

PUBLIC

Agenda

Notice is hereby given of a
**Community Services and Development
Committee Meeting**
to be held on

Tuesday 30 January 2018

at 9.30am, following Public Forum

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 January 2018, commencing at 9.30am, following Public Forum.

Committee Membership

Peter Collins	Chair
David Owen	Deputy Chair
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

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.

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 decisions;
- 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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Item 1 **Apologies**

Prepared by: Stuart Duncan
 Chief Executive

The Chair will call for any apologies. An apology has been received from Cr D Anderson.

Recommendation

That the apologies are accepted.

Item 2 Conflicts of Interest

Prepared by: Stuart Duncan
 Chief Executive

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.

Item 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
Chief Executive

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.

Recommendation

That the Community Services and Development Committee resolves to consider any major (urgent business) at the end of the open section of the meeting.

Item 4

Confirmation of Minutes: Community Services and Development Committee

Prepared by: Stuart Duncan
Chief Executive

The unconfirmed minutes of the Community Services and Development Committee meeting held on Tuesday 5 December 2017 are presented for confirmation.

Recommendation

That the minutes of the Community Services and Development Committee meeting held on Tuesday 5 December 2017, excluding the public excluded items, are confirmed as a true and correct record.

Unconfirmed Minutes of the Community Services and Development Committee meeting of the Waimate District Council held at 125 Queen Street, Waimate on Tuesday 5 December 2017, at 11.30am following the District Infrastructure Committee meeting.

Present Chair: Cr P Collins
 Mayor: C Rowley
 Councillors: D Anderson, S Cain, J Guilford, M Morton, T O'Connor, D Owen, S Paul

In Attendance Chief Executive: S Duncan
 Managers: S Kelly
 Staff: F Fox (partial), H Strachan (partial)
 Committee Secretary: K Reid

- 1 Apologies** No apologies were received.
- 2 Conflicts of Interest** The Chair called for Conflicts of Interests. There were no Conflicts of Interest identified.
 Cr J Guilford indicated that she was not participating as a Councillor during Item 14: Presentation from the Waimate District Resource Trust.
- 3 Identification of Major (Urgent Business) or Minor Items not on the Agenda** The Chair called for Major or Minor Items not on the Agenda. There were no major (urgent business) or minor items identified.

Item 12 was taken at this point in the meeting

- 12 Discussion / Information Item: Presentation – Waimate Police 11.30am** Waimate Police Sergeant Kevin Reynolds gave a presentation on policing in the Waimate District.

Item 4 was taken at this point in the meeting

- 4 Confirmation of Minutes – Community Services and Development Committee** **Resolved:**
 That the minutes of the Community Services and Development Committee meeting held on Tuesday 24 October 2017, excluding the public excluded items, are confirmed as a true and correct record.

Moved Cr Cain
Seconded Cr Anderson
MOTION CARRIED

- 5 Receipt of Minutes – Resolved:**
Creative NZ Communities Scheme Committee That the minutes of the Creative NZ Communities Scheme Committee meeting held on Tuesday 16 May 2017 are received.
- Moved Mayor Rowley
Seconded Cr Guilford
MOTION CARRIED
- Note:**
A note was made that Cr M Morton was the Council Representative not the Committee Representative as stated in the presented minutes.
- 6 Receipt of Minutes – Resolved:**
WDC Sports Fund Scheme Committee That the confirmed minutes of the WDC Sports Fund Scheme Committee meeting held on Tuesday 16 May 2017 are received.
- Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED
- 7 Receipt of Minutes – Resolved:**
Sport NZ Rural Travel Fund Committee That the confirmed minutes of the Sport NZ Rural Travel Fund Committee meeting held on Tuesday 16 May 2017 are received.
- Moved Cr Cain
Seconded Mayor Rowley
MOTION CARRIED
- 8 Receipt of Minutes – Resolved:**
Waimate Community Anzac Group That the confirmed minutes of the Waimate Community Anzac Group meeting held on Thursday 10 August 2017 are received.
- Moved Mayor Rowley
Seconded Cr Guilford
MOTION CARRIED
- Note:**
The meeting was closed by the Chair, not Deputy Chair and the next meeting would be held in 2018 not 2017.
- 9 Receipt of Minutes – Resolved:**
Waimate District Civic Awards Committee That the confirmed minutes of the Waimate District Civic Awards Committee meeting held on Tuesday 16 May 2017 are received.

Moved Cr Paul
Seconded Cr Guilford
MOTION CARRIED

Note:

The date of the meeting was 17 February 2017, not 2016.

New staff member: Regulatory and Compliance Group Manager Sue Kelly introduced Helen Strachan, Council's new Senior Administration Support Officer.

- 10 Receipt of Minutes – Lower Waitaki South Coastal Canterbury Zone Committee** **Resolved:** That the confirmed minutes of the Lower Waitaki South Coastal Canterbury Zone Committee held on Wednesday 20 September 2017 are received.

Moved Cr Guilford
Seconded Cr Collins
MOTION CARRIED

- 11 Remuneration Authority Consultation – Local Government Review** The Community Planning and Development Committee were presented with Part Three of the Remuneration Authority's Local Government Review Consultation Document for discussion and to finalise the Waimate District Council submission.

This item was paused to take Item: 13

- 13 Discussion / Information Item: Presentation – Waimate Shears 12.30am** James Davis (president Southern Canterbury A&P Association) and Warren White (president Waimate Shears) presented to the Community Services and Development Committee on their Council Grant of \$50,000.

The meeting adjourned at 12.45am for lunch

The meeting reconvened at 1.05pm

Cr J Guilford indicated she was not participating as a Councillor during Item 14

- 14 Discussion / Information Item: Presentation – Waimate District Resource Trust 1.00am** Chairman John Begg and Coordinators Jakki Guilford and Julie Anderson of the Waimate District Resource Trust (Community Link) gave an annual grant presentation.

Cr J Guilford resumed her position as Councillor

11 Remuneration Authority Consultation – Local Government Review (cont'd)

The Community Planning and Development Committee were presented with Part Three of the Remuneration Authority's Local Government Review Consultation Document for discussion and to finalise the Waimate District Council submission.

Resolved:

That the Remuneration Authority Consultation – Local Government Review report is accepted; and

That the Community Services and Development Committee provide staff with direction for the feedback to be submitted to the Remuneration Authority.

Moved Mayor Rowley
Seconded Cr Morton
MOTION CARRIED

Note:

Councillors agreed they would provide feedback to staff by the close of day Thursday 7 December 2017.

12 Consideration of Major (Urgent Business) or Minor Items not on the Agenda

There were no major (urgent business) or minor items identified.

13 Exclusion of the Public

Council considered moving into public excluded to take the below items:

- a Lower Waitaki South Coastal Canterbury Zone Committee – Refresh of Committee Membership
- b Orari-Temuka-Opihi-Pareora Zone Committee: Refresh of Committee Membership

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Lower Waitaki South Coastal Canterbury Zone Committee – Refresh of Committee Membership	Good reason to withhold exists under Section 7	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons.
Orari-Temuka-Opihi-Pareora Zone Committee: Refresh of Committee Membership	Good reason to withhold exists under Section 7	7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons.

Resolved:

That the Community Services and Development Committee resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

Moved Mayor Rowley
 Seconded Cr Anderson
 MOTION CARRIED

There being no further business, the Chair declared the meeting closed at 2.25pm.

These minutes to be confirmed at the Community Services and Development Committee meeting to be held on Tuesday 30 January 2018.

 Cr P Collins
 Chair

Item 5 Management Report – Community and Strategy Group

Prepared by: Carolyn Johns
 Community and Strategy Group Manager

The Community and Strategy Group Manager's report is submitted for the information of the Community Services and Development Committee.

Recommendation

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

Highlights

Civil Defence Emergency Management (CDEM)

Emergency Operations Centre (EOC) Development

Risk Reduction

Definition: Consists of identifying and analysing long-term risks to human life and property from natural and non-natural hazards; taking steps to eliminate these risks if practicable, and, if not, reducing the magnitude of their impact and the likelihood of them occurring.

- Marion Schoenfeld (ECAN Hazard Analyst) briefed staff on recent release of Fault Report for Waimate. She also discussed the earthquake threat for Waimate in general. The meeting was mainly aimed at planners, but also of interest to infrastructure/asset managers and CDEM (16 November).
- James Thompson from Canterbury CDEM Group office briefed Council on 'Role of Elected Members' and Prof Tim Davis briefed Council on AF8 (21 Nov).

Readiness

Definition: Consists of developing operational systems and capabilities before an emergency happens, including self-help and response programmes for the general public, and specific programmes for emergency services, lifeline utilities, and other agencies.

Community Work

Public Education

- 1 Development of a 2018 public education plan, to increase community awareness, is underway with the intention to have CDEM information published quarterly.
- 2 Our CDEM officer spoke to 25 ex Probus group, at Café on Queen. Hilary gave out Never Happens, Happens pamphlets, and emergency planning sheets. It was a very interactive session with great questions (16 October).

Planning Development

- 3 PIM/front office and welfare have now developed first draft of local plans and Safe Operating Procedures (SOPS).
- 4 Logistics and operations are developing their own plan and Safe Operating Procedure (SOP).
- 5 Also developing a generator readiness and activation plan and transition from business as usual (BAU) to activation as part of Business Continuity planning.
- 6 Completed merge of corrective action plans from June 2017 Flooding and Exercise Pandora. This will form the basis for EOC work 2018.
- 7 Completed Ministry of Civil Defence and Emergency Management Welfare Manager survey and Canterbury CDEM Group Office survey on welfare capability with Waimate District Council local Welfare Managers (30 November).

- 8 Developed Duty Officer Checklist and Duty Officer Roster and given to Controllers who are on after hours on call duty.
- 9 Worked with Canterbury CDEM Group Office, Otago CDEM, Waimate District Council staff on developing ArcGIS capability – links to intel, response and recovery management, e.g. welfare (registration/needs assessment), rapid building and asset assessment, external agency intel (Lifelines, ECAN).

EOC Work

Training

- 10 Developing, with Local Controllers, new strategy to keep EOC staff 'warm'. Planning regular training opportunities using various methods (electronic, face-to-face, etc).
- 11 CDEM Coordinator attended Situational Awareness seminar in Christchurch (9 October).

Logistics

- 12 BGAN satellite phone tested (8 October).
- 13 Generator checks completed (October, November and December).
- 14 Weekly ECAN radio checks completed (log kept in front office).
- 15 Radio checks with community representatives was planned to take place in December, however all representatives did not complete it.

External Relationships

- 16 The CDEM Office attended the Canterbury Group Emergency Management Officer (EMO) Forum in new Justice and Emergency Services Precinct in Christchurch (5 December).
- 17 Maintained regular contact with David Hewson, chair of South Canterbury Rural Support Trust (SCRST) to discuss how SCRST was coping as the major welfare support agency for *the Mycoplasma Bovis* outbreak in South Canterbury.
- 18 Operational/Liaison Development – hosted Senior Sergeant Dylan Murray to discuss Police role during events. Two Controllers and the Operations Manager were present. (20 December).

Library

Events, Activities and Displays

HELL Reading Challenge

- 19 The HELL Reading Challenge is a well-established programme now in its fourth year, which has been hugely successful in getting kids reading and enjoying the pleasures of stories — with the bonus of free pizza rewards. This was our first year that we have participated and promoted this event. The HELL Reading Challenge is free, children receive a stamp on their pizza wheel for each book they read, and once seven books have been read they can redeem their pizza wheel for a free 333 kid's pizza at HELL.
- 20 The Hell Pizza's Caravan set up outside the library on the 4 October operating for two hours. It was a great event attracting interest from all around the community. Children redeemed 96 free pizza wheels as their reward for reading, and community members took the opportunity to purchase pizzas.

Displays

- Waimate Shears – Celebrating 50 years of the 'Shears'
- Entries submitted for the Waimate Logo competition
- Books by authors that we have in the Stack
- Civil Defence – 'Stay Safe Be Informed' display
- Strawberry Fare
- Depression
- Christmas

Schools and Early Education Visits

- Rural Scholars (10 Children and 2 Adults)
- Waihao Downs School (31 children and 2 adults)
- Waimate High School (7 students)
- Mobile Kindy (11 children and 10 adults)

Special Events/Projects

- 21 Books, Blokes & a Beer – 14 and 21 November at the Woolshed Bar and 28 November at the Library. Building on from the Read Together programme the library ran this programme for Dads. Fathers play a critical role in their children's literacy development by modelling reading, sharing stories, exploring the world together, and engaging in meaningful conversations that build critical thinking skills. This programme gave the opportunity for fathers of 0-5 year olds to learn some great tips and resources to help their child's language and reading development.

The programme was very well received by the 10 men who participated. The feedback was positive and they indicated they would be happy to recommend it to others.



Policy

Long Term Plan

Workshops

- 22 Long Term Plan Councillor Workshops were held on 14 November, 5, 12 and 19 December 2017. The agendas included discussion on Group Activity Statements, LTP Policies, Draft Infrastructure and Financial Strategies, Rates Remission Policy Review; Revenue and Financing Policy Review; identification and discussion on Key Issues for Consultation, Draft Budgets, and the Waste Management Service Delivery Review.
- 23 A special workshop was also held on 16 January 2018 to discuss the Key Issues and Options, content for the Consultation Document, Water, Wastewater, Stormwater and Parks and Recreation Asset Management Plans, Draft Rates Strike, Liability Management Policy Review and Investment Policy Review.

Policy Reviews

Financial Contributions Policy

- 24 Council is required under section 102(2) of the Local Government Act 2002 to adopt a policy on Development and Financial Contributions. Council does not collect development contributions, but does collect financial contributions through the Resource Consent process as provided for by the Resource Amendment Act 1991 (RMA). The Financial Contributions Policy was reviewed at the Council workshop on 14 November 2017 and adopted at the Council meeting on 19 December 2017.

Update on Remuneration Authority Consultation

- 25 The Remuneration Authority advised that the second part of their engagement with Local Government regarding changes to the remuneration process was extended. Submissions on the proposed changes were due by 15 December 2017. The Waimate District Council submission, prepared from direction provided at the 1 August 2017 Community Services and Development Committee meeting was presented for approval at the 5 December 2017 Community Services and Development Committee meeting.

Waimate Event Centre

School Holiday Program – October 2017 & January 2018

- 26 With an extensive program of daily events, staff assisted with the running of the October school holiday activities and were kept busy with good numbers of children attending.
- 27 The January 2018 school holiday activities was finalised in early January with promotion in the Newline and Waimate Trader on 11 January 2018, on Council's website, and Facebook and direct email to the school holiday database.

Waimate 50 Autoshow

- 28 Staff assisted with preparations to host the Autoshow at the Event Centre over Labour weekend in October 2017 and over the weekend worked at reception processing entrance fees and selling merchandise on behalf of Waimate 50 and Andrew Stroud.

Information Centre

Strawberry Fare

- 29 As in previous years, the Information Centre provided photocopying services, envelopes and postage for the December 2017 event.

Grants

- 30 Recipients of November grants funding round are:

Creative Communities NZ Scheme

Events Waimate Inc.	\$1,000.00
Bushtown Waimate New Zealand	\$ 525.00

Sport NZ Rural Travel Fund

Waituna Creek School	\$1,500.00
Waihao Downs School	\$ 500.00
Waimate Amateur Athletics Club	\$ 500.00
Waimate High School – Touch	\$ 300.00
Waimate High School - Rugby	\$ 500.00
Waimate Amateur Swimming Assoc.	\$ 789.60

WDC Sports Fund

South Canterbury Roller Sports Club	\$1,500.00
Mt Nimrod Endurance Riders Club	\$ 500.00
Waimate Amateur Athletics Club	\$ 450.00
Waimate Caledonian Society	\$1,000.00
Sport Waimate Inc.	\$1,056.55
Waimate High School Sports Council	\$ 500.00
Waimate Gymnastics Club	\$4,500.00
Glenavy Women's Institute	\$ 300.00

Projects

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
2016/18	Long Term Plan 2018-28	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	plus budget for consultation	60%			<p>As Council are aware, there has been a concerted effort to complete the necessary plans and strategies that inform the Long Term Plan. We remain in a position of behind schedule with the production of our Asset Management Plans according to our timetable but are confident that they will be completed by early February. A special workshop was held in January to discuss three AMPS, key issues and content for the consultation document</p> <p>For the week 15 – 19 January AuditNZ are off site auditing the documents that inform the LTP, in particular the finance and infrastructure strategies, financial forecasts, asset management plans, funding and financial policies, assumptions</p> <p>Currently working on communication for pre-consultation and during consultation. The LTP bus tour where staff can explain to Councillors the significant projects will most likely take place at the end of February</p>
2016/18	South Canterbury Places and Spaces Plan	A 10-year plan to provide South Canterbury, which includes the Waimate District, with a long-term vision for sport and recreation with a focus on infrastructure	\$6,000	\$3,000	65%			The South Canterbury Places and Spaces Plan is currently under development with regular meetings attended by our representatives Fabia Fox and Councillor Peter Collins. The summary document is due to be presented to Council in March
2016/18	Sector Post Review	A merger of sector posts and wardens and proposed change of names to Sector Reps	Internal resource	N/A	85%			Currently consulting with sector wardens to finalise the finer detail of each area and sector representative roles
2016/18	CDEM Capability Improvements	Resulting from the Ministry's 5-year capability assessment a number of improvements were identified across the organisation	Internal resource	N/A	15%			No further process on the action plan and implementation of a number of the improvements, however many of the improvements are being undertaken by various managers as part of their normal work and has not been captured against the Capability Improvements Plan.
2017/18	Waimate CDEM Plan 10 yr Plan	To provide direction on CDEM development in Waimate District			0%			This plan has not yet started and no resources have been allocated for this work
2017/18	Waimate Local Arrangements	An overarching document that captures the management of our responsibilities to CDEM Waimate			0%			This plan has not yet started and no resources have been allocated for this work
2017/18	CDEM Community Response Plans	Provides localised information for each CDEM sector area such as their CDEM community reps, preparedness, response procedures and communication			10%			This project is quite slow and we aim to give administrative assistance to progress the plans. Our priority areas are the east coast communities
2017/18	CDEM Local Plans: Welfare Plan, Fuel Plan, Tsunami Plan, Recovery Plan	To provide information for CDEM responders to the relative areas in the response and recovery phases			10%			First draft of the Welfare Plan was been written

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
2017/18	Representation Review	A 6 yearly review of Governance representation per ward	\$5,000 Internal resource	\$1,500	10%			A paper explaining the process and timelines was taken to Council at a workshop September. Council will be discussing the review process in February
2017-19	Elections 2019	3 year Local Government Elections	\$35,000 Internal resource plus external contract	0	10%			Even though the Local Government elections are 2 years' away, work in this area is continuous. Two papers have been brought to Council, the approval of the Electoral Officer and the Electoral Voting process

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
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Quarterly Statistical Reporting for the period 1 October – 31 December 2017

Event Centre

User Statistics

Month	User numbers
July 2017	2941
August 2017	2033
September 2017	1671
October 2017	1295
November 2017	1165
December 2017	602

School Holiday Activities Statistics

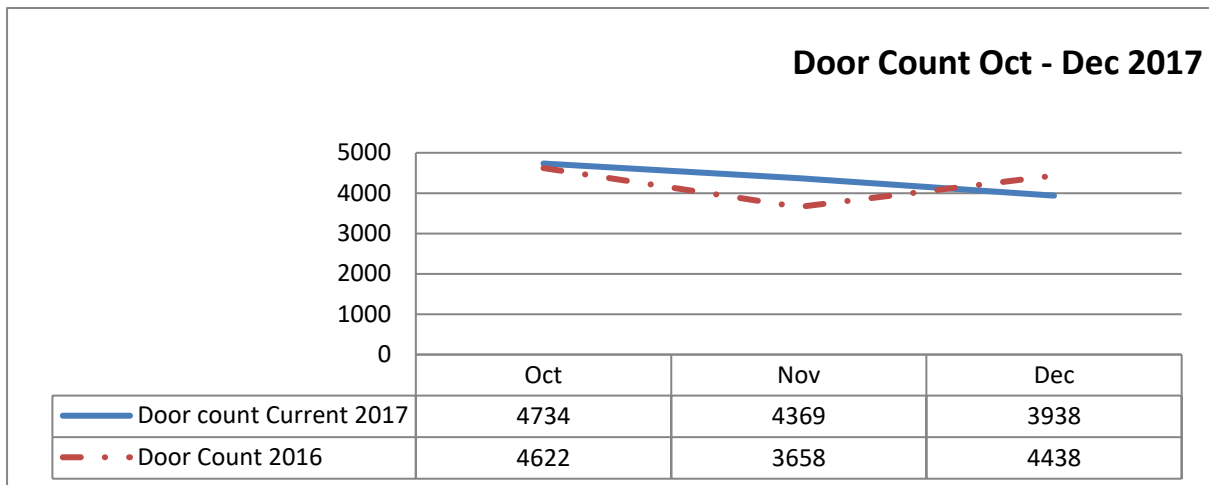
Month	Number of Activities	Total Attendees	Income
October 2017	18	300	\$1179
January 2018	15	In progress	

Policy	Responsibility	Status	Status/Next review
Delegations Policy 308	Corporate Services	Yet to commence	Full review prior to 30 June 2018. Partial review September 2016 and revisions have been made as necessary
Drug and Alcohol Policy 616	Human Resources	Tracking below target	The policy was drafted, and staff consultation was undertaken at the end of 2016. The policy is currently waiting for sign-off
Fraud Response Plan	Corporate Services	Tracking below target	The Fraud Response Plan was drafted in August 2016. The Plan is currently waiting for sign-off
Dog Control Policy 306	Regulatory and Compliance	On track	Being reviewed in conjunction with Control of Dogs Bylaw. Will be presented to the Environmental Services and Finance Committee in due course
Dangerous and Insanitary Buildings Policy 313	Regulatory and Compliance	Completed	The draft policy was adopted by Council at the Environmental Services and Finance Committee meeting 5 December 2017
Rates Remission Policy 407	Corporate Services	On track	The draft policy was presented to Council on 19 December and will be included in LTP Consultation
Revenue and Financing Policy 401	Corporate Services	On track	The draft policy was presented to Council on 19 December and will be included in LTP Consultation
Financial Contributions Policy 404	Corporate Services	On track	The draft policy was presented to Council on 19 December and will be included as supporting information in the LTP
Possible Easter Trading Policy	Regulatory and Compliance	On track	Community feedback to be sought in the LTP Consultation document
Property and Land Sale, Purchase and Lease Policy	Asset Group	Yet to commence	Review due August 2017
Gambling Venue Policy 305	Regulatory and Compliance	Yet to commence	Review due October 2017
TAB Board Venue Policy 309	Regulatory and Compliance	Yet to commence	Review due October 2017
Liability Management Policy 402	Corporate Services	On track	The draft policy was discussed at the LTP workshop on 16 January and will be presented on Council 30 January 2018

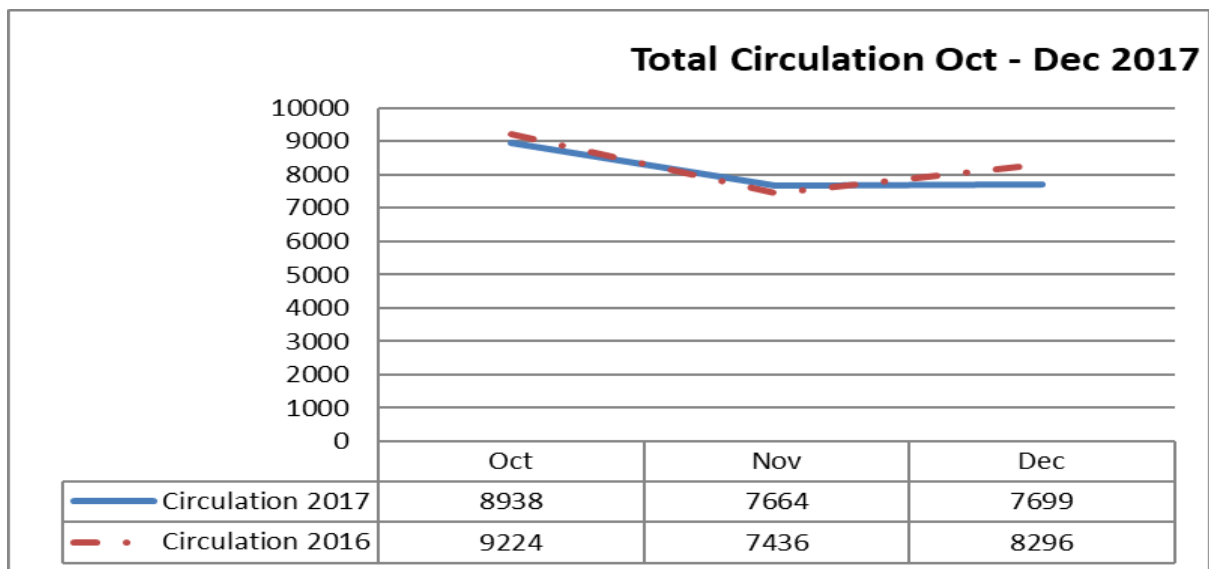
Investment Policy 403	Corporate Services	On track	The draft policy was discussed at the LTP workshop on 16 January and will be presented on Council 30 January 2018
Remission and Postponement on Maori Freehold Land	Corporate Services	On track	The draft to be presented to Council 30 January 2018
Social Media Policy	Executive Support Manager	Yet to commence	Initial research phase
Dust Suppression Policy 501	Asset Group	Yet to commence	June 2018

Library

Door Count Comparative Graph



Total Circulation Comparative Graph



Membership

2570	Membership as at 15 January 2018
50	New Members

Obstacles

- 11 There are no known obstacles.

Assessment of Significance

- 12 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Budget Considerations

- 13 The amount of \$2,000 is budgeted in the 2017/18 year and going forward in the draft Long Term Plan 2018-28.

Cost-effectiveness

- 14 Cost-effectiveness consideration is not applicable.

Recommendation

- 1 That the Whitehorse Big Easy Event Support report is accepted; and
- 2 That the Community Services and Development Committee consider one of the support options and makes a recommendation to the 20 February 2018 Council Meeting.

Appendix 1

Email request from Whitehorse Big Easy for funding

From: Peter Bootsma

Subject: Whitehorse Big Easy

Hi Stuart, thank you for meeting with me last week regarding the Whitehorse Big Easy event. We really appreciate all the support you and the council have given us. I am seeking funding of \$1500 for a one off permit for use of the DOC land. This would allow us to hold an event on their land every year. Would this be something the council would consider? Kate would be able to give you details of the sponsorship level and recognition this would give as a sponsor.

As a side issue, I have been overwhelmed with the response from people who want to help support you and others to become healthy and fit... This really could be a great opportunity to change some people's lives for the better. Waimate really is a fantastic place to live....

Regards
Peter Bootsma

Appendix 2

Whitehorse Big Easy Sponsorship Document





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 Organising Committee pg 1

THE EVENT

Race Day, Registration Fees, Age Restrictions pg 2

BUDGET

2018 Budget - estimates and actual figures to date pg 3

SPONSORSHIP

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 Sponsorship Tiers pg 5
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WHITEHORSE BIG EASY EVENT

MISSION STATEMENT

To promote the Whitehorse Big Easy tracks and raise awareness of them amongst local people, as well as national and international visitors.

To develop and maintain MTB tracks in the Waimate District.

To have an annual bike - run - walk event, raising money for charity and track development, while promoting the amazing outdoor resources that Waimate has to offer.

WHITEHORSE BIG EASY EVENT COMMITTEE

CHAIR - Ryan Luckman

FINANCE - Raewyn Francis

SECRETARY - Carmen Hurst

MARKETING - Kate O'Connell

COURSE DESIGN- Dave Hanson, Ken Buckingham, Peter Bootsma

TRAFFIC MANAGEMENT- Peter Bootsma, Dave Hanson, Ken Buckingham

HEALTH & SAFETY- Peter Bootsma

SPONSORSHIP - Ken Buckingham, Grieg Moore

COMMITTEE - Cara Grogan, Justin Chittock, Greig Moore

THE EVENT

The Whitehorse Big Easy will encompass three separate events: bike, walk/run and the Whitehorse Challenge.

All of these will be loop tracks, starting and ending at the Waimate A&P Showgrounds.

The Showgrounds will be open for camping and registrations from Saturday April 7th.

RUN/WALK

Runners and walkers can choose between an 18km run, and 12km and 5km walks or runs.

18KM RUN:

Similar to the open bike, the run offers some testing hills, private farm tracks and a great view!

Minimum age limit: 16 years old.

Entry Fee: \$45

12KM RUN OR WALK:

Still a challenging course, but accessible to everyone.

Minimum age limit: 12 years old.

Entry Fee: \$30 for adults,

Under 16 at April 1: \$10

5KM RUN OR WALK:

Low cost entry, encouraging people to get out and about, with no excuse not to join in! Child friendly.

Entry Fee: \$10 all ages

MOUNTAIN BIKE

There is a 25km and a 10km course, that include private forestry tracks and farm tracks with challenging hill climbs, great downhill and a view that makes it all worthwhile.

OPEN EVENT:

25km course with 600m elevation.

Entry Fee: \$60

Under 16 at April 1: \$40

INTERMEDIATE EVENT:

10km course boasting easier gradients.

Entry Fee: \$30

Under 16 at April 1: \$20

BEGINNERS EVENT:

5km course boasting flatter gradients.

Entry Fee: \$10

Under 16 at April 1: \$5

WHITEHORSE CHALLENGE

A great opportunity for friends and businesses to raise money for charity and pitch themselves against other teams in the race to become the Whitehorse Challenge winner!

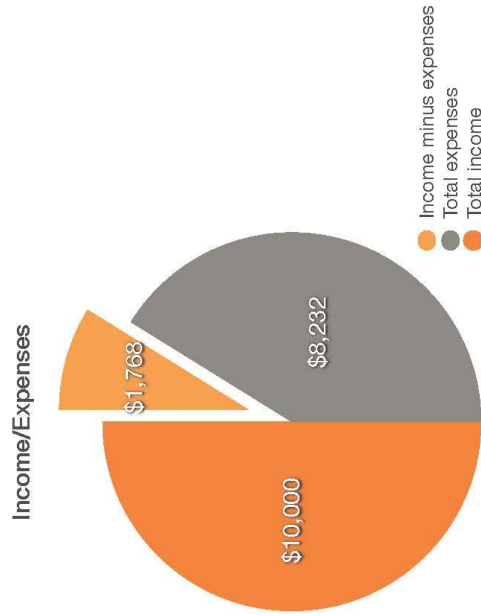
This event is limited to 40 teams, made up of two people, one to run and the other to bike. Each team must fundraise via a dedicated Give A Little page to raise \$500 to enter. The funds from this section will be directed to local and national causes that have involvement in the local community.

BUDGET

MONEY IN	
Sponsorship	\$10,000
Registration Goal	\$0
TOTAL INCOME	\$10,000

MONEY FOR TRACKS AND CHARITY	
Income minus expenses	\$1,768

MONEY OUT	ESTIMATE
Timekeeping	Actual
Registration Processing 4%	\$1,000
Design - Logo, DL Flyers, Posters	\$500
Hire of A&P Grounds	\$300
Signage at Event & Billboards	\$1,580
Traffic Management - Road Closure	\$300
Facebook Advertising	\$500
Printing	\$250
Trader Ads	\$352
Set up A&P	\$500
Marketing & Social Media	\$250
Race Numbers	\$500
Band and Sound	\$700
St Johns	\$800
Website + Annual Costs	\$700
TOTAL EXPENSES	\$8,232





SPONSORSHIP

In sponsoring the Whitehorse Big Easy, you and your business are partnering with our volunteer organised and operated community event. We are looking to partner with businesses, in what we hope can be a mutually beneficial sponsorship arrangement for many years to come.

We aim to raise money to develop and maintain MTB tracks around Waimate, and also raise money for local and national charities, yet to be finalised.

Benefits of sponsoring our event include:

- It's an affordable and effective way to promote your products and services to the Otago, Canterbury and MTB/Running community.
- Create loyalty amongst the local community who appreciate assistance making events like this happen.
- Enhance your visibility in the local community via our professional marketing team.

We would encourage all of our sponsors to help us spread the news of their involvement.

On race day sponsors will also be able to set up tents at the showgrounds, entertain your clients with the live entertainment, food and drink stalls. We aim to attract lots of spectators from the local community, as well as supporters and participants.

We would love to have our sponsors enter the Whitehorse Challenge, or any of the events!

SPONSORSHIP TIERS

NAMING RIGHTS. POA

We are looking for a principal sponsor, whose name we will include on the logo, event name and all marketing material.

We will utilise our marketing experience to help promote this sponsor online, in conjunction with them. We will include their product/business placement in advertising graphics on Facebook.

We would like this relationship to be ongoing, and for the name of the sponsor to be synonymous with the event.

EXAMPLE OF EVENT LOGO WITH A NAMING RIGHTS SPONSOR



GOLD - \$1,000

- Acknowledgement in media releases
- Large logo & hyperlink on website
- Large logo on all print marketing material
- Large logo on billboard advertising
- Promotion on Facebook
- Hospitality tent site at showgrounds
- Acknowledgement on PA on raceday
- Images provided for your optional use on social media, newsletters etc.
- Product/service placement in Facebook ad graphics

SILVER - \$500

- Medium logo & hyperlink on website
- Medium logos on all print marketing material
- Acknowledgement on PA on raceday
- Acknowledgement on Facebook
- Hospitality tent site at showgrounds
- Images provided for your optional use on social media, newsletters etc.

BRONZE - \$250

- Text logo on website

BENEFITS OF SPONSORSHIP

We deliver real benefits to our sponsors, raising their profile in the Canterbury, Otago and MTB/event running communities. We achieve this via our Facebook, radio and print media marketing campaigns, and inclusion on our marketing material. We want our sponsors to be involved in the event so will keep you up to date with progress reports.

<p>HOSPITALITY TENT AT THE EVENT. FESTIVAL LIKE ATMOSPHERE, MUSIC, FOOD STALLS. ENTERTAIN YOUR CLIENTS.</p>	<p>RAISE YOUR PROFILE AMONGST THE CANTERBURY AND OTAGO COMMUNITIES.</p>
<p>CREATE PRODUCT/SERVICE AWARENESS THROUGH PROMOTED GIVEAWAYS ON OUR FACEBOOK PAGE</p>	<p>PROMOTION OF YOUR PRODUCTS AND SERVICES VIA OUR FACEBOOK MARKETING CAMPAIGN.</p>
<p>ENTER A TEAM IN THE WHITEHORSE CHALLENGE! POSITIVE PR</p>	<p>GET YOUR LOGO APPEARING ON OUR WEBSITE, MARKETING MATERIAL AND SOCIAL MEDIA</p>
<p>PROFESSIONAL GRAPHICS PROVIDED TO PROMOTE YOUR INVOLVEMENT IN THIS INAUGURAL COMMUNITY EVENT</p>	<p>HYPERLINKS ON OUR WEBSITE HELP WITH YOUR WEBSITES SEO</p>



Item 7 Management Report – Executive Support

Prepared by: Michelle Jones
 Executive Support Manager

The Executive Support Manager's report is submitted for the information of the Community Services and Development Committee.

Recommendation

That the Executive Support Manager's report is accepted.

Highlights

Communications

Council Website

- 1 The design of the Council website is progressing well, and is expected to be signed off in mid-January. The build and configuration of the site will then commence.

Facebook

- 2 Council's Facebook page is growing steadily with 412 'likes', compared with 311 in the last reporting period. Improved advertising of the page will ensure this number increases. The public are also using the Facebook messenger system to communicate issues/concerns with Council.

Economic Development Strategy

- 3 Work on the Economic Development Strategy stalled at the end of last year due to staff being focused on the development and launch of the marketing website. The focus is now on finalising the Terms of Reference for the working groups.

Marketing

Waimate District Logo Design Competition

- 4 The winners of the Waimate District Logo Design Competition were formally recognised and thanked at the 24 October 2017 Council meeting. The winners were Alisha Roberts (junior category), Tony Patterson (professional category) and Ashleigh Meyer (amateur category). A further entry by Janet Due Ramos received a Mayoral Commendation for its intricate design.
- 5 A media release announcing the winners was distributed, and all entries were posted on Council's Facebook page for public viewing.

Waimate District Marketing Logo

- 6 A number of logo design concepts were presented to Council for consideration in November 2017, and a preferred design was selected. The logo is simple but effective through the use of vibrant colours, and clearly portrays to visitors and locals what we would like them to do – explore the Waimate District. Ten colour logos (see below) and a white version were created. A logo can be chosen from this range that suits the colours of the imagery being used.

WAIMATE
a district to explore

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a district to explore

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- 7 In most cases, the logo will be accompanied by the web address www.waimate.org.nz. Guidelines for the logo's use are currently being developed.

Online Presence

Launch

- 8 The Waimate District marketing logo, website (www.waimate.org.nz) and Facebook page (Explore Waimate) was launched at an evening function on 4 December 2017. A number of business people and community leaders attended which contributed to an enjoyable and successful evening.

- 9 For the launch, pull-up banners with stunning images of the district were produced and displayed. The banners were also displayed in the library in December 2017 so members of the public could enjoy them.

Website

- 10 There were 1,172 visitors to the website in December. Facebook is used to send people directly to different pages, i.e. a fossil post directing people to the fossil page, a heritage post, a day trips post and a discover post. There is a spike in web traffic at those times.
- 11 The top 10 popular pages were:
- Home
 - Discover
 - Events
 - Walks & hikes
 - Camping
 - Stay
 - Fossils
 - Heritage
 - Day trips
 - Business directory
- 12 The most popular site search was 'school' and 'schools' respectively. We are aware of one family considering moving here for work who used the website to research Waimate, and concluded it would be a great place to raise their kids and applied for a job here.

Facebook

- 13 Reporting is for the December period only. Total number of page likes = 251.
- 14 The most popular post was the Hydro Highway video, with the introduction: "The scenic route to Waimate from Central Otago...and our favourite summer playground, right on our doorstep." – www.waimate.org.nz #waimate. The introduction was used with the video to highlight our proximity to the lakes. Reach 1.3k, video views 607, engagement 250.
- 15 Video is key for Facebook ads and posts as they get considerably more reach and engagement than static images. For that reason, branded slideshow posts will be created wherever practical provided stunning images are available.
- 16 During December 2017, there was one ad campaign to get people to view the Discover page to raise awareness of the variety of things to do in the district. The post reached 230 people and there were 116 video views. A \$30 ad was run on the same post, reached a further 2.5k people, and had 98 people click through to the website at a cost of 0.31c per click. When comparing costs with print ads Facebook ads are a cheap and effective method of advertising.

Looking Forward

17 The focus for the coming months is to:

- Promote the walk/bike tracks in the three months leading up to the Whitehorse Big Easy in April 2018.
- Work with Trackways and the MTB club to get better photos and Go-pro footage, and possibly drone footage. Footage can be edited by the marketing team to create professional videos and slideshows.
- Interview interesting locals – Michael Baijko, Gwen the ‘wallaby lady’, Kaylee Bell and others.
- A sponsored recurring real estate post to highlight premium properties to show value for money, and direct people back to the website to discover other benefits of living in the Waimate District.
- Create slideshow posts for events in the days leading up to the event. A blog is planned for the Waimate Garden & Craft Show on 3 February 2018.
- Share on Facebook the Salmon Hatchery updates as space allows.
- Finalise a social media plan looking 12 months ahead, with the flexibility to respond to things as they happen.
- Continually improve SEO optimisation. The website will be listed in as many strategic places as possible on the internet and is an ongoing process.
- Develop the business directory and revise the fee structure. Attract businesses for sponsored posts and blogs.
- Investigate options to promote the new website via car bumper stickers and banners for shop windows.

Migrant Packs

18 61 migrant packs were distributed in November 2017 to families in the community through the newly established Migrant Support Group in Waimate.

Hanging Baskets

19 The hanging baskets and watering system were installed in December 2017. The plants are starting to flourish and will add some vibrancy to the main street. Feedback has been very positive.

Christmas Decorations

20 Festive lights and banners were erected in Waimate, Glenavy, Makikihi, St Andrews and Hakataramea the first week of December 2017, and were taken down mid-January 2018. New banners were purchased due to the large number that had been damaged by the elements in recent years; and they looked awesome!

21 The inaugural community Christmas tree in Seddon Square was adorned with lights and decorations and was ‘lit up’ at Christmas in the Square on 18 December 2017, and taken down mid-January 2018. Council funded the majority of the lights with the remainder kindly donated by a member of the public. The decorations belong to Council and were retrieved from storage for use. Thank you to all those people who helped decorate the tree.

Quarterly Projects Report

Financial Year(s)	Project	Project Description	Budget	Spend to Date	% Complete	Status		Comments / Issues / Risks / Reasons
						Time	Budget	
Executive Support								
2017/18	Economic Development Strategy	A strategy to provide the Waimate District with a long-term economic vision.	\$50,000	\$485	27%			Five themes have been agreed by Council. Terms of Reference for the working groups have been drafted. Once they have been approved by Council workshops for each of the working groups will be arranged.
2017/18	Website Review	Review structure and content of Councils website	\$33,000	\$857	55%			Work on the design of the website is underway and is expected to be signed off in mid-January. The build and configuration of the site will then commence.
2017/18	Marketing and Promotion Contract	Development of District marketing website and Facebook page	\$40,000 over 2 years	\$19,000	100%			The website and Facebook page was launched at a function on 4 September 2017. The focus is now on social media, building the business directory and continually adding new content. It is noted that this contract is ongoing over a 2-year period, and is now considered business as usual. Items will be brought to Councillors attention as required.

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

Quarterly Statistical Reporting for the Period 1 October to 31 December 2017

Media Releases

	Topic
October	Waimate District logo design competition winners recognised
November	Waimate District Council offers collection point for gifts for children this Christmas The search is on for Waimate District's volunteers
December	Waimate District website launched

Outgoing Communications

	October	November	December
Media releases	1	2	1
Newsline	1	0	1
Mayoral News	1	1	3
Radio	5	6	5

Media Enquiries

	October	November	December
Media enquiries	13	5	11
Letters to the Editor	3	2	2

Waimate Promotional Packs

	October	November	December
Potential residents' packs distributed	12	11	0
New resident packs distributed	11	3	8
Migrant packs distributed	0	61	0

Item 8 Consideration of Major (Urgent Business) or Minor Items not on the Agenda

Prepared by: Stuart Duncan
 Chief Executive

The Community Services and Development Committee is to consider any major (urgent business) or minor items identified earlier in the meeting.

Item 9 Exclusion of the Public

Prepared by: Stuart Duncan
Chief Executive

1 For the Community Services and Development Committee to exclude the public in order to take the following public excluded agenda items:

- i Confirmation of Public Excluded Minutes: Community Services and Development Committee meeting – Tuesday 5 December 2017

General Subject of each matter to be considered	Reason for passing this resolution	Ground(s) under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution
Confirmation of Public Excluded Minutes – Community Services and Development Committee	Good reason to withhold exists under Section 7	7(2)(c)(i)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence

Recommendation

That the Community Services and Development Committee resolves to exclude the public from the following parts of the meeting on the grounds contained in section 48(1) of the Local Government Official Information and Meetings Act, or section 6 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.