



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

**I hereby give notice that the
Waihemo Community Board Meeting
will be held on:**

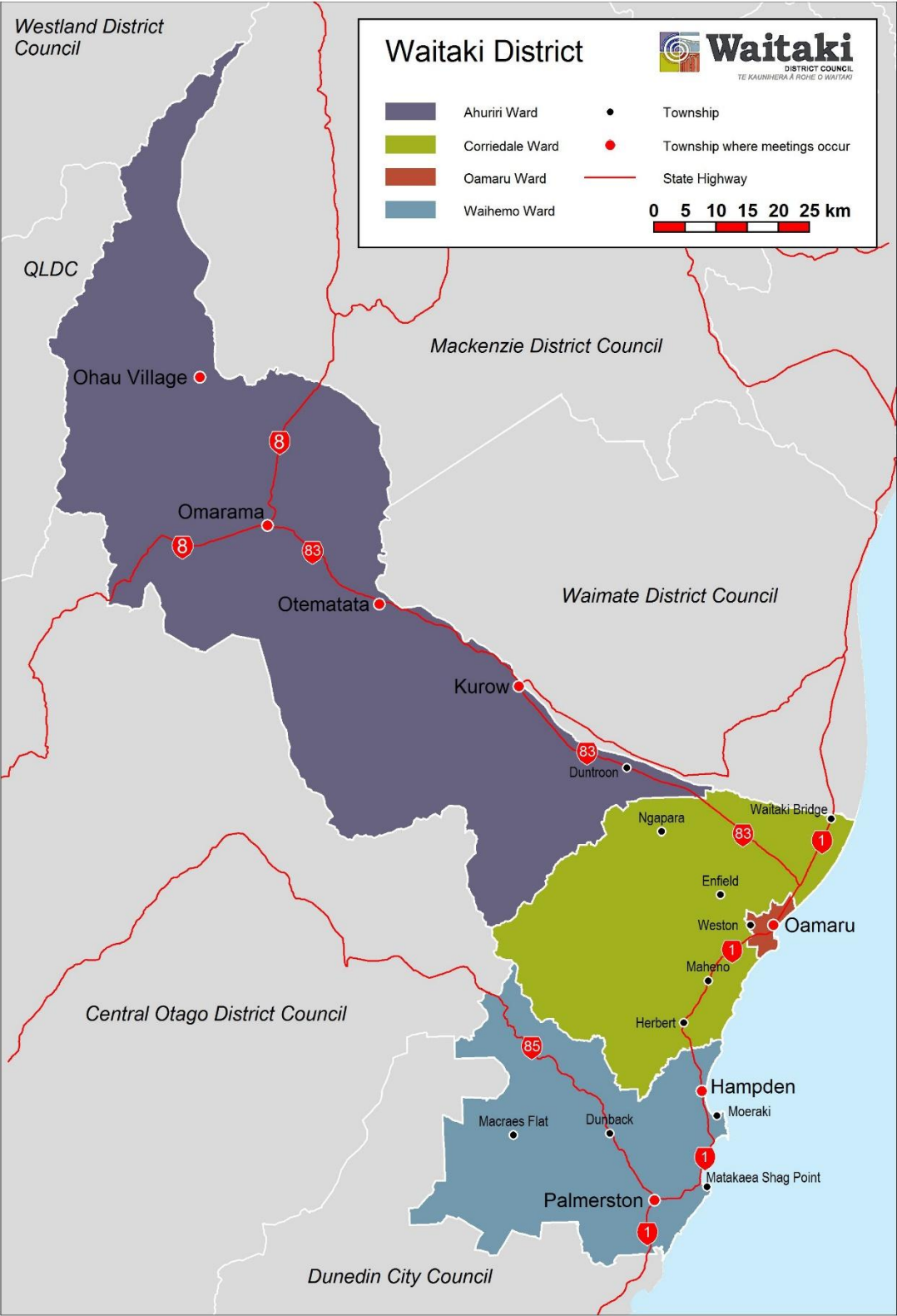
Date: Monday, 1 September 2025
Time: 6:00 pm
Location: Waihemo Service Centre, Palmerston

Agenda

Waihemo Community Board Meeting

1 September 2025

Alex Parmley
Chief Executive





Agenda Items

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- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 PUBLIC FORUM**

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

4.1 PUBLIC MINUTES OF THE WAIHEMO COMMUNITY BOARD MEETING HELD ON 7 JULY 2025

Author: Arlene Goss, Governance Services Lead

Authoriser:

Attachments: 1. Public minutes of the Waihemo Community Board Meeting held on 7 July 2025

RECOMMENDATION

That the Waihemo Community Board confirms the Public minutes of the Waihemo Community Board Meeting held on 7 July 2025, as circulated, as a true and correct record of that meeting.

UNCONFIRMED MINUTES

**OF THE WAIHEMO COMMUNITY BOARD MEETING
HELD IN THE WAIHEMO SERVICE CENTRE, PALMERSTON
ON MONDAY, 7 JULY 2025 AT 6:00 PM**

PRESENT: Chairperson Heather McGregor, Cr Jim Thomson, Member Tanya Bell, Member Paul Roy, Member Carol Watson, Member Kerry Stevens

IN ATTENDANCE: Mayor Gary Kircher
Alex Parmley (Chief Executive)
Joanne O'Neill (Director Strategy, Performance and Design)
Arlene Goss (Governance Services Lead)

VISITORS: About 10 members of the public including:
David Robertson
Chris Wells
Andy Clare
Maria Barta
Hamish McFarlane
Vanessa Barsby
Sean Allison
Julie Teraki
Cliff Day
Taranaki Smith

MEETING OPEN

The Chair declared the meeting open at 6pm and welcomed everyone present.

1 APOLOGIES

There were no apologies.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PUBLIC FORUM

David Robertson introduced himself. He owns land on Puketapu and has previously been negotiating to sell this land to Council to provide public access to the summit.

Mr Robertson tabled some estimates from three local real estate agents and said the amounts they estimated were the price that he wants from Council for the land.

He asked what was going on, as negotiations had stopped.

Member Kerry Stevens and the Mayor responded. They said the real estate agents' estimates were made on the assumption the land was a lifestyle block. Council had employed an independent valuer who valued the land as "rural use", and this valuation was much lower. Council could not use ratepayers money to pay the amount wanted by Mr Robertson when an independent valuer had valued the land at a much lower value.

Council also owns a paper road across a different part of Mr Robertson's land and after negotiations broke down the community board had instructed staff to peg this out as a possible alternative to buying the original parcel.

Mr Robertson said he was not hard to get along with, he just disagreed with the price. He was mystified why it had taken so long to come to a decision. He wanted this to be resolved at the community board meeting.

The Mayor said a public community board meeting was not the right forum for negotiation over the land. He suggested a more private negotiation take place. Mr Robertson wanted to re-start negotiations. He asked for his documents to be distributed to members of the board. (This happened after the meeting).

Member Kerry Stevens asked Mr Robertson if he was willing to work with an independent mediator to see if there was any way the two parties could reach a compromise. Mr Robertson replied that he was present at the community board meeting to negotiate a deal. He did not agree or disagree to work with an independent mediator.

The Mayor and chief executive agreed to assign a staff member to speak to Mr Robertson further following the meeting. Member Kerry Stevens asked for an independent mediator to be appointed.

Following this matter, Chris Wells spoke in support of his application for funding to buy a gazebo for the East Otago High School Park Run.

He said the Park Run event did not charge anyone to participate and relied on the generosity of supporters like the community board for funding. He would like to buy a gazebo to improve the safety of participants and volunteers, who stand outside for hours. A gazebo would provide them with shelter.

The chairwoman thanked Mr Wells for speaking and a decision was made on this matter later in the meeting.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

4.1 PUBLIC MINUTES OF THE WAIHEMO COMMUNITY BOARD MEETING HELD ON 12 MAY 2025

Cr Thomson asked that the minutes reflected that Cr Hopkins attended the Anzac Day ceremony in Hampden, not him. His name was also spelt incorrectly and he asked for this to be corrected.

RESOLVED WCB 2025/002

Moved: Member Jim Thomson

Seconded: Member Tanya Bell

That the Waihemo Community Board confirms the Public minutes of the Waihemo Community Board Meeting held on 12 May 2025, as circulated, as a true and correct record of that meeting, with the changes noted above.

CARRIED

5 DECISION REPORTS

5.1 LINCOLN STREET RAIL CROSSING, HAMPDEN

The purpose of this report was to get Community Board advice and support to make Lincoln Street one-way. KiwiRail and the New Zealand Motor Caravan Association have identified a safety concern at the Railway crossing on Lincoln Street, Hampden, and have suggested Lincoln Street be made one-way.

The chairwoman said this would be favourable for the Hampden community, especially at busy times.

Cr Stevens said there was time available between this meeting and when the recommendation goes to council. This time should be spent notifying the community so they can contribute their views before the council meeting, particularly the residents of that street.

The busy time of the tourist season was probably not going to kick in until summer so there was time to do this. The Mayor asked if the roading subcommittee should consider this when it meets next.

The community board agreed to pass the resolution, noting that public submissions would be called for.

RESOLVED WCB 2025/003

Moved: Mr Kerry Stevens

Seconded: Mrs Carol Watson

That the Waihemo Community Board recommends:

That Council:

1. Approves making Lincoln Street one-way where it crosses the rail lines to alleviate safety concerns.

CARRIED

5.2 HAMPDEN WASTEWATER INVESTIGATION FUNDING

This report followed earlier discussions with the community board at a workshop regarding a budget that was allocated to investigate a wastewater system in Hampden.

The community board expressed disappointment that this situation had occurred. They had asked for a report because they didn't know that one already existed. The purpose was to provide costs to the Hampden community so they could be consulted.

The recommendation to not proceed and repay the loan was the right thing to do.

The Mayor believed the loan had not actually been taken out, so there was nothing to repay. This resolution was a technicality more than anything.

RESOLVED WCB 2025/004

Moved: Mr Kerry Stevens

Seconded: Mrs Tanya Bell

1. That the Waihemo Community Board:

Accepts that the 2022 Waugh report meets the requirements of the board's request into understanding the financial implications of a Hampden wastewater system and that no further funds are required to be spent for this purpose.

2. That the Waihemo Community Board recommends to Council:

- a) That the loan-funded amount of \$40,000 originally set aside for a study into a Hampden wastewater system be repaid.
- b) That staff communicate (or consult) with the Hampden community on the cost of developing a reticulated wastewater system.

CARRIED

5.3 DISCRETIONARY FUNDING REQUEST - PALMERSTON PARK RUN

The community board supported this request but asked Mr Wells for a commitment that the gazebo would remain in the school community if the Palmerston Park Run was to fold. Mr Wells agreed.

RESOLVED WCB 2025/005

Moved: Mr Paul Roy

Seconded: Cr Jim Thomson

That the Waihemo Community Board:

1. Receives the attached correspondence from Chris Wells, Palmerston Park Run.
2. Approves a grant to Chris Wells of \$1,040.34 to purchase a Hercules Pop Up Gazebo, from the Board's discretionary community grants account.

CARRIED

6 MEMORANDUM REPORTS

6.1 BUILDING CONSENTS ISSUED IN THE WAIHEMO WARD DURING APRIL AND MAY 2025

The purpose of this report was to provide board members with a list of building consents issued in the Waihemo Ward during April and May 2025.

RESOLVED WCB 2025/006

Moved: Cr Jim Thomson

Seconded: Mrs Carol Watson

That the Waihemo Community Board receives and notes the information.

CARRIED

6.2 CHAIRPERSON'S REPORT

The Chairperson's shared her report with board members and the public.

RESOLVED WCB 2025/007

Moved: Mrs Heather McGregor

Seconded: Mrs Tanya Bell

That the Waihemo Community Board receives and notes the information

.CARRIED

6.3 FINANCIAL REPORT TO WAIHEMO COMMUNITY BOARD (JULY 2025)

This report updated the Waihemo Community Board on financial matters and activities within the Waihemo ward.

CCTV camera - The chairwoman noted that the amount spent on CCTV cameras was different in the reports to the May meeting and July meeting. Jo O'Neill said advice was sought for a location

for the camera. This advice was paid for, but the site could not be used. The cost of moving the camera was about \$12,000. The chairwoman asked who was going to be pay for that.

There has been further communication with the company who gave the advice, asking them to contribute to the cost. The chairwoman called for a report to the next meeting on this matter.

Copinsha Street footpath – The top of this footpath was washed out in the October flood event and had not been repaired. This matter would be raised with the locality officer. CRMs have been lodged.

RESOLVED WCB 2025/008

Moved: Mrs Carol Watson

Seconded: Mr Paul Roy

That the Waihemo Community Board receives and notes the information.

.CARRIED

6.4 CORRESPONDENCE

The purpose of this report was to present correspondence that has been received by the Board Chairperson. Correspondence to this meeting was from:

1. **Hampden School Board of Trustees.**
2. **Jean Hesselin.**

RESOLVED WCB 2025/009

Moved: Mr Kerry Stevens

Seconded: Mrs Carol Watson

That the Waihemo Community Board formally receives two items of correspondence.

CARRIED

6.5 COMMUNITY BOARD MEMBERS AND WARD COUNCILLOR'S REPORT

Cr Thomson said he attended a meeting with the Palmerston Squash Club. A proposition was put to the club that they could buy the club (building) for a nominal fee and would then be responsible for paying rates, insurance and maintenance. They have since had a meeting and agreed to this.

He thinks this would be a good outcome for both the council and the club. They would buy the building but council would own the ground and charge a ground lease.

The chair agreed that this would be a good solution. The members passed a resolution on this matter below.

Cr Kerry Stevens also apologised for not providing a written report. He wanted to congratulate the staff on preparing the agenda for the meeting, as he was pleased to see the board having a say on local issues.

RESOLVED WCB 2025/010

Moved: Cr Jim Thomson

Seconded: Mrs Carol Watson

That the Waihemo Community Board supports the initiative with the Palmerston Squash Club as outlined by Cr Thomson above.

ICARRIED

6.6 COUNCIL INFORMATION REPORT - LINKS TO COUNCIL MEETING AGENDA PAPERS

The purpose of this report was to provide links to final agenda papers and any related attachments from recent council meetings for the information of community board members and their ward communities.

The Mayor took his report as read. A decision on the water services delivery plan was being made tomorrow by Council. This would be a challenging meeting.

He noted that rural water schemes were considered as the fourth water and would be treated differently if council went into a CCO.

Waitaki District Health Services Trust was funding a health shuttle from Oamaru to Dunedin, with contributions from other organisations.

The overall cost of Project Reclaim was brought down to \$13 million, with \$3 million coming from central government. A report was coming from staff looking at what to do with Beach Road.

The chief executive then noted that his report was a performance overview of the organisation. It also outlined progress with the chief executives KPIs. He highlighted customer service improvements as a result of transformation. A customer service portal was coming in the future.

Elections were coming up and work was underway on this. Orange voting bins will be around the district to take votes.

The chairwoman thanked them for their reports.

RESOLVED WCB 2025/011

Moved: Mr Paul Roy

Seconded: Mrs Tanya Bell

That the Waihemo Community Board receives and notes the information.

CARRIED

7 MEETING CLOSE

The Chairwoman declared the meeting closed at 7.00pm.

TO BE CONFIRMED at the Waihemo Community Board Meeting to be held on Monday, 8 September 2025.

.....
CHAIRPERSON

5 DECISION REPORTS

5.1 WAIHEMO MINOR IMPROVEMENTS BUDGET PRIORITIES

Author: Erik van der Spek, Network Manager

Authoriser: Roger Cook, Director Natural and Built Environment

RECOMMENDATION

That the Waihemo Community Board:

1. Approves three priority projects to progress from the Waihemo minor recreation improvement budget.

DECISION OBJECTIVE

To get agreement on what projects to focus on for completion from the 2025/26 minor improvement budget.

SUMMARY

The Waihemo Community Board has \$28,091.00 available for minor recreation improvement projects.

DECISION-MAKING EXPECTATIONS

Governance Decision-Making:	To determine priorities.
Operational Decision-Making:	To deliver chosen projects.
Communications	Media Releases – contributed to by officers and Elected Members Media/public enquiries regarding governance decision-making topics above can be addressed by governance Media/public enquiries regarding operational decision-making topics above can be addressed by officers

SUMMARY OF DECISION-MAKING CRITERIA

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

BACKGROUND

The Waihemo Community Board has \$28,091.00 available for minor recreation improvement projects. The budget is loan-funded and should be spent on community improvements other than maintenance.

Improvement that officers are aware of being discussed include.

- Dunback Domain beautification.
- Hampden Beach Project
- Macraes Streetscape
- Palmerston Streetscape

Community Board members are likely to have other improvement projects that officers are unaware of. In discussing projects, Community Board members are advised to be conscious of the maintenance costs associated with improvements. E.g. Items such as Barbeques get little use and come with a cleaning, gas and servicing cost.

SUMMARY OF OPTIONS CONSIDERED

Option 1 – Community Board determines up to three projects in order of priority, with indicative budgets for officers to progress. (Recommended)

Option 2 – Community Board delegates officers authority to use the budget as necessary throughout the year.



ASSESSMENT OF PREFERRED OPTION

Option 1 is the preferred option as this would reflect community board priorities.

CONCLUSION

A decision on up to three priorities would enable officers to progress work in a timely and efficient manner.

5.2 PALMERSTON COMMUNITY SAFETY CAMERA PROJECT

Author: Ali McIntyre, Community & Stronger Waitaki Lead
Authoriser: Joanne O'Neill, Director Strategy, Performance, and Design
Attachments: 1. Quote from Allied Alarms [!\[\]\(feabb98897b440bc8695a03336a6e2df_img.jpg\)](#) 
2. Quote from KB Contractors [!\[\]\(7fb6629225c12ebb64040d8c4514d4ad_img.jpg\)](#) 

RECOMMENDATION

That the Waihemo Community Board:

1. **Endorses** Option 2 – directional drilling and connection to the toilet block power supply, as scoped in the KB Contractors quote, subject to NZTA approval and Council coordination.
2. **Approves** the allocation of \$6,383.80 (exclusive of GST) from the Waihemo Community Board's Amenity Fund to implement the recommended option.

DECISION OBJECTIVE

To provide the Waihemo Community Board with an update on the Palmerston Community Safety Camera project and to seek approval for funding to implement a solution that will enable the system to become operational.

SUMMARY

The Palmerston CCTV system was installed in March 2025 following successful funding through the Annual Plan and community consultation. However, the system remains non-operational due to the absence of a viable power source at the selected pole. PowerNet has declined all requests for a permanent connection, and solar integration has been deemed unsuitable due to reliability concerns.

BACKGROUND

The Community Safety Camera initiative is a collaborative effort between Waitaki District Council, NZ Police, and community stakeholders. The Palmerston component was developed in response to local safety concerns and was supported through public consultation in late 2023. The system was installed in early 2025, with coverage focused on high-use public areas. The project is governed under Council's Camera Surveillance Policy and CCTV Guidelines and is aligned with the Privacy Act 2020.

Initial installation cost:

The original installation was completed at a cost of \$25,996.00 (GST exclusive), which included traffic management. The asset breakdown comprised the base unit, monitor, hard drives, cabling, cameras, mounting hardware, and cabinets.

CURRENT SITUATION AND ANALYSIS

The cameras were installed on a pole that operates on a timed streetlight circuit, which does not provide continuous power. PowerNet has confirmed that the pole will only ever be powered for lighting purposes. Solar power was considered but dismissed due to reliability limitations.

Two technically viable options have now been scoped:

Option 1: Relocation of the system to a nearby pole adjacent to the public toilet block, which has access to an existing distribution board. Quoted cost: \$12,814.22 (incl. GST) from Allied Alarms (attachment 1).

Option 2: Directional drilling and underground ducting from the toilet block to the current pole, thereby retaining the original location. Quoted cost: \$6,343.80 + GST from KB Contractors (attachment 2). This quote covers duct installation only and is contingent on:

- Waitaki District Council supplying and installing the cable
- Approval from Waka Kotahi NZ Transport Agency (NZTA), as the proposed route crosses a state highway. KB Contractors will submit a Corridor Access Request and are familiar with NZTA's conditions from prior works.

Preferred Option:

Council officers consider Option 2 to be the more suitable solution at this time. It retains the original camera location, which was selected based on visibility and known safety concerns in the area, and presents a lower upfront cost. While it involves additional coordination and dependencies, these are considered manageable and consistent with previous infrastructure works in the area.

While Option 1 offers a simpler implementation, it would require repositioning the system and may reduce its effectiveness.

FUNDING CONSIDERATIONS

Council does not have dedicated funding available to resolve this issue. Officers recommend that the Waihemo Community Board consider allocating funds from its annual Amenity Fund to support implementation. This would enable the system to become operational without delay and aligns with the Board's role in supporting local infrastructure and community safety initiatives.

STRATEGIC ALIGNMENT

This project supports Council's strategic priorities relating to community wellbeing, public safety, and collaborative service delivery. It aligns with the Waihemo Community Board's commitment to enhancing local infrastructure and responding to community-identified needs.

RISKS AND CONTROLS

The primary risk is continued delay in activating the system, which may impact public confidence and reduce the effectiveness of the investment. There is also a reputational risk associated with the technical oversight that led to the current situation. An internal review has been initiated to identify process improvements and ensure future installations are subject to more rigorous site assessments and cross-departmental coordination. Governance oversight will continue through the CCTV Committee and Council's asset management processes.



Allied Alarms Ltd ESTABLISHED 1983

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Waitaki District Council
20 Thames Street
OAMARU
9444

QUOTE No: 17839
Site: Palmerston Community CCTV
Date: 27/06/2025

Call to site, Remove existing CCTV equipment from island lighting stack location.

Relocate said equipment to lighting stack adjacent to public toilet building.

Supply and install cabling interconnects between said lighting stack and public toilet building for connection to exiting DB supply point.

Adjust associated network equipment to suit revised layout.

TAG:

- No allowance has been made for traffic management plan and implementation.
- No allowance has been sort for permission to mount proposed hardware to the existing lighting pole.
- No allowance has been sort for permission to mount proposed equipment enclosure in the garden island adjacent to the existing lighting pole.

Sub-Total ex GST	\$11,142.80
GST	\$1,671.42
Total inc GST	\$12,814.22

Note

All prices include labour, cable, transport and all other miscellaneous materials.

Warranty

All new equipment as detailed in this quotation has a full 24 month warranty from the date of installation.

Health & Safety

The health and safety on site will be managed from our company's health and safety liaison manager. Allied Alarms Ltd have a health and safety package that includes, hardware registers, training records, job safety

analysis and hazard analysis. Staff have Elevated Platform Operation qualifications, Permit Receiver qualifications and Allied Alarms has achieved 'Site Safe' accreditation.



Payment & General Conditions

Payment is due within 30 days of invoice date (unless specifically agreed). All hardware supplied remains the property of Allied Alarms Ltd until payment is made in full. For a full copy of our terms and conditions please email admin@alliedalarms.co.nz.

Company Profile

Allied Alarms Ltd has in the last 42 years installed thousands of security, camera, gate, fire and access systems, from small domestic systems to large commercial systems. All of our staff are dedicated to security and communication systems.

Any installation is much more than the hardware installed, Installation practices are equally important. We employ and train staff to qualify with factory level qualifications as well as security standards and licencing to meet New Zealand law.

We are often involved in large commercial installations and have a reputation for completing our contracts on time with a high standard of equipment and installation practices. We take pride in our level of performance and our commitment to the client's needs; it is paramount to our company's philosophy to do the job correctly first time.

As this proposed work falls into the category of our normal type of work we have the resources, equipment and personal to complete the work with the very best service possible.

Allied Alarms Ltd **'Security with Integrity'**

Please contact us if you have any queries regarding this quote or would like to talk to us with regard to any of our others services.

- The supply, installation and maintenance of Intruder Alarm Systems
- The supply, installation and maintenance of Fire Alarm Systems
- Access control systems and automation
- High definition Camera systems (CCTV)
- Automatic gate and barrier installation
- Alarm monitoring services through a number of strategic providers

Carl Brickle

KB CONTRACTORS

15 McGlashan St
PO Box 199
Mosgiel 9024
Phone: 03 489 5343

E MAIL jayden@kbcontractors.co.nz

Waitaki District Council
Leon Kruskopf



www.kbcontractors.co.nz

Palmerston Toilet block

Leon,

Thank you for contacting KB Contractors to price the above project for you

- Directional drill approximately 32m from the toilet block to the existing streetlight in the garden, installing 63mm PE power ducting.

Our price is **\$6,343.80 + Gst**

This price is based on -

- WDC supplying cable.
- KB's supplying CAR, Traffic management plan and setup
- KB's supplying full service locate with GPR + cable locator.
- KB's supplying temporary fencing and boards
- KB's using hydro excavation to locate existing services.
- KB's completing all reinstatement, Asphalt and top soil.

I can supply a full breakdown of the pricing if needed,
Should you require any further information please don't hesitate to contact us.

Regards Jayden Haworth

6 MEMORANDUM REPORTS

6.1 HAMPDEN COMMUNITY ENERGY AND HAMPDEN SCHOOL CAR PARKING

Author: Claire Foster, Commercial & Property Lead

Authoriser: Joanne O'Neill, Director Strategy, Performance, and Design

Attachments: 1. Letter from Dugald MacTavish to Waihemo Community Board [↓](#) 

RECOMMENDATION

That Waihemo Community Board receives and notes the information, noting that a paper for a decision will come back to the board at a future date.

PURPOSE

To update the Community Board on the current requirements and options for effluent disposal for 41 Lincoln Road, Hampden and provide options for community parking on Norwich Street, Hampden.

BACKGROUND

Hampden Community Energy (HCE) holds a licence to occupy Council-owned fee simple land (Certificate of Title 00/390354), located opposite 41 Norwich Street, Hampden. HCE has obtained consent to construct a formal vehicle crossing opposite the main entrance of Hampden Primary School.

However, both HCE and the School have expressed concern that this location becomes congested during school drop-off and pick-up times, raising safety issues. As a solution, they have proposed constructing a carpark on adjacent Council-owned land currently used for grazing and effluent disposal.

Council officers have previously advised Hampden School that this land contains the effluent disposal field serving the Hampden community housing units. A series of dripper lines, which run almost the full length of the site, make it unsuitable for a carpark.

The issue raised by the community is that there is currently a shortage of parking for both HCE and the School during peak weekday times, creating a health and safety concern.

Effluent Treatment Current Situation

In 2016, the septic system servicing the Hampden community housing units failed. A new effluent treatment system and disposal field, incorporating approximately 400 metres of dripper lines, was installed under consent. The consent noted that if the system became saturated, there was additional space on the site to extend the disposal field.

However, at some point, the dripper lines were damaged and instead of being replaced as per the original consented design, they were incorrectly shortened. This reduction in dripper line length may have contributed to inadequate dispersal of nutrient-rich water on the land and pooling.

Following the 2019 John Cocks Limited report, wastewater from the nearby public toilets is now stored in a holding tank and emptied weekly. This arrangement will continue until a reticulated wastewater system is established in Hampden. There is currently no capacity on the land for an alternative effluent disposal solution without significant capital investment.

Image A shows the consented placement of the effluent dripper lines.

Ministry of Education

The Ministry of Education provides partial funding for infrastructure to eligible and growing schools. Schools are encouraged to collaborate with local councils to improve safety, design accessible parking, and integrate traffic and travel planning into broader infrastructure strategies.

Over the past five years, Hampden School's roll has ranged from 41 to 52 students. As of the 31 August 2023 Education Review Office (ERO) report, the roll stood at 44 students. Based on these numbers, the School is unlikely to qualify for Ministry funding for new carpark development.

Image A



Council considerations when developing berms within the roading corridor

Council has control over on-street parking on the local road corridor.

Hampden School has enjoyed informal use of the flat roadside shoulder and berm area on Norwich Street for many years. Concerns raised by the School regarding parking and pedestrian safety have been investigated, with variable 30km/h speed limits recently coming into effect. Furthermore, given the traffic congestion is largely created by parents arriving to and departing the School, Council has encouraged the school to promote safer driving habits to parents to help alleviate the situation, via newsletters and other promotional material.

The School has proposed converting the berm on Norwich Street to angled parking. While this could be considered, there are potential safety concerns due to the narrow road corridor. Reversing out of angled spaces could pose risks to pedestrians and oncoming vehicles.

Other considerations

Community Housing Strategic Review

A Community Housing Strategic Review is underway with a final decision by Council to be made in September 2026. The land with the effluent disposal field on it is a critical parcel for Hampden

community housing. Until Council determines the future of community housing, it may not be appropriate to allocate this land for community use and other built infrastructure.

Land use and ongoing costs

The proposal to construct a carpark on Council land would result in permanent use of the site, limiting its availability for alternative uses for future generations. No detailed cost-benefit or community needs analysis has been completed. While the options acknowledge some of these concerns, they do not fully explore whether the carpark addresses a perceived community need. Once developed, the land cannot be repurposed, and the associated infrastructure will require ongoing maintenance—potentially becoming a future responsibility for Council.

OPTIONS

Facilities management staff have undertaken a site visit to assess the current effluent treatment system. Changes to the system will be made to ensure that Council's obligation for safe nutrient enriched water to land disposal are fully met.

Possible options for community carparking are briefly outlined below.

1. Status Quo

Status quo is the most cost-effective option for ratepayers, however dripper lines need to be fully extended back to their consented location.

Advantages	Disadvantages
<p>Lowest financial impact to ratepayers, dripper line is fixed to meet consent conditions.</p> <p>Fee simple land is preserved for other future uses and outcome of community housing strategic review.</p> <p>Allows additional area for future expansion of the effluent field if required.</p>	<p>Doesn't offer land to community in sought after location.</p>

2. Investigate extending the community housing effluent dripline by a further 100-200m to allow a wider land soakage area.

Advantages	Disadvantages
<p>Ensures that Council's obligations for safe nutrient enriched water to land are fully met.</p> <p>Adds additional capacity to the soakage area.</p>	<p>Doesn't offer land to community in sought after location.</p>

3. Design and install an engineered ecoTrench solution on a smaller land area and allow carpark development on Council unlicensed land.

Advantages	Disadvantages
<p>Design would be better suited to land condition and utilises a smaller footprint.</p> <p>Free's up land that can be developed into a carpark in the communities preferred location.</p> <p>Car park development would be funded by the community.</p>	<p>Full engineer design/specifications and building consent required.</p> <p>Budgetary impact of approximately \$75k to ratepayers, would require procurement development as per WDC policy.</p> <p>Land doesn't drain well, carpark development may cause further ponding issues.</p> <p>Ties up land that has community housing critical infrastructure on it.</p>

4. Install a community housing wastewater holding tank and truck out waste fortnightly and allow carpark development on Council unlicensed land.

Advantages	Disadvantages
<p>No effluent disposed to land, addresses ponding issues.</p> <p>Free's up land that can be developed into a carpark in the communities preferred location.</p> <p>Car park development would be funded by the community.</p>	<p>Budgetary impact of approximately \$20k to ratepayers and ongoing yearly ongoing cost of \$12k.</p> <p>Walking away from the investment in the existing septic system.</p> <p>Depending on location of tank, potentially ties up land that has community housing critical infrastructure on it.</p>

5. Develop a gravel berm on Norwich Street outside the School a further 100m².

Advantages	Disadvantages
<p>Land has good access and is readily available.</p> <p>Fee simple land is preserved for other future uses and outcome of community housing strategic review.</p> <p>Supported by the School</p>	<p>Financial impact to ratepayers as berm is a roading asset.</p> <p>Reversing safety concerns due to narrow road corridor.</p>

6. Develop Lincoln Street as the primary entrance and create a carpark on the HCE licenced land with lime walkway to School.

Advantages	Disadvantages
<p>Lowest financial impact to ratepayers, dripper line is fixed to meet consent conditions.</p> <p>Land has good access and is readily available.</p> <p>Fee simple land is preserved for other future uses and outcome of community housing strategic review.</p>	<p>School will need to implement travel plan to persuade a change of behaviours.</p> <p>Will impact land available to HCE for other purposes.</p> <p>Funding will need to be raised by the community for development.</p>

7. School implements travel plans to change parent behaviours and encourage walking.

Advantages	Disadvantages
<p>Lowest financial impact to all parties.</p>	<p>May take time to embed.</p> <p>Doesn't solve HCE parking needs.</p>

Attachment 1: Case Study – Greytown School

Greytown, located in the Wairarapa, has experienced steady population growth over the past 25 years — from 2,110 residents in 2001 to an estimated 2,760 in 2022. This growth has contributed to an increase in the primary school roll, which peaked at 374 pupils in 2019.

The front of the school, located on East Street, had become increasingly congested with buses and parent drop-offs and pick-ups. The berm on East Street had already been developed to allow off-street parking, and the monitored school crossing is also located on this street.

Between 2010 and 2014, the school implemented a travel plan to manage the drop-off and pick-up traffic more effectively. As part of this plan, drop-off and pick-up activity was redirected to Reading Street — a narrower road that was not widely used by the community at the time and had a partially developed berm.

In 2020, development began on a 180-unit retirement village on Reading Street, significantly increasing traffic volumes in the area. In response to the increased demand — both from the growing school roll and nearby development — the berm parking on Reading Street was fully sealed in 2023.

2023 Reading Street, Greytown



2008-2013 Reading Street, Greytown



2024 – East Street, Greytown



Heather McGregor
Chairperson
Waihemo Community Board

Dear Heather

**Hampden School and Community Project
Access and parking**

Thanks to you and Kerry Stevens from the Board for visiting Hampden today to discuss access and parking options to our site today. We were pleased to be able to show you the progress we have made on the workshop.

The reason for our request to meet was that we need to decide how and where we are going to construct vehicle access and parking for the Workshop and wish to be certain all options have been thoroughly assessed.

Wastewater management investigations

In 2019 Hampden Community Energy (HCE) applied to the WDC to lease land located directly opposite Hampden School, at the time being used for grazing and effluent disposal.

This was declined on the basis that it may be required for expanded future public effluent disposal. The block comprised the equivalent of 8 sections (each 20x50 or 0.8ha total). This seemed rather large for this purpose, especially in the middle of Hampden.

Two nationally recognized on-site waste water consultants became involved. John Cocks, a waste water consultant, was engaged by HCE to confirm the area required. At about the same time, the WDC engaged Andrew Dakers of EcoEng Ltd to recommend a disposal system for the public toilets, as the existing trench system for that was failing.

Both consultants found the soils were not well suited for land application of treated wastewater and agreed that a more sophisticated constructed system would be required, such as the Ecotrench proposed by EcoEng. While more expensive, that option would require 10-20% of the area of normal field disposal (i.e. conservatively an area of 10m x 20m.

This finding reassured Council they could lease some of the land for the Workshop and still have room for disposing the wastewater from the cottages and public toilets if needed in the future, provided the right design was used.

Current status of wastewater disposal

As observed on your site visit today, the subsoil dripper wastewater disposal system for the cottages has been failing with partially treated wastewater running off the site. Reducing the area under drippers to try and reduce the surface runoff has reduced the area available for soakage and made matters worse. This supports the original finding of the two

consultants that the soils are not suited for normal field disposal. It also seems that the cottage disposal system will need to be modified or expanded if it is to remain on that site.

Access and Parking for the Workshop

Meanwhile HCE has workshop construction underway and secured consent to construct a formal access crossing opposite the front entrance to the school. Only after that consent was secured did we become aware of traffic congestion and concerns for child safety, particularly when parents come to the school to drop off or collect children. The road is narrow and herring bone parking either side restricts driver and pedestrian vision by children. We realised that constructing the consented entrance to the workshop would just add to the congestion and danger.

This was discussed with the school and neat solution for both parties appeared to be constructing a car park on part of the land retained by WDC. Its accessway could be constructed further away from the school entrance, cars would no longer be limited to parking along the school frontage, the consented access to the workshop would be obsolete as the new car park and access could be shared.

Since starting workshop construction, temporary vehicle access has been from Lincoln St to the north across land intended for future community food garden. However, it has become so wet and boggy it is no longer an option and so for each session we are now having to carry all equipment to the building from Norwich St. Thus the need to make a decision soon.

Design and Funding for proposed park

A rectangular car park located on the WDC sections could extend 40m along Norwich and back 20m creating a park of 80m² without disrupting the existing cottage disposal lines.

We anticipate topsoil from the park could be used to create bunds, landscaped and planted out for amenity and shelter. It might also be used to improve the existing soakage with an evaporation bed.

Our Society expects its crossing to cost about \$15,000 which could be redirected to this project joint park.

Regarding cost there are various options for the construction and finish of the park itself which would need to be considered costs could be confirmed. As a general guide, at this point, we consider a target budget for the park might be of the order of \$50,000.

Request

A car park as proposed would have many benefits for several parties.

- The school with its concerns about child safety
- WDC with its failing public waste water disposal in central Hampden
- The workshop with its need for parking and safe access.
- Relieving traffic and parking limitations in Hampden generally

Clearly, the benefits of a carpark are huge, particularly when the implications of an accident to a child are considered. So, we see it as something of a fork in the road with a lot at stake.

Essentially, if public waste water disposal is not going to be the long-term use or it can be managed in a way that does not exclude the car park, then we need to know that now.

Thus, our request to the Board is that they help ensure that all the information and perspectives on this proposal are on the table and thoroughly assessed before the car park option is dismissed.

Kind regards, Dugald MacTavish (Chair HCE)

6.2 CHAIRPERSON'S REPORT

Author: Arlene Goss, Governance Services Lead

Authoriser:

RECOMMENDATION

That the Waihemo Community Board receives and notes the information.

PURPOSE

The purpose of this report is to share the Chairperson's report with board members and the public.

MEETINGS ATTENDED

11 July	Meeting with Emergency Management, Palmerston Civil Defence.
14 July	Meeting with Salvation Army, Is there a need for Sallies in Palmerston?
15 July	Wanda visit to Palmerston at Waihemo Service Centre.
18 July	Attended Ethel & Bethel event for Puketapu Radio.
18 July	Wanda visit to Palmerston at Waihemo Service Centre.
19 July	East Otago High School Parkrun, presentation of Gazebo.
20 July	Palmerston Waihemo RSA AGM.
30 July	Meeting with Hampden Energy Group re parking options.
1 August	Meeting with Waihemo Locality Lead.
8 August	Attended East Otago High School production.
11 August	Meeting with TVNZ re VJ Day 80 Years.
14 August	Palmerston RSA Charitable Trust AGM.

Several phone calls and meetings with Council staff on matters relating to the Community Board.

I have been working alongside the Palmerston Waihemo RSA as they discovered the original floor boards were rotten and unsafe for the RSA to be open. It has been a long process, and the RSA should be reopened in October.

On the 15th of August was the 80th anniversary of VJ Day. I had the opportunity to work with TVNZ to assist them interviewing Palmerston's only WW2 Veteran Arthur Driver which was televised on the news. It's always a privilege to listen to the stories that these veterans went through at such a young age.

This Board meeting is the last one for the board in this triennial term until a new board is elected in October. Members Carol Watson and Jim Thompson have both chosen not to re-stand for election.

Carol thank you for the six years you have given to the board, being available to attend meetings outside of board meetings and your reliability, and organising the suppers.

Jim has been the Ward Councillor for four and a half years. Jim came to the Board as a result of a Bi-Election. Jim certainly used his voice for the ratepayers for the Waihemo Ward around the council table and we thank you for that.

I thank you both for your support during my time as Board Chair and wish you both all the best outside local government.

All the best to the current board members - Paul, Kerry and Tanya - for the upcoming election on 11 October.

Heather McGregor
Waihemo Community Board
Chairperson

6.3 COMMUNITY BOARD MEMBERS AND WARD COUNCILLOR'S REPORT

Author: Arlene Goss, Governance Services Lead

Authoriser:

RECOMMENDATION

That the Waihemo Community Board receives and notes the information.

PURPOSE

The purpose of this report is to convey reports from the Waihemo Community Board Members and the Waihemo Ward Councillor for the information of communities throughout the Waihemo Ward.

WAIHEMO COMMUNITY BOARD MEMBER REPORTS

Board Member Tanya Bell

7 July Waihemo Community Board Meeting Palmerston

21 July East Otago Medical Trust Meeting Waikouiti

23 July Meals on Wheels delivered Palmerston

28 July Informal Discussion Meeting Palmerston

Board Member Kerry Stevens

Kia ora koutou

Meetings and activities I have attended since the last Community Board meeting include:

07 July 2025	Attended WCB meeting
15 July 2025	Chaired Hampden Hall Committee AGM
27 July 2025	Chaired Hampden Bowling Club AGM
28 July 2025	Attended informal WCB meeting
30 July 2025	Met with Heather, Jane Matchett, Dugald MacTavish and Chris Hepburn re proposed off-street parking area on Council land opposite Hampden School on Norwich Street
08 Aug 2025	Attended WDC community engagement meeting in Hampden Library regarding the proposal to change lower Lincoln Street, Hampden to one-way traffic only. About 8 local people attended and 2 Council staff.

I wrote a draft article for the August edition of the Hamraki Rag regarding WDC's proposal to change lower Lincoln Street, Hampden to one-way traffic and sent it to Heather for her approval. At the request of WDC Comms, I also posted information on the Moeraki Community Facebook page informing local residents about this proposal, and encouraged locals to make submissions to Council by 15 Aug. I have concerns about the community engagement and consultation process which I have expressed to WDC.

As this is the last meeting of the Waihemo Community Board this term, I would like to acknowledge both Heather McGregor and Cr Jim Thomson for their leadership, guidance and hard work over the past 3 years. Despite the frustrations that I have expressed over the term, I am optimistic that recent changes are indicative of a much more positive and meaningful future for the Waihemo Community Board, and the communities that we all serve. Ngā mihi nui, Kerry

Board Member Paul Roy

[No report was supplied by the time of agenda production.]

Board Member Carol Watson

28 July 2025 Informal meeting

CD training workshop on Radios

As this will be my last Board Report I would like to take this opportunity to thank everyone I have work with over the last 9 years, especially Heather. Heather does so much work for the Community Board and the community.

I have learn't a lot over the past 9 years about how Council works and have had a lot of interaction with various staff members over this time including Jane Matchett, Lisa Bailey, Erik van der Speck and many more. Thank you for your patience while I got up to speed with most things.

The one project that stands out during my time on the Community Board is the new signs for Palmerston. They were on the to do list when I started and now 9 years later, they are still not on display, but they are closer. So hopefully we will have signs in the very near future.

I would also like to thank the various Councillors and Gary, the Mayor for their support over this time.

I would like to wish the next Community Board all the best for the next term.

Carol Watson

Waihemo Ward Councillor Jim Thomson

July 8th Extra ordinary Council meeting Oamaru.

4th Meeting with Salvation Army, Stronger Waitaki ,mayor and Board Chair. Palmerston

22nd Council workshop Oamaru.

28th Otago/Southland Road Transport Committee Gore.

29th Council meeting Oamaru.

August 5th Council briefings(attended via zoom)

7th Shareholder meeting with WCL Oamaru.

12th Sat on Hearings Panel(Dangerous Dog Classification)

Council Workshops. Oamaru.

19th Workshops Oamaru.

24th Met with Palmerston Ratepayers

26th Council Oamaru.

28th Meeting with other local authorities in Waimate.

Countless hours of reading and research on our water options going forward.

I thank my fellow board members for their support during my time as ward councillor and wish the new board well for the new triennium.

6.4 FINANCIAL REPORT TO WAIHEMO COMMUNITY BOARD (JULY 2025)

Author: Amanda Nicholls, Chief Financial Officer

Authoriser: Paul Hope, Director Support Services

RECOMMENDATION

That the Waihemo Community Board receives and notes the information.

PURPOSE

This report is intended to update the Waihemo Community Board on financial matters and activities within the Waihemo ward.

BACKGROUND

Summary of key financial results – Appendix A

This is a high-level view which summarises rates revenue and the operational cost of the Community Board activity – operating costs include the remuneration and other expenses related to the elected members of the Board themselves and a share of Council overheads, together with details of grants made during the period.

This report records the Board's financial performance against budget for the twelve months ended 30 June 2025.

Significant projects within the ward – Appendix B

The Board may submit proposals for works to be undertaken that it believes will benefit the community, and Council officers also schedule large projects with that same objective. This report provides a financial summary listing those projects, their budgeted cost, and the amounts spent to date on bringing them to fruition. Members may request further information to be provided to a future meeting.

Community funding – Appendix C

This report provides details of budgeted and actual amounts of grant funding provided for community groups and activities within the Board's purview.

Separate rate accounts – Appendix D

This report details balances for as of 30 June 2025. The Board will receive full details of all separate rate accounts pertaining to activities within the ward as of June each year, but during the year will receive a quarterly update on the position relating to halls.

Appendix A - Summarised Key Financial Results for the period ended 30 June 2025

The table below sets out summarised financial information related to the Community Board for the fourth quarter of the 2024-25 financial year, including amounts budgeted but unspent in 2024 and previous periods for community grants and discretionary spending.

Further analysis of unspent grant funding is provided in Appendix C which details community grant and discretionary spending.

	2025 Full Year 30-06-2025 Actual	2025 Full Year 30-06-2025 Budget	2024 Full Year 30-06-2024 Actual
Rates Revenue	343,200	342,421	332,828
Unspent budget brought forward		50,844	
Total Revenue	343,200	393,265	332,828
Operating Costs	353,965	342,421	350,558
Unspent budget brought forward		50,844	
Total Operating Costs	353,965	393,265	350,558
Surplus / (Deficit)	(10,765)	0	(17,730)

Appendix B - Significant projects planned within the ward in the 2024-25 financial year.

This report details projects to be undertaken in the Waihemo ward during the 2024-25 financial year, highlighting progress being made by reporting projected project cost and actual cost incurred to date. The intention of this report is to inform the Board on progress towards the completion of key capital works for the benefit of the communities in the Waihemo ward.

Approved budget includes both the adopted 2024-25 Enhanced Annual Plan budget for the work and any unspent budget amounts approved to be carried forward from the 2023-24 financial year.

Spent to date includes expenditure processed up to 30-06-2025.

		2025 Budget	Spent to date	Balance
7870.700.401	Community Safety Cameras - Palmerston CBD	0	28,913	(28,913)
W1734	Coastal Erosion Mitigation	10,780	0	10,780
W1819	Puketapu Track	800,000	10,747	789,254
W2107	Palmerston Cemetery - new ash beam	0	0	0
W2049	Moeraki Sea Outfalls @ Millers Bay Reserve	150,000	13,658	136,342
3330.580.401	Maintenance of Watercourses in Palmerston	25,000	0	25,000
7331.700.	Moeraki Haven Street Bollards & Walking Track	50,000	0	50,000
W2104	Palmerston streetscape	52,937	0	52,937
W1815	Hampden Wastewater Issues & Options	40,000	3,594	36,406
W1748	Waihemo Urban Water Main Upgrades	2,450,000	1,549,072	900,928
W1760	Palmerston Wastewater Main Renewals	650,000	16,950	633,050
W1834	Wastewater Overflow Mitigation - Palmerston Coastal Landfill	150,000	266,241	(116,241)
W1869	Remediation	6,966,000	8,649,860	(1,683,860)
W2056	Copinsha Street footpath	110,000	94,764	15,236
		11,454,717	10,633,797	820,920

Appendix C - Community Funding

The annual budget for the Community Board includes amounts intended to enable it to provide a level of additional financial support within its local community.

- **Discretionary Fund**

The annual budget of \$5,000, together with unspent funds of \$18,492 from the 2023-24 financial year, provides \$23,492 to fund small community projects. As this budget is funded directly from rates, balances unspent at year end is carried forward until spent.

- **Community Grants**

An annual budget of \$9,000 for Community Grants, including \$5,000 for the Waihemo Heritage Trust. Unspent balances are carried forward until spent, and \$29,853 has been added from 2023-24, providing \$38,853 for the 2024-25 financial year.

The report below details expenditure on grants in the current year – recipient, purpose and amount provided against the annual budget, including amounts unspent from previous periods.

Community Grants	Annual Budget	Payment made to	Project/purpose of payment
Palmerston Museum(specific)			
Annual Plan budget	5,000		
ADD unspent budget from prior year	10,000		
Available to spend	15,000		
Total spent current year	0		
Balance to spend	15,000		
General Community Grants			
Annual Plan budget	4,000		
ADD unspent budget from prior year	19,853		
Available to spend	23,853		
Total spent current year	0		
Balance to spend	23,853		
Discretionary Fund			
Annual Plan budget	5,000		
ADD unspent budget from prior year	18,491		
Available to spend	23,492		
Total spent current year	0		
Balance to spend	23,492		

Appendix D - Separate Rate Accounts

These record unspent balances of targeted rates levied for specific purposes, such as water and sewer systems, township amenities (including stormwater systems if applicable), community halls, and Ward Services (including parks and reserves, sports fields, etc).

The preparation of financial reporting of separate rate accounts is subject to delays arising from the need to ensure accuracy in processing financial transactions, particularly relating to capitalisation and depreciation of assets, and to the funding of capital projects. For this reason, presentation of these reports cannot be made in a timely manner.

The table below lists the balances of separate rate accounts relating to the Waihemo ward as at 30 June 2025.

	Separate Rate Account Balance	Depreciation Reserve Balance	Internal Loans Balance
Ward Services	30-Jun-25	30-Jun-25	30-Jun-25
Waihemo Ward Services	(188,388)	306,829	0
Township Amenity	30-Jun-25	30-Jun-25	30-Jun-25
Hampden	41,627	0	0
Hampden Septic Tank	72,910	0	0
Moeraki	39,785	0	0
Palmerston	189,880	0	(90,994)
Shag Point	4,406	0	0
Water	30-Jun-25	30-Jun-25	30-Jun-25
Stoneburn	(190,068)	324,844	(22,609)
Palmerston	(1,002,387)	(211,950)	(2,575,491)
Sewerage	30-Jun-25	30-Jun-25	30-Jun-25
Moeraki	(1,325,186)	554,612	(1,223,715)
Palmerston	(563,799)	314,469	(1,824,760)
Hall	30-Jun-25	30-Jun-25	30-Jun-25
Dunback	13,441	0	0
Hampden	(1,156)	2,748	0
Macraes	4,539	1,498	0
Moeraki	9,522	0	0
Palmerston	(20,245)	97,793	0
Waianakarua	(1,188)	1,316	0

The Palmerston Hall rate supports the operations of two halls in the township. Council maintains a depreciation reserve in relation to the Palmerston Sports Hall only.

6.5 CORRESPONDENCE

Author: Arlene Goss, Governance Services Lead

Authoriser:

Attachments:

1. Response to Long Term Plan submission  
2. Correspondence regarding historic bridge sign  

RECOMMENDATION

That the Waihemo Community Board formally receives items of correspondence and considers officer comments (where available) and any actions in response.

PURPOSE

The purpose of this report is to present Board correspondence that has been received by the Board Chair for formal receipt by the Board and to provide additional officer comments where these have been sought by the Chair and for actions to be agreed in response.

SUMMARY

Correspondence has been supplied by the Board Chair for formal receipt at this meeting.

1. Response to Long Term Plan submission, for information.
2. Correspondence regarding historic bridge sign, for follow up.



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI
Growing strong communities.

1 August 2025

Heather McGregor
hmcgregor@waitaki.govt.nz

Phone +64 3 433 0300

Web www.waitaki.govt.nz

Office 20 Thames Street
Private Bag 50058
Oamaru 9444
Waitaki District
New Zealand

Dear Heather,

Thank you for your submission on behalf of the Waihemo Community Board.

With regard to your request for improved vehicle access to the Hampden Beach Reserve, officers have advised that some improvements are being completed this year.

Council will be reviewing its Toilet Strategy over the next couple of years to assess the investment in toilets and maintenance levels. Funding for toilet renewals has been deferred to 2029, maintaining current levels of service only until that time.

Mill Domain was considered by NZMCA a few years ago and we were advised at the time that this was not preferable for them. As a result of your submission, I have since been in contact with the CEO of NZMCA to see if their stance had changed, but it remains the same at this stage.

With regard to sealing the entrance to the Palmerston Cemetery and the request for the creation of a footpath on Tenby Street, this is something that the Community Board could use the Waihemo Amenity fund to progress if it deemed it appropriate.

We appreciate your continued work with Puketapu Community Trust.
Council supports the development of our Community Board Members, the costs of which can be approved by the Community Board.

This LTP has been developed during one of the most financially challenging periods that local government has experienced in recent years. With the local elections looming, we have done our best to develop a budget which delivers the many activities and services we are responsible for and which is still as affordable as possible for the next Council and, more importantly, for our communities across Waitaki.

Rising inflation, increased costs, the need to improve the quality and resilience of core infrastructure, not to mention the ongoing government reforms, have created significant budget pressures and uncertainty for councils across New Zealand.

Other Long Term Plan Decisions:

In this complex environment, Council has focussed on essential services and infrastructure and community wellbeing, while taking a prudent approach to spending. This meant scaling back or deferring projects that were desirable but not essential and carefully evaluating new project requests to ensure they provide clear value to our community.

We have worked to balance affordability with necessary investment while managing financial pressures responsibly and have now landed on a 9.4% average rates increase. The actual change in any individual property rates will differ from this depending on location etc.

From the feedback we received through the LTP:

- We consulted further on the water services delivery options in preparation of our Water Services Delivery Plan (WSDP) to be assessed by the government in September. The decision was made by

Council on 8 July to keep water services within Council. The WSDP is now being developed on that basis, and we will continue to update our community on its progress.

- Water Metering: The majority of submissions supported water metering. We weighed this up with affordability and decided it was not appropriate to bring the proposal forward.
- Stormwater Infrastructure: We'll continue to deliver planned stormwater infrastructure projects as proposed in the draft plan.
- Beach Road: We are doing more work on the options and updated costings before making a final decision on its future.
- Economic Development (ED) Agency: We will work with our Tourism Waitaki board to develop a broader ED Agency to deliver our ED Strategy.
- Property: We will test the market with some properties to help fund those increasing maintenance costs and to keep debt as low as possible.
- Community Halls: Many are well used and valued by their communities. We'll work with the relevant Hall Committees where feedback indicated they were not being well utilised.
- Council Housing: Over the next year we'll continue to review Council housing management options to ensure this valued service is being delivered in the best way possible
- And we will work on developing a fair fee structure for holiday rental accommodation.

While we have scaled down and deferred a number of proposals over the next 12 months, there is still a large volume of work we have committed to deliver to our community not only in the next year, but in the next 9 years of the LTP.

With the high number of submissions received, we have been unable to personalise all responses. If you had a question that you are still seeking a response to, please feel free to email that to:
service@waitaki.govt.nz.

It's been a privilege to be the Mayor for Waitaki for the last 12 years, and my commitment to Waitaki will continue as a resident and ratepayer. We are fortunate that we have so many people in our community who support those who need it, and who help Waitaki grow and develop. Council can not do everything on its own, and it shouldn't, as many of you are better placed to do things with our support. Council welcomes the opportunity to work with our community members more to support Waitaki's future.

Thank you again for your support and your valuable contribution.

Kind regards



Gary Kircher
Mayor for Waitaki
Koromatua

From: Heather McGregor <hmcgregor@waitaki.govt.nz>

Sent: Wednesday, 2 July 2025 11:02 am

To: Arlene Goss <agoss@waitaki.govt.nz>

Subject: Heather McGregor

Hi Arlene,

I had a call from Nicky Vickery from Dunback regarding correspondence she wrote to the board in September 2024.

You can refer to 2nd of September 2024 Board agenda on Page 22 & 23 with the correspondence requesting an Historic Bridge sign for Dunback.

I'm pretty sure this was agreed to have this done and to come out of the Waihemo budget, but I note in the November 2024 minutes this is not indicated.

Can you follow up this please or let me know who to talk to, I'm thinking maybe Erik van der Spek.

Regards

Heather McGregor

From: Erik van der Spek <evanderspek@waitaki.govt.nz>

Sent: Friday, 4 July 2025 11:23 am

To: Arlene Goss <agoss@waitaki.govt.nz>; Heather McGregor <hmcgregor@waitaki.govt.nz>

Subject: RE: Heather McGregor

Sorry,

I wasn't involved at the time as I was in a different unit. Looking at the comments

Officer Comment from the Roading Manager:

"Roading can easily arrange this, if the Waihemo Community Board wish to fund it. It is not eligible for subsidised funding, as it does not meet the criteria set out in the Traffic Control Devices Manual (Section 6.5.2). However, that does not mean that we cannot install it using local rates. I estimate supply and installation to cost ~\$300.

The sign can be a 'yellow fingerboard' type sign, affixed below the street name blade. For example, something like this:



It can be added as an asset in the database, so we know where, what and when it has been placed, in case it goes missing in future."

I will contact NZTA as it will need to go on the sign on the Highway and get Whitestone to attend to this.

Regards

Erik van der Spek
Network Manager

6.6 BUILDING CONSENTS ISSUED IN THE WAIHEMO WARD DURING JUNE AND JULY 2025

Author: Brent Cunningham, Building Services Manager

Authoriser: Roger Cook, Director Natural and Built Environment

RECOMMENDATION

That the Waihemo Community Board receives and notes the information.

PURPOSE

To provide Board members with a list of building consents issued in the Waihemo Ward during June and July 2025.

JUNE 2025

Project Address	Project Description	Cost (\$)
Mount Watkin Road, Buckland's Crossing	Installation of a free-standing Woodburner and Flue Kit with Dektite Premium Soaker Flashing	10,000
Sanday Street, Palmerston	Installation of a free-standing Woodburner and Flue Kit with Dektite Premium Soaker Flashing	8,000
Herbert-Hampden Road, Herbert-Hampden	Installation of a free-standing Woodburner and Heat Saver Flue Kit attached to wet-back with Dektite Flashing	9,000
London Street, Hampden	Construction of a 18m x 7.2m Versatile Garage	116,000
Milford Street, Moeraki	Construction of a stand-alone Garage	45,000

Area Sub-totals	Cost \$
Buckland's Crossing	10,000
Hampden	116,000
Herbert-Hampden	9,000
Palmerston	8,000
Moeraki	45,000

JULY 2025

Project Address	Project Description	Cost (\$)
Haven Street, Moeraki	Modification Relating to B2	442,000
Milford Street, Moeraki	Construction of a 3-bedroom, 2 bathrooms dwelling with Metro Woodburner, attached garage and 1 bedroom, 1 bathroom Unit attached to the garage	700,000
Gilligan Street, Palmerston	Construction of a 3 bay Pole Shed	30,500
Haven Street, Moeraki	Construction of retaining walls and storm water drainage. Construction of earth toe at base of cuts to Geosolves instructions and installation of stormwater retention tank.	35,000
Liverpool Street, Hampden	Construction of a 3-bedroom, 2 bathrooms dwelling and removal of existing dwelling	450,000
Limekin Road, Makareao	Installation of a Smart Shelter for storage	350,000
Domain Road, Dunback	Installation of a Woodburner and Heat Saver Flue Kit with flashings	2,000

Area Sub-totals	Cost \$
Dunback	2,000
Hampden	450,000
Makareao	350,000
Moeraki	1,177,000
Palmerston	30,500

6.7 COUNCIL INFORMATION REPORT

Author: Arlene Goss, Governance Services Lead

Authoriser:

Attachments: 1. Chief Executive's Report to Council August 26, 2025  

RECOMMENDATION

That the Waihemo Community Board receives and notes the information.

PURPOSE

The purpose of this report is to provide links to agenda papers and any related attachments from recent Council Meetings and events for the information of Community Board members and their ward communities.

Please note that recordings of all the public meetings can be found on Council's YouTube page:

[Waitaki District Council - YouTube](#)

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

Click on the LIVE tab to bring up the various meetings and events that have been livestreamed.

REPORTS OF INTEREST TO WAIHEMO RATEPAYERS

1. Chief executive's report to council, attached to this report.
2. Water Services Delivery Plan, [attached to the agenda of the Council meeting on August 26](#).
3. Palmerston Squash Rackets Club, Gifting of Building, attached to the [agenda of the Council meeting on August 26](#), go to page 65.
4. 2025/26 Road Resealing Programme, attached [to the agenda of the Roothing Committee meeting on August 12](#). Go to page 9.

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5.1 CHIEF EXECUTIVE'S REPORT

Author: Alex Parmley, Chief Executive

Attachments: 1. Annual Elected Member Survey 2025

RECOMMENDATION

That Council receives and notes the information.

PURPOSE

This report aims to update Elected Members on the progress made toward achieving the Council's goals and programme, including the status of the Key Performance Indicators (KPIs) set by Council for the Chief Executive (and organisation) for the year ending 30 June 2025. This edition also marks the completion of the current KPI cycle and so does not include the overview of performance within finance, people and projects, but these reports will continue in the quarterly reports going forward.

OVERVIEW

The final quarter of the financial year has seen the organisation delivering several large, priority and in some cases, challenging pieces of work. This includes:

- Concluding the Long Term Plan,
- Responding to the government's Local Water Done Well reforms,
- Responding to and considering a significant number of other government reforms that effect local councils and our communities including RMA reform and the impact on and uncertainty for a challenging District Plan review,
- Progressing our Transformation programme, and
- Delivering our capital programme and "business as usual".

The past year, including the last quarter, has seen the organisation, its capacity and its people stretched to being close to overwhelmed with the volume of high priority work, while maintaining delivery to our district and communities.

The Council overall has made good progress on achieving its ambitions while responding to the reform and challenges and ensuring it delivers its programme and services.

I would like to formally record my thanks for the efforts and commitment of staff and the Governance Team to the Council and our communities over such a challenging year.

The staff team and I remain focussed on working with Governance to continue to deliver and embed transformation so we can achieve our ambition to be "a leading, innovative Council delivering the best for our communities" and realise the benefits we want for our organisation and the communities we serve, including:

- greater value and efficiency,
- improved levels of customer service,
- stronger local focus and connection,
- becoming an employer of choice to retain and attract the skills we need to deliver for our communities, and
- improved communication, engagement and partnering with our communities.

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Transformation

After two years (2022/3 and 2023/4) of considering the case for change, developing the business case, and then working with staff and Governance on designing the programme of change, this past financial year (2024/5) has been the year in which we commenced implementing the Transformation Programme and the changes within it. This is the biggest change this organisation has been through since it was established in 1989 and a huge undertaking for the organisation. It is more apparent than ever, with the changes impacting local government, that embarking on the Transformation Programme was the right thing to do.

Transformation has seen a fundamental change in model and approach to how the council delivers and conducts its business. Staff from across the organisation have shown courage, determination and commitment to the organisation and the communities we serve, in delivering change. This has been despite the personal uncertainties change has brought; the other additional work priorities that have emerged; and while largely maintaining services and business as usual to our communities.

The Transformation Programme has delivered significant achievements and improvements in how we deliver services to the community, but with more benefits to come. While the business case set out that many benefits would not be fully realised until two to three years after implementation, improvements are increasingly apparent. It was always understood that transformation would be difficult at various times. However, several unforeseen factors have made transforming Council more challenging than anticipated.

The Council's decision to embark on transformation began out of a desire to do more with the resources it had available so it can deliver the best for the district, residents and customers. And while there would be benefits, it was known that these would take two to three years from implementation to be realised. The Council's leadership knew transformation would be difficult at various times and has had to take place alongside:

- The Government's water reforms and the changes in policy– 3 Waters, Affordable Waters, Local Water Done Well
- The pressures on local government finances (including from water reform) resulting in a challenging, time consuming and resource intensive Long-Term Plan (LTP)
- The additional time and resources required for the District Plan.

While these factors have placed additional pressure on the organisation, on top of the pressure of change, it has not derailed the trajectory of transformation. The Transformation Programme is within its final six months, with the organisation having fully implemented its new structure and all new teams now operational, albeit not all changes and new ways of working up and running yet. The focus is now shifting towards embedding transformation outcomes, ensuring momentum is maintained, and preparing for a seamless transition into a continuous improvement framework, post-programme closure at the end of 2025. The programme's status reflects measured progress across key areas, a clear understanding of remaining work, and a proactive approach to overcoming ongoing external and internal pressures.

The Council has successfully implemented significant structural changes to support its new operating model, breaking down traditional silos and enabling greater cross-departmental collaboration and visibility of work.

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Implementation of a new *Customer Service Model* is improving access to customer services and increasing the speed of service delivery, as well as ensuring greater efficiency in use of resources. This is being enabled by:

- A new service desk at Oamaru Library providing extended hours of service including Saturdays for first time, whilst reducing resource requirements.
- An AI bot supporting customer operatives, helping move towards a target of 90% of enquiries dealt with at first point of contact, speeding up service, reducing routine issues going into the back office that cause delays and take up time and specialist resources.
- Digitisation of all Council forms – improving access to services whilst also delivering back-office efficiency savings.
- Digitisation of property files – improving access for customers to property information and enabling self-service which produces efficiencies in saved staff time.
- Implementation of a Case Management approach for applications and complex requests – improving levels of service, improved support for customers, removing the need for customers to navigate their way around different departments and providing efficiencies as less time is taken up of specialists.
- Customer Portal implementation in progress to provide full self-service across the range of council services, give easy access to residents on the information we hold related to them – which will help shape and reduce demand and reduce the cost to serve.

The development of a *Locality Model* is enhancing our connection with and responsiveness to our local communities. Area Leads in the infrastructure team provide local focus in planning local programmes of work as well as a more responsive service for Community Boards and communities. Locality Officers are part of Case Teams but connected to the Customer Team and Infrastructure Team and are our eyes and ears on the ground, enabling us to be more proactive, more connected to communities and improve efficiency. When fully embedded our locality model will enable clear local delivery plans and provide performance reporting on a locality basis to assist more local focus and continuous improvement.

Establishing a *Project Management Office* (PMO) is supporting higher standards of project management, enabling us to ensure improved value for the ratepayer and supporting an improved delivery rate of projects and our capital programme. There is more robust challenge around value for ratepayer funds in terms of quality and cost together with more rigorous project performance management instituted and which is now reported to Council and the Senior Management Team. Improved processes are being put in place, which to date includes project initiation processes and rigorous business cases for projects.

Our approach to *Asset Planning* has been refined, and this will enable an integrated programme across our assets and better asset information that will produce efficiencies. This is a long-term benefit change but already the team are integrating the various programmes of work which were originally planned separately. Our improved *Communications and Engagement* approach supported by a new strategy and a single engagement team where previously our engagement staff were distributed around the different departments, is starting to ensure better information dissemination and higher levels of community engagement.

Investment in and use of *technology*, including AI, is supporting improvements across the organisation. This is supporting our customer service model enabling more efficient and higher levels of service. It also includes many improvements to back-office systems that help remove or automate previous inefficient processes that were a frustration to staff and took resource away from delivery. These systems are also providing staff with better information and self-service

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options that reduce demand on support teams, improves service, and enable resources to be devoted to activities that add more value to the Council and our communities.

We have commenced the deployment of an *Organisational Performance Management Framework* which is supporting moving the organisation from an activity focus to an outcomes, value, performance and continuous improvement focus. This is work in progress and there is much more to do, including embedding continuous improvement processes. This ambition has been one of the most challenging projects for the council. However, the organisation and all teams now have clearer work objectives and performance measures and there is a more robust framework governing individual staff performance. The recent commencement of Council Benchmarking by the Government will also be helpful in tracking our progress and performance as an organisation and support the drive for continuous improvement.

There has been considerable progress in people and capability management to realise our ambition of becoming an *Employer of Choice* so we can retain and attract the skills we need to deliver effectively for our community. Our new People Strategy provides the focus for this. It has led to a review of our contracts and terms so that our offer is competitive and we can maximise the appeal of less costly non-financial benefits. There is a complete new suite of role profiles across the organisation that are community outcome focussed and less task focussed. In addition, the Competency Framework with its focus on attitudes and behaviours provides for a more robust approach to recruiting the right people with the skills and attitude we need and to managing and enabling high performance. There has been progress in supporting leadership skills and development in the organisation which is important in helping to create a high performing organisation and reshaping the organisational culture. Reshaping the organisational culture is a long-term undertaking and is a work in progress to foster a more empowered workforce that is focussed on customer and community outcomes, takes responsibility and is accountable.

Transformational change of this scale can be disruptive for organisations, BAU delivery, customers and staff. Overall though, during the transformation, services have largely been maintained with minimal levels of disruption and our capital delivery rate has gone up, with the main projects - including large projects such as the Network Waitaki Sports and Events Centre, the Forrester Gallery Extension and the Kakanui Bridge replacement - being progressed successfully. Exceptions are within the library service, where there was temporary disruption, and within governance support, where we struggled to find the capacity to make the planned changes initially, in the context of additional and complex meetings and whereas a result, the service standards dropped for a period. The focus on maintaining BAU across the organisation during the changes, and the fear of failure and the consequences of this, has put a lot of pressure on staff and has slowed the progress of Transformation, but has not stopped it.

Work is progressing on transferring responsibility for Transformation outcomes and benefits into teams' business-as-usual operations and the new performance management framework as the organisation practice becomes increasingly one of continuous improvement. In the meantime, focus for the remainder of the programme will be on progressing the implementation of plans to deliver the target outcomes and benefits in the following areas:

- Customer service model, including locality
- Performance management
- Project Management Office
- Cultural Change
- Embedding prioritisation

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- Updating the management / operational leadership model to clarify terms of reference and remits

Long Term Plan (9 Year Budget)

On 30 June, Council adopted its Long Term Plan and 9 year budget. This has been the most challenging LTP this council has faced with significant inflation and in particular the cost of complying with water standards driving up costs at a time when large parts of our community are feeling cost pressures in their household budgets. The financial challenges we faced have meant that the process we went through was not the one we originally planned and different to what Council agreed at the start of the process. There were significantly more briefings and workshops than originally planned to scrutinise every part of the organisation and understand all of our costs and opportunities to reduce these.

Whilst our approach to the LTP has evolved slightly from that in the past to be more focussed on outcomes and value for communities, there is still scope for improvement in approach. Following a feedback session with the Governance Team we will now progress capturing the lessons learned and identifying the opportunities for improvement so that we can have an enhanced process to support the new Council in prioritising, ensuring a clear outcome focus, and also be able to plan for the different needs of our different communities, including with our community boards in Ahuriri and Waihemo. Following the Council's decision to retain water service in house, we will also now plan for an LTP amendment process early in the new triennium, to reflect water services now remaining within Council after 2027.

Elections

We have continued to prepare for elections, focussing our communications on encouraging people to consider standing for Council or their local Community Board. It is pleasing to see a good field of candidates come forward to stand to represent their communities with no costly byelections being required and a choice of candidates for most seats. Our communications focus has now turned to encouraging people to ensure they are registered to vote and then encouraging people to vote.

Work is nearing completion on putting in place an Induction Process for a new Mayor, the new Council and our Community Boards. A good induction programme is essential to ensuring that, whatever background our Elected Members are from, everyone is equipped with the skills and knowledge to perform the governance role. In doing this, our induction will be aiming to ensure the new Mayor, Councillors and Community Boards are set up and supported to be successful in delivering their ambitions for our district and community. The feedback received on the previous Induction Programme together with the survey on support for Elected Members, has been invaluable in ensuring we can develop and improve our support for Governance.

Local Water Done Well

The last financial year has seen considerable work undertaken on understanding and responding to the Government's Local Water Done Well reforms. The timeframes given to councils by the government to submit our Water Services Delivery Plan are short. Such an important strategic decision with such a big impact on our organisation and the communities we serve deserves more time to consider than we have been given. There has been a lot for all of us and our communities to understand in the intent and the implications of the government's reforms, including that maintaining the status quo is not an option, and that all available options will see significant increases in water charges for our community. All options have up sides and down sides and whatever option is selected, councils will have less control of water with more power given to

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regulators in the form of the Water Services Regulator and the Commerce Commission as economic regulator, who between them determine the standards, and can determine investment levels and revenue & charges, of Water Services Organisations, whether a CCO or in-house operation.

With the decision by Council to deliver water services inhouse, Council will need a new organisational strategy to continue to reshape how it works and delivers. This will need to take account of the progress made in the Transformation Programme and continue to realise the benefits of the changes, and enable & ensure the creation of a ring-fenced inhouse business unit for water. The strategy will need to continue progress on maximising efficiency and support a focus on priorities, to ensure delivery for our district and communities whilst minimising the cost impact on ratepayers. Work is commencing on the development of a new organisational strategy which will support the review of the LTP and the Water Services Delivery Plan and associated Implementation Plan.

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KEY PERFORMANCE INDICATORS (KPIs)

The following KPIs for the Chief Executive for the year ending 30 June 2025 were agreed and adopted on 24 September 2024.

KPI 1 – TRANSFORMATION DELIVERY

KPI – Delivery/Implementation of Transformation Programme – Changing the Way We Waitaki	
<p>Objective:</p> <p>Build the best council in NZ that empowers people and communities, is ambitious and high performing, and delivers excellent outcomes</p> <ul style="list-style-type: none"> • an ambitious council seeking to deliver the best for the district and residents • focussed on role as a community organisation and community leader • flexible, agile and data driven, focussed on performance and continuous improvement • modern, efficient, effective, customer focussed services • well governed • a leading employer with an empowered workforce • One Team in all that we do 	
<p>Strategic Framework:</p> <ul style="list-style-type: none"> • Deliver Transformation Programme – Changing the Way We Waitaki 	
<p>Key Results: (series of results that will enable successful delivery of the objective)</p> <ol style="list-style-type: none"> 1. We deliver a customer experience that we're proud of <ul style="list-style-type: none"> • Interactions with Council are frictionless 2. We do the right things at the right time for our community <ul style="list-style-type: none"> • Responsive to real needs of community • Delivering on our promises • Understanding our community 3. We have a reputation as a trusted partner <ul style="list-style-type: none"> • We have the agility to thrive • Responsive to change • Fit for purpose technology 4. We live within our means adding value for money <ul style="list-style-type: none"> • Reduced costs of living in community • Rates viewed as an investment • Council gives more than it takes 	<p>Key Measures: (initial measures, but not limited to these measures)</p> <ul style="list-style-type: none"> • Effectiveness – Achieve greater than 80% of key performance outcomes as agreed in the Annual Plan. • Efficiency – Improve the delivery of new and existing council provided services by 10% by implementing better processes and tools. • Effectiveness – Reduce the cost to deliver council provided services by 10% to reinvest in new council provided or partner services. • Community – Involve partners in the delivery of 10% of existing and new council services to support the delivery of the community outcomes.

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5. We are an employer of choice <ul style="list-style-type: none"> • Staff proud to work at Council 	<ul style="list-style-type: none"> • Achievement of a 5% increase in the Culture measure, for each undertaking of the survey, in the Council's chosen Staff Engagement Survey.
6. The Governance Team and Community Board members are supported to carry out their governance roles.	<ul style="list-style-type: none"> • A baseline measurement is introduced during the 2025 calendar year, to be measured on an annual basis.

Progress Update:

1. We plan to close the Transformation Programme by the end of 2025. This does not mean that we will have fully complete the transformation process and achieved all of the outcomes and benefits. Whilst we can now see the benefits of Transformation starting to be realised, as set out in the business case agreed by Council, the benefits of transformation will not be fully realised until two to three years from implementation. Work is progressing on the final stages of the programme and the transition of the transformation ambitions and outcomes in the BAU of the organisation, including in how the organisation manages performance and supports continuous improvement. This will include ensuring that metrics relating to the outcomes and benefits of transformation are reflected in the performance management information and reporting. Annual reports will document Council's performance against Annual Plan metrics, starting with the 2025/26 annual report as the initial point of comparison.

2. All Council forms are now available online, with many supporting payments and integrating into business workflows. New self-service tools—including knowledge base articles and an automated customer assistance to give residents 24/7 support - are live on our website. Progress continues on i) the introduction of a Customer Portal to provide improve access to services for self-serve and to customer information; ii) making available on line all property files iii) an online booking system which – all of which are planned to launch in late 2025 and which will improve access to and levels of service.

Ongoing efficiency improvements are anticipated in the coming months as the Performance and Continuous Improvement team advances the foundation set by the Transformation Programme. Employees will experience further enhancements through the implementation of updated workflows, while customers will continue to benefit from new tools and processes designed to strengthen and expand Council services.

3. Several benefits of transformation have been observed in both communication strategies and community engagement, with increasing levels of participation and interaction. The implementation of the locality model, along with place-based planning and service delivery, is beginning to yield positive outcomes. Further results are anticipated as these new approaches become further integrated over the next 6 to 12 months.
4. The recent Staff Engagement Survey reported an employee engagement (culture) score of 67% (3.37/5), an increase from 65% in 2023. Teamwork and collaboration are recognised as key organisational strengths, with the majority of employees reporting collegial support. Additional positive elements include well-established team dynamics, leadership initiatives designed to provide support, autonomy within individual roles, and effective managerial mentorship.

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5. A survey has recently been conducted of Elected Members to establish a baseline measure of the level of support governance receives. The results of the survey are attached to the report and demonstrate positive satisfaction with the support for Elected Members and in particular, the improvements made, but point to areas where further improvement can be made as part of our continuous improvement approach.

KPI 2 – COMMUNITY OUTCOMES

KPI 2a – Quality Services	
Objective:	
Deliver modern, effective customer services within a culture of continuous improvement.	
Strategic Framework:	
<ul style="list-style-type: none"> Robust core infrastructure and services Community facilities and services we are proud of 	
Key Results: (series of results that will enable successful delivery of the objective) <ol style="list-style-type: none"> Support our district to thrive via sustainable, resilient, and reliable networks and infrastructure Enhance access to current and future services for the community through user-friendly and convenient options Improve community wellbeing through enabling the provision of a highly valued and financially sustainable network of community facilities Council as an organisation delivers value and improvement efficiently and effectively to the district 	<ul style="list-style-type: none"> Key Measures: (initial measures, but not limited to these measures) <ul style="list-style-type: none"> By achieving an overall satisfaction rating with the Council's performance of 60% from resident surveys Reduce the need for over-the-counter service by 20% in the 12 months following the implementation of the new Customer Service model Achieve an overall satisfaction rating with quality of life in the district of at least 85% from resident surveys By implementing agreed outputs of the Transformation Programme by the end of the financial year (see KPI 1 for more detail)

Progress Update:

1. The Resident Satisfaction survey is currently being finalised, and a full report and analysis is planned to be tabled at the September meeting of Council. The overall satisfaction rating was 44% in 2025, below the target of 60% and down from 48% in 2024. Satisfaction with sealed roads declined from 42% in 2024 to 39% in 2025, while satisfaction with unsealed roads saw a slight increase, rising from 29% to 31% over the same period. Additionally, satisfaction with the water supply experienced a small decline, dropping from 75% in 2024 to 70% in 2025. The average satisfaction scores for Roading and Waters changed from 48.6 in 2024 to 47 in

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2025. Overall, Councils across the country are experiencing declining satisfaction increasing distrust. In addition, in implementing large scale organisational change programmes it is common to see an impact on customer satisfaction. However, this does not mean that the level of satisfaction is accepted, and the results of the satisfaction survey will be used as a focus for the Council's continuous improvement.
2. All hardcopy and PDF forms related to core services have been digitised. Additional self-help and self-service features, including webchat and a knowledgebase, are now available to decrease over-the-counter transactions. A baseline for the 2024/25 financial year will be established and compared at the conclusion of the 2025/26 financial year.
 3. Overall satisfaction with facilities shifted from 78.8% in 2024 to 75.9 in 2025. Satisfaction at Oamaru Opera House changed from 91% in 2024 to 89% in 2025. Parks and Reserves maintained a consistent satisfaction rate of 80% across both years. Sports fields and facilities moved from 75% in 2024 to 73% in 2025. Campgrounds recorded 72% in 2024 and 69% in 2025. Public toilets had a satisfaction rate of 70% in 2024 and 72% in 2025. Aquatic Centre figures were 75% in 2024 and 76% in 2025. Cemeteries went from 81% in 2024 to 76% in 2025. Libraries measured 85% in 2024 and 74% in 2025. Resource Recovery Park showed a satisfaction rate of 80% in 2024 and 75% in 2025.
 3. The KPI for delivery of the Transformation outputs is considered complete for the financial year, with all four transition stages finished on schedule as outlined. Expected benefits are projected to continue to be realised as planned, over the upcoming months and years, in accordance with the benefits realisation indicated in the initial business case and mandate for change. The operating model and associated teams and departments will continue to develop and be embedded as new working methods are implemented.

KPI 2b – Strong Communities

Objective:

Support and enable our communities to improve wellbeing

Strategic Framework:

- Enabling safe and healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebrating our community identity

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Key Results: <i>(series of results that will enable successful delivery of the objective)</i>	Key Measures: <i>(initial measures, but not limited to these measures)</i>
<ol style="list-style-type: none"> 1. Support and promote public health and wellbeing through community initiatives and programmes. 2. Promote diversity and cultural understanding within the community and within Council 3. Facilitate the development of an “intentional plan” with the Council Governance Team that enables the Waitaki community to have local input into regional and central government decision-making – engage with ministers and officials to advocate for Waitaki. 4. Support and promote local arts, culture, sport, and recreation 	<ul style="list-style-type: none"> • By increasing Council participation in education and awareness by 50% • By increasing the delivery of cultural competency education programmes to 14 by the end of the year • Engaging in 75% of all relevant submission opportunities • By growing utilisation and participation by 5% year on year

Progress Update:

1. The Warmer Waitaki Curtain Bank initiative has been successfully launched, with operational training provided by the Dunedin Curtain Bank, enabling volunteers to begin their work and local service providers to start making referrals. In addressing homelessness, Stronger Waitaki organised a hui with community partners to complete a stocktake and gap analysis of available services and to identify suitable referral pathways. This gathering not only facilitated connections among service providers and community groups, fostering collaborative opportunities, but also saw attendance from 40 individuals representing 25 organisations. Additionally, a partnership has been formed with Fire and Emergency New Zealand to assist locality officers in delivering fire safety education to people living rough. Stronger Waitaki remains committed to strengthening home-focused referral pathways and processes between service providers. Efforts are ongoing to review existing successful models, investigate technology-enabled solutions, and seek funding opportunities to further support this work.
2. The Arts, Culture and Libraries team, collaborating with the Strategic Communications & Engagement team, has delivered 14 Mātauranga Māori programmes between September and November, and is planning a series of evening events to promote diversity and cultural competence in the community. They have also organised a Matariki programme, including community events and the George Burns Memorial children's art exhibition with a Matariki theme, in June in conjunction with the public holiday.
3. Between June 14 and July 31, 2025, a total of ten submissions were made, comprising six direct Council submissions and four in collaboration with Taituara. The direct Council submissions included the Building and Construction (Small Stand-Alone Dwellings) Amendment Bill, as well as the Resource Management - National Direction Packages 1-3, which focused on infrastructure and development, the primary sector, and freshwater, along

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with Package 4, which addressed housing growth. The Taituara partnership submissions covered topics such as the Regulatory Standards Bill, the National Infrastructure Plan, and the Resource Management - Integrated National Direction Packages 1-3.

4. The OKR team is updating seasonal sports licences to require reporting of player data from sporting codes, further improving the Council's ability to track and promote participation.

KPI 2c – Prosperous District

Objective:

Develop and enable a thriving district economy, characterised by sustainable and inclusive growth

Strategic Framework:

- Attracting new opportunities
- Supporting local businesses
- Fostering a diverse and resilient economy

Key Results: *(series of results that will enable successful delivery of the objective)*

1. Support and grow the district's primary sector
2. Revitalise our places (CBD and townships) through opportunities to support businesses, homes, and visitors
3. Increase visitor economy return
4. Enhance business innovation and growth
5. Increase the skills base available to employers in the district and improve opportunities within the district for skills development

Key Measures: *(initial measures, but not limited to these measures)*

- 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
- By activating 50% of CBD vacant spaces by the end of the financial year (excludes Palmerston CBD); AND By measuring the resulting economic impact by December 2025.
- By generating >15% increase in overall annual visitor spend through increased overnight stays
- By supporting a minimum of 10 startups to become established through an entrepreneurship ecosystem
- By creating career pathways for at least 50 people into employment across diverse business sectors

Progress Update:

1. The Waitaki Grown initiative, a collaboration between the Waitaki District Council and local farmers, aimed to encourage land use diversification and boost economic resilience by developing new crops and accessing high-value markets. The first harvest of medicinal crop trials has yielded promising phytochemical results from four root crops: Astragalus, Baical Skullcap, Liquorice, and Withania (Ashwagandha).

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These initial results demonstrate the potential for cultivating high-value medicinal plants in the Waitaki region. The findings, obtained through laboratory testing, will help the project team refine cultivation strategies in the coming year.

Waitaki Grown is exploring future research partnerships, including applications in animal health and soil wellbeing. These efforts align with a broader vision for integrated land use systems that promote both environmental and economic sustainability across the district.

2. The Revitalise our Places Ōamaru (ROPO) programme concluded in December 2024, leading to two businesses arranging short-term leases for vacant Thames Street spaces. Community projects from the Central Ōamaru Masterplan are progressing. Thames Street facade renovations began in May as stage one, with stage two planned for Spring 2025. Several placemaking initiatives were finished this quarter, including the adoption of the Ōamaru North Masterplan. A new Waitaki identity and story has been developed to boost reputation and community pride, and new Gateway and Township signage will be the first visible step in this initiative.
3. Tourism in the Waitaki District saw mixed results over the last year. Expenditure grew 6.3% to \$202 million by September 2024, outpacing Otago and national rates. Guest nights jumped 11.4%, totalling 467,700. By December, expenditure growth eased to 2.5% (\$204 million), trailing regional and national averages, though international spending surged 20.7% from a low base. Guest nights kept rising, up 7.6% to 475,600. However, by March 2025, tourism spending fell 2.4% to \$204 million. April data showed renewed growth, with international spend up 19.3% year-on-year, despite making up only 7% of the total. Guest nights edged up 0.9% to 471,100, bucking declines elsewhere. Overall, while spending fluctuated, rising guest nights and strong international growth point to a resilient Waitaki tourism sector.
4. This workstream is on hold due to resource constraints.
5. A dedicated Mayors Task Force for Jobs Officer has now been appointed to oversee the development of a new, in-house delivery model for the 2025/26 financial year. In terms of building capability, nine students have begun their studies toward a Bachelor of Applied Management through Capable NZ.

KPI 2d – Valued Environment	
Objective:	
Protect Waitaki's natural and built environment for present and future generations	
Strategic Framework:	
<ul style="list-style-type: none"> Protecting our diverse landscapes and water bodies Meeting Environmental and climate change challenges 	
Key Results: <i>(series of results that will enable successful delivery of the objective)</i>	Key Measures: <i>(initial measures, but not limited to these measures)</i>
1. Provide leadership to support sustainable long-term community resilience.	<ul style="list-style-type: none"> By implementing a minimum of eight climate sustainability and/or resilience projects

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2. Enable environmental ownership and protection in the community through education, incentives, and collaboration.	<ul style="list-style-type: none"> • 100% allocation of the Heritage, Biodiversity, and Waste Minimisation Funds • Ensuring WDC achieves all national legislative planning standards by the end of the year
3. Establish and implement robust strategies that promote the long-term protection and sustainability of Waitaki's natural and built environment.	

Progress Update:

1. The Council remains actively engaged in collaborative meetings with the Otago Climate Officers Group (OCOG) and the Canterbury Climate Partnership Plan (CCPP), where we consistently share and provide relevant information to support the objectives of these partnerships.
2. A significant portion of the Biodiversity and Heritage funds—about 50-60%—has already been allocated, with a new funding round set for February 2025. The 2024 Waste Minimisation Fund was fully distributed in August 2024, supporting initiatives such as a Construction and Demolition waste tradie breakfast, regional webinar, and the Repair Cafe. Waste staff aided in diverting food waste from a Netflix film shoot, and the Waste Free Waitaki social media continues to promote waste minimisation. The Enviroschools kaupapa remains active in fostering youth sustainability efforts. Recent highlights include a Biodiversity Hui that drew around 40 participants and strong demand for the Waitaki Biodiversity Fund, which received three applications totalling more than twice the remaining annual budget. Additionally, the Waitaki Heritage Fund Sub-Committee awarded \$13,753 to three successful applicants in June 2025, representing 14% of the fund due to low application numbers.
3. The Proposed Waitaki District Plan was notified for public consultation on 1 March 2025, with the submission period closing on 16 May 2025. During this time, a total of 314 submissions were received from the community. These submissions have now been recorded in a dedicated database, and a comprehensive summary is currently being prepared. Subject to Council direction in light of the government's Plan Stop announcement and proposed legislation, and the result of any exemption requests made to the Minister, hearings on selected topics are anticipated to commence in late 2025 or early 2026.

KPI 3 – LEADERSHIP

KPI – Overarching Leadership
<p>Objective:</p> <p>As the employee of the Governance Team, lead the staff of Council to achieve other key initiatives in the Strategic Framework and programme of priorities.</p>
<p>Strategic Framework:</p> <ul style="list-style-type: none"> • Prosperous District • Strong Communities • Quality Services • Valued Environment

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Key ACTIONS: <i>(series of ACTIONS that will enable successful delivery of the objective)</i>	Key Measures: <i>(initial measures, but not limited to these measures)</i>
<ol style="list-style-type: none"> 1. Plan developed and executed for the next stage of the Economic Development Strategy 2. Development and implementation of a Communications and Community Engagement Strategy and approach 3. Delivery of a new Waitaki Sports and Events Centre that meets the “must have” requirements 4. A strong partnership exists between the Council and iwi based on trust, understanding and shared aspirations; Council is fulfilling the Te Tiriti commitments 5. Successful adoption of a fit for purpose, transformative, Long-Term Plan that sets a direction for the district and its communities and a focus for what and how the Council will deliver to support this 6. As part of the LTP, review CCOs and progress new arrangements to support delivery of Council target outcomes and objectives. 7. Development of a Water Services Delivery Plan and Partnership Development for waters with other councils 	<p><i>It is not appropriate to have measures for this KPI as it is identified as an overarching leadership objective for the Chief Executive.</i></p> <p><i>The development and implementation of each of the Key Actions in the left column will be the deliverables in this case.</i></p>

Progress Update:

1. Following the direction from the LTP process where this matter was consulted on again, a plan to repurpose Tourism Waitaki as an Economic Development Agency will be developed and brought back to Council. It is proposed to engage Tourism Waitaki in this process.
2. Following the Council’s adoption of the Communications and Engagement Strategy 2025–28 in July, implementation is now underway. Initial priorities have centred on enhancing internal capability, including the development of a new Communications Toolkit for staff. The phased introduction of the new Council brand has also commenced. Concurrently, work continues on establishing a Community Engagement Framework to promote more consistent and inclusive engagement across Council initiatives. Preliminary feedback has been favourable, with staff noting greater clarity and confidence in communication planning.

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3. The construction work is progressing well being on time and on budget. The roof cladding, pouring concrete for floor slab in cricket area, blockwork installation is complete, and the installation of internal wall electrical and IT cables has commenced. Planned works include external wall cladding installed, completion of cabling with commencement of interior wall linings installation.
4. Te Rūnanga o Moeraki have recently appointed a new Chief Executive, and discussions are progressing the further development of the partnership between Council and TROM and where this can bring benefits to our communities.
5. The 2025-34 LTP was adopted by Council on 30 June 2025.

The LTP document has been updated to align with the new organisational structure, reducing its length from 500 pages to 200 pages to improve readability. Following adoption, Council decided to retain water services delivery in-house rather than joining a joint CCO. Consideration is now being given to the preparing an amendment to the 2025-34 LTP, which would update the plan to reflect the proposed water services delivery model and set the path for an in-house business unit.
6. The Water Services Delivery Plan is moving forward for in-house delivery, with a draft submitted to the Government Department of Internal Affairs on 31 July.

PROGRESS WITH OTHER KEY WORK

In summary, other areas on which the Chief Executive continues to engage are:

- Regular meetings with Council Controlled Organisation Chief Executives and Boards.
- Regular meetings with other Waitaki Chief Executives.
- Otago Chief Executives Forum, for which the CE is currently the Chair.
- Otago Mayoral Forum.
- Otago Civil Defence Executive Group.
- Otago Civil Defence Joint Committee.
- Canterbury Chief Executives Forum.
- Canterbury Mayoral Forum.
- Waitaki Events Centre Project Board meetings.

6.8 RETIRING ELECTED MEMBERS - VALEDICTORY SPEECHES

Author: Arlene Goss, Governance Services Lead

Authoriser:

RECOMMENDATION

That Council receives and notes the information.

VALEDICTORY SPEECHES

The purpose of this report is to provide an opportunity at this final Waihemo Community Board meeting for the 2022-2025 triennium for those elected members who are retiring to deliver their valedictory speeches and to have them recorded in the public minutes of the meeting.

The retiring elected members are as listed below.

- (a) Cr Jim Thomson – Waihemo ward councillor and community board member.
- (b) Carol Watson – Waihemo community board member.
- (c) Mayor Gary Kircher.

Speeches are optional and will be followed by a presentation from the chairwoman.

ARRANGEMENTS AFTER THE ELECTION

Members standing for re-election are asked to note the following dates and events:

October 11 – Preliminary election results out.

October 14 to 17 – Individual meetings between the mayor-elect and individual community board members. This is also the time to return council tablets and perform other administrative tasks. One-on-one appointments are also available with the chief executive if useful.

October 17 – Final election results out.

October 22 at 5pm – Inauguration ceremony at the Opera House in Oamaru. Community board members will be sworn in at this ceremony. Anyone unable to attend in Oamaru will be sworn in at the beginning of the first community board meeting on November 12. (If the results of the election are challenged or the ceremony cannot go ahead for any reason on October 22, the contingency date is October 30.)

October 24 to October 31 – Most days there will be education sessions happening in Oamaru that you are welcome to attend. A programme will be sent out on October 12 with details.

Wednesday, November 12 – First meeting of Waihemo Community Board at Palmerston Service Centre, at 3pm (start time to be confirmed). An agenda for this meeting will be sent to you the week before.

November 18, 10am to 3pm – Workshop in Oamaru to go over the legal responsibilities of an elected member.

December 2 (to be confirmed) – Combined workshop of council and both community boards to explore how they can work together. More information to come.

Please note: Community board members can claim mileage to attend council business in Oamaru. Please ask the governance support staff for a claim form.

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