COMMUNITY DEVELOPMENT COMMITTEE MEETING

Commencing at 9.30am

on

Tuesday 29 July 2014

Council Chamber
District Council Building
King George Place
Timaru
TIMARU DISTRICT COUNCIL

Notice is hereby given that a meeting of the Community Development Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru on Tuesday 29 July 2014, at 9.30am.

Committee Members:

Cllrs Steve Wills, (Chairperson), David Jack (Deputy Chairperson), Anthony Brien, Peter Burt, Steve Earnshaw, Richard Lyon, Pat Mulvey, Kerry Stevens, Tracy Tierney and the Mayor.

LOCAL AUTHORITIES (MEMBERS' INTERESTS) ACT 1968

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

Peter Nixon
CHIEF EXECUTIVE
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COMMUNITY DEVELOPMENT COMMITTEE

FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 5

Prepared by Sharon Matson
Group Manager Community Services

Confirmation of Minutes

Minutes of Community Development Committee.

Recommendation

That the minutes of a meeting of the Community Development Committee held on 10 June 2014, be confirmed as a true and correct record.
TIMARU DISTRICT COUNCIL

MINUTES OF A MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, DISTRICT COUNCIL BUILDING, KING GEORGE PLACE, TIMARU ON TUESDAY 10 JUNE 2014 AT 9.30AM

PRESENT
Cllrs Steve Wills (Chairperson), Dave Jack, Anthony Brien, Peter Burt, Steve Earnshaw, Pat Mulvey, Kerry Stevens, and Tracy Tierney and the Mayor

IN ATTENDANCE
Jan Finlayson - Geraldine Community Board
Chief Executive (Peter Nixon), Group Manager Community Services (Sharon Matson), Parks and Recreation Manager (Bill Steans) (for item 3) and Council Secretary (Joanne Brownie)

APOLOGIES
Clr Richard Lyon
John McDonald – Pleasant Point Community Board (for in attendance)

1 CHAIRPERSON’S REPORT
The Chairperson reported on duties he had carried out since the last meeting, including Fraser Park Trust, Education South Canterbury, discussions and visits regarding food vendors at Aorangi Park, SC Sports Awards, GreyPower AGM and meetings with a number of groups and organisations.

2 CONFIRMATION OF MINUTES

Proposed Cllr Jack
Seconded Cllr Stevens

“That the minutes of the meeting of the Community Development Committee held on 29 April 2014, be confirmed as a true and correct record.”

MOTION CARRIED

3 AORANGI PARK FOOD VENDORS (File P3/4/2)
The Committee considered a report by the Parks and Recreation Manager on the arrangements for mobile food vendors at Aorangi Park. A decision at Committee level is required as presently arrangements are made between the food vendors and the sporting codes, with a link to Council, but greater clarity is required to resolve the issues detailed in the report.

Considerable discussion ensued on the various issues and the need for consistency of arrangements for all vendors. Councillors noted the small number of complaints compared with the large number of people using Aorangi Park facilities. Council also needs to bear in mind factors such as the permanent business nearby, infrastructure around the location of the vendors (e.g. power supply, hard/flat surface), pedestrian safety near the vendor locations, and costs.
Proposed  the Mayor  
Seconded  Clr Jack

“

a. That a new location at the northern end of the hockey turf be approved for mobile food vendors, subject to a further report (including associated costs and infrastructure), and

b. That the status quo remains in place with the current vendors, until a final decision is reached.”

MOTION CARRIED

4  FRASER PARK TRUST ANNUAL REPORT (File C5/34)
The Committee considered the Fraser Park Trust annual report for 2014.

Proposed  Clr Tierney  
Seconded  Clr Jack

“That the 2014 Annual Report and Accounts for the Fraser Park Trust, be received and noted.”

MOTION CARRIED

5  SAFER COMMUNITIES COMMITTEE MINUTES
The Committee considered the minutes of Safer Communities Committee meetings held on 20 November 2013, 6 March 2014 and 15 May 2014.

Proposed  Clr Tierney  
Seconded  Clr Burt

“That the minutes of meetings of the Safer Communities Committee held on 20 November 2013, 6 March 2014 and 15 May 2014, be received.”

MOTION CARRIED

The meeting concluded at 10.05am.

Chairperson
COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 6

Prepared by Sharon Matson
Group Manager Community Services

Correspondence Received

Lochlainn Basford
Thank you for $250 donation towards representing New Zealand as member of Young Shakespeare Company to perform Julius Caesar at Globe Theatre, London, July 2014.

Geraldine Community Resource Centre
Thank you for $3,242 donation towards costs to stage the Future Living Festival, March 2014.

Hospice South Canterbury
Thank you for $2,000 donation towards security fencing for the Wine and Food Festival, February 2014.

Royal New Zealand Plunket Society
Thank you for $300 donation towards hire of Timaru Theatre Royal for ‘What a Woman Wants’ show, August 2014.

South Canterbury Car Club
Application for $10,000 substantial donation deferred to 29 July meeting for Committed Funds Statement. Club has advised requirement to provide this information not worth the time and the accounting advisor’s costs for the relatively small amount requested. The application has been withdrawn.

South Canterbury Traction Engine & Vintage Steam Club
Thank you for offer of $2,000 guarantee against loss towards costs to stage the Club’s 50th Anniversary Celebration Public Day, Easter 2014. Funds not required.

Recommendation

That the correspondence be received and noted.
COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 7

Prepared by Jenny Ensor
Customer Services Manager

Funds Available (File G3/1)

<table>
<thead>
<tr>
<th>Funds Available as at 30 June 2014</th>
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<tbody>
<tr>
<td>A  <strong>Grants</strong></td>
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<tr>
<td>Balance</td>
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<tr>
<td>2014/2015 Council Contribution</td>
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<tr>
<td><strong>General Grant Funds Available</strong></td>
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<tr>
<td>B  <strong>Community Development Interest Fund</strong> (Substantial Grants)</td>
</tr>
<tr>
<td>2014/2015 Council Contribution</td>
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<tr>
<td><strong>Community Development Interest Funds Available</strong></td>
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<tr>
<td>Note: Further funds are available from the Community Development Loan Interest Fund if required.</td>
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<tr>
<td>C  <strong>Community Development Loan Fund</strong></td>
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<tr>
<td>Balance</td>
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<tr>
<td>Less Allocated South Canterbury Drama League</td>
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<tr>
<td><strong>Community Development Loan Funds Available</strong></td>
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<tr>
<td>D  <strong>Sport &amp; Recreation Loan Funds</strong></td>
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<tr>
<td>Balance</td>
</tr>
<tr>
<td><strong>Sport &amp; Recreation Loan Funds Available</strong></td>
</tr>
</tbody>
</table>

Recommendation

That the information be received.
Funding Applications Considered Under Delegated Authority (File G3/1)

The following applications have been approved under delegated authority:

**$250.00 – David Ashby-Coventry**
New Zealand representative at Mountain Bike Junior World Cup, Czech Republic and Germany, 23 May to 1 June 2014.

**$250.00 – Lochlainn Basford**
New Zealand representative as member of Young Shakespeare Company to perform Julius Caesar at Globe Theatre, London, July 2014.

**$250.00 – Hamish Dewar**
New Zealand representative at track and field 2014 Oceania Area Championships, Rarotonga, 27 to 29 June 2014.

**$250.00 – James Katene**
New Zealand representative at World ITU Triathlon Championships, Canada, August/September 2014.

**$300.00 – Timaru Presbyterian Church**
Hire of Timaru Theatre Royal for Chalmers Thanksgiving and Decommissioning public service, 4 May 2014.

**$300.00 – Royal New Zealand Plunket Society**

The following application was declined under delegated authority:

**Mid South Canterbury Plunket**
To hold ‘Breastfeeding Works! Peer Counsellor training course in Temuka.

**Recommendation**

That the information be received and noted.
Community development COMMITTEe
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 9

Prepared by Jenny Ensor
Customer Service Manager

Funding Application to be Considered (File G3/1)

Purpose of Report
To present an application for Council funding to the Committee for consideration and a decision.

Background
Attached is a new application.

Options
The Committee may:
- approve the application;
- decline the application;
- defer the application and request further information; or
- if the request exceeds the Committee's available funding a recommendation may be made to the Policy and Development Committee which has the responsibility for coordinating a recommendation to Council;

Identification of relevant legislation, Council policy and plans
Grants and Loans Policies.

Assessment of Significance
This matter is not deemed significant under the Council’s Significance Policy.

Consultation
An applicant may be interviewed in support of an application.

Other Considerations
There are no other considerations relevant to this matter.

Funding Implications
There are no additional funding implications to those detailed in the 2014/15 Budget.
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Cost</th>
<th>Amount Requested</th>
<th>Purpose of Grant</th>
<th>Staff Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Vincent de Paul Society</td>
<td>$500,972.13</td>
<td>$15,000.00</td>
<td>Towards costs to rebuild the Charity Shop and Food Bank at 81 Stafford Street, Timaru.</td>
<td>Interview 9.40am</td>
</tr>
</tbody>
</table>

Recommendoation

That the application be considered.
COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 10

Prepared by    Clr Steve Wills

Event Strategy Implementation

Purpose of Report
For the Community Development Committee to consider the deferment of the Event Strategy until further research is conducted to determine the best strategy for our community.

Background
A workshop was held on 2 July 2013 to consider a draft Event Strategy for our district. This was attended by the Councillors and the Mayor, with recommendations and changes made. The Community Development Committee on 17 September 2013 resolved:

(a) “That the Event Strategy as amended at the meeting, be approved as a guideline for considering funding support requests.

(b) That the Grants and Loans Policy be updated to reflect the Event Strategy.

(c) That the Application for Financial Assistance application form be updated with the checklist from Appendix A and B of the Event Strategy.

(d) That an Event Subcommittee of the Community Development Committee be established at the inaugural meeting of the Committee in November 2013, to consider funding applications for events with an economic development focus.”

At the Community Development Committee meeting on 26 November 2013, under consideration of Urgent Business it was resolved:

“That implementation of the Event Strategy and appointment of an Event subcommittee be deferred until July 2014 to allow for the Grants and Loans policies to be reviewed.”

During recent discussions at the Long Term Plan (LTP) workshop it was agreed that the Event Strategy needed further consideration to ensure it met with the community need and direction.
Options
1. Consider this report and formalise the ongoing deferment of the Event Strategy until further research is undertaken.
2. Implement the current Event Strategy in its current form immediately.

Identification of Relevant Legislation, Council Policy and Plans
Timaru District Council Grants and Loans Policy.

Assessment of Significance
This matter is not deemed significant under the Council’s Significance Policy.

Consultation
This matter was discussed and informally agreed to be deferred during the LTP workshop in June 2014.

Other Considerations
The Grants and Loans Policy has not yet been updated due to uncertainty about the Event Strategy.

Funding Implications
There are no funding implications at this time.

Conclusion
More clarity is required to determine the most appropriate and valuable focus for the Event Strategy for our district. This will require further research to determine the best outcome.

Recommendations

1. That the Event Strategy be re-evaluated once further research has been undertaken, to determine the best approach and focus for our district.

2. That the pending pre-consultation survey includes a question(s) relating to funding of events in the community.

3. That the Chairman of the Community Development Committee and Group Manager of Community Services conduct meetings with other Councils to understand their approach to developing an Event Strategy.
Purpose of Report
This report is prepared at the request of the Committee to further investigate details arising from relocating all food vendors at the northern end of the hockey water turf at Aorangi Park.

Background
On 10 June 2014 the Committee considered several locations for food vendors at Aorangi Park. The Committee resolved that all mobile food vendors would be located at the northern end of the hockey water turf, subject to receiving information on infrastructure requirements and associated costs.

Because of the safety issues with serving people from a carpark it is preferable to serve towards the kerb. This would mean that people would be standing on an area that is currently a grass slope.

The Active Transport Strategy promoted a shared pathway being located at the northern end of the hockey water turf to link up with a direct route from Morgans Road to Mountain View Road and the sports facilities in Aorangi Park. This is planned to be constructed over the next year.

A situation exists whereby one of the current food vendors needs a power supply to operate. Accordingly if their site was to be moved another power supply would need to be placed in that area.

Of the three other food vendors currently operating in Aorangi Park, one doesn't require a power outlet as they operate with an inverter power supply requiring the engine to run for five minutes per hour.

Another doesn't have the ability to hook into the power with the vehicle that operates at Aorangi Park. However, they do own another vehicle that will operate with a power supply although they don't wish to use that vehicle at the site.

The third vendor uses a whisper generator and questions the economics of installing a power supply.

The major issues arise on Saturdays in winter when Aorangi Park is operating at or near capacity with many participants and spectators. The food vendors have identified a demand at this time and are servicing it.

During the week and in the summer season lower numbers are present with a lesser demand with fewer or no vendors present.

In summer the main usage is for bowls, athletics and cricket which are in different locations and there is little demand.
For events and tournaments the demand is in specific locations and can be well met without fuss.

Each vendor operates over varying days and times to suit their operation. They all have different vehicles and equipment, depending on their operation.

It would be fair to say that all vendors would prefer to stay in the locations they have previously been using because they can serve a greater number of customers.

This cannot continue for the Mr Whippy operation which was blocking visibility at a busy corner and they have been issued an instruction to relocate to the large car park north of the hockey turf and east of the netball courts in the interim period.

A concern has been expressed by one of the vendors about the safety of the proposed site especially at off peak times. A question is therefore “on which occasions should the proposed site be used?”.

Another matter raised was the idea of charging a fee for the site which would be shared by all sporting groups using Aorangi Park on a regular basis.

Options
1. To continue with relocating all vendors at the northern end of the hockey water turf; or
2. To leave Ali Katz, Wheel Food and Shot Coffee in their current locations and relocate Mr Whippy next to Wheel Food or the proposed site north of hockey; or
3. To locate vendors together or individually at another site or sites within the park; or
4. To cease to offer regular sites for food vendors and only allow them to operate at tournaments and events; or
5. To charge a site fee over and above any infrastructure cost to be shared amongst all regular sporting users of Aorangi Park.

Identification of Relevant Legislation, Council Policy and Plans
Not applicable.

Assessment of Significance
This matter is not deemed significant under the Council’s Significance Policy.

Consultation
Three of the food vendors have been spoken to while the fourth vendor is currently out of the country.

The Aorangi Park Association discussed the issue at its July meeting and agreed with the approach taken.

Other Considerations
There are no other considerations relevant to this matter.

Funding Implications
The cost to provide a power supply for three power outlets at the suggested site is $5,500.00 plus GST. The major component of this cost is thrust boring under the apron. If six power outlets were required it would cost another $2,500.00 plus GST. Power usage would be on top of this. This price allows for extending the power supply from the existing connection on the hockey turf which is the nearest supply. This has not been discussed with hockey at the time of writing the report.
Consideration needs to be given to whether this cost is to be recouped from the vendors and if so whether only some or all and at what rate. If a ten year payback was adopted then $550.00 plus GST or $800.00 plus GST per year would be required if interest on investment or depreciation wasn’t included. If they were included then a figure of roughly double that amount would be required. There would also need to be a figure built in for power usage.

Any payment to sport clubs or rental would be in addition to those figures.

**Conclusion**

There is a need to ensure that it is safe for all people, particularly children, to access any food vendors operating within Aorangi Park. Likewise, it needs to be safe for vehicles and pedestrians to travel in the vicinity of food vendors whether interacting with them or not. This means that people should be able to stand on the kerb or a footpath to complete a purchase.

The ultimate solution may be to locate all vendors in the one location to overcome any perception of better or worse positions and to allow visiting multiple vendors at the same time.

There is a cost to installing infrastructure, particularly power when it is required by only one vendor. It may also be worth more to some vendors because of their trading time, turnover and need. It may be of limited value to others and they may not wish to participate meaning Council could be left out of pocket.

If a cheaper option is sought, the pressing issue is to relocate Mr Whippy and this could be done by placing that outlet next to another at the eastern end of the netball courts or just placing Mr Whippy in the site proposed for all vendors. This option would virtually eliminate all costs.

Also to be considered is, should the proposed location be used seven days a week on a year round basis or only on Saturdays in winter when the user demand is present.

The final matter to be addressed is should there be a charge and if so, what should it cover.

**Recommendations**

1. That given the cost of infrastructure, the proposed joint location at the northern end of the hockey water turf be either confirmed or discounted.

2. That if the proposed location is confirmed that its time of use be considered with regard to regular sporting use but not necessarily for major events and tournaments.

3. That consideration be given to whether or not any fees are changed to cover infrastructure, power and site fees and should some of this be shared with regular sporting users of Aorangi Park.

4. That if any significant changes are made that they become operative from 1 April 2015.

5. That the installation of a shared pathway at Aorangi Park is supported.
COMMUNITY DEVELOPMENT COMMITTEE

FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 12

Prepared by Sharon Matson
Group Manager Community Services

Future Purpose of Fitness Studio, Southern Trust Event Centre

Purpose of Report
To advise the Committee of the progress of the current model of usage for this site.

Background
The Timaru District Council purchased the Fitness Studio in February 2012 and took over the lease to operate the Event Centre in December 2011.

The CBAY facility opened on 29 July 2012, which includes CBAY Fitness. CBAY Fitness and the Fitness Studio were managed as one entity on two sites, with the same pricing structure and terms and conditions.

General membership and class attendance steadily declined at Fitness Studio, and it was decided to close this location as a satellite gym for CBAY Fitness effective 31 January 2013.

As there was some community demand and support for keeping this site operating in some form, it was decided to retain the site as a new “hire by the hour” fitness facility for non-profit community groups.

With the facility operating for just over 12 months in its present form, it is timely to review the current situation.

Use of the facility
In the first 10 months to the end of December 2013, the facility was booked 150 times, with 91 (approx. 66%) of those occurring between May and October.

The majority of use comes from Sport Canterbury South Canterbury (SSC) with 86 during the 10 month period, and a mixture of sports teams and school groups making up most of the balance.

The majority of the bookings are from repeat users e.g. Craighead and TGHS PE classes, TBHS hockey, TGHS hockey and netball, Opihi Services Academy and SSC.

Actual bookings for both February and March, show an increase in use from one year to the next, with this trend continuing when comparing months April through to July. Overall the increase is from 85 uses/bookings up to 150.
Other user possibilities
Currently there are a number of potential new users of the facility who have expressed an interest in using the site. While these are varied, all fall within the use specification. These include use for groups with disabilities, health issues and local elite youth in sports supported by nationally recognised high performance programmes.

Financials
An initial budget income figure of $15,000 was estimated for the 2013/14 financial year for the facility at STEC. This was based on obtaining 10 hours worth of bookings each week for 50 weeks a year at $30/hour. In this financial year we have invoiced $7,400.

From these figures we can see that the initial estimated budget figure was optimistic for the initial year of operation. In addition STEC was closed for nearly four weeks over December/January as the floor was re-surfaced.

The overall budget for STEC is tracking well ahead of target for the 2013/14 FY, with the cost of running the fitness space, minimal.

Options
The Committee has 2 options available:
1. Close down the current “hire per hour” fitness facility in favour of attracting a commercial tenant (not associated with the fitness industry) to realize the financial potential of a market rent of approximately $15,000 per annum.
2. Continue with the current “hire per hour” fitness facility for another 12 months and reassess the current trend of increasing use, utilizing more marketing tools, but accepting that a more realistic return will need to be considered.

Identification of Relevant Legislation, Council Policy and Plans
Not Applicable.

Assessment of Significance
This matter is not deemed significant under the Council’s Significance Policy.

Consultation
Meetings with Sport Canterbury South Canterbury (SSC) have been held at regular intervals at which time the current and potential future use of this site has been discussed. Sport Canterbury South Canterbury (SSC) are keen to see the current format retained and expanded.

Other Considerations
There is a small but passionate group of users who campaigned for the retention of some form of fitness facility in the north western aspect of Timaru. They believed this provides a much valued social outlet as well as providing physical benefits.

Funding Implications
The reduced revenue from this facility will impact on the overall financial performance for the STEC. This is likely to be around $8,000 in this financial year.

Conclusion
With 12 months worth of trend now available it is recommended that if the Committee decide to retain this facility, that more specific KPI’s be set for the next 12 month period in terms of number of hires (hours), and revenue. This will enable a more accurate forecast based on current usage and give us a more accurate target to work towards.
It is also recommended that a marketing plan outlining ideas for increased use of the hire per hour fitness facility be completed by 30 August and implemented for second half of 2014.

Recommendations

1. That the hire per hour fitness facility continues to operate as it is currently until 30 June 2015 to give current regular users a degree of certainty and enable some forward strategic planning.

2. That the Recreation Facilities Manager establishes new KPI’s and a marketing plan for the facility by 30 August 2014.
COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 13

Prepared by Damon Odey
Mayor

Sister Cities Trip

Community Development Committee Chairperson Steve Wills and I recently travelled to visit two of our Sister Cities, Weihai in China and Eniwa in Japan.

In Weihai Chair Steve and I met with government, education and business officials with the main focus of strengthening education linkages between the two cities. They also visited the Sanford’s Dong Won Food Company joint venture.

Memoranda of Understanding were signed with No. 1 Middle School and Shandong Drug and Food Vocational College and a visit made to Harbin Institute of Technology.

The first tangible result to come from the trip is internships for Aoraki Polytechnic students with the City of Weihai for up to two months each. Aoraki will also provide offshore training to the Haiyue Jianguo Group.

The Aoraki Polytechnic has also been invited to participate in the Weihai Food Expo to promote not only the polytechnic but also South Canterbury produce.

The trip was very successful and the opportunities for the Aoraki Polytechnic will not only bring international students, but also add to the economic, social and cultural value of our region.

The visit to Eniwa was equally successful, with the Governor of Hokkaido writing to congratulate both mayors on the signing of a Memorandum of Understanding to share knowledge and expertise on Civil Defence matters.

Meetings were also held with government, education and business officials with the outcome being further promotion of the District that will produce positive economic benefits for both cities.

Recommendation

That the Committee receives and notes this report.
COMMUNITY SERVICES COMMITTEE
FOR THE MEETING OF 29 JULY 2014
Report for Agenda Item No 14

Prepared by Cllr Anthony Brien
Timaru District Youth Council

Purpose of Report
For the Timaru District Council to consider the formation of a Timaru District Youth Council.

Background
Please refer to Appendix A “Rationale”.

This report contains:
- Appendix A: Timaru District Youth Council Proposal
- Appendix B: Terms of Reference for the Timaru District Council
- Appendix C: Role descriptions and persons specifications for the Youth Council Chair and members, Liaison Officers and appointed Councillor
- Appendix D: Nomination forms for to the Timaru District Youth Council
- Appendix E: Timaru District Youth Council budget 2014/2015

Options
1. Consider the report and take no further action.
2. Consider the report and refer to any other relevant organisations for further input.
3. Consider the report and move to establish a Timaru District Youth Council.

Identification of Relevant Legislation, Council Policy and Plans
The establishment of a Timaru District Youth Council link to the TDC Vision.

Assessment of Significance
This matter is not deemed significant under the Council’s Significance Policy.

Consultation
Please refer to Appendix A “Consultation”.

Other Considerations
This concept links to other Youth Initiatives being undertaken by other Community Organisations.

Funding Implications
A budget for a Timaru District Youth Council is attached (Appendix E).

Conclusion
The establishment of a Timaru District Youth Council provides the Timaru District youth with a mechanism to engage with the TDC.

Recommendation
That it be recommended to Council that a Timaru District Youth Council is established using as its base Appendix A, B, C and D attached to this report.
Appendix A

Proposed Youth Council within the Timaru District

Rationale

The Timaru District has many groups representing different sectors of our community on a range of different topics, for example Senior Citizens, Chamber of Commerce, sporting associations, etc. However, at present there is no official group that represents the young people of our district in terms of their engagement with local governance. This proposal suggests that forming a Youth Council will fill this void and provide an important communication mechanisms between the youth of our community and the elected TDC Councillors.

The Council’s Mission is, in part, to see a vibrant and growing community of which our youth are our future. Part of achieving this is having a forum by which our future residents can have meaningful input into the future where they can contribute to Local Community and the district Long Term Planning.

Youth Councils are not set up with any formal decision-making powers, the ethos of Youth Councils are to provide a forum for communication and engagement with youth and formal decision-making structures such as the TDC. That said, often Youth Councils do support youth in their district with possible examples such as organising concerts, etc.

The Ministry of Youth Development actively encourage Local Bodies to establish Youth Councils and at a national level we young people take part in the annual Youth Parliament. The Ministry offers assistance in terms of helping youth engage and offers funding to assist youth to establish local connections, improve confidence, develop and practice leadership skills, allowing them to positively contribute and influence their community.

The proposed Purpose of a Youth Council is to:

- ensure a youth perspective is provided to the Council on the range of issues covered by the Council, as well as issues relating directly to youth and how these can best be met
- build young people’s knowledge of Timaru District Council activities and processes to enable them to participate in Council’s decision-making processes.

The Timaru District has had Youth Councils in the past

The TDC has set up and assisted the running of a Youth Council in the past yet it has failed to maintain itself and subsequently dissolved. However, in recent years there has been a significant national increase in the number of Youth Councils in New Zealand with support both from Councils and external agencies, for example, the Ministry of Youth Development. There is now a much more structured approach to the work they do and how they add value, and indeed are seen as very important components of the governance of districts.

It is time for the Timaru District to support the creation of a Youth Council.
The following Councils have active Youth Councils:
- Ashburton Youth Council
- Auckland Youth Advisory Panel
- Clutha Youth Council
- Cromwell Youth Forum
- Franklin Youth Advisory Board
- Hamilton Youth Council
- Hastings Youth Council
- Horowhenua Youth Council
- Invercargill Youth Council
- Kapiti Coast Youth Council
- Kawerau Youth Council
- Manukau Youth Council
- Napier Youth Council
- Nelson Youth Council
- New Plymouth Youth Subcommittee
- Otautahi Youth Council
- Palmerston North Youth Council
- Porirua Youth Advisory Group
- Rotorua District Youth Council
- South Waikato District Council Youth Council
- Stratford District Youth Council
- Summit Youth Council
- Tairawhiti Youth Voice - Gisborne
- Tasman Youth Council
- Wairoa Youth Council
- Waitaki Youth Council
- Wanganui Youth Council
- Wellington Youth Council
- Whakatane Youth Council
- Whangarei Youth Advisory Group
- Youth Infusion, Hutt City Council

Initial Youth Council establishment

Establishing a Youth Council will require initial seed-funding and then an on-going budget. The budget required for the establishment of a Youth Council and for the first year of operation is included in the attached Budget for 2014/2015.

A Timaru District Youth Council Establishment Committee should be formed to establish the first Youth Council, this should include the following:
- Mayor or their nominee
- A TDC nominated Council support officer
- Nominee of the Timaru Secondary Schools Principals Association
- Four people representative of the Youth of the Timaru District identified from advertising for such via the weekly TDC Noticeboard in the Timaru Herald and selected by the Mayor or Nominee.

The initial Timaru District Youth Council should hold office from their selection in 2014 to the 31 January 2016.
Proposed Terms of Reference

The Proposed Timaru District Youth Council Terms of Reference is attached in Appendix B. The Terms of Reference have been developed after consulting all other New Zealand Youth Councils’ Terms of Reference.

Consultation

- Sharon Matson, Group Manager Community Services, TDC
- Richard Pattiee (NZ Police, Temuka) – Member of the YMCA Investing in Youth in South Canterbury Working Group. Supports the concept.
- Andrea Armstrong, Manager, South Canterbury Community College. Supports the concept.
- Michele Keggenhoff, Community Youth Development Facilitator and Christina Cullimore, Senior Manager Community Development - both YMCA South Canterbury. Supports the concept.
- Ashburton District Council, Jo Naylor, Support Officer – Business Support. Supports the concept and encourages the TDC to instigate a Youth Council.
- Alex Cabrera, CEO, Aoraki Polytechnic. Supports to concept
- Juliette Hayes, Principal, Geraldine High School. Supports the concept
- Chris Comeau, Principal, Roncalli College. Supports the concept

Proposed Budget

A Youth Council will require a funding base to operate effectively and meet its purpose.

Establishing a Youth Council will require initial and on-going funding just as the democracy components of the elected TDC does.

A draft budget is attached (Appendix E).
Appendix B

Timaru District Youth Council Terms of Reference

1. **Purpose**
   The purpose of the Youth Council is to:
   - ensure a youth perspective is provided to the Council on the range of issues covered by the Council, as well as issues relating directly to youth and how these can best be met
   - build young people’s knowledge of Council processes to enable them to participate in Council’s decision-making processes

2. **Advisory Role**

   1.1. The Youth Council will:
   - advise on youth involvement in the planning and development of Council services and programmes;
   - advise on how the views of youth can be canvassed and conveyed to Council (including providing advice on formal consultations being undertaken);
   - provide advice to the Council on matters of planning and infrastructure (especially if they have a direct impact on young people); and
   - advise on matters relating to policy and strategic development.

   1.2. The Youth Council is an advisory group set up to inform the work and activities of the Council.

   1.3. The Youth Council is only one mechanism for the Council to obtain input from young people. The group does not remove or reduce the Council’s responsibilities to obtain input from other young people through other mechanisms.

3. **Responsibilities**

   3.1 Youth Council members are required to:
   - attend Youth Council meetings;
   - attend TDC committee and council meetings wherever possible;
   - attend training and project meetings;
   - work on project teams between meetings;
   - be available to attend any other training/meetings that may occur;
   - provide Youth Council information to their networks;
   - bring youth issues and opportunities to the Youth Council;
   - network with other New Zealand Local Body Youth Councils as appropriate;
   - assist the Council to canvass youth views.

   3.2 The Chairman of the Youth Council is required to present an Annual Report of activities to the appropriate TDC Committee
3.3 In return for their commitment, the Council will provide members with:
- training to fulfil their role as a Youth Council member, including leadership training;
- opportunities to attend conferences/seminars;
- opportunities to be a youth representative on various working parties/project teams;
- assistance with transport to and from meetings;
- training on and exposure to the local government political system.

3.4 Youth Council Conference Attendance:
Elected Youth Council members must be prepared to attend any Annual Youth Conference.

3.5 Portfolio responsibilities:
Youth Council members are encouraged to identify Council strategic/portfolios areas they are interested in, such as: transport, environment, arts and culture, social and recreation, economic development, governance and urban development and engage with TDC Councillors responsible for those portfolios.

4. Membership
The Youth Council will include up to 12 members. Role descriptions for members are included in Appendix A.

4.1 Criteria for membership
Members need to:
- be between 15-24 years of age;
- live within the boundaries of the Timaru District;
- have the ability to work with other people and work in a team;
- be proactive;
- be committed to attending meetings regularly.

Youth Council membership should include the range of skills and experience required for the group to adequately perform their role.

It is expected that Youth Council membership will provide a broad representation of the Timaru Districts youth population, with consideration given to:
- an appropriate gender balance;
- an appropriate diverse range of cultural backgrounds;
- appropriate representation from youth with disabilities;
- the inclusion of youth members from a diverse range of representative organisations within the Timaru District (secondary schools, tertiary education providers, youth groups, kura kaupapa, Pacific church groups, refugee and migrant groups, youth focused clubs).

4.2 Chair/Co-Chairs/Deputy Chair and members
Members of the Youth Council will elect a Chair and Deputy Chair on an annual basis at the start of each calendar year. The Chair and Deputy Chair will hold their position for a maximum of twelve months.
A role description for the Chair/Deputy Chair is included in Appendix C. In the absence of the Chair, the Deputy Chair will run the meeting.

4.3 Removal of members
If a Youth Council member misses more than three consecutive meetings, their membership on the Youth Council will cease. Members can be removed from the group under exceptional circumstances when the behaviour of that member is seen as detrimental to the effective operation of the Youth Council.

5. Call for Nominations and Term of Appointment
Nominations for membership to the Timaru District Youth Council will be called for and open from 01 December each year. Advance promotion of this call will be made via all appropriate media and to all appropriate bodies from November each year.

The standard term of appointment will be one year with the year beginning 01 February and ending 31 January the following year. The term of appointment can be less than one year if a member:
- resigns
- misses three consecutive meetings, or
- is removed by the Council.

If a Youth Council member resigns during the year, the Council will recruit to attract a new member for the position as part of an annual recruitment drive.

Existing Youth Councillors are eligible for re-election.

While the Chair and Deputy Chair is appointed annually, consideration should be given to continuity over two years.

6. Timaru District Youth Council Nomination and Selection Process
Timaru District Council will call for expressions of interest from 15-24 year olds from within the city’s boundaries via a number of different media (social media, newspapers, approaches to schools/tertiary education organisations, youth groups, the Council website, community radio etc.).

Youth interested in being a Youth Council member are required to complete an application form (see Appendix D).

Upon the closure of applications, all nominations will be considered (within section 4.1) by the following panel:
- Chair and/or Deputy Chair of the existing Youth Council
- The Council nominated Timaru District Councillor
- The TDC nominated Council support officer
- Nominee of the Timaru Secondary Schools Principals Association
- Three people representative of the Youth of the Timaru District identified from advertising for such via the weekly TDC Noticeboard in the Timaru Herald and selected by the Mayor or Nominee.
7. **Operation**
   A nominated Council officer/s will oversee the administration of the Youth Council. Officers will take meeting minutes, compile the agenda in collaboration with the Chair and provide general administrative and advisory support.

8. **Member Induction and Training**
   All members joining the Youth Council will receive an induction pack and information explaining the Council’s function and processes and the role of the Youth Council.

9. **Frequency of and Attendance at Meetings**
   The Youth Council will meet up to 10 times per year between the months of February and November. Youth Councillors are expected to attend at least 75% of the scheduled meetings.

10. **Conflicts of Interest and Resolution**
    Members must declare any conflicts of interest and should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict. A conflict of interest log will be maintained by Council officers.

11. **Quorum**
    Half of the current number of members, not including vacancies, must be present for the group to have a quorum.

12. **Funding**
    The Timaru District Council will allocate $15,000.00 per annum to the operation of the Youth Council. These funds cannot be used for funding activities of other groups or activities. These funds will be held and managed by the TDC manager responsible for Finance.

13. **Meeting Procedures**
    LGA standing Orders will apply for all meetings.

14. **Minutes and Agendas**
    All minutes and agendas will be make available in the Timaru District Web site under TDC availability requirements for all Council meetings. Agenda items must be presented to the Chair 10 days before the close of the Agenda.

15. **Code of Conduct**
    All Youth Council members are subject to the Timaru District Councillor Code of Conduct.

16. **Reporting**
    The Youth Council will report to the Council’s Policy and Development Committee in the last quarter of each year. The report will outline work undertaken, attendance and number of meetings held, the group’s achievements and any issues or initiatives it wishes the Council to consider further.

17. **Payment and Travel Allowance**
    Members will be paid a $25.00 allowance for every meeting they attend and a travel allowance as per the Timaru District Council Elected members’ policy.

18. **Review**
    The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the appropriate Timaru District Council committee and Council.
Appendix C:

Role Descriptions for the Youth Council Chair, Members, Liaison Officers and Appointed Councillor

The Chair will:
- encourage open communication where all members can contribute to conversations
- not allow individuals or sub-groups to dominate the meeting
- work with Council officers to compile meeting agenda
- oversee the development, completion and implementation of the group’s annual work programme
- be the spokesperson for the Youth Council and represent the views and recommendations of the group as required, including in presentations to the Council and other groups as required.
- Present an Annual Report to the Chair of the TDC committee overseeing the TDC Youth Committee

Role and Responsibilities of the Deputy Chair
- To support the Chair in their role.
- To act in place of the Chair should the Chair be unavailable or have a conflict of interest.

Youth Council Members will:
- provide advice on youth-related issues linked to the development and implementation of the Council’s policies, projects, planning and service delivery
- actively participate in Youth Council meetings
- attend where possible, on a rotation basis, Council and Community Board meetings
- attend training and project meetings
- work on project teams between meetings
- be available to attend any other training/meetings that may occur
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council
- assist the Council to canvass youth views.

Officers will:
- be responsible for the administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group
- work with the Chair/Deputy Chair to set meeting agenda
- work across Council business units to ensure youth are considered in the development and implementation of policy, strategy, planning and service delivery in the city
- enable other business units to develop effective working and consultation relationships and practices with young people and Timaru Districts Youth organisations.

The Elected Member/Councillor
The Councillor appointed to the Youth Council is not a member of the Youth Council. The Councillor’s role is to:
- act as a liaison and information conduit between the Council and the Youth Council conveying, if necessary, the concerns of the group provide, in conjunction with officers, information, advice and an explanation of the Council’s political process and agreed Council policy where required and requested by the group.
Appendix D

Nomination form to be a member of the Timaru District Youth Council
Use the standard Timaru District Councillor nomination form as a base.

Timaru Ward NOMINATION PAPER
Timaru District Council

Nominations must be in the hands of the Electoral Officer by 12 noon, Friday 16th August 2013.

A: CANDIDATE to fill out after reading important information on reverse

I hereby consent to the nomination and certify that I am qualified to be a candidate under section 25 of the Local Electoral Act 2001 and regulations and that I am not disqualified under section 58 of the Local Electoral Act 2001. In particular I am a New Zealand citizen and a parliamentary elector (see notes on the reverse of this form).

Address: 
Home phone: Mobile phone: 
Work phone: Fax: 
Email: 

I submit with this nomination (please tick appropriate circles): Deposit/Evidence of Deposit ($200): Photo: Profile Statement:

I understand that, in not providing a profile or photo, the words “Profile/Photo not supplied” will appear below my name in the Profile Booklet that will be sent out with the Voting Paper. All nomination documents must be submitted at the same time.

My principal place of residence (please tick ONE circle): Is WITHIN the Timaru Ward: Is NOT WITHIN the Timaru Ward:

I am also standing for the following elections:

I wish my name to be shown on the voting document as:

In the public notice given under Section 65 of the Local Electoral Act 2001, I wish my affiliation to be shown as:

(To be left blank if the candidate does not wish to use any party/group affiliation)

Signature of Candidate: 
Date: D D M M Y Y

B: NOMINATORS to fill out

We, the undersigned electors of Timaru Ward hereby nominate (full name please):

with his/her consent, as a candidate for the office of Member for the Timaru Ward of the Timaru District Council.
The election for which is to be held on Saturday 12 October 2013.

Full name of First Nominator: Address: 
Home phone: Mobile phone: 
Signature of First Nominator: Date: D D M M Y Y

Full name of Second Nominator: Address: 
Home phone: Mobile phone: 
Signature of Second Nominator: Date: D D M M Y Y

Note: Section 55(2) of the Local Electoral Act 2001 requires that this nomination form be available for public inspection at Timaru District Council’s office located at 2 King George Place, Timaru. Please note that candidate contact details provided on this form are placed on the Timaru District Council website. Please advise at the time of lodging your nomination if there are contact details that you would not like to be published.
1 Candidates for the position of Member of the Timaru Ward do not need to live within the Timaru Ward, but must be a New Zealand citizen and enrolled as a parliamentary elector.
2 Both Nominators in the case of Timaru Ward candidates must live within the Timaru Ward and must be enrolled as parliamentary electors.
3 A candidate may stand for election for a mayor, city/district council and a community/local board within the same territorial authority district, but may not also stand for election to a regional council of which the territorial authority is part, i.e., a candidate may stand for either the city/district council/community/local board or the regional council but not both (section 58 LEA).
4 A candidate may not stand for more than one ward or more than one constituency of the same local authority or for more than one subdivision of a community/local board area (section 57A LEA). However, a candidate may stand for more than one community/local board within the same territorial authority.
5 Where a territorial authority has a mixed at large and wards system of representation, a candidate may not stand for councillor both in a ward and at large for that territorial authority (section 57B LEA).
6 A candidate cannot nominate themselves for office.
7 No person can be elected to a territorial authority if he/she is concerned or interested in contracts over $25,000 with that territorial authority. This restriction is waived if prior approval from the Office of Controller and Auditor General is obtained.
8 A candidate may under section 56 of the Local Electoral Act be nominated under a name which the candidate is commonly known provided that the name will not: cause offence to a reasonable person; be unnecessarily long; include or resemble an official rank or title; cause confusion or mislead.
9 Where no affiliation is claimed, or an affiliation is disallowed by the Electoral Officer under section 57 of the Act, nothing will be shown in the public notice or the voting paper against the candidates name. A candidate with no affiliation may request that ‘independent’ be shown.
10 Under section 121 of the Local Electoral Act 2001, any person is liable to a fine of up to $2,000 who:
   a) Knowing themselves to be ineligible for election, consents to being nominated for election; or
   b) Nominates any person as a candidate whom he/she knows to be ineligible for election; or
   c) Not being the candidate signs any nomination paper knowing that they are not qualified to vote at the election.
11 A candidate may, in accordance with Section 61 of the Local Electoral Act 2001 and Clauses 26 to 29 of the Local Electoral Regulations 2001, provide a candidate profile statement including a recent photograph for dispatch to electors with the voting documents. For further information about candidate profile statements please refer to the Candidate Profile section of the Candidate Handbook for this election.
12 Each nomination must be accompanied by the required deposit of $200.00 (inclusive of GST) or proof of an electronic deposit.
13 Evidence of NZ citizenship may be requested at time of candidate nomination. Acceptable evidence includes NZ Passport, NZ Birth Certificate, NZ Citizenship documentation.
14 Nominations of candidates must be in the hands of the Electoral Officer, Timaru District Council, 2 King George Place, Timaru 7940, not later than 12 noon on the 16th day of August 2013.

C: ELECTORAL OFFICER to fill out

Received at the hour of: [ ] on the: [ ] day of: [ ] 20

Candidate Roll Number: [ ]
First Nominee Roll Number: [ ]
Second Nominee Roll Number: [ ]

Nomination documents approved: [ ]
Nomination paper: [ ]
Deposit/proof of deposit: [ ]
Place of residence: [ ]
Photo: [ ]
Profile Statement: [ ]
Standing for other elections: Yes / No
Signature of Electoral Office/ Deputy Electoral Officer: [ ]
Date: [ ]

CANDIDATE section completed and signed
FIRST NOMINATOR section completed and signed
SECOND NOMINATOR section completed and signed
NOMINATION FORM COMPLETED

Nominations must be in the hands of the Electoral Officer by 12 noon, Friday 16th August 2013.
All nomination documents must be submitted at the same time.

Return by:
Post to: Timaru District Council, PO Box 522, Timaru 7940, New Zealand
Deliver to: Timaru District Council, 2 King George Place, Timaru
Scan and email to: elections@timdc.govt.nz

Cash, Eftpos or Cheque (at time of lodging nomination).
Online Banking:
Account name: Timaru District Council Bank: BNZ
Account number: 02 0888 0269159 00
If using Online Banking, the following deposit information MUST be included:
Particulars/Reference: TIMWARD
Code: (Your surname)
Or make payment directly at the Council office if you are returning this form by hand

Timaru District Council
Community Development Committee
# 876434
29 July 2014
## Appendix E

### Timaru District Youth Council Draft Budget 2014/2015

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COMMUNITY DEVELOPMENT COMMITTEE
FOR THE MEETING OF 29 JULY 2014

Report for Agenda Item No 17

Prepared by  Sharon Matson
Group Manager Community Services

Exclusion of the Public

Recommendation

That the Committee resolves to exclude the public on the grounds contained in Section 48(1) of the Local Government Official Information and Meetings Act:

Fraser Park Trust
Section 7(2)(i)  The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).