



PUBLIC

Agenda

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

Tuesday 1 August 2017

to follow the
District Infrastructure 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, to follow the District Infrastructure Committee Meeting.

Committee Membership

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

Quorum – no less than five members

Local Authorities (Members' Interests) Act 1968

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

Significance Consideration

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

Decision Making

The Council, in considering each matter, must be:

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

Stuart Duncan
Chief Executive

Order of Business

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Item 1

Apologies

Prepared by: Stuart Duncan
 Chief Executive

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

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: Community Services and Development Committee

Prepared by: Stuart Duncan
 Chief Executive

The unconfirmed minutes of the Community Services and Development Committee meeting held on Tuesday 13 June 2017 are presented for confirmation.

Recommendation

That the minutes of the Community Services and Development Committee meeting held on Tuesday 13 June 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 13 June 2017, at 1.15pm, following the Environmental Services and Finance Committee meeting.

| | |
|---|--|
| Present | <p>Chair: Cr P Collins</p> <p>Mayor: C Rowley</p> <p>Councillors: S Cain, J Guilford, M Morton, T O'Connor, D Owen, S Paul</p> |
| In Attendance | <p>Chief Executive: S Duncan</p> <p>Managers: C Johns, M Jones, S Kelly, D Mitchell, A Hilton</p> <p>Staff: F Fox</p> <p>Committee Secretary: K Reid</p> |
| 1 Apologies | <p>An apology was received from Cr D Anderson.</p> <p>Cr Paul noted she would need to leave the meeting by 2.30pm.</p> <p>Resolved:</p> <p>That the apologies are accepted.</p> <p>Moved Cr Collins</p> <p>Seconded Cr Paul</p> <p>MOTION CARRIED</p> |
| 2 Conflicts of Interest | <p>The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.</p> |
| 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda | <p>There were no major (urgent business) or minor items identified.</p> |
| 4 Confirmation of Minutes – Community Services and Development Committee | <p>Resolved:</p> <p>That the minutes of the Community Services and Development Committee meeting held on Tuesday 2 May 2017, excluding the public excluded items, are confirmed as a true and correct record.</p> <p>Moved Mayor Rowley</p> <p>Seconded Cr Paul</p> <p>MOTION CARRIED</p> |
| 5 Receipt of Minutes – Lower Waitaki South Coastal Canterbury Zone Committee | <p>Resolved:</p> <p>That the confirmed meeting minutes of the Lower Waitaki South Coastal Canterbury Zone Committee are received.</p> |

Moved Cr Morton
Seconded Cr Guilford
MOTION CARRIED

- 6 Receipt of Minutes – Orari-Temuka-Opihi-Pareora Zone Committee** **Resolved:**
That the confirmed meeting minutes of the Orari-Temuka-Opihi-Pareora Zone Committee are received.
Moved Cr Cain
Seconded Cr Morton
MOTION CARRIED
- 7 Receipt of Minutes – Waimate Community Anzac Group** **Resolved:**
That the confirmed meeting minutes of the Waimate Community Anzac Group are received.
Moved Mayor Rowley
Seconded Cr Cain
MOTION CARRIED
- 8 Receipt of Minutes – Creative NZ Communities Scheme Committee** **Resolved:**
That the confirmed meeting minutes of the Creative NZ Communities Scheme Committee are received.
Moved Cr Morton
Seconded Mayor Rowley
MOTION CARRIED
- 9 Receipt of Minutes – WDC Sports Fund Scheme Committee** **Resolved:**
That the confirmed meeting minutes of the WDC Sports Fund Scheme Committee are received.
Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED
- 10 Receipt of Minutes – Sports NZ Rural Travel Fund Committee** **Resolved:**
That the confirmed meeting minutes of the Sports NZ Rural Travel Fund Committee are received.
Moved Cr Cain
Seconded Cr Guilford
MOTION CARRIED
- 11 Heritage Fund Application – Waimate Historical Society**
The Committee considered 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.
Resolved:
That the Heritage Fund Application – Waimate Historical Society report is accepted; and
That the Community Services and Development Committee approve the Waimate Historical Society's funding application of \$870.00 to purchase seven themed banners.

Moved Cr Guilford
Seconded Cr Morton
MOTION CARRIED

Note:

Council commended the group for their initiative.

12 Heritage Fund Application – John Foley

The Committee considered the funding application for John Foley to produce a book entitled 'Good as Gold - A Doug Rogers Legend'.

Resolved:

That the Heritage Fund Application – John Foley report is accepted; and

That the Community Services and Development Committee declines the funding application of \$1,160.00 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'.

Moved Cr Cain
Seconded Cr O'Connor
MOTION CARRIED

13 Section 17A Reviews

The Committee considered the completed Section 17A Review reports for Building Control, Dog and Animal Control, Property and Strategy services.

Resolved:

That the Section 17A Reviews report is accepted; and

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

- 1 The light review report for Building Control be accepted and Council agrees no full review is required; and
- 2 The light review report for Dog and Animal Control services be accepted and Council agrees no full review is required; and
- 3 The light review report of Property services be accepted and Council agrees no full review is required; and
- 4 The light review report of Strategy services be accepted and Council agrees no full review is required.

Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED

14 Remuneration Authority – Local Government Review

The Committee considered the Remuneration Authority's Local Government Review Consultation Document.

Resolved:

That the Remuneration Authority – Local Government Review report is accepted; and

That the Community Services and Development Committee provide staff with direction for the feedback to be provided to the Remuneration Authority.

Moved Cr Morton

Seconded Cr Guilford

MOTION CARRIED

Note:

Questions page 70: Agree

Questions page 72: Agree (up to 3 months)

Questions page 72: Agree

Questions page 73: Agree

Questions page 76: Suggested not common policy; agree; agree; question on reimbursing business expenses through income tax; agree

Questions page 77: Agree

Questions page 78: Agree

Council will consider Section 3 at the next Community Services and Development Committee meeting.

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

There were no major (urgent business) or minor items identified.

There being no further business, the Chair declared the meeting closed at 2.20pm. These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 1 August 2017.

Cr P Collins
Chair

Item 5

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 (OTOP) Committee meeting held on Monday 12 June 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 of 12 June 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, TIMARU DISTRICT COUNCIL, 2 KING GEORGE PLACE, TIMARU, ON MONDAY 12 JUNE 2017 AT 1PM

PRESENT John Talbot (Chairperson), Kylee Galbraith, Ivon Hurst, Cllr Richard Lyon, Hamish McFarlane, Cllr Anne Munro, James Pearce, Cllr Lan Pham, Ad Sintenie and Mark Webb

APOLOGIES Mandy Home and Cllr David Anderson

IN ATTENDANCE Nic Newman (Facilitator), Dan Clark (Senior Hydrology Scientist and Technical Lead), Raymond Ford (Principal Planner), Michael Hide (Zone Implementation Team Manager), Peter Constantine (Principal Planning Officer) Lyn Carmichael (Senior Planner and Community Lead), Shirley Hayward (Senior Water Quality Scientist), Julia Forsyth (ECan Principal Planner), Barbara Nicholas (ECan), Kate Doran (ECan), Peter Ramsden (Tangata Whenua facilitator), Karl Russell (Arowhenua), Sue Eddington (Waihao), Tony McCormick, Julia Crossman, Milne Horne and Nicky Hyslop (Opuha Water Ltd), John Benn (Department of Conservation), Janet Gregory (NZ Landcare Trust), Rhys Taylor (Community Engagement Coordinator), Lloyd McMillan (Temuka Community Board), Prue Thirkettle (National Council of Women), Jan Finlayson, Peter Shutt, Tom Henderson and Frank Scarf

1 REGISTER OF INTERESTS

There were no additional interests advised.

2 COMMUNITY FORUM

Adele Coombes - Orari River Protection Group

Adele Coombes spoke to her letter (which had been previously circulated) and the images she presented at the meeting, in regard to continued concern at the damage to the north side of the Orari Gorge, as a result of the construction of two tracks. The issue has been previously investigated by the Committee and it is acknowledged that the damage that has occurred is greater than that predicted when consent was granted for the second track.

Mike Hide advised that subsequent discussions with the land owner and visits to the site by ECan staff, have resulted in agreement by the landowner to remove any fencing debris that falls into the river. Replanting of the sides of the track would be constrained by Health and Safety concerns, as the terrain is so steep, although there are early indications that regeneration is starting.

The Chairman noted that the Committee's ability to take action is limited but input into district and regional planning changes is necessary to guard against such incidents in the future.

3 CONFIRMATION OF MINUTES – COMMITTEE MEETING 1 MAY 2017

Proposed Hamish McFarlane
Seconded Anne Munro

"That the minutes of the Committee meeting held on 1 May 2017 be confirmed as a true and correct record."

MOTION CARRIED

4 CORRESPONDENCE

The Committee received and noted the following correspondence which had been sent -

- letter from the OTOP Committee to Environment Canterbury regarding the Healthy Catchments Project Timeline
- letter from the OTOP Committee to Central South Island Fish and Game Council regarding river flow regimes
- letter from the OTOP Committee to Royal Forest and Bird Protection Society regarding hill country development and riverbed management.

5 FACILITATOR UPDATE

The new OTOP Facilitator Barb Gilchrist introduced herself to the Committee. Barb will replace Nic Newman who was temporarily seconded to the role.

6 ZONE TEAM UPDATE

A brief update was provided –

- A mail out has been distributed on Good Management Practice focussed on the possibility of needing land use consent
- Promotion of good practice for winter management is about to start
- Work continues with the drinking water supply zones
- The Ashwick Flat group wants more data on trends. Initial discussion has started on hotspots for nitrates concentration.
- Compliance work continues including work around fishscreens, piggeries, stock access, Rangitata elevated groundwater levels.

7 PROCESS FOR THE HEALTHY CATCHMENTS 'SOLUTIONS PHASE'

The Committee considered a report by Raymond Ford and Lex Foster Bohm setting out the programme for the Solutions Phase of the Healthy Catchments Project and the approach for engaging with the community during this period.

7.1 Proposed Mark Webb
Seconded Anne Munro

"That the Committee agrees with the proposed solution phase work programme as presented, with an alternative date to be found for the suggested 26 June date."

MOTION CARRIED

7.2 Proposed Lan Pham
Seconded Hamish McFarlane

"That the Zone Committee:

1. Agrees to the proposed approach to community engagement during the solutions seeking phase and how the information will be communicated as set out in the agenda.
2. Notes that there will be the need for additional engagement in the Opihi/Temuka catchments on flows.
3. Notes initial options for how to engage on the Draft ZIPA in October (to be decided in August)."

MOTION CARRIED

7.3 Proposed Hamish McFarlane
Seconded Cllr Richard Lyon

"That catchment group members present feedback to the Zone Committee."

MOTION CARRIED

8 SALTWATER CREEK

Rhys Taylor gave a brief update on the Saltwater Creek Working Group which has held 2 meetings that were well attended. The group has discussed water depth, silt, water quality and weed control. Two more meetings are planned and the group is on target to make recommendations to OTOP in August.

9 WAITARAKAO

The Facilitator informed the Committee of progress being made with the Washdyke Lagoon work – new water level recorders are being installed, the construction of a wetland is being investigated between the industrial area and the lagoon, and broad options for the future of the Seadown drain are being looked at. There is potential for a walking and cycling track around the lagoon, which could possibly be constructed at the time of the wetland establishment. This is a long term project but action needs to start now.

The group is looking to bring recommendations to OTOP in August.

10 REGIONAL RECREATION AND AMENITY OPPORTUNITIES – PRIORITY RECREATION AND AMENITY RESTORATION SITES

The Committee considered a report by Dann Olykan and Anita Fulton requesting a list of up to 5 priority recreation or amenity restoration sites of outstanding cultural or natural importance in the zone, that need protection/enhancement for the future. The Facilitator clarified that this is a Regional Committee project and separate to OTOP's work.

The Committee suggested a number of areas but noted they would not want to see this as a 'band aid' gesture when there are so many areas needing protection. The iwi representative explained that to Maori, the precious areas encompass from the top of a river to the bottom, and he does not support identifying a few nominal target areas. The Chairman agreed to convey this sentiment to the Regional Committee.

The Committee agreed on the following priority areas for inclusion in the Regional Committee project –

Evans Crossing (at huts)
Orari Gorge
Washdyke Lagoon
Saleyards Bridge (Pleasant Point) swimming hole
Te Moana Gorge
Waihi Gorge and Waihi River
Opihi Lagoon
Te Ngawai River
Saltwater Creek.

It was suggested that further information be obtained from the Regional Committee as to what is intended with this project, then OTOP can finalise (shorten) its list.

Proposed Lan Pham
Seconded Ivon Hurst

"That the full list be forwarded to the Regional Committee noting it was compiled from OTOP's initial consideration of the request but seeking further direction in order that OTOP can reprioritise and refine its list."

MOTION CARRIED

11 PROTECTING TUHITUHI NEHERA ROCK ART SITES ACROSS SOUTH CANTERBURY

The Committee considered a report by Mandy Home and Sue Eddington on the need to factor in the protection of rock art sites in South Canterbury when OTOP develops its Solutions Package. Further to the report, Amanda Symon, Maori Rock Art Curator, gave a presentation on the rock art sites in South Canterbury, explaining the historical significance of the rock art and the damage that can be caused to the art by hydrological and land use changes. The direct (irrigation) and indirect (new drainage, groundwater abstraction) impacts on the rock art were outlined.

The limestone on which the rock art is located is porous and vulnerable to seepage causing fractures, salt blooms and flaking off the surface for example. It is vital that there is an adequate framework for the management of rock art to ensure it is retained and further degradation does not occur.

Proposed Mark Webb
Seconded Lan Pham

"That during the development of the Zone Implementation Plan and the sub-chapter for inclusion in the Regional Land and Water Plan, provisions be added to the plans to identify and manage potential effects on tuhituhi neherā sites from the taking, use, damming or diversion of water; the discharge of contaminants; or land uses which affect water quality; and measures be incorporated in the relevant District Plans as well as making any non-statutory provisions that are necessary."

MOTION CARRIED

12 IMMEDIATE STEPS BIODIVERSITY DECISIONS 2017/18

The Committee considered projects applying for biodiversity funding from the Immediate Steps programme.

Proposed Hamish McFarlane
Seconded Kylee Galbraith

"That the Zone Committee formally approves the following Immediate Steps Projects that were agreed upon at the 22 May workshop, as follows:

| Project | Description | IMS funding |
|---------------------------------------|---|--|
| Awarua Wetland Year 4 | Further planting and weed control | \$5,000 |
| Station Stream Weed Control | Weed control to protect indigenous forest | \$11,600 |
| Black Birch QEII Covenant Protection | Stock proofing 60ha QEII covenant for indigenous forest | \$22,400 |
| Pig Hunting Creek Wetland Restoration | Improve hydrology to restore regionally significant wetland. | \$18,900 |
| Upper Rangitata Predator Control | Ongoing landscape scale predator control to increase populations of Wrybill and Black fronted terns | \$13,333 each year until end of 2020/2021 financial year |
| Upper Rangitata Cotoneaster Control | Control two populations of cotoneaster at Bush Stream and Harper Lodge | \$8,690 |
| Taniwha Gully Restoration | Wetland restoration planting | \$10,000 |
| Opihi Limestone Gullies | Weed control and limestone gully restoration | \$10,000 |
| | Total | \$99,923 |

MOTION CARRIED

13 COMMUNITY ENGAGEMENT

The Committee was informed of a meeting held in Pleasant Point involving farmers, OTOP representatives and guest speakers, to investigate the effects on different farming types of going beyond Good Management Practice. The next meeting will be held on 11 July which will review the outcomes of different modelling.

14 THANKS TO FACILITATOR

The Chairman thanked Nic Newman for stepping in as facilitator for the past few months, taking over the work of the Committee unexpectedly during a busy phase in the work of the Committee. The Committee has enjoyed working with him during this time.

The meeting concluded at 3.10pm with a karakia from Karl Russell.

Chairperson

Item 6

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 21 June 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 of 21 June 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 21 JUNE 2017, AT 1.00PM**

| | |
|----------------------|---|
| PRESENT | Kate White (Chair, Community), Suzanne Eddington (Waihao Runanga), Sandra Hampstead-Tipene (Arowhenua Runanga), Andrew Hayes (Community), Mark Giles (Deputy Chair, Community), Mark Kingsbury (Community), Bruce Murphy (Community), Brent Packman (Community), and Cr Peter Scott (Environment Canterbury), Liz Rollinson (Community), Ranui Ryan (Moeraki Runanga) |
| APOLOGIES | Andrew Feierabend (Meridian Energy), Cr Jeremy Holding (Waitaki District Council), Cr Miriam Morton (Waimate District Council) Nic Newman (Zone Facilitator – ECan) |
| ABSENT | Ranui Ryan (Moeraki Runanga) |
| IN ATTENDANCE | Olivia Smith (Acting Zone Facilitator – ECan) Karalyn Reid (Committee Secretary, Waimate District Council) |

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

1 Apologies

Apologies were received from Andrew Feierabend (Meridian Energy), Cr Jeremy Holding (Waitaki District Council), and Cr Miriam Morton (Waimate District Council)

RESOLVED
LWSC17/14 Moved Bruce Murphy
Seconded Mark Giles
"That the apologies are accepted."
MOTION CARRIED

2 Register of Interests

There were no additional interests registered.

3 Confirmation of Minutes

RESOLVED
LWSC17/15 Moved Suzanne Eddington
Seconded Elizabeth Rollinson
"That the minutes of the meeting held on 17 May 2017
are adopted as a true and correct record, with the
below amendments."
MOTION CARRIED

Amendments

- Regional Committee Update: Andrew Feierabend not Jeremy Holding stated that areas of the aquatic weed lagarosiphon have been detected on Lake Aviemore.
- There had been a discussion on wilding pines, however it was noted that this is not an issue on DOC land in the Zone.

Matters Arising

- Jet boating on the Waitaki Discussion: Cr Peter Scott informed the Committee that the boat ramp installer is responsible health and safety, and this should be communicated to the Jet boat Association.
- Cr Miriam Morton (via email): Ara Hikoī Aotearoa – Walking Access Maps NZ <https://www.wams.org.nz> provides extensive data which seems to match Council's GIS information regarding paper roads. This may make it easier to compare with the historical map referred to by Brent Packman.
- The Canterbury Swimming Survey has been circulated to the Committee (also tabled)
- The Effluent Management Report is still to come to the Committee – this will be reported on as part of the zone compliance report which will be available in August. It was noted the main area of concern is communication and education between farm owners and sharemilkers on non-compliance.
- 3 Immediate Steps Fund Projects – Biodiversity Project Funding Approval (page 4) – staff resources will be raised and discussed under general business.

5 Correspondence

- Letter from Fish & Game – 12 June 2017 (to be discussed further under General Business)
- David Bedford – 16 May 2017

RESOLVED

LWSC17/16

Moved Mark Giles

Seconded Mark Kingsbury

"That the correspondence is approved."

MOTION CARRIED

6 Regional Committee Update

- Bruce Murphy reported Hunter Downs are funding water testing (depth and quality) on Lake Wainono
- Sandy Hampstead-Tipene reported Government funding has been received for toilet facilities and wilding pine removal in Upper Waitaki Zone
- Moeraki Runanga office has received a letter of resignation from Ranui Ryan. Olivia Smith to make some enquiries on her intentions.
- Sandra Hampstead Tipene discussed ECan's Central South Island Water Group publication. Olivia to source and circulate a copy to Committee members and include context. Cr Peter Scott will follow up also on this document.

7 Facilitator Update (Olivia Smith)

- Committee Refresh: Three members are up for refresh – Kate White, Brent Packman and Liz Rollinson. This would be a good time for anybody else who is considering leaving to inform the Facilitator. The refresh process for all Zone Committees begins in September with the advertising for expressions of interest,

selection workshops in October with the new members to begin at the beginning of 2018. An email with timeframes will be circulated to the Committee.

- The Committee agreed it would be useful to have a joint meeting in August with Upper Waitaki Zone Committee most likely in Omarama, possibly including a site visit to the dam or wetlands (prefer wetlands). This would be an opportunity to talk about items of interest such as – cultural mapping, the CVMS journey for both zones, an update on Plan Change 5.
- The Committee agreed it would be worthwhile inviting NIWA to present on weather (possibly at the combined August meeting).

8 Zone Delivery – Zone Team Update (Chris Eccleston)

- The Committee was asked how and what they would like Zone Manager to report. There was a suggestion of verbal monthly reports with every third (quarterly) month a written report. The Committee suggested the below content:
 - Consents, non-compliances and any local issues around consents.
 - Process on ZIP and targets
 - Plan Change Update
 - Measurable engagement
- Olivia outlined the 'Ashburton model' which highlighted Outcomes/Actions this Quarter, Contributors and Priority Actions for next quarter.

9 Zone Consents – Update (Zella Smith)

- Zella updated the Committee on consents in the zone.
- The Committee discussed the issues of accessing farm records to calculate nutrient baselines/budgets when a farm changes owners (from Matters Arising). ECan has a link on their website for new farm owners which goes some way to assisting, which will be circulated to the Committee.

10 Lower Waitaki – Plan Change 5 Decision Briefing (Craig Davison)

- Craig gave a presentation to the Committee on the Hearing Commissioners Recommendations on Plan Change 5 to the Land and Water Regional Plan.
- Olivia Smith talked on the delivering of ZIP addendum recommendations in relation to the Plan Change.
- Winter grazing definition change was highlighted and needs to be looked at.
- The Committee agreed there is a strong need for community engagement. They agreed there is a need for staff who could educate farmers on the Plan Change. It was agreed that in July the committee will discuss ideas about the best way to communicate and educate farmers on the Plan Change.

The meeting adjourned at 3.00pm for afternoon tea.

The meeting reconvened at 3.15pm.

11 Black Hole Water Quality Results & Actions

- Shirley Hayward updated the Committee on the Black Hole *EColi* Investigation 2016/17 summer. Early indications are it is likely high *E.coli* results at the Black Hole are from local sources, and are generally trending upwards. More information on the 'sources' (i.e. human, birdlife or grazing animals) will be available by way of a faecal source tracking analysis in the next few months.
- Emily Anderson gave a presentation to the Committee (attached). The Committee commended Emily on work she is doing and reiterated the importance

of having staff to work 1:1 with landowners. The committee discussed the importance of targeting this 1:1 support with disengaged landowners.

12 Plan Change 3 Implementation

- Keitha Laming gave a presentation to the Committee, discussed the work streams underway and asked for ideas from the Committee,
- The Committee raised the possibility of establishing an implementation advisory group to provide advice on the practical implementation of the Plan Change 3. The group could essentially be the evolution of the NARG. This will be discussed further at the next meeting.

13 General Business / General Public

- The Committee discussed the letter from Fish & Game dated 12 June 2017 (see 'Correspondence') asking for a resolution that would better address the shortcomings and better support the aspirations of the community - "That the Lower Waitaki Zone Committee supports requesting Environment Canterbury to bring forward the review of the Hakataramea River flow regime.
- Jason Holland spoke to the Committee on the implications of bringing the Environmental Flow Regime for the Hakataramea River forward and the Committee discussed the pros and cons. The Committee agreed to the below motion:

RESOLVED:

LWSC17/16

Moved Brent Packman

Seconded Andrew Hayes

"That the Zone committee ask ECan to provide an outline of a work programme to start gathering technical work required for the review of the Hakataramea Flow Regime.

MOTION CARRIED

Suzanne Eddington voted against the motion.

At the invitation of the Chair, Peter Ramsden shared a closing karakia.

There being no further business, the Chair declared the meeting closed at 4.45pm.

K White
Chairperson

Item 7

Management Report – Community, Planning and Development Group

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

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

Recommendation

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

Management Report – Community, Planning and Development Group

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

Highlights

Governance

Lower Waitaki South Coastal Canterbury Zone Committee

- 5 In April 2017 Council assumed the Lower Waitaki South Coastal Canterbury Zone Committee (LWSCCZC) secretarial role of producing agendas and taking minutes for the monthly LWSCCZC meetings held at the Waimate Event Centre. A training and information day for all Canterbury Zone Committee Secretaries has been scheduled at Environment Canterbury's offices on 28 July 2017 in Christchurch.

Waimate Community Anzac Group

- 6 The Waimate Community Anzac Group (WCAG) held a meeting on 31 May 2017 to debrief from this year's Anzac 10am Civic Service held for the first time at the Waimate Event Centre. There was an in-depth discussion on the service and parade by all members, which highlighted some improvements that will be made for the 2018 event. The cost of traffic management of the parade was highlighted as a concern. While this year's traffic management costs were absorbed by Council, the group needs to take this significant cost into their budget for future years. While 'teething problems' were identified with the new venue, it was generally agreed that there had been good feedback and that the growing numbers attending this service has made the previous venue of the Waimate High School unsuitable. The group also signalled their intention to attend a public forum in order to talk about the future funding needs of this group.

Library

Read Together Programme with Adam Rivett and the Parenting Hub

- 7 Once again we entered into attending and hosting a Reading Together® programme. The following feedback was received from some of the participating parents:
 - Ability to read to my kids more confidently and more often
 - Reconfirmed the importance of building the initial foundation for reading
 - To read age appropriate books to my youngest
 - Reading tips – how to handle a child that is not really interested
 - Have fun reading with young children
 - How hard it is for kids to recognise words
 - The way words look to children
 - Very interesting content! Found it valuable
 - Thank you for the time and effort you guys put in
 - Keep doing what you are doing

Community Harvest Group

- 8 The group has continued to supply baskets of local fruit and fruit produce for library visitors, including kiwifruit and apples.

Displays

- Creative Fibre Group – included a meet and greet by a group of knitters
- Matariki – display of bilingual te Reo and English books
- Electoral Enrolment – are you enrolled?
- I am drawn to Art
- Dust off some Classics – (a display of classic books Shakespeare, Milton etc)

Book Bugs – Story time

- 9 On the first Thursday of each month, we and the Parenting Hub host parents and pre-schoolers for an hour of stories, fun and connection.

Schools and Early education visits

- Waihao Downs School – 1 visit
- Waimate Childcare – 2 visits
- Waimate Kindergarten – 1 visit
- Waituna Creek – 1 visit
- Mobile Kindy – 1 visit
- Rural Scholars – 1 visit

Policy

Annual Plan

- 10 The Annual Plan 2017/18 has been finalised and was adopted at the 27 June 2017 Council Meeting. The Plan included the Waimate District Council Fees and Charges 2017/18 which were closely reviewed and reformatted to provide a more user-friendly document. With assistance from the IT Department a new web page located <https://www.waimatedc.govt.nz/service/fees-and-charges> has been developed to ensure all customers have simple and clear access to Council's Fees and Charges on the website according to each Council activity.

Performance Measures

- 11 Performance Measure reporting for the 2016/17 year has been undertaken by managers. This data has been collated into the Quarterly Performance Reports and will be presented to each appropriate Committee on 1 August 2017. The customer satisfaction measures, drawn for the biennial CommunitrakTM Survey have been included in this round of reporting. The data has also been formatted and included in the draft Annual Report 2016/17 document which is currently being developed. All supporting documentation pertaining to this reporting has been collected and filed for audit purposes.

Annual Report

- 12 The draft Annual Report 2016/17 document is being compiled, including all performance measure reporting and amendments to activity statement content to ensure accuracy across the document. Managers will be sent activity statements to update points of significance and include any commentary necessary for performance measures. The draft Annual Report 2016/17 will be sent to Audit NZ on 31 August 2017 in preparation for the onsite audit in September, and adoption at the 3 October 2017 Council meeting.

Long Term Plan

- 13 Waimate District Council 2018-28 Long Term Plan (LTP) process is well under way. Four Councillor workshops have been held covering introductory material, reviews of Council activities and groupings, reviews of performance measures and targets, community outcomes, and key assumptions and uncertainties and an introduction to levels of service. Finance has also led S101 analysis workshops for the Revenue and Financing Policy.
- 14 A full review of performance measures has been completed in an effort to provide meaningful measures that are more representative of the services provided for each activity. As this work progresses the draft document is updated regularly to reflect changes discussed at LTP workshops.
- 15 Population projection work is nearly complete with projections for population, demographic, and household and location change being analysed using StatsNZ data. Current and future major projects that may impact the District's population have been identified. Data will be collated in the coming weeks to help determine potential population change as a result of any development. This data feeds into long term planning for the district including the 30 year Infrastructure Strategy and key assumptions that inform all planning work.

Remuneration Authority Local Government Review

- 16 The Remuneration Authority is currently undertaking a review of the local government remuneration system and the policies. A consultation document is open for feedback by all councils. The consultation document covers two sections of proposed changes; the first a number of short term improvements to the system to be implemented in the 2017/18 year, the second includes deeper changes proposed for introduction in 2019.
- 17 A report detailing the proposed changes was presented to the 13 June 2017 Community Services and Development Committee. Based on the feedback provided by the Committee a submission addressing the first section of the proposed changes was prepared and sent to the Remuneration Authority. The second part of the changes will be discussed at the 1 August 2017 Community Services and Development Committee and all feedback will be submitted to the Remuneration Authority following this meeting.

Vehicle Policy and Procedures

- 18 Following a change in policy process, all policies, including internal policies, are now presented to Council for approval. In keeping with the new process the Vehicle Policy and Procedures were amended to ensure vehicle use by Elected Members is fully encapsulated by the policy and procedures. Following the 23 May 2017 Council meeting Elected Members were sent a copy of the policy and asked to provide the Policy Analyst with any comments/amendments they wished to make to the policy.

Comments and amendments received from Elected Members were considered and the policy and procedures was revised accordingly. The amended Vehicle Policy and Procedures were presented to the Environmental Services and Finance Committee on 13 June 2017 where it was adopted. The Vehicle Policy and Procedures now sits with the Corporate Services Manager for implementation and management.

Section 17A Reviews

- 19 Progress continues to be made on section 17A reviews. Twelve out of fifteen light reviews of Council services have been completed and presented to Council. Reviews of Roothing and Footpath, Water Services and Parks and Public Spaces are still to be reviewed.

Promotions/Information Centre

- 20 Information Centre staff continue to be kept busy with visitors and locals wishing to view the Event Centre facilities. Staff assisted with several tour groups both day and night time on a number of occasions and are enjoying the constant flow of visitors and users to the Centre.
- 21 The day to day bookings of the Centre and its facilities has been busy with groups, some of which are starting to book the facility for 2018 realising there has been such a demand for court time they needed to be in early to secure their preferred days and times.

Migrant Pack Updating

- 22 Updating of pack information was completed in time for the traditional June staff changes on local dairy farms. A number of packs were requested by a local farming family who acknowledge these packs are a valuable settling in tool for new employees. Packs are also distributed to schools around the district.

Grants

- 23 Creative Communities NZ Grant Scheme (\$10,685 available - \$10,537.00 allocated) and Sport NZ Rural Travel Fund (\$5,775.00 available - \$5,775.00 allocated) opened April – closed 3 May 2017.
- 24 WDC Sports Fund (\$4,039.55 available - \$3,115.40 allocated), due to some funds not allocated, had one-off grant round.

Waimate Promotional Packs

- 25 'Welcome packs' 150 were given to Waimate Main School for their 150th Jubilee celebrations held Easter.

| Pack | April | May | June |
|--------------------------|--------------|------------|-------------|
| Potential resident packs | Nil | 11 | 01 |
| New resident packs | 04 | 05 | 08 |
| Migrant packs | | 30 | |

Marketing

‘Why Waimate Why Not’

- 26 Travel writer Mark Walton recently wrote an article about visiting Waimate for a wonderful day. It was published by the Christchurch Press.
<http://www.stuff.co.nz/travel/destinations/nz/92013583/why-waimate-why-not>

AA Regional Guides

- 27 We continue to advertise with the AA in their Regional Guides, web sites and Holiday Park Guides. 130,000 Canterbury regional guides and 30,000 Holiday park guides are produced annually.

Waimate Official Visitor Guide

- 28 It has been four years since we published our official Visitor Guide and we intend to reprint within this financial year. We have also chosen a new colour pallet which is being rolled out over our marketing collateral which includes strip maps and presentation folders.

Waimate District Strip Maps

- 29 We have also chosen a new colour pallet which is being be rolled out over our marketing collateral including strip maps and presentation folders.
- 30 With low stock levels of the Waimate district town and rural maps, it was timely to reprint 15,000 maps in pads of 50. These are distributed to advertisers, service stations, cafes, library, Timaru, Oamaru and Kurow Information Centres and are seen as an extremely important marketing tool for visitors to our region. Current advertisers all agreed to re-advertise and we are pleased to have been able to include the Event Centre. This is a self-funding publication. The maps were signed off at the end of June and are expected to be available at the Information Centre by end of July.

Presentation Folders

- 31 With low stock of presentation folders, it was timely to reprint 1,000 copies. They have been given an updated look with new colours and images. These folders are used to present marketing material which includes potential, migrant and new resident packs.

2018 Waimate Calendar

- 32 Images were requested from local photographers and we were pleased to receive in excess of 50. Photographers whose images will be included in the 2018 Waimate Calendar are: Barry Marshall, Adrian de Villiers, Gerard Richardson, Keith Batchelor, Stuart Duncan, A.J. Patterson, Andrew Davis, Andrew Oliver, and Margaret Mather.
- 33 Calendars will be available from the end of September, in time for overseas Christmas postage deadlines.

Showcase Compendium

- 34 We have again supported this A4 glossy full-colour magazine which is published and distributed to motel and hotel accommodation providers throughout the Canterbury region. The content includes leisure stories with a corporate edge, showcasing the

best places to visit in the local region. We have supported this publication with quarter page advertisement which includes editorial.

Waimate Pens

- 35 New Waimate pens have been produced with 'Greetings from Waimate', website address and the wallaby image. 250 were purchased in a variety of colours and retail at \$2.50 each from the Information Centre.

Waimate Water Bottles

- 36 The Centre is selling 'Waimate' branded aluminium water bottles. Retailing at \$15, these bottles are designed for refilling rather than disposing. A number have been sold to date, with many being given as gifts to family heading overseas.

Signage

- 37 The Information board outside the Library is receiving a makeover; a new bullnose roof has been erected and painted with frame work and the internal wall yet to be painted.
- 38 The town map display box outside BNZ on Queen Street has also been painted in the same colour to maintain design continuity with other district signage.

Information Sign/Wallaby Stencil

- 39 A new Information Centre directional sign has been erected on the triangle Boar Memorial section, corner Victoria and John Street.
- 40 A wallaby stencil with wording 'Hop to the Information Centre' has been commissioned and will be used to paint directions on footpaths from the corner of Queen and Victoria Street to the Information Centre. This will be a fun way to assist our visitors to find our Centre easily.

New Hakataramea Information Signage

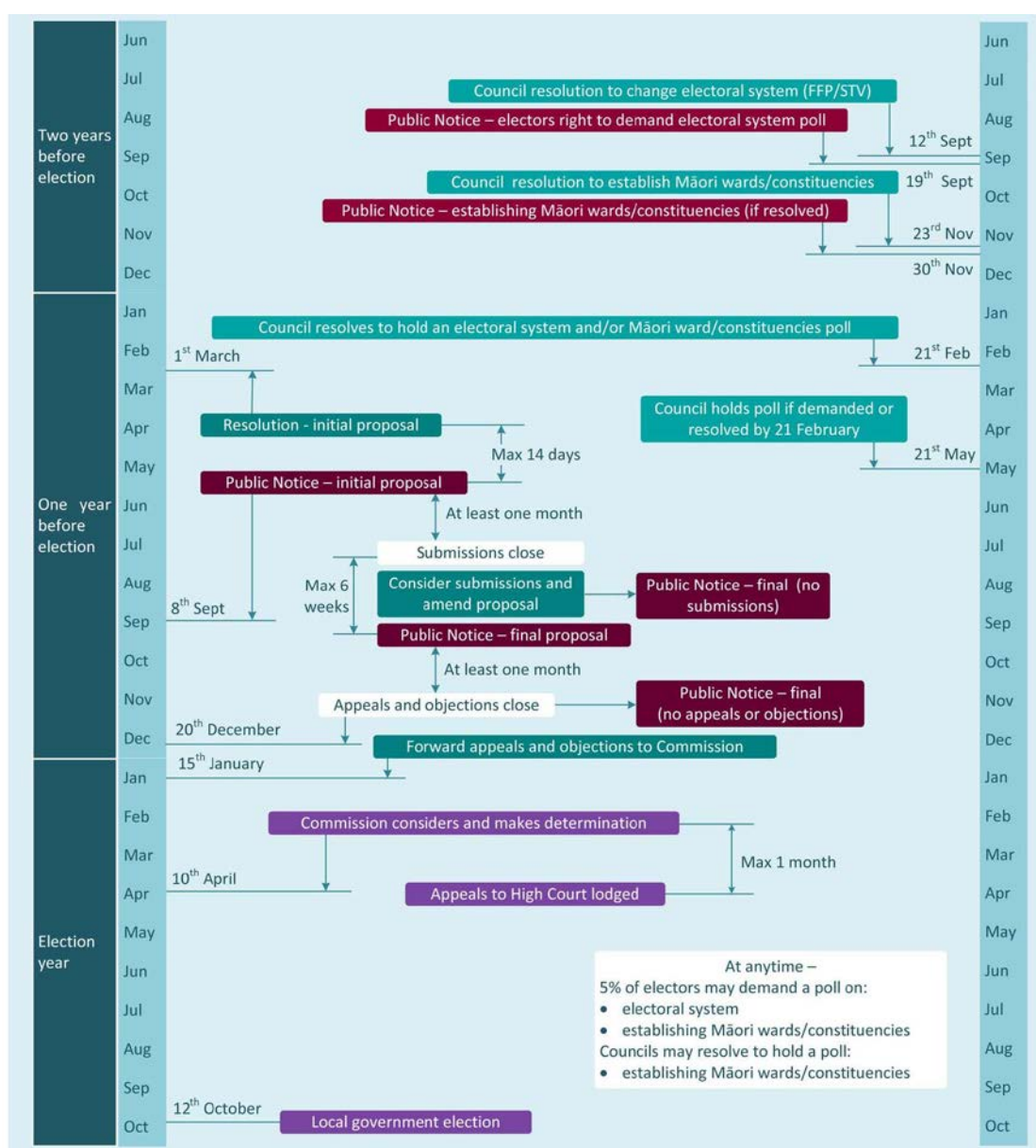
- 41 We have made contact with Sandy Cameron of the Kurow Island Restoration Group regarding placing this new signage on the Kurow Island. A meeting has been held with Sandy and committee members to discuss this. The group indicated they are very happy for us to erect suitable signage to compliment already existing signage.
- 42 We will continue to liaise with the Kurow Island Group and are pleased to have their support in this project.

Hakataramea Welcome to Waimate Sign

- 43 Whilst meeting with the Kurow Island Group, we noted the 'Welcome to Waimate' wallaby sign is looking in need of replacement. A quote has been requested from Timaru Signs and Graphics who hold a photographic image of all our welcome signage.

Representation Review

- 44 A representation review of the representation arrangements for a local authority is required to be carried out at least every six years. A local authority may undertake a review sooner than six years if they choose.
- 45 Local authorities' representation reviews determine detailed arrangements for:
- the number of electoral subdivisions (if any), and
 - their boundaries, names and number of members
- 46 For territorial authorities, the representation review also includes deciding the:
- basis of election (at large, wards, or a mix of both), and
 - establishment of community boards
- 47 We will be discussing the representation review process with Council at an upcoming workshop. A timelines diagram is provided for Council information.



Action Point Report

| Action Point | Status | Comment |
|--|-------------|--|
| 4 April 2017 – Council | | |
| Council agreed to a meeting being arranged in the very near future between Tourism Waitaki and Waimate District Council's Community Planning and Development Group Manager and relevant staff to further Waimate's involvement in this project | In progress | A meeting took place in Waimate to discuss ideas for local footage and drone rules Due to weather the drone was not flown, therefore additional footage was not gathered |
| 4 April 2017 – Council | | |
| Council requested a revised Heritage Grant Criteria and Eligibility Form be presented for adoption at the next meeting of the Community Services and Development Committee | Completed | The chair has asked that the proposed changes be taken to Committee as a discussion item |
| 14 March 2017 – Community Services and Development Committee | | |
| That the Mayor and Chief Executive look into signage directing members of the public to the Information Centre, with a report of options coming back to Council for consideration | In progress | A new sign at the corner of Victoria Terrace and John Street has been erected. A footpath stencil has been made to enable signs to be painted on the footpath drawing foot traffic to the Information Centre. |
| 31 January 2017 – Community Services and Development Committee | | |
| Council communicate with Meridian regarding holding a second information meeting for the public relating to dam safety | Completed | A Lower Waitaki flood event workshop involving emergency management staff from Meridian, Waimate, Waitaki and Group was held 20 June 2017. Due to the success of drawing multiple agency awareness to the potential issues along the Waitaki we aim to hold a similar event in 12 months |
| 15 November 2016 – Community Services and Development Committee | | |
| Council requested a debriefing on the local Civil Defence tsunami response and information process following the Culverden earthquakes on Monday 14 November 2016 | Completed | The Regional Civil Defence Controller Neville Reilly addressed Council on 2 May 2017 |
| 12 July 2016 – Community Services and Development Committee | | |
| Councillor McIlraith requested staff investigate installing a Waimate information sign at Kurow Island | In progress | Staff commenced initial investigation and meet with the Kurow Island group |

2017/18 Projects

| Financial Year(s) | Project | Project Description | Budget | Spend to Date | % Complete | Status | | Comments / Issues / Risks / Reasons |
|-------------------|------------------------------------|--|-------------------|---------------------------|------------|--------|--------|--|
| | | | | | | Time | Budget | |
| 2016/17 | Economic Development Strategy | A strategy to provide the Waimate District with a long-term economic vision | \$9,000 | \$4,784 | 25% | | | A workshop is scheduled for 1 August to present feedback and discuss themes and next steps |
| 2016/18 | Long Term Plan 2018-28 | A 10 year plan which explains Councils activities, projects, income and expenditure | Internal resource | + budget for consultation | 10% | | | We are on track according to our timetable and 4 Council LTP workshop have been held. The production of several strategies and plans, which will filter into the Long Term Plan are underway and will be reported by the respective manager |
| 2016/17 | Populations Projections | Waimate District population projection work for inclusion in the Asset Management Plans | Internal resource | N/A | 80% | | | This piece of work will be completed by the end of July. Fabia has combined population forecasting data from a number of sources and awaiting details of companies on major developments within the District |
| 2016/18 | Sport and Recreation Plan Review | A 10 year plan to provide the Waimate District with a long-term vision for sport and recreation with a focus on infrastructure | \$6,000 | \$3,000 | 55% | | | The survey data was presentation to Council in June 2017. A draft plan is yet to be written for Councils agreement. It is anticipated that identified themes and detailed projects will flow into Councils LTP 2018-28 |
| 2016/17 | Sector Post Review | A merger of sector posts and wardens and proposed change of names to Sector Reps | Internal resource | N/A | 75% | | | Currently consulting with sector wardens to finalise areas and sector representative roles. The Cannington-Maungati sector reps have produced a Civil Defence Response Plan which we are printing to be distributed to each household in that area |
| 2016/17 | Website Review | Review structure and content of Councils website | Internal resource | N/A | 50% | | | We are awaiting concepts from the developer; however limited budget for this project prohibits the design we would like to have |
| 2016/17 | Customer Satisfaction Survey (NRB) | An independent survey undertaking bi-annually to gauge public perceptions of council services | \$21,000 | \$0 | 75% | | | We have scheduled a workshop on 22 August 2017 to discuss with Council the survey results. |
| 2016/18 | Section 17A Review | A new legislative requirement to review Council's activities and services | Internal resource | N/A | 66% | | | Twelve light reviews have been presented to Council and one is being presented today (1 August). The 3 Waters and Parks and Public Spaces are yet to be reviewed. A light review of all activities should be completed by 7 August 2017. |
| 2016/18 | CDEM Capability Improvements | Resulting from the Ministry's 5 year capability assessment a number of improvements were identified across the organisation | Internal resource | N/A | 15% | | | No further process on the action plan and implementation of a number of the improvements. |

| | | | | | | | | |
|---------|----------------------------------|--|---|----------|----|--|--|--|
| 2017/18 | Representation Review | A 6 yearly review of Governance representation per ward | \$5,000 Internal resource | \$1,500 | 2% | | | We attended the SOLGM Representation Review forum in Wellington to gain a better understanding of the review process and requirements. It is intended that this topic will be scheduled on a workshop to discuss with Council within the next two months |
| 2017-19 | Elections 2019 | 3 year Local Government Elections | \$35,000 Internal resource plus external contract | \$0 | | | | Even though the Local Government elections are two years away work in this area is continuous. Two papers have been brought to Council, the approval of the Electoral Officer and the Electoral Voting process |
| 2017/18 | Marketing and Promotion Contract | Development of District marketing website and face book page | \$20,000 | \$0 | | | | Expressions of interest for the Marketing and Promotion contract was advertised and the panel meet to discuss the respondents. Council will be receiving a presentation from the respondents at an Extra-ordinary meeting on 1 August and will select its preferred provider |
| 2017/18 | Infocouncil | Electronic Agenda and Minutes software | \$15,570 paid in the 2016/17 year | \$15,570 | 5% | | | <p>The introduction of Infocouncil software will enable efficiencies in several areas, such as a more reliable, flexible and effective system for all relevant staff, better document management, additional functionality, enhanced security, better tracking of resolutions</p> <p>A team has been set up to work with the supplier to build the required templates. It is anticipated that this project will be completed by the end of this calendar year ready for roll out in the new year</p> |

Status Key:

| | | | | | | | |
|--|---|--|---------------------------------------|--|--|--|-----------------------------------|
| | On track with time / budget for completion within the plan year | | High Risk (budget and / or timeframe) | | Some risk (budget and / or timeframe) – Highlight issues in comments | | Not started / external to Council |
|--|---|--|---------------------------------------|--|--|--|-----------------------------------|

Quarterly Statistical Reporting for the period 1 April-30 June 2017

Policy – up to 30 June 2017

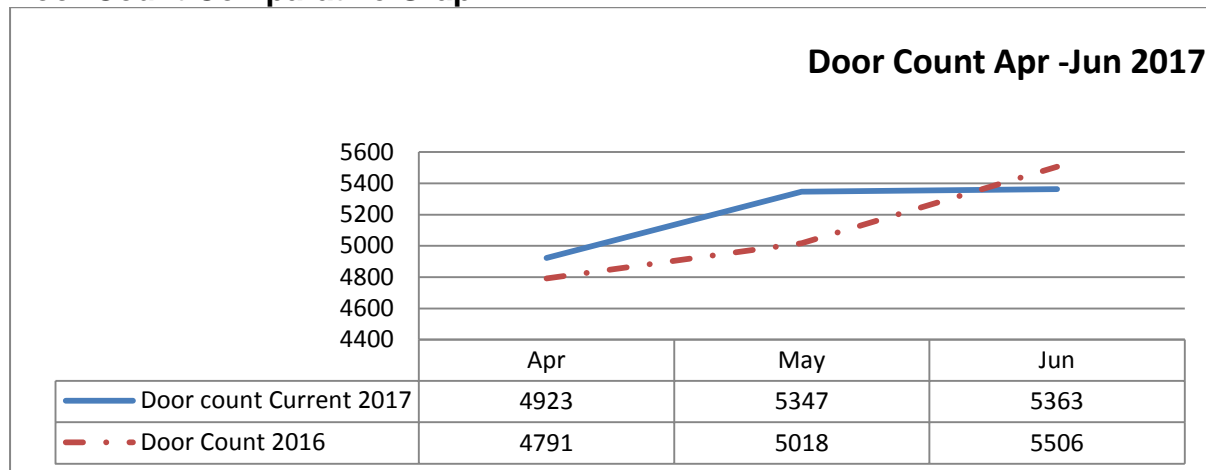
Policy Timetable

| Policy | Responsibility | Status | Status/Next review |
|---|-------------------------|-----------------|---|
| Vehicle Policy 320 | Corporate Services | Completed | This policy was adopted at the Environmental Services and Finance Committee on 13 June 2017 |
| Dog Control Policy 306 | Property and Regulatory | Yet to commence | To take place in conjunction with the Control of Dogs Bylaw Review. The revised policy is due to be presented to the 24 October 2017 Environmental Services and Finance Committee |
| Drug and Alcohol Policy 616 | Human Resources | On track | This internal policy is yet to be rolled out to staff |
| Social Media Policy | Corporate Services | Yet to commence | Initial draft phase following Leadership Team discussion |
| Revenue and Financing Policy 401 | Corporate Services | Under review | Following S101 analysis workshops with Council, a draft policy will be discussed at the 22 August LTP workshop |
| Earthquake-prone, Dangerous and Insanitary Buildings Policy | Property and Regulatory | Yet to commence | Post 1 July 2017 following the implementation of the Earthquake-prone Building Regulations |
| Property and Land Sale, Purchase and Lease Policy | Property and Regulatory | Yet to commence | Review due August 2017 |
| Rates Remission Policy 407 | Corporate Services | Yet to commence | Review discussion scheduled for 22 August 2017 |
| Liability Management Policy 402 | Corporate Services | Yet to commence | Review discussion scheduled for 3 October 2017 |
| Financial Contributions Policy 404 | Corporate Services | Yet to commence | Review discussion scheduled for 3 October 2017 |
| Investment Policy 403 | Corporate Services | Yet to commence | Review discussion scheduled for 3 October 2017 |

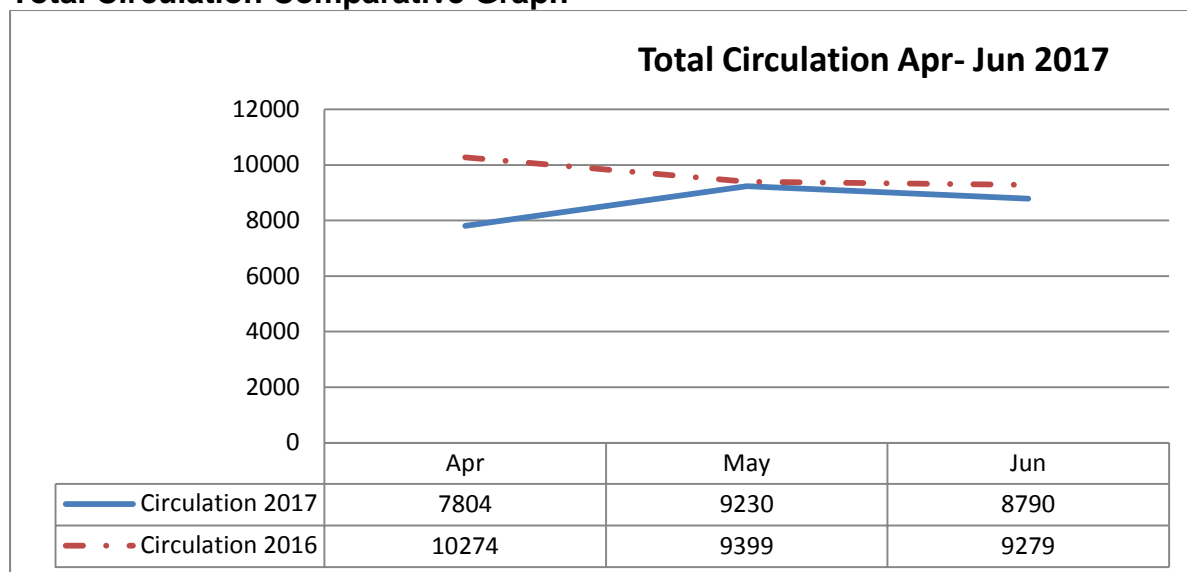
| | | | |
|---|-------------------------|-----------------|---|
| Gambling Venue Policy 305 | Property and Regulatory | Yet to commence | Review due October 2017 |
| TAB Board Venue Policy 309 | Property and Regulatory | Yet to commence | Review due October 2017 |
| Remission and Postponement on Maori Freehold Land | Corporate Services | Yet to commence | Review discussion scheduled for 14 November 2017 |
| Delegations Policy 308 | Corporate Services | Completed | Partial review September 2016 – revisions have been made as necessary. Full review prior to LTP |
| Significance and Engagement Policy 301 | Corporate Services | Yet to commence | Review due December 2017 |

Library

Door Count Comparative Graph



Total Circulation Comparative Graph



Performance Measure Reporting About the Quarterly Performance Report

48 The following outlines Waimate District Council's Quarterly Performance Report for the twelve months from 1 July 2016 to 30 June 2017

49 Progress will be shown using the following symbols:

| | | | |
|------------|----------------|------------|-------------------------|
| ✓ Achieved | ✗ Not Achieved | → On Track | ↘ Tracking below target |
|------------|----------------|------------|-------------------------|

Community Representation

1 Council provides opportunities for the community to raise local issues.

| Measure | Target | 2015/16 Result | 2016/17 Result | Staff Comments |
|--|---|----------------|----------------|--|
| Council provides a time slot for public forum in the agenda of each of its ordinary Council meetings | Provide public forum at all ordinary Council meetings | ✓ | 7/9 ✗ | 9 ordinary Council meetings were held between 1 July 2016 and 30 June 2017. 7 offered public forums. No public forums were offered at the final Council Meeting for the previous term, or the inaugural Council meeting for the new term |

2 Provide high quality governance.

| Measure | Target | 2014/15 Result | 2016/17 Result | Staff Comments |
|--|--------|----------------|----------------|---|
| 80% of residents are satisfied/very satisfied with access to elected members | 80% | Not measured | 86% ✓ | 86% of residents satisfied/very satisfied |

Community Support

1 Grants criteria meet the need of the community.

| Measure | Target | 2015/16 Result | 2016/17 Result | Staff Comments |
|---|------------------------------|--|--|---|
| All grants administered by the Waimate District Council | All grants fully subscribed. | Sports Fund: ✓ Creative NZ: ✗ Sport NZ Rural Travel Fund: ✓ WDC Community | Sports Fund: ✗ Creative NZ: ✗ Sport NZ Rural Travel Fund: ✓ WDC Community | Sports Fund: \$9076 was allocated out of \$10,000. \$924 carried forward to Oct 2017 |

| | | | | |
|----------------------|--|-----------------------------|-----------------------------|---|
| are fully subscribed | | Fund: ✓ Heritage Fund: ✕ | Fund: ✕ Heritage Fund: ✕ | Creative NZ: \$10,537 allocated out of \$10,685. \$148 carried forward to Oct 2017. Sport NZ Rural Travel Fund: All funds allocated. WDC Community Fund: \$7,621 allocated out of \$10,000. \$2,379 carried forward to Feb 2018. Heritage Fund: \$1,881.13 allocated out of \$4542.85. \$2661.72 carried forward |
|----------------------|--|-----------------------------|-----------------------------|---|

Economic Development

1 Support economic development in the District.

| Measure | Target | 2015/16 Result | 2016/17 Result | Staff Comments |
|---|---|----------------|-----------------|--|
| Produce and economic development strategy to guide Council to support development within the District | Produce an economic development strategy in 2015/16 | ✕ | In production ✕ | The Economic Development Strategy project has commenced with Allen & Clarke undertaking research work via a survey and workshops to gather feedback on the District's economic future. The recommended key actions to be discussed with Council at a workshop on 1 August 2017 |

2 Provide high quality information services.

| Measure | Target | 2014/15 Result | 2016/17 Result | Staff Comments |
|---|--------|----------------|----------------|--|
| 85% of customers are satisfied/very satisfied with Information Centre services. | 85% | 96%✓ | 72%✕ | 72% of users satisfied/ very satisfied |

Emergency Management

- 1 To keep people well informed of Civil Defence Emergency Management matters.

| Measure | Target | 2015/16 Result | 2016/17 Result | Staff Comments |
|---|------------------------|----------------|----------------|---|
| That Emergency Management Co-ordinator interacts with all sector posts at least two times per year | Interacts twice a year | ✓ | ✓ | |
| 85% of residents are aware that Council is the organisation responsible for co-ordinating Civil Defence in the District | 85% | Not measured | 83%* | 83% of residents are aware that Council is the organisation responsible for co-ordinating Civil Defence in the District |

- 2 All Emergency Centre Staff trained.

| Measure | Target | 2015/16 Result | 2016/17 Result | Staff Comments |
|---|---|----------------|----------------|----------------|
| All Emergency Operations Centre personnel undertake at least one Civil Defence Emergency Management training per year | At least one training for all personnel | ✓ | ✓ | |

Library

- 1 Council's provision of library services is sufficient to meet our community's needs.

| Measure | Target | 2014/15 Result | 2016/17 Result | Staff Comments |
|---|--------|----------------|----------------|---|
| 85% of customers satisfied/very satisfied with library services | 85% | 91% ✓ | 96%✓ | 96% of customers satisfied/very satisfied with library services |

Item 8 Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees – Refresh of Committee Membership

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

Purpose of Report

- 1 Environment Canterbury is in the process of refreshing the members of the Lower and Upper Waitaki Zone Committees.
- 2 Council has been asked to appoint a representative on the Zone Committee Selection Working Group that will review the applications and attend a workshop to select the new members for the Upper and Lower Waitaki South Coastal Zone Committee.

Background

- 3 The Lower Waitaki South Coastal Canterbury Zone Committee is comprised of the following membership:
 - a One elected member or commissioner appointed by Environment Canterbury.
 - b One elected member appointed by each Territorial Authority operating within the Zone Boundary
 - c A member from each of Arowhenua, Moeraki and Waihao Rūnanga
 - d A member appointed from Meridian Energy
 - e Between 4-7 members appointed from the community and who come from a range of backgrounds and interests within the community
- 4 As per the zone committee's Terms of Reference, community members are appointed for a term of three years; staggered so that approximately one third of members are affected each time so as to maintain continuity and minimise loss of committee knowledge. There is no limit on the number of consecutive terms a member may serve.
- 5 It is proposed to run one selection workshop that will cover both committees in Kurow or Twizel.
- 6 Members of the Lower Waitaki South Coastal Canterbury Zone Committee whose term expires at the end of December 2017 are Kate White, Brent Packman, and Elizabeth Rollinson. Those members are able to reapply, and will go through the same appointment process as new applicants.
- 7 The timetable for the Zone Committee refresh is as follows:
 - a Beginning of September: Advertising and recruitment underway; applications open

- b Mid October – 10 November: Selection workshops held
 - c December: Formal appointments made as soon as ECan and TA have received the recommendations at their meetings
 - d Departing members' term expires 31 December and new members begin 1 January
- 8 To be eligible for appointment to a Zone Committee the candidate must either live in or have a significant relationship with the zone.
- 9 Recommendations to Councils on successful candidates are made by the Zone Committee Selection Working Group of representatives from Regional Council, District Councils, and Rūnanga. The recommendations take into account the balance of interests required for the committee, the geographic spread of members and the ability of the applicants to work in a collaborative, consensus-seeking manner.
- 10 Environment Canterbury and District Councils receive the recommendations of the Zone Committee Selection Working Group and make the appointments.

Proposal

- 11 That Council appoints a representative on to the Zone Committee Selection Working Group.

Obstacles

- 12 There are no known obstacles.

Assessment of Significance

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

Budget Considerations

- 14 There are no known budget considerations.

Cost-effectiveness

- 15 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees – Refresh of Committee Membership report is accepted; and
- 2 That the Community Services and Development Committee appoints a Council representative to the Upper Waitaki and Lower Waitaki South Coastal Canterbury Zone Committees Selection Working Group.

Item 9

Information Item: Waimate 50 (Annual Grant) Presentation – 1.00pm

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

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

Overview

- 1 To provide the Committee with an overview of the annual Waimate 50 event scheduled for Labour Weekend 2018.

Options

- 2 This is an information item only.

Outcome

No further action.

Item 10

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.