Agenda

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

Tuesday 30 July 2019
To follow the Extra Ordinary Council Meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz
Notice is hereby given that a meeting of the Community Services and Development Committee will be held in the Council Chamber, Waimate District Council, 125 Queen Street, Waimate, on Tuesday 30 July 2019, to follow the Extraordinary Council Meeting.

Committee Membership

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

Quorum – no less than five members

Significance Consideration

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

Decision Making

The Council, in considering each matter, must be:

i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;

ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive
**Order Of Business**

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OPENING

1 PUBLIC FORUM

2 APOLOGIES

3 VISITORS

4 CONFLICTS OF INTEREST

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

Local Authorities (Members' Interests) Act 1968
Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

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

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

   a. **Standing Orders 3.7.5 – Major Items**
      
      An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

      i. The reason why the item was not listed on the agenda; and

      ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

   b. **Standing Orders 3.7.6 – Minor Items**
      
      An item not on the agenda for a meeting may be dealt with at the meeting if –

      i. That item is a minor matter relating to the general business of the local authority; and

      ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but

      iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.
MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 4 JUNE 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 4 June 2019

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

RECOMMENDATION
That the Minutes of the Community Services and Development Committee Meeting held on 4 June 2019 be received and the recommendations therein be adopted.
MINUTES

Community Services and Development Committee Meeting

4 June 2019
PRESENT: Chair Peter Collins, Cr David Owen, Mayor Craig Rowley, Cr Sharyn Cain, Cr David Anderson, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Sheila Paul

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

OPENING

1 PUBLIC FORUM
There is no public forum at this meeting.

2 APOLOGIES
Nil

3 VISITORS
1.00pm – Annual Grant Presentation: Sport Waimate

4 CONFLICTS OF INTEREST
Nil

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

MINUTES

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING HELD ON 30 APRIL 2019

COMMITTEE RESOLUTION 2019/17
Moved: Cr Jakki Guilford
Seconded: Cr Miriam Morton
That the Minutes of the Community Services and Development Committee Meeting held on 30 April 2019 be accepted as a true and correct record.

CARRIED
7 RECEIPT OF MINUTES

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

COMMITTEE RESOLUTION 2019/18

Moved: Cr Sharyn Cain
Seconded: Mayor Craig Rowley

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

CARRIED

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

COMMITTEE RESOLUTION 2019/19

Moved: Cr Miriam Morton
Seconded: Mayor Craig Rowley

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

CARRIED

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

REPORTS

8 GENERAL REPORTS

8.1 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 1.00PM

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

8.2 REVIEW OF TRACK DEVELOPMENT GRANT CRITERIA

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

COMMITTEE RESOLUTION 2019/20

Moved: Cr Sharyn Cain
Seconded: Cr Jakki Guilford

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

CARRIED

The meeting was adjourned at 11.50am until 1.00pm.
The meeting was reconvened at 1.00pm.

8.1 ANNUAL GRANT PRESENTATION: SPORT WAIMATE - 1.00PM

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

MEETING CLOSURE

There being no further business, the Chair closed the meeting at 1.20pm.
The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting scheduled on 30 July 2019.

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CHAIRPERSON
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE
MEETING AGENDA

30 JULY 2019

REPORTS

7 COMMUNITY AND STRATEGY GROUP REPORT

7.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP

Author: Carolyn Johns, Community and Strategy Group Manager
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: 1. Project Report

PURPOSE

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

COMMUNITY SUPPORT

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

3. In this period applications were open for the Community Grant, Sports Grant, Sports NZ Rural Grant and Creative Communities Grant.

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<th>WDC Sports</th>
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<th>WDC Community</th>
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<tr>
<td>WHS Netball</td>
<td>2,485.00</td>
<td>Christmas in Park</td>
<td>1,268.26</td>
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<td>Junior Soccer</td>
<td>3,240.00</td>
<td>Waimate Competitions</td>
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<td>Swords Club</td>
<td>1,250.00</td>
<td>Theatre Co.</td>
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<td>Waimate Juniors</td>
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<td>Centennial School</td>
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<td>Sally Reihana</td>
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<td>Small Schools</td>
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ELECTIONS 2019

4. All nomination documents are now on our website and available from Electoral Officials.

5. The Pre-election report has been completed and published.

6. The first public notice of election went into Timaru Herald, the Timaru Courier, the Waimate Trader and Kurow Bugle.

7. Keys dates are:
   19 July Nominations open
   16 August Nominations close
21 August     Second public notice of election
20 - 25 September     Delivery of voting documents
20 September – 12 October     Voting period
12 October     Election Day (voting closes noon)
17 October     Official result declaration

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

9. Voters need to be enrolled by Friday 16 August to receive their local election voting papers from councils in the mail. If they enrol after this date, they will need to ask for special voting papers from the electoral officer.

EVENT CENTRE

10. The April School Holiday programme was very popular – approx. 130 children taking part with once again wall climbing and skating being the 2 most popular activities. The programme was shortened with both Anzac Day and the Easter break meaning fewer days for activities.

11. April saw the end of both the After School Indoor Soccer programme and the Wednesday night Social Indoor Football. Both of these programmes were very popular with the after school games averaging around 60 players per week. They have gone into recess and will both start up again in September when outdoor soccer finishes and a court becomes available in the evenings for the senior games.

12. Senior Netball started again in April – every Thursday night both courts being used for 2 hours each with some very competitive games and many interested spectators.

13. The Basketball and Miniball seasons started in May – this meant that there was activity on the courts every night of the week – Badminton on Monday, Tennis on Tuesday, Basketball on Wednesday, Netball on Thursday and Miniball on Friday. Every Friday afternoon after school from 3.30 until 6.00pm we host approximately 300 miniball players, parents and supporters. This continued right through until finishing on Friday 5 July.

14. In June we hosted for the first time a national sports team. The NZ under 19 Handball team came to Waimate for a training session and went away very impressed with the facility and have since enquired about booking for another training session.

15. We also started evening climbing sessions for advanced climbers. This is to encourage and develop a senior group of talented climbers to improve their skills and teach them belaying and other techniques. This group will be the basis for the future development and growth of the climbing wall.

16. It is encouraging to see a number of bookings for the function/meeting room by corporates holding courses and team building exercises.

17. Over the last few months we have replaced all eight of the climbing ropes at the climbing wall. New games for younger children are also on order for use during school holidays.

18. The new bouldering wall has been improved by adding additional holds to enable smaller children to use more easily.

19. The need to have an effective sound system at The Event Centre was raised in June and a process of getting quotes and options for this is underway.
LIBRARY

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

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

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

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

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

25. **Events, Activities and Displays**
   a. World Wide Knit in Public Day 2019
   b. Rural Scholars – Matariki
   c. Elections at the Library
   d. Ronald McDonald House Christchurch Collection
   e. Poetry Group (6 adults)
   f. Garden Talk – Richard Stevens (30 adults)
   g. Poetry Group (11 adults)
   h. Author Talk – E G Wilson (5 adults)
   i. Reading Together – Week 1 (15 adults, 15 children)
   j. Reading Together – Week 2 (15 adults, 15 children)
   k. Reading Together – Week 3 (15 adults, 15 children)
   l. Elder Care
   m. New Library Bags
   n. Paper Craft – Children’s Window
   o. Craft Box – Pipe Cleaner Crafts
   p. Harry the Turtle Story Time (50 children, 15 adults)
   q. Poetry Club (9 adults)
   r. Author Talk – David Welch (15 adults)
s. Artist Talk – Tracey Guilford (14 adults)

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

27. Schools and Early education visits – outreach
   a. Makikihi School
   b. Waimate Main School Speech Competition
   c. John Street Kindergarten
   d. Parenting Hub
   e. Waimate Main School – Joanna Miller

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

POLICY

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

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

31. Submission on Climate Change (Zero Carbon) Amendment Bill
   a. Progress Stage: Completed
   b. Department: CE
c. Completion Date: July 2019

d. Executive Summary: document authored to generate an independent submission on, and critique of, the Climate Change Response (Zero Carbon) Amendment Bill, specifically in the context of Council's scope of services and operations. The proposed submission is generally aligned with submissions compiled by Local Government New Zealand (LGNZ) and Society of Local Government Managers (SOLGM).

32. Review of Unmanned Aircraft Vehicle Policy

a. Progress Stage: Completed

b. Department: Assets Management

c. Completion Date: April 2019

d. Executive Summary: policy reviewed to ensure the policy's full compliance with the Waimate District Consolidated Bylaws and updated Civil Aviation Authority's (CAA) regulations on the civilian use of unmanned aerial vehicles (UAV), unmanned aerial systems (UAS), remotely piloted aircrafts (RPA), and drones.

33. Review of Procurement Policy

a. Progress Stage: Finalisation

b. Department: Corporate Services

c. Completion Date: [Expected] August 2019

d. Executive Summary: policy under review to ensure, first, the policy's full compliance with the New Zealand Transport Agency's (NZTA) revised and renewed procurement manual, and second, its general alignment with Audit New Zealand’s guidelines on procurement, and third, its optimal efficiency as the basis of Council's approach to procurement.

34. Conjoint Review of Fraud Policy and Fraud Response Plan

a. Progress Stage: First Draft

b. Department: Corporate Services

c. Completion Date: [Expected] August 2019

d. Executive Summary: policy and plan under review to, where possible, increase the efficiency of methods, strategies, and mechanisms defined by the policy for the purpose of fraud prevention, investigation, and prosecution.
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<td>Corporate Services</td>
<td>Full review underway. Draft discussed at Council workshop 14 May. Legal opinion sought prior to presenting to Council August.</td>
<td>June 2018 August 2019</td>
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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.

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<tr>
<td>404</td>
<td>Financial Contributions Policy</td>
<td>Corporate Services</td>
<td></td>
<td>June 2021</td>
<td></td>
</tr>
<tr>
<td>406</td>
<td>Remission and Postponement of Rates on Maori Freehold Land Policy</td>
<td>Corporate Services</td>
<td></td>
<td>June 2024</td>
<td></td>
</tr>
<tr>
<td>407</td>
<td>Rates Remission Policy</td>
<td>Corporate Services</td>
<td></td>
<td>June 2024</td>
<td></td>
</tr>
<tr>
<td>409</td>
<td>Statement of Accounting Policies</td>
<td>Corporate Services</td>
<td>Reviewed for each annual plan and annual report</td>
<td>October 2019</td>
<td></td>
</tr>
<tr>
<td>411</td>
<td>Sensitive Expenditure Policy</td>
<td>Corporate Services</td>
<td></td>
<td>December 2021</td>
<td></td>
</tr>
</tbody>
</table>

500 Series – Infrastructure Policies
<table>
<thead>
<tr>
<th>Code</th>
<th>Policy</th>
<th>Departmental Responsibility (Legislation)</th>
<th>Notes</th>
<th>Review Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>501</td>
<td>Dust Suppression Policy</td>
<td>Asset Group</td>
<td></td>
<td>August 2021</td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>Property and Land Sale, Purchase and Lease Policy</td>
<td>Asset Group</td>
<td></td>
<td>December 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spraying on Roadside</td>
<td>Asset Group</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development Contributions Policy</td>
<td>Regulatory &amp; Compliance</td>
<td>In line with RMA amendments – in 2022 Council would not be able to collect Financial Contributions. A Development Contributions Policy would be required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>600 Series – Staff and Internal Policies &amp; Manuals (signed off by CE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>603</td>
<td>Building Security &amp; Key Policy</td>
<td>Corporate Services Group Manager</td>
<td></td>
<td>April 2022</td>
<td></td>
</tr>
<tr>
<td>605</td>
<td>Health and Safety Manual</td>
<td>Regulatory &amp; Compliance</td>
<td>Review commenced and handed over to new Health &amp; Safety officer.</td>
<td>August 2019</td>
<td></td>
</tr>
<tr>
<td>608</td>
<td>Internet Usage Policy</td>
<td>Corporate Services</td>
<td>Will be replacing 608 &amp; 609 with one policy</td>
<td>August 2019</td>
<td></td>
</tr>
<tr>
<td>609</td>
<td>External Email Usage Policy</td>
<td>Corporate Services</td>
<td>Will be replacing 608 &amp; 609 with one policy</td>
<td>August 2019</td>
<td></td>
</tr>
<tr>
<td>613</td>
<td>Personnel Records Policy</td>
<td>Human Resources</td>
<td></td>
<td>August 2021</td>
<td></td>
</tr>
<tr>
<td>614</td>
<td>Protected Disclosure Policy and Procedures</td>
<td>Human Resources (Protected Disclosures Act 2000)</td>
<td></td>
<td>September 2019</td>
<td></td>
</tr>
<tr>
<td>615</td>
<td>Sun Protection Policy</td>
<td>Human Resources</td>
<td>Part of Health and Safety Manual</td>
<td>Due for review, in staff handbook</td>
<td>N/A</td>
</tr>
<tr>
<td>616</td>
<td>Drug and Alcohol Policy</td>
<td>Human Resources</td>
<td></td>
<td>March 2021</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Policy</td>
<td>Departmental Responsibility (Legislation)</td>
<td>Notes</td>
<td>Review Due</td>
<td>Status</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------</td>
<td>-----------------------------------------</td>
<td>------------------------------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>618</td>
<td>Sick Leave Gifting Policy</td>
<td>Human Resources</td>
<td>New Policy</td>
<td>September 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Harassment and bullying in the workplace</td>
<td>Human Resources</td>
<td>Currently in staff manual. This will be enhanced by bringing it into the policy suite.</td>
<td>Late 2019</td>
<td></td>
</tr>
</tbody>
</table>

PROJECTS
Please see attachment.

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

LIBRARY
Total Circulation

![Graph showing Total Circulation April - June 2019](image)

<table>
<thead>
<tr>
<th></th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation 2019</td>
<td>8413</td>
<td>8744</td>
<td>7550</td>
</tr>
<tr>
<td>Circulation 2018</td>
<td>8969</td>
<td>9334</td>
<td>8328</td>
</tr>
</tbody>
</table>
Door Count

EVENT CENTRE

User Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>User numbers</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2017</td>
<td>2018</td>
<td>2019</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>180</td>
<td>624</td>
<td>353</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>403</td>
<td>870</td>
<td>1,205</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>560</td>
<td>1,757</td>
<td>2,246</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>2,668</td>
<td>3,047</td>
<td>1,941</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>3,093</td>
<td>4,089</td>
<td>4132</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>3,755</td>
<td>4,310</td>
<td>3217</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>2,941</td>
<td>2,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>2,033</td>
<td>1,313</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>1,671</td>
<td>1,097</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>1,295</td>
<td>1,334</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1,165</td>
<td>1,959</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>602</td>
<td>1,072</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>20,366</td>
<td>23,984</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Increase due to introduction of indoor soccer and early start to Netball.
Easter Public holidays closed.
School Holiday Activities Statistics

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Activities</th>
<th>Total Attendees</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2017</td>
<td>18</td>
<td>300</td>
<td>$1,179.00</td>
</tr>
<tr>
<td>January 2018</td>
<td>15</td>
<td>131</td>
<td>$527.00</td>
</tr>
<tr>
<td>April 2018</td>
<td>12</td>
<td>234</td>
<td>$904.00</td>
</tr>
<tr>
<td>July 2018</td>
<td>9</td>
<td>186</td>
<td>$927.00</td>
</tr>
<tr>
<td>October 2018</td>
<td>10</td>
<td>161</td>
<td>$760.50</td>
</tr>
<tr>
<td>January 2019</td>
<td>9</td>
<td>92</td>
<td>$477.00</td>
</tr>
<tr>
<td>April 2019</td>
<td>7</td>
<td>125</td>
<td>$628.00</td>
</tr>
<tr>
<td>July 2019</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**RECOMMENDATION**

That the Community Services and Strategy Group Manager’s report is accepted.
### Community and Strategy Group Project List

<table>
<thead>
<tr>
<th>Financial Years</th>
<th>Project</th>
<th>Project Description</th>
<th>Budget</th>
<th>Spend to Date</th>
<th>% Complete</th>
<th>Status Time</th>
<th>Comments / Issues / Risks / Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>Annual Plan 2019/20</td>
<td>This Annual Plan captures the information from the second year of the Long Term Plan 2018-29 which explains Council activities, projects, income and expenditure. It is a legislative requirement for Council to adopt the Annual Plan by 30 June 2019.</td>
<td>Internal resource</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>The Annual Plan was presented to Council and approved on 4 June 2019.</td>
</tr>
<tr>
<td>2018-19</td>
<td>Representation Review</td>
<td>A 6 year review of Governance representation per ward. The Warranup District Council (the Council) reviewed its representation arrangements prior to the 2015 Local Authority elections. Accordingly it was required to undertake a review prior to the next elections in October 2019.</td>
<td>Internal resource</td>
<td>-</td>
<td>100%</td>
<td>-</td>
<td>The representation arrangements that applied for the 2013 and subsequent 2016 elections were determined by the Council and were for eight councillors elected. On 26 June 2018 the Council, under section 19(1) of the Act, resolved to initial representation proposal for its latest review. The proposal was for the retention of existing representation arrangement. For the current review, applying 2017 population estimates to the representation arrangements results in the Lower Warranup Ward becoming non-compliant with the +/-10% fair representation rule of +/-11.39%. The Commission was then required to consider the proposal and on the 4 April 2019 Council revised the Commission's determination. Under section 19(1) of the Local Electoral Act 2001, the Commission upholds the decision of the Warranup District Council not to comply with the section 19(2) +/-10% fair representation requirement in respect of the Lower Warranup Ward, so compliance would limit effective representation of communities of interest by either uniting within a ward two communities of interest with few commonalities of interest or dividing a community of interest.</td>
</tr>
<tr>
<td>2017-19</td>
<td>Elections 2019</td>
<td>3 year Local Government Elections</td>
<td>$35,000</td>
<td>$41,017</td>
<td>30%</td>
<td>-</td>
<td>Local Government elections will be held on 12 October 2019. Two papers have been brought to Council, the approval of the Electoral Officer and the Electoral Voting process. The Candidate Handbook, nomination forms and the pre-election report are now available for all potential candidates. Closing date for nominations is Friday 16 August 12 noon.</td>
</tr>
<tr>
<td>2018-19</td>
<td>Self Service and Item Security Software in the Library</td>
<td>Introduction of software to enhance customer service and security of library items. Includes self check out capability and a check in shelf</td>
<td>-</td>
<td>$50,000</td>
<td>50%</td>
<td>-</td>
<td>Following procurement the next step of changing all existing and new books to have the new RFID tags is almost complete. Implementation and launch of the new system cannot be done until installations of the check-in/checkout equipment which we hope will be in August.</td>
</tr>
<tr>
<td>2018-20</td>
<td>Warranup Event Centre On-line Booking System</td>
<td>A new online booking system for the Warranup Event Centre.</td>
<td>-</td>
<td>$20,000</td>
<td>0%</td>
<td>-</td>
<td>A business requirements document has been produced by IT and a brief has been defined for development. We are using for a print booking system which would incorporate event centre, swimming pool, camping and parks. Once a decision is made the work will be undertaken in the next round.</td>
</tr>
<tr>
<td>2019-20</td>
<td>Customer Satisfaction Survey</td>
<td>An independent survey undertaken once every two years. Results of this survey assist in improvement planning and also performance measure reporting.</td>
<td>$24,000</td>
<td>$25,129</td>
<td>100%</td>
<td>-</td>
<td>Survey was undertaken by HRB in March/April. Results were presented to Council on 4 June and management are using results to make improvements and for performance reporting.</td>
</tr>
<tr>
<td>2019-20</td>
<td>Councillors 2019/20</td>
<td>Campaign to increase number of candidates standing for Council in next Local Government Elections.</td>
<td>$500</td>
<td>$500</td>
<td>50%</td>
<td>-</td>
<td>A series of questions and answers have been written and regularly Alima is posting a new question on Facebook, on the website and on Twitter. A live video of questions and answers relating to nominations will be posted during the nomination phase, then we will focus on voting. The Elected Members Handbook and nominations papers are available on our website and from an Electoral Officer at Council.</td>
</tr>
</tbody>
</table>
COMMUNICATIONS

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

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

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

 e. Waimate Woofers & Co Facebook campaign


ECONOMIC DEVELOPMENT


8. Ian Moore, Chair of the Economic Development Steering Group, and myself gave a presentation to the Rotary Club of Waimate on 18 July 2019. It was well received by Rotary members who were very engaged and positive.

MARKETING AND PROMOTIONS

Staff Changes

9. Donette Faragher has resigned from her Promotions Officer position (one day per week). Kate O'Connell who was contracted to manage the Explore Waimate website and social media has also resigned. Both finished the last week of June. I would like to take this opportunity to thank both of them for their tireless work in promoting the district.

10. A part-time Marketing & Promotions Officer role has been created which will incorporate the promotions officer tasks, the Explore Waimate function and marketing of Council facilities. Applications for the vacancy close on Friday 2 August 2019.

Explore Waimate District Website

11. There were 7,254 unique visitors to the website, 7,035 visits and 13,000 page views in the 1 April to 30 June reporting period. Traffic was down for the first time this quarter. The highest traffic was from the Marquette Disaster blog with 136 visitors.

12. The top 10 popular pages were:
   - Home
   - Walks and Hikes
   - Upcoming Events
   - Wallabies
   - Heritage
   - Things to do in Waimate District
   - The White Horse
   - MTB and Cycling
   - Hunting
   - Pubs and Bistros

13. Visits by country – 89% of visitors were from New Zealand, 2% from the United States, 3% from Australia and 6% from other countries. This is similar to the last quarter.

Facebook

14. Statistics were not available for this reporting period.

Instagram

15. The Explore Waimate District Instagram page continues to be very active. As at 30 June 2019, the page had 540 followers, an increase of 6.9%.
Official Visitor Guide
16. The visitor guide was scheduled for completion at the end of June but has been delayed to allow the district’s walking/biking tracks to be mapped and included. Advertising has been sold and advertisements collated and designed. The guide is now expected to be completed in early September.

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

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

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

<table>
<thead>
<tr>
<th>Outgoing Communications</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media releases</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Radio</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Enquiries</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media enquiries</td>
<td>6</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>Letters to the Editor</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promotional Packs</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential residents’ packs distributed</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>New resident packs distributed</td>
<td>2</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Migrant packs</td>
<td>0</td>
<td>6</td>
<td>20</td>
</tr>
</tbody>
</table>

RECOMMENDATION
That the Executive Support Manager’s report is accepted.
9  GENERAL REPORTS

9.1  PRESENTATION: POLICING IN THE WAIMATE DISTRICT - 11.00AM

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

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