



PUBLIC

Agenda

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

Tuesday 13 June 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 13 June 2017, to follow the Environmental Services and Finance 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 resolves 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 2 May 2017 are presented for confirmation.

Recommendation

That the minutes of the Community Services and Development Committee meeting held on Tuesday 2 May 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 2 May 2017, at 12.15pm.

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

In Attendance Chief Executive: S Duncan
Managers: C Johns, M Jones, S Kelly, A Hilton
Staff: H Botting, D Fargher, F Fox
Committee Secretary: K Reid

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- | | |
|---|--|
| 1 Apologies | No apologies were received. |
| 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. |
| 4 Confirmation of Minutes | <p>Resolved:</p> <p>That the minutes of the Community Services and Development Committee meeting held on Tuesday 14 March 2017, excluding the public excluded items, are confirmed as a true and correct record, with the below amendment.</p> <p>Moved Mayor Rowley Seconded Cr Paul MOTION CARRIED</p> <p>Amendment:</p> <p>Minutes: Page 10 Item 11 – Exclusion of the Public That the Committee name be amended to Community Services and Development Committee.</p> |
| 5 Receipt of Minutes – Waimate District Civic Awards Committee | <p>Resolved:</p> <p>That the confirmed minutes of the Waimate District Civic Awards Committee meeting held on Thursday 24 November 2016 are received.</p> <p>Moved Mayor Rowley Seconded Cr Guilford MOTION CARRIED</p> |

Note:

Council commented the recent Civic Awards Function was well run and there was excellent feedback on the event and the venue.

6 Receipt of Minutes – Waimate Community Anzac Group Committee

Resolved:

That the confirmed minutes of the Waimate Community Anzac Group meeting held on Thursday 8 December 2016 are received.

Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED

Note:

Council commented the Anzac Civic Service was well run and enjoyable.

7 Management Report – Community, Planning and Development Group

Resolved:

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

Moved Cr Collins
Seconded Cr Guilford
MOTION CARRIED

The meeting was adjourned at 12.30pm for lunch.

The meeting was reconvened at 1.00pm.

Item 11 was taken at this point in the meeting.

Cr D Owen entered the meeting at 1.05pm.

11 Information Item: Civil Defence Presentation by CDEM Canterbury – 1.00pm

The Community Services and Development Committee were provided with an overview of Civil Defence Emergency Management matters by Canterbury Group Civil Defence Emergency Management (CDEM) Controller, Neville Reilly and Waimate District Council Civil Defence and Emergency Management Coordinator Hilary Botting.

12 Information Item: Waimate District Promotion and marketing Website – 1.30pm

The Community Services and Development Committee were provided with a presentation by Kate O'Connell (Minsi Design) and Jo Sutherland (Centrewood Estate) relating to an opportunity to partner with Council to deliver a promotion and marketing project.

Cr T O'Connor left the meeting at 2.00pm

- 13 Information Item: Plan Change 3 Presentation – 2.00pm** The Community Services and Development Committee were provided with a presentation on Environment Canterbury's Plan Change 3 by Environment Canterbury Zone Committee (LWSCCZC) facilitator Nic Newman, and Environment Canterbury Planner Julia Forsyth.
- Council continued Agenda No 7: Management Report – Community Planning and Development Group.
- 7 Management Report – Community, Planning and Development Group (cont'd)**
- 8 Section 17A Reviews** The Community Services and Development Committee considered the completed Section 17A Review reports for Community Housing, Community Representation and Forestry services.
- 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 Community Housing services be accepted and Council agrees no full review is required; and
 - b) The light review for Community Representation services be accepted and Council agrees no full review is required; and
 - c) The light review of Forestry services be accepted and Council agrees that a strategic review of Forestry take place as part of the Asset Management Plan process prior to the 2018-28 Long Term Plan.
- Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 9 Request for Council Representation – Waimate Total Mobility Committee** The Community Services and Development Committee considered appointing a representative on the Waimate Total Mobility Committee.
- Resolved:**
- That the Request for Council Representation – Waimate Total Mobility Committee report is accepted; and
- That the Community Services and Development Committee nominate a Council representative, being Cr P Collins, to attend the Waimate Total Mobility Committee meetings.
- Moved Mayor Rowley
Seconded Cr Anderson
MOTION CARRIED

- 10 Lower Waitaki South Coastal Canterbury Zone Committee Annual Report** The Community Services and Development Committee considered and received the Lower Waitaki South Coastal Canterbury Zone Committee Annual Report.
- Resolved:**
- That the Lower Waitaki South Coastal Canterbury Zone Committee Annual report is accepted; and
- That the Community Services and Development Committee receives the Lower Waitaki South Coastal Canterbury Zone Committee Annual Report.
- Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 14 Information Item: Heritage Grant Criteria and Eligibility Review** The Community Services and Development Committee reviewed the Heritage Grant Criteria and Eligibility and Application Form and instructed staff to progress changes for approval at the 23 May 2017 Council meeting.
- 15 Consideration of Major (Urgent Business) or Minor Items not on the Agenda** There were no major (urgent business) or minor items identified.
- 16 Exclusion of the Public** The Community Services and Development Committee considered moving into public excluded to take the below item:
- Confirmation of Minutes: Community Services and Development Committee meeting – Tuesday 14 March 2017

| 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 |
|--|--|--|
| Confirmation of Minutes – Community Services and Development Committee meeting – Tuesday 14 March 2017 | Good reason to withhold exists under Section 7 | 7(2)(c)(i)(ii): The withholding of the information is necessary to protect information which is subject to an obligation of confidence |

Resolved:

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.

Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 3.16pm. These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 13 June 2017.

Cr P Collins
Chair

Item 5

Receipt of Minutes: Lower Waitaki South Coastal Canterbury Zone Committee

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

The confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee meeting held on Wednesday 19 April 2017 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee meeting held on 19 April 2017 are received.

LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE

MINUTES OF A LOWER WAITAKI SOUTH COASTAL CANTERBURY ZONE COMMITTEE MEETING HELD IN THE WAIMATE EVENT CENTRE, WAIMATE ON WEDNESDAY 19 APRIL 2017, AT 1.00PM

PRESENT Kate White (Chair, Community), Suzanne Eddington (Waihao Runanga), Sandra Hampstead-Tipene (Arowhenua Runanga), Andrew Hayes (Community), Mark Kingsbury (Community), Cr Miriam Morton (Waimate District Council), Bruce Murphy (Community), Brent Packman (Community), and Cr Peter Scott (Environment Canterbury)

APOLOGIES Andrew Feierabend (Meridian Energy), Liz Rollinson (Community) and Ranui Ryan (Moeraki Runanga), Cr Jeremy Holding (Waitaki District Council), Mark Giles (Deputy Chair, Community)

IN ATTENDANCE Nic Newman (Zone Facilitator – ECan)
Karalyn Reid (Committee Secretary, Waimate District Council)

1 KARAKIA
The Chair welcomed members to the meeting, and asked Peter Ramsden to open the meeting with a Karakia.

2 APOLOGIES
RESOLVED
LWSC17/05 Moved Cr Miriam Morton
Seconded Bruce Murphy
"That apologies for absence from Andrew Feierabend, Liz Rollinson, Ranui Ryan, Mark Giles and Cr Jeremy Holding are accepted."
MOTION CARRIED

3 DECLARATIONS OF INTEREST
Nil

4 CONFIRMATION OF MINUTES

RESOLVED
LWSC17/06 Moved Suzanne Eddington
Seconded Mark Kingsbury
"That the minutes of the meeting dated 15 March 2017 be adopted as a true and correct record."
MOTION CARRIED

Matters Arising

River quality for swimming – Nic is still working on procuring a map showing the current river water quality for swimming and NPS amendments. Until a zone-by-zone analysis is completed the implications for the current plan process are unknown.

5 CORRESPONDANCE
Email from Ranui Ryan, advising that Wayne Tipa, who was the Committee's former representative on the Moeraki Runanga has passed away.

RESOLVED
LWSC17/07 Moved Andrew Hayes
Seconded Cr Miriam Morton
"That the correspondence be received."
MOTION CARRIED

RESOLVED
LWSC 17/08

Moved Sandra Hampstead Tipene
Seconded Cr Miriam Morton
"That a letter of condolence be written and sent to the family of
Wayne Tipa."
MOTION CARRIED

6 REGIONAL COMMITTEE UPDATE

Verbal

7 FACILITATOR UPDATE

- An information sheet on braided river work was circulated
- The timing of Plan Change 5 decision will be discussed at the May meeting
- The Lower Waitaki SC Canterbury Zone Committee Annual Report will be presented to the Waimate District Council on Tuesday 2 May 2017, and to the Waitaki District Council on 10 May 2017. It was presented to ECan on 13 April 2017.

8 ZONE IMPLEMENTATION

Zone Team Update (Michael Hide)

In Michael's absence, Judith Earl Goulet gave a verbal update on the work of the Zone Team in the first quarter of 2017.

- Waihao Farm Audits
- Black Hole Enhancement Project
- Hakataramea Community Catchment Plan
- Te Mana O Tewai Project
- South Canterbury Winter Feed GMP Project
- Dairy Effluent Monitoring
 - The Committee noted the wet weather was adding to effluent ponding problems
- Irrigation Monitoring
- South Coastal Canterbury Plan Change
- New Zone Manager:
 - Chris Eccleston will join Environment Canterbury on the 1 May 2017 and will take over the Zone Manager role for the Upper and Lower Waitaki Zones.

Plan Change 3 Implementation Report (Keitha Laming)

Environment Canterbury Timaru Planner Julia Forsyth spoke to the report.

- March Public Meetings (Hook & Otaio)
 - Both meetings focused on nutrient caps. Good sign up for one-on-one meetings with consent staff
- N Check - Progressing Tools for Plan Implementation
 - Overseer is still the best and most accurate tool available, however N-Check is being evaluated for use for low intensity farmers
- Other Work Streams 'Collectives' (Catchment Groups and Irrigation Schemes)
 - Most farmers in PC3 have good management plans, with Hook approximately 90%.
- Upcoming Events to promote GMP: Industry Workshop to discuss Wintering Campaign
 - There was support to help inform farmers about practises to minimise nutrient and sediment runoff prior to the feeding of crops this winter.
- Strategic Communications Plan
- Immediate Communications and Activities – Raising the profile on Good Management Practises

Zone Implementation: Waihao Catchment Extension Update

Emily Anderson gave a verbal report

- Ongoing water testing to discover EColi contamination source at Black Hole
- Looking at funding and Council support to remove willows and undertake riparian planting. There is good support from voluntary groups
- Possible campaign on wintering on steep slopes may be necessary weather dependant
- Possible field visit to the Black Hole for the Committee
- The Waihao Wainono Community Catchment Group are hosting a Sediment/soil Management Field day on Thursday 4 May 2017. Zone Committee members are encouraged to attend
- Green Ribbon Award nominations are coming up
- Waikakahi MOU has been prepared
- The Waihao rūnunga are not being notified about EColi contamination at the Black Hole

9 WAITAKI STRATEGIC

Presentation: Hakataramea Sustainability Collective (Sarah Elliot)

- 30 of 86 families attended the meeting
- There is community wide interest for valley about sustainability
- The Collective wants ECan and industry support
- Over the next six months will look at action plans, estimates on costs, looking at funding, etc.
- Initially look at tidying up areas, get facilitator to help drive outcomes, putting together good management practice followed up with field days
- The Collective will help farmers with good management practices and to meet Plan Change 5

The Chair thanked Sarah for her update. Nic explained the Committee's formation and will send Sarah a copy of the '10 targets'. He asked Sarah to update the Committee again in a few months' time.

Infinity Decision

- Nic reported this is now under appeal to the High Court

Presentation by Fish and Game: Hakataramea Environmental Flow Regime (Jay Graybill, Mark Webb, and Angela Christensen)

- Fish and Game sought support from the Lower Waitaki Zone Committee for an earlier review of the environmental flow regime for the Hakataramea River

RESOLVED

LWSC 17/09

Moved Chair Kate White

Seconded Andy Hayes

"That the Lower Waitaki Zone Committee supports requesting Environment Canterbury to consider the implications of bringing forward the review of the Hakataramea environmental flow regime earlier than 2023 to scope identified issues."

MOTION CARRIED

10 South Coastal Canterbury Strategic

Hunter Downs Update (Stacey Scott)

- The offer for water shares given to the community to take up irrigation water was given on 13 March 2017
- The offer closed on Monday 13 April 2017 but has been extended to 28 April 2017
- In the first week in May they will know if construction will begin this winter
- The current focus is getting farmers to commit to the scheme.
- The bigger picture is the economic viability of the district.

The Chair thanked Stacey for her update.

11 General Business

There was no general business

At the invitation of the Chair, Peter Ramsden shared a Karakia

There being no further business, the Chair declared the meeting closed at 4.20pm.

K White
Chairperson

Item 6

Receipt of Minutes: Orari-Temuka-Opihi-Pareora Zone Committee

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

The confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee meeting held on Monday 3 April 2017 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Orari-Temuka-Opihi-Pareora Zone Committee meeting held on 3 April 2017 are received.

ORARI-TEMUKA-OPIHI-PAREORA ZONE WATER MANAGEMENT COMMITTEE

MINUTES OF AN ORARI-TEMUKA-OPIHI-PAREORA ZONE WATER MANAGEMENT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MACKENZIE DISTRICT COUNCIL, MAIN STREET, FAIRLIE, ON MONDAY 3 APRIL 2017 AT 1.30PM

PRESENT John Talbot (Chairperson), Cllr David Anderson, Kylee Galbraith, Mandy Home, Ivon Hurst, Cllr Anne Munro, James Pearse, Ad Sintenie and Mark Webb

APOLOGIES Hamish McFarlane, Cllr Lan Pham and Cllr Richard Lyon

IN ATTENDANCE Cllr Tom Lambie, Cllr Peter Scott (until 3.20pm), Suzanne Eddington (Waihao Marae), Nic Newman (Facilitator), Dan Clark (Senior Hydrology Scientist and Technical Lead), Raymond Ford (Principal Planner), Alexia Foster-Bohm (ECan), Craig Davison (ECan), Peter Constantine (Principal Planning Officer) (Lyn Carmichael (Senior Planner and Community Lead), Graeme Clarke (Ecology Scientist), Shirley Hayward (Senior Water Quality Scientist), Kate Doran (ECan), Tania Harris (ECan), Julia Crossman (Opuha Water Ltd), John Benn (Department of Conservation), Rhys Taylor (Community Engagement Coordinator), Jan Finlayson (until 2pm) Helen Tatham (media).

1 KARAKIA

The meeting began with a karakia from Suzanne Eddington.

2 REGISTER OF INTERESTS

There were no additional interests advised.

3 CONFIRMATION OF MINUTES – COMMITTEE MEETING 6 MARCH 2017

Proposed Kylee Galbraith
Seconded Cllr Anne Munro

"That the minutes of the Committee meeting held on 6 March 2017 be confirmed as a true and correct record."

MOTION CARRIED

4 COMMUNITY FORUM

Jan Finlayson addressed the meeting on the ability of tussocks to increase the water yield and regulate flow in a catchment, and also regulate flow, noting a number of studies have been done on this issue.

Bruce Allan and John Benn indicated they also wished to speak on this topic and would defer their comments until the Tussock Cover and Water Yield report in the agenda is considered.

5 FACILITATOR UPDATE

The Facilitator gave a brief verbal update.

6 REGIONAL COMMITTEE UPDATE

The Chairman advised that there has not been a full Regional Committee meeting since the last OTOP meeting. While there have been some subcommittee meetings he was unavailable to attend. A more detailed report will be provided at the next meeting.

7 NCHECK

Peter Constantine presented the report by Tami Woods on NCheck, an alternative method (to Overseer) of determining nitrogen loss below the root zone. It was emphasised that NCheck has been approved for the Selwyn Waihora catchment only although OTOP could consider requesting that NCheck be approved for use in the OTOP zone if the Committee felt it appropriate. However once Plan Change 5 becomes operative, and the portal becomes live, a nutrient loss calculator will be available within the portal. While NCheck is not a substitute for Overseer, it would give a land user an understanding of where they may sit. It was pointed out that NCheck predetermines that the property is operating under Good Management Practice.

8 MANAGEMENT OF PLANTATION FORESTS IN FLOW SENSITIVE CATCHMENTS IN THE OTOP ZONE

Raymond Ford and Dan Clark spoke to the report providing a brief overview of the management of plantation forests in flow sensitive catchments in the OTOP zone including the effects of plantation forests on water yield and the policies and rules in the LWRP that regulate new forestry in flow sensitive catchments.

The report recommended that the existing controls in the Land and Water Regional Plan are adequate but the Committee expressed some concern with the current provisions and requested more information in order that the Committee can gain a greater understanding of the issue before forming a view as to the controls needed. For example, the Committee would like to know what links the areas on the map? What is the rationale? What are the District Plan provisions? Further detail is sought on what the District Plan provisions are for Waimate, Mackenzie and Timaru District Councils, noting that there should be alignment through the zone. These issues will be investigated and reported back to the Committee.

The Committee supported work being undertaken to assess whether the Orari Catchment is a flow sensitive catchment.

Proposed Ivon Hurst
Seconded Mandy Home

- a "That further work be undertaken in the Orari Catchment to establish whether it is a flow sensitive catchment.
- b That if the Orari is determined to be a flow sensitive catchment, the Land and Water Regional Plan be amended to include the Orari Catchment.
- c That further information be sought on current regulations and District Plan provisions in the Mackenzie, Waimate and Timaru District Plans in regard to forestry plantations and how these rules are expected to produce the results.
- d That the list of issues raised in the workshop (including the basis for classifying a catchment as flow sensitive, current plan provisions, and other matters) be investigated and reported back to the Committee."

MOTION CARRIED

9 TUSOCK COVER AND WATER YIELD IN THE UPPER OTOP CATCHMENTS

The Committee considered a report by Dan Clark on tussock cover and water yield in the Upper OTOP Catchments. Tussocks intercept more water and provide higher water yield, and lower evapotranspiration than pasture. ECan has investigated what risks there are in the OTOP catchments in relation to land use change associated with converting from tussocks to pasture.

Bruce Allan and John Benn expressed their concerns about the current rules around the protection of tussock.

While the report recommended that the current level of protection for tussock cover in the District Plans is adequate, the Committee was not sufficiently convinced that this is the case, and asked for further information to increase Committee members' understanding of the issue, based on the factors raised in the workshop. The Committee agreed that it is important to have alignment between the sub-regional plan and the local authority District Plans.

Proposed Mark Webb
Seconded David Anderson

"That the Committee requests further information as follows –

- Links between change in tussock cover and catchment yield
- Factors driving loss of tussock cover
- District Plan/Regional Plan provisions
- Other tools available for District and Regional Plans
- Other related matters."

MOTION CARRIED

10 COMAR PRESENTATION

Committee member Mandy Home gave a presentation on the programme for assessing cultural requirements of whanau in the area, highlighting sites of importance, the significance of our rivers to the community, and requesting minimum flows for each river.

The Committee asked how the study will fit with the Healthy Catchments Project. Dan Clark explained that ECan is working on what current minimum flows look like and how they compare with the cultural recommendations from the runanga, as well as flows for the Orari and Pareora, and ecological minimum flows. This will be worked into the Healthy Catchments Project and a report will be presented to the Committee.

11 FEEDBACK FROM COMMUNITY ENGAGEMENT

The Committee considered the report on the community workshops held in March. Alexia FosterBohm further updated the Committee on feedback from the workshops. In response to a query as to the timeframe for the Healthy Catchments Project, the meeting was advised that potentially the September deadline may now be extended to the end of the year. The timeline will be reviewed and a revised timeline will be reported to the Committee.

12 SALTWATER CREEK

Rhys Taylor advised that as a result of the OTOP decision at the March meeting, a working group is being established to investigate the Saltwater Creek issues,

with the first meeting being held this month. Feedback and recommendations will be reported to the Committee.

13 OTOP 2016 ANNUAL REPORT

The Annual Report for the Orari-Temuka-Opihi-Pareora Water Zone Management Committee was tabled. The report will be presented to the local authorities by the OTOP Chairman.

Proposed Mark Webb
Seconded Cllr Anne Munro

"That the 2016 Annual Report for the Orari-Temuka-Opihi-Pareora Water Zone Management Committee be adopted."

MOTION CARRIED

The meeting closed at 4.30pm with a karakia.

Chairperson

Item 7

Receipt of Minutes: Waimate Community Anzac Group

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

The confirmed minutes of the Waimate Community Anzac Group meeting held on Thursday 9 February 2017 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Waimate Community Anzac Group meeting held on 9 February 2017 are received.

Minutes of a meeting of the Waimate Community Anzac Group (WCAG) held in the Waimate District Committee Room, Waimate on Thursday 9 February 2017, at 10am

| | |
|----------------------|---|
| Present | Chair Rev Phil Bettany (Ministers' Association) Mayor Craig Rowley & David Owen (Council) Rob Boswell (RSA) Margaret Hunter (Red Cross) Janette Packman (Waimate High School) |
| In Attendance | K Reid (Facilitator) |
| Apologies | Colin Hay (RSA) Edward Fletcher (Rotary) |

- 1 Welcome** Rev Phil Bettany welcomed members to the meeting.
- 2 Apologies** Colin Hay and Edward Fletcher
"That the apologies are accepted."
Moved Mayor Rowley
Seconded David Owen
AGREED
- 3 Confirmation of Minutes**
"That the notes of the Waimate Community Anzac Group meeting held on 8 December 2016 are accepted as a true and correct record, with the below amendment."
Moved Mayor Rowley
Seconded Janette Packman
AGREED

Amendment: Rob Boswell not Ron Bailey was at the meeting.
Note: David Owen had been asked to also represent the RSA on the WCAG.
- 4 Accountability Form for 2016 Waimate District Council Grant**
"That the Accountability Form for the 2016 Waimate District Council Grant to the Waimate Community Anzac Group is accepted and forwarded on to the Annual Grants Administrator at the Waimate District Council."
Moved Janette Packman
Seconded Rev Phil Bettany
AGREED
- 5 Correspondence**
 - Inward: RSA – Financial Statement
 - Inward: Waimate Event Centre Hire Quote (tabled)
"That the inward correspondence is accepted."
Moved Mayor Rowley
Seconded Janette Packman
AGREED

6 Financial Report (RSA)

"That the RSA be thanked for their assistance holding the account for the Waimate Community Anzac Group over the past 12 months."

Moved Mayor Rowley
Seconded Rev Phil Bettany (Chair)
AGREED

"That the Financial Report provided by the RSA is accepted."

Moved Mayor Rowley
Seconded Rev Phil Bettany (Chair)
AGREED

7 Election of Treasurer

The treasurer position was discussed.

"That the Red Cross representative be elected as the Treasurer of the Waimate Community Anzac Group."

Moved Mayor Rowley
Seconded Janette Packman
AGREED

No other nominations were received, and the Chair declared the Red Cross representative be duly elected as Treasurer.

Note: Mayor Rowley will talk to Council's Corporate Services Manager about whether a separate account is required for the WCAG, or if Council can hold a reserve fund for the group.

Venue

A discussion was held on the venue for the 2017 Civic Anzac Service. There was a comment that in 2016 the Waimate High School Hall was not large enough, but a number of people standing outside.

"That the 2017 Civic Anzac Service is held at the Waimate Event Centre if it is provided at no cost, otherwise the service will be held at the Waimate High School."

Moved David Owen
Seconded Mayor Rowley
AGREED

"That David Owen looks into the supply of extra seating through a non-profit organisation.

Moved David Owen
Seconded Rev Phil Bettany
AGREED

8 Waimate 2017 Anzac Civic Service

- Morning Tea – the RSA and Pipe Band will have their morning tea at the Town & Country Club. A verbal quote has been received from the Whitestone Ladies Lions at \$7/head, and the Church ladies at \$5/head for supplying the morning tea at the Waimate Event Centre. It was agreed that the morning tea should be continued for this year at the Town and Country Club.

"That the Town and Country Club provides morning tea under the same arrangements as 2016 Anzac Civic Service, being \$300 which is 50% of the cost."

Moved Craig Rowley

Seconded Jeanette Packman

AGREED

- Programme - that the programme containing wording "wreaths be laid during lament" and that of the Kapa Haka group's action song during the service and waiata after the service be added.
- The guest speaker is Dylan Murray and Waitaki MP Jacqui Dean is to attend.
- The Minister will be invited through the Minister's Association.
- Chair Phil Bettany will approach the Police again, Craig Rowley to talk to the Roding Manager about the parade, etc. That road cones and seating (30) be put out in front of the Clock Tower.
- The Facilitator to write to the Community Vehicle Trust to make their van available to take people from the venue to the Clock Tower
- Flag procedure and practice – Rob Boswell to organise someone to hold a 'practice' at 9am. This to be noted on High School letter. The 'official' flags are: NZ Flag, Australian Flag, and 3 'forces' (Army, Air Force and Navy) service flags – the High School to provide 5 flag bearers. Other flags can be taken into the venue, at the rear and taken on the parade.
- Music through sound system/Choir may have their keyboard.
- Space is to be left at the venue for the cars returning from St Andrews.
- Letters to groups will be sent out as per other years.
- Teams for set up, etc. Janette will organise students to do this.
- Raised platform area – to borrow the school's platform.
- Reserve seating for veterans (30).
- Advertising (all known services). Rob to help with this.
- Seats and road cones put out earlier in front of clock tower at 8am
- An invitation is extended to the Waimate District Choir to lead the singing as per last year.
- Letter to Kapa Haka group asking them to attend.

"That the above arrangements are agreed to and will be carried out for the 2017 Civic Anzac Service."

Moved Craig Rowley

Seconded Chair Rev Phil Bettany

AGREED

The next meeting to be held following the event in May 2017. The facilitator will email members with the details of the venue for the 2017 service. The meeting closed at 11.25am.

.....
Rev Phil Bettany
Chair

Item 8

Receipt of Minutes: Creative NZ Communities Scheme Committee

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

The confirmed minutes of the Creative NZ Communities Scheme Committee meeting held on Wednesday 16 November 2016 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Creative NZ Communities Scheme Committee meeting held on 16 November 2016 are received.

Minutes of the Creative NZ Communities Scheme Committee held at the Waimate District Council, Queen Street, Waimate, at 2:15pm on Wednesday 16 November 2016

Present Craig Rowley (Mayor)
Jane Bell (Chair)
Clare Saunders-Tack (Community Representative)
Wendy Heath (Community Representative)

Apologies Miriam Morton, Ivy Johnston, Sharon Stace

“That the apologies be accepted.”
Moved Craig Rowley
Seconded Clare Saunders-Tack
MOTION CARRIED

In Attendance D van der Byl (Grant Administrator)

Acceptance of Minutes

“That the minutes from the meeting of the Creative NZ Communities Scheme Committee held on 11 May 2016 are accepted as a true and accurate record.”
Moved Jane Bell
Seconded Craig Rowley
MOTION CARRIED

Election of Officers

Craig Rowley nominated Jane Bell for Chair again. It was agreed that Clare Saunders-Tack remains Deputy Chair.

“That Jane Bell remains as Chair for another year.”
Moved Craig Rowley
Seconded Wendy Heath
MOTION CARRIED

“That Clare Saunders-Tack remains as Deputy Chair for another year.”
Moved Wendy Heath
Seconded Craig Rowley
MOTION CARRIED

Conflict of Interest There were no conflicts of interest identified.

General Business

It was noted that the following refunds were received from October 2015 round –

- Waimate Historical Society \$579.00 (asked to refund due to spending not meeting the criteria)
- Waimate Competition Society \$1005.00 (due to Country Music Awards being cancelled)

After the funds were allocated a general discussion took place with regards to promoting the scheme due to a significant amount of funding remaining. One idea was to hold a grant

information day/evening at the Waimate Event Centre. Donna to look into this. Craig said that he would give it a mention in the Mayoral News and Newsline in February 2017.

Creative NZ Communities Scheme - Funding Round Two 2016/17:

Consideration of Applications

A total of three applications were received requesting funds of \$4,982.00 from an available fund pool of \$6,129.00 The Committee considered each application and applied the Creative NZ Communities Scheme criteria and eligibility.

“That the following funding applications are accepted, totaling \$2,070.00 (St Patricks School \$665.00; and Waimate Competitions Society \$1,405.00); and

That the following funding application is declined: Connected Media Charitable Trust.”

Moved Clare Saunders-Tack

Seconded Wendy Heath

MOTION CARRIED

The amount of \$4,059.00 will be carried over to the next funding round in April 2017.

The meeting concluded at 2.40pm.

Chair.....

Date.....

Item 9

Receipt of Minutes: WDC Sports Fund Scheme Committee

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

The confirmed minutes of the WDC Sports Fund Scheme Committee meeting held on Wednesday 16 November 2016 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the WDC Sports Fund Scheme Committee meeting held on 16 November 2016 are received.

Minutes of the WDC Sports Fund Scheme Committee held at the Waimate District Council, Queen Street, Waimate, at 1:15pm on Wednesday 16 November 2016

Present Craig Rowley (Mayor)
Sharyn Cain (Chair/Councillor)
Tina Stevenson (Community Representative)
Toni Oudemans (Community Representative)
Ivy Johnston (Iwi Representative)
Jeff Morrison (Sport South Canterbury Representative)

Apologies Ivy Johnston (Iwi Representative)
Jeff Morrison (Sport South Canterbury Representative)

“That the apologies are accepted.”
Moved Tina Stevenson
Seconded Toni Oudemans
MOTION CARRIED

In Attendance D van der Byl (Grant Administrator)

Acceptance of Minutes

“That the minutes from the meeting of the WDC Sports Fund Scheme Committee held on 5 May 2016 are accepted as a true and accurate record”.
Moved Craig Rowley
Seconded Tina Stevenson
MOTION CARRIED

Conflict of Interest

Toni Oudemans has a conflict of interest with St Patricks School and Waimate Swords Club.

General Business

There were no items of general business identified.

WDC Sports Fund Scheme - Funding Round October 2016

A total of six applications were received requesting funds of \$10,100.52 from an available fund pool of \$10,000.00. The committee considered each application and applied the WDC Sports Fund criteria and eligibility.

“That the following funding applications be accepted, totaling \$5,960.45:
St Patricks School \$1,104.45(subject to audited set of financials)
Waimate Caledonian Society \$1,216.00
Waimate High School Trapshooting \$1,200.00
Waimate Swords Club \$1080.00
Waimate Amateur Swimming Club \$1,360.00” and

“That the following funding application is declined: Project Lightfoot Trust”
Moved Tina Stevenson
Seconded Toni Oudemans
MOTION CARRIED

The remaining funds of \$4,039.55 will be carried over to the next funding round held April 2017 due to the significant amount of funding remaining. The WDC Sports Grant Fund normally has one funding round per year.

The meeting concluded at 1.35pm.

Chair.....

Date.....

Item 10

Receipt of Minutes: Sport NZ Rural Travel Fund Committee

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

The confirmed minutes of the Sport NZ Rural Travel Fund Committee meeting held on Wednesday 16 November 2016 are presented for the information of the Community Services and Development Committee.

Recommendation

That the confirmed minutes of the Sport NZ Rural Travel Fund Committee meeting held on 16 November 2016 are received.

Minutes of the Sport NZ Rural Travel Fund Committee held at the Waimate District Council, Queen Street, Waimate, at 1.15pm on Wednesday 16 November 2016

Present

Craig Rowley (Mayor)
Sharyn Cain (Chair/Council Representative)
Tina Stevenson (Community Representative)
Toni Oudemans (Community Representative)

In Attendance

D van der Byl (Grants Administrator)

Apologies

Ivy Johnston (Iwi Representative)
Jeff Morrison (Sport South Canterbury Representative)

"That the apologies be accepted."
Moved Toni Oudemans
Seconded Craig Rowley
MOTION CARRIED

Acceptance of Minutes

"That the minutes from the meeting of the Sport New Zealand Rural Travel Fund Committee held on Wednesday 11 May 2016 be accepted as a true and accurate record".
Moved Toni Oudemans
Seconded Craig Rowley
MOTION CARRIED

Conflicts of Interest

There were no conflicts of interest identified.

General Business

There were no items of general business identified.

Sport NZ Rural Travel Fund - Funding Round One 2016/17

A total of three applications were received requesting funds of \$5,932.00 from an available fund pool of \$4,512.50. The committee considered each application and applied the Sport NZ Rural Travel Fund criteria and eligibility.

"That the following funding applications be accepted, totaling \$4,000.00:
Waihao Downs School \$750.00
Waitaki Valley School \$1,500.00
Waimate Gymnastics Club \$1,000.00"
Moved Toni Oudemans
Seconded Craig Rowley
MOTION CARRIED

The remaining funds of \$1,262.50 will be carried over to the next funding round to be held April 2017.

The meeting concluded at 1.25 pm

Chair.....

Date.....

Item 11 **Heritage Fund Application – Waimate Historical Society**

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 Waimate Historical Society for the purchase of seven themed banners depicting photographs of the Waimate District's history that will be displayed in the windows of Queen Street's empty building frontages.

Proposal

- 2 To share Waimate's history with as many people as possible, especially those people who may not visit the Museum & Archives collections onsite and online.
- 3 These banners will feature photos from the Waimate Museum and Archives collection and will depict the Waimate District's history within such themes as celebrations and parades, businesses and shops, agriculture, sports, clubs and organisations and general views.
- 4 The total cost of the project is approximately \$9,475.00. The applicant is requesting \$870.00. The applicant originally requested \$957.00; however that was subsequently amended to \$870.00 with the removal of the contingency amount of \$174.00.

Obstacles

- 5 There are no known obstacles. The application meets the criteria within eligible work being the recording of any aspect of the District's heritage. 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
- 8 Activity, description name and general ledger code: Community Support, Heritage Fund 111033512
- 9 Budget allocation (current year): \$4,542.85
- 10 Amount spent to date: \$1011.13

- 11 Can this proposal be accommodated out of remaining budget? Yes

Cost-effectiveness

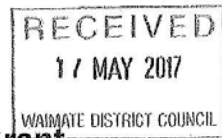
- 12 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Heritage Fund Application – Waimate Historical Society report is accepted;
and
- 2 That the Community Services and Development Committee consider the funding application from Waimate Historical Society to purchase seven themed banners to be displayed in the windows of Queen Street empty building frontages.



Waimate District Council Heritage Grant Application Form



1. Full name of organisation or individual:

Waimate Historical Society

2. Address of organisation or individual:

28 Shearman Street, Waimate

3. Name and address of contact person:

Sue Hanham

Waimate Museum & Archives

28 Shearman Street, Waimate, 7924

Telephone Number: Day 03 689-7842

Night: _____

Email: waimatearchives@xtra.co.nz

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

Mission - Preserving the Past for the Future. We do this by collecting, preserving, restoring, archiving,
displaying, educating, participating and communicating Waimate District History.

We provide the public with access to, or information from, archival and museum holdings.

We also provide archival services for the Waimate District Council.

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

See separate sheet

6. Please summarise your organisation's own fund-raising efforts or contribution to this project (with \$ amounts):

We have approached numerous business and organisation for donations and sponsorship.

We have received donations from the Whitehorse Lions, the Waimate District Charitable Foundation

and Rotary. We also set up and received donations from a GiveALittle webpage and other private donations.

Total = \$957

7. Please detail the complete costs of the project:

See separate sheet

Less your contribution

\$

Other Funding

\$

Total Amount requested from Council

\$

957.00

8. When will the project be completed?

October/November 2017

9. How will the proposed project benefit the community?

The photographic montage banners will share Waimate's history with new and diverse audiences and stimulate dialogue with the community and visitors. The project aims to turn empty building frontages into something more pleasing to the eye, drawing people to the main street and keeping them in Waimate a little longer.

10. Has your organisation previously received a grant from Council within the last 5 years?
If so, state years received and amounts:

Creative Community Scheme - Christmas exhibition 2012 (\$500), 2013 (\$752), 2014 (\$850).

Interpreting Waimate Art Exhibition 2016 (\$1000)

Heritage Grant - 2016 Upgrade of Collection Management software (\$1000)

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?

| Organisation - (including other councils) | Amount requested (\$) | Results date (if known) |
|---|-----------------------|-------------------------|
| Rotary | \$290 | ✓ |
| Private Donation | \$145 | ✓ |
| Waimate District Charitable Foundation | \$290 | ✓ |
| | | |
| | | |
| | | |

12. Date grant applied for: 16/5/17
13. Signature of Applicant: [Signature] Sue Hanham, Archivist
14. Position of Signatory: Chairperson for WHS [Signature]

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 through the Years – a Photographic Street Exhibition

Proposal:

The Waimate Museum & Archives is planning to produce themed banners depicting photographs of the Waimate District's history that will be displayed in the windows of Queen Street's empty building frontages.

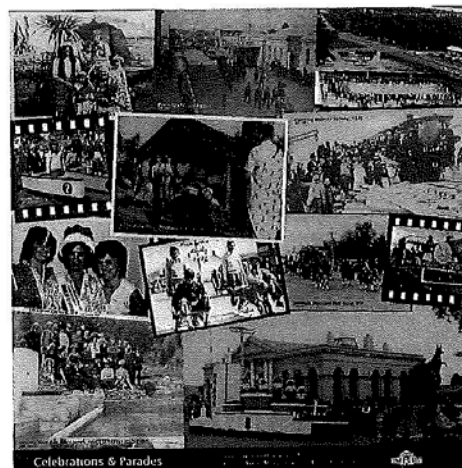
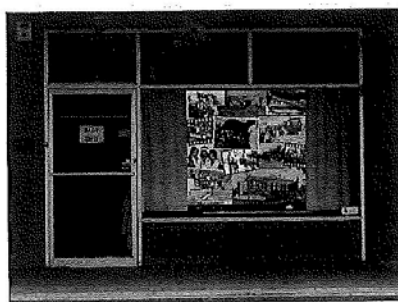
Project aims:

- to share Waimate's history with as many people as possible, especially those people who may not visit the Museum & Archives collections onsite or online.
- to turn an empty building frontage into something more interesting and pleasing to the eye
- to stimulate dialogue with the community and with visitors
- to broaden new and diverse audiences to Waimate's history
- to draw people to the main street and to keep them in Waimate a little longer.
- to encourage people to see/learn more at the Waimate Museum & Archives

Layout/design

These banners will feature photos from the Waimate Museum & Archives collection and will depict the Waimate District's history within such themes as: Celebrations and Parades, Businesses and Shops, Agriculture, Sports, Clubs & Organisations and General Views.

A banner might look something like this:



Most images will have a short title to explain the image. The banner will also have a title e.g 'Celebrations and Parades' and sponsors logos (dependent on amount funded). The Waimate Museum & Archives is the main sponsor providing the images, design, project proposal and implementation.

If a building becomes tenanted then the banner can easily be moved to another building. Often during Strawberry Fare some building are leased for a short period. If there is not another building to locate a banner then they could be displayed outside in Boland Park for the day of Strawberry Fare.

The Waimate Museum & Archives will be responsible to installing and un-installing the banners.

Budget

Waimate Through the Years – A Photographic Street Exhibition

Waimate District Heritage Fund

| | |
|--|-------------|
| | 7 banners |
| | |
| | |
| Image selection, design and layout (20 hours per banner at \$45 per hour) | \$6,300.00 |
| Images (check copyright, digitise) 10 images @ \$20 per image | \$1,400.00 |
| Personnel time to contact building owners, sponsorship, installation (5 hours per banner at \$25 ph) | \$875.00 |
| Print banners | \$840.00 |
| Nylon thread, hooks | \$60.00 |
| <i>Discounts</i> | |
| Image selection, design & layout | -\$6,300.00 |
| Images – 4 free for community project per banner | -\$560.00 |
| Personnel time | -\$875.00 |
| | |
| Total | \$1,740.00 |
| 10% for unexpected costs | \$174.00 |
| Total | \$1,914.00 |
| price per banner | \$273.43 |
| 50% sponsorship/donations | \$957.00 |
| 50% WDC heritage grant | \$957.00 |

NOTE: Please note the applicant removed the \$174.00 contingency amount (shown above) from their original the application.

Budget
Waimate Through the Years – A Photographic Street Exhibition
Waimate District Heritage Fund

| | |
|--|-------------|
| | 7 banners |
| | |
| | |
| Image selection, design and layout (20 hours per banner at \$45 per hour) | \$6,300.00 |
| Images (check copyright, digitise) 10 images @ \$20 per image | \$1,400.00 |
| Personnel time to contact building owners, sponsorship, installation (5 hours per banner at \$25 ph) | \$875.00 |
| Print banners | \$840.00 |
| Nylon thread, hooks | \$60.00 |
| <i>Discounts</i> | |
| Image selection, design & layout | -\$6,300.00 |
| Images – 4 free for community project per banner | -\$560.00 |
| Personnel time | -\$875.00 |
| | |
| Total | \$1,740.00 |
| 50% sponsorship/donations | \$870.00 |
| 50% WDC heritage grant | \$870.00 |



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E : waimatenews@gmail.com
W : www.colourprintgroup.co.nz

QUOTE

FAO:
Sue Hanham
Waimate Archives

07 Oct 2016

Re: Banner Quote Request

To Print and supply PVC Banners with corner eyelets
Size 1400mm x 1400mm.

Price for 5 banners \$600.00 + gst (\$120.00 + gst ea)
or
\$140.00 + gst ea singularly

Thank you for the opportunity to quote.

Regards,

A handwritten signature in black ink, appearing to be 'Tony Patterson', with a long horizontal flourish extending to the right.

Tony Patterson
Colourprint NZ Ltd.

From: Waimate Information Centre
Sent: Tuesday, 6 June 2017 2:34 p.m.
To: Carolyn Johns
Subject: FW: Heritage Grant Application

From: Waimate Archives [mailto:waimatearchives@xtra.co.nz]
Sent: Wednesday, 24 May 2017 9:11 p.m.
To: Waimate Information Centre
Subject: Re: Heritage Grant Application

Hi Donna,

Taking out the 10% unexpected costs our revised budget is as attached.

So...Complete costs of the project - \$9,475.00

☐ Less your contribution (Discounts) - \$7,735.00 which leaves a total of \$1,740.00 minus other funding

☐ Other funding (Sponsorship/Donations)- \$870.00

☐ Total amount requested from Council - \$870.00

Also the quote from Colourprint was for \$120 per banner. 7 banners = \$840.

Thus the revised amount we are applying to Council for is \$870.

Does this clarify? Sue

On 24 May 2017 at 16:34 Waimate Information Centre <info@waimatedc.govt.nz> wrote:

Hi Sue

Thank you for your application to the Heritage Grant Fund for Waimate through the Year - a Photographic Street Exhibition.

I am at present processing your application and after looking at your Budget attachment need a couple of things clarified before I write up the agenda –

Question 7 asks that you detail -

☐ Complete costs of the project - \$9,475.00

☐ Less your contribution (Discounts) - \$7,735.00 which leaves a total of \$1,740.00 minus other funding

☐ Other funding (Sponsorship/Donations)- \$957.00

☐ Total amount requested from Council - \$957.00 (my calculation would be \$783.00 as can't include the 10% for unexpected costs)

Are the above figures correct? I will add them to your application if they are.

Your quote from Colourprint would total \$690.00 (inclusive of GST) for 5 banners. Is this the amount you want to apply for for banners?

Could you please clarify asap. Thanks very much.

Donna van der Byl | Grants Administrator
Waimate Information Centre | 15 Paul Street | Waimate 7924 | New Zealand
☎: +64 3 689 7771 | 📠: +64 3 689 7791 | 📱: +64 226 939 782

Item 12

Heritage Fund Application – John Foley

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 for John Foley to produce a book entitled 'Good as Gold - A Doug Rogers Legend'. The Roger's family currently own and operate Interfreight Waimate.

Proposal

- 2 Published author John Foley wishes to honour and pay tribute in book form to the contribution of Waimate District carriers between the years 1910 and 2000.
- 3 The book will be available for purchase at the Post Shop, Waimate Library, Waimate Museum, Timaru and Oamaru and directly from the author for a cost of either \$20.00 or \$25.00, dependant on funding received from this application.
- 4 The total cost of the project is approximately \$5,543.00. The applicant is requesting \$1,160.00 for typist's fees, illustration and photocopying costs.

Obstacles

- 5 There are no known obstacles. The application meets the criteria under eligible work – 'recording any aspect of the District's heritage'. 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
- 8 Activity, description name and general ledger code: Community Support, Heritage Fund 111033512
- 9 Budget allocation (current year): \$4,542.85
- 10 Amount spent to date: \$1,011.13
- 11 Can this proposal be accommodated out of remaining budget? Yes

Cost-effectiveness

- 12 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Heritage Fund Application – John Foley report is accepted; and
- 2 That the Community Services and Development Committee consider the funding application from John Foley for costs such as typists fees and photocopying to assist with the cost to produce a book entitled 'Good as Gold - A Doug Rogers Legend'.



Waimate District Council Heritage Grant

Application Form



1. Full name of organisation or individual:

JOHN ANTHONY FOLEY

2. Address of organisation or individual:

11 Derrham Street Waimate

3. Name and address of contact person:

as above

Telephone Number: Day 03 6898389

Night:

Email: johnandseanfoley@gmail.co

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

Historical

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

- To record Names and activities of Waimate District Carriers
- To honour and pay Tribute To The Times 1910 - 2000.
- The contribution of Carriers To Waimate District Social History

6. Please summarise your organisation's own fund-raising efforts or contribution to this project (with \$ amounts):

Applicants contribution is writing the text
5,000 - 8,000 words

7. Please detail the complete costs of the project:

| | | |
|--|------------------------|----------------|
| attached.. Plus Typist/Processing | 38hr | 700 |
| Photo-copying (What is this for?) | when getting done | 180 |
| illustrations/Photo. to obtain | | 280 |
| | specifics | |
| Less your contribution | how much up with costs | \$ |
| Other Funding | | \$ 1160 |
| Total Amount requested from Council | | \$ 1160 |

8. When will the project be completed?

August

9. How will the proposed project benefit the community?

A Record of a neglected industry and a valuable archive
A Tribute To That Industry

10. Has your organisation previously received a grant from Council within the last 5 years? If so, state years received and amounts:

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?

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

12. Date grant applied for: 15th May 2017
13. Signature of Applicant: John A. Foley
14. Position of Signatory: Author

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.



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M : 021 130 3779
E : waimatetrader@gmail.com
E : waimatenews@gmail.com
W : www.colourprintgroup.co.nz

ESTIMATE

John Foley
johnandsusanfoley@gmail.com

16 May 2017

Re: Print Request - District Carrier Firms History

| | |
|----------------|----------------------------------|
| Description | A5 Soft Cover Book |
| Colours | B&W all pages with Colour Cover. |
| Finished Size | A5 - 148 x 210mm |
| Page Stock | 128gsm Matt/Gloss |
| Cover Stock | 256gsm Silk Gloss |
| Cover Coating | No extra finishes |
| Binding Type | Soft cover - perfect bound |
| Artwork | Included in price |
| ISBN & Barcode | Included in price |
| Quantity | 200 (150 pages) |
| Price | \$2920.00 + gst |
| Quantity | 200 (100 pages) |
| Price | \$2560.00 + gst |

Thank you for the opportunity to quote.

Regards,

Tony Patterson
Colourprint NZ Ltd.

Donna Van der Byl
Grants Administrator
Waimate District Council

11 Durham St
Waimate
30th May 2017

Dear Donna,

Thankyou for correspondence 25 May 2017
Now further to your questions.

- Book Title will be 'Good As Gold:
(A Doug Rogers Legend) - Interfreight
- Book will number 150 Pages. ✓
Reasonably high content of Photos.
- Photocopy cost. \$180
Three Book drafts
3 double cartridges @ \$71 ea - \$213
- Illustrations and Photos. \$280.
Colourprint charge \$1 @ minute.
30 processed as the example - \$180 } \$290
7 framed photos @ \$15 - \$20 ea 140 }
- Typist/Processing. \$700.
An informal arrangement for Typist to spend
Two hours a fortnight - 48hrs for year
= \$960.
- Book To be available - Post Shop, Waimate;
Library Museum, Timaru; Oamaru; Author.
- Subject To Application for funding acceptance
Book cost \$20
otherwise \$25.

The self publishing Author covers all expenses
and of course, own time. This title honours an industry
with a importance largely overlooked, and to be able
to record it in a worthy manner, a financial assistance
would be appreciated.

With kind regards
John Elgar

Heritage Fund Criteria and Eligibility

Eligible Projects

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

Eligible Work

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, e.g. community enhancement groups, incorporated societies, trusts, etc.

Ineligible Applications

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Any assistance in retrospect.
- Any other reason the Council considers not appropriate for funding.

Conditions of Assistance

- Recipients of financial assistance shall be required to supply any information which is required to fully consider any proposal.

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

Miscellaneous

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

For assistance in applying for Heritage Funding please contact:

Waimate Information Centre – Phone 03-689-7771, Email info@waimatedc.govt.nz

Postal Address: Waimate District Council, PO Box 122, Waimate 7960

Item 13

Section 17A 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 Building Control, Dog and Animal Control, Property and Strategy 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 previous reports, 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 sizable 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 whether a full section 17A review is required. All services provided by Council will undergo under this 'light review' process.
- 7 Progress on the section 17A review process is pleasing with the majority of Council services having undergone the light review.

- 8 Attached are the review reports and recommendations for Building Control, Dog and Animal Control, Property and Strategy services.
- 9 The review reports for the remaining services will be presented to the 1 August 2017 Community Services and Development Committee in order to meet the legislative deadline of 7 August 2017.

Proposal

- 10 The Community Services and Development Committee recommends to Council that the light review recommendations for Building Control, Dog and Animal Control, Property and Strategy services be accepted as presented in the reports for each of these services (see Appendices I – IV).

Obstacles

- 11 There are no known obstacles.

Assessment of Significance

- 12 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

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

Cost-effectiveness

- 14 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 report for Building Control be accepted and Council agrees no full review is required; and
 - b The light review report for Dog and Animal Control services be accepted and Council agrees no full review is required; and
 - c The light review report of Property services be accepted and Council agrees no full review is required.
 - d The light review report of Strategy services be accepted and Council agrees no full review is required.

Appendix I

Local Government Act 2002 Section 17A Service Delivery Review Report

Building Control

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

Service Description: In delivering the Building Control service, as an accredited Building Consent Authority, Council carries out the following tasks: inspection of buildings and issuing building consents (approx. 250 per year); inspection of swimming pool fencing, spa pools and hot tubs; administering building warrants of fitness; issuing Land and Project Information Memoranda and dealing with complaints relating to building work and illegal building.

This service is delivered in-house and is primarily people-based with a small amount of technical equipment.

Legislation: Council has statutory responsibilities under the Building Control Act 2004 section 12(2) to provide the services for this activity. The Building Act provides for the regulation of building work, a licensing regime for building practitioners and setting performance standards for building.

Recommendation: It is not recommended to conduct a full review of Building Control. The potential costs are considered to outweigh the benefits of a review. A review undertaken by the Chief Executive in November 2012 resulted in a response from the public which strongly indicated that there was no desire to transfer the service away from the local authority as the provider. There are no realistically viable alternative governance or funding options at this stage for the Building Control service. A review is scheduled for 2023, 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:

- e When considering significant changes to service levels.
 - i Council is not considering any significant changes to service levels for Building Control services (with the exception of any legislative changes).
- f 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 the Building Control service.
- g 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 A review of Building Control was undertaken by the Chief Executive in November 2012.

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

- h 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 the Building Control service.
- i 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 available of the Building Control service.
 - ii The cost of a section 17A review of Property would, therefore, outweigh the benefits of doing a review.

Appendix II

Local Government Act 2002 Section 17A Service Delivery Review Report

Dog and Animal Control

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

Service Description: The delivery of Dog and Animal Control services include the following tasks: investigating and acting upon dog and animal related complaints; enforcing Council's bylaws and policy pertaining to dogs; impounding dogs and maintaining a register of dogs.

Council operates a dog pound in Waimate. There is also a stock race located at the pound. The delivery of this service is primarily people-based, within a number of in-house staff monitoring and enforcing the bylaws and policy and registering and administering the register of dogs. A small amount of technical equipment supports the delivery of this service.

Legislation: Council has statutory responsibilities under the Dog Control Act 1996 and the Impounding Act 1955, to provide this service. The objectives of the Dog Control Act are for the better provision for the care and control of dogs by: requiring the registration of dogs; making special provisions in relation to dangerous dogs; imposing on the owners of dogs obligations designed to ensure that dogs do not cause distress to any persons; imposing on the owners of dogs obligations designed to ensure that dogs do not injure, endanger or distress any stock, poultry, domestic animal or protected wildlife; and engage in publicity for the purposes of the Act.

The Impounding Act requires that Council provide and maintain a public pound and that the pound be kept clean and in good order, and that all stock impounded be supplied with sufficient food and water and care.

Both acts require Council to keep records regarding dog control and registration and impounding.

Recommendation: It is not recommended to conduct a full review of Dog and Animal Control services. The potential costs are considered to outweigh the benefits of a review as the gross annual expenditure of Dog and Animal Control is less than the review threshold of \$250,000 determined by staff. A review is scheduled for 2023, 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.
 - Council is not considering any significant changes to service levels for Dog and Animal Control at this time.
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - There is no contract or other binding agreement in place for the delivery of Dog and Animal Control 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).
 - There has been no review of Dog and Animal Control carried out in the last six years.

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

- a When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - There is no contract or other agreement in place for Dog and Animal Control services
- b Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - Officers are recommending that, given the current gross annual expenditure for the delivery of this service, a section 17A review of Dog and Animal Control would be a costly exercise and benefits would be limited.

Appendix III

Local Government Act 2002 Section 17A Service Delivery Review Report

Property

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

Service Description: Council manages, maintains and administers a variety of properties for community use, investment purposes, and a number of properties that have been vested to Council. Council property includes 27 community houses, a rental house, the Waimate Event Centre, Waimate Airport, the Local Government Building and Waimate Library, utilities store, the Regent Theatre, the Waimate Museum, various public toilets, three residential sections at Eric Batchelor Place and a number of reserves and blocks of leased land.

Many of the properties are for the provision of community services and to provide an environment for a diverse range of social, cultural and community based activities. Council provides public toilets to safe guard public health and ensure they are physically accessible, cleaned and maintained to an appropriate standard. Income generated from rentals is utilised for ongoing repairs and maintenance. Commercial properties are leased to generate a revenue stream back to Council. Government service properties are provided to assist with the delivery of ratepayer services.

Legislation: Council has no statutory obligation to provide Property services, however the Local Government Act 2002 identifies the provision of libraries, museums, reserves and other recreational facilities and community amenities as core services. The Act states that the local authority must have particular regard to the contribution such core services make to its community.

Recommendation: It is not recommended to conduct a full review of Property. The potential costs are considered to outweigh the benefits of a review. The majority of the properties managed in this service are closely linked to the provision of a number of core services as defined by the Local Government Act 2002, including museums, reserves, recreational facilities and community amenities. There is no realistic, potentially beneficial alternative governance, funding or service delivery options available given the nature of the Property service. A review is scheduled for 2023, 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.
 - Council is not considering any significant changes to service levels for Property services.
- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - There is no contract or other binding agreement in place for the delivery of the Property service.

- 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).
 - There has been no full review of Property services carried out in the last six years.

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

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

Appendix IV

Local Government Act 2002 Section 17A Service Delivery Review Report

Strategy

Group Manager: Carolyn Johns – Community Support and Development Group Manager

Service Description: This activity comprises the processes that support Council's decision-making, for example, strategic planning, policy development and monitoring and reporting.

Long term plans (LTP) are produced every three years, while annual plans are produced in the intervening two years. The LTP is rigorously examined by Audit NZ before being released to the community, who may comment by way of submission.

The annual financial report summarises the financial performance of Council every 30 June, but it is supported throughout the year by quarterly reports.

Strategy is an integral service in the planning, preparation and delivery of these documents and Council's decision-making process.

Legislation: Council is required, under the Local Government Act 2002 to meet the current and future needs of communities for good quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses.

In order to do so, Council is required to produce a LTP every three years. Among other things, the purpose of the LTP is to provide a long-term focus for the decisions and activities of the local authority and to provide a basis for accountability for the local authority to the community.

The purpose of the annual plan is also to provide integrated and co-ordinated decision-making and to identify any variation to the LTP. The annual report promotes Council's accountability to the community for the decisions made throughout the year.

Recommendation: It is not recommended to conduct a full section 17A review of Strategy services. Council is legislatively required to produce its own LTP, annual plan and annual reports and strategic planning is integrated with all activities and services Council provides. External consultants can be engaged to assist in undertaking strategic planning and policy development however to do so for the entire Strategy service would be very expensive. It would be extremely difficult and costly for Council to deliver, fund or govern this service by another means. A review is scheduled for 2023, 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.
 - Council is not considering any significant changes to service levels for Strategy services at this time.

- b Within two years of expiration of a contract of other binding agreement to deliver the service.
 - There is no contract or other binding agreement in place for the delivery of Strategy 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).
 - There has been no review of Strategy carried out in the last six years.

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

- a When there is a contract or other agreement in place that cannot reasonably be changed within two years.
 - There is no contract or other agreement in place for Strategy services
- b Council is satisfied that the costs of doing a review outweigh the benefits of doing a review.
 - Strategic planning services extend across all Council assets and activities, and the integrated nature of this planning, required by legislation, means there is no realistic, potentially beneficial alternative governance, funding or service delivery options for Strategy services.
 - The cost of a section 17A review of Strategy at this time would, therefore, outweigh the benefits of doing a review.

Item 14 Remuneration Authority – Local Government Review

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 the Remuneration Authority's Local Government Review Consultation Document.

Background

- 2 The Remuneration Authority is the independent body set up by Parliament to handle the remuneration of key office holders such as Judges, Members of Parliament and Local Government representatives.
- 3 Under the Local Government Act, the Remuneration Authority sets the base remuneration for all elected members of local authorities including community boards. It also sets allowances and expenses. The Local Government Elected Members Determination, gazetted annually, details the remuneration and allowances payable to elected members each year. The Waimate District Council Elected Member Reimbursement and Expenses Policy is a requirement of this process.
- 4 In undertaking its duties, the Authority is obliged to have regard to the need to minimise potential for behaviour distortion, maintain fair relativity with other levels of remuneration elsewhere, to be fair to both elected members and ratepayers, and to attract and retain competent persons.
- 5 To uphold this duty the Authority regularly reviews their assessment methodology for determining appropriate remuneration and allowances and the mechanisms by which the determinations are translated to Council policy and implemented. The most recent review was undertaken in 2015.
- 6 In the lead up to the gazetting of the 1 July 2017 determination, the Authority have concluded there is an opportunity for both short term improvements to the system, including some clarification of current elected member reimbursement and expenses policies, as well as some deeper changes proposed for introduction in 2019.
- 7 A Consultation Document outlining these proposed changes is attached (Appendix I). Feedback on the proposed immediate changes (Part Two of the Consultation Document) is required by 19 June 2017 and will be discussed at this meeting. The document states that the Authority are "seeking the views of councils, not of individual elected members or staff". Questions addressing each proposed change are included throughout the document to assist Council in providing feedback.

Proposal / Options

- 8 The options available to Council are outlined in the attached Consultation Document.
- 9 It is proposed that Council discuss the proposed and provide staff with clear direction as to Council's feedback to the Remuneration Authority.

Obstacles

- 10 There are no known obstacles.

Assessment of Significance

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

Budget Considerations

- 12 Who is the budget holding Manager? Carolyn Johns, Community, Planning and Development Group Manager.
- 13 Activity, description name and general ledger code: Governance, 7110.
- 14 Amount spent to date: Nil – New spend.
- 15 Can this proposal be accommodated out of remaining budget? No.
- 16 There could be budget implications for Council as a result of potential changes highlighted in Part 2 of the Remuneration Authority's Local Government Review Consultation Document. This could include changes to the amount of remuneration and allowances paid to elected members as well as costs associated with IT equipment and support to all elected members. These costs will be absorbed into existing budgets for 2017.

Cost-effectiveness

- 17 Consideration has been given to cost-effectiveness.

Recommendation

- 1 That the Remuneration Authority – Local Government Review report is accepted; and
- 2 That the Community Services and Development Committee provide staff with direction for the feedback to be provided to the Remuneration Authority.

Appendix I



Remuneration Authority

CONSULTATION DOCUMENT

LOCAL GOVERNMENT REVIEW

Part One - General Introduction

Introduction

1. The Remuneration Authority (the Authority) is required to issue a new determination, taking effect from 1st July 2017, covering local government elected members. In considering how we should approach this in future, we have concluded that there is an opportunity for both short term improvements to the system, including some clarification of current policies, as well as some deeper changes which we propose introducing in 2019.
2. Hence this paper has two substantive sections – Part Two covering proposals for this year and Part Three covering the longer term. We are seeking views of councils on both. The timetable for responses on the shorter-term proposals is unfortunately short. This is because as we got deeper into our review we saw the need for more fundamental change which, had we waited till we had all detail finalised, would have delayed our release of this paper. However, we feel that the issues in Part Two are sufficiently familiar for councils that they will be able to provide reasonably rapid responses. In contrast, Part Three contains more fundamental change proposals and we believe that the local government sector needs time to contemplate these. We have provided a window of several months and during that time we would anticipate attending either zone or sector meetings to discuss the proposals with you.
3. Recently the issue of the potential provision of child care subsidies or services has been raised. We have not addressed it in this paper but will be consulting the sector shortly about this issue.
4. The Authority would like to thank a number of people who have assisted us with the review so far. We commissioned ErnstYoung to provide facilitation, research and analysis. The following people also provided assistance and we very much appreciated their insights and information:
 - Local Government Leadership Group:
 - David Ayers, Mayor, Waimakariri District
 - Jan Barnes, Mayor, Matamata-Piako District
 - Brendan Duffy, Independent Consultant and former Vice-President LGNZ
 - Justin Lester, Mayor, Wellington City
 - Jane Nees, Deputy Chair, Bay of Plenty Regional Council
 - Rachel Reese, Mayor, Nelson City
 - Local Government New Zealand:

Role of local government

6. In undertaking this review the Authority has looked at past thinking on local government remuneration. One particular document¹, issued by Local Government NZ in 1997, contained a thoughtful summary of the role of local government.

7. The document said:

“The strength of representative democracy ultimately depends on two factors. One is the level of citizen participation and trust in democratic institutions. The other is the ability and commitment of elected representatives and their role in encouraging participation and promoting levels of trust.

Local government constitutes one of the underpinning structures of democratic society, providing ‘voice and choice’ to citizens and communities, and the mechanism for making decisions about local needs and preferences. It also provides a forum to debate issues of mutual interest and concern.

Good local government depends upon the goodwill and understanding of its citizens, and the quality of its staff. Most of all, however, it depends on the ability of those elected to govern. Attracting people with the capacity to lead and govern at local level involves a number of factors. These include:

- The opportunity to contribute effectively, be professionally valued and receive a sense of satisfaction at achieving a job well done*
- The existence of structures and processes to support and professionally advise elected members and enable them to contribute constructively on matters of community importance*
- The presence of consultative and participative arrangements that strengthen relationships between and with their communities*
- The existence of a remuneration system that enables people from all sectors of the community to commit time and effort necessary to fulfil their responsibilities as elected members without being unduly disadvantaged.”*

8. In our view, this characterisation of local government has not changed since it was written twenty years ago.

¹ Options for Setting Elected Members’ Remuneration – A Discussion Document for Local Government and Stakeholders, prepared by the Local Government New Zealand Elected Members’ Remuneration Working Party (1997)

Part Two – Proposed Immediate Changes (2017 Determination)

Introduction

9. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors from each council including Auckland. Part of it will also affect community board members.
10. Please note that we are seeking the views of councils, not of individual elected members or staff.
11. We would appreciate any feedback that councils wish to give to be emailed to us by **5pm Monday 19th June 2017** or earlier if you can. Please email to info@remauthority.govt.nz

RMA Plan hearing fees

12. Current practice is that those elected representatives who are undertaking resource consent hearings can receive an hourly fee which is determined three-yearly by the Authority and which is not included in the council's pool of money to cover payment for additional positions of responsibility. This has not applied to other hearings conducted under the Resource Management Act (RMA). Nor does it apply to hearings for a plethora of other plans or policies developed by councils under different pieces of legislation.
13. The Authority has received many enquiries and suggestions from councils on this issue. In particular, there is growing concern about the treatment of often-protracted hearings of District Plans, Regional Policy Statements and other land, air, coastal and water plans under the RMA.
14. We have looked at the range of council plans that involve hearings and believe that many of them could be considered part of "business as usual" for councillors.
15. However, of particular concern is that councillors who sit on RMA plan hearings are required to be accredited commissioners. This means that they must have undertaken *the Making Good Decisions* course and they must renew their credentials every three years. The requirements for councillors are in this respect the same as for non-councillor commissioners and there is a cost in both time and money to gain and maintain the accreditation.
16. Because of the technical and legal nature of plan hearings, they tend to take months and, in some cases, can span an election period. This is especially the case if the hearing covers a review of the whole plan.

17. The Authority is aware of the increasing trend for councils to engage external commissioners as members of the panel for these plan hearings. This use of external contractors is being driven by several considerations, including time requirements, unavailability of sufficient numbers of councillors who are qualified commissioners, or a view that because councillors have developed the plans as part of their core business, the hearings should be conducted by a different set of independent commissioners. External commissioners are paid an hourly rate for the work. In some cases, a council will use a mixed panel of external commissioners and councillors, which clearly creates a disparity between panel members.
18. Because of these factors, we agree that any such hearings should be treated in the same way as resource consent hearings under the RMA insofar as councillor remuneration is concerned.
19. The Authority is proposing that an hourly rate should be paid to councillors who are members of such hearing panels.
20. The rate would be set every three years by the Authority, as with payments for consent hearings. It will apply to site visits, reading (not to exceed the hearing time) and, in the case of an elected person chairing such a committee, the hourly rate would also cover the time spent in writing the decisions. For clarity, we also propose that this last provision be included for elected members who are chairing resource consent hearings.

- **Do you agree that elected members who are sitting on plan hearings under the RMA should be remunerated in the same way as elected members who are sitting on resource consent hearings?**
- **Do you agree that elected members who chair such hearings should be remunerated for time spent writing up decisions?**

Leave of absence for elected members and acting mayor/chair payments

21. From time to time a councillor or mayor/chair needs extended leave of absence from council work. This could be for personal reasons such as family/ parental leave, extended holiday, illness or, in some cases, when standing for another public office. On these occasions the Authority is asked whether or not a council can grant such leave and, if it involves a mayor or chair, whether an additional payment can be made to the person (generally the deputy) who is acting in place of the mayor/chair.

22. We have looked at the rules for governance boards in the state sector and adapted those rules for local government elected members. Rather than an ad hoc approach, we propose the following:

Councillors:

- Leave of absence can be granted for a period of up to six months (maximum) by formal resolution of the council.
- The leave must involve total absence. The councillor cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the councillor speak publicly on behalf of the council or represent it on any issues.
- The councillor's remuneration and allowances ceases during the period for which leave of absence is granted.

Mayors/Chairs:

- Leave of absence can be granted for a period of up to six months (maximum) by formal resolution of the council.
- Notwithstanding the above, the period must be longer than a single cycle of council meetings, whether that be monthly or six weekly or whatever. This is because we consider that one of the key roles of a deputy mayor/chair is to cover for short absences by the mayor/chair, but that a longer absence would necessarily put an unexpected extended work burden on the deputy.
- The leave must involve total absence. The mayor/chair cannot be present for any duties either formal or informal – this includes council meetings, meetings with external parties and constituent work. Nor can the mayor/chair speak publicly on behalf of the council or represent it on any issues.
- The remuneration to mayor/chair ceases during the whole of the period for which leave of absence is granted.
- Allowances including a mayor/chair vehicle will also be unavailable during that period.
- The council may also resolve to appoint a councillor as acting mayor/chair for the whole of the period concerned, and may pay that appointee a sum up to the normal remuneration of the mayor/chair in place of the normal remuneration received by that person.

23. Councils may make decisions within these rules but must inform the Authority as soon as possible.

24. We have reflected on the proposed six-month period and consider that it would require exceptional circumstances for an absence of that period to be granted, especially to someone in a leadership position on a council. It would mean that the constituents who elected that person would be unrepresented or, under a multiple-member ward, less

represented, than would normally be the case. This would be an electoral risk that the person concerned would need to consider carefully.

25. A further issue is the extension of an acting role beyond the anticipated length of time – for example, if the incumbent were elected to another role and there needed to be a by-election. Under those circumstances, the acting role may need to be extended for a further period, perhaps up to three months. In that case, we advise that councils make a new, separate decision.

- **Do you agree that there should be provision for elected members to be granted up to six months leave of absence by councils? If not, what should be the maximum length of time?**
- **Do you agree that additional remuneration can be made to an acting mayor or chair under the circumstances outlined?**
- **If you disagree with any of the conditions, please state why.**
- **Are there any other conditions that should apply?**

Approach to expense policies

26. The current approach is for each council to send in their policy to the Authority every three years for approval. In between we often receive requests for assistance in interpreting the provisions in the determination. We are aware of the need for policies to be more transparent and for greater clarity in the explanatory notes, both in determination and on our website.
27. We have looked at many council expense policies and it is clear that some are struggling to develop them, possibly because small staff size does not provide any depth of expertise in this area. On the other hand, some policies are highly developed and contain clear guidance as to what is permitted and under what circumstances.
28. We are thus proposing that instead of each council needing to develop a policy from scratch and then gain approval from us, we work with local government to develop a prototype policy that could be adopted by all councils.
29. The metrics in such a prototype would obviously be the top (maximum) of the allowed range, so any council wanting to pay/reimburse less (or even nothing at all) would be free to do so.

30. With respect to the current role of the Authority in authorising or checking such policies, this is enabled by the legislation and has been required in our previous determinations. However, the Authority proposes that such compliance audits should be part of the role of local government auditors who should check council expenses policies to ensure conformity to the Determination. Auditors should also be assessing whether councils are actually following their own agreed policies in this area.

- **Do you agree that the Remuneration Authority should supply a prototype expenses policy that will cover all councils and that councils should be able to adopt any or all of it to the upper limit of the metrics within the policy?**
- **Do you agree that each council's auditor should review their policy and also the application of the policy?**

Provision of and allowances for information and communication technology and services

31. A communications allowance has been included in the determination since 2008, and was introduced to bring some equity across the country in the reimbursement of costs and the provision of such support to elected members.
32. The continuing development of information and communication technology (ICT) has led the Authority to reconsider the allowance. Our view is that elected members should not carry the costs of communicating with councils or with residents.
33. Mobile technology is now ubiquitous and so much business is now conducted digitally that mobile phones and tablets are considered tools of trade in many businesses, in both the private and public sectors. It is no longer considered to be a personal benefit for a person to have her/his basic technology integrated with that of the business.
34. The Authority's preferred approach in the past was that councils provided the necessary equipment, consumables and servicing, as well as reimbursement (on proof of expenditure) of other costs that might occur. However, there was also provision for hardware costs incurred by elected members to be partly reimbursed.
35. Given recent changes in both the business environment and in technology, we are now of the view that all councils should provide an appropriate council-owned technology suite for their elected members. The two exceptions to this are payment for the use of broadband, which can vary greatly depending on the nature of the household of the elected member, and payment for phone usage.

36. The complexities of ensuring that security is kept up to date mean that elected members are likely to find it increasingly difficult to manage the technical demands of being part of a larger organisation, which may have more stringent standards than they would have for their own personal technology. For the councils, there should be a major benefit in having all elected members using identical technology and systems, managed efficiently and effectively by the council's ICT officials. Councils often have complex software driving different parts of their systems (e.g. water plants) and possess large databases of residents and ratepayers. Managing these systems in a robust way and decreasing the possibility of cyber-attack is a challenge and will be assisted if there are fewer different entry points into the main system. This is also a protection for both the council and for residents/ratepayers who may have privacy concerns.

ICT hardware

37. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently. Decisions about equipment for individual councillors should flow from that. We note that councils should be able to get good purchasing leverage on equipment and on usage plans to keep costs down.
38. We propose that councils provide all elected members with the following equipment:
- a mobile phone
 - a tablet or laptop
 - a monitor and keyboard if required, plus the hardware to connect the various pieces of equipment
 - a printer
 - a connection to the internet.
39. Consumables such as paper and ink should also be supplied by the council as required by the elected member.
40. In the past, there has been a desire by some elected members to utilise their own communication equipment to undertake council business, possibly because of unwillingness to segregate personal and council usage on the same device. Now it is commonplace for people to have more than one account on one computer, so the issue of carrying round an additional tablet should no longer apply.
41. Equipment would remain the property of the council and be replaced or updated as part of the council's asset renewal programme – presumably triennially. This would allow councils to obtain the advantages of bulk purchase and ensure maximum efficiency by providing equipment that is consistent across the organisation, fit for purpose and adequately protected to provide security and privacy for ratepayers, elected members and staff.
42. Where there is a strong reason for the council not to supply the technology, the Authority would need to make a decision allowing that council to put in place a reimbursement

system. We note that there is a cost in time and money to all parties in managing such a system and it would have the inherent technology security weaknesses described above. In such cases, exceptional circumstances would need to exist before the Authority was prepared to move to a reimbursement system. In addition, in the interests of efficiency, the reimbursement system would need to apply to the whole council, not just to a few councillors.

43. Where council decided to provide an allowance for the use of personal ICT hardware, it should cover all ICT equipment used by members and the Authority would prescribe an upper limit for expenditure. This would represent three years' depreciation on the hardware (mobile phone, tablet/laptop, printer, monitor, keyboard, installation of an internet connection) plus an assumption that half the usage would be on council business. The allowance can be paid monthly or at the beginning of a triennium.

Internet usage and phone plans

44. Previously the Authority considered the extent to which the costs of data and phone use were apportioned between council and elected member. This can be complex and will reflect differing household usage as well as council usage. For example, in a household which already has personal usage close to their broadband cap, the increased traffic required to move to electronic board papers may require an increase in monthly band usage, even though the data transmitted is modest compared to other internet and electronic traffic.
45. With regard to home broadband, we propose that elected members should be responsible for their own plan. The Authority previously determined that no more than 25% of the usage charges could be regarded as bona fide additional costs incurred by an elected member in carrying out council business. We accept that this is still the case but note that there is now a huge variety and combination of plans available for home broadband, so arriving at an "average" is simply not possible. We therefore propose that councils continue to reimburse up to 25% of a maximum dollar amount to each elected member to cover internet usage costs, on production of receipts. The Authority would review the percentage and the maximum amount every three years.
46. The use of mobile phones as a primary form of communication is increasing exponentially. Alongside this is a proliferation of different types of plans for mobile phones, paralleling what is happening in home broadband connections. The difference between home internet use and phone use is that for the home broadband, anyone else in the household can access the internet connection, whereas a phone is a personal device. We therefore consider that, except for mayors and chairs, elected members should receive reimbursement of up to half the cost of their personal mobile phone usage up to a maximum dollar amount, on production of receipts. If the council owns the plan, the same rule would apply as for home broadband use - the council would pay for half the annual usage cost with a capped dollar amount and the elected member would need to reimburse

the council for the rest. Elected members would be charged for all private international calls.

47. For mayors and chairs the council should cover the total cost of the plan, except that the user will be charged for private international calls.

Unusual circumstances

48. Over the years the Authority has occasionally been approached to cover the one-off costs of providing connection access or non-standard equipment where regular landline or mobile coverage is not available. We propose to continue the current policy, which is that where such circumstances exist, the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

- **Do you agree that it should be common policy for councils to provide the ICT hardware proposed above for all elected members?**
- **Do you agree that exemptions to this policy would be limited to exceptional circumstances?**
- **Do you agree that a proportion of the ongoing cost of the use of home internet and personal mobile phones should be reimbursed as outlined above?**
- **If you disagree with either of these proposals, please give reasons and outline your alternatives.**
- **Do you agree with the “unusual circumstance” provision in para 49 above?**

Travel time allowance

49. We do not propose to make any changes to the approach on travel time allowances. This provides for all elected members who are not full time to be eligible for an hourly allowance when travelling on business for the council or community board in respect of any travel exceeding an hour and assuming the fastest form of transport. The rate is set by the Authority and is reviewed each three years.

- **Do you agree that the current policy on travel time allowance should be continued?**
- **If not, please state reasons for change.**

Mileage claims

50. About two thirds of all mayors/chairs take up their entitlement to have a dedicated vehicle provided for them by the council. Others choose to use their own vehicle for a variety of reasons but often, we understand, because of a belief that their constituents will not approve of them having the “perk” of a council vehicle. Our view is that for mayors/chairs, who normally travel great distances each year, the car is a “tool of trade” and an entitlement rather than a “perk”. In any other occupation, people who travelled the distances clocked up by most mayors/chairs would be provided with a company car rather than having to use their own.
51. We have checked the distances travelled annually by mayors/chairs. The average and the median are both around 22,000 to 23,000km a year. Unsurprisingly the distances vary greatly – from 35,000km down to a few thousand – though we wonder if the lower level reflects the fact that some who use their own vehicles claim very little. In fact at least three make no claims whatsoever.
52. Currently we utilise NZ Automobile Association metrics regarding the cost of running a vehicle and we use IRD formula for mileage rate reimbursement. We propose to continue to use these benchmarks, which will be updated as appropriate. The one exception is that in recognition of the fact that mayors/chairs using their private vehicles are likely to be in the medium/high group of users of their own cars for work purposes, we propose to alter the formula around the application of the higher and lower IRD rates.
53. At present the higher rate (currently 74 cents per km) applies to the first 5000km travelled on council business and the remaining distance on council business is reimbursed at a rate of 37 cents per km. We propose that above that first 5000km, which would act as a base, mayors/chairs using their own vehicles should be reimbursed at the higher rate for the first 25% of the remaining distance they travel on council business.
54. We have no data about councillor use of personal vehicles on council business and we assume that distances travelled would normally be less than that of a mayor - but not always, especially in the case of a “distant” ward. Regardless, we propose that the formula outlined above also applies to councillor travel reimbursement.

- **Do you agree with the proposed change to the current 5000km rule?**
- **If not, what should it be and why?**

55. The other issue which we are frequently asked to clarify is the “30km rule”. We propose to keep this approach. Basically it recognises that virtually all New Zealanders have to pay the cost of their own transport to and from their work place. However, elected members also have other work in other places. The 30 km rule is based on an assessment that most people would live within 15 km of their work place. That means that a “round trip” to and from the “work place” – i.e. the normal council meeting place – can be claimed only if it is above 30km. If the trip to and from the council’s normal meeting place is above 30km, the first 30km are always deducted. This means that if an elected member lives closer than 15km, then no claim can be made for attending a meeting at the council office. If a member must come to the office twice in one day, if she/he is not simply taking the opportunity to go home for lunch, then the whole of the distance for the second trip may be claimed. This assumes that most workers travel to and from work only once per day, but recognises that elected members may have a formal meeting, say in the morning, then another meeting much later in the afternoon. We expect common sense to prevail in councils when authorising such claims.

56. With regard to work of elected members outside of the normal council meeting place, the full mileage can be claimed. That means that the elected member may claim from her or his home to the address of the meeting or event and back again by the shortest route.

57. If an elected member has an additional place of residence (e.g. a holiday home) the primary place of residence, normally identified by being her/his address on the electoral role, will be considered the official residence.

58. If a council is holding one of its normal meetings in a different venue - for example in an outlying town - then the full mileage can be claimed. However, we expect common sense to prevail. If the exceptional meeting place is just down the road from the normal venue then the 30km rule would apply.

- **Do you agree with the proposal to retain the 30km rule in its current form?**
- **If not, what should this rule be?**

Mayor/chair car valuations

59. We do not propose to make any changes to the valuation of the mayor/chair motor vehicle at this stage. The formula is consistent with the methodologies applied to valuing motor vehicles for full private use in public sector roles. The Authority's formula goes one step further in that it recognises that a greater proportion of vehicle usage by a mayor/chair is spent on council business rather than on personal use.

60. The formula and associated variables used to value mayor/chair motor vehicles will be reviewed with the main determination triennially. Any changes will be applied in election year.

Annual changes in remuneration

61. The main local government determination will usually be applied in election year, then in the intervening two years we propose to change remuneration to reflect changes in the Labour Market Statistics (LMS) – (see Part Three for more details on the timetable).

Changes following an election

62. The Authority is aware that there has been some confusion in the past regarding the exact days on which payment ceases for outgoing elected representatives and commences for those who are newly elected, and around remuneration continuing for those who are re-elected.

63. The following outlines the legal situation:

- All newly elected and re-elected local government members come into office the day after the results are publicly notified under S.86 of the Local Electoral Act 2001.
- All sitting members vacate office on the same day.
- In the case of an uncontested election the declaration must be made as soon as possible after the day the nominations close.

Part Three – Longer Term Proposals

Introduction

64. The Authority is seeking the views of local government (i.e. territorial authorities, unitary councils and regional councils) on the proposals set out below in this section of the paper. These changes will affect elected mayors, chairs and councillors, as well as community board members, from every council except Auckland. Later this year we will be issuing an additional consultation paper on the Auckland Council, following the completion of its governance review. However, we are proposing that the general principles outlined in this paper around council sizing should apply to Auckland.
65. Please note that we are seeking the views of councils, not of individual elected members or staff.
66. We would appreciate feedback to info@remauthority.govt.nz by Friday October 20th 2017. Please email to info@remauthority.govt.nz

Recent history of local government remuneration setting by the Authority

67. In late 2011 the Authority issued a discussion document - *Review of Local Authority Remuneration Setting*. This was followed in November 2012 by a further document - *Remuneration Setting Proposals for Local Authorities* - which outlined the system that the Authority was proposing to institute from the 2013 election. A copy of that document is attached as *Appendix 1*. It transpired that for a variety of reasons in the years 2014 to 2016 the Authority did not completely implement the proposed process. However, significant elements are in place. Importantly, the work which the Authority commissioned from the Hay Group in 2015 remains current in our view and has provided useful data to assist with our current considerations.
68. To assist with context, the main elements of the 2013 proposal are summarised below. They were:
- a) Moving away from the traditional salary/meeting fee mix for local government remuneration.
 - b) Creating a size index for councils derived from population and council expenditure.
 - c) Basing the remuneration for councillors/mayors/chairs on:
 - the relative place of the council in the size index;
 - the job size of the positions as assessed for sample councils;
 - the proportion of full time work as demonstrated by survey results;
 - the Authority's pay scale.
 - d) Providing a pool for each council equivalent to one councillor's remuneration to be allocated for additional positions of responsibility.

- e) Reviewing local government remuneration approximately two years after each election and setting the base remuneration for councillor and mayor/chair roles at the beginning of each election year, together with provision for changes in positions of responsibility within each council.
- f) Recalculating annually each council's place on the size index and, in the following July determination, automatically applying any increase warranted, with the proviso that any reductions in the base remuneration would not be implemented during the term of that council.
- g) Providing a loading of 12.5% for unitary council remuneration to recognise their additional regional responsibilities.
- h) Retaining arrangements for resource consent hearings whereby elected members can be paid an hourly fee in addition to their base remuneration.
- i) Requiring councils to confirm their expenses policies only in election year rather than annually.
- j) Retaining valuation methodology for mayor/chair vehicles with adjustments made each year on July 1 to coincide with the determination.
- k) Various changes to community board remuneration setting.

69. The new system was in place for the 2013 Determination in which the Authority made the following comment: *"Aware of its responsibility of fairness to both elected members and ratepayers, the Authority moderated both increases and decreases to smooth the transition to the new system"*.

70. In the 2014 Determination, the same comment was made with the additional comment that *"this approach was continued, with moderation to reflect wage growth, this year"*.

71. In 2015 the same comment was again made. However, in issuing that Determination the Authority said the following: *"The relationships between council size and remuneration, as well as any necessity for moderation of large increases or decreases, will be reassessed during the 2015/16 year ready for implementation at the time of the 2016 local body elections"*.

72. During 2015 the Authority reviewed the framework again, including job-sizing the positions of a representative group of councils and assessing workloads. In issuing its 2016 Determination the Authority made the following comment: *"The Authority found clear evidence regarding the size of positions but has less confidence in the evidence relating to workload. Given that uncertainty, the Authority has not proceeded to fully or partially implement increases that would in many cases have been well in excess of 10%. It has instead applied increases to the base remuneration payable to councillors ranging from 1.5% to 3% depending on the size of the council. This reflects at the higher level the movements in the public sector remuneration more generally."* The following comment was also made: *"The Authority is also concerned that the expectations placed on local representatives continue to increase and remuneration does not in all circumstances reflect the skill and effort required from members. It will therefore begin further work this year to*

establish an ongoing basis for remuneration that treats both the ratepayer and the elected member fairly”.

Rationale behind current proposal

73. While the legal requirements are set out above in paragraph 2 of Part One (above), the Authority members have also decided that these legal requirements (including attraction and retention of competent people) should be aimed at attracting a wide variety of competent people and balanced by the need to have a local government remuneration system that is accepted in the wider community. To enable this, we require a robust process that is as transparent as possible, intuitively plausible and sustainable for the foreseeable future.
74. We recognise that whether or not the level of financial reward matches the personal contribution of any elected member is not necessarily a significant determinant of the willingness of many people to stand for election. However, remuneration may be an issue for some, depending on personal circumstances, and it may also become an issue for an incumbent deciding whether or not to continue.
75. In considering this proposal, the Authority has decided to maintain a number of existing approaches. The principal ones are:
- a) Maintaining a “total remuneration” approach rather than meeting fees.
 - b) Using a size index to determine relativity between various councils.
 - c) Adopting a “pay scale” for local government that is fair and seen to be fair.
 - d) Reviewing the components of the council size index every three years and applying appropriate factors to territorial authorities and regional authorities.
 - e) Recognising that unitary councils have dual responsibilities and sizing them accordingly.

Council Sizing

76. Overview

We define council size as the accumulated demands on any council resulting from its accountability for its unique mix of functions, obligations, assets and citizenry. The size of councils varies considerably. The most obvious difference is in the size of population with the biggest council (Auckland) having 1,614,300 citizens and the smallest (the Chatham Islands) just 610 at the last census. Even outside of these two, there still a wide population range from Christchurch (375,000) to Kaikoura (3,740).

77. However, despite their differences, there are also many similarities between different councils and the roles of elected representatives.
78. All local government representatives have a basic workload that includes decision-making around local plans, policies and regulations; civic representation; assisting constituents; and

working with other organisations (public and private sector). Importantly, councils are also tasked with employing a chief executive and monitoring performance and delivery.

79. With regard to differences, as noted above, the starkest is in population, but even then there is not an exact connection between population and work load. We have taken account of several characteristics in addition to population to compare the size of each council. We are limited by the ready availability of information. However, with the information that is available, we have been able to use statistical methods to identify several factors that are significant influences on the workload of Councils.
80. We can identify councils that are most likely to be comparable in size, despite differences in what brings this about. Such comparisons can never be exact, because amongst all the councils there are influences on their size that are either unique or unable to be quantified using existing evidence. The analytical approach taken this year by the Authority will be further developed whenever the information base is able to reflect such situations.
81. We considered a variety of factors that could be used for sizing councils and, after consultation and further analysis, we are proposing several factors, with some differences between territorial authorities and regional/unitary councils. The indicators for each factor came from official statistics and departmental reports, and they were analysed by standard statistical methods which enabled the variety of demands on councils from different sources to be compared and accumulated. The initial list of factors and the modelling was identified with a representative group of elected local authority leaders, and then developed further by the Authority.
82. The strong direct effects on size from population, assets and operational expenditure were modified by differences in guest night stays, social deprivation levels and physical size.

Factors proposed to be used in sizing

83. Territorial authorities:

- a) **Population.** This factor not only determines the scale of services that a council will provide, but also the rating base by which activities are funded. Population is most likely to be the indicator that most New Zealanders would use when asked to distinguish between various councils. The statistics we are using are the most recent population estimates by Statistics New Zealand.
- b) **Operational expenditure.** In many cases, operational expenditure correlates with population, but there are also some differences - in particular when a council may be in the midst of a specific expansion programme in a particular area of activity. Our data is taken from the annual accounts of councils.
- c) **Asset size.** This represents the capital base of the council that the council is required to manage, providing essential service such as water, wastewater, roads and flood protection, and also social infrastructure. One of the challenges in asset management is to ensure that assets do not lose value. In recent years there has been greater focus on asset management in the sector, requiring (if it is undertaken rigorously) a higher degree

of attention to detail on the part of elected members, not just the asset managers in the organisation. The data on asset size is also extracted from the consolidated annual accounts of councils and includes the value of their council controlled organisations (CCOs).

We acknowledge that there are different degrees of assets held by local government. Some have highly commercial assets with commercial boards comprising directors selected for their relevant competencies and business experience. Others have land holdings that are long-term and more “passive” investments. Others again are assets such as ports which although highly commercial and competitive are often also strategic assets for their local government owners.

There are also different degrees of oversight. Some councils are extremely “hands on” with their assets and others are more arms-length in their relationships, particularly with CCOs. We recognise that whatever measure of asset size is used, its relevance will differ somewhat among councils to a greater extent than is likely with other factors.

- d) **Social deprivation.** This measures the differences between councils in their need to take account of economic disadvantage among citizens. We recognise that in many council districts the high level of social deprivation in some areas is counterbalanced by a higher economic status in others. However, we believe there are some councils that do not have this balance and that, given the reliance of many councils on rates income, for those councils a high level of social deprivation will have a significant impact. Data is drawn from the third quartile of the NZDEP index prepared from the last population census.
- e) **Number of guest nights.** This represents the demands on councils (e.g. infrastructure development and service provision) resulting from visitors. We recognise that this is a current issue which may in future years be resolved and that it is but one sector in New Zealand’s economy which is of concern to local government. However, it has been raised with us on many occasions and we believe it is relevant to allow for such demands being faced by council at present. It may be that it is replaced by another factor in future years. For this factor we use the Monthly Accommodation Survey of Statistics New Zealand. We were unable to find any data on visitors who may pass through a district and use facilities but not stay overnight, or on the current vexed issue of freedom campers.

84. Regional councils:

Although all councils (territorial, regional and unitary) have a power of general competence, the legal responsibilities of regional councils and unitary councils differ from those of territorial authorities. The breadth of their mandate in national legal instruments (such as the Resource Management Act) requires regional and unitary councils to operate at a different scale from that of territorial authorities, especially in their focus on regulating and managing land and water. For example, regional and unitary councils must develop and administer Regional Plans and Unitary Plans, and territorial authorities must give effect to these plans, which drives behaviour around issues such as water quality (i.e. storm water

and waste water). In contrast, regional councils do not have the significant focus on social issues that is required from either unitary or territorial councils. Hence **land size** is inherently important to the work of a regional or unitary council. In measuring size, we are proposing to eliminate the deprivation index factor for regional councils and add a land area factor.

85. Unitary councils:

For some years, the Authority has added a loading of 12.5% to account for the additional regional council responsibilities of the four smaller unitary councils – Gisborne, Marlborough, Nelson and Tasman. This did not include Auckland, even though it is also a unitary council, because the remuneration for Auckland was considered separately when it was set up.

We are uncertain as to the basis for the 12.5%, and are thus proposing that this loading now be removed and that instead the size of these four unitary councils be measured by both the regional and the territorial authority factors. Thus the factors by which we measure the size of unitary councils would include both land area and social deprivation.

The Authority believes that with the additional regional council factor of land area included, this is a fairer way of sizing unitary councils.

With regard to the proposed factors to be used for sizing councils

- **Are there significant influences on council size that are not recognised by the factors identified?**
- **Are there any factors that we have identified that you believe should not be used and why?**
- **When measuring council assets, do you support the inclusion of all council assets, including those commercial companies that are operated by boards?**
- **If not, how should the Authority distinguish between different classes of assets?**

Weighting

86. The weight given to each factor was assessed intuitively by the Local Government Advisory Group, drawing on their knowledge and experience. These weights were then further refined by formal statistical analysis. The Authority has not yet completed this part of the exercise and, before we do, we would like to hear views on the proposed factors. Nevertheless, in our work to date, the following “order of magnitude” listing indicates what

we consider to be the relative importance of the various factors in determining size. They are listed here in terms of our current view of the highest to lowest influence on size.

87. Territorial authorities:

- Population; operational expenditure
- Assets
- Deprivation index; visitor nights

88. Regional councils:

- Operational expenditure; geographic size
- Assets; population
- Visitor nights

89. Unitary authorities:

- Population; operational expenditure; geographic size
- Assets
- Deprivation index; visitor nights

90. When the weighting exercise is completed, the size of each council estimated in this way will become the size index.

- **Are you aware of evidence that would support or challenge the relativity of the factors for each type of council?**
- **If you believe other factors should be taken into account, where would they sit relative to others?**

Mayor/chair remuneration

91. The work that the Authority commissioned from the HayGroup in 2015 included a review and evaluation of the roles of mayor, regional council chair, committee chair and councillor across 20 councils.

92. The evidence reported by Hay was that mayor and regional council chair roles generally require a full-time commitment, though this is not true in absolutely all cases. Even in smaller authorities where the mayor's role may not be full time, the nature of the job means that it is usually difficult to get another job to supplement what might not be a fulltime income. From the knowledge of members of the Authority and advice from a range of participants in local government, including the Advisory Panel, the Authority accepts that mayors/chairs are full time and we propose that mayor/chair remuneration be determined on this basis.

93. We are also proposing that there should be a “base pay” for all mayors/chairs. Additional remuneration would then be on top of this, depending on the size of the council.

- **Should mayor/chair roles should be treated as full time?**
- **If not, how should they be treated?**
- **Should there be a “base” remuneration level for all mayors/chairs, with additional remuneration added according to the size of the council?**
- **If so, what should determine this “base remuneration”?**

Councillor remuneration

94. The relativity between mayor/chair and councillors is somewhat more difficult to determine and we note that in 2015 the Authority suggested that although there was evidence about the size of positions, there was less evidence about workload.

95. We are aware that there are clear differences in both the job size and the workload of councillors on different councils for a several reasons. There can also be significant differences in workloads of councillors within a single council. The influences on a councillor workload obviously include measurable factors such as population and the other indicators we have outlined above in paragraph 5, as well as the number of councillors, which varies from council to council.

96. However, other influences include current issues within a council area and individual councillor interest in or affiliation to different interest groups. The latter also applies to workload differences amongst councillors on a single council, as does the appetite for work amongst different councillors. The Authority is not able to take account of such differences in our determinations. Nor are we able to provide for “performance pay”. This means that on any single council the remuneration of the hardest working councillor will be the same as that of the lowest contributor.

97. Having looked carefully at the sizing factors, and discussed mayor/chair and councillor relativity with a variety of people, we have formed a view that we are unable to accommodate the differences between councillors on different councils with sufficient granularity to have a single national approach. The large metropolitan councils, for example, seem to have a higher councillor workload than of smaller rural and provincial councils, though this is not a universal rule. Additionally, there are differences between

similar sized councils which are addressed at council level by the allocation of committee and portfolio responsibilities.

98. We are also conscious of the discrepancies amongst councils in the current relationships between councillor remuneration and that of the mayor/chair. The range is from 54% down to 21%, and in some cases the proportion appears to be arbitrary. Discrepancies are also evident where councils of similar size (population) show variances of up to 10% in the ratio between councillors and mayors/chairs remuneration. Some of this may be historical - the legacy of previous approaches - or the result of councils having decreased or increased the number of councillors over time.
99. The Authority is looking at a new approach that, while providing a fiscal framework, would put the decisions round the details of councillor remuneration into the hands of the local council, which we believe is better able to understand and reflect community needs than we are on a national basis.
100. We are looking at setting a total "governance/representation pool" that each council would distribute. The pool would be linked to the size of the council and thus be irrespective of the number of elected members. Because we are now proposing formally that all mayor/chair roles be considered full time, the Authority would be in a position to set the salary for that position. Thus the mayor/chair remuneration would be separately allocated by the Authority, but included in the governance/representation pool allocated to each council. However, all other positions – councillors, deputy mayor/chair, chairs of committees, portfolio holders etc and community board members – would be allocated from its own pool by each council.
101. The pool proposal was included as one alternative in the 1997 LGNZ consultation paper, albeit the remuneration framework then was very different from how it has evolved today.
102. The advantages of this approach are that it focusses on the total governance and representation cost for each council (minus the mayor/chair) and that it allows each council to decide its own councillor and community board remuneration levels, including for positions of responsibility, reflecting its priorities for the current triennium. The total pool would be relative to the size of the council rather than to the number of elected members. Consequentially, if a council wished to increase its numbers via a representation review, and thus spread the workload, the allocated pool would need to be spread amongst more people. The reverse would also apply. It should be noted that if the workload for the whole council increased because of a change in the metrics of any factor(s) by which the council is sized, then the council would move to a higher ranking on the scale which would provide overall higher total remuneration pool.
103. The disadvantage is that no council is necessarily the master of its own destiny in terms of numbers of councillors. It must convince the Local Government Commission of the need to increase or decrease numbers. However, we do note that where representation changes reflect changes in what we call the "size" of the council (as described above in para 77-91),

any changes should also be reflected in the remuneration pool available to the council so there would then be a direct connection.

104. The pool approach provides councils with the flexibility to provide differences in positions of responsibility in a nuanced way. Because each council varies in terms of its committee/portfolio structure, this is an area where councils need discretion to decide. Current practice is for the Authority to set the councillor remuneration for each council, then to provide each council a "pool" equivalent to twice the base remuneration of one of its councillors to allocate to those undertaking specific positions of responsibility. These may include deputy mayor, committee chair, portfolio holder or other specifically designated roles. We have had no significant advice that the size of this extra pool is inadequate. However, we are aware that the provisions are applied in slightly different ways by different councils and that there are some councils that find the current provisions restrictive.

105. For example, there has been some confusion in the past as to whether every single councillor on a council can receive part of this additional pool by being allocated a position of responsibility. Generally, the Authority has not agreed to this when the council has proposed sharing the additional pool equally because this has simply amounted to a pay-rise for all councillors to move them above the level applied in the Determination. However, we have had enquiries about this and also observed current practice.

106. We propose that under the new regime (i.e. a total governance/representation pool for each council) the following rules should apply:

- a) All roles and remuneration levels will need to be agreed by formal resolution of the council, with a 75% majority.
- b) A remuneration rate must be set for the base councillor role
- c) The council needs to have a formal written role description for each additional position of responsibility above that of the base councillor role.
- d) The Authority will expect that any such roles within a council will have different levels of additional remuneration, depending on the nature and workload involved. In particular this needs to apply where every single councillor is allocated an additional position (as distinct from a more usual practice of having a deputy mayor/chair and a handful of committee chairs).

- **Should councillor remuneration be decided by each council within the parameters of a governance/representation pool allocated to each council by the Remuneration Authority?**
- **If so, should each additional position of responsibility, above a base councillor role, require a formal role description?**

- **Should each council be required to gain a 75% majority vote to determine the allocation of remuneration across all its positions?**

107. We also note that elected members are increasingly being appointed to represent their council on various outside committees and bodies. We propose that if any council wishes to do so, such appointments can also be captured under the process outlined above.

- **Should external representation roles be able to be remunerated in a similar way to council positions of responsibility?**

108. The issue of director's fees for elected members who are appointed to CCOs is a difficult one. On the one hand it could be said that a councillor sitting on a CCO is doing work that is similar to that of another councillor who may have a specified position of responsibility – or even less if the second councillor is, for example, a committee chair. However, the legal liabilities of CCO directors have become more onerous in recent years and may be more than those of elected members.

109. Those appointed as directors of CCOs need to be aware of the specific legislative duties and regulatory obligations that are imposed on them, in their capacity as directors, by the various acts, including the Local Government Act 2002, the Companies Act 1993, the Health and Safety at Work Act 2015, the Charities Act 2005 and the Public Audit Act 2001.

110. It is not for the Authority to determine whether or not elected members should be directors of a CCO, but we do recognise the additional responsibility that is taken on in those cases and that it may require developing capabilities to meet obligations that are different from those required of other elected members. We also observe the increasing trend towards the appointment of external professional directors to such roles.

- **Do the additional demands placed on CCO board members make it fair for elected members appointed to such boards to receive the same director fees as are paid to other CCO board members?**

Community Board remuneration

111. We note that 40 councils (more than half the territorial authorities) have community boards. We also note that there is a huge variety in the nature of the work undertaken by community boards and in the powers delegated to them. Some undertake substantial and substantive governance work on behalf of the council, whereas others are more in the nature of community representatives and advocates.
112. We are also aware that in some places community board members are doing work that elsewhere might be undertaken by council officers. However, assuming that community boards are part of the governance/representation structure of a council, then this means that, all else being equal, the current cost of governance and representation for these councils could be relatively higher than that of councils which do not have them. Some councils fund the boards out of a targeted rate applied to the area that the board represents, whereas others use a general rate – i.e. the same as for funding the remuneration of councillors.
113. We suggest that if a council wishes to not cover remuneration for its community board members from the proposed governance/representation pool, then a targeted rate should apply to the area represented by the particular community board. However, councillors appointed to represent the council on the community board would be paid from the governance/representation pool.
114. We also consider that it is important that the functions undertaken by any community board are clearly and transparently defined by the council concerned and consider that all community board delegations should be by way of a formal council resolution.

- **Should community board remuneration always come out of the council governance/representation pool?**
- **If not, should it be funded by way of targeted rate on the community concerned?**
- **If not, what other transparent and fair mechanisms are there for funding the remuneration of community board members?**

A local government pay scale

115. Local government has no exact equivalent. The nearest that we have in New Zealand is central government, yet even that is not an exact match.

116. Section 2 of this paper sets out the legal requirements that the Authority is required to consider in making determinations. The first of those requires that the Authority “shall have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere”. This is particularly difficult in determining the remuneration for local government elected members because there is no obviously relevant comparator group. The Authority considered and rejected as inappropriate the following:

a) Local government senior managers’ salaries.

Information on local government management remuneration is readily available in market salary surveys and through councils’ annual reports. However employees of councils are selected for the knowledge, skills and experience they hold relative to the needs of the employment role. Elected members do not fit that profile at all. They are democratically chosen by the electors to represent the interests of the people of a particular area and provide governance over the council’s operations. There is no logical alignment that would connect the remuneration of the two groups.

b) Central government sector senior managers’ remuneration.

Information on public sector management remuneration is readily available in market salary surveys and the State Services Commission’s annual reports but this option suffers from exactly the same difficulties as option (a) above.

c) Remuneration of directors on boards, including public sector boards, commercial boards and large not-for-profit boards.

A significant part of the work of elected members consists of representational activities of one sort or another. Most boards of directors do not have this role. Those that do are often in the not-for-profit or NGO sector and, even there, the nature and time requirements of the representational work, including managing constituency issues, is different. Further, most boards are governing an enterprise that is essentially focused on a single group of goods or services within one industry, whereas councils have a significant array of services that are not necessarily similar in any manner – for example, providing building consents compared to social services.

117. Other aspects of local government elected roles which differ from the above are:

- The sheer “visibility” of the people involved, resulting in a lack of privacy. In some cases where the elected person is very high profile or important in a community, or when the community is very small, this is extreme and often their close family members are also impacted by this.
- This visibility is associated with the need for publicly elected representatives to “front” on difficult issues. This is less common amongst other boards members and

managers. When something goes wrong on a council the councillors and mayor/chair are held to account by the public, whereas on a board it would normally (though we recognise not always) be the CEO.

- The meeting requirements on local government are more onerous than they are in other sectors. The Local Government Official Information and Meetings Act 1987 and public expectation is that meetings will be held in public and that information behind decisions and actions will be readily available.
- Finally, and perhaps related to all the above, local government entities hold far more frequent meetings/workshops than do other governance boards and the distinction between governance and management is less clear than it is in most other models.

118. In the light of this, the Authority looked at a possible alignment with parliamentary remuneration for comparative purposes. Even though (as we note above) local government is not an exact match to central government, parliamentarians are also democratically elected to represent sections of the populace, and those who are members of the Government of the day also exercise governance over the public service. Within the parliamentary group there are different levels of remuneration between backbenchers, ministers and some other identifiable roles.

119. Given the obvious difference between central and local government elected members, any remuneration alignment could not be a direct one-on-one relationship. However, the nature of the roles is such that there are also similarities and this is the closest the Authority can find to “fair relativity with remuneration received elsewhere”. As in other areas of our work, this decision involved a degree of judgement – there is no exact science here and we would observe that the utility and value of any elected person is in the eye of the beholder.

120. We therefore propose that mayor/chair remuneration be related to that of MPs, but capped so that the highest remuneration for any individual mayor or chair cannot be more than that of a cabinet minister. All other mayor/chair roles would be provided with a relative alignment below that upper limit.

- **Is it appropriate for local government remuneration to be related to parliamentary remuneration, but taking account of differences in job sizes?**
- **If so, should that the relativity be capped so the incumbent in the biggest role in local government cannot receive more than a cabinet minister?**
- **If not, how should a local government pay scale be determined?**

Timetable

121. The current practice of the Authority – major three-yearly reviews with annual updating in non-review years – has been a sensible approach. We propose to continue it in the interests of efficiency and also to reflect the fact that the data we are using for sizing is not necessarily available annually.
122. In the intervening years, we propose that any change in local government remuneration reflect the change in the salary and wage rates for the public sector as shown in Statistics NZ's Labour Market Statistics (LMS) which are produced quarterly. In 2014 the LMS replaced the Quarterly Employment Survey (QES), which was the mechanism chosen as the reference index when Parliament passed the Remuneration Authority (Members of Parliament Remuneration) Amendment Act 2015. Therefore, changes in MP remuneration are also tied to the change in salary and wage rates as published in the LMS. In addition to salary and wage rates, the LMS contain information on New Zealand's official employment and unemployment statistics, number of filled jobs by industry group, total hours worked, levels of income, total gross earnings and paid hours, and average hourly rates by sector.
123. The cycle adopted by the Authority for setting local government remuneration will be as follows:
- The first year of the cycle will be the local government election year. In that year the Authority will undertake a full review of council sizes, utilising the indicators described above. Prior to applying the result of the review, the Authority will apply the LMS changes to all local government remuneration, and the council sizing results will then be applied.
 - This determination will be issued on or about July 1 for implementation from the date the council formally takes office following the local government election later that year. At that time the Mayor/chair remuneration will be applied but the remuneration for all other positions to be decided out of the "governance/representation pool" will be applied on the day following the day on which the council formally resolves its remuneration policy for that triennium. Until then, from the day of assuming office, all councillors will be paid the base councillor remuneration that applied in the preceding triennium. The new determination will apply till the council ceases to formally hold office at the next local government election.
 - Meeting fees for RMA plan or consent hearings, as well as the parameters for expense reimbursement, will also be assessed at that time and any changes will apply to all councils at the same time as the remuneration changes.
 - In the subsequent two years, the determination will again be issued on or about July 1 but on these occasions for immediate implementation. For all councils, it will contain adjustments reflecting the change in the LMS. There will be no changes in plan or consent hearing fees or expenses policies at this time.

This consultation process from now on

124. This proposal is being circulated to all councils to obtain feedback on the approach. The Authority would need to receive any written feedback that councils wish to make by **30 October 2017**. We look forward to hearing from you.
125. For this year (2017) the Authority proposes to change remuneration according to the LMS change and we also propose to introduce the new provisions outlined in Section Two of this paper. All other changes would be introduced for the year 2019. This timetable allows time for councils to fully discuss the proposals and give us their responses. It allows us to then refine and test our final model for the “governance/representation pool” prior to implementation.
126. **We are conscious that 2019 is three years after the local government sector would have been expecting changes. However, with our proposal to change the model for sizing councils and to radically change the way councillor remuneration is decided, we believe that such a time period is justified.**

Item 15

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.