



AGENDA

Community Services Committee Meeting Tuesday, 12 March 2024

Date Tuesday, 12 March 2024

Time Following the Infrastructure Committee

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1656565

Timaru District Council

Notice is hereby given that a meeting of the Community Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 12 March 2024, at the conclusion of the Infrastructure Committee meeting.

Community Services Committee Members

Clrs Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

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.

Beth Stewart

Group Manager Community Services

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Chairperson's Report**

7 Confirmation of Minutes

7.1 Minutes of the Community Services Committee Meeting held on 13 February 2024

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Community Services Committee Meeting held on 13 February 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Community Services Committee Meeting held on 13 February 2024**



MINUTES

Community Services Committee Meeting Tuesday, 13 February 2024

Ref: 1656565

**Minutes of Timaru District Council
Community Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 13 February 2024 Following the Infrastructure Committee at 12.33pm**

- Present:** Clr Stacey Scott (Chairperson), Clr Stu Piddington (Deputy Chairperson), Clr Gavin Oliver, Clr Peter Burt, Clr Allan Booth, Clr Mayor Nigel Bowen, Clr Owen Jackson, Clr Sally Parker, Clr Michelle Pye
- In Attendance:** **Community Board Members:** Gaye Broker (Temuka Community Board), Rosie Woods (Geraldine Community Board), Michael Thomas (Pleasant Point Community Board)
- Officers:** Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Andrew Dixon (Group Manager Infrastructure), Andrea Rankin (Chief Financial Officer), Beth Stewart (Group Manager Community Services), Hannah Goddard-Coles (Group Manager Engagement & Culture), Stephen Doran (Communications & Engagement Manager), Nicole Timney (Manager of Property Services and Client Representative), Matt Sisson (Property Projects Officer), Sam Esterhuysen (Continuous Improvement Business Partner), Mark Abbot (Acting Strategy & Corporate Planning Manager), Naomi Scott (Community Development Support Officer), Philip Howe (Museum Director), Jessica Kavanaugh (Governance Team Leader) Rachel Scarlett (Governance Advisor)

1 Apologies

1.1 Apologies Received

Resolution 2024/1

Moved: Clr Gavin Oliver

Seconded: Clr Michelle Pye

That the apology of Clr Scott Shannon be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

At 12.47 pm, Clr Peter Burt left the meeting.

6 Chairperson's Report

6.1 Presentation of Chairperson's Report

Resolution 2024/2

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

The Chairperson has attended a number of meetings and activities including; Theatre Royal and Heritage Facility Reference Group Meetings, judge in an Art Competition at CBAY, Environment Canterbury summit meeting, Stadium Reference Group meeting, visited the Timaru Airport, Local Art Scheme Subcommittee meeting, Sister City Subcommittee meeting, interviewed candidates for Sister Cities, Attended the Community Christmas Morning tea, District Plan meetings, Attended the Sunsational Challenge prize draw, Alexandra Life Boat Meeting and attended Workshops

Carried

7 Confirmation of Minutes

7.1 Minutes of the Community Services Committee Meeting held on 14 November 2023

Resolution 2024/3

Moved: Clr Stacey Scott

Seconded: Clr Peter Burt

That the Minutes of the Community Services Committee Meeting held on 14 November 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Actions Register Report

The Chairperson spoke to the report to provide the Community Services Committee with an update on the status of the action requests raised by councillors at previous Community Services Committee meetings.

Update included –

- 1) To mark the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project as completed and closed.

Resolution 2024/4

Moved: Clr Stacey Scott

Seconded: Clr Sally Parker

That the Community Services Committee receives and notes the updates to the Actions Register.

Carried

8.2 Progress Report - Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project

The Manager of Property Services and Client Representative and Property Projects Officer spoke to the report to update the Committee on the progress of the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Discussion included, an update of the Tenders and Procurement Process to ensure the local subcontractor community are given equal opportunity within council when tendering for contracts. Heritage Experts being contracted for the seismic strengthening to ensure the building can be protected, and for the Refurbishment Project the builders are being directed by the main contractor.

Resolution 2024/5

Moved: Mayor Nigel Bowen

Seconded: Clr Gavin Oliver

That the Committee receive and note the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Carried

8.3 Community Services Update

The Group Manager Community Services spoke to the report to provide the Community Services Committee with an update on key activities and initiatives in the Community Services Group.

Discussion included, the automatic gates at CBAY being delayed and the research conducted that justifies the benefits of automatic gates for data collection and cost benefit analysis.

Discussion also included the quantity of life guards in the districts public pools and opening hours, the actioning of feedback left on Attekus bookable, and the acknowledgement of the new sewing machines operating at the Timaru Library for community use.

Resolution 2024/6

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

That the Community Services Committee receives and notes the update report.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

The Meeting closed at 12.58pm

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Clr Stacey Scott
Chairperson

8 Reports

8.1 Actions Register Report

Author: Rachel Scarlett, Governance Advisor

Authoriser: Beth Stewart, Group Manager Community Services

Recommendation

That the Community Services Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Community Services Committee with an update on the status of the action requests raised by councillors at previous Community Services Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The Actions Register is a record of actions requested by councillors. It includes a status and comments section to update the Community Services Committee on the progress of each item.

Attachments

1. **Community Services Committee Actions Required** [↓](#) 

Information Requested from Councillors (Community Services Committee)

Information Requested	Regular report on the Aigantighe House Gallery Seismic Strengthening Project		
Date Raised:	25 July 2023	Status:	Completed
Issue Owner	Group Manager Recreation and Cultural Services	Completed Date:	25 August 2023
<p>Background: It was requested a regular monthly progress report to the Councillors regarding the Aigantighe House Gallery Seismic Strengthening Project</p> <p>Update: Regular reporting will now be provided to the Committee, for the current report refer item 7.3</p> <p>February 2024 – The Committee agreed to close this action.</p>			

8.2 Community Services Group Update Report

Author: Beth Stewart, Group Manager Community Services

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the Community Services Committee receives and notes the Community Services Group Update report.

Purpose of Report

- 1 To provide the Community Services Committee with a regular high-level update on the functions of the units within the Community Service Group, including key updates, challenges and opportunities, initiatives, projects, and the impact of changes in service delivery as it pertains to the community.

Assessment of Significance

- 2 This matter is assessed as being of low significance under Council's Significance and Engagement Policy as it is reporting on community activities and does not propose any initiatives that influence changes in levels of service, strategic assets, or rates.

Discussion

- 3 This report is provided on a regular basis to the Community Services Standing Committee, at six weekly scheduled intervals. The Community Services Group includes the main and two district libraries/service centres; South Canterbury Museum; Aigantighe Art Gallery; and recreational facilities (Caroline Bay Trust Aoraki Centre [CBay], district pools and Aorangi Stadium); the Communications and Engagement team; Continuous Business Improvement function; and the Community Experience portfolio which comprises the Community Development team and Customer Services units. The Group is also involved with several longer-term capital expenditure projects such as the Theatre Royal and Heritage Facility redevelopment project; Aigantighe Art Gallery Heritage House Project (earthquake seismic strengthening); and the Aorangi Park Stadium Project.
- 4 This report is not intended to provide in depth detail about the operational functions of each of the units. It is intended to provide high level updates on the key achievements, projects, initiatives, challenges, performance, and issues as relevant at the time of writing.

District Pools User Data

- 5 Following the provision of the Community Services Update at the 13 February Community Services Committee, elected members requested the data for usage over the summer period across the District Pools.
- 6 The information for Geraldine, Temuka and Pleasant Point for the summer period (November 2023 through to February 2024) are outlined in the below tables. It should be noted that at the time of writing the summer season is still open. A final report for the overall summer attendance numbers will be provided at the next standing Committee on 16 April 2024.

GERALDINE	NOV	DEC	JAN	FEB	
Swim Visits Adult/Child/Presch (cash sales)	607	1,520	3,240	970	6,337
Swim Visits 65+ (cash sales)	47	111	248	182	588
Swim Visits over 80	6	8	32	18	64
Concession Visits	151	310	348	248	1,057
Season Pass Visits	105	202	219	200	726
Aqua Classes	24	88	136	144	392
Promo - Sunsational challengege	0	0	26	0	26
Shower Casual	9	53	19	35	116
	949	2,292	4,268	1,797	9,306
TEMUKA	NOV	DEC	JAN	FEB	
Swim Visits Adult/Child/Presch (cash sales)	442	1,425	2,149	720	4,736
Swim Visits 65+ (cash sales)	44	88	122	87	341
Swim Visits over 80	0	1	1	6	8
Concession visits	92	237	307	258	894
Season Pass Visits	8	29	24	16	77
Aqua Classes	42	76	129	118	365
Promo - Sunsational challengege	0	0	15	0	15
Shower Casual	0	6	3	5	14
	628	1,862	2,750	1,210	6,450
PLEASANT POINT	NOV	DEC	JAN	FEB	
Swim Visits Adult/Child/Presch (cash sales)	334	655	1,393	509	2,891
Swim Visits 65+ (cash sales)	8	14	32	34	88
Swim Visits over 80	0	2	11	4	17
Concession Visits	17	89	241	130	477
Season Pass Visits	8	13	12	2	35
Aqua Classes	2	14	33	76	125
Promo - Sunsational challengege	0	0	13	0	13
Shower Casual	0	1	5	0	6
	369	788	1,740	755	3,652

- 7 Comparable data for aquatics attendance at CBay is provided below, with a full YTD total from July 2023 to current. The data does not include fitness access, membership sales or usage, bulk passes, swim clubs, learn to swim or chillax and hydroslide sales. The comprehensive statistics can be provided should the Committee wish to see total sales and usage stats, noting that the installation of the automated gates and integrated point of sale (POS) has been delayed due to supply issues.
- 8 A final report for the overall summer attendance numbers at the recreational facilities and district pools will be provided at the next Standing Committee meeting on 16 April 2024.

CBAY	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Totals YTD
Swim Visits (cash sales)	8,180	5,671	8,302	8,779	6,061	8,307	13,812	6,851	45,300
Swim Visits 65+ (cash sales)	311	562	555	591	550	468	719	728	3,037
Swim Visits over 80	209	448	456	401	404	335	440	448	2,253
Concession visits	946	1,793	1,608	1,697	1,761	1,460	1779	1910	9,265
Total	9,646	8,474	10,921	11,468	8,776	10,570	16,750	11,601	59,855

New Digital Signage on Stafford Street

- 9 TDC has commissioned a digital noticeboard on Stafford Street that went live on 27 February 2024. This sign will use information provided from Venture Timaru’s local events calendar, and feature council news, items from our heritage and cultural collections, as well as information around parking in town and a variety of other improvements. It can also be updated quickly to display Civil Defence preparedness and response information in the event of a Civil Defence Emergency. Longer term, the intention is that this outdoor screen could be supplemented with cheaper indoor screens at a number of council’s other facilities to broaden communication channels and reach to the community.
- 10 The screen is controlled with a cloud system running on secure hardware and will be integrated with council’s single sign on (SSO), with two factor authentication systems to minimise the risk of hacking. The kiosk is weatherproof and vandal resistant.



Community Funding

- 11 There are three funding meetings scheduled:

- Local Arts (Creative Communities) meeting has eight applications to consider: 7 March 2024;
- Youth Initiatives meeting has three applications to consider: 13 March 2024
- The next Donation & Loans meeting: 9 April 2024. Applications for funding close on 8 March 2024.

Community Development

- 12 Workstreams for this period include the inaugural Aoraki Settling-In Collective. Attended by multiple community representatives engaged in the settlement process for former refugees and migrants and their whānau, the meeting underscored language barriers as a prominent challenge impeding successful settlement. A key focus area identified relates to the scarcity of translators, interpreters, and multilingual resources, a matter the Collective aims to collectively address.
- 13 The Community Development Advisor has remained actively involved in fostering community relationships by participating in various network and committee meetings throughout the reporting period. Noteworthy engagements include contributions to the Social Sector Forum Planning Committee; the Youth Sector Forum; and E Korowai meetings. Additionally, officers attended a session with the Kiribati Minister of Employment, Honorable Tabeta Teakai, (facilitated by Venture Timaru), to strengthen the relationship between Timaru and Kiribati. This is aimed at supporting potential Kiribati migration to Timaru through the Pacific Access Category visa.
- 14 Safer Communities: In partnership with Te Rito South Canterbury, Safer Communities is co-hosting a Family Harm Conference scheduled for August 13th 2024. This event will feature a blend of nationally recognised speakers alongside local stakeholders and government agencies. This event aligns with Safer Communities' strategic priorities (Empower a collaborative community that promotes wellbeing and social connectedness; and reduce social and family harm).
- 15 Welcoming Communities: Progress continues within the Welcoming Communities programme, with the Community Development Advisor continuing to engage with stakeholders as part of the stocktake process. Collaborative efforts with the Ministry of Business, Innovation and Employment (MBIE) are underway to secure external funding targeted at facilitating the meaningful participation of former refugees in community initiatives.

Multicultural Aoraki Festival

- 16 The Community Development team represented the Timaru District Council and Welcoming Communities at the Multicultural Festival on Saturday 2 March, 2024. The event was a notable community success, with at least 212 interactions with newcomers and locals. Over 30 paper copies of the Newcomers Survey were completed on the day and numerous online QR cards provided.
- 17 TDC was well represented with the presence of various teams including Emergency Management, the Timaru District Libraries, and Climate Change in attendance. The team wishes to acknowledge Councillor Owen Jackson for joining the team on site and representing Council's commitment to the Welcoming Communities program.



Retro Rock at the Museum 2024

- 18 The South Canterbury Museum hosted the 2024 *Retro Rock at the Museum* on 17 February. Over 600 people attended with performances from 19 musicians and bands ranging in ages from 15 to 75 years old. The evening ran smoothly with many positive comments received from attendees.



Attachments

Nil

8.3 Progress Report - Aigantighe House Gallery Seismic Repairs

Author: Nicole Timney, Manager of Property Services and Client Representative

Authoriser: Beth Stewart, Group Manager Community Services

Recommendation

That the Committee receive and note the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Purpose of Report

- 1 To update the Committee on the progress of the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Assessment of Significance

- 2 This matter is deemed of low to medium significance under the Council's Significance and Engagement Policy. This is an update report to the Committee on the status of the Heritage House Gallery Project and is a key project in the Long Term Plan 2021 2031.

Discussion

- 3 The Heritage House Gallery Seismic Strengthening and Refurbishment Project is progressing well and the installation of the scaffolding and cover over the building to allow progress during wet weather has been completed.
- 4 As noted in the attached report, works are progressing as per the project plan. The roof tiles have been removed and as anticipated, there is a need to replace approximately half of the roof joists due to the condition of the wood with live borer. This was not unexpected due the age of the house and presence of dead borer in some areas of the veranda roof joists.
- 5 In discussions with the architect and structural engineer, it would be advisable to replace the entire wooden roof structure due the presence of the live borer whilst all the roof tiles are off the structure.
- 6 The contingency allowed for this possibility with a cost estimate for replacement of wood and labour of \$120,000 + GST which is being tested by the Quantity Surveyor.
- 7 All other works continue to be within scope and budget though we anticipate a potential eight-week delay to the project with the replacement of the roof joists.

Attachments

1. **Aigantighe House Gallery Council Report February 2024** [↓](#) 

KEY PROJECT

Aigantighe House Gallery Seismic Repairs

Progress report – Issue 4 – February 2024



OVERVIEW

The Aigantighe House Gallery is currently undergoing a seismic upgrade to enable the continued use of the space for an art gallery and allow public access to the building again.

PROJECT UPDATE

- Works commenced 4 Dec 2023
- Contractor completed interior ground floor ceiling removal
- Contractor has removed the roof tiles and is investigating the status of roof joists. Presence of live borer has been discovered



Project Risks

- Unknown issues causing cost increases due to age of building

PROJECT TIMELINE

Activity	Start date	End Date
Site Handover	4 Dec 23	
Roof replacement and strengthening	8 Dec 23	18 Jun 24
External wall strengthening	25 Jan 24	23 Feb 24
Paint and decorating		24 May 24
Sprinkler installation		14 May 24

PROJECT TEAM

Project Sponsors: Beth Stewart, Cara Fitzgerald **Project Manager:** Nicole Timney, Matt Sisson

Project Budget

\$3.7m

Spent this financial year to

29 February 2024

\$561,064K

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration