

# Agenda

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

**Tuesday 30 July 2019**

To follow the Extra Ordinary Council 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 July 2019, to follow the Extraordinary Council Meeting.**

**Committee Membership**

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

Quorum – no less than five members

**Significance Consideration**

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

**Decision Making**

The Council, in considering each matter, must be:

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

Stuart Duncan  
Chief Executive

## Order Of Business

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## 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 4 JUNE 2019</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor

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

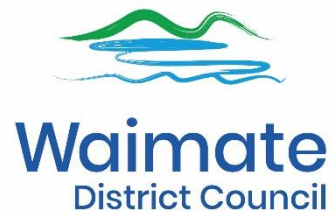
**Attachments:** 1. Minutes of the Community Services and Development Committee Meeting held on 4 June 2019

#### PURPOSE

For the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 4 June 2019 are presented for confirmation.

<b>RECOMMENDATION</b>
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That the Minutes of the Community Services and Development Committee Meeting held on 4 June 2019 be received and the recommendations therein be adopted.
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# **MINUTES**

## **Community Services and Development Committee Meeting**

**4 June 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 4 JUNE 2019, COMMENCING AT 11.26AM**

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

**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), Dan Mitchell (Asset Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

## **OPENING**

### **1 PUBLIC FORUM**

There is no public forum at this meeting.

### **2 APOLOGIES**

Nil

### **3 VISITORS**

1.00pm – Annual Grant Presentation: Sport Waimate

### **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 30 APRIL 2019**

##### **COMMITTEE RESOLUTION 2019/17**

Moved: Cr Jakki Guilford

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 30 April 2019 be accepted as a true and correct record.

**CARRIED**

## 7 RECEIPT OF MINUTES

### 7.1 MINUTES OF THE COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING HELD ON 13 NOVEMBER 2018

#### COMMITTEE RESOLUTION 2019/18

Moved: Cr Sharyn Cain

Seconded: Mayor Craig Rowley

That the confirmed minutes of the Community and Sports Grants Committee Meeting held on 13 November 2018 be received.

**CARRIED**

### 7.2 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 13 NOVEMBER 2018

#### COMMITTEE RESOLUTION 2019/19

Moved: Cr Miriam Morton

Seconded: Mayor Craig Rowley

That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 13 November 2018 be received.

**CARRIED**

#### Note:

It was noted there has been a significant increase of funding in the Creative Communities Scheme.

## REPORTS

## 8 GENERAL REPORTS

### 8.1 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 1.00PM

The Chair noted that this item is to be taken at the end of this meeting.

### 8.2 REVIEW OF TRACK DEVELOPMENT GRANT CRITERIA

The Community Services and Development Committee considered the amendment of the Track Development Grant criteria to better fit the needs of the community.

#### COMMITTEE RESOLUTION 2019/20

Moved: Cr Sharyn Cain

Seconded: Cr Jakki Guilford

1. That the Review of the Track Development Grant Criteria report is accepted; and
2. That the Community Services and Development Committee approves the Track Development Grant criteria with the addition of 10 a, b, c, e and f (as presented in the agenda) to allow for a wider audience to apply; and



3. That the name be changed to Recreational Track Grant.

**CARRIED**

The meeting was adjourned at 11.50am until 1.00pm.

The meeting was reconvened at 1.00pm.

**8.1 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 1.00PM**

Chair of Sport Waimate, Andrea Atkinson and Kiwisport Coordinator Raewyn Williams gave the Community Services and Development Committee a powerpoint presentation on Sport Waimate's activities and future planning within the Waimate District.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 1.20pm.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting scheduled on 30 July 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. Project Report [↓](#) 

#### PURPOSE

1. To provide an update on the Community and Strategy Group for the information of the Community Services and Development Committee for the period of April 2019 to June 2019.

#### COMMUNITY SUPPORT

2. In June we undertook a review of the criteria for the Recreational Track Development Grant, resulting in expanding the criteria to include track maintenance, track signage, GIS mapping and allowing Council to apply if they are leading a project where a community organisation is a stakeholder in the project. The name of the grant was also changed from Recreational Track Development grant to Recreational Track grant to reflect the new criteria.
3. In this period applications were open for the Community Grant, Sports Grant, Sports NZ Rural Grant and Creative Communities Grant.

##### **Sport NZ Rural**

WHS Netball	2,485.00
Junior Soccer	3,240.00
Swords Club	1,250.00

##### **Creative Communities**

Christmas in Park	2,000.00
Waimate Competitions	475.00
Theatre Co.	1,810.00
Waimate Juniors	500.00
Main School	620.00
Scottish Dance	800.00
Centennial School	620.00
Sally Reihana	2,000.00
Small Schools	600.00

##### **WDC Sports**

Cricket Club	2,500.00
WHS – Lily Shortus	300.00
Soccer Club	707.97
Waituna School	981.20

##### **WDC Community Grant**

Christmas in Park	1,268.26
K2 Youth	2,500.00
Scottish Dance	500.00
Ted d'Auvergne	3,868.69

#### ELECTIONS 2019

4. All nomination documents are now on our website and available from Electoral Officials.
5. The Pre-election report has been completed and published.
6. The first public notice of election went into Timaru Herald, the Timaru Courier, the Waimate Trader and Kurow Bugle.
7. Keys dates are:
 

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

8. The Electoral Commission is underway with its preparations for the enrolment update campaign ahead of this year's local elections. To make sure as many people as possible are enrolled in time to vote, the Electoral Commission has sent enrolment packs to all enrolled voters at the start of July to check their details are up to date.
9. 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**

10. The April School Holiday programme was very popular – approx. 130 children taking part with once again wall climbing and skating being the 2 most popular activities. The programme was shortened with both Anzac Day and the Easter break meaning fewer days for activities.
11. April saw the end of both the After School Indoor Soccer programme and the Wednesday night Social Indoor Football. Both of these programmes were very popular with the after school games averaging around 60 players per week. They have gone into recess and will both start up again in September when outdoor soccer finishes and a court becomes available in the evenings for the senior games.
12. Senior Netball started again in April – every Thursday night both courts being used for 2 hours each with some very competitive games and many interested spectators.
13. The Basketball and Miniball seasons started in May – this meant that there was activity on the courts every night of the week – Badminton on Monday, Tennis on Tuesday, Basketball on Wednesday, Netball on Thursday and Miniball on Friday. Every Friday afternoon after school from 3.30 until 6.00pm we host approximately 300 miniball players, parents and supporters. This continued right through until finishing on Friday 5 July.
14. In June we hosted for the first time a national sports team. The NZ under 19 Handball team came to Waimate for a training session and went away very impressed with the facility and have since enquired about booking for another training session.
15. We also started evening climbing sessions for advanced climbers. This is to encourage and develop a senior group of talented climbers to improve their skills and teach them belaying and other techniques. This group will be the basis for the future development and growth of the climbing wall.
16. It is encouraging to see a number of bookings for the function/meeting room by corporates holding courses and team building exercises.
17. Over the last few months we have replaced all eight of the climbing ropes at the climbing wall. New games for younger children are also on order for use during school holidays.
18. The new bouldering wall has been improved by adding additional holds to enable smaller children to use more easily.
19. The need to have an effective sound system at The Event Centre was raised in June and a process of getting quotes and options for this is underway.

**LIBRARY**

**20. RFID**

The Tagging process for the new RFID “radio-frequency identification” is near completion with only the books that were on issue still needing tagging. RFID is a technology whereby our digital data is encoded in RFID tags are captured by a reader via radio waves. RFID is similar to barcoding in that data from a tag or label are captured by a device that stores the data in a database. RFID, however, has several advantages over systems that use barcode asset tracking software. The most notable is that RFID tag data can be read outside the line-of-sight, whereas barcodes must be aligned with an optical scanner. It is planned that the self-issue machine and the Smart Shelf returns will be installed in August alongside the other hardware and software packages.

21. We have tagged nearly 17,000 items with help from our volunteers, relief staff and other council staff. All of these people are richly deserving of our gratitude.

**22. APNK - Aotearoa People's Network Kaharoa,**

In 2013 Waimate District Library officially became part of the Aotearoa People's Network Kaharoa with the installation of 3 PCs, B&W printer and wifi hotspot. We have recently refreshed the equipment. This has meant for the same annual subscription we now have 8 Chrome Books, 2 Chromebox and a colour printer. The upgrade also improved our public broadband capabilities and security. With the new Chromebooks we are hopeful that we will be able to offer in some training for people on digital connection and information.

**23. KOHA Update**

We have recently received the long awaited update to our Library management system. Unfortunately this has not gone as smoothly as hoped and we are busy sorting through the inconsistencies. We are having a great deal of difficulty in the way in which KOHA reports on our statistics, especially historic reports for February to May 2019.

24. Membership: 24 Children, 46 Adults. Total new members 70

**25. Events, Activities and Displays**

- a. World Wide Knit in Public Day 2019
- b. Rural Scholars – Matariki
- c. Elections at the Library
- d. Ronald McDonald House Christchurch Collection
- e. Poetry Group (6 adults)
- f. Garden Talk – Richard Stevens (30 adults)
- g. Poetry Group (11 adults)
- h. Author Talk – E G Wilson (5 adults)
- i. Reading Together – Week 1 (15 adults, 15 children)
- j. Reading Together – Week 2 (15 adults, 15 children)
- k. Reading Together – Week 3 (15 adults, 15 children)
- l. Elder Care
- m. New Library Bags
- n. Paper Craft – Children's Window
- o. Craft Box – Pipe Cleaner Crafts
- p. Harry the Turtle Story Time (50 children, 15 adults)
- q. Poetry Club (9 adults)
- r. Author Talk – David Welch (15 adults)

- s. Artist Talk – Tracey Guilford (14 adults)

**26. Schools and Early Education Visits**

- a. Waihao Downs (39 children, 2 adults)
- b. Rural Scholars (11 children, 3 adults)
- c. Waimate Main School (91 children, 6 adults)
- d. Rural Scholars (55 children, 5 adults)
- e. Waimate Childcare (32 children, 16 adults)

**27. Schools and Early education visits – outreach**

- a. Makikihi School
- b. Waimate Main School Speech Competition
- c. John Street Kindergarten
- d. Parenting Hub
- e. Waimate Main School – Joanna Miller

**28. Upcoming Events/Projects**

- a. Talks
- b. Bones Talking (Joy Langston) - July
- c. Lego Club
- d. Star gazing night.
- e. Visit to Morven Playgroup

**POLICY**

**29. Formulation of Enforcement Policy**

- a. Progress Stage: Completed
- b. Department: Regulatory & Compliance
- c. Completion Date: June 2019
- d. Executive Summary: policy formulated to inform the public as to the Council's regulatory obligations and its regulatory/enforcement procedures, to provide Council's regulatory officers with relevant operational frameworks, and to maximise alignment with the Canterbury Strategic Compliance Framework.

**30. Review of Delegations Policy**

- a. Progress Stage: Finalisation (currently under external legal review)
- b. Department: Corporate Services
- c. Completion Date: [Expected] August 2019
- d. Executive Summary: policy under review to ensure the policy's full compliance with legislative framework, to define new financial delegation levels, and to overall provide a clear hierarchy of authorities, powers, and delegations.

**31. Submission on Climate Change (Zero Carbon) Amendment Bill**

- a. Progress Stage: Completed
- b. Department: CE

- c. Completion Date: July 2019
  - d. Executive Summary: document authored to generate an independent submission on, and critique of, the Climate Change Response (Zero Carbon) Amendment Bill, specifically in the context of Council's scope of services and operations. The proposed submission is generally aligned with submissions compiled by Local Government New Zealand (LGNZ) and Society of Local Government Managers (SOLGM).
- 32. Review of Unmanned Aircraft Vehicle Policy
  - a. Progress Stage: Completed
  - b. Department: Assets Management
  - c. Completion Date: April 2019
  - d. Executive Summary: policy reviewed to ensure the policy's full compliance with the Waimate District Consolidated Bylaws and updated Civil Aviation Authority's (CAA) regulations on the civilian use of unmanned aerial vehicles (UAV), unmanned aerial systems (UAS), remotely piloted aircrafts (RPA), and drones.
- 33. Review of Procurement Policy
  - a. Progress Stage: Finalisation
  - b. Department: Corporate Services
  - c. Completion Date: [Expected] August 2019
  - d. Executive Summary: policy under review to ensure, first, the policy's full compliance with the New Zealand Transport Agency's (NZTA) revised and renewed procurement manual, and second, its general alignment with Audit New Zealand's guidelines on 2 procurement, and third, its optimal efficiency as the basis of Council's approach to procurement.
- 34. Conjoint Review of Fraud Policy and Fraud Response Plan
  - a. Progress Stage: First Draft
  - b. Department: Corporate Services
  - c. Completion Date: [Expected] August 2019
  - d. Executive Summary: policy and plan under review to, where possible, increase the efficiency of methods, strategies, and mechanisms defined by the policy for the purpose of fraud prevention, investigation, and prosecution.

**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	
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	Full review underway. Draft discussed at Council workshop 14 May. Legal opinion sought prior to presenting to Council August.	June 2018 August 2019	
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. Review at beginning of new Council term.	June 2019 November 2019	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
311	Fraud Policy	Corporate Services	Being reviewed with the Response Plan	August 2019	
311	Fraud Response Plan	Corporate Services	Fraud response plan being reviewed following delivery of training.	August 2019	
312	Smoke-free Environments Policy	Community and Strategy		February 2022	
313	Dangerous Buildings Policy	Regulatory and Compliance (Building Act)	Draft presented to Environmental Services and Finance Committee 12 March. Decision from SCP end July	December 2022	
314	Psychoactive Substances Local Approved Products Policy	Regulatory and Compliance (Psychoactive Substances Act)	No changes proposed.	September 2019	
315	Insanitary Buildings Policy	Regulatory and Compliance (Building Act)		December 2022	
316	Procurement Policy	Corporate Services	Review is nearing completion following discussion with Leadership Team and review by NZTA	October 2018 August 2019	
317	Unmanned Aircraft Policy	Asset Group (CAA Rules)		April 2022	
318	Subdivision Recreation Reserve Contribution Fund Policy	Corporate Services		February 2020	
319	Social Media and Communication Policy	Executive Support	New policy	September 2019	



<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due Review Expected</b>	<b>Status</b>
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	
325	Enforcement Policy	Regulatory & Compliance		June 2022	

**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	October 2019	
411	Sensitive Expenditure Policy	Corporate Services		December 2021	

**500 Series – Infrastructure Policies**

<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due Review Expected</b>	<b>Status</b>
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	Awaiting on review of 3 waters.	December 2014 End 2019	
	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.		
<b>600 Series – Staff and Internal Policies &amp; Manuals (signed off by CE)</b>					
603	Building Security & Key Policy	Corporate Services Group Manager		April 2022	
605	Health and Safety Manual	Regulatory & Compliance	Review commenced and handed over to new Health & Safety officer.	August 2019	
608	Internet Usage Policy	Corporate Services	Will be replacing 608 & 609 with one policy	August 2019	
609	External Email Usage Policy	Corporate Services	Will be replacing 608 & 609 with one policy	August 2019	
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	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
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.	Late 2019	

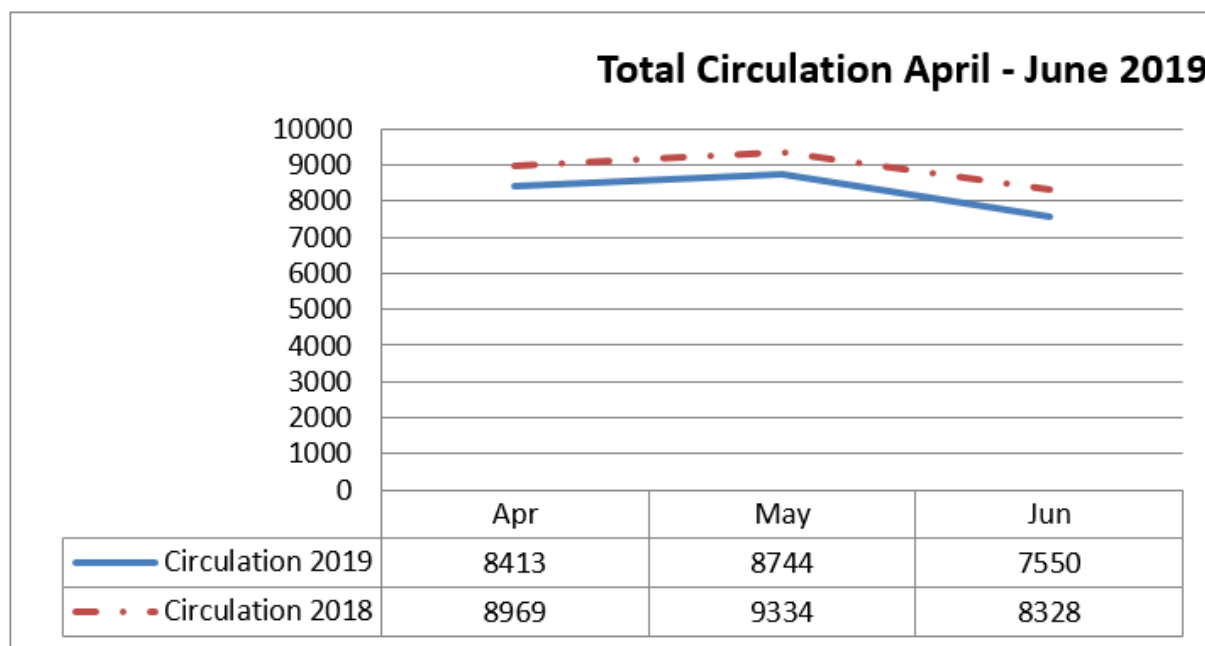
## PROJECTS

Please see attachment.

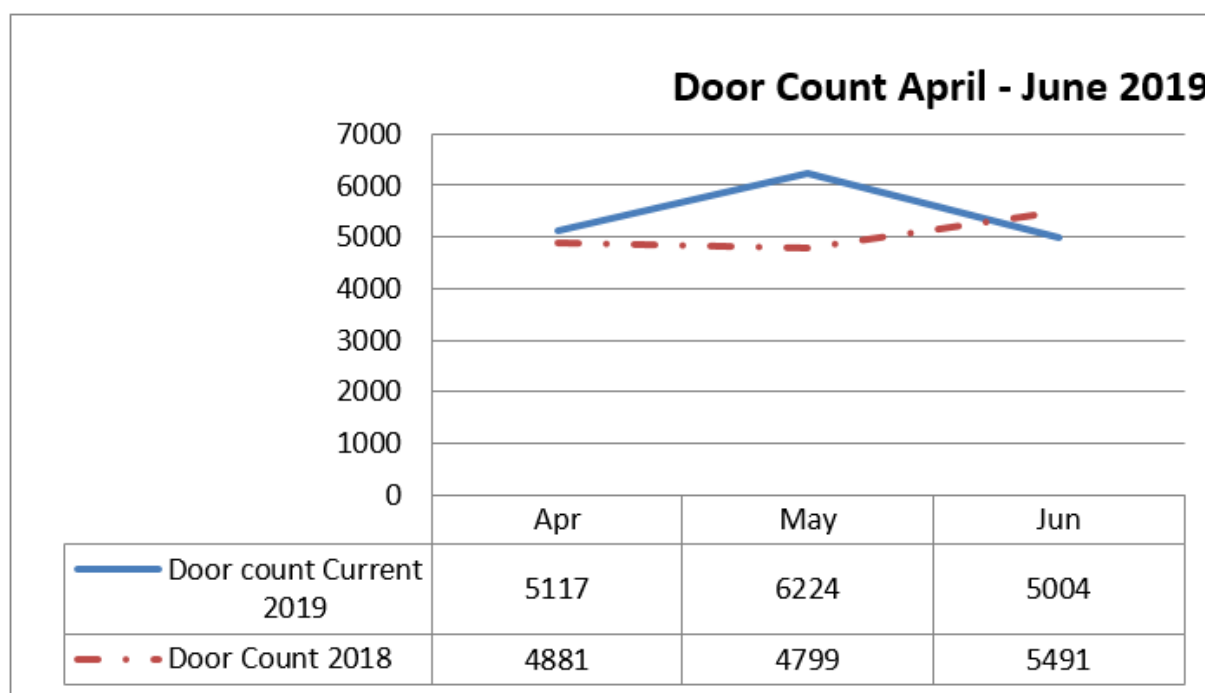
## QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 APRIL – 30 JUNE 2019

### LIBRARY

#### Total Circulation



## Door Count



## 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	1941
May	3,093	4,089	4132
June	3,755	4,310	3217
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.

Easter Public holidays closed

**School Holiday Activities Statistics**

Month	Number of Activities	Total Attendees	Income
October 2017	18	300	\$ 1,179.00
January 2018	15	131	\$ 527.00
April 2018	12	234	\$ 904.00
July 2018	9	186	\$ 927.00
October 2018	10	161	\$ 760.50
January 2019	9	92	\$ 477.00
April 2019	7	125	\$ 628.00
July 2019	8		

School holidays for July in progress at the time of writing the report.

**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 Time	Budget	Comments / Issues / Risks / Reasons
<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 Council's activities, projects, income and expenditure. It is a legislative requirement for Council to adopt the Annual Plan by 30 June 2019.	Internal resource	0	100%			The Annual Plan was presented to Council and approved on 4 June 2019.
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	\$131.00	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	\$11,017	30%			Local Government elections will be held on 12 October 2019. Two papers have been brought to Council, the approval of the Electoral Officer and the Electoral Voting process. The Candidate Handbook, nomination forms and the pre-election report are now available for all potential candidates. Closing date for nominations is Friday 16 August 12 noon.
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	80%			Following procurement the next step of changing all existing and new books to have the new RFID tags is almost complete. Implementation and launch of the new system cannot be done until installation of the check-in/out equipment which we hope will be in August.
2018-20	Waimate Event Centre On-line Booking System	To enable customers to book and pay online	\$20,000	0	5%			A Business Requirements document has been produced by IT and a team has listened to presentations from four separate providers. We are aiming for a joint booking system which would incorporate event centre, swimming pool, camping and parks. Once a decision is made the major work to be undertaken will be the build phase.
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	100%			Survey was undertaken by NRB in March/April. Results were presented to Council on 4 June and management are using results to make improvements and for performance reporting.
2019/20	Councillors 2019/21	Campaign to increase number of candidates standing for Council in next Local Government Elections	\$0	0	50%			A series of questions and answers have been written and regularly Alena is posting a new question on Facebook, on the website and on Newsline. A new set of questions and answers relating to nominations will be posted during the nomination phase, then we will focus on voting. The Elected Members Handbook and nominations papers are available on our website and from an Electoral Officials at 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

## 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:** Nil

#### COMMUNICATIONS

##### Council Website

1. Website page views is 26,939 and 6,202 users (24.3% are returning visitors) for the 1 April to 30 June 2019 reporting period.
2. New or refreshed content:
  - a. Rates
  - b. Grants
  - c. Job vacancy online application form
  - d. The Building Information and Consents webpage has been completely updated, and reformatted to include images and text, making them more accessible and user friendly.
  - e. The homepage is regularly refreshed to reflect current issues.
3. Under development are online application forms for community grants.

##### Facebook

4. Council's Facebook page 'likes' is 1,261 (4.7% increase) and 1,335 'followers' (4.9% increase).
5. The top five posts were:
  - a. Missing cattle – 5,737 reached and 68 engagements
  - b. Lost dog – 6,921 reached and 154 engagements
  - c. Te Akatarawa Road closure – 4,299 reached and 17 engagements
  - d. Racecourse Bent Sprint road closures – 4,127 reached and 19 engagements
  - e. Haka Pass road closure – 3,968 reached and 39 engagements

##### Publicity

6. The following publicity has been undertaken:
  - a. Recycling campaign including poster, print ads, video and Newsline article
  - b. Library events (Author's Talks, Heritage Apples, Harry The Turtle, Knitting Group, Election, and Squigz) posters and Facebook posts
  - c. Other posters and Facebook posts including:
    - i. School holiday programme
    - ii. Anzac Day services
    - iii. AA visit
    - iv. Closure of camping season

- d. Rotary trailer advertising
- e. Waimate Woofers & Co Facebook campaign
- f. Joint Waste Management and Minimisation Plan, Property Maintenance and Nuisance Bylaw, and Dangerous Buildings Policy public consultation.

### **ECONOMIC DEVELOPMENT**

7. Progress updates against the Economic Development Strategy Action Plans are being presented by the Economic Development Steering Group at Council meetings.
8. Ian Moore, Chair of the Economic Development Steering Group, and myself gave a presentation to the Rotary Club of Waimate on 18 July 2019. It was well received by Rotary members who were very engaged and positive.

### **MARKETING AND PROMOTIONS**

#### **Staff Changes**

9. Donette Fargher has resigned from her Promotions Officer position (one day per week). Kate O'Connell who was contracted to manage the Explore Waimate website and social media has also resigned. Both finished the last week of June. I would like to take this opportunity to thank both of them for their tireless work in promoting the district.
10. A part-time Marketing & Promotions Officer role has been created which will incorporate the promotions officer tasks, the Explore Waimate function and marketing of Council facilities. Applications for the vacancy close on Friday 2 August 2019.

#### **Explore Waimate District Website**

11. There were 7,254 unique visitors to the website, 7,035 visits and 13,000 page views in the 1 April to 30 June reporting period. Traffic was down for the first time this quarter. The highest traffic was from the Marquette Disaster blog with 136 visitors.
12. The top 10 popular pages were:
  - Home
  - Walks and Hikes
  - Upcoming Events
  - Wallabies
  - Heritage
  - Things to do in Waimate District
  - The White Horse
  - MTB and Cycling
  - Hunting
  - Pubs and Bistros
13. Visits by country – 89% of visitors were from New Zealand, 2% from the United States, 3% from Australia and 6% from other countries. This is similar to the last quarter.

#### **Facebook**

14. Statistics were not available for this reporting period.

#### **Instagram**

15. The Explore Waimate District Instagram page continues to be very active. As at 30 June 2019, the page had 540 followers, an increase of 6.9%.



### Official Visitor Guide

16. The visitor guide was scheduled for completion at the end of June but has been delayed to allow the district's walking/biking tracks to be mapped and included. Advertising has been sold and advertisements collated and designed. The guide is now expected to be completed in early September.

### New Zealand Motor Home Association (NZMHA)

17. The NZMHA Christchurch show was not attended due to staff shortages and the delay in producing the visitor guide. It is our intention to attend the 2020 shows in Auckland and Christchurch.

### AA Traveller

18. We have committed advertising space for Explore Waimate and Council's camping grounds in the AA South Island Road Trip Guide and the Canterbury/Christchurch Visitor Guide.

## QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 APRIL TO 30 JUNE 2019

### Outgoing Communications

	April	May	June
Media releases	0	0	0
Radio	4	4	2

### Media Enquiries

	April	May	June
Media enquiries	6	9	11
Letters to the Editor	0	0	2

### Promotional Packs

	April	May	June
Potential residents' packs distributed	0	7	0
New resident packs distributed	2	9	7
Migrant packs	0	6	20

### RECOMMENDATION

That the Executive Support Manager's report is accepted.

**9 GENERAL REPORTS**

<b>9.1 PRESENTATION: POLICING IN THE WAIMATE DISTRICT - 11.00AM</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** Nil

**PURPOSE**

Sergeant Kevin Reynolds will give Council an update on policing in the Waimate District.

**MEETING CLOSURE**