



Notice of the Meeting of the

## *Waihemo Community Board*

at the

Waihemo Service Centre, Tiverton Street,  
Palmerston

on

Monday 25 September 2017

at

6.30pm

[www.waitaki.govt.nz](http://www.waitaki.govt.nz)

# *Waihemo Community Board*

**Monday 25 September 2017 at 6.30pm**

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## **Waitaki District Council**

### **Waihemo Community Board**

#### **Minutes of a Meeting of the Waihemo Community Board held in the Waihemo Service Centre, Tiverton Street, Palmerston on Monday 14 August at 7.05pm**

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

**In Attendance** Mayor Kircher  
Cr Tavendale  
Mrs Baillie (Customer Services Group Manager)  
Ms Hooper (Secretary)

#### **Declarations of Interest**

There were no declarations of interest.

#### **Apologies**

There were no apologies.

#### **Public Forum**

##### **Mr Ian McGimpsey – stormwater in Hampden:**

Mr McGimpsey lives in the south end of Hampden. During the big storm event, stormwater from eight other residences ended up in his property, because it had nowhere else to go. He noted that the District Plan states that people cannot dump stormwater into anyone else's section. He asked where the Council's stormwater responsibilities started – at the gate, or on properties? In addition, there had been a drain blockage on State Highway 1 for about 18 months, and that was filling up Mr McGimpsey's septic holding tank. He asked whose problem that was. The Chairperson suggested Mr McGimpsey put in a CRM regarding his drainage problem, so that Council staff are aware of it. And, she explained that there was some amenity rate money for Hampden which includes projects such as stormwater, street lighting and footpaths, and a proposal could be put forward to be considered when the Board consulted the community about projects shortly. Mr McGimpsey advised that he had put in a CRM for the State Highway 1 drain blockage in January, and Council had sent it on to NZTA. Mayor Kircher expressed sympathy for Mr McGimpsey's stormwater issue. He noted, however, that it was a matter of natural servitude that lower properties have to take water overflow from those further up. He agreed that the amenity rate funding was an opportunity to look at finding a solution to his problem, and that a proposal for that would come through to the Community Board.

##### **Mr Peter Lawson**

Prior to the meeting, Mr Lawson had discussed with the Mayor his view that Council should have its own source of gravel. During the Public Forum, he said he had raised a charging issue with Council, and staff had been more than helpful. He expected it to be sorted out before rates were determined.

##### **Mr Ken Brown – request from ratepayer:**

Mr Brown had received a request for assistance from June Watson, 26 Copinsha Street, Palmerston. He also circulated two photographs of damaged roads around her property. Some repair work had been done to the top part, but requests to repair the lower part had always been met with a negative response from staff. She was paying higher rates, but the roading problems were devaluing her property. Mr Brown had visited the property, and said the potholes were indeed deep. However, it appeared that only the upper part was a public road; the lower part may not be. Mrs McGregor noted that a CRM had been lodged around 17 July, and the response received was that it would be looked at when the weather improved. Mayor Kircher advised that the lower part was on Road Reserve, which meant it was effectively a driveway. The Chairperson suggested the Community Board look into it further, and try to get a fair outcome. However, it may not be possible for the Board to fix what is classified as a private driveway.

## 1. Confirmation of Meeting Minutes

RESOLVED  
WCB17/048

Heather McGregor / Paul Roy  
"The Waihemo Community Board confirms the minutes of the Waihemo Community Board meeting held on 3 July 2017."

CARRIED

## 2. Building Consents Issued in Waihemo Ward for the Month of July 2017

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

RESOLVED  
WCB17/049

Ken Brown / Heather McGregor  
"The Waihemo Community Board receives the information."

CARRIED

## 3. 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  
WCB17/050

Paul Roy / Carol Watson  
"The Waihemo Community Board receives the information."

CARRIED

## 4. 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 22 June 2017 to 1 August 2017.

RESOLVED  
WCB17/051

Heather McGregor / Paul Roy  
"The Waihemo Community Board receives the information."

CARRIED

## 5. Dunback Streetscape

The purpose of this memorandum is to present the concept plan for streetscape improvement in Attachment Two, which has arisen from two public meetings and feedback sessions with the Dunback community.

RESOLVED  
WCB17/052

Heather McGregor / Carol Watson  
"The Waihemo Community Board recommends that Council approves the plan in Attachment Two for streetscape improvements in Dunback, ensuring that traffic sight lines are maintained."

CARRIED

## 6. Water Supply Application – Waihemo Water Supply, Dunback Zone

To consider an application for two units of water, where 0.5 units of Dunback zone water in the application does not meet the water efficiency test adopted by the Community Board. The other 1-1/2 units in the application have been automatically approved.

RESOLVED  
WCB17/053

Ken Brown / Paul Roy

"The Waihemo Community Board approves the application for a total two units of water subject to the conditions of supply."

CARRIED

## **7. Verbal Updates: Chairperson's Report; Community Board Member Area Reports; Councillor's Report, Executive Team Report**

**Kathy Dennison – Chairperson's Report:**

### **Recommendation**

"That the Waihemo Community Board receives the Chairperson's report."

### **Monday 10 July – Citizen Awards**

It was a pleasure to be involved with the citizen award selection. It was great to see members of our district honoured for their community work. Congratulations to all the recipients throughout our district including Ron Sloan, Hillary Fleming and Elizabeth and Trevor Norton from the Waihemo Ward.

### **Monday 10 July – Combined Board Workshop**

The Waihemo Community Board and Ahuriri Community Board had a joint workshop in Oamaru on Monday 10 July to discuss Health and Safety and Council's Long Term Plan consultation. There was a lot of discussion on the LTP; we could easily have spent more time on it. We look forward to being involved in this process with Council.

### **Other Meetings Attended**

- Gateway to Gold Meeting
- Macraes Community Development Trust.

### **Hampden Streetscape**

We are waiting for feedback from NZTA regarding the Streetscape proposal. We can then set a date to engage with the Hampden Community to discuss these plans and other activities programmed.

### **Civil Defence State of Emergency**

Due to the rain event in July, our special thanks go to all our service people including Civil Defence, Police, NZTA, ORC, Fire Services and Council staff and elected members. I would specially like to thank our local volunteers, who were ready and willing to help in any way they could.

### **Other Topics**

- Roading continues to be a hot topic in the community. People have been patient, especially with the weather event happening at the same time. There are still issues to resolve. Gravel and grading are the main concerns.
- There is a roaming dog problem in Palmerston township. This has ended up on East Otago's Facebook page, which has resulted in some unfortunate publicity.
- Amenity Rate projects – looking forward to working with communities.

RESOLVED  
WCB17/054

Kathy Dennison / Paul Roy

"The Waihemo Community Board receives the Chairperson's report."

CARRIED

**Heather McGregor:**

- 10 July – Attended with other Community Board Members a workshop on the Long-Term Plan and a Health and Safety workshop held in Oamaru
- 17 July – Community Board informal meeting
- 21 July – Assisted with the Palmerston Civil Defence during the recent floods. In the Waihemo Ward, the flood affected many roads and bridges, and many streets were closed in the town. Most of the damage has been cleaned up by the contractors.

**Carol Watson:**

- 10 July – Attended with other Community Board Members a workshop on the Long-Term Plan and a Health and Safety workshop held in Oamaru
- 17 July – Community Board informal meeting
- Went to Civil Defence meeting afterwards; went through assets in area (eg generators etc) – quite a positive meeting.

**Paul Roy:**

- 10 July – Attended with other Community Board Members a workshop on the Long-Term Plan and a Health and Safety workshop held in Oamaru
- 17 July – Community Board informal meeting
- Rain event – generally roads held up well. In other areas, if culverts had been cleaned out, would have been better. Some cut outs not done.

**Ken Brown:**

- 17 July – Community Board informal meeting
- I have had some discussions with ratepayers, and given advice on who to contact within Council.
- Lot of rain; still seeing effects of it. Full marks to everyone. Single out volunteer fire brigade – need to be congratulated. Perhaps CB could send them a letter of thanks.

**AGREED ACTION:** Letter of thanks to be sent to the volunteer fire brigade (Chairperson).

**Jan Wheeler:**

- Local people made a fantastic effort during recent floods. Anything on SH1 is an NZTA, not WDC, responsibility. NZTA has a hotline number to call, which could be promoted in the community.
- Concern that the WDC policy on tree planting needs to be looked at, especially with regard to distances from fencelines and roads.
- Moeraki boulders corner with 70 km flashing lights – working really well.
- Double yellow line from bottom of boulders to top of hill would be useful.

14 July – WDC Council and committee meetings (?)

23-25 July – One of three councillors who attended the LGNZ conference with the Mayor

26 July – East Otago Review – Letter to Editor for August 2017

26 July – WDC Councillor workshops

27 July – Phone calls from Taieri Peak Road residents

27 July – Met with Mr McGimpsey and Mr Gordon Murdoch re Hampden Stream and SH1, drainage and flooding issues; took photos

30 July – June Watson, 24 Copinsha Street – phoned about potholes and flooding

30 July – Checked flood damage at Moeraki; lots of blow outs by beach.

2 and 9 August – WDC Council Meetings and workshops

11 August – Attended AGM and presentation of Awards – Hampden Fire Brigade

12 August – Phone call from Peter Lobb re McDonalds Road – shingle and grading

14 August – Citizens Awards. Very special event.

RESOLVED

WCB17/055

Ken Brown / Paul Roy

“The Waihemo Community Board receives reports from other Community Board members.”



## 8. Items for Information

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

- Mayor's and Acting Chief Executive's Report to 2 August 2017 Council meeting
- Customer Services Group Manager – Health and Safety Update to 19 July 2017 Customer Services Committee Meeting

Mayor Kircher also spoke about additional topics as set out below:

- Civil Defence emergency – highlights (communication; Facebook and social media updates; Otago model being considered for set up of a central civil defence emergency management system, which is a good endorsement.
- Roading submissions (feedback will be incorporated into NZTA submission for more funding)
- Indoor Sports Centre (investigations will follow into a range of costed options as part of the LTP process)
- Coastal protection methods

Mrs Baillie explained the process around reporting Health and Safety information.

Deputy Mayor Tavendale spoke about the following recent activities:

- Draft General Bylaw – heard submissions at 9 August Extraordinary Council Meeting Highlights – including getting out into the community, including through Facebook sessions, to gather views. Submissions will be looked at in coming weeks, with decisions expected to be taken in October.
- Easter Sunday Trading Shop – will go out to the community one time – status quo, or a trading option for consideration.
- Youth Council – had just bought a mobile film screen, which had yet to be tested. The idea was to take the screen and projector out to local communities, and the first movie event was now being organised. The Youth Council would work with Heather McGregor to organise a movie night in Waihemo. The project was an exciting one, with plenty of potential to expand its use in local areas. It could only be used at night.
- She had been the Guest Speaker at the recent Citizens Advice Bureau AGM. Interesting to meet with other groups, and synergies, volunteer work.
- Acting Mayor while Gary was away for 10 days.
- Observatory Village Retirement proposal came to Council this week.

There being no further business, the Chairperson declared the meeting closed at 8.36pm.

Confirmed this 25<sup>th</sup> day of September 2017 at Waihemo Service Centre, Palmerston.

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Chairperson

# Waihemo Community Board Memorandum

**From** Regulatory Services Unit Manager

**Date** 25 September 2017

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## Building Consents Issued in Waihemo Ward for the month of August 2017

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary and Purpose

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

15 Tenby Street	New 6m x 14.4m Alpine Boat Shed	\$30,000
51 Blaikie Road	Construct new 2 bay Goldpine pole shed	\$15,000



Lichelle Guyan  
Regulatory Services Manager



Thunes Cloete  
Customer Services Group Manager



# Waihemo Community Board Memorandum

**From** Assets Group Manager

**Date** 25 September 2017

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## Assets Update

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary and Purpose

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

### Roading Manager Update

The damage to roads and infrastructure from the 24 hour rain event on 21 July dominated works during August. Otago Regional Council reported that this was the largest flood recorded on the Shag River. All bridges over the Shag River needed to be cleared of debris, with some clearance still to be completed while water depths reduce. Scour of unsealed roads and road shoulders, slips and damaged water tables have made up the balance of repairs required, and most of these works were completed by local Palmerston contractors.

Whilst all roads are open now, there are still minor repairs to be completed. The contractor has indicated that routine maintenance will be back on track during September, with the priority being sealed road reseal preparation.

Council staff are in discussions with landowners over the purchase of possible aggregate supplies. Options are still being considered, so Community Board members are encouraged to direct any land owners who have aggregate available to discuss with roading staff.

The Footpath Resurfacing contract is out to tender and includes footpaths in Palmerston (as listed below). The programme will be updated once the tender has been awarded on 28 September.

A new grader operator has started on Waihemo roads, with the long-serving operator moving to another district. There will be a familiarisation period whilst the new operator is brought up to speed.

Council staff recently met with Graymont to discuss aggregate compliance from their quarries. It was a good meeting and Graymont has taken away some ideas that may assist with its aggregate meeting the national specifications for roading in the future. The weight limit on Domain Road Bridge was also discussed. Graymont is keen to discuss the possibility of co-funding an upgrade of the bridge in the future as there is a direct benefit to its business operation.

A NZTA liaison meeting recently included discussion around Palmerston State Highway repair quality and lack of maintenance focus within the townships.

The Community Board met with Ting Ge (Roading Network Engineer) and has asked him to survey Hampden residents for their views on possible amenity rate funding projects. Replies to the survey will be directed to the Community Board for consideration.

<b>CRM</b>	<ul style="list-style-type: none"> <li>• 29 requests were received during the week of the rain event 21 July – 4 August. Information received included blocked drains or culverts and flooding causing road damage</li> <li>• Four requests were received in regard to road conditions.</li> </ul>
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<b>Amenity Rate Projects</b>	<ul style="list-style-type: none"> <li>The Board will send out the Amenity rate project feedback. The Amenity rate project list will be prioritised and programmed after discussions with the Board. Requests for additional street lighting will be looked at, and may be funded under Safety Improvement as part of the LED Upgrade.</li> </ul>
<b>Road Maintenance</b>	<ul style="list-style-type: none"> <li>There was a reduction of normal roading maintenance tasks due to the rain event response</li> <li>193 tasks were claimed for in August in regard to rain event damage, with surface water channels being the #1 item.</li> <li>35 sites with aggregate loss were gravelled</li> <li>193 claims were received for repairs to flood damage totalling \$93,000 to date</li> <li>10 roads received a maintenance grade</li> <li>25 signs have been replaced</li> <li>Total claim for the month \$130,416 (inclusive of rain event claim)</li> </ul>
<b>Street Lighting</b>	<ul style="list-style-type: none"> <li>Council is waiting for the fittings required for the LED street light upgrades; these are expected to arrive mid-September. A validation design for the Waihemo Ward street lights has started. It will determine if any additional funding is required for the updates, and it may result in some additional lights being installed as part of either Safety Improvement or amenity rate budgets.</li> </ul>
<b>Road Marking and Signage</b>	<ul style="list-style-type: none"> <li>Road marking inspections are underway in order to complete the remark programme this year.</li> </ul>
<b>Township Maintenance</b>	<ul style="list-style-type: none"> <li>The seat has now been relocated from Sanday Street to the Bond Street bus stop</li> <li>The removal has been completed of two large pine trees on Bobby's Head Road</li> <li>Footpath resurfacing sites in Palmerston total 4670m2: <ul style="list-style-type: none"> <li>Ronaldsay Street from Start Street to the end, both sides</li> <li>Tiverton Street from Start to Thomas Streets, both sides.</li> <li>Tiverton Street from Thomas to Falcon Streets</li> <li>Tiverton Street from Burraness Street to the end</li> <li>Birsa Street – Burraness to Roseness and Roseness to Mull Streets</li> <li>Runbrake Street-Stromness to Brough, Brough to Kirkwell Streets</li> </ul> </li> </ul>
<b>LTP Budgets</b>	<ul style="list-style-type: none"> <li>The Board is requested to consider the adequacy of budgets for the 2018/28 10 year plan. This includes amenity rate budgets for townships and township maintenance for the ward.</li> </ul>

## **Waters and Waste Manager Update**

### **Water Supply**

#### *Hampden-Moeraki*

Construction work is continuing on the Oamaru to Hampden pipeline. The 3.3km section from McKerrow Road to Kakaho Stream has almost been completed, and the construction crew will move to the Herbert to Waianakarua River section next.

#### *Stoneburn*

Officers met with the Stoneburn liaison group at the end of August to discuss a number of issues. The liaison group has requested that SouthRoad operators carry out cleaning of the disc filters and other minor treatment-related tasks as part of its weekly visits.

The liaison group has also requested that officers look at the possibilities for separating the Stoneburn and Waihemo supplies in areas where respective pipes currently cross (Taieri Peak Road/Hughes Road area, and SH1/Goodwood Road area).

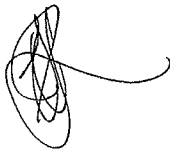
*Waihemo*

The water main upgrade in Palmerston-Dunback Road has been completed, and two of the original four 'Dunback tanks' properties have now been connected to this main. One property owner has only recently applied to be connected and this will be done soon. Officers have not been able to contact the fourth property owner. Once all properties have been connected to the new main, the main to the old tanks will be disconnected and abandoned.

Another property with a separate tank (near to the four Dunback tanks) has also been connected to the new main.

**Waste Water***Hampden*

Septic Tank Cleaning – officers were planning to have a report prepared for this 25 September meeting outlining the issue of not being able to bring the waste back to Oamaru, and options and costs for taking the waste to Dunedin. This work is still in progress and will be reported as soon as it is available.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Neil Jorgensen  
**Assets Group Manager**

# Waihemo Community Board Report

**From** Recreation Manager

**Date** 25 September 2017

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## Recreation Update

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### Recommendation

The Waihemo Community Board receives the information.

### Purpose

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 2 August 2017 to 13 September 2017.

### Comment

- *Macraes Domain Drainage* – Drainage issues have been investigated and repairs will be completed by the end of September.
- *Palmerston Cemetery* – Driveways are scheduled to be graded in the coming months and an additional beam installed this summer.
- *Palmerston Walking Improvements* – Officers are trying to contact the landowner for the district road to State Highway 1 connection to discuss options prior to bringing a report to the Community Board.
- *Palmerston Streetscape* – Glass replacement and rebinding of one of the Information boards is imminent.
- *Palmerston Showgrounds* – A pipework collapse in the south west corner required temporary repairs. Pipes across the field require replacement at an estimated cost of \$15,000.
- *Bike Park* – Council has allocated \$50,000 towards a bike skills area for young kids learning to ride. The intention is to use this as local share to obtain additional community funding. Officers are working on a design for a site adjacent to the BMX track and playground that will incorporate road skills and bike control tests, for Community Board consideration.
- *Mill Domain* – Council's contractor has opened up areas to help with water movement. The ground is still too wet to continue with planned works. It is hoped to be able to complete the works in time to allow late spring germination of new grass. Staff have contacted representatives of the cricket club who appear to be understanding. They are arranging alternative options for the start of the cricket season. It is understood that field improvements projects at other councils have also incurred delays as a result of the wet autumn and winter. Further work to be carried out includes:
  - Levelling
  - Sowing
  - Mini-moling to carry water to the installed drains
  - Aeration to improve 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.
- *Moeraki Memorial Rock* – Officers have not received any further information on this project.
- *Moeraki Millenium Track* – Staff are engaging a contractor to clear the material they can from the slip below the lookout. This is expected to provide a link to a 'tramping' or 'route' standard until decisions can be taken about whether further work is justified.

- *Moeraki Beach Reserve* – The access road down to the beach reserve has slipped again. Due to instability in this location, Council does not maintain this as vehicle access. Council will continue to maintain pedestrian access. The holder of the grazing licence for the Moeraki lookout point has put sheep in this area to help tidy up the reserve.
- *Moeraki Centenary Park* – Officers have engaged a contractor to replace the former steps.
- *Moeraki Lookout Kiosk Replacement* – This is expected to be completed in the next six weeks..
- *Dunback, Hampden Streetscapes* – Officers have received a response from NZTA but it calls for further discussion. Officers will move forward with getting contractors for the Dunback streetscape and suggest a meeting be held with the Hampden community on the current concepts.
- *Dunback Domain Toilets* – The space and cost required for shower discharge at Dunback is significantly higher than expected due to the soil conditions. Provision of a shower at Dunback domain is therefore considered impractical. Officers have advised the Ministry of Business, Innovation and Employment and requested approval to change the funding agreement to reflect this. Feedback has also been given to those members of the community who made submissions or comments. As previously reported, the toilet location preferred by officers and the majority of the community is the existing site because it is central and because soil tests have established that the only location suitable for the wastewater disposal fields is between the existing toilet block and the hedge.
- *Hampden Hall New Toilets* – Planting has been completed. Parking around the hall can be discussed with the community when streetscapes are discussed.
- *Hampden Cemetery* – There are concerns over the number of rabbits on this reserve. Any control will need to be completed by an operator with appropriate safety plans and will require a process of notification as it is a public reserve. That control will be unsustainable, however, unless the surrounding landowners also carry out their own control measures. A dedicated ash beam is planned to be installed this year.
- *Hampden Beach Project* – A variety of submissions were received. These will be discussed with the Hampden community along with streetscape plans. In the interim, the potholes will be filled and a *Macrocarpa*, that poses a risk, removed.
- *Little Kuri Creek, Hampden* – Council is engaging a planting crew to plant flax between the road and stream.
- *Forestry* – Planting of Sailors Cutting forestry block at Macraes and at Shrewsbury Street and Easons Road in Hampden has been completed. Due to concern regarding shading of the road, two-thirds of the Sailors cutting block was planted with increased separation between the plantation and the road. As the trees grow, the potential impacts on the road will be monitored.



Neil Jorgensen  
**Assets Group Manager**

Erik van der Spek  
**Recreation Manager**

# Waihemo Community Board Report

**From** Property Officer

**Date** 25 September 2017

## Palmerston Town Clock

### Recommendations

The Waihemo Community Board recommends:

1. That Council places the repairs to the Palmerston Town Clock on hold and arranges a workshop to discuss options.

### Objective of the Decision

To provide Waihemo Community Board members with options for the Palmerston Town Clock following requests from Palmerston residents to repair.

### Summary of Decision Making Criteria

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

### Background

The Palmerston Town Clock was commissioned by the Waihemo County Council and unveiled in 1982. It is believed at the time of the initial installation it was created from two different types of clocks which were not new.

Since the clock was installed, it has been regularly serviced (every 6-8 weeks) which includes the greasing of parts in accordance with the service maintenance contract.

The master clock motor failed approximately 10 years ago. Council was supplied quotes to repair or replace the motor, but due to the cost, the clock was repaired.

The clock has three faces. The face on the Dunback side of the clock has stopped. This was brought to the attention of Council earlier this year.

It has been challenging to find appropriately skilled tradesmen to assess the clock due to its location and height.

Council has been working with the service maintenance contractor to come up with a cost-effective and practical solution. Progress was hampered as vandals damaged the lock to the clock mechanism, preventing access to the workings of the clock.

Council has received a proposal to replace the slave clocks and install a digital master which will result in minimal ongoing servicing. This work is quoted at \$12,870 + gst which does not include scaffold, replacement clock faces, tree trimming or repairs to the base tower. These items have been priced separately where possible.

The service maintenance contractor has advised that there is also a leak in the base tower which has also contributed to some of the issues with the clock. This will need to be further investigated.

It has been challenging to find a glass contractor who has the skill set to carry out the replacement work for the clock faces. After much searching, a glass contractor has provided a verbal estimate of \$650 + gst to replace and install the faces. An estimate of \$1,000 has been allowed for scaffolding.



Before the clock can be repaired, the adjoining tree must be trimmed. Council has recently obtained written permission from the owner. The costs associated with the arborist are estimated at \$300.

### Summary of Options Considered

#### Option 1 – Repair the Clock without looking at other options (NOT RECOMMENDED)

The Waihemo Community Board recommends that Council fixes the Palmerston Town Clock as per the table below, to be funded from the Waihemo Ward Services Rate.

Item	\$ excl gst
Clock	12,870
Glass - estimate	650
Scaffolding - estimate	1,000
Arborists - estimate	300

Repairing the clock with the proposed mechanism would reduce ongoing maintenance of the clock.

More investigative work needs to be carried out to identify and address the watertightness issue in the base tower. Costs associated with this are unknown at this stage.


#### Option 2 – Hold a workshop to look at the options (RECOMMENDED)

The Waihemo Community Board recommends that Council places the repairs to the Palmerston Town Clock on hold and arranges a workshop to discuss options.

The cost to repair the clock is significant, and the Waihemo Community may wish to consider other options.

#### Conclusion

The Palmerston Town Clock will cost a considerable amount of Waihemo Ward Services rate to repair, and it is recommended that the Waihemo Community Board hold a workshop to discuss this matter further.



Rachel McNeill  
**Property Officer**

Neil Jorgensen  
**Assets Group Manager**

#### Attachments:

Additional Decision Making Considerations  
Photos

**Additional Decision Making Considerations**

The following matters have been considered in making the decisions.

**Outcomes**

This decision contributes to the following community come:

- We keep our district affordable
- We understand the diverse needs of our community

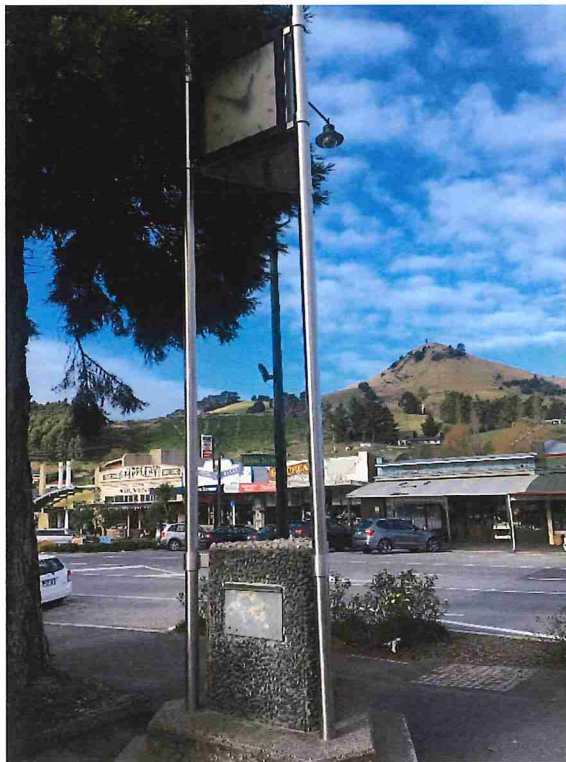
**Community Views**

This issue has attracted interest and has been reported in the newspaper.

**Financial Considerations**

The project will be funded from the Waihemo Ward Services rate.

## Photos



# *Waihemo Community Board Report*

**From** Waihemo Community Board Chair

**Date** 25 September 2017

## **Chairperson's Report**

### **Recommendation**

That the Waihemo Community Board receives the Chairperson's report.

### **Board catch up and planning meeting**

This was a useful meeting attended by Ken Brown, Carol Watson, Heather McGregor, Paul Roy and me (Chair).

### **23 August – Hampden Hall Committee**

Heather McGregor and I met with Sandy Linton, Chair of the Hampden Hall Committee, and other hall members. They shared their concerns regarding the Hampden Hall Project, in particular about the issue of passing traffic parking anywhere when using the public toilets, and then driving onto private land as a throughway at the back of the hall.

### **6 September – Hampden Hall**

To address the Hampden Hall project concerns, I arranged a meeting which was attended by Heather McGregor, Council's Roading Network Engineer Ting Ge, the Hampden Hall Committee Chair Sandy Linton, and me. It was a good meeting, and further information will be provided soon.

### **8 September – Palmerston Amenity Rates Meeting**

We held a Palmerston Amenity Rate suggestion meeting, where we welcomed residents to come and talk to Community Board members regarding their ideas of any projects in the township. We received a good range of suggestions from community members who attended.

### **9 September – Community Board Training**

Along with Carol Watson and Heather McGregor, I attended a Community Board Zone 6 workshop in Gore. It was well supported by other Community Boards; and well done Ahuriri, which had four members in attendance. The discussion topic was the remuneration and representation reviews for Council and Community Boards. There were excellent presentations by Mike Reid, Senior Policy Analyst LGNZ, and Jaine Hayward, Professor of Politics, University of Otago.

We were informed that Community Boards can make a direct submission to the Remuneration Authority if they wish, or submit through Council. The Community Boards need to decide if they would like to make submissions on these topics. Some involvement from Council would be appreciated, or to know what its submissions may be.

### **11 September – Hampden Amenity Rate Meetings**

The Community Board held an Amenity Rate suggestion meeting at the Hampden hall. This was well supported by residents attending and discussing their ideas for the Hampden township. Once the suggestion timetable closes, we will meet and formulate a plan to engage with the residents about their ideas and work with officers on projects.

I wish to thank all Board members for their support and commitment during the last six weeks. I appreciate the time you have all put in to progress projects for the benefit of our community.

**Kathy Dennison**  
**Waihemo Community Board Chair**  
**14 September 2017**

# *Waihemo Community Board Report*

**From** Waihemo Community Board Members

**Date** 25 September 2017

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## **Community Board Members' and Councillor's Reports**

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### **Recommendation**

That the Waihemo Community Board receives the Community Board Members' and Councillor's reports.

- **Community Board Members' Reports (verbal)**
  
- **Councillor's Report**

# Waihemo Community Board Memorandum

**From** Customer Services Group Manager

**Date**

25 September 2017

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## Information Report

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### Recommendation

That the Waihemo Community Board receives the information.

### Summary

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

- Mayor's and Acting Chief Executive's reports to 13 September 2017 Council meeting
- Customer Services Group Manager – Health and Safety Update to Customer Services Committee 30 August 2017.

### Purpose

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

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



Lisa Baillie  
**Customer Services Group Manager**



# Waitaki District Council Memorandum

**From** Mayor Gary Kircher

**Date** 13 September 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?

The past six weeks continues to show good progress. We have been working with Acting CEO, Neil Jorgensen to prepare for the arrival of Fergus Power, and Neil has been keeping the organisation ticking along whilst undertaking some initial work for Mr Power. The couple of emails I have exchanged with Fergus certainly indicate that he is keen to get into the role, and enthusiastic about the opportunity. I am confident that he will take the time to get a thorough understanding of the organisation, and is already gathering information and showing good signs of inclusiveness.

### The Observatory Retirement Village

One of the momentous achievements for our community was to see the new retirement village open a few weeks ago. It is the culmination of over 5 years' planning and dedicated effort by a large number of people, and it was a proud moment when the residents moved in on the first day! The overwhelming response has been very positive, with all of the care beds and apartments filled, and the first ten villas sold and construction underway. The second stage of the care beds is now under construction, with the first concrete pour for the foundations being carried out on the 30<sup>th</sup> of August.

I got to talk to quite a few of the new residents on their first day in their new home, and it was an exciting time for them, although a little daunting for some. For many of them, Rendell on Reed had been their home for a considerable time; for one woman I spoke to, it had been 10 years! So change was an issue they had to deal with, but they were generally happy with their new surroundings and their family members were all very positive about the change.

The pressure is now on to get the next stage of care beds completed, to ensure we have enough to take care of our older folk. Stage 2 is expected to be completed in 10 – 12 months.



Ngai Tahu leads the official blessing in preparation for the opening of the village



The new van gets delivered to the village.



Another Councillor tour, just before the opening.



Trust Chair Ken Scott looks out at the courtyard.

### **Flood damage – the aftermath**

As we know, the damage caused by the recent big rain event was not as severe as it might have been, but it has still been devastating for a number of people. The Council itself is faced with a total repair bill of close to \$1.5m, though a good proportion of this will come from other sources such as insurance, NZTA, and MBIE. The rest will need to be funded from the disaster fund or some other internal source.

I was contacted by some of those more affected by the flooding. This included a group of neighbours who were close to having their homes completely inundated. One of them had been quite affected, and the others came very close. We were able to help with some of the exacerbating factors, by notifying neighbours to fix downpipes, and by giving some helpful advice on what they could do to install a sump pump in their shared driveway. It was just a small thing, but it was good to see our staff being very helpful.

Another visit I had was to the Christian Life Centre in College St, behind the Northstar complex. Their church had over a foot of water throughout the whole building, and unfortunately the water had been contaminated with sewage. This resulted in them needing to throw out almost all of their chattels, furniture, carpet, musical instruments, food and more. Insurance will cover the main costs, but we were able to help by giving options for meeting places for their services while the church was out of action.

Another one of the organisations that we helped out was Oamaru Steam & Rail (OSR). As usual for such a rain event, they were the unwilling recipients of a lot of clay and detritus which came from the large catchment above them. OSR is one of our many community groups run solely by volunteers, and one that the community really values. Because of this and the good work they carry out providing their train experience around the harbour, we assisted with a financial contribution to the clean-up. Because the clay also makes a big mess of Waterfront Rd, our assets team is looking at ways to lessen the effects of big rain events by capturing the water further up the hill and diverting it away from the clay cliffs. Hopefully they will find a cost-effective way of achieving this, which will save everyone a lot of grief!

Thank you to all members of our staff who have helped out our community as it recovers from one of the most significant rainfalls in the past couple of decades.

### **Bike parks**

As approved in the recent Annual Plan, we have a couple of bike parks to be developed around the district. These are intended to be located in the Ahuriri and Waihemo wards, with the exact locations to be confirmed with the community boards. They will be smaller versions of the new Oamaru bike park, aimed at our younger kids, and based on a similar design. However there is plenty of scope to personalise the mini-roads to suit each area, and we welcome the opportunity to partner with local groups to help raise further funding so that the surrounding grounds can possibly have seating, shelter and other play equipment added.

The parks team is getting on with the necessary consultation, and we will all look forward to seeing these projects happen, as part of providing facilities across our district.

### **Cadbury/Mondelez**

One district's loss is another district's gain. Or it could be in the case of the closure of the Cadbury factory in Dunedin. It is my understanding that once it closes, Oamaru will be home to the single largest



confectionery manufacturing business in New Zealand. As part of the closure, the Ministry of Social Development is holding an expo in Dunedin, inviting employers from across the region to attend. Staff being made redundant will be able to talk to prospective employers and I wouldn't be surprised if Rainbow Confectionery is there. Rainbow could benefit by picking up skilled staff to help grow its business, as could a number of other local businesses. It would likely require the Cadbury staff to move to Waitaki, and of course that is an added bonus as well! We will watch this space closely...



Dunedin Cadbury Factory

#### **Oamaru Hospital model of care review**

I met with the Chair and Deputy Chair of our hospital company recently to talk about the proposed new model of care for Oamaru Hospital. It is a 'brave new world' as some of the dated practices of the past are cast aside and modern ones put in place. It was also great to see that we finally have the extra funding we have sought for a long time to allow more scanning services to be provided. It is one of those real savings that can be achieved in the health sector – give us a bit more funding and people can get the help they need close to home. They save time and money, the pressure is taken off the Dunedin service, and our hospital is able to better justify the equipment and staff required to service it all.

There will be more changes as time goes on. This will not be an overnight transformation, but rather it will be a gradual process over several years as practices change, staff adjust, and the building is modified. We have a hospital board and staff who all want to provide the best service they can. There will be some bumps in the road ahead, but we will do what we can to smooth out that road for the benefit of our community.



Oamaru Hospital

#### **Mycoplasma Bovis**

The extent of this biosecurity incursion is becoming clearer as more test results come through. The good news is that it is still able to be eradicated, and the Ministry for Primary Industries representatives are in the area in force to do exactly that. There have been four public meetings to help inform the public about what the disease is, what it does, and how it spreads. I have been to several of the meetings and it is important that our people see that Council is involved. A proportion of our rural



community is currently feeling quite nervous about the disease and its implications. Part of this is a lack of information, and part of it is due to the real losses that some farmers will indirectly suffer due to the perceived risk that farmers elsewhere have of possible infection of North Otago stock.

The latest meeting, held in Weston Hall on the 31<sup>st</sup> of August, attracted approximately 160 farmers and industry representatives. I want to pay tribute to the MPI team members, and to our local vets for the work they are doing to deal with this biosecurity incursion. There is still a strong belief that mycoplasma bovis can be eradicated, and they are working hard to achieve this.



MPI's Dr Tom Rawden



Waimate Mayor Craig Rowley chairs the Q&A session at Papakaio



Deputy Mayor Tavendale and I attended the first meeting in Glenavy

### Waitaki Arts Festival

Thanks to Frances McElhinney, manager of our own Oamaru Opera House, the inaugural Waitaki Arts Festival has been created and was officially launched a month ago. Frances has succeeded in putting together a wonderful collection of events that will entertain our locals and attract visitors to Waitaki. The Festival has already proven popular – tickets are selling well and most events should be sold out by the time the festival begins on the 21<sup>st</sup> of September. Hopefully it's another long-term addition to our events calendar!



Frances McElhinney talks about the programme to an attentive audience



A well-produced programme of events!

### **NOIC progress**

Stage 2 of NOIC's irrigation scheme has been plagued with problems, but there is definitely light at the end of the tunnel, or if you prefer, at the end of the pipe! Repairs to the incorrectly installed parts are close to being finished, and testing has progressed well. The company is doing all it can to ensure water will be flowing from the beginning of the next irrigation season, and from a Council perspective, our loan to the company is as safe as it has ever been. I have been meeting with NOIC's Chair and CEO on a number of occasions, and I have every confidence in their ability to complete the job successfully. I've attached below the key points from their latest newsletter update, which gives an indication of the significant amount of work being done across Stage 2 of the scheme:

Expansion update notes as follows:

- Section 6-1 has been filled and leak tested, and passed the leak testing.
- Section 7-1 and 7-2 repairs completed, 7-1 is now being filled and 7-2 should be filled through the weekend and early next week.
- Section 8 is ready for filling and will begin once Section 6-1, 7-1 and 7-2 are stable.
- Remaining offtakes in Sections 1, 2, 3, 4 and 5 are being commissioned with a total of 30 complete. We anticipate handing over many of these offtakes to farmers from early September pending successful testing of Section 6-1. All offtakes in section 6-2 have now been flushed and commissioned.
- DR4 pipeline repairs are complete.
- Minor leak in Section 5-2 still to be completed, then filled and hydro-tested next week.
- Commissioning at PS1 and PS2 is underway, good results so far with the new valves. Several minor snags identified which will be addressed as commissioning continues.



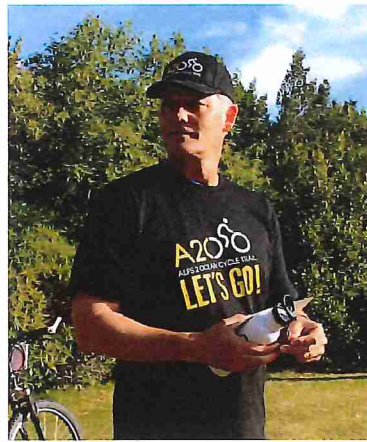


### Dr Thunes Cloete

It was with mixed feelings that I got the news that Thunes was leaving us to go to work in Queenstown for QLDC. It is sad to see him go, as he has achieved some significant things during his time at Waitaki District Council. This includes a lot of work on the Alps2Ocean cycle trail, a major change in contractors for our parks and reserves, leading some major change to our building control team, and getting the museum, gallery and archive redevelopment project to a point where we can see it being successful.

I was also pleased for Thunes, as he heads off to a new role with new and exciting projects to lead, in an area which is growing faster than almost anywhere in New Zealand. And of course I felt some pity for him as he will no longer be able to live in Waitaki!

But seriously, I want to take this opportunity to wish Thunes all the best, and to thank him for his contribution that he has made over the past almost 8 years. It has not always been smooth sailing – it is local government after all! But he has stayed positive and he has grown in the role. And now, as he heads off to one of the least affordable places to live in NZ, I wish him all the best as he picks up that challenge to be a part of the leadership team that has to work with the task of making Queenstown an inviting place again – best wishes!



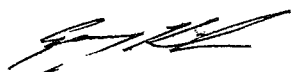
Thunes gets on his bike....

### Meetings Attended:

18 July	Mayor and CEO catch-up
18 July	Meeting with dog walkers at Cape Wanbrow
18 July	Meeting re Stage 2 of the Observatory Retirement Village
18 July	Meeting with Oamaru Whitestone Trust
19 July	Port FM – Mayoral Musings
19 July	Committee day
19 July	Councillor briefing
20 July	Meeting with Phoenix Mill Trust
20 July	New Business Opening – Elise Blundell Acupuncture, Community House
21 July	Meeting with Peter Mitchell (NOSLM) and Rob McTague
21 July	Flooding Response
22 July	Flooding Response
23 July	LGNZ Conference – Auckland
23 July	Meeting – Mayors Task Force for Jobs - Auckland
24 July	LGNZ Conference – Auckland
25 July	LGNZ Conference – Auckland
26 July	Seven Sharp Interview re penguins and breakwater safety
26 July	Executive Committee Meetings
27 July	Meeting – Inspecting flooding damage at Christian Life Centre
27 July	Launch of Waitaki Arts Festival
28 July	Meeting - Compliance of Loan and Merc
28 July	MPI Meeting – Glenavy
28 July	Observatory Retirement Village site visit
29 July	Grabatology event
31 July	Mayor and CEO Catch-up
31 July	Observatory Retirement Village blessing
31 July	Meeting with Thunes Cloete – Film competition
31 July	Meeting with Faye Willets & neighbours – Flooding Issues



1 August	Draft Agenda Meeting for Extraordinary Council
1 August	Meeting with Tony Woodbridge, NZ Police
1 August	Meeting with Robyn Wells – North Otago Irrigation Company
2 August	Council Day
3 August	Meeting with Ken Cowie – Holcim
3 August	Meeting with Ian Elliot, tourism opportunities
3 August	Meeting with Tourism Waitaki Chair and GM
3 August	Meeting with Michael Ross re North Otago Irrigation Company
4 August	Meeting with Chris Swann – update on hospital Model of Care review
4 August	Cultural Facility Development Committee meeting
4 August	Observatory Retirement Village Tour
4 August	Observatory Retirement Village Contractor function
4 August	A & P Association AGM & Dinner
5 August	Literacy NO new premises official opening
7 August	Mayor and CE Catch-up
7 August	Meeting with Otago Chamber of Commerce
8 August	Meeting with Palmerston residents re proposed A & P Association Camping
8 August	Meeting with Oamaru Steam and Rail
8 August	Meeting with Lucianne White regarding Events
8 August	Site Visit - Observatory Retirement Village
9 August	Extraordinary Council meeting and workshops
9 August	Meeting with Deb Sutton, Regional Labour Market Advisor, MSD
9 August	Youth Council
10 August	Meeting with Mark Smith - Oamaru Whitestone Civic Trust
10 August	Combined CEG and Joint Committee meeting
11 August	Otago Mayoral Forum
11 August	Otago Te Roopu-Taiao Meeting
11 August	Shadbolt & McCormick Event – Otematata Community Centre
14 August	Meeting with Don Paterson re artworks
14 August	Meeting with NZ Whiskey Co Ltd
14 August	Long Term Plan Workshop
14 August	Citizens' Awards, Opera House
14 August	Executive Committee Meeting with Acting CEO
14 August	Waihemo Community Board Meeting
15 August	Meeting with Jason Gaskill, Tourism Waitaki
15 August	Meeting with Erik van Der Spek re Sailors Cutting (Macraes)
15 August	Meeting with Jane Macknight
15 August	Tsunami Signage Discussion
15 August	Oamaru Whitestone Civic Trust meeting
16 August	Finance, Audit and Risk Committee meeting
16 August	Workshop with Tourism Waitaki
16 August	Councillor Briefing
16 August	Meeting with David & Michelle Hansen re economic development needs
16 August	Meeting with Kevin Murdoch re America's Cup visit
18 August	North Otago Tree Planting AGM
18 August	Whitestone City Event
21 August	Mayor and CE Catch-up
21 August	Meeting with Leigh Hamilton, NOIC
21 August	Heritage Celebrations Committee Meeting
21 August	Meeting with KRAIS, Kakanui Hall re camping
22 August	Meeting with Emily Fulufoa re immigration
22 August	Meeting with Liz Soal, WIC
22 August	Cultural Facilities Project update presentation, Forrester Gallery
23 August	Harbour Area Committee Workshop
23 August	Meeting with Mike McElhinney re GM recruitment
24 August	Canterbury Mayoral Forum
25 August	Canterbury Mayoral Forum
27 August	Judging at the Show and Shine Car Show, Awamoa



**Mayor Gary Kircher**

# Waitaki District Council

## Memorandum

**From** Acting Chief Executive

**Date** 13 September 2017

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### Acting Chief Executive's Report

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#### Recommendation

That Council receives the information.

#### Summary

The following comments are provided to bring Councillors up to date with changes since the last Council meeting on 2 August 2017. Most of the items have more detailed updates discussed within the appropriate Committee agendas.

#### 1. Leadership Changes

The last month or so has seen some further leadership changes, with Dr Thunes Cloete resigning to take up a new position in Queenstown. This meeting is Dr Cloete's last Council meeting and his last day with Council is this Friday, 15 September. I also would like to formally acknowledge the contribution that Dr Cloete has made to Council over the last 8 years – thank you Dr Cloete. On the arrival front, I am pleased to welcome Mr Hamish Barrell to the Management team as Council's new Planning Manager. Mr Barrell's first day was on Monday.

#### 2. Long Term Plan

Planning for the LTP is continuing, with the first full workshop scheduled for 27 September. Teams are working on baseline budgets in preparation for the workshop.

#### 3. Managing our Internal Debt

A report on property debt was presented to the Assets Committee on 30 August 2017. This covered progress on reducing the largest portion of non-fully funded debt. All of the other debt had a definite servicing plan. A full update on the status of internal loans will be provided as part of the Annual Report process. Internal debt will grow over the next twelve months as significant funding will be required for the Hamnak project as well as other smaller projects.

#### 4. S17a Reviews

All councils in Otago have formed a collaboration to undertake the S17a reviews. Work on the status of overall compliance with the section S17a reviews has been completed and a summary sheet is to be included in the Annual Reports of all Otago councils. Five more detailed reviews have commenced, covering Solid Waste, Regulatory, Harbours and Waterways, Land Transport and 3 Waters. The Solid Waste review is well underway with an assessment of options being developed, and this work will link in well to Council's own review of its Waste Management and Minimisation Plan review.

#### 5. Management of Investments

A key focus over the next month will be ensuring that the year-end accountabilities attached to all of Council's investments are delivered in the required timeframe and meet all specified standards. This includes the investments in the CCOs and the other debt-based investments. These will be reported through to both the Finance, Audit and Risk Committee and Council.

#### 6. Building Control and Regulatory Services

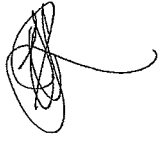
Recruitment is continuing in this area and Council has successfully appointed a TA Officer and a Building Control Officer. Council is part way through recruitment for the Building Control Manager.

#### 7. Expressions of Interest for the Harbour Development

The Harbour Area Committee has reviewed five submissions received through the Expressions of Interest process for harbour development. Council is now considering these proposals and is working through clarifying any questions before a shortlist is confirmed for the next stage. No other information can be provided at this time as all submissions are commercially confidential.

**8. Cultural Facility Development Project**

Mr Michael Voss has agreed to take the Officer lead over from Dr Cloete on this project. The transition arrangements have been made and Mr Voss has met with the project team. An Art Auction and Unique Stories Film Competition was held last Friday as part of the Cultural Facility Development Project fundraising.



Neil Jorgensen  
**Acting Chief Executive**

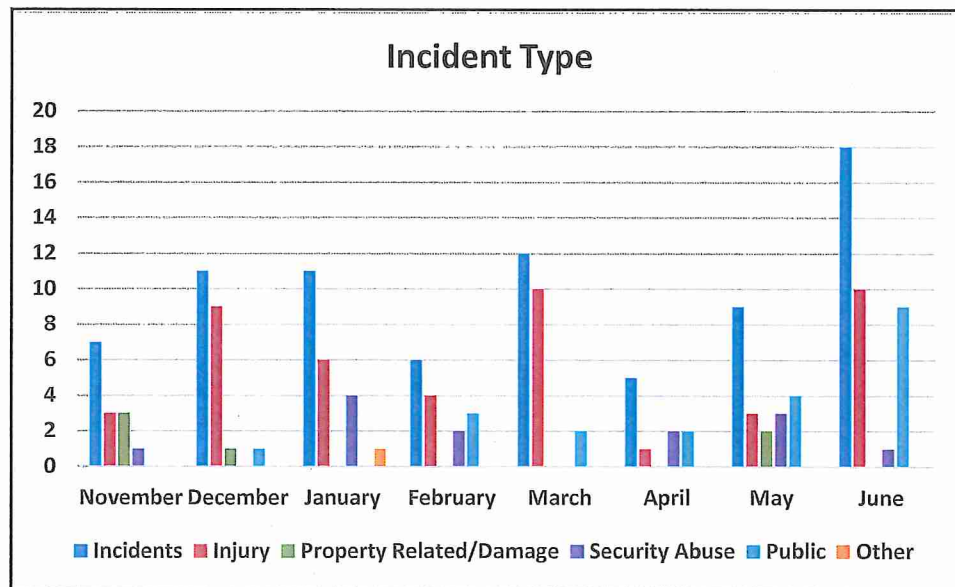
### 3. Health, Safety and Wellbeing

#### 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
April 2017	5	2
May 2017	9	2
June 2017	18	0
2016/2017 Year to Date (including current period)	105	14

\* 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 May there were 9 incidents, 4 of which also involved the public, (1 public also involved abuse and 1 public was also an injury), 2 abuse/security incidents (1 involved the public and 1 property damage police called), 2 property incidents (1 involved police), 3 injury/illness (1 involved the public)

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

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



**Public Incidents May/June (many minor incidents):**

- Man tried to grab a young boy at the harbour playground; police were called
- Child bumped into low shelving at library
- Child cut foot on rock at pool
- Child hit head coming down slide
- Customer walked into handrail at pool
- Member of the public slipped on slippery ground at Fenwick Car Park – broken ankle
- Customer collided with another swimmer in the pool
- Child hit back of neck on pool edge
- Boy dived into inflatable; got trapped – rescued; inflatable being replaced
- Customer walked into returns bin at library
- Child walked into door at pool
- Child pinched finger in gate at pool
- Customer cut foot in spa; cover not securely in place at bottom of spa – now fixed

**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
April 2017	3	28	2	0	11
May 2017	23	0	1	2	8
June 2017	6	4	4	0	5

Inductions May/June: 14 contractors, 9 staff and 6 volunteers

Audits May: 2 Workplace Inspections

Training June: 1 First Aid Refresher, 1 Representation Review Forum, 2 Standing Orders Workshop

- Hazardous Substances review underway, to ensure compliance with the new Health and Safety at Work (Hazardous Substances Regulations) 2017

**Hazards Reported May/June:**

- Manual handling hazard – files stored too low. Remedy – files stored higher.
- Nail in floor sticking up. Remedy – nail removed.
- Strong smell of toner while printing large volumes. Remedy – large volumes of printing to be done in printing room.

**Health and Safety General:**

- 21 Workstation reviews for new and existing staff
- Presentation on Due Diligence to Waihemo and Ahuriri Community Boards
- Presentations to Staff on Management of Stress in the Workplace
- Health and Safety Differently Masterclass attended – a new way of thinking
- Stress Policy reviewed and updated
- Change to the Approval Process of contractors to Sitewise Pre-Qualification underway - letters and advertising to be completed. Workshops on assisting contractors to become Sitewise approved are organised for September
- January – June Analysis of Incidents data is attached to this report for information