



# Waitaki

DISTRICT COUNCIL  
TE KAUNIHERA A ROHE O WAITAKI

Notice of the Meeting of the

## *Waihemo Community Board*

at the

Waihemo Service Centre, Tiverton Street,  
Palmerston

on

Monday 5 December 2016

at

7.15pm

***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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# Waihemo Community Board

Monday 5 December 2016 at 7.15pm

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**Agenda**

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## **Waitaki District Council**

### **Waihemo Community Board**

#### **Minutes of a Meeting of the Waihemo Community Board held at the Waihemo Service Centre, Tiverton Street, Palmerston on Monday 3 October 2016 at 7.15pm**

**Present** Mr Geoff Foote (Chair), Mr Ken Brown, Mrs Heather McGregor, Mrs Jane Carlyon, Mr Paul Roy, Cr Kathy Dennison, Mayor Gary Kircher

**Apologies**

**In Attendance** Dr Thunes (Community Services Group Manager)  
Caitlin Donovan (Asset Management Engineer)  
Mrs Carole Hansen (Committee Secretary)

**Declarations of Interest**

Mrs McGregor declared an interest in agenda item 9 – Waihemo Water Supply Dunback Road Tank Supplies.

**1. Public Forum**

No one attended public forum.

**2. Confirmation of Minutes**

RESOLVED  
WCB16/055

Mr Brown/Mr Roy  
"That the Waihemo Community Board confirms the minutes of the meeting of 22 August 2016."

CARRIED

**3. Building Consents Issued in Waihemo Ward for the Month of August 2016**

To provide the Board members with a list of building consents issued in Waihemo Ward for the month of August 2016.

RESOLVED  
WCB16/056

Mrs Carlyon/Mrs McGregor  
"That the Waihemo Community Board receives the information."

CARRIED

**4. Request from Discretionary Fund – Palmerston-Waihemo A&P Association**

Request for funding assistance has been received from Palmerston-Waihemo A&P Association for field days to be held in Palmerston on 12 and 13 October 2016.

RESOLVED  
WCB16/57

Cr Dennison/Mrs Carlyon  
"That the Waihemo Community Board retrospectively approves an application for seed funding of \$2,000 (incl GST) from the Palmerston Waihemo A&P Association to provide assistance with advertising costs for Palmerston-Waihemo field days scheduled for 12 and 13 October 2016."

CARRIED

Mr Foote read out a letter received from the Palmerston Waihemo A & P Association thanking the board for all the help and encouragement given to the society for the running of the East Otago Field Days.

## 5. Assets Update

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

Mr Brown would like information in regard to the resealing programme sites in Palmerston and Hampden which are to be carried out mid October.

RESOLVED

WCB16/58

Mr Brown/Mr Roy

"That the Waihemo Community Board receives the Assets Update."

CARRIED

## 6. Recreation Update

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 30 June to 20 September 2016.

Mr Brown raised the request for rubbish bins in the domain, it was agreed that the showground reserve is clean and tidy and there is not a lot of rubbish. Cr Dennison suggested a Campaign in the link and more education in regard to being user friendly, if you see rubbish to pick it up and take it home to dispose of. More education would go along way, Under the Litter Act it is an offence to drop rubbish, more acknowledgment of people that do pick rubbish up and take it home to dispose of may be beneficial. The majority of the area is neat and tidy, kept well, and mowing is under control.

Mrs Carlyon advised that the Memorial rock to lost fishermen in Moeraki is well underway. Also that the Hampden Hall toilet has been completed with painting and planting to be undertaken.

RESOLVED

WCB16/59

Mrs Gregor/Mrs Carlyon

"That the Waihemo Community Board receives the information."

CARRIED

## 7. Verbal Updates: Chairperson's Report; Community Board Member Area Reports; Councillors Report

Geoff Foote:

- Thanked individuals and the Board for their help and assistance both on a personal level and board level, the board has worked as a cohesive unit and as a result were able to make good progress, particular mention to the board secretary Margaret Tanner for her great work and commitment and the Mayor and all council representatives and staff for their contribution to the Waitaki district which allows all residents to "live, work and play"
- There are many highlights during the last four and half years
  - Highlighting to the Council the state of the rural roading network
  - Haven Street rebuild in Moeraki
  - New Toilets in Hampden
  - Stage four of the Palmerston town centre upgrade
- The board have had many successes and see many projects through to completion, but there are still some challenges that lie ahead for the next committee, in particular
  - Ongoing issues with Rural Roads
  - Upgrades of the Hampden/Moeraki water system
  - General town development
  - The establishment of new infrastructure to cater for an increasing number of tourists

## RESOLVED

WCB16/60

Cr Dennison/Mr Brown

"That the Waihemo Community Board receives the Chair's update."

CARRIED

Heather McGregor:

Attended the following meetings:

- 31 August-Attended a Veterans Affairs Forum in Mosgiel
- 3 September-Otago Southland RSA District AGM in Alexandra
- 7 September-Community Board Workshop
- 15 September-Community Board Candidates Forum
- 18 September-Attended opening of the Gore RSA Convention Centre
- 22 September-Palmerston Primary School production

Commented on the following:

- Show Grounds-the trees have all been planted and work to put steps into the bank is in process to be done before the Field Days.
  - Cemetery-The planting of trees and the car park signs have been all done.
  - Seating-the seat two extra seats have been placed at the Community Centre and the bus stop in Sanday Street.
  - East Otago Community Health Trust- has currently put the tenders out for the build of the new medical centre, with the closing date at the end of October. It is hoped work will begin after this process.
  - Equestrian Events-The two equestrian events held on the show grounds in the last fortnight have been well supported, it is pleasing to note the show grounds are getting used.
  - Field Days-the organising committee have got over 90 registrations for this event. The Minister of Primary Industries Nathan Guy will be in attendance.
  - Palmerston District Schools Reunion at Labour Weekend registrations are close to 300 attending. This weekend will co-inside with Paddy's Market and Kelly's Canter on the Sunday of Labour Weekend.
  - The number of events in Palmerston between September and October the town will have an influx of visitors, this will a huge benefit to the community, particularly the businesses.
  - Jane-I tried to get you to do another term, but sadly this is not to be, you have worked very hard in Moeraki to get Haven Street to where it is today, although there will be on going work on Haven Street, what you have done for Moeraki township has earned you the respect you deserve.
  - Kathy-You have served as councillor for the Waihemo Community Board for 15 years, the knowledge you have gained you have brought to the community board and kept us informed. You have worked hard for the area and your knowledge will be of benefit for the next Community Board.
  - Geoff- you have done a great job in your roll as chairperson, very good at keeping the CB up to date on various issues and projects. You have a wealth of knowledge and guided me in the right direction if I have stumbled along the way, all the very best, you can be very proud of all you have achieved.
- Good luck to Paul, Ken and Kathy in the elections results on Saturday

Ken Brown:

- Thanked Mr Foote for his role as Chair of the Board, his leadership of the board has been great and it has been a pleasure to work alongside him. Also thanking Mrs Carlyon for the work she has done in the area

Paul Roy:

- Mentioned in regard to putting CRM's through on the new app, this is working well
- Thanked Mr Foote in regard to his role as chair, also thanked Mrs Carlyon for the work she has done in the area

Jane Carlyon:

- New toilet has been completed in Hampden
- Haven Street- work has been carried out on Haven Street the seal has been removed and it is now gravel
- A site has been found for the Memorial Rock at Moeraki, work will be carried out on this shortly

WCB 03.10.16

- Spoken to Jane Matchett in regard to the removal of trees opposite the Moeraki camping ground
- A new track is to be formed from the childrens park to the beach
- CRM has been sent in regard to the deep pot holes in playground in Hampden, these are a Health and Safety issue with children running around the playground.
- Information Board for Moeraki, this has been ongoing and will now be presented to the next board for discussion and decision

Cr Dennison:

- Thanked Mayor Kircher for the work he has carried out and his support of the board, also thanked Mr Foote for his dedication and work that he has carried out on behalf of the the board as chair
- Thanked Mrs Carlyon for all the work she has been involved with in Moeraki in particular her involvement with the rebuilding of Haven Street
- Thanked Mrs McGregor for all the work that has been done in the Palmerston area

Mayor Kircher:

- The movie nights that have been run in Oamaru have been successful, it is hopeful that one could be arranged for Palmerston, he will work with Mrs McGregor on a suitable location to carry this out
- Attended the Flag Swamp School who have been carrying out a planting programme it was good to visit the most southern school in district
- Moeraki Notice Board – Looking to do signs at each end of the walkway and make them consistant
- Induction process for elected members is being planned this will be a more thorough induction process for both Council and Community Board members than in the past
- Thanked Mrs Carlyon for all the work she has done in the Moeraki area
- Congratulations to Mr Foote who has lead the board well with his proactivness and positivity

Dr Cloete advised that the Regulatory Unit is meeting with Building industry on Wednesday morning at 7.00am there will be 140 in attendance to discuss issues regarding consenting.

RESOLVED

WCB16/61

Mr Brown /Mr Roy

"The Waihemo Community Board receives the reports from Area Representatives, Mayor Kircher."

CARRIED

## 8. Items for Information

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

- Mayor's and Chief Executive's report to 14 September 2016 Council meeting
- Health and Safety Update to 24 August 2016 Finance, Audit and Risk Committee meeting

RESOLVED

WCB16/62

Mrs Carlyon/Mrs McGregor

"The Waihemo Community Board receives the information."

CARRIED

The meeting was adjourned at 8.00pm to discuss agenda item 9 in a workshop forum.  
The meeting was reconvened at 8.35pm.

## 9. Waihemo Water Supply Dunback Road Tank Supplies

To provide assistance in the resolution of an on-going private water issue in a manner that benefits all Waihemo water consumers.

RESOLVED  
WCB16/63

Mr Foote/Mr Brown

"That the Waihemo Community Board resolves that Water officers approach the consumers with actual costs and payment options to assist the four private tank owners to relocate the points of supply to their property boundaries at their expense."

CARRIED

There being no further business the Chairman declared the meeting closed at 8.55pm.

Confirmed this day, 5 December 2016 at Waihemo Service Centre, Palmerston.

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Chairperson

## **Waitaki District Council**

### **Waihemo Community Board**

#### **Minutes of the Inaugural Meeting of the Waihemo Community Board held in the Waihemo Service Centre, Tiverton Street, Palmerston on Monday 31 October 2016 at 7.00pm**

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**Present** Mrs Dennison, Mrs McGregor, Mrs Watson, Messrs Brown, Roy, Cr Wheeler

**Apologies**

**In Attendance** Mayor Kircher  
Mr Ross (Chief Executive)  
Mr Roesler (Policy and Communications Manager)  
Mrs Hansen (Committee Secretary)

**Welcome and Introduction**

The Chief Executive welcomed the newly elected members of the Waihemo Community Board.

**1. Waihemo Community Board Declarations**

The Chief Executive invited the Waihemo Community Board to make their declarations:

Mr Brown	Mrs Dennison
Mrs McGregor	Mr Roy
Mrs Watson	

The declarations were made and signed by each Community Board member and witnessed by the Chief Executive.

**2. Election of Chairperson**

The purpose of this report is to inform the election of the Chairperson and Deputy Chairperson of the Waihemo Community Board in accordance with schedule 7 of the Local Government Act 2002.

**RESOLVED**

WCB16/65 Messrs Brown/Roy  
"The Waihemo Community Board resolves to elect:  
1. Kathy Dennison as Chairperson

CARRIED

The Chief Executive congratulated Mrs Dennison and invited her to assume the chair. Mrs Dennison assumed the chair.

Mrs Dennison invited nominations for Deputy Chair.

**RESOLVED**

WCB16/66 Mr Roy/Cr Wheeler  
"The Waihemo Community Board resolves to elect:  
1. Ken Brown as Deputy Chairperson

CARRIED



### 3. Election Report

The purpose of this report is to provide the results of the 2016 local authority elections conducted in the Waitaki District.

RESOLVED

WCB16/67

Mrs McGregor/ Cr Wheeler

"That the Waihemo Community Board resolves to receive the information."

CARRIED

### 4. Explanation of Legislation

The purpose of this memorandum is to provide the general explanation of these Acts as required under the Local Government Act 2002.

RESOLVED

WCB16/68

Cr Wheeler/Mr Brown

"That the Waihemo Community Board recommends to receive the information."

CARRIED

### 5. Minute of Appreciation

The Waihemo Community Board, at the first meeting after the triennial elections, records a minute of appreciation to outgoing Board Members.

RESOLVED

WCB16/69

Mrs Dennison/Mr Roy

"That Council and the Waihemo Community Board resolves to record its sincere thanks to Jane Carlyon for the loyal and conscientious service given to the District as a member of the Waihemo Community for three years, 2013 – 2016.

That Council and the Waihemo Community Board resolves to record its sincere thanks to Geoff Foote for the loyal and conscientious service as a Waihemo board member for four years and as chair of the Waihemo Community Board for three years, 2012 – 2016."

CARRIED

There being no further business the Chairman declared the meeting closed at 7.30pm.

Confirmed this day, 5 December 2016 at Waihemo Service Centre, Palmerston.

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Chairperson

# Waihemo Community Board Memorandum

**From** Regulatory Services Manager

**Date** 5 December 2016

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## Building Consents Issued in Waihemo Ward for the Month of October 2016

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary & Purpose

To provide Waihemo Community Board members with a list of building consents issued in the Waihemo Ward for the month of October 2016.

45 Mull Street	Amend pile spacing, bearer design	\$12,000
143 Dunback Road	Totalspan 9 x 9 Shed	\$15,000
25 Mull Street	Versatile 4 bay shed	\$23,000
67 Shag Point Road	Alter workshop, new septic tank	\$10,000
31 Gilligan Street	Erect Marquee	\$ 1,000



Lichelle Guyan  
**Regulatory Services Manager**

Thunes Cloete  
**Community Services Group Manager**

# Waihemo Community Board

## Memorandum

**From** Assets Group Manager

**Date** 5 December 2016

### Assets Update

#### Recommendation

That the information be received.

#### Summary and Purpose

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

#### Roading

Fortunately the Waihemo ward missed the severity of the recent rainstorm that affected Oamaru and surrounds. The rain that did fall was generally well captured by side drainage and culverts. We did have reports of localised ponding around the 4Square in Hampden and the team is investigating.

Haven Street Moeraki has received another grade and metalling to minimise further settling and we are having ongoing discussions with a farmer over the amount of mud being dragged onto Goodwood Road.

Private forestry operations are currently traversing Walsh Road which should be completed before Christmas. We were able to negotiate an outcome so that the laden trucks are directly accessing the SH1, with only the return empty trucks using the road.

<b>Customer Requests</b>	<ul style="list-style-type: none"> <li>• 1 x blocked culvert – urban</li> <li>• 1 x unsealed potholes</li> <li>• 1 x unsealed road condition due to rain</li> <li>• 2 x loss of service – McKerrow Road</li> <li>• 1 x grader</li> <li>• 2 x signs maintenance</li> </ul> <p>All these customer requests have been resolved</p>
<b>Amenity Rate Projects</b>	<ul style="list-style-type: none"> <li>• Zealandia lighting and bollards works have been programmed in the New Year. A trial will be carried out in early December.</li> </ul>
<b>Road Maintenance</b>	<ul style="list-style-type: none"> <li>• Work has been completed on Finchs Road ford, the gradient has been lowered and batters cut for better visibility.</li> <li>• Grading has been carried out on Walsh, Stour, Sutherland, Switchback, Moonlight, Nenthorn, Pilbrow, Red Bank, Ritchie, Lighthouse, Longdale, Macraes, Matheson, Kennedy, Fleming, Fraser, Cosy Dell, Chisholm, Blaikie, Ainges Roads</li> <li>• The sight rail has been painted on Stuart Street</li> <li>• Mowing and spraying has been carried out in the area</li> <li>• Drainage work has been completed on Baghdad Road, Derby Street East and Derby Street West</li> <li>• Spot metaling has been carried out on Ritchie Street</li> <li>• Stabilising of 851m<sup>2</sup> has been completed on Mile Flat Road</li> <li>• Pre-mix and dig out repairs on Horse Range Road</li> <li>• A large amount of mud has been cleared off Gilligan Street</li> <li>• Ainges Road East – The cat's eyes have been fixed on the bridge, marker pegs have been installed on the side at the corner, and the bridge approach has been fixed. One culvert has been installed and three have been top and tailed</li> </ul>

<b>Township Maintenance</b>	<ul style="list-style-type: none"> <li>Christmas decorations are programmed to be installed in early December</li> </ul>
<b>Street Lighting</b>	<ul style="list-style-type: none"> <li>LED Upgrade is programmed to be carried out in the New Year. A full Waihemo township design will be carried out prior to the upgrade</li> </ul>
<b>Road Markings and Signage</b>	<ul style="list-style-type: none"> <li>There has been some remarking of roads carried out in Waihemo over the past two months</li> <li>A new chevron is to be installed on Grange Hill</li> <li>A sign on Reading Street has been cleaned and moved two metres</li> </ul>
<b>Road Resurfacing</b>	<ul style="list-style-type: none"> <li>Resealing in the Waihemo area was completed in October</li> </ul>
<b>Bridges and Structures</b>	<ul style="list-style-type: none"> <li>Maintenance has been completed on Findlay's and Cookhouse bridges</li> <li>The swing bridge on Murphy Street, Dunback is currently being refurbished. The bridge will be closed to pedestrians for up to four weeks. Recreation Construction is the contractor. Decking, rails and tower replacement will be carried out where required (cost to complete \$83,000)</li> </ul>
<b>Footpaths</b>	<ul style="list-style-type: none"> <li>Works are programmed to begin December - January</li> </ul>

## **Water**

### **Waihemo**

Officers are currently working on options and estimates to take to the four property owners whose tanks are located on a neighbouring property. It is expected that discussions with property owners will be undertaken during the first week of December.

### **Hampden-Moeraki**

A Boil Water Notice and Conserve Water Notice was issued for the Hampden-Moeraki water supply following heavy rainfall in the catchment.

## **Waste Water**

### **Moeraki**

Officers are meeting with Runanga representatives at Moeraki during the first week of December, to discuss their concerns about waste water disposal onto private land at Katiki (ie spray irrigation of a paddock). Also in attendance will be a consultant who is highly experienced in waste water disposal to land and consultation around it. In the interim the current disposal to the Waiherowhero Creek will continue in accordance with the provisions in the RMA.



Neil Jorgensen  
**Assets Group Manager**

# Waihemo Community Board

## Memorandum

**From** Recreation Manager

**Date** 5 December 2016

### Recreation Update

#### Recommendation

The Waihemo Community Board receives the information.

#### Purpose

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 20 September 2016 to 31 November 2016.

#### Comment

- *General Maintenance* – Continual rain has resulted in the maintenance contractor being unable to carry out mowing operations as scheduled. They are committed to catching up with this and we are working with them to try to ensure high profile areas, sportsfields and places where events are scheduled are a priority and look as best they can. We ask for patience as they get on top of this and wish to reiterate that this has been caused by weather conditions and no fault of the contractor.
- *Palmerston Cemetery Sign* – We are waiting for the staff member delegated to this project to come back from leave.
- *Palmerston Cemetery* – Planting is well underway, with the remainder to be completed in the autumn. The carpark signs have been installed. Grading of the tracks will be undertaken soon.
- *Palmerston Showgrounds* – The A&P show caused a reasonable amount of damage to the ground. The A&P Association have requested that they be allowed to rectify that damage rather than Council arranging it and charging them. We will work with them to agree on the work that is required once the ground has dried out enough to allow the work to take place.

The A&P Association has proposed perimeter drains and other drainage work to reduce the likelihood of this occurring again. We have asked them to consider the likely cost of such work, possible alternative venues for A&P shows, the frequency of such rain events and the likelihood of this occurring in conjunction with A&P shows as part of any proposal. If Council (Waihemo ratepayer) funding is required for this work they will need to make a submission to Council's Annual Plan or Long Term Plan.

Recent tree plantings are yet to have shelters erected around them.

- *Palmerston Squash Club Proposal* – Officers have not heard back from the Squash Club regarding this.
- *Mill Domain* – Recent rain has affected contractors ability to mow the domain. The rain has also resulted in soft field conditions, however the current drains are working well and it is not as soft as anticipated. Subject to future rainfalls, it should be available for use. Council has a project to improve drainage this autumn but has heard from local sources that the field gets limited use and often games are played in Waikouaiti and that the improved drainage may not be the best use of Council funds. Officers are trying to get a clearer picture of how the Domain is being used by the community.

- *Sportsfields use* – Officers have been made aware there is a local 20/20 cricket competition occurring at the Domain in Palmerston. Casual games are also played at Dunback and Macraes. It is great to have the local community out playing sport but as bookings have not been made, we are unaware of the playing schedule. We are unable to ensure the games do not clash with other possible bookings and ensure mowing etc occurs to best suit these games.
- *Macraes Domain Drainage* – Officers have received concerns that a stormwater drain on Macraes Domain has collapsed. This stormwater drain is owned by the Macraes pavilion and officers identified this issue last year. The pavilion is owned by the local community.
- *Moeraki Memorial* – The Waianakarua Lions would like to erect a memorial to fishermen that have been lost at sea. Officers have agreed the proposed location, with a different basalt rock type now proposed by Lions members.
- *Dunback, Hampden Streetscapes* – Concepts have been instigated as a starting point for discussion with the relative communities. Council officers plan to seek community ideas in the New Year.
- *Hampden Camp Lease* – Council's intention to issue a 25 year lease, with a right of renewal, has been advertised in the Oamaru Mail and the Hamraki Rag. No submissions have been received.
- *Hampden Beach Rubbish* – Officers have been asked to consider an additional rubbish bin at Hampden Beach. There are already two bins here. Officers are considering relocating one of the bins closer to the road to help prevent the ground damage that is occurring and will monitor rubbish volumes.
- *Hampden Hall Toilet* – Construction has been delayed while we wait for the power cables to be relocated under the road. This has been paid for by Network Waitaki. We anticipate the toilet will be open by the end of November with landscape works to be carried out by the community after this date. Trevor Norton has offered to facilitate the landscaping of the toilet and has advertised his ideas in the Hamraki Rag. Cr Wheeler will table Trevor Norton's plans for landscaping at the meeting.
- *Shag Point Picnic area* - the local community recently planted a number of small native plants, that were donated by locals, either side of the slash piles.
- *Dunback Domain* – a few small native plants have been planted on the southern side of the tennis courts, in an effort to make this area more attractive.



Erik van der Spek  
Recreation Manager

Thunes Cloete  
Community Services Group Manager

# *Waihemo Community Board*

## *Memorandum*

**From** Accounting Manager

**Date** 5 December 2016

### **Report on Separate Rate Accounts and Funds Available for Distribution for Community Projects**

**Recommendations:**

The Community Board receives:

- the schedule detailing movements in separate rate accounts within the Waihemo ward, and the balances pertaining to those accounts at 30 September 2016, noting that some reports normally tabled are not currently available; and
- the report detailing movements in funds available for distribution to community projects within the Board's ward;

**Background**

**Separate Rate Accounts**

These are maintained in every instance where Council levies a targeted rate for specific purposes, such as water and sewer systems, township amenities (including stormwater systems where applicable), community halls and for Ward Services generally (including the operations of the Community Board itself, parks and reserves, etc).

Because several of those targeted rates relate directly to communities within the Community Board's oversight, it is appropriate that the Board is kept informed of their status.

This information is reported at the end of each quarter, at 30 September, 31 December, 31 March and 30 June in each financial year. The information attached is current at 30 September 2016, but omits information related to water and sewer schemes and halls within the Board's district as these reports cannot be run at this time.

**Community Funding**

The annual budget for the Community Board includes amounts intended to enable it to provide a degree of additional financial support within its local community.

- **Discretionary Fund**

The Community Board has an annual budget of \$3,000 to fund small community projects. As this budget is funded by ratepayers through their annual rates, any balance unspent at year end may be carried forward until spent. The current year's expenditure is detailed fully on the report.

- **Community Grants**

The Community Board also has an annual budget allocation for "Community Grants". Of the normal \$9,000 budget, \$5,000 is specifically to support the Palmerston Museum, while the balance may be used to fund local events and organisations. The current budget includes \$150,000 earmarked for the Palmerston Health Trust, which is to be funded from the Whitestone Contracting Ltd dividend. As with the Discretionary Fund, any unspent balances can be carried forward until spent.

The information reported is current at 20 November 2016.



**Conclusion**

The information provided in these reports reflects the first quarter's activities, and the balances shown as available in the report include unspent amounts brought forward from previous periods.

As always, if any member of the Community Board requires any further information, or has any questions related to the reports provided, these queries should be directed to the Financial Services unit via the Board's Chair.



Ian Wells  
**Accounting Manager**

Paul Hope  
**Chief Financial Officer**

**Attachments**

Report on Separate Rate Accounts and Funds Available for Distribution for Community Projects



# Waihemo Community Board

Separate Rate Accounts 1 July 2016 - 30 June 2017

	Rate Account Balance 1-Jul-16	Rates Income	Other Income	Operating Expenditure	Capital Expenditure	From / (To) Reserves	Rate Account Balance 30-Sep-16	Depreciation Reserve Balance 1-Jul-16	Depreciation Reserve Balance 30-Sep-16	Internal Loans Balance 1-Jul-16	Internal Loans Balance 30-Sep-16
Ward Services	285,164	169,194	2,390	(143,676)	(2,772)	(4,369)	306,922	103,930	113,937	(183,166)	(176,373)
Waihemo Ward Services											
Specific projects to fund											
Dunback hedge topping							8,257				
Hampden rock rip rap works							8,000				
Hampden camping discharge							3,500				
Waihemo reserve improvements							8,000				
Discretionary fund							7,576				
Community grants							172,465				
Total committed							208,798				
Township Amenity											
Hampden	62,278	7,500	-	-	-	-	69,778				
Specific projects to fund											
Septic Tank cleaning							23,339				
Moeraki	24,226	1,278	704	(4,452)	-	-	21,756				
Palmerston	115,016	3,868	-	(4,471)	-	(330)	114,103	78,257	79,821	-	-
Shag Point	(4,789)	375	-	-	-	-	(4,424)	-	-	-	-

Halls, Water and Sewer reports are not available at this time

### Waihemo Community Board

#### Funds available for community purposes

	Balance 1-Jul-16	Annual Rates	Operating Expenditure	Available 30-Sep-16
<b>Community Grants</b>				
Palmerston Museum (specific)	5,000.00	5,000.00	-	10,000.00
<b>Other</b>	8,900.00	154,000.00	(434.78)	162,465.22
			(434.78) Puketapu Scouts	
<b>Discretionary Fund</b>	6,576.00	3,000.00	(2,000.00)	7,576.00
			(2,000.00) Palmerston-Waihemo A&P Association	
<b>Total available</b>	<u>20,476.00</u>	<u>162,000.00</u>	<u>(2,434.78)</u>	<u>180,041.22</u>

# *Waihemo Community Board*

## Verbal Updates:

- Chairperson
- Area Representatives
- Mayor
- Councillor

# Waihemo Community Board Memorandum

**From** Policy Officer - Governance

**Date** 5 December 2016

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## Items for Information

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### Recommendation

That the Community Board receive the information.

### Summary & Purpose

To provide Waihemo Community Board members with a copy of the following documents:

- Mayor's and CEO's report to 26 October Council meeting
- Health and Safety Update to 5 October 2016 Finance, Audit and Risk 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.

Margaret Tanner  
Policy Officer - Governance

Mike Roesler  
Policy & Communications Manager

# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 26 October 2016

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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?

The new term has now started, and with it we get several new faces around our Council table. Or more precisely, two new ones (Jan Wheeler and Jeremy Holding,) and one "recycled Councillor" in the form of Cr Craig Dawson who previously served in the 2010-2013 term. We also welcome two new Community Board members (Carol Watson and Tony Chapman) and have Kathy Dennison continue her involvement with Council as a Community Board member after stepping down from her Councillor role.

I'd like to take the opportunity to say congratulations and welcome, to the re-elected and newly-elected members.

I'm very pleased with the people that the voters have given us. I am confident that we have the makings of a strong team for the term ahead of us, and that we have a solid mandate to keep progressing the various issues that we have been – improving efficiency and effectiveness of Council, improving our customer service. Although we have only had around 50% turnout, I believe that in itself is a sign that the voters do not see a need for major change, though we are all very aware of some key areas that we want to improve such as roading. Overall, this promises to be a very good term as we deal with the issues, and step up to the challenges and opportunities!

### The new term

I have already been meeting with each of the Councillors individually, looking at what they want to be involved in this term. We're putting together a draft committee structure and membership list, and hope that we can adopt most of these on the 26th of October. The main committees will be adopted later in November as we settle on their duties and delegations. I'm keen to share responsibilities and workloads as evenly as possible, according to interests and attributes, and expect to have a structure that supports that goal.

### Youthline Launch

Youthline is a very important service dealing with some very difficult issues facing our young people – mental illness, social exclusion, and suicide. The service has opened an office in Oamaru, thanks to the work and funding of a number of people and organisations. It has been a much-needed service as all too many of our young people struggle with these issues. I'm confident that the service will help save lives, as Youthline have done elsewhere. I want to publically express my gratitude to all involved in getting the service up and running in Waitaki, and I wish them every success!



Jason McCoy (Oamaru Police) and Helen Webster (Otago Community Trust)



Kate Mossman (board member of Youthline)

### More Economic Growth

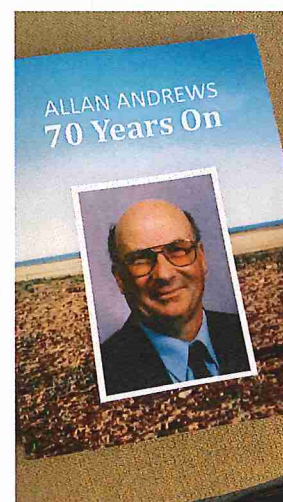
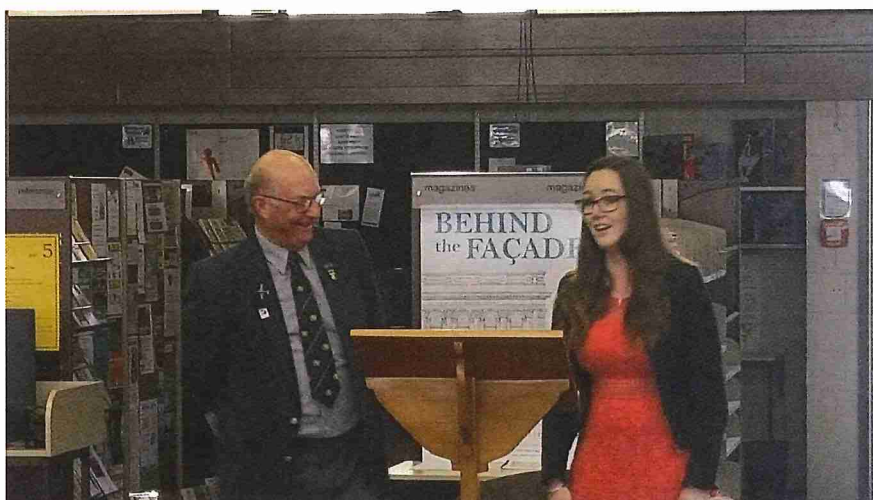
I had the honour of opening the new distribution warehouse for Crombie and Price. This is another obvious sign of the commercial building boom we are experiencing, based on a strong economy and high confidence in the future of Waitaki. Mr Bevan Crombie is one of life's true gentlemen, and it was such a privilege to be part of this occasion where he was able to bring to fruition yet another of his goals. He's had many over the decades and this latest expansion is a real credit to him. It certainly underlines the company's commitment to Oamaru and underlines their commitment to growing our economy and employment into the future.



### Pioneering families

I've known Allan Andrews for about 10 or 15 years, and was very pleased to be able to officially launch his memoirs at Oamaru's public library recently. It is an interesting read, telling stories that many local farming families can identify with – the early days of struggling to find water to sustain family and animals through tough droughts, dealing with the plagues of rabbits, working long hours to get stock and produce to markets over fairly rudimentary roads and more. On top of that, Allan dealt with the ordeal of cancer, both with family members and surviving it himself. That's the reason that he is donating \$5 from each book to the Cancer Society. All in all, it was a very good insight into the life of a man born into a farming family during wartime, and the challenges and changes that life thrust upon him. Sharing in the launch was another of those humbling experiences that come with being Mayor.

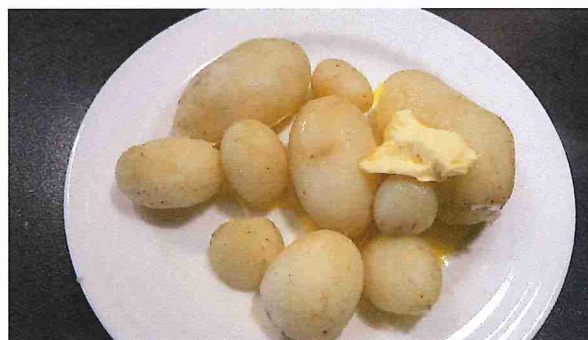




### Waitaki delicacies

Jim O’Gorman has built a reputation for his organic market garden, and supplies produce to royalty and to some of our best restaurants. He has made it a mission to get his block of land in Kakanui to be as productive as possible, and he gave me a tour recently. One of the topics we discussed, was the issue of green waste, and how it might be turned into more of a resource. We are facing the closure of Oamaru’s landfill, and with it, an end to a cheap repository of green waste where it is used as capping material. Jim’s proposal is to get that green waste from urban gardens, and through composting, add it to farmland to build greater organic mass. It is a proposal that I believe is worth investigating, and it could be a win/win for those involved. We will see where that discussion goes...

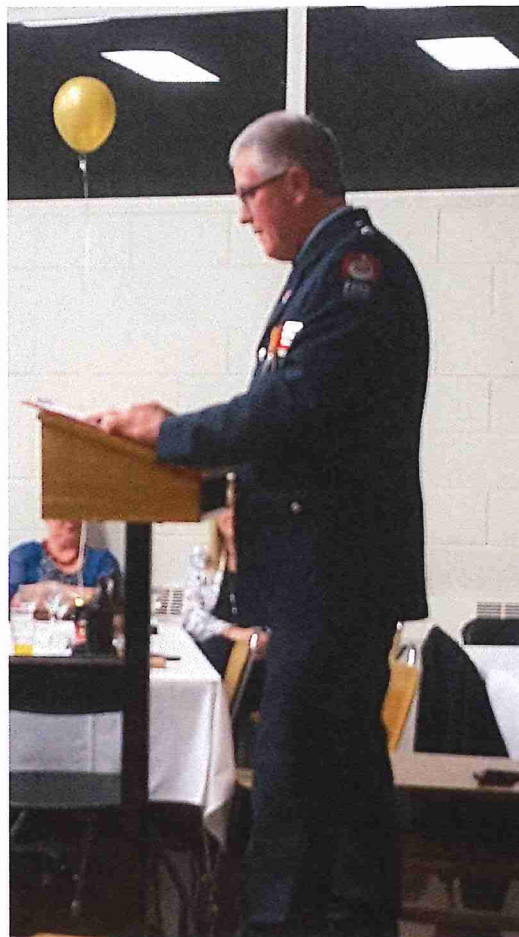
On a tastier note, Jim kindly gave me some early Jersey Bennes which I enjoyed that evening with the obligatory dash of butter – absolutely delicious!



### Appreciating our volunteers

We all know and appreciate our many volunteers throughout Waitaki. One of the semi-regular events I get invited to is the acknowledgement of the effort that some of our most dedicated volunteers make to keep us, and our property safe. I had two such events in September with awards nights for the Oamaru and Kurow St John Brigades, and for the Oamaru Fire Brigade. I get to thank those volunteers for all that they do, with significant levels of training and many hours of service. Both Services acknowledge the length of service that their members have given, from 3 years upwards. In the case of the fire brigade, the event marked 25 years of service by Quinton McIntosh, who was awarded his Gold Star. When you think of the considerable effort and dedication that culminates in this level of service to the community, you get an idea of the benefit they bring to our Waitaki.





### Out with the old

Work has almost finished on the second of the two movie sites from the financially-doomed Kingdom Come movie. This has been tricky work as the contractors work within strict conditions to ensure the cleanup has been successfully carried out without any impact of the environment. Congratulations again to Erik van der Spek and his team for their good work in achieving this, all at no cost to ratepayers.



Work proceeds at the Elephant Rocks site. Although this is private land, officers have assisted in getting the work coordinated and completed.

### A brighter future

It has been some 7 or 8 years in the making, but a dream by local man, Stewart MacDonald is about to come to fruition with the lighting of the old quarry cliff beside the Oamaru Blue Penguin Colony. Mr MacDonald is making a financial contribution to the project which is covering most of the cost, with the remainder being given by other donors, including some of the labour by local contractors Graeme Clark and Steve McLeod. I am hoping to get a date very soon for the official light-up, as I write this.





Steve McLeod gets one of the lighting mounts in place.

### Improving accessibility

As part of the ongoing work to improve accessibility for disabled people using our footpaths, the next lot of kerb crossings has been put in around some of the streets in the north end of Oamaru. It is excellent to see this work happening progressively, helping ensure more of our community is able to get around more easily.



Intersections along Taward St get modified to increase accessibility.

### Relief at last

The public toilets at Roberts' Park in Oamaru's North End has received a long-awaited makeover. They have been the topic of numerous discussions as options were debated, including minor make-overs to full rebuilds. They certainly look the part now, with the old men's and women's sections being combined into three unisex toilets, including one disability toilet. Charlie McColl has been project managing the work and the result is a real credit to his work. Initial feedback indicates that users are very satisfied.



Charlie does a final inspection before the new toilets are officially christened.



### Penguin fences

There's been a lot of negative media, both in traditional media and social media, after the appearance of new fences in the harbour area. As a result of some miscommunication, the work had gone ahead and came as a surprise to some staff and elected members. I was not shy in expressing my disappointment at what had happened and sought explanations. I have since met with Tourism Waitaki manager Jason Gaskill, and we came up with what we believe is a workable solution. As usage of the harbour area increases, and as tourism grows, there will be some angst along the way. This episode underlines the strong need to ensure that we are aware of what is going on in the area and that we have input into most matters there. It is my intention that the Harbour Area Committee will have good delegations to help make sure this type of incident doesn't occur too often, if at all.



Mr Gaskill talks to a RadioNZ reporter, about the fence and the controversy.

### East Otago Field Days

The inaugural East Otago Field Days was held in unusually wet conditions, but that hasn't prevented it being hailed as a success. I was given the task of introducing Minister for Primary Industries, the Hon Nathan Guy. I referred to the couple of inches of mud underfoot, letting him know we were pleased to see it as it meant we had had a good drop of rain, much welcomed after the past two or three dry years in the area.

With over 100 exhibitors, the field days event was certainly well subscribed by the industry and congratulations must go to the organising committee, led by Paul Mutch. His small team has done a very good job, and is now looking forward to holding the event again next year. After the clean-up of the Palmerston Showgrounds anyway... Well done to all involved!



Photos: Minister for Primary Industries, Nathan Guy addresses the crowd. Cr Hopkins MC, Suzette from the Paul Henry Show talks to some of the Field Days visitors.



### Tourism ventures

On the 7th of October, I hosted Select Contracts when they visited us to further their work on the adventure park/zipline proposal. We have commissioned them to do the business case for this possible tourism venture, and they were accompanied by one of the potential investors in the project. I took them on a short tour of the precinct and harbour area, but that turned into a longer tour than expected! They were amazed at the wide offering of things to see and do along the way, which all bodes well for the project. The zipline would likely be the first stage of the attraction, with a number of other elements being added in 2 or 3 further stages.

It is an exciting project which I am confident will be a major step change for our tourism industry. Not only do I expect it to add another attraction to what we offer those who visit us, I also believe it will bring many more people to Waitaki, who will stay longer and spend more. I see this attraction helping to expand the tourist season as we keep growing our offering. It will increase business for a range of existing operators, such as hospitality and accommodation providers.

I expect the study to be completed within the next month, and we will then do what it takes to find the private investment capital to make it work. This is an important opportunity for Waitaki that I'm very excited about! All in all, it is a fantastic time for our great district.



Property department activity continues to be strong, and I am pleased to be involved in a number of discussions which particularly relate to economic development opportunities for Waitaki. We will soon be asking for expressions of interest for visitor accommodation around the harbour, and Renee and I met with yet another interested party who wants to build such accommodation in the area.

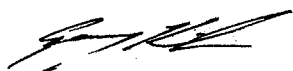
The Hamnak pipeline is also progressing as the team works on land access to put the pipeline through from Oamaru to Moeraki. It will make a big difference to the water quality, quantity and reliability, but sadly not all land owners see it quite the same way. The project team have been involved in numerous discussions with the land owners. I've been involved a little bit, and it is interesting to see some of the reasons why people don't want to allow access, or what they want before they do allow it. All the best to the team as they get on with this important job!

### Meetings Attended:

5 September	Mayor and CEO catch up
5 September	Meeting with Derek Golding and Maddy Maxwell re film industry
5 September	Citizenship Ceremony
6 September	Meeting with Elim Church representatives
6 September	ARA Adult Learning Celebration & Graduation
6 September	Business meeting with Brent Baillie, Rainbow Confectionery
6 September	Chamber of Commerce Informal Candidate event
6 September	Chamber of Commerce Business Networking event
7 September	Meeting with Don Patterson
7 September	Youth Council
9 September	Visit to Flag Swamp School
9 September	McKeown Group 50 <sup>th</sup> Anniversary Celebration
11 September	Enfield Kakanui Catchment project sign unveiling
12 September	Mayor & CEO catch up
12 September	Meeting with Jason Gaskill, Tourism Waitaki
13 September	Maheno School CO2 Drag Racing event
13 September	Meeting with Fi McKay, Immigration NZ

13 September	Meeting with North Otago Sustainable Land Management reps
14 September	Council Meeting
14 September	Council Workshop
14 September	Councillor Briefing
14 September	WBHS Borders dinner and talk
14 September	Oamaru Ward Candidates Meeting
15 September	Clark's Mill 150 years tree planting event
15 September	Battle of Somme Centenary Commemoration
15 September	Meeting with Heliventures
15 September	Meeting with George Kelcher, RoadMetals
15 September	Meeting with Jim Hopkins and Tom Gonzales
15 September	Meeting with Lian Van Wantoch, Chief of Political Economic Unit, US Embassy
15 September	Waihemo Candidates Meeting, Palmerston
16 September	Upper Waitaki Zone Water Committee Meeting
16 September	Meeting with O'Neill's Rd residents
16 September	Meeting with Annette Wilson re Pool Hoist Fundraising opportunity
16 September	Meeting with Derek Golding
16 September	St John Service Awards, Kurow
17 September	Oamaru Volunteer Fire Brigade Service Awards
19 September	Mayor & CEO Catch up
19 September	Donald & Nellye Malcolm Trust Meeting
19 September	Meeting with Mike McElhinney, TW Chair
19 September	Kea Scout Group visit
20 September	Meeting with Don Patterson, outdoor art project
20 September	Visit Jim O'Gorman
20 September	OWCT Meeting
21 September	Meeting with Ryan, Timaru Herald
21 September	Council Workshop
21 September	Meeting with James Porteous, Queenstown project
21 September	Meeting with Phil Agnew, ARA Polytechnic
21 September	Champion Canterbury Business Awards
22 September	Opening Crombie & Price facility
27 September	OWCT Meeting
28 September	Mayor & CEO Catch up
28 September	Meeting with a local builder, subdivision proposal
28 September	TWL Board Meeting
28 September	Council Workshop
29 September	Waitaki Shorelines Committee Meeting, Otematata
29 September	Book Launch Allan Andrews
30 September	Meeting with Dave Clare & Neville Langrish, WRRT
30 September	Youth Council Movie Night – Finding Nemo
1 October	Official Opening – The Manor Estate
1 October	Great Gatsby OWCT Fundraising event
3 October	Mayor & CEO Catch up
3 October	Meeting with Graham Clark, Network Waitaki
3 October	Meeting with Simon Berry and Leighton Selfe, BMX track
3 October	Waihemo Community Board Meeting
4 October	Waitaki Business Group Meeting, Otematata
4 October	Meeting with Virginia Nicholls, Otago Southland Employers Association
4 October	Meeting with Shane & Tracy Kirk, Oamaru Holiday Park
5 October	Building Industry Breakfast
5 October	Extraordinary Council & Finance, Audit & Risk Committee
5 October	Whitestone Contracting Limited Shareholders Meeting
5 October	Councillor Briefing
6 October	Meeting with Simon Berry, Whitestone Cheese
6 October	Opening of Youthline Waitaki
6 October	Community Patrol Meeting
7 October	Meeting and tour with Select Contracts
7 October	Opening of Roberts' Park Toilets
7 October	Meeting with Workbridge
7 October	Meeting with Central South Island Helicopters
10 October	Mayor & CEO Catch up
10 October	Meetings with newly elected/re-elected Councillors

11 October	Visit new Vinbrux Bakery
12 October	Informal meeting with incoming elected members
12 October	Youth Council Meeting
13 October	Palmerston Field Days – Interview with Paul Henry
13 October	Palmerston Field Days – Introduce Minister Nathan Guy
13 October	Meeting with Ian Hurst
14 October	Meeting with Vanished World reps
14 October	Meeting with Phoenix Mill Water Wheel Trust



**Mayor Gary Kircher**

# Waitaki District Council

## Memorandum

**From** Chief Executive

**Date** 26 October 2016

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### Chief Executive's Report

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#### Recommendation

That Council receives the information.

#### Purpose

The following comments are provided to bring Councillors up to date with issues that have arisen since the last Council meeting on 14 September 2016. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO for 2016. These reflect our six key community outcomes. A number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks.

#### 1. Welcome

I would like to take this opportunity to welcome the newly elected Councillors and Community Board members to the Waitaki District Council triennium for 2016/2019. We are pleased to see the outcome of the election finalised and believe that we have a really good team in the making for this term. We look forward to working with you over the next three years.

#### 2. Affordability

##### *Annual Plan*

This process was completed for 2016/17 with a rate increase of 0.4%. The process for the 2017/18 Annual Plan will commence shortly with budget worksheets being distributed to individual budget holders. We expect to have a workshop with Councillors by the end of November. Our Annual Result which we are adopting today shows that Council has ended the financial year with a surplus of \$1.32 million.

##### *Managing our Internal Debt*

This is being managed and reported by our Chief Financial Officer at the Finance Audit and Risk committee (FAR) meeting.

##### *Manage Investments*

Our cash investments and their returns are reported on at the FAR meeting.

#### 3. Opportunities for new and existing businesses

##### *Regulatory Services*

The building team are working with the industry to improve the understanding in the wider construction community of the changes which Council is making to its consenting system in order to ensure that our processes comply and meet the standards required by the Building Act and code – and which is audited by IANZ. Our next audit is due in June of next year.

These changes have created challenges – both for Council and our consenting team – as well as for those people working with us to get consents and Code of Compliance documentation completed.

Council hosted a breakfast meeting at the Oamaru Club on 5 October where approx. 135 builders, designers, property owners and others met with us to discuss these issues. We are committing to increasing our communications with the sector and will also be meeting with an industry liaison group who have formed to facilitate making progress on these issues.

##### *Property*

The property team are continuing to work on the sale of land and property. A number of section sales have been completed recently with our Omarama airfield subdivision – which is really positive. This now reduces the number of sections still available there to 12 out of a total of 21.



### *Alps 2 Ocean*

Tourism Waitaki are planning an industry meeting which is to be held in Omarama on 27 October. There is a A2O Joint committee meeting first, followed by a A2O Shareholder meeting. The wider community are then invited to attend the Summit meeting which takes place later that same day. On the following day – the Friday – there is a ride from Lake Ohau Lodge to Omarama.

Final plans for getting the project completely off the State Highway are nearly finalised.

### *Quality Accommodation*

There has been interest in the development of quality accommodation within Oamaru, work is continuing with interested parties on this.

### *Encourage Business growth in Waitaki*

Select Contracts work on the zip line proposal is now well advanced and we are hoping to receive their report prior to Christmas. See the Mayors report for further information on this particular project.

Tourism Waitaki are also well advanced on their Harbour Precinct attraction.

### *Business Visits*

6 September	Rainbow Confectionary, Brent Baillie
3 October	Network Waitaki, Graeme Clark

## **4. Understand the Diverse needs of our Community**

### *Communications with our community are enhanced*

The results of were Residents' Survey were released at our Council meeting on 14 September.

## **5. Our Distinct Environment is Valued**

### *District Plan Review*

Workshops are scheduled every month with Councillors to keep them up to date with the review (apart from October 2016 and January 2017) through to June 2017. The next District Plan review update with council is planned be held on the 23 November.

## **6. We Maintain a Safe Community**

### *Health and Safety*

The position of Health & Safety Officer has been advertised and an announcement on our final decision on the successful candidate is imminent. This role is to be shared with Waitaki District Health Services – with the appointee driving Health and Safety work across the two organisations. Hospital General Manager Robert Gonzales has been fully involved with this appointment process – including the development of the agreed Job Description.

Health and Safety information is shared regularly with Councillors and has now also been included on our Community Board agendas.

A brief outline to the new Councillors on their roles and responsibilities for Civil Defence was given to Councillors as part of our Induction workshop held on 19 October.

## **7. Other**

### *Otago Civil Defence*

The Otago Mayors resolved to support the move to a single Civil Defence organisation on Tuesday 4 October. What this will mean is that the service will be run by the Otago Regional Council and while it will be based out of their office in Dunedin – there is a commitment to ensure that we will still have dedicated staff resident in the Waitaki District. These and other key elements of the proposed new service will be subject to a MOU which will be coming back to us for our information and approval.

In the interim the new roles required to serve the re-structured organisation are about to be advertised.

### *Governance Support*

The support team – lead by Mike Roesler – has been gearing up their induction programme as outlined below. Mike and his team are the first point of call for Councillors with any queries on how the council is operating, details as to meetings, workshops, agendas, how to use their

iPads and what is coming up each week. The Governance support team also process all expense claims and make sure that our elected representatives are correctly remunerated.

#### *Induction Programme*

Our induction workshop was held on 19 October and helped to inform councillors on some of the fundamental matters relating to how Council operates and the way in which we prefer to operate. The induction of Council will continue with a programme of meetings sets down over the period between now and Christmas. As part of this programme there will be a Councillors' strategic planning session held where our high level aspirations in terms of our key strategic directions for the next three years will be discussed and refined.

#### *General Bylaw and Freedom Camping*

The Freedom Camping Bylaw was adopted by Council at their September 2016 meeting. The By-Law comes into effect on 21 October for Labour Weekend. Freedom camping in the Waitaki district is restricted to certified self-contained vehicles and there is a maximum of a three-night stay in a four week consecutive period at any location. We will be enforcing these rules from this weekend.

Signs will be erected at known 'hot spots' including Campbell's Bay and other areas where freedom camping is prohibited. Camping apps will also be updated so people know where freedom camping is permitted. So the implementation is underway.

### **8. Council Controlled Organisations**

Whitestone Contracting Limited.

At our last meeting of the triennium, Whitestone Contracting Limited announced a record profit for the year ending 30 June 2016. The reported surplus before income tax and subvention payments was \$1,231,707. Subject to finalising the subvention payment – the dividend announced by Chairman John Walker was to be a total of \$700,000 – again another record return to Council for its investment in the company. All in all – a very pleasing result for both the Company, Council and the community.

The other CCTO's all presented their Annual Reports to Council on 5 October. Those reports are all available on our website.

### **9. Meetings Attended**

5 September	Jacqui Dean MP
7 September	Building Industry Representatives
14 September	Council meeting
15 September	Whitestone Contracting Ltd
15 September	Chief of Political/Economic Unit, US Embassy, Miss Lian van Wantoch
21-23 September	SOLGM Summit – Annual Conference, Auckland
30 September	Whitestone Contracting Limited, Glenn Campbell
30 September	Timaru District Council, Chief Executive, Peter Nixon
4 October	Otago Southland Employers Association, Virginia Nicolls
5 October	Building Industry Breakfast
5 October	Extraordinary Council and Finance, Audit and Risk meetings
6 October	NOIC Board meeting
7 October	Select Consulting – re Tourism product development study.
11 October	Met with Bridge Club Representatives – Tony Willets and Ian Williams.
12 October	Informal meeting with newly elected members.
19 October	Inaugural Council Meeting – held in the Opera House and Council Chambers.
21 October	Otago CE's meet for their first meeting of the new Triennium in Alexandra.



Michael Ross  
Chief Executive



# Finance, Audit and Risk Committee

## Memorandum

**From** Human Resources Manager

**Date** 5 October 2016

### Health and Safety Update

#### Recommendation

That the Finance, Audit and Risk Committee:

1. Receive the information

#### Health and Safety Reporting Statistics

Lag indicators - Summary table of Health and Safety metrics – Staff (including volunteers)

	Near miss – Staff & Volunteers	Incidents – Staff & Volunteers	Notifiable events*	
			Injury	Incident
August 2016	2	2	0	0
Year to Date	9	31	0	0

\* Refer Part 1 s23-25 Health and Safety at Work Act 2015

Of the two incidents in August, both were personal injuries including:

- Back sprain (minor), reaching to catch a child's balloon
- Hip 'popped' (minor) whilst demonstrating aqua fit move at the pool

Lag indicators - Summary table of Health and Safety metrics – Public / Contractor

	Near Miss Public	Incidents Public	Near Miss Contractor	Incidents Contractor	Notifiable events*	
					Injury	Incident
August 2016	2	2	0	1	0	0
Year to Date	2	12	1	12	0	0

Of the two public incidents in August one resulted in damage to property, with no personal injury and one resulted in minor personal injury:

- Vehicle hit tree branch whilst parking in Thames Street. Considering height signage options
- Minor knock to the head on a mirror at the Opera House

The contractor incident involved a possible spider bite in the assets area. The area has since been sprayed.

#### Lead Indicators – Preventative Measures

Nothing new to report at this stage.

#### Risks/Priorities

- Visits to the Aquatic Centre were conducted by Human Resources and by the Executive Team to view the health and safety measures being taken during the planned maintenance programme.
- Health and Safety Advisor position update – we are currently in the selection stage for this position, having received a strong number and calibre of applications.
- Health and Safety Objectives 2016/2017 have been drafted by the Health and Safety Committee and discussed with the Executive Team.
- Employee Participation System has been consulted on and signed by the Chief Executive Officer.

  
Lisa Baillie  
Human Resources Manager