

# Agenda

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

**Tuesday 19 November 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 19 November 2019, To follow District Infrastructure Committee Meeting.**

**Committee Membership**

Tom O'Connor	Chairperson
Craig Rowley	Mayor
Sharyn Cain	Deputy Mayor
Fabia Fox	Councillor
Sandy McAlwee	Councillor
Miriam Morton	Councillor
David Owen	Councillor
Colin Pankhurst	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

Opening .....	4
1 Public Forum.....	4
2 Apologies .....	4
3 Visitors .....	4
4 Conflicts of Interest .....	4
5 Identification of Major (Urgent) or Minor Items Not on the Agenda .....	4
Minutes .....	5
6 Receipt of Minutes .....	5
6.1 Minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019 .....	5
Reports .....	9
7 Community and Strategy Group Report.....	9
7.1 Management Report - Community and Strategy Group .....	9
8 Executive Support Manager's Report.....	22
8.1 Management Report - Executive Support.....	22
9 General Reports.....	26
9.1 Annual Grant Presentation: Sport Canterbury - 1.00pm .....	26
Meeting Closure .....	37

## OPENING

### 1 PUBLIC FORUM

There is no Public Forum at this meeting.

### 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 RECEIPT OF MINUTES

<b>6.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 15 MAY 2019</b>
---------------------------------------------------------------------------------------------

**Author:** Helen Strachan, Senior Administration Support Officer

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

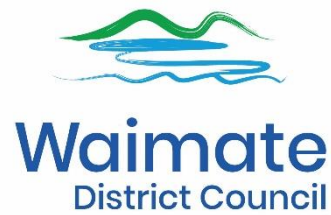
**Attachments:** 1. Minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019

#### PURPOSE

For the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019 be presented for the information of the Community Services and Development Committee.

<b>RECOMMENDATION</b>
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That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019 be received.
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# **MINUTES**

## **Creative Communities Scheme Committee Meeting**

**15 May 2019**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE  
ON WEDNESDAY 15 MAY 2019, COMMENCING AT 2.43pm**

**PRESENT:** Deputy Chair Hazel Fish, Ms Clare Saunders-Tack, Mr Alistair Boot, Ms Wendy Heath, Ms Cheryl Vaughn

**APOLOGIES:** Chair Jane Bell, Mayor Craig Rowley, Cr Miriam Morton, Mr Graeme Lane, Ms Sharon Stace

**IN ATTENDANCE:** Donna van der Byl (Committee Secretary), Helen Strachan

## OPENING

### 1 APOLOGIES

#### COMMITTEE RESOLUTION 2019

Moved: Deputy Chair Hazel Fish  
Seconded: Ms Wendy Heath

That apologies from Chair Jane Bell, Mayor Craig Rowley, Cr Miriam Morton, Mr Graeme Lane, Ms Sharon Stace be received and accepted.

**Carried**

### 2 CONFLICTS OF INTEREST

Mr Alistair Boot declared a conflict of interest with The Waimate Theatre Company, Deputy Chair Hazel Fish declared a conflict of interest with the Waimate Scottish Society Dance Club and Ms Wendy Heath declared a conflict of interest with Sally Reihana.

## MINUTES

### 3 CONFIRMATION OF MINUTES

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

##### COMMITTEE RESOLUTION 2019

Moved: Mr Alistair Boot  
Seconded: Ms Cheryl Vaughn

That the Minutes of the Creative Communities Scheme Committee Meeting held on 13 November 2018 be received and the recommendations therein be adopted.

## REPORTS

### 4 GENERAL BUSINESS

#### 4.1 GENERAL BUSINESS

Moved: Mr Alistair Boot  
Seconded: Deputy Chair Hazel Fish

Mr Alistair Boot proposed that each application be attached separately as it would make it easier to read. The Committee all agreed.

#### 4.2 CONSIDERATION OF APPLICATIONS

##### RECOMMENDATION

That the following funding applications be accepted.

1.	Waimate Christmas in the Square	\$2,000.00
2.	Waimate Competitions	\$475.00
3.	Waimate Theatre Company Inc.	\$1,810.00
4.	Waimate Junior Intermediate Country Music Awards	\$500.00
5.	Waimate Main School	\$620.00
6.	Waimate Scottish Society Dance Club	\$800.00
7.	Waimate Centennial School	\$620.00
8.	Sally Reihana	\$2,000.00
9.	Waimate Small Schools – Leadership Group	\$600.00

That the following funding applications be declined.

1. Waihao Downs School

## MEETING CLOSURE

There being no further business, the Chair closed the meeting at 3.30.

The minutes of this meeting are to be confirmed at the Creative Communities Scheme Committee Meeting scheduled on 2 October 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 List [↓](#) 

#### 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 June 2019 to September 2019.

#### ANNUAL PLAN 2020/21

2. Minor amendments may be considered for the 2020/21 year, however significant and material amendments will require consultation.

2019	
Tue 29 October – Fri 1 November	Prepare budget input screens for managers
Mon 4 – Tues 12 November	Each manager to complete budget work for their respective activities
Tues 19 November	Timetable to Councillors – include in Community Services and Development report.
Wed 20 – Fri 22 November	CE/CSM review of draft budget with managers
Mon 25 November	Provisional budget draft 1 complete
Tues 10 December	Council Discussion – Discuss budget variations to LTP (year 3) for each activity
Fri 13 December	Provisional budget draft 2 and CE/CSM review (if amendments necessary)
2020	
Mon 13 – Fri 31 January	Identify if any significant or material changes exist to necessitate <a href="#">Consultation</a> and advise Audit NZ
	If any matter requires consultation- continue with steps below
	Staff work on producing the <a href="#">Consultation Document</a> and Supporting Information to the Consultation Document
Fri 7 February	Draft Fees and Charges 2020/21 finalised ready for Council discussion
	(If consulting) discuss method for distributing the consultation document
Tues 18 February	(If consulting) Council Discussion – Councillors receive draft <a href="#">Consultation Document</a> and Supporting Information to the Consultation Document Council discussion on Fees and Charges 2020/21

Tues 10 March Extraordinary Meeting	(If consulting) Council approve <a href="#">Consultation Document</a> and Supporting Information to the Consultation Document 2020/21
Wed 11 March	Submissions open – <a href="#">Consultation Document</a> and Supporting Information posted on website and copies at Council office
Wed 11 – Thu 19 March	Publish <a href="#">Consultation Document</a> and Supporting Information
	Advertise for submissions
	<a href="#">Consultation Document</a> distributed. Dependent upon issues being consulted on, distribute with Waimate Trader and mail to ratepayers living outside the district
	Work on producing draft Annual Plan document
Tue 14 April	Close of Submissions
Thurs 23 April	Make Précis of Submissions and distribute to managers to write reports Make appointments for hearings
	Send Councillors copy of submissions
Tue 28 April	Staff Reports on Submissions due
Tues 12 May	Council Hearings on <a href="#">Consultation Document</a> submissions and decisions made
Fri 15 May	Send out advice of decisions to submitters
Fri 15 May - Fri 22 May	Update draft Annual Plan document
	Finance calculate rates and update financials for inclusion in draft Annual Plan 2020/21
Tue 2 June	Update Councillors on rates impact following hearing decisions. Discuss draft Annual Plan 2020/21
Tues 23 June	Council Meeting – Council <a href="#">adopt</a> all necessary resolutions to give effect to the Annual Plan Council <a href="#">adopt</a> the Annual Plan 2020/21 Council <a href="#">adopt</a> Rates Resolution Council <a href="#">adopt</a> Penalties Resolution
Wed 1 July	Date of Issue
	Publish on Council website, distribute as per Act

## ELECTIONS 2019

3. Statistics presented for your information.

### 4. Declaration of Result

The final result for the Waimate District Council elections held on Saturday 12 October is as follows.

<b>Mayorality</b>	<b>Votes Received</b>
ROWLEY, Craig	2,317
LUDEMANN, Murray	450
INFORMAL	1
BLANK VOTING PAPERS	121
<b>Craig ROWLEY is declared elected.</b>	
<b>Waimate Ward (4 vacancies)</b>	<b>Votes Received</b>
CAIN, Sharyn	1,139
FOX, Fabia	950
MORTON, Miriam	789
OWEN, David	778
BEGG, John	735
GUILFORD, Jakki	653
DOWNES, Mike	484
FINCH, Simon	389
SULLIVAN, Tom	361
BISHOP, Lyndsey	324
LUDEMANN, Murray	245
INFORMAL	5
BLANK VOTING PAPERS	12

**Sharyn CAIN, Fabia FOX, Miriam MORTON and David OWEN are declared elected.**

5. Waimate District's voter turnout was above national average of 48.3% voter turnout across the country.

Voter turnout	2019	2016	2013	2010
Waimate	52.0%	49.6%	57.0%	55.6%
National	41.4%	42.0%	41.3%	49.0%

	Electors per ward	Returns	Cumulative %
Hakataramea-Waihaorunga	529	251	47.45%
Pareora-Otaio-Makikihi	1,227	544	44.34%
Lower Waihao	569	218	38.31%
Waimate	3,138	1,830	58.32%
<b>Total</b>	<b>5,463</b>	<b>2,843</b>	<b>52.04%</b>

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**EVENT CENTRE**

6. There has been a pleasing increase in the number of visitors and users at The Event Centre this quarter – a total of 6334 compared to 4922 for the same quarter in 2018.
7. We have hosted a wide variety of groups in our meeting/conference facility during this time. Along with our regular users these have resulted in a steady increase in the number of users of the meeting/conference facility.
8. Badminton, Basketball and Miniball continued their regular usage of the courts and we introduced the new game of “pickleball” as part of the Senior Social Sports programme.
9. We hosted North Otago Netball for a tournament which included representative teams from South Canterbury – a first for The Event Centre.
10. Numbers were also boosted by the return of Kiwisports clusters over a period of 3 weeks and also a visit from Winchester Rural School.
11. The Indoor Football league started again in September with an impressive 11 team league and a regular attendance of over 80 players each week.
12. The big event during this quarter was the resurfacing of the Climbing Wall. This entailed the removal of over 300 holds and the application of a non-skid surface to the wall and then refitting the holds in a completely new series of climbing routes. The new surface and the new climbing routes are effectively a whole new climbing wall.
13. This work (apart from the painting) was done on a voluntary basis by members of the Waimate Climbing Club. The wall was closed to public use for the almost the whole month of September and was re-opened for the first session of the September School Holiday Programme on 30 September.
14. An analysis of the power usage at The Event Centre was done. This has resulted in changes being made to our supply charging system, which will lead to power cost savings.
15. For the first time the carpet tiles were hired out, 7 pallets went to an Events Company in Timaru.
16. We successfully applied for and were granted \$4,500 from the KiwiSport Regional Partnership Fund to run two ‘Give Sport a Go’ programmes. The programme for 5-12 age group is being run in November 2019, and the 13-18 age group in early 2020.

**LIBRARY**

17. **RFID**  
The Tagging process for the new RFID “radio-frequency identification” was completed two weeks ahead of schedule. Our team of staff, volunteers, including Helen Strachan, went ‘above and beyond’ to process and tag nearly 20,000 items.
18. To give you some idea of the scale of the accomplishment think of it this way: Every book in the library was removed from the shelves, tagged and had the tag activated, scanned and then the book re-shelved. Books according to the Independent Online Booksellers Association weigh on average 340.194 grams, thus our collection weighs approximately 6.8 tonnes. Each item was lifted 5 times in the tagging process, so our wonderful people lifted around 34 tonnes of books by hand.
19. The RFID system including “Smart Shelves”, “Self-Checkout Kiosk”, RFID Circulation assistants, “Remote Wand” and associated software were installed on the 27 August. The process was not without its challenges, however I am pleased to say that everything is now up and working. We still have the tasks of updating our procedures and adapting to get the best out of the system but we are well on track.
20. I again want to commend the library staff who managed to achieve all this without closing the Library or any loss of normal service.

**21. Membership**

Membership of the Waimate District Library currently stands at 2,948 an increase of 224 since the start of 2019. It should be noted that many of these individual memberships actually represent families.

**22. Events, Activities and Displays**

July

- Ronald McDonald House Christchurch Collection, Rural Scholars – Matariki Display, Elections at the Library, Enrol to Vote, Poetry Group (9 adults)

August

- Jacqueline Wilson Books and Magazines, Bookmark Competition, Genealogy Group, Bread Tags for Wheel Chairs Collection Point – Lions Ladies, Poetry Group (7 adults) – Readings for Poetry Day, Joy Langston – Bones Talking ( 29 adults, 5 children), ECan – Log Burners (40+ adults)

September

- Twilight Bazaar, St John, Operation Christmas Child “Shoe Box Appeal”, Matt Henderson – Rugby World Cup Stamp Exhibition, Success with Seeds – Jonnie Rutherford (17 adults), Poetry Club (5 adults)

**23. Schools and Early education**

July

- Main School (38 children, 2 adults), Main School (35 children, 2 adults), Makikihi (12 children, 2 adults)

August

- Main School (38 children, 2 adults), Waimate Kindergarten (6 children, 2 adults), Waimate Kindergarten (6 children, 2 adults), Main School (16 children, 2 adults)

September

- Main School (42 children, 3 adults), Rural Scholars (15 children, 4 adults), Rural Scholars (15 children, 3 adults), Main School (25 children, 2 adults), Main School (14 children, 1 adult)

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

August

- Main School Staff Meeting, Women’s Institute – Willowbridge

**POLICY**

**25. Review of the Fraud Policy**

- a. Progress Stage: Completed
- b. Department: Corporate Services
- c. Completion Date: October 2019
- d. Executive Summary: policy conjointly reviewed with related plan (i.e. Fraud Response Plan) as to ensure the maximum compliance of implemented provisions with commanding principles of objectivity, impartiality, and neutrality, and full alignment of all incorporated provisions and procedures with legislative parameters.

**26. Review of the Delegations Policy**

- a. Progress Stage: Completed
- b. Department: Corporate Services

- c. Completion Date: August 2019
- d. Executive Summary: policy subjected to systematic legal review, parallel to consultation with internal stakeholders, as to enhance compatibility with the existing legal framework and implement structural modifications (e.g. preferred financial limits for staff, etc.)

27. Review of the Procurement Policy

- a. Progress Stage: Completed
- b. Department: Corporate Services
- c. Completion Date: October 2019
- d. Executive Summary: policy reviewed and significantly upgraded as to reflect the provisions/principles of the latest paradigm shift in the Government's procurement ideology/practices.





28. Review of the Protected Disclosures Policy



- a. Progress Report: Completed
- b. Department: Human Resources
- c. Completion Date: October 2019
- d. Executive Summary: policy reviewed, and updated with minor modifications, especially as to maximise inter-policy alignment.

29. Analysis and Management of Submissions on General Reserves Policies 2019 and Knottingley Park & Arboretum Reserve Management Plan

- a. Progress Report: Completed
- b. Department:
- c. Completion Date: October 2019
- d. Executive Summary: Statistical and contextual analysis of all submissions received on the consulted items, as per procedure.

**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 2022	
202	Code of Conduct	CE (LGA cl 15 sch 7)		October 2022	

<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due Review Expected</b>	<b>Status</b>
203	Governance Statement	CE (LGA s 40)		March 2020	
204	Triennial Agreement	CE (LGA s 15)		February 2020	
<b>300 Series – General Council Policies</b>					
301	Significance and Engagement Policy	Community and Strategy LTP (LGA sch 10)		October 2020	
302	Bullying and Harassment Policy	Human Resources	To be developed	TBD	
303	Media Policy	Executive Support	To be developed	TBD	
304	Social Media Policy	Executive Support	To be developed	TBD	
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		August 2022	
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 December 2019	
311	Fraud Policy	Corporate Services		October 2022	
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)	Will be presented to Council	September 2019 10 December 2019	
315	Insanitary Buildings Policy	Regulatory and Compliance (Building Act)		December 2022	

<b>Code</b>	<b>Policy</b>	<b>Departmental Responsibility (Legislation)</b>	<b>Notes</b>	<b>Review Due Review Expected</b>	<b>Status</b>
316	Procurement Policy	Corporate Services		October 2022	
317	Unmanned Aircraft Policy	Asset Group (CAA Rules)		April 2022	
318	Subdivision Recreation Reserve Contribution Fund Policy	Corporate Services		February 2020	
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	
326	Protected Disclosures Policy	Human Resources		October 2022	
327	Freedom Camping Policy	Regulatory & Compliance	Council agreed to formulate a policy when considering the submissions on the General Reserves policies 8 October 2019.		
328	Information Management Policy	Corporate Services	To be developed	TBD	
<b>400 Series – Financial Policies</b>					
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	



Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due  Review Expected	Status
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 2020	
411	Sensitive Expenditure Policy	Corporate Services		December 2021	
500 Series – Infrastructure Policies					
501	Dust Suppression Policy	Asset Group		August 2021	
410	Property and Land Sale, Purchase and Lease Policy	Asset Group		December 2021	
502	Water Supply - Rural	Asset Group	Awaiting on review of 3 waters.	December 2014 Early 2020	
	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		September 2022	
608	Internet Usage Policy	Corporate Services	Will be replacing 608 & 609 with one policy	December 2019	
609	External Email Usage Policy	Corporate Services	Will be replacing 608 & 609 with one policy	December 2019	
613	Personnel Records Policy	Human Resources		August 2021	
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.	Early 2020	

## PROJECTS

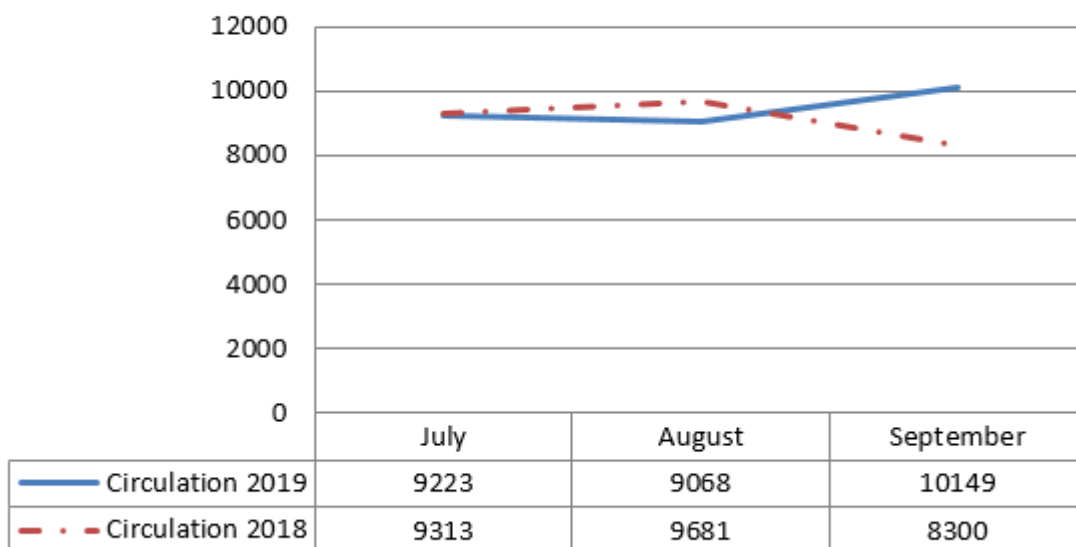
Please see attachment.

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

### LIBRARY

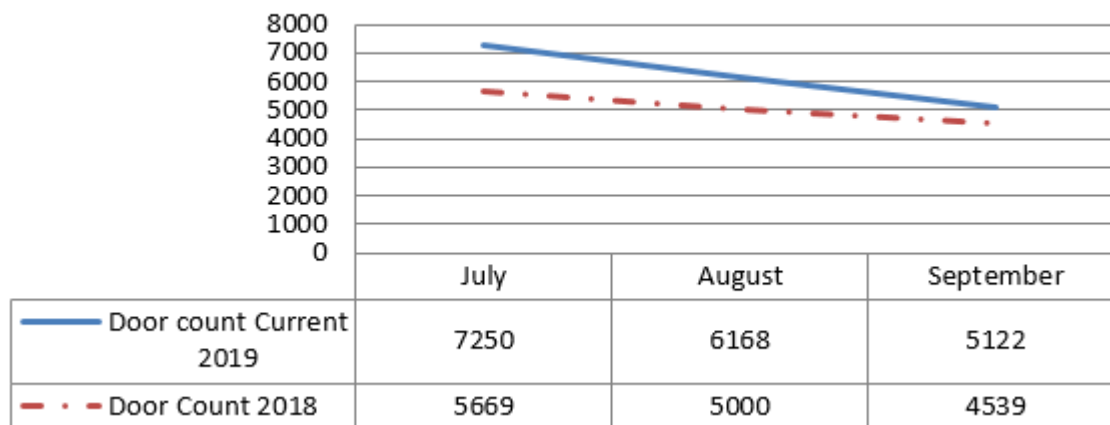
#### Total Circulation

**Total Circulation July - September 2019**



## Door Count

### Door Count July - September 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	1,941
May	3,093	4,089	4,132
June	3,755	4,310	3,217
July	2,941	2,512	2,666
August	2,033	1,313	1,498
September	1,671	1,097	2,170
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	185	\$ 975.00
October 2019	12	228	\$ 1,169.00

**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>								
2019/20	Annual Plan 2020/21	This Annual Plan captures the information from the third 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 2020.	Internal resource	0	5%			The Annual Plan timetable is included on the Community and Strategy Group Managers report in November, for Councils information.
2019-21	Long Term Plan 2021-31	A 10 year plan which explains Councils activities, projects, income and expenditure	Internal resource. Budget for External cost such as AMP's fall within the relative activity budget.	0	0%			A Long Term Plan timetable will be included on the Community and Strategy Group Managers report in January. Workshops and regular LTP team meetings will be scheduled throughout 2020.
2017-19	Elections 2019	3 year Local Government Elections	\$35,000 Internal resource plus external contract	\$41,842	95%			Local Government elections were held on 12 October 2019. We are tidying the last administration tasks which includes gathering the electoral donations and expenses returns and charging both South Canterbury District Health Board and Environment Canterbury for the work we undertook on their behalf.
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	\$52,094	100%			Implementation and launch of the new RFID system was completed in September. The library is receiving a high number of positive comments about the new system. We are pleased that the project was completed under budget.
2018-20	Waimate Event Centre On-line Booking System	To enable customers to book and pay online	\$20,000	0	5%			On hold until early next year when we will re-investigate the booking system options and the feasibility of implementing an on-line system.

## 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

##### Staff Change

1. Rachel Harris commenced on 21 October 2019 as the new Communications Officer.

##### Council Website

2. Website page views is 48,034 and 10,928 users for the 1 July to 4 November 2019 reporting period.
3. The top five pages were:
  - a. Home
  - b. Elections
  - c. Cemeteries
  - d. Rates search
  - e. Vacancies

##### Facebook

4. For the 1 July to 4 November 2019 period, Council's Facebook page 'likes' is 1,256 (0.3% decrease) and 1,443 'followers' (8% increase).
5. The top five posts were:
  - a. Lost dog – 11,825 reached and 1,402 engagements
  - b. Waitaki Lakes camping set up – 6,375 reached and 706 engagements
  - c. Lost dog found – 5,426 reached and 495 engagements
  - d. ECan's outdoor burning information – 4,694 reached and 264 engagements
  - e. Road condition update due to snow – 3,808 reached and 1,008 engagements

##### Publicity

6. The following media releases were distributed:

	Title
July	Waihao Forks sculpture full steam ahead Districts unite to help farmers get through M.bovis
August	Compliance Officer to be 'guardian' of Waimate District
September	Mayor confident St John service will serve Waimate community well 2019 rating valuations
October	'Give Sport a Go' gets underway in Waimate Waimate Operation Christmas Child

7. The following publicity has been undertaken:
  - a. AA visits
  - b. Rates infographic and rates rebates
  - c. School holiday programme
  - d. Authors talk at the Library
  - e. Waimate Woofers & Co Facebook campaign

### **Branding**

8. I have been working with the Waimate2gether Project Manager on sign designs for the disc golf at Victoria Park to ensure they fit with our brand. This will apply to introductory and tee signs.

## **MARKETING AND PROMOTIONS**

### **Staff Change**

9. Lara Welsh commenced in her role as Marketing and Promotions Officer on 9 September 2019.

### **Explore Waimate District Website**

10. There were 11,133 unique visitors to the website and 18,878 page views in the 1 July to 4 November 2019 period.
11. The top 10 popular pages were:
  - Home
  - Waimate Library
  - What's On
  - Walks and Hikes
  - Wallabies
  - Waimate 50
  - Heritage
  - Things to do in the Waimate District
  - White Horse
  - Gunns Bush Camp
12. Visits by country – 89% of visitors were from New Zealand, 4% from the United States, 2% from Australia and 5% from other countries.

### **Instagram**

13. The Explore Waimate District Instagram page continues to be active. As at 4 November 2019, the page had 549 followers, a small increase of 1.6% on the previous period.

### **Official Visitor Guide**

14. The production of the visitor guide has been delayed due to staff shortages but will be completed in time for Strawberry Fare in December.

### **Waimate 50**

15. The Promotions/Communications team worked more closely this year with Waimate 50 than in the past. Our involvement included:

- a. Managing, judging and displaying the colouring competition entries – more than 250 entries were received. Kaylah Lane won the main prize of a ride to school in a race car.
- b. Organising a Waimate 50 display in the foyer at the Waimate Event Centre.
- c. Posting on the Explore Waimate website and Facebook page.
- d. Producing a number of Explore Waimate banners for display at three different locations around the race track.
- e. Participating in the school visits which took place on the Friday.
- f. Advertising in the Waimate 50 feature within The Courier.



**Photograph 1: Explore Waimate banners near the track entrance**

### **2020 Waimate Calendar**

16. A total of 400 copies of the 2020 Waimate calendar have been printed. Calendars will be available for sale at the Information Centre, Council reception and Strawberry Fare.

### **Pool Party**

17. Another successful community 'Pool Party' was held on 9 November 2019. The free sausages and inflatable toys were enjoyed by all.

### **South Island Events Calendar**

18. The Marketing and Promotions Officer recently attended a presentation in Timaru. The South Island Events Calendar is a pilot project run by ChristchurchNZ which is part of the Canterbury Regional Economic Development Strategy (CREDS 2017-19), funded by the Provincial Growth Fund. The purpose of the calendar is to showcase events in the South Island which are significant for the different regions, attract more locals and visitors, and to avoid competition between events. Council will provide a list of events and images. Events will be free to upload to Eventfinda.

### **Advertising**

19. Explore Waimate has advertised in a number of visitor publications, for example:
  - a. South Island Small Town Wonders – Wellington publication
  - b. The Motor Caravanner – national publication
  - c. Southern Holiday Destinations – Christchurch publication
  - d. Destinationz – Wellington publication

### **Looking Forward**

20. The focus for the coming months is to:
  - a. Plan for a Council stand at this years' Strawberry Fare.
  - b. Work in partnership with Positive Waimate for December's 'Light Up Waimate'.
  - c. Erect the Community Christmas Tree in Seddon Square.



- d. Review the merchandise available for sale at the Information Centre.
- e. Review the existing visitor map with a view to a redesign.
- f. Create a Waimate District video.
- g. Assist with the promotion of the 2020 Cancer Society Relay for Life which will be held in Waimate.
- h. Develop the online booking system for Council's camping facilities.
- i. Increase the number of Facebook and Instagram followers.

**QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 JULY TO 30 SEPTEMBER 2019**

**Outgoing Communications**

	July	August	September
<b>Media releases</b>	2	1	2
<b>Radio</b>	5	5	4

**Media Enquiries**

	July	August	September
<b>Media enquiries</b>	8	8	9
<b>Letters to the Editor</b>	0	0	1

**Promotional Packs**

	July	August	September
<b>Potential residents' packs distributed</b>	2	0	4
<b>New resident packs distributed</b>	4	9	1
<b>Migrant packs</b>	0	0	0

**RECOMMENDATION**

That the Executive Support Manager's report is accepted.

## 9 GENERAL REPORTS

### 9.1 ANNUAL GRANT PRESENTATION: SPORT CANTERBURY - 1.00PM

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

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

**Attachments:** 1. Sport Canterbury - South Canterbury Annual Report  
1 July 2018 - 30 June 2019 [↓](#) 

#### PURPOSE

As an annual grant recipient, Sport Canterbury - South Canterbury receives a grant of \$7,000.

South Canterbury Regional Manager of Sport Canterbury Shaun Campbell will present to Council the achievements over the past year and plans for the future.

The Sport Canterbury – South Canterbury Report to Waimate District Council 2018/2019 is attached.



## **ANNUAL REPORT TO WAIMATE DISTRICT COUNCIL**

**1 July 2018 – 30 June 2019**

Prepared by Shaun Campbell  
South Canterbury Regional Manager  
Sport Canterbury

### Executive Report

This Sport Canterbury report highlights the outcomes and specifics of work completed in the Waimate district in the last 12 months from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019.

The work streams listed below and identified in the Sport Canterbury strategic plan help us to achieve impact in the community. The work undertaken in areas of primary schools, secondary schools, community sport and physical activity are listed in this report.

- 1 **Lead** – provide the sport and physical activity sector with advocacy and a clear sense of direction.
- 2 **Enable** – enhance the capability of people and organisations responsible for delivering and administering sport and physical activity.
- 3 **Deliver** – provide quality sport and physical activity participation opportunities to targeted communities.

Our aim is to provide sustainability through improving the capability of our community and grow Sport Canterbury resources that enable greater reach, influence and long-term viability.

We are pleased to provide this record of our work and we report in a strong organisational position. There are significant opportunities available for our community to access quality experiences in good facilities. South Canterbury athletes continue to develop on the world stage and our grass roots participation levels are on the rise.



*The Sport Canterbury Team*

### Primary Schools

#### LEAD

The South Canterbury office of Sport Canterbury works in partnership with numerous community stakeholders to provide services to Primary Schools across a variety of levels in the South Canterbury community.

#### *South Canterbury District Health Board*

Sport Canterbury delivers a contract on behalf of the South Canterbury District Health Board (SCDHB) to increase physical activity levels of students, develop teacher physical education skills and assist schools and clubs to formalise working partnerships.

#### *WAVE Project*

The South Canterbury community sport team work closely with the Community and Public Health team through the WAVE (Wellbeing and Vitality in Education) project. We are members of the steering group, working group and community group contributing alongside other organisations taking a holistic view to young people's physical and spiritual development. The WAVE project is unique and is somewhat ahead of its time as both student and staff well-being are becoming more prevalent conversations in New Zealand education.

#### *Primary School Sports Association*

We continue to work with the Primary School Sports association to promote their opportunities and offer assistance on best practice in event delivery. The association is responsible for event facilitation and our support is delivered at a student, teacher and Principal level.

#### ENABLE

##### *SportStart*

Sport Canterbury has developed a teacher development resource that is focused on engaging students and developing a life long passion for sport and physical activity. The resource encourages the development of the whole student and considers their physical, social and emotional abilities. The SportStart resource is utilised for session delivery by the Waimate KiwiSport coordinator and teachers.

In the past 12 months there has been two South Canterbury full day SportStart Takaro workshops, enhancing participants confidence of Nga Taonga Takaro and their capability to understand and deliver traditional Maori games.



*Participants at the SportStart Takaro Workshop*

*Physical Education and Primary School Sport Forum*

This was held in September and built on from the inaugural event in 2017. The evening creates a collaborative learning environment for sports organisations and schools allowing both to gain an understanding of each other's barriers, needs and wants within a school sporting programme. The evening was attended by 25 school delegates and eight community sport organisations.

*PALS*

A full day workshop is delivered to senior students of Primary schools who become Physical Activity Leaders and deliver lunchtime games and physical activities to others in their school. The workshop provides game ideas, develops leadership skills and has an emphasis on the importance of organisation and fun in a session. On going support is provided to schools and the day engaged with eight community development officers. The full day work shop was attended by 125 year seven and eight pupils, a total of 16 leaders from two schools were developed from the Waimate community.

**DELIVER**

*KiwiSport*

Sport Canterbury continues to administer the KiwiSport Regional partnership fund to our community on behalf of Sport New Zealand. In 2019 there are nine different projects operating across South Canterbury including the community sport coordinator project that supports the Waimate cluster schools.

In the last year alone there has been more than 50,000 participations across these projects with over 9000 of these delivered in the Waimate community across a variety of sporting codes including cycle safety and triathlon.

*Jump Jam Extravaganza*

The 11th consecutive Jump Jam extravaganza again set a new record for participation with over 700 students taking part in the day held at the Theatre Royal. Waimate schools were extremely well represented contributing 152 participants to the day. This is a unique experience for students and the day is looked forward to by many young people in the community.



Waimate Centennial 2<sup>nd</sup> in Year 4-6 open.

*Top Team*

The Top Team initiative visited South Canterbury for two weeks in late term four 2018. Top Team games test teamwork, initiative, problem solving and communication skills. Students are grouped and compete against one another in a circuit of activity and obstacle stations. The great thing about Top Team is that the best performers are the best "all round" team; therefore, teams need to have people with a variety of different skills. Waimate High School took the opportunity to be involved in Top Team in 2018 with 80 students participating.



## **Secondary Schools**

### **LEAD**

Sport Canterbury delivers the Aoraki Regional Sport Director contract with a focus on providing support to Secondary Schools and delivering quality opportunities. This contract has been managed for five years. Sport New Zealand has again approved their investment into Secondary School Sport in the Aoraki community. A national secondary school sport review has recently been concluded and in the coming weeks will be shared publicly with schools and community groups.

Due to some change in the Secondary School Principal environment Chris Comeau of Roncalli College has recently been appointed as chairperson of Aoraki School Sport. Moving forward Aoraki school sport and its delivery is likely to be more focused in the enable section and the encouragement of more participation opportunities.

### *South Island Regional Sport Director Network*

The five offices of Secondary School sport throughout the South Island have worked hard to ensure there is consistency in event delivery of south island championships and that best practice models for secondary school sport are being shared. In the Aoraki region we are taking a leadership role in this network facilitating opportunities for development and also leading the induction of new to school sport staff practices at national conferences.

### *South Canterbury Netball*

The Regional Sport Director has partnered with Sport New Zealand, Netball Mainland and Netball South Canterbury on a project aimed to improve the quality of experience for South Canterbury Secondary School Netball players. The project focuses on improving sideline and coach behavior, improving competition structures, making development opportunities more accessible and the establishment of a netball youth voice to give greater input from those playing the game. The project has been endorsed by the netball playing South Canterbury Secondary Schools and key messaging is starting to filter to the wider netball community with the schools support.

### **ENABLE**

#### *Sport Coordinator Development*

We facilitate termly professional development and networking opportunities for the school sport coordinators of the Aoraki community. This focused on national messaging, trends, opportunities and best practice. The sport coordinator position often has high staff turnover and looking ahead to term 3 we will have two new staff joining the network.

### **DELIVER**

#### *South Island and National Championships*

The Aoraki region hosted four South Island Secondary Schools (SISS) Championship events and two major national championship events this year. As well as making event entry and participation easy for our local students these events often attract high numbers of competitors and supporters to the district and can have a significant economic benefit to the community. Sport Canterbury has paired with partner organisations to deliver the Southern Basketball Cup (14 teams), SISS Tennis Championships (70 individuals) the National Schools Netball finals (16 teams) and the National Schools Cross Country Championships (804 entries).

In addition for the first time in 52 years the SISS Cycling championships was moved from Christchurch. This two day event in July included 242 riders with the first day of racing occurring along Pareora River Road.

*Aoraki Championship Events*

Waimate district students have competed in 5 of the 26 Aoraki Championship events held in the last 12 months.

	Venue	Waimate Schools Year 9 - Year 13	Total (incl. non- WMT schools)
<b>Clay Target Shooting</b>	Timaru	4	31
<b>Athletics</b>	Timaru	17	494
<b>Swimming</b>	Ashburton	4	109
<b>X country</b>	Timaru	7	221
<b>Boys Basketball</b>	Timaru	10	140

*School Sports Awards*

*Aoraki Secondary School Sports Awards*

The Aoraki Secondary School Sports Awards celebrated its 20<sup>th</sup> anniversary in 2018. The evening was attended by 450 guests who helped recognize the school sport champions of today but also took time to reflect on some of our previous Aoraki School champions who include Marc Ryan, Tom Walsh, Shane Archbold and Emily Fanning. Principals, teachers, students, families and guests were entertained by guest speaker and 2004 Aoraki School Sport Champion Peter Breen. Highlights for the Waimate community included having three category finalists in Athlete Thomas Fletcher, Gymnast Travis Swan and Allrounder Hannah Soper.



*Athletics Finalist wait on stage for the winners announcement.*



## Community Sport

### LEAD

#### *Spaces and Places Plan*

The South Canterbury Spaces and Places plan was completed in September 2018. The plan has been endorsed by all three South Canterbury local authorities. The plan has been referred to by a number of sporting and funders groups and significantly it has been utilised by community funding decision makers. There is still significant work to do to ensure that this becomes a regular part of process and is utilised as envisaged. There is work occurring to the establishment of a local governance group of the plan, this is slower than would have been liked due to uncertainty or non-commitment around ownership of the plan. Sport Canterbury is currently taking the lead on the implementation and education of the plan to various sporting groups and reference to projects as required.

Some recommendations have already been achieved with greater collaboration between facility managers and a proposed home for Aoraki Rugby League found.

#### *Community Funders Group*

In partnership with other community funders including the ASPECT Trust, Alpine Energy, the Mid South Canterbury Community Trust and Trust Aoraki a South Canterbury funders working group has been established. The goal of this group is to educate our local community to the avenues for funding in the region, the specifics to each fund and move to streamlining the funding process across various applications. Presentations on the various funds available have been made to the community and a presentation will occur in Waimate in July. To date the project has been well received.

### ENABLE

#### *Club and Regional Sport Organisation Support*

We aim to provide quality capability support to local organisations to enable them to become more efficient and sustainable. Our support in this area has focused on improving the governance, planning and capability of clubs and regional sports organisations. Predominately our work in this area has supported the application to KiwiSport of Sport Waimate and the ongoing development of the KiwiSport coordinator.

### DELIVER

#### *Trust Aoraki South Canterbury Sports Awards*

In May we celebrated the 2019 Trust Aoraki South Canterbury Sports Awards with 440 guests attending the evening at the Southern Trust Events Centre. The evening celebrated the regional, national and international achievements of more than 60 nominees from our local community. The Waimate district was well represented with three nominees who all performed with exception. Peter Fish was a finalist in the Young Sportsperson of the year category, father Steven Fish a finalist for the coach of the year award and masters athlete Toni Oudemans a finalist in the masters section.



*Finalist and Sponsors for the South Canterbury Coach of the Year Award*

**Physical Activity**

**LEAD**

Sport Canterbury holds contracts with the SCDHB and the Ministry of Health (MoH) for the delivery of physical activity and health services across the Waimate district. Our work in this space encompasses the entire community. The green prescription service supports clients to re-engage in physical activity and our falls prevention programme aims to reduce the number of falls people over 65 have in their home or community.

*Steering Groups*

Sport Canterbury is a member of the Combined Falls Steering Group that is working with partners to improve opportunities for those over 65.

The first national Live Stronger For Longer hui was held in Wellington with Sport Canterbury represented by four staff involved in the project. The project has Sport Canterbury working across the entire Canterbury community to accreditate and develop sustainable strength and balance programmes. The national opportunity was excellent for networking and a good chance to gauge progress of the project after 18 months of implementation.

**ENABLE**

*Education Sessions*

Training opportunities have been facilitated for our approved activity providers with one session held in Timaru and two trips to courses via Active Canterbury in Christchurch supported. Two Waimate programme providers have attended all sessions which included a physiotherapist presentation on older adults' joints, strength and balance exercise ideas, health and safety requirements and the chance to network with other leaders. In addition, individual training and resources are made available as needed to those approved programme providers across both strength and balance and falls prevention programmes.



*Activity Provider Training*

*Promotion*

The Live Stronger for Longer information has been published in the Waimate News and Views and resources have been distributed to the medical centres, physios and pharmacist. Health professionals are encouraged to refer their patients to the 'Live stronger for Longer' website to find an appropriate class near them.

The South Canterbury physical activity team established a display at the Waimate Health expo. During this time the team also presented on our range of programmes including green prescription, stay on your feet and live stronger for longer. The expo provided a good opportunity for networking with other activity providers and health agencies from the Waimate community.

**DELIVER**

*Green Prescription*

Throughout South Canterbury the 479 referrals we worked with over the last 12 months is the highest number of referrals we have received and serviced in an operating year. This is the second consecutive year that these numbers have set new records. A total of 14 referrals were generated from the Waimate medical centres and in addition some Waimate self referrals were received. A Waimate Be Active programme was held in the Waimate Events Centre from October to December with 11 participants, pleasingly nine of these attendees graduated. The programme includes presentations from staff and the SCDHB dietitian and practical experiences in physical activity including badminton, bowls and Tai Chi.

*Stay on Your Feet Programme*

In the last year 55 referrals from the Waimate district were received for this programme. The home based programme is delivered by in Louise MacRae. One ten week stay on your feet community class was delivered in April with 16 people attending.



*Stay on your feet programme in action.*

*Community Strength and Balance Programme*

Currently there are 25 approved Strength and Balance classes across South Canterbury allowing places for 562 participants each week. The most recent quarterly report shows a 78% utilisation of these places. Four of these classes operate in Waimate with space for upto 76 individuals per week. Currently these classes are operating at 65% capacity. Promotion will continue to encourage participation via community networks and the Livestronger.org.nz website.

**Next 12 Months**

- Formation of the South Canterbury Spaces and Places Plan Governance Group
- The South Canterbury Funders Group will plan the next 12 months of community visits.
- Community Group Funders visit and presentation to Waimate district in July.
- The 21<sup>st</sup> Aoraki School Sports Awards will be November 1<sup>st</sup>.
- PE and School Sport Forum 2019
- The South Island Secondary Schools Sport Coordinators Conference will be in Dunedin.
- Student Coach Education Day.
- Student Volunteer recognition days.
- Strength and Balance Leader Education sessions
- KiwiSport Funding Round for 2020 closes on the 29<sup>th</sup> July
- Support of the SCDHB and introduction of new programme referral pathway
- PALS workshop delivered in 2020
- The 12<sup>th</sup> Jump Jam Extravaganza
- There will be 26 Aoraki Secondary School Championships Events.
- South Canterbury will host the South Island Motocross Championships, the Lawn Bowls championships and a Football event during tournament week.
- One Be Active programme in Waimate will commence for Green Prescription patients.
- One Stay on Your Feet programme in Waimate for falls prevention patients.
- The South Canterbury Sports Awards in May 2020.

**Conclusion**

Sport Canterbury continues to provide sport and physical activity leadership, advocacy, capability development, partnership brokerage and participation opportunities to the people and organisations of the Waimate district.

Through the insights we gather, we analyse the needs of the community and provide prioritised support to increase the quality and quantity of participation in sport and physical activity.

Meeting the needs of the Waimate demographic will continue to be a challenge and well planned and coordinated efforts will be essential to ensure the district continues to maximise use of resources and develop spaces and places for sport and physical activity which are sustainable and fully utilised.

This report highlights Sport Canterbury's work in the Waimate district has developed stronger community links. Overall the support provided by Sport Canterbury has increased the quality of sport and physical activity being delivered across the Waimate district.

Sport and physical activity enhances the social, cultural and economic well-being of the region and, as an established provider, Sport Canterbury looks forward to continuing to work in partnership with Council, schools, clubs and other groups to provide quality opportunities and inform the future development of the sport and physical activity landscape.

## MEETING CLOSURE