



Notice of a Meeting of the

## *Ahuriri Community Board*

at

Kurow Community Hall, Kurow

on

Monday 24 July 2017

at 3.15pm

*In the interests of the environment and to help reduce photocopying costs, please bring your agenda with you to the meeting*

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# Ahuriri Community Board

## Agenda

Venue: Kurow Community Hall, Kurow

Monday 24 July 2017 at 3.15pm

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**Waitaki District Council****Ahuriri Community Board****Minutes of the Meeting of the Ahuriri Community Board held at  
the Kurow Community Centre, Kurow on  
Monday 12 June 2017 at 3.15pm**

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**Present** Messrs Sullivan (Chair), Mr Reid, Mr Cowles, Cr Dawson

**Apologies** Mayor Kircher  
Mrs Munro  
Mr Chapman

**In Attendance** Cr Garvan  
Mr Ross (Chief Executive)  
Mrs Hansen (Secretary)

**Apologies**

RESOLVED

ACB17/030

Cr Dawson/Mr Cowles

"The Ahuriri Community Board accepts apologies from Mr Chapman, Mrs Munro and Mayor Kircher for absence."

CARRIED

**Declarations of Interest**

There were no declarations of interest.

**1. Public Forum**

No-one attended the public forum.

**2. Confirmation of Meeting Minutes**

RESOLVED

ACB17/031

Mr Reid/Mr Cowles

"The Ahuriri Community Board confirms the minutes of Ahuriri Community Board meeting dated 1 May 2017."

CARRIED

**3. Assets Update**

To update the Board on issues, operations and projects managed by the Assets Group, occurring within the Ahuriri Ward since the last Board meeting.

RESOLVED

ACB17/032

Cr Dawson /Mr Reid

"The Ahuriri Community Board receives the information."

CARRIED

**4. Recreation Update**

The purpose of this memorandum is to update the Ahuriri Community Board on routine work, maintenance issues and progress on minor projects from 30 March 2017 to 29 May 2017.

RESOLVED  
ACB17/033

Mr Reid /Mr Cowles  
"The Ahuriri Community Board receives the information."

CARRIED

## 5. Parsons Rock Tree Removal

The purpose of this memorandum is to present information on tree removal at Parsons Rock campground.

RESOLVED  
ACB17/034

Cr Dawson /Mr Cowles  
"The Ahuriri Community Board receives the information."

CARRIED

## 6. Verbal Updates: Chairperson's Report; Community Board Member Area Reports; Councillor's Report

Graham Sullivan

- Attended Council meeting
- Attended Shoreline meeting at Otematata
- Met with Erik van der Spek and visited Parsons Rock and the Boat Harbour camping grounds. Also met with Simon Fox
- Otematata Residents Association meeting
- Met with Phil Lees (ECan) regarding the three waterway drainage from the Kurow Racecourse
- Attended Ohau Residents Association meeting AGM at Ohau Lodge
- The boat harbour ramp and camping ground has now been repaired. A big thank you to the staff and contractors for a job well done which is much appreciated by all who use these facilities
- The Otematata Residents Association is raising money to reseal the tennis courts and carry out some maintenance work on the car park

Vicky Munro

- Apologies for non-attendance; I am visiting family in the USA
- Many thanks to Council and staff for the privilege of attending the NZ Community Boards Conference 11-13 May in Methven. The venue was amazing, organisation exceptional, and the presentation dinner and awards were interesting to see and also to note what other boards are achieving.
- When you offer your time as a new member to be part of a Board, you gradually learn the protocols and opportunities, how to interact with your communities, Board, Councillors and Council staff. The base of our communities is the local organisation such as Kurow Upper Waitaki Valley Society, Otematata Residents Association and Omarama Residents Association. As they say, there is no "I" in team, and the balance between our own local residents groups, the Board, Council and staff heightens the need for progress for our ratepayers.
- Assisting in organising a thank you morning tea for Otematata Library's recently retired ladies, and making progress. This is scheduled for 29 June at the Otematata café. Special thanks to volunteers for their valued contribution.
- Attended a Special celebration on 20 May – 25 years Gold Star presented to Chief Fire Officer Kevin Powell – following in his father's footsteps – job well done, congratulations
- Just recently walking around the pathways in Otematata pushing my grandchild's pram, we walked the road because the footpaths were too bumpy and vehicles used the whole pathway to park their cars, trucks or trailers. The young child was almost walking in the middle of the road and I was very aware of a major safety issue walking around the streets in Otematata. Can we have some professional opinions on how we can have a maintenance programme to improve the pathways in Otematata over the next 10 years?
- Thanks goes to Council staff, professional consultants and contractors who undertook and completed repairs to the boat harbour in Otematata. It was very well used over



Queen's Birthday weekend and great to see people walking from that area up to the Otematata facilities during the day.

#### Calum Reid

- Meeting with Ting Ge regarding the Plunket Rooms. The users of the rooms would like pool-style fencing around the veranda. It has been suggested that they take over the part of the ground where the toilet was, and fence that area off with a right to occupy the land. They are happy to look after the land in question.
- Richie McCaw statue – met with the Committee in regard to the site outside the Plunket Rooms. There is no parking in this area. Discussed the best situation for the statue to be erected in Kurow.
- Met with Ting Ge regarding the Main Street lighting. There is a heritage-style light that complies with NZTA. A design and pricing for this is being sought.
- Met with Ting Ge in regard to the Fulton Hogan car park – this project has still not started. Geoff Turner is to send a price for the stone wall and a plan to redesign the wall across the road. This will tidy up the area.
- Met with Oscar Smit and Phil Lees from ECan. A copy of the original design drawings have been located for the three waterway drainage from the Kurow Racecourse. A design and recommendation is to come to the Board in the future.
- Met with Jason Menard regarding the entry into Kurow from the A2O trail.
- Front of House Tourism Board funding for Kurow – this has been ongoing for two years and we are no further ahead. Funding was to have been sorted by the end of June. There needs to be more surety with this project. There is huge potential for growth, but also concerns regarding the support for this from Tourism Waitaki.

#### Craig Dawson

- 3 May – Phone conference with Development Contributions Committee. Met with Tom Reading about footpaths and possible bench installation sites in Omarama.
- 4 May – Attended Executive Committee meeting, followed by Whitestone Contracting Board Meeting.
- 8 May – Chief Executive Recruitment meeting to shortlist four of the 11 candidates.
- 9 May – Omarama Business group meeting.
- 10 May – Property Unit workshop, Finance Audit and Risk Committee, Upper Waitaki Zone Committee report to Council and Councillor briefing session.
- 11 May – Shoreline Authority meeting. Otematata Bridge, Lake Weed, camping and land management. Suggested that DOC be invited to attend meeting.
- 15 May – Executive Committee meeting with Executive Management to discuss issues.
- 17 May – Customer Services Committee workshop re General Bylaw review (cats, bees and roosters, in urban areas). North Otago Rugby sponsorship and use of Centennial Park, Councillors tour of the historic precinct and Waitaki Valley Society meeting.
- 18 May – Omarama Residents Association meeting.
- 19 May – Upper Waitaki Water Zone committee meeting.
- 20 May – Kevin Powell's gold medal ceremony. Only 5% of Fire Fighters achieve this award.
- 23 May – Chief Executive recruitment session.
- 24 May – Meeting with ECan commissioners, Trustpower Awards judging session, and Chief Executive Recruitment session.
- 27 May – Otematata Residents Assoc. Discussed hall and gymnasium issues.
- 29 May – Conflict of Interest seminar.
- 31 May – Council Workshops followed by Councillor briefing. Planning meeting looking at where we could expand the towns and allow for some commercial development.
- 4 June – Ohau Residents Association meeting. Discussed rubbish collection, water issues and speed limits.
- 7 June – Committee Meetings Day (Assets, Community Services and Customer Services), followed by Councillor briefing.
- 8 and 9 June – Interviews with the two Chief Executive finalists.
- 12 June – Final selection meeting for Chief Executive recruitment.

Brent Cowles

- Met with Spark regarding straightening up the phone box in Otematata. The area has been tidied up as the ground was sinking away. There may be an option of getting rid of the phone box and leaving the data access point.
- Attended two meetings with Ewen Graham - Training for a community response plan is underway; people need to be responding for themselves.
- Attended 11–13 May Community Board Conference in Methven. This was an excellent experience. Attended workshops which were educational and worthwhile, how to enhance Community Boards in the communities (eg brochures, social media; events held over long weekends with fun days and entertainment). There is a need to engage people as the majority of our people live out of the area.
- Spoke in regard to a Facebook page/social media for the community and community feedback.
- I wish to thank Council for the opportunity of sending members to the conference. As a reasonably new Board member, I felt a lack of knowledge regarding processes around the role, and a need for such training.

Cr Garvan

- Spoke to the Board to think about "What would make a difference to the towns?"; look for funding for projects, think of the bigger picture, and don't be afraid to lead.
- Waitaki Boards spent \$600,000 for accommodation; fantastic capital injection for Kurow.
- District Plan – look forward 10 or 12 years. Good opportunity to look at commercial land, business land, if any landowners keen to rezone, investors, and potential land owners. Take an interest in this subject as it is worth spending time on.
- Advised the Board to get to know what the buckets of money and budgets are for (eg district funding, amenity rates).

RESOLVED

ACB17/035

Cr Dawson /Mr Cowles

"The Ahuriri Community Board receives the information."

CARRIED

## 7. Items for Information

To provide Ahuriri Community Board members with a copy of the following items for information:

- Mayor's and CEO's report to 10 May 2017 Council meeting.
- Health and Safety Update to 26 April 2017 Customer Services Committee meeting.

RESOLVED

ACB17/036

Mr Cowles/Mr Reid

"The Ahuriri Community Board receives the information."

CARRIED

Cr Dawson tabled an account from Redpaths Ltd in regards to exit LED lights for the Omarama Hall – 10 lights have been purchased at \$190.00 each.

RESOLVED

ACB17/037

Cr Dawson/Mr Reid

"That the Ahuriri Community Board pay the Redpaths Ltd account to the amount of \$2,189.60 including GST. This will be paid from the discretionary fund."

CARRIED

Cr Dawson also thanked Michael Ross for his commitment and contribution to the Community Board and Council for the last 14 years. These sentiments were endorsed by all present.

There being no further business,the Chairperson declared the meeting closed at 4.50 pm.

Confirmed on this 24<sup>th</sup> day of July 2017 at Kurow Community Centre, Kurow

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Chairman

# Ahuriri Community Board

## Memorandum

**From** Assets Group Manager

**Date** 24 July 2017

### Assets Update

#### Recommendation

That the information is received.

#### Summary and Purpose

To update the Board on issues, operations and projects managed by the Assets Group, occurring within the Ahuriri Ward since the last Board meeting.

#### 1. Roading

<b>CRM</b>	<ul style="list-style-type: none"> <li>Requests have been received to clear the litter bins at the Campervan dump station more frequently</li> <li>One abandoned vehicle request from the Police</li> <li>One pothole in Otematata</li> <li>One request to grade Awakino Skifield Road</li> </ul>
<b>Bridges and Structures</b>	<ul style="list-style-type: none"> <li>Routine inspections of bridges have been undertaken during patrols</li> </ul>
<b>Road Maintenance</b>	<ul style="list-style-type: none"> <li>Debris has been removed on Cattle Valley, Grants and Otiake Roads</li> <li>Loch Laird Road has been gritted</li> <li>Culvert replacements on Lake Ohau Road</li> <li>Premix on Birchwood Road and River Terrace</li> <li>Litter picked up along Gards, Grants and Settlement Roads</li> </ul>
<b>Amenity Rate Projects</b>	<ul style="list-style-type: none"> <li>Kurow Township Upgrade Stage 2 is in progress. The Board has agreed to construct the stone wall along Ranfurly Street Otematata East Road.</li> <li>The traffic island upgrade report is submitted for approval.</li> </ul>
<b>Footpaths</b>	<ul style="list-style-type: none"> <li>Keen Place prepped and sealed along with three slot crossings.</li> </ul>
<b>Street Lighting</b>	<ul style="list-style-type: none"> <li>Ahuriri Ward local roads LED upgrade will be completed in July.</li> <li>The State Highway network LED retrofit and improvement has been programmed for this year. All township designs are completed to ensure compliance and the upgrade will be programmed under the Minor Improvement Project budget in the future if required.</li> </ul>
<b>Road Safety</b>	<ul style="list-style-type: none"> <li>We are working on a series of campaigns with a specific rural focus. These are mainly targeting alcohol, speed, intersections and restraints as these are the factors which have contributed to fatal and serious injury crashes in the district. The Road Safety Officer will be meeting interested rural groups/people (Dairy Women's Network, Rural Women NZ, and Waitaki Irrigators Collective) to gain support in spreading these key messages.</li> </ul>
<b>Road Markings and Signage</b>	<ul style="list-style-type: none"> <li>Road marking and signage have been replaced or repaired on Grants and Otiake Roads</li> </ul>
<b>Township Maintenance</b>	<ul style="list-style-type: none"> <li>Mowing has been carried out on State Highway 83</li> </ul>

<b>Consultations</b>	<ul style="list-style-type: none"> <li>Road and Footpath consultations were completed on 7 July. These are to be collated by the Roading Manager and will be reported to Council</li> </ul>
<b>Road Resurfacing</b>	<ul style="list-style-type: none"> <li>Sites are being programmed for financial year 2017/18</li> </ul>

## 2. **Water**

### **Ohau Drinking Water Standard Upgrade**

On hold pending resource availability.

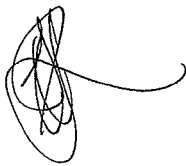
### **Omarama Drinking Water Standard Upgrade**

Design of the treatment plant building and associated pipework is complete. Further works are on hold pending resource availability.

### **Waste water**

#### **Otematata Treatment Plant**

New signs will be placed around the perimeter of the disposal area during July. The need for these signs was highlighted during a site inspection by Council and ECan officers, with existing signage being considered inadequate to meet the discharge consent conditions.



Neil Jorgensen  
**Assets Group Manager**

# Ahuriri Community Board

## Memorandum

**From** Recreation Manager

**Date** 24 July 2017

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### Recreation Update

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#### Recommendation

The Ahuriri Community Board receives the information.

#### Purpose

The purpose of this memorandum is to update the Ahuriri Community Board on routine work, maintenance issues and progress on minor projects from 30 May 2017 to 12 July 2017.

#### Comment

- *Ohau Reserves* – Members of the community have requested the area at the entrance to Ohau township be mown less frequently and at a higher height. We have asked that this be discussed at a ratepayers meeting and minuted to ensure that all are happy for this to happen. We have also suggested that it would be timely to review the current status and priorities of the improvement plan.
- *Camping* – The camps have closed for the season. Work to reinstate the boat ramp at Otematata Boat Harbour has been completed. The contractor sounded the channel and flood debris has not affected this. We plan to meet Environment Canterbury prior to the next camping season to discuss marking of the boating channel and river management works for the new financial year. Parsons Rock plantings are scheduled for spring. Transpower and Electrix also want a pre-camping-season meeting to discuss expected behaviours in the vicinity of the 33Lines. We believe there are no current consents for gravel extraction from the river and one may need to be obtained. As this is the final year of the three-year moratorium Council placed on discussions on camp management and leasing, officers intend to initiate discussions with Council on how they wish to review this in coming months.
- *Sailors Cutting and Falstone Waste Water Upgrades* – These projects have been put on hold pending Council's review of the camping activity over the next ten months.
- *Omarama Dump Station* – Planting of tussocks on the soil mounds will be completed when this can be fitted into the work programme. Officers are obtaining prices to carry out some remedial work to improve the usability of this.
- *Omarama River Walkway* – The small bridge requires removal to clean out river roots.
- *Omarama Sporting Complex* – Officers met with community representatives on 7 July 2017 and have outlined the things that need to be considered as part of the planning for this project.
- *Otematata Tennis Courts Fence* – The contractor hopes to complete this work in July/August.
- *Kowhai Road, Otematata* – New neighbours would like the boundary fence (currently on their property) relocated to the surveyed boundary. Officers have agreed to the normal contribution required under the Fencing Act.

- *Kurow Rail Reserve* - Poplars have been topped without consent in the Kurow Rail Reserve, prompting complaints from members of the community. Officers have asked arborists to price completion of this work and will work through this option with the individual concerned. Betty Hill was supplied with some hose/fittings for irrigating special plantings within the reserve.
- *Kurow Island* – It is suggested that Kurow Island maintenance funding for the coming financial year be given to the community group as a grant. There have been difficulties with invoicing and, if Council is paying them as contractors, they will need to be registered in the Health and Safety system. It is suggested that the community group provide a plan for the year based on which the grant would be paid, and that the community group provide a report on progress against that plan at the end of the year.
- *Reserve Improvement Fund to 30 June 2017*- \$6,000 is available for Ohau improvements and \$12,000 for the rest of the Ward. Current commitments are:
  - Ohau Walkway \$6,000
  - Omarama Pump Track \$3,000
  - Sefton Lane Picnic Table \$3,000
  - Kurow Car Park Bollards and Chain \$2,000
  - Otematata Tennis Court Fence \$4,000 (plus \$10k from carryover reserves).



Erik van der Spek  
Recreation Manager

Thunes Cloete  
Community Services Group Manager



# Ahuriri Community Board Report

**From** Roothing Network Engineer

**Date** 24 July 2017

## Otematata East Road Traffic Island Improvement Works

### Recommendation

The Ahuriri Community Board resolves that:

- A budget of \$19,000 from the Otematata Amenity Rate be approved for the Otematata East Road Traffic Island Improvement Works as per the attached plan.

### Objective of the Decision

To improve the amenity value and increase the public facility and access within the Otematata Township.

### Summary

As part of the assessment of the Otematata township works, a number of additional works were identified by the Community Board that could greatly enhance the usefulness of the existing traffic island. The completion of these proposed works would tidy up the area, provide extra public facilities, allow better public access, and cater for increased demand during the holiday season.

The suggested improvement work involves the replacement of the existing kerb with a standard mountable kerb, and resurfacing the existing paved rest area with concrete and installing two picnic tables on the new concrete pad. Four approved contractors were asked to provide prices and two quotes were received, one within budget.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	No	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Key	Economic Considerations	No
Community Views	No	Community Board Views	Key
Consultation	No	Publicity and Communication	Moderate

### Background

Urgent maintenance was identified for the traffic island at East Road and Coronet Place following a township inspection with Ahuriri Community Board members.

The existing traffic island kerb is badly damaged and the paved rest area has an uneven surface. This creates trip hazards for the public and limits access, including to the phone booth.

The existing pavers were removed last financial year. The phone booth was repaired by the asset owner at Council's request. Network Waitaki has agreed to carry out remedial works on the existing power pole.

These matters have been discussed between Board members and Council's Roothing Department to arrive at the solutions below.

### Summary of Options Considered

**Option 1** – Undertake the improvement works as per the attached plan. This will provide the best outcomes, increase the public facility, and improve the public access and amenity value of the Otematata Township.

**Option 2** – Do nothing. This would not improve the amenity value, and would still incur high ongoing maintenance costs under the Township Maintenance.



**Assessment of Preferred Option**

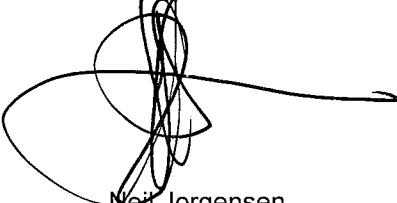
Undertake the improvement works as per the attached plan. The work includes the following:

1. Replacement of the existing kerb with a standard mountable kerb
2. Resurfacing the existing paved area with concrete
3. Constructing a new concrete pad and installing two picnic tables (location to be confirmed).

**Conclusion**

Having considered the options summarised above, the following conclusions have been reached:

It is recommended that approval be given for the improvement works to be carried out as detailed in Option 1 of this report, and that the works be awarded to the contractor with the lowest price.



Neil Jorgensen  
Assets Group Manager

Ting Ge  
Roading Network Engineer

**Attachments:**

Proposed Concept Plan

**Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

**Outcomes**

To provide and enable services and facilities so people want to stay and move here.

**Community Views**

With Ahuriri Community Board

**Financial Considerations**

With Ahuriri Community Board

**Legal Considerations**

Nil.

**Environmental Considerations**

Nil.

**Publicity & Communication Considerations**

Nil.



East Road  
Traffic Island Renewal Works

# Ahuriri Community Board Report

**From** Community Services Group Manager

**Date** 24 July 2017

## Renewal of Contract – Ahuriri Ward Agency Services

### Recommendation

That the Ahuriri Community Board resolves that the Waitaki Valley Community Society's (WVCS) Ahuriri Ward Agency Services contract is renewed.

### Objective of the Decision

To renew the Ahuriri Ward Services contract with the Waitaki Valley Community Society from 1 July 2017 to 30 June 2018.

### Summary

It is proposed that the Ahuriri Community Board renew the Ahuriri Ward Services contract with the Waitaki Valley Community Society for the next year. By reviewing the contract, it gives Council, Ahuriri Community Board and Tourism Waitaki time to discuss and finalise their Tourism Information Service Agreement.

### Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	No	Environmental Considerations	No
Legal	Key	Cultural Considerations	No
Significance	No	Social Considerations	No
Financial Criteria	Key	Economic Considerations	No
Community Views	No	Community Board Views	Key
Consultation	No	Publicity and Communication	No

### Background

The Waitaki Valley Community Society provide the following services to the community and visitors to Kurow and surrounds:

- Kurow Museum and Information Centre
- Council – Ahuriri Community Services Centre (service Ahuriri Ward)
- Visitor Information Services and
- Funding Information Service

WVCS receives \$18,212 (minus \$125 for Funding Information Service Subscription cost) funding from Waitaki District Council for providing the mentioned services in and around Kurow.

Attached is the renewed contract between Waitaki District Council and WVCS. A workshop was held with Ahuriri Community Board and Tourism Waitaki General Manager Jason Gaskill to discuss a possible Tourism Information Agreement. More time was needed to finalise the way forward. It was decided to renew the existing contract to provide time for the new service agreement to be discussed and finalised.

### Summary of Options Considered

**Option 1** – Renew the Ahuriri Ward Agency Services contract with Waitaki Valley Community Society.

**Option 2** – Do not renew the Ahuriri Ward Agency Services contract with Waitaki Valley Community Society.

**Assessment of Preferred Option**  
Option 1

**Conclusion**

WVCS has provided a good service to the Ahuriri Ward, including the Kurow Community and visitors in accordance with the contract specifications listed in Appendix A – Scope of Services Ahuriri Ward Agency Services.



Thunes Cloete  
**Community Services Group Manager**

**Attachments:**

Contract for Ahuriri Ward Agency Services

*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

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**Waitaki District Council**

**Contract for Ahuriri Ward Agency Services**

**1. Definition and Interpretation**

This agreement is a contract between the Waitaki District Council and the Waitaki Valley Community Society Incorporated.

WDC means Waitaki District Council

WVCSI means Waitaki Valley Community Society Incorporated

KMIC means Kurow Museum and Information Centre

Client means Waitaki District Council

Council means Waitaki District Council

Agent means Waitaki Valley Community Society Incorporated

Confidential Information is information that may be withheld from the public for reasons provided in the Local Government Official Information and Meetings Act 1987.

Council's representative is the Chief Executive Officer

WVCSI's representative is The Chairperson of WVCSI

'Party' means the client or agent. 'Parties' means the client and agent. 'Third party' means any other person or entity.

Services are as scheduled in Appendix A.

Variation means a change in scope, time of supply or scale of services.

Term of Contract is 12 months, from 1 July 2017 – 30 June 2018. As funding is subject to Council's budgeting and Annual Plan processes there is no automatic right of renewal or commitment for ongoing funding.

**2. Obligations of the Agent**

Services

The agent shall:

- provide the services listed in Appendix A
- Advise the client promptly if service is to be stopped or interrupted
- Act for the client as set out or implied in the schedule of services contained in Appendix A

**3. Duty of Care**

The agent shall use reasonable skill, care and diligence.

**4. Employees and Independent Suppliers**

The agent shall appoint, direct and pay any employee or independent supplier and is responsible to the client for the services of any employee or independent supplier.

**5. Ordering materials or services**

The agent shall not issue instructions, nor make undertakings that it knows:

- are beyond its authority or resources, or
- would not be countenanced by the client

The agent shall obtain the client's prior approval before purchasing or ordering goods or services, materials or equipment on the client's behalf that is not provided within the contract sum approved by the client.

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TC. HS.2017-18 Waitaki Valley Community Society Incorporated

*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

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**6. Client's Concerns**

The agent shall remedy any concerns notified by the client, to the client's satisfaction, or agree with the client to a plan to remedy such concerns.

**7. Conflicts of Interest**

The agent shall endeavour to ensure conflicts of interest do not arise and shall notify the client immediately in writing if it is thought that a conflict of interest may arise or has arisen.

Where a conflict of interest is identified and the client has given informed consent, the agent shall establish structures and practices that:

- Ensure the conflict is avoided or
- If avoidance is not practicable, ensure the effects of conflict are minimised.

In either situation the agent shall inform the client of the structures and practices that have been established and co-operate with the client to mitigate or negate the consequences of conflict of interest.

**8. Communication**

The representatives of the client and agent, as specified in clause 1 shall conduct communication between the agent and client on any matters contained within the contract.

The agent shall not represent nor purport to represent the client. The agent shall establish and maintain a good rapport with all stakeholders.

The client shall manage all public consultation issues.

**9. Obligations of the Client**

**(a) Payment**

Terms of payment shall be monthly instalments of the annual amounts detailed in Appendix B, with payments commencing the 20<sup>th</sup> of the month following the commencement of the contract, paid directly into a bank account supplied by the payee or by cheque.

The client shall pay the agent in accordance with the terms and conditions set out in schedule B. If the client disputes an invoice in whole or part, the client shall promptly give reasons for withholding the disputed amount and pay any undisputed amount.

If we have reason to believe that the agent is not fulfilling the intent of this agreement in any way, Council may withhold payment of council funds.

**(b) Information**

The client shall respond to any information request from the agent within 20 days.

The client shall co-operate with the agent and shall not obstruct or hinder the proper performance of services. Where approval of the client by the agent is sought under this contract, such approval shall not be unreasonably withheld or delayed.

The client shall be responsible for the services or work provided by third parties engaged by the client.

The client shall set and determine fees and charges for the provision of Council services in its Annual Plan.

**10. Personnel**

The client's representative has authority to issue instructions to the agent, on the client's behalf, and may monitor, review, approve, accept, reject, confirm or vary any or all services supplied by the agent.

The agent's representative has authority to receive instructions, act on instructions, co-ordinate activities to provide services, as agreed, on a day to day basis and to communicate with the client's representative.

The agent shall not initiate / negotiate commitments on behalf of the client, without prior approval from the client's representative.

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TC. HS.2017-18 Waitaki Valley Community Society Incorporated



*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

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The agent shall notify the client of personnel changes.

**11. Liability and Insurance**

**(a) Agent's Liability**

Where the agent breaches the agreement, the agent shall be liable for reasonably foreseeable claims, damages, liabilities or expenses caused by the breach.

Neither party is liable to the other for any loss or damage preceding the commencement of this contract.

**(b) Insurance**

The agent shall take out and maintain appropriate insurance cover and shall, if requested, produce evidence of the currency of such insurance cover as required under the contract.

**12. Variations**

The client may negotiate a variation to the contract or ask the agent to propose a variation.

**13. Disputes**

If there is a dispute between the parties in relation to the agreement or any matter arising from it, the parties will use their best endeavours and act in utmost good faith to resolve the dispute.

If the parties cannot resolve a dispute it shall be referred to arbitration in accordance with the Arbitration Act 1908 (and any amendments thereto).

No dispute gives either party the right to suspend their obligations under the terms of this agreement.

**14. Termination**

If a dispute cannot be resolved under the above clause the client may terminate this agreement by written notice to the agent. As soon as such notice is received, the agent shall cease the services.

The agent may terminate the agreement by written notice if the client has materially breached the terms of the agreement or if the agent cannot perform the services due to events that are beyond its control.

Termination shall not affect or prejudice the accrued rights or claims and liabilities of the parties. If the client terminates the agreement or the agent terminates the agreement because of default by the client, the client shall pay the agent for services provided to the date of termination.

At the end of the contract term the agent shall return to the client any property or equipment that is in the agent's possession and is identified by the client as the client's property.

**15. Events Beyond Control**

Should an event occur that is:

- Beyond the control of either party; and
- Not directly or indirectly caused by either party; and
- Prevents the performance of services in whole or in part required under this agreement

Then those services shall be suspended in whole or in part until such time as it becomes practicable to recommence the services. This condition excludes events personal to either party such as ill-health or lack of funding or resources.

In the event that there is a reasonable likelihood that the services cannot be recommenced, then the agreement may be terminated by the client.

**16. Reporting**

The agent shall supply any and all information as and when agreed by the client for routine annual performance reporting.

Routine reporting requirements are included in Appendix A.

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TC. HS.2017-18 Waitaki Valley Community Society Incorporated



*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

The agent shall co-operate with any audit request arranged by the client and shall enable access to information required by the client or the client's auditor.

**17. Notices**

All demands, notices, requirements, consents, variations and instructions, etc that relate to this agreement shall be in writing.

**18. No Assignment**

The agent shall not assign, transfer or sublet any of its rights or obligations under this agreement. If the agent seeks the client's permission to assign its rights or obligations, the client may refuse the request without the need to give reasons.

**19. Severability**

Each term of this agreement is valid and binding. If for any reason either party cannot rely on any term, all other terms will remain valid and binding and the parties shall negotiate in good faith for an alternative term with similar effect for both parties.

**20. GST**

All amounts referred to are exclusive of GST, unless stated to the contrary. Agent shall supply GST invoices for amounts contained in Appendix B.

Signed by

\_\_\_\_\_  
Community Services Group Manager  
Waitaki District Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson  
Waitaki Valley Community Society Incorporated

\_\_\_\_\_  
Date

\_\_\_\_\_  
TC. HS.2017-18 Waitaki Valley Community Society Incorporated

*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

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**Appendix A**

**Scope of Services Ahuriri Ward Agency Services**

**1. Kurow Museum and Information Centre**

The agent shall maintain and operate the Kurow Museum and Information Centre (current location 57 Bledisloe Street, Kurow) for community needs in the Ahuriri Ward. The agent shall display hours of operation for the KMIC and notify the client of the same.

The agent shall ensure that the additional grant (\$5,000 from Ahuriri Board) received be allocated towards Kurow Museum operational cost (power, rates, insurance).

**2. Council – Ahuriri Community Service Centre**

The Kurow Museum and Information Centre shall serve as a Council contact point in the Ahuriri Ward for the following:

- a) Display of printed materials and documents for public information and reference
- b) Meeting venue for the Ahuriri Community Board and other Committee meetings
- c) Receive and forward to the Council's Oamaru office any and all Council correspondence and submissions on public consultation issues
- d) Generally facilitate as a link between the Ahuriri Ward and the Council's Oamaru office

**3. Visitor Information Services**

The agent shall operate a Visitor Information Service; displaying brochures and complying with the service level standards and requirements of the Waitaki Development Board

**4. Funding Information Service**

The agent shall maintain access to 'GivUs', a funding database provided by the Generosity New Zealand. This service is to be arranged by Council.

**5. Accountability and Reporting Requirements**

The agent shall supply Council

- Names of Trustees and
- Names and full contact details for staff and office bearers, and
- Notification of changes of Trustees, Office Bearers and staff as they occur.

The agent shall furnish an annual report to Council by 30 September, reporting on performance of the scope of services contained within the contract. Measurable data, as below, shall be reported where available and the Annual Report shall include Statement of Financial Performance and Statement of Financial Position. The report shall contain confirmation that required standards have been maintained and that funding advanced to third parties complied with conditions.

- Information Centre Statistics – breakdown of visitors
- Visitor numbers for museum – breakdown of Local(Waitaki Valley)/New Zealand/Overseas
- Satisfaction survey – twice yearly (winter and Summer)

*Waitaki District Council and the Waitaki Valley Community Society Incorporated  
2017/18 Ahuriri Ward Agency Services Contract*

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**Appendix B**

**Ahuriri Ward Agency Services Grant**

**Kurow Museum and Information Centre**

Visitor Information Services and Ahuriri Ward Agency	\$10,212
Kurow Museum	\$5,000
(Additional grant from Ahuriri Community Board discretionary fund – WDC 11/170)	
Ahuriri Community Board Community Grant - Other (Additional Funding for Visitor Information Services)	\$3,000
Less Funding Information Service Subscription Cost	<u>- \$ 125</u>
	<b>\$18,087</b>

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TC. HS.2017-18 Waitaki Valley Community Society Incorporated

# Ahuriri Community Board

## Memorandum

**From** Mayor Gary Kircher

**Date** 3 July 2017

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### Appointment of Chief Executive Officer and Acting Chief Executive Officer

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#### Recommendation

That the Ahuriri Community Board receives the information.

#### Background

At 21 June meeting of Council we confirmed the appointment of Fergus Power to the position of Chief Executive Officer.

The process began with the appointment of a recruitment consultant. After interviewing three companies, the Council agreed that Mike Stenhouse of Sheffield's be appointed. Once a timetable was agreed to, the process was underway in earnest.

First of all was the need to get some agreement on the attributes we all wanted to see in our next CEO. The session was facilitated by Mr Stenhouse, and we came up with the following criteria.

These were:

- Excellent strategic skills
- A leader who could take staff forward and inspire them
- A focus on efficient systems
- An ability to help us lift our IT service
- An ability to improve customer service across the organisation
- Proven experience in bringing innovation
- Great private sector experience, but with solid local government experience and knowledge

With this in mind, we approved the marketing program and our ongoing process.

The marketing resulted in 72 applications for the CEO role, which all Councillors were involved in cutting down to a long list of 13. An initial interview was held with each of them by our consultant, (some face-to-face, others via phone and Skype.) Mr Stenhouse then presented his thoughts on each candidate to Councillors, and the ensuing discussion saw the list of 13 become a list of five candidates.

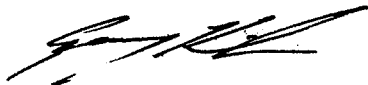
This short list was then invited to interviews in Oamaru, with two interviews via Skype due to distance. All five were interviewed by the Executive Committee who duly reported back to the rest of our Councillors with their recommendation of the two considered best suited to our combined criteria.

With an appointment as important as this one, it was important to get to know the candidates as well as possible to ensure they were a good fit for us, and also that Waitaki was a good fit for them. Both candidates were invited to attend a third interview, this time with the whole Council, and their partners visited Waitaki with them. The Deputy Mayor and I took each candidate and their partner out for dinner to get to know them better, and to give them every chance to find out more about the Council and the Waitaki District. The next day, they met all Councillors and went through a thorough interview process.

This has been a comprehensive recruitment process, and one that has popped up a variety of surprises along the way. Our Councillors have spent a lot of time and energy on getting us to this point and I thank every single one of them for their efforts.

Mr Power joins us from his current role as CEO at Wairoa District Council, on the 18<sup>th</sup> of September. We are confident that he meets our original criteria, and I am particularly pleased with the demonstrated level of passion and innovation that he will bring us.

Subsequent to Mr Power's appointment, discussions were held with Neil Jorgensen about the Acting CEO role. With 11 weeks between the departure of Mr Ross, and the commencement of Mr Power, it was important to give staff as much certainty as possible, and Councillors were in complete agreement that Mr Jorgensen is going to give that. It is also seen to be an important opportunity for him to grow his leadership skills within the organisation. During the term as Acting CEO, the Executive Committee will meet monthly with Mr Jorgensen to exchange feedback which will be helpful to all of us. He will take on the role of Acting Chief Executive Officer from 1 July 2017.



Gary Kircher  
**Mayor**

# *Ahuriri Community Board*

## Verbal Updates:

- Chairperson
- Area Representatives
- Mayor
- Councillor

# Ahuriri Community Board Memorandum

**From** Policy Officer - Governance

**Date** 24 July 2017

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## Items for Information

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### **Recommendation**

That the information be received.

### **Summary**

The following reports present information prepared by the Mayor, Chief Executive and Customer Services Manager.

- Mayor's and Chief Executive's report to 21 June 2017 Council meeting.
- Health and Safety Update to 7 June 2017 Customer Services Committee meeting.

### **Purpose**

The purpose of this information is to bring Community Boards up to speed with matters considered by Council over the preceding period.

Community Boards and Community Board Chairs may have already received this information.

Mike Roesler  
**Policy & Communications Manager**

  
Lisa Baillie  
**Customer Services Group Manager**

# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 21 June 2017

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## Mayor's Report

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### Recommendation

That Council receives the information.

### Purpose

The following comments are provided to bring Councillors and the public up to date with a number of issues that have arisen since the last Council meeting.

### What's been happening?

Generally the past six weeks has been a time of progressing existing projects and issues, and of consolidation. On top of the priorities has been the ongoing CE recruitment process. We are now at the stage of negotiating with our preferred candidate and are well on track to being able to make an announcement on who our new CEO is, once this is confirmed at our 21 June Council meeting.

I have numerous other areas of activity that I'm keen to share with our public, although this really is just a snapshot of the heavy workload we are dealing with as elected members and staff. Thanks to all for their dedication and service.

### Chief Executive Recruitment

We started with 72 applications for the CEO role which we whittled down to a long list of 13. After an initial interview with each of them by our consultant, and then a discussion with elected members, this became a list of five candidates. They were then interviewed by the Executive Committee who reported back to the rest of our Councillors with their recommendation of the two considered best suited for our combined criteria.

With an appointment as important as this one, it was important to get to know the candidates as well as possible to ensure they were a good fit for us, and also that Waitaki was a good fit for them. Both candidates were invited to attend a third interview with the whole Council, and their partners visited Waitaki with them. The Deputy Mayor and I took each candidate and their partner out for dinner to get to know them better, and to give them every chance to find out more about the Council and the Waitaki District. The next day, they met all Councillors and went through a thorough interview process.

This has been a comprehensive recruitment process, and one that has popped up a variety of surprises along the way. I soon look forward to confirming who our new CEO is, and notifying the date when they will officially join the Waitaki District Council. Our Councillors have spent a lot of time and energy on getting us to this point and I thank every single one of them for their efforts.

### Business Visit - Numat Group

As part of our ongoing visits to local businesses, Michael Ross and I called into Numat Group recently to see their new premises, and have a chat about business. The company moved late last year from Network Waitaki's Chelmer St site to the industrial area by T Y Duncan Rd. The business park development was created by Rock Solid Ltd, and is north of the new Oamaru Business Park, with eight hectares of Council-owned land in between them. As Mike Judd showed us around, there was no doubt that the move has been good for Numat. They have bright new premises, with much more warehouse space, and an interesting, modern office area.

Numat really made their name in the recreation industry, manufacturing rubber matting for playgrounds around New Zealand. They specialised in easy-to-fit tiles that met the standards for playground safety. Since then, they've moved to on-site manufacturing, creating the matting and fitting on the spot. This allows them to make large 'carpets' of matting, which gives an improved product for users. One of their most impressive examples of this is the Margaret Mahy Playground in Christchurch - it really is an amazing and colourful space!



They have also diversified their product range and have added an agricultural range. The company now supplies cow mats for use in indoor facilities, road crossing mats to protect roads where cows walk across them, dairy shed mats and more. It's all about making life more comfortable for the animals, and their products are popular.

I was really interested to see their new office space. Numat have gone for a 'hot desk' approach. No one has their own desk anymore - when people arrive in the morning, they get their gear and set up for work where they want (although in their department's area.) The office has a table tennis table in the middle of it, and there are funky design elements throughout. There are open plan desks, standalone desks in separate offices for those who need a quieter space, and a central area for meetings. The staff-room and kitchen is well equipped and includes an outdoor seating area complete with BBQ. There's been a lot of thought go into the design and fit-out of the building and the staff enjoy it.

Numat is another of our industries which ticks along quietly in the background. It is a successful operation, selling and installing products throughout New Zealand. It employs some 30 or more staff, with half of them based in Oamaru, and the remainder are mostly installation crews based elsewhere. They are yet another company which proves that you do not have to be in a major population centre to succeed on the national stage. Thanks to Mike and Tony for their time, and congratulations to their team for having such a good business in Waitaki!



Michael Ross talks to Mike Judd in their new office    The new warehouse, and a fraction of their stock

### **Business Visit - Firman's Joinery**

One of the most recent additions to Oamaru's Business Park is Firman's Joinery, and our Chief Executive and I have been to see their new premises. It's a far cry from their Weaver St premises that they left some years ago when it was threatened by coastal erosion! Since then they've been in the ex-Gillies building on Usk St, until they moved north to the Business Park.

According to business owner, Gary Firman, the company is flat out, and their biggest challenge is getting enough skilled staff to make their joinery faster. He had to close off their order book in February, when he had enough orders to keep the 12 staff busy until Christmas. Not only do they supply their joinery around Waitaki, they also manufacture a lot that is destined for houses in Central Otago and the Queenstown area.

With a couple of apprentices learning the trade, Gary is doing his bit to grow his workforce. We chatted with one of them, Matt McLellan, who is heading off to Europe soon. He is representing New Zealand as a member of the Tool Blacks as they compete in the International Apprentice Games. He's been honing his skills to be on top of his trade. It's great to see his dedication to the trade and it's paying off so well. The team at Firman's show just how well Waitaki can punch above its weight, taking on the best in Otago, and the world!





Gary Firman shows us around their new joinery factory

### Harbour Management

One of the ongoing issues for the harbour is the management of traditional activities as the area changes and more pressure comes on the availability of space. This is as true for on the water, as it is for land beside the water. And it isn't easy to manage the tension that can arise from the users. For example, we currently have a situation where the demand for moorings and berths has risen to a level that more control must be imposed. The 'good old days' have sadly gone, and there is real value in having a place in the middle of the harbour or alongside Holmes Wharf. This demand is driven by fishermen and boaties wanting a relatively safe place to keep their boats, and because our ratepayers continue to contribute to the protection of that area from the seas, they want to be there.

At the moment there is a pseudo-system in place. But the rules are loose, the individual benefits are significant, and a black-market appears to be operating. I totally support our property team as they work with the Otago Regional Council to put proper processes in place, and I want to see a system that continues to put locals first, but treats everyone fairly, and shares the benefit. And I think importantly, if there is money being made because of the hundreds of thousands of ratepayer dollars being spent protecting the area, then more of that money should be going back to ratepayers. We will have to address the dredging issue again very soon, and it is even more important to get greater fairness into the system. This is a controversial topic, but one we should work through and get resolved.

### The General Bylaw, and the District Plan Review

Both of these policy reviews are important in the everyday lives of our people, and we will be doing all we can to get the public to appreciate that fact and get them to engage if they wish to.

The General Bylaw changes include some important issues, including how many cats people should be allowed to keep, whether bee-keeping is permitted in residential areas, and whether roosters be allowed in towns. There are passionate people on both sides of every issue, it would seem, and the challenge is getting them to comment on the draft, rather than having them complain about the result.

The review of the District Plan is possibly even more important, because it allows changes and activities that can have much longer term consequences. We still have another year or more of work before this draft goes out for consultation, and it is good to see a reasonable level of engagement already occurring. But once again, it can easily be a topic that people think doesn't really affect them, until they get something popping up close to them and they believe that it could ruin their lifestyle. We will make sure the draft is as coherent and practical as possible, but it is feedback from the public that helps shape the final document.

### Election Year

Not for us, but it is election year for central government. The usual policy 'persuasions' are being promoted, and each party is targeting the sections of community that they believe will get them the votes they need to get power. As an aside, one of the interesting observations I like to make is the difference in rules between what central government allows for local government elections, and what they allow themselves... but I digress!

The Councillors and I had a visit from Dunedin North MP, the Rev Dr David Clark, accompanying Waitaki electorate aspirant, Zelig Allan. It was a good and meaningful meeting, as David represents our district from just south of Maheno. The pair put their case forward and took the opportunity to hear from Councillors what we saw the various issues were for Waitaki.



I also had a brief catch-up with Waitaki MP, the Hon Jacqui Dean, to discuss progress with the Oamaru Courthouse, and to thank her for her support for the tourism infrastructure fund that saw Waitaki get a \$223,000 government boost towards toilets at Duntroon and Dunback. With Jacqui as the Associate Minister for Local Government, it is important that we continue to meet with her and pass on any issues that we come across that could be improved for the local government sector. We all know we have too many hurdles in our way, so any suggestions as to how we can lower them or remove them would be appreciated!

### **Tourism Infrastructure**

As mentioned above, Waitaki has been successful in gaining a \$223,000 government subsidy towards new toilets at Duntroon and Dunback. We have six months to get the work substantially completed, which means it will be just in time for the busier part of the tourist season. We know we need more assistance going forward, for more toilets, car parks and bus shelters, to name a few things, and we have to make sure we prioritise this work highly enough to get in for the next funding round. The good news is that Councillors agreed to a Projects role in the Parks and Recreation area, which has now been filled. That should go some way to helping us achieve our goals.



Could it be time to think outside the square, with our toilet designs?

### **Whitestone City**

It is excellent to see that the new Whitestone City attraction is now open and operating! We have been keeping a close eye on this joint venture between Tourism Waitaki and the Whitestone Civic Trust as it has developed. With around a quarter of a million dollars coming from central government as part of their Tourism Growth Partnership fund, this is a significant addition to our tourism offering, and it really looks the part! I'm pleased with how it's come up, and the first tour bookings have already been received. It is opening in the quiet part of the year, which wasn't the original intention, but that does give the operators the chance to fine-tune it over the next few months. Well done to Design Federation, Tourism Waitaki, the Civic Trust, the tradies, and anyone else who was involved!

### **Phoenix Mill Water Wheel**

After a lot of background work over the past two years, the water wheel from Old Mill Rd is about to be taken back to its site where it will be restored and rebuilt. The trust overseeing the work includes Carol Berry, Alan McLay and myself. We've been hugely assisted by Mandy McIntosh who has been working on the necessary planning, archaeological authorities, and budgets to get this project back on track after the wheel was dismantled about 4+ years ago. The work is being done mainly by volunteers; men such as Mike Firman and Allan Finlay who bring their considerable skills and experience to the project. It's still going to take some time yet, but the vision is to have the restored wheel safely back in place, with a parking area and viewing deck to finish it off.

There are in fact, some visible signs of progress happening on-site with the water wheel. The critical and exacting work of getting the timber perfectly set out and cut to size has begun. It was a frosty start to the morning last week when I met with WDC Parks officer, Mike Kwant and landscape contractor Kieran Thelning, to look at how the area can be landscaped after the wheel is ready. The intention is to have a tidy historic reserve that can be used as it was for decades - with a car park, a picnic area, and plantings that all can appreciate. There's no fixed time frame for the work to be completed but I'm



confident that the numerous skilled volunteers involved will do a great job! It sure will be good to get this magnificent wheel back together.



Mike Kwant and Kieran Thelning discuss landscaping.



The wheel reconstruction begins!

### TRENZ 2018

Michael Ross and I were at this year's TRENZ event (the annual trade show selling NZ's tourism to the world) in Auckland for a special announcement. That announcement was that next year's TRENZ will be held in Dunedin, which gives the region a hugely valuable opportunity to show international buyers what it has to offer, and for us, to show off what Waitaki has to offer. Instead of just talking about it in Auckland, they'll get to see the real thing! It really is a fabulous opportunity and one we cannot miss.



This year's event in the Cloud, Auckland



Tourism Waitaki staff giving their sales pitch

### Oamaru Fire & Steam/NZ Steampunk Festival

One of the best so far! And the warmest yet! That was the feedback from this year's Oamaru Fire & Steam, which went really well on Friday night. There was plenty of musical entertainment, and so many other things to do for young and old. Otago Museum entertained with their science show creating all manner of reactions and the occasional explosion. There were street entertainers moving around the precinct and Donna Demente with her mask parade. The Youth Council provided some fluoro face-painting for the kids disco, and with us running the pop-up movie theatre, the wee ones were kept entertained too! Congratulations to Lucianne White for her first Fire and Steam event!

The NZ Steampunk Festival showed us yet again what an important addition Steampunk is to our district. So many visitors came from near and far to take part, with a number from the USA and one person even came from Romania! The many events within the festival kept them all entertained and busy. Sold-out signs were common, and for the town, No Vacancy signs dominated our accommodation providers. A record crowd were entertained by the successful fashion show held at the Opera House, as part of the Steampunk Festival. There was once again a magnificent array of outfits and contraptions created by people throughout New Zealand.

It underlines the need for us to carry out a thorough economic impact study on the benefits of the Steampunk genre to Waitaki, and to look at how we can take it to the next level. It is an opportunity in front of us, and if we don't grab it, there are plenty of wannabes that will!





Harbour St, ready and waiting for the gates to open!



Steampunks as far as the eye can see...



Some of the fabulous entries for the fashion show



Joining the party! Presenting the Supreme Winner prize to Peter Fleury

### Long Term Plan

Before the Annual Plan has even been adopted, we are into the 2018-2028 LTP for next year. This will be a comprehensive piece of work, and consultation will once again be a key focus. As we continue to ramp up work on this, it will take more of our time across the organisation. There are some ongoing critical areas that we must get right, and it's important that each and every elected member is fully engaged, and feeds in all of their concerns and aspirations of what they hope we can achieve.

### Roading Plan

One of the things I hope to see is a step-change in the quality of our roading. Following a recent workshop, it is clear that we have a challenge and an opportunity to lift our spending on roading with an appreciable lift in quality. Quite simply, Waitaki has not kept up with the pace of change over the past decade, and we have to play catch-up. There has been intensification of our rural areas, both from irrigation and from general improvements to farming which has increased productivity. When combined with bigger and heavier trucks, the roads have just not kept up.

A farm which may have previously been serviced with a set number of truck movements per year, using smaller trucks and mainly focussed on a few key periods, may now have significantly heavier vehicles coming in and out most days! This will all make for some very interesting discussion. It will mean an appreciable rates increase, even if we can find further savings elsewhere. But I am sure that many ratepayers will support our attempts to get our roads into better shape right across the district.

### Michael Ross, CEO

Last, but by no means least, I want to acknowledge that this meeting marks the last Council meeting for the Waitaki District with Michael Ross at the helm as CEO.

Michael has been with the Council for the past 13 and a half years, and is about to retire. I was a junior Councillor when Michael was originally brought on board back in early 2004. We were facing the massive challenges of Project Aqua; we had a Council organisation that had been cut far too close to the bone; and we worked in an increasingly complex local government environment. He came with good experience and a good reputation, and he had strong links to the area.

Fast forward to today, Michael is now in his last days with us. The district has changed considerably in the intervening years, and I think many would agree that it's seen some of the most significant change that its ever seen in its past. Agriculture is stronger and more resilient than ever, and tourism is a growing force that has opened our eyes to what we have, and just how special our district really is. Manufacturing is going well, and a previously declining population has continued to grow in spite of the statisticians predictions otherwise.

Michael has been an integral part of that change. If the Council has had a role to play in any parts of that change, then he has generally been involved along the way. We are a very different organisation these days and there are plenty of reasons for this, including the imposition of central government legislation, as well as such things as financial standards, audit requirements, and the like. Some good elements have been lost along the way unfortunately, but that is the challenge of changing whims and politics. There are still plenty of areas that need improvement, and that will always be the case, because we can always do better. And we have had many good people in the organisation during that time, both elected members and staff.

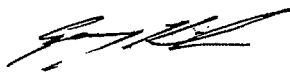
Today, I wish to pay tribute to the significant contribution Michael has made to the Waitaki District Council. He has seen the organisation through many challenges and I thank him for the service he has given us and the district. I wish Michael and Susie all the very best as they retire to Wanaka, to the golf course, and to the mountain bike tracks. That is of course, once he has finished the list of chores he has been given in advance of them hosting their daughter's wedding at their Wanaka home! Best wishes Michael and Susie.

Thank you.

#### **Meetings Attended:**

4 May	Meeting with Alan Smith re Harbour moorings
4 May	Executive Committee meeting
4 May	Whitestone Contracting Shareholder meeting
5 May	Meeting with Alice Read re roading
5 May	Meeting with David Clark MP, and Zelig Allan (Waitaki Electorate candidate)
5 May	Business Visit - Firman Joinery, Gary Firman
5 May	Business Visit - Numat, Mike Judd
5 May	Committee workshop
5 May	Business visit – Scott's Brewery
8 May	Meeting with Mike Stenhouse
8 May	CE Recruitment workshop
9 May	Phoenix Wheel Restoration Trust meeting
9 May	Meeting with Oamaru Catholic Women's Group re Reed St traffic
10 May	Council workshop
10 May	Council & Finance Audit & Risk Committee meeting
10 May	Councillor briefing
10 May	Otago Mayoral Forum dinner, Dunedin
11 May	Otago Mayoral Forum
11 May	TRENZ Regional dinner, Auckland
12 May	TRENZ event
12 May	Library Talk - Greg McGee
15 May	Exec Committee meeting
16 May	Meeting re Oamaru Fire & Steam
16 May	Meeting re Forrester Heights
16 May	Oamaru Whitestone Civic Trust meeting
17 May	Council workshop
17 May	Youth Council
17 May	Launch of Whitestone City
18 May	Meeting with Roger Blackburn re Vanished World opportunities
18 May	Anzac Day debrief meeting
19 May	Business meeting – Cucina, Pablo Tacchini

19 May	Performing Arts Festival
20 May	Youthline Good2Great Event - Welcome
21 May	Whitestone City public launch
22 May	Youth Council Quiz
23 May	Mayor and CE catch-up
23 May	CE Recruitment – shortlist interviews
24 May	Meeting with ECan Councillors
24 May	Trustpower judging
24 May	CE Recruitment – shortlist interviews
25 May	Radio Waitaki Segment
25 May	Whitestone Contracting catch-up
25 May	Canterbury Mayoral Forum dinner
26 May	Canterbury Mayoral Forum
29 May	Seminar – Conflict of Interest
29 May	Draft Agenda meeting
29 May	Phoenix Mill Trust meeting
30 May	Mayor and CE meeting
30 May	Meeting with David Heffernan, re Racecourse
30 May	Meeting with Alan McLay re property
30 May	Meeting with Lucianne White re Fire and Steam movie
30 May	Library Talk - Burns Pollock, NZ's Unique Bird
31 May	Council workshops
31 May	Meeting with Whitestone Cheese re development contributions
31 May	Business meeting – Rainbow, Brent Bailie
1 June	Meeting with University study group re Oamaru vibrancy
2 June	Whitestone Shareholder discussion
2 June	Meeting with Fear NZ, Rory Foley
2 June	Fire and Steam movie setup & running
3-4 June	Steampunk Festival events
6 June	Mayor and CE meeting
6 June	Corporate Planning meeting
6 June	Community Facilities Funding discussion
6 June	Meeting with neighbours re proposed child care centre
7 June	Committee Day meeting
8 June	Meeting at Old Mill Rd with Kieran Thelning, Hardyards NO
8 June	CE Recruitment Interview
9 June	CE Recruitment Interview
9 June	Cultural Facility Development Project



**Mayor Gary Kircher**



# Waitaki District Council

## Memorandum

**From** Chief Executive

**Date** 21 June 2017

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### Chief Executive's Report

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#### Recommendation

1. That Council receives the information.
2. That Council notes that this is my final report.

#### Purpose

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 10 May 2017. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO. These reflect our key community outcomes. There are also number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks.

#### 1. Leadership

Council's Executive Committee met with the Executive Team on Monday 15 May to discuss matters relating to how the organisation was progressing in the terms of some of our key development projects e.g. Information Systems. A workshop led by Jonathan Salter was held on Monday 29 May at the Oamaru Opera House. This focussed on outlining to the attendees from four Councils – our obligations under the Members Interest Act and also examined what a "Conflict of Interest" was in the context of local government doing business in what is a "typically small" community.

I am pleased to see that Council has been able to stay on track for its timeline to appoint a new Chief Executive. I support Council's decision to appoint Mr Neil Jorgensen as Acting Chief Executive from 1 July until your new leader arrives in Oamaru. I will be happy to offer Neil any assistance he may require after I leave – I will be just a phone call away.

#### 2. Organisation Efficiency

A review of the structure of our Information Services Team is currently underway – with the staff being consulted on a proposal to change the structure to better align with the organisation's needs. The proposal is to set up two teams within our IS Unit – one focussing on our customer/users or services and the other on our systems. We will be advising Council of the outcome of this process as soon as we have had feedback from the staff involved in the process.

Staff Turnover – Our figures show that Waitaki is sitting a little under the average of the pack when compared with other Councils throughout NZ. Our staff turnover is currently sitting at around 14.1% including fixed-term contract employees which is slightly lower than our NZ peer group whose median is 16.9%. If you exclude fixed term contract people – our staff turnover figure drops to 12.7% against a median of 13.6%.

While many Councils strive to achieve a downward trend in the staff turnover rate year on year – Councils with a low turnover rate can limit opportunities to promote internal talent or hire in new employees with new and diverse skills. Are we striking the right balance between retaining and refreshing our people? I would say yes – we are. Our figures for the next 12 months are likely to show a higher level of turnover as a result of the change in Chief Executive. This is not because of me in particular – it's simply a fact that this tends to occur anytime there is a change at the top of an organisation.

#### 3. Affordability

##### *Annual Plan*

The Annual Plan is on this agenda for final adoption by Council. It proposes an increase of 1.19%. This is 2.5% LESS than was originally proposed in our last Long Term Plan. As such, rates in Waitaki have been increasing at a relatively low rate for some time now and are well within our definition of what is "affordable." Note – our increase last year was 0.41% and one of the lowest increases in the country.



### *Managing our Internal Debt*

This is being managed and reported by our Chief Financial Officer at the Finance, Audit and Risk Committee (FAR) meeting. There have been some recent downward movements in our internal debt as a result of property sales finally settling – e.g. Omarama section sales and the McKeown land which has finally got a clear title which enabled the company to pay.

### *S17a Reviews*

As reported at our last meeting – progress is being made. An assessment of the work done to date would indicate that we have met the statutory intention of the new legislation. The new work teams tasked with progressing the three priority projects are underway. The next update report will be tabled at the next Mayoral Forum which is due to be held in Dunedin on Friday 11 August.

## **4. Opportunities for new and existing businesses**

### *Building Control and Regulatory Services*

The Regulatory Building Consent Team are preparing for their IANZ Audit 20 – 22 June. There has been considerable effort going in to getting ourselves ready for this audit – which is conducted every two years. We are as prepared as we can be. The audit seeks to check our systems and forms the basis of our ongoing accreditation which in turn underpins our ability to provide building consenting services for our community.

We have recently promoted internally one of the team into the role of Senior Building Inspector and our other recent recruits are helping to improve our consents processing.

### *Property Unit*

We are still in the process of advertising a vacancy which was created with our contractor leaving. We are looking for the right person with the appropriate skills to assist us in this area as a full time employee.

### *Alps 2 Ocean*

The Alps 2 Ocean Project Team have applied for consent to use the marginal strip along the lakeside from Sailors Cutting to Otematata. Because of our close involvement with this project – our planning reports are being contracted out and a Planning Commissioner will hear the application. We are very much looking forward to a positive outcome from this process – which will be a significant piece of the A2O trail on completion. See more on A2O below.

### *Economic Development - Visitor Accommodation*

We are working on the finer detail of the expression of interest document for the harbour area development. The Harbour Area Committee will review the document, prior to it going out to the public.

### *Government Funding*

We were delighted to hear the announcement from Minister Bennet that our district had been successful with its two funding applications for upgrading toilet facilities at both Duntroon and at the Dunback Domain. The total grants amount to \$223k and will significantly assist us to meet the needs in both those areas for improved access to more modern facilities.

### *Business Visits*

5 May	Mainland Poultry, Michael Guthrie
5 May	Numat – Mike Judd
5 May	Firman Joinery
5 May	Scotts Brewery re their lease.
30 May	Awamoa Bins – Allan and Chris Smith

## **5. Provide the Services and Facilities People Want**

### *Cultural Facility Development Project*

The Cultural Facility Development Project's progress to date was reviewed by its committee on Friday 9 June. As you may know – two major funding applications have turned down our applications – primarily because we had not prepared detailed plans and had them fully costed. It is now absolutely clear that without Council completing the detailed architectural plans along with peer reviewed engineering advice - which will determine actual costs of what is proposed to be done – we are unlikely to raise the funding we believe our project deserves. As Minister Maggie Barrie stated in her letter responding to our request to the Regional Culture and Heritage Fund – "I consider that this project has the potential to be a very good fit with this Fund." She went on to invite us to re-submit once we have completed this work. For this reason – we are considering this matter later in the agenda today.

## 6. We understand the Diverse needs of our Community

*Community initiatives are progressed*

Arts Festival Initiative.

We have a new festival in its final stages of development. The Waitaki Arts Festival will run from the 21 September to 8 October 2017. The programme has taken shape in the form of multiple genres and activities that will have broad appeal – and will keep the children amused in the first week of the October school holidays. Putting this programme together has been a really seamless exercise as there has been just so much involvement from people out in our community. The enthusiasm this project has received from everyone who has been approached has been such a motivator....Waitaki is ready for this. The programme will be launched on 27 July 2017.

Many thanks Frances and all your team involved – we look forward to the inaugural event!

See further comment below re Safer Communities.

*Waitaki Girls High School Expo*

On 26 May a number of staff represented WDC at the Waitaki Girls Careers Expo. This is an annual event attended by a broad selection of local employers. The WDC stand attracted a lot of attention from the girls with some activities and prizes on offer and each unit represented confirmed some thoughtful careers discussions took place. As one of the largest employers in Oamaru it is vital that we maintain a presence at such events so a big thank you to all the staff who attended



## 7. Our Distinct Environment is Valued

*District Plan Review*

The latest changes to the Resource Management Act were passed into law in April 2017. The main changes that will affect the District Plan Review are:

- The ability to charge financial contributions in resource consent conditions has been removed. There will be a transition period but this change will require a review of our Development Contributions Policy
- The requirement for a national planning template to be followed by all councils. This template will define the structure and format of our District Plan including standard definitions and mapping standards.
- The requirement for councils to move to a fully interactive electronic District Plan that is linked to our geographical and property information. (Note: - this yet another reason which highlights the need for our IS systems to be fully fit for purpose as this is the way things are heading. The next upgrade to Authority will deliver many of these benefits with its web enabled functionality). The cost of any software upgrades will need to be budgeted for as part of our Long Term Plan process.
- There is now an explicit function for us to ensure there is sufficient development capacity in respect of housing and business land to meet expected demand. Development capacity must also be supported by infrastructure and therefore there is now a crucial link between the District Plan and our 30 year Infrastructure Strategy which is also currently under review.

## 8. We Maintain a Safe Community

Safer Waitaki continues to develop strong links into the community through working groups, projects and training.

### **Older people:**

Safer Waitaki Older Person's Forum has been established with a core membership of 24, and to date has met three times. A structure has been agreed which is: a collaboration of service provider and community organisation representatives. A 12 month meeting schedule and work plan developed, with Professional Development and education topics identified. The group has initiated the development of an older person's survey which will inform the priorities for Safer Waitaki in regard to older people. It is hoped that the survey will run during July.

### **Under 25:**

The Waitaki District Council Youth Council, Safer Waitaki and the North Otago Youth centre are collaborating to hold a Youth Forum. The forum has been enabled by funding from the Ministry of Youth Development and will run from 4pm until 7pm. On 14 June, it has been youth designed, youth promoted, and will be youth led and facilitated. The goal is to have 70 young people from across the district attend and workshop key questions to find out what it is like to be a young person living in Waitaki. What are the good things, what the challenges are and what could be done differently? The outcome from this could form the basis of a youth submission to Councils LTP process.

### **Training & Development**

Safer Waitaki in partnership with the Waitaki Safer Community Trust, coordinated workshops about 'Strangulation in the Family Violence Context' Two workshops were held on 18 May. These provided free professional development for providers from across the community. They were attended by a total of 57 people from a range of agencies including Government and non-government agencies, community groups and organisations. Facilitator Rob Veale is a former Police detective, national and international advisor and member of the Family Safety Team National Steering Committee and NZ Family Violence Death Review Committee. Stakeholder feedback has been excellent.

### **Health and Safety**

**SafeHold**, our new Health and Safety electronic database has now been rolled out across Council for reporting all incidents and hazards. All staff have access to this via their desktops. We will no longer have a paper based system enabling up to date knowledge of what incidents and hazards are occurring across the organisation. This will also mean all incidents will be notified immediately to those who need to know via email. The implementation will lend itself to improved reporting, investigations, compliance and more accurate statistical analysis and trending.

### **Sitewise – Pre Qualification System for Contractors**

A Sitewise presentation was held for managers and interested parties (e.g. Robert Gonzales and Andrew Moore from WDHS). This is a Pre-Qualification Process for contractors managed by Sitesafe. This will save WDC a lot of time with the whole approval process of our contractors and will ensure a consistent standard process for all our contractors. There is no cost to WDC but an annual cost to our contractors of approx. \$180. The benefits for the contractor are –

- 1 three free Health and Safety assessments,
- 2 assistance with implementing H&S systems,
- 3 advertising on the list (utilised throughout New Zealand) and reminders for their insurance updates. Also if they do work for other businesses which utilise this same system then they do not have to duplicate the work required to maintain their H&S qualification which saves them time and money

The majority of councils around us are going down or have already gone down this path. Currently we have 238 contractors on our approved list of which 91 do not have a current status. So work is required to get these up to speed. 238 contractors is a large number for any organisation to try and manage let alone monitor. This system was well received by all managers who are keen to get this up and running. Health and Safety plan to start work on this project in July 2017.

### **Risk Assessments**

There has been a greater uptake on carrying out risk assessments amongst staff with the assistance of Health and Safety. Especially for any new work or tasks that may be out of the ordinary. We continue to encourage a greater uptake of risk assessment within council prior to any new work, or a new work area or any high risk work. All working at height work must have



a risk assessment. Risk assessment is a requirement of the new Health and Safety at Work Act – it is not only about identifying hazards but assessing the risk before work commences.

## 9. Other

### *Governance Support*

Waitaki hosted a seminar for Elected Members for Mackenzie, Timaru, Waimate and Waitaki on Conflict of Interest was held on 29 May at the Opera House. The seminar was run by presenter Jonathan Salter – a partner in Simpson Grierson in Wellington.

## 10. Meetings Attended

8 May	Chief Executive Forum
10 May	Otago CDEM
11 May	Otago Mayoral Forum
12 May	Trends – Auckland.
26 May	Canterbury Mayors Forum – Timaru.
29 May	Conflict of Interest Seminar – Oamaru Opera House.

## 11. Key Achievements 2004- 2017

I commenced here at Waitaki District Council in January 2004 working for Mayor Alan McLay and his Council of the day. I had previously been working as Chief Executive for the Southland District Council based in Invercargill.

Below are some of the key projects which we have driven over this period. These have helped to shape this district into what we enjoy today. Some have been quite small – some large. Some have created considerable interest and one even lost the Mayor his re-election. Exciting stuff! – but thankfully no attempts to burn the place down as happened with the Aquatic Centre!

### **A reflection on the last 13.5years.**

- People – nothing happens without good people on board. People engaged with the vision of the organisation and who understand where we are heading. We have been lucky to have employed some great people over the years – who have all contributed in various ways. Every one of the key achievements which I outline below has been achieved through their efforts and I wish to acknowledge and celebrate the great people that I have had to work with during my time here at WDC.
- Once you have the people – you need to organise and lead them. Over my time here we have had three organisation restructures – the first was on my arrival. The second in 2013 and more recently we completed another in 2016. In addition – over this same period we have conducted reviews of all the operating units – from the Aquatic Centre, to our water team, roading, our Libraries, Building Control the Opera House – and many more. We have focused on continuous improvement of the organisation and its structures as we respond to the constant challenges of the day - to keep improving our services to the District, to make us more efficient and effective and to embrace more than ever before our focus on customer service.
- Project Aqua – promoted by Meridian Energy was going to construct a series of low level dams on the lower Waitaki from Kurow to the sea and link them with a large canal between each of the generation points. This project required a more hands on and experienced negotiator to assist the Mayor and Council deal with the issues of the day – and was what attracted me initially to Waitaki. The project was however cancelled during 2004 – but there were plenty of commercial negotiations which followed in order for the Council to recover its share of the costs of this exercise. Project Aqua finally cancelled by Meridian and a North Bank Tunnel proposal was developed as an alternative. However this too was eventually abandoned.
- The Waitaki Water Allocation Plan Project and decision which occupied a lot of our time post Project Aqua. We put considerable effort into the hearings of this plan and supported various interested parties along the way. Once the final decision were made by the Commissioners – it soon became apparent that the Plan was unworkable for some sections of the river. Once the Canterbury Water Management Plan was fully underway and Commissioners appointed with special powers to implement the CWMS – the Lower Waitaki Zone Committee and the wider irrigation community seized the opportunity to make the Water Allocation Plan workable and via a major consultation exercise which led finally to Ecan's Plan Change 3 – the community was able to adopt a long term solutions which would meet the concerns of all the key stakeholders and ensure that the rivers

environmental values were protected, while at the same time creating certainty for both Meridian Energy and the irrigators.

- The Oamaru Water Treatment Plant opened 2007. This award winning plant has recently been shortlisted as one of the finalists in the 2017 Smart City Asia Pacific Awards under the 'Smart Water' category.

When I arrived this project was in its early stages of consultation with the community. Tenders for the works were awarded in 2005. The plant began supplying treated water from 22 May 2007 and officially opened following the commissioning period on 2 September 2007. Total project spend of \$12.7m. This major upgrade is probably the single most influential effect on the health of our Waitaki Community. As a result of us building in capacity for growth – water supply has been extended to Weston and Enfield and we have recently awarded a tender to Whitestone Contracting Ltd to take this "AA" quality water as far south as Moeraki. And as we all know – it is the key ingredient in our very own Scotts Beer products - which are enjoyed by people right across the country.



- Oamaru Opera House Refurbishment Project (2004 – 2009)  
The Oamaru Opera House is one of the flagship projects which we delivered on during my time here at Waitaki. It could not have happened but for the drive and determination of former Mayor Alan McLay and his Deputy – Jacqui Dean. It also had a very solid project team working with Council led by Stephen Halliwell. This was a project which was challenging in many respects – not the least of which was the involvement (following a tender process) of my sister Virginia Ross as architect for the project.

The success of this project came down to two key factors:-

- a sympathetic design which went on to win a NZ Institute of Architects award in 2011.
- the fund raising success that we enjoyed – with the team eventually raising over \$7.1m

The refurbished building finally had its official re-opening in February 2009. The community certainly appreciated the quality of the finished product and numbers coming through the doors for a variety of shows and events which had previously been by-passing Oamaru soon exceeded our original budgeted numbers. While it does cost the community each year – it also carries with it considerable community pride – and the pride of all those who were involved.





- North Otago Irrigation Company – Stage 1 and 2  
 Taking water from the Waitaki into the downlands of North Otago has long been a dream for many farmers. In 2004 the North Otago Irrigation Company approached Council with a request to assist them with Stage 1. They needed “a little bit of magic” to get them across the line. The loan enabled the Stage 1 infrastructure to be designed and built to enable a second 10,000 hectares of irrigation. Through some creative work with the powers enabled under the Ratings Powers Act we were able to create a loan which was well secured against the farmers land. The proposal also enabled Council to “accrue interest” rather than asking the Stage 1 shareholders to fund what was essentially infrastructure for future shareholders. As additional shares were issued the loan was repaid. Stage 2 is currently underway. NOIC now has approximately 17,000 shares issued with 3000 still available.

The economic impact of this project helped to sustain our district through the global financial crisis as a lot of on-farm expansion was occurring at that time. The benefits of reliable water will permanently lift and support the Waitaki economy for many years to come.

North Otago Irrigation won an Innovation in Irrigation award from Irrigation NZ in 2012 for its Audited Self-Management approach to on-farm environmental plans and was also named ODT Small Business of the Year in 2007. Note - I am remaining on the Board of NOIC until the end of this year – and so will be returning regularly to Oamaru for Board meetings each month.



- Friendly Bay / Harbour Redevelopment (2012/2013)  
 The Harbour re-development has been a significant focus of Council over the last few years. A major step forward was taken with the project which extended Wansbeck Street to Homes Wharf and closed-off the Esplanade by the Oamaru Rowing Club. The development of the Steampunk playground then followed along with the voluntary project led by former Mayor Alan McLay whose team restored the railway walking bridge and also funded the carving of the tree stumps there. DeGeest's built a new steampunk themed café which was christened the Galley which continues to attract many visitors to the area. More recently Council and the Community have constructed a bike park in the area to the north of the overbridge.



- **Otematata Lake Centre Development (2009)**  
The complex owned by Austrian businessman Mr Ari Griffner ( and prior to that Meridian Energy Ltd) was purchased by Council in 2006. Alterations to the building followed in 2008 creating what is now a well-used hall/ shop and café. The library was also relocated there from the old school building and additional office accommodation upstairs was created and leased out to local contractors
- **HQ Building Extension**  
We were running out of space soon after I arrived and a decision was made to utilise space within the building and to create additional office area. This meant extending the second floor to the west and created two additional offices space and a meeting room – plus an additional area in a mezzanine area which has since been occupied by our Parks team.
- **Earthquake Prone Buildings Collaboration and Submission**  
Following the Christchurch earthquakes – the government sought to review its policies around strength of the NZ building stock. A bill was promoted and had it been passed – it would have had dire consequences to many communities in rural and provincial NZ. I did a presentation on this topic at the Rural and Provincial Sector meeting in Wellington on 14 February 2013 – a year to the day after the devastating quakes which killed so many people in the Garden City. After acknowledging that event I went on to introduce myself.

“I come from Oamaru – the unreinforced masonry capital of New Zealand!”

We gained traction that day and along with a number of my colleagues – we were able to pull together some research which put a cost on this proposal. We had councils in both islands supporting our research project. This work highlighted the challenges we could face.

As a result of the submission from the Southern Councils which was led by ourselves and Dunedin City – we convinced the Wellington policy machine that we needed to have different approaches throughout NZ. This enabled a more flexible approach to be taken and meant that less “earthquake prone” areas could take more time to make the changes that the draft bill was originally proposing to change within 5 years. The latter would have been an impossible task nationally. For a town like Oamaru – it could have been a disaster for our wonderful stock of Oamaru stone buildings. Under the current legislation – we have 15 years within which to complete our building assessments and 30 years to strengthen them.

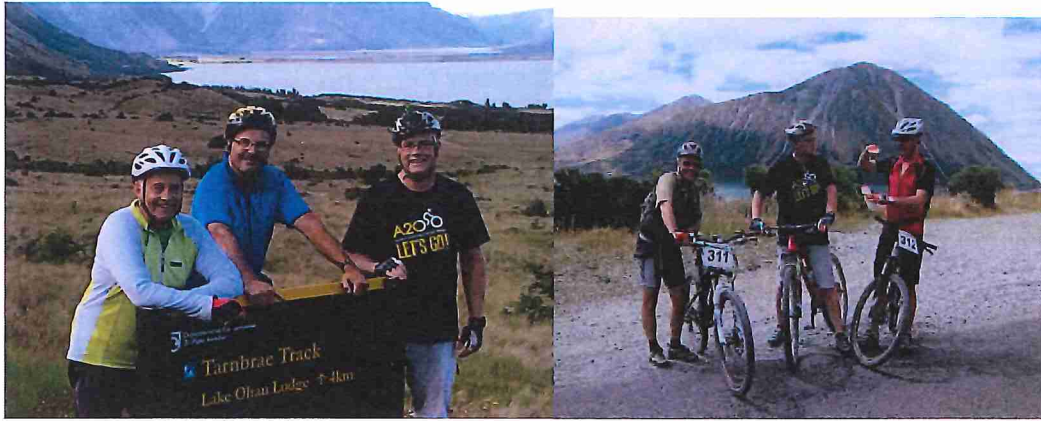
- **Alps2Ocean Cycle Trail**  
This project has been a significant player in developing our tourism potential. It is a driver for a significant number of visitors to travel and experience the route from Mt Cook to the sea at Oamaru. Since signing the funding agreement with the Government on September 17<sup>th</sup> 2010 in Twizel we estimate that over \$7 million worth of effort – in \$\$\$ and in Kind Contributions has been committed to this project. By the time the trail is finally finished – it will total over \$10m. In addition to this total – there has been a significant investment by small businesses along the trail to provide food, accommodation and services for cyclists and their entourage.

A number of new businesses have emerged to service the trail riders with a number offering guided packages, bike hire and pick up and drop offs. Our partnership with Mackenzie DC has worked well and the marketing of the trail and running of trail operations via Tourism Waitaki is also working well.

I recommend that you visit the trail website on [www.Alps2Ocean.com](http://www.Alps2Ocean.com) to see all that the trail has to offer. There have been some fabulous testimonials from those who have made the journey and it has made an impact nationally to become one of the most well-known of the new trails. This project runs a close second in my mind to our NOIC project – in terms of its positive economic impact across the district.

I look forward to the consent process finally enabling the trail to be developed between Sailors Cutting and Lake Benmore Dam as well as the section from Aviemore to Kurow and getting those parts of the trail off State Highway 83.





- Waitaki Catchment Water Allocation Regional Plan**  
 This is a major collaborative initiative led by the Canterbury Mayoral Forum. It can be said that this project was the un-doing of Ecan in 2009/10. It enabled local input on local environmental matters and set up structures to enable this to happen – far from the centre of Christchurch. In our district we have two Zone Committees based on the Waitaki River – the Upper Waitaki Zone – which we share with Mackenzie DC and Lower Waitaki Zone Committee which we share with Waimate. The latter has driven a project which has resulted in Ecan's Plan Change 3 – which I have already referred to in this report.
- Observatory Retirement Village (2014-2017)**  
 Our Waitaki District Health Services company came to Council with the idea of promoting a retirement village here in Oamaru. An assessment of the market carried out by the late Grant Adamson had identified a need. Council ran a consultation process with the wider community and a staggering 95% of the community support the concept.

Since then a lot has happened. A new independent Trust has been established to own and operate the facility. The purpose of the Trust is to re-invest any surpluses generated back into health services for our community. This will help support our healthcare funding into the future. It also fills an important gap in the market – which has been clearly demonstrated by the recent sale of Rendall on Reed in Oamaru. That event means that on opening our new facility in August – the new Observatory Village Lifecare complex will be full on day one of commencing operations. This in turn will ensure that it operates ahead of the original budgets set – as we were originally targeting 18 months to fill the complex.

At the same time 10 villas have been sold at the site and 4 of these expect to be occupied in November of this year. There is considerable potential for future expansion – so this new project supported by Council and one of its wholly owned subsidiaries ( its hospital company) has made a significant contribution towards looking after our elderly for the future.



- North End Business Park Development**  
 This site was originally part of the vision of Dr Ochi – a Japanese businessman who had re-developed Teschemakers School into what was going to be a dedicated education centre for organic agriculture. He had purchased this area with the concept of creating a



business park including the possibility of powder drying plant to process his organic crops. Along with Mayor Alan McLay – we visited his business operations in Japan and were impressed with both his range of large businesses and his mission to invest in New Zealand. He also had at his home an amazing collection of art and kimonos!

Dr Ochi's vision was never fulfilled as he died shortly after our visit. After his death his land at the North End was sold to the TR Group of Auckland. We got to know both Andrew and Michael Carpenter and encouraged where we could the development of the subdivision. He put the sections up for sale off the plans – but in 2008/09 that was a hard ask. So Council agreed to underwrite the sale of 4 sections (or sections up to \$1.5million in value) in order to encourage them to proceed with the development. The construction contract had already agreed to be let to Whitestone Contracting Limited – one of Council's own companies.

When the section titles finally became available – only one unconditional sale had taken place. So the underwrite was about to be called upon. In the interim – I had got to know the Blampied family business of Te Pari which was looking for a new site to relocate that manufacturing plant. We entered into a deal whereby we lease Te Pari three large sections on the southern boundary of the TR Group subdivision and thus put in place a deferred settlement of those three sections which in effect Te Pari are leasing for another 7 years before they settle with Council. This certainly got the ball rolling in this subdivision and was the forerunner a number other businesses buying sections and relocating. The whole area is currently looking busy and the TR Group are now looking at possibilities for stage 2.



- **Omarama Airfield**  
This matter has had recent coverage as a result of our decision to write off the accumulated losses. OAL is a company which is 50% owned by Council. In 2004/5 an application to subdivide land on the eastern boundary was received from Mr John Lory who owned the land at the time. It was Zoned Rural Residential and could have been subdivide into a significant number of residential blocks – which would have had dire consequences for the airfield. Council decided to step in to save the airport and negotiated to purchase the land from Mr Lory.

The Omarama Soaring Centre – the other owner of 50 % of OAL did not have the resources to fund its share of this purchase and resolved instead to exchange land it owned as an in-kind contribution. Council then proceeded to subdivide that land in order to recover its investment in the "Lory Block". The timing of subdivision was unfortunate – as it coincided with the GFC and meant that section sales were very slow. Accumulating interest on an internal loan meant that costs continued to accumulate resulting in an overall loss of \$440,000

- The Boer War Monument.

Can you remember this project?  
The Oamaru Main Street Upgrade



Transit had been running extensive an extensive communication project with Council and the community on the future design of the main-street; the removal of roundabouts and the installation of traffic lights. A key piece of the puzzle was the location of the old monument which needed to be moved 70 metres south – and turned 180 degrees – in order to make everything work.

We were ready to push the go button – until Transit requested that we contribute towards the monument relocation. Our share \$350,000. This had never been contemplated in our planning, was unbudgeted and thus was unlikely to succeed.

At a social function in Dunedin to farewell a long standing Transit Staff member Mr Mike O'Cain – I made a point of engaging with the outgoing CEO of Transit – Mr Rick Van Barnvelt. I pointed out our challenges. He requested that I send him a letter urgently which I did and he personally approved the project to proceed without a contribution from the Waitaki District Council.

- A small point of interest - the four old lamps which are located on each corner of this historic structure were altered and made 1 metre higher courtesy of Gillies Metaltech. This was to protect them from potential vandalism. Most people have never noticed this! The statue was also lit with an LED spotlight to highlight the statue of the soldier.

- Oamaru Courthouse.

The sale and purchase agreement and our proposed lease to Justice has now been signed by us and forwarded to Justice. Our Property Team are about to get a project timeline from our consultant and we hope to get things rolling soon. Final sign-off from the peer review engineers is still be received. So all in all – things are on track.

- Haven Street

Haven Street was a wonderful community project – which won a “Highly Commended” award at the McGreedy Winder SOLGM Local Government Excellence Awards in April 2016. The category was “Innovation in Council Community Relations”. Just as well it wasn’t an engineering award - as the road has unfortunately deteriorated since that time. However it was a successful community project – despite a few incidents along the way. The Community can be proud of what they achieved in 15/16. We just hope the route can stay open!

- Forrester Heights

One of my biggest regrets in my time here was that Forrester Heights was never able to commence construction. I am confident that it will – one day. It is land given to the community as an endowment – and such the endowment should be maximized.

- Three Mayors – McLay, Famlton and Kircher.

I have had the privilege and the challenge of working for three Mayors during my time here at WDC.

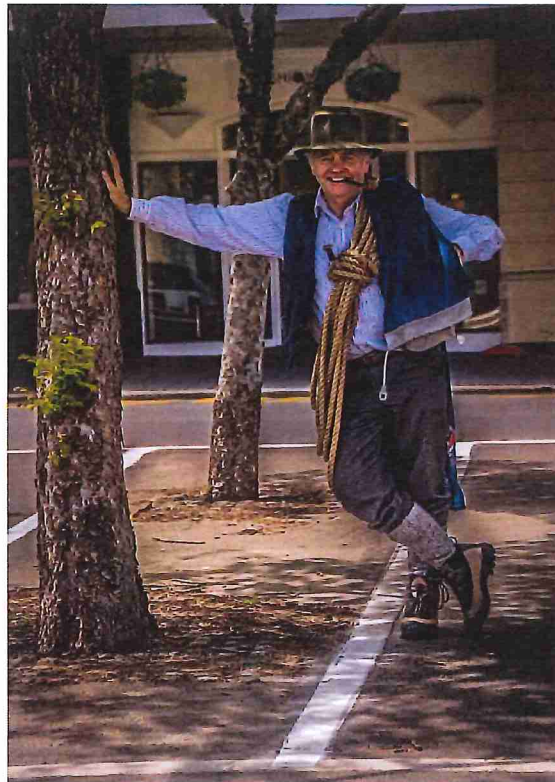


- 2004/2007 – Mayor Alan McLay.
- 2007/2013 – Mayor Alex FAMILTON
- 2013/2017 – Mayor Gary Kircher.

Each of these individuals are different people – with different approaches and expectations. However I believe the organisation has and continues to serve each of them as they required and certainly relationships over this period were mostly cordial. Sometimes as a CE – you have to advise that No – this can't be done – or No – this is not consistent with Policy or the LG Act. However thankfully those events have been very much in the minority. If that had not been the case – I guess I would have been gone some time ago. The fact is that whoever has been the Mayor – we have made it work for the benefit of the community.

On behalf of Susie and our family – I would like to take this opportunity to thank all the staff, elected members and the wider community for having tolerated my leadership over the last 13.5 years and being so great to work with. Susie has also asked me to thank all staff and Councillors who have always been very supportive and helpful to her. I want to thank you all for the opportunity to have worked here in the home of my birth – Oamaru. It has been a real privilege for us to return to live here and get to know so many of you.

I believe that I leave the organisation in good heart and wish you every success for the future. No doubt our paths will cross again. Best wishes and “Lang may yer lum reek!”



Michael Ross  
**Chief Executive**

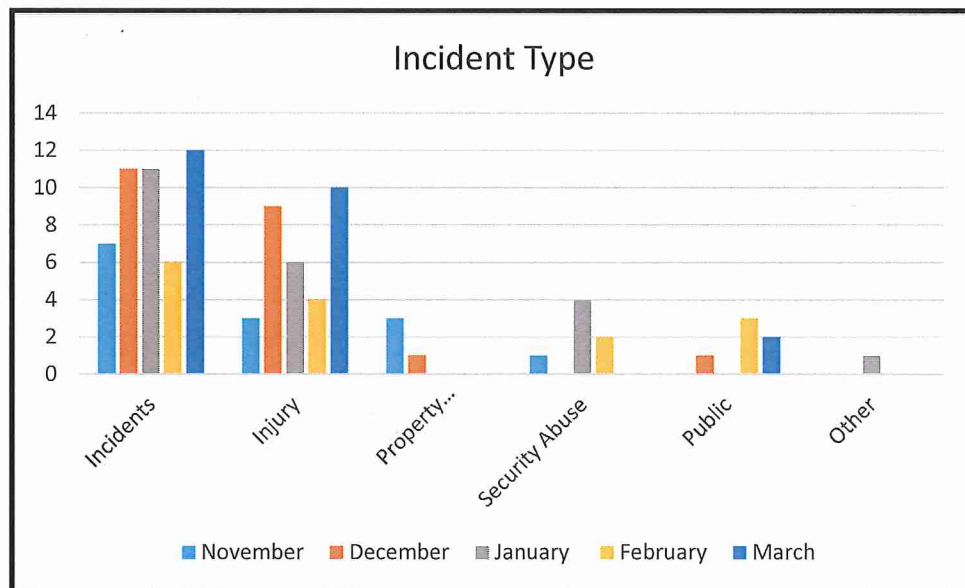
## Health and Safety Update to Customer Services Committee 7 June 2017

### 3. Health, Safety and Wellbeing 3.1. Lag Indicator Statistics

	Incidents	Near Misses (** included in incident number)
November 2016	7	0
<b>December 2016</b>	11	0
<b>January 2017</b>	11	2
<b>February 2017</b>	6	0
<b>March 2017</b>	12	1
2016/2017 Year to Date (including current period)	73	10

\* Refer Part 1 Sections 23-25 of the Health and Safety at Work Act 2015 for definitions

\*\*Included in incident number



*N.B Several incidents will fit into more than one incident type e.g. In February there were 6 incidents, 4 of those involved injuries of which 2 were to a member of the public and 2 abuse incidents that did not involve injuries.*

Of the 12 incidents for March – 1 near miss, 10 injuries (1 being to a member of the public), 1 involving the public who was not injured. No Lost Time Injuries to staff. No property or abuse incidents for the month.

	Notifiable Events*	
	Injury	Incident
November 2016	0	0
<b>December 2016</b>	0	0
<b>January 2017</b>	0	0
<b>February 2017</b>	0	0
<b>March 2017</b>	1***	0
2016/2017 Year to Date (including current period)	1	0

\*\*\* Aquatics Centre – Member of the Public – fractured pelvis/hospitalised

### Public Incidents March

- Fractured pelvis – slipped at the Aquatics Centre – Notified Injury – *Worksafe Notified* – No further Action.
- Wet rescue - Aquatics Centre – Boy came off inflatable and was unable to swim

### 3.2. Lead Indicator Statistics

	Induction (individuals)	Training (individuals)	Safe Work Observations	Audits	Take 5
November 2016	0	42	0	0	7
December 2016	1	10	0	1	10
January 2017	7	0	2	0	22
February 2017	2	0	0	0	25
March 2017	6*	10**	0	5***	17

\* New employees (2) Contractors (4)

\*\* 5 staff attended and completed CIMS (Co-ordinated Incident Management System)  
Level 4 Training

5 staff attended and completed Building on Health and Safety Representative Training

\*\*\* Workstation Audits for new staff

### Hazards

- Files stored in shelving too low to easily access without bending and twisting – potential for strains and sprains – look at rearranging shelving units and files (limited space an issue)

### Health and Safety General

- Risk Assessment carried out at the Herbert Water Treatment Plant
- First Aid kits assessed for all of Waitaki District Council departments and vehicles
- Staff received flu vaccinations in April – total of 42
- Alternative therapies reimbursement – total of 10
- Sitewise – Contractor Pre-Qualification Approval System under consideration for the approval of contractors
- Safehold training for Departmental Managers and Health and Safety Representatives, Thursday 25 May – staged roll out planned for June
- Workplace/Departmental hazard assessments implemented
- Safe Work Observations currently being trialed by staff
- ACC seminar attended on return to work programmes following an injury
- Community Link seminar on “managing and inducting immigrant workers in the workplace”, attended