



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Notice of the Meeting of the

Waihemo Community Board

at the

Waihemo Service Centre, Tiverton Street,
Palmerston

on

Monday 3 July 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 3 July 2017 at 7.00pm

Agenda²

	Page
Apologies	
Declarations of Interest	
1. Public Forum	
2. Confirmation of Meeting Minutes	
• 22 May 2017	3-8
3. Building Consents Issued in Waihemo Ward for the Month of May 2017	
• Memorandum and recommendation	9
4. Assets Update	
• Memorandum and recommendation	10-11
5. Recreation Update	12-13
• Memorandum and recommendation	
6. Verbal Updates: Chairperson's Report; Community Board Member Area Reports; Councillor's Report	14
• Verbal update	
7. Items for Information	15-45
• Mayor's Report to Council – 21 June 2017	
• Health and Safety Update to Customer Services Committee meeting – 7 June 2017	
• HamNack Water Project Update – 21 June Council	
• Otago Rural Fire Authority Update – 21 June Council	
• Anzac day council involvement – 21 June Council	
• Palmerson – Waihemo A & P Association Letter	
8. Appointment of a Chief Executive Officer and Acting Chief Executive Officer	46-47
• Memorandum and recommendation	

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 22 May 2017 at 7.00pm

Present	Mrs Dennison (Chair), Mrs McGregor, Mr Brown Cr Wheeler
Apologies	Mrs Watson Mr Roy Mayor Kircher
In Attendance	Cr Percival Mr Ross (Chief Executive) Mrs Hansen (Secretary)

Declarations of Interest

There were no declarations of interest.

Apologies

RESOLVED
WCB17/027

Mrs Dennison/Mr Brown
"The Waihemo Community Board accepts an apology for absence from Mrs Watson, Mr Roy and Mayor Kircher."

CARRIED

1. Public Forum

- Annette Rosonoski – Chair of the Promotion of Palmerston (POP) Committee presented a Palmerston bus stop petition to the Waihemo Community Board. The petition was to request the Palmerston Town Centre bus stop/bus terminal be returned from the current stop site in lower Sanday Street to the original Bond Street site. There are serious health and safety issues with the current bus stop. There is no shelter from the rain, street lighting is inadequate, the bus stop is subject to heavy frosts during the winter and is too far from the toilets for passengers on coaches stopping in Palmerston. Ms Rosonoski advised that 231 signatures were received and the petition was checked for duplicated names. The POP are requesting some indication of what the outcome may be and the timeframe for the bus stop to be shifted.
- Lillian Cooper – Lillian lives on District Road and gave advice that there are plans for campervan sites to be built at the A&P showgrounds by the A&P Association. Lillian advised that people are annoyed that no communication or consultation has been undertaken by the A&P Association Committee to neighbouring properties in regard to their proposal for campervan sites at the A&P showgrounds.
- Maria Barta – Secretary of the A&P Association spoke in regard to the work that has been done and carried out on the ground levelling project in readiness for future plans. The North Otago Tree Association has given funding for trees to be planted around the embankments created from the levelling process. The A&P Association are requesting a contribution from the Waihemo Community Board of \$1,000 to assist with funding the planting of suitable shrubs, help with weed control and the creation of a biodiversity environment.
- Bill Campbell (representing James Moffat) read a letter about repairs and the working function of the Centennial Clock. This issue was raised at 12 April meeting. Council's Property Unit are responsible for the maintenance of the clock.
- Trevor Norton spoke in regard to the Hampden toilets and the plans to landscape around the toilets, have boulders in front of the toilets and seating. Trevor is proposing that the

wall facing the hall be painted with artwork. The artwork would consist of local area maps. There is an artist in the Hampden community who is willing to do this. The cost involved would be \$4,000 for basic artwork or \$5,500 to put in place anti vandalism measures. Mr Norton is looking into financing this work and there may be an opportunity for a commercial fund.

- Taranaki Smith spoke about the tank water supplies on Dunback Road and the issues he is facing in regard to this. Mr Smith also spoke in regard to the siting of the bus stop.

2. Confirmation of Meeting Minutes

RESOLVED
WCB17/028

Mrs McGregor/Mr Brown
"The Waihemo Community Board confirms the minutes of Waihemo Community Board meeting dated 10 April 2017."

CARRIED

3. Palmerston Bus Stop

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 the report.

RESOLVED
WCB17/29

Mrs Dennison/Mr Brown
"The Waihemo Community Board recommends 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."

CARRIED

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

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

RESOLVED
WCB17/30

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

CARRIED

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

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

RESOLVED
WCB17/31

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

CARRIED

6. 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
WCB17/32

Cr Wheeler/Mrs McGregor
"The Waihemo Community Board receives the information."

CARRIED

7. Recreation Update

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 30 March 2017 to 8 May 2017.

RESOLVED
WCB17/33

Mr Brown/Mrs McGregor
"That Council provides information and costings for the repair of the Palmerston Centennial clock as soon as possible."

CARRIED

RESOLVED
WCB17/34

Mrs McGregor/ Mr Brown
"That Council change the \$3,000 committed to the A&P Association from the Reserve Improvement Fund to the Waihemo Community Board discretionary fund."

CARRIED

RESOLVED
WCB17/35

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

CARRIED

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

Kathy Dennison

- Recreation workshop with Recreation officers regarding walkways and projects currently being consulted on in the Waihemo Ward
- Attended round table public meetings for the Annual Plan. There was a good community response with projects identified for the communities
- Attended the Macraes Community Development Trust meeting
- Attended a meeting with Graham Sullivan, Thunes Cloete and Lisa Baillie regarding community boards going forward. I would like to thank them for their support of the boards
- Waihemo Community Board workshop attended by all members. A good discussion was held in regard to the Board working together to create a strong team to get the best outcomes for the area
- Anzac Day was well represented throughout the Ward. Wreaths were laid on behalf of the Board by Carol Watson in Palmerston, Jan Wheeler in Hampden and Paul Roy in Dunback
- Attended Tourism Waitaki meeting at the Palmerston I-site regarding community agreement
- Along with Carol Watson and Heather McGregor organised a funding seminar involving Internal Affairs and Community Trust Otago. This meeting was well attended by the community and we have hopes that some projects will obtain the funding they require. There are many hardworking volunteers in the community and I'd like to thank them on behalf of the Board.
- Annual Plan Consultation – This year Council trialed a new style of consultation. At no time has the Board seen the public submissions which we would normally be able to view online at the local library. The Board has no idea what submissions are in or being discussed by Council. In the past, Board members have been invited to these meetings where submissions have been discussed and this year some steps have been missed, leaving a gap in the Board's knowledge of how their communities are feeling about their interaction with Council

- I would like to take this opportunity to thank Margaret Tanner for all the support she has given to the Board as Secretary. We will miss her and wish her all the best for her future
- Michael – the Waihemo Community Board would like to extend our thanks to you for your dedication to our district and for the support you have shown our board during your time as CEO. Your leadership style has generated the respect of both your staff and the members who have worked with you. We sincerely appreciate your commitment to us over your years as CEO and wish you and Susie all the best for your future.

Jan Wheeler

- The Moeraki intersection warning system is well underway with work being carried out this week
- Annual submissions night – Palmerston area, this was attended by over 30 local submitters
- Solid Waste Plan workshop
- Workshops – Water, District Licensing Committee Review, Building Team
- Attended the opening of the Oamaru Waste Management Transfer Station
- Checked the Moeraki Millennium Walkway as it was closed due to a sewage pipeline break
- Attended Hampden Hall – Anzac Day service, laid a wreath at the Cenotaph on behalf of the Board. Cr Tavendale was the speaker on the day
- Council Committee Day
- East Otago Review – newsletter article
- Council – CEO recruitment meeting
- Council – FAR meeting and workshop for Annual Plan
- Council workshops – NO Rugby Development and Sponsorship
- Tour of the Historic Precinct with Civic Trust manager
- Moeraki Hall Committee meeting
- Moeraki Boulders SH1 – Intersection 70km/h variable speed limit for rural intersections, an active warning system is being put in place
- Bus Stop petition – this shows we need to liaise better with the Community

Heather McGregor

- Community Forum Waihemo Submissions at the Community Centre
- Community Board meeting
- Anzac Day Services Palmerston and Dunback
- Hall Committee meeting
- Palmerston RSA Charitable Trust meeting
- Steve Bennett Internal Affairs and Carol Melville Community Trust Otago Community Workshop
- Council and submissions
- Community Board Conference, Methven
- The Community was well attended in the Waihemo Submission Forum. There was good representation throughout the Waihemo Ward and positive feedback from those who attended
- Anzac Day services in Palmerston and Dunback were well attended. There was some positive communication with the temporary light that is on the Memorial Arch in Palmerston
- There was a very good turnout of community groups that attended the workshop from the Internal Affairs and the Community Trust of Otago. This gave those groups an understanding of how to apply for funds for their projects
- It is welcoming to see contractors working on Ronaldsay Street over the last three weeks
- Citizen's Awards open today for people in the community to be acknowledged for the volunteer services. It would be great if there is some nominations put forward from the Waihemo Ward
- The NZ Community Boards Conference held in Methven from 11-13 May is attached to this report.

Ken Brown

- Informal and formal meetings and small things from the community
- Tourism Waitiaki workshop – local people with good ideas, tourism increasing, benefit to all areas

Carol Watson

Mrs Dennison presented the report in Carol's absence:

- During May the Board organised a meeting with Steve Bennett from Internal Affairs which I attended. This meeting then led to the Community Board organising a joint meeting with Otago Community trust, Internal Affairs and local organisations and clubs. There seemed to be a lot of interest in liaising with these organisations for grants and funding from those attended
- Anzac Day - I had the privilege of laying the wreath at the Palmerston service
- Attended the Community Board Conference in Methven from 11–13 May. There were a variety of interesting speakers including Sam Johnston from the Student Volunteer Army and Eyal Halamish who is currently CEO of Our Say, an organisation which helps leaders in their communities with easy to use technologies. There were many other speakers as well as Malcolm Alexander, CEO of Local Government NZ and David Rutherford, Chief Human Rights Commissioner
- The Student Army have kits available for schools that are free of charge. They also have a new programme which students engaging with older people on a regular basis. They can do a variety of things including cleaning up after weeding or helping them learn computer skills and generally just being someone to interact with over a set period of time. The student ends up with a letter of recommendation for prospective employers seeking students for work experience. It was a very full on two days as they try to make available as much information as possible. We also had a Zone meeting, the Zone Committee intend to arrange a meeting in the near future. The venue was excellent with a number of meeting rooms, theatre, and large hall area
- Thank you for the opportunity to attend the conference

RESOLVED

WCB17/36

Mr Brown/Mrs McGregor

"The Waihemo Community Board receives the information."

CARRIED

Michael Ross

Michael thanked the Board for the work that they have done over the years, and recapped on some of the work and issues that Council has undertaken over the years

- Water – The upgrading of the Oamaru water a number of years ago and now looking at extending and piping the Oamaru Water down and as far as the Kartika Straight
- Moeraki – Haven Street, this has been a great example of Community initiatives
- Economic Development – Council has worked with the two poultry farms in the area, with another planned for the future. This is great for the communities, employment etc
- Oceana Gold – Worked closely with Oceana Gold over a number of years. This has brought employment to the area and is good for communities and economics of small towns
- The rising tide of regulations from Central Government is costing the country dearly. All legislation and regulations are passed down to Local Government with no funding to go with the changes
- The work that was done with the collaborative councils on Earthquake Prone Buildings was huge and if this work wasn't done, half of the Oamaru main street would be unusable
- Cycle trail south – this project could be sped up by locals talking to land owners in regard to the ideas and way forward

Cr Percival

- Advised that he is impressed by the work done by the Board and Board Members, acknowledging the time spent in carrying out this work for the community
- Juggling the money and budgets is also hard work when dealing with Community expectations

Michael Ross presented Mrs Dennison and Mr Brown Local Government Awards for 14 years' service to Local Government.

9. 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 10 May 2017 Council meeting.
- Health and Safety Update to 15 March 2017 and 26 April 2017 Customer Services Committee Meeting.

RESOLVED
WCB17/37

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

CARRIED

There being no further business the Chairperson declared the meeting closed at 8.45 pm.

Confirmed this 3rd day of July 2017 at Waihemo Service Centre, Palmerston.

Chairperson

Waihemo Community Board

Memorandum

From Regulatory Services Unit Manager

Date 3 July 2017

Building Consents Issued in Waihemo Ward for the month of May 2017

Recommendation

That the Waihemo Community Board receives the information.

Summary & Purpose

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

Dunback Morrisons Rd Palmerston	Pole Shed	60,000
Tiverton Street Palmerston	Garage	19000
Mull Street Palmerston	Two bedroom dwelling	220,000
Palmerston Dunback Road Palmerston	Implement Shed with two heaters	20,000
Kirkwall Street Palmerston	Heater	4,500

Lichelle Guyan
Regulatory Services Manager


 Thunes Cloete
 Community Services Group Manager

Waihemo Community Board Memorandum

From Assets Group Manager

Date 3 July 2017

Assets Update

Recommendation

That the information be received.

Summary and Purpose

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

Roading

As we approach the end of the financial year and the start of the new maintenance contract we are focusing on routine works. Haven Street has further dropped which made it necessary to relocate the reflectorised edge marker posts inland to keep vehicles away from the drop-off while travelling at night. We are working with NZTA concerning a forthcoming public meeting to review their options for signage and other works along the Moeraki Boulders section of SH1. The RIAWS (new warning signs) are now operational and we have received good feedback over their effectiveness.

Customer Requests	<ul style="list-style-type: none"> Seven requests were received for grading-2 x Flag Swamp, 2 x Palmerston, Shag Valley and 2 x Hampden area Two sealed pot holes-2 x Stour Street One mowing of roadside verge-Gilligan Street Two footpath repairs-Palmerston footpaths One for puncture-Switchback Road
Amenity Rate Projects	<ul style="list-style-type: none"> Hampden amenity works school carpark decision has not been received. Officers are waiting for instruction
Road Maintenance	<ul style="list-style-type: none"> Dig outs on Horse Range and Goodwood Roads Marker pegs have been shifted on the Haven Street slump area Drains cleared in the township during the rain in Palmerston Macraes Road has been checked for ice three times and the new ice warning "cats-eyes" are effective The value of all the above maintenance work carried out is \$42k for Waihemo
Road resurfacing	<ul style="list-style-type: none"> Aggregate has been applied to Craig Road
Street Lighting	<ul style="list-style-type: none"> LED retrofit programme is delayed due to the late material arrival. Community Board needs to advise regarding the proposed location for lighting upgrade in order for the engineer to carry out the design and provide an estimated cost to the Board for approval (under amenity rate project)
Bridges and Structures	<ul style="list-style-type: none"> Routine Maintenance has been carried out Galbraith Bridge will be completed this month with approaches being finished early July
Footpaths	<ul style="list-style-type: none"> Routine maintenance has been carried out on Palmerston footpaths
Road Marking and Signage	<ul style="list-style-type: none"> The Palmerston Bus Stop was relocated to Bond Street on the 24 May. Associated signage to be relocated within the next month

Water

Mains in Palmerston

Due to priorities and staff availability over the next month, report on water main sizing in Palmerston, will be presented at the August meeting of the Waihemo Community Board.

Dunback tanks

Prices have been received for the works required to enable the supply of 4x houses on Dunback Road from the Palmerston town reticulation instead of the Dunback reticulation that currently supplies them. Letters have been sent to the four affected property owners, and one has already responded indicating they want the change. Works along Dunback Road will commence in early July.

Trunk main from Oamaru to Hampden

The contract to build the trunk water main from Oamaru through to Hampden has been awarded to Whitestone Contracting for \$4.8m. The overall cost of the project (including design and approvals) has risen slightly from the initial estimates of \$5.2 million in 2015 to an actual cost of \$5.7m, however, this will not change the ratepayer contribution of \$2.4m required for the project. The additional cost will be funded from existing depreciation funds and provision for future growth.

We have also identified some additional pipeline improvements along the way which will help the supply of water in the Fortification Road, Teschemakers Road, and Totara and Kakanui areas. The works are expected to take approximately 12 months in total, and will be undertaken by two crews.

Please find below an outline of general timeframes and the areas Whitestone will be working in over the coming few months. This provides an indication of when you are likely to be contacted to arrange work on your land.

Crew No 1

- Early July 2017 to October 2017: Starting on the south side of the Waianakarua River Bridge, heading south to Hampden.
- October 2017 to January 2017: Starting in Herbert at Nun Street, heading south through Breakneck Road to the Waianakarua River bridge.
- February 2018 to June 2018: Starting south of Happy Valley Road, running parallel with the State Highway on the east side, continuing south through Herbert to Nun Street.

Crew No.2

- Early September 2017 to December 2017: Starting at Awamoa Road in Oamaru, continuing south to Reidston Road.
- January 2018 to June 2018: Starting at Reidston Road, crossing the Kakanui River and continuing to Happy Valley Road.

Hampden is expected to be physically connected to the Herbert-Waianakarua supply by January 2018. A newsletter with updated information on the pipeline will be mailed out early next week.

Waste water

Hampden

The septage ponds at the Oamaru waste water treatment plant are currently nearly full. Officers are therefore investigating other options (outside of Waitaki District) for disposing of waste from Hampden septic tanks. Once an acceptable alternative has been found, cleaning of Hampden septic tanks will start.



Neil Jorgensen
Assets Group Manager

Waihemo Community Board

Memorandum

From Recreation Manager

Date 3 July 2017

Recreation Update

Recommendation

The Waihemo Community Board receives the information.

Purpose

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 9 May 2017 to 21 June 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* – One sign has been installed. The remaining signs are going to be installed in locations suited to their design and in relation to the layout of the cemetery.
- *Palmerston Walking Improvements* – Officers are currently focusing on getting our toilet project at Duntroon and Dunback underway and will investigate options for walking improvements once these are on track.
- *Palmerston Streetscape* – The signs have been installed, received a coat of paint and had their glass replaced. The ownership and ongoing maintenance of these cabinets needs to be clarified.
- *Palmerston Clock Tower* – Officers understand a report has been requested from the property unit.
- *Mill Domain* – In 2012, Council, through its recreation strategy, had proposed ceasing the use of Mill Domain as a sportsfield. The alternatives suggested included the Palmerston school grounds and Palmerston Domain. The community opposed this recommendation and supported continued use of Mill Domain. Sports Surface Design and Management (SSDM) provided a feasibility report assessing drainage issues. This included a site assessment and provision of options for resolving ongoing poor drainage. Soil maps in this area are typically silt loam over clay base with poor drainage. This is compounded by the clay soils that were used as part of the original velodrome surface. The feasibility report recommend the installation of drains which will provide a mechanism to move stormwater off the site. Prior to commencing this work officers checked with Waihemo Community Board and cricket representative to ensure continued use of Mill Domain and improved drainage was necessary. While the drains have been installed, the work has not yet been completed due to heavy rain in late March and subsequent rain events affecting access. Further work to be carried out includes;
 - Levelling
 - Sowing
 - Mini-moling to carry water to the installed drains.
 - Aeration and microbial activity.
 - Liming and fertilising to improve soil quality.
 - Tree works to reduce shading.
 - An ongoing soil and turf management programme based on annual assessments carried out by sportsturf specialists.

The plan of works have latterly been peer reviewed by the New Zealand Sorts Turf Institute, who has confirmed that the work programme is appropriate.

- *Moeraki Memorial Rock* – Officers understand the local community want to place a rock in Centenary park for individual plaques to be attached to memorialise those buried at sea. Officers have asked that the community write to the Board with details of what is proposed.
- *Moeraki Millenium Track* – The unstable trees leaning over the walkway have been removed and the track has been reopened.
- *Moeraki Beach Reserve* – Piles of material remain at the beach reserve. Officers have been unable to establish how this will be used.
- *Moeraki Centenary Park* – Officers have organised for vegetation clearance and better view shafts from Centenary Park to be cut and are obtaining prices for stair repairs/replacement.
- *Moeraki Lookout Kiosk Replacement* – Dugal Armour has been asked to complete this work. This is not expected to be completed this financial year. The gate accessing the area will be tidied up in the near future to make the entrance more attractive and help manage stock issues.
- *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. NZTA have not completed the traffic counts, which is a requirement to justified any of the proposed changes to the road layout. The Dunback design will be discussed with the Dunback community on Monday 26 June 2017.
- *Dunback Domain Toilets* – Council has been successful in obtaining funding from Government's mid-sized facilities fund for a replacement toilet facility, a shower block, and a new discharge system. Officers will be meeting with the Dunback community on Monday 26 June to discuss plans.
- *Hampden Hall New Toilets* – Planting of flax and small hebes with bark mulch will be completed in the near future by Downers.
- *Hampden Beach Project* – A variety of submissions were received. These will be discussed with the Hampden community in July along with streetscape plans. In the interim the potholes will be filled, and a *Macrocarpa* that poses a risk removed.
- *Little Kuri Creek, Hampden* – Tree debris have been removed from the creek. Council will supply faxes for the community to plant.
- *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. Officers request Waihemo Community Board identify 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 \$TBA
 - Additional picnic tables at Hampden Beach \$3,000 each installed with pad
 - Moeraki Lookout – First cattlestop entranceway \$1,000



Erik van der Spek
Recreation Manager

Thunes Cloete
Community Services Group Manager

Waihemo Community Board

Verbal Updates:

- Chairperson
- Area Representatives
- Mayor
- Councillor

Waihemo Community Board Memorandum

From Policy & Communications Manager

Date 3 July 2017

Items for Information

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 21 June 2017 Council meeting.
- Customer Services Group Manager – Health and Safety Update to Customer Services Committee 7 June 2017
- HamNak Water Project Update – 21 June 2017 Council
- Otago Rural Fire Authority Update – 21 June 2017 Council
- Anzac day council involvement – 21 June 2017 Council
- Palmerston – Waihemo A & P Association letter

Purpose

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

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



Mike Roesler
Policy & Communications Manager

Lisa Baillie
Customer Services Group Manager

Waitaki District Council Memorandum

From Mayor Gary Kircher

Date 21 June 2017

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?

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

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

Chief Executive Recruitment

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

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

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

Business Visit - Numat Group

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

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

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

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

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



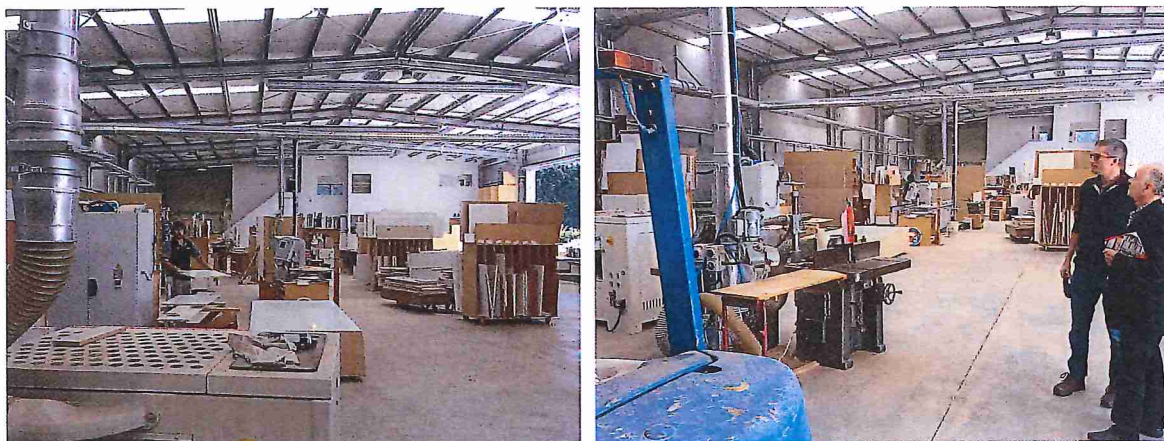
Michael Ross talks to Mike Judd in their new office The new warehouse, and a fraction of their stock

Business Visit - Firman's Joinery

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

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

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



Gary Firman shows us around their new joinery factory

Harbour Management

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

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

The General Bylaw, and the District Plan Review

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

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

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

Election Year

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

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

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

Tourism Infrastructure

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



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

Whitestone City

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

Phoenix Mill Water Wheel

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

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

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



Mike Kwant and Kieran Thelning discuss landscaping.



The wheel reconstruction begins!

TRENZ 2018

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



This year's event in the Cloud, Auckland



Tourism Waitaki staff giving their sales pitch

Oamaru Fire & Steam/NZ Steampunk Festival

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

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

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



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



Steampunks as far as the eye can see...



Some of the fabulous entries for the fashion show



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

Long Term Plan

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

Roading Plan

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

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

Michael Ross, CEO

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

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

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

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

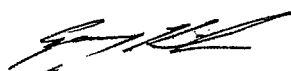
Today, I wish to pay tribute to the significant contribution Michael has made to the Waitaki District Council. He has seen the organisation through many challenges and I thank him for the service he has given us and the district. I wish Michael and Susie all the very best as they retire to Wanaka, to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

Thank you.

Meetings Attended:

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

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



Mayor Gary Kircher

Waitaki District Council

Memorandum

From Chief Executive

Date 21 June 2017

Chief Executive's Report

Recommendation

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

Purpose

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

1. Leadership

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

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

2. Organisation Efficiency

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

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

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

3. Affordability

Annual Plan

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

Managing our Internal Debt

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

S17a Reviews

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

4. Opportunities for new and existing businesses

Building Control and Regulatory Services

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

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

Property Unit

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

Alps 2 Ocean

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

Economic Development - Visitor Accommodation

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

Government Funding

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

Business Visits

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

5. Provide the Services and Facilities People Want

Cultural Facility Development Project

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

6. We understand the Diverse needs of our Community

Community initiatives are progressed

Arts Festival Initiative.

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

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

See further comment below re Safer Communities.

Waitaki Girls High School Expo

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



7. Our Distinct Environment is Valued

District Plan Review

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

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

8. We Maintain a Safe Community

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

Older people:

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

Under 25:

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

Training & Development

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

Health and Safety

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

Sitewise – Pre Qualification System for Contractors

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

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

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

Risk Assessments

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

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

9. Other

Governance Support

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

10. Meetings Attended

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

11. Key Achievements 2004- 2017

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

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

A reflection on the last 13.5years.

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

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

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

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



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

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

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

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



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

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

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



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



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

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

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

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

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

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

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

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



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

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

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



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

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

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

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

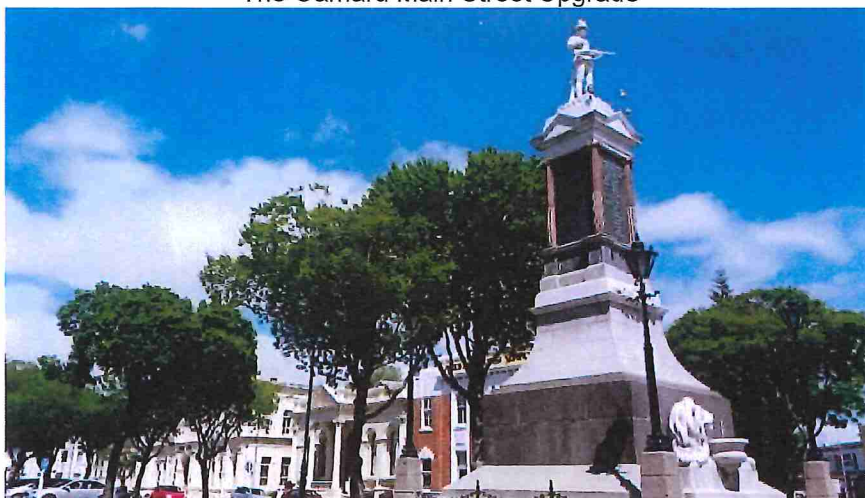


- **Omarama Airfield**
This matter has had recent coverage as a result of our decision to write off the accumulated losses. OAL is a company which is 50% owned by Council. In 2004/5 an application to subdivide land on the eastern boundary was received from Mr John Lory who owned the land at the time.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

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

- The Boer War Monument.

Can you remember this project?
The Oamaru Main Street Upgrade



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

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

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

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

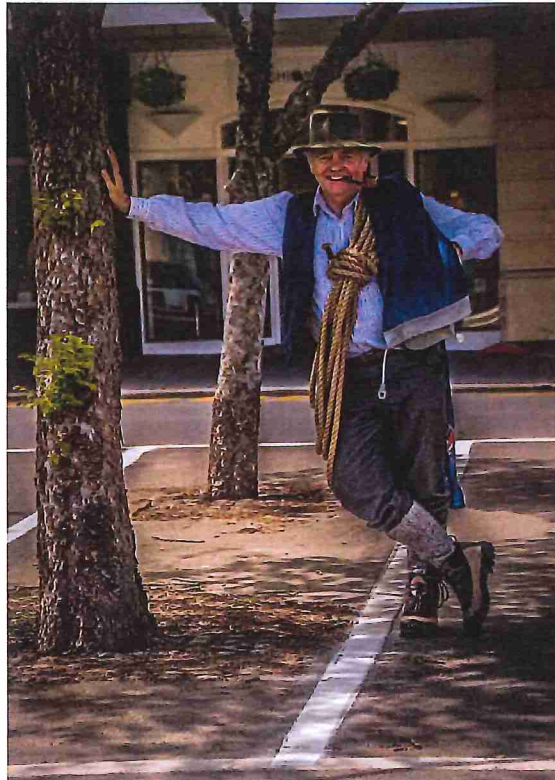
- Oamaru Courthouse.
The sale and purchase agreement and our proposed lease to Justice has now been signed by us and forwarded to Justice. Our Property Team are about to get a project timeline from our consultant and we hope to get things rolling soon. Final sign-off from the peer review engineers is still be received. So all in all – things are on track.
- Haven Street
Haven Street was a wonderful community project – which won a “Highly Commended” award at the McGreedy Winder SOLGM Local Government Excellence Awards in April 2016. The category was “Innovation in Council Community Relations”. Just as well it wasn’t an engineering award - as the road has unfortunately deteriorated since that time. However it was a successful community project – despite a few incidents along the way. The Community can be proud of what they achieved in 15/16. We just hope the route can stay open!
- Forrester Heights
One of my biggest regrets in my time here was that Forrester Heights was never able to commence construction. I am confident that it will – one day. It is land given to the community as an endowment – and such the endowment should be maximized.
- Three Mayors – McLay, Familton and Kircher.
I have had the privilege and the challenge of working for three Mayors during my time here at WDC.

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

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

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

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



Michael Ross
Chief Executive

Health and Safety Update to Customer Services Committee 7 June 2017

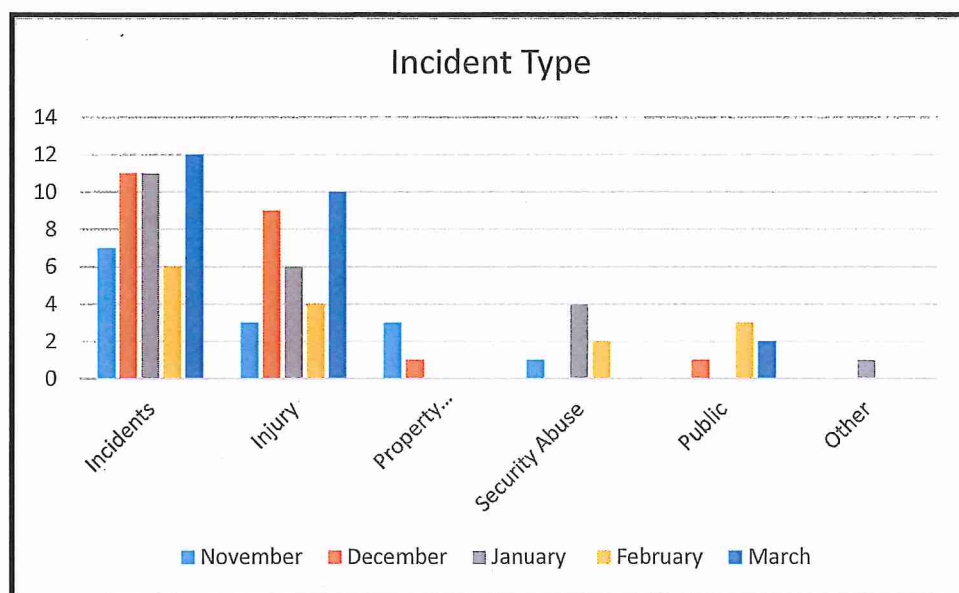
3. Health, Safety and Wellbeing

3.1. Lag Indicator Statistics

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

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

**Included in incident number



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

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

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

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

Public Incidents March

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

3.2. Lead Indicator Statistics

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

* New employees (2) Contractors (4)

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

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

*** Workstation Audits for new staff

Hazards

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

Health and Safety General

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

Waitaki District Council Memorandum

From Assets Group Manager

Date 21 June 2017

HamNak Water Project Update

Recommendation

That the information is received.

Summary

Tenders have closed for the HamNak pipeline project and Whitestone Contracting Ltd have been awarded work to the value of \$4.71m, which is under the Engineers estimate of \$4.82m.

This memorandum provides information about the final costs for the project, including additional works and what this means for the budget and for ratepayers. The cost for the HamNak upgrade portion has increased from the original budget of \$5.2m to \$5.71m, or just under 10%. This includes an additional \$250k of cost, required for more extensive land owner access negotiations than envisaged when the budget was originally developed.

This has not changed the rate funded portion of the project which remains at \$2.4m, rather it increases the depreciation required from \$1.3m to \$1.6m and growth funding from \$1.5m to \$1.7m.

During the design phase of the project a number of network improvements were identified (aged pipework not originally related to the upgrade project). These have been added to the tender documents and are valued at \$450k and are funded from depreciation reserves.

Background

The original project discussed with stakeholders and the Community back in 2015 was for a \$5.2m drinking water upgrade project. This was funded by a \$2.4m loan serviced by rates, \$1.3m of depreciation funded renewal works and a 28% allowance for growth providing \$1.5m from future users. It was discussed at public meetings that there could be a 10% movement in the cost as the numbers were based on best estimates.

During the consultation with the Community the scenario below was used to show the expected change in water rates for the Community (based on 2015/16 rates and the change is the important matter for comparison purposes, not the actual rate):

Oamaru remains on	\$519	no increase
Herbert from	\$304 to \$622	\$318 increase
Hampden domestic from	\$339 to \$495	\$156 increase
Hampden full from	\$426 to \$622	\$196 increase

Council then decided to proceed with the project on the basis of the funding provision outlined above (see resolution WDC15/051 appended).

Funding – Everyone pays the same

In 2016, Council considered everyone paying the same rate for water. This is how Enfield, Weston and Kakanui was treated when they were connected to the Oamaru water supply. This had an \$11 increase for those connected to the Oamaru water supply. Council decided that this was a good option and passed resolution WDC16/177 (appended).

Oamaru moves from	\$519 to \$530	\$11 increase
Herbert from	\$304 to \$530	\$226 increase
Hampden domestic from	\$339 to \$422	\$83 increase
Hampden full from	\$426 to \$530	\$104 increase

As of Today

We have now completed the final design, negotiated land owner access agreements and have awarded the tender to construct the works to Whitestone Contracting. We wanted to take this opportunity to update you, as a few things have changed along the way.

Design and Landowner Access Agreements

During the design and negotiation with landowners the pipeline alignment had to be changed on multiple occasions to accommodate landowner needs or to go around landowners where we were unable to reach agreement. There were some landowners that required some work on their property to allow the pipeline to go through. The negotiations took substantially longer than planned which also increased the cost and delayed the programme while negotiations were concluded.

We started with 80 landowners to talk to and ended up going through 41 separate properties. Each landowner generally required 3 – 5 visits and phone calls to talk through the options and discuss access. What made things a little more challenging was that some landowners had previous works from organisations like NOIC, NZTA and Network Waitaki on their properties and some were a little resistant to now Council wanting access.

Our goal was to make sure we had a good relationship with landowners and that the restatement works would be of a high quality. In total, an additional 280 hours of landowner discussions and another \$165k of engineering work was required. Just one realignment for a critical placement of a pump station cost \$35k. In total this added \$250k cost to the project that had not been allowed for in the original budget.

Pipe improvements

During the design process the team identified additional renewal funded works along the way that simply made sense to include. This includes a number of piping changes, for example replacing older pipes and abandoning a number of lengths of older pipe along the way. These are off the main alignment and generally improved the network around the Fortification, Teschmakers, Totara and Kakanui areas. The physical cost to make these improvements sums nearly exactly to \$400k and is funded from depreciation. When a share of the engineering design and supervision costs are added, \$450k is the total required.

Engineers Estimate

Based on all of the above the Engineers estimate was \$4.82m for the works going to tender. The first tender process resulted in a very high price of \$6.4m for all of the works. This was not acceptable and we decided to repackage the works into four smaller components to seek better pricing. It cost \$40k to run the new process, but it was worthwhile as the pricing has now come in a touch over \$4.7m including a \$225k contingency. Whitestone has submitted this pricing and has been awarded the contract for all four portions.

Contract Award

Four contractors bid for all or part of the works that were split into 4 separate contracts. The combined tendered value for the works ranged from \$4.8m to \$7.0m.

We have awarded the four separate contracts for a combined value of \$4.83m to Whitestone Contracting. We are in the process of negotiating a variation to the works, which will result in the contract works being reduced to \$4.71m, which also includes the contingencies of \$225k.

Conclusion

All work up to now including consultation, planning and then detailed design, landowner negotiations and tendering has cost \$1.2m. From now there are, construction costs of \$4.7m, engineering supervision and project management of \$300k. This adds up to a total of just under \$6.2m.

We are very pleased with this price given the extra time it has taken to go to tender, the extra cost of the negotiations and inflation.

Funding

The good news is that there is more renewal work in the costings than first estimated. The table below shows how the numbers land when comparing the original project estimate with the now actual pricing after the tender process.

	Original	Upgrade Only	Total Works in Contract
Loan	2.4m	2.40m	2.40m
Depreciation	1.3m	1.60m	2.05m
Growth	1.5m	1.71m	1.72m
Total	5.2m	5.71m	6.17m

This means that there is essentially no change to the rate calculation presented when Council decided that everyone should pay the same rate.

Neil Jorgensen
Asset Group Manager

Attachments: Council Resolutions

Council Resolutions:

Upgrading the Herbert-Waianakarua and Hampden-Moeraki Water Supplies

RESOLVED

WDC15/051

Crs Hopkins/Wollstein

"That Council resolves that:

1. A pipeline is constructed from Oamaru to the Herbert-Waianakarua and Hampden-Moeraki water supplies, to meet the Health Act requirements; and
2. The loan portion of the project cost be funded by a targeted rate for existing Herbert-Waianakarua and Hampden-Moeraki water customers
3. The Herbert-Waianakarua and Hampden-Moeraki water supplies becomes a supply zone of the Oamaru Water Supply
4. The Herbert-Waianakarua and Hampden-Moeraki Water Committees be thanked for their input and contribution
5. It notes the following resolution from the public meeting held in Hampden on Thursday 8 January 2015: *"That this meeting asks the WDC to continue to work with the Hampden and Herbert Water Committees and community representatives to resolve outstanding issues and questions arising from this meeting on the proposed Hampden/Moeraki Water supply upgrade"*
6. Work continues with Hampden and Herbert Water Committees to develop the project, including an analysis of the Irricon proposal."

CARRIED

HamNak Water Pipeline Project

RESOLVED

WDC16/177

Crs Kingan/Hopkins

"That Council agree that the Herbert-Waianakarua and Hampden-Moeraki pipeline construction loan be equally funded by all expanded Oamaru Water Supply consumers through a targeted rate and part 2 of the Council resolution WDC15/051 be revoked."

CARRIED

Waitaki District Council Memorandum

From Chief Financial Officer

Date 21 June 2017

Otago Rural Fire Authority Update

Recommendations

That Council:

- 1 receive the information.
- 2 pass a minute of appreciation to the volunteers, staff, and Board of the Otago Rural Fire Authority (ORFA).
- 3 request the Mayor pass on this appreciation in letters to each Volunteer Rural Fire Force and the ORFA Board and PRFO/CEO.

Purpose

The purpose of this memorandum is to update Council on the transition process to Fire and Emergency New Zealand (FENZ) and acknowledge the success of ORFA during its three year existence.

Background

Following a review of the fire services, the Government decided to form a single fire service covering both urban and rural areas. To allow this to occur it passed the Fire and Emergency New Zealand Act 2017 on 11 May 2017. This Act created a new entity called Fire and Emergency New Zealand (FENZ). FENZ comes into existence on 1 July 2017 and will take over responsibility for all services currently delivered by urban and rural, professional and volunteer fire services.

The passing of the Act means that ORFA effectively ceases to exist on 30 June 2017. It also terminates Councils involvement with the provision of rural fire services that was required under the Forest and Rural Fires Act. This in turn means that the requirement for Council to fund a portion of their costs will also cease.

Comment

Phil Marsh the ORFA Chief Executive will be in attendance at the meeting. Mr Marsh will provide an update on the transition process and its likely impact on the Otago area.

Although the change to FENZ will have a significant impact on ORFA, including the local volunteers, it will have little direct impact on Council other than the removal of the funding obligation noted above. Council has already received information from FENZ that will be made available through our website to guide any queries from the public. At an operational level, Council has agreed to lease all the required buildings to FENZ. The key remaining issues are the future of the establishment loan between Council and ORFA, and the unused depreciation reserve. These will be discussed at a later meeting once the FENZ position on the loan is established.

One of the last actions that ORFA will undertake is the replacement of two further tankers in the Waitaki area. The handover of the two tankers to the relevant volunteer rural fire forces has been arranged to take place during the meeting. This means that the majority of tankers that have been replaced or upgraded over the last three years. This year's replacement programme has been fully funded from ORFA reserves and National Rural Fire Authority funding. That these last replacements could be financed without the additional funding all of the Councils had committed to is a credit to the staff and Board and reflects the care they took with the contributions they received.

This upgrade programme, along with the recruitment and training of volunteers and the building of the relationship between the New Zealand Fire Service and ORFA have placed Otago in a very strong position leading in to the change to FENZ. It is proposed that Council formally recognised the efforts the Board, staff and volunteers and their achievements over the last three years.

Paul Hope
Chief Financial Officer

Waitaki District Council Report

From Chief Financial Officer

Date 21 June 2017

Anzac Day Council Involvement

Recommendations

1. That Council passes the majority of the Anzac Day responsibilities to the Waitaki District RSA Welfare Trust.
2. That Council agrees with the terms of the MoU between the Waitaki District Council and the Waitaki District RSA Welfare Trust.

Objective of the Decision

The Waitaki District RSA Welfare Trust have expressed their wish to take the lead role in delivering future commemorative services.

A draft Memorandum of Understanding between the Waitaki District Council and the Waitaki District RSA Welfare Trust clearly identifies roles and responsibilities, and states the areas that Council will continue to support. Part of the proposed ongoing support in the MoU from Waitaki District Council will be a level of funding to enable these services to continue to be held across the wider community.

Summary

With the closure of the RSA Oamaru, Council assumed the responsibility of coordinating the Oamaru Anzac Day services and supporting the other Anzac Day and other commemorative services across the District.

Officers have invested approximately 80 hours into supporting the Anzac Day services. The time invested has increased over the last few years as the RSA members have become fewer following the closure of the RSA.

The Secretary of the Waitaki District RSA Welfare Trust (WDRSAWT) has expressed an interest for the ownership of these commemorative events to sit with the WDRSAWT.

An MoU has been drafted to formalise this arrangement, the Secretary of the WDRSAWT has seen the document and is happy with the draft MoU. She has circulated the draft to the Trustees. No feedback from the Trust has been received.

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	Moderate
Financial Criteria	No	Economic Considerations	No
Community Views	Moderate	Community Board Views	No
Consultation	No	Publicity and Communication	Moderate

Background

In 2014, Council was approached by the North Otago RSA President, Ian McKay, to support the RSA in delivering the Anzac Day Commemorative Services across the district as the WW100 Programme (2014-2018) became a national focus.

In late 2015, the North Otago RSA went into liquidation. To ensure continued support for the local Veterans and their widows, the Waitaki District RSA Welfare Trust was established.

With no North Otago RSA (or members), reliance on Council to assist with the Anzac Day services has continued to increase.

With the departure of the President at the start of 2017, Council has been expected to coordinate all elements of the Anzac Day services held in Oamaru, and work closely with those coordinating the country and Upper Waitaki services to arrange speakers/Ministers etc.

In 2017, a modest estimate of officer time spent coordinating and supporting the services would be 80 hours. Many of these hours are evening and weekend work and are not accounted for in officer time.

Discussion

Council has worked closely with interested parties of the Anzac Day services (band members, ATC, Community Patrol, Minister's Group, Police, St John, Upper Waitaki RSA President and members etc) to form a "Committee" to support the services, and to re-allocate some of the tasks that Council officers have found themselves responsible for managing.

As we are not resourced to support these events, Council needs to decide the best way to support the services to ensure that Anzac Day and other commemorative events continue to be appropriately recognised in our district.

We have received support for the draft MoU from the Secretary of the WDRSAWT. She will be the lead person coordinating future Anzac and other commemorative services if this is the agreed way forward. The Trustees have received a copy of the draft MoU also, but no feedback has been received from them.

Summary of Options Considered

Option 1 – Continue with current responsibilities coordinating the Anzac Day services

This requires approximately 80 hours of officer time which has sat with the Mayor's PA. This is not practical long term due to the interruption to normal work duties.

Option 2 – (Recommended) Pass the responsibilities to the Waitaki District RSA Welfare Trust through a formal MoU.

This would be appropriate as a local body of the RSA Welfare.

Option 3 – Have no future involvement in the Anzac Day services

As Waitaki District RSA Welfare has expressed an interest in regaining the lead role in coordinating the services, Waitaki District Council could opt to hand the tasks over with no support.

Discussion of the Preferred Option

The Waitaki District RSA Welfare Trust Secretary has expressed a genuine interest in taking the coordination of the Anzac Day and other commemorative services back as part of the Welfare Trust's responsibility.

The Waitaki District RSA Welfare Trust are wanting to lift the level of community support they are able to offer to the local veterans. They see regaining the ownership of the Anzac Day (and other services) as a public way of showing their support and commitment to the local veterans and their families, and believe that this where the ownership should sit.

It would be fitting for the Waitaki District RSA Welfare Trust to lead these events, with Waitaki District Council playing a supporting role as required.

Paul Hope
Chief Financial Officer

22 April 2017



The Chairperson
Waihemo Community Board
Palmerston

Dear Kathy

One of the jewels in Palmerston's crown is the beautiful landscaped Showgrounds. We receive numerous comments from the increasing number of visitors we have attracted about the setting, the view, and the general environment. These Showgrounds originally belonged to the A&P, and the work of previous committees needs to be continued.

The Palmerston & Waihemo A&P Assn. Inc. has recently embarked on a ground-levelling project in readiness for our future development plans. We are grateful for the assistance from the North Otago Tree Assn. which has given us funding for trees to be planted around the embankments created from the levelling process. This is the second occasion in less than 12 months that the North Otago Trees Assn. has supported us.

We invite the Waihemo Community Board to be a partner in this exciting new project. Naturally, the North Otago Tree Assn. only funds trees, but under-storey and ground cover plantings are also required for weed control and the creation of a bio-diverse environment.

We request a contribution of \$1000.00 towards this project.

We look forward to your participation.

Yours sincerely

A handwritten signature in black ink, appearing to read "Paul Mutch".

Paul Mutch
President

Waihemo Community Board

Memorandum

From Mayor Gary Kircher

Date 3 July 2017

Appointment of Chief Executive Officer and Acting Chief Executive Officer

Recommendation

That the Waihemo Community Board receives the information.

Background

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

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

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

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

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

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

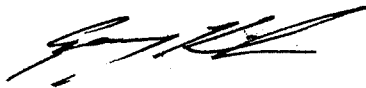
This short list was then invited to interviews in Oamaru, with two interviews via Skype due to distance. All five were interviewed by the Executive Committee who duly reported back to the rest of our Councillors with their recommendation of the two considered best suited to our combined criteria.

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

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

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

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



Gary Kircher
Mayor