

Agenda

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

Tuesday 12 March 2019

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, on Tuesday 12 March 2019, to follow the District Infrastructure Committee meeting.

Committee Membership

Peter Collins	Chairperson
David Owen	Deputy Chairperson
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

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 decision;
- 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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Nil	
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OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

Cr David Anderson

3 VISITORS

1.00pm – Presentation: Centrecare Counselling

4 CONFLICTS OF INTEREST

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.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

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.

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 29 JANUARY 2019
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Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Carolyn Johns, Community and Strategy Group Manager

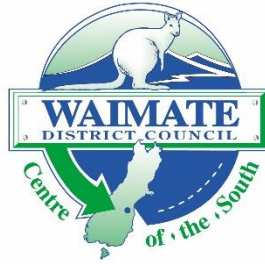
Attachments: 1. Minutes of the Community Services and Development Committee Meeting held on 29 January 2019

PURPOSE

To present the unconfirmed Minutes from the Community Services and Development Committee Meeting held on 29 January 2019 for confirmation.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 29 January 2019 be received and the recommendations therein be adopted.
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MINUTES

Community Services and Development Committee Meeting

29 January 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 29 JANUARY 2019, COMMENCING AT 9.30AM**

PRESENT: Chair: Cr Peter Collins, Cr David Owen, Mayor Craig Rowley, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr Sheila Paul

APOLOGIES: Cr David Anderson, Cr Sharyn Cain

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Dan Mitchell (Asset Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

There were no members of the public attending the Public Forum.

2 APOLOGIES

COMMITTEE RESOLUTION 2019/1

Moved: Cr Peter Collins

Seconded: Cr David Owen

That apologies from Cr David Anderson and Cr Sharyn Cain be received and accepted.

CARRIED

3 VISITORS

10.30am Ivy Johnstone and Tina Stevenson

4 CONFLICTS OF INTEREST

There were no Conflicts of Interest declared.

5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

There were no Major or Minor Items not on the agenda identified.

MINUTES

6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE
MEETING HELD ON 6 NOVEMBER 2018**

COMMITTEE RESOLUTION 2019/2

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 6 November 2018 be received and the recommendations therein be adopted.

CARRIED

7 RECEIPT OF MINUTES

7.1 RECEIPT OF MINUTES - CREATIVE COMMUNITIES SCHEME COMMITTEE

COMMITTEE RESOLUTION 2019/3

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Minutes of the Creative Communities Scheme Committee Meeting of 15 May 2018 are received.

CARRIED

7.2 RECEIPT OF MINUTES - SPORT NZ RURAL TRAVEL FUND COMMITTEE

The minutes of the Sport NZ Rural Travel Fund Committee meeting on 15 May 2018 were tabled and had been distributed prior to the meeting by email, as the incorrect minutes were included in the agenda.

COMMITTEE RESOLUTION 2019/4

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That the Minutes of the Sport NZ Rural Travel Fund Committee Meeting held on 15 May 2018 are received.

CARRIED

7.3 RECEIPT OF MINUTES - WDC SPORTS FUND

COMMITTEE RESOLUTION 2019/5

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

That the Minutes of the WDC Sports Fund Committee meeting held on 15 November 2017 are received.

CARRIED

7.4 RECEIPT OF MINUTES - WAIMATE DISTRICT CIVIC AWARDS COMMITTEE

COMMITTEE RESOLUTION 2019/6

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 13 November 2018 are received.

CARRIED

REPORTS

8 COMMUNITY AND STRATEGY GROUP REPORT

8.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

COMMITTEE RESOLUTION 2019/7

Moved: Cr Jakki Guilford

Seconded: Cr Tom O'Connor

That the Community Services and Strategy Group Manager's report is accepted.

CARRIED

Note:

Council are keen to workshop ideas to encourage members of the public to stand for the Local Body Elections, and asked that the Local Body Elections timeline and information on what it means to be a Councillor is to be publicised and promoted in the media over the lead up to the elections.

9 EXECUTIVE SUPPORT MANAGER REPORT

9.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

COMMITTEE RESOLUTION 2019/8

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Executive Support Manager's report is accepted.

CARRIED

10 GENERAL REPORTS

10.1 ACKNOWLEDGEMENT: GRANTS COMMITTEE SERVICE - 10.30AM

Chair Peter Collins recognised and thanked two recently-retired grant committee members, **Ivy Johnston** and **Tina Stevenson** for their commitment and service on our Grant Committees.

Retiring Iwi Representative, Ivy has served three years from 2015 to 2018 on the

- Waimate District Civic Award Committee
- WDC Sports Grant
- Sport NZ Rural Travel Grant
- Creative Communities NZ Grant.

Tina Stevenson, retiring Community Representative has served four years from 2014 to 2018 on the

- WDC Sports Grant
- Sport NZ Rural Travel Grant

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 10.26am.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting to be held on 12 March 2019.

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CHAIRPERSON

REPORTS

7 COMMUNITY AND STRATEGY GROUP REPORT

7.1 COMMUNITY HOUSING POLICY 324

Author: Leonardo Milani, Policy Analyst

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Community Housing Policy 324 [↓](#) 

PURPOSE

1. To provide a clear understanding of the requirements for managing the Waimate District Council's community housing units, including applications, rentals, and maintenance.

BACKGROUND

2. Waimate District Council owns 27 single bedroom units at Kennedy Crescent, Waimate.
3. Until now council have not had a written policy clearly stating the intended demographic to occupy the units.
4. A draft policy was discussed with Council at a workshop on 19 February where identified additional information was requested and is now included in the policy presented.

PROPOSAL

5. Council is asked to approve adoption of the Community Housing Policy 324.

Options

6. Council may:
 - a. Adopt the Community Housing Policy 324, or,
 - b. Adopt the Community Housing Policy 324 with amendments, or,
 - c. Not adopt the Community Housing Policy 324 at this time.

ASSESSMENT OF SIGNIFICANCE

7. The item is not considered significant under Council's Significance and Engagement Policy.

FINANCIAL

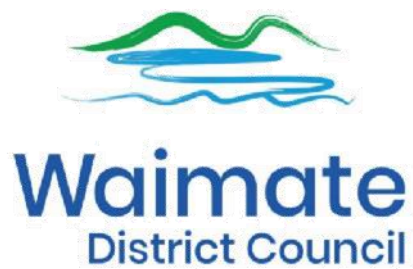
8. There are no financial implications to this policy.

Cost-effectiveness

9. Cost-effectiveness is not applicable.

RECOMMENDATION

1. That the Community Housing Policy 324 report is accepted; and
2. Council adopt the Community Housing Policy 324, as presented.



Community Housing Policy 324

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1. Purpose

To provide a clear understanding of the requirements for managing the community housing units, including applications, rentals, and maintenance.

2. Background

Council owns 27 single bedroom units at Kennedy Crescent, Waimate. They are for single tenants or couples only. All applicants are required to complete an application form, and their needs to be assessed prior to being considered for a unit.

3. Definitions

For the purposes of this policy:

Tenancy Agreement is a written agreement between Council and the tenant and it is subject to the Residential Tenancies Act 1986.

4. Policy

4.1. Eligibility Criteria

- Applicant must be New Zealand citizen or permanent resident;
- Applicant must be receiving long-term social welfare benefits, including but not limited to:
 - New Zealand superannuation
 - Veteran's pension
 - Disability allowance
- Applicants on limited income may be considered with the application judged on individual basis, for accommodation to be offered on a temporary basis only. ~~Such applicants are subject to the limited income rate as per Councils fees and charges. If a more eligible applicant (according to the criteria) needs to be placed in a unit which is already occupied by a limited income tenant, then the limited income tenant will be given 90 days notice to vacate. This clause would be included in the limited income persons Tenancy Agreement.~~
- Applicants must have a housing need. If an applicant's current accommodation is unsuitable for various reasons, the applicant should include all relevant details in the application form.
- If an applicant owns property and decides to accept a Council unit, then the property must be sold or placed on the market for sale within 1 month of accepting the unit, and Council is to be advised accordingly. The applicant may not collect rent from a property once they have become a tenant of a Council unit.

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- An application must include a medical practitioner's letter recommending the applicant for a Council unit, confirming that the applicant is capable of caring for themselves
- Applicants are asked to agree to Council undertaking a credit check to assess whether they are suitable for further consideration for a unit.
- An application must also include a letter of reference from the applicant's current landlord, or if the applicant owns their own home, a character reference.

4.2. Processing Applications

Applications must be made on a Council Community Housing application form which must be completed in full, including signing of the Privacy Act Declaration and Consent to Credit Check. The Council may take appropriate measures- including financial means assessment, or income and asset testing- to ensure that units are allocated to the most eligible applicants.

Once the application is received, it will be assessed. The assessment shall take account of the applicant's age and level of assets. The assessment is based on the application, general practitioner's letter, and any other relevant circumstances. The assessment, in the form of a score, is then placed next to the applicant's name on the Council waiting list if a unit is not immediately available.

Should an applicant decline two opportunities to occupy a unit which suits the applicant's requirements, that application may be removed from the waiting list.

4.3. Tenancy Requirements

A bond of maximum 3 weeks, and rent in advance of minimum 2 weeks, will be required to commence a new tenancy. The bond will be forwarded to the Tenancy Services, as per legislative requirements.

Rents shall be reviewed annually through Council's fees and charges.

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8 GENERAL REPORTS

8.1 ANNUAL GRANT PRESENTATION: CENTRECARE WAIMATE
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Author: Helen Strachan, Senior Administration Support Officer
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: Nil

PURPOSE

1. Centrecare Counselling receive an annual grant from Council.
2. Council will receive an update from Centrecare Counselling, including any future plans.

MEETING CLOSURE