



Notice of a Meeting of the

Ahuriri Community Board

at

Lakes Centre, Otematata

on

Monday 30 January 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

www.waitaki.govt.nz

Ahuriri Community Board

2 Agenda

Venue: Lakes Centre, Otematata

Monday 30 January 2017 at 3.15pm

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"That the public be excluded from the following parts of the proceedings of this meeting, namely item 9."

The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded: • Confirmation of Meeting Minutes – 12 December 2016	<p>To protect the privacy of natural persons. Section 48(1)(a). (The disclosure of the information would cause unnecessary personal embarrassment to the persons concerned).</p> <p>To enable the Council to carry out commercial negotiations without prejudice or disadvantage. Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations).</p>

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

9. Confirmation of Meeting Minutes

- 12 December 2016

Waitaki District Council

Ahuriri Community Board

Minutes of the Meeting of the Ahuriri Community Board held at the Lakes Centre, Otematata on Monday 12 December 2016 at 3.15pm

Present	Messrs Sullivan (Chair), Chapman, Cowles, Reid, Mrs Munro, Cr Dawson
Apologies	Mayor Kircher
In Attendance	Cr Wollstein Cr Percival Mr van der Spek (Recreation Manager) from 3.45pm Mr Ross (Chief Executive) Mrs Hansen (Secretary)

Declarations of Interest

There were no declarations of interest.

Mrs Vicky Munro was invited to sign her declaration, witnessed by the Chief Executive.

1. Public Forum

Diane Curtis attended on behalf of the Kurow Holiday Park to discuss caravan and boat storage on a piece of land that is currently used for grazing. A deviation of the lease is required. There has been an issue of historical dumping and the land was choked with rubbish. The rubbish has since been cleared away. A discussion was held regarding access. A locked gate will be used for security.

2. Confirmation of Meeting Minutes

RESOLVED
ACB16/62

Mr Sullivan /Mrs Munro
"The Ahuriri Community Board confirms the minutes of the Ahuriri
Community Board meeting dated 29 August 2016."

CARRIED

RESOLVED
ACB16/63

Cr Dawson /Mr Cowles
"The Ahuriri Community Board confirms the minutes of the Ahuriri
Community Board meeting dated 1 November 2016."

CARRIED

3. Election of Ahuriri Community Board Deputy Chairperson

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

RESOLVED
ACB16/64

Mrs Munro/Mr Cowles
"The Ahuriri Community Board resolves to elect Mr Calum Reid as
Deputy Chairperson."

CARRIED

4. 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

ACB16/65

Messrs Cowles/Reid

"The Ahuriri Community Board receives the information."

CARRIED

5. Waitaki Valley Society: Visitor Information Services Funding

The objective of this report is to give the Waitaki Valley Society and Ahuriri Community Board the opportunity to negotiate funding for Visitor Information Services for the Ahuriri Ward from Tourism Waitaki.

RESOLVED

ACB16/66

Messrs Reid/Cowles

"The Ahuriri Community Board resolves that negotiations are entered into with Tourism Waitaki relating to funding for Visitor Information Services starting on 1 July 2017."

CARRIED

6. Request for Funding – Kurow Museum

To respond to a request from the Kurow Museum who are seeking assistance with funding of the publication of a book 'Waitaki Wheels – A History of Transport in the Kurow Area'.

RESOLVED

ACB16/67

Messrs Sullivan/Reid

"The Ahuriri Community Board declines the funding application, and a letter is to be written to the Kurow Museum to recommend that assistance in funding is taken to the Waitaki Valley Society."

CARRIED

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

This report provides information on the separate rate accounts and funds available for distribution for community projects.

RESOLVED

ACB16/68

Mr Cowles/Mrs Munro

"The Ahuriri Community Board receives:

- The schedule detailing movements in separate rate accounts within the Ahuriri 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."

CARRIED

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

Graham Sullivan

- Attended Shoreline meeting at Otematata
- Met with Craig Dawson and Kerran Walsh – Waitaki Valley Society at Otematata

- Omarama Airport workshop
- Otematata Residents Association meeting
- Council workshop
- Otematata Residents Association – AGM
- Ahuriri Ward bus trip to Ohau with Councillors and senior staff
- Attended a workshop run by Tourism Waitaki in Kurow
- Met with Jason Gaskill in Kurow
- Council meeting

Craig Dawson

- Zone committee – broom/weed issue
- Draft Annual Plan
- A2O review – the trail is now 51% complete
- Jules Elliot – Kurow Medical Trust – two practice days now in Otematata
- Executive Committee meeting
- Waitaki CAR Trust – 2nd community car has been purchased running out of Kurow
- OAL visioning session
- Ahuriri Community Board meeting
- Ward tour with Councillors
- Upper Waitaki Zone meeting
- Waitaki Tourism session – Kurow
- Council meeting
- Executive Committee meeting
- Project book launch

Vicky Munro

- Otematata Residents Association AGM
- Ahuriri Ward valley bus trip
- Correspondence in regard electrics and the chlorinated water

Brent Cowles

- Tourism Waitaki meeting in Kurow
- Discussion with Network Waitaki regarding power poles that need replacing. Five have been done, with more to be replaced next year
- Kurow phone box - the paved area is sinking and the power pole is moving. This issue needs to be investigated by the roading team

Calum Reid

- Attended the Kurow Society meeting
- Met regarding timber

Tony Chapman

- Ahuriri Ward valley bus trip
- Attended a workshop run by Tourism Waitaki in Kurow
- Dump station Omarama is working well

RESOLVED

ACB16/69

Messrs Sullivan/Reid

“The Ahuriri Community Board receives the information.”

CARRIED

9. 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 5 August 2016 to 21 November 2016.

RESOLVED
ACB16/70

Messrs Reid/Chapman
"The Ahuriri Community Board agrees to the variation of the lease from grazing to boat and caravan storage to the Kurow Holiday Park, at the eastern end of the property.

CARRIED

RESOLVED
ACB16/71

Cr Dawson/Mrs Munro
"The Ahuriri Community Board recommend Council investigate a joint approach with agencies in conjunction with land owners to tackle the broom/weed problem.

CARRIED

RESOLVED
ACB16/72

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

CARRIED

Mr van der Spek left the meeting
Cr Percival left the meeting

10. Items for Information

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

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

RESOLVED
ACB16/73

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

CARRIED

RESOLVED
ACB16/74

Cr Dawson /Mr Reid
"That the public be excluded from the following part of the proceedings of this meeting, namely:

- Confirmation of meeting minutes – 29 August 2016.
- 12 Ranfurly Street, Kurow"

CARRIED

"The general subject of each matter to be considered while the public is excluded; the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter - Section 48(1)
Public Excluded:	To enable the Council to carry out commercial negotiations without prejudice or disadvantage.
<ul style="list-style-type: none"> • Confirmation of meeting minutes – 29 August 2016 • 12 Ranfurly Street, Kurow 	Section 48(1)(a) (Premature disclosure of the information would detrimentally affect the Council's position in the negotiations).

These resolutions are made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of the Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above (in brackets) with respect to each item."

Refer to Public Excluded Minutes

RESOLVED
ACB16/77

Messrs Sullivan/Mr Reid
"That the Board resumes in open meeting and decisions made in public
excluded session are confirmed and made public as and when required."

CARRIED

There being no further business the Chairperson declared the meeting closed at 5.00pm.

Confirmed on this day, 30th day of January 2017 at Lakes Centre, Otematata

Chairman

Ahuriri Community Board

Memorandum

From Assets Group Manager

Date 30 January 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

A quiet period for roading activities. Resealing on Lake Ohau Road has been delayed by the contractor. However it is planned for completion in January. Township maintenance and sweeping was completed for the festive season.

CRM	<ul style="list-style-type: none"> Two requests received for unsealed road maintenance (grader) No other requests were received for road maintenance items
Bridges and Structures	<ul style="list-style-type: none"> Maintenance completed as identified from bridge inspections costing \$22,302: <ul style="list-style-type: none"> Repaired hand rail and wheel guards, painted and installed sign – Broken Hut Bridge 82 Set rip rap in creek at Broken Hut Bridge 81 Fit new hand rails Henburn Road 89 Refit wheel guards and handrail Lake Ohau 95
Road Maintenance	<ul style="list-style-type: none"> Lake Ohau Road - remove cattle stop, 27 edge marker posts replaced, the steep shoulder beside the bridge has been filled. Quailburn Road – seven marker pegs replaced, culvert repaired Golf Course, Ben Omar, Birchwood, Broken Hat, Cattle Valley, Henburn, Lake Ohau, Quailburn, Shortcut Roads have been graded.
Township Maintenance	<ul style="list-style-type: none"> Mowing has been carried out in Omarama outside the carpark.
Amenity Rate Projects	<ul style="list-style-type: none"> The options of Heritage Lighting will be assessed in conjunction with the upgrade of the LED lighting. The Community Board is to apply to Meridian for funding to install flag banners in the Kurow township.
Street Lighting	<ul style="list-style-type: none"> The street lighting validation designs have been completed in order to assess the correct fitting for the LED upgrade. Some areas require new lights and this will be programmed and installed in the future.

2. Water

Omarama Water Treatment Upgrade

Construction and testing of the third bore is now complete and design of the new treatment plant buildings and associated pipework is underway.

Omarama Wastewater Treatment Plant Disposal Upgrade

A draft land entry agreement has been provided to Omarama Airfield Ltd for comment to ensure formal agreement is in place for the construction of the proposed wastewater disposal trenches in 2019.

Otematata Water Treatment Upgrade

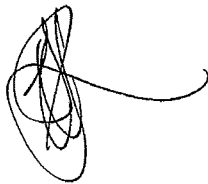
The November water reticulation flushing was successful and allowed the permanent boil water notice to finally be lifted prior to Christmas. Officers received no complaints regarding the temporary chlorination in place over the flushing period.

Omarama Ave Sewer Pump Station

The pumps have blocked on multiple occasions over the last few months due to an increase in the use of sanitary products such as wet wipes and disposable underwear, which the installed pumps are not designed to transfer. Consideration of options for a macerating type pump which can break down the products is underway.

Otematata Sewer Treatment Plant Operation

The digester was recommissioned prior to Christmas and is successfully treating and transferring sludge from the plant to drying beds. Officers are continuing to monitor the operation of the disposal trenches to ensure they meet resource consent requirements.



Neil Jorgensen
Assets Group Manager

Ahuriri Community Board Memorandum

From Recreation Manager

Date

30 January 2017

Recreation Update

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 22 November 2016 to 12 January 2017.

Comment

- *Sailors Cutting and Falstone Waste Water Upgrades* – ECan requested clarification on some aspects of the Sailors Cutting design. This has been provided and we are waiting for their decision. We may be required to obtain a new resource consent for the bore and look at grey water management. We are holding off on Falstone work to learn from the Sailors Cutting consent.
- *Camping* – Despite changeable weather conditions all camps have been busier than ever and no major issues have been reported. Revenue from the Christmas and New Year period has not been reconciled at the time of preparing this report and will be reported on in the March Ahuriri Community Board Recreation Update. Additional portaloos were provided at Otematata Boat Harbour and Parsons Rock camps. There was an incredible amount of rubbish being processed.
- *Otematata Boat Harbour River Protection Work* – Planting of tussocks on the soil mounds will be completed when this can be fitted into the work programme.
- *Omarama Dump Station* – Planting of tussocks on the soil mounds will be completed when this can be fitted into the work programme.
- *Sefton Lane* - The boundary fence between the walkway and 12 Sefton Lane has been replaced by Stanger contracting.
- *Otematata Tennis Courts* - Prices for work on the fence are \$1,000 to patch holes and fix gate catch OR \$15,000 to repair damaged posts and replace netting OR \$21,500 for full fence replacement. Options to fund this are:
 - Application to Meridian fund
 - ORAI (Otematata Ratepayers Association Incorporated) contributions
 - This years Improvements fund (\$12,000)
 - Council Ahuriri Recreation Reserves (\$25,637 as at 30 June 2016)
 Further work may be needed to reseal the courts in coming years.
- *Otematata Wetlands Walkway* – The management plan is due for its five year revision and renewal with the ORAI and relevant authorities.
- *Kurow Medical Centre Helipad* – No updates.
- *Kurow Rail Reserve* – Regular vehicle traffic across the rail reserve from the hotel to the corner of Ranfury and Gordon Streets has caused a track to be formed. As the track becomes more defined usage is likely to increase and could create a safety issue at night if the reserve is being used by people walking their dogs or for children playing. Officers would appreciate the local community board representatives raising this at the next local community meeting.

- *Reserve Improvement Fund* - \$6,000 is available for Ohau improvements and \$12,000 for the rest of the Ward. Officers request the Community Board identifies three priority projects that we can plan and price prior to bringing these back to the Board for consideration. Officers suggest the following could be considered:

- | | |
|--------------------------------------|---------------------------------|
| ○ Otematata Tennis Courts Fence | \$unspecified |
| ○ Sefton Lane Table | \$3,000 installed including pad |
| ○ Kurow Car Park Bollards and chain. | \$2,000 |



Erik van der Spek
Recreation Manager

Thunes Cloete
Community Services Group Manager

Ahuriri Community Board

Memorandum

From Policy & Communications Manager

Date 30 January 2017

New Zealand Community Board Conference May 2017

Recommendation

Ahuriri Community Board to consider who will be attending the New Zealand Community Board Conference, being held in Methven from 11-13 May 2017.

Summary

Information has been received from Local Government NZ, advising that the New Zealand Community Board Conference will be held at the Heritage Centre, Methven from 11-13 May 2017.

Purpose

To advise the Chairman and Members of the Ahuriri Community Board of the Biennial Community Board Conference to be held in Methven from 11-13 May 2017. Registration for Board members attending the Conference along with further information will be available nearer to the date.

Background

The New Zealand Community Board Conference takes place every two years. The biennial conference was introduced in 1997 to bring together the community boards of New Zealand to share practice and to help improve the understanding and work of community boards.

The conference usually takes place over two days and is host to the Community Board awards.

Comment

Local Government NZ will advise when registrations are required. This memo is to provide information for consideration by Community Board Members.

Significance and Outcomes

Participation of Members at this conference will give ample opportunity for discussion and the chance to work through a number of major issues, as well as providing members with some useful tools to take away to assist in the local community.

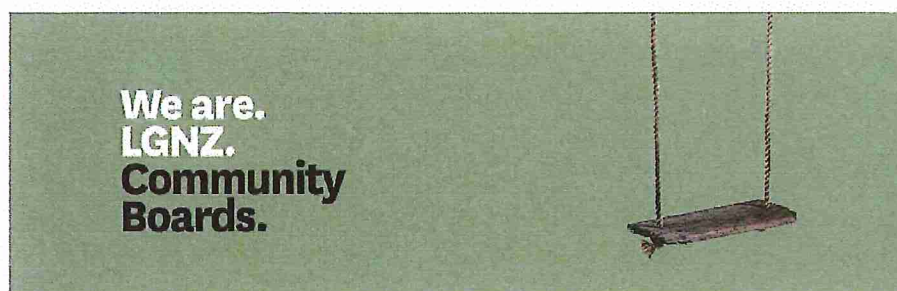
Financial Considerations

The cost of attendance at the conference and accommodation is yet to be advised. Accommodation is traditionally arranged with various hotels/motels close to the venue.



Mike Roesler
Policy & Communications Manager

Attachment: LGNZ Community Board Conference Information



Brought to you by the Community Board Executive Committee

Dear member

Here is the latest update from the Community Board Executive Committee.

In this issue

December 2016

Important to note

Nominations for the election of a new
Community Board Executive Committee
close Friday 16 December.

Community Board Conference

To be held 11-13 May 2017 in Methven.

Community Board Executive Elections

The Community Boards' Executive Committee (CBEC) held its last meeting on December 6 and 7 and nominations for the election of a new Committee are currently being sought. CBEC meets four times a year and is responsible for the following:

1. providing advice to the National Council of LGNZ on matters involving community boards;
2. keeping the National Council of LGNZ informed of current and future issues of concern to community boards that may have implications for local government generally;
3. providing advice to LGNZ and EquiP on the training needs of community boards; and
4. advocating on behalf of community boards and promoting good practice.

Representatives on CBEC are elected on a Zone basis and anyone wishing to stand for election must be nominated by a community board member from their Zone. Nomination forms have been sent to all councils. **Please forward nomination forms to LGNZ by Friday 16 December.**

For more information please contact LGNZ Principal Policy Advisor [Mike Reid](#).

Biennial Community Board Conference Methven, May 2017

Arrangements are well underway for the 2017 community board conference **Making 1 + 1 = 3** which is scheduled to be held in Methven from 11-13 May 2017. The conference follows the very successful Bay of Islands' conference held in 2014. Amongst the confirmed speakers is Sam Johnson who is internationally recognised for his work in leading the student army following the Canterbury earthquakes. For more information [click here](#).



Community Board Best Practice Awards

Applications can be made for the Community Board Best Practice Awards which will be awarded at the CBEC conference dinner on the 12 May 2017. Applications close on the 17 March 2017. This year there are three categories as well as a supreme winner. The categories are:

Leadership: this category is focused on community boards which are exercising their leadership mandates in order to make improvement to their communities. Such as:

- a successful advocacy campaign resulting in beneficial change
- partnering with one or more agency to improve local services
- utilising local papers or social media to successfully address a local issue.

Enhancing Communities: focuses on projects, programmes or initiatives which have been funded, commissioned or undertaken by a community board which have enhanced the quality of life and/or environment of their community. Projects which may have:

- contributed to harmonious relationships and stronger community networks
- developed local or neighbourhood amenities
- strengthened local cultural identity.

Engaging Communities: is concerned with community boards that have taken an innovative approach to consultation and engagement, such as:

- taken an innovative approach to engaging with local organisations, such as Maori organisations, Hapu, business associations or community organisations;
- increasing the participation of groups within their communities that have traditionally been under-represented in local affairs, such as young people and new residents.

For more information about the awards [click here](#).

Training workshops for Community Board Chairs

In February/March 2017 CBEC is repeating the community board chair and deputy chair training workshops that proved very popular in early 2016. The workshops run from 9.30am to 4.00pm on Saturdays with a registration cost of \$100 per participant. The draft schedule involves training workshops on the following dates:

- Taupo, 11 February
- Christchurch, 25 February
- Gore, 11 March
- Wellington, 25 March

The workshop programme includes understanding standing orders; tips for chairing meetings; relationships between boards and councils and an update on policy issues impacting on the performance of boards.

For more information please contact LGNZ Principal Policy Advisor [Mike Reid](#).



The Community Board Good Governance Guide

The first governance guide for community boards is now available. The Guide, which was commissioned by CBEC, puts in one place all the information community board members, chairs and support staff need to know about running an effective community board. Topics covered by the Guide include:

- Getting started; which includes the role of appointed members, community board declarations and remuneration;
- Relationships with your council; which deals with the role of the chief executive in providing support to a community board, funding community boards and tips for building and maintaining effective relationships;
- Conflicts of interest and how these should be handled at a community board level;
- Roles and functions and the different approaches that can be taken to empower community boards, such as delegations.



To request a copy of the Guide please contact LGNZ Principal Policy Advisor [Mike Reid](#).

Ahuriri Community Board

Memorandum

From Policy & Communications Manager

Date 30 January 2017

LGNZ Letter to Chairs - Training

Recommendation

Ahuriri Community Board members to consider attendance at an upcoming Local Government New Zealand (LGNZ) Community Board chairs workshop.

Summary

Information has been received by Chairs from LGNZ, advising of chair training workshops to be held in February and March 2017. The purpose of the workshops is to provide guidance and advice on topics such as Code of Conduct, chairing meetings and will include other important issues. The workshops will also provide an opportunity to network with other community board chairs.

Purpose

To advise members of the Ahuriri Community Board of the proposed LGNZ workshops to be held during February and March 2017. Registration information for members wishing to attend a workshop is available on www.lgnz.co.nz/home/equip/community-boards-workshop/community-board-chairs/

Background

Early in 2016 LGNZ held workshops specifically for chairs of Community Boards. These were successful so LGNZ are sponsoring workshops again this year.

Significance and Outcomes

Participation of Community Board members with chairing responsibilities at this workshop will give ample opportunity for discussion and the chance to work through any chairing issues, as well as providing members with some useful tools to take away to assist in the local community.

Financial Considerations

The cost of attendance at the conference is \$100 per attendee.



Mike Roesler
Policy & Communications Manager

Attachment: LGNZ Correspondence to Chairs

11 January 2017

Dear Chairs

I am following up on the email sent recently by LGNZ, and Dr Mike Reid in particular, about the upcoming Chairs workshops to be held in February/March 2017.

In early 2016 the Community Boards Executive Committee sponsored three workshops across the country specifically for the Chairs of our Community Boards. These were a great success and from the feedback we received we were encouraged to hold another round of workshops early in the new triennium for Chairs and Deputy Chairs. We have now set the dates for these workshops which will be held in:

- Taupo on Saturday 11 February 2107;
- Christchurch on Saturday 25 February 2017;
- Gore on Saturday 11 March 2017; and
- Wellington on 25 March 2017.

The workshops will run from 9.30am until 4.00pm at a cost of \$100.00 per attendee with morning tea on arrival, lunch and afternoon tea provided.

The purpose of these workshops will be to provide guidance and advice on such topics as Codes of Conduct, chairing meetings, the new Community Board Guide, what makes a good board operate to its maximum effectiveness and how to resolve disputes within a board, to name a few.

Central to these workshops is the opportunity for us to learn from each other and to have an open forum style which allows plenty of round-table discussion. CBEC is determined to expand networking between boards and this is the ideal opportunity for you to make contacts and set up these networks to help you in your job as a Chair or Deputy.

You can register for these workshops at <http://www.lgnz.co.nz/home/equip/community-boards-workshop/community-board-chairs/>

If you have any questions please contact Mike Reid on mike.reid@lgnz.co.nz

I look forward to full houses for what are very valuable sessions for all involved.



Mick Lester
Chair
Community Boards Executive Committee

Ahuriri Community Board

Verbal Updates:

- Chairperson
- Area Representatives
- Mayor
- Councillor

Ahuriri Community Board Memorandum

From Policy Officer - Governance

Date 30 January 2017

Items for Information

Recommendation

That the information be received.

Summary

The following reports present information prepared by the Mayor and Chief Executive:

- Mayor's and Chief Executive's reports to Council on 30 November 2016.

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 30 November 2016

Mayor's Report

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?

In a departure from my usual Mayor's Report, I am covering several different issues briefly, but then focussing on one principal issue - the response to the recent tsunami threat after the Kaikoura earthquakes.

Strategic Beginnings

The Councillors and I have been keen to get a quick start to the term, and consequently have held two strategic planning sessions. The first of these was a Councillor-only session where we all had the opportunity to set out our individual goals and aspirations for the next three years, as well as air any concerns or appreciation for the any of the great number of activities that the Council carries out. This was a very valuable session, as it helped set the scene for the rest of the discussions. Some of the topics that featured regularly included tourism, recruitment of a new Chief Executive, Council-owned property, and major projects.

For the second session, we were joined by the senior managers, and went into more detail on a number of topics. They added in some of the issues which they felt were important, and we had a very good, interactive session. For a new Council, I felt there was a very high level of goodwill, ability, and a real sense of having a common direction. It bodes well for the term ahead of us! There will be a couple more sessions to further discuss the issues that we didn't have time for, and we will schedule those soon.



A strategic bunch...



The Waitaki District!

Waihemo Community Board

The new Waihemo Community Board was sworn in at their inaugural meeting, and there are a couple of changes around their table. It is another good mix of experience and skills, and I look forward to working with the new board for the next three years. The Ahuriri Community Board had one of their members unavailable for their first meeting, so I hope to feature them in my next report.



Back Row: Heather McGregor, Carol Watson, Paul Roy, Jan Wheeler (Councillor)
Front Row: Kathy Dennison (Chair), Ken Brown (Deputy Chair)

Learn To Ride Bike Park

The bike park has commenced, and will progress quite quickly! It has been a popular project since first being mooted almost two years ago, and it is excellent to see it coming to fruition. I want to acknowledge the good work that has gone into the project by a number of people, including Recreation Manager Erik van der Spek, who helped get the project together, and Councillor Tavendale who has helped with the design and been instrumental in gaining extra funding.

This facility will add to our already popular harbour playground, and adds a significant attraction for our smaller citizens and visitors. It wouldn't have happened without the support of Councillors and I'm confident that it will be very successful.



The layout takes shape!

28th Oamaru Victorian Celebrations

We have just had Oamaru's principal event, the annual Heritage Celebrations, a week ago. Although some of the events were affected by rain, earthquakes, and floods, we can perhaps be thankful that pestilence stayed away! Numbers may have been down for some of the events, but most ran very successfully thanks to the good organisation and preparedness of the various volunteers. Thanks go to the organisers and teams of volunteers for yet another splendid program which brought good numbers of visitors to North Otago.



Photos from the Network Waitaki Heritage Celebrations Fete

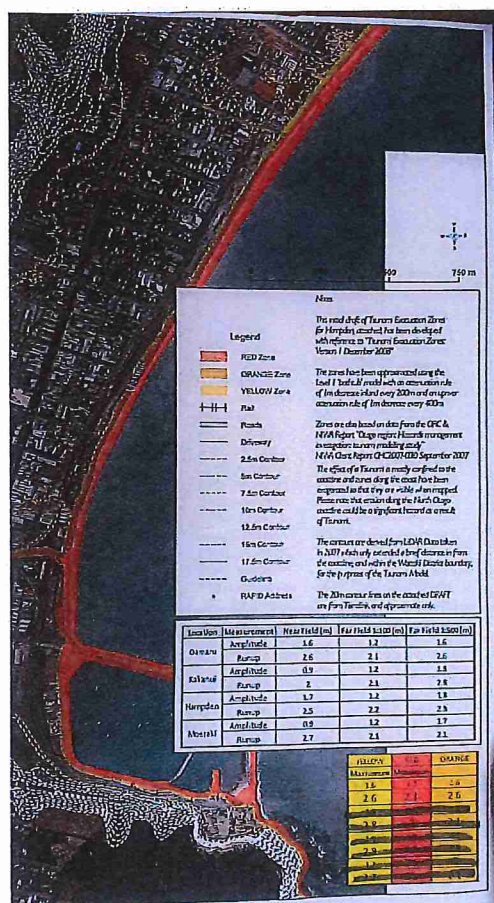
Emergency Management Debrief

The rest of my report is dedicated to the topic of emergency management and in particular, a report into the 14th of November event that caused so much damage around the Kaikoura and Hurunui districts. There has been a considerable amount of concern around coastal Waitaki about the local response to the general tsunami warning, and I gave an undertaking to look into the situation and report back on it. I have talked to a number of people involved in the event, and this information forms the basis of this report. It is not intended to be comprehensive, but it will pinpoint the areas where we did well, and where we need to improve. The following report describes my findings:

It was only a couple of months ago that there was a national exercise based on a scenario very similar to the situation faced on the morning of the 14th. Operation Tangaroa was an exercise that had a tsunami threat working down the South Island, and so that exercise was very fresh in the memories of those taking part. This was of course the point of any training exercise, but little did the participants know just how soon they would be going through the same situation for real!

The main earthquake occurred just after midnight on the 14th of November. It was enough to wake many people in North Otago and a good number didn't go back to sleep, as they sought information on what had happened and where. The subsequent tsunami risk was raised by the national Civil Defence headquarters, and our Emergency Management Officer, Ewen Graham, received the call. Ewen went to the Emergency Management Office and opened the building, where he gathered further information. It was shortly after 1am that he rang the Civil Defence controller and gave him a briefing. The decision was made to call in the Communications personnel, as well as the representatives of the NZ Police, Fire Service, and St John, who duly reported to the EMO.

The situation continued to be monitored, and the EMO was prepared. Maps showing the risks of inundation of various wave sizes were studied, and the latest information compared to them. In this case, the threat was reported to be a potential wave of 1-3 metres in height. The maps showed there were risks in very low-lying areas, but that the majority of areas were safe, including almost all of Oamaru.



The map for Oamaru. I am recommending that this map is updated and fine-tuned with the latest information, along with maps for the rest of coastal Waitaki to then be available online.

The immediate action was to ensure that those people in the most at-risk areas were aware of the threat, and in those cases ask them to evacuate. In this situation, the Police are responsible for directing any evacuations. Accordingly, the following areas were checked and people asked to leave for higher ground:

Waitaki river mouth *(cleared by Civil Defence volunteers)*

Police car sent to:

Oamaru harbour

Kakanui River mouth

All Day Bay cleared

Hampden Motor Camp advised

Moeraki low-lying areas cleared

Kaik 1 cleared

Katiki Straight campers cleared

Shag Point village advised

Kakanui town north of river to bridge *(cleared by Fire Service)*

Shag River whitebaiters moved *(cleared by Civil Defence volunteers)*

Goodwood low-lying area *(cleared by Civil Defence volunteers)*

As Mayor, I was woken with a phone call from the EM officer about 4.15am, and given an update. The Controller had decided he wasn't needed in the office. I ascertained that the risk was low and that the threat was being dealt with appropriately, and so determined that there was no need for me to go to the office at that stage, given our relative responsibilities.

During this time, the Comms personnel completed various tasks, passing on to the public the information they were receiving on the tsunami threat, and posting it on the Council's Facebook page, and the WDC website. General information was available on the national CD website and via the media.

The following message was the first on our Council Facebook page:

Monday 14 November 2.50am: Tsunami warning following earthquake. Please stay off beaches and away from shore areas. More information to follow.

Comms didn't add anything to the post until 4.13am, when a further comment raised a number of concerns and questions from members of the public as follows:

Waitaki District Council 4.13am:

We are contacting people in low-lying areas but are not evacuating anyone at this stage.

Jessica Fogarty

What areas would you class low lying areas? I'm next to the mill is that one?

Like · Reply · 2 · 14 November at 04:20

Ebony Kenneally

Yes can you tell us how close to the sea is WHAT is classed as low lying areas

Like · Reply · 14 November at 04:29

Larina Smith

Please we are close

Like · Reply · 14 November at 04:32

Waitaki District Council

Low lying areas are around Oamaru, adjacent to Oamaru Creek, Oamaru Harbour and up to Smash Palace

Like · Reply · 14 November at 04:38 · Edited

Wendy N Scooter

What about near waitaki river?? Alot if ppl left wondering

Like · Reply · 14 November at 05:52

Waitaki District Council

This isn't considered low-lying but we wouldn't want people going there. For people living in that area, the message remains the same - we're not evacuating anyone but keep monitoring this page for updates.

Like · Reply · 1 · 14 November at 06:00

The only other post on the Council page was at 12.19pm, notifying the public that the alert had been lifted.

The feedback I received from a range of people was critical of the response. Many people were left totally unaware of what was happening and concerned that there were no alarms or sirens sounding in what they had been told was a tsunami alert. This was not helped by the news that Dunedin had officially declared. There was a lack of understanding about what should happen, and the vacuum of information was then filled with concerns, bordering on fear, and a feeling that the authorities were doing nothing, or worse, that they lacked any coordination.

From all of this information, I am suggesting the following recommendations:

1. That a proactive educational program is put together to help the public understand what they should do during a similar threat in the future. This should include information that the police are responsible for any evacuation, and where the threat is assessed as serious, that there will be emergency service vehicles dispatched and if necessary, sirens will be sounded as well as a door-to-door evacuation actioned. A public release of the maps showing tsunami wave risks should be published online and in newspapers as appropriate.
2. That more communications channels are used. We no longer live in a world where people can just turn on their local radio station and find out what is going on in their location. Many people look first to the internet, and particularly social media for their information. This is interactive media, and our Comms personnel should be actively checking local pages and distributing information on as many of the community pages as possible. Radio Waitaki has just relaunched in North Otago, and its owner is happy to be called in to provide immediate assistance on live radio. They broadcast on 104fm.
3. That proactive information is shared with the public. Given the amount of feedback indicating that people were not aware of how they might be evacuated, it is important to proactively let them know that police and/or the fire service will actively evacuate people if a threat is deemed likely. Having said that, if people are in low-lying areas and they think they should leave, then that is what they should do.
4. That the on-duty Controller should report to the office as soon as possible during major events, to ensure all appropriate actions are being taken.

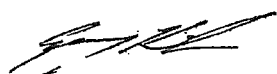
As I indicated earlier, I have not been able to identify and verify all information, but believe this is a reasonable summary of what occurred in this situation. The public is relying on us to act effectively and professionally. It is very important to stress that I am firmly of the belief that people were safe at all times during the event, and that anyone at risk was identified and appropriate actions were taken. However, as an organisation, we can do better with our communication and with ensuring that our people are more prepared and knowledgeable about what to do in an emergency situation.

Thank you.

Meetings Attended:

14 October	Meeting with John Baster, Harbour St
17 October	Meeting with Oamaru Race Course Committee
18 October	Mayor & CEO Catch-up
18 October	Oamaru Whitestone Civic Trust meeting
19 October	Inaugural Council meeting
20 October	Tom Garbutt's 96 th Birthday Celebrations
20 October	Friends of the Oamaru Public Gardens Meeting
21 October	Meeting with Don Patterson, public art
21 October	Observatory Retirement Village Trust Meeting
21 October	Meeting with Colin Jackson re grandstand development
21 October	Oamaru North School Assembly
21 October	Meeting with Mark Smith, OWCT
23 October	Oamaru RSA Welfare Trust Luncheon

25 October	Mayor & CEO Catch-up
25 October	Meeting with Hampden Landowners
25 October	Meeting/presentation with Otago Community Trust
25 October	Meeting with George Kelcher, Road Metals
26 October	Council Meeting
26 October	Councillor Briefing
27 October	Meeting with John Walker, Whitestone Contracting
27 October	A2O Shareholders Meeting, Omarama
27 October	A2O Official Partner's Meeting, Omarama
31 October	Cultural Facilities Fundraising Group Meeting
31 October	Meeting with Recreation Centre Trust
31 October	Waihemo Community Board Inaugural Meeting
1 November	Mayor & CEO Catch-up
1 November	Meeting with Dougal McGowan, Otago Chamber of Commerce CEO
1 November	Meeting with John Brimble, Sport Otago
1 November	Ahuriri Community Board Inaugural Meeting
1 November	Business After 5 event
2 November	Meeting with James Porteous, Queenstown business
2 November	Executive Committee Meeting (Informal)
2 November	Meeting with Tourism Waitaki and OWCT
2 November	St Kevin's College Senior Prizegiving
3 November	Waitaki Boys' High School Senior Prizegiving
4 November	Meeting with Michael Sandri re event potential
4 November	Meeting with Cr Jan Wheeler
4 November	Meeting with Craig Stobo re public art
4 November	Meeting with Heritage NZ and Phoenix Mill Trust and volunteers
4 November	Meeting with Ross Pickworth, WCL
6 November	Zone 5 & 6 Dinner, Dunedin
7 November	Zone 5 & 6 Meeting, Dunedin
7 November	Waitaki Girls' High School Senior Prizegiving
8 November	Mayor & CEO Catch-up
8 November	Meeting with David Harbourne, UK author
8 November	Meeting with Deborah & Peter Duncan, asbestos issue
9 November	Extraordinary Council Meeting
9 November	Councillor Briefing
9 November	Youth Council
9 November	Youth Council Dinner
10 November	CDEM Meeting, Alexandra
10 November	Highlands 101 Official Welcome Function, Cromwell
10 November	Otago Mayoral Forum Dinner, Clyde
11 November	Otago Mayoral Forum, Alexandra
13 November	Victorian Fete Volunteers' Meeting
14-15 November	Ahuriri Ward Bus Tour, Strategic planning sessions
16 November	Council Workshop
16 November	Meeting with Select Contracts re Adventure Park
16 November	Meeting with Michael Sandri and John Crombie re A2O Ultra Run
17-18 November	Rural & Provincial Meeting, Wellington
18 November	Art Competition Judging, Rendell on Reed
18 November	Heritage Celebrations Magic Show, Loan & Merc
19 November	Heritage Celebrations Grand Street Parade
19 November	Rendell on Reed 21 st anniversary celebration
19 November	Heritage Celebrations Hoedown
20 November	Victorian Fete
21 November	Mayor & CEO Catch-up
21 November	Meeting with Rooney Earthmoving
21 November	Waitaki Industry Trained Graduates event



Mayor Gary Kircher

Waitaki District Council

Memorandum

From Chief Executive

Date 30 November 2016

Chief Executive's Report

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 26 October 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. Affordability

Annual Plan

This process is underway for our 2017/18 budget and work has already started with budget holders. There is a report to this meeting on our Annual Plan timeframe and consultation process. A workshop is planned for 14 December 2016 and we expect decisions on the Draft Annual Plan to be made available in mid-February.

Managing our Internal Debt

This is being managed and reported by our Chief Financial Officer at the Finance, Audit and Risk Committee (FAR) meeting. A workshop was held with Councillors earlier this month where a number of options for dealing with the Internal Debt and with Endowment Reserves were discussed. Further options will be developed and brought back to Council for your consideration.

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 have reluctantly farewelled Kevin Piper. Kevin was one of our new recruits who joined us earlier in the year. He was approached by his former employer Auckland Council and has moved back to Auckland. This leaves us short-handed in the Building Team and we have immediately commenced a recruitment process to try and replace him.

Replacement of Building Inspectors is a challenge. South of the Waitaki River there are currently 26 vacancies for building inspectors. At this early stage we have not got a suitable pool of candidates to recruit from so this vacancy will take some time to fill.

Ministry of Business, Innovation and Employment (MBIE) are in the office this week at our invitation, working with the building team to complete an informal audit on our Territorial Authority functions such as building warrant of fitness and notices to fix. They are also supporting our drive to lift performance by reviewing our Building Consent Authority (BCA) functions to identify areas of priority prior to the International Accreditation NZ (IANZ) audit next June. We appreciate MBIE taking this opportunity to assist us and we look forward their feedback.

Property

The property team are continuing to work on the sale of land and property. There have now been seven sections sold in our Omarama Subdivision leaving only four unsold – one with negotiations underway. As you can see, interest in these sections has certainly picked up over the last few weeks and at this rate all of these could well be sold by the end of the summer.

Alps 2 Ocean

I attended a Joint Committee meeting and Shareholder meeting in Omarama on 27 October. At the same time I met with Tourism Waitaki and representatives of the Mackenzie District Council to discuss product development and joint marketing opportunities. Following this we had a meeting with all the operators involved with the trail.

Quality Accommodation

There has been interest in the development of quality accommodation within Oamaru and work is continuing with interested parties on this. We are about to advertise for expressions of interest for the site on the Marine Parade Esplanade adjacent to McKeown & Graham. Two parties have expressed interest in this site.

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. We met with them on 16 November to discuss their draft report and progress to date. We have yet to receive the business case financials.

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

Business Visits

25 October	Laser Plumbing
21 November	Rooney Earthmoving Ltd.

5. Our Distinct Environment is Valued

District Plan Review

Workshops have been held regularly with Council on the review. At our recent strategic planning session the idea of having another round of community workshops was raised. I discussed this with Mike Searle who stated that he had the original records of those meetings which were held in all the major communities in the district. I suggested that these be shared with the Community Board's initially so as they could review the feedback received, as we suspect that many of the ideas and concepts raised at those meetings may well be just as relevant today as they were back then.

Shag Point Reserve

Many thanks to Jane Matchett who has just been given credit for an initiative at Shag Point which I have just heard from a member of the community. An extract from her email is included below:-

"For a year now Jane has been collecting seeds from the surrounding area and growing them on. Yesterday (Sunday) we organised a Reserve working bee to plant these along with several other trays of natives that had been donated. A good group of residents turned up and lead by Jane we had a very successful planting bee and planted more than a hundred plants with shelters to enhance the area which is becoming more and more popular with tourists.

Jane did all the seed collecting and plant growing and the working bee outside of her regular job hours and the public relations for the council/community relations are immeasurable, if you have an award for star of the week then we suggest she definitely deserves it."

6. We Maintain a Safe Community

Health and Safety

The position of Health & Safety Officer has been filled. Colleen Myers joins us on Monday 5 December 2016 and will be working both with both Council and with the Waitaki District Health Services Company on enhancing our Health and Safety practices and procedures.

7. Other

Civil Defence Event – the Kaikoura Quake

Following the 14 November earthquake event I have taken some time to talk to those involved to build a picture of how our Council performed in its operational and community guidance roles under the new Regional Civil Defence Emergency Management (CDEM) structure. This has included conversation with our Group Manager Chris Hawker, Ewen Graham and our local staff involved.

I am confident that operationally the processes undertaken were carried out effectively. Our local Emergency Operations Centre (EOC) was manned with a small number of staff, to meet the level of risk that our community faced at that time. That risk was low given the tsunami warning of 1 to 3 metres. Information was disseminated as it came to hand, through the formal CDEM channels. Local emergency services were mobilised and any members or visitors to our community that were identified in risk areas were evacuated by emergency services.

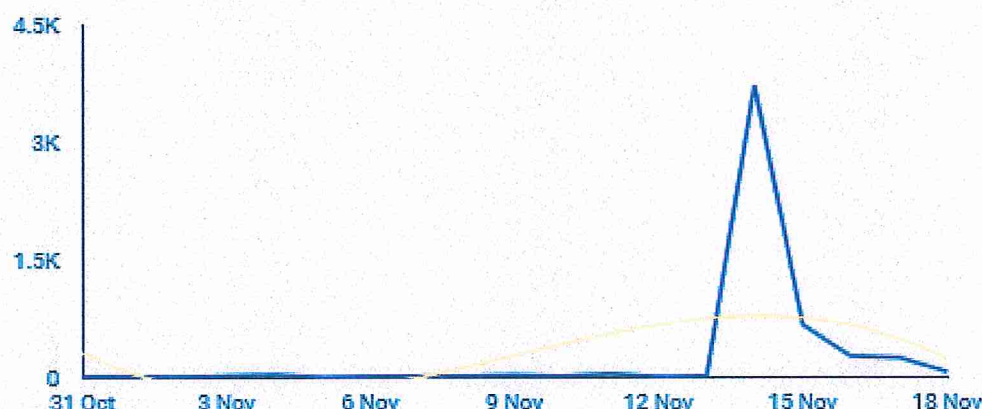
Councillors have given feedback that there were areas where we can improve our performance for our local community, particularly around the availability and timeliness of local information communicated, and the use and range of media available to us to achieve this.

As a result, we have developed a simple communication message (copy attached) to raise community awareness which we will publish this week in our local paper to:-

- provide clarity and direct people to the official information channels (one source of the truth);
- provide insight about the information provided during an event;
- provide some guidance as to how members of our community can take steps to keep themselves safe in such an event.

I have included below for your information a copy of the graph showing the huge increase in hits on our Emergency Management Otago website over the period of this event. It is our intention to ensure that this site is the one which becomes the main link for information in an official sense – and will be linked direct from our Waitaki District Council site.

How are site sessions trending?



Whilst there is a national focus on ensuring better communication processes are carried out in emergency events across the country, I do believe we need to re-engage with our community at a local level now to reassure them of our local preparedness. This activity will be an important part of the preparation of the new Civil Defence Regional Plan which is being updated early in 2017.

Waitaki Provides Support

Two of our local Civil Defence team have been asked to assist support our neighbours in Kaikoura and Hurunui. Elton Crane is currently in Kaikoura working in a Public Information support role. He flew by helicopter into Kaikoura on Wednesday and will be there until Sunday. The Emergency Operations Centre which is located in the new Kaikoura District Council offices operates from 7am to 9pm so they are long days. There are still no showers or flushing toilets working in Kaikoura. Ewen Graham is also working for the Canterbury Support team and is likely to be away until early next week.

Otago Civil Defence Re-Organisation

Our new Otago Civil Defence organisation commenced on 1 November. Along with other Otago councils in a review and restructure process of the provision of Civil Defence and Emergency Management in Otago. As a result of this process, Civil Defence has become a new shared service and will be managed and run from Otago Regional Council HQ under the leadership of Civil Defence Regional Manager Chris Hawker. This has meant that our two

positions (1.5 FTE's) have transitioned to be employed by ORC. Ewen has accepted a role in the new group and is positive about this change. Regrettably however, the position of Manager, Emergency Management was disestablished and replaced with a full time Emergency Management Officer. Jane Lodge decided not to apply for this position in the new organisation so her employment and involvement in Civil Defence has now finished and she is no longer working for us. Her farewell was held last week at the EOC.

Governance Support

The new Council are settling in with induction sessions being held. More recently we have done a Ward tour in the Ahuriri and included in our itinerary a familiarisation tour of the northern part of that ward travelling up the valley to Lake Ohau. On day two, following planning sessions at Lake Ohau Lodge, we visited Falstone Camp to see recent developments there, including the removal of the Kingdom Come film set. On the way back down to Oamaru we followed the Alps2Ocean Trail as much as it was possible in a bus.

Oamaru Library Re-Structure Process Underway

As part of our project to introduce RFID (Radio Frequency Identification) for our book issues and returns at the library we are starting a process which will result in a few changes at the library and will ultimately result in the library layout being altered to better suit the new needs of our community. We expect this process to be complete by the end of the first quarter of next year.



8. Council Controlled Organisations

Omarama Airfield Limited

The airfield company is undertaking a review of its strategic direction and is holding a number of workshops to discuss ideas and opportunities with key stakeholders.

The second of these was held on November 18 and was attended by 27 people being a mixture of Omarama residents and glider pilots competing in the South Island Regional Competition. The feedback was positive with some constructive ideas being offered for the continuing development of the airfield and an agreement from the participants as to the importance of the airfield to the Omarama community.

The Omarama Airfield Limited Board is also progressing the company's health and safety responsibilities and is currently putting in place a work stream to implement its health and safety plan. The most immediate requirements identified in the plan are now in place and the next step is to engage with airfield users to ensure that all parties understand and have provided for their obligations under the act.

Whitestone Contracting Limited

A session with the senior management teams of the two organisations, along with an independent facilitator Dominic Moran, met at the Opera House on Friday 28 October. It was a positive session with a number of suggestions made as to how we could work more closely together in the future. This is likely to result in further such sessions being arranged.

I last met with Whitestone Chief Executive Glenn Campbell to discuss the above meeting and to review company progress year to date on Thursday 24 November. Part of the discussions focussed on Health and Safety (H&S) and the implications and responsibilities that Council has to ensure that the company is meeting its H&S requirements under legislation. Opportunities to standardise a form of reporting to Council will be explored for each of our Council Controlled Trading Organisations.

9. Meetings Attended

25 October	Otago Committee Trust
26 October	Council Meeting
27 October	Alps 2 Ocean – Joint Committee Meeting; Shareholder meeting & Summit, Omarama

28 October	Whitestone Contracting Limited
31 October	Canterbury Chief Executives Forum, Selwyn District Council
31 October	Waihemo Community Board meeting
1 November	Dougal McGowan
1 November	Ahuriri Community Board meeting
2 November	Executive Committee meeting (Informal)
3 November	North Otago Irrigation Company Board Meeting
7 November	Zone 5 & 6 meeting, Dunedin
9 November	Extraordinary Council Meeting
10 November	CDEM meeting, Alexandra
11 November	Otago Mayoral Forum, Alexandra
14 & 15 November	Councillors familiarisation tour, Waitaki Valley & Ohau
17 & 18 November	Rural & Provincial Meeting, Wellington
22 November	Met with Sally Jones – DoC Twizel Office re A2O and roading
22 November	Met with DoC Managers Andy Roberts, Dave Winterbourne and Sally Jones with Mayor Gary re various DoC matters which affect Waitaki.
23 November	Simpson Grierson, Waimate & Mackenzie District Councils, Waimate
24 & 25 November	Canterbury Mayoral Forum – cancelled at late notice – Christchurch.
24 November	Meeting with Glenn Campbell – Whitestone Contracting Ltd.



Michael Ross
Chief Executive

Attachment

Civil Defence Emergency – What you need to Know

Civil Defence Emergency

WHAT YOU NEED TO KNOW

Earthquakes, tsunamis, floods, storms ... being prepared and knowing how a particular emergency is unfolding will help us stay safe.

Following last week's earthquakes and tsunami warning there is still a threat of a tsunami should there be a large after-shock. Perhaps, then, it's a good time to review what happens before, during and after a civil defence emergency.

We endeavour to provide timely information that will keep you and your family safe, however, we ask that you also take your own steps to ensure your safety.

Official Communication Channels



Stay up-to-date with latest news and announcements by tuning into your local radio station, TV, website or social media channel

Official Website and Social Media



www.otagocdem.govt.nz
www.facebook.com/WaitakiDistrictCouncil

Take Action



If you believe your safety could be compromised please take action, eg self-evacuate/drive to higher ground. If possible, stay in touch with official updates (a transistor radio can be useful).

Be Prepared



There are simple steps you can take to be prepared for a civil defence emergency.

Visit www.otagocdem.govt.nz to find out how.

Natural Hazards in Waitaki



Tsunami



Floods



Earthquake



Storm



Landslide

Getting ready for an emergency is as easy as 1,2,3
Go to www.otagocdem.govt.nz to find out how