

Agenda

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

Tuesday 28 January 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 January 2020, to follow the 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

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There is no Public Forum at this meeting.	
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OPENING

1 PUBLIC FORUM

There is no Public Forum held at this meeting.

2 APOLOGIES

3 VISITORS

Nil

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 19 NOVEMBER 2019

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

Authoriser: Carolyn Johns, Community and Strategy Group Manager

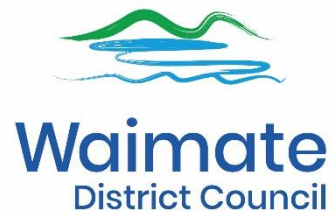
Attachments: 1. Minutes of the Community Services and Development Committee Meeting held on 19 November 2019

PURPOSE

For the unconfirmed Minutes of the Community Services and Development Committee Meeting held on 19 November 2019 be presented for confirmation.

RECOMMENDATION

That the Minutes of the Community Services and Development Committee Meeting held on 19 November 2019 be adopted as a true and correct record.
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MINUTES

Community Services and Development Committee Meeting

19 November 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,
WAIMATE ON TUESDAY 19 NOVEMBER 2019, COMMENCING AT 12.05PM**

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

APOLOGIES: Nil

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 PUBLIC FORUM

There was no Public Forum at this meeting.

2 APOLOGIES

Nil

3 VISITORS

1.00pm – Sport South Canterbury

4 CONFLICTS OF INTEREST

No conflicts of interest were declared.

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

Nil

MINUTES

6 RECEIPT OF MINUTES

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

COMMITTEE RESOLUTION 2019/30

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Miriam Morton

That the confirmed minutes of the Creative Communities Scheme Committee Meeting held on 15 May 2019 be received.

CARRIED

REPORTS

7 COMMUNITY AND STRATEGY GROUP REPORT

7.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

COMMITTEE RESOLUTION 2019/31

Moved: Deputy Mayor Sharyn Cain

Seconded: Cr Fabia Fox

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

CARRIED

Note:

Council discussed freedom camping and it was noted with the employment of Council's Compliance Officer, a Freedom Camping Policy and Bylaw will be looked at in 2020 ready for the next camping season. Staff will also look into Central Government's funding opportunities.

8 EXECUTIVE SUPPORT MANAGER'S REPORT

8.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT

COMMITTEE RESOLUTION 2019/32

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That the Executive Support Manager's report is accepted.

CARRIED

Note:

Elected members will be asked if they are available to go on a roster to operate Council's Explore Waimate stand at the Strawberry Fare.

The meeting was adjourned at 12.30pm for lunch.

The meeting was reconvened at 1.00pm.

9 GENERAL REPORTS

9.1 ANNUAL GRANT PRESENTATION: SPORT CANTERBURY - 1.00PM

Sport Canterbury Regional Manager Shaun Campbell updated Council on Sport Canterbury's current and upcoming initiatives in the Waimate District.

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.40pm.

The minutes of this meeting were confirmed at the Community Services and Development Committee Meeting to be held on Tuesday 28 January 2020.

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CHAIRPERSON

7 RECEIPT OF MINUTES

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

Author: Helen Strachan, Senior Administration Support Officer

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Minutes of the Community and Sports Grants Committee Meeting
held on 15 May 2019

PURPOSE

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

RECOMMENDATION

That the confirmed minutes of the Community and Sports Grants Committee Meeting held on 15 May 2019 be received.

**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 15 MAY 2019, COMMENCING AT 1.30pm**

PRESENT: Deputy Mayor Sharyn Cain, Mayor Craig Rowley, Mr Nigel Davenport, Mr Jason Evered, Ms Margery Giles

APOLOGIES: Member Graeme Lane, Ms Toni Oudemans, Mr Peter Vendetti, Ms Nyssa Winchester and Ms Ellen White

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

OPENING

1 APOLOGIES

COMMITTEE RESOLUTION 2019/3

Moved: Ms Margery Giles

Seconded: Mr Nigel Davenport

That apologies from Member Graeme Lane, Ms Toni Oudemans, Mr Peter Vendetti, Ms Nyssa Winchester and Ms Ellen White be received and accepted.

CARRIED

2 VISITORS

Nil

3 CONFLICTS OF INTEREST

Deputy Mayor Sharyn Cain and Mr Jason Evered declared a Conflict of Interest with the Waimate Junior Soccer Club and Mr Nigel Davenport declared a Conflict of Interest with the Waimate Swords Club. They did not participate with discussion on these applications.

MINUTES

4 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION 2019/4

Moved: Deputy Mayor Sharyn Cain

Seconded: Mr Jason Evered

That the Minutes of the Community and Sports Grants Committee Meeting held on 13 November 2018 be received and the recommendations therein be adopted.

CARRIED

REPORTS

5 GENERAL BUSINESS

5.1 GENERAL BUSINESS

Letters written to the applicants of Sport NZ Rural Travel Grant to include that due to few numbers applying this round that funding allocated is more than it would perhaps normally be and that this is not guaranteed funding for future applications.

5.2 CONSIDERATION OF APPLICATIONS - SPORTNZ RURAL TRAVEL FUND

COMMITTEE RESOLUTION 2019/5

Moved: Mr Nigel Davenport

Seconded: Mr Jason Evered

That the following funding applications be accepted.

Waimate High School - Netball	\$2,485.00
Waimate Junior Soccer Club	\$3,240.00
Waimate Swords Club	\$1,250.00

CARRIED

5.3 CONSIDERATION OF APPLICATIONS - WDC SPORTS FUND

COMMITTEE RESOLUTION 2019/6

Moved: Ms Margery Giles

Seconded: Deputy Mayor Sharyn Cain

That the following funding applications be accepted.

Waimate Cricket Club Inc.	\$ 2,500.00
Waimate High School Netball	\$ 300.00
Waimate Junior Soccer Club	\$ 707.97
Waituna Creek School	\$ 981.20

CARRIED

5.4 CONSIDERATION OF APPLICATIONS - WDC COMMUNITY GRANT

COMMITTEE RESOLUTION 2019/7

Moved: Mr Jason Evered

Seconded: Mr Nigel Davenport

That the following funding applications be accepted.

Christmas in the Square	\$1,268.26
K2 Youth Development Trust	\$2,500.00
Waimate Scottish Society Country Dance Club	\$ 500.00
Ted d'Auvergne Sculpture Fundraising Committee	\$3,868.69

That the following funding applications be declined

Waimate Community Radio
Waimate Supporters of Street Cats

CARRIED

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 2.20pm.

The minutes of this meeting are to be confirmed at the Community and Sports Grants Committee Meeting scheduled on 20 November 2019.

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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. LTP Timetable 2021-31 [↓](#) 
2. Community and Strategy Group 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 October 2019 to December 2019.

ANNUAL PLAN 2020/21

2. We are within the planned timeframe for the production of the Annual Plan 2020/21. As there are no significant and material amendments from the Long Term Plan 2018-28 we will not be consulting this year.

LONG TERM PLAN 2021-31

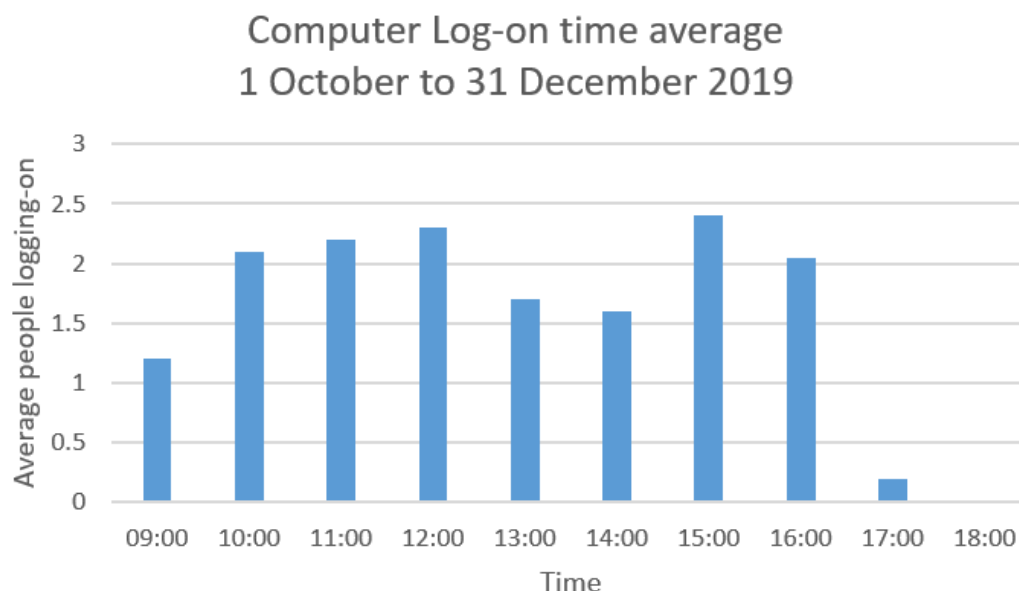
3. The draft timetable for the LTP 2021-31 is attached for the information of Council. We will shortly be embarking on a series of workshops with Council, which have been scheduled in line with Audit and Risk as well as Council meeting days.

EVENT CENTRE

4. It has been a busy quarter with a wide variety of new and repeat customers in the meeting and function rooms – a major feature was the Waimate 50 hiring the centre for their dinner and award presentations.
5. This involved the transformation of the courts into a performance centre with a large stage, lighting and sound system. An example of what is possible to do with the right equipment and expertise.
6. Also in December we had for the first time a wedding reception, which was fully catered and involved over 70 guests.
7. This quarter is a quieter time on the courts – basketball, netball, miniball and badminton are all in summer recess. Indoor football continued into December and we had our first Give Sport A Go sessions for 5 – 12 year olds.
8. Due to regular breakages, we removed all of our white plastic chairs from the courts and mezzanine floor. These were replaced on the courts area by coloured plastic benches made locally in Waimate.
9. Planning for the installation of a sound system was started in the quarter with the aim of having a system installed and operating by Anzac Day. Also during this quarter, construction was started on a garaging facility for the Community Vehicle Trust with some space planned for Event Centre equipment.

LIBRARY

10. The RFID has bedded in well with people happily using the “magic” Returns Shelf (*Ngā Hokinga Mai*) and the Self Issue machine (*Māu e Tuku*). Most of the teething problems are now worked through and the feedback from the library patrons has been very positive.
11. The APNK computers are proving to be an attraction for both the young and not so young, with use throughout the day. The following graph monitors the most popular times for logging on to the computers in the Library.



12. Whilst we often have visitors from other parts of the globe come and use the library, this December saw a very special visitor with the daughter and family of the late Norman Kirk seeking help and information. We were able to help them with material in regards to the Silo Artwork and the people behind creating it.



13. **Membership**
Total new members for the period: 16 Children and 42 Adults

14. Membership of the Waimate District Library currently stands at 3,006 an increase of 282 since the start of 2019. It should be noted that many of these individual memberships actually represent families.

15. **Events, Activities and Displays**

October

- Matt Henderson – Rugby World Cup Stamp Exhibition
- Main School – Joanna Miller’s Student Artworks
- Hell Pizza Caravan (80 Pizza Wheels Redeemed)
- Poetry Club (10 adults)
- Yoga Story time with Waimate Kindergarten (20 children, 10 adults)
- Stuffed Toy Hospital (15 children, 22 adults - including 6 adults delivering event)

November

- NZ Electorate Boundary Review
- ECan Visit
- Poetry Group Meeting (9 adults)
- Michele McConnochie Book Launch

December

- Surprise Reads – Get Wrapped Up In A Good Book This Christmas
- Christmas display and craft table
- New Non-Fiction display

16. **Schools and Early education**

October

- Main School (48 children, 3 adults)

November

- Waituna Creek (20 children, 4 adults)
- Main School (48 children, 3 adults)
- Main School (46 children, 2 adults)

POLICY

17. **Submission on ‘SH1 Glenavy/Waitaki Bridge’**

- a. Progress Status: Completed/Submitted
- b. Recipient: New Zealand Transport Agency
- c. Completion Date: October 2019
- d. Executive Summary: submission on proposed changes to speed limits in designated areas, which included Glenavy.

18. Submission on 'Action for Healthy Waterways'

- a. Progress Status: Completed/Submitted
- b. Recipient: Ministry for the Environment
- c. Completion Date: October 2019
- d. Executive Summary: submission in response to the discussion paper 'Action for Healthy Waterways' published by the Ministry for the Environment (MfE) on September 2019.

19. Submission on 'Rates Rebates (Statutory Declarations) Amendment Bill'

- a. Progress Status: Completed/Submitted
- b. Recipient: Social Services and Community Committee, New Zealand Parliament
- c. Completion Date: November 2019
- d. Executive Summary: submission in response to the call for public submissions on Rates Rebates (Statutory Declarations) Amendment Bill.

20. Development of Complex Policy Analysis Model (CPAM)

- a. Progress Status: ½
- b. Department: Organisational
- c. Completion Date: TBD
- d. Executive Summary: a behavioural game-theoretic endeavour towards developing an organisational CPAM, as to further modernise the science of policy analysis utilised at the WDC. The envisioned deployment of the CPAM shall position the WDC at the forefront of policy analysis craft across the country.

21. Formulation of Media Policy

- a. Progress Status: Research and development
- b. Department: Executive Support
- c. Completion Date: March 2020
- d. Executive Summary: to provide a policy framework as to regulate the WDC's approach to media relations, and the procedures for coordinating and managing such media relations.

22. Formulation of Social Media Policy

- a. Progress Status: Research and development
- b. Department: Executive Support
- c. Completion Date: March 2020
- d. Executive summary: a policy to define a) a general modus operandi for the WDC's utilisation of social media platforms, and b) an operational framework to fully exploit social media's vast potentials as to enhance the WDC business.

23. Formulation of Information Management Policy

- a. Progress Status: First draft
- b. Department: Corporate Services
- c. Completion Date: February 2020
- d. Executive summary: a policy to establish and maintain an information management framework that fulfils the WDC's legislative and general needs, maintains quality processes, and supports stakeholder expectations; furthermore, to document expectations relating to the creation and management of information and records in the WDC.

24. Formulation of Computer Systems Use Policy

- a. Progress Status: Final draft
- b. Department: Corporate Services
- c. Completion Date: February 2020
- d. Executive Summary: a policy to govern the norms and practices regarding the use of computers, networks, and related computer/network services and operations in the WDC.

25. Review of Elected Members Reimbursement & Expenses Policy

- a. Progress Status: Final draft
- b. Department: Corporate Services
- c. Completion Date: February 2020
- d. Executive Summary: review conducted as to provide an updated framework for remuneration, allowances, expenses claimed by, and resources available to, the WDC Elected Members during their time in office.

26. Review of Local Approved Products Policy

- a. Progress Status: Completed
- b. Department: Regulatory & Compliance
- c. Completion Date: December 2019
- d. Executive Summary: review conducted as to ensure full alignment with the purpose and intent of the Psychoactive Substances Act 2013, and to, subsequently, adopt an updated local policy towards minimising the potential for adverse effects emerging from the sale of psychoactive substances.

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	
203	Governance Statement	CE (LGA s 40)		March 2020	
204	Triennial Agreement	CE (LGA s 15)		February 2020 18 February 2020	
300 Series – General Council Policies					
301	Significance and Engagement Policy	Community and Strategy LTP (LGA sch 10)		October 2020	
302	Bullying and Harassment Policy	Human Resources	Being developed	February 2020	
303	Media Policy	Executive Support	Being developed	March 2020	
304	Social Media Policy	Executive Support	Being developed	March 2020	
305	Gambling Venue Policy	Regulatory and Compliance		November 2021	
306	Dog Control Policy	Regulatory and Compliance (Dog Control Act)		December 2021	
308	Delegations Policy	Corporate Services		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)	To be workshopped 28 January	June 2019 18 February 2020	
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	
318	Subdivision Recreation Reserve Contribution Fund Policy	Corporate Services	To be workshopped 18 February	February 2020 10 March 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	

Code	Policy	Departmental Responsibility (Legislation)	Notes	Review Due Review Expected	Status
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.	TBD	
328	Information Management Policy	Corporate Services	Currently under development	March 2020	
400 Series – Financial Policies					
Note: Policies 401 – 408 these policies are reviewed as part of each Long Term Plan process and are effective when the LTP is adopted in June.					
401	Revenue and Financing Policy	Corporate Services LTP (LGA sch 10)		June 2021	
402	Liability Management Policy	Corporate Services		June 2021	
403	Investment Policy	Corporate Services		June 2021	
404	Financial Contributions Policy	Corporate Services		June 2021	
406	Remission and Postponement of Rates on Maori Freehold Land Policy	Corporate Services		June 2024	
407	Rates Remission Policy	Corporate Services		June 2024	
409	Statement of Accounting Policies	Corporate Services	Reviewed for each annual plan and annual report	October 2020	
411	Sensitive Expenditure Policy	Corporate Services		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	
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	
	Asset Management Policy	Asset Group		March 2017 March 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	
607	Computer Systems Use Policy	Corporate Services	Includes merged policies 606, 608, 609. Has been discussed with Leadership Team.	February 2020	
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

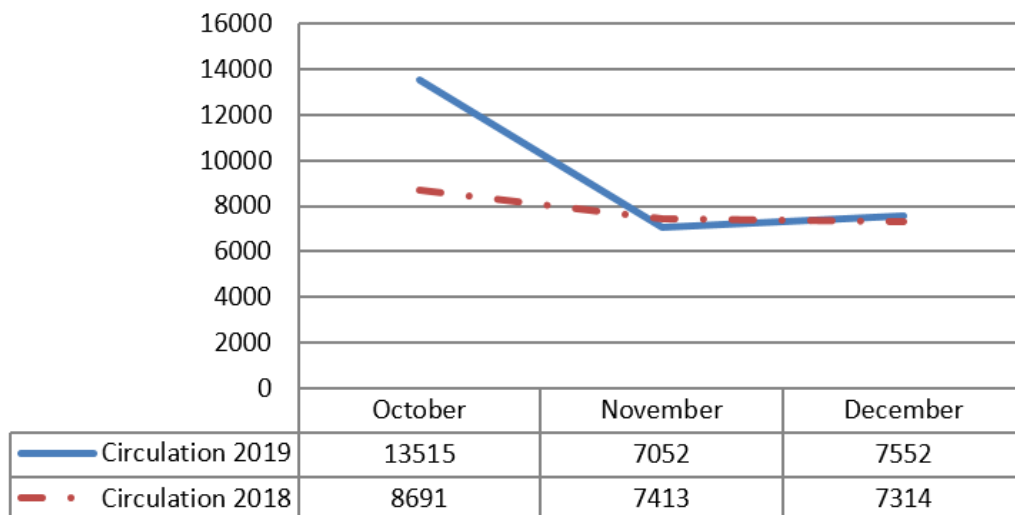
Please see attachment.

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

LIBRARY

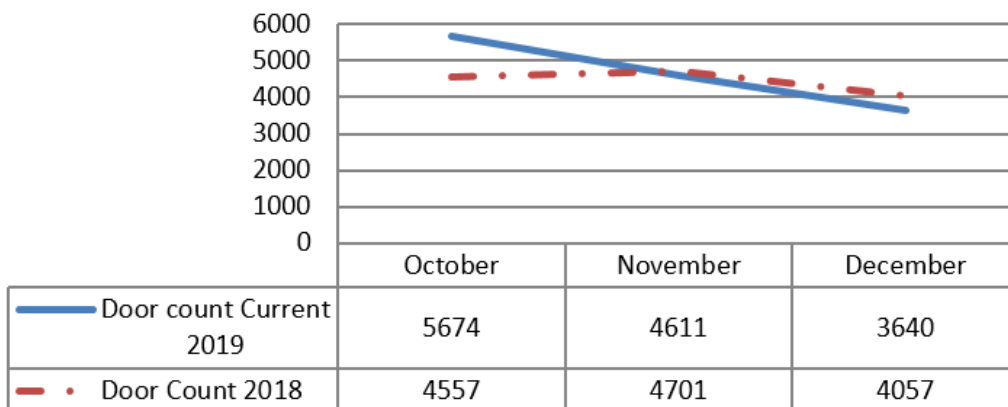
Total Circulation

Total Circulation October - December 2019



Door Count

Door Count October - December 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	1,855
November	1,165	1,959	1,665
December	602	1,072	406
Total	20,366	23,984	23,354

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

Easter Public holidays closed

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

RECOMMENDATION

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

Waimate District Council 2021-31 Long Term Plan Timetable

Completed	Activity	Responsibility	Status
2020	Stage 1 – LTP Content Development		
January	Set up LTP team and meeting frequency	Carolyn/Stuart	
January	Discuss Elected Member Involvement (set LTP workshops)	Carolyn/Stuart	
January	Include LTP Timetable in Community Services and Strategy Committee report 28 January	Carolyn	√
February	Send LTP timetable to Audit	Tina/Carolyn	
14 February	Revenue and Financing Policy Review commences. Managers to review their activities, eg funding streams Consideration of boundaries. Define the definition of a business	Tina/Melissa	
February	Managers Workshop 1: Review Activities and Groups of Activities Identify suggested changes to Levels of Service Discuss Revenue and Financing Policy Review & Finance to provide S101 Analysis for review	Carolyn/Group Managers	
24 February 3 March	LTP Council Workshop 1: Intro (with timetable), Discuss Councillor involvement in the LTP process Activities/Groups of Activities review, Levels of Service review Review Councils vision	Carolyn/Leo/Managers	
13 March	S101 Analysis Activity Review to be completed by Managers	Tina/Melissa/Group Managers	
March	Population Projections review begins	Leo/Carolyn	
23 March 31 March	Asset Management Policy adoption - Council	Dan/Leo	
23 March 31 March	LTP Council Workshop 2: Revenue and Financing Policy Review S101 Analysis	Tina/Melissa	
31 March	Councillors to commence LTP Future Waimate Project with (presentations 12 May workshop)	Mayor	
4 May 12 May	LTP Council Workshop 3: Revenue and Financing Policy Review S101 Analysis continued Councillor presentations – LTP Project Future Waimate - likes/dislikes	Tina/Melissa	
Early May	Financial Strategy and Infrastructure Strategy review commences – ready for Managers July workshop	Tina/Melissa/Dan	
Early May	Key Assumptions and Uncertainties include risk assessment commences – ready for Managers July workshop	Tina/Carolyn/Leo	
End May	Managers Workshop 2: Performance Measures and Targets Review Community Outcomes Well-beings	Carolyn/Group Managers	
June	Population Projections review completed	Leo/Carolyn	
2 June 9 June	LTP Council Workshop 4: Revenue and Financing Policy Review S101 Analysis continued. Community Outcomes, Well-beings, Performance Measures and Targets Review	Tina/Melissa	
15 June 23 June	LTP Council Workshop 5: Performance Measures and Targets Review cont. Review Key assumptions and uncertainties; AMPs 101	Carolyn/Managers	
1 July	NCS Budget Model set up (with Assumptions and Overhead allocations)	Tina	
1 July	Asset Revaluations commence	Dan	
July	Managers Workshop 3: Discuss Key Assumptions and Uncertainties including risk assessment Update on Financial and Infrastructure Strategy review	Leo/Carolyn Dan/Tina	

Waimate District Council 2021-31 Long Term Plan Timetable

Completed	Activity	Responsibility	Status
2 August	Asset Revaluations to be completed ready for peer review by Beca	Dan	
12 August	Asset Revaluations peer review complete and sent to finance to include in Annual Report	Dan	
10 August 18 August	LTP Council Workshop 6: Revenue and Financing Policy (Draft complete for LTP inclusion), Rates Remission Policy (if changes necessary ie over 20 ha & Community Housing), Draft Forestry Silviculture Plan and Draft Property AMP	Tina/Melissa Dan	
31 August	Finance to prepare performance input screens for LTP budgets	Tina/Melissa	
	For budgeting consideration must be given to our AMPs, Forestry Silviculture Plan, Economic Development Strategy action items, Waste Minimisation Plan, District Plan, SC Places and Spaces Plan, Projects eg library & LG building, CDEM Group Plan.		
31 August 8 September	LTP Council Workshop 7: Liability Management Policy review; Financial Contributions Policy review; Investment Policy Draft Parks and Recreation AMP		
September	Manager Workshop 4: Financial and Infrastructure Strategies Overhead allocations reviewed	Tina/Dan/ Group Managers	
1 September	Fees and Charges 2021/22 review to start (complete for 24 November workshop)	Leo/Managers	
1 September	Write to hall committees requesting hall rates for 2021/22	Melissa	
22 September	LTP budgets draft (1) review complete with consideration to Financial Strategy	Managers	
5 October 13 October	LTP Council Workshop 8: Draft Rooding Asset Management Plan intro and discussion; Financial Strategy; Infrastructure Strategy; draft discussion Draft AMPS – Water, Stormwater, Wastewater, Solid Waste	Leo/Rob/Dan/Tina/Carolyn	
October	Managers Workshop 5: Financial Strategy & Infrastructure Strategy – Final Review	Tina	
2 November	LTP budgets draft (2) – draft budgets to be completed	Tina/Managers	
2 November	Rural Water Scheme LTP budgets & meetings to be set for November	Dan	
November	Audit Self-Assessment due back to Audit 19 December	Tina/Carolyn	
16 November 24 November	LTP Council Workshop 9: Activity Statements review include service provision and significant negative effect identification; Draft Infrastructure Strategy and Financial Strategy	Carolyn/Managers	
16 November 24 November	Council Extraordinary Meeting: Key Assumptions and Uncertainties adoption Infrastructure Strategy and Financial Strategy approval Fees and Charges 2021/22 approved for inclusion in LTP Liability Management Policy; Financial Contributions Policy; Investment Policy;	Carolyn/Tina/Dan	
30 November 8 December	Council Meeting Financial and Infrastructure Strategies approved	Dan/Tina	
30 November 8 December	LTP Council Workshop 10: Draft Budgets - overall rates increases - capital projects - overhead allocations - rates limits adherence	Tina/Managers	
4 December	Manager answers to Self-Assessment Questionnaire Due	Tina/Carolyn	
19 December	Audit Self-Assessment Questionnaire Due	Tina/Carolyn	
December	Prepare Communications and Engagement Plan for LTP	Carolyn/Rachel	

Waimate District Council 2021-31 Long Term Plan Timetable

Completed	Activity	Responsibility	Status
2021	Stage 2 – Engagement & Consultation		
15 January	Deadline for draft Consultation Document content – Activities and Financials	Managers/ Rachel	
18 -22 January	Audit of documents and draft supporting info for CD	Tina	
15 January 26 January	Council Workshop – Draft Consultation Document	Carolyn	
January/February	Councillor District Tour to view proposed major projects	Carolyn/Karalyn	
February	Maori Capacity section to review	Carolyn	
February	Collate Supporting Information to CD	Carolyn	
12 February	Consultation Document to Councillors	Carolyn	
9 February 16 February	Council Meeting – approve Draft CD for Audit NZ to review	Carolyn	
17 February -15 March	Audit NZ to audit CD and Supporting Info	Carolyn/Tina	
15 March	Audit NZ to provide opinion on CD for inclusion	Carolyn/Tina	
19 March 30 March	Council Meeting: Adopt CD and Supporting Info for release to public	Carolyn	
31 March - 7 April	Print CD – (Colour Print)	Carolyn/Rachel	
1 April	Upload CD to website	Rachel	
1 April	Submission period begins	Carolyn/Leo	
8 April	Distribute CD – Waimate Trader	Carolyn/Rachel	
1 April – 29 May	LTP Document Development	Rachel	
9 April – 30 April	Councillor public meetings (TBC)	Carolyn/Leo	
	Councillor open forum and verbal submissions taken (if requested)		
6 May	Submission period ends	Carolyn/Leo	
	Stage 3 – Hearings and Decisions		
7-10 May	Arrange submitter hearings	Leo	
14 May	Précis of submissions sent managers	Leo	
21 May	Manager reports on submissions due	Managers	
26 May	Copy of all submissions sent to Council	Leo	
25 May 31 May	Submission Hearings – Council	Carolyn	
1 June	Submission decisions – Council extra ordinary meeting	Carolyn	
2 June	Submission decisions proofed by managers and Mayor	Carolyn/Group Managers	
4 June	Mayor's message media release	Rachel	
4 June	Letters with decisions sent to all submitters	Leo	
4 June	Uploaded decisions to website	Leo/Rachel	
	Copies available at Council		
9 June	'Decisions requiring action' document sent to Leadership Team	Leo	
2 - 9 June	Final LTP document collated	Tina/Carolyn/ Leo	
8 -14 June	Audit NZ on site (TBC)	Tina/Carolyn	
15 June	Send audited LTP to Councillors	Leo	
14 June 22 June	Council Adopt LTP (and all necessary resolutions)	Carolyn/Tina	
24 June	Distribute LTP as per Act	Leo	
1 July	Debrief	Stuart	

Community and Strategy Group Project List

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status Time	Budget	Comments / Issues / Risks / Reasons
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	60%			The Annual Plan timetable was included on the Community and Strategy Group Managers report in November, for Councils information. As there are no significant or material changes from the Long Term Plan 2018-28 we will not be consulting this year.
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 is included on the Community and Strategy Group Managers January report.
2017-19	Elections 2019	3 year Local Government Elections	\$37,000 Internal resource plus external contract	\$47,070	95%			Local Government elections were held on 12 October 2019. We expect information from Electionz.com at the end of January to charge 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 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

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

COMMUNICATIONS

Council Website

1. Website page views is 22,292 and 5,530 users for the period 5 November 2019 to 8 January 2020.
2. The top five pages were:
 - a. Home
 - b. Camping
 - c. Cemeteries
 - d. Vacancies
 - e. Rates search

Facebook

3. For the 5 November 2019 to 8 January 2020 period, Council's Facebook page 'likes' is 1,254 (0.2% decrease) and 1,470 'followers' (1.9% increase).
4. The top five posts were:
 - a. Boil water notice for Cannington-Motukaika Rural Water Scheme – 5,622 reached and 195 engagements
 - b. Community Christmas tree up in Seddon Square – 3,847 reached and 195 engagements
 - c. Mayor Craig Rowley and Salvation Army Lieutenant Jacob Howan collect donated gifts for Operation Waimate Christmas Child – 3,036 reached and 281 engagements
 - d. Boil water notice lifted for Hook-Waituna Rural Water Scheme – 2,060 reached and 135 engagements
 - e. Council Christmas holiday hours – 2,038 reached and 160 engagements.

Publicity

5. The following media releases were distributed:

	Title
November	<ul style="list-style-type: none">Waimate District Library to host book launch – Michelle Clark McConnochieWaimate District Council first team on board for Relay for Life

December

- Waimate District Council building consent process to move online
- Commerce Commission – Alpine Energy Limited
- New eco-friendly heat pumps for Norman Kirk Memorial Swimming Pool
- Waimate District Civic Awards enters its tenth year
- Reminder to pool owners to check regulations
- Reminder to recyclers across the district

6. The following publicity has been undertaken:

- a. 2018/19 Annual Report Summary
- b. Give Sport a Go
- c. Rates rebates and online services
- d. School holiday programme January 2020
- e. Visiting author at the Library
- f. Waimate Woofers (November)
- g. Waihao-Wainono Community Catchment Group planting day and information evening
- h. ECan woodburner information session at the Library
- i. Emergency mobile phone testing
- j. Coastguard life jacket swap
- k. Flood rivers rising
- l. Civic Awards 2020
- m. Operation Waimate Christmas Child
- n. Newsline – November articles included: Introduction of new Council; 2018/19 Annual Report Summary; noise control after hours; pool season underway; new Victoria Park shelter; Shakeout 2019; Waimate Operation Christmas Child
- o. Newsline – December articles included: Water main renewal project Exeter Street to Timaru Road; Civil Defence annual training exercise; January 2020 school holiday programme; light up Waimate; sealing roads for dust; rates rebate scheme; Waimate building consents to go online
- p. Essence Magazine – Mayoral article

MARKETING AND PROMOTIONS

Explore Waimate District Website

7. There were 7,702 unique visitors to the website and 12,600 page views in the 5 November 2019 to 8 January 2020 period.
8. The top 10 popular pages were:
 - Home
 - Waimate Public Library
 - Walks and Hikes
 - What's Coming Up
 - Waimate Wallabies
 - Pubs and Bistros

- The White Horse
- Things to do in the Waimate District
- MTB & Cycling
- Taste

9. Visits by country – 88% of visitors were from New Zealand, 6% from the United States, 2% from Australia and 4% from other countries.

Instagram

10. The Explore Waimate District Instagram page continues to be active. As at 8 January 2020, the page had 549 followers, a small increase of 0.9%.

Official Visitor Guide

11. A total of 7,000 copies of the visitor guide will be printed at the end of January 2020.

Strawberry Fare

12. Council's stall at Strawberry Fare on 14 December 2019 was attended by around 200 visitors and provided a great opportunity for elected members to interact with the public. Stall items included information/giveaways on rubbish/recycling, animal control, civil defence; and Explore Waimate merchandise for sale. Thank you to the elected members and staff who contributed their time on the day. Feedback from elected members is welcomed.
13. As it was a successful day, we will organise a stall for the 2020 Strawberry Fare.

Christmas 2019

14. The Waimate Community Christmas tree was on display, Christmas themed street flags were erected in Waimate, St Andrews, Makikihi, Glenavy and Hakataramea, and Christmas decorations erected in Waimate. Positive Waimate strung up Christmas lights around the business area on Queen Street. We also assisted Positive Waimate by promoting the Santa Parade and Santa Grotto.

What's On Guide

15. We have received positive feedback on the reformatted *What's On* guide. It is now produced on a fortnightly basis (rather than weekly), is more succinct, vibrant and encourages people to visit the Explore Waimate website to find out more information.

Information Packs

16. A total of 70 information packs were provided to the South Canterbury Iris Group who held a meeting at the Waimate Event Centre in October 2020.

Looking Forward

17. The focus for the coming months is to:
- a. Review the merchandise available for sale at the Information Centre
 - b. Review advertising commitments for 2020
 - c. Prepare for the Auckland Motor Home Show in March
 - d. Redesign the visitor map
 - e. Create a Waimate District video
 - f. Assist with the promotion of the 2020 Cancer Society Relay for Life which will be held in Waimate
 - g. Increase the number of Facebook and Instagram followers.

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

Outgoing Communications

	October	November	December
Media releases	2	2	6
Radio	3	4	3

Media Enquiries

	October	November	December
Media enquiries	4	4	3
Letters to the Editor	0	0	0

Promotional Packs

	October	November	December
Potential residents' packs distributed	6*	1	17
New resident packs distributed	1	3	1
Migrant packs	0	0	0

RECOMMENDATION

That the Executive Support Manager's report is accepted.

PUBLIC EXCLUDED

10 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

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
10.1 - Waimate Event Centre Sound System	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	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

11 RE-ADMITTANCE OF THE PUBLIC REPORT

MEETING CLOSURE