



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Notice of Meeting

and

AGENDA

of the

Waihemo Community Board

Waihemo Service Centre, Tiverton Street,
Palmerston

6.30pm – 8.30pm

Monday 9 April 2018

Waihemo Community Board

Waihemo Service Centre, Tiverton Street, Palmerston

Monday 9 April 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 19 February 2017 at 6.30pm**

Present	Kathy Dennison (Chair), Heather McGregor, Ken Brown, Paul Roy, Carol Watson, Cr Jan Wheeler
Apology	Cr Guy Percival (rostered Councillor)
In Attendance	Mayor Gary Kircher Neil Jorgenson (Assets Group Manager) Pat Wala (Secretary) Bill Campbell (Media – East Otago Review)

The Chair opened the meeting at 6.30pm and welcomed everyone present.

1. Apologies

RESOLVED
WCB 2018/001

Paul Roy / Ken Brown
That the Waihemo Community Board accepts an apology from Cr Guy Percival, the rostered councillor, for absence due to urgent business elsewhere.

CARRIED

2. Declarations of Interest

There were no declarations of interest.

3. Public Forum

Speaker 1: Liz Moir advised that she had three matters to raise with the Board. First, she shared her concerns regarding the collection of fees and checking of registrations at the Dunback Domain camping ground, which Council had taken on before Christmas. Ms Moir said that, two weeks before Christmas, the contractor talked to the subcontractor who, in the end, had neither checked the registrations nor collected fees. A Council officer had apologised to Ms Moir that the tasks had not been done, but she remains concerned that promises are not being kept.

Second, Ms Moir advised that she was unhappy that the proposed showers to be installed at the Dunback Domain had been scrapped, apparently because a consultant had counted 150 people using the Domain at peak times and had relied on that number when assessing the proposal. Ms Moir questioned the validity of that number. She also suggested consideration be given to putting the grey water into a holding tank, as other camping grounds do. The key issue was to prevent people at the Domain from bathing in the river, which would further contribute to water pollution.

Third, Ms Moir sought to highlight the lack of public access to the tennis club. To gain access, the current requirement is that people write to an address in Dunedin. This was not an acceptable arrangement, given that it is a community space and should be readily accessible to everyone in the local community.

The Chair thanked Ms Moir for bringing her concerns to the Board's attention. Group Manager Neil Jorgensen undertook to investigate the issues she had raised.

UNCONFIRMED MINUTES – WCB 19.02.2018

Speaker 2: John Dimelow advised that he supported Option 1 in the agenda report about the Hampden Amenity Project, due to the increased number of people using the area. The Chair noted in response that the Board would consider the report later in the meeting, and would discuss the funding sources available for the project.

With regard to widening the Lincoln Street camping ground and allocating \$20k towards that project, Mr Dimelow said the people of Hampden would prefer that the money be used to address safety matters and not for beautifying purposes. Therefore, he wanted Council to go with Option 2, not Option 1.

With regard to the proposal of bollards and parking at Hampden Beach, Mr Dimelow said he preferred the previous plan which had been tabled at the October Hampden meeting. The latest plan (attached to the agenda report to this meeting) did not allow room for picnics or children wanting to play cricket on the grass. It was important that children had somewhere safe to play away from traffic. Leaving the grass area unprotected could also encourage joy riders to damage the turf.

The Chair thanked Mr Dimelow for sharing his views and concerns, and noted that the Board would bear them in mind when deliberating on the relevant agenda items during the meeting.

4. Confirmation of Previous Meeting Minutes

RESOLVED

WCB 2018/002

Carol Watson / Paul Roy

That the Waihemo Community Board confirms the minutes of the Waihemo Community Board meeting held on 11 December 2017, as circulated, as a true and correct record.

CARRIED

5. Hampden Amenity Project – Channelling along Lincoln Street

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

RESOLVED

WCB 2018/003

Cr Jan Wheeler / Ken Brown

That the Waihemo Community Board 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, subject to suitable funding being identified which is acceptable to the Community Board.

CARRIED

6. Lincoln Street Pedestrian Concerns

The report, as circulated, sought to inform the Waihemo Community Board of the options to consider and approve for this project.

A motion was moved to adopt Option 2 instead of the report's recommended Option 1. Due to the lack of a seconder, the motion was declared lapsed.

After brief discussion, the report's recommendation was then put to the meeting.

RESOLVED
WCB 2018/004

Heather McGregor / Ken Brown
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.

CARRIED

7. Palmerston Amenity Project – Sealed Foothpath Gilligan Street

The report, as circulated, sought to inform the Waihemo Community Board of the options to consider regarding the foothpath in Gilligan Street, and to approve the project to be funding from the Palmerston amenity rate fund.

After discussion, the agenda report's recommendation (as copied below) was left lying on the table, by the resolution recorded.

Report 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.

DECISION: left lying on the table

RESOLVED
WCB 2018/005

Heather McGregor / Carol Watson
That the Waihemo Community Board leave the recommendation lying on the table until the drainage issues are resolved.

CARRIED

8. Palmerston Amenity Project – Kerbing at Muir Street

The report, as circulated, sought to inform the Waihemo Community Board of the options to consider regarding the kerbing at Muir Street, and to approve funding for the project from the Palmerston Amenity Rate.

RESOLVED

WCB 2018/006 Heather McGregor / Ken Brown

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.

CARRIED

9. Palmerston Amenity Project – Kerbing at Ross Park

The report, as circulated, informed the Waihemo Community Board of the options to consider and approve this project regarding kerbing at Ross Park.

RESOLVED

WCB 2018/007 Ken Brown / Paul Roy

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, funded from the Palmerston Amenity Rate.

CARRIED

10. Hampden Beach Improvements

The report, as circulated, sought to approve funding to carry out minor improvements at Hampden Beach.

Group Manager Neil Jorgensen advised that there was \$6K available for the Reserve works for this financial year, which would cover the costs of the picnic table and the bollards. Ken Brown shared his view that the majority of Hampden residents wanted to retain the access, and see it in its natural state.

RESOLVED

WDC 2018/008 Paul Roy / Heather McGregor

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.

CARRIED

11. Assets Update February 2018

The memorandum, as circulated, sought to update the Board on issues, operations and projects managed by the Assets Group, occurring within the Waihemo Ward since the last Board meeting.

Mr Jorgensen advised that additional aggregate had been applied to Haven Street, and it had packed down well over the Christmas period.

RESOLVED

WCB 2018/009 Paul Roy / Heather McGregor

That the Waihemo Community Board receives the information.

CARRIED

12. Recreation Update

The memorandum, as circulated, sought 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.

Group Manager Neil Jorgensen advised that a meeting had been held with the schools in relation to the bike park funding. A possible \$50k could come from Council, and contributions from the Otago Community Trust and charitable funds could bring the total sum up to around the \$90k mark.

RESOLVED

WCB 2018/010 Ken Brown / Carol Watson

That the Waihemo Community Board receives the information.

CARRIED

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

The memorandum, as circulated, provided the Waihemo Community Board with a list of building consents issued in Waihemo Ward for the months of October and November 2017.

RESOLVED

WCB 2018/011 Heather McGregor / Paul Roy

That the Waihemo Community Board receives the information.

CARRIED

14. Chairperson's Report

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

- Palmerston Clock – the top part of the clock would be taken down to be assessed properly. A planned power outage to enable that to happen was scheduled for 21 February.
- The Chair extended congratulations to the dedicated volunteers who had made the A&P show such a success.
- There would be Palmerston's mini show in March.
- An annual skateboard event was being planned.

RESOLVED

WCB 2018/012 Kathy Dennison / Carol Watson

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

CARRIED

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

Heather McGregor:

18 January WCB Informal Meeting
 22 January Combined Waihemo and Ahuriri Community Boards' workshop, Oamaru
 2 February Palmerston and Waihemo Amenity Rate meeting with Mark Renalson {Network Operations Engineer}.

- Mrs McGregor advised that she had responded to a rate payer in Brough Street who was concerned about flooding and drainage on their property following heavy rain. The site was subsequently visited by Mark Renalson (Network Operations Engineer), who had advised the property owner of their options. The roadside drains had become blocked with vegetation, and arrangements had been made to have this cleared.
- A CRM request was made regarding overhanging trees on the Tiverton Street footpath. This had since been resolved.
- It was disappointing to see the Skate Park tagged in January. It was cleaned up promptly by the contractor.
- Work is continuing in Ronaldsay Street.
- It was pleasing to see the Mill Domain being used once again for cricket.
- The Palmerston Fire Brigade is holding an Open Day on 17 March to encourage volunteers for the Fire Service. The Palmerston St John's have a new ambulance.
- The Palmerston Health Centre is up and running and the staff are enjoying the new building.
- The contractors will be here this week forming the car park. That work would be followed by landscaping. A date has yet to be set for the official opening.

Carol Watson:

The A&P Show had been an excellent event.

Paul Roy:

Thank you to the Marcraes grader driver who was doing a very good job.

The mine section of the road was in a terrible state, and Mr Roy sought Council's assistance to do something about it.

Ken Brown:

January Information Evening
 22 January Combined Waihemo and Ahuriri Community Boards' Workshop, Oamaru
 February A&P Show
 February Palmerston and Waihemo Amenity Rate meeting with Mark Renalson

Community Councillor Jan Wheeler:

- 13 December Council Workshop LTP
- 13 December Mayor's Christmas Function, Opera House
- 14 December Catchup with Dave Bamford at Council HQ regarding UNESCO Global Geopark – possibility of registration for Waitaki District
- 15 Dec Opening of Craig Fountain at Oamaru Gardens
- 22 January Combined Waihemo and Ahuriri Community Boards' workshop, Oamaru
- 30 January Councillor Briefing
- 3 February Spoke at Opening of East Otago A&P Show
- 13 February WDC Council Meeting
- 15 February Promotion of Palmerston Meeting at Palmerston – Ideas for WDC Interns to work on and template requested for Guidelines from WDC Economic Development for new businesses
- 19 February WDC 6 year Waste Minimisation Development Strategy

- Cr Wheeler advised that she was going to email the Chief Executive asking what percentage of Waihemo Ward money was spent per head of population within Waihemo ratepayers' township and district.

RESOLVED

WCB 2018/013

Ken Brown / Carol Watson

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

CARRIED

16. 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 was taken as read:

- Mayor's and Chief Executive's Report 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.

Mayor Gary Kircher supplemented his report with comments on the following topics:

- Recent appointments and reappointments to Council Controlled Organisations
- Margaret Munro had been appointed to the role of General Manager of Tourism Waitaki, and would commence on Monday 12 March.
- It had been a busy start to the new year, and the programme of work would see Council continue to strive for good customer service.
- The interns had arrived, and were already making positive contributions to the dynamics in the office environment.

RESOLVED

WCB 2018/014

Ken Brown / Paul Roy

That the Waihemo Community Board receives the Information Report.

CARRIED

There being no further business, the Chair declared the meeting closed at 8.03pm.

TO BE CONFIRMED at the next Waihemo Community Board meeting to be held on the 9th day of April 2018 at the Waihemo Service Centre, Palmerston.

Chairperson

Waihemo Community Board Report

From Recreation Manager

Date 9 April 2018

Waihemo Bike Park

Recommendation

The Waihemo Community Board recommends:

That Council delegates expenditure of the \$50,000 Waihemo Bike Park budget to the Waihemo Community Board to construct a "learn to ride" bike park in Palmerston consistent with the concept plan in Attachment Two.

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	Moderate
Community Views	Moderate	Community Board Views	Key
Consultation	Moderate	Publicity and Communication	Moderate

Background

In the 2017/18 Annual Plan, Council allocated \$50,000 for a bike park in the Waihemo Ward. It is Council's intention that these funds be used to construct a smaller version of the Learn to Ride area that has been constructed at the Oamaru Harbour and that this would form part of a larger project where the local community would raise funds for additional play opportunities.

Officers have held workshops with the Waihemo Community Board. Palmerston has been identified as the preferred site in the attached concept plan.

The estimated budget for the attached concept is \$90,000, of which Council's \$50,000 would be allocated towards the sealed track. The Waihemo Community Board will coordinate external fundraising for the remaining components.

Summary of Options Considered

Option 1 – The Waihemo Community Board requests delegation from Council to complete the project (recommended)

This option provides ownership of the project to the Board and allows localised decision-making and project responsibility.

Option 2 – The Waihemo Community Board provides input to the project.

In this option, the decision-making and project ownership would remain with the Council.

This is a local project and it is appropriate that the Waihemo Community Board seeks delegation and the consequent ownership that goes with it.



Erik van der Spek
Recreation Manager

Neil Jorgenson
Assets Group Manager

Attachments:

Attachment One: Additional Decision Making Considerations

Attachment Two: Bike Park concept

Attachment One: Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Outcomes

This project will contribute to the following community outcome:

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

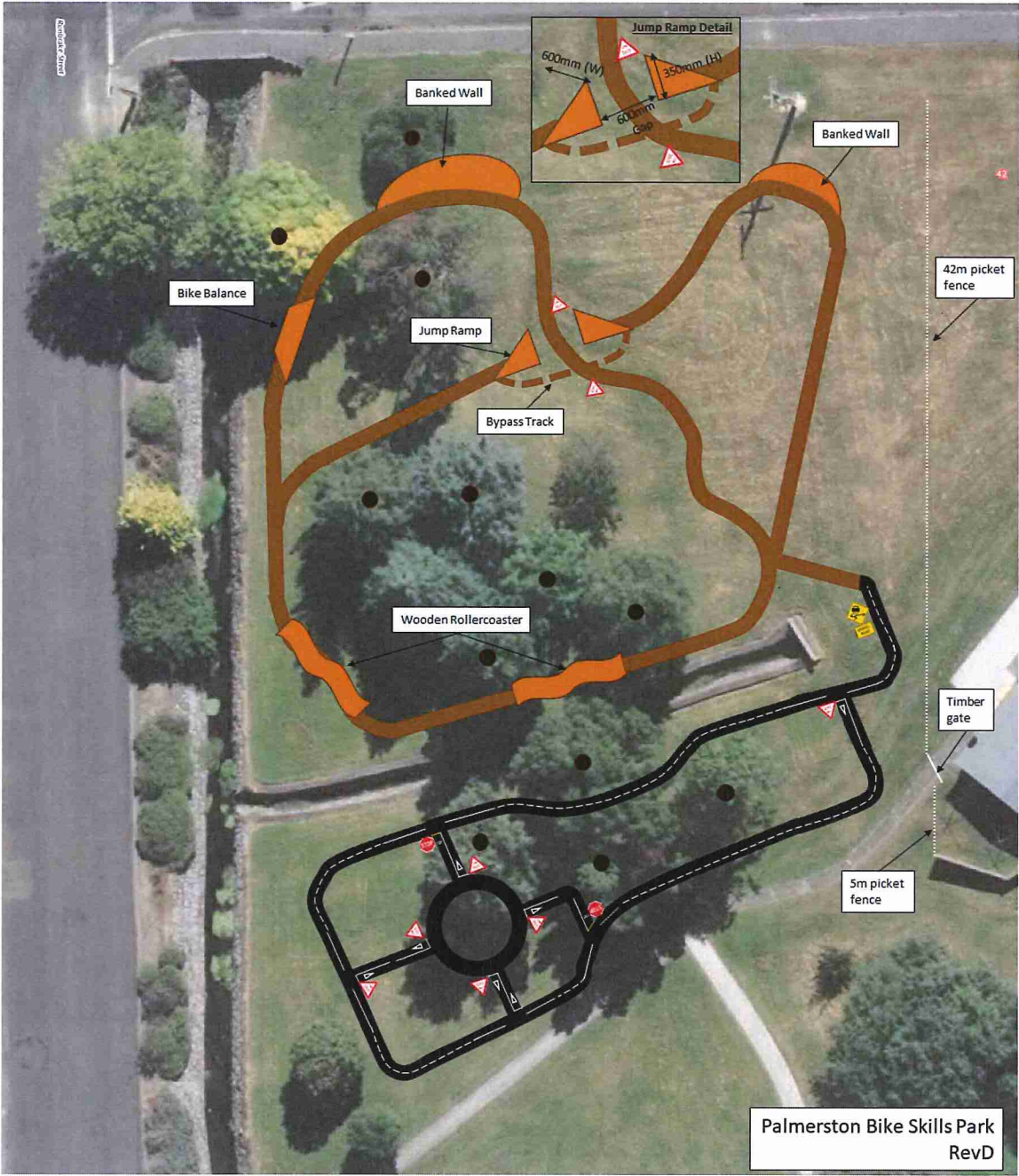
Financial and Economic Considerations

Council's contribution will be used for the asphalt bike area. This will also act as local share for the community to apply for additional funding to implement the rest of the concept plan.

Community Views and Consultation

The Waihemo Community Board has been in consultation with schools over this project. The concept plan has resulted from discussions with these parties.

Attachment Two: Bike Park Concept



Waihemo Community Board Report

From Property Officer

Date 9 April 2018

Palmerston Town Clock

Recommendation

The Waihemo Community Board recommends:

1. That Officers facilitate a workshop with the Waihemo Community Board to discuss options for the Palmerston Town Clock.

Objective of the Decision

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

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

A report was presented to the Waihemo Community Board meeting held on 25 September 2017. It was resolved at that meeting to hold a workshop with the board members to discuss options for the Palmerston Town Clock.

Key points highlighted in the 25 September 2017 Community Board meeting agenda report were as follows:

- The clock was commissioned by the Waihemo County Council and unveiled in 1982.
- The clock was not new at installation.
- The clock has been regularly serviced every 6-8 weeks.
- The mast clock motor failed approximately 10 years ago. A decision was made to repair the motor.
- It has been challenging to find appropriately skilled tradesmen to assess the clock due to its location and height.
- Council is not the owner of the neighbouring tree that obstructs the clock.
- In addition to the clock mechanism, the following items needed to be addressed:
 - Water tightness of the base of the clock
 - Replacement glass for the clock faces \$650 + gst
 - Scaffolding \$1,000

Council has engaged with three contractors who provided recommendations as set out below.

Contractor A

Contractor A proposes 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 or repairs to the base tower.

Based on the history and condition of the clock, this contractor recommends replacement as the clock has reached the end of its useful life.

Contractor B

Contractor B made initial assumptions that the job would be straight forward. However, following inspection of the clock tower, they advised that the existing movement needs to be replaced. This contractor has not been willing to provide a quote.

Contractor C

Contractor C proposed to refurbish the existing clock. This contractor has only inspected the base of the clock and not the tower. Based on Contractor B's comments, this contractor's proposal is void as it does not address replacement of the existing movement.

In addition to the three contractors above, when the electrician removed the clock faces, they commented, from an electrical point of view, that only one of the three feeds had electrical current, indicating that it required re-wiring.

Summary of Options Considered**Option 1 – Repair the Clock**

The Waihemo Community Board recommends that Council funds the repair work for the Palmerston Town Clock in accordance with Contractor A's quote of \$12,870 + gst.

Repairing the clock with the proposed mechanism would reduce ongoing maintenance of the clock as it has automatic resetting after power shortage and automatic daylight-saving changeover.

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 discuss the options

That Officers facilitate a workshop with the Waihemo Community Board to discuss options for the Palmerston Town Clock.

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. 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

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

Repair/replacement of the clock is significant expenditure which requires careful consideration.

Waihemo Community Board

Memorandum

From Assets Group Manager

Date

9 April 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

Repairs to the network following the recent cyclones have been mainly completed. Moeraki continues to move, with the main area affected now heading towards SH1. Moeraki signage and improvement works on SH1 have been delayed and a new programme will be advised once details are known.

Roading general	<ul style="list-style-type: none"> • 50.6km of grading has been completed in the ward • 95m² of pavement repairs have also been completed
Customer Requests	<ul style="list-style-type: none"> • 2 received from Waihemo – Hampden and Stoneburn Road, both responded to and resolved.
Township Maintenance	<ul style="list-style-type: none"> • Mowing has been carried out in Hampden, Moeraki, Shag Point and Palmerston • Very rural roadside drainage has been started with Golden Bar Road
Community Board Projects	<ul style="list-style-type: none"> • The Community Board has approved three of the five projects that were tabled at the last meeting. • Lincoln Street and District Road drainage required further consultation. The Lincoln Street drainage was subsequently approved on confirmation of Council supported funding. • District Road footpath required an onsite meeting held on Monday 19 March. The Board will recommend the next step at its 9 April meeting, either to trial sandbags where pedestrian refuge shall be located or construct a footpath. This should determine whether or not the pedestrian safety feature is required. • The three approved projects at Lincoln Street have been sent to the contractor to programme, and to respond with timeframes for the work to commence (when available).
Street Lighting	<ul style="list-style-type: none"> • Lighting on the RSA Monument will be completed ahead of ANZAC day 2018, noting that a \$2000 grant was received from Oamaru Rotary Club to contribute to this project.
Road Markings and Signage	<ul style="list-style-type: none"> • Remarking is underway in the ward • 22 signs have been replaced.
Road Resurfacing	<ul style="list-style-type: none"> • The contractor will be in Hampden, Moeraki, Herbert, Palmerston and Flag Swamp to complete approximately 5kms of resealing after Easter.
Road Rehabilitation	<ul style="list-style-type: none"> • Rehabilitation of the Horse Range Road site has been completed.
Footpaths	<ul style="list-style-type: none"> • A pot hole has been repaired on the access way to Pioneer Motel.

Solid Waste**Hampden Landfill**

A geotechnical engineer has been engaged to investigate options for stopping erosion and exposure of old waste at the old Hampden landfill.

Water Supply**Stoneburn**

Approximately 1km of 30mm water main through the Hope property will be replaced soon. This section of pipe is failing frequently and is under high pressure, so will be replaced with correctly-rated polyethylene (PE) pipe.

Hampden-Moeraki

Multiple significant projects are currently underway on the Hampden-Moeraki supply:

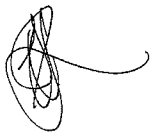
- New pipeline from Hillgrove to Kemp Road has been installed, with connections either end planned shortly.
- New pumps in the waste water plant shed are ready (these will pump up to the new reservoir), with a new main to the new reservoir to follow shortly.
- New pipeline through Hampden Main Street is nearing completion. This will improve supply to Moeraki area in general.
- Drilling under the Big Kuri Creek for the Oamaru-Hampden pipeline will be commencing shortly.

Waste Water**Hampden**

Hampden septic tank cleaning is well underway.

Moeraki

The pipeline from Hillgrove to Kemp Road has been installed together with the new water pipeline. The section from Kemp Road to the irrigation system at Nimmo's farm at Katiki will follow.



Neil Jorgensen

Assets Group Manager

Attachments

SouthRoads Summary Report for January/February 2018



WDC 642 Summary Report January 2018

PERFORMANCE

EFFECTIVENESS	CRM's	Structures	Monthly	1
		Culverts/Side drains	Monthly	7
		Fallen Trees	Monthly	1
		Flooding Roads/Footpaths	Monthly	1
		Frost and Ice Response	Monthly	-
		Grading/Metalling	Monthly	18
		Kerb and Channel	Monthly	5
		Road Litter	Monthly	8
		Signs Missing/Damaged	Monthly	5
		Roadside Vegetation	Monthly	16
		Safety Road Condition	Monthly	1
		Sealed Road Failures	Monthly	-
		Potholes	Monthly	6
		Snow Clearing	Monthly	-

PEOPLE / CULTURE	TEAM SAFETY		Month	YTD	
		Medical Treatment Intervention - #	Monthly	0	1
		Lost Time Injury - #	Monthly	0	0
		Near Miss/IOF	Monthly	12	102
		Incidents	Monthly	2	47
		Safety Audits/Tours completed	Monthly	8	28

Welcome to 2018! We hope everyone has had a great break and managed to find some time to relax and enjoy the beautiful weather we have been having.

The majority of the team arrived back on deck on the 8th January after a couple of weeks off. We did have a few work through to keep on top of the litter bins, street sweeping and some reactive tasks.

The site works crew were straight into the kerb and channel replacement on Reed Street so that we could get in and out before school got back. The footpath team has been busy tidying up some footpaths in the Palmerston area and repairing small sections of kerb and channel.

The drainage crews have been completing drainage renewals on Ardgowan Rd.

The Maintenance Metalling programme is well underway and they have been focusing on the very rural road project working out of Robbs Crossing. Our extraction consent for Palmerston is well underway. Currently consultation with Runanga office is happening before we can proceed.

The premix crew has been completing edge break and levelling work throughout the district. Focussing on the Weston/Windsor/Ngapara areas.

Our graders have been busy working on their monthly beats. The North grader has made its way around the top end of the network before heading back down the valley and into the Danseys. The South grader has worked its way down to the other end of the district and has been completing some very rural roads work while up Macraes.

Delta has been flat up trying to keep up with the vegetation growth we have had throughout the district. They have completed another full round of sealed road spraying as well as targeting pest plants in the Ahuri ward.

The signs programme has had another busy month with staff completing programmed work throughout the break as well and renewing a lot of old signs.

The stabl crew has completed the low shoulder work on Fortification Rd that was started before the break. They then shifted on to completing some sealed pavement repairs on Weston - Ngapara Rd.

PROGRESS

Item	Completed	Comments
Stabl's	689m ²	10,321m ² YTD
Maintenance Metalling (20,000m ²)	1,842 m ²	9,148 m ² YTD
Grading (280km target)	260 km (MTD)	1157.1 km (YTD)
Road Sweeping	22 (MTD)	273 (YTD)
Signs	Cleaned 3 (MTD) Straightened 51 (MTD)	262 (YTD) 228 (YTD)
Roadside Litter Collection	6 (MTD)	159 (YTD)
Wilding Trees	10 (MTD)	140 (YTD)
Traffic Counts (300 per year)	51 (MTD)	204 (YTD) 68%

Inspection Table

Activity	Completed MTD	Completed YTD	Remaining Qty
Culvert Inspections (240/month)	166	1,544	1,336 (46.4%)
Bridge Inspections (15/month)	3	36	144 (80%)

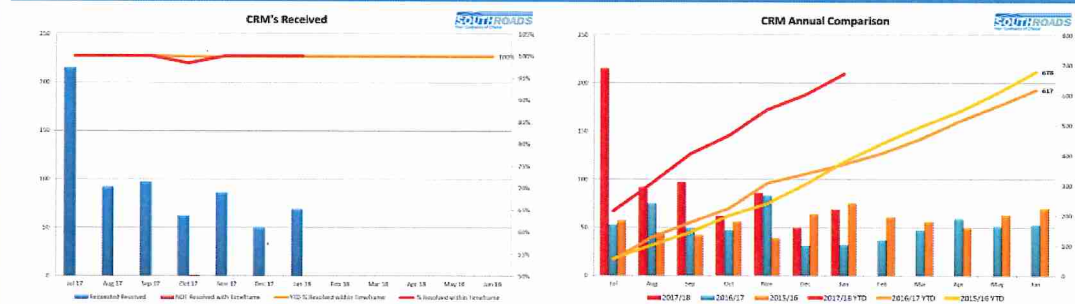
RISK & STRATEGY UPDATES

	Identified Risks	Update
Roads	Henburn Road	This road has had a fair beating with traffic and the different weather extremes over the last few months. It will need some maintenance over the next while to keep up with the increased traffic volumes.
	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.
	Walanakarua 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 have been 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 69 CRM's for the month of January. This is 19 up 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 January 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 metalling of unsealed roads, vegetation control around town and in surface water channels and to target pothole repairs to bring this score up.

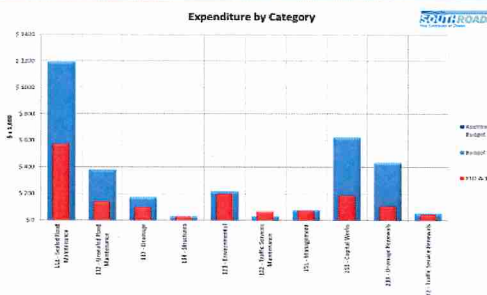
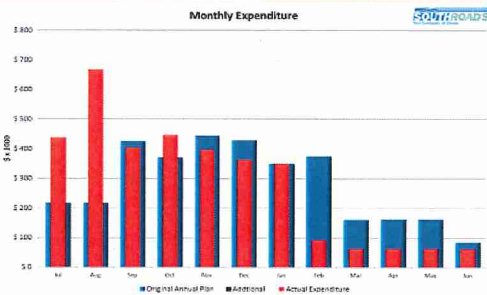
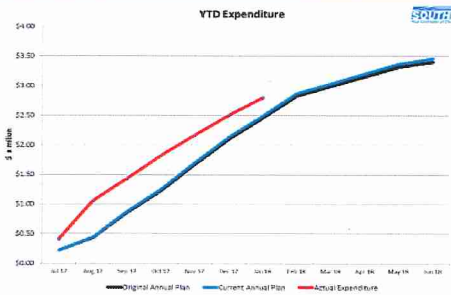
GOLD STAR INITIATIVES.

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

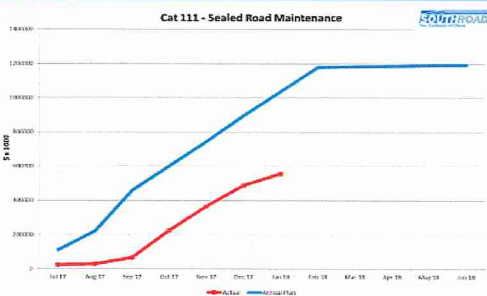
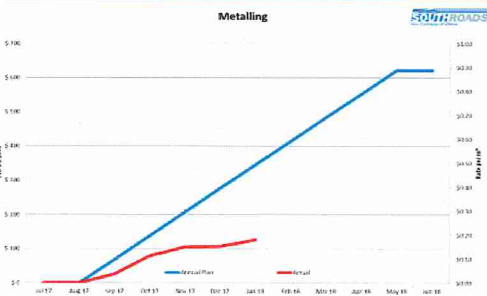
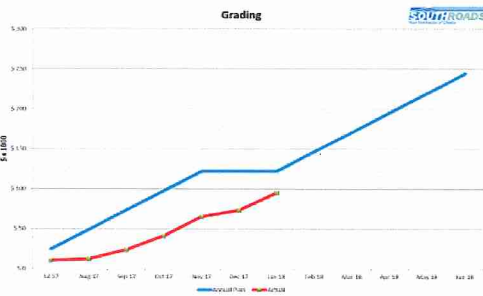
TRAFFIC CRASH/DAMAGE REPORT

- 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	361218	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	386023	0	0	0	0	0	2823391		
Actual Expenditure	439006	667704	404407	446666	397268	363432	348614	92276	63329	63329	63329	63329	3412689	-509289	-13%
Remaining Cyclic	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tasked Forward Work	0	0	0	0	0	0	0	365808	399845	354824	328269	24453	1463200		
Projected Expenditure	439006	667704	404407	446666	397268	363432	348614	458084	453174	418153	391599	87782	4875889	953910	24%

FINANCIAL COMMENTARY
The year completed expenditure is \$3,412,689.00. The claim for the month was \$349,034.00 (including township works) and consisted of mainly programmed works and maintenance activities.



WDC 642 Summary Report February 2018

PERFORMANCE

EFFECTIVENESS	CRM's	Structures	Monthly	-
		Culverts/Side drains	Monthly	43
		Fallen Trees	Monthly	5
		Flooding Roads/Footpaths	Monthly	27
		Frost and Ice Response	Monthly	-
		Grading/Metalling	Monthly	48
		Kerb and Channel	Monthly	6
		Road Litter	Monthly	5
		Signs Missing/Damaged	Monthly	11
		Roadside Vegetation	Monthly	6
		Safety Road Condition	Monthly	2
		Sealed Road Failures	Monthly	7
		Potholes	Monthly	9
		Snow Clearing	Monthly	-

			Month	YTD	
PEOPLE / CULTURE	TEAM SAFETY	Medical Treatment Intervention - #	Monthly	0	1
		Lost Time Injury - #	Monthly	0	0
		Near Miss/OF	Monthly	13	115
		Incidents	Monthly	8	55
		Safety Audits/Tours completed	Monthly	8	36

Welcome to the February report, this month we have witnessed summer signing out with some pretty intense weather, skipping autumn and jumping straight into the depths of winter.

The February event mainly resulted to damage to our unsealed network with the water scouring roads and the material blocking culverts. We have completed a network inspection identifying the damage and programed the outstanding repairs to get underway in March.

The site works crew have been busy working on Towey Street replacing kerb and channel on both sides of the street. Both sides now have the new kerb in and the reinstatement of the road and driveways are well underway.

The footpath crews have been working on footpath repairs in the South Hill, Oamaru area and are shifting into Weston.

The drainage crews have been completing drainage renewals on Ardgowan Rd and are due to shift into the Ngapara/Fiveforks area to complete digout repairs and side drainage.

The Maintenance Metalling programme is well underway and they have been focusing on the very rural road project working out of Robbs Crossing. Our extraction consent for Palmerston has been approved and the first site meeting has been held. We expect gear to be on site in March and crushing to commence later in the month.

The premix crew has been completing edge break and levelling work throughout the district. Focussing on the South Hill area.

Our graders have been busy working on their monthly beats. The North grader has made its way around the Oamaru plains before heading back up country to sort out some flood damage. The South grader has made its way back from the other end of the district and has been completing some very rural roads work while up Macraes before heading back into the Maheno/Kakanui area.

Delta has been flat up trying to keep up with the vegetation growth we have had throughout the district. They have started another round of urban spraying in the townships and have been focusing on spraying pest plants. They have completed an audit of vegetation overhanging roads and are programming a round of trimming.

The signs programme has had another busy month with staff completing programmed work and renewing a lot of old signs.

The stabi crew has completed some repairs on Ardgowan Rd before shifting back to Weston - Ngapara Rd to complete these repairs.

PROGRESS

Item	Completed	Comments
Stabi's	398.3m ²	10,719.3m ² YTD
Maintenance Metalling (20,000m ²)	1,690.6 m ²	10,838.6m ² YTD
Grading (280km target)	135.4km (MTD)	1,292.5km (YTD)
Road Sweeping	18 (MTD)	291 (YTD)
Signs	Cleaned 5 (MTD) Straightened 7 (MTD)	267 (YTD) 235 (YTD)
Roadside Litter Collection	8 (MTD)	167 (YTD)
Wilding Trees	3 (MTD)	143 (YTD)
Traffic Counts (300 per year)	28 (MTD)	262 (YTD) 87.3%

Inspection Table

Activity	Completed MTD	Completed YTD	Remaining Qty
Culvert Inspections (240/month)	289	1,833	1,047 (36.4%)
Bridge Inspections (15/month)	3	39	141 (78%)

RISK & STRATEGY UPDATES

	Identified Risks	Update
Roads	Henburn Road	This road has had a fair beating with traffic and the different weather extremes over the last few months. It will need some maintenance over the next while to keep up with the increased traffic volumes.
	Coal Pit Road	Saturated material should be programmed to be removed before winter.
	Waionakura 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 on site.
	Reseal sites	Reseal sites have been 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 169 CRM's for the month of February. This is 100 up on last month. The flood in February has caused this spike with culverts/side drains and metalling/grading having the biggest increase in CRM's

CRM GRAPHS



PERFORMANCE MEASURE RESULTS –

For February 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.

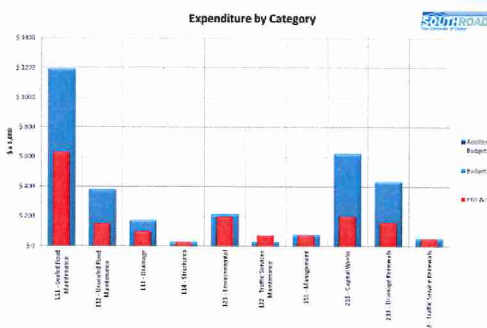
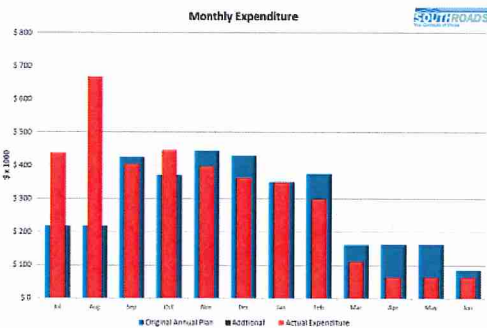
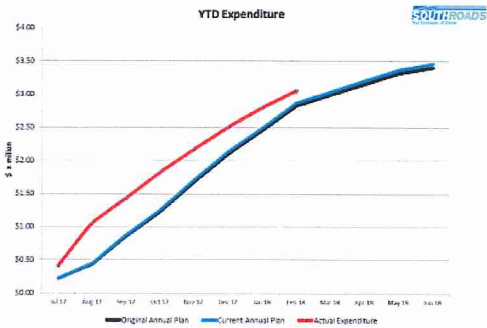
GOLD STAR INITIATIVES.

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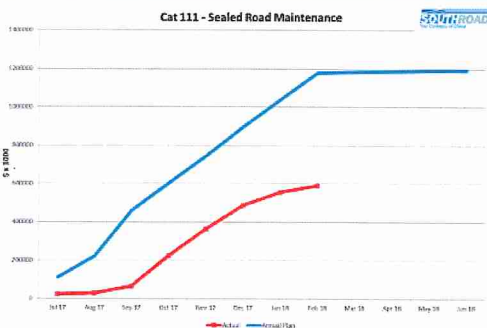
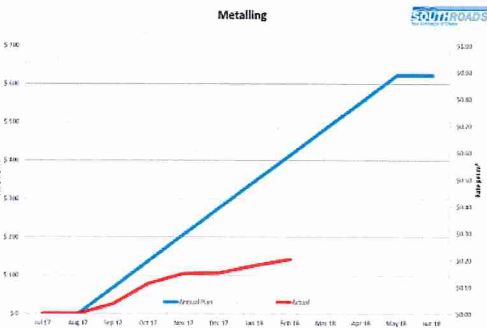
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FINANCIAL GRAPHS



KEY PERFORMANCE INDICATOR GRAPHS



FINANCIAL SUMMARY

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Actual Expenditure	439006	667704	404407	446666	397268	363432	348614	299857	111000	63329	63329	63329	3667941	-254038	-6%
Remaining Cyclic	0	0	0	0	0	0	0	0	0	0	0	0	0		
Tasked Forward Work	0	0	0	0	0	0	0	0	417533	522779	368281	73073	1381667		
Projected Expenditure	439006	667704	404407	446666	397268	363432	348614	299857	528533	586108	431611	136402	5049608	1127629	29%

FINANCIAL COMMENTARY
The year completed expenditure is \$3,366,954.00. The claim for the month was \$300,277.31 (including township works) and consisted of mainly programmed works and maintenance activities.

Waihemo Community Board

Memorandum

From Recreation Manager

Date 9 April 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 20 January to 27 March 2018.

Comment

- *Staffing* – Jane Matchett has returned to work after three months leave. Unfortunately the position of Parks Officer for Oamaru is currently vacant so capacity is still an issue for the team.
- *Maintenance* – Mowing of reserves in the Waitaki district has been significantly disrupted by recent heavy and frequent rainfall and warm ground temperatures. In February there was 238mm of rain compared to an historic average of 15mm. In March (to 27 March 2018), there was 101mm compared with the historic average of 29mm. These are not normal autumnal conditions. Ground temperatures are expected to drop in the coming month which should help slow the growth of grass. These extraordinary rain events have had a number of impacts on Council's mowing contractor:
 - They may not be able to mow at all when it is wet (for example, a week of mowing was lost with Cyclone Gita).
 - They may not be able to achieve a good cut when the grass is wet.
 - Some reserve areas remain saturated, and may continue to be too wet to mow (heavy machinery ruts and damages the ground).
 - The rain, combined with warm ground temperatures, is creating rapid growth.
 - Currently, Council's contractor is taking on additional temporary staff, and working longer hours and weekends in order to do as much mowing as they can as weather conditions permit.

Council apologises for any inconvenience caused and thanks members of the community for their continued understanding and patience during this time.
- *Palmerston Walking Improvements* – Officers have not been able yet to meet with the neighbour to discuss options to link SH1 and District Road.
- *Palmerston Showgrounds* – The Palmerston Agricultural and Pastoral Society (A&P) has requested that it be allowed to leave the Society's yards on the Council part of the showgrounds permanently. The Society has been asked to make a formal application under the Reserve Management Plan so that the request can be formally considered.
- *Moeraki Lookout Sign* – The replacement sign frame has been installed and looks great. Officers would like to see the signs updated in coming years, subject to budgets and priorities. These signs were originally installed by the Otago Regional Council as part of a Millenium project.



Moeraki Lookout Sign

- *Dunback Domain Toilets* – The new toilets are on site and available for use. Comments thus far have been favourable, including some like ‘we don’t deserve such nice toilets’. Some minor finishing work (eg planting of tussocks on the discharge fields) is to be completed in the coming months.
- *Hampden and Dunback Streetscape* – Tender documents have been prepared and will be sent to prospective contractors in coming weeks.
- *Hampden Beach Bollards* – This work is expected to be completed in the coming months.
- *Waihemo Reserve Improvements budget* – The improvement budget for this year is \$13,100, of which \$6,000 has been allocated to Hampden Beach Bollards and \$3,000 was carried forward last year for the Moeraki lookout signs.

Erik van der Spek
Recreation Manager

Neil Jorgensen
Assets Group Manager

Waihemo Community Board Memorandum

From Building Services Manager

Date 9 April 2018

Building Consents Issued in Waihemo Ward for the Month of February 2018

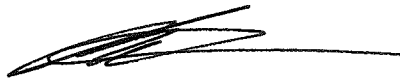
Recommendation

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 month of February 2018.

District Road	Construct 2 bedroom dwelling with Metro Wee Rad woodburner, ECO Flue and carport	\$80,000.00
Newcastle Street	Installation of a free-standing Masport Mackenzie R10000 woodburner and Flue	\$4,000.00
Norwich Street	Installation of a free-standing Woodsman ECR Novo woodburner and Heat Saver Flue connected to existing wet-back	\$2,000.00
McKenzie Street	Installation of a free-standing Woodsman Tarras MK III woodburner and Heat Saver Flue	\$3,000.00



Roger Cook
Building Services Manager

Lichelle Guyan
Heritage, Environment and Regulatory Group Manager

Waihemo Community Board Memorandum

From Chairperson Kathy Dennison

Date 9 April 2018

Chairperson's Report

Recommendation

That the Waihemo Community Board receives the information.

Welcome

Welcome everyone and thank you to all those who participated in our community visioning workshops.

Community Visioning Workshops

Three community planning workshops facilitated by Sandra McIntyre were held in late February: for Palmerston (22 February), for Moeraki-Hampden (24 February), and for Dunback-Macraes Flat (21 February 2018). Workshop outcomes documents have since been prepared, and the Board will meet soon, again with the facilitator, to discuss the many proposals. We will continue to consult with the community as workshop follow up activities are planned.

Monday 12 March

I attended Council's Strategic Workshops on the UNESCO Global Geopark and World Heritage status and the Cultural Facility Development Project (moving forward). I wish to thank Council for the invitation to be involved in the workshop on these topics. It sounds very exciting for the district and a busy time ahead developing these plans.

Sunday 4 March

Together with Community Board member Heather McGregor, I attended the AMP meeting where they invited the New Zealand Motorhome Association to discuss ideas regarding a stopover camping ground at the Showgrounds on the AMP's land. It was attended by a good mix of residents whom I would say were 50% in favour and 50% against. There was a big attendance from New Zealand Motorhome Association members who were staying at the grounds over the weekend.

Saturday 17 March

Palmerston Fire Station Open Day – I attended the open day held at the station by the Palmerston volunteers. They had displays and a smoke-filled room that people could experience. It was very educational, interesting and certainly worth visiting if the opportunity arises again.

Palmerston Town Clock

An update on the Palmerston Town Clock is included in the agenda for this meeting.

I wish to thank members of the community and Council staff for their support through the community visioning process. There will be more opportunities to consult on, discuss and fine-tune the workshop outcomes through the year as we develop our Community Board plan.

Kathy Dennison

Waihemo Community Board Chair

Waihemo Community Board Memorandum

From Waihemo Community Board Members

Date 9 April 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)**

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

Waihemo Community Board Memorandum

From People and Culture Group Manager

Date 9 April 2018

Information Report to Community Boards – March / April 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 27 March 2018 Council meeting
- Health and Safety Update to the Finance, Audit and Risk Committee Meeting, 20 March 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 27 March 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?

This report is a very brief one, as we work on a number of high priority projects, with particular focus on the Long Term Plan. This has consumed a large amount of time for Councillors and me, and even more so for staff. We will be adopting the draft at this meeting, and the Consultation Document will be confirmed for distribution. It is good to get to this stage where we can inform the public what we believe should be done over the next ten years. It is the public's opportunity to tell us what they want, and as importantly, what they don't want. This is valuable feedback and we will listen to it and consider it as we make final decisions in June.

The Cultural Facilities Development

This project has been the major amenity project for us over the past four years. As people will know by now, the project has been put on hold as we reconsider what our goals and objectives are for our arts, culture and heritage. Although such things can often be seen as elitist and not relevant, it is important for us to acknowledge and remember our past and our culture. We want to be able to tell our stories to our locals and to visitors, in a way that engages them and explains as well as possible who we are in Waitaki.

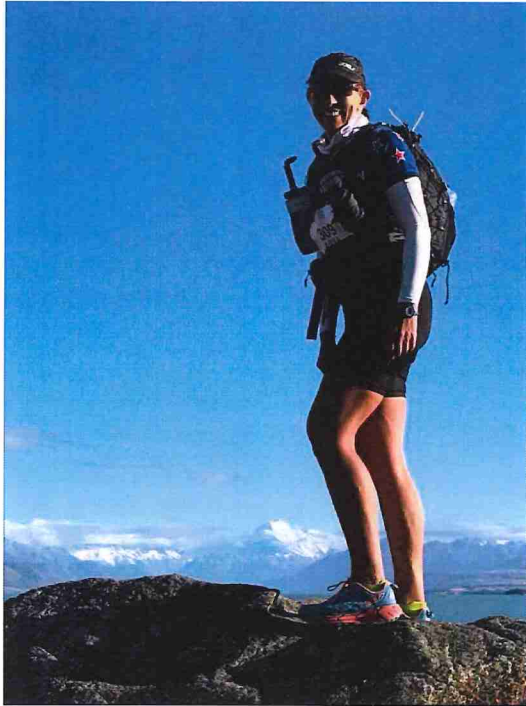
What has become clear is that the proposed facility was not going to achieve that. The reality was that there have been compromises along the way that were going to affect how it operated. But even more importantly than that, was the fact that we are facing a very different context for our culture and heritage now. We are looking at exciting opportunities for UNESCO Global Geopark recognition, for World Heritage Status, and for building new partnerships with Ngai Tahu to tell their stories as well. We also have the opportunity for significant funding from the Government's Provincial Growth Fund which will be a game-changer for us if we are successful.

It is time for a rethink, but it is not a time for delays. I am committed to getting on with the development plan of what we want to achieve and how we will do that. We have a smorgasbord of opportunities that are just waiting for a cohesive plan to tie them together to create a series of sites and stories that could put Waitaki on the international map as a centre of excellence for culture and heritage. The opportunities have been there for some time, but it is only now that the planets have aligned for us to be able to make it happen!

Alps2Ocean Ultra

I want to make special mention of the organisers of the Alps2Ocean Ultra race. This has been an amazingly successful event which has publicised our piece of paradise to the world! Michael Sandri was the instigator of the event and was joined by a small team who spent a huge amount of time over the past year putting the event together, and getting the 130 athletes from around New Zealand and the world to the start line. Key members of that team were Linton Clarke and John Crombie. The trio have done us proud as they pulled off one of the most professionally-run events in New Zealand – not bad for their first effort and for the first staged ultra event to be held in our country.

Photographs of the event, mostly featuring the stunning scenery of Waitaki, have spread across the planet as the athletes have spread their stories through social media, talks to various groups and so on. The peripheral economic benefits have been significant. Direct benefits included over \$30,000 going to the A2O trail for maintenance, and a significant sum will be available for distribution to charitable causes that benefit the youth of Waitaki. The Waitaki District Council contributed \$10,000 from our economic development fund early on, and that money has been very well spent. We will be supporting the event again in 2019, which is already close to capacity for entries. So that will be another 130 athletes and their supporters coming to Waitaki for a week or more to enjoy our place. As much as you can when you are running about 330 km in a week!





Meetings Attended:

1 February	Whitestone Shareholder Meeting
2 February	Meeting with OWCT Trustees
2 February	Draft Agenda meeting
2 February	Meeting with Richie McCaw Statue Committee, Kurow
6 February	Waitangi Day celebrations at Bluff Marae
6 February	Otago/Southland Mayoral Forum dinner (Invercargill)
7 February	Combined Otago/Southland mayoral Forum meeting (Invercargill)
7 February	Te Roopu Taio meeting
8 February	Mayor and CEO Catch-up
12 February	Phoenix Water Wheel Trust Meeting
12 February	Meeting re Family Fun day
12 February	Business after 5, NO Motor Group
13 February	Committee Meetings
13 February	Council Meeting
13 February	Councillor Briefing
14 February	Mayor and CEO Catch-up
14 February	Corporate Planning Meeting
15 February	Victorian Wardrobe morning tea
15 February	Family Day Briefing
16 February	Family Day catch-up
16 February	Meeting with Margaret Munro, new Tourism Waitaki GM
18 February	Friendly Bay Family Day 2018
19 February	Mayor and CEO Catch-up
19 February	Solid Waste Working Group meeting
19 February	WDC Office Reconfiguration meeting
19 February	Waihemo Community Board meeting
20 February	LGNZ Better Economic Development Workshop, Tekapo
21 February	Meeting with Waitaki Boys High School Year 13 design class
21 February	Meeting with Jane Watson re Publication
21 February	Guest Speaker at Rotary Meeting
22 February	Palmerston Visioning Session

23 February	Meeting with Heather McGregor
23 February	A2O welcome to athletes, Opera House
23 February	A2O Ultra Run Welcome Dinner
24 February	North Otago A&P Show
26 February	Mayor and CEO Catch-up
26 February	Meeting re Harbour Street
26 February	Visit to Challenge Farms
26 February	Ahuriri Community Board Meeting
27 February	LTP Workshop
27 February	Guest Speaker at Oamaru Lions Club
28 February	Meeting with Harcourts re Friendly Bay Family Day 2019
1 March	Canterbury Mayoral Forum working dinner
2 March	Canterbury Mayoral Forum, Christchurch
3 March	Omarama Visioning Session, Omarama
3 March	Alps2Ocean Ultra race finish
5 March	Mayor and CEO Catch-up
5 March	Meeting with Peter McIlraith and Barney McCone, Whalan Lodge Trust
5 March	Audit NZ Handover
5 March	Meeting with Gordon Martin re Rotary
5 March	Citizenship Ceremony
5 March	Oamaru Creek Bridge Project meeting
6 March	Council Meeting
6 March	Council Workshop
6 March	Business visits: Topflite, Heliventures and Oamaru Airport
7 March	Site Visit, Macraes Roads
7 March	Corporate Planning Meeting
7 March	Meeting with Mark Mattingly re resource consent matter
7 March	Meeting with Helen Brookes re history of North Otago electricity supplies
8 March	Ministerial Meeting re Freedom Camping
8 March	LGNZ Rural and Provincial Meeting
8 March	LGNZ Stakeholder Function
8 March	Meeting with Mike Jebson, CEO QEII Trust
9 March	Rural and Provincial meeting
9 March	Meeting with Andrew Coleman. CEO of Heritage NZ
9 March	Otematata Visioning Session
12 March	Mayor and CEO Catch-up
12 March	Draft Agenda Meeting
12 March	Council Workshops
12 March	Dinner and Workshop debrief
13 March	Councillor and Executive Team Strategy Day, Omarama
14 March	Landmarks discussion
14 March	Meeting with Andrew Minturn, Qualtech International Limited
14 March	LJ Hooker Community video interview
15 March	Meeting with Warren Egen and Grant Finn (NZ Whiskey)
15 March	Meeting with Mainland Poultry Limited
15 March	Meeting with Ian Taylor, Animation Research Limited
15 March	Meeting with Internal Affairs, Dunedin
15 March	Meeting with Barbara Bridger, CE Otago Community Trust
16 March	Meeting with Michael Forgie re Cultural Facilities Development
16 March	Communications Portfolio Meeting re LTP Consultation Document
16 March	Meeting with Ryan Fraser re Maheno Ship memorial for Maheno
16 March	Official Lighting of the Craig Fountain
19 March	Mayor and CEO Catch-up
19 March	Draft Agenda Meeting
19 March	NZTA/Waitaki District Council Liaison meeting
19 March	Oamaru Steam and Rail meeting
20 March	Finance, Audit and Risk and Standing Committees Meeting Day
20 March	Council Business Visit – North Otago Irrigation Company

Mayor Gary Kircher

Waitaki District Council Memorandum

From Chief Executive

Date 27 March 2018

Chief Executive's Report

Recommendation

1. That Council receives the information.

Purpose

The following comments are provided to bring Councillors up-to-date with issues that have arisen since the last Council meeting on 13 February 2018.

1. Leadership

The first in a new series of 'All Staff' meetings was held on 16 February. It is intended that these meetings occur on a regular basis. The length of these meetings has been increased from 30 minutes to 1 hour in order that both internal and external guest speakers can have an opportunity to inform all staff of important topical matters. The opportunity will also be taken to introduce newly-arrived staff and international interns, and to celebrate the successes of staff.

2. Proposed Waitaki Whitestone UNESCO Global Geopark

It is becoming increasingly apparent that the above project has great potential to add a fascinating and unique addition to the tourist experience of the Waitaki district.

A project group has been established to further the collation of the necessary materials which are required to be provided in the Expression of Interest (EoI) which is due to be lodged with the New Zealand UNESCO Commission by 30 April 2018. A Project Group has been meeting weekly for the past few weeks, and is comprised of me, Mike Gray (Chair of Vanished World), Faye Ormandy (Vanished World), Margaret Munro (General Manager of Tourism Waitaki), Katrina Clark (Planner, Waitaki District Council), Suzanne Butler (GIS, Waitaki District Council), and Sonia Martinez (Digital Multimedia Specialist, Waitaki District Council).

Good progress is being made, with the inaugural meeting of the Waitaki Whitestone UNESCO Global Geopark Advisory Group scheduled for 29 March. At this meeting, the Project Group will report to the Advisory Group on the status and content of the draft Expression of Interest document.

The Advisory Group is comprised of the Mayor of Waitaki District Council, myself, Mike Gray, David Higgins (Ngāi Tahu), Dr Ewan Fordyce (Geology Department, University of Otago), Dr Katharina Ruckstuhl, (Associate Dean Māori – Division of Commerce, University of Otago), Professor Richard Walter (Department of Archaeology and Director, South Pacific Archaeological Research, University of Otago), Lauren Vosper (General Manager Public Relations & Major Events, International Media and Major Events Team, Tourism New Zealand), Margaret Munro (as above), James Glucksman (Chair, Waitaki Tourism Association), Chloe Searle (North Otago Museum, Waitaki District Council), Sally Jones (Regional Manager, Department of Conservation), and Dr Ian Griffin (Director, Otago Museum).

Council's interest in exploring accreditation as a UNESCO Global Geopark has been noted and viewed favourably by Andrew Coleman, the Chief Executive of Heritage New Zealand, who believes that pursuit of UNESCO Global Geopark status alongside UNESCO World Heritage Area status for Historic Oamaru is an exciting prospect.

3. Business and Site Visits

26 February	Challenge Farms
6 March	Business Visits – Topflite, Heliventures and Oamaru Airport
6 March	Otago Chamber of Commerce 'Business After 5', Oamaru
13 March	Waitaki Valley Winegrowers Association – introduction to Councillors, Kurow
20 March	North Otago Irrigation Company – site visit to irrigation areas.

4. Meetings Attended

14 February	Meeting with Mike McElhinney, Tourism Waitaki
15 February	A2O Joint Committee and Project team meeting
16 February	Meeting with Margaret Munro, GM Tourism Waitaki
19 February	Participation in Heritage, Environment & Regulatory management team workshop
19 February	UNESCO Global Geopark Project Group Meeting
19 February	Meeting with Stephen England-Hall, Chief Executive of Tourism New Zealand
20 February	Mackenzie Tenure Review, Tekapo
21 February	Mackenzie Basin ENGO Meeting, Christchurch
22 February	Otago Regional Economic Development meeting
23 February	Meeting with Alicia Mackay (Structured Conversations)
23 February	Meeting with Ian Griffin, Director of Otago Museum
23 February	Meeting with Lauren Vosper, General Manager Public Relations & Major Events, International Media and Major Events Team - Tourism New Zealand
26 February	Oamaru Heritage Tourism and Seismic Resilience workshop
26 February	Ahuriri Community Board Meeting
27 February	Meeting with Glenn Campbell, Whitestone Contracting
27 February	Council Long Term Plan Workshop
1 March	UNESCO Global Geopark Project Group Meeting
1 March	Meeting with Professor Richard Blaikie, Deputy Vice-Chancellor (Research and Enterprise), University of Otago
1 March	Meeting with Dr Nick Taylor, Lincoln University
1 March	Canterbury Mayoral Forum Working Dinner, Christchurch
2 March	Canterbury Mayoral Forum, Christchurch
5 March	Meeting with Cr Melanie Tavendale
5 March	Meeting with Audit NZ
7 March	UNESCO Global Geopark Project Group Meeting
8-9 March	LGNZ Rural and Provincial Meeting, Wellington
8 March	Meeting with Mike Jebson, Chief Executive, QEII Trust, Wellington
9 March	Meeting with Andrew Coleman, Chief Executive of Heritage NZ
12 March	Workshop on UNESCO World Heritage Area status for Historic Oamaru, and the proposed Waitaki Whitestone UNESCO Global Geopark
12 March	Workshop on Cultural Facilities Development Project
13 March	Executive Management Team and Elected Members' Retreat
14 March	Meeting with Elizabeth Soal, Waitaki Irrigators Collective
14 March	Meeting with Andrew Minturn (Qualtech International Ltd) and Steven Finlay (LGNZ Equip) re Building Consent Authority
15 March	Meeting with Margaret Munro, GM Tourism Waitaki
15 March	Meeting with Michael Guthrie, Mainland Poultry Limited
15 March	Meeting with Ian Taylor, Animation Research Limited, Dunedin
15 March	Meeting with Barbara Bridger, Chief Executive of Otago Community Trust, Dunedin
16 March	Oamaru Licensing Trust Meeting
16 March	Meeting with Auditor re Draft Long Term Plan Consultation Document
16 March	UNESCO Global Geopark Project Group Meeting
19 March	Meeting with NZTA, Oamaru
19 March	Meeting with Oamaru Steam and Rail
19 March	AA District Council Meeting – roading update
21 March	UNESCO Global Geopark Project Group Meeting
22 March	Heritage North Otago General Meeting
23 March	Meeting with KJ Jennings, Film Otago Southland
23 March	Otago Landmarks Celebration

Health and Safety Update to Finance, Audit and Risk Committee Meeting, 20 March 2018

Health and Safety Summary Report (January – February 2018)

Please note that the trend graphs are not included due to the limited data from two months of activity

Health and Safety

The organisation's Health and Safety is currently being maintained by the Corporate Development Officer until a new Health and Safety Officer is appointed. It is hoped that a new person will be in that role by the end of April/early May.

For now, the Health and Safety aspects being focused on are SafeHold; SiteWise; and key Health and Safety Risk Exposures to staff, contractors, and the general public. Wellbeing aspects such as flu jabs are being coordinated by the People and Culture team until a new Health and Safety Officer is appointed.

Significant trends

The total number of reported incidents increased significantly in January, due to the minor aquatics incidents now being reported through SafeHold. All incidents/hazards reported are actioned within 24 hours of receipt, and investigative action required is generally done within the tolerated response time. There are very few incidents that are accelerated due to non-response.

It should be noted that the Aquatic Centre staff required Police intervention on three occasions during January with episodes of aggressive behaviour to staff.

Contractors

There have been only two Contractor incidents reported through SafeHold in the January-February 2018 period. These were both SouthRoads associated incidents. Both incidents were reported appropriately and investigated thoroughly, with corrective measures introduced to eliminate a repeat of the incident.

Staff are working with the contractors who have signed up to the SiteWise contractor management programme, to follow up on their rating and help to identify where they can improve their score to reach Council's target contractor rating. With public works such as the Courthouse contract starting, there is a need to ensure that Council contractors meet the organisation's health and safety requirements.

Vistab was introduced at Council headquarters in January for contractors to use as an onsite sign-in tool. There has been general acceptance of this by contractors, as it is now a requirement of many workplaces.

Public Incidents

Through January/February, there were 17 public incidents reported. These incidents continue to be well investigated and all corrective measures recorded. Controls are implemented where identified.

Near-miss reporting

There has been only one near-miss reported so far in 2018. This is an area where individuals at best do not appreciate the importance of being aware of the "near misses", and it may require some attention.

Current Issues

Staff visiting farms are receiving requests to follow biosecurity measures to eliminate spread of Mycoplasma Bovis. Staff have been advised to adhere to strict biosecurity requirements when these are in place, by cleaning footwear and tyres with specific spray which Council has purchased for this purpose.

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 number of near-miss reports continues at a low level. There was one incident of Lost Time by staff in February following an onsite injury.