

Agenda

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

Tuesday 28 July 2020

To follow the District Infrastructure Committee
Meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

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 28 July 2020, to follow the District Infrastructure Committee Meeting.

Committee Membership

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

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Nil	
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OPENING

1 PUBLIC FORUM

Nil

2 APOLOGIES

3 VISITORS

1.00pm – Waimate District Charitable Foundation

4 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

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

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a. Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

b. Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 10 MARCH 2020

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 10 March 2020

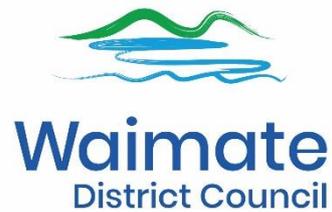
PURPOSE

For the unconfirmed Minutes of the Community Services & Development Committee Meeting held on 10 March 2020 be presented for confirmation.

Please note the scheduled meeting on 28 April 2020 to confirm the Minutes was not held due to COVID-19 lockdown.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 10 March 2020 be adopted as a true and correct record.



MINUTES

Community Services and Development Committee Meeting

10 March 2020

**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 10 MARCH 2020, COMMENCING AT 12.00PM**

- PRESENT:** Cr Tom O'Connor, Mayor Craig Rowley, Deputy Mayor Sharyn Cain, Cr Sandy McAlwee, Cr Miriam Morton, Cr David Owen, Cr Sheila Paul
- APOLOGIES:** Cr Fabia Fox, Cr Colin Pankhurst
- IN ATTENDANCE:** Stuart Duncan (Chief Executive), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

There was no Public Forum held at this meeting.

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION 2020/8

Moved: Deputy Mayor Sharyn Cain
Seconded: Cr Sheila Paul

That apologies received from Cr Fabia Fox and Cr Colin Pankhurst be accepted.

CARRIED

3 VISITORS

12.00pm – Community Link

4 CONFLICTS OF INTEREST

The Chair asked members to declare any Conflicts of Interest. There were no Conflicts of Interest declared.

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

Nil

7.3 ANNUAL GRANT PRESENTATION: COMMUNITY LINK – 12.00PM

Community Link Operations Manager Jakki Guilford and Board Financial Overseer Mike Downes presented to the Community Services and Development Committee on the operations of Community Link over the past financial year and their plans for the future.

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 28 JANUARY 2020

COMMITTEE RESOLUTION 2020/9

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 28 January 2020 be adopted, with the below amendment.

CARRIED

Amendment:

Item 11: Re-admittance of the Public Report – that it is the Community Services and Development Committee not Council.

REPORTS

7 GENERAL REPORTS

7.1 HERITAGE GRANT APPLICATION - M WELLS WAIHAO DOWNS HOMESTEAD

The Community Services and Development Committee considered the funding application from M Wells of Waihao Downs Homestead.

COMMITTEE RESOLUTION 2020/10

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

1. That the Heritage Grant Application – M Wells Waihao Downs Homestead report is accepted; and
2. That the Community Services and Development Committee approve the funding application for \$1,000 from M Wells, Waihao Downs Homestead.

CARRIED

7.2 RECREATIONAL TRACK GRANT APPLICATION

The Community Services and Development Committee considered the funding application from the Southern Canterbury A & P Association.

COMMITTEE RESOLUTION 2020/11

Moved: Deputy Mayor Sharyn Cain

Seconded: Mayor Craig Rowley

1. That the Recreational Track Grant Application report is received; and
2. That the Community Services and Development Committee approve the funding application for \$6,447.16 (GST exclusive) to the Southern Canterbury A & P Association, subject to the track being open to the public at all times.

Cr Owen voted against the motion

CARRIED

Item - 7.3 Annual Grant Presentation: Community Link - 11.30pm - has been moved to another part of the document.

PUBLIC EXCLUDED

8 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/12

Moved: Cr David Owen

Seconded: Deputy Mayor Sharyn Cain

DAVID/SHARYN

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
8.1 - Public Excluded minutes of the Community Services and Development Committee Meeting held on 28 January 2020	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

9 RE-ADMITTANCE OF THE PUBLIC REPORT

COMMITTEE RESOLUTION 2020/13

Moved: Deputy Mayor Sharyn Cain
Seconded: Mayor Craig Rowley

That the Community Services and Development Committee moves out of closed meeting into open meeting..

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 12.50pm.

The Minutes of this meeting were to be confirmed at the Community Services and Development Committee Meeting scheduled for 28 April 2020; however was not held due to COVID-19 lockdown.

.....
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. Capital and Project Report Spreadsheet - Community & Strategy Group July 2020 [↓](#) 

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 January to June 2020.

ANNUAL PLAN 2020/21

2. The Annual Plan 2020/21 was adopted by Council on 23 June 2020. In response to Covid-19 Council decided to reduce the proposed rates increase of 7.7% to 4%. The recalculating for the finance team was a considerable amount of work as was the production of the new look document which was undertaken during the Lockdown period.

LONG TERM PLAN 2021-31

3. We are progressing well with building the pieces of the LTP 2021/31 puzzle. We have held five LTP workshops with Council covering the following topics: activities and groups or activities, revenue and financing policy, performance management framework including revised measures and targets, roading strategic business case discussion and Councillors' future Waimate photo project.
4. Upcoming LTP workshops include key assumptions and asset management planning.
5. Population projection work has been undertaken externally this year by Rationale Ltd with final work due for completion on Friday 17 July. The population data will help inform the asset management plans along with other activities of Council.

EVENT CENTRE

6. The year started relatively quietly in January – reopening for business on 6 January. Numbers for the month were up on January 2019 with the return of Stay Active and Senior Sports on a regular weekly basis. Indoor Soccer started again in January and regular weekly climbing sessions began in early January.
7. Numbers were slightly ahead of 2019 in February as we got busier with visits of climbing groups from Timaru secondary schools and the return of regular users like Badminton and a netball tournament of over 100 players. The function room hosted our first corporate conference of the year followed with Waimate Netball celebrating their centenary with a function for approximately 90 people.
8. March started with a corporate function and with meetings to investigate the installation of a sound system for the Centre. The Civic Awards function was also held early in March with over 100 attendees. Social Basketball started up again in March and numbers were looking very good until Covid-19 arrived and the Centre was closed on Monday 23 March.
9. The Event Centre was closed for all of April. No ANZAC ceremony.

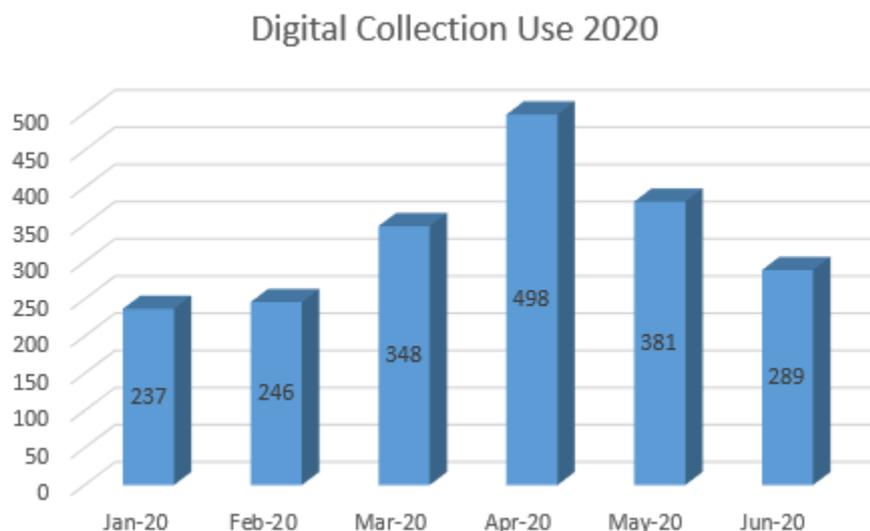
10. Minor maintenance work and thorough cleaning was done at the Centre during level 2 lockdown in May and we had a shipment of 30 new chairs arrive to replace the plastic ones on the mezzanine floor. Funding for the chairs predominately came from the fit out fund held by the Waimate District Charitable Foundation. The fund has now been exhausted.
11. Tennis were the first sports to return to the Centre on 19 May with other hirers starting to return at the end of May. Work on the sound system installation, which had started in March was completed late May.
12. June saw the re-start of Badminton, Basketball and Netball. For the first time junior Netball is being played indoors at the Centre every Thursday, followed by senior Netball. So by the middle of June everything was pretty much back to business as usual with the return of all of our regular users both on the courts and in the meeting/conference rooms.
13. At the end of June we received notification from Sport Canterbury that we were to be given a small grant from the Community Resilience Fund to assist with the increased expenses our Council had incurred recently as a result of health and safety measures required due to Covid-19. Our focus at the Event Centre has been on safety of our customers with sanitiser continuing to be available in our reception area and on the courts.

LIBRARY

14. The biggest feature of this period is of course the global pandemic which has had a huge impact on the library. Covid-19 has highlighted a number of areas that we need to develop as we go forward and it also has shown some of the way we do things need to change and we will be exploring those areas as time goes on.
15. We wish to highlight the effect Lockdown and Level 2 had on our online digital collection and the impact on access to physical newspapers and magazines.

16. Digital Collection

When we were told of the imminent closure of the Library we took the initiative to invest more of our book budget into our online digital collection knowing that although people could not come into the library they still had access to 4292 eAudio books and 3497 eBooks via our Borrowbox and Wheelers ePlatforms. This proved to be very prudent as from February to the end of April we saw a 110.12% increase in the use of our digital collections.



NB – Combined usage of our eBooks & eAudio for both Wheelers and Borrowbox

17. The public were unable to access to our newspapers and magazines until Level 1 and since we currently have no online alternative meant that many people were unable to keep up with the latest information via this medium. Couple this with the switching off of the APNK Public Wi-fi for much of this time meant that some of our community were much more isolated than perhaps they needed to be. The APNK Library wi-fi connection was switched off by the National Library, from 31 March to the week of 28 April, at all locations following requests from some Councils, Civil Defence representatives and Police. This was done in an effort to discourage public gatherings.
18. **Facebook and our Webpage**
During lockdown staff endeavoured to remain connected to our community through our Webpage and the Council's Facebook page. We were also wanting to increase participation and provide such things as digital story times to our younger members. It was quite difficult for us to effectively engage with our community during this time as we were requested by Council to cut back on our Facebook posting to allow for Covid-19 messaging.
19. We will continue to a work through solutions such as a dedicated Library Facebook page.

POLICY

Project	Progress	Date	Summary
Review of Computer Systems Use Policy	Completed	February 2020	Systematic review of the policy resulting in fundamental revisions of the incorporated provisions, especially towards maximizing risk reduction, resilience, and security protocols.
Review of Elected Members Reimbursement & Expenses Policy	Completed	March 2020	Review of the policy conducted to partially expand its provisional structure, and to reflect the latest determinations by the Remuneration Authority.
Review of Asset Management Levels Selection/Determination	Completed	March 2020	Review of the strategic document resulting in a series of revisions; as an integral part of the document, Asset Management Policy was parallel reviewed.
Development of Computational Policy Analysis Model	Completed	May 2020	Computational agent-based policy analysis model developed, and thus utilised in the development/review of all policies, as to institutionalise the modern techniques of the science of policy analysis in the WDC.
Formulation of Harassment Policy	Completed	June 2020	Mechanism developed as to either deter or combat any and all instances of bullying and harassment, accordingly defined with an expansive scope, occurring in the WDC, at any organisational level.

Project	Progress	Date	Summary
Review of Vehicle Use & Monitoring Policy	Finalisation	August 2020	Review of protocols regulating the use of the WDC fleet vehicles conducted, resulting in a series of structural modification as to enhance the provisions' overall pragmatism and accessibility
Formulation of Policy Document Control Procedure	Finalisation	July 2020	A regime developed as to define hierarchy and mechanism of authorisation and verification of the 2 classes of policies (i.e. public/governance, internal/operational).
Formulation of Corporate Dress Code Policy	Research and Development	August 2020	An organisational corporate dress code being developed, scope applicable to all WDC staff, to regulate the management and use of the WDC apparel, and to define a general dress etiquette for all staff.
Formulation of Security Risk Response Plan	Finalisation	August 2020	A rapid response plan developed as to enable WDC staff to react to the prospect, or occurrence, of any significant threat posed; via categorization of threats into various severity classes, plans are developed to respond to each class, specific to each WDC facility.
Formulation of Information Management Policy	Finalisation	August 2020	System developed as to define and regulate methods and mechanisms of organisational information management – including mechanisms for archiving, digitizing, and disposing information to be implemented at the organisational level.
Formulation of Media Policy	Finalisation	September 2020	Policy generated as to regulate the WDC's media relations and practices.
Formulation of Social Media Policy	Finalisation	September 2020	Policy developed as to primarily design a general modus operandi for the WDC's utilisation of social media platforms, in conjunction with an operational framework to maximise the WDC's strategic exploitation of such platforms' potentials.

Project	Progress	Date	Summary
Formulation of Sustainability Policy	Research and Development	September 2020	Eclectic policy under development as to unify all points of reference to the concept of sustainability in and across all WDC strategies and policies, and to institutionalise the systematic incorporation of the concept/practice in the WDC's strategic thinking and overall decision-making environment.
Review of Significance & Engagement Policy	Research and Development	October 2020	Fundamental and systematic review of the existing framework conducted, to specifically modernise the policy's utilised assessment tools by means of engineering a range of complex computational models.
Review of Subdivision Reserves Contributions Fund Policy	Finalisation	End of 2020	Review resulting in the internalisation of the policy (i.e. relocation from public/governance class to internal/operational class); final structure and direction to be determined pending further discussion.
Submission on Fire & Emergency New Zealand Funding Review	Submitted to Department of Internal Affairs	February 2020	Submission made to reflect the WDC's view on the proposed funding models for the Fire & Emergency New Zealand services, specific to the first stage of the public consultation.
Rubbish & Recycling Services 2020 Public Submissions	Completed	June 2020	Managed the submission process including the analysis of public submissions on Rubbish & Recycling Services Consultation 2020.
Review of LTP 2021-2031 Key Assumptions	Completed	July 2020	In-depth and expansive research conducted as to determining the status of LTP 2021-2031 Key Assumptions, resulting in fundamental revisions to a series of incorporated assumptions.

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	Chief Executive (LGA cl 27 sch. 7)		October 2022	
202	Code of Conduct	Chief Executive (LGA cl 15 sch. 7)		October 2022	
203	Governance Statement	Chief Executive (LGA s 40)		March 2023	
204	Triennial Agreement	Chief Executive (LGA s 15)		February 2023	
300 Series – General Council Policies					
301	Significance and Engagement Policy	Community and Strategy LTP (LGA sch. 10)	To be included in the LTP	October 2020	
303	Media Policy	Executive Support	Under development	September 2020	
304	Social Media Policy	Executive Support	Under development	September 2020	
305	Gambling Venue Policy	Regulatory and Compliance		November 2021	
306	Dog Control Policy	Regulatory and Compliance (Dog Control Act)		December 2021	
307	Sustainability Policy	Asset Group	Under development	September 2020	
308	Delegations Policy	Corporate Services		August 2022	
309	Tab Board Venue Policy	Regulatory and Compliance		August 2021	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
310	Elected Members Reimbursement and Expenses Policy	Corporate Services (LGA cl 6 sch. 7)	As required by Remuneration Authority.	March 2023	
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)		December 2022	
314	Local Approved Products Policy	Regulatory and Compliance (Psychoactive Substances Act)		10 December 2024	
315	Insanitary Buildings Policy	Regulatory and Compliance (Building Act)		December 2022	
316	Procurement Policy	Corporate Services		October 2022	
317	Unmanned Aircraft Policy	Asset Group (CAA Rules)		April 2022	
320	Vehicle Use and Monitoring Policy	Corporate Services		June 2020 August 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	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
327	Freedom Camping Policy	Regulatory & Compliance	Council agreed to formulate a policy 8 October 2019. At Audit & Risk meeting 9 June 2020 it was agreed to continue to wait until further information is received nationally before developing the policy.	Late 2020	
328	Information Management Policy	Corporate Services	Currently under development	August 2020	
400 Series – Financial Policies					
Note: Policies 401 – 409 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)	Currently under review	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	Start review	June 2024	
409	Statement of Accounting Policies	Corporate Services	Reviewed for each annual plan and annual report	October 2020	
410	Property and Land Sale, Purchase and Lease Policy	Asset Group		December 2021	
411	Sensitive Expenditure Policy	Corporate Services	To include Audit NZ feedback	December 2021	
500 Series – Infrastructure Policies					

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
501	Dust Suppression Policy	Asset Group		August 2021	
502	Water Supply - Rural	Asset Group	Awaiting on review of 3 waters.	December 2014	
	Asset Management Policy	Asset Group		March 2023	
600 Series – Staff and Internal Policies (signed off by CE)					
601	Harassment Policy	Human Resources		June 2023	
602	Policy Document Control Procedure	Community & Strategy		July 2020	
603	Building Security & Key Policy	Corporate Services		April 2022	
604	Subdivision Reserves Contributions Fund Policy	Corporate Services	Previously 318-rendered internal by the instruction of Council. Will be reviewed in consideration to all Reserves	July 2020 End 2020	
605	Dress Code Policy	Human Resources		August 2020	
606	Lockdown Procedure	Regulatory & Compliance		August 2020	
607	Computer Systems Use Policy	Corporate Services		February 2023	
613	Personnel Records Policy	Human Resources		August 2021	
616	Drug and Alcohol Policy	Human Resources		March 2021	
618	Sick Leave Gifting Policy	Human Resources		September 2021	

PROJECTS

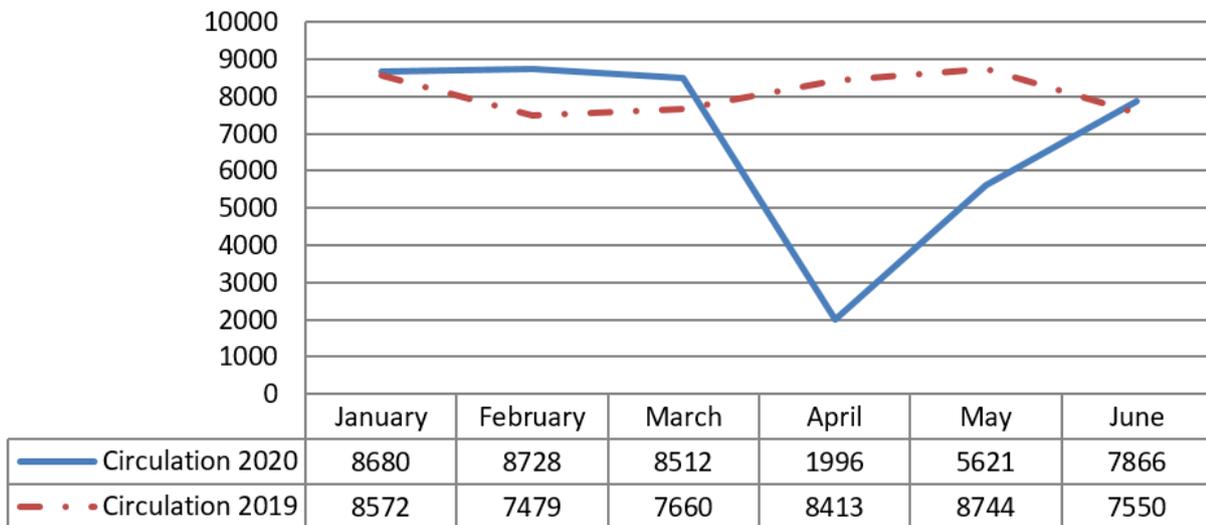
Please see attachment.

QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 OCTOBER – 31 DECEMBER 2019

LIBRARY

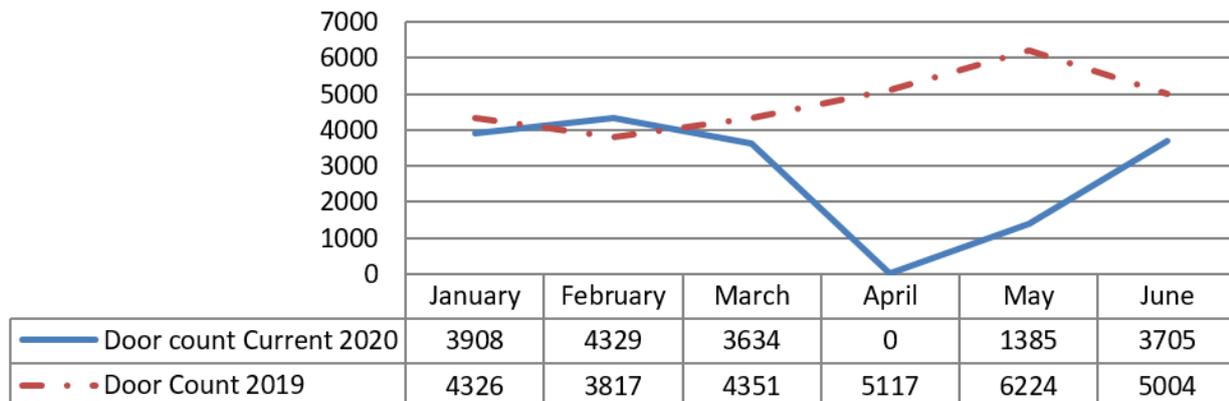
Total Circulation

Total Circulation January - June 2020



Door Count

Door Count January - June 2020



EVENT CENTRE

User Statistics

Month	User numbers			
	2017	2018	2019	2020
January	180	624	353	557
February	403	870	1,205	1,251
March	560	1,757	2,246	925
April	2,668	3,047	1,941	0

Sports and meetings cancelling as Covid-19 hit

Event Centre closed

Month	User numbers			
	2017	2018	2019	2020
May	3,093	4,089	4,132	50
June	3,755	4,310	3,217	1,568
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	1,855	
November	1,165	1,959	1,665	
December	602	1,072	406	
Total	20,366	23,984	23,354	4,351

Sports not yet started

Event Centre's birthday celebration held in 2018 and not in 2019

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
January 2020	8	68	\$ 351.00
July 2020	17 Sessions split up to 12 and over 12	282 as at 16 July	Free admission as received a Give Sport A Go grant

RECOMMENDATION

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

Community and Strategy Group Project List

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Community and Strategy Group								
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	100%			The Annual Plan was adopted by Council on 23 June 2020
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	10%			We are well on the way to building the pieces of the Long Term Plan 2021/31. Five workshops have been held so far with Councillors with the following topics covered: Timetable and overview of the Long Term Plan components, activities and groups of activities, Revenue and Financing policy, performance management framework, Councillors Future Waimate photo project, Roading strategic business case.
2017-19	Elections 2019	3 year Local Government Elections	\$37,000 Internal resource plus external contract	\$58,628 less income of \$38,736 = \$19,892	100%			Local Government elections were held on 12 October 2019. Costs from South Canterbury District Health Board and Environment Canterbury for the work we undertook on their behalf now received and project complete.
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 we 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

Communications Staff

1. Rachel Harris has resigned as Communications Officer and will be leaving Council on 31 July 2020. Sam Morton has been appointed to the role and started with Council on 16 July.

Council Website

2. Communications staff are about to commence an upgrade of the website over the coming weeks, at no cost to Council. This will result in a different look and ensure we have access to new features.

Facebook

3. For the 1 January 2020 to 30 June 2020 period, Council's Facebook page 'likes' is 1,282 (2% increase) and 1,661 'followers' (13% increase). The major increase in 'followers' occurred on 25 March when the country went into COVID-19 lockdown.
4. The top five posts were:
 - a. New World change opening hours (COVID-19) – 7,404 reached and 2001 engagements
 - b. Waitaki Lakes camping under level 2 – 4,795 reached and 587 engagements
 - c. Council's Emergency Operations Centre activated – 4,704 reached and 512 engagements
 - d. Cancer Society's Relay for Life tally – 4,082 reached and 163 engagements
 - e. Dog found on Archibald Road, Morven – 3,702 reached and 489 engagements.

Publicity

5. The following media releases were distributed:

	Title
January	<ul style="list-style-type: none"> • Gorge Road building purchase
February	<ul style="list-style-type: none"> • New community vehicle garage • Staff increase for Waimate St John
March	<ul style="list-style-type: none"> • Civic Awards celebrates 10 years • Five councils seek funding to investigate future water services • AF8 Roadshow coming to Waimate • Council's facilities to temporarily close due to COVID-19
April	<ul style="list-style-type: none"> • Rubbish and recycling consultation gets underway • Council's emergency budget response to COVID-19
June	<ul style="list-style-type: none"> • Rubbish and recycling consultation outcomes and decisions

6. The following publicity has been undertaken:

- Civic Awards 2020
- Essence Magazine – Mayor’s Desk
- Civil Defence – prepare your road trip and sunscreen reminder
- School holiday programme January and July
- 2020/21 Annual Plan – also involved in the production of the document
- Relay for Life
- Waimate Woofers (April and June)
- Hell Pizza Reading Challenge at the Library
- ECan woodburner information session at the Library
- Radio NZ interview with Mayor Craig for ‘Meet the Mayors’
- Rubbish and Recycling consultation – also involved in the production of the consultation document and online management
- Community funding, Heritage and Recreational Track and Creative NZ grants
- Aotearoa Bike Week
- AF8 Roadshow
- COVID-19
- ANZAC Day remembrance
- Street Smart programme for young drivers
- Shop Local
- Boil water notice for Hook-Waituna rural water scheme
- Justice of the Peace scheduled visits to library
- Norman Kirk Swimming Pool Pooch Paddle Day
- Rural water scheme meetings
- Make rate paying process easier – go online
- Restricted fire season for South Canterbury
- AA mobile vehicle licensing visiting Waimate
- Disc golf course completed at Victoria Park
- Borrowbox service at the Library
- Newsline – February articles included: AF8 Roadshow, Victoria Park shelter, heritage and recreational track grants, rates rebates, road resealing upgrades, baby peafowl at Victoria Park, and community garage at Event Centre.
- Newsline – March articles included: Queen Street sewer upgrades, Waimate to host AF8 for South Canterbury, rubbish and recycling consultation, upgraded tobys, Creative NZ community grants, Council honours long-term employee Murray Martin.
- Newsline – May articles included: Rates and payments, rubbish and recycling consultation options and recyclables list.

- Newslines – June articles included: Litter infringement fine notification, 2020/21 dog registration, community funding, Victoria Park shelter, and unveiling date for the Ted d’Auvergne sculpture.

MARKETING AND PROMOTIONS

Explore Waimate Website

7. Although visitor numbers to the website declined during the COVID-19 lockdown they are now steadily increasing, with 87% of visitors from New Zealand.
8. We are in the process of reviewing the website’s layout and content to make it more user friendly.

Domestic Tourism

9. Domestic tourism generates \$23.7 billion annually, making up 60% of New Zealand’s total tourism revenue. With the current global COVID-19 situation and cancelled overseas travel plans, there will be more kiwis exploring their own backyard. This bodes well for the Waimate District, whose main source of visitors is through domestic tourism.
10. One of our target markets is motorhome enthusiasts, with the majority between 51 to 69 years old. This demographic are more financially secure with disposable income, and are either semi-retired or retired so have the time to explore New Zealand.

Raising Waimate District’s Camping Profile

11. Now is the perfect opportunity for Explore Waimate to raise the profile of the Waimate District as a camping destination to our domestic market. We are doing this through a number of channels.

Covi Motorhome Caravan & Outdoor Super Show, Auckland

- a. In March Explore Waimate staff and the Mayor attended this large three-day motorhome expo in Auckland to promote the Waimate District as a camping and holiday destination to our target audience – the motorhome community.
- b. From conversations with visitors at the show, many had cancelled overseas travel due to COVID-19, and were now planning to travel New Zealand in their motorhomes as an alternative.
- c. There was a lot of interest in the Waimate District with our stand attracting nearly 1,000, and many people keen to add the Waimate District to their travel itinerary. Measuring the success of a show such as this can be difficult, but a direct result was the number of hits on the Explore Waimate website and Facebook page increased during and after the show. The expo was very positive and we hope to see more visitors to our district as a result of attending the show.

New Zealand Motor Caravan Show, Hamilton – 18 to 20 September 2020

- a. This is the largest motorhome show in New Zealand. Explore Waimate has secured a prominent site, and is currently planning for the show, with the intention of promoting the Waimate District as a camping and holiday destination to motorhome enthusiasts and families.

Magazine articles

- a. We have secured two different magazines to feature multi-page editorials on the Waimate District (free of charge).

RV magazine

- i. This New Zealand motorhome and travel magazine targets our domestic audience. With a distribution of 100,000 magazines throughout New Zealand, 57% of readers own their own motorhome and the remaining 43% are interested in an RV.
- ii. A journalist from the RV magazine will come and profile our district as a camping destination, staying in their motorhome at many of our different camping sites, and a famil will be arranged to allow them to experience all the Waimate District has to offer. This will be published in November 2020.

New Zealand Motorhomes, Caravan and Destinations (MCD) magazine

- i. This destination and motorhome magazine has a readership of 75,000, with 80% of MCD readers owning or looking to purchase a motorhome or caravan.
- ii. An MCD journalist will come and profile the Strawberry Fare and the Waimate District as a destination. A famil will be arranged to showcase all the Waimate District has to offer. This will be published in February 2021.

Advertising

12. We have confirmed our advertising schedule for the next 12 months. It covers a wide range of magazines and papers to ensure we reach a good cross section of our domestic market.
13. We also secured some free advertising and heavily discounted advertising as a result of COVID-19.
14. New and vibrant adverts have been designed for Explore Waimate and Waimate District Council camping, and editorial pieces written which will feature in our advertising campaigns.

Official Visitor Guide

15. The Waimate District Official Visitor Guide has been distributed to businesses around the Waimate District, and to Information Centres throughout New Zealand. A downloadable version is also available on the Explore Waimate website.

Waimate District Map

16. We are in the process of creating a new Waimate District map for visitors and newcomers to the district.

Explore Waimate Online Business Directory

17. We have created a new online business directory for Waimate District businesses. This is continually being updated as we receive the information from businesses, and listings are free.

Radio – The Breeze with OJ

18. The Marketing & Promotions Officer talks on The Breeze radio station every Monday morning at 9.40am with OJ to discuss what is happening in our district and promote any upcoming events. This is a free radio slot.

Relay for Life

19. The Waimate Relay for Life was a huge success, raising \$103,000 for the Cancer Society. The Waimate District Council was able to assist the event through creating editorial content for them, and also photography and drone footage at the event.

Campermate App

20. We have been using the Campermate app platform to access statistics of camping in our district. This is currently a free tool, but is being reviewed by MBIE to potentially become a paid application tool.

Marketing and Promotional Materials Updated

21. We have continued to update our promotional material over the past 6 months to include new banners, flags, signs and uniforms. This ensures the Explore Waimate team look professional when representing the district at events.

RECOMMENDATION

That the Executive Support Manager's report is accepted.

9 GENERAL REPORTS

9.1 CONFIRMED MINUTES OF CREATIVE COMMUNITIES SCHEME MEETING AND COMMUNITY AND SPORTS GRANT COMMITTEE MEETING

Author: Di Lowry, Waimate Information & Event Centre Administration Officer

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments:

1. **Creative Communities Scheme confirmed Minutes - 2 October 2019**
[!\[\]\(2bff93d2a2b6d2c342bab197caa20ae2_img.jpg\) !\[\]\(f5aa17be21edfb03cf324131dffba3cc_img.jpg\)](#)
2. **Community and Sports Grant Committee confirmed Minutes - 20
November 2019** [!\[\]\(855bc3025f5dd8db549f3872ffab2955_img.jpg\) !\[\]\(226dedf7b36ff399607fa33addf9c7f6_img.jpg\)](#)

PURPOSE

For the confirmed Minutes of the Creative Communities Scheme Meeting held 2 October 2019 and the Community and Sports Grant Committee Meeting held 20 November 2020 be presented for the information of the Community Services and Development Committee.

CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING
MINUTES

2 OCTOBER 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 2 OCTOBER 2019, COMMENCING AT 1pm

PRESENT: Chair Jane Bell, Mayor Craig Rowley, Cr Miriam Morton, Mr Alistair Boot, Ms Hazel Fish, Ms Sharon Stace

APOLOGIES: Ms Clare Saunders-Tack, Ms Cheryl Vaughn

IN ATTENDANCE: Helen Strachan (Minute Secretary)

1 APOLOGIES

COMMITTEE RESOLUTION 2019/1

Moved: Chair Jane Bell

Seconded: Mr Alistair Boot

That apologies from Ms Clare Saunders-Tack, Ms Cheryl Vaughn be received and accepted.

CARRIED

2 CONFLICTS OF INTEREST

Jane Bell declared a perceived conflict for the Waimate Rotary Club application, and did not participate in the discussion around this application.

Alistair Boot is a member of the Waimate Theatre Company, but is not involved in this project.

Sharon Stace is a member of the Waimate Theatre Company, but is not involved in this project.

Miriam Morton is involved with the Waimate Competitions and Waimate Theatre Company, but is not directly involved with these projects.

3 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING
HELD ON 15 MAY 2019**

COMMITTEE RESOLUTION 2019/2

Moved: Mr Alistair Boot

Seconded: Ms Hazel Fish

That the Minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019 be received and the recommendations therein be adopted

.CARRIED

4 GENERAL BUSINESS

4.1 NOMINATION OF CHAIR

COMMITTEE RESOLUTION 2019/3

Moved: Chair Jane Bell

Seconded: Ms Sharon Stace

That Hazel Fish be appointed Chair for this financial year.

CARRIED

**CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING
MINUTES**

2 OCTOBER 2019

COMMITTEE RESOLUTION 2019/4

Moved: Chair Hazel Fish
Seconded: Cr Miriam Morton

That Jane Bell be appointed Deputy Chair for this financial year.

CARRIED

COMMITTEE RESOLUTION 2019/5

Moved: Mayor Craig Rowley
Seconded: Cr Miriam Morton

Thank you to Jane as the outgoing Chair for all you have done over the last 5 years and for agreeing to stay on as Deputy Chair to help out when needed.

CARRIED

4.2 CONSIDERATION OF APPLICATIONS

COMMITTEE RESOLUTION 2019/6

Moved: Chair Hazel Fish
Seconded: Mr Alistair Boot

That the following funding applications be accepted.

Waimate Edwardian Heritage Group	\$ 992.57
Waimate Competitions	\$1,510.00
Waimate Rotary Club	\$4,000.00
Waimate Theatre Company	\$1,000.00
Gael Grigg	\$ 200.00

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1:50pm.

The minutes of this meeting are to be confirmed at the next Creative Communities Scheme Committee Meeting.

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CHAIRPERSON

COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
MINUTES

20 NOVEMBER 2019

MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE
ON WEDNESDAY 20 NOVEMBER 2019, COMMENCING AT 1.45pm

PRESENT: Deputy Chair Jason Evered, Deputy Mayor Sharyn Cain, Mayor Craig Rowley,
Ms Toni Oudemans, Mr Peter Vendetti

APOLOGIES: Mr Nigel Davenport, Ms Margery Giles, Mr Graeme Lane, Ms Nyssa Willcocks,
Ms Ellen White

IN ATTENDANCE: Helen Strachan (Committee Secretary), Di Lowry

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 0001/1

Moved: Mr Jason Evered
Seconded: Mayor Craig Rowley

That apologies from Mr Nigel Davenport, Ms Margery Giles, Mr Graeme Lane, Ms Nyssa Willcocks, Ms Ellen White be received and accepted.

CARRIED

2 VISITORS

None.

3 CONFLICTS OF INTEREST

Toni Oudemans declared conflict for the Waimate Athletics and did not participate in the discussion of this application.

MINUTES

4 CONFIRMATION OF MINUTES

**4.1 MINUTES OF THE COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
HELD ON 15 MAY 2019**

COMMITTEE RESOLUTION 0001/2

Moved: Mayor Craig Rowley
Seconded: Mr Jason Evered

That the Minutes of the Community and Sports Grants Committee Meeting held on 15 May 2019 be received and the recommendations therein be adopted

.CARRIED

COMMUNITY AND SPORTS GRANTS COMMITTEE MEETING
MINUTES

20 NOVEMBER 2019

REPORTS

5 GENERAL BUSINESS

5.1 CONSIDERATION OF APPLICATIONS - WDC COMMUNITY GRANT

COMMITTEE RESOLUTION 0001/3

Moved: Deputy Mayor Sharyn Cain
Seconded: Ms Toni Oudemans

That the following funding applications be accepted.

1. Waihao Downs School Board of Trustees	\$ 1,500.00
2. Life Education Trust, Mid & South Canterbury	\$ 301.73
3. Waimate Toy Library	\$ 1,000.00
4. Waimate Historical Society	\$ 641.29

That the following funding applications be declined.

1. Waimate Childcare Centre
2. Street Cats South Canterbury

CARRIED

5.2 CONSIDERATION OF APPLICATIONS - WDC SPORTS FUND

COMMITTEE RESOLUTION 0001/4

Moved: Mayor Craig Rowley
Seconded: Mr Peter Vendetti

That the following funding applications be accepted.

1. Waimate Pony Club	\$ 3,500.00
2. Waimate Golf Club	\$ 425.00
3. Pinoy Waimate Support Project	\$ 546.00
4. Waimate Caledonian Society Inc	\$ 1,176.00
5. Waimate High School Trapshooting	\$ 500.00
6. Waimate Amateur Athletics Club	\$ 492.00

CARRIED

Discussed members of the committee who have not yet attended meetings, Sharyn as Chair, will liaise with council staff who will contact members to discuss their continued involvement.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2:00pm.

The minutes of this meeting are to be confirmed at the next Community and Sports Grants Committee Meeting.

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CHAIRPERSON

9.2 WAIMATE DISTRICT CHARITABLE FOUNDATION PRESENTATION - 1.00PM

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

PURPOSE

Council have asked a representative from the Waimate District Charitable Foundation to present to Council on the foundation's work and role in the Waimate District.

The Foundation was established by Waimate people for the people of the Waimate District in perpetuity to benefit current and future generations. There was a need for a trusted foundation that could offer advice, accept and invest funds, and distribute them according to the donor's wishes.

MEETING CLOSURE