



PUBLIC

Agenda

Notice is hereby given of a
**Community Services and Development
Committee Meeting**

Tuesday 14 March 2017

to follow the
Environmental Services and Finance Committee
Meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 14 March 2017, to follow the District Infrastructure Committee Meeting.

Committee Membership

Peter Collins	Chair
David Owen	Deputy Chair
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
Sheila Paul	Councillor

Quorum – no less than five 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.

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decisions;
- ii Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

Order of Business

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Item 1

Apologies

Prepared by: Stuart Duncan
 Chief Executive

The Chair will call for any apologies. An apology has been received from Cr D Anderson.

Recommendation

That the apologies are accepted.

Item 2 Conflicts of Interest

Prepared by: Stuart Duncan
 Chief Executive

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

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.

Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
 Chief Executive

- 1 The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i The reason why the item was not listed on the agenda; and
- ii The reason why discussion of the item cannot be delayed until a subsequent meeting.

b Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i That item is a minor matter relating to the general business of the local authority; and
- ii The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

Recommendation

That the Community Services and Development Committee resolve to consider any major (urgent business) or minor items at the end of the open section of the meeting.

Item 4 Confirmation of Minutes

Prepared by: Stuart Duncan
 Chief Executive

The unconfirmed minutes of the Community Services and Development Committee meeting held on Tuesday 31 January 2017 are presented for confirmation.

Recommendation

That the minutes of the Community Services and Development Committee meeting held on Tuesday 31 January 2017 are confirmed as a true and correct record.

Unconfirmed Minutes of the Community Services and Development Committee meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 31 January 2017, at 1.45pm.

Present Chair: Cr P Collins
Mayor: C Rowley
Councillors: S Cain, J Guilford, M Morton, T O'Connor, D Owen

In Attendance Acting Chief Executive: C Johns
Managers: S Kelly, M Jones, D Mitchell
Observer: S Duncan
Staff: F Fox
Committee Secretary: K Reid

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- | | |
|--|--|
| 1 Apologies | Apologies were received from Cr D Anderson and Cr S Paul
Resolved:
That the apologies are accepted.
Moved Cr Cain
Seconded Cr O'Connor
MOTION CARRIED |
| 2 Conflicts of Interest | The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified. |
| 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda | There were no major (urgent business) or minor items identified.

Item 12 was taken at this point in the meeting. |
| 12 Discussion Item – Grant Committee Presentation – Centrecare Counselling 1.30pm | Council grant recipient Centrecare Counselling Waimate's Chairman Martyn Jensen, Senior Counselling/Executive Officer Linda Waitokia and Secretary/Treasurer/Funding Coordinator Bernie Blackgrove gave their annual presentation to Council.

Outcome:
1 No further action. |
| 4 Confirmation of Minutes | Resolved:
That the minutes of the Community Services and Development Committee meeting held on Tuesday 15 November 2016 are confirmed as a true and correct record. |

Moved Cr Morton
Seconded Mayor Rowley
MOTION CARRIED

- 5 Waimate Community Anzac Group Meeting Minutes** **Resolved:**
That the confirmed minutes of the Waimate Community Anzac Group meeting held on 4 May 2016 are received.
Moved Cr Guilford
Seconded Cr Owen
MOTION CARRIED
- 6 Waimate District Civic Awards Committee Meeting Minutes** **Resolved:**
That the confirmed minutes of the Waimate District Civic Awards Committee meeting held on 11 February 2016 are received.
Moved Mayor Rowley
Seconded Cr Guilford
MOTION CARRIED
- 7 Creative New Zealand Communities Scheme Committee Meeting Minutes** **Resolved:**
That the confirmed minutes of the Creative New Zealand Communities Scheme Committee meeting held on 11 May 2016 are received.
Moved Cr Morton
Seconded Cr Cain
MOTION CARRIED
- 8 Sport NZ Rural Travel Fund Committee Meeting Minutes** **Resolved:**
That the confirmed minutes of the Sport NZ Rural Travel Fund Committee meeting held on 11 May 2016 are received.
Moved Cr Cain
Seconded Cr Morton
MOTION CARRIED
- 9 Management Report – Community, Planning and Development Group** **Resolved:**
That the Community, Planning and Development Group Manager's Report is accepted.
Moved Cr Morton
Seconded Cr Guilford
MOTION CARRIED

Note: Action Point Report

Further to the Action Report relating to the follow up meeting regarding the Waitaki Valley dam safety and emergency management workshop – that a further Action Point be added that Council communicate with Meridian regarding holding a second information meeting for the public relating to dam safety.

- 10 Section 17A Reviews** The Community Services and Development Committee was presented with completed section 17A review reports.

Resolved:

That the Section 17A Reviews report is accepted; and

That the Community Services and Development Committee recommends to Council that:

a The light review for Library services be accepted and Council agrees no full review is required; and

b The light review for Waste Management services be accepted and a review of the services be undertaken as part the Long Term Plan process, in accordance with section 17A of the LGA; and

c The light review of Emergency Management services be accepted and Council agrees no full review is required.

Moved Mayor Rowley

Seconded Cr Collins

MOTION CARRIED

- 11 Consideration of Major (Urgent Business) or Minor Items not on the Agenda** There were no major (urgent business) or minor items identified.

- 12** Item 12 was taken earlier in the meeting

- 13 Discussion Item – Funding Request – Richie McCaw Statue Project** The Community Planning and Development Committee discussed a request for Council funding for the Richie McCaw Statue project from the Subdivision Reserve Contribution Fund.

The Mayor will contact Mrs McIlraith stating Council is unable to assist with funding through the Subdivision Reserve Contribution Fund, and suggest that she contact Cr Guilford at the Community Link for further funding avenues; and that if required the Mayor could write a letter of support for any funding applications.

Outcome

Staff to action.

There being no further business, the Chair declared the meeting closed at 3.45pm. These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 14 March 2017.

Cr P Collins
Chair

Item 5

Management Report – Community, Planning and Development Group

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

The Community, Planning and Development Group Manager's Report is submitted for the information of the Community Services and Development Committee.

Recommendation

That the Community, Planning and Development Group Manager's Report is accepted.

Highlights

Civil Defence Emergency Management (CDEM)

Readiness

Definition: Consists of developing operational systems and capabilities before an emergency happens, including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities, and other agencies.

Community Work

Sector Restructure

- 1 Work on sector restructure continues with a community representative meeting to be held on 23 March 2017. The intention of the meeting is to confirm proposed boundary changes, new role descriptors for both lead and support representatives and identify differences between urban and rural roles. We aim to finalise and promote the new structure by June 2017.

Public Education

- 2 Development of a new public education plan to increase community awareness is underway with the intention to have CDEM information published quarterly, at a minimum. Potential topics include:
 - a Port Hills Fire as an example where residents had not got 'getaway kits' sorted
 - b Revisit Red X Hazard App (our use so far e.g. tsunami threat, fire ban) to illustrate how we use the app.

Public Meetings

- 3 On the 9 February 2017 Hilary Botting spoke to the Waimate Rotary. The topic was 'Fighting Apathy within CDEM'. It was a very useful meeting with good engagement.

Lower Waitaki River (Flood Event Workshop)

- 4 Meridian and other key players have agreed to be part of a Lower Waitaki flood event workshop on 20 June 2017. The purpose of the exercise is to workshop internal, external and public notification plans and processes across all the various players (Meridian, Waimate and Waitaki CDEM, and ECAN).

Response

Definition: Consists of actions immediately before, during or directly after a civil defence emergency to save lives and property and to help communities to recover

Port Hills Fire

- 5 Part of the logistical management of the Port Hills Fire was to minimise the risk of further fires in Canterbury; this resulted in a Total Fire Ban across Canterbury (issued 16 February 2017 lifted 1 March 2017). To support the dissemination of this notice Waimate District Council's PIM (Public Information Manager) placed a headline banner onto our web site, used the Red X Storm account to issue a general notification to the

community, and placed posters in public spaces. In addition the CDEM coordinator sent texts and emails to schools and community representatives.

Library

- 6 The last month has seen a number of events run in the Library by individuals, community groups, and of course the Library. From fruit to philately, recycling to art we have had it all.
- 7 Matt Henderson provided us with a philately display based on global warming, which we enhanced with library books on the subject.
- 8 The Community Fruit Harvest Group supplied baskets of local fruit for library visitors. This was a great relationship-builder, allowing staff to interact with our clients, enabling us to help them with their informational needs on a much deeper level.
- 9 The “Recycled Rubbish into Art” competition was very successful with a good number of entries across the age classes. It enabled members of our community to express themselves, and at the same time promoted the Library, recycling and the reuse of waste.
- 10 “Love your Libraries” celebrations. What a great time we had with this. We had a number of displays around the library promoting aspects of library, had the Council staff participate in a “Library Meme” competition, and gave away chocolates to library users on St Valentine’s Day.
- 11 “Blind Date with a Book” was run over the last weeks of February. This was our most involved event in February. We wrapped over 100 books in brown paper (giving a small and often cryptic amount of information on the outside). Patrons were able select a book without knowing its genre, author or title. The aim of this was to give borrowers the opportunity and encouragement to discover new authors or types of books to read. A “Rate your Date” form is given to get feedback on their experience.

March Events

- Edwardian Display
- Flox Art Exhibition – Waimate High School
- Creative NZ funding for local arts
- Read Together programme with John Botting
- Children’s Day with the Parenting Hub – Sunday 5th March
- Animal welfare displays and activities
- In house displays:
 - Leaf through a good book (autumn theme)
 - National Walking Day
 - Author promotions

Policy

Section 17A Reviews

- 12 Work on section 17A reviews is progressing pleasingly. Light reviews of Waste Management, Library and Emergency Management have been completed and reports have been accepted by Council at the 21 February 2017 meeting following recommendations from the Community Services and Development Committee. Five more light reviews and reports (Regulatory Services – Environmental Health, Resource Management, Community Support, Managing Services and Economic Development and Promotions) have been completed and will be presented to the Community Services and Development Committee meeting on 14 March 2017.

Promotions/Information Centre

Grants

- 13 The Waimate District Council Community Grants Fund opened for applications early February 2017 and closed 28 February 2017. Nine applications were received totalling \$18,915 from an available fund of \$10,000. The Community Services and Development Committee will meet on 14 March 2017 to discuss the applications.
- 14 The next Creative Communities NZ Scheme and Sport NZ Rural Travel Fund will open the beginning of April 2017 with the respective committees meeting early May to discuss the applications.

Information centre

- 15 Staff have been kept busy with visitors to the Event Centre wishing to view the new facilities. Feedback has been overwhelmingly positive from both locals and visitors alike.
- 16 The Centre operated normal opening hours of 9am – 5pm Monday to Friday, however during January staff covered Saturday and Sundays from 10am to 12noon. From February, staff will open the Centre Monday to Friday and Saturdays only.

Marketing

Southern Holiday Destinations

- 17 We are advertising in the Southern Holiday Destinations autumn/winter publication, a lift out from the Christchurch Star. 15,000 copies will be published and distributed in March. The editorial and images were supplied by this office.

Strategy

Customer Satisfaction Survey

- 18 Council has confirmed National Research Bureau (NRB) will undertake the biennial survey. We have engaged a variety of approaches both to seeking public opinion and to communicating its decisions and programmes to our residents.

- 19 The survey will be framed on the basis of the four wards within our District with interviewing being conducted by telephone. Calls will be made between 4.30pm and 8.30pm on weekdays and 9.30am and 8.30pm on weekends.
- 20 The survey schedule is:
- Interviewing – Friday 24 March 2017 to Sunday 2 April 2017
 - Summary results provided to Council no later than Tuesday 23 May 2017
 - Full report provided to Council no later than Tuesday 27 June 2017
- 21 Our results will be shown as a comparison from the 2015 survey and benchmarked against Local Authority peer groups and across all Local Authorities as a national average.
- 22 Advertisements notifying our community of the survey and encouraging their participation will be seen leading up to the commencement of and during the survey period.

Sport and Recreation Plan

- 23 Work is progressing on the Waimate District Sport and Recreation Plan. A Community Survey was open for public comment in November and December 2016. The survey was designed to identify current sport and recreation activities, participation trends, and to ascertain future sport and recreation needs and aspirations of the Waimate District. 148 completed surveys were received, providing a plethora of information which has been collated by an independent project researcher and planner.
- 24 An early examination of the collated responses suggest that respondents did not focus as much on the 'quantity' of sport and recreation facilities and activities in Waimate District; more with the 'quality' of facilities and provision of activities. Examples of the feedback received include:
- Nearly 60% of respondents told us they participated in sport and recreation activities at least three times per week.
 - Walking, swimming, cycling and mountain biking and fishing were the most common sport and recreation activities participated in by the respondents.
 - Three quarters of respondents preferred to participate in outdoor activities and one third preferred to use walking/biking tracks or parks and reserves to participate in these activities.
 - 41% of respondents said they were interested in trying a new sport or recreation activity, with a number stating rock climbing or attending the gym as activities they would like to take up.
 - With the popularity of both walking and cycling there were a number of suggestions about improving and creating more tracks throughout the District.
 - Nearly three quarters of the respondents stated they travelled outside the Waimate District to participate in sport and recreation activities. 20% said they travelled to use swimming pools out of the District.

- Respondents also had a number of suggestions and comments concerning the promotion of sport and recreation and the opportunity for more events. Some respondents cited the Event Centre as a great new asset to the district and others acknowledged the work of volunteer groups in providing and maintaining facilities and sport and recreation opportunities and hoped to see more support for these groups.

South Canterbury Spaces and Places Plan

- 25 Collaborative work on the South Canterbury Spaces and Places Plan continues. As a member of the Project Control Group, the Policy Analyst has assisted in the refining of two surveys; a community survey seeking feedback from users of South Canterbury sport and active recreation facilities, and a survey for South Canterbury organisations and clubs to gather insight on their current levels of facility use and future requirements. Both of these surveys closed on 3 March 2017. A further survey is being developed and this will be sent to owners and managers of facilities in South Canterbury in early March.
- 26 Moving forward with the project, consultants Global Leisure Group will collate all the survey responses and will complete a regional facility inventory and use database to capture the provision and utilisation of existing facilities. This data will be used for current and projected facility supply and demand analysis. Workshops will then be with key stakeholders, facility users and providers to advance the development of the draft South Canterbury Spaces and Places Plan. The Policy Analyst will continue to support the consultants as part of the Project Control Group as the project advances.

Action Point Report

Action Point	Status	Comment
31 January 2017 – Community Services and Development Committee		
Council communicate with Meridian regarding holding a second information meeting for the public relating to dam safety	In progress	A Lower Waitaki flood event workshop involving emergency management staff from Meridian, Waimate, Waitaki and Group has been arranged for 20 June 2017
15 November 2016 – Community Services and Development Committee		
Council requested a debriefing on the local Civil Defence tsunami response and information process following the Culverden earthquakes on Monday 14 November 2016	In progress	The Regional Civil Defence Controller Neville Reilly is scheduled to address Council on 2 May 2017
12 July 2016 – Community Services and Development Committee		
Councillor McIlraith requested staff investigate installing a Waimate information sign at Kurow Island	In progress	Staff have commenced initial investigation

Item 6 Section 17A Light Reviews

Prepared by: Carolyn Johns
 Community, Planning and Development Group Manager

And: Fabia Fox
 Policy Analyst

Purpose of Report

- 1 To present the Community, Planning and Development Committee with completed section 17A review reports for Regulatory Services – Environmental Health, Resource Management, Community Support, Economic Development and Promotions and Managing Services and Business Support services for the Committee to recommend to Council for approval.

Background

- 2 An overview of section 17A reviews, and an update on progress made was provided to the Community Services and Development Committee at the 31 January 2017 meeting. This outlined Council's legislative requirements to "review the cost effectiveness of current arrangements for meeting the needs of communities within its district or region for good quality infrastructure, local public services, and performance of regulatory functions".
- 3 The LGA provides that a local authority is not required to undertake a review in accordance with section 17A if:
 - a A contract or other binding agreement cannot be reasonably altered within two years; or
 - b The local authority is satisfied that the costs of doing the review outweigh the potential benefits.
- 4 As noted in a previous report, the proposed approach to section 17A reviews is a common sense approach, balancing the need to comply with the legislation, with the need to carefully manage Council's operational resources. Under this approach Council's resources are focussed on reviewing services with the most sizeable opportunities for improvement.
- 5 Accordingly, staff have determined an appropriate financial point at which Council could consider not undertaking reviews. This level for creating exceptions has been assessed at \$250,000 (total budgeted operational and capital expenditure). Where a service has a gross annual expenditure of less than \$250,000, it will be assumed that the cost of undertaking a section 17A review would be in excess of the likely benefits and a review would not be carried out on those services.
- 6 Staff developed a 'light review' process to ensure that the legislative requirements are met and recorded for each service and to assist in determining the whether a full section 17A review is required. All services provided by Council will undergo under this 'light review' process.

- 7 At the 31 January 2017 meeting the Community Services and Development Committee were provided with examples of the 'light review' document and reports on Waste Management, Library and Emergency Management services.
- 8 At the following Council Meeting on 21 February 2017 Council approved the recommendations of the Committee that no full review is required for Library and Emergency Management services and that in accordance with section 17A, full reviews of the services are scheduled for 2022. Council also approved the recommendation that a section 17A review for Waste Management services be undertaken as part of the Long Term Plan Process.

Proposal

- 9 The Community, Planning and Development Committee recommends to Council that the light review recommendations for Regulatory Services – Environmental Health, Resource Management, Community Support Economic Development and Promotions and Managing Services and Business Support be accepted as presented in the reports for each of these services (see Appendices I – V).

Obstacles

- 10 There are no known obstacles.

Assessment of Significance

- 11 This light review process is not deemed significant under the Council's Significance and Engagement Policy. However, should a full review recommend changes in levels of service, or the establishment of a council controlled organisation, for example, consultation may be required.

Budget Considerations

- 12 There are no known budget considerations for the light review process.

Cost-effectiveness

- 13 Consideration has been given to cost-effectiveness.

Recommendation

- 1 That the Section 17A Reviews report is accepted; and
- 2 That the Community Services and Development Committee recommends to Council that:
 - a The light review for Regulatory Services – Environmental Health be accepted and Council agrees no full review is required; and
 - b The light review for Resource Management services be accepted and Council agrees no full review is required; and

- c The light review of Community Support services be accepted and Council agrees no full review is required; and
- d The light review of Economic Development and Promotions services be accepted and Council agrees no full review is required; and
- e The light review of Managing Services and Business Support services be accepted and Council agrees no full review is required.

Appendix I

Local Government Act 2002 Section 17A Service Delivery Review Report

Regulatory Services – Environmental Health

Group Manager: Sue Kelly, Property and Regulatory Group Manager.

Service Description: Regulatory Services – Environmental Health encompasses the inspection of the Waimate District on all health and nuisance related complaints and investigation and reporting on matters that may potentially create adverse health effects or pose a nuisance to the community. Council's Environmental Health section carries out a wide range of tasks including investigating and reporting on: public health issues arising from adverse weather conditions; notifiable infectious diseases; health nuisances under the Health Act 1956; noise nuisance complaints; liquor licensing and registered and unregistered food premises; bylaws including trading in public places, keeping of animals and liquor ban; LIM reports regarding health hazards, food and liquor licences; liaising with other authorities on regional water quality; monitoring substandard accommodation; liaising with Public Health Unit/Police on pandemic planning and clandestine laboratories; litter complaints and public health education input.

In 2009 Council moved to the contractual provision of this service following a review which showed that the cost of providing the service in-house was significantly greater than an external contract arrangement. The contract is a shared agreement, with the services for the Waimate, Timaru and Mackenzie District Councils all contracted under a single arrangement to an external provider for the bulk of these services. All low level and local requirements of this service are met by in-house staff who perform a variety of other roles.

Legislation: Council has statutory obligations under numerous statutes including the Health Act 1956, Resource Management Act, Food Act 2014, the Sale and Supply of Alcohol Act 2012 and any further amendments and associated legislative requirements to provide the services for this authority.

Recommendation: It is not recommended to conduct a full review of Regulatory Services – Environmental Health at this time. The potential costs are considered to outweigh the benefits of a review as the gross annual expenditure of Regulatory Services – Environmental Health is less than the review threshold of \$250,000. A review is scheduled for 2022, in line with the section 17A statutory requirement of six yearly reviews of Council services.

Rationale:

There are three statutory trigger points when a section 17A review must be undertaken:

- a When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Regulatory Services – Environmental Health at this time (with the exception of any legislative changes).
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - i The current contractual arrangement is reviewed annually.
- c A review of the service has not been carried out in the last six years, or prior to 8 August 2017 (clause 2, schedule 1AA, LGA).

- i The contractual arrangement for the provision of the majority of Council's Regulatory Services – Environmental Health is reviewed annually. There has been no full review of Regulatory Services – Environmental Health carried out in the last six years.

There are two statutory circumstances where a review is not necessary:

- d When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - i The current contractual arrangement is reviewed annually.
- e Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - i The current contractual arrangement is reviewed annually and all Councils involved are satisfied the services are provided in the most cost effective manner for the community. There is also an absence of alternative providers for this service and Council has previously identified that in-house delivery is not cost-effective.
 - ii The cost of a section 17A review of Regulatory Services – Environmental Health would, therefore, outweigh the benefits of doing a review.

Appendix II

Local Government Act 2002 Section 17A Service Delivery Review Report

Resource Management

Group Manager: Sue Kelly, Property and Regulatory Group Manager

Service Description: Council has responsibilities for the sustainable management of the natural and physical resources of the Waimate District. The main tasks associated are: preparing and administering the Waimate District Plan; processing land-use and sub-division resource consents, preparing notices of requirement and District Plan variations; involvement in processing Land Information and Project Information Memorandums; managing development of some land-use activities through the District Plan; compliance monitoring and 'State of the Environment' reporting; and providing information in response to public enquiries.

Council employs a Resource Planner who works closely with Regional Councils and engages external resources where necessary. The strategic direction for this service is advised by senior management and set by Elected Members.

Legislation: Council has statutory obligations under the Resource Management Act 1991 (RMA) to provide the services for this activity. Under the RMA, Council is responsible for: the establishment, implementation and review of objectives, policies and methods to achieve integrated management of the effects of the use, development or protection of land and associated natural and physical resources of the district; the control of any actual or potential effects of the use, development, or protection of land including for the purpose of: the avoidance of mitigation of natural hazards, the prevention or mitigation of any adverse effects of the storage, use, disposal, or transportation of hazardous substances, the prevention or mitigation of any adverse effects of the development, subdivision or use of contaminated land, the maintenance of indigenous biological diversity; the control of the emission of noise and the mitigation of the effects of noise; the control of any actual or potential effects of activities in relation to the surface of water in rivers and lakes.

Recommendation: It is not recommended to conduct a full section 17A review of Resource Management services. Due to the considerable statutory obligations under the RMA, there are limited options for the governance, funding and delivery of the Resource Management service. The costs are considered to outweigh the potential benefits of undertaking a section 17A review. A review is scheduled for 2022, in adherence to the section 17A statutory requirement of six yearly reviews of Council services.

Rationale:

There are three statutory trigger points when a section 17A review must be undertaken:

- a When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Resource Management at this time (excluding any legislative changes which may occur).
- b Within two years of expiration of a contract of other binding agreement to deliver the service.

- i There is no contract or other binding agreement in place for the delivery of Resource Management services.
- c A review of the service has not been carried out in the last six years, or prior to 8 August 2017 (clause 2, schedule 1AA, LGA).
 - i There has been no review of Resource Management carried out in the last six years.

There are two statutory circumstances where a review is not necessary:

- d When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - i There is no contract or other agreement in place for Resource Management.
- e Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - i Due to legislation, there are limited options for the governance, funding and delivery of the Resource Management service, meaning any review would likely be costly for little benefit to service improvement.
 - ii The cost of a section 17A review of Resource Management would, therefore, outweigh the benefits of doing a review.

Appendix III

Local Government Act 2002 Section 17A Service Delivery Review Report

Community Support

Group Manager: Carolyn Johns, Community Planning and Development Group

Service Description: The Community Support service provides decision making and accountability for grants from Council to community organisations and individuals for community purposes. Funds come from both Council and non-Council sources and are allocated from contestable grants as well as from Council's annual budget.

Council staff administer the grants and Council allocates funding on an annual basis for the contestable community, sports and heritage grants. Council decide on the appropriate recipients of the community and heritage grants. With the Sports Fund, and Rural Travel Fund (provided by Sport NZ) and arts funding (provided by Creative NZ) the recipients are determined by committees made up of community members and Councillors.

The strategic direction for this service is advised by senior management and set by Elected Members.

Legislation: There is no legislative requirement for the provision of the Community Support service, but this service assists the continuation and development of many community groups and facilities which contribute to social, cultural and recreational outcomes for the district.

Recommendation: It is not recommended to conduct a full review of Community Support services. The costs are considered to outweigh the potential benefits of undertaking a review as the gross annual expenditure of Community Support is less than the determined threshold of \$250,000. This service is one of public good and lacks viable alternative providers. A review is scheduled for 2022, in line with the section 17A statutory requirement of six yearly reviews of Council services.

Rationale:

There are three statutory trigger points when a section 17A review must be undertaken:

- a When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Community Support at this time.
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - i There is no contract or other binding agreement in place for the delivery of Community Support services.
- c A review of the service has not been carried out in the last six years, or prior to 8 August 2017 (clause 2, schedule 1AA, LGA).
 - i There has been no review of Community Support carried out in the last six years.

There are two statutory circumstances where a review is not necessary:

- d When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - i There is no contract or other agreement in place for Community Support services.
- e Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - i Officers are recommending that there is no realistic potentially beneficial alternative governance, funding or service delivery options given the nature of the Community Support service.
 - ii The cost of a section 17A review of Community Support would, therefore, outweigh the benefits of doing a review.

Appendix IV

Local Government Act 2002 Section 17A Service Delivery Review Report

Economic Development and Promotions

Group Manager: Carolyn Johns, Community Planning and Development Group

Service Description: Council takes a lead role in encouraging growth of the Waimate District by facilitating the creation and expansion of local business and industry and supporting events.

Council's promotions department markets the Waimate District and provides support for tourism. The Information Centre provides an information service for visitors and local residents.

The strategic direction for this service is advised by senior management and set by Elected Members.

Legislation: Under the Local Government Act 2002 Council is required to meet the current and future needs of communities for good quality infrastructure, local public service, and performances of regulatory functions in a way that is most cost effective for households and businesses. Council believes that sound economic development and promotions is key to this legislative requirement.

Recommendation: It is not recommended to conduct a full review of Economic Development and Promotions. The costs are considered to outweigh the potential benefits of undertaking a review as the gross annual expenditure of Economic Development and Promotions is less than the determined threshold of \$250,000. A review is scheduled for 2022, in line with the section 17A statutory requirement of six yearly reviews of Council services.

Rationale:

There are three statutory trigger points when a section 17A review must be undertaken:

- a When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Economic Development and Promotions at this time.
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - i There is no contract or other binding agreement in place for the delivery of Economic Development and Promotions services.
- c A review of the service has not been carried out in the last six years, or prior to 8 August 2017 (clause 2, schedule 1AA, LGA).
 - i There has been no review of Economic Development and Promotions carried out in the last six years.

There are two statutory circumstances where a review is not necessary:

- d When there is a contract or other agreement in place that cannot reasonably be changed within two years.

- i There is no contract or other agreement in place for Economic Development and Promotions services
- e Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - i The cost of a section 17A review of Economic Development and Promotions would outweigh the benefits of doing a review.

Appendix V

Local Government Act 2002 Section 17A Service Delivery Review Report

Managing Services and Business Support

Group Manager: Andy Hilton – Corporate Services Manager

Service Description: Managing Services and Business Support incorporates the organisational support functions that help Council provide its other activities in the most effective manner. It includes all Council's shared services; customer services, corporate planning, finance, general administration, human resources, information management, office of the Chief Executive, policy and strategic development, monitoring and reporting, economic development and district promotion, information and technology, district planning, building, environmental health, animal control, emergency management, sewerage, stormwater, waste management, water supply, roading and footpaths, parks and public spaces, swimming pool, camping and cemeteries.

Council provides appropriately trained staff to assist with the effective and efficient delivery of services to the ratepayers and residents within the Waimate District.

The strategic direction for this service is advised by senior management and set by Elected Members.

Legislation: There is no legislative requirement for the provision of the Managing Services and Business Support service, but this service supports all services Council provides and is therefore essential for the Council to meet all legislative requirements.

Recommendation: It is not recommended to conduct a full section 17A review of Managing Services and Business Support services. Continuous internal process reviews should be established to maintain and increase existing standards. A change to the Managing Services and Business Support service, either by way of outsourcing, or shared services with other councils would be a significant strategic change, both costly and operationally disruptive. At present, this is outside Council's appetite. A review is scheduled for 2022, in line with the section 17A statutory requirement of six yearly reviews of Council services.

Rationale:

There are three statutory trigger points when a section 17A review must be undertaken:

- a When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Managing Services and Business Support services at this time.
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - i There is no contract or other binding agreement in place for the delivery of Managing Services and Business Support services.
- c A review of the service has not been carried out in the last six years, or prior to 8 August 2017 (clause 2, schedule 1AA, LGA).
 - i There has been no review of Managing Services and Business Support carried out in the last six years.

There are two statutory circumstances where a review is not necessary:

- d When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - i There is no contract or other agreement in place for Managing Services and Business Support services
- e Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - i Officers are recommending that a change to the Managing Services and Business Support service, either by way of outsourcing, or shared services with other councils would be a significant strategic change, both costly and operationally disruptive.
 - ii The cost of a section 17A review of Managing Services and Business Support at this time would, therefore, outweigh the benefits of doing a review.

Item 7 Heritage Fund Application – Waimate Edwardian Heritage Group

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

And: Donna van der Byl
Grants Administrator

Purpose of Report

- 1 To consider the funding application from the Waimate Edwardian Heritage Group to assist with restoration work including spouting and the exterior painting of the 130-year-old Lane's Cottage situated at Bushtown, Dobson Street, Waimate.

Background/Proposal

- 2 The Waimate Edwardian Heritage Group is currently working on the renovation of Lane's Cottage at Bushtown Waimate – a historic working timber town under development. Lane's Cottage was donated to the group by members Harold and Margaret Prue. When the building was originally shifted from the top end of High Street it was in a very dilapidated state. Since then a lot of restoration work has been carried out by volunteers to restore and maintain the cottage for future generations to enjoy.
- 3 The aim of this project is to protect and preserve the building by installing spouting to collect water, as it would have had 130 years ago, and to preserve the exterior by painting the weather board exterior in heritage colours.
- 4 The total cost of the project is approximately \$2,362.33. The applicant is requesting \$956.08 for materials only, with Waimate Heritage Group supplying labour as well as some of the paint, scaffolding and additional building supplies.

Obstacles

- 5 There are no known obstacles. The application meets the criteria and Council has supported similar applications. Grants are now limited to \$1,000 + GST (if any).

Assessment of Significance

- 6 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Budget Considerations

- 7 Who is the budget holding Manager? Community, Planning and Development Group Manager, Carolyn Johns

Activity, description name and general ledger code: Community Support, Heritage Fund 111033512

Budget allocation (current year): \$4087.85

Amount spent to date: \$455.00

Can this proposal be accommodated out of remaining budget? Yes

Cost-effectiveness

8 Cost-effectiveness consideration is not applicable.

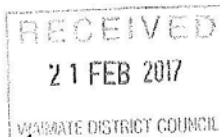
Recommendation

- 1 That the Heritage Fund Application – Waimate Edwardian Heritage Group report is accepted; and
- 2 That the Community Services and Development Committee approves the funding application from Waimate Edwardian Heritage Group to assist with the painting and restoration (including spouting) of Lane's Cottage.



Waimate District Council Heritage Grant

Application Form



1. Full name of organisation or individual:

WAIMATE EDWARDIAN HERITAGE GROUP

2. Address of organisation or individual:

As below

3. Name and address of contact person:

MRS JENNIE KITCHEN

61 KEILLORS ROAD RDIO WAIMATE

Telephone Number: Day 6899070

Night:

Email: jekit@ihug.co.nz

4. Your own or organisations activities (use separate sheet if necessary):

INTEREST IN HISTORICAL MATTERS AND
SUPPORTING HERITAGE IN WAIMATE AND
ENCOURAGING LOCAL COMMUNITY TO RECOGNISE
ITS IMPORTANCE

5. Describe the project for which you are seeking financial assistance (use separate sheet if necessary):

RESTORATION OF COTTAGE AT BUSH TOWN

- RAFFLES
- SILENT FILM EVENINGS
- QUIZ NIGHTS

- | | |
|-------------------------------------|---------------|
| REFER TO SHEET ATTACHED | 0 |
| Less your contribution | \$ 2,362 - 33 |
| Other Funding | \$ 1406 - 25 |
| Total Amount requested from Council | \$ 956 - 08 |

- WITHIN 12 MONTHS DEPENDING ON
AVAILABILITY OF VOLUNTEERS

- PART OF BUSH TOWN HERITAGE PARK WHICH
IS OPEN TO PUBLIC

- YES. \$100.00 IN 2014

11. Have you applied to any other organisation for funding for this project (in the same financial year) and if so what was the result? NO.

Organisation - (including other councils)	Amount requested (\$)	Results date (if known)

12. Date grant applied for: 14 - 2 - 2017
13. Signature of Applicant: J. Kitcher
14. Position of Signatory: TREASURER

Notes

- A budget report for the project will be required.
- Annual financial statements of the applicant may be requested.
- If at any time any conditions of any Grant are not being met to the satisfaction of Council, the Council can require a refund of its contribution.
- These guidelines are for assistance of the Council and applicants, but the final decision of any contribution is at the sole discretion of Council.
- Please attach photos, sketch proposals, plans, additional information etc.

WAIMATE EDWARDIAN HERITAGE GROUP

INFORMATION TO APPLICATION

Waimate District Council Heritage Grant

For several years the Edwardian Group have been raising funds and spent many, many volunteer hours on 130 year old Lane's Cottage which has a lot of history surrounding this building.

This building was shifted in a very dilapidated state from the top end of High Street to "Bushtown" where a lot of work has been carried out in restoring this cottage to show visitors to "Bushtown" what buildings look like and how people lived in early days in Waimate.

This building has been donated to Bushtown by the Lane family connection with the Edwardian Group being the custodians to furnish and maintain.

The reason for the application to the Heritage Fund is to put spouting in place to protect the building and collect water as would have been done 130 years ago. To paint the building to protect the weather board building and paint in heritage colours.

To date there has been a great reliance on donation of goods, contractors generosity and volunteers which without this project would never have happened.

If this application is successful this will give this project a push to completion which still require a lot of input from the Edwardian Group members and other volunteers

The whole aim of this project by the Edwardian Group is to make a contribution to the aims and aspirations of Bushtown and to retain some of our history for future generations to enjoy.

WAIMATE EDWARDIAN HERITAGE GROUP**APPLICATION FOR FUNDING**

Material required from ITM	Cost
8 lts undercoat paint	100.00
10 Lts Solar Guard Roof paint	179.00
Tinting 10 Lts paint	15.00
Spouting - 3M @ 37.23, 3x5M @ 62.05	223.38
Downpipe 6m Downpipe at \$12.41/M	74.46
Brackets & Bends - 5 bends \$7	35.00
Spouting joiners - 3 @ 2.80	8.40
Spouting Brackets - 42 @ \$2.24	94.08
Stopends - 6 @ 3.79	22.74
Spouting outlet - 2 @ \$4.71	9.42
Weather Boards 12 x 3.6M @ \$3.5	151.20
Nails x 2 packets @ \$7.50	15.00
Packet 25mm Screws	12.83
Solvent Cement	15.57
TOTAL COST	956.08
Waimate Edwardian Group supplying	
Labour 20 Hours at \$40	800.00
10 Lts paint	100.00
Scaffolding	125.00
25M -75 x 50 dressed @ \$3.25	81.25
S/H Corrugated Iron Donated - Guesstimate	300.00
	1,406.25

Building material cost have all been sourced from Waimate I.T.M.



Waimate Edwardian Heritage Group

*Vision: To enjoy and take pride in the
Heritage buildings, assets and history of the
Waimate District.*

*To encourage tourism through highlighting
heritage architecture, Edwardian life,
culture and entertainment and hold events
with an Edwardian theme raising the
profile of Waimate's Heritage*

- Annual Edwardian Weekend
- Promenade in the Park celebrations
- Heritage events
- Outings to historical venues & occasions
- Devonshire Tea meetings
- Quarterly newsletter
- Lane's Cottage restoration
- Heritage costume workshops - sharing knowledge & talents
- Fun & fellowship
- Supportive of other Heritage organisations
- Membership \$10 per year

Would you like more information?

Contact: Sandra ph 03 689.6577

or Elizabeth ph 03 434.7027 or visit

www.waimate.org.nz under "Events"

Item 8 Consideration of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
 Chief Executive

The Community Services and Development Committee is to consider any major (urgent business) or minor items identified earlier in the meeting.

Item 9 Information Item: Whitehorse Big Easy Update – 12.00pm

Purpose of a Discussion / Information Item: To discuss the item presented in order to provide staff with direction, or to provide Council with information. No formal resolution or recommendation will be made.

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

Overview

- 1 Whitehorse Big Easy Organising Committee member, Peter Bootsma will give the Community Services and Development Committee a progress report on arrangements for the inaugural Quantum Advantage Whitehorse Big Easy event.
- 2 The Whitehorse Big Easy is an event for all ages and capabilities to be held at the Waimate A & P Showgrounds on 9 April 2017. The day will encompass three separate events: bike, walk/run and a team 'bike and run' event, 'The Whitehorse Challenge'. All of these will be loop tracks, starting and ending at the Waimate A&P Showgrounds.

Outcome

No further action. This is an item for the information of the Community Services and Development Committee.

Item 10

Information Item: Bushtown Presentation & Site Visit – 12.30pm

Purpose of a Discussion / Information Item: To discuss the item presented in order to provide staff with direction, or to provide Council with information. No formal resolution or recommendation will be made.

Prepared by: Carolyn Johns
Community, Planning and Development Group Manager

Overview

- 1 This site visit and presentation is an opportunity for the Community Services and Development Committee to see first-hand the current status of Bushtown Heritage Park Waimate and to hear about the current and upcoming projects.
- 2 Bushtown Waimate Incorporated are developing a 2.5 hectare site to reflect Waimate as a once thriving timber district with a number of sawmills and pit saws. The primary focus of this initiative is to recognise the historic importance the bush has been as the primary resource of the area and the contribution bush related activities have made to the development of the Waimate District and the Canterbury Region
- 3 Five members of Bushtown have made themselves available to escort Council around the park including the Chair of Bushtown Waimate, Allan Laurie.

Outcome

No further action. This is an item for the information of the Community Services and Development Committee.

Item 11

Exclusion of the Public

Prepared by: Stuart Duncan
Chief Executive

For the Community Services and Development Committee to exclude the public in order to take the following public excluded agenda items:

i Public Excluded Council Grant Applications

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Council Grant Applications	Good reason to withhold exists under Section 7	7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information

Recommendation

That the Community Services and Development Committee resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.