobel Mayman Meeting Room (Womens Wellness Centre)
10. Aorangi Pavilion
11. Masonic Lodge Complex (Annexed to West End Hall)

Halls owned by Council leased out or managed by a hall committee

1. Caroline Bay Tea Rooms
2. Pleasant Point Gymnasium
3. West End Hall
4. Cave Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>

5. Clandeboye Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
6. Gapes Valley Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
7. Hilton Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
8. Milford Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
9. Peel Forest Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
10. Pleasant Valley Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
11. Rangitata Island Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
12. Sutherlands Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
13. Taiko Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
14. Winchester Hall - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
15. Upper Waitohi - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
16. **Claremont Hall – Claremont Hall Society Incorporated** -
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
17. **Totara Valley Hall – Combined Districts Recreation Centre Inc.** -
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
18. **Te Awa Hall** - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
19. **Seadown Hall – Seadown Hall Committee** -
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
20. **Kingsdown Salisbury Hall** - <https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
21. **Fairview Hall – Fairview Public Hall Society** -
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>
22. **Claremont Hall – Claremont Hall Society Incorporated** -
<https://maps.timaru.govt.nz/GeoMaps/Viewer/?map=e9a4cdc044644259ac538dc25e965379>

Halls highlighted have ownership status noted to hall societies but is a legacy issue.

Asset Capacity/Performance

Table 3 Hall Capacity

	Caroline Bay	Caroline Bay	Alpine Energy	Pleasant Point	Washdyke	West End Hall
	Hall	Lounge	Stadium	Hall	Community Centre	
	Timaru	Timaru	Temuka	Pleasant Point	Washdyke	Timaru
Hall capacity	Up to 800 depending on event	Up to 100	Up to 226 Gym Lounge 150	Up to 200	Up to 200	Up to 238 if Mason Lodge is not in use, otherwise 128 if it is

Opex Maintenance Plans – 2025/2030

Planned maintenance lists are reviewed and works brought forward if wear and tear is above normal use. Currently the halls are in good condition except capital works for re-roof of Caroline Bay Association Building and Caroline Bay Tearooms.

Item	Work to be Programmed	Estimate Cost	Year	Life Cycle	Replacement Date	Approved
Alpine Energy Stadium	<ul style="list-style-type: none"> Cleaning down exterior including roof Installing fixing point Patching and re-painting in several places Spouting cleaning (2x per year recommended) Re-carpet Lounge 	\$20,000	Seismic Repairs 2025/26 2025/2026	3 years 10 years 10 years 2x/year	2025/26 2025/2026	
	<ul style="list-style-type: none"> Exterior touch ups Interior Painting Resurface varnished floors Upgrade accessible toilets backstage (2) Upgrade stage – paint and carpet 	\$6,000 p.a. \$30,000 \$10,000 \$5,000 each \$3,000	Every year 2026/27 2026/27 2027/28 & 2028/29	15 years 20 years		

	<ul style="list-style-type: none"> • Paint backstage • Re-carpet foyer • Re-paint foyer • Replace rotting gable end • Springs in floor to be replaced as required (trailer springs used last time) 	\$2,000 \$5,000 \$2,000 Being priced		10-15 years 10 years 10 years 40 years 40 years		
Caroline Bay Lounge	<ul style="list-style-type: none"> • Re-carpet foyer • New vanities in toilets • New curtains • New nets • Resurface concrete area if we can find suitable product • New fridge • New oven • New vinyl toilets • Upgrade accessible toilets backstage – new vinyl • Resurface varnished floors 	\$15,000 \$30,000? \$5,000 \$5,000 \$12,000? \$1,200 \$2,000 \$3,000	2027/28 2026/27 if funds allow 2026/27 2026/27 2026/27 2025/26 2025/26 2026/27			
Pleasant Point Town Hall	<ul style="list-style-type: none"> • New heaters in hall • Repaint hall – to confirm colours and need with Pleasant Point Community Board • Removal of parapets 	\$5,000 \$15,000 TBC	2028/2029 TBC			
Pleasant Point Gymnasium	<ul style="list-style-type: none"> • Painting of window frames in change rooms • Hire of scaffold and painting roof and soffits, spoutings etc (\$15,000 for scaffolding only) 	\$5,000 \$60,000	2030/31 2027/28			
West End Hall	<ul style="list-style-type: none"> • Completely refurbished in 2017/18 <p>Includes:</p> <ul style="list-style-type: none"> • New roof • New insulation roof, walls and underfloor • New kitchen and appliances • New bar and appliances 		2047 2047 2032			

	<ul style="list-style-type: none"> New heating system in hall and meeting room New toilets 					
Washdyke Community Centre	<ul style="list-style-type: none"> New lights in change rooms 1 – 4 New shower curtains Interior painting of stadium walls Interior painting of foyer Interior painting of hallway Interior painting of change rooms 1 – 4 	\$3,500 \$1,200 \$5,500 per long wall	2026/27 2025/26 2025/26			
Geraldine Pavilion	<ul style="list-style-type: none"> Carpet Upstairs Repaint Upstairs Refresh changing rooms 	\$30,000 \$25,000 \$30,000	2026/2027 2026/2027 2027/2028			

Planned maintenance is undertaken to maintain the asset to ensure it can achieve its target useful life. This includes regular lifecycle asset management items such as painting, resurfacing etc and is included in maintenance of capital budgets.

Capex Renewal and Replacement Plan – 2025/2030

Item	Installer	Material	Date	Cost	Life cycle	Replacement date
Alpine Energy Stadium						
<ul style="list-style-type: none"> New seats in lounge New curtains & nets in lounge New carpet in lounge 	TBA TBA TBA	Cushioned seats Thermo type drape	2033/38 2034/39 2025/26	\$15,000 \$10,000 \$20,000	15-20 years 15-20 years 15	2033-2038 2034-2039
Caroline Bay Hall						
<ul style="list-style-type: none"> Re-roof and re-strengthen hall area 	TBA			\$250,000 TBC	30 – 40 years	
Caroline Bay Lounge						
<ul style="list-style-type: none"> Re-roof flat ends of this building 		Part of re-roof of entire Bay Association Building	2025/26		20 – 30 years	
Pleasant Point Town Hall						
<ul style="list-style-type: none"> Complete EQP Works – Parapets and Back Wall 			TBC			
Pleasant Point Gymnasium			2030/35	\$60,000	10 – 15 years	2030-2035

<ul style="list-style-type: none"> Repainting exterior including \$9,000 for scaffolding 						
West End Hall Complete replacement in 2017						
Washdyke Community Centre <ul style="list-style-type: none"> Re-roof Replacement spoutings New carpet in lounge Install shower partitions in 2 changerooms Replace shower partitions in remaining 2 change rooms 			2027 2030 2028 2028/29 2028/29	TBA \$12,000 \$5,000 \$20,000? \$20,000	30-40 years 20-30 years 10-15 years 15-20 years 15-20 years	2026-2036 2032-2037 2033-2038 2038-2043
Caroline Bay Sound Shell <ul style="list-style-type: none"> Replace iron roof Replace spouting Replace plastic roof extension Repaint exterior Repaint interior Upgrade carpet Upgrade bathroom vanities in change rooms Upgrade showers 			2027/28 2027/28 2027/28 2027/28 2027/28 2027/28 2032/33 2032/33 2032/33	\$25,000 \$20,000 \$8,000 \$5,000 \$10,000? \$2,000 \$12,000	30 years 30 years 30 years 20 years? 10 years 15 years 10 – 15 years 15 years 20 years	2032-2033 2032 2045

Non schedule Maintenance (reactive) includes unplanned callouts and maintenance to the facility caused by vandalism, asset failure and in some cases user needs. This is included in Council operational budgets.

- Buildings are inspected at least once annually by the Property Group to
- confirm the condition is meeting Level of Service
 - Identify or anticipate building materials in need of attention
 - Refer the identified building element/s for further assessment and/or quotes.

8.14 Small Trade Subcontracting Vertical Building Maintenance Review

Author: Nicole Timney, Group Manager Property
Andrea Rankin, Chief Financial Officer
Meghan Taylor, Executive Operations Coordinator

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That Council notes the update and intention of Officers to proceed with a Process System Change review for building maintenance spend across Council operations.

Purpose of Report

- 1 For Council to be informed of the intent to proceed with a process system change for the delivery of general maintenance services across Council departments.

Assessment of Significance

- 2 This matter is of low significance in accordance with the significance and engagement policy. There will be no change to the levels of service, this is an operational system change process, a limited number of external parties would be affected, and no decisions are being sought.

Discussion

- 3 Council requested that Officers review the way various maintenance services are delivered across Council operations to identify if there would be opportunities to deliver services utilising a different model to reduce costs and improve the levels of service.
- 4 There were multiple action points on Councils action list with a common theme.
 - 4.1 Investigate Small Trades – “investigate the value of small trades outside of large contracts... are we getting competitive pricing with a preferred supplier... Do we get to a level whereby in-house provision of the particular trade could be the better way forward.”
 - 4.2 Vertical Infrastructure Maintenance Report – “quarterly reporting on the status of Council owned vertical infrastructure, including community facilities, to allow for oversight on the sufficiency of budget allocated to operating costs.”
- 5 For the purposes of this report, focus will be on the maintenance spend across all of council departments that captures small trades like builders, electricians, painters and plumbers.
- 6 Operational expenditure for small trades maintenance is routinely carried out by external maintenance service providers, very little work is carried out internally by Officers due to lack of expertise and capability in small trades maintenances, some of which requires specialist training and expertise. This spend is managed by various Officers throughout Council departments.
- 7 Maintenance services are operational in nature, and the majority are required on an ad-hoc basis, therefore few formal contracts are in place for some of the services that are not for regulatory purposes.

- 8 There is an extensive list of suppliers across all departments, a legacy of time and choice of use by each department. This is one area that a system process change review would enable a consolidation of subtrades suppliers and therefore enable supply or service level agreements to be tendered and put in place.
- 9 Each department has a list of General Ledger (GL) codes and in some instances WO (work order) codes for operational expenditure (opex). The GL codes are linked to overall opex “general maintenance” or similar type headings and do not change year to year.
- 10 A full investigation was carried out on all GL codes in operational expenditure that were in any way linked to some form of general building maintenance spend for building, plumbing, electrical or painting.
- 11 Graffiti was included in this analysis; it is currently delivered through a Graffiti Removal service level agreement. The agreement commenced in July 2024 and continues indefinitely until terminated.
- 12 While investigating it was noted that within the GL maintenance codes there were other items included that relate to regulatory spend including but not limited to; Building Warrant of Fitness, Pest Control, Inspections, Reporting, Alarm Monitoring, Security, First Aid, Fire prevention and any specialised engineering works etc.
- 13 Capital expenditure has not been included in this review as capital projects are typically one-off expenses and the majority of services needed are awarded through the tender process. Any large contracts pertaining to operational maintenance expenditure have been excluded, as well as Drainage and Water spend due to the uncertainty surrounding the outcome of Local Water Done Well.
- 14 Budget spend from 1 July 2024 – January 2025 for small trades indicated a \$529,364 spend for building, electrical, plumbing and painting. We can assume a 60/40 split of labour and materials, \$317,618 labour and \$211,745 materials for year to date spend.
- 15 The table below shows the spend breakdown per categories.

Row Labels	Sum of Actual Value
Building/General	\$ 286,882.52
Electrical	\$ 82,747.71
Painting	\$ 33,017.11
Plumbing	\$ 126,716.72
Grand Total	\$ 529,364.06

- 16 Cleaning has also been excluded due to the majority of the spend linked to a contractual arrangement for the next one and a half years. Smaller cleaning spend will be reviewed to see if this could be consolidated into existing contractual arrangements.
- 17 The outcome of the exercise has highlighted a need for an operational system change for the procurement of maintenance services across Council departments. This process system change will include reviewing and consolidating the general maintenance GL codes, reviewing and consolidating the service providers, with the implementation of panels and service level agreements as well as the centralisation of general maintenance requests. Through the review and implementation of the changes outlined above, officers are confident that planned maintenance programs will be maintained, while also providing a strategic oversight of spend to ensure best value for money is being obtained.

Attachments

Nil

8.15 Delivery of Street Sweeping Services**Author:** Jacky Clarke, Programme Delivery Manager**Authoriser:** Andrew Dixon, Group Manager Infrastructure**Recommendation**

1. That the current contract arrangements continue until contract expiry and that the in-house option be reconsidered as part of the Section 17A review required prior to the expiry of the road maintenance contract on 30 June 2028.

Purpose of Report

- 1 To consider options around the delivery of street sweeping services in-house.

Assessment of Significance

- 2 This matter is of low significance in accordance with the significance and engagement policy. There will be no change to the levels of service and a limited number of affected parties.

Background

- 3 Council has requested that Officers review the way various services are delivered to identify if there are opportunities to deliver services utilising a different model to create financial gains or improve the levels of service.
- 4 Street sweeping was one of the identified services that a review was requested for. The service is currently delivered through the Road Network and Maintenance Contract, currently held by Fulton Hogan Ltd who subcontract the work to WasteCo. The contract commenced in 1 July 2021 and expires on 30 June 2028.
- 5 The contract works includes sweeping of urban roads (Timaru and rural townships) including State Highways. The scope of works currently includes:
 - Cleaning of detritus and fallen leaves from sealed road surfaces, footpaths, walkways, cycleways, service lanes and car parks,
 - Cleaning of and removal of fallen leaves from kerb and channel,
 - Cleaning of urban stormwater structures including covered channels, slotted drains and sumps.
 - Specialist sweeping as directed by Council such as sweeping of airport runway.
- 6 The work is undertaken on a programme schedule provided in the contract to ensure that a prescribed level of service is maintained.
- 7 If this work was to be undertaken in-house a contract variation would need to be negotiated with the Contractor, Fulton Hogan to remove this work from the scope of the contract. This is expected to have financial implications that have not been factored into the business case.

Discussion

8 An analysis of costs has been developed comparing delivering the service in house and current out-sourcing. This cost comparison is shown in the following table:

	2026/27	2027/28	2028/29	2029/30	2030/2031
OUT-SOURCED SERVICE					
Current Contract cost	\$743,039	\$780,190	\$819,199	\$860,158	\$903,165
5% contract escalation	\$37,151	\$39,009	\$40,959	\$43,007	\$45,158
TOTAL OUT-SOURCED COST	\$780,190	\$819,199	\$860,158	\$903,165	\$948,323
IN-HOUSE SERVICE					
Direct Costs (includes waste fees & consumables)	\$381,600	\$393,048	\$404,839	\$416,984	\$429,494
Plant Costs (includes operational costs and depreciation)	\$274,177	\$282,410	\$290,874	\$299,600	\$308,857
Labour Cost (includes O/H)	\$149,146	\$153,620	\$158,229	\$162,976	\$167,865
Financing Cost	\$29,750	\$30,643	\$31,562	\$32,509	\$33,484
TOTAL IN HOUSE COST	\$834,673	\$859,721	\$885,504	\$912,069	\$939,700
DIFFERENCE cost/(saving)	\$54,483	\$40,522	\$25,346	\$8,904	(\$8,623)

9 The cost analysis as shown in the table above identifies that the cost saving of an in-house service provision will be realised from year 5 onwards. However, prior to this, costs are higher than current contract rates. This may change when the contract expires and the contract is retendered.

10 The cost analysis includes several assumptions as follows:

- The cost of the existing service is as per existing contract rates.
- Contract escalation cost is included and are rate applied is based on historical trends.
- Total In-House direct costs includes waste fees. This includes waste levy and ETS costs. The sum is based on current assessed volumes, and consumables, bin liners and the like.
- The volume of detritus by weight is somewhat of an unknown but is based on information provided. The disposal cost is paying ourselves and could be considered a non cash item. The disposal cost at \$325/tonne equates to approximately \$47,000 per annum. This has been included to ensure a level comparison between options as both could exclude this cost.
- Plant costs are based on a comprehensive lifecycle cost, maintenance, and running costs.
- Total Labour cost, includes provision for ACC, KiwiSaver, PPE, training etc.

- Total Overhead cost includes and internal financing cost of 5% in accordance with TDC accounting practices. There is no allowance for additional TDC internal corporate overhead.
 - A 3% increase on in house costs is applied from year 2.
- 11 In order to deliver the work as prescribed the council will need to invest \$595,000 + GST for the purchase of a single street sweeping unit. This unit allows for all the service requirements including the provision of a high-pressure water attachment for CBD cleaning.
- 12 A local service agent is available along with their own service technicians that will visit the machine every 8-12 weeks to monitor performance. This cost is allowed for in the model under repairs.
- 13 The model selected is built in NZ and does not rely on potential delays should parts etc be required from overseas. The company can also provide a hire machine at a cost of \$10,500 + GST per month, maximum 40hrs per week, should for some reason, the machine is out of service, or an additional machine is required to deliver levels of service through peak times.
- 14 The model will also allow for street cleaning via inbuilt water tanks and is capable of cleaning street sumps and clean up after leaf fall.
- 15 There would be around a 4-5month lead time for a new machine to be built.
- 16 To cover all the work requirements with the one machine, it has been costed to have 1.5 FTE carrying out the activity. Due to the nature and timing of work, being a mixture of night and day shift, by rotation of shifts it is possible for this to occur with two operators using the same machine. The model is based on the machine operating 2000hrs per annum.
- 17 It is possible that during peak periods a second machine may need to be hired to meet demand. As this cost would be variable year on year it has not been factored into the financial model. The cost to hire an additional machine during break downs has also not been factored.
- 18 A benefit of in-house services is having the ability to be more agile and flexible. Street sweeping programmes can be easily reviewed and changed to reflect demand and level of service requirements that would drive efficiency and reduction in costs.
- 19 It is possible that management of this service could be included within the recently established Parks Team and be based at the Botanic Gardens Depot.

Options and Preferred Option

- 20 **Option 1** – That street sweeping services continue to be delivered through the road maintenance contract. (preferred option)

This model provides for the risk to be carried with the contractor rather than council. The contractor is required to meet the desired level of service and resource as required. This is managed through increased scale with multiple machines, operators and clients.

- 21 **Option 2** – That street sweeping services be delivered in-house.

While the financial analysis shows that this is a viable option and potential cost savings, there is a medium risk of additional costs associated with this option. Street sweepers are a combination of complexity and moving parts. The maintenance and operation, and therefore life of, is driven by ensuring good management of the machine and operators. There is also risk of failure to meet required level of service during peak periods or staff absences that could be mitigated by additional resourcing but increased costs. However, this option offers more

agility to change sweeping regimes based on demand that may lead to further cost efficiencies.

Consultation

- 22 No consultation has been undertaken at this time. As this service is currently contracted through to 2026 with a two-year extension clause, an early termination of this part of the contract would need to be negotiated if there is a preference to bring this service in-house, noting that this is expected to create an increase in costs for other services due to the loss of critical contract mass.

Relevant Legislation, Council Policy and Plans

- 23 Long Term Plan 2024-2034

Financial and Funding Implications

- 24 In order to deliver the work as prescribed the council will need to invest \$595,000 + GST for the purchase of a single street sweeping unit. This unit allows for all the service requirements including the provision of a high-pressure water attachment for CBD cleaning.
- 25 As previously noted in paragraph 7 above the removal of the street sweeping work from the existing road maintenance contract would be subject to negotiation. The financial impact of this is expected to further reduce the potential saving.
- 26 A component of the street sweeping work is eligible (30%) for financial assistance by NZ Transport Agency (NZTA). NZTA requires all roading maintenance work to be procured competitively. If this work is done in-house this is contrary to NZTA policy and an exception would need to be sought. However, although the potential loss of funding assistance is \$85,000 this revenue is not being received at present due to NZTA funding constraints.
- 27 Similarly, Council currently undertakes sweeping of the urban areas of State Highways. This is fully recovered from NZTA but if in-house this work would likely cease due to non-compliance with NZTA procurement guidelines. The Highways work is approximately \$120,000 per annum and this cost recovery revenue is likely to be lost. With NZTA taking control of highways sweeping there may be a reduction in level of service on these roads that includes the main streets of Pleasant Point and Geraldine and SH1 through Timaru.

Other Considerations

- 28 The in-house proposal is reliant on appropriate resources being available. This includes both plant and skilled drivers who would be required to work shifts. Plant breakdowns may reduce the level of service or increase costs. Staff absences can be mitigated by training of Parks maintenance staff as backup drivers.

Attachments

Nil

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration

12 Exclusion of 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,—

12.1 Public Excluded Minutes of the Extraordinary Council Meeting held on 4 March 2025

12.2 Building Control - Section 17A Review

12.3 Property Divestment Quarterly Report

12.4 Southern Water Done Well Progression

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
<p>12.1 - Public Excluded Minutes of the Extraordinary Council Meeting held on 4 March 2025</p> <p>Matters dealt with in these minutes:</p> <p>8.1 - Public Excluded Minutes of the Council Meeting held on 4 February 2025</p> <p>8.2 - Venture Timaru Limited: Appointment of Chairperson and Director</p> <p>8.3 - Earth Quake Prone Building Update</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 4 March 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 4 March 2025.</p>
<p>12.2 - Building Control - Section 17A Review</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</p>	<p>To protect commercially sensitive information</p>

	person who supplied or who is the subject of the information	
12.3 - Property Divestment Quarterly Report	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>
12.4 - Southern Water Done Well Progression	<p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial or industrial negotiations</p>

*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 [\[specify\]](#)

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*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.”