

# Community Services Committee

## AGENDA

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### **Notice of Meeting:**

A meeting of the Community Services Committee will be held on:

**Date:** Thursday 12 March 2020  
**Time:** Follows Environmental Services Committee  
**Venue:** Council Chamber  
137 Havelock Street, Ashburton

### **Membership**

Chairperson	Angus McKay
Deputy Chairperson	Carolyn Cameron
Members	Leen Braam Lynette Lovett Diane Rawlinson Mayor Neil Brown (ex-officio)

6 March 2020

## Community Services Committee

Timetable	
2pm (approx.)	Meeting commences

### ORDER OF BUSINESS

- 1 Apologies**
- 2 Extraordinary Business**
- 3 Declarations of Interest**

### Minutes

- |          |                                       |          |
|----------|---------------------------------------|----------|
| <b>4</b> | Community Services Committee 30/01/20 | <b>3</b> |
| <b>5</b> | Biodiversity Advisory Group 5/03/20   | <b>5</b> |

### Reports

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| <b>6</b> | Six monthly Performance Report | <b>9</b> |
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### ***4. Community Services Committee Minutes***

Minutes of the Community Services Committee meeting held on Thursday 30 January 2020, commencing at 11.00am, in the Council Chamber, 137 Havelock Street, Ashburton.

#### **Present**

His Worship the Mayor, Neil Brown; Councillors Angus McKay (Chair), Leen Braam and Diane Rawlinson.

#### **Also present:**

Deputy Mayor Liz McMillan; Councillors Rodger Letham and Stuart Wilson.

#### **In attendance**

Hamish Riach (Chief Executive), Jane Donaldson (GM Strategy & Compliance), Neil McCann (GM Service Infrastructure Services), Bevan Rickerby (Economic Development Manager), Toni Durham (Strategy and Policy Manager), Rachel Thomas (Policy Advisor), Ian Hyde (District Planning Manager) and Carol McAtamney (Governance Support Officer - minutes).

#### **1 Apologies**

Crs Carolyn Cameron and Lynette Lovett

Sustained

#### **2 Extraordinary Business**

Nil.

#### **3 Declarations of Interest**

Nil.

#### **4 Terms of Reference – Community Services Committee**

Cr McKay asked that reference to the Group Manager Community Services be removed from the draft terms of reference as he believes meeting frequency should be determined only by the Chair.

#### **Recommendation to Council**

**That** the Community Services Committee recommends to Council that Council adopts the amended Terms of Reference for the Community Services Committee.

McKay/Mayor

Carried

The motion was passed on the Chair's casting vote.

*Post meeting note:* the motion was further amended by Council on 27/02/20 and the terms of reference have been adopted as originally proposed; the Group Manager Community Services and the Committee Chair will determine meeting frequency.

#### **5 Submission on Proposed National Policy Statement – Indigenous Biodiversity**

Point 3 –remove the reference to dairy farming.

**Recommendation to Council**

**That** the Community Services Committee recommends to Council that the submission on the proposed National Policy Statement for Indigenous Biodiversity be approved.

Rawlinson/Braam

Carried

**6 Economic Development Quarterly Report**

**That** the Community Services Committee receives the Economic Development Quarterly update.

Rawlinson/Braam

Carried

**7 Community Grants and Funding Policy**

**Recommendation to Council**

**That** Council adopts the revised Community Grants and Funding Policy, with the next review scheduled for 2025.

Braam/Rawlinson

Carried

The meeting concluded at 11:44am.

### **5. Biodiversity Advisory Group Minutes** *(unconfirmed)*

Minutes of the Biodiversity Advisory Group meeting held on Thursday 5 March 2020, commencing at 1.05pm, in the Council Chamber, 137 Havelock Street, Ashburton.

#### **Present**

Councillors Lynette Lovett (Chair) and Diane Rawlinson. Barry Austin (Mt Somers Walkway Society and Lake Heron Trapping), Val Clemens and Edith Smith (Forest and Bird), Glenys Carr and Shannon Goldsmith (Carrfields), Jane Riach and Tania Paddock (Kanuka Trust), Donna Field (ECan and Whitcombe Landcare Group), Bill Thomas (Zone Water Committee), Bill Hood (Federated Farmers), Mary Ralston (Forest and Bird Society), Sarah Mosely (Manager - People and Capability), Alice Shanks (QEII Trust).

#### **In attendance**

Bert Hofmans (Open Spaces Planner) and Aisling O'Reilly (Governance Support - minutes).

#### **1 Apologies**

Mark Webb

#### **2 Extraordinary Business**

Nil.

#### **3 Declarations of Interest**

Nil.

#### **4 Minutes and Actions**

**That** the minutes of the Biodiversity Working Group meeting held on 19 August 2019, be received.

Clemens/Field

Carried

#### **5 Biodiversity Advisory Group Terms of Reference**

Bert presented the draft terms of reference, updated for the new triennium.

It was requested that the following groups and people be added as members:

- Ashburton Water Zone Committee
- Barry Austin from Mt Somers Walkway Society and Lake Heron Trapping
- Mary Ralston from Awa Awa Rata Reserve
- Kanuka Trust be noted as a member without an individual's name.

To update the reviewed Terms of Reference to state that the Group will meet five times a year in March, May, August, September and December.

#### **Recommendation to Community Services Committee**

**That** Council adopts the Biodiversity Advisory Group terms of reference.

Rawlinson/Field

Carried

## 6 Reports and Presentations

### Glenys Carr

- Presented on the Biodiversity work being done on conservation area on Hood's Block.
- Bought neighbouring property which has allowed an access way to be put in.
- Installed ring fence with predator netting to continue with planting. Have been working with Forest and Bird in terms of what to plant.
- Can see rejuvenation of some plants since work has been done.
- Seeing lots of native lizards around the plants.
- End of last year a survey of insects and butterflies was carried out. The report came back very positive and to state that some rare butterflies and moths were found. Will discuss with Edith on what are the best plants to plant for these insects.
- The lower section of land is a wetland environment and will be looking at planting this area in the future.
- Played a video to give an overview of the area and what it looks like now.

### Ashton Beach (Edith Smith)

- Updated on Enhancement Project. Matagouri is flourishing well. Biodiversity on terraced riser. Ideal for some plants and gorse to grow.
- Wants to note to Council the importance of prioritising the protection of the remnant biodiversity at this beach.
- Health and Safety issue with motorbikes riding up and down the beach.

### ADC Biodiversity Officer (Val Clemens)

- A Biodiversity Officer is going to become imperative. There are aspects of Biodiversity that need someone with a specialised knowledge to look after these plants.
- Selwyn District has three Biodiversity Officers.
- Bert advised that preparation for next year's Long Term Plan is underway and that will provide opportunity to further consider this role.
- Sarah Mosley suggested that the Advisory Group ask for a business case that would be put to Council as part of the LTP considerations.

## Recommendation to Community Services Committee

**That** the Biodiversity Advisory Group recommend that a business case for a Biodiversity Officer be prepared and considered in the Council's Long Term Plan 2021-2031.

Austin/Clemens

Carried

### Significant natural areas (Edith Smith)

- Referenced a note that came out from Taranaki: good idea for Council to have this approach and be open minded and inform the community on how this works.
- Suggested for Mary to write an article to outline the risk of not focusing on Biodiversity.
- Bert advised that he has forwarded the note to Ian Hyde so his team are aware.

### Lows Cutting (Mary Ralston)

- Presented on area and its significance within Biodiversity.
- Forest and Bird are hoping to get funding (land currently privately owned) to purchase the land and turn it into a conservation estate.
- Have applied to Rakaia Enhancement Catchment Fund – half of what is needed to purchase the land. Conditions to this are that Forest and Bird need to raise money for future management of land.

- Submitted application for funding to Nature Heritage Fund for remainder of money to purchase.

## **6.4 Agency Updates**

- **Zone Water Committee**  
Nothing to report.

### **Bert Hofmans, Open Spaces Planner.**

#### **Staff Activity Report**

##### **Lake Camp**

- Planting day held 10 October 2020. Approximately 500 plants were planted.
- Three rounds of weed control work have been undertaken around the margins of Lake Camps. Lupins, broom, gorse, rosehip were targeted. Some willow trees on the south eastern side of the lake were also removed.
- Four rounds of pest control have also been undertaken. The last shoot returned less than 50 rabbits, whereas the first two rounds were over 100.
- Plants have been watered four times by the Lake Clearwater Rural Fire group.
- Have had two weeding days involving summer students. Combiguards were also replaced.
- New plantings have been mulched by Open Spaces Team using the slashings left over from the removal of trees on the western side of the huts.
- No longer a formal lakes working group.

##### **Wakanui Beach**

- Track maintenance work undertaken in December 2019.
- Weeding of plants was also undertaken in December 2019.
- Areas around plants have been sprayed by contractor.
- Had a meeting of the Wakanui Beach Restoration group earlier this month to plan out the years activities.

##### **Other**

- Council has prepared a submission on the Draft National Policy Statement on Indigenous Biodiversity. Submissions close 14 March 2020.
- Attended a consultation day on the ADC Ashton Beach project. This project is trying to resolve health and safety issues and provide some biodiversity benefits at the same time.
- Reviewed the Term of Reference for the Biodiversity Working Group.

##### **Barry Austin Mount, Somers Walkway Society and Lake Heron Conservation Society**

- Trapping at Lake Heron as normal (120 traps around Lake Heron) Approximately six weasels, ferrets, stoats and hedgehogs were caught.
- Mt Somers Walkway Society – Spraying to kill weed patches.
- Have applied to DOC Conservation Fund in order to do helicopter work where not possible to get to by foot.
- Dealt with some wasp issues on Mt Somers. One hundred traps around whole tracks.
- DOC had report in Ashburton Courier that hut attendance was up 173%. Most were from overseas

##### **Jane Riach, Kanuka Trust**

- Balancing Biodiversity field day on 20 March at Dorie Hall at 1:45pm. Then moving on to Kai Tegels and John Evans farm where they have been experimenting with beneficial bugs.

**Donna Field, Whitcombe Landcare Group and ECan**

- Carried out an experimental burn on the flats. Had to remove lizards from some areas. Now a large area of wetlands.
- ECan are looking after the birds on the Ashburton River. Currently getting pricing for signs at the river mouth.
- Attended bridge to beach four-wheel drive event. 120 vehicles were reported being at this event. Concerned about the birds and sediment going into water. Will look at seeing if event can be pushed to March to help the birds.
- Some work going on around forestry and compliance in harvesting and planting.
- Number of Immediate Steps funding programmes going on.

**Edith Smith, Forest and Bird**

- Report on nesting showed that there were 4000 birds on the river which arrived from Rangitata due to the flooding in November. 1,500-2,000 birds at nesting stage. 1,211 nests were counted. Photo count of gulls resulted in 1,940. 600 juveniles remaining.
- PhD student looking at vehicles and people impact on the river.
- December floods caused super saturation. Nests were washed away and birds had to begin nesting again.

**Alice Shanks, QEII Trust**

- New book published by Canterbury Botanical Society: "Conserving the plants of eastern South Island limestone".

**7 Next Meeting**

Meetings for the year:

Bring next meeting forward to Tuesday 19 May. Meetings after this will be Tuesday 4 August (additional), Tuesday 8 September and Tuesday 8 December

Meeting closed at: 3:08pm



# Ashburton District Biodiversity Advisory Group

## Terms of Reference DRAFT

February 2020

### Purpose and Scope

The purpose of the advisory group is to:

- Coordinate the implementation of the Ashburton District Biodiversity Action Plan.
- Maintain partnerships between local and regional organisations with an interest in the management of indigenous biodiversity.
- Provide a forum for discussion and community-wide promotion of biodiversity.

### Membership

Representatives on the working group were invited based on their organisation's participation in developing the Canterbury Regional Biodiversity Strategy, and/or their ability to contribute to the implementation of the Ashburton District Biodiversity Action Plan.

Membership of the Advisory Group is:

Mayor, Neil Brown (ex officio)

Cr Lynette Lovett (Chair)

Cr Diane Rawlinson

Gen de Spa

ADC

ADC

ADC

Ashburton Water Zone Committee

Foothills Landcare Group,

~~Rob Smith~~Alice Shanks

~~Edith Smith~~/Mary Ralston/ Val Clemens

~~Bill Hood~~

~~Mark Webb~~/Jayde Couper

~~Donna Field~~

QE II

Forest and Bird,

ACCT

Federated Farmers

Fish and Game

~~CWMS Ashburton Zone Committee~~Whitcombe

Landcare Group

~~Donna Woodley~~Donna Field/Janine Holland

~~Varies -- TBC~~Ian Fraser/Brad Edwards

~~Lucky Bowker~~Michael Edmundson

~~Michael Hide~~Mat Cullen

~~Robin Grigg~~

~~Val Clemens~~

ECAN

DOC

Synlait

Fonterra

~~Federated Farmers~~

~~Forest and Bird,~~

ACCT

Kanuka Trust

Open Spaces Parks Manager, ADC

Open Spaces PlannerPolicy Advisor, ADC

Mt Somers Walkway Society,

Lake Heron Trapping

Awa Awa Rata Reserve

~~Angela Cushnie~~

~~David Askin~~

~~Alicia McKay~~Bert Hofmans

~~Barry Austin~~

Mary Ralston

Membership of the group may be amended to include representatives from other organisations. This will be at the discretion of the Ashburton District Council.

To form a quorum, the attendance of representatives from at least 6 of the advisory group members organisations, in addition to at least two ADC ~~local~~ representatives, is required.

Representatives from other organisations may be invited to attend advisory group meetings as the need arises.

## **Meeting Frequency**

Meet as required but at a minimum, quarterly. Meet five times a year.

## **Delegations Working Group Commitments**

**The representatives on the working group are expected to:**

- Meet ~~bi-monthly~~ to coordinate the implementation of the Ashburton District Biodiversity Action Plan.
- Form project groups where appropriate to work towards specific actions in the Biodiversity Action Plan.
- Share information, both on organisational initiatives and collaborative initiatives, to support better decisions and knowledge of biodiversity.
- Communicate and consult with one another in a flexible and open way.
- Maintain confidentiality where appropriate.
- Represent their organisations' policies.
- Respect other organisations governance and policy approaches and priorities in the district / region, and seek a consensus approach to work with these.

To be held meetings will require attendance of representatives from at least 6 of the working group member organisations.

## **Reporting**

The Ashburton District Biodiversity ~~Advisory~~ Group will report to the Community Services Committee.

## **Costs & Expenses**

It is acknowledged that being a member of the advisory group will involve a commitment of members' time and energy, and will involve travel to Ashburton District Council to attend meetings. These costs will be met by the organisation(s) or group(s) that members represent. Costs of meetings and associated catering will be met by Ashburton District Council.

Meetings will generally be held in the Council meeting rooms, and may be held various in other venues throughout the district as appropriate.

Projects and Recommendations

Date Adopted

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## ***6. Six-monthly Performance Report***

Author	<i>Emily Watson; Corporate Planner</i>
Activity manager	<i>Toni Durham; Strategy &amp; Policy Manager</i>
Group manager	<i>Neil McCann; Group Manager: Infrastructure Services</i>

### **Summary**

- The purpose of this report is provide the six-monthly non-financial reporting against the performance measures set in Year 3 of the Long-Term Plan 2018-28.
- These results are for the first half of the 2019-20 financial year, from 1 July 2019 – 31 December 2020.

#### **Recommendation**

**That** the Community Services Committee receives the six-monthly non-financial performance report.

### **Appendix 1 – Community Services 6 month performance report**

## Background

### The current situation

1. Council monitors its progress towards achieving the non-financial performance measures. These are reported to Council mid-way through the financial year and at the end of the financial year.
2. As part of the Long-Term Plan process, Council sets levels of service for each activity. Accompanying these levels of services are performance measures and targets.
3. Performance measures enable Council and the community to assess whether the levels of service are being delivered to the community. Targets for each performance measure show the level of achievement Council is aiming for each year.
4. The end of year results are provided to Council via the relevant committee and are included in Council's Annual Report.

## Legal/policy implications

### Legislation

5. Council is required (Local Government Act 2002) to report against the performance targets set for each activity in the Annual Report.
6. Section 261 (b) of the LGA established mandatory performance measures for water supply, sewerage and the treatment and disposal of sewage, stormwater drainage, and the provision of roads and footpaths. These are included in this progress report.
7. While Council isn't required by legislation to provide progress reports, to do so informs both Council and the community with how well Council is tracking on a timely basis.

## Financial implications

Requirement	Explanation
What is the cost?	Monitoring Council's performance is met from within existing budgets.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	284 Community Planning
Are there any future budget implications?	No
Reviewed by Finance	Not required

## Significance and engagement assessment

8. The progress reporting of Council's achievement towards its non-financial performance measures is not considered significant and is of low significance to the community.

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low; Not Significant
Level of engagement selected	1 – Inform the community
Rationale for selecting level of engagement	The community will be informed of Council's progress in achieving the non-financial performance measures through relevant media channels.
Reviewed by Strategy & Policy	Toni Durham; Strategy & Policy Manager

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## Halfway performance report – Community Services

### HALF-WAY PERFORMANCE UPDATE – COMMUNITY SERVICES

**What we're aiming for:** To provide community services that meet resident's needs

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
The majority of residents are satisfied with Council-provided public conveniences	Residents are satisfied with Council-provided public conveniences	90%	80%	93%	Results from wave 1 & 2 combined of the Annual Residents' Survey.
Ashburton District is a safe community	Residents are satisfied with Council's provision of CCTV and security patrols within the district	88%	80%	89%	Results from wave 1 & 2 combined of the Annual Residents' Survey.

### HALF-WAY PERFORMANCE UPDATE - ECONOMIC DEVELOPMENT

**What we're aiming for:** To support the local economy by assisting tourism, employment and business development initiatives.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
Council will provide, through Experience Mid Canterbury and Methven i-SITE, a tourism promotion service that meets the needs of the tourism industry and visitors	The EMC business membership will show an increase each year	-29%	≥ 2%	- 9%	Member numbers were: 66 2017/18 47 2018/19 60 Dec 2019.
	Total visitor guest nights in the Ashburton District will show an increase each year	1.9%	≥ 2%	Unable to be measured	Stats NZ are no longer collecting this data.

## HALF-WAY PERFORMANCE UPDATE – COMMUNITY GRANTS & FUNDING

**What we're aiming for:** To support other organisations in the community in areas that are far better serviced by these groups than what we could do.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YEAR TO DATE RESULTS	COMMENTS
<b>Community-led projects are well supported to enhance community development and wellbeing</b>	Residents are satisfied that the Council provides opportunities for grants and funding to support community-led projects	96%	80%	95%	Results from wave 1 & 2 combined of the Annual Residents' Survey.

## HALF-WAY PERFORMANCE UPDATE – PARKS AND OPEN SPACES

**What we're aiming for:** To provide the district with a network of open green spaces that contribute towards the beauty and enjoyment of the area for residents and visitors alike.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YTD RESULTS	COMMENTS
<b>We provide residents with accessible, fit for purpose Parks &amp; Open Spaces</b>	Urban residents live within 400 metres of a park or open space.	95%	100%	95%	
	Urban residents have access to open spaces (per 1,000 residents).	8,507 m <sup>2</sup>	≥4,000m <sup>2</sup>	8,507 m <sup>2</sup>	
	Residents throughout the district have access to sports parks (per 1,000 residents).	3.5 ha	≥3.5 ha	3.5ha	
<b>Council responds to Parks &amp; Open Spaces failures and requests within median response times</b>	Complaints are responded to within ten working days.	54%	100%	66%	
<b>The majority of residents are satisfied with our Parks &amp; Open Spaces</b>	Residents are satisfied with Council-provided Parks & Open Spaces	95%	80%	92%	Results from wave 1 & 2 combined of the Annual Residents' Survey.
<b>Council responds to cemetery failures and requests within acceptable response times.</b>	Complaints are responded to within ten working days.	67%	100%		
<b>The majority of residents are satisfied with our cemeteries.</b>	Residents are satisfied with Council-provided cemeteries.	96%	80%	97%	Results from wave 1 & 2 combined of the Annual Residents' Survey.



## HALF-WAY PERFORMANCE UPDATE – RECREATION FACILITIES

**What we're aiming for:** To provide recreation services that are well utilised and meet the needs of the community.

WHAT WE'RE WORKING TOWARDS (Levels of service)	HOW WE'LL MEASURE PROGRESS (Performance measures)	2018/19 RESULTS	2019/20 TARGET	2019/20 YTD RESULTS	COMMENTS
<b>We provide all residents and visitors with accessible library resources for recreation and discovery</b>	The Ashburton Public Library is well utilised	109,979	130,000 visitors	54,595	Fewer class visits.
	Most households in the district utilise the library	9,399	10,050		End of year measure only.
<b>We will have a library that is a welcoming and community-centred destination</b>	Users are satisfied with Council's library services	96%	80%	96%	Results from wave 1 & 2 combined of the Annual Residents' Survey.
	Free public internet sessions (Aotearoa People's Network Kaharoa) are well utilised and increasing each year	46,587	47,000	21,666	
<b>We provide a modern museum for the community that aligns with NZ Museum Standards</b>	Museum programmes and services are well utilised and increasing	25,706	16,500	14,216	172% above YTD target of 8250
	Ashburton Museum meets New Zealand Museum Standards	45%	75%	50%	To be reassessed prior to EOFY
<b>The majority of users are satisfied with the Museum</b>	Users are satisfied with Council-provided Museum services and programmes	89%	80%		Not yet available.
<b>We provide quality gym, pool, and stadium facilities</b>	EA Networks Centre is well utilised	454,953	>480,000	230,087	On track
	Swim School is well utilised	3,540	>4,500	1,764	Below target, however, improvements have been made to the programme going forward.
	The gym is well utilised	1,634	>1,100	1,594	On track
<b>The majority of users are satisfied with EA Networks Centre</b>	Users are satisfied with EA Networks Centre services and programmes.	93%	80%		Not yet available.

# Community Services Committee

## Terms of Reference

### Purpose

The purpose of the Community Services Committee is to provide oversight of Council's community services and recreation amenities in a manner that promotes the current and future interests of the community (Local Government Act 2002).

### Membership

Membership of the Committee comprises:

- Cr Angus McKay (Chair)
- Cr Carolyn Cameron (Deputy Chair)
- Cr Leen Braam
- Cr Lynette Lovett
- Cr Diane Rawlinson
- The Mayor, Neil Brown (ex-officio)

The quorum is four members.

### Meeting Frequency

The Community Services Committee will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Chair and Group Manager Community Services.

Committee members shall be given not less than 5 working days' notice of meetings.

### Delegations

The Community Services Committee has no delegated authority to make decisions. Its role is to consider and review matters of strategy, policy or significance in its sphere of Council business, and (if appropriate) to make recommendations to full Council.

### Sphere of business

- EA Networks Centre
- Biodiversity
- Welcoming communities
- Refugee resettlement support
- Cemeteries, including historic (closed cemeteries).
- Conservation works, including Ng King Brothers Chinese Market Garden Settlement
- Grants
- Economic development
- Library
- Memorial hall and reserve boards
- Museum
- Parks, reserves and camp grounds
- Public conveniences and caravan waste disposal facilities
- Recreation and sports facilities
- Rural and urban beautification
- Stockwater operations

### Reporting

The Community Services Committee will report to the Council.

Adopted: 27/02/20