

# Agenda

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

**Tuesday 10 November 2020**

To follow the 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 10 November 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

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## Order Of Business

<b>Opening</b> .....	<b>4</b>
<b>1 Public Forum</b> .....	<b>4</b>
Nil	
<b>2 Apologies</b> .....	<b>4</b>
<b>3 Visitors</b> .....	<b>4</b>
1.00pm - A&P Assn & Dog Park Presentation	
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<b>5 Identification of Major (Urgent) or Minor Items Not on the Agenda</b> .....	<b>4</b>
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<b>6 Confirmation of Minutes</b> .....	<b>5</b>
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## OPENING

### 1 PUBLIC FORUM

There is no Public Forum held at this meeting.

### 2 APOLOGIES

### 3 VISITORS

1.00pm - A&P Assn & Dog Park Presentation

### 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 15 SEPTEMBER 2020

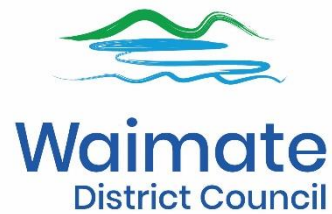
**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** 1. Minutes of the Community Services and Development Committee Meeting held on 15 September 2020

#### PURPOSE

For the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 15 September 2020 be presented for confirmation.

#### RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 15 September 2020 be adopted as a true and correct record.



# **MINUTES**

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

**15 September 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE ON TUESDAY 15  
SEPTEMBER 2020, COMMENCING AT 10.26AM**

**PRESENT:** Cr Tom O'Connor, Cr David Owen, Mayor Craig Rowley, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Colin Pankhurst, Cr Sheila Paul

**APOLOGIES:** Deputy Mayor Sharyn Cain

**IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group 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

#### COMMITTEE RESOLUTION 2020/18

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That an apology from Deputy Mayor Sharyn Cain be received and accepted.

**CARRIED**

### 3 VISITORS

11.00am – Sport Canterbury

11.30am – Sport Waimate

### 4 CONFLICTS OF INTEREST

Nil

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

Nil

## MINUTES

### 6 CONFIRMATION OF MINUTES

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

**COMMITTEE RESOLUTION 2020/19**

Moved: Cr Miriam Morton  
Seconded: Mayor Craig Rowley

That the Minutes of the Community Services and Development Committee Meeting held on 28 July 2020 be adopted as a true and correct record.

**CARRIED**

**REPORTS**

**7 GENERAL REPORTS**

**7.1 RECREATIONAL TRACK GRANT APPLICATION**

The Community Services and Development Committee to consider the attached funding application from the Whitehorse MTB Riders Inc.

**COMMITTEE RESOLUTION 2020/20**

Moved: Cr Fabia Fox  
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 Whitehorse MTB Riders Inc, subject to the Chief Executive having delegated authority to coordinate with the applicants on land use and suitability of the activity.

**CARRIED**

**Note:**

Council noted for future applications a map should be included.

The Community Services and Development Committee was adjourned at 10.45am to take the following Workshop item:

**CWMS Zone Committee Review – Letter of Shared Priorities**

Council discussed the Zone Committee's request for Council support by way of a letter of priorities to focus on for the next two to three years. A workshop for all Zone Committees Chairs is to be held in the near future to gain a clear understanding on the terms of reference priorities of Zone Committees, with the timeframe to take this into account.

Councillors will be asked to provide their feedback via email to form a draft response to Environment Canterbury.

The Community Services and Development Committee meeting reconvened at 11.00am.



**7.2 ANNUAL GRANT PRESENTATION: SPORT CANTERBURY - 11.00AM**

South Canterbury Regional Manager Shaun Campbell spoke on Sport Canterbury's work in the Waimate District, including the Tū Manawa Active Aotearoa Fund which can also be used for transport and equipment.

**7.3 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 11.30AM**

Sport Waimate President Averil Lane, Coordinator Andrea Atkinson and Kiwi Sport Coordinator Raewyn Williams spoke on Sport Waimate's work in the Waimate District.

**MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 12.06pm.

The Minutes of this meeting will be confirmed at the Community Services and Development Committee Meeting to be held on 10 November 2020.

.....  
**CHAIRPERSON**

## 7 RECEIPT OF MINUTES

### 7.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 3 JUNE 2020

**Author:** Di Lowry, Grants Administrator

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

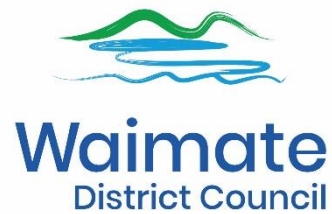
**Attachments:** 1. Minutes of the Creative Communities Scheme Committee Meeting held on 3 June 2020

#### PURPOSE

For the confirmed Minutes of the Creative Communities Scheme Committee Meeting held on 3 June 2020 be presented for the information of the Community Services and Development Committee.

#### RECOMMENDATION

That the confirmed Minutes of the Creative Communities Scheme Committee Meeting held on 3 June 2020 be received.



# **MINUTES**

## **Creative Communities Scheme Committee Meeting**

**3 June 2020**

**MINUTES OF WAIMATE DISTRICT COUNCIL  
CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON WEDNESDAY 3 JUNE 2020, COMMENCING AT 1.35 p.m.**

**PRESENT:** Chair Hazel Fish, Mrs Jane Bell, Cr Miriam Morton, Ms Clare Saunders-Tack, Mr Alistair Boot, , Ms Sharon Stace, Ms Cheryl Vaughn  
**APOLOGIES:** Mayor Craig Rowley  
**IN ATTENDANCE:** Helen Strachan, Di Lowry

## OPENING

### 1 APOLOGIES

#### APOLOGY

#### COMMITTEE RESOLUTION 2020/1

Moved: Chair Hazel Fish

Seconded: Mr Alistair Boot

That the apology received from Mayor Craig Rowley be accepted.

**CARRIED**

### 2 VISITORS

Nil

### 3 CONFLICTS OF INTEREST

Clare Saunders-Tack and Sharon Stace both declared a conflict for the Waimate Patchwork & Craft Group and did not participate in the discussion around this application.

## MINUTES

### 4 CONFIRMATION OF MINUTES

#### 4.1 MINUTES OF THE CREATIVE COMMUNITIES SCHEME COMMITTEE MEETING HELD ON 2 OCTOBER 2019

#### COMMITTEE RESOLUTION 2020/2

Moved: Chair Hazel Fish

Seconded: Ms Sharon Stace

That the minutes of the Creative Communities Scheme Committee Meeting held on 2 October 2019 be adopted as a true and correct record.

**CARRIED**

## REPORTS

### 5 GENERAL BUSINESS

#### 5.1 CONSIDERATION OF APPLICATIONS

##### COMMITTEE RESOLUTION 2020/3

Moved: Chair Hazel Fish

Seconded: Ms Cheryl Vaughn

That the following funding applications be accepted.

- a. Waimate Patchwork & Craft Group - \$ 420
- b. Backyard Skiffle Show- \$ 940
- c. Waimate Christmas in the Square - \$ 5,000

**CARRIED**

Jane Bell stepped down from the committee due to Creative Communities Scheme's requirement for Committee Members to serve no more than 6 consecutive years. The Chair thanked Jane for her years of service, as both a Committee Member and the Chair.

After a member steps down they may re-apply for the next advertised vacancy. The next planned advertisement of vacancies is 2021.

### MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2.10pm.

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

.....  
**CHAIRPERSON**

## REPORTS

### 8 COMMUNITY AND STRATEGY GROUP REPORT

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

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

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

**Attachments:** 1. Capital and Project Report Spreadsheet - Community & Strategy Group October 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 July to September 2020.

#### GRANTS

2. During this quarter we advertised and processed the Heritage & Recreational Track grants and the Creative NZ grant.
3. There were no applications for the Heritage grant and one for the Recreational Track grant for \$8,000, which has been approved by the Chief Executive under delegation from the Community Services and Development committee. Three applications for Creative NZ were granted for a total of \$9,000.

#### LIBRARY

##### New Zealand Libraries Partnership Programme

4. The New Zealand Libraries Partnership is an initiative established through the New Zealand Government's COVID-19 Response and Recovery Fund and led by the National Library, which supports librarians and library services to be retained in libraries to support community recovery. The programme will support at least 170 full time equivalent jobs in public libraries across the country. The funding covers salary, superannuation, ACC and operating costs for a period of up to two years.
5. In July we were offered an opportunity to participate in the programme by requesting 2 secondments and identifying the focus areas we were interested in for our community.
6. We were successful with our application and are now recruiting for two positions. A Digital Librarian - focus areas are on digital inclusion, supporting and assisting job seekers and learners and content creation and curation of on-line NZ resources. A Community Engagement Librarian – focus area community engagement, supporting community recovery including capability building, co-design skills, programming and outreach and by targeting non-users.
7. We anticipate the two positions will be filled by the end of November we will commence reporting on their achievements in the second quarter reporting.
8. As part of the New Zealand Libraries partnership programme, funding has also been provided to help maintain library services by waiving National Library subscription fees to non-government libraries over two years from 1 July 2020 – 31 June 2022. The subscriptions waived are Aotearoa People's Network Kaharoa (APNK) total \$4,318.82 and Te Puna Services total \$3,200.

**POLICY**

**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	Title	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	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 (PUBLIC POLICIES)					
301	Significance and Engagement Policy	Community and Strategy	To be included in the LTP	November 2020	
303	Media Policy	Executive Support	Under development	2021	
304	Social Media Policy	Executive Support	Under development	2021	
305	Gambling Venue Policy	Regulatory and Compliance		November 2021	
306	Dog Control Policy	Regulatory and Compliance		December 2021	
307	Sustainability Policy	Asset Group	Under development	December 2020	
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		March 2023	

Code	Title	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
311	Fraud Policy	Corporate Services		October 2022	
312	Smoke-free Environments Policy	Community and Strategy		February 2022	
313	Dangerous Buildings Policy	Regulatory and Compliance		December 2022	
314	Local Approved Products Policy	Regulatory and Compliance		10 December 2024	
315	Insanitary Buildings Policy	Regulatory and Compliance		December 2022	
316	Procurement Policy	Corporate Services		October 2022	
317	Unmanned Aircraft Policy	Asset Group		April 2022	
320	Vehicle Use and Monitoring Policy	Corporate Services	Final document to be reviewed by Leadership Team Proposed to move to an internal policy	June 2020 <b>November 2020</b>	
321	Security Camera Policy	Corporate Services		August 2021	
323	Friends and Voluntary 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 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.		
328	Information Management Policy	Corporate Services	under development	March 2021	
<b>400 Series (FINANCIAL POLICIES)</b>					
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	



Code	Title	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
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	Review started	June 2024	
409	Statement of Accounting Policies	Corporate Services	Reviewed for each annual plan and annual report	June 2021	
410	Property and Land Sale, Purchase and Lease Policy	Asset Group		December 2021	
411	Sensitive Expenditure Policy	Corporate Services	To include AuditNZ feedback	December 2021	
500 Series (INFRASTRUCTURE POLICIES)					
501	Dust Suppression Policy	Asset Group		August 2021	
502	Water Supply - Rural	Asset Group	Awaiting on review of 3 waters.	December 2014 <b>2021</b>	
503	Asset Management Policy	Asset Group		March 2023	
600 Series (INTERNAL POLICIES)					
601	Harassment Policy	Human Resources		June 2023	
602	Policy Authorisation and Validation Procedure	Community & Strategy		October 2023	
603	Building Security & Key Policy	Corporate Services		April 2022	
605	Dress Code Policy	Human Resources	Draft formulated	November 2020	

Code	Title	Departmental Responsibility (Legislation)	Notes	Review Due <b>Review Expected</b>	Status
606	Lockdown Procedure	Regulatory & Compliance		March 2021	
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	

**INTERNAL MANUALS**

Health and Safety Manual	Regulatory & Compliance		September 2022	
Staff Manual	Human Resources		September 2022	

**PROJECTS**

Please see attachment.

**QUARTERLY STATISTICAL REPORTING FOR THE PERIOD 1 JULY – 30 SEPTEMBER 2020**

**LIBRARY**

**Door Count**

Quarter	2018	2019	2020
	January to March	13,482	12,494
April to June	15,171	16,345	5,090
July to September	15,208	18,540	12,500
October to December	13,315	13,925	
<b>Total</b>	<b>57,176</b>	<b>61,304</b>	

Library closed due to COVID-19

**EVENT CENTRE**

**User Statistics**

Quarter	User numbers		
	2018	2019	2020
January to March	3,251	3,804	2,733
April to June	11,446	9,290	1,618
July to September	4,922	6,334	7,076
October to December	4,365	3,926	
<b>Total</b>	<b>23,984</b>	<b>23,354</b>	<b>11,427</b>

Cancellations as COVID-19 hit

Event Centre closed due to COVID-19

**School Holiday Activities Statistics**

Month	Number of Activities	Total Attendees	Income
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	337	Free admission as received a Give Sport A Go grant
October 2020	12	283	\$ 1,619.00

**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		Comments / Issues / Risks / Reasons
						Time	Budget	
<b>Community and Strategy Group</b>								
2019-21	Long Term Plan 2021-31	A 10 year strategic plan which highlights the direction for the next ten years of Councils activities, projects, income and expenditure. Prior to adoption of the plan by 30 June 2021 key issues are highlighted in a consultation document which is open for community feedback.	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. Stage 1 LTP development - seven workshops have been held so far with Councillors. Group managers are currently populating their 10 year budgets which will be presented to Council early December. AuditNZ have confirmed their audit dates commencing 5 November with onsite meetings.
2020-22	Elections 2019	3 year Local Government Elections	\$37,000 Internal resource plus external contract		5%			Local Government elections will be held 8 October 2022. Even though the elections are two years away work in this area is continuous. The contract with Electionz.com has been renewed and the electoral voting process, covering the next two elections has been advertised.

Status Key:

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

## 9 EXECUTIVE SUPPORT MANAGER'S REPORT

### 9.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

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

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

**Attachments:** Nil

#### PURPOSE

1. To provide an update on Executive Support activities for the July to September 2020 reporting period.

#### COUNCIL COMMUNICATIONS

##### Brand Manual

2. Heartland Digital Print are creating a Brand Manual for the Council and Explore Waimate brands. The guidelines will apply to all forms of communications to ensure that the brands are applied consistently.

##### Council Website

3. The upgrade of the Council website is underway and will provide a refreshed design with additional/improved functionality. The project is expected to be completed prior to Christmas.

#### MARKETING AND PROMOTIONS

##### Explore Waimate Website

4. The content and layout of the Explore Waimate website is currently being reviewed to ensure all content is relevant and up-to-date, and that the site is easy to navigate.

##### Retail

5. We are increasing our range of retail products available for sale at the Information Centre to provide products that are vibrant and fun. We have received a lot of positive feedback which is encouraging. The new products are:
  - Waimate place names tea towels (three colour options)
  - Waimate t-shirts (two colour options in men's and women's sizes)
  - Explore Waimate tote bags (eight colour options)
  - Explore Waimate pens (eight colour options)
6. We are also producing another Waimate t-shirt with reference to the yellow shed and a Waimate apron.

##### Collaborative Projects

7. Venture Timaru was successful in receiving \$400,000 of funding through the Government Strategic Tourism Assets Protection Programme (Stapp), which was established to protect assets in the tourism industry and cushion the blow of COVID-19. With access to the funding, it was decided collaborative campaigns of neighbouring districts would have a higher impact, so two projects were initiated.

**a. SCOFF – South Canterbury Outstanding Food Festival (11-20 September 2020)**

SCOFF was a 10-day food festival that celebrated local growers and producers throughout South Canterbury. Participating South Canterbury eateries and growers signed up to take part, where they produced an offering made with local produce.

There was a good number of Waimate eateries who took part, all producing a dish with local ingredients (The Barn had a wallaby burger!). There were prizes available throughout the festival to people who bought the SCOFF offerings from the participating eateries, with a major prize draw at the end of a luxury weekend escape for two.

**b. Touring App**

Waimate, Timaru, Waitaki and Mackenzie promotions staff are in the process of producing a touring app that will give travellers the opportunity to take a self-guided tour of the districts with the assistance of an app. Historical sites and points of interest will be included in the app. The app will be rolled out in stages, with stage one to include the historical sites.

**Yellow Shed**

8. Work on the yellow shed will commence shortly. The shed will be repaired by a builder, then repainted. We want to keep the shed original as it is an icon in our district, with the only change being the removal of the text that refers to the Waimate District population. This will be replaced with the Explore Waimate website. The work will be completed prior to Christmas.

**Christmas Plans**

9. We met with Positive Waimate to discuss the upcoming Christmas Parade and a Christmas light competition. We will support them with gaining sponsorship through local businesses for prize money for the light competition in the residential category, and will promote both the parade and light competition on the Explore Waimate Facebook page and website.

**ECONOMIC DEVELOPMENT**

**Mayor's Taskforce for Jobs**

10. The Mayors' Taskforce for Jobs Community Recovery initiative, in partnership with Local Government New Zealand and the Ministry of Social Development, has been established in small rural regions with the aim of young people aged 16-24 years and people that have been displaced by the COVID-19 pandemic accessing employment and gaining skills to become more sustainable in their communities.
11. In September 2020, our application to receive the first tranche of funding of \$250,000 for 2020/21 was approved to deliver 25 sustainable employment outcomes. The second tranche is another \$250,000 to complete 50 sustainable employment outcomes in total. Monthly reporting is required to monitor progress against the outcomes.
12. To ensure this initiative is successful, a full-time fixed term Employment Coordinator has been appointed and will commence mid-November to work alongside local business owners to identify current and future employment opportunities across a wide range of industry sectors. They will also work with 'clients' to develop individual employment plans, arrange pre-employment assistance and training, and organise specific programme-based training to directly upskill jobseekers.

**Economic Development Strategy Action Plans**

13. A progress update against the 21 items will be presented at the 8 December Council meeting.

**RECOMMENDATION**

That the Management Report – Executive Support is accepted.

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## 10 GENERAL REPORTS

<b>10.1 PRESENTATION: SOUTHERN CANTERBURY A&amp;P ASSOCIATION AND DOG PARK - 1.00PM</b>
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**Author:** Karalyn Reid, Committee Secretary and PA to the Mayor  
**Authoriser:** Carolyn Johns, Community and Strategy Group Manager  
**Attachments:** Nil

### **PURPOSE**

For Council to receive an update from Southern Canterbury A&P Association Manager Reto Oswald and Dog Park Committee spokesperson Janelle Bilcliffe.

At a meeting of the Community Services and Development Committee on 10 September 2019 a motion was passed (confirmed at the Council Meeting of 8 October 2019) that Council agrees to provide funding of \$18,250 (plus GST) as a one-off contribution from the Subdivision Recreation Contributions Reserve towards a Dog & Agility Park to be located within leased Southern Canterbury A & P Association land.



**MEETING CLOSURE**