



# 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 22 May 2017

at

7.00pm

***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 22 May 2017 at 7.00pm

<sup>2</sup>  
**Agenda**

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**Waitaki District Council****Waihemo Community Board****Minutes of the Meeting of the Waihemo Community Board held in the Waihemo Service Centre, Tiverton Street, Palmerston on Monday 10 April 2017 at 7.00pm**

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**Present** Mrs Dennison (Chair), Mrs McGregor, Mrs Watson, Mr Brown, Mr Roy, Cr Wheeler, Mayor Kircher

**Apologies**

**In Attendance** Cr Kingan  
Mr Hope (Chief Financial Officer)  
Mrs Hansen (Committee Secretary)

**Declarations of Interest**

There were no declarations of interest.

**1. Public Forum**

Sharon Bray attended the forum to discuss the contentious bus stop. Ms Bray advised that there was to be a report to the Board on this agenda, but noticed that this was not the case. The bus stop is still a problem as where the bus stop is now, it is cold and dark with no shelter and the problem will worsen with winter coming on. Where the original stop was located, it was lighter, sheltered and nearer to the toilets. People at the moment are waiting in the cold for a bus that never turns up. The bus driver stops and picks up passengers where he previously picked them up. The bus stop needs to be returned to where it was, by the chemist shop, as all other buses stop there. There is a great need for the Board to make this happen very quickly and Ms Bray expects an agenda item in regard to the bus stop at the next Community Board meeting in May.

**2. Confirmation of Meeting Minutes**

RESOLVED  
WCB17/020

Mr Brown/Mrs McGregor  
"The Waihemo Community Board confirms the minutes of Waihemo Community Board meeting dated 6 March 2017."

CARRIED

**3. Building Consents Issued in Waihemo Ward for the Month of February 2017**

To provide the Board members with a list of building consents issued in Waihemo Ward for the month of February 2017.

RESOLVED  
WCB17/021

Mr Roy/Cr Wheeler  
"The Waihemo Community Board receives the information."

CARRIED

**4. 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.

RESOLVED  
WCB17/022

Mr Brown/Mr Roy  
"The Waihemo Community Board receives the information."

CARRIED

## 5. 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 21 February 2017 to 29 March 2017.

RESOLVED  
WCB17/023

Mrs McGregor/Mr Roy  
"The Waihemo Community Board receives the information."

CARRIED

RESOLVED  
WCB17/024

Mrs McGregor/Mr Roy  
"The Waihemo Community Board requests the first priority be:

1. Hampden Beach Project with costings and Community consultation.
2. Moeraki Lookout fencing with one cost for the gate and second cost for gate and fence and bought back to the Board for decision.
3. Moeraki beach stairs cost to be obtained and looked at in the new financial year."

CARRIED

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

Kathy Dennison

- Met with Steve Bennett from Internal Affairs regarding workshops for Community funding opportunities
- Board visits in the Community – Hampden Recycling
- Cultural & Heritage Centre –would like a footpath by the Centre up to the town as there are issues in regard to crossing the road. This information was fed into the Safer Roding Network meeting
- Waihemo Waste Busters – regarding the centre and their funding
- Safer Road Network – looking at roading safety concerns between Palmerston and Oamaru
- Street scape consultation regarding Hampden and Dunback, plans to come back
- Met with Jane Matchett regarding the 3<sup>rd</sup> notice board, clock tower, it would be a good project to tidy the whole area
- Attended a Community Board Chairs training day in Gore and met other community board members with many involved in doing community plans
- Citizens Award nominations open on 26 May and Trustpower Awards are out at the moment

Jan Wheeler

- Council and Committee day
- Met with Millennium Ocean Walkway group regarding a submission to clean up the walking track
- Webinar – Managing Tourism Pressures
- Workshops - District Plan Review, Otago Southland Regional Roding group
- Met with the Hampden Hall committee regarding the footpath, hall surrounds and improvements
- Hampden Hall streetscapes – Hampden Hall committee
- Council meeting
- Attended LGNZ Zone 4 & 5 Mayoral Conference – Local Government issues - Tourism
- Opera House – attended Oamaru submissions to the Annual Plan



- Webinar – Financial management
- Met with NZTA - Safe Roads Business Case, discussions on making Oamaru to Dunedin roads safer to travel
- Moeraki Millennium Walkway Group in regard to their submission for the Moeraki beach steps
- Met with Recreation officers in regard to Community Board project options
- Read a letter received from Rod Phillip in support of moving the bus stop back to the original site, as the new site is not an appropriate site for a bus stop

Heather McGregor

- Meeting with Steve Bennett from Internal Affairs
- Council and Committees meetings in Oamaru
- Community Board Hampden visit to:
  - Resource Recovery Park and Tip Top Shop
  - Presbyterian Church and Cultural Centre
  - Waihemo Waste Busters in Palmerston
- Oamaru to Dunedin Safe Roads detailed business case - first Workshop
- Trust Power Community Awards-nominated seven community groups, entries close 21 April
- A temporary light has been fixed to the Memorial Gates in Palmerston until the permanent light is done
- Three equestrian events have been held at the show grounds in the past six weeks. This is great for the Palmerston and surrounding district to have these events which brings people in from outside the district supporting the events and the businesses
- I have been assisting the Waitaki Welfare Trust with Poppy Day being held on the 21 April
- Palmerston St John's garage sale was very well supported, raising approximately \$1,700.00

Carol Watson

- Community Response group meeting - this was the 2<sup>nd</sup> half of a Civil Defence course
- Met with Jane Matchett
- Tip Top Hampden Recycling visit
- Projects around Palmerston

Ken Brown

- Discussion with a number of ratepayers
- Enjoyed the visit to Tip Top Hampden Recycling shop
- Pushing for planting SH1. This area needs a tidy up

Paul Roy

- Spending time in regard to the consents with the mine
- Roothing workshop

RESOLVED

WCB17/025

Mrs Dennison/Mr Brown

"The Waihemo Community Board receives the information."

CARRIED

Mayor Kircher

- CE recruitment two weeks into advertising with applications closing Tuesday 18 April. The process regarding time lines is in place
- Retirement Village - this project has taken off. The Trust is Community owned with the profits going back to the wider community. The Trust is now operating Rendall on Reed, with residents of Rendall on Reed to be moved to the new complex when it opens. The apartments have all been signed up and 11 contracts for the villas have been signed
- Successful Family Day was held at the Harbour. It was hoped to bus people in from South and North - we will keep working on this
- Will meet with Heather McGregor and work on a movie night for Waihemo
- A Bike Park for Kids project can be considered by Waihemo and Ahuriri boards at a later date

Cr Kingan

- The Bike Park in Oamaru is getting a lot of use and it is great to see kids learning in a safe environment
- Attended the opening of the charging for Electric Cars
- Tender evaluation of the HamNak project is to be held the 1<sup>st</sup> week in May
- Community Group Grants - there were none received from Palmerston. There is money in the grants to be distributed and many clubs would benefit if they applied

## 7. Items for Information

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

- Mayor's and CEO's report to 29 March 2017 Council meeting.
- Health and Safety Update to 15 March 2017 Customer Services Committee Meeting.

RESOLVED  
WCB17/026

Mr Brown/Mrs McGregor  
"The Waihemo Community Board receives the information."

CARRIED

There being no further business the Chairperson declared the meeting closed at 7.50pm.

Confirmed this 22<sup>nd</sup> day of May 2017 at Waihemo Service Centre, Palmerston.

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Chairperson

# Waihemo Community Board Memorandum

**From** Regulatory Services Manager

**Date** 22 May 2017

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## Building Consents Issued in Waihemo Ward for the Month of March 2017

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary and Purpose

To provide Waihemo Community Board members with a list of building consents issued in the Waihemo Ward for the month of March 2017.

4142 Hampden Palmerston Road	Repainting of exterior plaster system	\$4,500
100 Shag Point Road	New attached garage and decking	\$80,000
47 Hyde Street	Alterations to existing kitchen/bathroom/office	\$15,000
46 Burranness Street	Install new free-standing Yunca Hobson woodburner	\$5,000
56 Tiverton Street	Install new free-standing Masport R5000P woodburner	\$3,000
1755 Macraes Road	Install new free-standing Woodsman Tarras MK II woodburner	\$6,000

Lichelle Guyan  
Regulatory Services Manager

  
 Thunes Cloete  
 Community Services Group Manager

# Waihemo Community Board Memorandum

**From** Regulatory Services Manager

**Date** 22 May 2017

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## Building Consents Issued in Waihemo Ward for the Month of April 2017

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary and Purpose

To provide the Board members with a list of building consents issued in Waihemo Ward for the month of April 2017.

112 Ronaldsay Street	Remove and replace existing underground tanks and fuel system	\$224,000
19 Gilligan Street	Installation of pipes and connections to sewer mains	\$5,000
13 Hughes Road	Install Insulmax into existing brick veneer exterior walls	\$4,900
267 Palmerston Dunback Road	Construct new MITEK 1 bay gable pole shed	\$22,550
2966 Macraes Road	Install an in-built Metro LTD Xtreme RAD woodburner with flue system	\$3,500
70 Hay Road	Install an in-built Metro LTD Trend woodburner and ECO flue kit	\$3,500
879 Palmerston Waikouaiti Road	Install Yunca Hobson solid fuel burner	\$5,000
4 Burransess Street	Install a Metro Tiny Ped woodburner and ECO flue kit	\$2,000



Lichelle Guyan  
**Regulatory Services Manager**

Thunes Cloete  
**Community Services Group Manager**

# Waihemo Community Board

## Memorandum

**From** Assets Group Manager

**Date** 22 May 2017

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### Assets Update

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#### 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

With the end of the current financial year approaching and the termination of the current maintenance contract we have spent the majority of the budgets and now focusing on core activities and resilience drainage works.

<b>Customer Requests</b>	<ul style="list-style-type: none"> <li>• 11 requests received</li> <li>• Two regarding drain blockages</li> <li>• One request to consider a new culvert installation</li> <li>• Seven grader requests – two for gravel</li> <li>• One sealed pothole</li> </ul>
<b>Amenity Rate Projects</b>	<ul style="list-style-type: none"> <li>• The list of Hampden Amenity projects have been presented to the Board (concept plan and estimated costs) for consideration. Official reports will be presented to the Board once feedback has been received.</li> <li>• Bus Stop Shelter – a report covering this is included in the agenda.</li> </ul>
<b>Road Maintenance</b>	<ul style="list-style-type: none"> <li>• Install ice detection RPMC (standards) on Macraes Road. Note: Oceana Gold are to pay for the RPMC and Council is to install and supply the signage.</li> <li>• Inspection of roads and erect signs regarding flooding.</li> <li>• Spot metalling has been carried out on Noones Run Road, Site Rail on Newcastle Street, metal has been placed on Haven Street and a sign erected to say the road is one way.</li> <li>• Grading Ainges Road East, Philip, Lighthouse, Te Karita, Duncan, Nicolson, Joyce, Baghdad and McDonald Roads.</li> <li>• Premix reshaping Rundrake Street – 8m<sup>2</sup> and Stour Street 3m<sup>2</sup>.</li> <li>• Pot holes – Copinsha, Barranes, Roseness and Mall Streets.</li> <li>• 13 signs have been replaced in the district.</li> </ul>
<b>Road Maintenance</b>	<ul style="list-style-type: none"> <li>• Received \$9,500 in "Royalties" from rock sales via Port Blakely. This will be used to assist with repairs on Horse Range Road.</li> </ul>
<b>Street Lighting</b>	<ul style="list-style-type: none"> <li>• The townships LED upgrade design has started and the installation will be programmed once this is finalised. This work is likely to be started in the new financial year.</li> </ul>

#### Water

Hampden-Moeraki

The contract to bring water to the Hampden and Moeraki areas from Oamaru is currently in the tendering stage.

**Waste Water**

Moeraki

Good progress has been made with the new disposal consent. The Runanga has come back to officers with some requirements, mainly around monitoring, which will be incorporated into the operation of the new disposal area at Katiki. There are some water supply pipes in the Horse Range Road area that are in poor condition and are limiting supply. These will likely be upgraded when the waste water disposal pipe is installed.



Neil Jorgensen  
**Assets Group Manager**

# Waihemo Community Board Report

**From** Roothing Network Engineer

**Date** 22 May 2017

## Palmerston Bus Stop

### Recommendations

It is recommended that:

1. Council's Roothing Manager be asked to relocate the Palmerston bus stop from Sanday Street back to near its original location in Bond Street along with the associated car parking and line marking changes as soon as possible.

### Objective of the Decision

To provide guidance to the Roothing Manager on what option the Board prefers in regard to the final location of the Palmerston Bus Stop, based on the supplied layout options in the Appendix of this report.

### Summary

It is proposed that the Waihemo Community Board selects a preferred option regarding the location of the Palmerston Bus Stop which best serves the community.

### Summary of Decision Making Criteria

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

### Background

The original bus stop on Bond Street was relocated to Sanday Street in May 2016 after consultation between the Waihemo Community Board and interested parties in the community, (WCB 16/008) and also Council's Roothing team which was part of a road stabilisation project. This was also completed in conjunction with the landscaping development at the Zealandia Monument and subsequently, a request to allow for more car parking in the area by an affected local business. The bus stop was relocated to Sanday Street and in its place, six P60 parking spaces were provided.

Following the relocation, it was decided by the Board to carry out a trial to gauge the community's opinion and the affect the change has on parking in the area. A suitable trail period has now passed and the Board has asked Council staff to bring back a recommendation so that a final decision can be made.

Board Chair, Kathy Denison says "that her overall assessment is that there is strong support to move the bus stop back to near its original location. I have worked with Council staff to bring this recommendation to the Board for discussion and decision".

This area is due to have a final coat of seal applied in the upcoming construction season. As this will require the reinstatement of road markings, it is now an opportune time to decide on the final location of the Palmerston Bus Stop. Changes to the road marking can be completed by the end of May, should the Board agree with the recommendation.

### Summary of Options Considered

**Option 1** – To relocate the Palmerston Bus Stop from Sanday Street (present location) back to near its original position on Bond Street; install no-stopping lines around the corner; install one additional angle car park; shift the mobility parking space closer to the Super Save shop. **(recommended)**



**Option 2** – To keep the Palmerston Bus Stop in its current location on Sanday Street with some minor modifications to assist with bus manoeuvring and to shift the mobility parking space closer to the Super Save shop.

**Option 3** – Additional to Option 2, provide a bus shelter, funded from the Palmerston Amenity Rate.

### **Assessment of Preferred Option**

#### **Option 1 – To relocate the Palmerston Bus Stop to Bond Street.**

The trial appears to have shown community support to relocate the Palmerston Bus Stop back to near its original location on Bond Street.

There will be a loss of parallel parking space, however there will be the addition of one angle parking space. The implementation of P60 parking and the abundance of parking spaces available nearby on Ronaldsay Street (SH1) and Sanday Street should provide adequate car parking for local businesses.

This option can be carried out with or without a bus shelter as the existing bench at Sanday Street can be relocated to Bond Street and placed under an existing shop veranda to provide shelter.

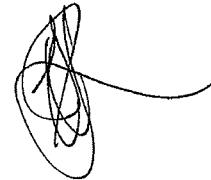
Should the WCB require the relocation of the bus stop to be completed as soon as practicable, the work can be fast tracked for completion by the end of May. However this is dependant on favourable weather conditions and the contractor's availability for road marking at this time of the year.

### **Conclusion**

The Palmerston Bus Stop is an important community facility. We believe that either location for the bus stop is suitable, although there is a preference from the community and passengers to relocate it to the sunnier spot on Bond Street. Its location needs to be in the most convenient spot for passengers and bus companies, without compromising general traffic and pedestrian safety.



Rodger McGaw  
**Roading Network Engineer**



Neil Jorgensen  
**Assets Group Manager**

### **Attachments**

Additional Decision Making Considerations.

Option 1 – Diagram showing relocation of bus stop to Bond Street.

Option 2 – Diagram of status quo with minor modifications to layout.

Option 3 – Information regarding the 'Arts' bus shelter.



**Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

**Outcomes**

This decision contributes to the following community outcome:

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

**Financial Considerations**

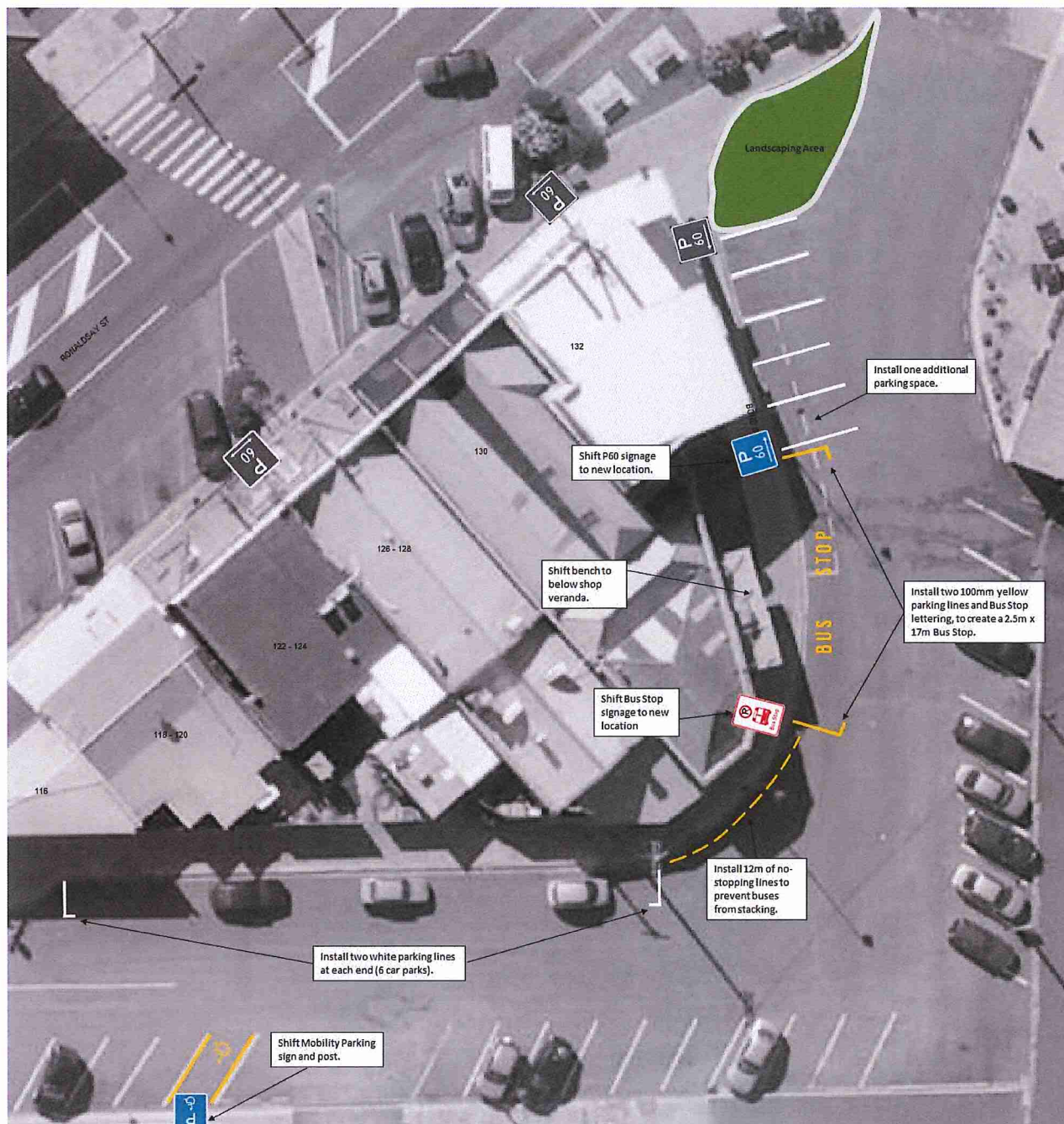
The cost associated with changing the road markings and signage will be absorbed by existing Roading budgets as resurfacing works are planned in this area for the upcoming construction year.

The cost associated with a proposed 'Arts' bus shelter from Urban Effects is between \$9,200 ex GST (two glass panels) to \$11,900 ex GST (three glass panels) for supply only. The price excludes the side panels and seating. The supply and installation would need to be funded by the Palmerston Amenity Rate. A separate report would need to be prepared if the Community Board wishes to consider this proposal further.

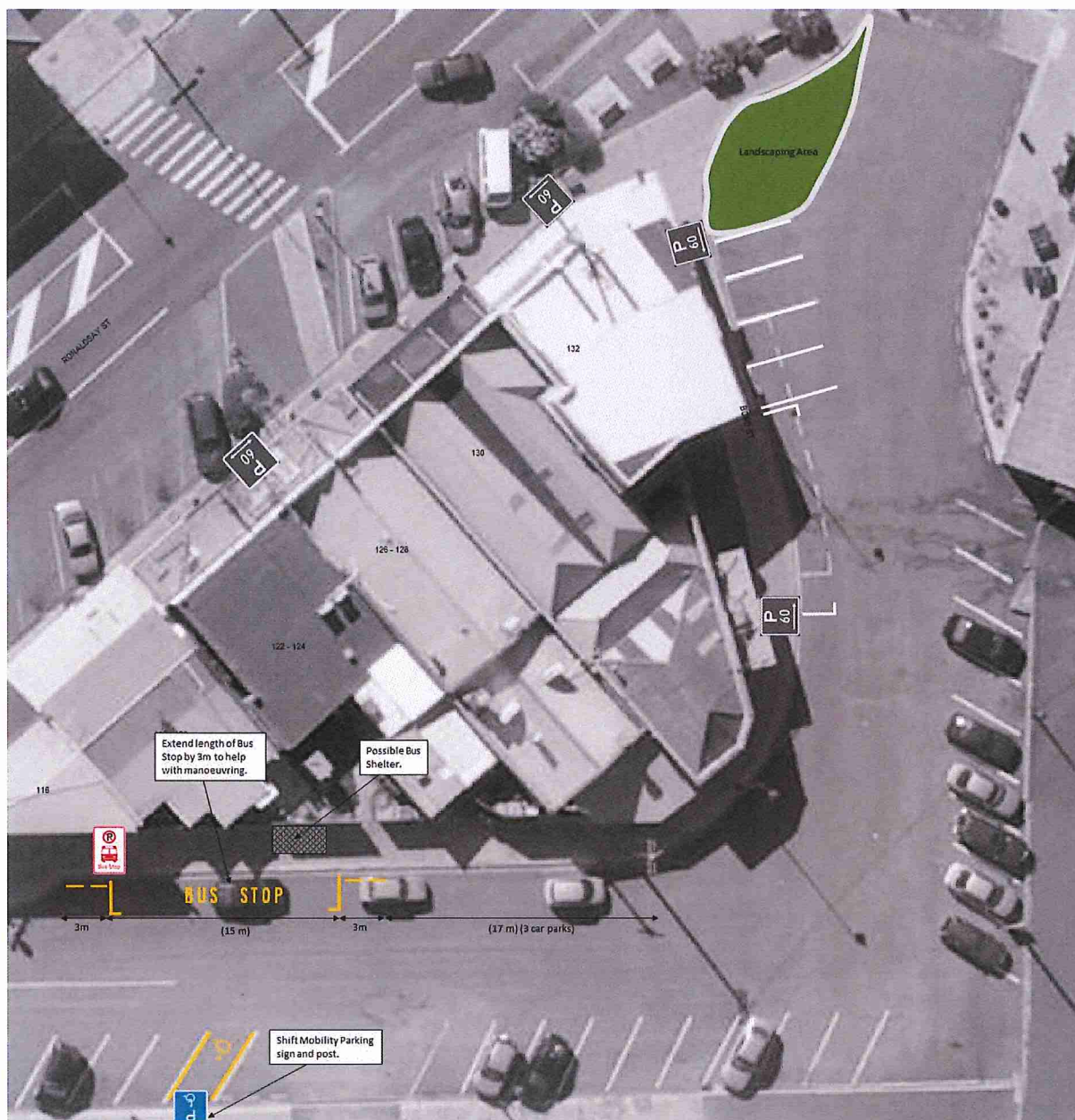
**Publicity & Communication Considerations**

It is recommended that the Board's preferred option is publicised to the community and to bus operators.

### Option 1 – Diagram Showing Relocation of Bus Stop to Bond Street



## Option 2 – Diagram of Status Quo with Minor Modifications to Layout





### Option 3 – Information Regarding the ‘Arts’ Bus Shelter from Urban Effects



1. The side panel and the bench shown in the above photo are optional extras.
2. The above photo shows the three glass panel option.

#### Quality & durability

- Extruded aluminium profile/gutter
- Extruded aluminium bearing columns
- Heavy duty transparent or smoked Methacrylate sheets on cantilevered cover
- Tubular stainless steel handrail
- Stainless Steel fixings
- 1600 x 3381mm, 3144mm high

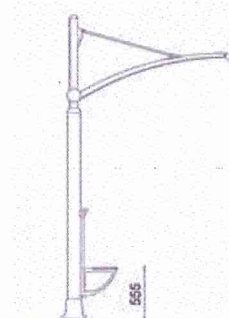
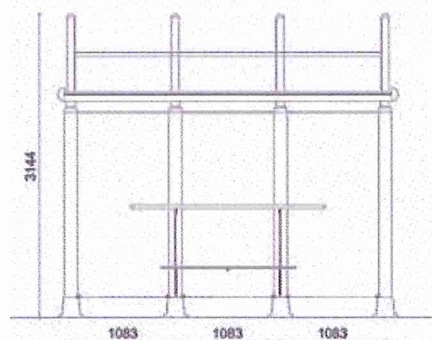
#### Ideal for

- Streetscape
- Urban Settings

#### Finishes available

- Optional extra rear and side walls available in reinforced safety glass or perforated steel sheet
- Galvanised and powder coated or stainless steel bench optional extra
- Rear notice board option
- Advertisement side wall (pictured) optional extra
- Lighting unit available (optional extra)

#### Specifications



#### Contact us today

Freephone 0508 4 URBAN or visit [urbaneffects.co.nz](http://urbaneffects.co.nz)



3. The above diagram showing specifications.

# Waihemo Community Board

## Memorandum

**From** Recreation Manager

**Date** 22 May 2017

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### Recreation Update

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#### 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 30 March 2017 to 8 May 2017.

#### Comment

- *Macraes Domain Drainage* – Officers are waiting to hear back from the Macraes Community Incorporated to engage a joint contractor to carry out this work.
- *Palmerston Cemetery Sign* – Maurice Ireland has one sign ready to be installed.
- *Palmerston Walking Improvements* – Officers will investigate options and bring these to the Community Board. We hope to do this for the meeting on 3 July 2017.
- *Palmerston Streetscape* – The third sign has been installed in the town centre as originally proposed. This will require the perspex to be replaced with a waterproof seal and a new lock installation. It has been requested that all three information cabinets receive another coat of paint at the same time and some plantings be intensified, including those surrounding the toilets (yet to be completed).
- *Palmerston Clock Tower* – Officers understand the Community Board wishes to reinstate the town clock. We are unsure which Council department should undertake this project but recommend that the Community Board allocate funds to investigate what is required.
- *Mill Domain* – The majority of the work on Mill Domain has been completed. Officers are reviewing the effectiveness of the system and will discuss this with the designer and contractor.
- *Moeraki Lookout Memorial Rock* – Officers have not received an update from the community on this.
- *Moeraki Millenium Track* – The track remains closed. We will re-open access through Millers Bay to the Hall once the surface has been reformed and the trees leaning over the track are taken down.
- *Moeraki Beach Reserve* - Bill Pile's work is not yet completed. We are unsure what this work entails.
- *Moeraki Lookout Kiosk Replacement* – Dugal Armour has been asked to complete this work.
- *Moeraki Fencing Renewals* – The plan in Appendix 1 is recommended to manage stock issues at Moeraki lookout. This can be considered for funding from the Community Board's minor improvements fund.
- *Moeraki Rabbits* – There is a high rabbit population around Moeraki. ORC understand the problems with pest control in residential areas and have tested the population and advise

resistance to RHD is very low. A release of a new strain of the virus is anticipated in March of 2018.

- *Dunback, Hampden Streetscapes* – Submissions on streetscape design for Hampden and Dunback have closed. Officers are integrating feedback into designs for approval by the Community Board. In the meantime NZTA have agreed to install vehicle monitoring systems in these areas to verify driver behaviour.
- *Dunback Domain Toilets* – Council has included new toilet facilities, a shower block, and a new discharge system into an application for funding from Government's mid-sized facilities fund. We expect to know the result of this application in June.
- *Hampden Hall New Toilets* – The grass has been sprayed off and planting will be completed in May. The Hampden community have proposed a map board be placed on the toilet wall (refer Appendix 2) at a cost of up to \$5,000.
- *Hampden Beach Project* – Following the Community Board's request to seek community input into Hampden Beach, we have advertised in the local papers. A few comments have already been received. Once submissions close we will discuss next steps with the Community Board.
- *Little Kuri Creek, Hampden* – Contractors are expected to return to tidy up debris in this creek during May.
- *Forestry* – Sailors Cutting forest block at Macraes is currently being harvested. Once this has been completed we will be harvesting some small forestry blocks around Shrewsbury Street.
- *Reserve Improvement Fund* - \$12,000 is available for Improvements. \$3,000 has been committed to the A&P Association work on the Palmerston showgrounds. Officers request the Community Board identify two 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:
 

○ Moeraki beach stairs/board walk onto beach	Subject to requirements
○ Additional picnic tables at Hampden Beach	\$3,000 each installed with pad
○ Bollards and carpark area at Hampden Beach	\$5,000
○ Moeraki Lookout fencing	\$4,000
○ Map boards for Hampden toilet	\$5,000



Erik van der Spek  
**Recreation Manager**

Thunes Cloete  
**Community Services Group Manager**

**Attachments:**

- Appendix 1: Moeraki Fencing  
Appendix 2: Hampden Community Request for Maps on Toilet



## Appendix One:

## Moeraki Fencing



## **Appendix Two: Hampden Community Request for Maps on Toilet**

Tania Cassidy

3 Easons Road

tani.cassidy@orcon.net.nz

027 954 7247

### **Artwork for Hampden Community Toilets**

I'd like to apply to paint the artwork for the local area maps for the new Hampden Toilets.

I am a full time artist, illustrator and & web site designer. I started working in hand painted signage as a shop window display artist, before completing computer sciences and fine art university degrees.

I have worked in the past for Destination Queenstown, The Arrowtown Promotion Association and the Haast Promotion Association, Lakes District Museum in Arrowtown, the producing printed maps, brochures, booklets, and websites.

### **Artwork as described in the funding application brief as I understand it:**

3 signs / boards

one no larger than 1.25 m x 2.5m

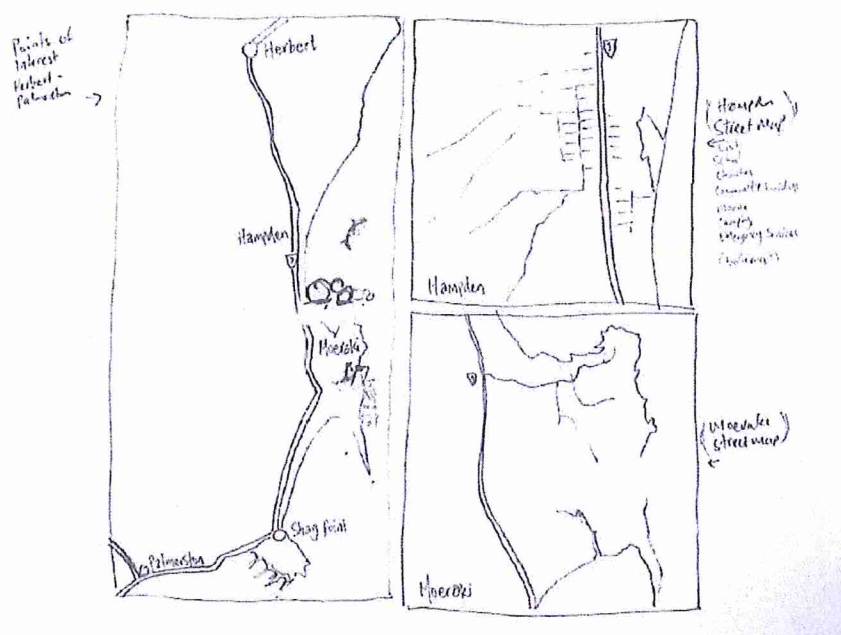
Palmerston to Herbert points of interest & road map

Two 1.25m x 1.25m

Individual Hampden & Moeraki street maps, showing street names, cultural & community facilities and amenities.

painted sketches of local attractions are to be painted on the maps making them visually attractive as well as functional.





These could be produced either as hand painted artwork on well primed marine ply, and finished with several coats of clear polyurethane protective sealer.

Or:

Computer drawn and printed on outdoor durable vinyl by a signwriter, and finished with a clear anti graffiti layer on top.

Optionally, the original artworks could be retained, and high quality photographs of the artwork could be produced in Signwriter's vinyl on zinc sign board as described for the computer drawn version.

Whichever way the art is produced (hand painted or computer drawn) I envisage there to be up to a month's work in painting or drawing.

The materials likely cost up to \$500. or more depending on the materials if hand painted ( Marine ply, or zinc metal sign board, primer & base coat, colours and several coats of clear sealer)

Estimated cost for time and materials \$4500.00

**Optional extra**, if the artwork was reproduced by a signwriter (keeping a safe digital copy in case of vandalism) on ACM printed with a 7 year Cast vinyl and laminated with a cast vinyl \$1045+gst This would be a system that would be easy to have replaced in case of damage.

# *Waihemo Community Board*

## Verbal Updates:

- Chairperson
- Area Representatives
- Mayor
- Councillor

# Waihemo Community Board Memorandum

**From** Policy & Communications Manager

**Date** 22 May 2017

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## Items for Information

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### Recommendation

That the information be received.

### Summary

The following reports present information prepared by the Mayor, Chief Executive and Human Resources Manager.

- Mayor's and Chief Executive's report to 10 May 2017 Council meeting.
- Customer Services Group Manager – Health and Safety Update to Customer Services Committee 15 March 2017 and 26 April 2017

### Purpose

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

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



Mike Roesler  
Policy & Communications Manager

Lisa Baillie  
Customer Services Group Manager

# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 10 May 2017

## 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?

Once again, a lot has been happening, both in the public arena and behind the scenes. The Annual Plan has been progressing, the landfill has closed and the new transfer station has opened, we continue to have issues with our rural roads exacerbated by the amount of rain we continue to receive, we are progressing the Harbour Strategy update, and we are about to go out for expressions of interest for our land around the harbour. We can add to that the recruitment process of the CE, reviews of the General Bylaw and District Plan, the initial discussions around the Long Term Plan, and the many other matters we are working on. It is an exciting time!

### Chief Executive Recruitment

With the applications for the CE role now closed, we were very pleased to get a total of 72 applications in from around New Zealand, Australia, and further afield. Our recruitment consultant reports that this is an unusually high number, perhaps a sign that Waitaki is truly an attractive place to come to. The proof is in the quality of the pudding though, and after going through CVs, I'm confident that we have attracted some truly quality candidates.

The Councillors and I went through all applications and agreed on the top ten or so candidates. The people in this longlist will be interviewed and refined to give us a shortlist of around five candidates, which are being presented to us on the 8th of May. It is an opportunity for all Councillors to challenge any recommendations and question the inclusion or exclusion of any candidates.

The Executive Committee will then interview those who make our shortlist, cutting it down to the two who best fit the description of our ideal candidate. A comprehensive interview of each of these two 'finalists' conducted by the full Council will allow us to decide on our preferred candidate. We expect to be able to make a public announcement on an appointment in the latter part of June.

It's quite a long process, but one which we expect will give us a great CEO to lead the operational part of the organisation into the future. This is probably the single most important decision this Council will make in the whole term.



The Councillors working to whittle the 72 applicants down to those who will receive an initial interview.



### Annual Plan Progress

This year, the introduction of round-table public meetings has been trialled with some pretty positive results. The most common response from members of the public who participated has been that these sessions have been really good. Instead of turning up for five minute to ten slots to put their case and answer any questions, people have been able to spend up to 90 minutes, talking about what they want to see in their communities - what Council is doing well, should be doing, or what it needs to do better!

Along with written submissions, I'm sure this year's Annual Plan will benefit from this greater quality engagement with our community. It gives us food for thought as we head towards a new Long Term Plan in 2018, and we will discuss whether we want to include a variation on this theme for the consultation on that plan.

As for this year's AP, we have the major decision-making to go. The Councillors and I have to weigh up the draft budgets, and the items included in submissions and make some tough decisions. There's the matter of approximately half a percent of rates increase that stems from the increased costs of maintaining our roads. Do we add that to the existing 1% increase, or does something else get removed to make way for it? There are a number of wish list items that have come through in the submissions - do we add any of those, or not? All the best to staff and Councillors as we go through this process!



One of the submissions to come through from the community was from NOSLAM (North Otago Sustainable Land Management Trust). Due to the work they are doing which parallels our own aims, we asked them to give a presentation to help spread the information.

### Civil Defence and Emergency Management

Change is in the wind with CDEM activities. We have been changing our model across Otago as we move to a regional model which provides greater consistency and support for each district. But central government is also looking at what it might do at a national level, and that is a concern. So much of Civil Defence is about locals looking after locals during emergencies. It is only when local resources are overwhelmed that resources from outside the district are brought in.

The concern with moving to a more nationally-led approach, is that we lose the local knowledge that is so important in Emergency Management situations. It is not decided yet exactly what is proposed, and what will eventually happen, but it is important that we keep any civil defence emergencies locally managed, with outside expertise and resources brought in as required.

Whilst on the matter of Civil Defence and Emergency Management, we are currently reviewing the activity, and expectations, from a regional perspective to ensure all of the districts are on the same page. The regional approach is that the districts are distinct, and operate in that way, but the overall management is a way of coordinating the activity and local resources to suit the situation. This should mean a higher level of training, and shared resources which can be 'borrowed' from other districts to help out where needed. It is an approach which is looking promising so far, and one we can support.

### Farmers' Market

I attended the AGM for the Oamaru Farmers' Market a couple of weeks ago. The market has really been a success story, as part of the rejuvenation of the harbour area. Every Sunday morning, rain or shine, the market sets up to provide locals and visitors a place to buy fresh produce, local food and enjoy the atmosphere of the marketplace.

I was given the opportunity to talk about the area, in particular the proposed 'urban park' that we have included in the draft Annual Plan this year. One of the numerous reasons for having the park is to provide a location that is home to the farmers market, where they don't have to battle with cars and it is more purpose-built for their needs. If we get that right, we will also have a space which is set up for many other activities and events, as well as for casual use by people. If the proposal gets approved, the Farmers' Market are very keen to work with us, and explore the possibility of looking for external funding for the development of the space. We shall continue discussions with them on this possibility.

As with AGMs, there was an election of officers, and I congratulate Richard Vinbrux on his re-election as President. There is a lot of positivity about the market these days, and it is our hope that it will continue to grow. I'm sure Richard will do his bit to make that happen.

### Anzac Day

Once again Anzac Day services have been held throughout the district. This year I had decided to go to the Hakataramea Dawn Service to support our people to make the annual pilgrimage there, and it was a moving ceremony. It was the first time that a Waitaki Mayor had attended the service, and a number of people were kind with their appreciation of that. It was the first time that Waimate District's Mayor Craig Rowley attended as well, making it even more special. We both got to speak, and I noted that it was a place where the people of two districts crossed the ditch to join together, and talked about the symbolism of New Zealand and Australia joined together 102 years prior to that to form the ANZAC corps that fought at Gallipoli.

Across Waitaki, as it was throughout the country, Kiwis turned out to remember those who had served our country. Services everywhere appeared to be as big as ever, and the Council present at almost all of them was appreciated. Thank you to all Councillors and Community Board members for your attendances, and for representing us so well.

Going forward, it appears that we have some enthusiasm in the community to take back some of the organisation for the services in Oamaru and support for the surrounding areas. This workload has been largely carried by Mandy McIntosh and a small group of helpers for the past few years, and she has done a magnificent job. But that was only ever intended to be temporary, and the time has come to hand some of the heavy lifting back to the community. The Council remains committed to help and support wherever necessary, but the services should be driven by the community and that will happen. We will always be there in the background, ready to help though.



Mayor Craig Rowley pays his respects



Some of the crowd at Hakataramea's Dawn Service





The laying of poppies at the Kurow Memorial Gates



The service at the Otekaieke's Memorial Gates



Laying poppies at the Duntroon War Memorial

### **Craig's Poultry**

Councillor Percival arranged for Acting CE, Paul Hope and me to go to Craig's Poultry farm in Herbert to discuss a number of issues. We got to see one of those almost-secret success stories that happen in Waitaki. Their regular egg farm is going well, and they are part of a wider cooperative group for marketing and other parts of their operation.

But it was their newer, free-range farm that was the subject of our visit. There's been a few complications which we went along to check out and see how we could help. We gave a few suggestions, and went away with several things on our list to do. However, it was the chance to see what they were doing, and why, that was most interesting. Public sentiment against caged-egg production is growing, and supermarkets and major egg users are reacting to that by going totally free-range. Some are already there, whilst others have set dates to become free-range only. So the industry is flat out planning for this change. We will likely end up with eggs that cost twice as much as they currently do, and I don't know if everyone will be so enthusiastic about that, but it is the direction that we are heading in.

Craig's utilise mobile sheds on their free-range farm which are moved along a series of piles to allow the ground to rest, and to allow any diseases to dissipate. At the moment they have two of these sheds, which take 15,000 hens each. They are in the process of adding another four sheds to the site, with plenty of potential to add more in the future.

This type of farming is interesting for a number of reasons - it helps diversify our economy, it provides more jobs, and the environmental impact is less than a number of other types of farming. We watch the farm's progress with interest.

### **Grey Power Meeting**

In response to comments I had made, Grey Power invited me along to their recent meeting to address them on the issue of the funding we had given the Observatory Retirement Village Trust, in the form of a grant and an interest-free loan. They wanted to hear from me why we had made the decision and what that meant for community housing generally. There was about 40 to 50 people attending the



meeting and I had been given a total of 15 minutes to talk and to answer any questions. It was 45 minutes later that I finished, after receiving a lot of questions on the funding, and other related issues. I was able to clarify that the funds had not come directly from rates, and that the recipient was in fact a community trust, set up to return profits back to Waitaki people in the form of improved health services. I was pleased to inform the meeting that many of the care beds were available to any member of the public, free of any charge to them if they had been assessed as needing that level of care.

I've long been of the opinion that we should always be prepared to own our decisions, and be able to stand up and explain them to the public. And the Grey Power members appeared to appreciate the opportunity to discuss the topic in an open manner. I look forward to my next invitation to meet with them.

### **The Last Of The Landfill - Users save \$80,000!**

The Oamaru landfill is now closed and the new transfer station operation is underway at Industrial Lane in Oamaru's north end. Councillors were wanting the landfill to go out with a bang, and we certainly achieved that.

We had an incredible 2500 customer visits through the landfill over 5 days of cheap or free rubbish disposal. They took advantage of the opportunity and had a good cleanout. It was an end of an era with the closure, and it was pleasing for us to be able to offer this last opportunity to the public to have a major clean up. Thanks once again go to Council and Whitestone staff for making our request a reality!

A quick summary:

- We saved the community over \$80k in landfill fees
- Nearly 400 tonnes of domestic rubbish was cleared out of properties and 100 tonnes of green waste, plus commercial waste.
- Just over 600 tonnes of rubbish in total
- Commercial users were able to offset \$26k of cost.

We continue to work with the Resource Recovery Trust and Waste Management to find solutions for parts of the waste stream such as recyclables and greenwaste.



One of the 1,018 loads to be taken to the landfill on the free day





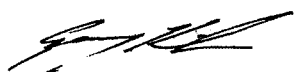
The official opening of Waste Management's new Oamaru Transfer Station. The Hon Jacqui Dean MP is about to give her speech to the excited crowd.

Thank you.

### Meetings Attended:

22 March	Council Workshops
22 March	Executive Committee Meeting
22 March	Youth Council Meeting
23 March	Observatory Hill Retirement Village Meeting
23 March	Meeting with Jason Gaskill, Tourism Waitaki
24-26 March	TrustPower National Awards, Rotorua
29 March	Council Meeting
29 March	Councillor Briefing
30 March	Steampunk Planning Meeting
30 March	Zone 5 & 6 Dinner, Christchurch
31 March	Zone 5 & 6 Meeting, Christchurch
1 April	Long Lunch Fundraiser
3 April	Mayor & CEO Catch up
3 April	Campbell Park Business Visit
3 April	Meeting with Chorus
3 April	Meeting with Dougal McGowan, Chamber of Commerce
4 April	Annual Plan Community Forum's
4 April	Meeting with Alan McLay
5 April	Council Workshops
5 April	LGNZ Webinar
5 April	Otago Regional Council Dinner
6 April	Meeting with Lucianne White, Tourism Waitaki
6 April	Meeting with MTO
6 April	Meeting with Di Talanoa, Waitaki Recreation Centre
6 April	Meeting with Mowing Business operators
6 April	Meeting with Don Patterson
6 April	Meeting with George Kelcher, Road Metals
7 April	Meeting with North Otago Sustainable Land Management
7 April	Meeting with Charles Haakart, Otago CDEM
7 April	Meeting with Mark Smith, OWCT
7 April	Meeting with Colin Jackson
7 April	Meeting with Peter Rodwell
7 April	Fundraiser for Tower Stairwell Challenge
8 April	Annual Plan Community Forum, Otematata
9 April	Eden St Carpark Electric Charger Opening
10 April	Mayor & CEO Catch up
10 April	Senior Catholic School's Sports Tournament, St Kevin's College
10 April	Waihemo Community Board Meeting
11 April	Meeting with Ralph Davies
11 April	Meeting with Helen Webster
11 April	St Kevin's school visit
11 April	Meeting with Paul McGahon, Heritage consultant re Clark's Mill
12 April	PortFM Mayoral Musings
12 April	Finance, Audit and Risk Committee Meeting

12 April	Councillor Briefing
12 April	Youth Council
12 April	Annual Plan Community Forum, Palmerston
18 April	Mayor and CEO Catch up
18 April	Heritage NZ Presentation
18 April	OWCT Meeting
19 April	Council Workshops
19 April	Meeting with Michael de Buyzer
20 April	Craig's Poultry Farm Business Visit
20 April	Meeting with Mark Smith, OWCT
20 April	Grey Power Meeting address
21 April	Meeting with Jacqui Dean
21 April	Electric Car Tour visit
21 April	Transfer Station Opening
21 April	Councillor Workshop
21 April	Multicultural Society Variety Concert
23 April	Farmers Market AGM
24 April	Meet with Corriedale Water group
24 April	Posy Laying, Oamaru Services Cemetary
25 April	Anzac Day Services – Hakataramea, Kurow, Otekaieke, Duntroon, Oamaru Main Service
26 April	Mayor and CEO Catch up
26 April	Council Meetings
26 April	Councillor Briefing
26 April	Christchurch City Council Antarctic Team Visit
27 April	Meeting with Lucianne White, Tourism Waitaki
28 April	Phoenix Mill Water Wheel Trust Meeting
28 April	Waitaki District Health Services Consultation
28 April	Meeting with Amy Zhang, Campbell Park
1 May	Otago CDEM Group Planning Workshop
1 May	Ahuriri Community Board Meeting, Kurow
2 May	Mayor and CEO Catch up
2 May	Meeting with Michael de Buyzer
2 May	Waitaki Boys' High School Anzac Day Service
2 May	Committee for Canterbury Function, Christchurch
3 May	Meeting with KiwiCamps
3 May	Council Workshops



**Mayor Gary Kircher**

# Waitaki District Council

## Memorandum

**From** Chief Executive

**Date** 10 May 2017

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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 29 March 2017. The layout of this report is designed to mirror in part the KPI's set by Council for the CEO. These reflect our key community outcomes. There are also number of the comments are simply reporting back to Council on matters which have arisen over the last few weeks.

#### 1. Leadership

Our regular staff meeting following the Committee Meetings on 26 April was well attended. Along with other Managers we summarised the key matters which had been discussed by Councillors the previous day. We also gave an update on the status of the new Transfer Station.

I have recently been in discussion with Jonathon Salter, Simpson Grierson and have to be able to confirm that we will host a forum here in Oamaru on 29 May for elected members on "Conflicts of Interest". In discussions with my South Canterbury colleagues we thought that this topic would be a good opportunity for Waitaki to initiate and Councillors from Mackenzie, Timaru, Waimate and Waitaki have all been invited to attend.

#### 2. Organisation Efficiency

The planning for our next In-House Staff Survey is underway and we hope to be commencing this later in May. This will be an opportunity for staff to comment on their work environment and management in general, and put forward any suggestions for change. The survey is confidential and participants are not identifiable.

We have received the report from Price Waterhouse Cooper (PwC) on the results of the Australasian Local Government Performance Excellence Programme FY16. The results show how we track against other similar size councils. This is the second year we have participated in the survey. The information collected is focussed on improving organisational efficiency and understanding our key trends. It is used as a management aid for effective decision making. We have yet to discuss the report in detail at the Executive Team.

#### 3. Affordability

##### *Annual Plan*

The process is well underway for our 2017/18 Annual Plan. Approximately 80 submissions have been received. A workshop to consider these is being held on 10 May following the Council meeting. Council will consider adopting the Annual Plan at its meeting on 21 June. At this stage the draft plan is indicating a rates increase in the area of approximately 1% subject to how Council decide to fund the requirement for an additional \$170k of rates funding as discussed at the Assets Committee meeting on 26 April.

##### *Managing our Internal Debt*

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

##### *S17a Reviews*

The Otago Chief Executive's Forum considered our progress to date on these reviews at its most recent meeting held in Dunedin on Friday 21 April. An update report will be taken to the next Mayoral Forum which is being held in Dunedin at the offices of the Otago Regional Council on Thursday 11 May.

The three projects which are planned to be worked on first are Solid Waste, Regulatory Services and Harbours and Waterways.

#### *Manage Investments*

Monitoring and reporting on the external loans and investments is reported via the Finance, Audit and Risk Committee.

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

##### *Building Control and Regulatory Services*

Current information shows that 87.9% of consents have been processed within 20 working days with an average processing time of 12 days. Consent volumes are up and as we are carrying vacancies and also have the distraction of having to prepare for our International Accreditation NZ (IANZ) audit more work has had to be contracted out.

LIMS and Code of Compliances (CCCs) are also considerably up on previous years reflecting a more active real estate market and our focus on completing CCCs as part of the catch-up project.

##### *Property Unit*

Property has been very busy with three key projects.

The RSA which has now turned into a legislative change process. We have already met with our local Minister Jacqui Dean on this matter and will be issuing instructions to our legal team to prepare the legal steps to uplift the Oamaru Town Hall and Gasworks Sites and Recreation Reserves Act 1875. We can then effectively deal with this property and a number of others as they arise.

Oamaru Courthouse - see separate report.

Harbour Area - Harbour Area Committee has had its first formal meeting and recommended that Council release an Expressions of Interest (EOI). The recommendation is included for discussion and a decision later in the agenda. The Harbour Strategy update was also discussed and a review is underway.

##### *Alps 2 Ocean*

The project team met recently. Good progress has been made on the Duntroon to Oamaru section of the trail. We are about to embark on a consenting process to apply for consent to enable our Joint Venture to construct the trail between Sailors Cutting and the Benmore Dam.

Tourism Waitaki advise that:

1. Indications from local towns, accommodation providers and tour groups are that this was a busier year than previous years. Trail counters record higher numbers. Inquiries are also higher.
2. The number of total partners remains consistent, though we have signed a number of new Guardian partners, and have developed commercial partnerships that have helped to provide more secure income for maintenance work.
3. The number of bookings through the booking engine are up 140%; the value of the bookings through the engine is up 364%; and the number of multi night bookings is up 19% and now accounts for 85% of all bookings.

##### *Economic Development - Visitor Accommodation*

The process to enable Council to sell land in and around the Harbour is underway. Council has instructed the Property Team to proceed with all possible speed on this project so as to enable the development of accommodation in this area to be expedited.

##### *Business Visits*

3 April	Visit to Campbell Park to discuss development processes.
5 May	Firman Joinery
5 May	Numat Industries
5 May	Scotts Brewery – discussion re lease.



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

### *Cultural Facility Development Project*

In March funding applications for Otago Community Trust, NZ Lotteries (Environment & Heritage), NZ Lotteries (Significant Projects) and the Ministry of Culture and Heritage Regional Culture and Heritage Fund (RCHF) were submitted. The RCHF was sent in hard copy and consisted of two very full lever arch files containing the application, supporting documents and 76 appendices including letters of support, experts reports, detailed collection significance statements – all prepared by or under the supervision of Gallery and Museum staff.

### *Landfill Closure/Transfer Station*

Our Tamar Street landfill has now been closed. The half price days and the final Free Day were well received and favourably reported on by both staff and Councillors at our Assets Committee meeting. A highlight of the free day was that one “recently sunk” yacht from the harbour was duly deposited at the landfill for no cost!

Meanwhile our bright new Transfer Station at the North End Industrial area opened on Friday 21 May and appears to be operating well.

### *Information Management*

While the Information Management Strategy is a priority for the Chief Information Officer and leadership group, the focus over the last three months has been addressing immediate requirements and developing the best team structure to meet current and future business needs. This has been complicated by the current vacancies that exist in this area. In spite of these challenges, there is good progress in terms of business as usual, improvements, projects and strategy development. A workshop has been conducted with Council and a more comprehensive presentation will be made in the near future.

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

### *Communications with our Community are Enhanced*

Facebook followers continue to increase showing total page likes at 1 May 2016 as 719 and the total page likes on 1 May 2017 as 1,209.

The website usage is continuing to track well with the number of users up 12.20% and page views up 40.75% over the last twelve months.

Council received positive feedback from attendees of the Annual Plan Forums. While numbers attending the forums were modest a positive message will go back into the broader community.

### *Community initiatives are progressed*

The four Standing Committees continue to receive Group Manager updates on implementation of the Annual Plan. There is a no surprises approach reporting progress of project and service delivery.

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

### *District Plan Review*

Workshops are held regularly with the District Plan Review Subcommittee working through topics before releasing initial discussion documents for the public and key stakeholders. The next workshop is proposed for late May 2017.

Notification of the Proposed District Plan is likely to be in 2018 with the latest changes to the Resource Management Act set to influence timeframes.

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

### *Health and Safety*

Health and Safety is fully reported to the Finance, Audit and Risk Committee and is included in the Customer Services Group Activity Report to the Committee.

### *Civil Defence*

Emergency Management Otago is embarking on the review and redevelopment of the Otago Civil Defence and Emergency Management (CDEM) Group Plan. The plan is a strategic document which sets the foundation for CDEM activity in the region and is a legislative requirement under the Civil Defence & Emergency Management (CDEM) Act (2002). All CDEM Groups must have an operative plan in place and must review the plan if it has been in place for five years. The current Otago Plan was put in place in 2012.

We are now looking to a future under a new collaborative and coordinated structure, with a new sense of purpose and with the desire to ensure that our new plan addresses not only the requirements of the act, but also provides a solid framework for the future activities of the Otago Group.

With this as the goal - a useful exercise to scope our future expectations was held in the Council Chambers on Monday 1 May. The forum was organised by our Regional Civil Defence - Team Otago - with guest presenters such as John Hamilton - the former National Civil Defence Head and Erica Seville - a writer and facilitator on resilience from Christchurch.

We also had Simon Chambers from Ministry of Civil Defence and Emergency Management (MCDEM) in attendance and several of the staff from the office in Dunedin including Chris Hawker. Our attendees included Mayor Kircher, Councillors and a number of our senior team along with Ewen Graham, our local Emergency Manager. All in all it was an excellent forum and it will be interesting to see how our input translates into the development of the final Group Civil Defence Plan for Otago.

### *Resilience*

A major government initiative from MCDEM this year has been to study the potential effects of the major alpine fault "unzipping" along the length of the South Island. Apparently GNS are currently doing work on the possible scenarios. However a preliminary prediction of effects was presented at the Otago CE's Forum on Friday 21 April. The scenarios are quite graphic and clearly will present major challenges to our communities throughout the South Island. The trick will be to improve our resilience and readiness to enable us to cope with such an event. This is what the "AF8" Project is all about and we are likely to hear more of this in the future. AF8 = Alpine Fault - Magnitude 8.

## **9. Other**

### *Risk Management Plan*

Development of an organisation wide Risk Management Register is on the work programme for 2017. The Executive Team are currently working on compiling the top ten risks for the organisation these will be reported to Council once this list is completed.

### *The Long Lunch Fund-Raiser*

The first of a number of new fund raising initiatives played out on 1 April in Harbour Street and was a successful event. With the sunshine arriving in force just after we got underway. We had a reasonable turnout for this first time event and it has great potential for future events. Thanks to all involved, including our very own Victoria van der Spek on violin and to all who donated time, food and energy to make it all happen!



### *Governance Support*

As mentioned above, a seminar is planned for 29 May where Timaru, Mackenzie, Waimate and Waitaki senior executives and elected representatives will attend a forum here in Oamaru on managing "Conflicts of Interest." The workshop will be an opportunity for attendees to discuss and understand their various roles and where our responsibilities lie.

Community Boards: Each of our Community Board Chairs has an Executive Team 'Buddy'. This support has been in place since the beginning of the year and the relationships are developing well. The Buddies work with the Chairs prior to the meetings to cover off the agenda and to discuss items going to the meeting.

## **10. Meetings Attended**

29 March	Council Meeting
30 March	Whitestone Contracting Limited, CEO Glenn Campbell
31 March	Observatory Retirement Village site visit
1 April	Susie and I enjoyed "The Long Lunch" in Harbour street
4 April	Otago Coastal Tsunami Evacuation Zones, Charles Harkaat/Ewen Graham
4 April	Alps 2 Ocean Charitable Trust
5 April	Otago Regional Councillors meet and greet
6 April	North Otago Irrigation Company Board Meeting
6 April	Otago Regional Councillors Bus Tour
11 April	TR Group, Andrew Carpenter and Neil Bretherton
12 April	SOLGM Chief Executives Forum, Auckland
21 April	Otago Chief Executives Forum, Dunedin
26 April	Committee Meetings and Workshops
27 April	Oamaru Hospital, CEO Robert Gonzales
28 April	Whitestone Contracting Limited, CEO Glenn Campbell
28 April	Immigration NZ, Fi McKay
1 May	Otago Civil Defence
4 May	North Otago Irrigation Company Board meeting
4 May	Whitestone Contracting Limited Shareholder meeting
4 May	Meeting with Building Trade representatives
5 May	Mainland Poultry, Michael Guthrie



Michael Ross  
Chief Executive



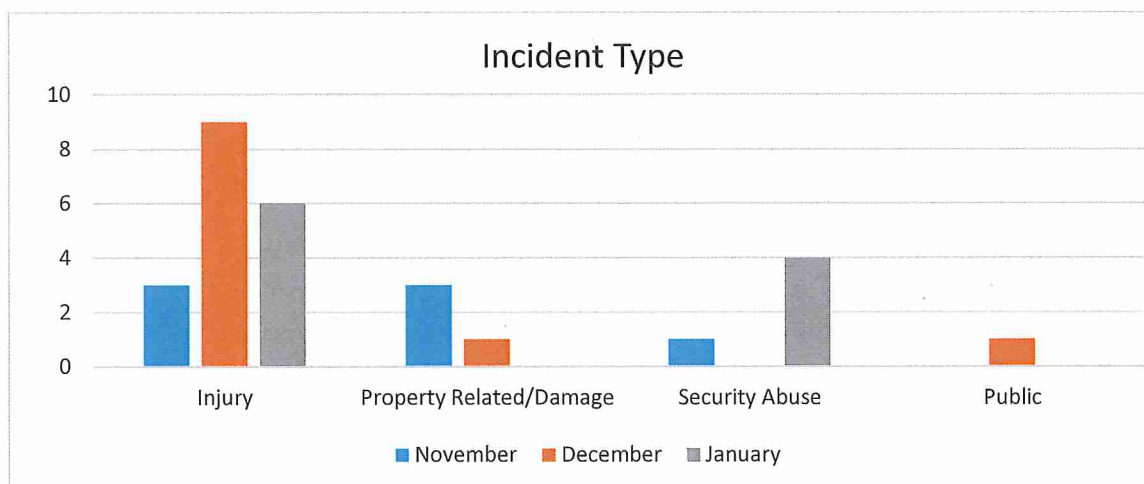
## Customer Services Committee Health and Safety Update – 15 March 2017

### 2. Health, Safety and Wellbeing

#### 2.1. Lag Indicator Statistics

	Near Misses	Incidents	Notifiable Events*	
			Injury	Incident
November 2016	0	7	0	0
December 2016	0	11	0	0
January 2017	2	11	0	0
2016/2017 Year to Date (including current period)	9	55	0	0

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



1 security/abuse in January was also an injury

#### 3.2. Lead Indicator Statistics

	Induction (individuals)	Training (individuals)	Safe Work Observations	Audits	Take5
November 2016	0	42	0	0	7
December 2016	1	10	0	1	10
January 2017	7*	0	2	0	22

\*6 contractors/1 new staff member

#### Hazards

- Step down area identified at Aquatic Centre – potential trip/slip and fall – being monitored. Previous control included a chain in place, however this proved a greater risk as people were seen climbing over it.

#### Training

- Safe Work Observations presentation and process currently being developed to be rolled out to staff as required.

#### 3.3. Health and Safety General

- Annual analysis of incidents for 2016 has been undertaken and is attached to this report as Appendix 1.
- Critical risks (likelihood of occurrence rare / potential consequence catastrophic) for the Waitaki District Council have been assessed
- Implementation of Safehold (electronic database for Health and Safety) progressing well. Plan to roll out to staff in the near future.
- Introduction and training on Safe Work Observations to be carried out over the coming months.
- Project Risk Assessments being introduced and facilitated with staff at the start of projects eg Library refit.



- First floor renovations for the Assets Department has now been completed with no injuries one near miss. Light fell from ceiling due to the ceiling grids not being securely tied up during a previous heat pump installation.
- March Health and Safety newsletter prepared and distributed (attached as Appendix 2 of this report).



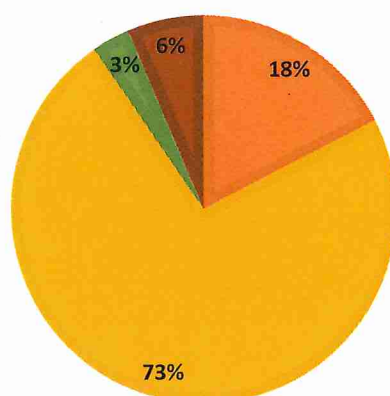
Appendix 1 Analysis of Incidents – 2016

**Analysis of Waitaki District Council Incidents  
January – December 2016**

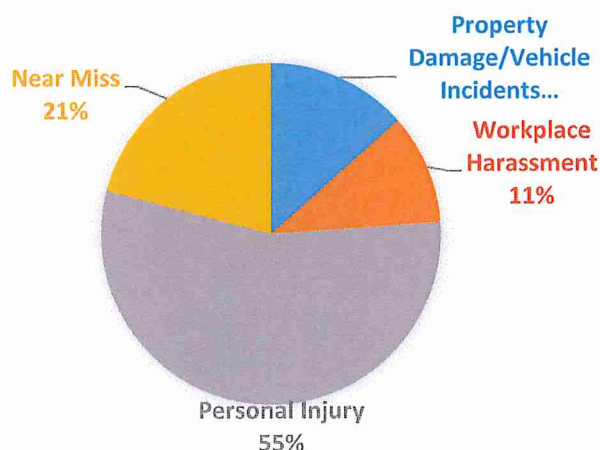
	2016	2015
<b>Total number of staff incidents</b>	64	32
<b>Serious Harm</b>	Nil	Nil
<b>Lost Time Injury</b>	1	<i>Not recorded</i>
<b>Near Misses</b>	14	22
<b>Members of the public</b>	17	5
<b>Contractors (in addition to staff incidents)</b>	61	32

**TOTAL STAFF INCIDENTS BY GROUP 2016**

Assets Comm Serv Cust Serv Corp Serv

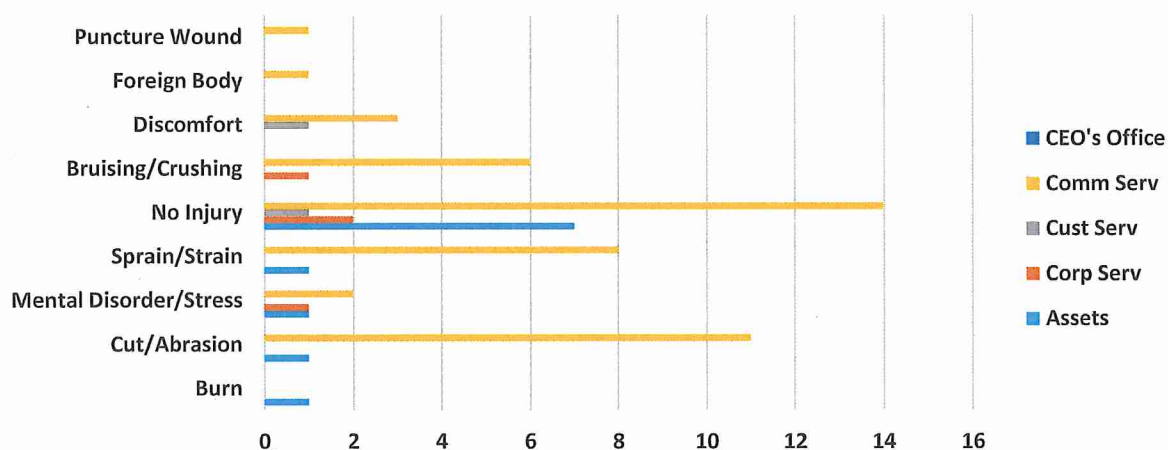


**CLASS OF INCIDENT 2016**

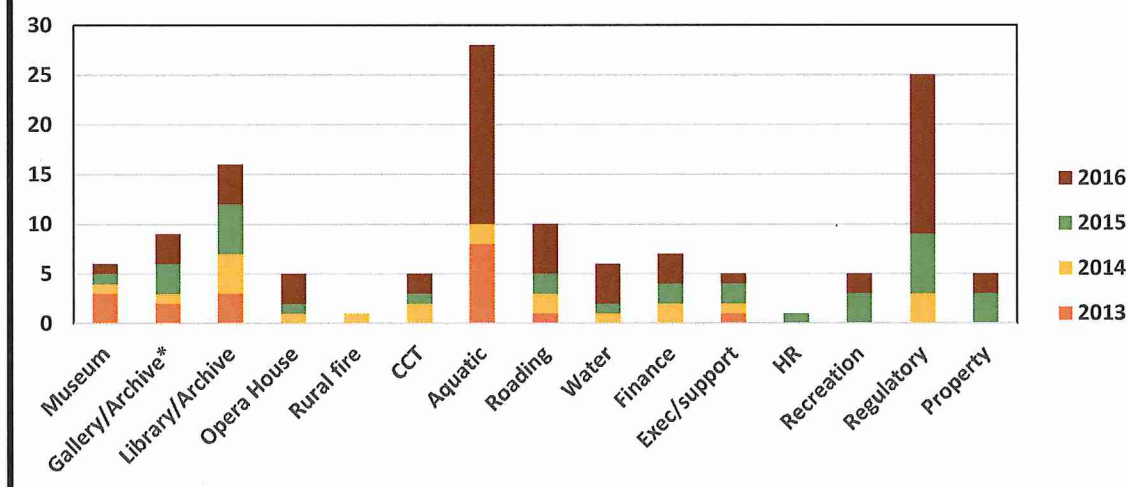




**Types of Injury by Group 2016**



**ANNUAL STAFF INCIDENTS BY UNIT**



\* From 2016 onwards Archive became part of the gallery

\*\* 2015 Aquatic Centre data is not available due to reporting processes. 114 minor incidents were recorded with no further detail available.

## Significant trends

This year has seen a decrease trend in vehicle related incidents. This is likely a result of increased education and focus in this area, including the provision of defensive driver training.

Cuts and abrasions feature prominently as injury types, particularly relating to staff working in the field, followed by sprains, strains, bruising and crushing. Investigations inform us that a common theme, is decreased general awareness of task and its potential risks. This can be improved by encouraging staff to carry out a personal risk assessment (Take 5) prior to starting a task, (see recommendations).

This year there is a spread of incidents across most units. However, the Aquatics Centre and Regulatory Services both recorded the highest number of incidents. Again, the focus required to

reduce the number of incidents is the increased uptake on carrying out personal risk assessments and being aware of the task at hand.

There was 1 lost time injury (sprain to knee) at the Aquatics Centre following a trip and slip involving a moved telephone cord.

Workplace harassment continues to be a trend being experienced by our staff. A focus on ensuring reporting such incidents has occurred to ensure that we are able to provide the necessary training and protection for our staff where required. This has also lead to our systems and processes being reviewed and staff trained in how to manage in these situations, (see recommendations).

## Contractors

Contractor incident reporting continues to increase. Of the 61 incidents reported, Southroads recorded the highest number, mainly due to the fact they do provide accurate and up to date reporting and are one of our major contractors.

Nearly half the incidents reported involve either vehicles or property which resulted from general inattention and awareness.

18 near misses were reported which demonstrates the growing reporting culture amongst contractors.

## Public Incidents

This year 17 incidents have been reported and these incidents continue to be well investigated and all corrective measures recorded.

The Aquatic Centre (minor) incidents total 220 this year. The recreation team discuss these at their monthly meetings and trends are identified and changes to operating procedures instigated if necessary.

## Near Miss reporting

This year has seen a decrease in reporting near misses (22 in 2015 to 14 in 2016). However, this is unlikely to be a true reflection of all near misses and this continues to be a focus of education and communication with staff. Near misses are valuable learning opportunities for Council to use to identify trends and implement preventative measures before incidents' occur.

## Conclusion

Whilst staff incidents remain at a reasonably low level / low risk, improvements can be made to ensure that we send "everybody home safe every day" without deterring accurate reporting. The level of near miss reports continues at a low level and accurate reporting in this area remains a focus. There were no notifiable incidents to Worksafe in 2016.

Now with the Health and Safety at Work Act 2015 nearly a year on, we have greater responsibilities to ensure our health and safety culture becomes very risk assessment focused. It is our intention that all major projects carried out start with ensuring a risk assessment process is carried out. This will also be part of our overlapping duties with other PCBUs (persons conducting a business or undertaking) with whom we engage on any projects or general work. We must also ensure we focus on the 3 C's – Consult, communicate and co-operate with these other organisations.





## Recommendations

1. Continue to develop our health and safety culture where staff encourage each other to work safely.
2. Educate and encourage a greater uptake of the Take 5 personal risk assessment across all departments for contractor, and where appropriate, for internal use.
3. Continue to provide training to frontline staff on how to interact and manage difficult customers.
4. Develop a Safe Work Observations program for Management and Governance as a means of monitoring not only our contractors but our staff.
5. Continue to develop reporting to Management and Governance to provide meaningful data to assist with increasing knowledge and inform due diligence obligations.

Colleen Myers

**Health and Safety Advisor**

*Safety by Choice not by Chance*



## Appendix 2 Health and Safety Newsletter – March 2017

### Health and Safety Newsletter March 2017

Health and Safety Quote for the Season:

**“Tomorrow – Your reward for working safely today”**

#### Celebrating Successes

- The renovations on the first floor Assets Department have now been completed and have been injury free, only one near miss reported. Well done to Property Services and all persons involved.
- The aquatics team has taken further action to reduce slips, trips and falls by researching and plotting the areas where the incidents were occurring around the pool deck. It was discovered that in these areas there was possibly a greater build-up of body fats that were contributing to the incidents therefore there has been a greater emphasis in cleaning those areas.
- A change was made in the hazardous substance (solvent based glue), which was to be used for the flooring at the library, to a less hazardous product prior to the start of the project. It will take a longer time to apply but less hazardous for all concerned. Health and Safety is all about reducing the risk where reasonably practicable.

#### Updates at the Council Office

- Library refit has now commenced and is proceeding safely. A project risk assessment was carried out prior to starting the work.
- Safe hold an electronic H&S database that the council has purchased is currently being set up and hopefully we will be in a position to roll out training in the near future. All incidents are currently being added in duplicate in both SharePoint and Safe hold. Incident management will be the first part to be implemented followed by hazard management. **Please remember to take photos following an incident especially where it would help to paint the picture or tell the story. As the saying goes a picture paints a thousand words.**

#### Vehicle Incidents

There has been a number of vehicle accidents recently around North Otago. Please take care when driving on the roads. Ensure that you are not fatigued when driving, drive to the conditions, watch your speed and do not use your cell phone while driving.



#### Overlapping PCBU Duties

Link to Worksafe bulletin – refer council case study.

<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/hswa-quick-guides/overlapping-duties>

#### Quiz

Take our online quiz to find out if you know the correct form to fill out when an incident happens.

<https://www.onlineexambuilder.com/waitaki-h-s/exam-131149>

H&S Committee

***Safety by Choice, not by Chance***

## Customer Services Committee Health and Safety Update - 26 April 2017

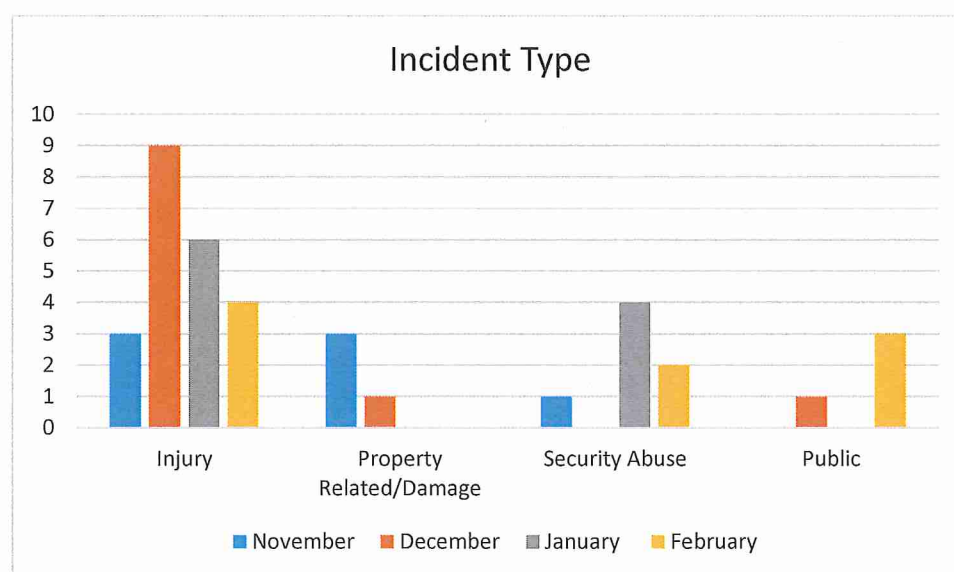
### 2. Health, Safety and Wellbeing

#### 2.1. Lag Indicator Statistics

	Near Misses**	Incidents	Notifiable Events*	
			Injury	Incident
November 2016	0	7	0	0
December 2016	0	11	0	0
January 2017	2	11	0	0
February 2017	0	6	0	0
2016/2017 Year to Date (including current period)	9	61	0	0

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

\*\*Included in incident number



#### Public Incidents February

- Palmerston A&P Committee Member (Palmerston Hall) – Fell through floor (rotten) after removing temporary board which they believed was a tripping hazard, landing on tailbone. Bruise to inner calf and strain to lower back – Property advised. Floor has been repaired.
- Opera House – Member of the Public – tripped on upper level step – high visibility strips added to top edges of step.
- Member of the Public - Cut big toe on a piece of metal that was sticking out of a storm water outlet cover (Storm water outlets are private property not owned by council) – Cover now removed.

#### 3.2. Lead Indicator Statistics

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

\*2 new staff member

#### Hazards

- Unsafe wiring discovered during Library Refit – replaced/updated by Electrician. Potential exists in all older buildings owned by WDC to be reviewed.

- Unsafe planks identified on private property platform/bridge used by staff for water sampling. Scheduled to be repaired following a discussion with the owner.
- Library Refit– Entrance step/ramp inside library – potential tripping hazard – to trial a mat from FE Technologies in the first instance then look at further options if required.

**Health and Safety General** – update from Health and Safety Advisor

- Review and update hazard register with Recreation – Parks.
- Visit library re internal ramp hazard and discuss options – take photos – hi viz tape attached to highlight until a permanent solution is sought and implemented.
- Attended H&S Forum in Timaru – Presentation on Behavioural Observations from Health and Safety Manager of McCains Foods also a presentation on PCBU duties to Contractors/Workers from Local Consultancy Firm who organised the meeting.
- Attend Regulatory staff meeting to discuss safety of staff around Meth Labs and an update on visits with team – Worksafe Fact Sheet.
- Initial presentation to several staff on Safe Work Observations (SWOs). SWO form and process to be trialled by Recreation, Roding, Water and Aquatic Centre.
- Safehold Training scheduled with the Human Resources team – week commencing 10 April 2017.
- Unreasonable Complaints Conduct Training (Ombudsman) held at the Opera House for staff.
- Meet with Site Safe Health and Safety Advisor – general meet and greet also discussed Site Wise pre-qualification system for approved contractors.