

# Agenda

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

**Tuesday 29 January 2019**

To follow the Public Forum

Council Chamber  
Waimate District Council  
125 Queen Street  
Waimate

[www.waimatedc.govt.nz](http://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 29 January 2019, to follow the Public Forum.

### 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

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## OPENING

- 1 PUBLIC FORUM
- 2 APOLOGIES
- 3 VISITORS
- 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

<b>6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 6 NOVEMBER 2018</b>
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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 6 November 2018

#### PURPOSE

That the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 6 November 2018 are presented for confirmation.

<b>RECOMMENDATION</b>
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That the Minutes of the Community Services and Development Committee Meeting held on 6 November 2018 be received and the recommendations therein be adopted.
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**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, WAIMATE  
ON TUESDAY 6 NOVEMBER 2018, COMMENCING AT 11.45AM**

**PRESENT:** Cr Peter Collins (Chair)

Cr David Owen, Mayor Craig Rowley, Cr Sharyn Cain, Cr David Anderson, Cr  
Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr Sheila Paul

**IN ATTENDANCE:** Stuart Duncan (Chief Executive)

Carolyn Johns (Community and Strategy Group Manager), Michelle Jones  
(Executive Support Manager), Leo Milani (Policy Analyst), Dan Mitchell (Asset  
Group Manager), Tina Stevenson (Corporate Services Manager), Melissa  
Thomson (Accountant), Karalyn Reid (Committee Secretary)

## **OPENING**

### **1 PUBLIC FORUM**

There was no public forum scheduled for this meeting.

### **2 APOLOGIES**

There were no apologies at this meeting.

### **3 VISITORS**

1.00pm: Sport Canterbury – Shaun Campbell

### **4 CONFLICTS OF INTEREST**

There were no conflicts of interest declared at this meeting.

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

There were no major or minor items identified.

## **MINUTES**

### **6 CONFIRMATION OF MINUTES**

#### **6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 18 SEPTEMBER 2018**

##### **COMMITTEE RESOLUTION 2018/27**

Moved: Cr Jakki Guilford

Seconded: Cr Sharyn Cain

That the Minutes of the Community Services and Development Committee Meeting held on 18  
September 2018 be received and the recommendations therein be adopted.

**CARRIED**

## REPORTS

### 7 COMMUNITY AND STRATEGY GROUP REPORT

#### 7.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

##### COMMITTEE RESOLUTION 2018/28

Moved: Cr David Anderson

Seconded: Cr David Owen

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

**CARRIED**

##### Note:

The Community Services and Development Committee (the Committee) requested the Policy Analyst ensures Council are aware of any relevant changes to legislation, in order for Council to have the opportunity to submit if desired.

The Committee asked for future reporting on the Waimate Event Centre to include a comment, where necessary, to clarify the usage statistics.

### 8 EXECUTIVE SUPPORT MANAGER REPORT

#### 8.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

##### COMMITTEE RESOLUTION 2018/29

Moved: Mayor Craig Rowley

Seconded: Cr David Anderson

That the Executive Support Manager's report is accepted.

**CARRIED**

##### Note:

Council's Executive Support Manager asked for feedback on the current Waimate District Council branding and tabled some options.. The Committee requested prize-winning entries in the 'Explore Waimate' branding competition be considered. Some options were tabled, with preferred options (page 1) to be brought back to another meeting.

The Committee also asked that consideration be given to keeping Waimate District Council branding consistent with the Explore Waimate branding when options are brought back to the Committee.

The meeting was adjourned at 12.36pm for lunch.

The meeting was reconvened at 1.05pm.

**9 GENERAL REPORTS**

**9.1 SOUTH CANTERBURY SPACES AND PLACES STRATEGY**

Sport Canterbury Regional Manager – South Canterbury, Shaun Campbell, was in attendance and spoke to the strategy.

The Community Services and Development Committee congratulated and thanked Shaun and the participating group for their work on the strategy.

**COMMITTEE RESOLUTION 2018/30**

Moved: Cr Sharyn Cain  
Seconded: Cr Jakki Guilford

1. That the South Canterbury Spaces and Places Strategy report be accepted, and
2. That Council receives and notes the South Canterbury and Places Strategy.

**CARRIED**

**MEETING CLOSURE**

The meeting closed at 1.26pm.

The Minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting scheduled on 29 January 2019.

.....  
**CHAIRPERSON**

## 7 RECEIPT OF MINUTES

### 7.1 RECEIPT OF MINUTES - CREATIVE COMMUNITIES SCHEME COMMITTEE

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Minutes Creative Communities - 15 May 2018  

#### PURPOSE

To present the Minutes of the Creative Communities Scheme Committee Meeting of 15 May 2018 for the information of the Community Services and Development Committee.

#### RECOMMENDATION

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

CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
MINUTES

15 MAY 2018

MINUTES OF CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE  
ON TUESDAY, 15 MAY 2018 AT 2PM

**PRESENT:** Chair Jane Bell, Cr Craig Rowley, Cr Miriam Morton, Ms Clare Saunders-Tack,  
Ms Wendy Heath

**APOLOGIES** Ms Sharon Stace, Ms Ivy Johnston

**IN ATTENDANCE:** D van der Byl (Grant Administrator)

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2018/1**

Moved: Chair Jane Bell

Seconded: Cr Craig Rowley

That apologies from Ms Sharon Stace and Ms Ivy Johnston be received and accepted.

**CARRIED**

**2 ACCEPTANCE OF MINUTES**

**COMMITTEE RESOLUTION 2018/2**

Moved: Cr Craig Rowley

Seconded: Ms Wendy Heath

That the minutes from the meeting of the Creative NZ Communities Scheme Committee held on 15 November 2017 are accepted as a true and accurate record.

**CARRIED**

**3 CONFLICTS OF INTEREST**

Clare Saunders-Tack has a perceived conflict with Waituna Creek School and Miriam Morton has a perceived conflict with Waimate High School and Waimate Competitions.

**4 GENERAL BUSINESS**

Carolyn Johns (Community and Strategy Group Manager) spoke to the committee about the possibility of merging the WDC Community Grant Scheme with the WDC Sports Grant Scheme and the Sport NZ Rural Travel Fund by October 2018.

At this stage Creative NZ Communities Scheme will stand alone.

Carolyn also talked about the refresh of committee members/Chair.

The Chair requested that when letters are sent by the administrator to the successful applicants that those creating murals/public artwork etc be asked to include the CCS logo and that we emphasise the use of the banner. It was also suggested by the Chair that if there is an official

**CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
MINUTES**

15 MAY 2018

opening that the organisation is aware that an invitation goes to the CCS committee.

**5 CONSIDERATION OF APPLICATIONS**

A total of thirteen applications were received requesting funds of \$21,232.12 from an available fund pool of \$10,316.00. The committee considered each application and applied the Creative NZ Communities Scheme criteria and eligibility.

The amount of \$157.25 will be carried over to the next funding round in October 2018.

**COMMITTEE RESOLUTION 2018/3**

Moved: Chair Jane Bell

Seconded: Ms Clare Saunders-Tack

That the following funding applications are accepted, totalling \$10,158.75:

Waimate Theatre Company Inc.	\$1,000.00
Waimate Photography Group	\$ 800.00
Waimate Competitions	\$1,000.00
Waimate Centennial School	\$1,000.00
Waimate High School	\$1,500.00
Waimate Christmas in the Square	\$2,000.00
Glenavy School	\$700.00
Waituna Creek School	\$1,000.00
Hunter Women's Institute	\$500.00
Waimate Main School	\$658.75

That the following funding applications are declined:

Bushtown (Waimate) Inc.  
Waimate Rocks  
Waimate Parenting Hub

**CARRIED**

The amount of \$157.25 will be carried over to the next funding round in October 2018.

The Meeting closed at 3pm.

The Minutes of this Meeting are to be confirmed at the Creative Communities Scheme Committee Meeting held on 5 November 2018.

.....  
**CHAIRPERSON**

**7.2 RECEIPT OF MINUTES - SPORT NZ RURAL TRAVEL FUND COMMITTEE**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** 1. Minutes Sport NZ Rural Travel Fund Committee - 15 May 2018 [↓](#) 

**PURPOSE**

To present the Minutes of the Sport NZ Rural Travel Fund Committee Meeting held on 15 May 2018 for the information of the Community Services and Development Committee.

**RECOMMENDATION**

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

CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
MINUTES

15 MAY 2018

MINUTES OF CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE  
ON TUESDAY, 15 MAY 2018 AT 2PM

**PRESENT:** Chair Jane Bell, Cr Craig Rowley, Cr Miriam Morton, Ms Clare Saunders-Tack,  
Ms Wendy Heath

**APOLOGIES** Ms Sharon Stace, Ms Ivy Johnston

**IN ATTENDANCE:** D van der Byl (Grant Administrator)

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2018/1**

Moved: Chair Jane Bell  
Seconded: Cr Craig Rowley

That apologies from Ms Sharon Stace and Ms Ivy Johnston be received and accepted.

**CARRIED**

**2 ACCEPTANCE OF MINUTES**

**COMMITTEE RESOLUTION 2018/2**

Moved: Cr Craig Rowley  
Seconded: Ms Wendy Heath

That the minutes from the meeting of the Creative NZ Communities Scheme Committee held on 15 November 2017 are accepted as a true and accurate record.

**CARRIED**

**3 CONFLICTS OF INTEREST**

Clare Saunders-Tack has a perceived conflict with Waituna Creek School and Miriam Morton has a perceived conflict with Waimate High School and Waimate Competitions.

**4 GENERAL BUSINESS**

Carolyn Johns (Community and Strategy Group Manager) spoke to the committee about the possibility of merging the WDC Community Grant Scheme with the WDC Sports Grant Scheme and the Sport NZ Rural Travel Fund by October 2018.

At this stage Creative NZ Communities Scheme will stand alone.

Carolyn also talked about the refresh of committee members/Chair.

The Chair requested that when letters are sent by the administrator to the successful applicants that those creating murals/public artwork etc be asked to include the CCS logo and that we emphasise the use of the banner. It was also suggested by the Chair that if there is an official

**CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
MINUTES**

15 MAY 2018

opening that the organisation is aware that an invitation goes to the CCS committee.

**5 CONSIDERATION OF APPLICATIONS**

A total of thirteen applications were received requesting funds of \$21,232.12 from an available fund pool of \$10,316.00. The committee considered each application and applied the Creative NZ Communities Scheme criteria and eligibility.

The amount of \$157.25 will be carried over to the next funding round in October 2018.

**COMMITTEE RESOLUTION 2018/3**

Moved: Chair Jane Bell

Seconded: Ms Clare Saunders-Tack

That the following funding applications are accepted, totalling \$10,158.75:

Waimate Theatre Company Inc.	\$1,000.00
Waimate Photography Group	\$ 800.00
Waimate Competitions	\$1,000.00
Waimate Centennial School	\$1,000.00
Waimate High School	\$1,500.00
Waimate Christmas in the Square	\$2,000.00
Glenavy School	\$700.00
Waituna Creek School	\$1,000.00
Hunter Women's Institute	\$500.00
Waimate Main School	\$658.75

That the following funding applications are declined:

Bushtown (Waimate) Inc.  
Waimate Rocks  
Waimate Parenting Hub

**CARRIED**

The amount of \$157.25 will be carried over to the next funding round in October 2018.

The Meeting closed at 3pm.

The Minutes of this Meeting are to be confirmed at the Creative Communities Scheme Committee Meeting held on 5 November 2018.

.....  
**CHAIRPERSON**

**7.3 RECEIPT OF MINUTES - WDC SPORTS FUND**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** 1. Minutes WDC Sports Fund Committee - 15 November 2017 [↓](#) 

**PURPOSE**

To present the Minutes of the WDC Sports Fund Committee meeting held on 15 November 2017 for the information of the Community Services and Development Committee.

**RECOMMENDATION**

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

COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING  
MINUTES

15 NOVEMBER 2017

MINUTES OF WAIMATE DISTRICT COUNCIL  
SPORTS FUND SCHEME COMMITTEE MEETING  
HELD AT THE COMMITTEE MEETING ROOM, WAIMATE DISTRICT COUNCIL, 125 QUEEN  
STREET, WAIMATE  
ON WEDNESDAY 15 NOVEMBER 2017, COMMENCING AT 1.15pm

**PRESENT:** Cr Sharyn Cain, Mayor Craig Rowley, Ms Ivy Johnston (Iwi Representative),  
Ms Toni Oudemans (Community Representative)

**APOLOGIES:** Jeff Morrison (Sport South Canterbury Representative), Tina Stevenson  
(Community Representative)

**IN ATTENDANCE:** D van der Byl (Grant Administrator)

**APOLOGY**

**COMMITTEE RESOLUTION 2017/7**

Moved: Ms Toni Oudemans

Seconded: Cr Sharyn Cain

That the apologies are accepted.

**CARRIED**

**2 ACCEPTANCE OF MINUTES**

**COMMITTEE RESOLUTION 2017/8**

Moved: Mayor Craig Rowley

Seconded: Ms Ivy Johnston

That the minutes from the meeting of the WDC Sports Fund Scheme Committee held on 16 May  
2017 are accepted as a true and accurate record

**CARRIED**

**3 CONFLICT OF INTEREST**

Toni Oudemans had a conflict of interest with Waimate Amateur Athletics Club.

**4 GENERAL BUSINESS**

Jeff Morrison has resigned from the committee as the representative for Sport Canterbury. Nigel  
Davenport has been appointed by the West Coast Sports Trust Board as the new representative.  
Donna to send a thank you letter to Jeff Morrison and a letter to Nigel Davenport to welcome him  
onto the committee.

**COMMITTEE RESOLUTION 2017/9**

Moved: Cr Sharyn Cain

Seconded: Ms Toni Oudemans

COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING  
MINUTES

15 NOVEMBER 2017

That Nigel Davenport is accepted as the new Sport Canterbury representative

**CARRIED**

**5 WDC SPORTS FUND SCHEME - FUNDING ROUND ONE 2017/2018**

A total of eight applications were received requesting funds of \$16,268.55 from an available fund pool of \$10,924.00. The committee considered each application and applied the WDC Sports Fund criteria and eligibility.

**COMMITTEE RESOLUTION 2017/10**

Moved: Cr Sharyn Cain  
Seconded: Ms Ivy Johnston

That the following funding applications be accepted, totalling \$9,806.55:"

South Canterbury Roller Sports Club	\$1,500.00
Mt Nimrod Endurance Riders Club	\$ 500.00
Waimate Amateur Athletics Club	\$ 450.00
Waimate Caledonian Society	\$1,000.00
Sport Waimate Inc.	\$1,056.55
Waimate High School Sports Council	\$ 500.00
Waimate Gymnastics Club	\$ 4,500.00
Glenavy Women's Institute	\$ 300.00

**CARRIED**

**6 UN-ALLOCATED FUNDS**

**COMMITTEE RESOLUTION 2017/11**

Moved: Ms Toni Oudemans  
Seconded: Ms Ivy Johnston

The remaining funds of \$1117.45 are held and should a suitable application be forthcoming during the year acceptance will be made by email. If there are no suitable applicant/s this amount will be carried over to the next funding round held November 2018.

**CARRIED**

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 1.55pm.

The Minutes of this Meeting are to be confirmed at the Sports Fund Scheme Committee Meeting scheduled on 13 November 2018.

.....  
**CHAIRPERSON**

**7.4 RECEIPT OF MINUTES - WAIMATE DISTRICT CIVIC AWARDS COMMITTEE**

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** 1. Unconfirmed Minutes - Waimate District Civic Awards Committee meeting 13 November 2018  

**PURPOSE**

1. To present the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 13 November 2018 for the information of the Community Services and Development Committee,
2. Permission has been granted from the Committee Chair.

**RECOMMENDATION**

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

WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
MINUTES

13 NOVEMBER 2018

MINUTES OF WAIMATE DISTRICT COUNCIL  
WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, WAIMATE  
ON TUESDAY 13 NOVEMBER 2018, COMMENCING AT 10.00AM

**PRESENT:** Mrs Raewyn Francis (Chair)  
Mrs Christine Wallace, Mayor Craig Rowley  
**APOLOGIES:** Mr Graeme Lane and Cr David Owen  
**IN ATTENDANCE:** Karalyn Reid (Committee Secretary)

**OPENING**

**1 APOLOGIES**

**COMMITTEE RESOLUTION 2018/1**

Moved: Mrs Raewyn Francis  
Seconded: Mayor Craig Rowley

That apologies from Mr Graeme Lane and Cr David Owen be received and accepted.

**CARRIED**

**2 VISITORS**

There were no visitors scheduled at this meeting.

**3 CONFLICTS OF INTEREST**

There were no conflicts of interest identified at this meeting.

**MINUTES**

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
HELD ON 1 FEBRUARY 2018**

**COMMITTEE RESOLUTION 2018/2**

Moved: Mayor Craig Rowley  
Seconded: Mrs Raewyn Francis

That the Minutes of the Waimate District Civic Awards Committee Meeting held on 1 February 2018 be received and the recommendations therein be adopted.

**CARRIED**

WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
MINUTES

13 NOVEMBER 2018

REPORTS

5 GENERAL BUSINESS

5.1 ELECTION OF CHAIR

COMMITTEE RESOLUTION 2018/3

Moved: Mayor Craig Rowley  
Seconded: Mrs Christine Wallace

That Mrs Raewyn Frances be elected Chair of the Waimate District Civic Awards Committee for the next two meetings.

**CARRIED**

There were no further nominations, so the motion was PUT and CARRIED.

5.2 WAIMATE DISTRICT CIVIC AWARDS - CRITERIA

COMMITTEE RESOLUTION 2018/4

Moved: Mrs Raewyn Francis  
Seconded: Mayor Craig Rowley

That the Waimate District Civic Awards Criteria be adopted for the 2019 Civic Awards, with the below amendments.

**CARRIED**

**Note:**

That the words be added: "A refresh of the service club and community representatives be held every three years; with from the next refresh two service club and two community representatives on the Committee."

5.3 PLANNING OF 2019 WAIMATE DISTRICT CIVIC AWARDS

COMMITTEE RESOLUTION 2018/5

Moved: Mayor Craig Rowley  
Seconded: Mrs Raewyn Francis

That the Waimate District Civic Awards Committee approves the date, venue and other arrangements for the 2019 Civic Awards.

**CARRIED**

**Note:**

- The date of the 2019 Waimate District Civic Awards Function be Friday 8 March 2019
- The function be held at the Waimate Event Centre
- The Waimate Community Choir be asked to provide entertainment. A donation to be offered of \$100. Christine to arrange
- Stuart Duncan be asked to take the photographs

**WAIMATE DISTRICT CIVIC AWARDS COMMITTEE MEETING  
MINUTES**

**13 NOVEMBER 2018**

- A letter be sent to the Floral Art Group to request their assistance with the table arrangements, and also flowers for recipients
- The platters for the tables to include cracker biscuits, local Whitehorse cheese and fruit
- Raewyn to arrange to borrow the Rotary sound system
- The media release/publicity to remind last year's unsuccessful nominators to resubmit
- The lectern to be located inside the door (meeting room side) of the function room, with the tables pushed back towards the kitchen/bar to allow more room for the choir

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 10.40am.

The minutes of this meeting are to be confirmed at the Waimate District Civic Awards Committee Meeting scheduled on Tuesday 12 February 2019.

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**CHAIRPERSON**

## REPORTS

### 8 COMMUNITY AND STRATEGY GROUP REPORT

#### 8.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

**Author:** Carolyn Johns, Community and Strategy Group Manager

**Authoriser:** Carolyn Johns, Community and Strategy Group Manager

**Attachments:** 1. Project Report [↓](#) 

#### PURPOSE

To provide an update on the Community and Strategy Group for the information of the Community Services and Development Committee for the period of October 2018 to December 2018.

#### ANNUAL PLAN & BUDGETING PROCESS 2019/20

2019	
By Fri 1 February	Identify if any <b>significant or material changes</b> exist to necessitate <b>Consultation</b> and advise <b>Audit NZ</b>
	If any matter requires consultation- continue with steps below
	Staff work on producing the <b>Consultation Document</b> and <b>Supporting Information to the Consultation Document</b>
Tues 19 February	<b>Council Discussion</b> – Councillors receive draft <b>Consultation Document</b> and <b>Supporting Information to the Consultation Document (if consulting)</b> <b>Council discussion on Fees and Charges 2019/20</b>
Tues 12 March Extraordinary Meeting	<b>Council to receive Consultation Document</b> and <b>Supporting Information to the Consultation Document 2019/20</b>
Wed 13 March	<b>Submissions open</b> – <b>Consultation Document</b> and Supporting Information posted on website and copies at Council
Wed 13 – Thu 21 March	<b>Publish Consultation Document</b> and Supporting Information
	<b>Advertise for submissions</b>
	<b>Consultation Document</b> distributed. Dependent upon issues being consulted on, distribute with Waimate Trader and mail to ratepayers living outside the district
Mon 15 April	<b>Close of Submissions</b>
Thurs 18 April	Make <b>Précis of Submissions</b> and distribute to managers to write reports Make <b>appointments for hearings</b>
	<b>Send Councillors copy of submissions</b>

Mon 29 April	<b>Staff Reports on Submissions due</b>
Tues 14 May	<b>Council Hearings on <b>Consultation Document</b> submissions and decisions made</b>
Fri 17 May	<b>Send out advice of decisions to submitters</b>
Fri 17 May - Fri 31 May	Update draft <b>Annual Plan</b> document
	Finance calculate rates and update financials for inclusion in draft <b>Annual Plan 2019/20</b>
Tue 4 June	<b>Update Councillors on rates impact</b> following hearing decisions. Discuss draft Annual Plan 2019/20
Tues 25 June	<b>Council Meeting –</b> <ol style="list-style-type: none"> <li>1. Council <b>adopt</b> all necessary resolutions to give effect to the Annual Plan</li> <li>2. Council <b>adopt</b> the Annual Plan 2019/20</li> <li>3. Council <b>adopt</b> Rates Resolution</li> </ol> <b>Council <b>adopt</b> Penalties Resolution</b>
Mon 1 July	<b>Date of Issue</b> <ol style="list-style-type: none"> <li>4. <b>Publish on Council website, distribute as per Act</b></li> </ol>

### ELECTIONS 2019

1. Planning steps up for the preparation of 2019 local elections on 12 October 2019.
2. We aim to bring a paper to Council on 19 February for a decision on order of candidate names on voting papers.
3. Another key document is the Pre-election report, which is to be completed and published no later than the day that is 2 weeks before the nomination day of members of a local authority under the Local Electoral Act 2001.
4. A number of other keys dates are:

April	Ratepayer Electoral Roll to be inserted with rates notice, instalment 4 copy of insert follows
17 July	First public notice of election
19 July	Nominations open
16 August	Nominations close
21 August	Second public notice of election
20 - 25 September	Delivery of voting documents
20 September – 12 October	Voting period
12 October	Election Day (voting closes noon)
17 October	Official result declaration



**WHEREVER YOU  
PAY RATES IT PAYS  
TO VOTE**

**DO YOU LIVE IN ONE AREA AND PAY RATES ON A PROPERTY  
IN ANOTHER?**

Then you may qualify to vote more than once at the local authority elections on 12 October 2019

- If you live and vote in one council district, but also pay rates on a property in another district, you may be eligible to enrol as a non-resident ratepayer elector in that other council district.
- If your council district has community or local boards established, and you are a residential elector in one community or local board area and pay rates on a property in another community or local board area, you may be eligible to enrol as a ratepayer elector in that other community or local board area.
- A firm, company, trust, corporation or society which pays rates on a property may nominate one of its members or officers as a non-resident ratepayer elector, provided that the nominator and the person nominated are both registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.
- In the case of partners, joint tenants and tenants in common, who collectively pay rates on a property, one of the group may be nominated to be entered on the ratepayer electoral roll. Again, the nominated person and the nominator must be registered as Parliamentary electors at addresses which are outside the council district within which the property is situated.

Note: The term "council district" includes a city, district and regional council area.

Eligibility to enrol or be nominated will depend on individual circumstances

In each case only one ratepayer elector can be nominated, irrespective of the number of properties owned by the firm, company, society, trust, partnership or ratepayer in a council district.

**New Ratepayer Electors**

If you think you may be eligible to enrol or to nominate a person for the ratepayer electoral roll, you will need to obtain an Enrolment Form for Ratepayer Electors from the city or district council to which you pay your rates.

If you are on the Parliamentary electoral roll you will automatically be on the local authority residential electoral roll

If you want further information please phone toll free

**0800 54 8683**

**0800 LG VOTE**

(from 15 April 2019 to 30 August 2019)



**ENROL NOW –  
THE RATEPAYER  
ELECTORAL ROLL  
CLOSES ON  
16 AUGUST 2019**

**LIBRARY**

**Events, Activities and Displays**

5. The "Deselection" process of the adult non-fiction was completed. We can now manage the collection more effectively with annual weeding out of damaged and redundant books.
6. Less physical books has allowed us to re-arrange some of our shelving set up bringing the rental fiction closer to the entrance, raising the profile of this section among library users.

**Displays**

7. Knottingley Park
8. Waimate Shears
9. Main School Art
10. Women's Institute
11. Librarian's (Ann's) picks
12. Scooby-Doo photo-boards – Waimate Main School show

13. Children's section – Gaming
14. "Lust in the Dust" – Australian outback romances
15. Margaret Cruikshank
16. Christmas
17. Children's section – Christmas seek and find
18. Christmas Novels
19. Strawberry Fare
20. Book Sale

**Schools and Early education visits**

21. 120 Children visited the Library as part of their School programmes.

**Special Events/Projects**

22. Hell Pizza in October – 85 pizza wheels redeemed (plus 100 pizzas sold)
23. Deano Yipadee in October – 126 attended (84 children, 42 adults), \$186.60 in donations
24. Christmas Craft Box for children and adult participation in the library.

**EVENT CENTRE**

25. During this quarter it is pleasing to note an increase in the number of users over the same period last year, in spite of not hosting the Waimate 50 car show this year.
26. We started in October with the school holiday programme with good numbers for all activities – especially the introduction of indoor soccer. A highlight was entertainer Deano Yipadee arranged by the Waimate library where over 120 happy adults and children attended (note numbers not included in our statistics, as it was a library activity).
27. Although traditionally quiet on the courts over this period there was plenty of activity during these 3 months with a social basketball competition, continued Kiwi Sport activities, a Pilipino support group fun day and also the start of our indoor soccer league. The indoor soccer now has 8 teams taking part with teams from both Oamaru and Timaru travelling to play every week.
28. Plenty of wet weather meant an increase in the use of the cricket nets over this period also.
29. The conference and meeting facilities have also been busy in this period.
30. We hosted the Margaret Cruickshank celebration and a number of other groups, as well as our regular user groups.
31. The year culminated in our second birthday celebration with approximately 300 visitors watching or participating in displays with our local sports groups.
32. We have added to the Climbing Wall with the addition of an extended bouldering wall and in December changed the old climbing ropes, which had been in use for over 2 years with new ropes.
33. Blinds were fitted in the reception area to reduce sun glare in the winter months when the sun is low. In addition, blinds were fitted in the function room to allow privacy from the courts area.

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**INFORMATION CENTRE**

**Opening Hours**

34. The Information Centre hours remain at Monday to Friday 9am to 5pm, Saturdays 12 noon to 2pm.

**Grants**

35. The following four grants were advertised in October: SportNZ Rural Travel grant, WDC Sports grant, WDC Community grant and the Creative Communities NZ grant.
36. The new Track Development grant opened for applications in November and, along with the Heritage Grant, will in future be accessed each February and August.

**Strawberry Fare photocopying**

37. Provided 'in kind' photo copying service for Strawberry Fare stall convenor to copy stall site and registration forms for 2018 Waimate Strawberry Fare.

**POLICY**

**Monthly Survey of Bills Pertinent to Council**

38. Progress Stage: Completed
39. Project Description: Monthly survey conducted to identify and analyse parliamentary legislative proposals of credible pertinence to the Waimate District Council (WDC).
40. Executive Summary: 12 bills of [varying degrees of] significance identified in the first survey. No variations in quantity observed. 1 bill has attained Royal Assent (i.e. passed). No credible progress to be reported on 11 bills. Details below:
- a. Employment Relations Amendment Bill (no. 13-1) has attained Royal Assent; the bill observed a series of significant amendments to assuage fierce partisan resistance to its content. Of primary pertinence is the provisions of the bill on union delegations, union affairs, employment trial periods, and strikes. Further elaboration on the implication of the Act for the WDC to be presented in the Human Resources Manager's report.
  - b. Remaining 11 bills neither withdrawn nor passed.

**Formulation of Sensitive Expenditure Policy**

41. Progress Stage: Completed
42. Completion Date: 4.12.2018
43. Executive Summary: Policy formulated, and subsequently implemented, to ensure that WDC's expenditures in general, and sensitive expenditures in particular, are operationally and organizationally rational, economically prudent, and ethically admissible; the implementation of the policy guarantees that all WDC expenditures are thus transparent, conservative, and justifiable, and that all expenditure decisions would withstand public scrutiny/enquiry.

**Formulation of Property or Land Sale, Purchase, and Lease Policy**

44. Progress Stage: Completed
45. Completion Date: 4.12.2018
46. Executive Summary: Policy reviewed, and subsequently implemented, to provide a clear framework for the sale, purchase, and lease of property or land, to define responsibilities and

authorities of the WDC officers, and to achieve the best possible economic return for the Council.

**Modelling Significance & Engagement Policy**

- 47. Progress Stage: Completed
- 48. Executive Summary: A decision-theoretic model developed to formalize the WDC's Significance & Engagement Policy as to facilitate the process of assessing issue(s) significance in compliance with the defined criteria. The developed model enables assessors and decision-makers to rapidly ascertain the following notions:
  - a. Whether an issue is of significance under the Significance & Engagement policy; and if so, then:
  - b. Domain(s) of significance
  - c. Degree(s) of significance

**Formulation of Security Risk Response Plan**

- 49. Progress Stage: Completion of the 2<sup>nd</sup> draft
- 50. Completion Date:
  - a. First draft: 10.12.2018
  - b. Second draft: 22.12.2018
- 51. Project Description: to formulate a Security Risk Response Plan to maximize staff physical security in instances when credible risk/threats are detected. Risks or threats are hereby defined as any instance, occurrence, incident, or behaviour with the capacity to pose a direct threat to the physical well-being of the WDC staff and elected members. The implementation of the plan ensures the proportional maximization of staff/employees security within the boundaries of WDC's facilities.

**Formulation of Procurement Policy**

- 52. Progress Stage: Research and analysis stage
- 53. Completion Date: first draft to be prepared by 14.02.2019
- 54. Executive Summary: to review the existing WDC's Procurement Policy as to define the WDC's approach to the procurement of goods and services to support the community in affordable and efficient manner, and to provide a standardized approach to procurement for all departments.

**Formulation of Delegations Policy**

- 55. Progress Stage: Research and analysis stage
- 56. Completion Date: first draft to be prepared by 28.02.2019
- 57. Executive Summary: to review the existing WDC's Delegation Policy as to provide a clear framework and hierarchy to identify, confirm, and record all existing and required delegations of authority relating to the WDC.

**Processing Consolidated Bylaw Review 2018**

- 58. Progress Stage: Finalization stage
- 59. Completion Date: [to be completed by] 31.01.2019
- 60. Executive Summary: multiple tasks engaged and subsequently completed as to execute the formulation and implementation of Consolidate Bylaw, as listed below:
  - a. Submissions analysis;

- b. Processing Council resolutions;
- c. Finalization of bylaw texts.

**Analysis of Local Government Funding and Financing Paper**

61. Progress Stage: Completed

62. Project Description: to provide WDC’s primary decision-makers with the information required to provide an effective submission vis-à-vis the New Zealand Productivity Commission’s enquiry into local government funding and financing. The task involves the analysis of the Commission’s paper, and to subsequently convey the information to decision-makers via a workshop.

**Procurement of Fraud Awareness Training for the WDC Staff**

63. Progress Stage: Finalization

64. Completion Date: approx. late February

65. Project Description: to procure from private sector training pertaining to pre-empting, preventing, and combating fraudulent activities across all WDC activities. The upcoming training operates on the basis of the WDC’s Fraud Policy, Sensitive Expenditure Policy, and Fraud Response Plan. The commanding criteria for purchasing the training package were competitive cost, quality, and applicability.

**Waimate District Council Policy Index**

Legend		Legend	
Policy is current		Policy review date has lapsed	
Policy review date is close / due		Proposed new policy	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
200 Series - Democracy					
201	Standing Orders	CE (LGA cl 27 sch 7)		October 2019	
202	Code of Conduct	CE (LGA cl 15 sch 7)		November 2019	
203	Governance Statement	CE (LGA s 40)		March 2020	
204	Triennial Agreement	CE (LGA s 15)		February 2020	
300 Series – General Council Policies					
301	Significance and Engagement Policy	Community and Strategy LTP (LGA sch 10)		October 2020	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
305	Gambling Venue Policy	Regulatory and Compliance		November 2021	
306	Dog Control Policy	Regulatory and Compliance (Dog Control Act)		December 2021	
308	Delegations Policy	Corporate Services	Amended staff delegations. Full review still required.	June 2018 March 2018	
309	Tab Board Venue Policy	Regulatory and Compliance		August 2021	
310	Elected Members Reimbursement and Expenses Policy	Corporate Services (LGA cl 6 sch 7)	As required by Remuneration Authority	June 2019	
311	Fraud Policy	Corporate Services		August 2019	
311	Fraud Response Plan	Corporate Services	Fraud response plan being reviewed and staff training/awareness needs to be procured and delivered.	February 2019	
312	Smoke-free Environments Policy	Community and Strategy		December 2018 February 2019	
313	Dangerous Buildings Policy	Regulatory and Compliance (Building Act)		December 2022	
314	Psychoactive Substances Local Approved Products Policy	Regulatory and Compliance (Psychoactive Substances Act)	Must be completed pre-elections (October 2019)	September 2019	
315	Insanitary Buildings Policy	Regulatory and Compliance (Building Act)		December 2022	

<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due Review Expected</b>	<b>Status</b>
316	Procurement Policy	Corporate Services	Priority to review. Review has commenced.	October 2018 February 2019	
317	Unmanned Aircraft Policy	Asset Group (CAA Rules)		March 2019	
318	Subdivision Recreation Reserve Contribution Fund Policy	Corporate Services		February 2020	
319	Social Media and Communication Policy	Executive Support	New policy. Working on Strategy first – policy to follow	March 2019	
320	Vehicle Use and Monitoring Policy and Procedures	Corporate Services		June 2020	
321	Security Camera Policy	Corporate Services		August 2021	
323	Friends Organisations Policy	Community & Strategy		August 2021	

**400 Series – Financial Policies**

Note: Policies 401 – 408 these policies are reviewed as part of each Long Term Plan process and are effective when the LTP is adopted in June.

401	Revenue and Financing Policy	Corporate Services LTP (LGA sch 10)		June 2021	
402	Liability Management Policy	Corporate Services		June 2021	
403	Investment Policy	Corporate Services		June 2021	
404	Financial Contributions Policy	Corporate Services		June 2021	
406	Remission and Postponement of Rates on Maori Freehold Land Policy	Corporate Services		June 2024	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
407	Rates Remission Policy	Corporate Services		June 2024	
409	Statement of Accounting Policies	Corporate Services		June 2019	
411	Sensitive Expenditure Policy	Corporate Services		December 2021	
500 Series – Infrastructure Policies					
501	Dust Suppression Policy	Asset Group		August 2021	
410	Property and Land Sale, Purchase and Lease Policy	Asset Group		December 2021	
502	Water Supply - Rural	Asset Group	Originally not on the policy list. To be presented to a Council workshop in February. Awaiting on review of 3 waters.	December 2014 End 2019	
	Spraying on Roadsides	Asset Group			
	Development Contributions Policy	Corporate Services / Assets	In line with RMA amendments – in 2022 Council would not be able to collect Financial Contributions, so in order to collect anything to offset negative effects of development etc a Development Contributions Policy would be required		
600 Series – Staff and Internal Policies & Manuals (signed off by CE)					
603	Building Security & Key Policy	Corporate Services Group Manager	Currently being reviewed	September 2017 January 2019	
605	Health and Safety Manual	Human Resources	Currently being reviewed	Due for significant amendments February 2019	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
608	Internet Usage Policy	Corporate Services	Cyber review complete – yet to determine actions	Review as part of Cyber review	
609	External Email Usage Policy	Corporate Services	Cyber review complete – yet to determine actions	Review as part of Cyber review	
613	Personnel Records Policy	Human Resources		August 2021	
614	Protected Disclosure Policy and Procedures	Human Resources (Protected Disclosures Act 2000)		September 2019	
615	<del>Sun Protection Policy</del>	<del>Human Resources</del>	Part of Health and Safety Manual	Due for review, in staff handbook	N/A
616	Drug and Alcohol Policy	Human Resources		March 2021	
618	Sick Leave Gifting Policy	Human Resources	New Policy	September 2021	
	Harassment and bullying in the workplace	Human Resources	Currently in staff manual. This will be enhanced by bringing it into the policy suite.	Mid 2019	

**PROJECTS**

10. Please see attachment.

QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 OCTOBER – 31 DECEMBER  
2018

EVENT CENTRE

User Statistics

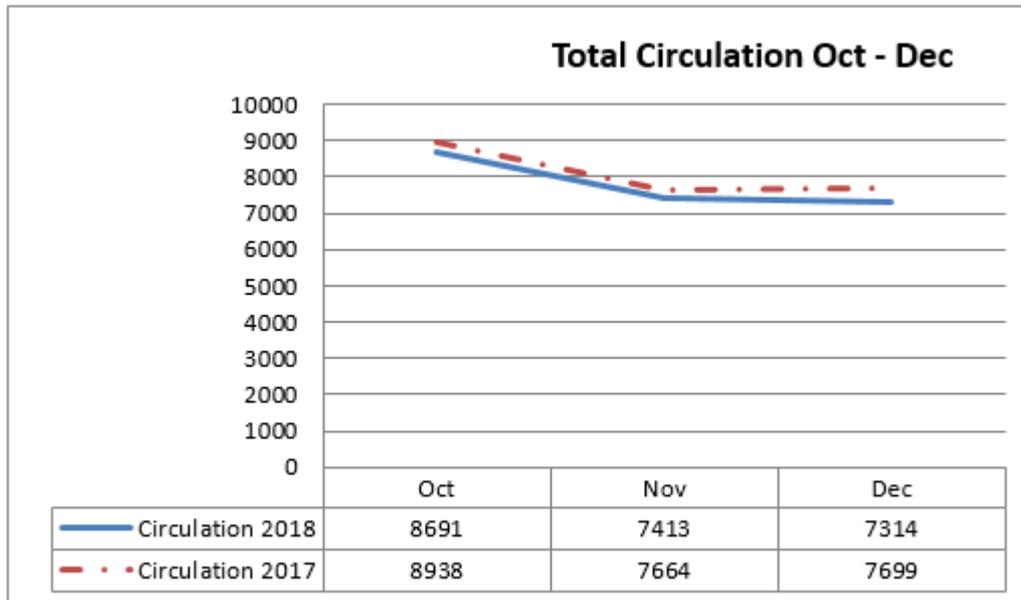
Month	User numbers	
	2017	2018
January	180	624
February	403	870
March	560	1,757
April	2,668	3,047
May	3,093	4,089
June	3,755	4,310
July	2,941	2,512
August	2,033	1,313
September	1,671	1,097
October	1,295	1,334
November	1,165	1,959
December	602	1,072
Total	20,366	23,984

School Holiday Activities Statistics

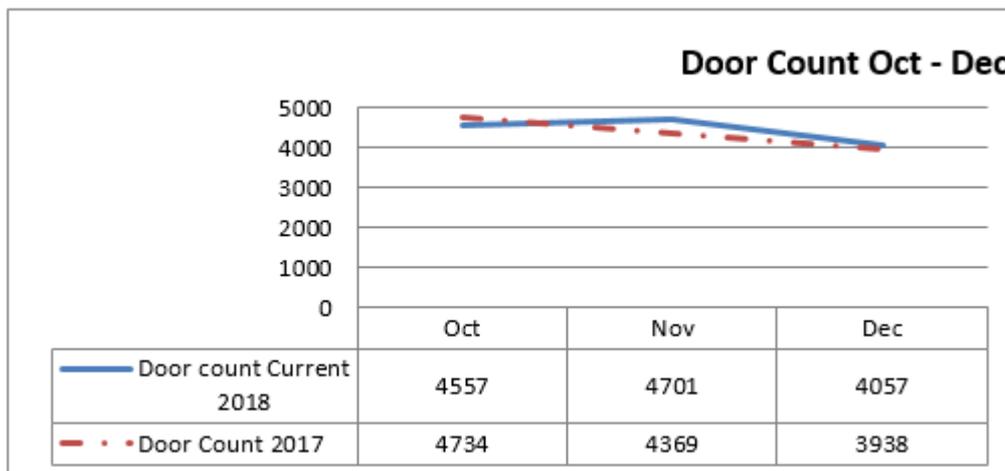
Month	Number of Activities	Total Attendees	Income
October 2017	18	300	\$ 1,179
January 2018	15	131	\$ 527
April 2018	12	234	\$ 904
July 2018	9	186	\$ 927
October 2018	10	161	\$ 760.50

**LIBRARY**

**Total Circulation**



**Door Count**



**Membership**

2724	Membership as at December 2018 – (Deleted inactive Borrowers in October)
48	New Members

**RECOMMENDATION**

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

Community and Strategy Group Project List

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
<b>Community and Strategy Group</b>								
2018/19	Annual Plan 2019/20	This Annual Plan captures the information from the second year of the Long Term Plan 2018-28 which explains Councils activities, projects, income and expenditure. It is a legislative requirement for Council to adopt the Annual Plan by 31 October 2019.	Internal resource and if consultation is required there will be additional costs for consultation and auditing.	0	20%			Timetable has been formulated and included on report to Community Services and Development committee 6 November 2018. Draft budgets are now complete and consideration is being given to identifying if any matters may be significant in nature triggering a SCP (special consultative procedure).
2016-18	South Canterbury Places and Spaces Strategy	A 10 year plan to provide South Canterbury with a long term vision for sport and recreation with a focus on infrastructure.	Staff and Councillor rep time		100%			The draft plan was presented to Council on 26 June 2018. The final document will be presented to all three South Canterbury Councils with Waimate receiving the plan at the Community Services Committee 6 November 2018. Council received and noted the strategy and thanked the group for the work in producing it.
2017-19	Representation Review	A 6 yearly review of Governance representation per ward	Internal resource	\$1,500.00	95%			Council held workshops and meetings making a decision that the initial proposal for consultation would be no change to the current representation structure.No submissions were received and now the proposal is with the Commission awaiting final determination, expected April 2019.
2017-19	Elections 2019	3 year Local Government Elections	\$35,000 Internal resource plus external contract	\$1,410	10%			Local Government elections will be held on 12 October 2019 and work in this area is due to increase shortly. Two papers have been brought to Council, the approval of the Electoral Officer and the Electoral Voting process. Helen Strachan attended SOLGM Electoral Officers pre-election training and is attending quarterly meetings with officers from other Canterbury Councils.
2018/19	Self Service and Item Security Software in the Library	Introduction of software to enhance customer experience and security of library items. Includes self check out capability and a check in shelf.	\$60,000	0	5%			A presentation to councillors on the system is scheduled for 19 February. We aim to have the project completed by the end of June 2019.
2018-20	Waimate Event Centre On-line Booking System	To enable customers to book and pay online	\$20,000	0	0%			Investigation into options scheduled for 2019. Will be working with other areas of Council to consider a joint booking system. Implementation and associated costs to occur in the 2019/20 year.
2019/20	Customer Satisfaction Survey	An independent survey undertaken once every two years. Results of this survey assist in improvement planning and also performance measure reporting.	Service no yet procured	0	0%			Commenced investigation on surveying options and companies to deliver the service.
2019/20	Councillors 2019/21	Campaign to increase number of candidates standing for Council in next Local Government Elections		\$0	0%			Discussion to be held with Council.

Status Key:

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

## 9 EXECUTIVE SUPPORT MANAGER REPORT

### 9.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

**Author:** Michelle Jones, Executive Support Manager

**Authoriser:** Michelle Jones, Executive Support Manager

**Attachments:** 1. Executive Support Quarterly Projects [↓](#) 

#### Council Website

1. Website page views is 32,482 and over 7,043 users (24.4% are returning visitors). The average length people are on our website is 2:28 minutes.
2. New or refreshed content:
  - Roads
  - Information and Event Centre
  - Camping
  - District Overview
  - Civil Defence – Recovery
  - Playgrounds
  - Major Projects – Slee Street and Manse Street
  - Food Premises
  - Liquor Licences
3. Currently all forms are printable PDFs; however, work is underway to create versions that can be electronically completed.

#### Facebook

4. Council's Facebook page 'likes' is 1,134 and 1,195 'followers'.
5. The top five posts were:
  - Flooding – 13,068 reached and 236 reactions
  - Civil Defence flooding – 9,187 reached and 78 reactions
  - Civil Defence – 8,474 reached and 223 reactions
  - Armistice Day animal welfare – 7,304 reached and 120 reactions
  - Damage to Christmas tree – 7,156 reached and 498 reactions

#### Branding

6. Approval for a new Waimate District Council logo will be sought from Council on 19 February.

#### Publicity

- 2019 calendar poster
- Armistice Day – animal welfare flyer
- Christmas events poster
- Christmas library children's activities poster
- Christmas services poster
- Keeping dogs under control flyer

- Dog non-registration flyer
- Event Centre birthday poster
- Swimming pool opening and eftpos poster
- Grants promotion poster

**Media Releases**

	Topic
<b>October</b>	<ul style="list-style-type: none"> <li>• Children will not miss out this Christmas thanks to community generosity</li> <li>• Catastrophic earthquake will test resilience of Waimate community</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Christmas arriving early for Waimate residents</li> <li>• New hanging baskets adorn main street of Waimate</li> <li>• Pool party set to draw the crowds</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Time to shine a spotlight on local heroes</li> </ul>

**ECONOMIC DEVELOPMENT**

**Strategy Action Plans**

7. An overview of the Economic Development Strategy Action Plans were presented to members of the five working groups at a function held at the Waimate Event Centre on 10 December 2018. Approximately 20 people attended. The actions will be finalised and presented to Council in February.

**Alpine Energy Dividend**

8. Below is a breakdown of expenses incurred against the Alpine Energy Dividend as at 30 September.

Date	Description	Amount	Fund Balance
<b>Financial Year: 2017/18</b>			
1/07/2017	Alpine Energy Dividend funds 2017/18	100,000	100,000
30/06/2018	Marketing Website (\$40,000 allocated) <i>(Launch, design comp, banners etc)</i>	(28,076)	71,924
31/12/2017	Community Christmas tree lights	(480)	71,444
31/12/2017	Hanging Baskets Initiative	(19,852)	51,593
30/04/2018	CCTV Project (\$45,000 allocated)	(44,981)	6,612
			<u>6,612</u>

<b>Financial Year: 2018/19</b>			
1/07/2018	Balance carried forward		6,612
1/07/2018	Alpine Energy Dividend funds 2018/19	110,000	116,612
31/07/2018	Marketing Website	(3,500)	113,112
	Closing Balance as at 30 September 2018		<u>116,612</u>

2018/19 Committed funds:

Marketing Website \$40,000 Allocated over 2 years	(8,424)
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### **Community Christmas Tree**

9. The Community Christmas tree was erected on 30 November and dismantled on 8 January. We received very positive feedback from the community and visitors and it was a focal point for Christmas festivities. There was one incident where the tree and picket fence were vandalised. The offending parties have been dealt with by the Police.

### **Beautification**

10. The following work was completed in November: Painting of the band rotunda and the Seddon Square gates, painting of the Old Waimate Cemetery gates, cleaning of the Margaret Cruickshank statue and refurbishment of the steps.
11. The hanging baskets in Queen Street have been erected and are blooming well. This is adding to the vibrancy of the main street.
12. The postponed community 'Pool Party' has been rescheduled for Saturday 9 February from 1pm to 3pm.

## **MARKETING AND PROMOTIONS**

### **Explore Waimate District Website**

13. There were 7,776 unique visitors to the website, 7,815 visits and 15,600 page views in the 1 October to 31 December 2018 reporting period, up on the last quarter. The website continues to rank highly in searches; 65% of visits come from search, 18% from direct traffic, 6% via social media campaigns and posts, and 11% via other methods.
14. Visits by country – 88% of visitors were from New Zealand, 4% from the United States, 2% from Australia and 6% from other countries (79 visitors from UK and 54 from China); similar to the last quarter.
15. The top 10 popular pages were:
  - Home
  - Walks and Hikes
  - Wallabies
  - Heritage
  - Event Calendar
  - Upcoming Events
  - Discover section
  - Silo Art
  - The White Horse
  - Waimate 50 Event
16. October saw the most traffic to the website since it was launched. This was driven by a number of factors: Facebook posts on 3 October and 20 October, Latitude Magazine promoting the district, which included a few articles and an advert, and Waimate 50. The Facebook post that drove the most traffic to the website was the one on 20 October – we had 178 visits that day.

### **Facebook**

17. Total number of page likes is 1,349 and followers 1,392; up from 1,247 and 1,291 respectively.
18. Two posts with highest reach, 3,000 each:
  - 20 October – planning a day out over Labour weekend
  - 13 December – Christmas Parade video

19. Ad campaigns this quarter:
  - 3 October – school holiday programme – 4,500 reached
20. We continue to outperform all the other regions we follow in terms of engagement, especially as a percentage of page likes. All the pages we follow stopped posting for a period over Christmas and New Year, however, we used that period to showcase the best Instagram images from 2018.

### **Instagram**

21. As at 31 December 2018, the Explore Waimate District Instagram page had 468 followers, up from 398 in the previous reporting period. This continues to be a very active social page with images being shared by both visitors and locals. The aim is to raise our profile in international searches so that the Waimate District is presented as an option for any New Zealand travel.

### **New Zealand Motor Home Association (NZMHA)**

22. Information on the district's walks and mountain biking trails was submitted for inclusion on the NZMHA website. This is a new incentive to promote regional activities.
23. Hannah Dickson, a journalist for the NZMHA is writing an article on her recent visit to Waimate. The promotions team supplied an image to accompany the article.
24. A total of 70 'Welcome' packs were provided to NZMHA members that visited Waimate for Strawberry Fare.

### **Christmas Lights/Banners**

25. Clements Electrical Oamaru installed Christmas lights and banners in Waimate, Glenavy, Makikihi, St Andrews and Hakataramea. LED light options will be investigated for 2019.

### **Glenavy Information Sign**

26. As a temporary measure until a district-wide signage plan has been developed, the information boards at the Waitaki River layby has been updated with information on Glenavy and the wider district.

### **New Silo Promotional Magnets**

27. New magnets depicting Waimate's silo art have been designed and are available at the Information Centre for \$3.50 each.

### **Waimate Tea Towels**

28. Due to low stock an additional 50 were ordered. The design will be revised early this year to reflect the Explore Waimate District brand.

### **Looking Forward**

29. The focus for the coming months is to:
  - Continue to create interesting content and graphics/videos for Facebook and Instagram.
  - Interview local people for blogs where there is a marketing angle, such as the golf club and heritage walk.
  - Continue to promote to locals the Explore Waimate District website as a one-stop-shop for what to see and do in the district.
  - Progress development of a new promotional video.
  - Commence development of a new Waimate District Official Visitor Guide.

QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 OCTOBER TO  
31 DECEMBER 2018

Outgoing Communications

	October	November	December
Media releases	2	3	1
Newsline	1	0	1
Radio	5	5	3

Media Enquiries

	October	November	December
Media enquiries	4	5	5
Letters to the Editor	0	1	0

Waimate Promotional Packs

	October	November	December
Potential residents' packs distributed	11	8	0
New resident packs distributed	3	3	8

**RECOMMENDATION**

That the Executive Support Manager's report is accepted.

Quarterly Projects Report  
1 October to 31 December 2018

Executive Support

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
2017/18 (carried forward to 2018/19)	Economic Development Strategy	A strategy to provide the Waimate District with a long-term economic vision.	\$92,000 (\$50,000 in 2018/19 and \$42,000 carried forward from 2017/18)	\$987	50%			Continued from 2017/18. In progress - Five community working groups developed proposed action plans for recommendation to Council. The action plans have been collated and an overview presented to members of the working groups at a function on 4 December 2018. Finalised actions will be presented to Council in February.
2018/19	Economic Development	Develop and implement Waimate District Signage Plan	\$40,000	\$0	2%			Options are currently being investigated.
2018/19	Marketing and Promotions	Update Waimate District promotional DVD	\$15,000	\$0	5%			Planning is underway.

Status Key:

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

## 10 GENERAL REPORTS

### 10.1 ACKNOWLEDGEMENT: GRANTS COMMITTEE SERVICE - 10.30AM

**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** Nil

#### PURPOSE

To enable Council to thank:

1. Ivy Johnston, retiring Iwi Representative of the Waimate District Civic Award, WDC Sports Grant, Sport NZ Rural Travel Grant plus Creative Communities NZ Grant Committees; and
2. Tina Stevenson, retiring Community Representative of the WDC Sports Grant and Sport NZ Rural Travel Grant Committees.

Ivy and Tina are both invited to join Council for morning tea.

**MEETING CLOSURE**