



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

I hereby give notice that the
Council Activity Update

will be held on:

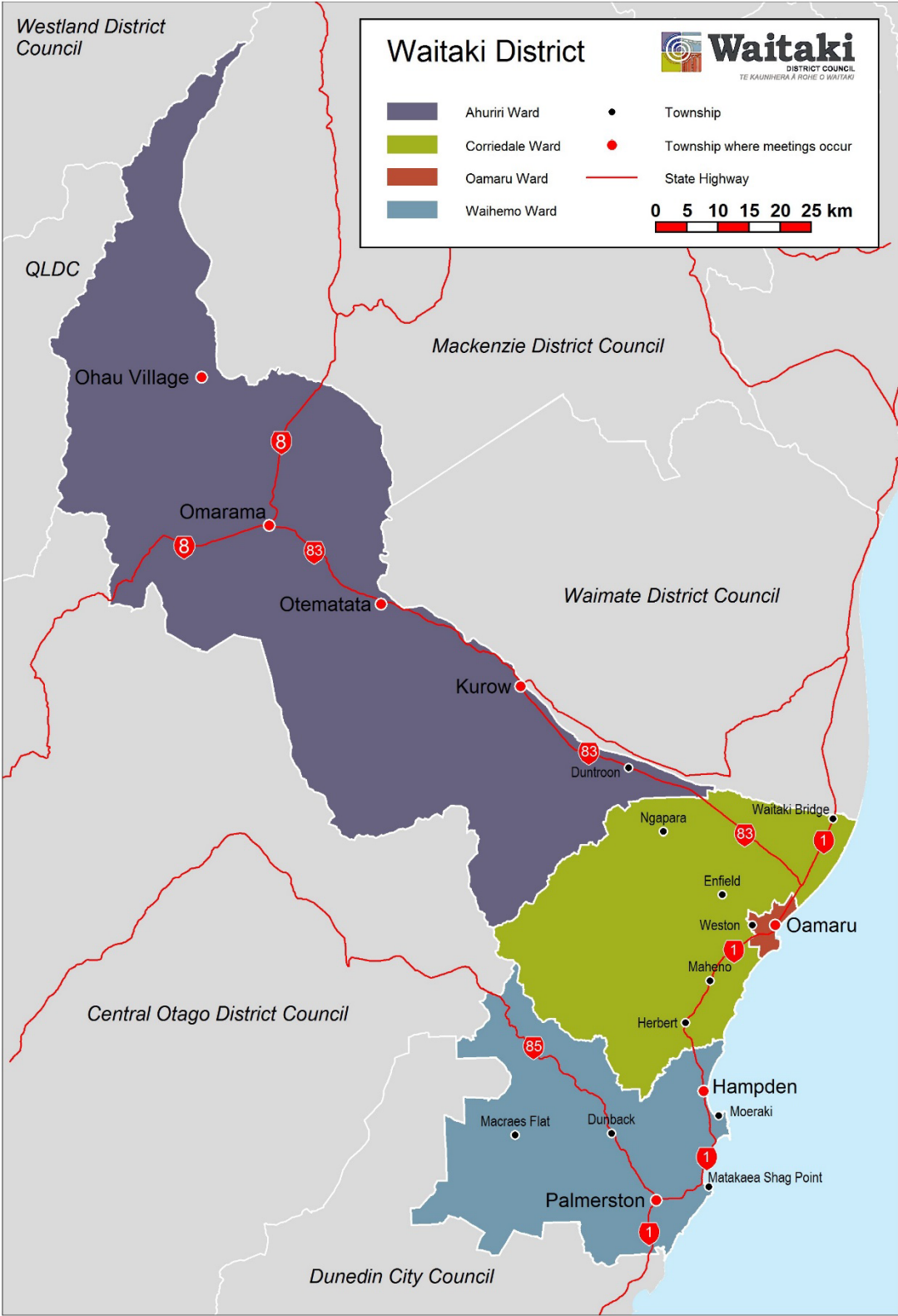
Date: Tuesday, 11 June 2024
Time: 10.45am
Location: Council Chamber, Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

Agenda

Council Activity Update

11 June 2024

Alex Parmley
Chief Executive





Agenda Items

1	Memorandum Reports.....	5
1.1	Assets Group Update - June 2024	5
1.2	Heritage, Environment and Regulatory Group Update - June 2024	12
1.3	People and Transformation Group Update - June 2024	22
1.4	Finance and Corporate Development Group Update - June 2024	35
1.5	Information Technology, Information Systems, and Digital Projects Update - June 2024	39
1.6	Economic Development Update - June 2024	44
1.7	Communications Update - June 2024	53
1.8	Health and Safety Update - June 2024.....	58
1.9	Grants and Awards Sub-Committee - Grants Allocation for January - March 2024 Quarter	61

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Council Activity Updates are livestreamed on Council's YouTube channel.

A direct link to Council's YouTube page is provided below, to enable members of the wider Waitaki community to follow the discussions as they take place.

<https://www.youtube.com/channel/UC5QsY7I0r-NK-TEIR8C9yNw>

1 MEMORANDUM REPORTS

1.1 ASSETS GROUP UPDATE - JUNE 2024

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.

OVERVIEW

The Assets Group Activity Update report provides commentary on activities and operational projects covering Property, Parks and Recreation, Roading, and Water Services. The report provides relatively high-level detail and commentary relates to significant, not 'business as usual', matters.

Each sub-group will cover the following:

- Current Activity – This narrative will cover operational projects, projects and maintenance contract performance metrics, issues, and operational topics in these activities.
- Risk and Opportunities that are important to note.
- Looking Forward – what is happening in the next 1-3 months to give a picture of what is coming up.

PROPERTY

Current Activity

Community Housing

A draft scope has been prepared for the Waitaki district community and social housing review. The project is scheduled to commence on 1 June 2024 and finish on 28 February 2025. It is being led by Council's Principal Advisor Victoria van der Spek, with the project working group made up of officers from the Property Team as well as Stronger Waitaki.

The annual community housing survey has been issued to tenants and responses are due by 21 June 2024. The units are well presented, and maintenance tasks have been addressed in a timely manner. Unit occupancy as at the end of May 2024 is near capacity with only one unit vacant. An applicant has been identified as a suitable tenant and placement is expected in June.

Ōamaru Airport

The Aeronautical Study has progressed for Ōamaru Airport. Mike and Karen Groome from AVSAFE Consultants have inspected the airport and met with Council staff and airport users to obtain feedback on safety and operations. Information for the study has been gathered and sent. The consultants have advised that they are progressing well in collating the collected data and information. However, it is taking longer than expected and the deadline of 30 June will not be met. Accordingly, AVSAFE Consultants and Council officers have coordinated with the Civil Aviation Authority and an extension has been provided to 30 September 2024. Once the report has been drafted, further consultation with Council and users will be undertaken and then a final report will be produced.

The North Otago Aero Club is coordinating and progressing a common frequency zone for the Ōamaru Airport. Common frequency zones are areas where a common radio frequency has been established to enhance safety. The Common Frequency Zone will encompass the Waimate aerodrome and the hospital heliport aerodrome. The application has been through a consultation process and lodged with the Civil Aviation Authority.

Due to surface degradation of Runway 02/20 (the north-south runway), it has been closed and will remain closed until well into the spring season. Contractors have prepared the runway and seeded new grass. Council officers are negotiating for water availability for irrigation from the neighbouring farmers to aid grass growth. Options are being considered to manage the surface condition of the other grass runway. That will likely involve splitting the runway to manage landings on one side only and to provide more time for the grass on the unused side to recover.

Ōamaru Harbour

A harbour overview presentation was given to the Executive Leadership Team (ELT) last month.

The Otago Regional Council (ORC) compliance audit of moorings will be undertaken before June 2024. Recently, one vessel broke its mooring after north-west winds. It was rescued by local fishing skippers who witnessed the break. No damage or injury was incurred and the vessel is now currently on a Council mooring. The damaged mooring is still to be repaired.

Forrester Gallery Extension

Planning work is progressing well, with the final detailed design expected to be completed by July.

Headquarters Building

The Council Headquarters building roof, Clock Tower, and Facade Repairs Project has been published on Government Electronic Tendering Service (GETS) and is attracting strong interest from several prospective contractors. The Request for Proposals is due to close on 14 June 2024.

Risk and Opportunities

- Review of harbour risks requires further investigation, and a decision report will be scheduled to go to Council in due course.
- Environmental testing at Holmes Wharf mole has revealed elevated lead levels, which has delayed the reticulation of services project by 3-6 months. Resource consents are required from Waitaki District Council and Otago Regional Council before work can proceed.
- Team vacancies and other priorities have meant that we have changed how the Property Strategy is being implemented. Individual property evaluations will be stopped, and properties will be assessed based on portfolio-level performance measures until sufficient resource is available to continue individual property evaluations.

Looking forward – the next three months

- The Ōamaru Airport Aeronautical Study will be completed and provided to Council by 30 September 2024.
- Investigation of opportunities for Normanby Wharf and review of future costs.
- Head Contractor will be appointed for the HQ Roof, Clock Tower, and Facade Repairs Project.
- New concrete block retaining walls are to be constructed and stormwater drainage installed at the Forrester Gallery carpark in advance of the building extension project.
- After a successful recruitment, a new Strategic Property Lead will be starting work for Waitaki District Council soon. This appointment fills a vacancy which has been carried for some time (since October 2023) and will provide focus and direction to the team to achieve the ambitions laid out within the property strategy.

PARKS AND RECREATION

Recreation - Current Activity

- Contract 924 – Waitaki Parks and Reserves Maintenance has been awarded to Green By Nature and it will commence on 1 July 2024.
- Alps 2 Ocean Repair and Resilience Works has been completed. The final report and claim have been sent through to MBIE.
- Recruitment is underway for the Alps to Ocean Trail Manager's Role. The interview team included a representative from Mackenzie District Council. Announcement of an appointment will be made soon.
- A20 Maintenance – MBIE has released information on the funding proposal for maintenance of the Great Ride Network. Our team will be working with Mackenzie District Council staff on submitting a joint application.
- Ōamaru Public Gardens – water play space work is progressing well, with the bulk of the concrete laid and all the play features installed. The accessible path, plantings, and tying in of other features has yet to be completed.
- Ōamaru Public Gardens Display has been reglazed and awaits a final coat of paint, which will not occur until the spring. Plants are currently being reinstated. There will be a few finishing touches to complete in the new financial year.
- Accessibility audits are being undertaken on the walking network in the Ōamaru / Weston area.
- Palmerston mountain bike tracks are taking shape in the Brough Road forest with the BOF funding allocated to the area.
- Waitaki Aquatic Centre – Ladies night continues to be run on Tuesday evenings. A deep-water aqua class has also been introduced on Thursday evenings. The swim school continues to grow, and the numbers of participants have returned to pre-COVID levels.
- Tenders have been received for the Farmers Market and associated parking area and are currently undergoing assessment.
- Planning for Puketapu track continues with a staged approach being proposed.

Risk and Opportunities

- Officers are negotiating with the lessee and local community groups around the land retirement and regeneration of the remaining remnant plant populations within the Waihemo Recreation Reserve (Puketapu).
- The Roding and Recreation teams are working on ways to manage the process for emptying litter bins across the district. This will include an evaluation of current locations as well as the emptying regimes and frequencies.

Looking forward – the next three months

- Formation of the connecting track between District Road and the Brough Road forest is due to commence.
- Ōhau Reserve Stormwater management – Design work has been completed. Quotes for undertaking the work have been received and assessed. Affected landowners are on board with the proposal. Conversations are being held with the Department of Conservation in relation to the existing discharge.
- Ōamaru Public Gardens – Pond Cleaning. A preferred methodology of works has been identified that is expected to improve the water quality. Preparations are now underway to get this to a physical works stage.

- Cape Wanbrow Carpark – The Request For Quote document has been prepared and will be released soon.
- Request For Quotes has been issued for the toilet cleaning in Ōmārama and the process closed on the 22 May 2024. Staff are now assessing the responses.
- Moeraki Boulders Public Toilet – Investigative work has been completed, and the team is now preparing contract documentation for the supply and installation of this new facility.
- Officers are investigating suitable rabbit control options and a proposed timetable for rabbit management at Cape Wanbrow.

ROADING

Current Activity

- Central Management control system for streetlights: The contract was awarded on 7 May. Work is expected to be completed in June. New base stations for areas outside of Ōamaru will also be purchased and installed.
- Copinsha Street's new footpath tender has closed and was evaluated in the last week of May. Completion of the works is scheduled for the end of September.
- Working on a parking solution for Hull Street (lower road) based on residents' feedback.
- Investigating stormwater improvements on Exe Street to mitigate flooding issues near Fire Station corner.
- Recently completed projects include:
 - District Road / Gilligan Street intersection safety improvement; and
 - Eden Street Rehabilitation.
- Asset Valuation for 2023/24 has commenced and is due by the end of July.
- Pavement Rehabilitation programme is with NZTA for approval.

Risk and Opportunities

- Risk: Government Policy Statement implementation – impacts on funding allocations and decision-making for the next National Land Transport Projects (NLTP), what projects and methods are being prioritised, and what new rules will be applied. There is also opportunity within this.
- Risk: Emergency Works – Waka Kotahi NZTA is proposing to update the rule to cover events over 1:20 year rather than current 1:10 year event and reducing enhanced Funding Assistance Rate from 20% to 10%.
- Risk: Stock Effluent disposal – currently working with 3 Waters team on new arrangements for disposal at the wastewater treatment plant.
- Opportunity: Collaborating with neighbouring Road Controlling Authorities (RCAs) on future contracts – eg next resurfacing contract with Waimate; Road safety promotion with Timaru and Ashburton.

Looking forward – the next three months

- Tranche two of the Roding Policies will be presented to a meeting of the Roding Sub-committee for consideration and a recommendation to Council for approval.
- New footpath on Weston Road, from Oban Street to the bridge
- Perth Street retaining wall renewal
- Kakanui Point Bridge Renewal – this is currently in the design stage
- Resurfacing: Planning is underway for the next sealing season (October through to April). This work is part of an existing contract, which is now in its final year.

WATER SERVICES

• **Current Activity**

Policy and Service Levels

Our proposed Asbestos Cement Pipe Policy was adopted by Council in April. The policy clarifies Council's approach to managing the more than 280 kilometres of in-service and out-of-service Asbestos Cement (AC) pipe in Waitaki.

Now that the policy has been adopted, officers will develop a risk management plan to support the policy in dealing with the increasing kilometres of out-of-service AC pipe. A communications and engagement plan will also be developed to ensure that landowners are aware of the policy, Council's obligations as asset owner, and their responsibilities as landowner.

Compliance and Development

Taumata Arowai Requirement for Protozoa Barriers

In March, Council agreed to the supply-specific approaches for meeting the Taumata Arowai expectations for achieving compliance with protozoa and bacteria barrier requirements at the following supplies: Awahokomo, Bushy Creek, Ōhau Alpine Village, Stoneburn, Awamoko, Kauru Hill, Tokarahi, and Windsor by 31 December 2024.

Since then, work has progressed on the upgrades such as engagement plans and project procurement development.

Monitoring Maintenance Contract Performance

Since 1 July 2023, SouthRoads has resolved 1,469 urgent and routine water-related customer requests and 69 urgent sewer-related customer requests.

The median response and resolution of these requests is currently well within the urgent targets of one-hour response and 24 hours resolution, and routine targets of two working days' response and five working days' resolution.

Operations and Maintenance

Ardgowan Dam

On 13 May 2022, the Government legislated the Building (Dam Safety) Regulations which came into force on 13 May 2024. Ardgowan Dam was previously not registered as a dam but was reassessed under the Regulations and is now considered to be a dam.

The Building Act and ORC Policy place certain obligations on the owner of a Dam. Tonkin + Taylor have been engaged to carry out various specialist works to ensure we meet our obligations under new the regulations.

Kurow Conserve Water notice

In April, an unplanned water outage due to a significant water main break drained the reservoir in 45 minutes leaving the Kurow township without water. A conserve water notice was issued on the evening of the event. Consumers were notified by text and Facebook and critical consumers were notified by phone. By 1.00pm the following day, water was back to the entire township.

Design and Construction

The following projects are currently out to tender: Waihemo rural watermain renewals, and Otematata watermain renewals.

The Stour Street Palmerston wastewater rising main upgrade has been awarded to Whitestone Contracting Limited and the contract is about to begin.

South Hill Reservoir

Concrete Structures Limited continues to work on construction of the second reservoir at the South Hill site and is progressing with installation of the wall panels.

Whitestone Contracting Limited is progressing with drainage structures around the reservoir until the main stormwater line can be completed. The reservoir is on track to be completed by September 2024.

Activity Management and Strategic Programme

Ōamaru Water Strategy – A 50-year plan for Ōamaru and its surrounds

Phase 1 of the strategy, which considers Ōamaru Water Treatment Plant Capacity and future requirements, has started and is progressing well.

Phase 2 of the strategy, which looks at Ōamaru Raw Water Source, has started.

Phase 3 of the strategy, which will look at future upgrade in capacity and building of 'hinterland' treatment plant, is planned to start in 7-10 years.

The Ōamaru Wastewater Trunk System Strategy

This looks at short-, medium-, and long-term planning for Ōamaru's wastewater conveyance system is underway and is progressing well.

Revaluation

This year, a full Water Services asset revaluation is being undertaken including an updated method of conducting revaluations which will bring the process up to industry standard. The results of the revaluation are expected by August when we will 'strike' the valuation for the assets as of 30 June.

The revaluation can be used in strategic planning such as the upcoming Asset Management Plan and LTP. It provides an up to-date figure of how much depreciation should be collected and provides a total value of assets for various purposes including insurance and reporting.

Risk and Opportunities

- While inflationary pressures in procurement of materials have eased, cost increases are still being experienced across the board. This has had an impact on the cost of projects.
- The Government has provided more clarity around their expectations of local authorities regarding the provision of water services. Local Authorities will be required to produce a service delivery plan setting out their proposed approach to the long-term delivery of three waters. The service delivery plans need to be signed off by the Government and completed within one year after the Local Government Water Services (Transitional Provisions) Bill is enacted.

Looking forward – the next three months

Continuation of project delivery, along with working to meet Taumata Arowai's requirements, are key.

OTHER PROJECTS

Network Waitaki Events Centre

Apollo Projects and the project's negotiation team have worked to refine the Network Waitaki Event Centre specifications and, on Wednesday 15 May, the contract for construction was signed.

The updated concept plans are available on Waitaki District Council's website. Grandstand demolition is targeted for August, with site works for the Network Waitaki Event Centre expected to begin in September following consenting.

Coastal Erosion

Beca has been contracted to assess coastal erosion risks along the Waitaki Coast and to identify options to respond to them.

1.2 HERITAGE, ENVIRONMENT AND REGULATORY GROUP UPDATE - JUNE 2024

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 TARGETS

The project traffic light report is targeted in 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 with a project.

STATUTORY ACTIVITY

Data by month for, 2023/2024 (February 2024 - April 2024)			
Activity	February	March	April
Building Consents	80	52	78
Building Inspections	424	363	359
Code Compliance Certificate Issued	39	35	33
Land Information Memorandum (LIM)	30	30	37
Resource Consents non-notified only)	44	28	25
Resource Consents Monitoring	11	12	9
Food Registrations	27	10	11
Food Verifications	10	10	11

Table 1: Statutory Activity Volumes by month, 2023-2024

Comparable data for February 2024 – April 2024, 2023/2024							
Activity		February 2023 - April 2023	February 2024 - April 2024	% Change	Statutory Timeframe	Performance	Commentary
1	Building Consents	131 (100% within statutory timeframe, average 6.81 days to grant)	127	-3%	20 Working Days	100% issued within Statutory timeframe. Average processing time: 9 working days	Slightly behind last year's quarter when the sector was busy.
2	Building Inspections	1,235	1,146	-7.2%	No statutory timeframe. Internal KPI to undertake inspections within 48 hours of their requested date.	100% compliance to internal KPI. No delays attributed to Council.	Slightly lower than last year's quarter.
3	Code Compliance Certificate issued	107 (99.07% within statutory timeframe, average 7.64 days to grant)	128	19.62%	20 Working Days	98.44% within 20 working days. 8.02 day Average	CCC applications are well ahead. This indicates an emphasis on completing and closing projects whilst new work appears to be quieter.
4	Land Information Memorandum (LIM)	65 (100% within statutory timeframe, average 5.02 days to grant)	97	49.23%	10 working days WDC Urgent LIMs three working days – no statutory requirement	100% within 10 working days, an average of 6.09 days	A steep increase in LIM applications may be attributed to an improving housing market.

5	Resource consents (non-notified)	67	97	+44%	20 Working Days	81% issued within statutory timeframe	79 of 97 consents were issued within 20 working days. Of the outstanding consents, most were only a few days over and s37 RMA was invoked to extend the timeframe to 30 or 40 days as appropriate.
6	Resource Consent Monitoring	19	32	+68.42%	Dependent on the Consent Conditions and any associated compliance-related timeframes.		Officers are seeing high levels of compliance and more willingness from consent holders to engage with Council to clarify and check consent conditions.
7	Food Registrations	45	31	-31.11%	There is no statutory timeframe. However, staff endeavour to have all applications processed within five working days.	100% processed within five (5) working days	During this period, four (4) businesses have changed ownership and five (5) new businesses have registered. Three (3) businesses have closed.
8	Food Inspections	20	31	55%	Six weeks for new premises. COVID-related legislation under the Food Act currently allows for up to six months for inspections from the due date for existing premises.	100% completed within legislated timeframes	Verifications are at expected levels. Food premises are maintaining high levels of compliance.


DISTRICT PLAN UPDATE

District Plan Review Programme Objective: Approval from Council for release of the Proposed District Plan before the end of 2023, with publication early 2024.		
Key Milestones: District Plan Review	1. Draft District Plan was released 1 June 2022 for community feedback. 2. Draft District Plan engagement programme commenced on 1 June 2022 and ended on 31 August 2022. 3. Categorisation and summarising of feedback completed. Analysis of feedback completed, and workshops held with District Plan Review Sub-Committee.	Completed
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:	1. Analysis of feedback received and provided to elected members in early 2023.	Completed
	2. District Plan Review workshops completed in February, May, June, July, August, October, and November 2023.	Completed
	3. The District Plan Review Sub-Committee to convene formal meetings to recommend approval to Council of all Chapters before Christmas 2023 and for Council to approve all Chapters for release as the Proposed District Plan at the 27 February 2024 Council Meeting.	In progress/ delayed
Key Risks:	1. Resourcing – cover provided by consultants where required. 2. District Plan Review Sub-Committee could decide not to recommend to Council approval of all chapters of the Draft District Plan. That could impact the programme timeline and have cost implications. 3. District Plan Review Sub-Committee could decide to recommend to Council amendments to chapters of the Draft District Plan that are not supported by expert advice and supported by a section 32 RMA analysis. That will expose Council to legal risk (eg judicial review) and have potential cost implications.	

	<p>4. The new Government has signalled potential reform of the legislation. Minor changes are expected by the end of 2024.</p> <p>5. Council could decide not to approve progressing the Draft District Plan to the Proposed District Plan and, as a result, the formal consultation phase will not commence.</p> <p>6. The Council requires significant changes to the Draft District Plan that requires reworking of part or all of the document, thereby adding delay and cost to the process.</p> <p>7. The extended duration of the Plan in Draft form creates unintended consequences and outcomes contrary to the legislative requirements (eg a continued high number of rural subdivision consents resulting in less protection of highly productive land from subdivision and a higher consent burden for earthworks in the Rural Zone).</p>	
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LEGISLATION, STRATEGIES, POLICIES, BYLAWS AND PROJECTS

Title	Commentary	Status / Review Date
Community Outcome: Quality Service		
Compliance and Enforcement Policy 2020 review and Draft Diversion Policy	Officers presented a draft Compliance and Enforcement Policy and draft Diversion Policy to the Governance Team during a workshop on 26 April 2023 and are awaiting feedback.	In progress
Dog Control Policy and Bylaw Review	The Waitaki District Dog Control Policy and Dog Control Bylaw review is progressing. Feedback from the pre-engagement and draft changes to the bylaw and policy were presented at a public Briefing to Council in April. Community consultation has been targeted to commence during July 2024.	In progress
Dog registrations	Staff are preparing for the 2024-2025 registration year.	In progress

Freedom Camping	<p>The 2023/2024 summer freedom camping season has ended. Our Freedom Camping Ambassador recorded almost 3,000 vehicles between December 2023 and March 2024 at our popular coastal Waitaki locations. The most popular camping locations were All Day Bay Kakanui, SH1 Katiki North, and Waianakarua Road. The focus was on education about the new legislative changes to self-containment rules within the Act.</p>	Complete
Community Outcome: Valued Environment		
Coastal Landfill remediation project – Project Reclaim	<p>The Palmerston Landfill has undergone enhancements to accommodate waste from remediated sites, indicating a significant improvement in its capacity and infrastructure. This upgrade involved improvements in waste management systems and environmental safeguards to ensure safe disposal practices. It is a positive development that underscores Council's commitment to responsible waste handling and environmental protection.</p> <p>Remediation work is scheduled to begin at the Hampden Closed Landfill in June 2024. These works are estimated to be completed by August with works shifting to the Beach Road sites in September.</p> <p>As identified in an ecological study, approximately 500 tussock skinks were relocated from the Hampden Closed landfill site to a habitat created just below Whalers Lookout in Moeraki. This action underlines the Council's dedication to supporting environmental responsibility.</p> <p><i>Picture below: Liner being installed into new 50,000m3 landfill cell at Palmerston Landfill</i></p> 	In Progress

Waste Minimisation and Management Plan (WMMP) Review	<p>Following a comprehensive process of development, the new Waste Minimisation and Management Plan 2024-2030 was adopted by Council on 28 May 2024.</p> <p>Officers look forward to planning the implementation of a range of initiatives within the plan.</p>	In Progress
Proposed Mandated Kerbside Collection Services	<p>On 8 March, officers briefed Council's Elected Members on a draft of the Kerbside Collections Investigation and Feasibility Study. Feedback was considered and a decision paper went to the Council Meeting on 28 May 2024 where Council decided to progress this matter to a business case stage. The subsequent business case will provide Council with detailed information on which to base future decisions relating to kerbside services.</p>	In Progress
Climate Change	<p>The current projects/ pieces of work are being undertaken:</p> <p>Climate Change Roadmap / Strategy: A draft climate change roadmap is being developed. This will show a long-term and high-level view of how the various initiatives link together within our organisation and across the district.</p> <p>Coastal Adaptation Strategy: Work is underway with Beca, looking at the extent of coastal erosion in various areas along the Waitaki coastline. The intention of this work is to evaluate short-, medium-, and long-term approaches (do nothing, protect, adapt, retreat) and provide a series of recommended approaches.</p> <p>Organisational Greenhouse Gas Inventory: The first phase of the organisational greenhouse gas (GHG) inventory has commenced. The audit date is set for October.</p> <p>Canterbury Climate Change Partnership Plan (CCCPP) : Following engagement with the Ahuriri communities and the Community Board, Council agreed to support the Action plan for final adoption of the CCCPP by the Canterbury Mayoral Forum.</p> <p>Otago Climate Change Group (OCCG): The Otago Regional Sequestration Study is being developed by Ekos and Whirika (formally Ahika). The study will look at each district's carbon sequestration potential. Council will be presented with a draft report in the coming months.</p>	In Progress

Waste Minimisation	<p>Waste Minimisation work continues to have a strong focus on building audiences and creating and strengthening relationships with stakeholders, partners, and the wider community. Creation of social media content and Waste Free Waitaki collateral continues.</p> <p>An inaugural food loss think-tank was held in May to deep-dive into the issues of resource loss, emissions, and food insecurity created by food waste and to connect those up who are currently providing solutions to these issues for our community. This was part of our education focus for April and May, which was “food loss and waste”. Other initiatives under this topic included compost workshops held at the community gardens, a Food Lovers Master Class hosted by Kate Fenwick, and our participation in the Eat Me First campaign by Love Food Hate Waste.</p> <p>Planning is underway for the next education topic of “the waste hierarchy and Plastic Free July”. Initiatives planned for June and July are supporting the launch of the Reduce, Reuse Roadtrip Map – a project from a recipient of the 2023 Waitaki Waste Minimisation Fund. This will include a fashion show competition focusing on second-hand natural-fibre outfits, as well as a social media competition, a Waste Free Waitaki pop-up station as part of the Revitalise our Places initiative, and creation of a waste hierarchy video with our Envirostudents.</p> <p>The team will also be supporting a community-led Plastic Free July Expo as well as the next Repair Café led by Waitaki Resource Recovery Trust at the end of July.</p>	
Enviroschools	<p>A successful Enviroschools Secondary Student Hui was held on 7 March 2024 at Waitaki Valley School. The focus of the Hui was natives, sourcing, propagating, and planting. This was requested by the Enviroschools Secondary School Lead Teachers as they wanted to continue exploring native planting in their creek restoration project and prevention of coastal erosion.</p> <p>An incredibly successful Enviroschools Lead Teacher Hui was held on 22 March 2024. The focus was on creating connections, as there were many new faces in these roles, and to recognise that we were all in this together. Teachers left with new ideas and new friendships, knowing that they could ask for help from others who were in the same position. These connections were evident in the following weeks as teachers would visit each other’s school to get ideas and inspiration.</p> <p>An equally successful Early Childcare Education centre group cluster meeting was held at Maheno Kindergarten, with Little Wonders and Best Start.</p> <p>As Term 1 continued, officers led staff meetings/planning sessions at Totara Best Start Kindergarten, Te Pakihi Oa Maru and Papakaio, with the focus being a whole-of-school approach towards sustainability. Further specific Enviroschools engagements are too numerous to mention</p>	

	which is a reflection of the successful impact this programme is having and the continued interest from schools to be involved.	
Community Outcome: Prosperous District		
Building Consent performance	The continued performance of the Building Control team in processing consent applications is well within statutory timeframes. Inspections that are within internal performance targets significantly reduces the impact of the compliance regime on construction activity and thereby supports development.	
Community Outcomes: Strong Communities		
Civil Defence Readiness and Resilience	A Briefing to Council on Civil Defence and Emergency Management Resilience and Preparedness was held on 4 June 2024.	
Dangerous, Insanitary, and Affected Buildings Policy	Public consultation closed with no feedback on the Draft 2024 Dangerous, Insanitary, and Affected Buildings Policy. Officers are now finalising a decision paper to go to the Council Meeting on 25 June 2024 seeking Council's adoption of the Policy.	In progress

1.3 PEOPLE AND TRANSFORMATION GROUP UPDATE - JUNE 2024

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 Transformation Group departments.

Please note that the Information Technology / Systems / Project Management component have been included in its own Update included elsewhere in the Council Activity Update agenda papers.

INTRODUCTION

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



	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.

Culture and Heritage Strategy

Title	Commentary	Progress/Review Date
Culture and Heritage Strategy	Work on the draft strategy is paused due to other work priorities for the departments involved. Work on this Strategy will resume following implementation of the organisational structure.	Project Paused

Customer Liaison

Operations:

Customer Service:

The Customer Liaison Team (CLT) answered 5,503 telephone calls, completed 3,549 emails, and welcomed 3,195 walk-in customers during February, March, and April 2024. For the same period the previous year, the figures were 5,320 telephone calls, 3,322 emails and 2,958 walk-in customers. The volume remains relatively static.

Rates settlements completed in the same period as above – 225; previous period – 175.

The fourth quarter rates period with associated questions and queries is underway.

Rates rebates completed: For the 2022/2023 rates year, 890 rebates were processed and credited to rates accounts with a total of \$572,633.26. The CLT is now working to process all eligible and approved forms for the 2023/2024 rating year as they are received. Currently, 831 rebates totaling \$574,569.99 have been processed and credited to rates accounts. The full rebate amount for each qualifying ratepayer is \$750. The current rates rebate period ends on 30 June 2024.

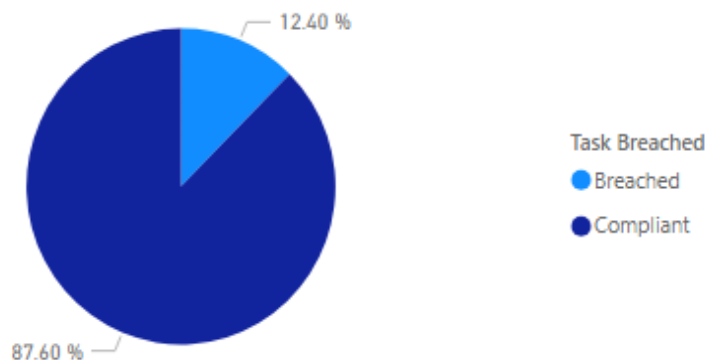
Currently, 70% of customer telephone queries are answered on the first call. The intention moving forward is to answer 80% of queries on the first call, with a stretch target of 90%, in line with our intended Transformation Programme benefits.

Lakes Camping has now ended for the season. The online registration form has improved the ease of registering for both customer and officer, with 405 season/half-season camping tickets registered through the CLT.

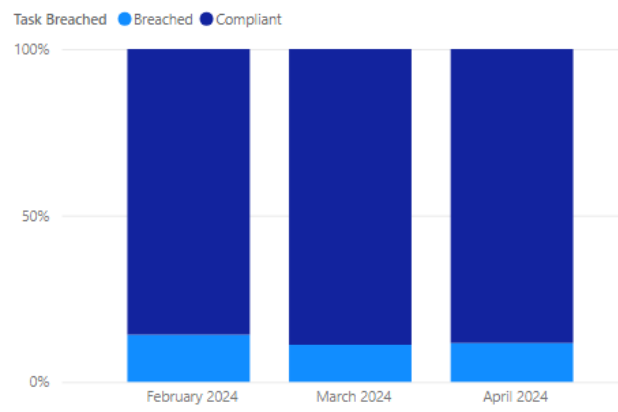
Dog registrations and re-registrations are now underway. The CLT is expecting to register around 5,707 dogs during June and July 2024 with an anticipated 2,000 online. There is no formal process for online registrations. The application appears seamless for the customer, but it is a very manual and time-consuming process for the CLT. This is a real opportunity for improvement in system and process in the future.

Monthly waste management billing for the months of February, March, and April 2024 has been completed.

CRM Task Performance



CRM Task Performance by Month



**% Tasks Responded
within 1 working day**

86.23 %

**% Tasks Resolved
within 10 working day**

99.43 %

CRM Performance February, March, and April 2024

During this period, 1,967 CRM tasks (Respond and Resolve) were created. The industry standard is a target of 85% resolved within the Service Level Agreement. Waitaki District Council consistently averages above this. Some CRMs require two or more outside contractors to complete a request which means that there are times when some CRMs will exceed the Service Level Agreement or resolve time while awaiting parts or information. Overall, CRM task compliance is 87.60%.

Title	Commentary	Progress/Review Date
Customer Excellence Strategy	This work has now been incorporated into the Customer Experience project of the Transformation Programme.	Project incorporated into Transformation Programme

Waitaki District Libraries (WDL) March – May 2024

~ Literacy for All, For Life



Strong Communities - Enable Safe and Healthy Communities

Key Achievements:

Growing Community Wide Literacy	<p>Library service provision to all people across the district remains central to WDL's work. Staff worked with the Multicultural Playgroup Coordinator to run regular sessions, at the playgroup, to support new families to the district with their engagement with library services and English literacy development for those where it is a second language. Staff also visited the Edna McCulloch Kindergarten, Montessori, Palmerston Playcentre, the Learning Links Childcare Centre (located in Palmerston) and Totara School to connect preschoolers and children with the library and grow a love of reading.</p> <p>Ōamaru Library was busy during the school holidays with the "Where's Wally" word-find scavenger hunt for families. There were 134 entries solving 12 riddles.</p> <p>The "Stuffed Toy Sleepover" at the Ōamaru Library received a great deal of positive feedback from attendees and online via social media. Children came along for a story time session with their stuffed toys and entrusted them to staff to have a sleepover at the Ōamaru Library. Toys listened to a bedtime story, watched a movie, and were then tucked into bed. The toys left the library the next morning with their own photobook documenting their mischievous overnight activities, with their new friends.</p> <p>Twenty-one (21) house-bound residents received home service deliveries, and monthly delivery of books was completed through the WDL partnership with Altrusa, to Iona, Sandringham House, and the Observatory Village.</p> <p>Kid's Book Club, and Young Adults and Adult Book Chat groups have continued during this reporting period.</p>
Food Security	Collection of non-perishable food for Ōamaru's two food banks continued during this period with delivery of ten boxes of food.

Healthy Heart Checks	The NZ Heart Foundation continues to promote heart health and staying well with atrial fibrillation at the Ōamaru Library where the public were offered free pulse and blood pressure checks.
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Strong Communities - Connected and Inclusive Communities

Key Achievements:

Memory Care for People with Alzheimer's / Dementia	<p>Promotion of the Memory Care Collection has continued, with visits and meetings with Iona Rest Home (Mackay Unit), Harbourview Rest Home, Observatory Rest Home, Aged Concern and Stronger Waitaki. The Memory Care Collections are now available in Ōmārama and Otematata Community Libraries, and in the Palmerston Branch Library. Awareness has been raised through collection displays and an article written in the Omarama Gazette.</p> <p>Ōamaru Library has applied to Alzheimers New Zealand for national accreditation of <i>Working To be Dementia Friendly</i>. The Accreditation Committee meets on 5 June to determine the outcome of the self-assessment process. The feedback from the National Advisor to date is below:</p> <p><i>"This is one of the most thorough self-assessments I have seen for Working To be Dementia Friendly, and it is clear that you really value this mahi."</i></p>
Digital Inclusion	<p>This reporting period has seen the review and redevelopment of WDL's digital service offering. The redesigned model includes a combination of weekly digital classes and digital drop-in sessions.</p> <p>The Maker Space was open to the public to try out the Cricut cutting machine for a total of nine sessions across three days.</p> <p>WDL acknowledges Rotary Ōamaru for the donation of the C-Pen reader, which scans text and reads it out loud to users. The reader is particularly useful for people with dyslexia and other reading difficulties.</p>
Creating Connections	Linking library collections and resources to international, national, and local events and community interests continues to be an important aspect of programming, e.g. ANZAC Day, Sea week, New Zealand Music Month and the 2024 Ockham NZ Book Awards.

	<p>The Ōamaru library has hosted a variety of public events, including two talks during Sea week, attracting 68 people. A book launch was hosted in conjunction with the Polish community (20 people), and WDL hosted a Stronger Waitaki tenancy workshop that was livestreamed to the Waihemo Service Centre in Palmerston for the benefit of local residents (35 people). A public talk on wild foods and foraging attracted over 70 people; it was so popular that we unfortunately had to turn some people away due to lack of available space and seating. Music month activities included a rolling photographic exhibition, and live music courtesy of a local band.</p> <p>WDL worked with Volunteer South to hold a drop-in session in the Ōamaru Library on the importance of volunteering.</p> <p>Neighbourhood Support have been very supportive of the Memory Care Collection and the Healthy Homes Toolkit and will raise awareness of these tools with the Waitaki community through their networks. They have donated three Engraving Kits to the Ōamaru Library, so residents are able to code their valuable items and protect their belongings.</p>
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Strong Communities – Celebration of our Community Identity

Mātauranga Māori	<p>Community Waiata, Te Kākano (beginner te reo classes), Kaumātua te reo classes, Tākaro Tamariki (activities for children and whānau) and He Wananga Mahi Raranga – harakeke weaving classes, were supported by WDL to increase mātauranga Māori skills, knowledge and learning in the community.</p> <p>A presentation was delivered to the Stronger Waitaki Management Team meeting on karakia – the purpose and tikanga, and the importance of making this a part of hui protocol.</p> <p>WDL was invited to a public unveiling of the new ngā pou that have been carved and now stand as kaitiaki to the community marae, Te Whare Koa. This was a special and moving ceremony with karanga, karakia, waiata, mōteatea, haka and kai.</p> <p>The new display unit, Whakamātakitaki, has been used to great effect for rotating displays. Recent displays have included the ANZAC kaupapa featuring several excellent resources about Māori participation in New Zealand's military service, and Tāngata Rongonui – well known Māori who have significantly contributed to iwi and community.</p>
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Quality Services – Community facilities and services we are proud of

Community Library Volunteers	WDL is proud to be able to continue to support the work that volunteers undertake to deliver library services across the district. Staff attended a farewell ceremony to acknowledge Alison McTavish's many years of service to the community library in Hampden, and her role as the lead volunteer.
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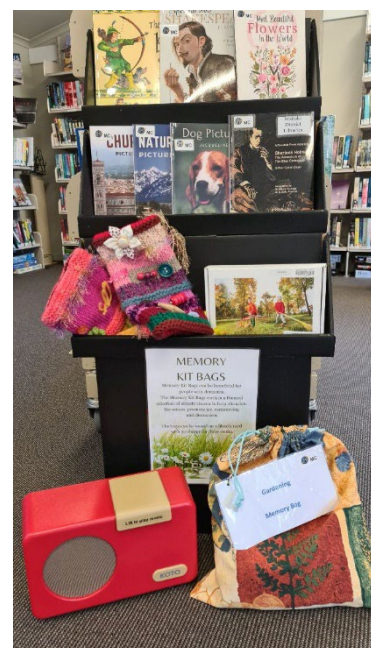
Quantitative Data

Waitaki District Totals	April 2024	April 2023
Door Count	9,795	8,085
Events - Pax	616	577
Issues	17,310	15,645
Facebook Fans - Pax	1,608	1,484
Borrowers - %popn.	67%	66%

Future Work / Projects

- **Community Library Koha Installation Project:** This significant project is due for completion, with the training of volunteers in community libraries being the final activity. The main outcome of this project is "*provision of service delivery equity*". All current community library members will now be members of WDL and have access to all library products and services.
- **Matariki 2024:** Planning is well underway for the 2024 Matariki celebrations, with the focus being on story telling with an array of interactive activities and events being developed for the programme.

Supporting the donation of the Engraving Kits from Neighbourhood Support



Ōmārama Community Library Memory Care Collection display



Soft Toy Sleepover

Ōamaru Opera House

Events

There were successful sold-out performances for Hello Sailor/Dragon and Six60. These events attract people into the town for pre-show dinners and drinks, with the hospitality sector embracing the mid-week business. Scott's Brewing Company put together a Dragon special menu for concert-goers, ensuring that they would get to the show on time.

The Ōamaru Performing Arts Competitions had a large increase in entrants, adding an additional day. This three-day event is one of the biggest events in our calendar year with over 400 entrants and their families attending from throughout the South Island, 185 entrants were from outside the district.

We are currently working on three conferences pending for the year. The largest will be 350 pax and this is scheduled for November. August and September conferences will be 100-150 pax. The delegates attending will be from across New Zealand and take place over three days and nights.

There are three substantial family shows booked – Madagascar the Musical, International Grand Magic Show, and Bad Jelly the Witch (celebrating 50 years of Spike Milligan's timeless tale). The Madagascar cast will be hiring the venue for three days prior to their show to work on the remount. Ticket sales have been overwhelming for these shows and Madagascar is tracking for two sell-out performances.



	1 July 2023 – 27 May 2024		1 July 2022 – 27 May 2023	
	# Hires	# Attendees	# Hires	# Attendees
Community	148	11,144	134	6,663
Commercial	121	7,075	102	6,844
Not for Profit	58	946	36	673
Total	327	19,165	272	14,180
	20% increase in bookings on previous years	35% increase in attendees on previous year		

Note: The number of bookings statistics are not the number of days; some bookings will have multiple days booked.

The community attendances have doubled as a result of local Musical Theatre Oamaru productions *School of Rock* and *That Bloody Woman*.

Wriggle and Rhyme, North Otago Grey Power, Blind and Low Vision Society, English Conversation Club, Newcomers, Leukaemia and Blood Cancer, and the Multicultural groups continue to use the facilities on a regular basis throughout each month. The Green Room is available for not-for-profit small community groups to hold meetings at no charge.

Ticket Office/Cafe

The work on the ticket office has only a few minor areas of finishing to be completed including tidying up the skirtings and laying carpet tiles.

This has created an excellent passage for hot items coming up from the kitchen, which previously needed to be walked through a full foyer. It also provides accessible access to the ticket office and staff are no longer required to walk through the cafe service area to reach the ticket office.



Forrester Gallery

The Forrester Gallery team has farewelled curator Imogen Stockwell and is preparing to welcome incoming curator Anna McLean who is starting on 10 June.

The current exhibitions have attracted out-of-district visitors, including a tour group from the Friends of Dunedin Public Art Gallery. A number of exhibiting artists have work for sale and sales have been strong, especially for Rob Scott's exhibition. Events supporting current exhibitions, including artist talks and openings, have been hosted by the Gallery.

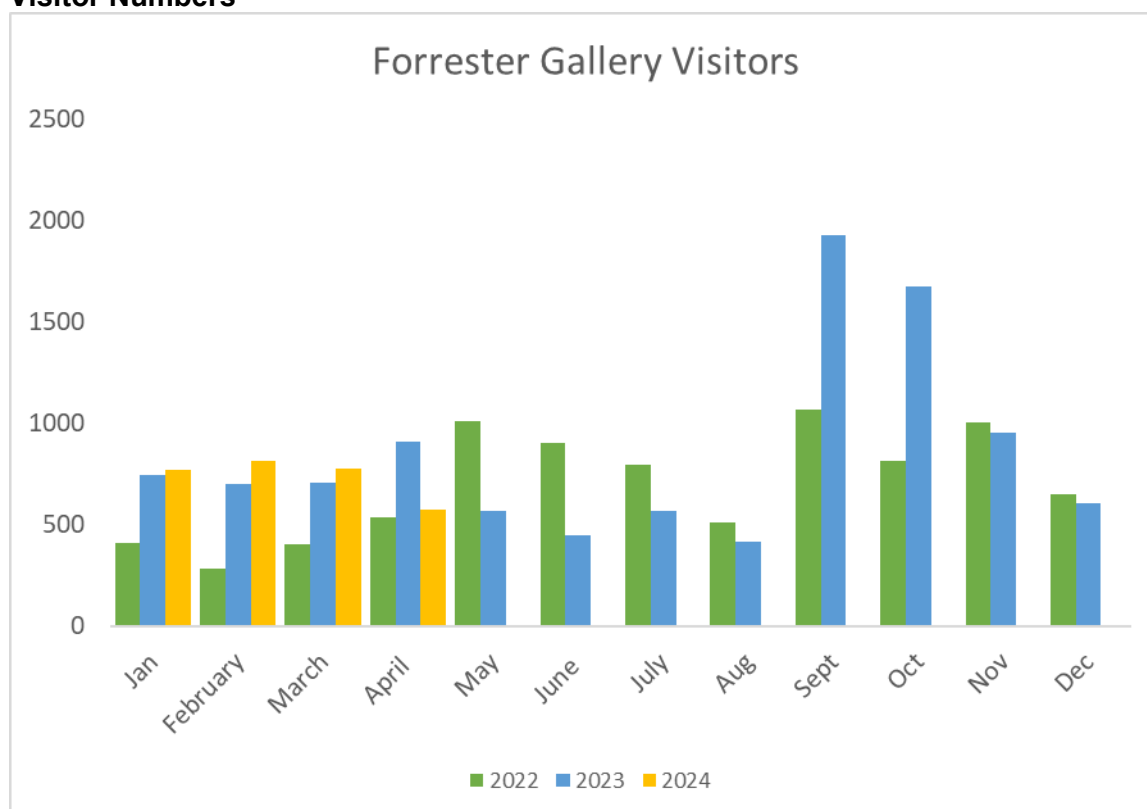
Staff are working on the next Gallery change-out plans for early July and also on the following change-out for the annual Burns Memorial Childrens Art Exhibition.

Work is ongoing on Stage Two of the Forrester Gallery Cultural Facilities Development Project, with staff working closely with the Property team.

Staff are analysing the annual visitor survey results for the Forrester Gallery. Visitors surveyed reported an average satisfaction score of 8.74 out of 10. The next Council Activity Update will include a summary of the survey findings.



Visitor Numbers



Forrester Gallery visitors: February 2024 – **813**, March 2024 – **775**, April 2024 – **578**

Projects:

Title	Commentary	Progress/Review Date
Cultural Facilities Development Project (CFDP) Stage Two Forrester Gallery	Work continues to be focused on external fundraising and finalising building details.	Making sufficient progress



Figure 1 Workshop with exhibiting artist Rob Scott



Figure 2 Opening for Autumn programme of exhibitions

Waitaki Museum and Archive Te Whare Taoka o Waitaki



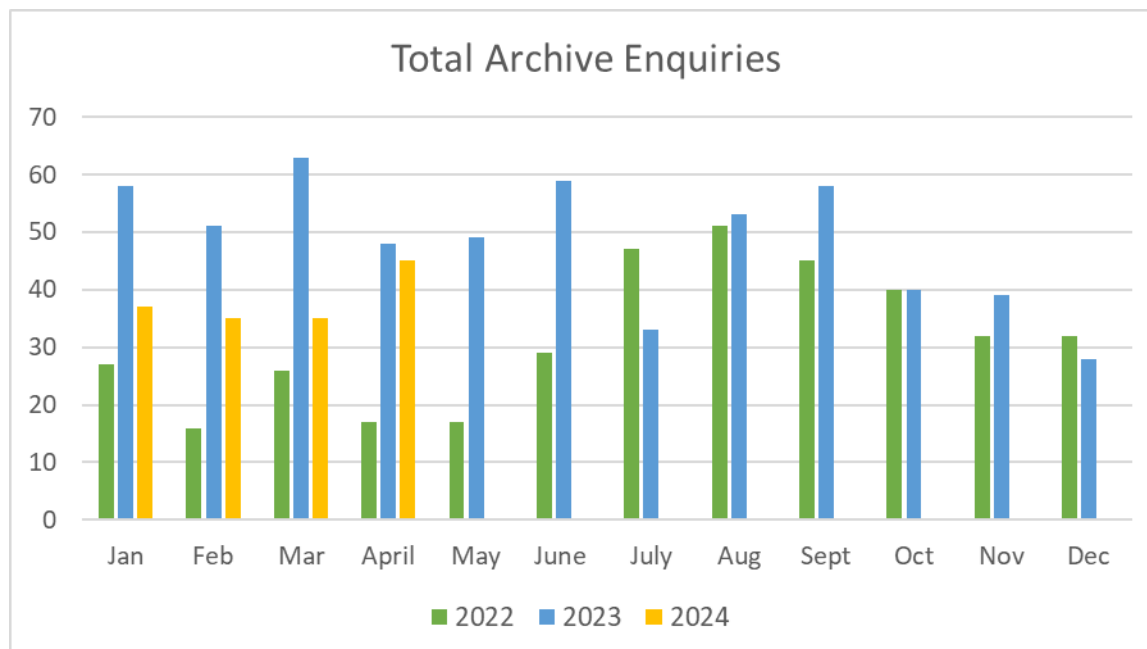
The exhibition dates have been extended for the popular *Well Made New Zealand* exhibition focused on Temuka pottery. Museum curator Henry Buckenham is leaving for a role at the Australian National Museum.

Across the Museum, Archive and Gallery, staff have completed the migration of the main website presence from the previous Drupal website to a sub-site of the Council website.

Staff are analysing the annual visitor survey results for the Forrester Gallery. Visitors surveyed reported an average satisfaction score of 9.04 out of 10. The next Council Activity Update will include a summary of the survey findings.

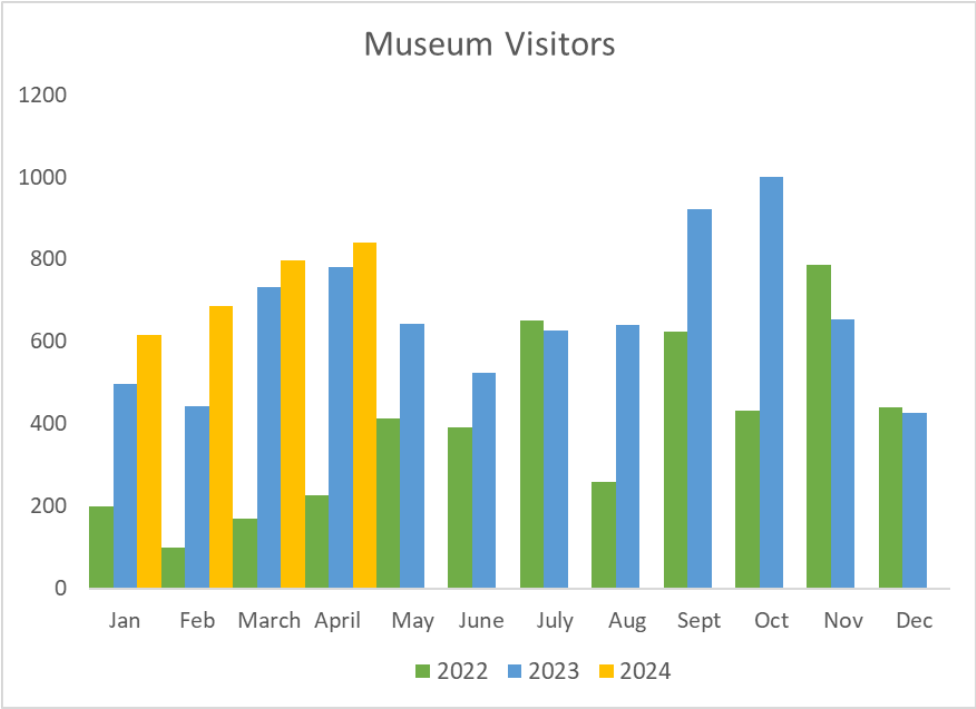
Digitisation of photographs, negatives, and slides is ongoing. Accessioning work continues with the recent work on a collection relating to G.T. Gillies and Gillies Foundry.

Archives Enquiry Numbers



Archive enquiries: February 2024 – **35**, March 2024 – **35**, April 2024 – **45**

Museum Visitor Numbers



February 2024 – 687 March 2024 – 796 April 2024 – 840



Figure 3 April school holiday activity at the Museum

1.4 FINANCE AND CORPORATE DEVELOPMENT GROUP UPDATE - JUNE 2024

Author: Amanda Nicholls, Chief Financial Officer

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

Major projects that are currently underway are discussed below.

2024/25 Enhanced Annual Plan

Consultation has been completed on the draft 2024/25 Enhanced Annual Plan. Hearings and deliberations have taken place, with the final document on track to be adopted by Council at its scheduled meeting on 25 June 2024.

The total budgeted rates increase was sitting at around 13.7% prior to consultation. It is now sitting at 13.43% following hearings and deliberations. Council will be making final key decisions at the Additional Council Meeting scheduled before this Council Activity Update event today, which will help inform the proposed final version of the 2024/25 Enhanced Annual Plan that will be presented at the 25 June 2024 Council Meeting for consideration and adoption. As expected, debt levels are budgeted to increase significantly.

2025-34 Long Term Plan (LTP)

Once the Annual Plan has been adopted by Council, work will resume on the underlying documents of the Long-Term Plan (LTP), including the refinement of the Council-wide 10-year budgets and key policies.

Departments are working on their Asset Management Plans and capital budgets which will feed into the updated Infrastructure Strategy.

The operating budgets will be developed at the department level from the ground up, with a strong emphasis on reducing costs. The Financial Strategy will be redeveloped, including further consideration of funding and financing options such as changes to Council Controlled Organisations (CCO), commercialisation or investment in property, lending to other entities, borrowing options, and other investment opportunities.

2023-24 Annual Report

A new Appointed Auditor, Dereck Ollsson, has been appointed by Audit New Zealand to complete the 30 June 2024 annual audit. He participated in the 28 May 2024 Performance, Audit and Risk Committee Meeting to present the Audit New Zealand audit plan. At that meeting, the PAR Committee resolved to recommend to Council that the Audit Proposal Letter, the Audit Engagement Letter, and the Audit Plan for Council's FY 2023/2024 Annual Report be agreed. That recommendation will be considered by Council at its 25 June 2024 Council Meeting.

The interim audit is expected to take place in late June, and the final audit in September. Audit New Zealand intend to be in a position to sign off their audit opinion on the 30 June 2024 annual report on the legislative deadline of 31 October 2024.

The proposed audit fee is \$291,606. This is a \$62,606 or 27% increase on last year's audit fee of \$229,000. The change in fee is a result of (i) the discount provided in the previous year which reduced that fee by \$33,229 (from \$65,630 to \$32,401), (ii) increases in staff charge out rates of

\$20,337, and (iii) changes in our environment that they expect will result in \$9,040 worth of extra audit work. The auditors note that their actual costs in completing the 30 June 2023 audit were \$317,888.

The Finance team is continuing to make system and controls improvements based on previous years' audit findings. It was important to note that many of the concerns raised in previous audit reports were closed by Audit New Zealand during their 2023 financial audit. There were no significant concerns raised by Audit New Zealand during their last audit.

RATES

Instalment 4 was due for payment on 25 May, with the Instalment penalty set following a couple of working days later.

As anticipated, the Rates team has a very full workload with maintenance of both the data and the system leading into the year-end on 30 June 2024. In addition, there have been recent revaluation objections which are now being finalised and processed.

An update from Quotable Value (QV) Data

As at 16 May, there have been 33 Building Consents completed to date this month, for a cumulative total of 667 since 1 July 2023. The subdivisions for this rating year include an additional 14 processed this month, and the cumulative total is now 402 for this rating year to date.

There have been 34 property sales to date totalling 626 since 1 July 2023. The average house price is currently sitting at \$489,615. This has risen slightly since our last report in February, where it was sitting at \$483,917.

CORPORATE DEVELOPMENT

With the end of the engagement for the 2024/25 Annual Plan, the enhanced Annual Plan is on track for adoption by 30 June 2024 in accordance with legislative requirements (at the 25 June 2024 Council Meeting).

Following adoption of the 2024/25 Annual Plan, work will continue on the 2025-2034 Long Term Plan, picking up from where this work left off in February 2024 when Council took the option to defer the 2024-2034 Long Term Plan by one year. A lot of work has already progressed well, and continuing what has been started should enable a longer consultation period in 2025.

The Residents' Survey will run through June – July 2024. Key Research, which has previously run the survey on behalf of Council, has provided the survey link for this to be uploaded on our *letstalk* platform. This is set to be well promoted through June – July to encourage participation from our residents.

The draft 2023-2024 Annual Report has been set up and officers are working with Managers to develop their activity components.

Council's risk awareness and risk reporting is improving across Council, with several matters being raised through the Operational Risk Event (ORE) process.

OKRs (Objectives and Key Results) are being piloted across teams within Council. Managers have been supportive of the OKR tool when teams have met, as they can appreciate the improved outcomes when working closely across teams. The OPMF (Organisational Performance Management Framework) Project Team is currently trying to find a tool that will not only support OKRs, but ideally also support Individual Work Programmes with the potential to replace Trakstar.

Health and Safety matters are covered in a separate Activity Update report.

COMMUNITY DEVELOPMENT

Mayors' Taskforce for Jobs (MTFJ)

Confirmation was received that the Waitaki district will be granted second-year funding as agreed in July 2023 with the Ministry of Social Development.

This is possible due to the Waitaki MTFJ team's achievement of at least 38 sustainable (90+ days employment) placements in the district. The team placed 50 people into sustainable employment over the last 12 months.

Confirmation of the final amount will be given in early June, but this positive indication has been welcomed and the MTFJ team has started planning for next year.

Isolation of seniors in our community

Members of the Stronger Waitaki "Positive Ageing" network attended a two-hour session looking at identifying, referring, and planning future services for those individuals who are experiencing or at risk of isolation. Approximately 20 members of the network representing various service providers and groups attended.

A strong theme that ran through all the questions was the need to put the person central to what is happening.

- Consistent approach – regular carers that build trust with the person.
- Isolation through technology – by putting more things online, there is less reason for people to go out and find answers. People who are digitally excluded experience isolation in other ways.
- Bump spots are disappearing – Local shops, clubs, pubs etc closing and removing those places people would bump into each other.

The information captured will be presented back to the Positive Ageing network group at the next meeting and next steps agreed.

Youth Survey

The Y (formerly known as the YMCA) approached our Youth Council to champion its youth survey. The Waitaki district is being included for the first time in this bi-annual survey of young people in the district. Previously Timaru, Waimate, Mackenzie, and Ashburton districts have been part of the survey.

The survey consists of three parts:

- Part 1 Attitudes – Is the area a good place to live, what's going on, and do you participate type questions.
- Part 2 Education and employment – What are you doing, do you have a plan if leaving school, what skills do you have and do they match what jobs are on offer?
- Part 3 Wellbeing – Quality of life, health issues and life balance type questions.

The survey opened on 20 May and will run for six weeks until closing on 30 June 2024. The results will be released publicly on 2 September.

Enduring Power of Attorney (EPOA)

Members of the Positive Ageing network highlighted an issue with people not having an Enduring Power of Attorney (EPOA) and the challenges this can bring. Having an EPOA is very necessary when it comes to treatment or moving into a residential care home, where a person's awareness has deteriorated. A presentation was given to the group by Phil Hope of Hope and Legal Associates and other health professionals around the issues and how to obtain an EPOA.

The group agreed to develop a plan to raise awareness in the community about EPOA and to explain the difference between an EPOA and a will.

Healthy Homes – The Warm-up Waitaki Housing Expo

Working with lead partner Family Works Otago and host Fire and Emergency New Zealand (FENZ), the Stronger Waitaki Housing Taskforce is holding a free community housing expo on the afternoon of Sunday 23 June at the Ōamaru Fire station.

The event will be focused on helping people access housing services and keep their homes affordable, warm, healthy, and safe.

Time for Change – Te Hurihanga

Over the last couple of years, Stronger Waitaki, in particular the Mental Health and Addictions Network, have been working with Health New Zealand Te Whatu Ora on mental health services. As we await a decision on a crisis response solution, it was recognised that mental health awareness training could and should be provided within the district.

We have been provided the opportunity by Health New Zealand Te Whatu Ora to partner with Blueprint for Learning to offer two free Mental Health 101 (MH101®) courses to the Waitaki community. MH101® is a one-day workshop which will help participants better understand and relate to what someone in mental distress might be experiencing. Participants will learn what to do in different situations, including when there is a risk of suicide or self-harm, and know when and how to get expert help.

The following workshops have been booked by Blueprint for Learning.

- 29 May – Community session of Mental Health 101
- 12 June – First responders and service providers session

In addition, we are currently looking to enable two youth mental health first aid courses on dates which have yet to be agreed.

Homeless/Rough sleepers

In the past six weeks or so, a small number of people have come to notice who are either choosing to sleep outside in tents/closed up buildings or, due to life circumstances, have little choice.

An initial process (between Regulatory, Parks and Recreation, Property and Roading and the Customer Liaison Team) has been developed around safely checking on an individual's welfare. Through Stronger Waitaki, we are also working with external partners to raise the awareness of those coming to notice and developing useful information that can be given to individuals.

1.5 INFORMATION TECHNOLOGY, INFORMATION SYSTEMS, AND DIGITAL PROJECTS UPDATE - JUNE 2024

Author: Teresa McCallum, Chief Digital Officer

Authoriser: Lisa Baillie, People and Transformation Group Manager

PURPOSE

The purpose of this report is to provide insight into recent work and upcoming activities by the Information Technology and Information Systems teams, and the Project Management Office.

REPORT TARGETS

The project traffic light report is targeted in 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.

COMMUNITY OUTCOME – QUALITY SERVICES

Operational Activity - Data by month for FY2024 (February 2024 - April 2024)				
Activity	Feb	Mar	Apr	Comment (if required)
Cybersecurity incidents requiring investigation	7	9	7	No incidents were found to be of concern. Ongoing staff awareness training has been completed for this quarter.
Unplanned production system outages	2	4	1	Systems affected: <ul style="list-style-type: none"> February – OurMap, Scada – Trending March – Authority, OurMap, WDC_M internal Wi-Fi, Waitaki District Council Website April – OurMap
LGOIMA requests	10	9	10	
Property file requests	336	363	406	These numbers will reduce as the Digitisation project gets underway.
Asset renewals	1	0	1	

Service Requests - Data by month for FY2024 (February 2024 - April 2024)							
Activity	February		March		April		Comment (if required)
	Open	Closed	Open	Closed	Open	Closed	
Service Desk	392	380	383	433	336	364	Focus this quarter on closing old Service Desk tickets
SharePoint / Archive	13	18	18	19	14	17	
Authority	54	56	41	68	45	67	Focus this quarter on closing old Authority tickets
Property Information	36	29	35	91	40	43	Focus this quarter on closing old Property Information tickets
Spatial - GIS	35	24	55	65	20	55	Focus this quarter on closing old Spatial - GIS tickets

Initiatives - Achievements by month for FY2024 (February 2024 - April 2024)	
Activity	Achievements this Quarter
Business Continuity	<ul style="list-style-type: none"> Completed the installation and redesign of the backup servers allowing over 900% increase in backup speed to a more secure and protected storage location. This has allowed more point in time backups to be performed and live replication of critical data.
Transformation – OPMF Framework	<ul style="list-style-type: none"> A trial of several OKR (Objectives and Key Results) software solutions has been completed with key stakeholders.
Transformation – Knowledge Base	<ul style="list-style-type: none"> The Structure of the external knowledge base was completed and will be presented to departments' subject matter experts. Initiated information gathering for the internal knowledge base.

COMMUNITY OUTCOME – VALUED ENVIRONMENT

Initiatives - Achievements by month for FY2024 (February 2024 - April 2024)	
Activity	Achievements this Quarter
District Plan Review and ePlan	<ul style="list-style-type: none"> Following guidelines from the Planning department, all mapping for the Draft District Plan / ePlan was concluded.

COMMUNITY OUTCOME – STRONG COMMUNITIES

Initiatives - Achievements by month for FY2024 (February 2024 - April 2024)	
Activity	Achievements this Quarter
GIS project plans	<ul style="list-style-type: none">• GIS plans were drafted to meet specific requirements. One involves the spatial representation of housing challenges in the district, while the other aims to map assets to optimise work/resource allocation.
Social Media Aggregation Platform – Brolly	<ul style="list-style-type: none">• Trial of a system (Brolly) to manage archiving and monitoring of the Council-operated social media accounts has been successfully completed and has now moved to production use. This will allow Council to have complete visibility of interactions happening in the public domain, to have an improved response on queries to posts, and to maintain records compliance.

PROJECTS

The Digital Workplace – SharePoint / Hive Project		Community Outcome – Quality Services
Project Objective:	Deployment of Council's main Electronic Document Record Management System (EDRMS) - SharePoint Online.	
Major Deliverables:	<ul style="list-style-type: none"> All documents moved off SharePoint 2013 Records compliant taxonomies (classification) Design of a new future-proofed structure to meet the changing needs of Council Files migrated into the new structure Digital archive management of records 	
Budget:	Project is within tolerance levels.	On track
Scope:	Changes will be required to meet the new Council Organisational Structure. Current sites are designed around our existing business units. The future solution will be more agile and will adjust to new structures. This scope will return to green once the Organisational Structure is finalised.	At risk
Schedule:	The Schedule has been impacted by resourcing. This will improve as the new solution is scoped and resources become available from preparing SharePoint for the Digitisation project.	Behind schedule
Risks & Issues:	Key risks include: <ul style="list-style-type: none"> Lack of in-house SharePoint technical resource – mitigated through very successful Developer / Integrator role and ability to call on external specialists. Past SharePoint libraries no longer reflect the best practice of records management. This is being mitigated through new libraries being designed to meet ALGIM compliance requirements, and by automating some of the retention / disposal of records process. 	Mitigations in place for key risks
Resources:	Resources have been diverted to Transformation and preparing SharePoint Online (Hive) for the Digitisation – Property Records project. Digitisation of property files is due to start in the coming quarter which will allow resources to move back to this project.	At risk
Quality:	Project is within tolerance levels.	On track
Stakeholders:	Waiting for the new organisational structure has led to a pause in stakeholder engagement. We will be able to re-engage when the structure is finalised to better reflect the design of SharePoint.	Paused Engagement

Benefits:	Benefit realisation is on target.	On track
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Digitisation – Property Records		Community Outcome – Quality Services
Project Objective:	Digitisation of the physical property files at Council.	
Major Deliverables:	<ul style="list-style-type: none"> • Selection of successful vendor to undertake digitisation • Successful pilot of 500 property files to establish process • Digitisation of remaining property files • Electronic delivery of property files to the community 	
Budget:	Project is within tolerance levels. Selection of successful vendor within project budget.	On track
Scope:	Project is within tolerance levels.	On track
Schedule:	Project is delayed due to resourcing. This will be mitigated by leveraging Canon resources to assist with packaging of the property files. This schedule will return to being on track with the signing and approval of the Statement of Work.	Behind schedule
Risks & Issues:	Key risks include: <ul style="list-style-type: none"> • Vendor reliability – mitigated by review and approval of QA process by Council Officers as well as Service Level Agreements for vendor to meet. • Inability to deliver within timescale – selection of vendor with proven track record in time management. 	Mitigations in place for key risks
Resources:	Project is within tolerance levels, Digitisation Officer and Information Management team resourced to assist.	On track
Quality:	Project is within tolerance levels. All vendors were experienced in digitisation and have a deep understanding of quality requirements.	On track
Stakeholders:	Internal staff are involved in set-up of property file repository. Development of Property File Search and electronic delivery of property files is underway and well on track.	On track
Benefits:	Benefits are understood and early targets are being met.	On track

1.6 ECONOMIC DEVELOPMENT UPDATE - JUNE 2024

Author: Melanie Jones, Business Attraction and Recovery Manager

Authoriser: Alex Parmley, Chief Executive

PURPOSE

The purpose of this Economic Development (ED) update is to keep the Governance Team informed of economic development matters and activities within Council.

WAITAKI ECONOMIC DEVELOPMENT (WED) STRATEGY ACTIVATION

BACKGROUND

Waitaki District Council received \$3.71M in Better Off Funding from central government as part of the (then named) Three Waters Reform (now Affordable Water) process. Council has allocated \$2.38M to Waitaki Placemaking and Central Business District (CBD) Rejuvenation and Forward Waitaki initiatives across the district. Prioritised initiatives align to the outcomes of the Uplifting Waitaki: Hāpaitia te Waitaki Economic Development (WED) strategy. Completion of the expenditure programme and projects was originally targeted for the end of June 2026. However, the Government is now encouraging councils to consider reprioritising remaining funding that is not already allocated and redirecting it to water infrastructure - Local Water Done Well - where this is possible.

The impact of a reallocation proposal across the Better Off Funding Programmes of Work – Waitaki Placemaking and CBD Rejuvenation Programme, Forward Waitaki (Delivering a Sustainable Inclusive Economy), Waitaki Kaitiakitanga (Biodiversity project), Integrated Health Partnership Development, Delivering Healthy Affordable Home for All – is still to be determined.

Economic Development-related Better Off Funding split	Amount
Placemaking and CBD Rejuvenation programme	\$1.695M
Forward Waitaki programme	\$685k
Total	\$2.380M

PROGRAMME STATUS

The ED team is working with community groups, key stakeholders, and Council officers to enable delivery of prioritised initiatives aligned to economic growth and wellbeing outcomes. Current initiatives within the programmes are outlined below, with a traffic light report highlighting status on each.

	On Track/ making sufficient progress / under development.
	Project is behind schedule or may be at risk if issues are not addressed. Attention is required.
	Project has not commenced or has stalled. Action is required.
	Other Economic Development-related activity

Waitaki Placemaking and CBD Rejuvenation Programme

Initiative	Commentary	Status
Ōamaru	Goal: Revitalise our places (CBD and townships) through opportunities to support businesses, homes, and visitors by activating 50% of CBD vacant spaces by the end of the financial year (June 2024).	
Ōamaru CBD Masterplan development	An Ōamaru CBD Masterplan is in development led by Barker and Associates and aims to be completed by October 2024. The Masterplan will set long-term direction for growth and identify catalyst projects to effectively leverage current Council, Government and Developer investments. Currently there is no overarching plan or set of priorities for the CBD to guide place-making and revitalisation efforts and activities. Those plans that do exist are not comprehensive and do not form the links between the different places and spaces that form the CBD. As well as considering projects and initiatives, the Masterplan will also consider the policy tools that could be used to ensure revitalisation and long-term health of the CBD. A workshop with Council's Elected Members and stakeholders will be held on 18 June 2024 to seek input into Ōamaru CBD opportunities, constraints, and potential catalyst projects. A vacant space will be repurposed as a community hub to profile and engage on the Masterplan and other CBD revitalisation projects.	
Marketplace Zone (Farmers' Market/ Parking)	Tenders have now closed for a Marketplace Zone, identified as an opportunity in the <i>Ōamaru Harbour Plan 2020 & Beyond</i> . This includes formalised parking and improvements to the Farmers' Market area to optimise usage by the community and visitors on non-market days. This project is being managed by the Assets team but with oversight from the ED team given interdependencies with Placemaking and the Masterplan. Note: The Assets Group Activity Report (Parks and Recreation section) has an update on the status of this project and the next steps.	
Ōamaru CBD Workshop and pilot projects	Work on five community-driven pilot projects to support CBD revitalisation continues following a second workshop in March 2024. The first project to go live – a Heritage building activation forum – is scheduled at the end of June. Other projects include streetscaping/public space profiling, and new experiences for visitors and locals including an Underland Art Trail (along the Ōamaru Creek) are targeted to launch in Spring 2024. Community feedback from the projects will be sought and learnings shared to inform the Masterplan and CBD revitalisation opportunities.	
Ōamaru Vacant Space activation	'Revitalise Our Places Ōamaru' programme launched on 6 June with a multi-project, multi-space, pop up event that will run until the end of June. The six-month pilot programme seeks applicants to activate a vacant space in the CBD for a 30-day period. The programme aims to showcase the potential of current vacant spaces to support attraction of new long-term tenants. A minimum of three Pop Ups is targeted each month.	

	The programme is being managed by a programme coordinator responsible for brokering the applicants with available vacant spaces and real estate agents. The pilot programme has been promoted on social media, and has had a strong response from artists, artisans, and some Startups. An ongoing communication campaign will encourage locals and visitors to explore new outlets.	
Waitaki Souper Soup Sipper campaign	The Waitaki Souper Soup Sipper will run district-wide for a second year from 6-28 July with over 20 participating outlets including businesses in Duntroon, Kurow, Otematata, and Moeraki. A 'passport' will encourage locals and visitors to visit multiple outlets and be in a draw to win prizes. The campaign aims to support hospitality businesses during the quiet winter season and will be promoted on social media and in the local press.	
Ōamaru North	Better Off Funding is enabling the development of a Masterplan for Ōamaru North to ensure recent and planned investments (eg Whitestone Deli and Diner, Network Waitaki Events centre) are effectively leveraged and a blueprint for long-term growth created. Barker and Associates will lead this work which is expected to be completed by the end of quarter two in FY 2024/2025.	
Otematata	Following the completion of the Northside beautification project, discussions are underway with the Otematata Residents 'Association Incorporated (ORAI) regarding the next steps in realising their ambitions and the objectives of the Otematata Masterplan.	
Ōmārama	Designs for shelters, seating, and landscaping have been agreed to improve amenities and facilities near the community hall and playground. Local companies have been contracted to deliver the work which will start in August 2024. The six-month parking trial will have been completed in early June and a survey of local businesses will provide feedback and assess the impact. A further project to improve safety for pedestrians and A2O cyclists through an alternative route is currently being scoped.	
Palmerston	Two recreation projects – Puketapu Track and Mountain Bike Trail – were prioritised. Led by Mountain Biking North Otago, the Mountain Bike trail improvements, upgrading, and new tracks are progressing well, with funds fully committed. There are now six downhill tracks of varied skill levels with three options for returning up the hill. A new shared walkway is planned to link with the existing tracks. The work also includes clearing around the carpark for planting natives, signage, and fencing around the carpark. Work is targeted to be completed by the end of June 2024. Puketapu Track improvements remain at risk if additional funding is not secured.	
Waitaki Story and Identity	Following a request for Expressions of Interest, Story Inc in partnership with Ocean Design have been appointed to lead development of the Waitaki Story and Identity initiative. Short-term deliverables from this work include an engaging district narrative and branding which will support the district in promoting itself to businesses, investors, potential new residents, and visitors. It is	

	<p>targeted for delivery by the end of September 2024. Once agreed, district gateway and township signage is prioritised for implementation.</p> <p>Outputs from Let's Talk Waitaki, the Waitaki Destination Management Plan, stakeholder interviews, and other work are currently informing the narrative development. Community input on the narrative and designs is targeted for August 2024 through a community hub space and district libraries. The optimum approach is still being finalised.</p>	
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Forward Waitaki

Initiative	Commentary	Status
Land Use Diversification	<p>Goal: Support and grow the district's primary sector by facilitating at least two new feasibility studies by the end of the financial year to enable land and water use optimisation and supporting innovation and secondary industry opportunities.</p> <p>Collaboration with a local farmer cohort and specialist experts has identified the Natural Health Products industry and medicinal plants as having significant potential as high-value export ingredients and products. Retaining as much of the whole value of products in the local economy, not just the value of the raw primary product, is a key outcome to ensure the primary sector continues to be a major driver of economic growth in the district.</p> <p>Several new crops will be trialled from Spring 2024. Sites have been identified and seed sourcing and seed propagation discussions are underway. In parallel, the ED team is leading research on manufacturing and new product/ingredient opportunities. A kick-off meeting with local manufacturers and the core project team is scheduled in late June. Opportunities to share the research more broadly with the farming community and interested stakeholders are also being explored.</p>	
Business Innovation and Growth	<p>Goal: Enhance Business Innovation and Growth by supporting a minimum of 10 startups to become established through an entrepreneurship ecosystem</p> <p>Over 10 Startups representing different sectors have been identified and supported in a bespoke way to date. Learnings from these local Startups and other Start Up organisations are informing a proposed approach for a Waitaki entrepreneurship ecosystem. A mix of online and in-person support and resources is currently envisaged and a recommendation is being developed for socialisation with key stakeholders.</p>	
Skill Build and Career Development	<p>Goal: Increase the skills base available to employers in the district and improve opportunities for skills development by creating career pathways for at least 50 people into employment across diverse business sectors</p> <p>Support from Stronger Waitaki and collaboration with Business South has ensured progress on this workstream. 50 young</p>	

	<p>people have been placed into jobs through the Mayors' Taskforce for Jobs programme with positive results.</p> <p>Business South led a Southland and Otago Regional Engineering Collective (SOREC) breakfast for engineering and manufacturing businesses in March and facilitated an Immigration workshop for employers in partnership with Business NZ and Ōamaru Pacific Island Community Group (OPICG) in May. Both events aimed to understand local needs, resourcing, and support implications. A workplan is being developed with Business South to ensure the breadth of their resources are fully leveraged to support Waitaki business needs during the 2024/2025 fiscal year.</p>	
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Visitor Economy

Programme Goal: Increase visitor economy return by generating > 15% increase in overall visitor spend. This initiative is led by Tourism Waitaki Limited		
Initiative	Commentary	Status
District Promotion	<p>Waitaki's Art scene is increasing in profile, with several new initiatives recently launched or planned to launch.</p> <p>The Waitaki Arts Trail, a concept similar to Meet the Maker, launched on 1-2 June with a second weekend targeted in October. This community-led initiative has been led by Beth Strickland. Collaboration with Tourism Waitaki and active grant applications have ensured a strong cohort of artists participated, and the trail was effectively profiled on social media and in the press.</p> <p>https://www.waitakiartstrail.com/</p> <p>The Crucible Artist Residency programme is being piloted by the Hynds Foundation from August for 12-16 weeks. The chosen artist will be based in the Gillies MetalTech Foundry. Applications have been strong and the selection panel decision is expected to be made later in June.</p> <p>https://www.hyndsfoundation.nz/crucible-artist-residency/</p>	
Waitaki Whitestone Geopark	<p>May 2024 saw the one-year anniversary of the Waitaki Whitestone Geopark achieving UNESCO accreditation. Geopark General Manager Lynley Brown has focused her first three months in the role on networking and engaging with key stakeholders to raise the profile of the Geopark. This has included attendance at TRENZ in Wellington and the Tourism Policy School in Queenstown.</p> <p>MBIE's Tourism and Innovation Fund (TIF) has now been withdrawn so alternative funding options are being explored for the Geopark Discovery Hub.</p> <p>The Vanished World Centre is now under the auspices of the Geopark and planning for a refurbishment is well underway.</p>	

	<p>The Geopark Trust hosted a successful visit by a Chinese Geopark delegation at Te Kahīnaki/Moeraki Boulders with the support of David Higgins, Upoko of Te Rūnaka o Moeraki.</p> <p>Sasha Morriss, Geo-educator and scientist, continues to educate and share the Geopark story, most recently at the National Science Challenge conference in Wellington.</p> <p>A new mural in Chelmer Street highlights a geosite – Ōamaru Limestone Dikes. It adds vibrancy and is a good example of community-led work and support.</p>	
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WAITAKI ECONOMIC SITUATION AND OUTLOOK OVERVIEW - YEAR TO MARCH 2024

Spotlight



The latest Infometrics Quarterly Economic Monitor shows Waitaki’s GDP stood still with 0% change in the year to March 2024, just behind 0.2% growth nationally according to Infometrics provisional GDP estimates. Provisional GDP was \$2,030 million for the year to March 2024. Stronger dairy and mining returns boosted GDP but were offset by weakness in construction and manufacturing.

Electronic card consumer spending in Waitaki as measured by Marketview increased by 4.5% compared with an increase of 2.8% in New Zealand over the year to March 2024. Encouragingly, Waitaki spend is tracking ahead of inflation, and is currently 4.0% p.a. in the March 2024 quarter.

Tourism expenditure is not yet available for the year to March 2024. However, the tourism sector is growing, with total guest nights in Waitaki increasing by 17.3% over this period compared to a year earlier. Encouragingly, domestic guest nights grew by 4.9% and international by 61%. Guest nights across New Zealand increased by 11.5%. Visitors stayed a total of 466,700 nights in Waitaki, up from 398,000 a year ago.

Employment of Waitaki residents grew by 2.0%; this was lower than in New Zealand (2.9%). An average of 11,153 people in Waitaki were employed in the year to March 2024. According to Statistics NZ, job numbers grew by 1.1% in the year to March 2024 compared to 2.0% in New Zealand. Wages in Waitaki grew by 4.8% over the same period compared to 5.4% nationally.

Retail, Wholesale Trade, Accommodation and Food Services, along with Professional, Scientific and Technical Services were the key sectors contributing to the highest growth in jobs. Manufacturing showed the greatest decline in growth, down 8.5% to 107 jobs in March 2024.

Industry contributions to job growth

Industry	% growth	Level	
		Mar-24	Mar-23
Retail Trade	56.1%	64	41
Wholesale Trade	7.5%	865	805
Accommodation and Food Services	5.8%	786	743
Professional, Scientific & Technical Services	5.6%	323	306

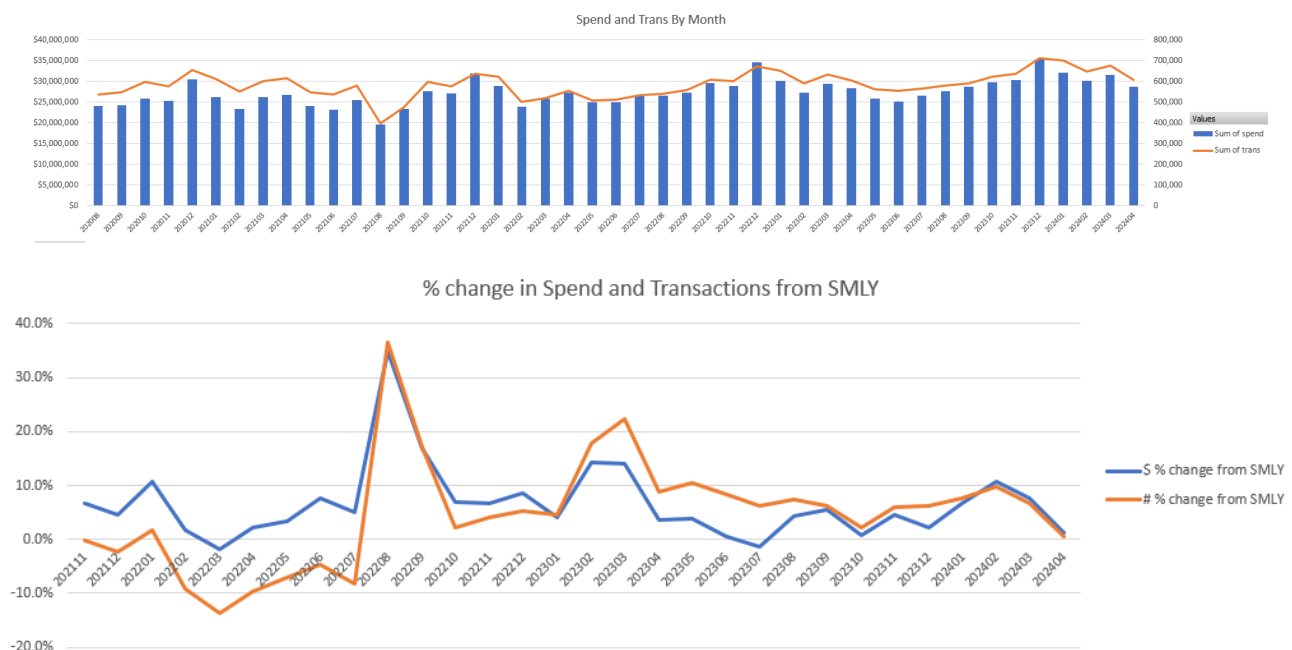
Annual average unemployment was 2.7% in the year to March 2024, up from 2.3% in the previous 12 months but is still low compared to the New Zealand average of 4%. The average annual NEET* rate in Waitaki was 13.4% in the year to March 2024, up from 9.9% in the previous 12 months. This is higher than in New Zealand (12.1%). Nationally, job advertisements have fallen 30% over the last year and are now 17% below pre-pandemic levels. This is making it more difficult for those out of work to find a new role.

**NEET – the proportion of 15–24-year-old residents who are NOT engaged in Education, Employment or Training.*

The housing market remains subdued as inflation and higher interest rates impact households' ability to meet mortgage payments. The average current house value in Waitaki was down 1.3% in March 2024 to \$487,737 (versus +1.9% across New Zealand). New Real Estate listings decreased by 3% over the same period compared to 0.7% growth in New Zealand.

Consumer Spending to April 2024– Marketview data

Electronic card consumer spending, as measured by Marketview, showed spend and transactions in line with April 2023 (+1.2% and +0.5%). Annual spend to the end of April 2024 was \$28.7m. Local spend increased 2.4% versus April 2023, and international visitors continue to positively impact growing 50.2% to >\$2m. Domestic spend was down 7.5% versus April 2023, but is still important accounting for over 30% of spend.



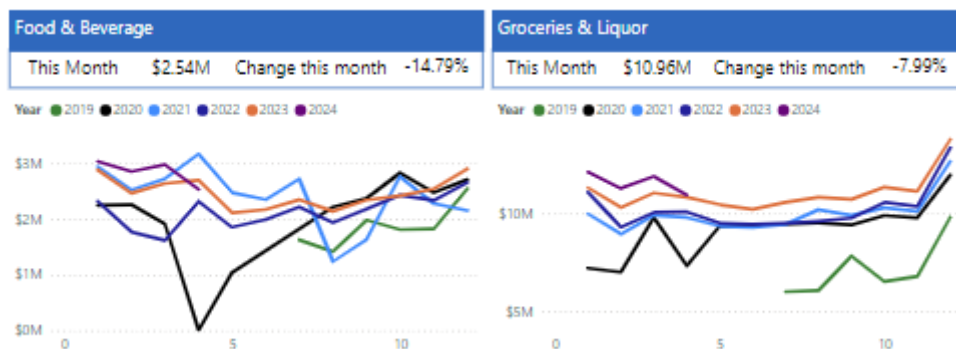
Customer Origin Breakdown	202304 Spend	202304 Trans	202404 Spend	202404 Trans	\$ % change from SMLY	# % change from SMLY
Local Spending	\$17,127,678	360,730	\$17,533,978	368,770	2.4%	2.2%
Domestic Tourism	\$9,828,587	218,727	\$9,089,314	198,122	-7.5%	-9.4%
International Tourism	\$1,359,564	25,444	\$2,042,166	40,772	50.2%	60.2%

Groceries & Liquor and Fuel & Automotive remain the highest spend sectors at \$17.8 million (>60%), +8.8% versus April 2023. Spend in the Accommodation sector was down significantly (-25.1%) versus April 2023 and the number of bookings was down 2.7%. Sports & Camping Equipment spend grew 16.2% but off a low base (total spend \$280k). Pharmaceutical, cosmetic and toiletry goods retailing spend and transactions were also down (-6.1% and -16.4%), while clothing, footwear & department stores was flat April on April. This is a likely reflection of the ongoing impact of higher mortgage rates and the general cost of living increases squeezing household disposable income.

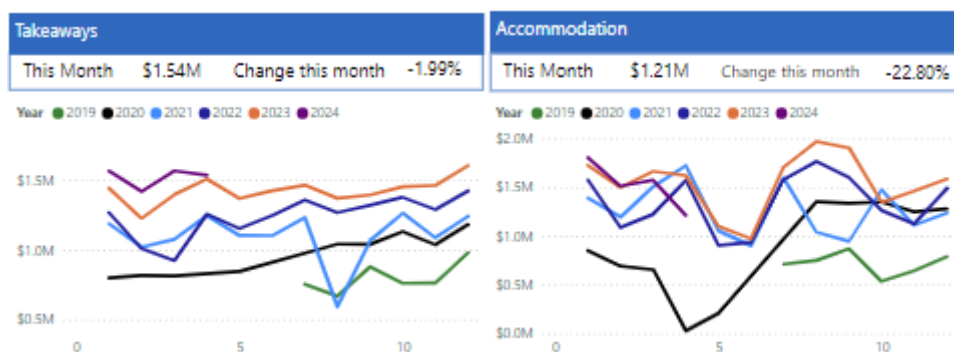
In the graphs below and on the next page, the green line is 2019 (a pre-COVID-19 baseline), the black line is 2020 (a COVID-19 year), the light blue line is 2021, the dark blue line is 2022, and the orange line is 2023. To get back to pre-COVID patterns, the green line and the orange lines would meet.

KEY. This Month = April 2024 spends. Change this month = change versus previous month.

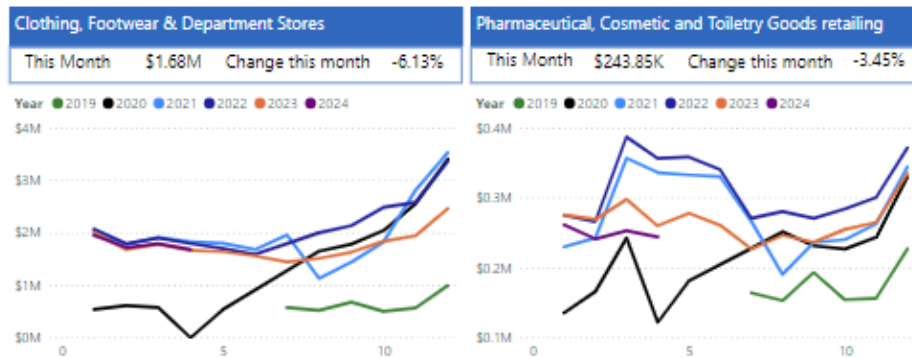
Food & Beverage \$ Change vs April 2023 - 6.0%	Groceries & Liquor vs April 2023 + 1.1%
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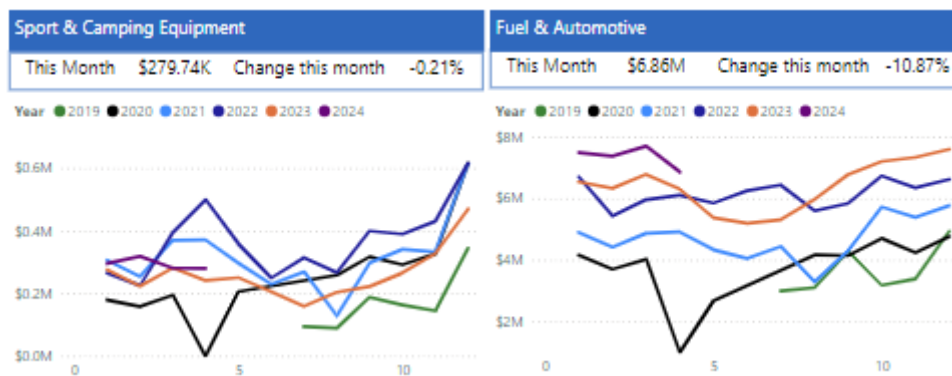
Takeaways \$ Change vs April 2023 + 1.8%	Accommodation - \$ Change vs April 23 -25.1%
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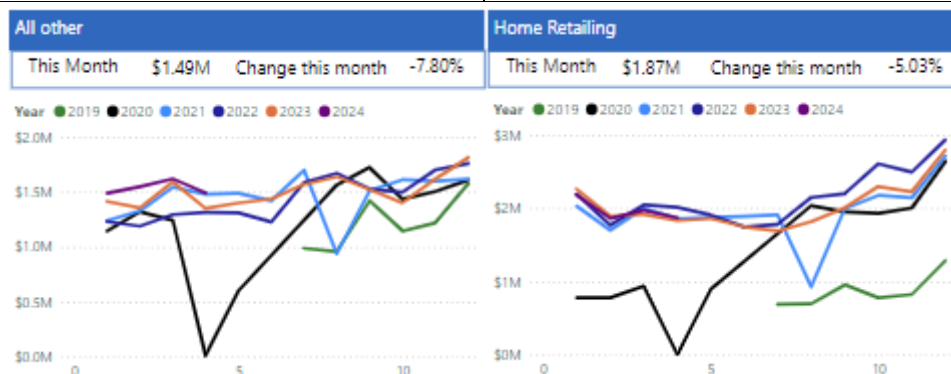
Clothing + \$ Change vs April 2023 +0.9%	Pharmaceutical + - \$ Change vs April 2023 -6.1%
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Sports & Camping + \$ Change vs April 2023 +16.2%	Fuel & Automotive - \$ Change vs April 2023 +8.8%
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All other Change vs April 2023 +10.5%	Home Retailing vs April 2023 + 2.2%
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1.7 COMMUNICATIONS UPDATE - JUNE 2024

Author: Sonia Martinez, Communications Team Lead

Authoriser: Alex Parmley, Chief Executive

PURPOSE

The purpose of this update is to keep the Elected Members informed of the activities and upcoming work of the Communications Team within Council.

COMMUNICATIONS TEAM UPDATE

The Communications Team continues to work on keeping residents, ratepayers and businesses informed about Council services, local and national issues, and activities impacting the community. We are the point of contact between local and regional media and Council departments, providing information and comment when needed, and referring queries to departments when necessary.

Looking ahead - the next three months

- Long Term Plan community pre-engagement: We are working on an engagement strategy to roll out an extended period of pre-engagement on key issues for next year's Long-Term Plan.
- Residents' satisfaction survey 2024: The survey and data analysis is being done by Key Research but we will be opening the survey to all residents and bringing hosting, promotion, and engagement in-house. We will be supporting the Strategy team to ensure good uptake and target a broad range of demographic groups to encourage diverse representation from our communities.
- Dog registration communications, Dog Control Policy and Bylaw Review consultation and Engagement
- New website/webpage for Stronger Waitaki and content migration (ongoing)
- Support for the 'Waitaki Story' project.
- Promotion and communications support for Economic Development initiatives and events, including Waitaki Souper Soup Sipper, Vacant Spaces project etc.

What we have been up to

The past few months have been focused on supporting the Annual Plan 2024-25 consultation and other policy consultations. As well as delivering advertising, consultation documents, and online engagement pages, we produced four explainer videos, and supported five Facebook Live Q&As and seven community meetings around the district.

A few statistics from our *Let's Talk Waitaki* project page for the Annual Plan:

- Total visits 1.3k
- Consultation Document downloaded over 350 times.
- Full draft Annual Plan and project list downloaded over 150 times.

The Communications Team is supporting Council to achieve the following community outcomes:

Community Services and facilities we are proud of
Robust core infrastructure and services

- Highlighting infrastructure work: documenting and celebrating Council staff and contractors at work on infrastructure and maintenance projects across the district, including the Ōamaru Harbour Slipway and the Ōamaru Public Gardens water playground and display house.
- Mayors' Taskforce for Jobs: Showcasing district employment with stories and photographs from the programme.

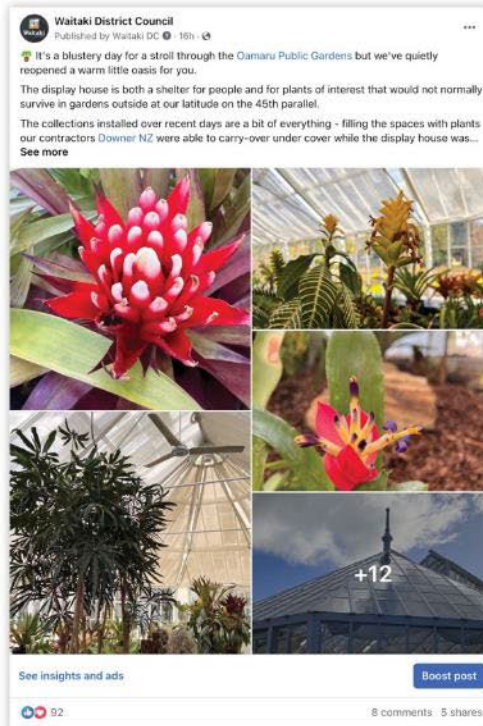
Enabling safe, healthy communities

- Emergency preparedness – Public Information Management (PIM) Media liaison sub-function training: We helped organise and took part in a training exercise developed by Otago Civil Defence Emergency Management. We collaborated with the Mayor, Controllers, Fire and Emergency New Zealand (FENZ), Network Waitaki, and St John's, to plan for and deliver a mock interagency media stand-up.
- Sharing public health and safety messaging: Including conserve water and water outage notices for Council and rural supplies

Celebrating our community identity
Connected, inclusive communities

- Supporting Council-led and community events: Facilitating and/or covering community events and activities with promotion, event support, designed collateral and photography, including Anzac Day commemorations, Friendly Bay family Fun Day





WAITAKI DISTRICT COUNCIL 2024-25 ANNUAL PLAN MAHĒRE A-TAU

WAITAKI, WE NEED TO TALK.

Rates rises, budget cuts, inflation, soaring costs of materials, increased demand on ageing infrastructure and higher Government standards. How can we do everything we need to do to make sure this is a great place to live while keeping things affordable?

Feedback on our 2024-25 Annual Plan (our budget) is OPEN 28 March to 30 April 2024.

To view the draft Annual Plan, supporting info and our online feedback form, visit:
letstalk.waitaki.govt.nz/annual-plan-2024-25
or find print copies in Council offices and libraries.

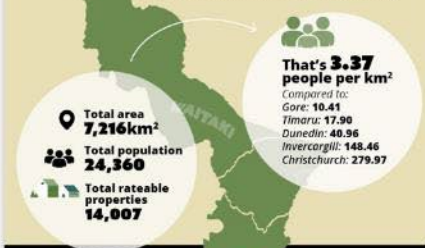


BIG DISTRICT. SMALL POPULATION.

Compared to the 67 districts in New Zealand, we're HUGE in size (11th biggest in area) with a small rating base (44th in population).

This means we have relatively fewer ratepayers to share the rising costs of infrastructure and services.

It also means a lot of ground to cover for Council staff and contractors, plus a LOT of infrastructure needed to keep our communities connected.



COMMUNITY MEETINGS

Come along to discuss the big issues, ask questions and share concerns in person.

DATE	VENUE
30 March 10am - 11.30am	Otematata Community Centre
3 April 1pm-2.30pm & 7pm-8.30pm (2 sessions)	Oamaru Opera House
4 April 7.30pm-9pm	Palmerston Sports Hall
8 April 7pm-8.30pm	Kurow Memorial Hall
10 April 7pm-8.30pm	Ngapara Rugby Club



FACEBOOK LIVE Q&As

Tune in to our series of online Question & Answer sessions on Facebook.

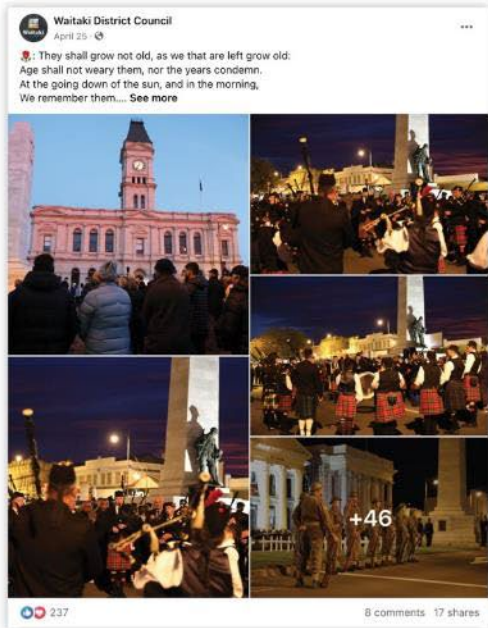
TUESDAYS

2 April 7pm - 8pm	WHAT ABOUT OUR ROADS?
9 April 7pm - 8pm	WHAT LEVEL OF SERVICE?
16 April 7pm - 8pm	HOW CAN WE AFFORD IT?
23 April 7pm - 8pm	SO... WHAT'S THE PLAN?



letstalk.waitaki.govt.nz/annual-plan-2024-25





1.8 HEALTH AND SAFETY UPDATE - JUNE 2024

Author: Bill Nelson, Health and Safety Advisor

Authoriser: Paul Hope, Finance and Corporate Development Group Manager

PURPOSE

To provide an update on health and safety management across all Council activities, and to give assurance that key health and safety risks have been identified and effectively mitigated, both at Waitaki District Council workplaces and at other sites where work is being carried out on Council's behalf.

COVID-19 CURRENT SITUATION

COVID cases continue to appear amongst staff, but this situation is being managed by utilising working from home where possible. The provision of free RAT tests by the Government through doctors and pharmacies expires on 30 June 2024. Council no longer holds a stock of these.

HEALTH AND SAFETY

Key focus areas of work to address health and safety risk:

Health and safety-related audits and reviews across Council

- Team audits establishing the level of health and safety management system awareness are well underway and are expected to be completed by 30 June 2024. Gaps in training will be remedied by the health and safety representatives during the next quarter.
- The Worker Engagement and Participation audit looking at Water Services key health and safety risks is intended to commence and be completed during the next quarter.
- Audit assurance activity for the landfill remediation contract continues. A review of two safety incidents (without injury) confirms the actions taken by the contractor have mitigated the risk.
- Due diligence audits by members of the Governance and Executive Leadership Teams are planned for the next quarter and will be undertaken at available times. Audit teams will be briefed before going out.
- Some health and safety representatives will be involved in a field audit in 2025 with the Health and Safety Advisor. This will be incorporated as evidence supporting the Governance and Executive Leadership Teams in meeting agreed due diligence plans.

Hazard Register

A comprehensive review of the Hazard Risk Register and Critical Risks is planned for the last quarter in 2024.

Health, Safety, and Wellbeing (HSW) Committee

Feedback has been positive on health and safety representative training provided so far. This is strengthening health and safety competency and effectiveness within their teams, as well as the quality of interaction around the Committee table.

Transformation Programme

Proposed organisational structure changes were introduced at an All Staff meeting on 22 May 2024 as part of the Transformation Programme.

A comprehensive support structure has been put in place by the Transformation Programme Board and Executive Leadership Team, and staff have been actively encouraged to use it.

Emergency Preparedness

Progress is being made to make emergency preparedness more transparent and visible, and this work is expected to be completed and testing started over the next two quarters in 2024.

Emergency Procedures and compliance requirements are being incorporated into uniform instructions (standard operating procedures) that allow anyone to pick up and complete what is required.

NOTES: ACCIDENT / INCIDENT REPORT – 1 JULY 2023 TO 30 APRIL 2024 (2024 YTD)

The number of reported injuries to date in 2023/24 (104) includes 60 pool-related incidents, most of which have been minor and dealt with effectively by staff. The incidence rate remains low at the pool reflecting the benefit of situational safety training in 2023.

The ten recorded abuse incidents for the ten months to 30 April 2024 (seven at the pool) are only an indication of the extent present in the public as it is not all reported. Encouraging staff and contractors to report all incidents is an ongoing health and safety-related activity.

ACCIDENT / INCIDENT REPORT – PUBLIC AND WORKER INCIDENT COMPARISON

Description	Incident Area	2024 YTD	2023	2022	2021	2020	2019
Public-related	Pool clients	50	54	54	107	97	104
	Pool incidents	1	3	6	13	3	3
	Other clients	11	20	17	43	7	11
	subtotal	62	77	77	163	107	118
Worker-related	Pool staff	9	12	33	19	6	5
	Other staff	13	19	26	40	31	40
	Contractors	9	10	10	3	9	1
	Property/Environmental	11	2	8	8	8	10
	subtotal	42	43	77	70	54	56
Total incidents reported		104	120	154	233	161	174

ACCIDENT / INCIDENT REPORT – ANNUAL COMPARISON BY AREA AND TYPE

Description	Incident Type	2024 YTD	2023	2022	2021	2020	2019
Pool Clients	- Abuse*	5	2	6	2	9	5
	- Cuts/bleed	5	7	7	10	36	34
	- Bruise/crush.	1	3			15	31
	- Body Stress/bleed	28	17	22	27	24	12
	- Slips/graze, bleed	4	9		#55	6	11
	- Swim/Superv/other.	5	8	#11	6	5	8
	- Medical/self	2	8	5	7	2	3
				3			

Pool Staff	- Abuse*	2	4		2	1	
	- Cuts/bleed	1	2	17	3		2
	- Bruise/crush.		2		1	2	
	- Body Stress/bleed	2	3	1	9	3	2
	- Medical			2	1		1
	- Haz Substance		1	6	1		
	- Slips, trips, falls.	4		1	2		
				1			
				5			
Pool Environmental	- Events				1	3	4
	- Supervision					2	
	- Haz Substance	1		3	1	1	
	- Equipment failure			3			
Pool Incidents	- Near Miss			3	2	1	
	- Security/Difficult	1	3	3	11	2	3
Other Clients	- Cuts/bleed		1		1	1	3
	- Bruise/crush.		1		1	3	2
	- Near Miss	1	2	2	1	1	2
	- Body stress/bleed	2	1	2	1	2	
	- Medical		3	4	3		4
	- Slips, trips, falls.	7	12	7	#36		
	- Haz Substance			2			
	- Security	1					
Other Staff	- Abuse*	2	7	11	17	5	4
	- Cuts/bleed	1	1	1	5	3	
	- Body Stress/bleed	4	5	4	7	12	13
	- Burns	2					2
	- Hearing					1	
	- Bruise/crush.		1	1	3	2	6
	- Trauma	1	1	1		1	
	- Slips, trips, falls.	3	4	4	1		5
	- Eyes – dust/strain			1	1		2
	- Hygiene/Dental			1	2		1
Contractors	- Near Miss	6	2			1	
	- No SOP/Expired Q	2	3	6			
	- Abuse*	1			1	1	
	- Electrocution					1	
	- Medical event				1	1	
	- Property		2	2		1	
	- Slip from boat.				1	1	
	- Body Stress/bleed		2	1		2	1
	- Slips, trips, falls.		1	1		1	
Property	Property	5	2	2	6	2	5
Environmental	Environmental	2					1
Near Miss	Council - Near Miss	3		2	4	7	7
YTD Total		104	120	154	233	161	174

*The nature of abuse incidents is becoming nastier and more threatening. Situational safety training is important.

Less slips, trips, falls is the main contributor to lower incident numbers in and since 2022, including for the A2O.

1.9 GRANTS AND AWARDS SUB-COMMITTEE - GRANTS ALLOCATION FOR JANUARY - MARCH 2024 QUARTER

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PURPOSE

The purpose of this update is to inform the Governance Team and the wider community of grants funding that has been distributed to Waitaki district communities during the third quarter (January – March) of FY 2024.

GAC SUB-COMMITTEE COMMUNITY GROUP GRANTS FUND – MARCH 2024

The Grants and Awards (GAC) Sub-Committee met on Tuesday 9 April 2024 to assess the applications received for the Community Group Grant Fund. The balance available for this Waitaki Community Group Grant funding round was \$42,169.89. Twenty-six (26) applications were received for assessment, applying for a total of \$81,543.48.

The amount granted for each of the 26 applications is recorded below.

Applicant Name	Project	Amount Approved \$
Ōamaru Branch NZ Society of Genealogists	Replacement folders and plastic sleeves at Waitaki Archive for indexing genealogy material for easy use and improved appearance for the public	581.98
CCS Disability Action Waitaki Inc	Purchase of Refrigerator	400.00
Young Men's Christian Association of South and Mid Canterbury Inc	Y-Whanau Parenting Programme	1,500.00
Target Shooting North Otago	Junior Development	750.00
Youthtown Ōamaru	Youth MTB 2024	500.00
Hamraki Rag	Hamraki Rag Printing Costs	1,500.00
Waitaki Community Gardens Trust	Community Classroom	1,500.00
Soup or Salad - Ōamaru	"Let's Cook"	900.00
Southern Zone Rugby League	South Island 16s & 18s Youth Tournament being held in Ōamaru	1,800.00
The Whare Koa Community Marae Trust	Upgrade of Essential Marae Equipment	1,400.00
East Otago Musical Theatre Inc	Little shop of Horrors	3,000.00
Scotts Own Sea Scouts	New Oars for Cutter	910.00
North Otago Toy Library	Keeping Toy Library Operational	3,000.00
Waitaki Community Recreation Centre	LED Scoreboard	1,000.00
Pathfinders Gymnastics Club	Beam and Safety Equipment Upgrade	3,000.00
Maheno School	New Cover for Swimming School	2,000.00
Ōamaru Playcentre	First Aid Training	2,115.00
Special Olympics North Otago Trust	Coaching for Swimming and Ten Pin Bowling	2,325.00
Steampunk NZ Trust	Promotion of Steampunk NZ Festival 2024	750.00
Awamoa Football Club Inc	Awamoa Football Prizegiving 2024	1,210.00
North Otago Sports Bodies Association	Network Waitaki Sports Awards incorporating the Waitaki Sports Hall of Fame	1,028.00

The Brain Injury Association (Otago) Inc	North Otago Liaison Service	1,200.00
Te Kura Manaaki	Cultural Connection	2,000.00
The Mattering Team	The Mattering Attendance and Engagement Initiative	3,400.00
Palmerston Local Community Newsletter	New Palmerston Local Community Newsletter and surrounding area	440.00
Ōamaru Tap Dancing Association	October Competitions – Hire of the Oamaru Opera House as the competition venue	1,000.00

GAC SUB-COMMITTEE CREATIVE COMMUNITY SCHEME GRANT – MARCH 2024

The Grants and Awards (GAC) Sub-Committee met on Tuesday 9 April 2024 to assess the applications received for the Creative Community Scheme grants. The balance available for this Creative Community Scheme grants round was \$15,311.16. Ten (10) applications totalling \$54,045 were received for assessment.

The amount granted for each of the 10 successful applications is recorded below.

Applicant Name	Project	Amount Approved \$
The Glow Show Company	Badjelly the Witch Glow Show	1,500.00
Emily Daly Ferguson	Community Mural Project	1,500.00
North Otago Matariki Hui 2024 Organising Committee	North Otago Matariki Hui Ako 2024	592.00
Our Hub Ōamaru Creative Arts Space	'Villainy' – the introduction of pest species in Otago, collaboration, and publication	1,000.00
Te Whare Koa Community Marae	Pou Installation and Kowhaiwhai wananga	1,400.00
Ōamaru Tap Dancing Assn	Ōamaru Tap Dancing – To assist with advertising and awards for the October Competitions	1,000.00
Age Concern Otago	Social Singing in Ōamaru	1,000.00
Damien McNamara	Among the Stars 2024	1,000.00
Waitaki Arts Trail	Waitaki Arts Trail Open Weekend June 2023	5,800.00
Steampunk NZ Inc Soc	Steampunk NZ Academy	500.00

CREATIVE COMMUNITIES SCHEME – FESTIVAL FUND – MARCH 2024

A one-off payment of \$9,248.00 was received from the Creative Communities Scheme for a Festival Grant. Three applications were received for this Fund Festival Grant.

The amount granted for each of the three successful applications is recorded below.

Applicant Name	Project	Amount Approved \$
Steampunk NZ Trust	Grand Parade as part of the Steampunk NZ Festival 2024 - Festival Fund	3,000.00
Damien McNamara	Matariki Festival 2024	3,250.00
Ōamaru Performing Arts Society Inc	85th Annual Festival	3,000.00

GAC SUB-COMMITTEE WAITAKI BIODIVERSITY FUND – MARCH 2024

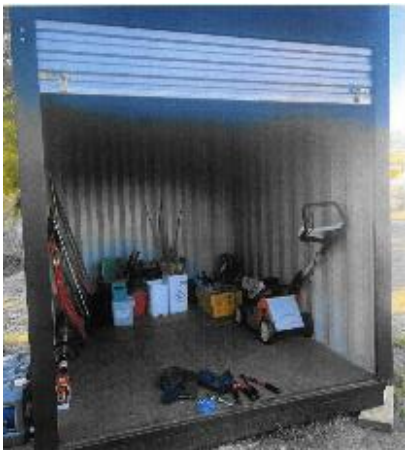
The Grants and Awards (GAC) Sub-Committee met on Tuesday 11 March 2024 to assess the applications received for the Waitaki Biodiversity Fund. The balance available for this Waitaki Biodiversity Fund round was \$10,221.82. Six (6) applications totalling \$37,471.47 were received for assessment.

The amount granted for each of the five (5) successful applications is recorded below.


Applicant Name	Project	Amount Approved \$
Murray and Bronwyn Judge	The Bluffs Trapping	1,100.00
Keeling Dairies Limited	Wetland Restoration – enhance fencing	2,000.00
Stephanie and Craig Robson	Revegetate riverbank (Note: Biodiversity Advisor requested amount)	1,050.00
Kurow Wetland Group (Waitaki Valley Community Society)	Kurow Wetland enhancement plan	4,300.00
Tony Speden	Putting the bush back into Bushy Beach Road	730.00

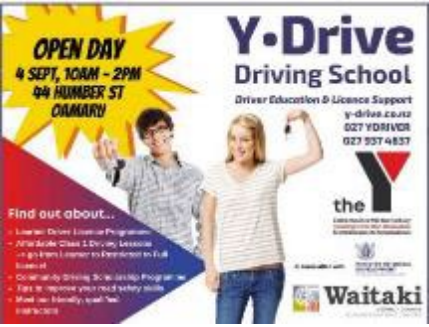
ACCOUNTABILITIES RECEIVED FROM PAST FUNDING ROUNDS

WAITAKI BIODIVERSITY FUND



Applicant Name	Project	How the Grant has helped
Kurow Wetland (Group (Waitaki Valley Community Society)) 	Kurow Wetland storage shed	After many years having our volunteers load the trolleys and plants in the boots of their cars for working bees, we can finally have everything stored in one place. The storage shed has helped us so much. It is located next to the wetland, making it easy to access from there.

COMMUNITY GROUP GRANTS

Applicant Name	Project	How the Grant has helped
<p>Kurow Hill Trail</p> 	Kurow Hill Trail Accessibility Viewpoint Project	<p>This project is now complete. It took a while to gather funding from the various sources to make this happen, but now it has been completed, it has made a huge difference to the entrance of the Kurow Hill Trail.</p> <p>People who previously could not go up due to the old steps being worn and subsiding, meaning only the fit and able could use them, can now enjoy the exercise of walking up the hill to get those amazing views that people take photos of and share on social media.</p>
Awamoa Football	Prizegiving Season	<p>The grant enabled the club to purchase medals for all junior footballers, who all went home with huge smiles and satisfaction of the fun season they had just played.</p>
Ōamaru Combined Churches Christmas Parcels Trust	To provide each nominated family with the makings of a Christmas dinner and a gift for each family members. The criteria for families to be recipients is that they will be in hardship or desperate need at Christmas.	<p>150 families were nominated. These families included 242 adults and 377 children. This is the most nominations that the trust has ever received.</p>
No 26 (Ōamaru) Squadron – ATC	Aviation Camp	<p>Over 50 cadets attended the Aviation camp this year. This was a fantastic experience for the youth that attended. There were navigation flights, glider flights, G force flights and helicopter flights.</p>

<p>YMCA South and Mid Canterbury</p> 	<p>Community Driving Scholarship Programme</p>	<p>The grant funds were utilised for driving training and support for five recipients, three women and two men between the ages of 26 – 52 years.</p>
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CREATIVE COMMUNITY GRANTS

Applicant Name	Project	How the Grant has helped
	<p>Knitting and quilting for Oamaru newborn babies</p>	<p>36 bags of handmade garments eg blankets, quilts were donated, also warm garments for the newborns to wear. The knitters felt very much as part of the community as the new mums and dads did.</p>
<p>East Otago Musical Theatre</p> 	<p>Land of WOz</p>	<p>The pantomime was a huge success. It had a cast of 13 children and 11 adults, and a great group of volunteers who gave thousands of hours of work to create a fantastic, funny colourful and successful show for the community and wider district.</p>