



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

**I hereby give notice that the
Council Activity Update
will be held on:**

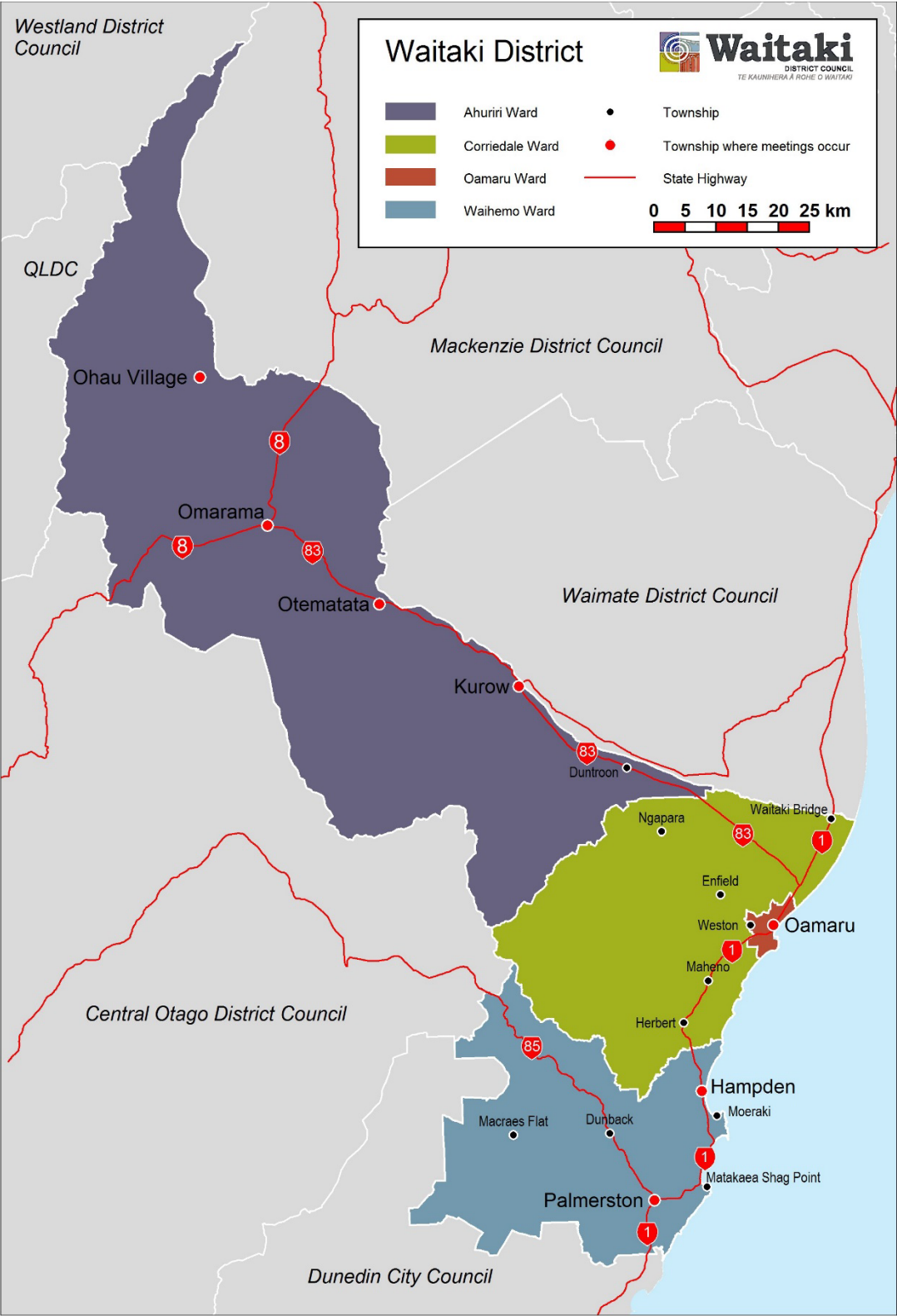
Date: Tuesday, 30 August 2022
Time: 9.00am
Location: Council Chamber, Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

Agenda

Council Activity Update

30 August 2022

Alex Parmley
Chief Executive





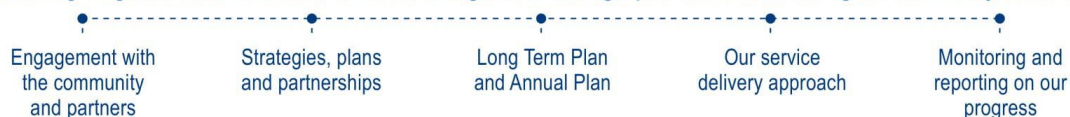
COMMUNITY OUTCOMES



STRATEGIC PRIORITIES



Ensuring we get core business done while delivering on our strategic priorities and achieving our community outcomes



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1 MEMORANDUM REPORTS

1.1 ASSETS GROUP UPDATE - 30 AUGUST 2022

Author: Joshua Rendell, Assets Operations Manager

Authoriser: Paul Hope, Acting Assets Group Manager

PURPOSE

The purpose of this report is to provide insight into recent work undertaken by the Assets group departments.

FOREWORD

Winter has been a challenging season for the Assets Group, with a series of weather events causing significant damage across our asset networks. The repairs of the known faults are estimated to be in the order of \$1.5 million.

The weather events have created a significant amount of work for staff and local contractors both in responding to and repairing defects. The weather events have also delayed progress on planned works during the period. Alternate funding avenues are being explored in attempts to reduce the burden on ratepayers needing to pick up the bill for repairs and Officers are hopeful some of these avenues will provide external funding.

At its meeting on 23 August, Council approved the carrying forward of incomplete works from the 2021/22 financial year totalling \$19.8M for the Assets Group. These works will be added to the current capital delivery programme of \$57.2M. This creates a total delivery programme for the 2022/23 financial year of \$77M.

In a time of skills shortages and uncertainties around material and contractor availability, the Assets Group will need to work closely with Elected Members to determine what can realistically be achieved given our current resources and market forces.

With constrained material and contractor markets, there has been an increase in inflationary pressure in New Zealand and globally. The rate of inflation allowed for within budgets is significantly lower than current inflation rates. There will be pressures on staff and contractors to try to meet existing service levels with lower budget increases than necessary to keep up with inflation and in some cases, there will need to be a trade-off between work delivered and service level expectations to try to resolve the budget misalignment.

To enable delivery of some of the more high-profile projects in the Assets Group, our former Recreation Manager has transitioned into a Project Manager (Major Projects) role for a period of three years. The role of Recreation Manager was recently advertised internally as a secondment, and Lindsay Hyde commenced in the position on 22 August.

PROPERTY

This has been a difficult time for the team due to winter illnesses, rain events, fire event and unexpected building maintenance requirements. Time spent on business as usual was reduced during this time to enable the team to respond to the urgent work that was required.

There will be a catch up of the business-as-usual work required in the short to medium term.

Asset Management and Strategic Programme

Property Strategy

The first round of meetings for the second stage of the Property Strategy discovery work have now been booked for the week of 31 August. This round of engagement will focus on linkages of the property strategy with other Council strategies and high-level parcels of work as well as engagement with key partners and stakeholders to get a better understanding of the future demand for Council property and property services. A second round of engagement to determine demand and service requirements closer to the point of delivery will follow this initial round.

Ōamaru Airport Strategy and 5-year business plan – A draft Airport Strategy has been developed and the draft business plan is currently being worked on.

Projects and Capital Delivery

Holmes Wharf

Despite the weather and winter illnesses, this project continues to progress with the re-decking reaching approximately 50% complete. There were some large sea swells which battered the Ōamaru Harbour breakwater rock armouring and Holmes Wharf – both of which held up well. The swells resulted in stones and seaweed washing up on to Holmes Wharf. This is the first time we have seen stones washed onto the wharf in recent years.

Ōamaru Breakwater

The rock armouring which was completed in 2021 is performing very well and continues to provide protection of the aged concrete breakwater structure. The recent heavy swells have depleted smaller rock armouring south of Ramsay Extension. This will require replenishing of larger rock as part of Council's yearly maintenance. A 3D mesh annual monitoring survey will be undertaken in the Spring. The purpose of this survey is to determine how many tonnes of rock have been reclaimed by the sea over the past 12 months.

Community Housing

The refurbishment of Unit 2 in Palmerston is complete, and Unit 5 in Usk Street is almost complete. Unit 4 is currently being refurbished.

Healthy Homes

Contractors are continuing to make good progress with compliance of rental properties to the healthy homes' standards. The five standards aim to improve the health and warmth of rental properties by creating minimum standards for heating, insulation, ventilation, draught stopping, moisture ingress and drainage. New tenancies are required to comply within 90 days of the tenancy agreement and all rental homes to comply by 2024. Heating and insulation standards are approximately 99% complete with ongoing insulation assessments. Ventilation is approximately 40% complete. Draught stopping is approximately 40% with ongoing assessment and repairs. Moisture ingress is approximately 25% complete.

1 Thames Street

Tourism Waitaki surrendered its lease over the former i-SITE premises at 1 Thames Street on Friday 29 July 2022. Upon vacant possession, it was noticed that the building was showing areas of moisture ingress at ground floor level. Minor intrusions into the interior linings revealed a large amount of moisture had penetrated the building stonework which has now been exposed to dry.

Investigatory works are continuing to expose the extent and origin of the problem so that options for mitigation can be explored.

Rock revetment

Work to bolster the rock armouring on the southern side of the inner Harbour is likely to commence in the next couple of months subject to contractor availability.

Property Management

Community Housing

There was a fire at a community housing unit in Copinsha Street, Palmerston in July. Sadly, the occupant of the unit passed away due to injuries suffered in the fire. Tenants of the neighbouring units were temporarily relocated whilst the units were inspected for the structural and electrical integrity. Some remedial works were required to make the electrical supply safe, and tenants have since returned to their homes. An insurance claim is underway and remedial works will be scheduled in the near future.

Rain event

Heritage buildings with internal gutters continue to be a challenge with the ongoing rain event. Several leaks have revealed themselves and work is scheduled for repairs. Contractor availability for this type of work has been an ongoing issue. The flood gates at Council's main headquarters building were deployed on a number of occasions during this time as a precautionary measure.

Two grass runways at Ōamaru Airport have been closed due to surface flooding during the recent rain events. The sealed runway remained open during this time. All runways are currently operational.

Ōamaru Town Clock

There is a malfunction with the clock. The chimes are not currently working. This is very specialised work and requires specialised contractors to undertake the work. The availability of those contractors is causing delays to remedial works.

Staff Appointments

Lori Butterworth and Alex Fraser were welcomed to the Property team. Both are filling vacancies to existing positions. Lori joins the team as Property Officer and Alex as the new Building Maintenance Officer.

RECREATION

Asset Management and Strategic Programme

Storm Damage

Weather events in July and early August have caused damage to assets across the district, with the most damage in the Ahuriri Ward and along the Alps to Ocean. Reinstatement of these damaged assets will be a priority, and this is likely to cause delays in implementing projects such as the Awamoa Toilet and Bushey Beach Track.

Vandalism

The ears on the Panda have been repaired and rebroken twice more. The gardens staff have been continuing to repair at this stage. Kakanui Beach Reserve grass surface has been damaged by vehicles doing burnouts. Repairs to the Ōamaru Public Gardens toilet have been completed after a sanitary bin was set alight, which melted the plumbing as it ran down the drain requiring a section of the concrete floor to be cut out to complete the repairs.

Cemeteries

After the recent rain there has been some ground settling seen in many of our cemeteries. The contractor is attending to these as a priority as conditions allow.

Sportsgrounds

The annual assessment of the fields was undertaken by an independent agronomist. All the fields were in a very good condition with good grass coverage following the wetter than normal summer growing season. Recommended renovation work will be completed at the end of the winter season.

Playgrounds

The team are replacing the spinner at the Southern Reclamation Reserve and installing a fort and slide unit at Casa Nova Park. This should be completed in October. Casa Nova Park has had a path built that allows better connectivity to the playground and walkway.

Operations

Moeraki Rabbits

Rabbit numbers appear to have reduced significantly. ORC have undertaken tests on several carcasses as it appears a virus may have had an impact on the numbers. This has worked in WDC's favour with several nights shooting being an adequate control method for the remaining rabbits at this stage. While we have made it known to our neighbours that this work was happening and they might like to engage the same contractor to manage their properties, there has been no uptake. A local has been co-ordinating landowners to use another local contractor, so between the two options hopefully a large proportion of the area will be covered. If rabbit populations persist in the inaccessible areas, Pindone bait stations throughout the township may be implemented later.

Palmerston Mountain Biking

Craig Alter along with other local volunteers developing Mountain Bike Tracks in Brough Street Forest have suggested late September for an official opening. They have been working diligently to develop additional tracks. Mike Harrison from FENZ has provided No Fire signage to be installed in the carpark.

Camping Grounds

Some remedial work was undertaken over winter to a group of trees at Loch Laird. The team will undertake a pre-season check of trees prior to the camp season opening. We have worked with Council's Customer Liaison Team over the winter period to develop an online booking form which is being used via the Camping portal on the Council Website. We are also developing a QR code payment system for casual users of boat ramps.

Sports fields

The recent weather events resulted in our taking the unusual step of closing fields for use on the weekend of 31 July.

Otematata Developments

The community led development group is working with their Landscape Architect and a Project Manager to seek funding from Department of Internal Affairs for a Quantity Survey and cost estimate for their proposed improvements. This will be used to seek funding for construction from Department of Internal Affairs. Playground equipment (funding approved) is expected to be installed in March/April with the remaining work to commence in August 2023 (subject to funding).

Projects and Capital Delivery

Water Play

The long-awaited detailed design plans have arrived, and tender documents are being prepared.

Thames Street Tree Lighting

Officers are in the process of investigating options. This has been a low priority with other projects taking precedence. Indications are the current budget would only be sufficient to allow a few trees to be lit.

Duntroon Toilets and Road Improvements

Whitestone Contracting established onsite on 15 August and have commenced works.

Kakanui Toilet

This project is currently on hold as we have been unable to get agreement on a suitable site.

Awamoa Toilets

The application for \$172,000 from the Tourism Infrastructure Fund was successful and Officers will commence with design.

Bushy Beach

MBIE removed the land purchase price from the project total requested in our Tourism Infrastructure bid. We are currently assessing options.

Ōhau Reserve Stormwater

The team are currently assessing options and talking to landowners in order to resolve a surface water ponding issue in Ōhau village.

Events Centre

Funding applications to Lotteries and Otago Community Trust are due to be submitted in early September. A decision on whether to bring the grandstand in scope will not be able to be made until we know what funds we have. We remain committed to a six-court facility with changing rooms and communal meeting space.

Aquatic Centre

July school holidays and Term Three is traditionally the quietest period of the year. The introduction of 'FlippaBall', Swim Workshops and Swim clinics combined with a regular 'Active Activity' (inflatables etc) programme have kept people coming through the doors.

The team has recently recruited a new 'Shift Supervisor' which means our pool operating team is now heading back to a healthy staff level. We have also recruited a couple of other 'all-rounder' roles which will work across the facility. This will help and relieve the pressure on some of our existing team that have been doing big hours to maintain opening hours and service to our customers.

The slightly reduced winter hours have been extended for the rest of term and this appears to be fitting current usage patterns with no negative feedback received in response to the slight reduction.

While the community is starting to learn to live with COVID, the past few years have changed people's habits and use continues to suffer. This trend is seen across the country with large decreases in attendance at Aquatic Centres across New Zealand.

Parent and Child water confidence and safety courses have benefitted from staff getting out and promoting to local childcare and Plunket resulting in an increase in numbers in the programme.

The team recently took delivery of a new pool inflatable 'Climb & Swing (big mutha)' which was 90% funded through Sport Otago.

A2O

The planned work was completed with the first 45m of Rakis Tunnel now boasting a concrete surface and the final report and claim have been sent to MBIE for payment.

The flooding that has hit the district has also caused significant damage to parts of the A2O Trail. Some initial repairs to the Elderslie section were completed after the first event, only to be taken out two weeks later. This weather event has impacted most of the trail in the Waitaki District, with washouts, holes, slips, scouring and damage to bridges and cattle stops throughout. Scoping of repairs has commenced with contractors and immediate remedial repairs to get the trail rideable commenced. Additional repair and resilience work is being scoped and an application to MBIE to access their extreme weather event funding will be made. This has a cap of \$300,000 and repairs are likely to exceed this.

The business case to take the remaining sections off-road has been a high priority over the last three months. This has included a workshop held with the Joint Committee in June, working with the master trail builders to confirm routes and costs, and the compilation of the business case document. Martin Jenkins is currently working on completing the Cost Benefit Analysis work. A draft of the Business case will be completed, ready for discussion with the Joint Committee at the end of August.

The A2O reference group has now been established. This provides a forum for Tourism operators and landowners to have input into the strategic and operational matters of the A2O. The first meeting was held in June with another the second week of August.

ROADING

Roading department are starting this year with engaging the Network Maintenance Contract and building the team for the next 5 years. Staff departures have left openings in the office staff with recruitment conditions challenging.

The Central Government directions and changes are challenging us to keep up with:

- Starting the 2024-27 National Land Transport Programme funding and supporting documents
- Reshaping Street Regulatory changes, Changes to the Land Transport Rule making it easier for Local Authorities to change infrastructure to support active travel, public transport, and placemaking.
- Speed Limit setting and Management, interim plan and school speed limits preparation and implementation
- Transport Choice Package Expressions of Interest – New \$350Million work package to improve urban centres. This package enables funding to be released for Climate Change response, Safety, Infrastructure, Pedestrian Crossings, School travel, Speed Reduction and Mode change.

Regional Transport Committee are embracing the extra roles of Regional Speed Management, Freight efficiency, Road to Zero and public transport across the regions.

New works commencing include the new Drainage Improvement work programme with works in Lake Ōhau Village, Perth Street, and recently Otematata Township. Ardgowan Road walking and cycling project development is starting as staff resources permit.

Customer Response Management (CRM) is a focus that Roding and CLT are working towards improving as staff resource allows and is a change programme included in the new Maintenance Contract.

Asset Management and Strategic Programme

Asset Management (AM) work is focused on work programmes for the 2022-23 budgets, preparing for the 2024-27 NLTP, and the supporting AM data collection and analysis to inform/support the proposed work programmes/budgets.

Kakanui Bridge replacement design requires funding approval from Waka Kotahi, even though it is an endorsed work programme. Funding approval for AM programme testing is also awaiting approval. Relationship management with Waka Kotahi is not a small measure of AM staff time for the future.

Strategic Planning for work programmes for the 2024-27 and 2027-2029 NLTP periods is required without having resources, staff and financial, to allocate.

Operations

In July, the first of what became four flooding events in three weeks occurred. This resulted in 6 bridges becoming affected from abutment washouts, in particular the bridge on Lake Ōhau Road: the sole vehicle access point to Ōhau Village and the lodge. Well-organised emergency work crews enabled the abutment to be reinstated within three working days. SouthRoads are currently attending to the Flood Response stage through Ahuriri, Waihemo, and Corriedale Wards.

The scale of the event is that 37 roads were closed for one or more days, 6 bridges that could not be crossed, more than 10km of unsealed roads require significant road pavement rebuilt. The repeat rainfall affected the road network three times in the same areas.

Emergency works are covered through the Global Consents that have been recently granted. There are multiple notification requirements of these consents that have been, and are, in progress. ECAN have been especially helpful during this first recovery stage.

The cost of the event recovery is estimated at greater than \$1.5 Million, and financial support from the National Transport Fund has been applied for.

Haven Street – Moeraki

Haven Street Moeraki has been affected with a block land movement of significance. Following the initial road closure, a geotechnical engineering report has been requested with the initial confirmation that closing the road to all traffic was required. Semi- permanent road closure barriers and signs will be installed in advance of a full report to Council for future options.

Projects and Capital Delivery

We are pleased with the number of contractors who are actively tendering for road construction projects recently with tenders attracting bids from as many as five contractors. At the time of writing this report, ten contracts have been awarded since July with works underway on some contracts.

Contracts Awarded:

- Weston Ngapara Road Seal Widening- M3 Contracting, start date October 2022
- Seven Mile Road intersections and Seal Widening- M3 Contracting, start Date January 2023
- Intersection Bundle – Georgetown Ngapara, Island Cliff, Settlement Road intersections – M3 Contracting, start date 15 August
- Eden Street rehab - Downer NZ Ltd, start date 8 August
- Eden and Orwell Streets Rehab-Whitestone Contracting Ltd, start date 15 August
- Essex Street and Gardiners Road intersections – Whitestone Contracting Ltd, start date of 14 October
- Whiterocks, Fortification and Springhill Road intersections –Whitestone Contracting Ltd start date 9 January 2023
- Pavement Rehabilitations – Nore Street and Ribble Street Rehabilitations – South Roads- start Date 9 January 2023

Road Safety

The locally produced and recorded series of Multi-lingual road safety radio advertisements was nominated for a Radio Broadcasting Association (RBA) New Zealand Radio Award in the category of “Best Community Campaign”.

Unfortunately, it did not win, but the adverts are still receiving great coverage and more areas around New Zealand are playing them. Thanks, should again go to the Ōamaru Pacific Island Network who undertook much of the voice acting and Dan Lewis of Real 104FM who recorded and edited them to be available for any radio station in New Zealand to use.

Continuing the radio theme, thanks must also go to St Kevin’s College and Waitaki Boys High School, who not only provided a very entertaining rugby game in wet conditions. But allowed the two captains time out to record a road safety message for fellow students.

The team from Road Safety Education was able to deliver a “RYDA” workshop for the year 12 students. All four high schools were invited but only two were able to attend the rearranged date because of COVID. At the time of writing, three of the four high schools have committed to attending next year’s event in February 2023, with an opportunity available for those students who missed this year’s event to attend next year’s.

This important programme continues to receive very positive feedback from both students and teachers.

Congratulations must also go to Lena Dupu of St Kevin’s College; Lena has just been selected as a National Leader for Students Against Dangerous Driving (SADD).

Over the past few years, our district has been well represented, and it is great to see Lena continuing that great tradition and representing the district at a national level. Well done, Lena.

WATER SERVICES

Asset Management, Policy and Strategic Programme

Backflow Prevention Inspection Programme

The backflow hazard inspection programme has been finalised and property owners have been informed as per our Communication and Engagement Plan. Our Compliance Officer will start visiting businesses this month to assess the level of backflow risk at each property. It will also be an opportunity for property and business owners to discuss any questions they have regarding their water services.

Compliance Reporting Tool

The project to develop a new compliance reporting tool that will ensure we can prove compliance with the new Drinking Water Standards and Rules is now underway. Information needed to build the tool has been provided by staff to our supplier and they expect to have it ready to trial in the next 8-12 weeks.

LTP enhanced investment programme

Preliminary work is underway progress key capital projects within the investment programme – including issues and options reports for the Stoneburn Water Supply Upgrade and Lower Waitaki Water Supply, and the Ōamaru Water Supply Capacity Study. Planning is also underway for further engagement with the Hampden community regarding the township’s wastewater. Information on the outcomes of the work will be brought to Council as it progresses.

Operations

July Rainfall Event

July and early August saw significant rainfall across the district, with flooding in many areas. This resulted in multiple boil and conserve water notices being issued on the water network, along with overflowing stormwater drains, and flooded water and wastewater treatment plants.

Operations staff and contractors were called away from planned projects and maintenance work to respond to issues during and following the flood events. This has resulted in some delays in planned work.

Orwell Street Pump Station

The Orwell Street pump station was severely impacted by the sea during the weather events. The sea has eaten away parts of the access road. The operations team are working closely with Roding to put in rock protection along the sea edge. Operations are Investigating protection works in conjunction with KiwiRail to try and retain the asset.

Projects and Capital Delivery

Wastewater Main Renewals and CCTV Inspection and Cleaning – Ōamaru and Palmerston
HydroTech has finished the CCTV inspection in Ōamaru and is now moving onto the proposed lines in Palmerston. The CCTV inspection footage will enable them to assess and generate a feasibility report to confirm which pipes can be re-lined. The relining part of the contract will start mid-September.

Ōamaru Water Main Renewals

SouthRoads installed a 200m section of water main on Stuart Street, replacing the old main that had recently become problematic, and have nearly completed the second stage of a new 550m water main on Till Street. On 8 August, SouthRoads commenced an upgrade of the existing water main on Maudes Road to provide a better level of service for residents and minimise disruptions to the water. This work will take approximately 2-3 months and will complete the 717 Contract.

Waihemo and Ahuriri Bulk Water Filling Stations

The bulk water filling unit in Gilligan Street, Palmerston, has been successfully installed. However, due to cold weather and rain, the chip seal work around the concrete pad has been delayed. Once this work is done and the contractor has completed fine tuning of the pressure sustaining valve to ensure the water network is not impacted, the unit will become operational.

Three Waters Reform Tranche One Funded Projects:

- **Palmerston Water Mains Renewal**
Delays due to COVID-19 and the recent rain events have impacted on completion of this project. The two new watermains along Tiverton/ SH1 have been completed and will be lived in soon.
- **Otematata Campground Water Supply Upgrades**
Work is nearing completion for the supply of potable water to four of Council's campgrounds in the Otematata area. Recent weather events pushed the completion date back by two weeks.
- **Weston Watermain Upgrades**
Specialised Services Group have completed the contract to upgrade the watermain on four Weston streets. These upgrades will provide a better level of service and firefighting capacity as part of Council's plan to provide Weston consumers with an on-demand water supply.
- **Palmerston Wastewater Dispersal Field Improvements**
Specialised Services Group completed these works on 1 July. A new pump shed has been built and located to the wastewater ponds with a new surrounding carpark. The building has all

new pumps, pipework, and electrical controls. A field control cabinet has also been installed on the additional dispersal field.

Water Reform

The National Transition Unit (NTU) has commenced engagement with Three Waters staff whose roles may be affected by the transition so they can have their say and understand what the changes might mean for them as early as possible.

Local People and Workforce Leads have been appointed within the NTU for each Entity. Waitaki's Water Services staff were introduced to the Entity D Lead, Liz Smith, in August and given an opportunity to ask her questions on key issues or concerns to them.

Initial NTU engagement has focused on release of the Proposed Staff Transition Guidelines in July, with feedback sought on these until 22 August, and the introduction of a staff engagement portal 'The Staff Room'. Our staff have taken the opportunity to provide detailed feedback on the proposed guidelines.

1.2 PEOPLE AND CULTURE GROUP UPDATE - 30 AUGUST 2022

Author: Chloe Searle, Cultural Facilities Operations Manager

Authoriser: Lisa Baillie, People and Transformation Group Manager

PURPOSE

The purpose of this report is to provide insight into recent work and upcoming activities undertaken by the People and Culture group departments.

INTRODUCTION

This report is intended to be a high-level overview of activities in the People and Culture group. The Council may wish to provide guidance and direction on the particular areas it would like focus on, for consideration in future meetings.

Highlights for the People and Culture group during this reporting period have been the two Matariki events that Waitaki District Libraries delivered in partnership with Te Rūnanga o Moeraki; the celebration at the Opera House of Volunteer Week acknowledging the support provided by over 100 volunteers across the cultural facilities; and the new Waitaki District Libraries website going live.



	Making sufficient progress / under development / on track.
	Project may be at risk if issues are not addressed. Attention is required.
	Project is at risk of missing the scheduled completion date; or may be over budget or out of scope. Action is required.

Title	Commentary	Progress/Review Date
Culture and Heritage Strategy	A group of elected members has been identified to provide further guidance through the development of a draft strategy, including revised timeframes. The first meeting with this group took place in June and a second meeting is scheduled for 30 August. In June, Creative New Zealand released its submission to the review into the Future for Local Government Arts Culture and Creativity The Vehicle for Community Wellbeing . Staff are working on how to incorporate elements of this work into the draft strategy.	Making sufficient progress

Customer Liaison

Operations:

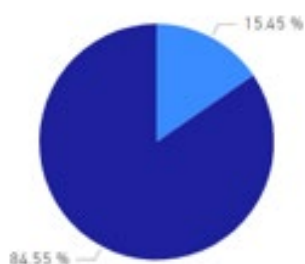
Customer Service:

- The Customer Liaison Team handled 7,938 telephone calls, answered 2,485 emails, and served 5,098 walk-in customers during May/June/July 2022. The previous year, 8,355 telephone calls, 2,442 emails and 5,373 walk-in customers during the same period. A minor decrease of only 5% on the previous year.
- Dogs: 5,004 annual renewal and new dog registrations between 15 June and 31 July 2022.
- Rates Rebates: 809 approved and credited 1 July 2021 to 30 June 2022. \$497,069.68 has been paid by the Department of Internal Affairs to qualifying ratepayers during this period.
- LGOIMA received May/June/July 2022 – 22 were completed.
- Rates settlements completed same period 196 last period 290

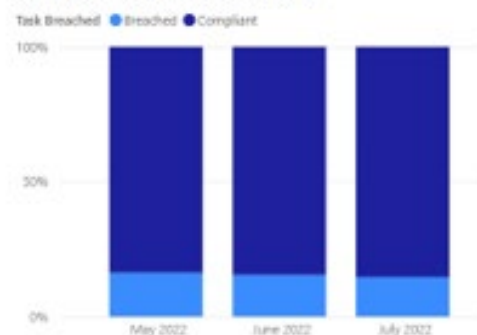
CRM Performance May/June/July 2022

During this period, 3,259 CRM tasks were created. The industry standard is a target of 85% resolved within Service Level Agreement. Waitaki District Council consistently averages above this. Some CRMs require two or more outside contractors to complete a request which means some CRMs will exceed the Service level agreement or resolve time while awaiting parts or information.

CRM Task Performance



CRM Task Performance by Month



During the next period of business, the first quarter of rates and their associated queries are being answered. Customer Liaison. Rates rebates to be completed far exceed those received at the same time last year, with as many as possible being completed before the 25 August deadline. The Lakes camping season tickets for camping grounds and boat ramps are well underway, with the new online form making registering easier for applicants.

Projects:

Title	Commentary	Progress/Review Date
Customer Excellence Strategy	Following the 'refresh' work done by the Customer Liaison team, a revised Charter and high-level strategy document are being prepared. It is planned that this work will be included and further developed in the transformation programme.	Making sufficient progress

Waitaki District Libraries (WDL)

Operations:



Literacy for All, For Life

This reporting period has seen the continued return and engagement of the community with all WDL in-house programmes to customer numbers seen pre-Covid. Despite staff illness, outbound services have continued for those people wanting to limit their exposure to Omicron. Furthermore, there has also been a noticeable increase in customers accessing online library services during this past year.

Partner-led and WDL-led service delivery has highlighted the role WDL plays in celebrating the diversity of the Waitaki community identity to:

Enable Safe and Healthy Communities

- Highlighting the importance of music to community wellbeing WDL hosted NZ Music month in May – Waitaki Singers (Waitaki Girls' High School), the Reveal and Jae Bedford created a congenial environment for all attendees.
- Recognising the work of WDL's over 70 volunteers was a focus in June as part of National Volunteer Week. WDL joined with Galleries, Archives, the Museum and Opera House to acknowledge the contribution volunteers make to the successful operation of cultural facilities in the district.
- Promoting the value of work experience as a start to a library career, WDL hosted a Waitaki Girls' High School student over a period of four weeks.
- The NZ Heart Foundation organised free 'heart age' checks will continue in the Ōamaru Library, checking blood pressure and pulse rates.
- The return of *Scrabble Club*, the *Embroiders Guild*, *Genealogy Help*, *Bookchat*, *Boardgames* (in partnership with Age Concern NZ) and *Puzzle Club* in the Ōamaru Public Library, is contributing to a sense community wellbeing. To complement the emphasis on wellbeing as an outcome of in-house library programmes, the 'click and collect' service is continuing, and an additional 22 house bound customers receive home deliveries. Rest home deliveries remain (with the support of Altrusa) to Iona, Sandringham House and Observatory Village.

Connected and Inclusive Communities

- To acknowledge the first public holiday for Matariki, WDL in partnership with Te Rūnanga o Moeraki worked to put together two special events to provide the community with the opportunity to participate in the celebrations. Victoria Campbell (Kāi Tahu), expert in mātauranga Māori tatai aorangi (Māori astronomy), gave a public kōrero at The Inkbox – *Nine things you need to know about Matariki* and the following morning the community congregated at Makotukutuku – the Ōamaru lookout for a stargazing experience guided by Victoria with special Matariki karakia recitation by Justin Tipa from the Moeraki Rūnanga. These events were extremely well received by the community.
- Samoan language week was celebrated from 29 May to 4 June with a display and activity books in the children's area of the Ōamaru library.
- Building literacy in children and teenagers as foundation skills for life persists at the core of library service provision. This reporting period saw the return of *Kid's Book Club* and a school visit and tour for 100 students from Fenwick School. WDL were invited to participate in the *Reading Together* literacy development programme (Best Start Kindergarten) and a special Toddler Time session was delivered to the Lower Waitaki Playcentre, with the bonus of a library book tour for parents. *National Simultaneous Storytime* was held in Australia and New Zealand on 23 May. In support of this Australasian event, staff visited Edna McCulloch and Holmes Kindergarten to complete reading with the children.
- To highlight the importance of literacy and the core role it plays in people's lives, WDL initiated a *Reading Ambassador Award*. This is a two-year award presented to a Waitaki resident who:
 - Inspires and empowers positive reading experiences for children, young people and whānau in Waitaki;
 - Supports, hosts and attends reading programmes and events;
 - Promotes a reading culture in Waitaki and shares a love of reading with the community;
 - Demonstrates reading behaviours and is a role model for others;
 - Builds an appreciation of, access to, and growth of stories and literature that reflect the Waitaki District; and
 - Supports the vision of Waitaki District Libraries: a vibrant community hub, a library of knowledge and learning providing connections and pathways for all – we enable our community to thrive.

This year the award was presented to Waitaki District Mayor Gary Kircher, in acknowledgement of the central role he has taken in leading literacy in Waitaki.
- To facilitate literacy equity across the district, 250 additional adult fiction titles were made available to the Waitaki community libraries. \$10,000 funding from the NZ Libraries Partnership Programme was also made available to expand the large print and audio book collections to assist sight impaired customers using community libraries.
- Digital inclusion and assisting the community to learn skills to manage their world has been maintained during this reporting period. All computers available for public use have been upgraded, Skinny Jump modems deployed, and new databases added to the WDL online collection (Newsbank and Comics Plus).

Promote a greater voice for Waitaki

- Ōamaru Library hosted *Out on the Shelves*, creating more visibility for rainbow youth in libraries. On 9 June, the TAG (Teen Advisory Group) hosted 32 young adults aged 13-18 years with seven quiz teams in the Ōamaru Library, connecting young people with library services.
- To facilitate democratic participation in local government, the Waitaki District Council public consultation process was supported with the Draft District plan.

Meeting environmental and climate change challenges, and protecting our diverse landscapes

- Following on from the urban trapping event held in May, WDL has continued as a contact point for the Department of Conservation and the Menz Shed, for those community members interested in being part of the programme.
- To honour the Platinum Jubilee of HRH Queen Elizabeth II, the library team planted a Southern Rata tree in the Ōamaru Public Gardens. This event was part of the *Queen's Green Canopy* (QGC), a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee which invites people from across the world to **"Plant a Tree for the Jubilee"**.

Projects:

The migration to the new Waitaki District Libraries website has been completed. The WDL site is now on the same platform as the Council website.

Over the next six weeks, staff are focused on reviewing the processes for incoming acquisitions. Work is also underway to look at optimising the internal layout of the Ōamaru library. Marion Read, the Libraries Advisor for Local Government New Zealand, is scheduled to meet with the Mayor and Councillors on 6 September. Work is also underway preparing for the upgrade of the RFID technology used by WDL.



Figure 1 Story time at the Oamaru Library with Mayor Kircher



Figure 2 Library staff planting a tree in Oamaru Public Gardens to mark The Queen's 60th jubilee



Figure 3 TAG quiz night at the Oamaru Library

Ōamaru Opera House

Operations:

Opera House Cafe and Bar

Business is returning to the café. It continues to provide a hub for casual meetings and coffee mornings for the Waitaki Newcomers and mothers' groups.

Meeting, Events and Conferences

The large SIDE 2022 dairy industry meeting with 350 attendees in June ran smoothly and the Brydone Hotel and Opera House worked closely together, with the Opera House able to provide the meeting space to accommodate such a large number and the Brydone hosting the catering.

External meetings and events are starting to return. The frequency is on a par with the previous years, while the number attending has increased by 3.6%. This upward trend is a turnaround from the previous two years which saw a trend of diminishing numbers.



Wriggle & Rhyme, North Otago Grey Power and the Multicultural group continue to use the facilities on a regular basis throughout the month. The Green room is available for Not For Profit small community groups to hold meeting at no charge.

Shows

The Opera House is experiencing a return of international promoters making enquiries for bookings through to 2024. The first international performance this year will be held in September after being postponed twice.

The current New Zealand Poet Laureate performed at the Opera House in August. The Opera House worked with the Library to promote this event. The Opera House also welcomes back the New Zealand Symphony Orchestra, the North Otago Matariki Hui Ako, and Tap-Dancing Competitions.

Projects

The main project upcoming is preparation for the October School Holiday Programme – the programme includes two theatre performances, three puppet shows, a mime workshop and performance. Thom Monckton, mime artist, will be artist in residence for 10 days. Thomas "Thom" Monckton trained for two years at New Zealand's circus school CircoArts and for two years at the physical theatre school Lecoq in Paris. He is now based in Europe and is returning to perform in the Dunedin Arts Festival.

The Opera House is included in the Dunedin Arts Festival with one performance of *The Boy Called Piano – Auckland 1963. Three eleven-year-old boys meet in a cell in the Family Court. Two Māori and one Samoan: Wheels, Piwi, and a boy called Piano. Made wards of state, they are taken to Ōwairaka Boys' Home. There begins a story of darkness, abuse and pain, but also resilience as the boys seek to survive through the power of friendship, culture, music and the human spirit.*

Growing from the award-winning collaboration of The White Guitars Creative team, Pacific NZ theatre company The Conch are proud to walk beside Fa'amoana John Luafutu and the Luafutu Aiga as they courageously bring the true story of Fa'amoana's experience – alongside thousands of Māori and Pasifika children – into the light.

A Boy Called Piano builds on The Conch's kaupapa of harnessing the power of theatre as a force for social change. Combining physical storytelling, breath-taking visual design and elements from The Conch documentary film A Boy Called Piano – The Story of Fa'amoana John Luafutu (New Zealand International Film Festival 2022 and winner at the 2022 Montreal Independent Film Festival), the play stars Fa'amoana alongside his son Matthias Luafutu, Aaron McGregor, Rob Ringiao-Lloyd and the renowned Ole Maiava, plus a stunning score performed live by Aotearoa music legend Mark Vanilau.

Ticket Office

The Opera House Director has been reviewing access and egress to the Opera House ticket office and café. There are two primary health, safety and wellbeing concerns which can be simply eliminated by installing a doorway into the ticket office. Discussions have been held with property and this can be done cost effectively and is not a major project. This will allow **only** café staff to access the café/bar service area and will create two exits for staff in those areas in an emergency as well as providing access that no longer requires the ticket office staff to walk behind the café staff who may be handling hot objects.

Title	Commentary	Progress/Review Date
Opera House Dome Restoration	Carolina Izzo Studio, Restoration specialist, is scheduled to finish the work required in late January 2023.	Making sufficient progress

Forrester Gallery

Operations



The Forrester Gallery's winter exhibitions; *Waitāha: The Art of Peace*, *Flutter* and *Connection* have drawn visitors to the Gallery. These exhibitions are all on until September 4th.

On 10 June, the Forrester Gallery welcomed the Hon Rino Tirikatene (MP for Te Tai Tonga) to open the exhibition *Waitāha: The Art of Peace*. This exhibition features a range of contemporary art by Waitaha whānau and friends, including films, paintings, photography, music, sculptures, jewellery and taoka pūoro (traditional musical instruments).

Flutter is by two artists, Hannah Joynt and Gavin O'Brien. Together they developed three reproducible Kiwiana-like artworks based on the 1970s New Zealand stamp series which featured native moths and butterflies. *Flutter* celebrates these iconic articles of New Zealand design and reflects on the dwindling hobby of stamp collecting, but also directly engages and contributes to environmental conservation efforts around our native moths and butterflies. Over the winter school holidays the Forrester Gallery held three days of drop-in art activities for children inspired by the butterflies and in the *Flutter* exhibition. The create your own butterfly or moth art activity has also been popular with visitors. Hannah Joynt gave a talk as part of the Friends of Forrester AGM in July and returned to Ōamaru on 23 August to run an art workshop.

Connection showcases work created by Waitaki Creative Wellbeing. This group is made up of artists who are struggling with mental health and wellbeing or who feel isolated in the community. In this exhibition each artist was free to create and explore different mediums under the title 'Connection' and what it means to them. Members of the group marked the opening of this exhibition together at the Forrester Gallery on 28 July.

Staff are focused on liaising with schools about the upcoming Burns Memorial children's art exhibition which will be on between 10 September to 24 October. Planning is also underway for summer exhibitions, an activity for Heritage Week in November and confirming the exhibition schedule in to mid-2023.

Staff have also been working on improving the experience for exhibiting artists by streamlining our processes and reviewing procedures.

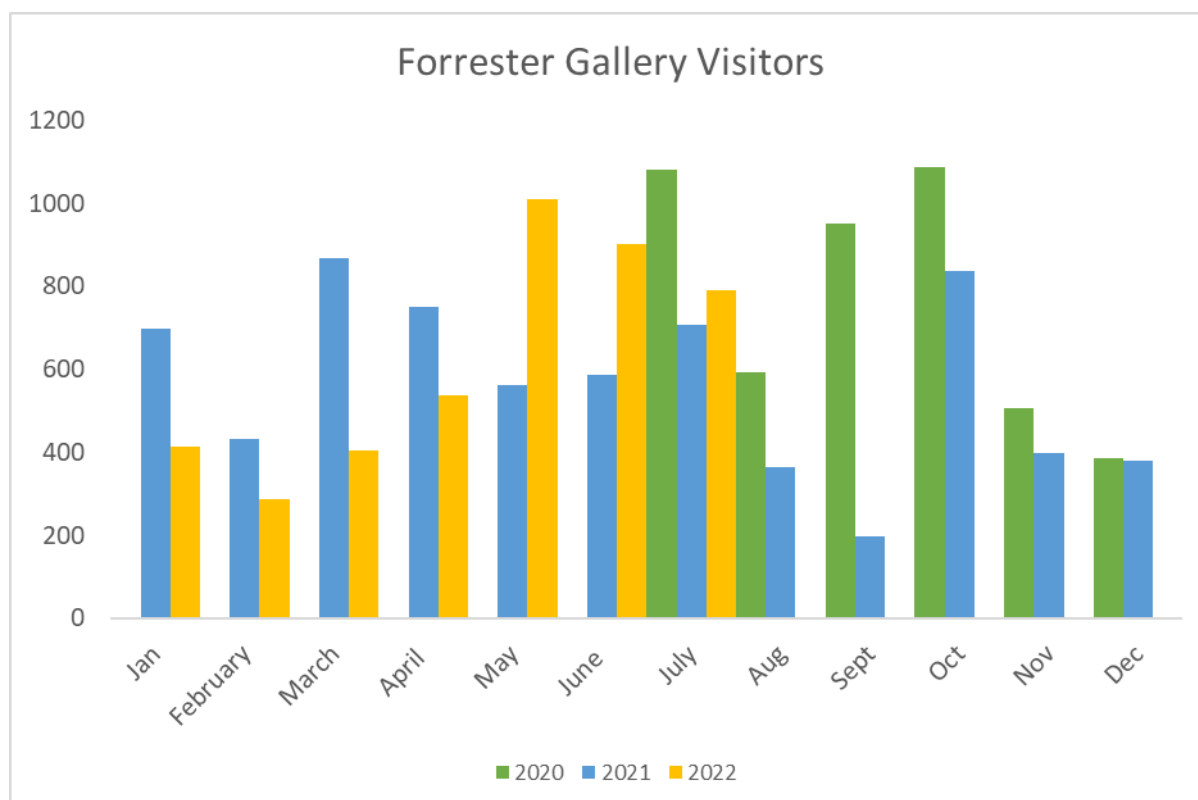
The Friends of the Forrester Gallery, with funding from Rotary, have presented 14 works forming a Stations of the Cross series by Mary Horn. These have been gifted to the Forrester Gallery collection. Work is underway to establish copyright status and photograph additional artworks for the Gallery's website.

Educator Elizabeth King has been leading discussion with teachers to keep the Forrester Gallery and Waitaki Museum and Archive staff informed about the new History curriculum. For the 2021/22 year 96% of schools surveyed were satisfied or very satisfied with the education programmes on offer at the Forrester Gallery and Waitaki Museum and Archive (an increase on 89% in 2020/21.)

The Forrester Gallery is taking part in the nationwide Museums Aotearoa WONDER FULL marketing programme to encourage people to visit galleries and museums. The campaign runs from 25 July to 2 October and will be promoted on billboards and digital and social media channels. Staff are focused on lifting visitor numbers to 10,000 this financial year now that school visits are returning, the international border is open and in person events like exhibition openings have resumed.

The Forrester Gallery joined with the other Cultural Facilities to celebrate volunteer week with a morning tea for volunteers in June.

Visitor Numbers



Forrester Gallery visitors: June 2022 total 903 – July 2022 total 789

Projects:

Title	Commentary	Progress/Review Date
Cultural Facilities Development Project (CFDP) 2020 Stage Two Forrester Gallery	<p>Work is currently focused on fundraising and refining the design of the proposed building to get an updated estimate of building costs.</p> <p>In July staff lodged an expression of interest for the Ministry for Culture and Heritage Regional Culture and Heritage Fund.</p> <p>Discussions continue with potential funders and project supporters.</p>	Making sufficient progress

Over the next six weeks, staff will be focused on collection inventory work, installing the Burns Memorial exhibition and exhibition forward planning. Work on the website upgrade approved in the Annual Plan will commence in early 2023.



Figure 4 Artwork by year 1 students at Weston School following a class visit to *Earth Caught in Stone* at the Forrester Gallery



Figure 5 Some of the people gathered to celebrate the opening of the exhibition *Waitaha the art of peace*

Waitaki Museum and Archive Te Whare Taoka o Waitaki

Operations:

During the school holidays, the Museum hosted three days of drop-in activities inspired by archaeology and Museum's collection. These sessions were well attended.

Staff have now relocated back to the staff office area following the refurbishment work.

The Waitaki District Plan review team is using the renovated museum store space for consultation work until the end of August. The shelving is due for installation in October and then work on shifting the collection back will commence.

Archive staff have been digitising photographs and files for inclusion in the new permanent exhibition focused on 20th century local history. Archive staff are also working on reviewing a backlog of considered items that have been offered to the Archive. Staff have been holding discussions with the North Otago Genealogy Society to determine how to work more closely together in future.



Museum, Archive and Gallery curators are holding a regular monthly acquisition meetings to address items offered despite the collection moratorium. Staff expect to review the moratorium in 2023 with a view to lifting it. Staff have also discussed potential candidates for this year's round of oral history interviews collected by the archive.

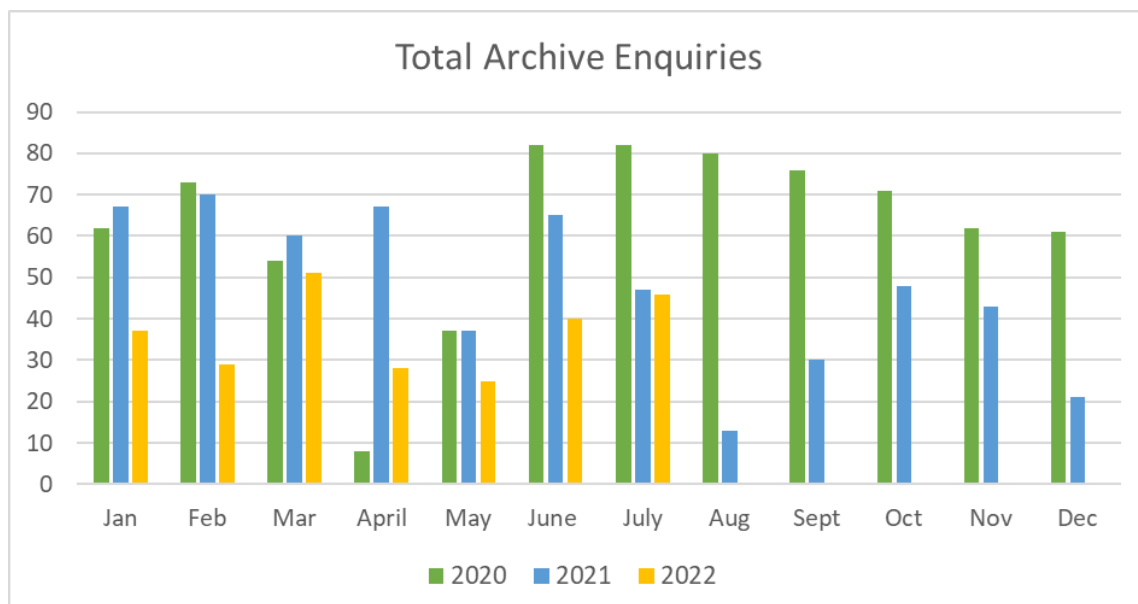
Museum staff have been working on the first temporary exhibition for the new space. This exhibition is focused on migrants to the district and is being developed with the Waitaki Multicultural Council.

As part of the work with schools on the new History curriculum, a group of seven teachers toured the Museum and Archive and discussed how staff can best support the focus on local history. The curriculum changes are an excellent opportunity for schools and teachers to engage more with the collections held by the Museum and Archive as well as with the Cultural Facilities more generally.

Along with the Forrester Gallery, the Waitaki Museum and Archive is taking part in the nationwide Museums Aotearoa WONDER FULL marketing programme to encourage people to visit galleries and museums.

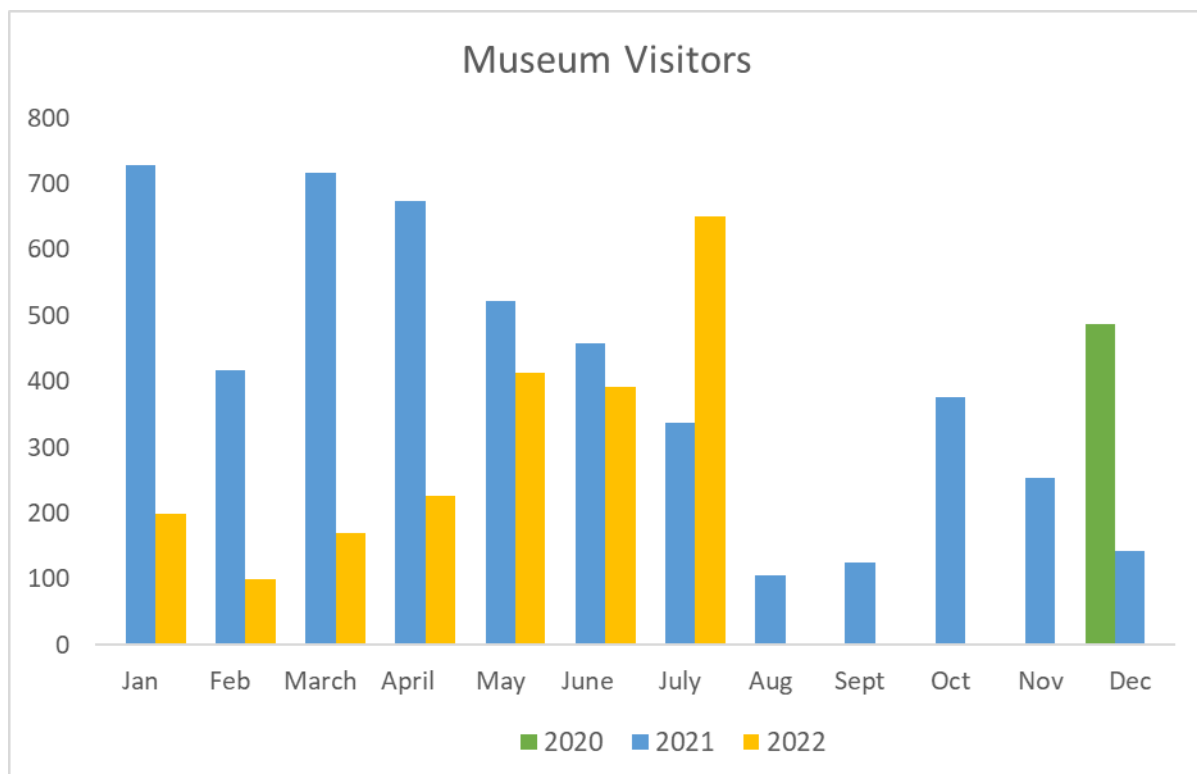
The Museum and Archive joined with the other Cultural Facilities to celebrate volunteer week with a morning tea for volunteers in June.

Archives Enquiry Numbers



Archive enquiries: June 2022 total 40 – July 2022 total 46

Museum Visitor Numbers



Museum visitors: April 2022 total 391 – May 2022 total 651

Projects:

Title	Commentary	Progress/Review Date
Cultural Facilities Development Project (CFDP) 2020 Stage Two Museum/Archive	Work on the fit-out is now underway. Archive fit-out is the first priority, with desks and shelving install underway. Museum object store shelving has been ordered, with an expected install timeframe of October 2022. Exhibition lighting has been ordered and is due to arrive in September. Staff are working on label text and graphic design for the 20 th century exhibition.	Making sufficient progress

The Annual Plan project to get more local papers digitised and available via the Papers Past website is progressing. The National Library has accepted an application to include the North Otago Times 1919-1932 in the Papers Past Newspaper Digitisation Collaborative Programme for 2022-2024. Staff are now liaising with the National Library regarding microfilming papers.

Over the next six weeks, staff will be focused on collection backlog work, ongoing archive digitisation work, archive enquiry area fit-out, and production of the new upstairs exhibitions. Work on the website upgrade approved in the Annual Plan will commence in early 2023.



Figure 6 Fitout of the new archive enquiry space underway



Figure 7 Weston School Friday Explorers Club on a visit to the Museum

Governance

Key deliverables within this reporting period have been as set out below.

Successful implementation of an updated Council Forward Planning process. Forward Planning Meetings are held monthly, to authorise agenda and workshop items for future months that have been recommended at a prior meeting of the Executive Leadership Team to align with Council's strategic framework and its priorities. Supporting documentation for contributing officers continues to be developed and published as time permits.

Governance Advisor Panel Presentation to the Governance Professionals' Forum on 2 August. The Governance Advisor was nominated as a panel presenter by members of the Democracy and Participation Reference Group. The presentation topic was "Adapting to New Technology" with a requested focus on how it has changed the role of governance professionals. The example used was the introduction of new technology in the Council Chamber and how the cross-functional production team (incorporating governance, communications, and information technology representatives) works together to manage the production process. The IT Manager contributed to the presentation. Feedback from the Forum participants was very positive, with particular interest (and in some cases, envy) about how well the production team works together. Subsequently, a Forum participant from another Council has advised that they have drawn on the Governance Advisor's presentation to seek and receive approval for a designated production role in their own Council Chamber.

Successful implementation of new governance processes for meetings and agenda reporting for a trial period of 9 August to 7 October 2022. The main changes are that Assets and Community, Culture and Regulatory Committee Meetings have been cancelled for the trial period; decision papers will now go to fortnightly Council Meetings; and memoranda will go to a new event (Council Activity Update) which will be held approximately every two months (today is the first Council Activity Update). The Performance, Audit and Risk Committee, the Harbour Area Committee, and the Executive Committee are not included in the trial, and they are continuing to meet as originally scheduled. Updated information about the new meeting arrangements is available on Council's website (the "Meetings and Agenda" pages). New procedures and accompanying documentation have been issued to managers and report-writers to guide and inform them about the revised ways of reporting to Council. The aim of the trial is to streamline Council decision-making and increase efficiencies within the meeting and agenda production processes. After the Local Elections, the incoming Council will have the opportunity to decide whether to adopt the trial arrangements.

Organisation of the Council Controlled Organisations' (CCOs) Directorship Review process, with the Human Resources Advisor. This is an annual process, to support the Executive Committee and the Chief Executive in conducting discussions and interviews for the refresh of Directors on the Boards of Council's CCOs. Following this year's Review round, Council will make decisions on CCO director appointments at a meeting in late November or early December. A media release will be issued naming the successful appointments following that meeting.

Meeting Papers Archives and Processes Management. Since starting in her fixed term role with the Governance unit, Administration Support Alesi Draunimasi has been developing processes for key tasks in the governance area, and digitising meetings archives, in consultation with the Governance Advisor, for the current and previous triennium. This is time-consuming and detailed work and Mrs Draunimasi is making excellent progress. The archives management work is on track to be completed by mid-September. Process development will be an ongoing task and will incorporate any new governance processes that are adopted by the new Council after the Elections.

Elections and Elected Member Inauguration and Induction. In amongst business as usual and project work as highlighted above, the Governance Advisor (as the lead for this work, in consultation with the Chief Executive) has been making preparations for the inauguration and induction programme for the incoming Council and Community Boards after the Local Elections on Saturday 8 October 2022. It is intended that an "at a glance" summary of the inauguration and induction programme will be issued in advance of the Elections to Waitaki District Council and Community Board nominees by the Chief Executive so that they can be aware of proposed meeting and other commitments for the period from mid-October through to the end of December 2022 should they be elected.

1.3 HERITAGE, ENVIRONMENT AND REGULATORY GROUP UPDATE - 30 AUGUST 2022

Author: David Campbell, Heritage and Planning Manager

Authoriser: Roger Cook, Heritage, Environment and Regulatory Group Manager

PURPOSE

To inform Council about the strategies, planning and activities of the Heritage, Environment and Regulatory Group.

REPORT TARGETED

The project traffic light report is targeted the following way.

	Making sufficient progress / under development / on track.
	Project is behind schedule or may be at risk if issues are not addressed. Attention is required.
	Project has not commenced, is at risk of missing the scheduled completion date, or may be over budget or out of scope. Action is required.
	Group activity not associated to a project

STATUTORY ACTIVITY

Data by month for Quarter 4, 2022 (April- June 2022)			
Activity	April	May	June
Building Consents	60	73	57
Building Inspections	382	525	414
Code Compliance Certificate Issued	51	45	37
Resource Consents (non-notified only)	30	15	20
Food Registrations	4	16	10
Food Verifications	5	11	3
Resource Consents Monitoring	10	15	12
Land Information Memorandum (LIM)	22	20	19

Table 1: Statutory Activity Volumes by month for Quarter 4, 2022

Data for Quarter 4, 2022 (April- June 2022)							
Activity		Quarter 4 2021	Quarter 4 2022	% Change	Statutory Timeframe	Performance	Commentary
1	Building Consents	210 (99%)	190	-10%	20 Working Days	100% issued within 20 working days. Average time to issue is 9 working days	The drop on the previous year is most likely linked to factors in the current market – local material availability, COVID, lack of available contractors and lending restrictions.
2	Building Inspections	1395	1321	-5.44%	There is no statutory timeframe. However, there is an internal KPI to undertake inspections within 48 hours of their requested date.	100% compliance to internal KPI. No delays attributed to WDC	Slight drop with inspections. Once again, the above factors will be contributing. The additional time to alter original consent applications with material substitution due to product availability is impacting the inspection time.
3	Code Compliance Certificate issued	181 (100%)	133	-30.5%	20 Working Days	98% within 20 working days. 8 Days Average	Less work being undertaken due to longer timeframes to obtain materials etc has affected the final process of applying for CCC's.
4	Resource consents (non-notified)	77	65	-15.6%	20 Working Days	83% issued within statutory timeframe	54 of 65 consents issued within 20 working days. Of the outstanding 11 they were only a few days over and s37 RMA was invoked to extend timeframe to 30 or 40 days as appropriate.
5	Food Registrations	58	30	-48.27%	There is no statutory timeframe. However, staff endeavour to have all applications processed within 5 working days.	100% processed within 5 working days	Three businesses have surrendered their food licences and six new businesses have registered during this period.

Data for Quarter 4, 2022 (April- June 2022)						
Activity		Quarter 4 2021	Quarter 4 2022	% Change	Statutory Timeframe	Performance
6	Food Inspections	35	19	-45.7%	Six weeks for new premises. COVID-related legislation under the Food Act currently allows for up to six months for inspections from due date for existing premises.	100% completed within legislated timeframes
7	Land Information Memorandum (LIM)	96	61	-36.46%	10 working days WDC Urgent LIMs three working days – no statutory requirement	100% within 10 working days, 5.52 average days
9	Resource Consent Monitoring	8	37	+362%	Dependant on the Consent Conditions and any associated compliance related timeframes.	Monitoring processes have now been embedded, with a large number of historical consents being reviewed and new consent conditions assessed. The comparison reflects the difference between the role being implemented and monitoring processes now established.

Table 2: Statutory Activity Comparison Data, Quarter 4 2021 v 2022

DISTRICT PLAN UPDATE

District Plan Review Programme Objective: <i>To release a draft District Plan for community feedback in May 2022.</i>		
Key Milestones: District Plan Review	<ol style="list-style-type: none"> 1. Draft District Plan released 1 June 2022 for community feedback. 2. Draft District Plan engagement programme commenced 1 June 2022 and ends 31 August 2022. 3. Engagement programme supported by a multi-media and continuous communications campaign along with drop-in sessions throughout the district and a dedicated information centre based in Ōamaru. 	Completed / in progress
Key Milestones: Spatial Plan	1. Draft District Plan provisions support the Spatial Plan action plan references 27, 30, 31, 33, 34, 40, 41, 42, 50 and 51.	In progress
Priorities: Quarter 4	1. Analysis of feedback received and prepare reporting to elected members.	In progress
Key Risks:	<ol style="list-style-type: none"> 1. Volume of feedback received. 2. Resourcing due to illness. 	

LEGISLATION, STRATEGIES, POLICIES, BYLAWS AND PROJECTS

Title	Commentary	Status / Review Date
Community Outcome: Quality Service		
2022/2023 Dog Registration	Dogs are required to be registered by 1 July each year. 92% of dogs in the Waitaki District have been registered to date. Officers are working to achieve full registration.	
Community Outcome: Valued Environment		
RMA reform / Natural and Built Environment Act submission	A submission by Waitaki District Council was made on the exposure draft. This was considered by Parliament's Environment Select Committee before leading to the complete bill being outlined. A submission was approved by Council on the discussion document "Our Future Resource Management System", which is the latest round of feedback on RMA reform.	Complete

Otago Proposed Regional Policy Statement (RPS) submission	A submission was made by Waitaki District Council on the Proposed RPS. The mechanism for hearing the submissions was challenged by several parties including Waitaki District Council. The decision went to the High Court and following deliberation the challenge was upheld. A revised hearing process is awaited from Otago Regional Council. Council officers are preparing for this and evidence preparation for future hearings.	Complete
Waitaki District Indigenous Biodiversity Strategy	Many of the goals and aims in this strategy are still current, including ongoing business as usual. Officers have reviewed the actions contained in the strategy and will look to progress the document now the Biodiversity Officer role is filled and when the District Plan public feedback period closes.	Some progress/ On Hold
Organics and Composting Workshops	Two workshops were held on 20 and 21 August. The workshops were a combination of education and hands-on experience relating to composting options for households, schools, and businesses. More than 30 attendees benefitted from the knowledge and skills shared by the volunteers of the Ōamaru Community Gardens. Feedback was extremely positive, and many participants conveyed their support and gratitude that Council is investing in this activity.	
Enviroschools Teachers' Hui	This hui was held on 10 August and was attended by nine teachers, 15 community sustainability partners, and other Council staff and facilitators. The theme of the hui was "Partnerships", and activities were designed to encourage lead teachers to share knowledge. A highlight of the hui was a presentation from the community sustainability partners in a 'Speed Dating' format where they each had five minutes to explain who they are, what they did and what they could offer the teachers in the sustainability space. Chief Executive Alex Parmley spoke on sustainability, climate change and waste minimisation from Council's perspective. Feedback was very positive, with teachers expressing their appreciation for the full day of activities.	
Community Outcome: Prosperous District		
Ministry of Business, Innovation and Employment (MBIE) Review of the Building Consent System – Building System Reform	<p>The Ministry of Business, Innovation and Employment (MBIE) is asking for feedback on issues with the current building consent system. It is a substantive review, a key priority of the Government to support transformation of the housing market, to unlock productivity and make houses more affordable. The stated desired outcomes are summarised as follows:</p> <ol style="list-style-type: none"> 1) An efficient building consent system that provides assurance to building owners and users. Is risk based, has proportionate costs and is innovative. 2) Roles and responsibilities of all participants are understood. 3) The system is able to continually improve. 4) Regulatory requirements are clear, and decisions are robust, predictable, transparent and understood. <p>Out of scope is the liability rule for allocating liability for damages in civil matters in the building and construction industry (joint and several liability) and therefore Council will continue to carry a level of liability. Officers are currently drafting feedback for the deadline 4 September 2022.</p>	

1.4 FINANCE AND CORPORATE DEVELOPMENT GROUP UPDATE - 30 AUGUST 2022

Author: Ian Wells, Accounting Manager

Authoriser: Paul Hope, Finance and Corporate Development Group Manager

PURPOSE

The purpose of this report is to provide an update on activities within the Finance and Corporate Development Group.

FINANCE

As reported under the Policy section below, the 2022-23 Annual Plan was adopted on 28 June 2022, and the resolution to strike the rates was passed at the same meeting, meaning that Council has again met its legislated obligations in this regard.

Financial budgets were successfully uploaded to the Authority system towards the end of July, so that Unit Managers can now monitor progress and manage their activities against those budgets.

Business units provided details of proposed budget changes arising from projects either not completed or not commenced during the 2021-22 financial year. These carry-forward budget requests were reported to, and considered and approved at, the Council Meeting on 23 August. The resulting changes will be made to the “living” budgets in September.

Major projects that are either underway currently, or will commence in the very near future are:

2021-22 Annual Report

- Considerable progress has been made towards completion of this key document, which must be available for audit review by 30 September.
- The capitalisation of capital expenditure and the processing of entries needed to record the triennial revaluation of Property, Parks and the Oamaru airport are the last major items to be finalised.
- Consolidation of Council’s group’s financial results will be progressed as the information is received, but Audit NZ has stressed that its primary focus will be on Council itself.
- Most of the audit work will be conducted off-site, with officers uploading documents and other items to the secure Audit Dashboard site where Audit staff will review and, if needed, ask questions, and seek further information and clarification.

Procure2Pay

The new “P2P” system for approving and processing suppliers’ invoices was implemented on 27 April 2022 and has taken much more staff time than was initially envisaged. While it ticks many boxes in terms of ensuring that invoices are approved at the appropriate levels of the organisation, its implementation has presented numerous challenges which have had to be worked through with both affected officers and the system provider.

2023-24 Annual Plan

Preparations have commenced for the 2023-24 Annual Plan. Use of the Ibis system in the production of the 2022-23 Annual Plan proved that the system worked extremely well, and our intention for the next Plan is to undertake more modelling of scenarios – looking, for instance at Council BAU, and Council without 3 Waters, and the effects on sample rates of changing rating methodologies from land to capital value, etc.

It is expected that elected members will be involved in at least one workshop before Christmas which will focus on work done to that point and the level of rate increase required based on that work.

RATES

The Rating Team has worked through its busiest time, being the May to July period. This included catching up on a backlog of subdivision notifications from Quotable Value; undertaking the year-end roll process; the successful setting of the rates for the 2022/2023 rating year; applying remissions, and processing and dispatching Instalment 1 invoices.

The team is currently working through the enquiries resulting from ratepayers receiving their invoices for the year. To date, the number of queries/complaints appears to be in line with previous years when rates were increased.

This year, Council was required to include on the face of the rating invoice detail enabling the ratepayer to see at a glance how much of their rates related to three waters activity.

An example of this additional disclosure is below (for a property in Forth Street, Oamaru):

Included in the above annual rates are:	Water Supply	\$706.00
	Waste Water	\$281.00
	Storm Water	\$27.94
		\$1,014.94

Debt collection of overdue rates arrears continues. As reported to the Performance, Audit and Risk Committee Meeting on 23 August 2022, the trend over the last few years has been fairly consistent, although the value of overdue debt has been increasing.

	2022		2021		2020		2019	
	Number	%	Number	%	Number	%	Number	%
Nil balance	9,347	66.6%	9,346	66.4%	10,232	71.4%	9,775	69.7%
Credit balance	3,870	27.6%	3,786	26.9%	3,379	23.6%	3,500	25.0%
In arrears	818	5.8%	942	6.7%	724	5.0%	745	5.3%
Total assessments	14,035	100%	14,074	100%	14,335	100%	14,020	100%

The number of assessments recorded each year fluctuates due to property subdivisions and rural amalgamations. The increased number of overdue assessments is most likely an effect of the Covid-19 pandemic and its impact on ordinary ratepayers, but it is apparent that the position was returning to a more "normal" position by the end of the 2022 year.

	2022		2021		2020		2019	
	\$000 (incl GST)	% of net	\$000 (incl GST)	% of net	\$000 (incl GST)	% of net	\$000 (incl GST)	% of net
Total Rates struck	40,805		37,108		37,039		36,058	
Total penalties	425		277		392		478	
Total remissions	(352)		(296)		(290)		(290)	
Net invoiced	\$41,478		\$37,089		\$37,141		\$36,246	
Total overdue (\$000)	\$1,665	4.0%	\$1,405	3.8%	\$1,182	3.2%	\$1,585	4.4%

The reduction in overdue rates from 2019 to 2020 arose from completing two rating sales and writing off accumulated rates and penalties (totalling \$188k) related to abandoned land in Moeraki.

Quotable Value Update

Since the start of the current 2023 rating year, 91 property sales have been recorded in the Waitaki district. There are currently 472 consents for buildings under construction, and 222 ready to check. Sixteen subdivisions have been processed and a further twenty-eight are awaiting valuation before being actioned. Together with normal maintenance and debt collection activity, this shows that the department continues to be extremely busy.

Property sales are still very positive leading into Spring with no reduction noted in prices being achieved, indicating that the Waitaki district is not following the trend noted elsewhere in the country.

POLICY

The Policy Team has recently completed the Annual Plan 2022/2023 which was adopted at the Council Meeting held on 28 June 2022, and the Pre-Election Report which went live on Council's website on Thursday, 14 July 2022.

This work has been done in conjunction with early work on the Annual Report 2021/2022 which will continue through to adoption by the incoming Council tentatively scheduled for 6 December 2022. Audit New Zealand representatives will start their initial review and audit of this work during August 2022.

The Community Plan Forum is being held in Wellington in late August. This will be the first discussion around the structure of the 2024-2034 Long Term Plan amid a changing local government environment.

Margaret Mitchell finished with the Policy Team on Friday, 19 August 2022. She started with the Waters team on Monday, 22 August 2022.

CORPORATE

Considerable effort has gone into tracking and responding when required to the Kurow Duntroon Irrigation Company receivership and administration. This work has focused on striking the best balance between securing Council's position while still supporting this critical utility in the Ahuriri ward.

The Three Waters reform process continues, with developments at both the policy / legislative and operational levels. The wider team supported the development of the submission on the Water Services Entity Bill which Council endorsed recently. At the operational level, the National Transition Unit continues to grow and appoint staff into key roles to lead workstreams. The most recent key appointment was in the Finance and Corporate area. This appointment was followed by the announcement that a finance-focused Request for Information (RfI) would be sent out in mid-to late September with a mid-October deadline.

COMMUNITY DEVELOPMENT

Cultural Safety/Competency training

The team coordinated two successful days of cultural safety/competency training on 10 – 11 August. Two sessions were with Shama Ethnic Women's Trust, which deliver a range of services to enhance healthy relationships. This includes cultural safety training and support to family violence and sexual violence services. The Shama workshops were fully subscribed with 50 participants attending over the two workshops.

One session was facilitated by Immigration NZ, MBIE, focusing on cultural competency and family violence visas. This session was well supported, with 40 participants from a range of sectors including employers.

This was a collaboration with Waitaki Multicultural Council, Shama, and Immigration NZ and was funded externally.



Collaborating with Te Whatu Ora HNZ, to coordinate and facilitate consultation in crisis response in Waitaki. This involves five consultation processes, a mixture of virtual and face to face forums taking place on 22 – 26 of August.

Comparative Perspectives on Immigration to Small and Mid-Sized Cities

Through the University of Otago, an opportunity was provided to participate in a comparative study on immigration in small and mid-sized cities. This project is led by The Canada Excellence Research Chair in migration (CERC) senior researcher Melissa Kelly. It brings together Canadian and international partners to investigate patterns of migration in four world regions: Alberta Canada, Northern Ontario Canada, Victoria Australia, and South Island New Zealand. Ōamaru has been chosen as one of two South Island towns to participate in this research. The overall goal of this project is to develop a deeper understanding of the factors and dynamics influencing immigrant attraction and retention in small and mid-sized cities. It was a privilege to have Melissa Kelly visiting us in Ōamaru on 24 August.

Mayor's Taskforce for Jobs MTFJ

The contract period ended on 30 June 2022 with sustainable employment (meaning employment for 30 hours or more per week) outcomes that exceeded expectations. It has successfully placed 65 NEETS (not engaged in employment, education, or training), of which 23 were placed in apprenticeships. This brings the total of young people placed in employment full time, part time or casual to over 70 if we include the previous contract, which we held very briefly as we came in towards the end of that contract period. The year was concluded with a successful employers' evening at which employers spoke about their experiences with the programme.

Coming Up

The focus for the next eight weeks will be:

- Housing Strategy actions
- Child and Youth Mental Wellbeing co-design. The review “Time for Change - Te Hurihanga” recommended that Southern DHB could strengthen the local community response through “localities” or local networks and strengthen the primary/community mental health and addictions response by working more collaboratively, and in partnership with other service providers. In Southern we are fortunate to have four well established Mental Health and Addictions Networks with strong links into the community, iwi, health providers, and other social agencies. This was also recognised by the reviewers who showcased as an exemplar for collaborative practice the “Safer Waitaki Community Coalition” and the “MHA Network” nested within. We are working with Te Whatu Ora, HNZ to facilitate a collaborative design process.
- Delivery of the Hine Ora, Warrior Princess programme. Warrior Princess Workshops provide transformative workshops in both schools and the community for rangatahi and wahine between the ages of 8 years to adulthood.

1.5 INFORMATION SERVICES AND SYSTEMS GROUP UPDATE - 30 AUGUST 2022

Author: Scott Milne, Information Technology Manager

Authoriser: Bill Chou, Information Services Group Manager

PURPOSE

The purpose of this report is to provide an update on key activities within the Information Services Group.

INFORMATION TECHNOLOGY (IT) AND INFORMATION MANAGEMENT

The priorities of the IT team for the reporting period were improving system accessibility and remote working tools, enhancing IT security to minimise cyber threats, and continuing to provide IT support to all of Council. The Information Management team has recently filled the Information Management Officer role and has been working on getting ready to provide proactive training and support for records within the Council on top of contributing to The Hive project.

Cyber-security

Waitaki District Council has reported no major cyber-security incidents during the reporting period. The IT team has almost finished implementing the cyber-security 24/7 detection and response programme following ELT's approval to proceed in June. This will fill in the gaps the Council currently has during weekends and public holidays, as well as ensuring the latest detection rules are maintained and customised to suit new and emerging cyber-security threats.

Business Continuity

All work related to business continuity is currently on hold pending receipt of approval from Microsoft for additional funding to proceed. Up to US\$10,000 has been applied for as a one-off payment for the implementation of cloud infrastructure. Advice has been received recently that this funding is now in the final stages.

All the hardware for improvements to the network performance has been received and the finalisation of the final quote for installation is in progress for the Aquatic Centre, Opera House, and Tee Street offices. Once installed, there is expected to be around a 400% increase in speed for these areas. This work will ensure that access and system performance is maintained as Council moves more to the cloud.

Upgrades to end-of-life servers are nearing completion.

Support Activities

The IT team provides IT support services to all of Council to minimise risks of systems unavailability. There have been no significant issues affecting the delivery of Council services due to IT systems failure during the reporting period.

Retention and Disposal Plan (R&D Plan)

The retention and disposal plan for the new Hive site has progressed through the initial development stage to now being tested on the site. This is a major milestone for the team, given that the R&D Plan is a new tool to manage Council's records and documents in a way that is compliant with legislation and information systems protocols and best practices.

INFORMATION SYSTEMS (IS)

Major GIS works

The IS team has updated the mapping in the internal and external GIS applications, so several improvements can now be seen by the community. Some internal examples are listed below.

- A revamped Hazards layer was added.
- A One Network Road Classification was added.
- Reticulated layers have CCTV observations as a thematic.
- A heatmap information was created.
- Water mains are now classified by supply zone.
- In the public maps (which are accessible through Council's webpage), a Dog's Bylaw map.

District Plan Review Project

Information currently held in Stage 2 is now in the public domain and is accessible through the WebMap GIS application on Council's website. The information is also now visible internally through SmartClient.

Other activities by the IS team

- Supporting elections tasks
- Working on cases reported on the core systems (incidents and change requests)
- Keeping systems current with up-to-date versions
- Maintaining processes running (water meter, subdivisions, addresses, etc)
- Updating datasets
- Supporting the users (Council and members of the community) to make use of our core systems with reliable data/information
- Maintaining current integrations and looking into optimisations.

PROJECT MANAGEMENT OFFICE (PMO)

The Accounts Payable Workflow (Procure to Pay)

The project goal was to introduce effective controls in the purchasing of goods and services. This was completed during this reporting period. Some improvement opportunities were identified and will be implemented when we have the capacity.

The Digital Workplace

This project aims to provide tools and capability necessary to conduct business efficiently. Due to the departure of a key technical resource, the progress of the project has been slow. It will take some time to bring the newly appointed contractor up to speed. The project will likely slow down further before we pick up the pace again.

Telephony and Contact Centre upgrade

The telephony and contact centre upgrade business case was approved by the Executive Leadership Team. Due to the departure of the Project Manager, the project is now on hold. We are now looking for a contract project manager so we can continue the project.

All other projects are now on hold due to staff shortages.

1.6 ECONOMIC DEVELOPMENT AND COMMUNICATIONS UPDATE - 30 AUGUST 2022

Author: Melanie Jones, Business Attraction and Recovery Manager

Authoriser: Alex Parmley, Chief Executive

PURPOSE

The purpose of this Economic Development and Communications update is to keep the Elected Members informed of economic development matters and activities within Council.

ECONOMIC DEVELOPMENT REVIEW

Project Update

The purpose of the Waitaki Economic Development Strategy review (the review) is to develop a clear and focused Economic Development Strategy (including the tourism sector) that is evidence-based and has the engagement and support of stakeholders. There are two key outcomes:

1. To produce an easily understood, evidence-based Economic Development Strategy (including tourism) for the district (i.e., not just a Council strategy), developed in partnership with stakeholders.
2. To identify and recommend fit-for-purpose and optimised arrangements to deliver the strategy that make the most effective and efficient use of the resources available.

Business and Stakeholder Engagement has been implemented across the district since the Waitaki Economic Development strategy was adopted in June 2022. Briefings have taken place in Palmerston, Ōmārama, and Ōamaru and two workshops were run for participants in the qualitative groups. More than 45 responses have been received through an online survey and via email. Overall responses have been positive. Those supportive of the strategy scored it 8.3/10 and those supportive of the governance model scored it 7.6/10. Feedback has been incorporated into the iterated Waitaki Economic Development strategy and a workshop paper for final review and discussion with elected members on 30 August. The Waitaki Economic Development strategy is scheduled for adoption by Council at its scheduled meeting on 6 September 2022.

Project Timeline summary

Polis Consulting Group appointed	8 December 2021
Qualitative research & Analysis; Workshop One	December 2021 – February 2022
Quantitative Modelling & Prioritisation; Workshop Two	March 2022 – April 2022
Core Programmes; Action Plan; Governance recommendation; Workshop Three	May 2022 – June 2022
Council adoption of draft strategy	7 June 2022
Business & Stakeholder Engagement	June – August 2022
Iterated strategy; Workshop Four	30 August 2022
Final ED strategy adoption	6 September 2022

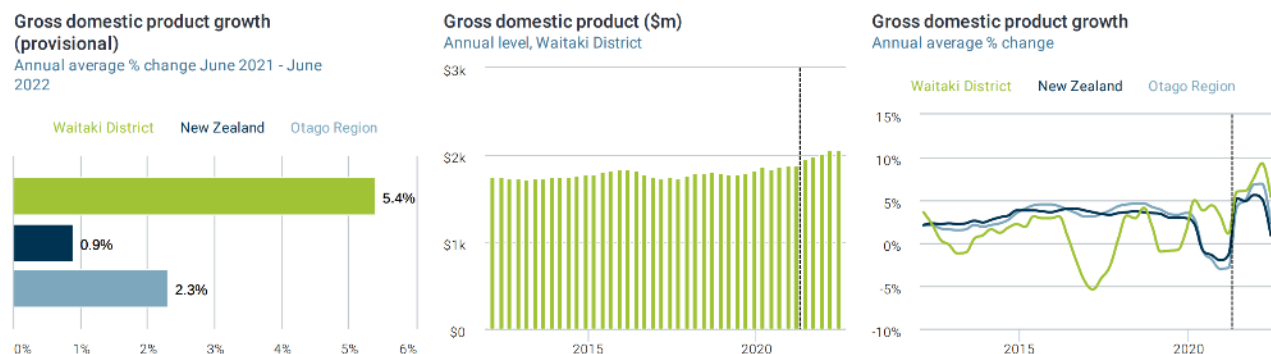
WAITAKI DESTINATION MANAGEMENT

The Waitaki Economic Development strategy provides the context and framework for the Waitaki Destination Management Plan. Stafford Consulting has been appointed by Tourism Waitaki to develop the Plan. The Plan includes recommendations on new product development opportunities to enhance the visitor experience and ensure longer term sustainability. The final plan has been approved by the governance group prior to review and adoption by elected members.

Margaret Munro, General Manager of Tourism Waitaki Limited, has resigned and will leave the business at the end of August. Dr Philippa Agnew is interim acting General Manager and will assume responsibility for the Regional Tourism Organisation (RTO) functions.

WAITAKI ECONOMIC SITUATION AND OUTLOOK OVERVIEW

Waitaki's economy grew by a 5.4% in the year to June 2022 according to Infometrics' provisional GDP estimates, well ahead of the Otago region (2.3%) and national growth (0.9%). This strong result was driven by the primary sector and the flow-on effect to manufacturing and other support service industries. Growth has slowed over the past year, with GDP in the June 2022 quarter only 0.4% higher than June 2021 as rising costs and scarce labour make growth more difficult.



Higher global dairy prices are estimated to have boosted the dairy payout in Waitaki for the 2021/2 season by \$64 million to \$401 million, although a large part of this increase will go towards servicing higher input costs especially feed, fuel, and fertiliser.

Waitaki consumer spending grew by 2.3% in the year to June 2022, notably behind consumer price inflation of 7.3%. Consumers spend nationally was flat, highlighting that Waitaki households are doing better than most but are still paring back on their spending in real terms.

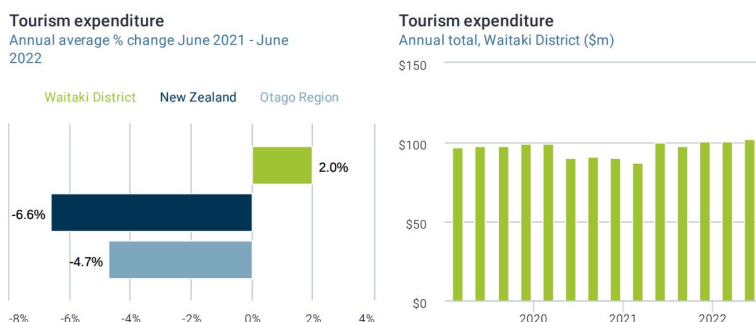
Despite the strong GDP growth, key underlying issues continue to impact across the country. Household budgets remain under pressure with higher interest rates eating into budgets. In July 2022, inflation hit a 32-year high at 7.3% and the Reserve Bank has now raised its interest rate to 3%, the highest since 2015, to rein in inflation. Businesses continue to struggle with intense cost pressures, persistent supply chain issues, staff shortages and ongoing COVID-19 challenges (especially absenteeism). There are job vacancies across sectors and wages are rising. Wage inflation was 3.4% in the year ended June 2022, increasing in response to the tight labour market. Recent reduction in fuel prices is bringing some relief to businesses and households.

Employment

Employment of Waitaki residents was up 2.8% over the year to June 2022 to 10,681 people, driven by manufacturing (+250 jobs) and to a lesser extent construction (+58 jobs) and wholesale trade (+48 jobs). The average unemployment rate in Waitaki fell to 2.6% in June 2022 (compared to 3.3% nationally), down from 4% a year ago. 618 people received Jobseeker Support, down 10.3% over the year to June 2022 versus a 9.7% decline nationally.

Visitor economy

Visitor expenditure in Waitaki grew by 2.0% over the year to June 2022 to ~\$102 million compared to a 6.6% decline nationally and a 4.7% decline across the Otago region. The autumn Tourism New Zealand advertising campaign promoting Clay Cliffs and the Hot Tubs at Ōmārama supported this growth. Guest nights in commercial accommodation also bucked the national trend, falling 1% to 303,200 overnight stays over the year compared to a 19% decline nationally. The development of Nest Tree Houses and Valley Views Glamping are attracting new visitors to the district with high quality experiences, and it was good to see them being recognised in this year's Waitaki Business Awards. The cost-of-living squeeze is likely to impact domestic tourism in the coming months, but the return of international visitors should provide a boost, notably for the A20 cycle trail.



Housing

Waitaki's housing market has been relatively resilient over the last year with house values rising 21.5% compared to a 9.6% rise nationally and 13.3% in Otago. House prices are starting to turn negative nationally and the market has slowed in Waitaki. House sales decreased by 27.2% (versus a 26% decline nationally) in the year to June. The average house value was \$497,075 in June 2022 compared to \$1,009,662 in New Zealand and \$978,444 in the Otago region. Local Real Estate agents are reporting an increase in out-of-town enquiries and our relative affordability is no doubt a key contributing factor.

Residential consents

Residential building consents remain elevated from the district's long-term average. 31 dwellings were consented this quarter compared to 39 in the same quarter last year. Consents increased by 29.7% over the 12-month period, ahead of 14.4% increase nationally.

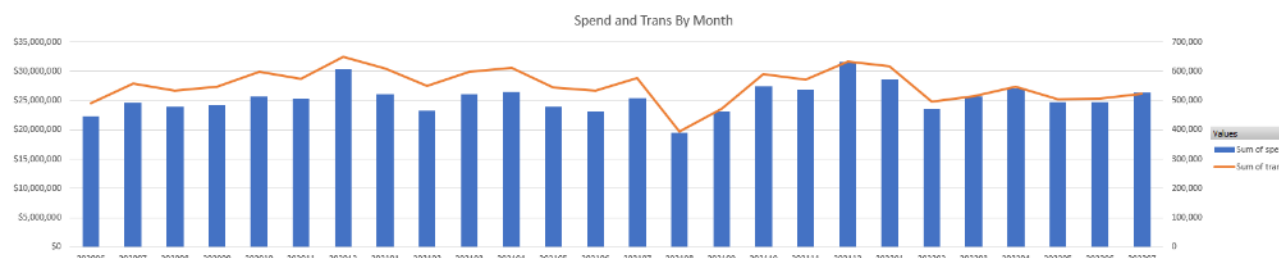
Non-residential consents

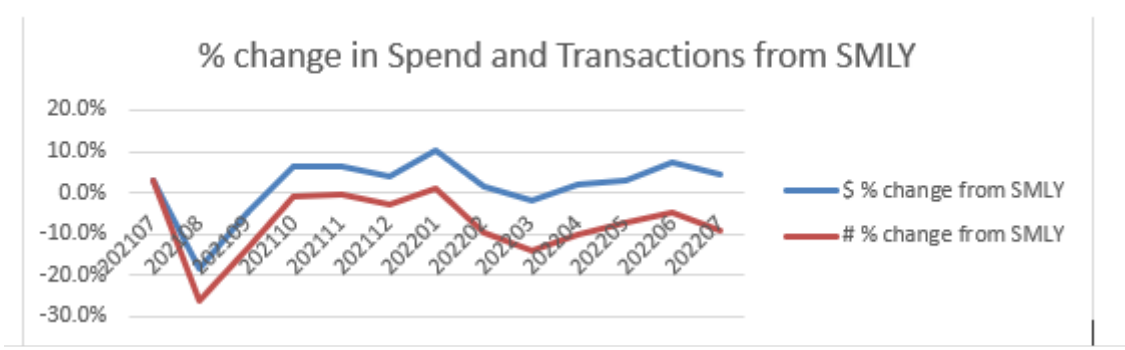
Non-residential building consents to the value of \$18.4 million were issued in Waitaki over the year to June 2022 (-17.5% year on year). The market has continued to soften with consents below the district's long-term average of \$20 million. Nationally, consents grew by 15.8% over the same period with strong growth in hospitals and warehouses.

Commercial vehicle registrations

The commercial vehicle market remains strong. 339 commercial vehicles were registered in the Waitaki District up 22.8% versus June 2021 (compared to 6.9% nationally). Purchasing decisions are being brought forward ahead of new fees on higher emitting vehicles.

Consumer Spending to July 2022 - Marketview

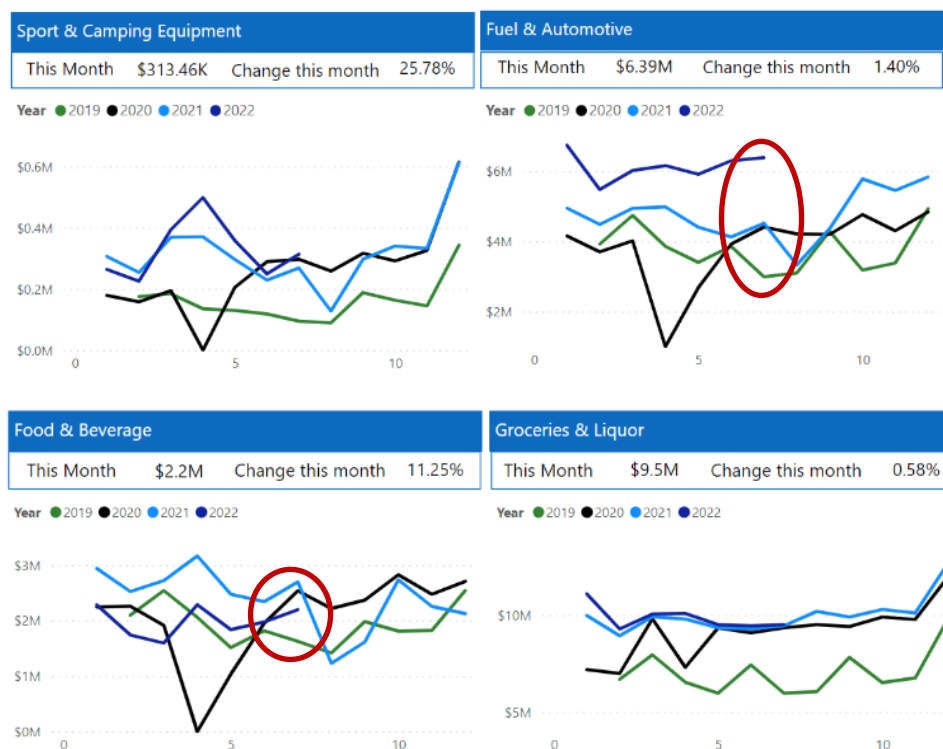


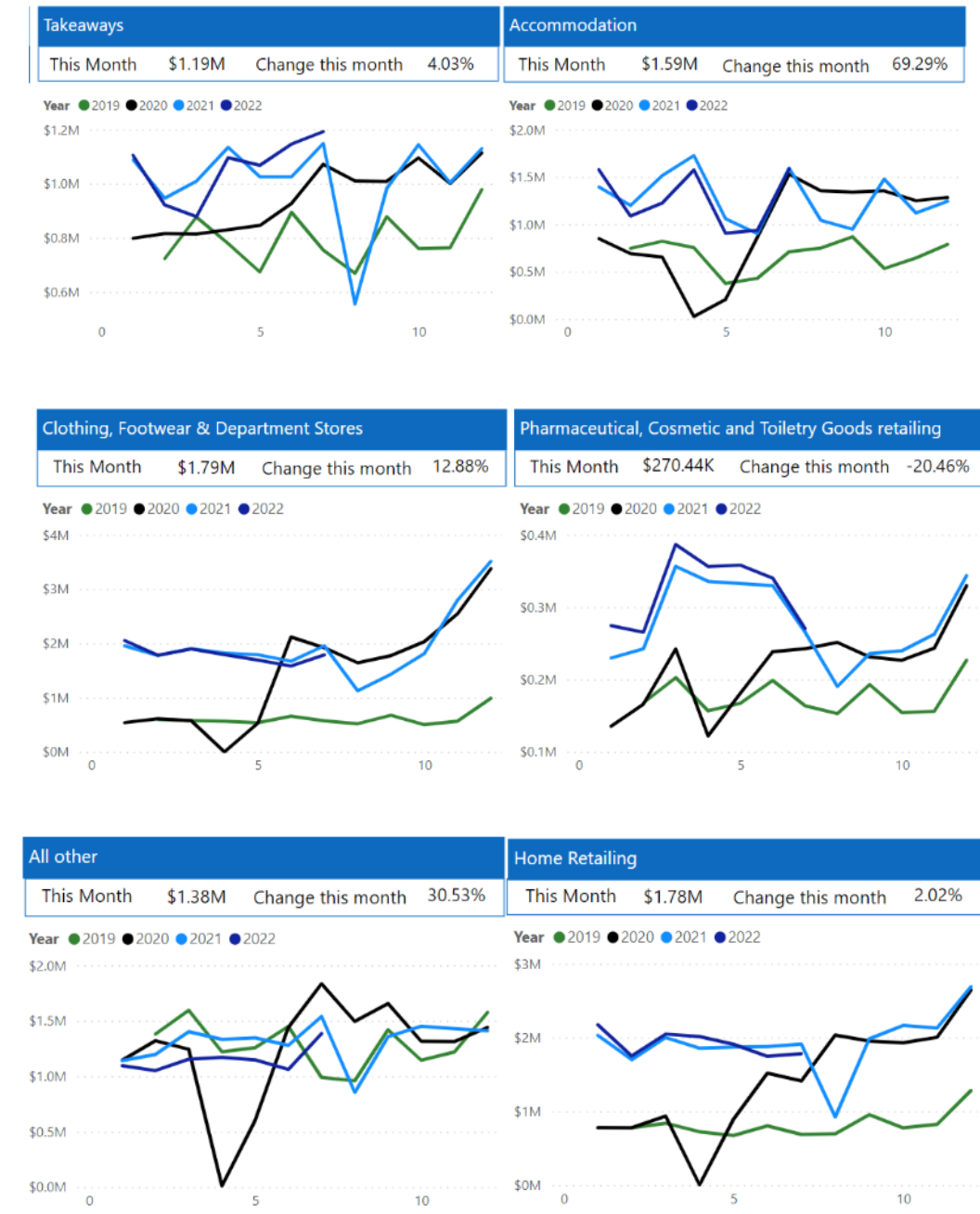


Electronic card consumer spending in the Waitaki district, as measured by Marketview, increased by 6.5% in July 2022 versus June 2022 to \$26.4 million and up 4.2% versus July 2021. More than 60% of total spend (\$16.3 million) was from Waitaki locals, up 4.7% versus July last year. International spend doubled versus July 2021, to \$571k, as borders opened, while domestic tourism spend was flat year on year.

The number of transactions was down 9% versus July last year with Food and Beverage showing the greatest decline -23.4%. Conversely, takeaways spend was up 3.8% versus July last year. Groceries & Liquor and Fuel & Automotive were the highest spend sectors at \$15.9 million, accounting for 60% of total spend and reflecting the high cost of fuel and soaring food costs.

In the graphs below, the green line is 2019 (a pre-COVID-19 baseline), the black line is 2020 (a COVID-19 year), and the light blue line is 2021, the dark blue line is 2022 (current conditions). To get back to pre-COVID patterns, the green line and the dark blue line would meet.





EVENTS ECONOMY

A Waitaki Regional Events virtual workshop was hosted by the Events Board on 17 August and was well attended. \$165k is still available from the Government's Regional Events fund, with the next round of funding open from 3-31 October 2022. The webinar shared best practice and provided guidance and advice to support potential applicants' ability to benefit from this next funding round. Sustainability was noted as a key requirement for funding to be successful. Response was positive and highlighted an opportunity for greater collaboration in event development to support delivery of increased visitation and more overnight stays in the district.

WAITAKI WHITESTONE GEOPARK

A UNESCO evaluation mission was held 2-4 July 2022 and was an important part of the Trust's aim to become New Zealand's first UNESCO Global Geopark.

The visit formally began with an opening ceremony and Pōwhiri at Te Rūnaka o Moeraki marae before visiting various sites and places across the district. Waitaki District Council's contribution and support during the evaluation mission was greatly appreciated by the WWG Trust. Local, regional, and national media all covered the visit. A report and recommendation from the evaluators will be presented to the Global Geoparks Council in the first week of September for consideration.

Geopark work continues in the community. The collaboration with The Forrester Gallery – the *Earth: caught in stone exhibition* – and support from The Lion Foundation, enabled 494 local students to benefit from the online and in-person education programmes. Geopark public talks have continued around the district in Ōamaru, Kakanui and most recently Ōmārama sharing the stories of our land and people. New signage has also been installed at some of the key geosites and on the Vanished World Trail. The increase in signage will raise visibility of the Waitaki Whitestone Geopark and boost awareness and visitor appreciation of the sites.



UNESCO evaluators with Geopark team // Unveiling of new Geopark signage at Lookout Point

PROFILING WAITAKI

Waitaki's reputation as a "neat place" is growing. Ōamaru has been chosen as one location for filming of a new series, *Country House Hunters*, which profiles residents seeking to relocate from the hustle and bustle of urban cities to a regional New Zealand location. Filming will take place in Ōamaru in early September and will air on prime time TVNZ1 and TVNZ on Demand in 2023. Assets from filming will be made available for Council use to support ongoing profiling of Ōamaru and the Waitaki district.

COMMUNICATIONS TEAM UPDATE

The communications team now includes Anna Eisenhut who replaced Lisa Scott in June. Thaka Mandiwona has been contracted to develop and implement the Draft District Plan engagement strategy. The team continues to ensure residents, ratepayers and businesses are kept informed about local and national issues and activities impacting the community.

Recent work includes:

Consultation projects

- Annual Plan consultation support, including consultation document design, advertising, media releases.
- Draft District Plan engagement
 - DPR website design, Consultation platform setup, design of collateral and video production for the District Plan Review.

- A comprehensive plan targeting stakeholders from key community and business groups has included drop-in sessions across nine (9) locations, media advertising, press releases, videos, podcasts, and social media promotion.

National campaigns

- Election Vote 22 campaign – including Pre-election report document design, media releases, radio ads, photography, video, and design for votelocal.co.nz 'What do you stand for' campaign to encourage candidates to stand for the Local Government elections.

Emergency Operations Centre

- PIM (Public Information Management) roles were implemented to support the Emergency Management Advisor with multiple flooding events across the district. Learnings and improvements for future events have been discussed.

Local and Community campaigns and services

- Support for live streaming of Council Meetings
- Winter School Holiday entertainment guide
- General communication on Council services, news and activities including events and grants
- Support for the Alps 2 Ocean (A2O) website, social media promotion
- New Libraries website support
- Waste Minimisation campaign
- Waitaki Lakes camping and ramp tickets online application forms
- Responsible Dog ownership – development of online dog registration renewal

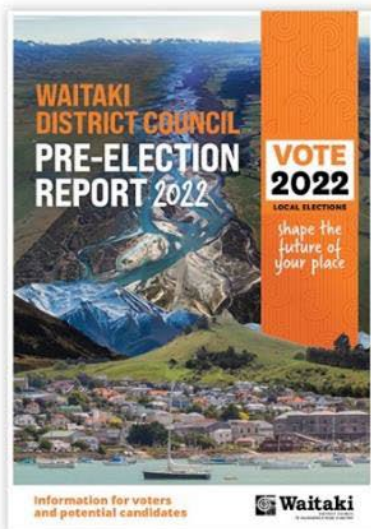
Upcoming projects

- Vote 22 Campaign
- Objective Build Portal Communications
- Council Transformation Programme
- Annual Report

Sample outputs from the Communications team are provided below.

STAND. ENROL. VOTE. BE HEARD.

**VOTE
2022**
LOCAL ELECTIONS



Here's what's happening...

For the kids: What's happening in Oamaru

A huge range of activities for all ages and interests. Find out what's on offer in Oamaru and the surrounding area.

ART CLASSES

For all ages and interests. Find out what's on offer in Oamaru and the surrounding area.

SPORTS SCHOOLS

For all ages and interests. Find out what's on offer in Oamaru and the surrounding area.

CLUBS AND SOCIETIES

For all ages and interests. Find out what's on offer in Oamaru and the surrounding area.

COMMUNITY GROUPS

For all ages and interests. Find out what's on offer in Oamaru and the surrounding area.

WHAT TO DO in OAMARU Winter SCHOOL HOLIDAY ENTERTAINMENT guide

JULY 9 - 24 | 2022

Waitaki

Nominate someone for a WAITAKI CITIZENS AWARD

NOMINATIONS OPEN 1 JULY 2022

Nominations close 31 July 2022

Do you know an unsung hero? Help us show some appreciation for our community volunteers. Don't wait, nominate!

Waitaki

DO YOU SCOOP THE POOP?

dog can produce about 1kg of waste a year and a single dog, the size of a pug, around 23 million faecal particles.

It does registered in Waitaki, that's a lot of bacteria that needs to be properly managed, rates can be used to manage, rates can be used to manage, rates can be used to manage.

Waitaki

Getting BACK TO THE FUTURE ANNUAL PLAN 2022-2023

Year 2 of Waitaki's 2022-2023 10-year plan

What's this ANNUAL PLAN all about?

Our Annual Plan sets out what we plan to do, and shows you how much we have to spend, for the next 12 months.

Waitaki

Draft District Plan engagement ON NOW!

Drop in Sessions

Palmerston

Waitaki

1.7 HEALTH AND SAFETY UPDATE - 30 AUGUST 2022

Author: Bill Nelson, Health and Safety Advisor

Authoriser: Paul Hope, Finance and Corporate Development Group Manager

PURPOSE

To provide an update on key health and safety (H&S) risks and measures in place to mitigate those risks at Waitaki District Council workplaces.

COVID-19 CURRENT SITUATION

New Zealand is still in the COVID-19 Protection Framework, currently operating at the orange traffic light setting. COVID continues to have minimal direct impact on staffing due to isolation requirements and illness. Staff and management have continued to work hard to maintain service levels.

HEALTH and SAFETY

Since the 29 March 2022 update, there has been completion of:

- Safety Considerations for Contractor Engagement
- Updates to COVID-19 plans from Contractors to reflect the orange setting
- Update of the Council Safety Plan to reflect the orange setting.

Staff are finding it difficult to balance competing demands for mask-wearing at public facilities such as the Pool and Library. The community has broad views regarding the continued use of face masks, and this is conflated by inconsistencies within the mandates and role confusion as some staff have been unsure of their responsibility about enforcing mask-wearing.

Key focus areas of work to address health and safety risk

Development of meaningful health and safety-related audits

The aim of this activity is to establish a universal audit tool/package that will give structure and clarity to our Work, Health, and Safety audit processes, and ensure they are easy to undertake and are repeatable. The development of an audit tool/package will ensure all parties achieve a mutual understanding of the current state, and any gaps and opportunities to improve health and safety. This aids in ensuring staff are empowered in their roles to perform them healthily and safely, protecting their wellbeing. All of this is aimed at contributing meaningfully, being useful and sustainable, supporting them in making health, safety, and wellbeing a normal part of their 'business as usual'. Style is like the financial audit, with an opening and closing meeting, agreement of scope and requirements and report back, then agreement of improvement actions as a team.

Health and Safety Committee

Terms of Reference have been revised and agreed. An election is being held for new Representatives who will then be trained to strengthen our health, safety, and wellbeing-related activities and improve outcomes for all of us.

Canterbury Health and Safety Advisors Group (CHSAG) membership

The Terms of Reference for the Canterbury Health and Safety Advisors Group (CHSAG) were agreed to in June this year. Its aim is for members from the eleven (11) councils to work collegially to support better health, safety, and wellbeing-related outcomes. This gives us access to proven methodologies used by member councils and provides a think-tank to consider and consolidate ideas.

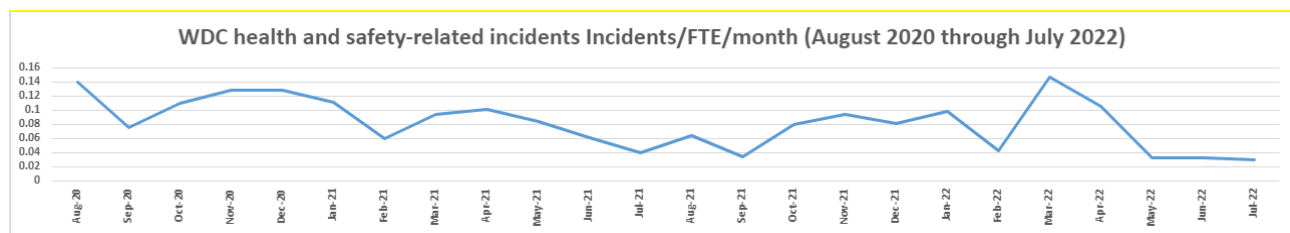
Health and Safety Website

The landing page for Health and Safety has undergone a revamp and migration to online. Critical review of this site for user-friendliness is planned at executive management level to ensure it aids staff in being able to do what they do healthily and safely.

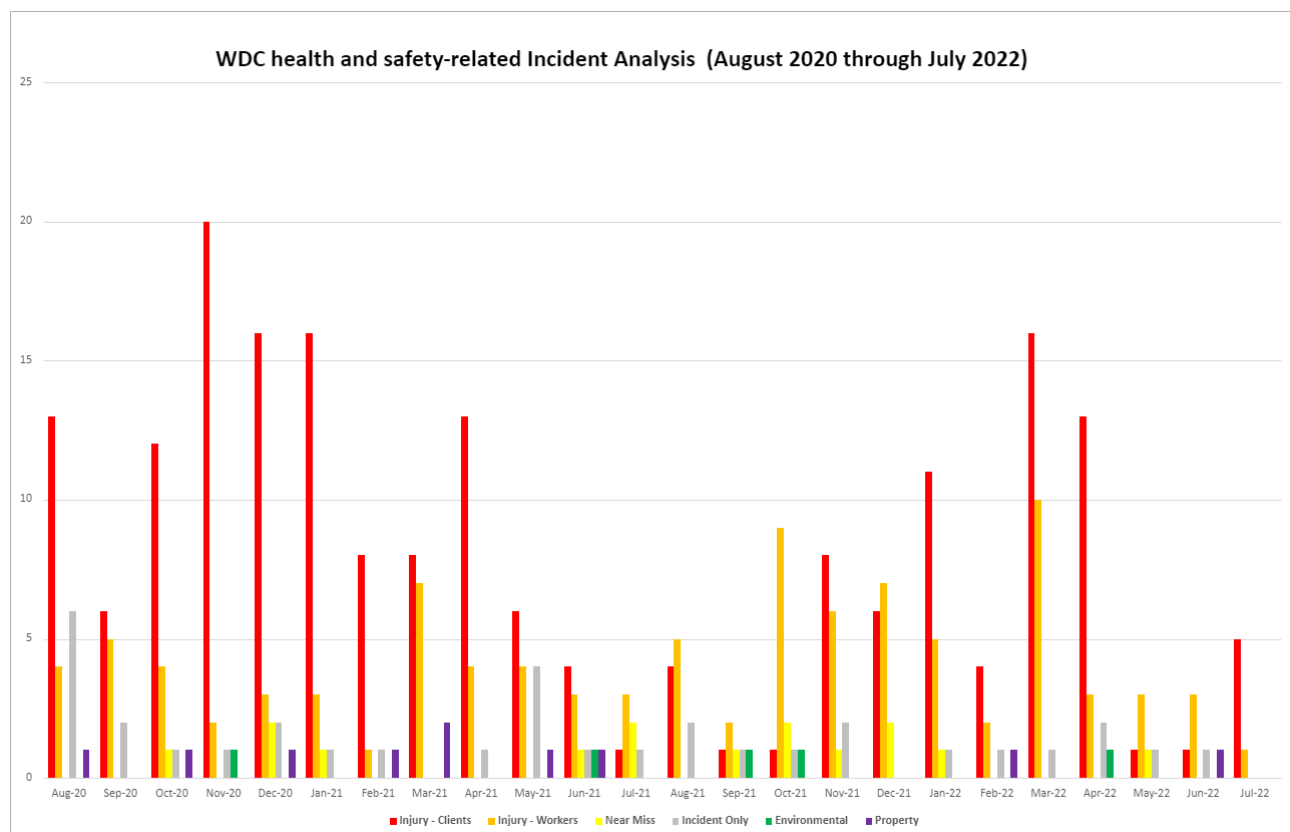
Hazard Risk Register

A substantive review process to bring improvements to identification, assessment and controls, and more engagement by individual teams, is underway. This is expected to be completed by October/November 2022.

HEALTH AND SAFETY STATISTICS



Overall, incident numbers are still trending down. Health and Safety representatives are regularly reminded to ensure all hazards and incidents are reported, so they can be actioned.



Overall, lower numbers of injury incidents to clients and staff are noteworthy, due in part to staff training, and the overall drop in slips, trips, and falls. The environment created throughout the Covid-19 pandemic has resulted in more abuse incidents for staff. There is now more public pushback about the wearing of masks indoors at public facilities and buildings. Specific training in de-escalation and situational awareness has prepared staff better to deal with these negative interactions.

NOTES: ACCIDENT / INCIDENT REPORT – 1 JULY 2018 TO 31 JULY 2022

The low number of reported injuries for July 2022 reflects a trend continuing over the last three months.

- (a) Thirty-four (34) recorded abuse incidents for the 2022 year ending 30 June 2022; 23 were at the pool and 11 related to members of the public abusing Council officers from other activities. Each were handled effectively, with all affected staff regularly followed up to ensure their mental wellbeing is safeguarded. Existing policies, guidelines, further training, and security measures are being used to mitigate those risks.
- (b) A fire in one of Council's community housing units in July resulted in a tenant fatality. The Property team responded and were on-site soon after the incident. They took a number of immediate and post event actions, including temporarily rehousing some tenants while the neighbouring units were inspected, arranged checks for structural and electrical integrity and arranged for the site to be made safe. There was also very good support from the community, particularly in terms of support for the displaced tenants both at the time of the incident and in the period after.

ACCIDENT / INCIDENT REPORT – 1 JULY 2018 TO 31 JULY 2022

Description	Incident Type	2023	2022	2021	2020	2019
Pool Clients	<ul style="list-style-type: none"> - Abuse^(a) - Cuts/bleed - Bruise/crush - Body Stress/bleed - Slips/graze, bleed - Swim/Superv/stuck - Medical/self 	1 3	6 7 22 *11 5 3	2 10 27 *55 6 7	9 36 15 24 6 5 2	5 34 31 12 11 8 3
Pool Staff	<ul style="list-style-type: none"> - Abuse^(a) - Cuts/bleed - Bruise/crush - Body Stress/bleed - Medical - Haz Substance - Slips, trips, falls 		17 1 2 6 1 1 5	2 3 1 9 1 1 2	1 2 3	2 2 1
Pool Environmental	<ul style="list-style-type: none"> - Events - Supervision - Haz Substance - Equipment failure 		 3 3	1 1	3 2 1	4
Pool Incidents	<ul style="list-style-type: none"> - Near Miss - Security/Difficult 		3 3	2 11	1 2	3
Other Clients	<ul style="list-style-type: none"> - Cuts/bleed - Bruise/crush - Near Miss - Body stress/bleed - Medical^(b) - Slips, trips, falls - Haz Substance 	1	 2 2 4 *7 2	1 1 1 1 3 *36	1 3 1 2	3 2 2 4
Other Staff	<ul style="list-style-type: none"> - Abuse^(a) - Cuts/bleed - Body Stress/bleed - Burns - Hearing - Bruise/crush - Trauma - Slips, trips, falls - Eyes – dust/strain - Dental - Hygiene 	1	11 1 4 1 1 4 1 1 1	17 5 7 3 1 1 2	5 3 12 1 2 1	4 13 2 6 5 2 1
Contractors	<ul style="list-style-type: none"> - Near Miss - Abuse^(a) - Electrocution - Medical event - Property - Slip ex boat - Body Stress/bleed - Fall 		6 2 1 1	 1 1 1 1	1 1 1 1 2 1	1
Property	Property		2	6	2	5
Environmental	Environmental					1
Near Miss	Council - Near Miss		2	4	7	7
YTD Total		6	154	233	161	174

*Less slips, trips, falls is the main contributor to lower incident numbers in 2022.

1.8 DEVELOPMENT CONTRIBUTIONS DECISIONS MADE UNDER DELEGATED AUTHORITY

Author: Mandy McIntosh, Corporate Development Officer

Authoriser: Paul Hope, Finance and Corporate Development Group Manager

Attachments: 1. Decisions Made Under Delegated Authority by the DC Committee

PURPOSE

The purpose of this report is to inform Council of the decisions made by the Development Contributions Committee under delegated authority.

SUMMARY

The Development Contributions Committee has made four decisions on requests for reconsideration of development contributions under delegated authority since November 2021. Under delegated authority, the Development Contributions Committee has made two recommendations to Council, and Council has made two decisions on requests for reconsideration of development contributions since November 2021. These matters were discussed and decided by Council in Public Excluded sessions of meetings. A summary of key aspects of those decisions, for consideration in the Public session of this meeting, is provided in Attachment 1 to this report.

DISCUSSION

The Development Contributions Committee has the power to act to reduce, waive or defer development contributions on any one development up to the amount of \$40,000 excluding GST, and the power to recommend to Council to reduce, waive, or defer development contributions in excess of \$40,000 excluding GST.

Officers have the authority to make a decision on a request for waiver, review, or deferral of development contributions if the sum involved is less than \$5,000 excluding GST.

There have been two decisions made by Council, and four decisions made by the Development Contributions Committee under delegated authority since November 2021.

The summary of key aspects of those decisions at Attachment 1 is provided for Council's information.

Attachment 1

Summary of Decisions Made Under Delegated Authority

There have been two recommendations to Council made under the delegated authority of the Development Contributions Committee since November 2021.

Property Address	Date	Decision Requested	Decision Made
Pukeuri-Oamaru Road, Fernbrook-Pukeuri	May 2022	Review development contributions.	Recommendation to require development contributions in full. Required in full based on a mixed land-use.
Gordon Street, Weston	February 2022	Allow repayment of development contributions over 2 years to support development funding.	Allowed repayment over two years, secured by a deed of agreement.

There have been four decisions made under the delegated authority of the Development Contributions Committee and confirmed since November 2021.

Property Address	Date	Decision Requested	Decision Made
Orwell Street, Oamaru	June 2022	Review development contributions.	Reviewed level of DCs required based on unique development to the Policy.
Lake Ohau Road, Ohau	March 2022	Review water development contributions.	Required water development contributions in full.
Dunback-Morrisons Road	February 2022	Review roading development contributions.	Required roading development contributions in full based on revised land-use.
Airedale Road, Weston	February 2022	Review wastewater and roading development contributions.	Required in full. Offered repayment over 12 months. Paid in full on decision.

Summary of Decisions Made Under Delegated Authority

There have been two recommendations to Council made under the delegated authority of the Development Contributions Committee since November 2021.

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1.9 DISTRICT LICENSING COMMITTEE UPDATE - 30 AUGUST 2022

Author: Carolyn van Zyl, Licensing Inspector

Authoriser: Roger Cook, Heritage, Environment and Regulatory Group Manager

PURPOSE

To inform Council about the activities of the District Licensing Committee (DLC). This report is normally provided every six months. However, due to scheduling constraints, the last bi-annual report was deferred. Therefore, this report covers a 12-month period from 1 July 2021 to 30 June 2022.

BACKGROUND

The District Licensing Committee is appointed by Council under the Sale and Supply of Alcohol Act 2012 (SSAA). The Committee's main functions are to consider and determine applications for manager's certificates, temporary authorities and variation, suspension, or cancellation of special licenses.

ACTIVITY

Figure 1 displays activity by application type per month. A total of 273 applications were received for the reporting period. 34.5% of applications were for renewal of a manager's licence, 11% special licences and 20% new manager applications. Application types (as a percentage of activity) have remained steady in relation to the previous period.

Category		Jul 21	Aug 21	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	April 22	May 22	June 22	Total
New applications	On licence	0	0	1	0	2	0	1	1	0	0	0	1	6
	Off licence	0	1	1	0	2	0	1	0	2	0	1	3	11
	Club	0	0	0	0	0	0	0	0	0	0	0	0	0
	Manager	8	2	9	3	5	8	0	5	4	4	4	3	55
	Specials	1	4	2	1	1	3	3	3	4	2	3	3	30

Category		Jul 21	Aug 21	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	April 22	May 22	June 22	Total
	Temporary	1	1	0	0	2	1	1	2	1	1	2	2	14
Renewals	On licence	0	3	6	2	1	2	0	2	3	1	2	1	23
	Off licence	0	0	1	2	2	1	1	1	2	2	1	1	14
	Club	1	0	6	7	5	4	0	1	0	0	0	1	25
	Manager	8	3	13	9	8	9	7	8	3	7	10	10	95
	Total applications	19	14	39	24	28	28	14	23	19	17	23	25	273

Figure 1: Alcohol Applications by Month, July 2021 to June 2022

Figure 2 details the total number of applications per quarter, and Figure 3 shows alcohol applications per year since the 2015 financial year, which is when the SSAA was implemented. This reporting period has seen application numbers return to pre-COVID levels for the third and fourth quarters.

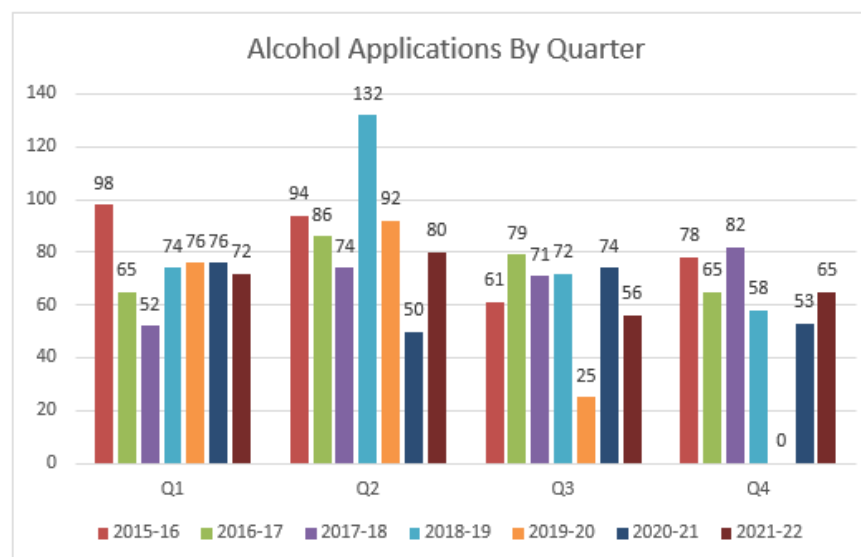


Figure 2: Alcohol Applications per Quarter 2015/2016 to 2021/2022

Year	Applications	Percentage Change
2021/22	273	+7.9%
2020/21	253	+2.0%
2019/20	248	-26.2%
2018/19	336	+20.4%
2017/18	279	-5.4%
2016/17	295	-11%
2015/16	331	+5.7%
2014/15	313	N/A

Figure 3: Annual Alcohol Applications

DECISIONS

There was a total of **249** DLC decisions made during the reporting period. Two decisions by Barry McDonald (Commissioner) and the remainder by Cr Jim Hopkins (DLC Chair).

COMMITTEE MEETINGS

During this period, two DLC meetings were held – on 4 November 2021 and 27 May 2022.

TRAINING

Committee members Barry McDonald (Commissioner) and Dr Julia Sutherland completed 22.5 hours of Webinar-based training on the Sale and Supply of Alcohol Act 2012, hosted by the Health Promotion Agency. These focused on case law decisions, decision-making for DLC committees, and the role and responsibilities for support staff amenity and good order.