

**CONFIRMED MINUTES**

**OF THE WAIHEMO COMMUNITY BOARD MEETING  
HELD AT THE WAIHEMO SERVICE CENTRE, PALMERSTON  
ON MONDAY, 22 JUNE 2020 AT 5.30PM**

**PRESENT:** Mrs Heather McGregor (Chair), Mr Paul Roy (Deputy Chair), Mrs Carol Watson, Ms Casey Linklater, Mrs Katrina Dodd (from 5.40pm), and Cr Peter Newton

**IN ATTENDANCE:** Mayor Gary Kircher  
Cr Kelli Milmine (rostered participant)  
Fergus Power (Chief Executive)  
Lisa Baillie (People and Culture Group Manager)  
Ainslee Hooper (Governance and Policy Advisor)

**MEETING OPEN**

The Chair declared the meeting open at 5.30pm and welcomed everyone present.

**1 APOLOGIES**

**RESOLVED WCB 2020/012**

Moved: Mrs Carol Watson  
Seconded: Ms Casey Linklater

That an apology for lateness on behalf of Mrs Katrina Dodd be accepted.

**CARRIED**

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 PUBLIC FORUM**

**Speaker 1: Mr Chris Paul, Shag Point Ratepayers' Association:**

Mr Paul read a list of requests that had been developed at the Association's recent Annual General Meeting. These included reductions to speed limits, signage replacements; work on drains; contractor contract monitoring; notices to property owners about hedges extending out into the road side; changes to regulations from 1 July that will require fish to be gutted once onshore rather than out at sea which could be a health hazard around the boat ramp area; forestry fire breaks; and the future rail trail – the Association wanted to be involved in discussions on that from the beginning.

In reply, Mayor Kircher advised that the speed limit review was out for public consultation at the moment, and the Association could make a submission on that directly. The details were available on Council's website. He also noted that Council would be discussing the cycle trail, following the Dunedin City Council's decision that it has too much else to do. The Waitaki District Council now needed to decide what it would do, and he assured Mr Paul that involvement with the Association would be part of what happened going into Shag Point and also where the trail might be located.

The Chair thanked Mr Paul for attending the Public Forum and sharing the Association's matters with Board members.

Board Member Katrina Dodd joined the meeting at 5.40pm.

The Chair directed the meeting to Agenda item 4.

## 4 CONFIRMATION OF PREVIOUS MEETING MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MEETING MINUTES - 2 MARCH 2020

The Chair advised the meeting that, due to technical issues, the minutes of the previous meeting were not available. She noted that the Governance Advisor had kept the Board informed of the problem and the process of resolving that, which she appreciated.

## 5 DECISION REPORTS

### 5.1 ADOPTION OF REVISED MEETINGS SCHEDULE FOR THE WAIHEMO COMMUNITY BOARD FOR THE PERIOD 19 MARCH - 31 JULY 2020

The report, as circulated, sought formal ratification by the Waihemo Community Board of the changes to its meetings schedule as a consequence of the COVID-19 pandemic and associated National Alert Level restrictions, and to note the offers made to and accepted by the Board Chair relating to how to deal with urgent business items and workshops until the Board's forward meetings can reconnect with its originally scheduled meeting on 31 August 2020.

The changes to the Waihemo Community Board's Meetings Schedule were as follows:

<b>Scheduled Meeting</b>	<b>Action Agreed and Taken</b>
4 May 2020 Waihemo Community Board Meeting	CANCELLED
29 June 2020 Waihemo Community Board Meeting	CANCELLED
New Replacement Waihemo Community Board Meeting	8 June 2020 (via Zoom) Subsequently CANCELLED
Rescheduled Replacement Waihemo Community Board Meeting	22 June 2020, 5.30pm Waihemo Service Centre
<b>Reconnection with original Meetings Schedule</b> Next Waihemo Community Board Meeting	Monday 31 August 2020

### RESOLVED WCB 2020/013

Moved: Mrs Carol Watson

Seconded: Cr Peter Newton

That the Waihemo Community Board:

1. formally ratifies the revisions to its Board Meetings Schedule for the period 19 March – 31 July 2020 as a consequence of the COVID-19 pandemic, as previously agreed with the Board Chair and pursuant to the revised Meetings Schedule adopted by the Waitaki District Council at the Additional Council Meeting on 26 May 2020; and
2. notes that the offer to convene an Extraordinary Waihemo Community Board Meeting/s, for urgent business items only, and to hold additional workshops has been made to and accepted by the Board Chair for the period between the replacement Zoom meeting of the Board on 8 June and the next formal Board meeting scheduled for 31 August 2020.

**CARRIED**

**5.2 ADOPTION OF WAITAKI DISTRICT COUNCIL STANDING ORDERS 2019 - 2022 TRIENNium**

The report and attached Waitaki District Council Standing Orders, as circulated, sought to ensure that the Waihemo Community Board has appropriate and relevant guidance and rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies and community boards. This supports good governance practice and meets Schedule 7 27(1) Local Government Act 2002 requirements for Standing Orders.

Cr Peter Newton moved, and Mrs Carol Watson seconded an alternative motion, which was then put to the meeting and resolved as set out below.

**RESOLVED WCB 2020/014**

Moved: Cr Peter Newton  
Seconded: Mrs Carol Watson

That the Waihemo Community Board agrees to lie the report and the Waitaki District Council Standing Orders 2019 – 2022 on the table, pending further discussion on the content of the document at a workshop first, before reconsidering adoption of revised Standing Orders by the Board at a future meeting.

**CARRIED**

**5.3 ADOPTION OF COUNCIL'S CODE OF CONDUCT 2019 - 2022**

The report and attached Waitaki District Council Code of Conduct 2019 – 2022, sought the Board's consideration for adoption.

Cr Peter Newton moved, and Mrs Katrina Dodd seconded an alternative motion, which was then put to the meeting and resolved as set out below.

**RESOLVED WCB 2020/015**

Moved: Cr Peter Newton  
Seconded: Mrs Katrina Dodd

That the Waihemo Community Board agrees to lie the report and the Waitaki District Council Code of Conduct 2019 – 2022 on the table, pending a workshop.

**CARRIED**

## 6 MEMORANDUM REPORTS

### 6.1 CHAIRPERSON'S REPORT

The report, as circulated, shared the Board Chairperson's report with members and the public.

The Chair spoke to the report and noted that she believed it was important that the impact of COVID-19 was documented so that it could be preserved in the community's archives. She highlighted how well the Waihemo community had come through the lockdown, noting that a team of volunteers had ensured the elderly and others in need were regularly contacted to check on their wellbeing and welfare needs. Volunteers had also delivered meals, and the Lions Club members had assisted with grocery deliveries. She commended the supermarkets in Palmerston and Hampden for doing an outstanding job for the communities, especially by working very long hours to ensure the shelves were well stocked. The Chair mentioned that a couple of welfare matters had been referred to her, along with some requests for emergency food supplies for families in need. These had all been dealt with diligently by her and fellow volunteers and the required care was provided.

On behalf of all Waihemo Community Board members, the Chair thanked Council for proposing an average zero rates increase in the district in the next financial year. It has been well received by the ratepayers in the Waihemo Ward.

She also thanked Council for the supply of mini iPads to Board members to enable them to receive meeting agenda papers digitally instead of in paper form. These had been well received, and the Board believed they would help improve the efficiency of their meetings.

The Chair also took the opportunity to congratulate two well-known people in Palmerston who had recently received awards. They were:

- (a) Noel Sheat received a Queen's Birthday Honour – the New Zealand Order of Merit for his services to ploughing and the community.
- (b) Courtney Duncan received two awards – the New Zealand Media and Entertainment Sportswoman of the Year and the Supreme Award for the ASB Otago Sports Award for Motocross.

The Chair thanked Board Deputy Chair Paul Roy for standing in for her during her absence in March/April.

#### **RESOLVED WCB 2020/016**

Moved: Mrs Heather McGregor

Seconded: Mr Paul Roy

That the Waihemo Community Board receives and notes the information.

**CARRIED**

### 6.2 WAIHEMO COMMUNITY BOARD SUBMISSION ON WAITAKI DISTRICT COUNCIL 2020/21 ANNUAL PLAN

The report, as circulated, provided a copy of the Waihemo Community Board's submission on the 2020/21 Waitaki District Council Annual Plan, and the summary submission sheet prepared by Council in response to all submissions, which includes comments from officers on requests made in the Board's submission. This information has been saved to the Board's correspondence files.

The Chair advised that she believed the responses to submissions could have been circulated to the Board Chairs in advance of them being included in the agenda for the Council Meeting.

The Chief Executive and Group Manager undertook to pass on that feedback to Council officers

Mayor Gary Kircher suggested that the Board could have workshops with staff to get some of the projects the Board had submitted on progressing further, in particular by seeking quotes for the proposed work. With regard to the cycle trail, the Mayor clarified that Council was committed to getting the Alps2Ocean trail finished first, before starting another trail project. He said he would discuss the Puketapu track proposal with the Rūnanga to help things along. With regard to internet access, Council was looking at free wi-fi services around particular parts of the district, and Palmerston was on the list for that. The aim would be to provide general internet access, and it would not include providing wi-fi in Dunback or more rural areas. He noted that he had had been advocating for rural communities to be able to get good connectivity whilst representing Local Government New Zealand at recent MBIE workshops.

**RESOLVED WCB 2020/017**

Moved: Ms Casey Linklater

Seconded: Mrs Katrina Dodd

That the Waihemo Community Board receives and notes the information.

**CARRIED**

**6.3 WAIHEMO COMMUNITY BOARD CORRESPONDENCE**

The report, as circulated, attached a copy of correspondence from the Waihemo Community Board received since the previous meeting. The correspondence has been added to the Board's files.

**RESOLVED WCB 2020/018**

Moved: Mr Paul Roy

Seconded: Mrs Carol Watson

That the Waihemo Community Board receives and notes the information

**CARRIED**

**6.4 ASSETS UPDATE**

The report, as circulated, updated the Board on issues, operations and projects managed by the Assets Group, occurring within the Waihemo Ward since the last Board meeting.

There was brief discussion on the work that had started on Horse Range Road, and at the Dunback reservoir to investigate a leak.

Mayor Gary Kircher advised, in response to a question, that a response on shovel-ready projects through Palmerston was expected "any day now".

A query was raised about the supply of gravel from Oceana as some of it produced from the grey rock has been found to turn to dust very quickly.

**ACTION: Group Manager Lisa Baillie to pass on the query to the Assets team**

**RESOLVED WCB 2020/019**

Moved: Cr Peter Newton

Seconded: Mr Paul Roy

That the Waihemo Community Board receives and notes the information.

**CARRIED**

## 6.5 RECREATION UPDATE

The report, as circulated, updated the Waihemo Community Board on routine work, maintenance issues and progress on minor projects.

Discussion on the report noted that the new toilet at Moeraki was being well used and included a request to know when the work would commence to upgrade the old toilet block into a changing room by removing the toilet petitions.

**ACTION: Group Manager Lisa Baillie to follow up**

It was noted that the rubbish bins at Moeraki in the new toilet area were being filled up very quickly. This was being monitored, and options such as recycle bins were being considered.

Problems at the Palmerston dump station were discussed. First, there had been a pipe burst at the tap, then a flood for a few days. The problems seemed to be ongoing. There was a request for more information on the problems and potential solutions to be included in the next update.

**ACTION: Group Manager Lisa Baillie to follow up**

It was clarified that the tree issues would be discussed at a recreation workshop that was to be scheduled in the near future.

**ACTION: Recreation workshop with the Board to be scheduled**

### RESOLVED WCB 2020/020

Moved: Ms Casey Linklater

Seconded: Mrs Carol Watson

That the Waihemo Community Board receives and notes the information.

**CARRIED**

## 6.6 WAIHEMO COMMUNITY BOARD FINANCIAL UPDATE

The report, as circulated, provided an update on financial transactions and activities within the Waihemo ward since the previous meeting.

The Chair noted that the Board was aware of the Waihemo water deficit and the previous agreement to discuss that issue at a workshop with Finance officers. COVID-19 had interrupted plans to schedule that workshop, but another date and time would need to be found.

**ACTION: Request for workshop to be passed to the Finance team**

Mayor Kircher explained Council's recent decision to rate for an 'average zero rates increase'. It had not been possible for all rates to be zero because Council was not doing the same things. There were increases and decreases, so Council had utilised some of the Whitestone Contracting dividend to add to some accounts and bring them down closer to zero and one of those was the Waihemo water account. This was seen to be a fairer approach, at least for the year ahead.

A query was raised about the \$20k in the report for "Hampden streetscape". The meeting was advised that the Dunback and Palmerston streetscape plans were in place, so perhaps the item in the report needed to be removed.

**ACTION: To be passed to the Finance team**

**RESOLVED WCB 2020/021**

Moved: Mr Paul Roy  
Seconded: Cr Peter Newton

That the Waihemo Community Board:

1. Receives and notes the balances of separate rate accounts within the Waihemo ward; and
2. Receives and notes the report detailing movements and the balance of funds available for distribution to community projects within the Board's ward.

**CARRIED**

**6.7 BUILDING CONSENTS ISSUED IN THE WAIHEMO WARD FOR FEBRUARY, MARCH AND APRIL 2020**

The report, as circulated, provided Board members with a list of building consents issued in the Waihemo Ward for February, March and April 2020.

The impact of COVID-19 on building consents was noted.

**RESOLVED WCB 2020/022**

Moved: Cr Peter Newton  
Seconded: Mr Paul Roy

That the Waihemo Community Board receives and notes the information.

**CARRIED**

**6.8 COUNCIL INFORMATION REPORT - WEBSITE LINKS**

The report, as circulated, provided links to update reports by the Mayor and Chief Executive that have been tabled at recent Council Meetings, for the information of Community Board members and their communities. The Chair and Board Members may have already received this information.

**Mayor's Report**

Mayor Gary Kircher spoke about the tributes stated in his report on how well Waitakians had coped with the lockdown and come through without a case of COVID-19. He advised that he had received letters from the National Emergency Management Agency (NEMA) and Civil Defence Emergency Management (CDEM) complimenting all councils for the work that had been done in the welfare space and looking after their people and communities.

Regarding the cycle trail and request to have a horse trail next to it, Mayor Kircher advised that this was a matter raised from time to time, and the better proposal was to have the two trails separated. There may be only some places where it would be possible.

Mayor Kircher also explained the process for CouncilMARK, which is "a measure for better community value and is New Zealand's local government excellence programme". Waitaki District Council would be participating in it this year, and he said he was looking forward to seeing how well it measured up against other councils. More information on the CouncilMARK programme can be found on its website at: <https://councilmark.co.nz/>



### **Chief Executive's Report**

Chief Executive Fergus Power took his reports as read. He too had made mention of how Council had progressed through COVID-19 which he felt was a 'once in two lifetimes' event. He was especially proud about how Council staff had managed to respond to the pandemic, with about 95% utilisation of staff continuing through lockdown because of the earlier implementation of digital processing and information technology that was mobile. Mr Power said remote working could remain an option for some people who had been able to work more productively from a remote location. For other staff, remote working would be mixed with physical attendance in the office going forward. Research would be undertaken to determine the feasibility and benefits of the options.

Mr Power also spoke about recent media coverage for the district. This included Jack Tame's interview of a travel correspondent who had presented a long item on the Waitaki, with a great deal of positive news coverage generated by it; another article to feature in the 'North and South' magazine' and a feature on Dawn Aerospace's developments in a recent edition of the 'New Zealand Engineering' magazine.

Mr Power also talked about Council's development of the dashboards for Elected Members, including Community Board members, that would provide critical data on economic activity (eg EFTPOS transactions) that could inform decision-making on how to respond to policy changes.

### **Executive Management Update**

Group Manager Lisa Baillie talked about Council's response to COVID-19 as an organisation, including how staff were redeployed to work from home; to assist the Ministry of Social Development to call their clients; to help the Queenstown Lakes District Council who had deal with over 100 welfare support requests. She also explained the work of the Emergency Operations Centre (EOC) which had been focused on supporting foreign nationals as well as local residents. Mrs Baillie acknowledged that it had been "pretty tremendous, crazy few months" but Council and the community had come through it strongly.

### **Rostered Councillor Kelli Milmine**

Cr Milmine endorsed the comments of the Mayor, Chief Executive and Group Manager, and acknowledged how good it was to be able to be out of lockdown and able to attend a physical meeting tonight. She thanked the Board for its warm welcome and congratulated them on a successful meeting.

### **RESOLVED WCB 2020/023**

Moved: Cr Peter Newton

Seconded: Mr Paul Roy

That the Waihemo Community Board receives and notes the information.

### **Additional Community Updates:**

Board Member Carol Watson advised the meeting that the Flag Swamp School was now closed; and an application to the Provincial Growth Fund (PGF) had been submitted for the Sports hall. The Chair added that the Hampden community group was also looking into applying to the PGF.



**7 MEETING CLOSE**

There being no further business, the Chair declared the meeting closed, at 6.30pm.

CONFIRMED at the Waihemo Community Board Meeting held on Monday, 31 August 2020 at 6.30pm.

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CHAIRPERSON