



Notice of Meeting

and

AGENDA

of the

Waihemo Community Board

Waihemo Service Centre, Tiverton Street,
Palmerston

6.30pm – 8.30pm

Monday 19 February 2018

Waihemo Community Board

**Waihemo Service Centre, Tiverton Street, Palmerston
Monday 19 February 2018 at 6.30pm**

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Waitaki District Council**Waihemo Community Board****UNCONFIRMED MINUTES of a Meeting of the
Waihemo Community Board
held in the Waihemo Service Centre, Tiverton Street, Palmerston
on Monday 11 December 2017 at 7.00pm**

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

In Attendance Cr Wollstein
Mayor Kircher
Mr Power (Chief Executive)
Ms Wala (Secretary)
Mr Campbell (East Otago Review)

Public Forum

The Chair declared the Public Forum open at 7.00pm.

Speaker 1

Mrs Sharon Bray spoke about her concerns relating to the new rubbish recycling scheme starting in February, and in particular how poorly the changeover had been communicated to the community.

The Chair responded that such concerns had been discussed at an earlier workshop, and Mr Brown had since researched pricing and different rubbish bin options in response, which he then shared with Mrs Bray and everyone else in attendance.

Mayor Kircher advised that the scheme was being run by a private business, not Council.

Speaker 2

Mr Jim Moffat spoke about his concerns regarding Council information pertaining to the community not reaching the aging population who do not have access to the internet and smartphones and instead they relied on newspapers and communications from sources like the community board and the East Otago Review. The Chair noted that the Community Board minutes and agenda papers were still available for viewing at the local library, and that Mr Campbell from the East Otago Review was a regular attendee at the Board's meetings.

Apologies

There were no apologies.

Declarations of Interest

There were no declarations of interest.

Minute's Silence Observed

The meeting observed a minute's silence for the sudden passing of Stefan Witehira, a well known and respected member of the community.

1. Confirmation of Previous Meeting Minutes

RESOLVED
WCB17/074

Mrs McGregor / Mr Roy
"That the Waihemo Community Board confirms the minutes of the Waihemo Community Board meeting held on 6 November 2017, as circulated, as a true and correct record."

CARRIED

2. Building Consents Issued in Waihemo Ward for the months of October and November 2017

Memoranda had been circulated to provide the Community Board members with a list of building consents issued in Waihemo Ward for the months of October and November 2017.

RESOLVED
WCB17/075

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

CARRIED

3. Assets Update

A memorandum had been circulated 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
WCB17/076

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

CARRIED

Cr Wheeler asked that the results of the customer requests be included in subsequent reports, so that Board members and the community could know how they were being handled and the outcomes obtained. The Chief Executive advised that he would look into the matter.

ACTION POINT: To investigate and – if possible – action a request to add the status of customer requests to future reports. (Chief Executive)

4. Recreation Update

A memorandum had been circulated to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 25 October to 30 November 2017.

RESOLVED
WCB17/077

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

CARRIED

Mr Brown advised that the cricket grounds were not able to be used currently due to the roughness of the turf. Instead, clubs had been playing at nearby schools. It was hoped that this situation could be remedied so that the grounds could be used next year.

An update: The flax planting at Little Kuri Creek in Hampden has been completed.

5. Hampden Streetscape

A report had been circulated to inform the Waihemo Community Board about the concept plan for streetscape improvement in Hampden (which was appended to the report as "Attachment Two") following two public meetings and feedback sessions with the Hampden community, and to seek the Board's recommendation to Council to approve the concept plan.

RESOLVED
WCB17/078

Cr Wheeler / Mr Brown
"The Waihemo Community Board recommends:
That Council approves the plan in Attachment Two for streetscape improvements in Hampden."

CARRIED

6. Schedule of Meetings 2018 – Waihemo Community Board

A report had been circulated to supply for Board endorsement the Schedule of Meetings 2018 for the Waihemo Community Board as adopted by Council on 15 November 2017 and following consultation with the Board Chair to agree on a revised date and time for the December 2018 Board meeting.

RESOLVED
WCB17/079

Mrs McGregor / Mrs Dennison
"That the Waihemo Community Board receives and endorses the Schedule of Meetings 2018 for the Waihemo Community Board, as attached."

CARRIED

7. Chairperson's Report

The Chairperson's report, as circulated, was taken as read. The Chair made additional comments as follows:

- **Palmerston Town Clock:** Despite best efforts, this would not be fixed before Christmas. It was a complicated project, with parts not being readily available, and a range of quotes to consider, from \$1K to \$20K. The matter would remain on the Board's agenda so that the work could be progressed in the new year.
- **Tree roots:** Community members had expressed concern about the tree roots around the base of the clock making the pavement uneven. In the longer term, they could become a safety hazard, and the area would benefit from being cleaned up and perhaps a seating area installed.

RESOLVED
WCB17/080

Mrs Dennison / Mrs McGregor
"That the Waihemo Community Board receives the Chairperson's report."

CARRIED

8. Community Board Members' and Councillor's Reports (verbal)

Heather McGregor:

- 14 November – Combined Halls Committee meeting.
- 21 November – Recreation Workshop with Erik Van der Spek and Mark Burgher to discuss forthcoming projects as outlined in the Chairperson's Report.
- Brough Road: Discussions with a ratepayer regarding their concerns about the need to chip seal about 30 metres of Brough Road. The contract engineer had outlined options for consideration.

- Contract Engineer has suggested 200mm timber posts be installed in the footpath by the back of the kerb on Runbrake Street beside the Palmerston Bowling Club where trucks have been parking.
- Other areas (including Stour Street, Copinsha Street and Tiverton Street) have been pointed out as areas requiring attention.
- Attended various meetings and local fund-raising events in the community during the past six weeks.
- Congratulations to local woman Leonie Vogel who was awarded the Asia/Pacific Region World Association of Girl Guides and Girl Scouts Leadership Award and the National Board of Girl Guiding NZ Fern Award at the weekend.
- Condolences to the Witehira family for the loss of Senior Constable Stefan Witehira, a highly-respected member of the Palmerston community.

Carol Watson:

- Combined Hall Meeting
- 14 November cleaning at the Sports Hall
- 21 November – Workshop

Paul Roy:

- 50km speed sign on Macraes Road is periodically removed by certain contractors when a large vehicle needs to pass through the narrow street. It is then discarded down the road.
- An incident on a paper road was recently reported where 15 sheep had been maimed or killed by vehicular traffic. The Police had been involved, but due to the isolation of the area, nothing can be done as it is not permissible to lock paper roads. Mayor Kircher acknowledged community frustrations about this matter, but noted that, unless a paper road is closed and made redundant legally, it needs to remain accessible to the public.

Ken Brown:

- Community Rate project in the pipe line early next year.
- Rubbish contractor changeover

Community Councillor Jan Wheeler:

- 11 October – Council Meetings and Workshops.
- 8 November – Council workshops.
- 11 November – attended Armistice Day Commemoration.
- Attended Hampden Transfer Station Volunteers – planting of the garden and shrub cuttings for sale at the busy Tip Top Transfer Station shop.
- 13 November – ORC Workshop to discuss Draft Air and Water Quality Plans.
- 15 November – attended Victorian Fete in Oamaru; it was an excellent event.
- Mid-November – Explosion of rabbits in Moeraki Village and surrounding areas – made TV National News.
- Mid-November – In accordance with the majority of submissions received, Waitaki District Council voted to keep the status quo regarding Easter Sunday Trading, with only certain businesses allowed to trade on that day, including tourist shops, restaurants, cafés, dairies, petrol stations, pharmacies, garden centres and dairies.
- 22 November – Council Committee meetings, Workshop, and tour of Canterbury Spinners Limited factory.
- 27 November – Solid Waste Committee workshop.
- Waihemo Community Board Palmerston meeting regarding recreation and the bike park. Hampden streetscape options also discussed.
- 29 November – Council Strategic Priorities Workshop with facilitator Alicia Mackay.
- 4 December – Council LTP Workshops.
- Thanks to the Roading team for providing detail about work done on Waihemo roads.
- Condolences to the family and all members of the Palmerston Community on the loss of long-serving, dedicated policeman Stefan Witehira.
- Best wishes to everyone for a Merry Christmas and a very good year.

RESOLVED
WCB17/081

Mr Brown / Mrs Dennison

“That the Waihemo Community Board receives the update reports from Community Board Members and the Community Councillor.”

CARRIED

9. Information Report – Mayor, Chief Executive, and Health and Safety Updates

The Information Report, containing updates as set out below, had been circulated with the agenda and were taken as read:

- Mayor's and Chief Executive's Report to 6 December 2017 Council meeting
- Customer Services Group Manager – Health and Safety Update to 22 November 2017 Customer Services Committee Meeting

Mayor Kircher highlighted key aspects of his report, as follows:

- The Gold Star Service Award to Tim Bell for his 25 years of service to the Kakanui Fire Unit, and the opportunity to acknowledge, celebrate and thank the whole Kakanui community, and especially the dedicated volunteers and their families, for their time and dedication. A garage for the tanker in Palmerston is planned.
- Congratulations to the Field Days' organisers – an amazing job!
- East Otago High school graduation had been cancelled due to the passing of Stefan Witehira. He was a true community man, and will be greatly missed.
- The Heritage NZ Landmark Programme will be launched on Friday.
- Cr Tavendale represented Council at the Rural and Provincial Meeting, and her report was appended to the Mayor's Report which formed part of the collaborative Information Report to this Community Board meeting.

RESOLVED
WCB17/082

Mrs McGregor / Mr Brown

"That the Waihemo Community Board receives the Information Report."

CARRIED

Verbal Update From Rostered Councillor – Cr Wollstein

- Pleased to have the Dunback toilets completed, but it was disappointing to learn that the showers were no longer viable.
- Coastal cycleway is still in the planning stage, and will get underway once the A2O off-road is completed.
- Council would be applying for grants from the Tourism Infrastructure Fund (TIF)
- He was disappointed that submissions on the Easter Sunday Trading Policy had favoured the status quo, and resulted in that vote by Council; he thought it was a lost opportunity.

Verbal Update From Rostered Executive Manager – Chief Executive Fergus Power:

- The Internship Programme was fully subscribed for this initial period. This was good news, and will put Waitaki on the map. Everything was in place for a successful and interesting programme of work.
- The Structural Realignment at Council has been completed and was now in place; it had been well received by staff.
- Changes had been made to Council Committee memberships and responsibilities to reflect the new structure, including the introduction of a new Information Services Committee.

There being no further business, the Chair declared the meeting closed at 8.25pm.

Confirmed this 19th day of February 2018 at the Waihemo Service Centre, Palmerston.

Chairperson

Waihemo Community Board Report

From Operations Network Engineer

Date 19 February 2018

Hampden Amenity Project – Channelling along Lincoln Street

Recommendation

That the Waihemo Community Board:

- 1 Approves a financial contribution to the construction of a dish channel, of approximately 130 metres, along the frontages on Lincoln Street connecting to the State Highway kerb to a budget of up to \$20,000 from the Hampden Amenity Rate.

Purpose

The purpose of this report is to inform the Waihemo Community Board of the options to consider, and approve a project from the Hampden amenity fund which currently has a budget of \$32,000.

Summary

A submission received from John Dimelow of the Hampden 4 Square has resulted in a recommendation for improvements along Lincoln Street matching its importance to the community and visitors.

A project to complete the dish channel between the Fire Station and hotel is recommended along with a new dish channel on the opposite side of Lincoln Street which will also have the added benefit of slightly widening the carriageway.

Drainage flow along Lincoln Street is impeded by encroaching grass verge and with the increase in heavy vehicles using this section of Lincoln Street, using the grass verge to pass, has creating ponding.

The proposed channelling will also allow for future development of the verge behind the dish, along the 4 Square frontage to establish picnic tables or a traveller's rest area.

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	Key
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

Lincoln Street between Durham Street and the State Highway is essentially Hampden's main street. It has a motel, community housing, fire station, access to the hotel and 4 Square, off street parking, public telephone and the e-car charging station.

The road has a narrow carriageway and is well-used by heavy vehicles servicing these businesses. The verge is largely un-formed grass and loose gravel.

Council has received a request to tidy the area recognising its increased usage and the facilities it offers. John Dimelow met Mayor Gary Kircher and CEO Fergus Power on site and discussed the benefits of the proposed project to the community. John has made a large contribution to the revitalisation of Hampden and in turn this has encouraged other investors to move into the area.

Council has committed to spend \$28,000 on a stormwater mudtank and reticulation in the immediate area.

The Mayor and Chief Executive recommended that the project be considered by the Community Board and fund the dish channels, whilst the other associated drainage works and road reinstatements will be separately funded by Council.


Summary of Options Considered

- Option 1 Compliment drainage improvements (recommended option)
Construct a new dish channel for approx. 130 metres from State Highway 1 to #40 Lincoln Street, right hand side and complete the dish channel between the Fire Station and Carpark access outside #37. This allows for removing of grass verge on road edge, a slight widening of the carriageway and an improvement in drainage. Estimate \$19,500.
- Option 2 Construct a shorter length of dish channel of 70 metres from State Highway 1 to outside the motels and complete dish outside #37 opposite the motels. This allows for an improvement of drainage from the motels to State Highway 1 and creates an area on the verge for future development of amenity features like picnic tables or benches for travellers and the community to use. Estimate \$14,790.
- This option is likely to be a temporary solution and the balance of the works would be expected in the near future.
- Option 3 Project deferred to a later time. It is likely that this option would diminish visitor and local business experiences.

It is recommended that the Waihemo Community Board approves:

- Option 1 This is the preferred option as it better reflects the increasing importance of Lincoln Street for activities off the State Highway. There is now a busy supermarket, fire station, access to motels and the e-charging facility accessed via this street. The investment in a full complimentary improvement would help enhance this now popular area and is recommended to give best value for the dollars spent. The work would mean that money would be spent more efficiently by being able to do the full job once while the Contractor was on site.

The above work can be funded from the Hampden Amenity Fund in 2018.



Mark Renalson
Operations Network Engineer

Neil Jorgensen
Assets Group Manager

Waihemo Community Board Report

From Operations Network Engineer

Date 19 February 2018

Lincoln Street Pedestrian Concerns

Recommendations

That the Waihemo Community Board approves maintaining the status quo and monitors information over the next 12 months to determine any necessary works on Lincoln Street.

Purpose

The purpose of this report is to inform the Waihemo Community Board of the options for consideration and approval.

Summary

The Board has noted that an area on Lincoln Street is narrow and presents a risk to pedestrians passing past an embankment area when walking towards the camping ground and beach. The site is within the 30kph speed zone. The current sealed road width is 4.1 metres at the site, but lacks a grassed area for pedestrians to step off onto should vehicles be approaching. There is good visibility in both directions; however the road has a formed side drain at the toe of a 3 metres in high embankment which reduces walking space.

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	Key
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

The initial thoughts from the board was that a footpath be constructed from State Highway1 to the camping ground along the road verge of Lincoln Street to provide safe access for pedestrians. Traffic speed along this section of road was also a factor to be considered. Initial recommendations and estimates were supplied to the Community Board for comment and discussions resulted in a scaled down consideration to provide a wider shoulder through the embankment area of approximately 50 metres.


Summary of Options Considered

- Option 1 Status quo (recommended option)
Keep existing speed limit to 30kph and monitor information over the next 12 months to assess whether there is an issue or not. Minor signage and line markings adjusted as necessary.
- Option 2 Bench the road shoulder and fill with aggregate, creating at least a metre of width off the sealed carriageway for 50 metres. Regrade the side drain to the existing culverts and construct a low retaining wall to prevent spoil from embankment from slipping onto new shoulder. A bench be cut in the embankment around the intersection with Newcastle Street to improve visibility. No changes to the culverts at the intersection are proposed and the widened shoulder remains unsealed. Project Estimate is \$8,500 for the retaining wall and \$8,500 for the shoulder widening works, totalling \$17,000.
- Option 3 To manage speed within the 30kph zone by placing additional measures of signs, speed cushions and road markings to separate pedestrians from the live lane (sharing of the road) for an estimate of \$17,000. This option excludes widening works.

It is recommended that the Waihemo Community Board approves:

Option 1 The status quo with any minor amendments as necessary. This road area has good visibility and with the 30 kph speed limit provides a pedestrian environment similar to other areas in Hampden. Spending over half of the available Amenity budget (\$32,000) does not seem to provide good value for money at this time, especially as much of the current information on the volume of issues appears to be anecdotal. It is recommended that 12 months of monitoring take place so that the extent of the issue can be determined and robust information gathered.

The Hampden Amenity Fund has the funds available for the above works.



Mark Renalson
Operations Network Engineer

Neil Jorgensen
Assets Group Manager

Waihemo Community Board Report

From Operations Network Engineer

Date 19 February 2018

Palmerston Amenity Project – Sealed Footpath Gilligan Street

Recommendation

That the Waihemo Community Board approves the construction of a sealed footpath on Gilligan Street connecting Stronsa Street to District Road with a pedestrian refuge, up to a budget of \$16,000 from the Palmerston Amenity Rate.

Purpose

The purpose of this report is to inform the Waihemo Community Board of the options to consider and approve the project from the Palmerston amenity fund which currently has a budget of \$109,646.

Summary

There is no formed pedestrian access between Stronsa Street and District Road, where footpaths are formed. Pedestrians can walk in the carriageway, or along a steeper grass verge. There is also an option to walk through the showgrounds. The intersection between Stronsa Street and District Road is on a grade, with a blind brow and a sweeping blind corner.

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	Key
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

District Road is home to the East Otago Medical Centre, and there is a formed footpath on District Road from Gilligan Street. There is no formed access from Stronsa Street across Gilligan Street to the District Road footpath and the area is hampered by a blind brow and a sweeping blind corner, potentially making crossing of the road by pedestrians unsafe.

Summary of Options Considered

Option 1 Full footpath with safety features (recommend)
Construct a footpath on the grass verge on Gilligan Street from Stronsa Street to District Road. Allowance for a pedestrian refuge at the Stronsa Street crossing of Gilligan Street and again across District Road should be considered and is allowed for in this option. Estimate \$15,670.

Option 2 Construct a footpath on the grass verge on Gilligan Street from Stronsa Street to District Road. An allowance for a pedestrian refuge at the Stronsa Street crossing of Gilligan Street and again across District Road in the form of a painted median should be considered, and is allowed for in this option. Estimate \$10,670.

This option will also be effective without the potential hazard for an out of control vehicle but will lack the refuge protection for the pedestrian.

Option 3 Construct a footpath on the grass verge on Gilligan Street from Stronsa Street to District Road. Estimate \$9,670.

This option does not address the vulnerability of pedestrians crossing the street but provides better connectivity.

- Option 4 Status quo to remain
This option is not recommended as it leaves unchanged an area of where a footpath terminates and pedestrians are more vulnerable when crossing the street.

It is recommend that the Waihemo Community Board approves:

- Option 1 The full footpath safety improvement as a constructed pedestrian refuge provides a greater sense of security and protection for pedestrians when crossing the road.

The project is recommended for funding from the Palmerston amenity fund which currently has a budget of \$109,646.

Mark Renalson
Operations Network Engineer



Neil Jorgensen
Assets Group Manager

Waihemo Community Board Report

From Operations Network Engineer

Date 19 February 2019

Palmerston Amenity Project – Kerbing at Muir Street

Recommendation

That the Waihemo Community Board approves the construction of a nib kerb on Muir Street intersection with Stour Street, up to a budget of \$10,000, funded from the Palmerston Amenity Rate.

Purpose

The purpose of this report is to inform the Waihemo Community Board of the options to consider and approve funding the project from the Palmerston amenity fund which currently has a budget of \$109,646.

Summary

Kerb and Channel on Muir Street stops short of connecting to the kerb in Stour Street. By completing connection of the existing kerb to Stour Street, this will allow for Muir Street to be the same width throughout, thereby improving the intersection alignment where it is at its narrowest. This will make it safer for traffic turning off Stour Street onto Muir Street.

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	Key
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

Muir Street is constructed at a standard width with kerb and channelling except for 22 metres and 25 metres left and right at the Stour Street intersection. The width of the carriageway also reduces from 6 metres down to 4.5 metres. The road is used as access to the school by parents and buses.

Summary of Options Considered

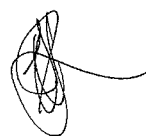
Option 1 Construct new nib kerb (recommended)
Construct new nib kerb for approximately 22 metres connecting to the existing Stour Street kerb on the right and 25 metres ending in line with the edge of carriageway on Stour Street on the left. Estimate \$9,960.

Option 2 Leave the status quo

It is recommended that the Waihemo Community Board approves:

Option 1 This work will improve the safety of the intersection and provide the same width road throughout the length of the road.

Funding to be from the Palmerston Amenity Fund (2018).



Mark Renalson
Operations Network Engineer

Neil Jorgensen
Asset Group Manager

Waihemo Community Board Report

From Operations Network Engineer

Date 19 February 2018

Palmerston Amenity Project – Kerbing at Ross Park

Recommendation

That the Waihemo Community Board approves the construction of a nib kerb at Ross Park intersection with Stromness and Runbrake Streets, up to a budget of \$7,000 from the Palmerston Amenity Rate.

Purpose

The purpose of this report is to inform the Waihemo Community Board of the options to consider and approve the project.

Summary

Poor drainage and definition of road and footpath currently exists at this key intersection which is a key route to the school for pedestrians. The footpath merges into the road carriageway without any notice. The drainage is poor and pedestrians often have to negotiate water ponding at the site. Installation of a nib kerb will both define where the footpath stops and road begins, and allow drainage to be improved. It will also better define the intersection.

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	Key
Financial Criteria	Key	Economic Considerations	Moderate
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

The footpath on Runbrake Street is a key path to access the kiwi crossing that allows school children to cross Runbrake Street safely to and from school. The intersection with Stromness Street is a wider sweeping intersection which has no definition between road and footpath and water ponds on the road.

Summary of Options Considered

Option 1 Construct new nib kerb (recommended option)
Construct new nib kerb on both sides of the Stromness Street intersection with Runbrake Street, creating dropped footpath crossings and a path for stormwater to drain away from road. The nibs will connect with existing kerb and channel on Runbrake Street. Estimate \$6,950.


Option 2 Leave the status quo

It is recommended that the Waihemo Community Board approves:

Option 1 A new nib kerb will create a definition between the road and footpath and will improve safety for crossing at this intersection.

Funding for this project is to be sourced from the Palmerston amenity fund which currently has a budget of \$109,646.

Mark Renalson
Operations Network Engineer



Neil Jorgensen
Asset Group Manager

Waihemo Community Board Report

From Recreation Manager

Date 19 February 2018

Hampden Beach Improvements

Recommendations

That the Waihemo Community Board:

1. Approves up to \$6,000 from the Waihemo reserve improvement fund to:
 - a. Install bollards to separate the Hampden Beach playground from the road and parking areas, AND
 - b. Provide an additional picnic table at Hampden Beach.

Objective of the Decision

To approve funding to carry out minor improvements at Hampden Beach.

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	Moderate	Economic Considerations	No
Community Views	Key	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	No

Background

The Waihemo Community Board has discussed options for improvement work at Hampden beach and has sought the views of the community through advertisements in the local paper and had discussion at a community meeting.

Generally, there is resistance to substantial changes, in particular anything that prevents vehicles being able to park on the grass area by the seawall. The ideas that were received most favourably were:

- Bollards around the play pieces to separate from the road and areas used by vehicles.
- New picnic tables.
- New Rubbish bins.

The budget for minor reserve improvements for Waihemo in the 2017/18 financial year is \$13,100. Of this, \$4,000 will be required for the Moeraki Beach stair replacement if this is not covered by insurance and \$3,000 is required for replacement of the Moeraki lookout point kiosk, leaving \$6,100.

A picnic table installed on a concrete pad is expected to cost \$3,000 and approximately 70 metres of bollards at 2m spacing is expected to cost less than \$3,000. An option of using rocks instead of bollards would look more natural but is expected to cost around \$5,000.

Summary of Options Considered

Option 1 – Approve up to \$6,000 from the Waihemo reserve improvement fund to:

- a. Install Bollards to separate the Hampden Beach playground from the road and parking areas, AND
- b. Provide an additional picnic table at Hampden Beach.

Option 2 – Approve other work.

Option 3 – Not complete recommended work.



Erik van der Spek
Recreation Manager



Neil Jorgenson
Assets Group Manager

Attachments

Additional Decision Making Considerations.
Proposed Bollard layout

Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Policy / Planning considerations:

There are no specific policy or planning considerations.

Legal:

There are no legal considerations.

Significance and Outcomes:

Officers have reviewed the significance of this matter against the criteria and thresholds in Council's policy on determining significance. This matter is considered to be of minor significance.

Financial Criteria:

There are sufficient funds available in the Waihemo Improvement Fund to cover the recommended work. The Waihemo Improvement Fund is able to be used for Reserve Improvements at the discretion of the Waihemo Community Board.

Community Views, Community Board Views and Consultation:

The work has been discussed with the Hampden community.

Cultural or Social considerations:

There are no specific cultural considerations.

Economic Considerations:

There are no specific Economic considerations.

Publicity and Communication:

No publicity or Communication is planned.

Attachments:

Proposed Bollard layout

Proposed Bollard layout



Waihemo Community Board

Memorandum

From Assets Group Manager

Date 19 February 2018

Assets Update

Recommendation

That the Waihemo Community Board receives the information.

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

Council has graded some 123km of roads within the Waihemo Ward in January and this has likely contributed to a small number of CRMs received during this period. The ground movement along Haven Street in Moeraki is currently more active towards the intersection between Haven and David Streets. Council officers have not received any feedback over the additional aggregate using selected dust-minimised materials laid on Haven Street to minimise dust nuisance.

Customer Requests	<ul style="list-style-type: none"> One request in regard to dust created by logging trucks on Blaikie Road – with the Regional Council. Six overhanging vegetation requests this month. Mostly to urban areas, the property owners have received a reminder that vegetation on property frontages is their responsibility to maintain.
Road Maintenance	<ul style="list-style-type: none"> The grader is currently preparing roads in the very rural road programmed for gravel. The preparation includes reforming side drains, cut outs and cleaning culverts. Rural Roads gravel will be supplied from Shark Hill later in March. Edge break has been carried out on Goodwood and Domain Roads Edge marker posts have been replaced on Macraes, Goodwood, Hyde-Macraes Roads in the area Pavement repairs have been carried out in the district
Community Board Projects	<ul style="list-style-type: none"> Project options are with the Board to consider and submitted under a separate cover.
Bridges and Structures	<ul style="list-style-type: none"> Vandalism and Accidental repairs to bridge rails at Craig Road Bridge and Domain Road Bridge. Repairs to deck on Horse Range Road
Street Lighting	<ul style="list-style-type: none"> Lighting on the RSA Monument will be completed ahead of ANZAC Day 2018, a \$2000 grant was received from Oamaru Rotary Club to contribute to this project.
Road Markings and Signage	<ul style="list-style-type: none"> District-wide paint remarking of roads is ongoing
Road Resurfacing	<ul style="list-style-type: none"> Due to obligations outside the district, the Contractor will return in March to complete the reseal programme
Road Rehabilitation	<ul style="list-style-type: none"> Pavement reconstruction works are underway on Horse Range Road from the cattle yards to Jacks Road.

Water

Waihemo/Stoneburn

- Officers are currently working on preliminary designs for replacing and upgrading reticulation in the Hughes Road/Taieri Peak Road area on these two supplies. The pipelines from these two supplies cross over in a number of places, and ongoing repairs (particularly in Hughes Road) are adding impetus to tidy up the supplies in this area.

Hampden/Moeraki

- A Conserve Water Notice is still in force for the Hampden-Moeraki water supply. Whitestone Contracting is continuing restrictor checks on this supply to make sure each property gets the correct allocation and that any worn restrictors are replaced.
- Contractors have started works to replace the old 100mm AC main through Hampden Township. The new main is a 150mm (internal) diameter pipe and the added capacity will assist in bulk water delivery to the Moeraki part of the supply.
- Construction of the Oamaru to Hampden pipeline has recommenced in the New Year and progress is on track.

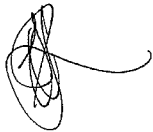
Waste Water

Moeraki

- Consent has been obtained from Otago Regional Council for the new irrigation disposal to farm land at Katiki. From Hillgrove to Trotters Gorge Road, the pumping line will be laid together with the new water main to the chicken farm, which will save on construction and traffic management costs.

Palmerston

- Officers are currently emptying the first oxidation pond in order to remove sludge that has built up over the years. Sludge is not able to be broken down any further and therefore needs to be physically removed eventually.



Neil Jorgensen
Assets Group Manager

Attachments

SouthRoads Summary Report for December



WDC 642 Summary Report December 2017

PERFORMANCE

EFFECTIVENESS	CRM's	Structures	Monthly	1
		Culverts/Side drains	Monthly	6
		Fallen Trees	Monthly	2
		Flooding Roads/Footpaths	Monthly	1
		Frost and Ice Response	Monthly	-
		Grading/Metalling	Monthly	12
		Kerb and Channel	Monthly	-
		Road Litter	Monthly	5
		Signs Missing/Damaged	Monthly	6
		Roadside Vegetation	Monthly	11
		Safety Road Condition	Monthly	3
		Sealed Road Failures	Monthly	2
		Potholes	Monthly	1
		Snow Clearing	Monthly	-

				Month	YTD
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	Monthly	0	1
		Lost Time Injury - #	Monthly	0	0
		Near Miss/IOF	Monthly	19	90
		Incidents	Monthly	3	45
		Safety Audits/Tours completed	Monthly	4	20

December has been another busy month for the team with everyone looking forward to a couple of weeks to recharge the batteries with friends and family

This siteworks crew has finished the kerb replacement on Rother Street ready for the footpath resurfacing contractors to come along and give the footpaths a face lift. The footpath team has been finishing up some work in the Ahuriri ward that they had been busy getting ready for surfacing last month

The drainage crew has been completing programmed dig outs in the Corriedale area spending time on Airedale and Burnside Road.

The Maintenance Metalling programme is underway and the very rural road project has been released and metal has been used from Robbs Crossing to get this underway in the Corriedale ward. We have initiated the consent process for an aggregate source in Palmerston. This is currently sitting with the WDC which we hope to hear back from in late January.

The premix crew has been completing edge break and levelling work throughout the district. Focussing on the busy roads before the holiday season gets underway.

Our graders have been busy working on their monthly beats. The North grader was working on the Oamaru plains before heading up to Omarama to tidy up Henburn and Falston Rd before Christmas. This material was windrowed to reduce corrugations and will be brought back onto the road when we get some more moisture. The South grader has been in the Waihemo ward tidying up some busy sections of roads before heading back towards Oamaru.

Delta has been flat up trying to keep up with the vegetation growth we have had throughout the district. They completed another round of urban spraying in the townships and have all the unsealed spraying complete. After Christmas we will be looking to do another hit on the sealed roads.

The signs programme has had another busy month with staff completing programmed work throughout the break as well.

The stabi crew has come back from Oamaru and shifted onto filling low shoulders with the widener. Completing Quailburn Rd and Richmond Rd before shifting to Fortification Rd which will be completed in January.

PROGRESS

Item	Completed	Comments
Stabi's	2,452m ²	9,632m ² YTD
Maintenance Metalling (20,000m ²)	2,449 m ²	7,306 m ² YTD
Grading (280km target)	89.6 km (MTD)	897.1 km (YTD)
Road Sweeping	51 (MTD)	251 (YTD)
Signs	Cleaned 69 (MTD) Straightened 70 (MTD)	259 (YTD) 177 (YTD)
Roadside Litter Collection	11 (MTD)	153 (YTD)
Wilding Trees	100 (MTD)	130 (YTD)
Traffic Counts (300 per year)	51 (MTD)	204 (YTD) 68%

Inspection Table

Activity	Completed MTD	Completed YTD	Remaining Qty
Culvert Inspections (240/month)	144	1,378	1,502 (52.2%)
Bridge Inspections (15/month)	3	33	156 (81.7%)

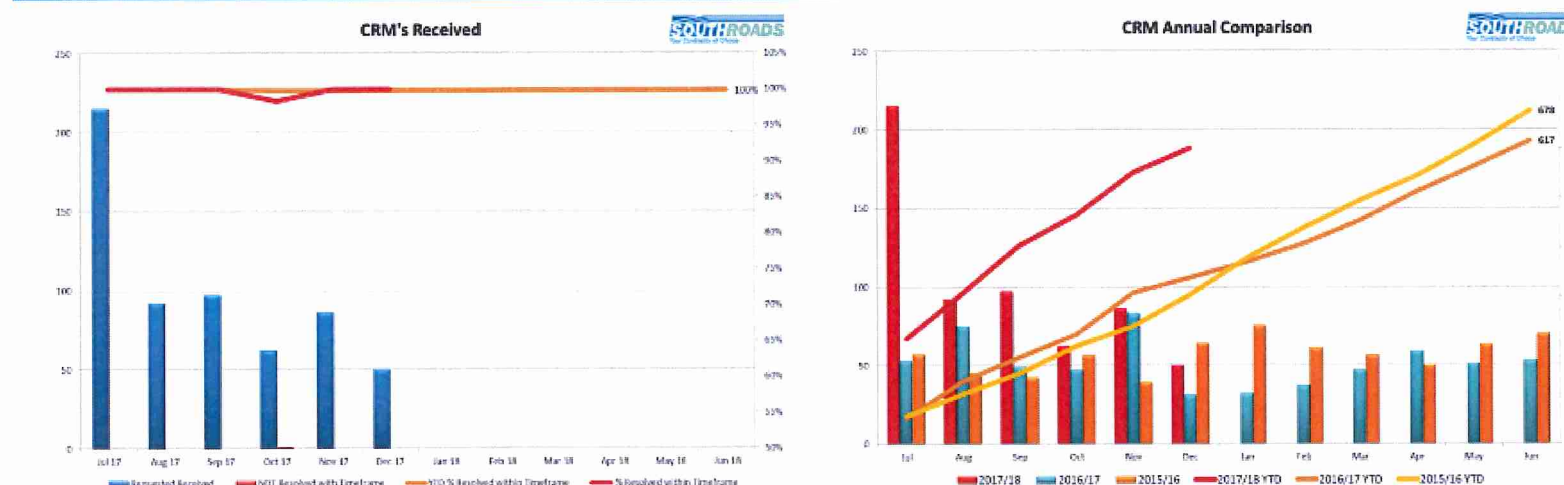
RISK & STRATEGY UPDATES

Identified Risks		Update
Roads	Humber Street Bridge Repairs	The bridge has now been sealed and opened to traffic and pedestrians again. The seal will be monitored for any settlement over the next few months
	Coal Pit Road	Saturated material has been wind rowed and made a considerable difference. The hedge seems to be the culprit causing the wet pavement to not dry out. This should be programmed to be removed before next winter. The material will be laid back onto the road once it gets warmer
	Waihanakua Rd	Coastal erosion work has been completed. This section of road will be monitored for any other movements.
	Horse Range Rd	Road narrowed to one lane. This has had the culvert pipe re-connected and rock replaced and will be monitored for any subsidence.
Slips	Haven Street - Moeraki	Continually moving. This will continue to be monitored.
Strategic	RAMM Data	Pocket RAMM devices are being used to capture data in the field and programme repairs while onsite.
	Reseal sites	Reseal sites are due to be released for the 2018/19 season. These sites will then be inspected and repairs programmed to get repairs underway before next season.

CUSTOMER SERVICE MANAGER REPORT

We received 50 CRM's for the month of December. This is 36 down on last month. Grading and metalling have generated the highest CRM's this month. This is fairly common for this time of year when the moisture content of the aggregate tends to dry out and lose some of its strength. The vegetation growth has caused several CRM's around site visibility. This has generally been vegetation on rural berms outside the spray width.

CRM GRAPHS



PERFORMANCE MEASURE RESULTS –

For December the Management Performance Measures we have scored a 95% compliance. Focus will be put into improving traffic count data as there is still some small issues around some data being sent through.

The Operational Performance results are at 89% compliance. Focus will be put into grading and spot metaling of unsealed roads, vegetation control around town and in surface water channels and to target pothole repairs to bring this score up.

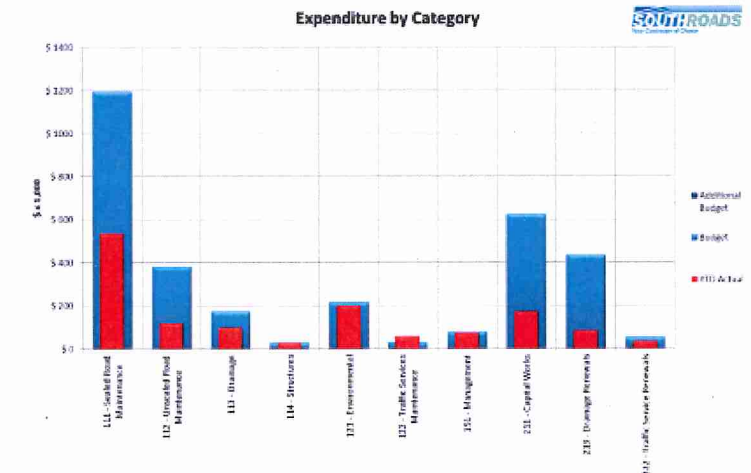
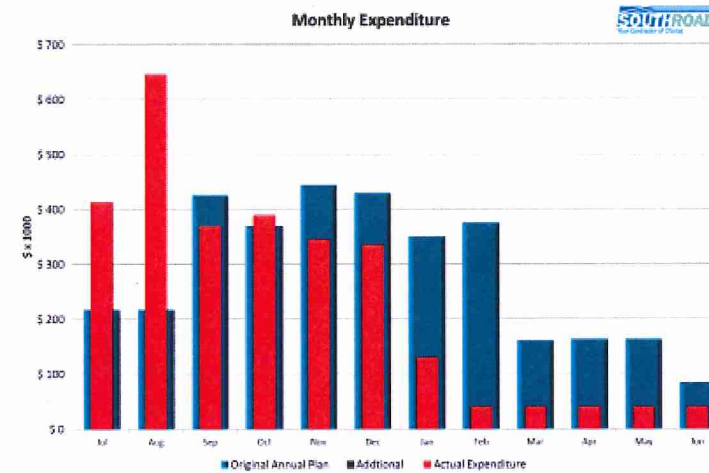
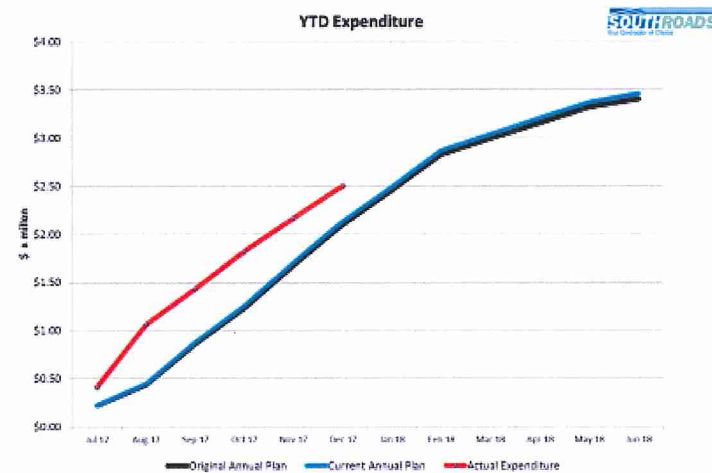
GOLD STAR INITIATIVES.

- ✓ We have implemented the Mobile Roads phone app to complete sump inspections, recording the location of these and providing photos of the asset.

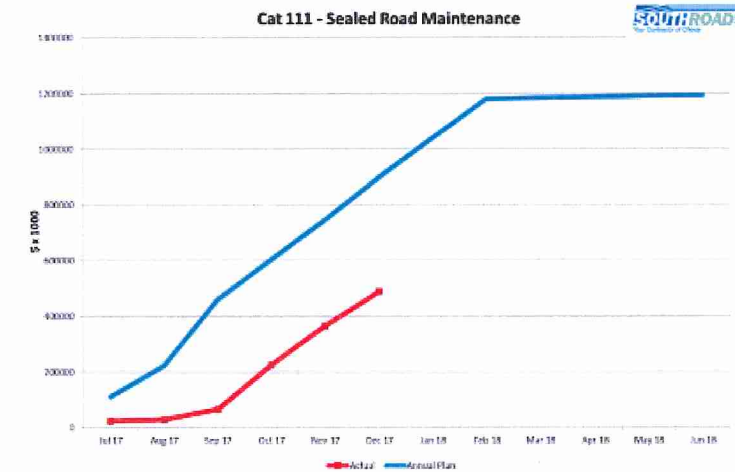
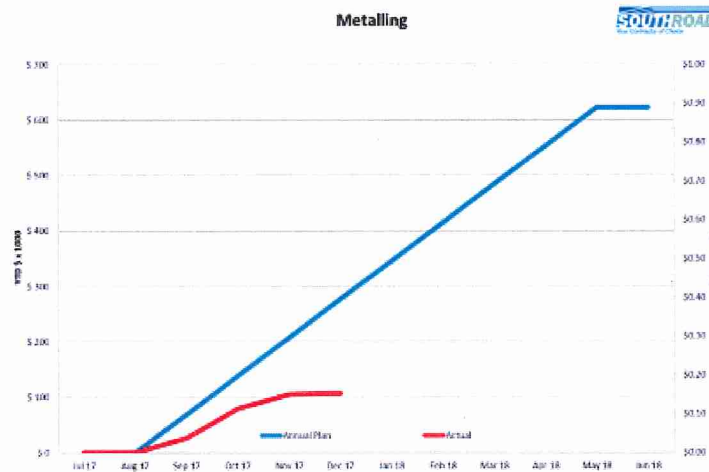
TRAFFIC CRASH/DAMAGE REPORT

1. No traffic crashes reported by the team this month

FINANCIAL GRAPHS



KEY PERFORMANCE INDICATOR GRAPHS



FINANCIAL SUMMARY

All Works Summary	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Under(-ve)/ Over (+ve)	%age Under(-ve)/ Over (+ve)
Original Annual Plan	239541	239541	496330	447645	525579	459901	381218	404827	190870	185853	185853	107157	3864315		
Additional	0	0	0	0	0	0	0	0	0	0	0	0	0		
Current Annual Plan	244347	244347	501135	452450	530384	464706	386023	409633	195675	190659	190659	111962	3921979		
YTD Revised Annual Plan	244347	244347	501135	452450	530384	464706	0	0	0	0	0	0	2437368		
Actual Expenditure	439006	667704	404407	446666	397268	363432	153268	64151	63329	63329	63329	63329	3189218	-732760	-19%
Remaining Cyclic	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tasked Forward Work	0	0	0	0	0	0	499160	341755	387927	165124	39179	24574	1457718		
Projected Expenditure	439006	667704	404407	446666	397268	363432	652428	405907	451256	228453	102508	87903	4646937	724958	18%

FINANCIAL COMMENTARY

The year completed expenditure is \$2,718,483.00. The claim for the month was \$363,432.00 (including township works) and consisted of mainly programmed works and maintenance activities.

Waihemo Community Board

Memorandum

From Recreation Manager

Date 19 February 2018

Recreation Update

Recommendation

That the Waihemo Community Board receives the information.

Purpose

The purpose of this memorandum is to update the Waihemo Community Board on routine work, maintenance issues and progress on minor projects for the period 30 November 2017 to 19 January 2018.

Comment

- *Staffing* – Jane Matchett has had shoulder surgery and is not expected back to work until late February. Please direct enquiries to Erik van der Spek in the interim.
- *Palmerston Walking Improvements* – Officers have not been able yet to meet with the neighbour to discuss options to link SH1 and District Road.
- *Bike Park* – Officers have had a workshop with community board members. A concept has been provided for the community board to approach schools and other stakeholders to seek their views and support. To leverage the funding allocated by Council, a community incorporated society or trust needs to be identified that would apply to various funders to provide additional attractions as part of the project.
- *Mill Domain* – Grass is establishing on the worked areas of Mill Domain. The Cricket Association has advised it will continue to schedule games for this season on the school grounds. Routine work planned for autumn to further improve the field includes:
 - Mini-moling to carry water to the installed drains
 - Aeration to improve microbial activity
 - Liming and fertilising to improve soil quality
 - An ongoing soil and turf management programme based on annual assessments carried out by sportsturf specialists.
- *Moeraki Lookout Kiosk Replacement* – The contractor has been delayed by suppliers and is trying to get this rectified.
- *Dunback Domain Toilets* – The existing toilet block has been demolished. Whitestone Contracting Limited has been appointed contractor for the installation of the toilet block. Work is targeted for completion by the end of February. Portaloos are in place in the interim.
- *Hampden and Dunback Streetscape* – Officers expect this work to be tendered in March.
- *Waihemo Reserve Improvements budget* – The improvement budget for this year is \$13,100. Officers recommend that the Waihemo Community Board consider identifying 3-4 minor improvement projects that can then be priced prior to officers bringing these back to the Board for consideration.



Erik van der Spek
Recreation Manager

Neil Jorgensen
Assets Group Manager

Waihemo Community Board

Memorandum

From Building Services Manager

Date 19 February 2018

Building Consents Issued in Waihemo Ward for the Months of December 2017 and January 2018

Recommendation

That the Waihemo Community Board receives the information.

Purpose

To provide the Board members with a list of building consents issued in Waihemo Ward for the months of December 2017 and January 2018.

December 2017

Domain Road	New relocated ablution block	\$39,500
Horse Range Road	New office and storage building	\$400,000
Horse Range Road	Three chicken rearing sheds	\$1,700,000
Stafford Street	Foundations and services for relocated dwelling	\$20,747
Ramrock Road	Foundations and services for relocated dwelling	\$26,634
Razorback Road	Internal dwelling alterations	\$3,642
Burraness Street	Convert storage room into a second bathroom	\$8,000
Haven Street	New dwelling	\$850,000
Mount Watkin Road	New dwelling	\$182,000
Kaika Road	Storage shed	\$100,000
Stafford Street	New Proshed garage	\$34,700
Shrewsbury Street	New cottage	\$65,000
Pilbrow Road	Three bay pole shed	\$19,998
Horse Range Road	Three new laying sheds	\$3,300,000

January 2018

30 Burraness Street	Alteration to existing dwelling	\$8,000
15 Stafford Street, Hampden	New garage	\$34,700
55 Kaika Road, Moeraki	New farm building	\$100,000
6 Shrewsbury Street, Hampden	New cottage	\$65,000
60 Pilbrow Road, Glenpark	New 3 bay pole shed	\$19,998
39 Mull Street	New garage	\$23,977
22 Norwich Street	Replace existing effluent well	\$4,000
28 Mt Misery Road	New fire	\$4,500

Roger Cook
Building Services Manager



Lichelle Guyan
Heritage, Environment and Regulatory Group Manager

Waihemo Community Board Memorandum

From Chairperson Kathy Dennison

Date 19 February 2018

Chairperson's Report

Recommendation

That the Waihemo Community Board receives the information.

Welcome

Welcome everyone to what will be a very busy year. The Community Board is excited about our community visioning workshops. This is a project where we want people in the community to engage and tell us what their visions are for the Waihemo Ward. Everyone in the community is welcome to attend, so please come along and help us to develop the Community's 10 year plan.

Project Updates

- 1 **Palmerston A&P Show**
Many thanks to the dedicated volunteers. Once again, this was another success for our Community that you can be proud of.
- 2 **Dunback**
New toilets were delivered on site on 31 January 2018. The target completion date for this project is the end of February, which will be great to see.
- 3 **Palmerston Bike Park**
Work is continue to progress with this project.
- 4 **Palmerston Clock**
Officers have asked a contractor to investigate the removal of the top part of the clock for repairs, to better understand what work needs to be done to get it functioning and in order to obtain firm quotes. We are hoping repairs will be completed soon.

Meetings Attended

- | | |
|-----------------|---|
| 18 January 2018 | Waihemo Community Board informal meeting. |
| 22 January 2018 | Council's Combined Community Board workshop. Members of both the Waihemo Community Board and Ahuriri Community Board met together at Council headquarters in Oamaru and, with Council officers, worked on plans for our respective community consultations. |
| 2 February 2018 | Board members attended a workshop with Council's Roading Engineer regarding our planning of projects for the Palmerston and Hampden Amenity rate. |

Kathy Dennison

Waihemo Community Board Chair

Waihemo Community Board Memorandum

From Waihemo Community Board Members

Date 19 February 2018

Community Board Members' and Councillor's Reports

Recommendation

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

- **Community Board Members' Reports (verbal reports at meeting)**

- **Councillor's Report (verbal report at meeting)**

Waihemo Community Board Memorandum

From People and Culture Group Manager

Date 19 February 2018

Information Report to Community Boards – February 2018

Recommendation

That the Waihemo Community Board receives the information.

Summary

The following reports present information prepared by the Mayor, Chief Executive and Finance and Corporate Development Group Manager:

- Mayor's and Chief Executive's reports to the 13 February 2018 Council meeting
- Extract from the Health and Safety Advisor's report (February 2018).to the Finance, Audit and Risk Committee Meeting, 13 February 2018.

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
People and Culture Group Manager

Waitaki District Council Memorandum

From Mayor Gary Kircher

Date 13 February 2018

Mayor's Report

Recommendation

That Council receives and notes 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 Christmas break has come and gone, but with one of the best summers we've had for some time! Many people have enjoyed the weather and the opportunity to spend time with family and friends, often around water. But the work of Council has carried on.

The office was back in action on the 3rd of January, ensuring we were here to look after customers' needs, so a big thank you to our staff members who were back on deck then. Customer service continues to be a key focus for us, and being available is an important part of that. So, what interesting things have been happening? Here's a sample...

The 2017 wrap-up

At the last Council meeting, we reappointed two directors on the board of Whitestone Contracting – Michael De Buyzer who is currently Chair, and John Rowell. The company is performing very well, and the last two years have resulted in record profits. Following interviews held by the Executive Committee during January, we will be making further decisions at today's Council meeting on directorships for Waitaki District Health Services Ltd, and Tourism Waitaki Ltd. I look forward to announcing the results of those decisions in due course.

At the beginning of December, it looked like we may have a quiet end to the year, but some major projects were progressing and there were meetings on a number of topics. We had an interesting opportunity present itself to us on the property front which our staff worked hard to progress as much as possible in a very short time. We held a session on the Cultural Facilities Project which will be followed up by another session next week, and the Harbour Area Committee has been focused on getting some of the smaller, but important, outstanding issues around the harbour tidied up.

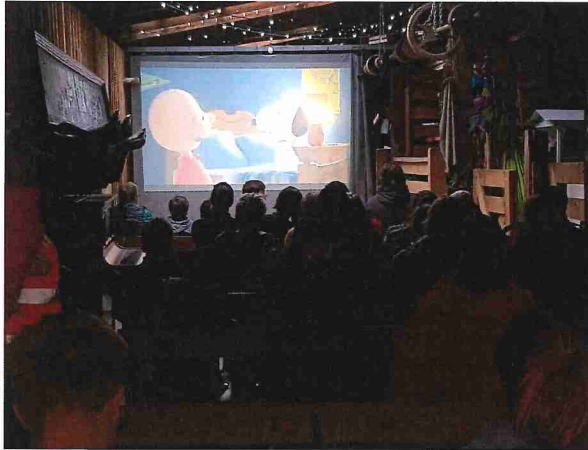
New Year's Eve Event

Recent years have seen increased calls from the community to re-start a New Year's Eve event that catered for families and those who did not wish to go to one of the licenced premises that are usually open for the evening. The previous year, a couple of locals held a last-minute get together in front of the Council and attracted a small crowd, but the calls were for a formal event. So it fell to Deputy Mayor Tavendale and myself to pick up the challenge, and I thank Melanie very much for her leadership on this event. Once we had the main details sorted, there was a lot of work to get it all together. The details were to change many times along the way, but everything fell (or was shoved) into place, and the event went ahead.

The weather didn't quite cooperate on the night, with drizzle still falling at the start time of 7pm, but the forecast clearing did occur around 8pm and all was good! We had to move the music entertainment indoors to the Loan & Merc (generously provided by Sally-Ann Donnelly) and a couple of other planned activities had to get dropped. Attendance numbers were affected by the weather, but we were still very pleased with the numbers of people at the event. Some came with their wee ones and left part-way through, others came later and stayed through to the end, and a good number stopped by on their wandering between other venues that night. The highlights were the bands we had booked, and the

fireworks at midnight (paid for with a grant from the Otago Community Trust.) The fireworks were set off from King George Park and were visible from many parts of Oamaru.

Special thanks to the small band of volunteers who helped us on the night – we couldn't have done it without them! The next step is to start planning for 2018's New Year's Eve, but we will be talking to Tourism Waitaki to see if they can take some of the coordinating off us. It's a rewarding task, but neither Melanie nor I have the time in that latter part of the year to fit in organising an event like this. But I am confident that it will continue, now that the inaugural event has shown great potential.



The movies were popular



Some of the merry band of volunteers



The Heavy Feathers were a hit with the crowd

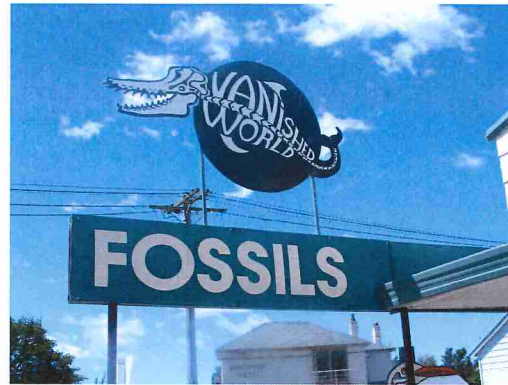


The Fire And Circus Performers

UNESCO Global Geopark Progress

Some projects take a long time to come to fruition, but this one has been millions of years in the making! Vanished World's volunteers have grown their centre and associated sites over the past couple of decades, and their dream of attaining Global Geopark status is getting closer! Chair Mike Grey has taken on that role specifically to help the group make progress, and we have had several meetings over the past year. With the arrival of our new Chief Executive, and with his initiative of bringing interns on board, it has given us the capacity and capability to add more than lip service to the proposal, and we will see some real action. We now have Nicolas Lebrun on board to work full time on the opportunity, and his strategic abilities and his knowledge will give us a definite edge.

This coincides with a call from the government for districts who have possible sites to put together applications for vetting. They are after two worthy contenders who they can then assist to apply for UNESCO Global Geopark status. The timing is excellent and I am confident that we have everything it will take to make our bid a success. It will be an amazing journey for the team at Vanished World – going from a small group of volunteers to becoming the corner stone of an internationally recognised area, bringing academic and tourism opportunities.



International Intern Programme

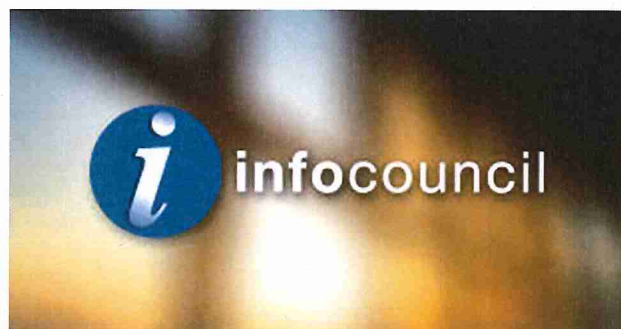
We now have our first interns on deck, and it is encouraging to see the enthusiasm and ability they bring to their roles. I am confident we will gain a lot from their time here, and I'm sure that will be reciprocated. Within a few months, we will have a contingent of nine interns, which will really make a difference around the office! The future is exciting!



Amelia Guibbal and Nicolas Lebrun, both from France, are our first two international interns. They are working with Tourism Waitaki and on the Geopark proposal respectively.

Infocouncil

There has been a considerable amount of work going on internally to prepare for the introduction of Infocouncil, a tool designed to put our Council and committee agendas and reports together in a much more structured way. Staff have put a lot of effort into the project, and we hope to be going live around the end of May. I usually wouldn't report on something as internally-focused as this, but it has raised some interesting issues along the way. One is that it is a major departure



from the way many of us have done things up until now. But whilst that type of significant change can cause concerns, it may also be necessary as a 'game changer' to help move the organisation forward. But the other side of it is that a system designed to standardise processes and remove the challenges of differing levels of service, can also sometimes remove flexibility. Where it affects me most is the ability to write my Mayoral reports so that they are as informative and up-to-date as possible. With some good cooperation and open attitudes by those involved, I think we have found the right balance so we

should be all good on that one. My overall message is that we do want to see some positive changes to how we do things for our ratepayers, and working together and keeping open minds is much more likely to give us the best result.

Steampunk Opportunity

Later this year, Peter Jackson releases his latest movie, *Mortal Engines*, a film based on a Steampunk book. It promises to be another big hit, with a captivating storyline, and some amazing special effects. Given that the book is the first in a series, this could create a major boost for the genre which is already a part of our community. Oamaru has an opportunity to gain the upperhand in the battle for New Zealand supremacy when it comes to Steampunk. We have become the self-titled 'Capital of Steampunk', and we can take advantage of the movie to press home our advantages to ensure we get the maximum economic and social benefit of this interesting genre.

With this in mind, a number of locals have been meeting with me, Councillors Tavendale and Holding, and Chief Executive Fergus Power to develop a strategy of how Waitaki can leverage off the opportunity. We have a few things we will do, with the Council playing a support role. As we progress this strategy, new opportunities will undoubtedly become more obvious, so we need to be flexible and nimble with our approach. I look forward to briefing Councillors on more detail in the near future.



Scenes from the *Mortal Engines* movie to be released in December this year

Meetings Attended:

23 November	Meeting with Marise Martin, Victorian Heritage Celebrations
23 November	Judging of the Youth You Tube Project – Waitaki Boys High School
23 November	Crowe Horwath Christmas function
24 November	Mini Mayoral Forum, Waimate
24 November	Meeting with Dr Greg Clydesdale re amenity planning
25 November	Christmas Parade
27 November	Mayor and CE Catch-Up
27 November	Draft Agenda Meeting
27 November	Solid Waste Working Group Workshop
27 November	Science Roadshow
27 November	Burnside Homestead Visit
28 November	Radio Interview with Real104
28 November	Library Volunteers Christmas Morning tea
28 November	Meeting with Jason Tibble, MSD
28 November	Meeting with Tihou Messenger-Weepu, Mentoring program
29 November	Council and Management Workshop
29 November	Youth Council Christmas Dinner
30 November	Meeting with Keith McIntosh, Fire and Emergency NZ
30 November	The Great Southern Tourism Opportunity Conference, Queenstown
1 December	Upper Waitaki RSA Christmas Function, Kurow
4 December	Mayor and CE Catch-up
4 December	Council Workshop
4 December	Executive Committee Workshop
4 December	Meeting with Peter Cameron, North Otago Cricket
4 December	Citizenship Ceremony

4 December	Graduation Ceremony
5 December	Riding for the Disabled Christmas Function
5 December	Meeting with Dan Lewis re events
5 December	Meeting with Gloria Hurst re Waitaki opportunities
5 December	A2O Ultra Partners' Function and update
6 December	Council Meeting
6 December	LTP Workshops
6 December	Council Briefing
7 December	Meeting with Lucianne White, Tourism Waitaki
7 December	Meeting with Waitaki Irrigation
7 December	Meeting with John Mattison, St John Ambulance
7 December	Meeting with Mike McElhinney, Tourism Waitaki
8 December	LJ Hooker Christmas BBQ
8 December	Waitaki District Council Christmas Party
9 December	Peter Cleverley – Forrester Gallery Exhibition opening
9 December	International Christmas Dinner – Multicultural Council
11 December	Mayor and CE Catch-up
11 December	Meeting Waitaki River to Dunedin Safe Roads Project
11 December	Waihemo Community Board Meeting
12 December	Phoenix Water Wheel Trust Meeting
12 December	Meeting with Federated Farmers representatives
12 December	Oamaru Whitestone Civic Meeting
13 December	Harbour Area Committee Workshop
13 December	Council Workshop
13 December	Mayor's Christmas Function
14 December	Various sessions with Dave Bamford
14 December	Iona Home and Hospital Christmas Function
15 December	Launch of Otago Landmarks, Dunedin
15 December	Official re-opening of the refurbished Craig Fountain
16 December	Filipino Community Christmas Party, Glenavy
18 December	Mayor and CE Catch-up
18 December	Meeting with Otago Regional Council Representatives
19 December	Meeting with Derek Beveridge
19 December	Meeting with Ministry of Primary Industry re M. Bovis strategy
19 December	Oamaru Whitestone Civic Trust Meeting
20 December	Meeting with Richard Roberts and Megan Crawford, Dunedin Airport
20 December	Cultural Facilities Advisory Committee
20 December	Meeting with Mike McElhinney, Tourism Waitaki
21 December	Christmas Shop Window Display Judging – Youth Council
22 December	Prize giving for Christmas Shop Window Display
24 December	Meeting with Jae Bedford re New Year's Eve Event
29 December	Meeting with Melanie Tavendale re New Year's Eve Event
30-31 December	New Year's Eve Event preparation
31 December	New Year's Eve Event
5 January	Meeting with Vanished World committee
8 January	Mayor and CE Catch-up
8 January	Meeting with Ngaire Woodward, Moeraki re Haven St
8 January	Meeting with David Higgins, Te Runanga O Moeraki
8 January	Steampunk meeting
9 January	CCO Directorship Appointment Interviews
9 January	Meeting with Bruce Comfort
9 January	Visit to flood damaged house
10 January	Meeting with Richard Thorpe, Oamaru Meats
10 January	Economic Development meeting re airport
11 January	Meeting with Damien Goodsir re Friendly Bay Family Day
11 January	Meeting with Mike McElhinney, Tourism Waitaki
12 January	Meeting with Bill Nye, Adventure Books
15 January	Mayor and CE Catch-up
16 January	CCO Directorship Appointment Interviews
16 January	Executive Committee workshop – CEO KPI Discussion
16 January	Executive Committee Meeting
16 January	Oamaru Whitestone Civic Trust Meeting
17 January	Meeting with Shannon Beynon, Waitaki Herald

17 January	Meeting with Brian Davey re private property purchase
17 January	Meeting with Lynn Stevens re Christmas decorations
17 January	Meeting with Mark Smith, OWCT
19 January	Meeting re UNESCO Global Geopark
19 January	Meeting with Michael Sandri, A2O Ultra 2019
19 January	Meeting with Harry Andrews, Oamaru Steam and Rail
24 January	Meeting with Christine Dorsey and Co
24 January	Meeting with Natalie Evans
25 January	Meeting with Jason Mavor, Breens Construction
26 January	Meeting with Carol and Phil from the Otago Community trust
26 January	Meeting re Jazz Festival Trustpower presentation
26 January	Meeting with Mark and Sue Duffy
26 January	Meeting with Otago Community Trust
29 January	Youth Council Meeting
30 January	Harbour Area Committee Workshop
30 January	Councillor Briefing
31 January	Mayor and CE Catch-up
31 January	Meeting re Harbour Build Progress
31 January	SDHB Community Engagement Forum

Mayor Gary Kircher

Waitaki District Council Memorandum

From Chief Executive

Date 13 February 2018

Chief Executive's Report

Recommendation

That Council receives and notes the information.

Purpose

The following comments are provided to bring Councillors up-to-date with issues that have arisen since the last Council meeting on 6 December 2017.

1. Leadership

I presented a draft suite of KPIs at the Executive Committee Workshop on 16 January 2018. These were discussed taking into consideration 'Business As Usual' key performance targets, along with those strategic priorities agreed by Councillors at the Strategic Priorities Framework workshop held on 29 November 2017.

While some 'fine tuning' of these strategic priorities is anticipated at an upcoming second Strategic Priorities Workshop' to be held in March, on 4 February 2018 Councillors were invited to indicate their preferred prioritisation of those KPIs discussed with the Executive Committee on 16 January 2018 through completion of a survey.

2. Internship Programme

- We currently have 11 confirmed international interns.
- Two of our international interns have arrived and have commenced work.
- 1 NZ student is undertaking biodiversity research in the Planning Department.

I would like to introduce our first two international interns who have arrived in Oamaru and are busy familiarising themselves with their new environment and projects.



Amelia Guibbal is from France (the French Reunion Islands, although she has been in Paris in recent years). Amelia is studying a Bachelor of Translation and International Relations Catholic University of Lyon.

She will be with us for 4 months (22 January 2018 – 9 May 2018) – and has been allocated to Tourism Waitaki to assist with the internationalisation of the district's tourism materials, and international translation/communication - translation of printed/social media materials/marketing. As a result, she is based predominantly at Tourism Waitaki.



Nicolas Lebrun is from France. He is studying a Bachelor of Business and Administration at Neoma Business School, Rouen.

He will be with us for six months (29 January 2018 – 30 July 2018).

Nicolas will be project coordinating our UNESCO Global Geopark application.

He is based at Council HQ.

3. Business and Site Visits

11 December	Heliventures, Oamaru Airport
14-15 December	Prospective World Heritage Area and UNESCO Global Geopark Site visits with Dave Bamford (TRC)
15 December	Craig Fountain Opening, Oamaru Public Gardens
18 December	Lake Ohau Ratepayers and Residents Association Meeting
4 January	Te Ana Maori Rock Art Centre Site Visit, Timaru
10 January	Lean Meats, Oamaru
12 January	Home Gallery Fine Arts, Oamaru
18 January	St Kevin's Redcastle House/ Intern Accommodation Inspection
18 January	Lake Ohau Ratepayers and Residents Association, Lake Ohau
6 February	Waitangi Day Celebration at Te Rau Aroha Marae, Bluff

4. Meetings Attended

6 December	Kiwi Rail Discussion
6 December	NOIC Expansion Celebration
7 December	Meeting with Don Patterson
7 December	Meeting with Andrew Crawford, Sounds Air
7 December	Meeting with Waitaki Irrigation
7 December	Meeting with Mike McElhinney, Topflite
8 December	Meeting with Glenn Campbell, Whitestone Contracting
8 December	Meeting with Peter Kelliher and Steve Rushbrook (ORC) on Harbour Legal Advice, Oamaru
8 December	Teleconference with Tourism Expert Dave Bamford
8 December	Meeting with Faye Ormandy and Mike Gray of Vanished World
11 December	Waihemo Community Board Meeting, Palmerston
12 December	Federated Farmers Meeting, Oamaru
12 December	Meeting with Virginia Nichols, Otago Southland Employers' Association, Oamaru
12 December	Meeting with Vetlife and Vet Centre about intern programme
12 December	Mackenzie Tenure Review Meeting, Oamaru
13 December	Mayoral Christmas Function
14 December	World Heritage and UNESCO Global Geopark Sites dinner (Dave Bamford, Tourism Waitaki, Waitaki Tourism Association and Deputy Mayor Tavendale)
15 December	World Heritage and UNESCO Global Geopark Workshop
20 December	Meeting with Richard Roberts, Chief Executive Dunedin Airport & Megan Crawford, GM Marketing and Communications
20 December	Cultural Facilities Advisory Committee
20 December	Workshop HQ Office Proposed Layout
21 December	Zip line Proposal Meeting, Oamaru
5 January	UNESCO Global Geopark meeting with Mike Gray and Faye Ormandy, Vanished World
8 January	Meeting with Ngaire Woodward and David Higgins, Moeraki
9 January	Meeting with Paul Claman and Alistair Sands, Waitaki Summer Music Camp
9 January	Meeting with Bruce Comfort
10 January	Meeting with Dr Mark Smith, OWCT
11-15 January	Environmental Health Services Manager Interviews
12 January	Skype meeting, Mackenzie Review Report
12 January	Meeting with Terry Hannan re Steel Bikes Festival proposal
15 January	Meeting with Kevin Murdoch, Oamaru Yacht Club
16 January	Executive Committee Workshop – CEO KPI Discussion
17 January	Meeting with Tourism Waitaki staff re international intern programme
19 January	Otago CEO's Group Meeting, Dunedin
22-26 January	Leave
29 January	Otago Regional Economic Development Meeting, Dunedin
30 January	Meeting with Karen Thomas, SOLGM Chief Executive
31 January	Meeting with Glenn Campbell, Whitestone Contracting

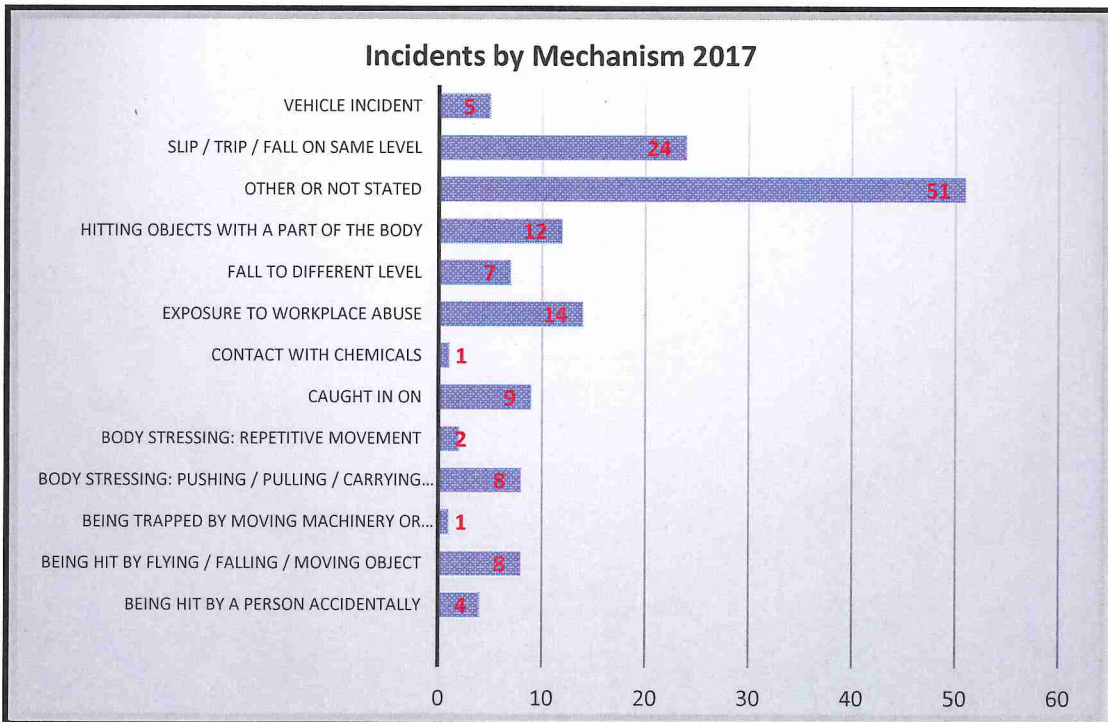
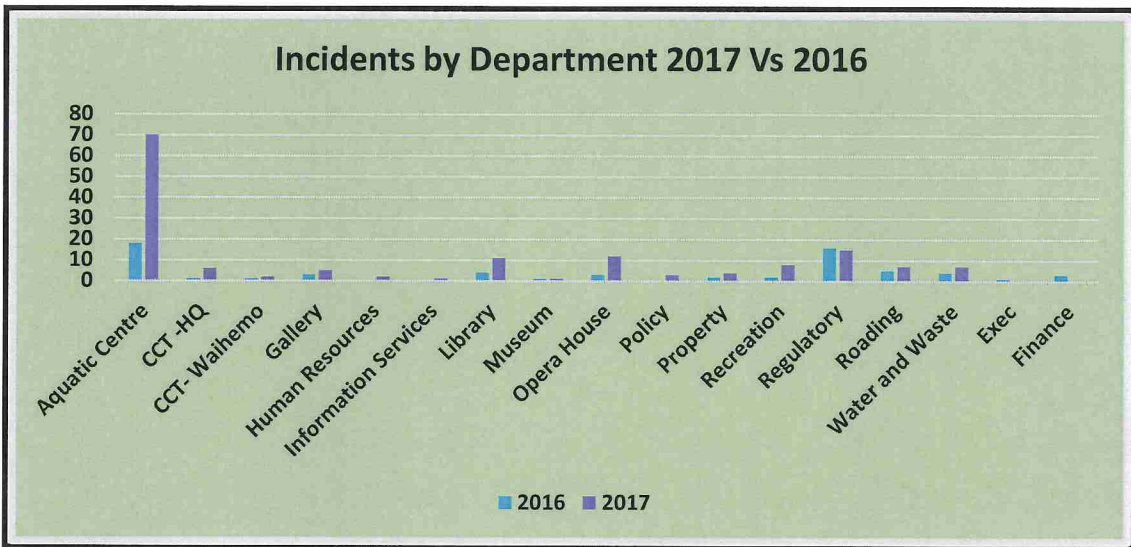
31 January	Harbour Build Progress Meeting with the Wards'
1 February	Meeting with Paul Wilson, Xyst Limited
1 February	Meeting with Oamaru Steam and Rail
2 February	Meeting with Richie McCaw Statue Committee, Kurow
6 February	Attendance at Waitangi Day official celebrations, Invercargill
6 February	Otago/Southland Mayoral Forum dinner, Invercargill
7 February	Otago Joint CDEM Committee & Mayoral Forum, Invercargill
8 February	Meeting with Graham Sullivan, Ahuriri Community Board Chair
9 February	Meeting with Kathy Dennison, Waihemo Community Board Chair
8-9 February	Digital Multimedia Specialist Interviews
12 February	Canterbury Chief Executives' Forum, Christchurch
12 February	Otago Chamber of Commerce Business After 5 meeting, Oamaru

Fergus Power
Chief Executive Officer

Extract from Health and Safety Advisor's Summary Report (February 2018)

Incidents January – December 2017

	2016	2017
Total Incidents	81	154
Staff incidents	64	75
Notifiable	Nil	Nil
Lost Time Injury	1	1
Near Misses	14	23
Members of the public	17	79
Contractors (in addition to total incidents)	61	156



Significant trends

The total number of reported incidents has appeared to increase significantly, but this is due to the minor aquatics incidents now being reported through Safehold and included in the overall count where they were separate in 2016. The total number of staff incidents reported has increased slightly from 2016, but the total number of staff working for Council has also increase from 2016. So far this year, vehicle-related incidents (refer graph 4) have been very low. This is considered to be a direct benefit of defensive driving lessons for field staff and an increase in general awareness, which is significant because driving has been identified as one of WDC's critical risks.

This year, there has been a spread of incidents across most units. However, the Aquatics Centre continues to record the highest number of incidents for staff and the public. Again, the focus required to reduce the number of incidents is an increased uptake on carrying out personal risk assessments and being aware of the task at hand and associated risks.

Exposure to workplace abuse/harassment continues to be a trend being experienced by our staff (refer graph 4). Around 21.5% percent of all incidents reported have resulted from workplace harassment to staff. This trend is increasing, and it is essential that staff continue to be trained in the de-escalation of such incidents and wherever possible that they do not work alone especially if a person is known to exhibit this type of behaviour towards staff.

Contractors

Contractor incident reporting continues to increase due to an improvement in reporting. Of the 156 incidents reported, Southroads recorded the highest number, mainly due to the fact that the company does not provide accurate and up-to-date reporting and are one of Council's major contractors. 28 near misses were reported, which demonstrates the growing reporting culture amongst contractors.

Public Incidents

This year 79 incidents have been reported, and these incidents continue to be well investigated and all corrective measures recorded.

From June onwards, the Aquatics Centre started to record all minor incidents in SafeHold and are included as part of the 79 in total. The recreation team discusses all incidents at its monthly meetings, and trends are identified. Controls are implemented where identified.

Near Miss reporting

So far this year there has been an increased level of reporting near misses (14 in 2016 and 23 for 2017). However, this is unlikely to be a true reflection of all near misses, and therefore this continues to be a focus of education and communication with staff. Near misses are valuable learning opportunities for Council, to use to identify trends and implement preventative measures before incidents occur.

Conclusion

Whilst staff incidents remain at a reasonably low level / low risk, improvements can be made to ensure that Council sends "everybody home safe every day" without deterring accurate reporting. The level of near miss reports continues at a low level.
