

# Agenda

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

**Tuesday 30 April 2019**

To follow District Infrastructure Committee meeting

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 30 April 2019, to follow the District Infrastructure Committee meeting.**

**Committee Membership**

Peter Collins	Chairperson
David Owen	Deputy Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
David Anderson	Councillor
Jakki Guilford	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

**Significance Consideration**

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

**Decision Making**

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan  
Chief Executive

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## Order Of Business

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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

#### 6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 12 MARCH 2019

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

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

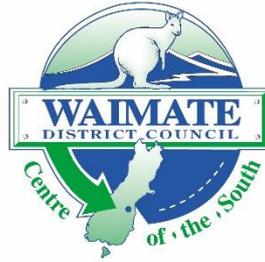
**Attachments:** 1. Minutes of the Community Services and Development Committee Meeting held on 12 March 2019

#### PURPOSE

To present the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 12 March 2019 for confirmation.

#### RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 12 March 2019 be accepted and the recommendations therein be adopted.



# MINUTES

## Community Services and Development Committee Meeting

12 March 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 12 MARCH 2019, COMMENCING AT 1.00PM**

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

**APOLOGIES:** Cr David Anderson, Cr Jakki Guilford

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Leo Milani (Policy Analyst), Tina Stevenson (Corporate Services Group Manager), Helen Strachan (Senior Administration Support Officer), Karalyn Reid (Committee Secretary)

## OPENING

### 1 PUBLIC FORUM

Nil

### 2 APOLOGIES

#### COMMITTEE RESOLUTION 2019/9

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

That apologies from Cr David Anderson and Cr Jakki Guilford be received and accepted.

**CARRIED**

#### 8.1 ANNUAL GRANT PRESENTATION: CENTRECARE WAIMATE

The Community Services and Development Committee received a verbal presentation on Centrecare Waimate from Manager Sam Roebeck.

### 3 VISITORS

1.00pm – Centrecare Counselling

### 4 CONFLICTS OF INTEREST

Nil

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

Nil

## MINUTES

### 6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE  
MEETING HELD ON 29 JANUARY 2019**

**COMMITTEE RESOLUTION 2019/10**

Moved: Mayor Craig Rowley

Seconded: Cr Sheila Paul

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

**CARRIED**

**REPORTS**

**7 COMMUNITY AND STRATEGY GROUP REPORT**

**7.1 COMMUNITY HOUSING POLICY 324**

The Community Services and Development Committee considered the Waimate District Council's community housing units, including applications, rentals, and maintenance.

**COMMITTEE RESOLUTION 2019/11**

Moved: Cr Sharyn Cain

Seconded: Cr Sheila Paul

1. That the Community Housing Policy 324 report is accepted; and
2. Council adopt the Community Housing Policy 324, as presented, with the addition of the wording that the Group Manager in charge of community housing has the final signoff of the tenancy agreements.

**CARRIED**

**8 GENERAL REPORTS**

8.1 was taken earlier in the meeting.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 1.44pm.

The minutes of this meeting were confirmed at the Community Services and Development Committee Meeting held on 30 April 2019.

.....  
**CHAIRPERSON**

## REPORTS

### 7 COMMUNITY AND STRATEGY GROUP REPORT

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

**Author:** Carolyn Johns, Community and Strategy Group Manager  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Local Government Commission Determination [↓](#)   
 2. 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 January 2019 to March 2019.

#### ANNUAL PLAN 2019/20

- The draft Annual Plan document is being prepared by a team of people from Finance, Strategy, Group Managers and Communications. We are on track to present the draft document to Councillors on 4 June for discussion and 25 June for adoption.

2019	
Fri 24 May	Draft <b>Annual Plan 2019/20</b> document completed
Tue 4 June	<b>Discuss draft Annual Plan 2019/20 with Councillors</b>
Tues 25 June	<b>Council Meeting –</b> <ol style="list-style-type: none"> <li><b>Council <b>adopt</b> all necessary resolutions to give effect to the Annual Plan</b></li> <li><b>Council <b>adopt</b> the Annual Plan 2019/20</b></li> <li><b>Council <b>adopt</b> Rates Resolution</b></li> <li><b>Council <b>adopt</b> Penalties Resolution</b></li> </ol>
Mon 1 July	<b>Date of Issue</b> - Publish on Council website, distribute as per Act

#### COMMUNITY SUPPORT

- In this period applications were open for the Heritage Grant (two applications received) and the Track Development Grant (no applications received).
- Creative NZ have advised the results of their review and it is pleasing to note that they are proposing changes to the funding formula and to the guidelines for assessment committees. This means the funding for Waimate will increase from \$11,275 to \$19,758 per annum commencing 2019/20.
- Chair Jane Bell provided feedback on the proposal, which will be finalised by 31 May 2019 through a new contract to council.

#### ELECTIONS 2019

- The Ratepayer Electoral Roll flyer was inserted with Waimate District Council rates notice instalment 4 in April.

7. Election Protocols to staff and Councillors was distributed by CE Stuart Duncan via email in April.
8. The Pre-election report is to be completed and published no later than the day that is two weeks before the nomination day of members of a local authority under the Local Electoral Act 2001.
9. Regular messages have been posted on Facebook encouraging interest from people considering standing for Council.

A number of key dates are:

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

10. The Electoral Commission is underway with its preparations for the enrolment update campaign ahead of this year's local elections.
11. Anyone who is on the electoral roll can vote in the local elections. To make sure as many people as possible are enrolled in time to vote, the Electoral Commission will send enrolment packs to all enrolled voters at the start of July to check their details are up to date.
12. Voters need to be enrolled by Friday 16 August to receive their local election voting papers from councils in the mail. If they enrol after this date, they will need to ask for special voting papers from the electoral officer.

## **EVENT CENTRE**

13. The year started slowly at The Event Centre – a quiet month for visitors and functions. The Centre was closed for the early part of January and then only open during the day for the greater part of the month.
14. The January school holiday programme had 92 paying customers with only nine activities taking place. During the latter part of the month our regular users started to return after the Christmas/New Year break. We also started a new programme of Indoor Soccer on a Wednesday night.
15. February saw regular bookings of the Function Room for meetings, exercise groups and a birthday party.
16. February also saw the start of the after school Indoor Soccer for 5 – 12 age group. This proved very successful and very popular with an average of 45 players turning up each Thursday at 3.30pm. This sport continued weekly until early April. Indoor Soccer for the older age group also proved to be popular on a Wednesday night with at one stage 8 teams participating including teams from Timaru and Oamaru.
17. One of the other highlights in February was a visit from a Timaru school with a total of 50 pupils travelling here for a session of wall climbing.

18. March began with Community Link moving out of the building. We are sad to see them go but this now presents other opportunities for us with more rooms available for casual hire.
19. We have advertised the rooms for short or long-term hire; however have not yet secured any long-term tenants.
20. The month also included a Breakfast attended by over 50 participants and we had visits from two local schools totalling 78 pupils to use the climbing wall.
21. March saw the start return of winter sports teams to the courts. Badminton returned on 25 March and Senior Netball started on 21 March with 180 players and spectators.
22. We were also visited in March by a team of volunteers from the ANZ bank undertaking their annual community work and we are very grateful for their cleaning efforts.
23. The month finished with the wellbeing expo. This was held on the court with carpet tiles put down to accommodate 50 exhibitors and approximately 200 visitors.
24. So overall after a quiet start in January, February and March have been very busy with a wide range of activities and a good increase in user numbers.

## **POLICY**

### **Canterbury Policy Forum**

25. I represent the Waimate District Council at the quarterly meetings of the Canterbury Policy Forum. Topics discussed at the 12 April forum included:
  - a. Updates from the Canterbury regional forums
  - b. Regional transport freight mode shift research to implement the Transport work stream of the Canterbury Regional Economic Development Strategy (CREDS)
  - c. Canterbury Water Management Strategy update on region wide progress, and work to develop the 2025 and 2030 goals
  - d. Initial update on the Canterbury Natural Hazards Risk Reduction Group
  - e. Discussion on regional training workshops for policy writers
  - f. For information we received updates from the Regional Planning Managers working group, Climate Change working group and Compliance, Monitoring and Enforcement working group

### **Survey of Bills Pertinent to the Waimate District Council**

26. Progress Stage: Completed,
27. Completion Date: 14.04.2019
28. Project Description: Survey conducted to identify and analyse parliamentary legislative proposals of credible pertinence to the Waimate District Council (WDC).
29. Executive Summary: 4 bills [of varying degrees of] significance identified in the present survey, as follows:
  - g. Local Government (Community Well-being) Amendment Bill**
    - i. Stage of Progress: Committee of Whole House
    - ii. Primary Purpose: to restore territorial authorities' power to collect development contributions for any public amenities needed as a consequence of development, and to introduce a minor modification to the development contributions power
    - iii. Primary Area of Impact: General
    - iv. Degree of Impact: Medium
    - v. Likelihood of Passing: High

vi. Building Amendment Bill

**h. Stage of Progress: Second Reading**

i. Primary Purpose: to improve the system for managing buildings after an emergency and to provide for investigating building failures;

ii. Primary Area of Impact: CDEM

iii. Degree of Impact: Low

iv. Likelihood of Passing: High

**i. Local Government Act 2002 Amendment Bill**

i. Stage of Progress: Committee of Whole House

ii. Primary Purpose: to provide local authorities with more flexibility to coordinate and combine resources and infrastructure networks across regions and towns, thus enabling the following provisions:

(1) More functions to be transferred between local authorities;

(2) Joint governance arrangements for areas of common or shared interest;

(3) Greater use of joint council-controlled organizations (CCOs) for providing core services such as water and transport;

(4) Flexible reorganization processes, led by local authorities or the Local Government Commission that can focus on service delivery arrangements for specific activities.

iii. Primary Area of Impact: General

iv. Degree of Impact: Medium

v. Likelihood of Passing: High

**j. Local Government Regulatory Systems Bill**

i. Stage of Progress: Royal Assent

ii. Primary Purpose: to transfer the responsibility for fostering and facilitating representative participation in the local electoral process to councils Chief Executives.

iii. To render the publication of all matters requiring public notice in both physical and electronic versions mandatory; put differently, within the framework of the Local Government Act, all matters that require public notice are to be advertised/published in both print media and councils' official electronic media (i.e. council website).

iv. Primary Area of Impact: CE Department

v. Degree of Impact: Low

vi. Likelihood of Passing: N/A (attained Royal Assent)

**Formulation of the Smoke-Free Environments Policy**

30. Progress Stage: Completed

31. Completion Date: 19.02.2019

32. Project Description: to generate a policy as to outline WDC's position towards the vision of a smoke-free New Zealand, and to implement protocols as to facilitate and encourage the realization of such a vision in the Waimate District.

**Formulation of the Community Housing Policy**

- 33. Progress Stage: Completed
- 34. Completion Date: 12.03.2019
- 35. Project Description: to generate a policy designed to provide a clear understanding of the requirements for managing the Waimate District Council's community housing units. The policy is comprised of clearly defined information on eligibility criteria, application process, and tenancy requirements.

**Amendments to the Delegations Policy**

- 36. Progress Stage: Completed
- 37. Completion Date: 12.03.2019
- 38. Project Description: Section 1E of the Delegations Policy modified in order to ensure that the policy's operational framework is in full compliance with the provisions of the Food Act 2014 (the Act). The Act has been introduced and implemented over a period of 3 years, and in the course of the transitional period the complexity of the Act compelled various councils to continually examine their operational policies/procedures to ensure compliance with the Act. The introduced modifications to the Delegations Policy has ensured full compatibility with the Act's latest framework.

**Formulation of the Security Risk Response Plan**

- 39. Progress Stage: Completion of the Final Draft
- 40. Completion Timeline:
- 41. First Draft: 10.12.2018 (completed)
- 42. Second Draft: 22.12.2018 (completed)
- 43. Final Draft: 10.04.2019 (completed)
- 44. 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 the Procurement Policy**

- 45. Progress Stage: Research and Analysis
- 46. Completion Timeline:
- 47. First Draft: 10.05.2019
- 48. Second Draft: TBD
- 49. Final Draft: TBD
- 50. 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 the Delegations Policy**

- 51. Progress Stage: Finalization of the First Draft
- 52. Completion Timeline:
- 53. Second Draft: 28.04.2019

- 54. Final Draft: TBD
- 55. 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.

**Formulation of the Enforcement Policy**

- 56. Progress Stage: Research and Analysis
- 57. Completion Timeline:
- 58. First Draft: 15.05.2019
- 59. Final Draft: TBD
- 60. Executive Summary: to provide enforcement officers at WDC with an understanding of the enforcement policies and procedures to be adhered to while exercising their duties and obligations under specific Acts, and to provide understanding as to how WDC, through enforcement, gives effect to the purpose and principles of relevant legislations and bylaws. Furthermore, the envisioned policy endeavours to ensure a consistent and integrated approach to compliance and enforcement in WDC.
- 61. Observation: the Enforcement Policy, in both general content and direction, shall be compliant with the Canterbury Strategic Compliance Framework.

**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 <b>Review Expected</b>	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 & Strategy LTP (LGA sch 10)		October 2020	
305	Gambling Venue Policy	Regulatory & Compliance		November 2021	
306	Dog Control Policy	Regulatory & Compliance (Dog Control Act)		December 2021	

<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due</b> <b>Review Expected</b>	<b>Status</b>
308	Delegations Policy	Corporate Services	Full review underway. We expect to bring a draft to Council workshop in May	June 2018 May 2019	
309	Tab Board Venue Policy	Regulatory & 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 following delivery of training	April 2019	
312	Smoke-free Environments Policy	Community & Strategy		February 2022	
313	Dangerous Buildings Policy	Regulatory & Compliance (Building Act)	Draft presented to Environmental Services and Finance Committee 12 March. SCP to follow in May	December 2022	
314	Psychoactive Substances Local Approved Products Policy	Regulatory & Compliance (Psychoactive Substances Act)	No changes proposed	September 2019	
315	Insanitary Buildings Policy	Regulatory & Compliance (Building Act)		December 2022	
316	Procurement Policy	Corporate Services	Priority to review. Review has commenced	October 2018 May 2019	
317	Unmanned Aircraft Policy	Asset Group (CAA Rules)	To be presented to the Committee meeting 30 April	March 2019 April 2019	
318	Subdivision Recreation Reserve Contribution Fund Policy	Corporate Services		February 2020	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
319	Social Media and Communication Policy	Executive Support	New policy. Working on Strategy first – policy to follow	June 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	
324	Community Housing Policy	Community & Strategy		March 2022	
	Enforcement Policy	Regulatory & Compliance	New Policy to be written		
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	
407	Rates Remission Policy	Corporate Services		June 2024	
409	Statement of Accounting Policies	Corporate Services	Reviewed for each annual plan and annual report	June 2019	
411	Sensitive Expenditure Policy	Corporate Services		December 2021	
500 Series – Infrastructure Policies					
501	Dust Suppression Policy	Asset Group		August 2021	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
410	Property and Land Sale, Purchase and Lease Policy	Asset Group		December 2021	
502	Water Supply - Rural	Asset Group	Awaiting on review of 3 waters.	December 2014 <b>End 2019</b>	
	Spraying on Roadsides	Asset Group			
	Development Contributions Policy	Regulatory & Compliance	In line with RMA amendments – in 2022 Council would not be able to collect Financial Contributions. 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		April 2022	
605	Health and Safety Manual	Regulatory & Compliance	Review commenced and will include input by the new Health & Safety officer	<b>June/July 2019</b>	
608	Internet Usage Policy	Corporate Services	Cyber review complete – yet to determine actions	Review as part of <b>Cyber review</b>	
609	External Email Usage Policy	Corporate Services	Cyber review complete – yet to determine actions	Review as part of <b>Cyber review</b>	
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	<del>Due for review, in staff handbook</del>	N/A
616	Drug and Alcohol Policy	Human Resources		March 2021	
618	Sick Leave Gifting Policy	Human Resources	New Policy	September 2021	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
	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

62. Please see attachment.

## REPRESENTATION REVIEW

63. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined to provide fair and effective representation for individuals and communities.
64. The Waimate District Council (the Council) last reviewed its representation arrangements prior to the 2013 local authority elections. Accordingly it was required to undertake a review prior to the next elections in October 2019.
65. The representation arrangements that applied for the 2013 and subsequent 2016 elections were determined by the Council and were for eight Councillors elected.
66. For the current review, applying 2017 population estimates to the representation arrangements results in the Lower Waihao Ward becoming non-compliant with the +/-10% fair representation rule at +11.39%.
67. On 26 June 2018 the Council, under section 19I of the Act, resolved its initial representation proposal for its latest review. The proposal was for the retention of existing representation arrangement.
68. The Commission was then required to consider the proposal and on the 4 April 2019 Council received the Commission's determination.
69. Under section 19R of the Local Electoral Act 2001, the Commission upholds the decision of the Waimate District Council not to comply with the section 19V(2) +/-10% fair representation requirement in respect of the Lower Waihao Ward, as compliance would limit effective representation of communities of interest by either uniting within a ward two communities of interest with few commonalities of interest or dividing a community of interest.

QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 JANUARY – 31 MARCH 2019

EVENT CENTRE

User Statistics

Month	User numbers		
	2017	2018	2019
January	180	624	353
February	403	870	1,205
March	560	1,757	2,246
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	
<b>Total</b>	<b>20,366</b>	<b>23,984</b>	

Increase due to introduction of indoor soccer and early start to Netball.

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
January 2019	9	92	\$ 477.00

**RECOMMENDATION**

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



Local Government Commission  
Mana Kāwanatanga ā Rohe

### Determination

of representation arrangements to apply for  
the election of the Waimate District Council  
to be held on 12 October 2019

#### Background

1. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.
2. The Waimate District Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections. Accordingly it was required to undertake a review prior to the next elections in October 2019.
3. The representation arrangements that applied for the 2013 and subsequent 2016 elections were determined by the council and were for eight councillors elected as follows.

Wards	Population*	Number of councillors per constituency	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Hakataramea-Waihaorunga	860	1	860	-95	-9.95
Pareora-Otaio-Makikihi	1,810	2	905	-50	-5.24
Lower Waihao	960	1	960	+5	+0.52
Waimate	4,010	4	1,003	+48	+4.97
<b>Total</b>	<b>7,640</b>	<b>8</b>	<b>955</b>		

\* Based on 2011 population estimates

4. For the current review, applying 2017 population estimates to the representation arrangements results in the Lower Waihao Ward becoming non-compliant with the +/-10% fair representation rule at +11.39%.

5. On 26 June 2018 the council, under section 19I of the Act, resolved its initial representation proposal for its latest review. The proposal was for the retention of existing representation arrangement. This resulted in the following proposed arrangements.

Wards	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Hakataramea-Waihaorunga	900	1	900	-88	-8.86
Pareora-Otaio-Makikihi	1,910	2	955	-33	-3.29
Lower Waihao	1,100	1	1,100	113	+11.39
Waimate	3,990	4	998	10	+1.01
<b>Total</b>	<b>7,900</b>	<b>8</b>	<b>988</b>		

\* Based on 2017 population estimates.

6. The council notified its initial proposal on 5 July 2018. No submissions were received on the council's initial proposal and it therefore became final. The council was, however, required by section 19V(4) of the Act to refer its proposal to the Commission for determination as the Lower Waihao Ward did not comply with the fair representation requirement of subsection (2), i.e. the '+/-10% rule'.

#### Matters for determination by the Commission

7. Section 19V(3)(a) of the Act makes it clear that if a territorial authority or the Commission considers that one or more of the following apply, wards may be defined and membership distributed between them in a way that does not comply with the '+/-10% rule':
- non-compliance is required for effective representation of communities of interest within island communities or isolated communities situated within the district of the territorial authority
  - compliance would limit effective representation of communities of interest by dividing a community of interest between wards
  - compliance would limit effective representation of communities of interest by uniting within a ward, two or more communities of interest with few commonalities of interest.
8. Section 19V(6) provides that on receiving a reference under subsection (4), the Commission must determine whether to:
- uphold the decision of the territorial authority, or
  - alter that decision.
9. Accordingly, the matters for determination by the Commission are limited to the council's decision to have a Lower Waihao Ward with one councillor, it not complying with the '+/-10% rule'. It is noted, however, that if the Commission does not uphold the council's decision, alteration of that decision may impact on the other ward arrangements.

**Key considerations**

10. Based on the legislative requirements, the Commission's *Guidelines for local authorities undertaking representation reviews* identify the following three key factors when considering representation proposals:
  - a. communities of interest
  - b. effective representation of communities of interest
  - c. fair representation for electors.

**Communities of interest**

11. The Guidelines identify three dimensions for recognising communities of interest:
  - *perceptual*: a sense of identity and belonging to a defined area or locality as a result of factors such as distinctive geographical features, local history, demographics, economic and social activities
  - *functional*: ability of the area to meet the needs of communities for services such as local schools, shopping areas, community and recreational facilities, employment, transport and communication links
  - *political*: ability to represent the interests of local communities which includes non-council structures such as for local iwi and hapū, residents and ratepayer associations and the range of special interest groups.
12. In addition to evidence demonstrating communities of interest, evidence also needs to be considered about *differences* between neighbouring communities, i.e. that they may have "few commonalities of interest". This could include the demographic characteristics of an area and how these differ between areas, and evidence of how different communities rely on different services and facilities. Equally it could include the issues faced by different communities.

**Effective representation of communities of interest**

13. Section 19T of the Act requires that the Commission ensures that:
  - a. the election of members of the council will provide effective representation of communities of interest in the district
  - b. ward boundaries coincide with the boundaries of the current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes
  - c. so far as is practical, ward boundaries coincide with community boundaries.
14. The Commission's Guidelines note that what constitutes effective representation will be specific to each local authority but that the following factors should be considered to the extent possible:
  - a. avoiding arrangements that may create barriers to participation, such as at elections by not recognising residents' familiarity and identity with an area
  - b. not splitting recognised communities of interest between electoral subdivisions
  - c. not grouping together two or more communities of interest that share few commonalities of interest

- d. accessibility, size and configuration of an area including access to elected members and vice versa.
15. Waimate District has had a ward system of representation since its constitution in 1989 and the present four ward system, existing since 2007, can be seen to be very familiar to residents. With no submissions being received the council's proposal did not draw out any support for changes to the current ward system.
16. The council's arguments in support of the Lower Waihao Ward were as follows:<sup>1</sup>

*It has a very clear geographic line that separates the Lower Waihao Ward from the other wards*

*That the current representation arrangements appear to be generally well accepted by residents of the District, which was reflected in the 2012 representation review where nil submissions were received*

*Retaining the current ward boundaries may not comply with the population requirements in Section 19V(2) of the LEA, but Council considers:*

- *the current ward boundaries reflect the existing communities of interest; and*
  - *the alternatives, such as those considered by Council as part of this review were not desirable*
17. The Commission's own analysis indicates that the boundaries of the Lower Waihao Ward constitute a reasonably marked demarcation between it and neighbouring wards. The boundary to the west with the Hakataramea-Waihaorunga Ward marks both a change in topography and farming type. The boundary to the north-west with the Waimate Ward indicates a transition to a more densely settled area and then the town of Waimate itself, and the boundary to the north-east with the Pareora-Otaio-Makikihi Ward is in large part formed by the Wainono Lagoon.

***Fair representation for electors***

18. Section 19V(2) of the Act requires that, with certain prescribed exceptions, the population of each ward divided by the number of members to be elected by that ward produces a figure of no more than 10 per cent greater or smaller than the population of the district divided by the total number of elected members (the '+/- 10% rule').
19. The prescribed exceptions relevant in this case are:
- a. compliance would limit effective representation of communities of interest by dividing a community of interest between wards
  - b. compliance would limit effective representation of communities of interest by uniting within a ward, two or more communities of interest with few commonalities of interest.

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<sup>1</sup> Waimate District Council's public notice of its initial proposal, 5 July 2018.

20. We conclude that, based on the discussion about communities of interest above, the Lower Waihao Ward constitutes a distinctive community of interest. It follows that changes to ward structure may lead to one or other of the situations described in paragraph 19 occurring.
21. We would also observe that the Lower Waihao Ward's non-compliance with the '+/-10% rule' is 14 people short of being within the +/-10% range. We also observe that, in this case, the council's review has been carried out using 2017 population estimates. For an area with the population of the Lower Waihao Ward those estimates are rounded to the nearest 10. This makes the deviance from the +/-10% range potentially even more minimal. Under the 2018 population estimates the deviance is even less with the Lower Waihao Ward falling at 10.97%, or 10 people. While a ward is either compliant or it is not, caution needs to be exercised when contemplating the need for change based on this level of deviance.
22. Based on this analysis we agree that the council's proposal that the Lower Waihao Ward not comply with section 19V(2) be endorsed.

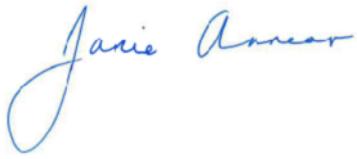
#### **Commission's determination**

23. Under section 19R of the Local Electoral Act 2001, the Commission upholds the decision of the Waimate District Council not to comply with the section 19V(2) +/-10% fair representation requirement in respect of the Lower Waihao Ward, as compliance would limit effective representation of communities of interest by either uniting within a ward two communities of interest with few commonalities of interest or dividing a community of interest.
24. Therefore, for those elections for the Waimate District Council, covering the area delineated on SO 386468, the following arrangements will apply:
  - a. Hakataramea-Waihaorunga Ward, comprising the area delineated on SO 19416, electing one councillor
  - b. Pareora-Otaio-Makikihi Ward, comprising the area delineated on SO 301222, electing two councillors
  - c. Lower Waihao Ward, comprising the area on SO 386465, electing one councillor
  - d. Waimate Ward, comprising the area on SO 386466, electing four councillors

#### **Local Government Commission**



Commissioner Pita Paraone (Chairperson)



Commissioner Janie Annear



Commissioner Brendan Duffy

4 April 2019

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 30 June 2019.	Internal resource	0	70%			Draft budgets are now complete and as there were no significant or material amendments to the LTP consultation is not required. The draft Annual Plan document is now being written ready to present to council on 4 June.
2017-19	Representation Review	A 6 yearly review of Governance representation per ward. The Waimate District Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections. Accordingly it was required to undertake a review prior to the next elections in October 2019.	Internal resource	\$1,500.00	100%			The representation arrangements that applied for the 2013 and subsequent 2016 elections were determined by the council and were for eight councillors elected.  On 26 June 2018 the council, under section 19I of the Act, resolved its initial representation proposal for its latest review. The proposal was for the retention of existing representation arrangement. For the current review, applying 2017 population estimates to the representation arrangements results in the Lower Waihao Ward becoming non-compliant with the +/-10% fair representation rule at +11.39%. The Commission was then required to consider the proposal and on the 4 April 2019 council received the Commission's determination. "Under section 19R of the Local Electoral Act 2001, the Commission upholds the decision of the Waimate District Council not to comply with the section 19V(2) +/-10% fair representation requirement in respect of the Lower Waihao Ward, as compliance would limit effective representation of communities of interest by either uniting within a ward two communities of interest with few commonalities of interest or dividing a community of interest."
2017-19	Elections 2019	3 year Local Government Elections	\$35,000 Internal resource plus external contract	\$4,099	20%			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	\$54,500	30%			The system has been procured. The next and major step is changing all existing and next books to have the new tags on them. We are still on track completed the installation by end of June.
2018-20	Waimate Event Centre On-line Booking System	To enable customers to book and pay online	\$20,000	0	0%			A Business Requirements document has been produced by IT working with myself and Dan Mitchell. We are hopeful for a joint booking system which would incorporate event centre, swimming pool and camping. 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.	\$24,000	\$23,120	80%			Survey was undertaken by NRB in March/April. Initial results expected in May with a full report in June
2019/20	Councillors 2019/21	Campaign to increase number of candidates standing for Council in next Local Government Elections		\$0	50%			A series of questions and answers relating to council work have been written and regularly Alena is posting a new question on Facebook, on the website and on Newsline.

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

## 8 EXECUTIVE SUPPORT MANAGER'S REPORT

### 8.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

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

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

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

#### COMMUNICATIONS

##### Council Website

1. Website page views is 29,875 and over 6,898 users (24.7% are returning visitors). The average length people are on our website is 2:16 minutes.
2. New or refreshed content:
  - Civic Awards
  - Grants
  - Alerts
  - Elections
  - The Newline and Consolidated Bylaw webpages have been improved with the removal of PDF documents and replaced with reformatted content to include images and text, making them more accessible and user friendly.
3. The Building Control page is under review with proposed significant changes that are likely to be implemented before the IANZ auditor's review of Council's building control authority.

##### Facebook

4. Council's Facebook page 'likes' is 1,204 (6.2% increase) and 1,273 'followers' (6.5% increase).
5. The top five posts were:
  - Vegetation fire – 7,597 reached and 144 engagements
  - Waihao Forks bridge repair – 5,642 reached and 76 engagements
  - Pool Party – 4,859 reached and 79 engagements
  - Missing dog – 4,275 reached and 62 engagements
  - Reporting of damaged roads – 3,696 reached and 56 engagements

##### Branding

6. Following the formal adoption of the new Council logo, new branding is gradually being implemented. Council's website and Facebook page have been updated, Newline is now published monthly and has been refreshed with a new design, marketing materials such as posters are being updated as and when required, letterhead and business cards have been updated, and advertising has been consolidated into a weekly Noticeboard. Work continues on updating Council forms and other marketing material.

##### Publicity

- 'Take A Stand, Your Voice Counts' election Facebook campaign
- Pool Party

- Waimate Woofers & Co – this is a new Facebook campaign promoting responsible animal ownership/control and helpful tips for pet owners
- School holiday programme
- AA visits to Waimate
- Reserves Management Policy and Knottingley Park & Arboretum public consultation

**Media Releases**

	Topic
<b>January</b>	<ul style="list-style-type: none"> <li>• Reminder to shine spotlight on local heroes</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Ideas being sought for Waimate reserves</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Shining a light on Waimate’s finest</li> <li>• Greater co-operation will result in better community outcomes</li> <li>• New direction for developing economic growth</li> </ul>

**ECONOMIC DEVELOPMENT**

7. The Economic Development Strategy Action Plans were approved by Council on 19 February. The document has been finalised and made available to members of the Economic Development Working Groups and the public via the Council website.
8. Council agreed at its meeting on 19 February to establish an Economic Development Steering Group who will provide oversight, direction and assist with the implementation of the Action Plans. The members of the Group were appointed by the Mayor (as per the Council resolution) and are Ian Moore (Chair), Chris Paul, Mandy Tangney, Cr Miriam Morton, Cr Jakki Guilford, Cr Peter Collins and Council’s Executive Support Manager. The inaugural meeting of the group will be held in early May. In future, the Steering Group will provide economic development updates to Council on a quarterly basis.

**MARKETING AND PROMOTIONS**

**Explore Waimate District Website**

9. There were 9,236 unique visitors to the website, 8,788 visits and 16,800 page views in the 1 January to 31 March 2019 reporting period, up on the last quarter. 55% of visits are by users on mobile devices. The website continues to rank highly in searches; 68% of visits come from search, 13% from direct traffic, 11% from social media, and 8% via other methods.
10. Visits by country – 88% of visitors were from New Zealand, 4% from the United States, 2% from Australia and 6% from other countries; the same as the last quarter.
11. The top 10 popular pages were:
  - Home
  - Walks and Hikes
  - Wallabies
  - White Horse
  - From London to Lake Side blog about Lorraine Shortus
  - Heritage
  - Discover section
  - Swimming Pool
  - Event Calendar
  - Pubs and Bistros

12. We have been continuing to market the website to local people with our Facebook posts. Blogs have driven good traffic this quarter, including the one about Lorraine Shortus, a positive real estate blog, and the International Women's Day blog.
13. January saw the most traffic to the website since we launched, more so than October as mentioned in the last report. This was driven by blogs and posts directing traffic via Facebook posts including:
  - January 2: Video post on Kelcey's Bush tracks, directing people to tracks section of website
  - January 9: Hook Beach post about the annual fishing event directing traffic to a blog about the beach and event
  - January 14: Blog profiling Lorraine Shortus' journey from London to Waimate, driving traffic to the blog
14. The post that drove the most traffic to the website this quarter was the Lorraine Shortus one on January 14 with 421 visits.

### **Facebook**

15. Total number of page likes is 1,406 and followers 1,456, an increase of 4.2% and 4.6% respectively.
16. Post with highest organic reach: Blog on Hook Beach Fishing and Fun – 3,800 reached, 512 link clicks, 81 engagements.
17. Post with biggest paid reach: International Women's Day – 3,900 reached, 1,500 link clicks, and 619 engagements.
18. We continue to outperform all the other regions we follow in terms of engagement, especially as a percentage of page likes.

### **Instagram**

19. As at 31 March 2019, the Explore Waimate District Instagram page had 505 followers, an increase of 7.9% on the previous reporting period.

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

20. The NZMHA Christchurch show will be held at the Horncastle Arena from 5-7 July 2019. A site has been secured for promoting the Waimate District.

### **Official Visitor Guide**

21. Production of the new Waimate District Official Visitor Guide is well underway. The structure and format has been finalised, and information sent to potential advertisers. The new version will be larger, have a completely new look, and will include more information about the district's activities and attractions. The deadline for completion is the end of June 2019.

### **Calendar of Events**

22. The 'upcoming events' page on the Explore Waimate District website has been refreshed. An advertising campaign has been developed to encourage all event organisers to connect with Information Centre staff who can help promote the event.

### **Looking Forward**

23. The focus for the coming months is to:
  - Continue to create interesting content and graphics/videos.

- Profile more local people, given the popularity of the blog about Lorraine Shortus and the International Women’s Day post.
- Investigate Pinterest as a potential source for travellers planning trips. This would involve setting Explore Waimate District up with an account and sharing content.
- Produce Waimate District Official Visitor Guide.

**QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 JANUARY TO 31 MARCH 2019**

**Outgoing Communications**

	<b>January</b>	<b>February</b>	<b>March</b>
<b>Media releases</b>	1	1	3
<b>Radio</b>	3	5	1

**Media Enquiries**

	<b>January</b>	<b>February</b>	<b>March</b>
<b>Media enquiries</b>	10	14	8
<b>Letters to the Editor</b>	2	0	1

**Promotional Packs**

	<b>January</b>	<b>February</b>	<b>March</b>
<b>Potential residents’ packs distributed</b>	11	6	9
<b>New resident packs distributed</b>	3	4	9

**RECOMMENDATION**

That the Executive Support Manager’s report is accepted.

Quarterly Projects Report  
1 January 2019 to 31 March 2019

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)	\$1,147	53%			Continued from 2017/18. In progress - Action Plans were adopted by Council on 19 February. An Economic Development Steering Group has been established and will have its inaugural meeting in early May. The strategy is on track for completion at the end of June.
2018/19	Economic Development	Develop and implement Waimate District Signage Plan	\$40,000	\$0	2%			Will be progressed by the Economic Development Steering Group.
2018/19	Marketing and Promotions	Update Waimate District promotional DVD	\$15,000	\$0	5%			Will be produced in the 2019/20 financial year. As a temporary measure a version will be produced using existing video footage and photos for the July motor home show.
2018/19	Marketing and Promotions	Produce Waimate District Official Visitor Guide	\$14,000	\$0	55%			In progress: The structure and format of the document has been finalised, advertising options sent to potential advertisers, and content under development.

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

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**9 GENERAL REPORTS**

**9.1 ANNUAL GRANT PRESENTATION: COMMUNITY LINK - 1.00PM**

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

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

**Attachments:** Nil

**PURPOSE**

As an annual grant recipient, Community Link representatives will present to Council their achievements over the past year and plans for the future.

As an employee of Community Link, Councillor Jakki Guilford will declare a conflict of interest and step down from the Council table for this item.

**9.2 ANNUAL GRANT PRESENTATION: BUSHTOWN UPDATE - 1.30PM**

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

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

**Attachments:** Nil

**PURPOSE**

As an annual grant recipient, Bushtown Waimate Inc. representatives will present their revised 10-year strategic plan to Council.

**MEETING CLOSURE**