



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

I hereby give notice that the
Community, Culture and Regulatory Committee Meeting
will be held on:

Date: Tuesday, 8 March 2022
Time: 11.30am
Location: Council Chamber, Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

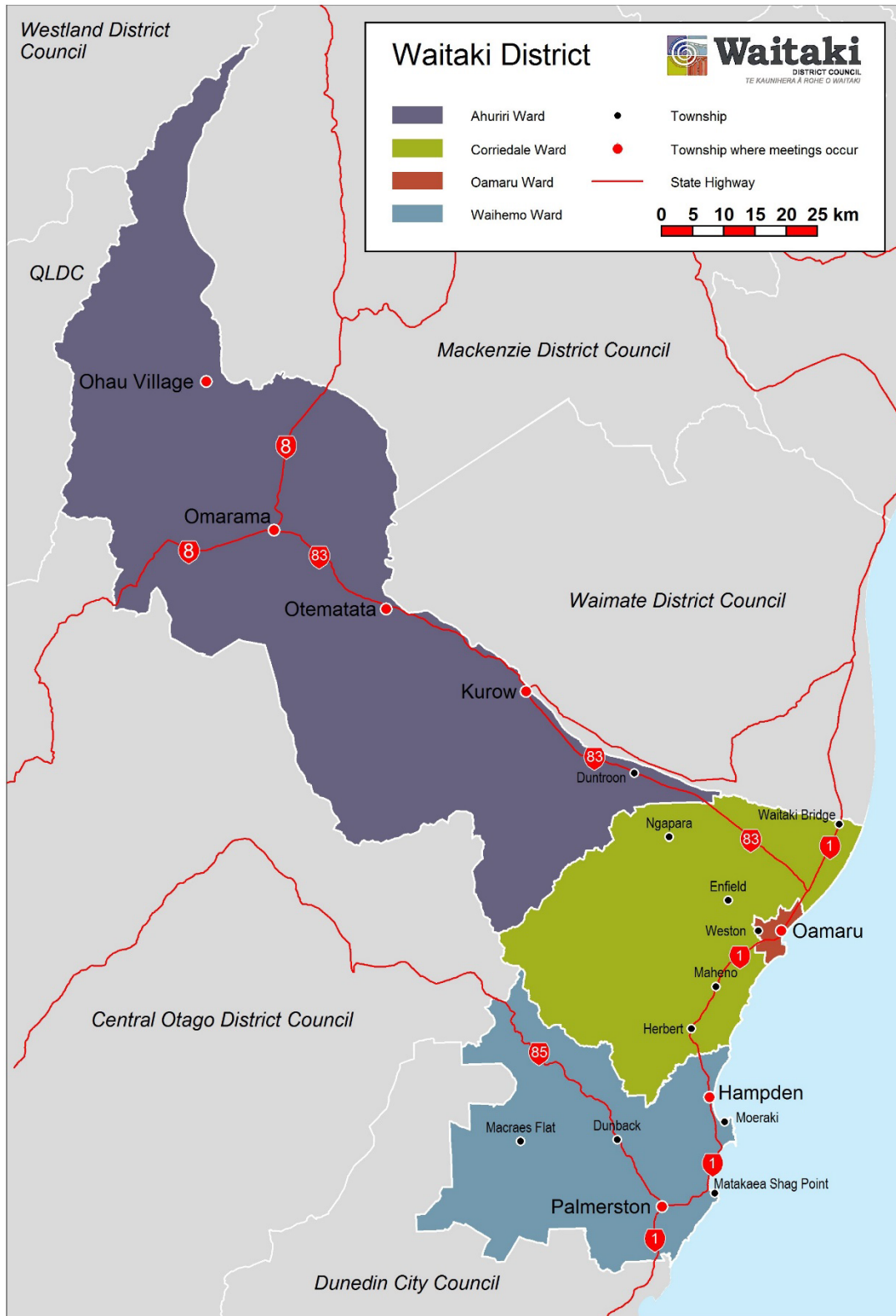
Agenda

Community, Culture and Regulatory Committee Meeting 8 March 2022

Community, Culture and Regulatory Committee

Deputy Mayor Melanie Tavendale	Chair
Cr Jim Hopkins	Associate Chair (District Plan Review)
Cr Hana Halalele	Associate Chair (Community Development)
Cr Jim Thomson	Member
Cr Kelli Williams	Member
Mayor Gary Kircher	Member

Alex Parmley
Chief Executive



STRATEGIC FRAMEWORK

Waitaki

THE BEST PLACE TO BE!

Waitaki - Whenua taurikura

EMPOWERING OUR PEOPLE AND PLACE TO THRIVE

Whakapuāwai takata, Whakapuāwai whenua

COMMUNITY OUTCOMES

economic

PROSPEROUS DISTRICT

- Attractive to new opportunities
- Support local businesses
- Foster a diverse and resilient economy

social and cultural

STRONG COMMUNITIES

- Enable safe and healthy communities
- Connected, inclusive communities
- Promoting a greater voice for Waitaki
- Celebration of our community identity

environment

VALUED ENVIRONMENT

- Protecting our diverse landscapes and water bodies
- Meeting environmental and climate change challenges

STRATEGIC PRIORITIES

Providing high-quality core infrastructure and services

Determining the best way to deliver 3-waters for the community

Working with the community to respond to COVID-19 challenges

Creating a District Plan that is fit for Waitaki's future

Striving towards better Council performance

Driving best value for rates

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



Agenda Items

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- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**

3 CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 PUBLIC MINUTES OF THE COMMUNITY, CULTURE AND REGULATORY COMMITTEE MEETING HELD ON 8 FEBRUARY 2022

Author: Ainslee Hooper, Governance and Policy Advisor

Authoriser: Lisa Baillie, People and Culture Group Manager

Attachments: 1. **Public Minutes of the Community, Culture and Regulatory Committee Meeting held on 8 February 2022**

RECOMMENDATION

That the Community, Culture and Regulatory Committee confirms the Public Minutes of the Community, Culture and Regulatory Committee Meeting held on 8 February 2022, as circulated, as a true and correct record of that meeting.

UNCONFIRMED MINUTES

**OF THE COMMUNITY, CULTURE AND REGULATORY COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR,
OFFICE OF THE WAITAKI DISTRICT COUNCIL, 20 THAMES STREET, OAMARU
AND VIA ZOOM VIDEO-CONFERENCE
ON TUESDAY, 8 FEBRUARY 2022 AT 1.33PM**

PRESENT: Deputy Mayor Melanie Tavendale (Chairperson), Cr Hana Halalele (Associate Chair), Cr Jim Hopkins (Associate Chair), Cr Jim Thomson, Cr Kelli Williams, and Mayor Gary Kircher

IN ATTENDANCE: Cr Jeremy Holding
Cr Bill Kingan
Cr Guy Percival
Cr Colin Wollstein
Alex Parmley (Chief Executive)
Lisa Baillie (People and Culture Group Manager / Deputy Chief Executive)
Paul Hope (Acting Assets Group Manager and Finance and Corporate Development Group Manager)
Ainslee Hooper (Governance and Policy Advisor)

IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS (VIA ZOOM):

David Campbell (Planning and Heritage Manager)
Andrew Bardsley (Regulatory Manager)
Helen Algar (Community Development Manager)
Frances McElhinney (Oamaru Opera House Director)
Jenny Bean (Libraries Manager)

MEETING OPEN

The Chair declared the meeting open at 1.33pm and welcomed everyone present in the Chamber and those watching online.

1 APOLOGIES

There were no apologies.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 PUBLIC MINUTES OF THE COMMUNITY, CULTURE AND REGULATORY COMMITTEE MEETING HELD ON 2 NOVEMBER 2021

RESOLVED CCR 2022/001

Moved: Cr Jim Thomson

Seconded: Cr Jim Hopkins

That the Community, Culture and Regulatory Committee confirms the Public Minutes of the Community, Culture and Regulatory Committee Meeting held on 2 November 2021, as circulated, as a true and correct record of that meeting.

CARRIED

4 DECISION REPORTS

4.1 APPROVAL OF COUNCIL'S FEEDBACK ON "OUR FUTURE RESOURCE MANAGEMENT SYSTEM" DISCUSSION DOCUMENT

The report, as circulated, sought Council's approval of proposed feedback on the "Our future resource management system – Material for Discussion" document, for inclusion in a submission that is due on 28 February 2022.

Comments from Elected Members supported the need to strengthen Council's feedback and to use stronger language where appropriate. Issues were also discussed around equity and where national level resourcing should be provided, as well as identifying where local/regional arrangements were already working well (eg iwi relationships). Elected Members also asked for the feedback to highlight concerns around the representation matters relating to joint committees and regional spatial strategies.

It was agreed that the Heritage and Planning Manager would make the necessary changes to the proposed feedback and attach a revised version of it to the report on Recommendations to Council from this Committee Meeting for Council's endorsement at the Additional Council Meeting on 15 February.

RESOLVED CCR 2022/002

Moved: Cr Jim Hopkins

Seconded: Cr Kelli Williams

That the Community, Culture and Regulatory Committee recommends:

That Council:

1. Approves Waitaki District Council's feedback on the "Our Future Resource Management System – Material for Discussion" document, with amendments.

CARRIED

5 MEMORANDUM REPORTS

5.1 HERITAGE, ENVIRONMENT AND REGULATORY GROUP ACTIVITY REPORT - FEBRUARY 2022

The report, as circulated, informed the Committee about the strategies, planning and activities of the Heritage, Environment and Regulatory Group.

Elected Members acknowledged an increasing national view that the CDEM reform was 'too much'. It was being piled on top of multiple other reforms within the local government sector and yet it was not broken; it just needed some 'tweaking'. Letters from the sector had been sent to the Minister and Prime Minister.

One elected member shared concern about what appeared to be little promotion of the consultation opportunity on the Gambling Policy review. Several others did not concur with this view. However, it was agreed that staff would be asked to do further promotion, especially on social media, and especially on the topic of the sinking lid policy.

Progress on the responsible cat ownership matter was recognised.

Congratulations were extended to the team on the outcomes being achieved by the Mayors Taskforce for Jobs initiative. In response to a question, the meeting was advised that additional funding would be sought because the team wanted to do more and to sustain pastoral care beyond the end of June.

The Chair thanked Community Development Manager Helen Algar QSM and her team, and Cr Hana Halalele and her team, for their sterling efforts in supporting the Southern Health Board's five COVID vaccination clinics as well as endorsing the report's congratulations to the Stronger Waitaki team for the success of the well-attended drive-through clinic on 27 January.

In response to a question, Heritage and Planning Manager David Campbell advised that there were no major risks to report with regard to the timeline for the District Plan Review. Progress was being made, and work was coming through from the consultants as expected.

RESOLVED CCR 2022/003

Moved: Cr Jim Thomson
Seconded: Cr Hana Halalele

That the Community, Culture and Regulatory Committee receives and notes the information.

CARRIED

5.2 PEOPLE AND CULTURE GROUP ACTIVITY REPORT

The purpose of this memorandum is to inform the Committee, via updates on group projects, sector trends, activity trends and reporting by exception, about the People and Culture Group functions reporting to the Community, Culture and Regulatory Committee.

Group Manager Lisa Baillie congratulated the Library team for helping members of the community to produce their vaccine passports and for receiving acclaim for that work from New Zealand Libraries. The Chair endorsed Mrs Baillie's comments and the national recognition the library team had received. Mrs Baillie also highlighted the challenges in the operating environment due to COVID restrictions for the Oamaru Opera House; and the generous gift of artwork by local artists to the Forrester Gallery space, to add to the collection.

Initial discussion focused on the discovery of archaeological items (a few horseshoes and foundation blocks); COVID spacing requirements preventing children's and adult education programmes to be held and the trialling of events outside the library; the upwards trend for e-books

and the review in December of the e-line offering which resulted in several new online platforms (eg Bridget Williams' collection).

Regarding the Oamaru Opera House, the meeting was advised that MBIE has not broadened its criteria to include such venues as being able to operate under current COVID Red restrictions. The national industry body is working on that, and Opera House staff are looking at a change of its use during this time. Oamaru Opera House Director Frances McElhinney reported that audience confidence was expected to take some time to return, as people have changed their habits. Staff were sharing thoughts about how the venue could broaden its community access.

In response to a question about the report's reference to rebranding, Mrs McElhinney noted that the title 'Opera House' does not reflect the activities in the building; a full opera could not be accommodated in-house. Whilst opera has been a genre for the venue, it could be perceived as a barrier for some in the community. Mrs Baillie added that the inclusion of the reference to rebranding the Opera House in the report was an opportunity to invite Elected Members to give their own thoughts to the operating challenges being faced and the need to start thinking about how things could be done differently and discussing that with officers.

With reference to the Governance section, one elected member felt that having the public in the Chamber for meetings was an important part of democracy and they wanted to see a plan developed to allow that to attend whatever COVID restrictions were in place. Another shared their view that a risk assessment needed to be done first and discussions relating to that were planned in the near future.

RESOLVED CCR 2022/004

Moved: Mayor Gary Kircher
Seconded: Cr Jim Hopkins

That the Community, Culture and Regulatory Committee receives and notes the information.

CARRIED

6 MEETING CLOSE

There being no further business, the Chair declared the meeting closed, at 2.40pm.

TO BE CONFIRMED at the Community, Culture and Regulatory Committee Meeting to be held on Tuesday, 8 March 2022.

.....
CHAIRPERSON

4 MEMORANDUM REPORTS

4.1 PEOPLE AND CULTURE GROUP ACTIVITY REPORT

Authors: People and Culture Group Unit Managers

Authoriser: Lisa Baillie, People and Culture Group Manager

RECOMMENDATION

That the Community, Culture and Regulatory Committee receives and notes the information.

PURPOSE

The purpose of this memorandum is to inform the Committee, via updates on group projects, sector trends, activity trends and reporting by exception, about the People and Culture Group functions reporting to the Community, Culture and Regulatory Committee.

INTRODUCTION

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

The project traffic light report is targeted the following way:

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

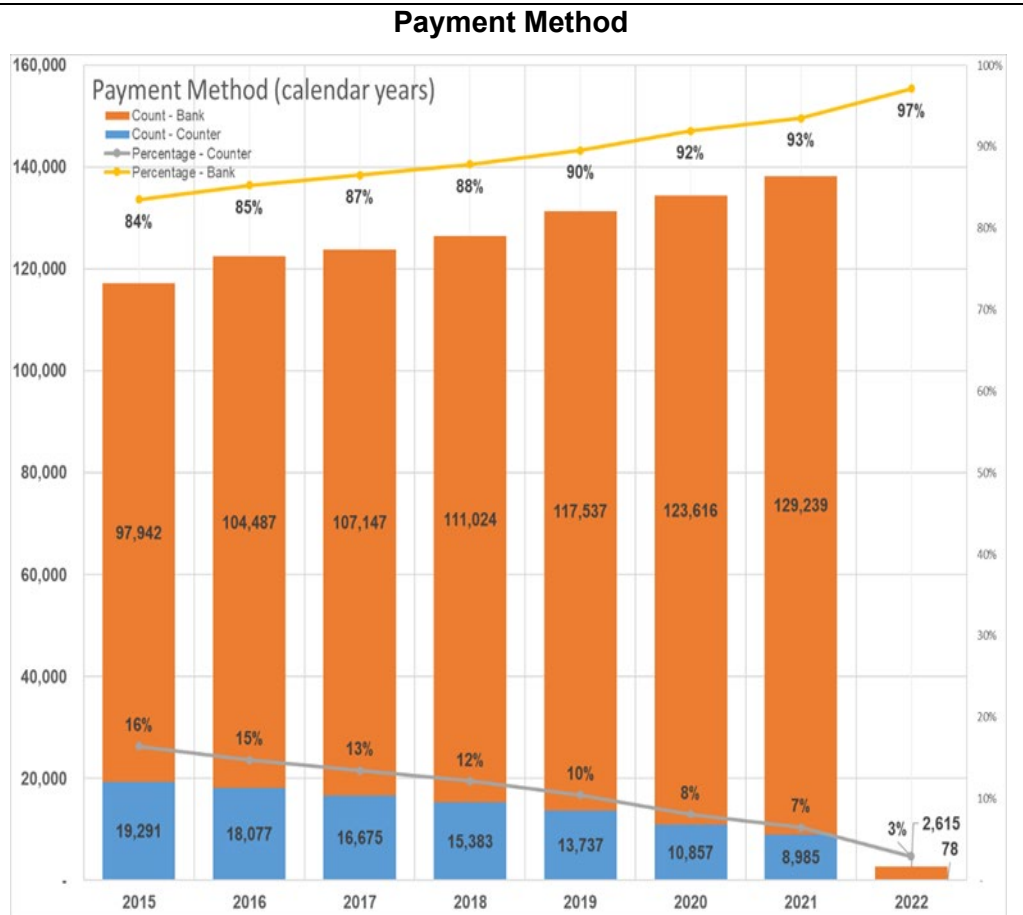


PEOPLE AND CULTURE PROJECT(S) UPDATE

Title	Commentary	Progress/Review Date
<p>Cultural Facilities Development Project (CFDP) 2020 Stage Two</p>	<p>Stage Two Museum/Archive. Breen Construction continues with construction work at the museum. Installation of the lift is complete. Upstairs spaces have been painted and floor coverings are being installed. Work on the exterior stonework has been completed. The ground floor spaces remain the current focus of activity with the installation of new ceiling and wall linings. Work in the collection store is due to resume following the discovery of archaeological material on site.</p> <p>Stage Two of the Forrester Gallery project work, with implementation of the funding strategy, is underway. Work continues with the property team on confirming the design of the proposed building and the project timeline.</p>	<p>Making sufficient progress</p>
<p>Culture and Heritage Strategy</p>	<p>No significant development since the last discussion, as other priorities have taken precedence. This work will continue as capacity allows.</p>	<p>Making sufficient progress</p>
<p>Customer Excellence Strategy</p>	<p>Customer Liaison staff have been conducting a 'refresh' of the current Strategy. A revised Charter and high-level strategy document are being prepared to be reviewed by the Executive Leadership Team and will then be brought to Council for input. There is nothing new to report currently.</p>	<p>Making sufficient progress</p>
<p>Opera House Dome Restoration</p>	<p>Discussions are underway to finish the auditorium side of the dome, which involves restoring the paint work and will involve a large scaffold to be erected. A timeline is to be determined and communicated to stakeholders.</p>	<p>Making sufficient progress</p>

PEOPLE AND CULTURE ACTIVITY UPDATES

<p>Customer Liaison</p>	<p><u>Customer Service:</u></p> <p>The Customer Liaison Team handled 4,266 telephone calls, answered 1,217 emails, and served 1,279 walk-in customers during December 2021 and January 2022. This volume is slightly down on that of the previous year, which was 4,280 telephone calls, 1,165 emails and 1,734 walk-in customers during the same period. The most notable decrease was walk-in customers which is commensurate with the increase in online payments. There has been a notable and understandable increase in stress and anxiety-related behaviour of customers due to COVID-19. Staff have completed situational awareness training and actions have been taken to ensure personal safety and mental welfare.</p>
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The trend is, as expected, steadily moving to online payments, with the removal of cheques at the end of FY 2021, the pandemic, and with the ability to pay by direct credit more frequently (ie fortnightly, monthly, or quarterly).

The Customer Liaison Team aims to resolve as many enquiries as possible the first time the customer makes contact.

Rates Settlements:

Rates are required to be settled when a property is sold, due to rates being paid mid-quarter. The settlement statement apportions the rates between the vendor and the purchaser. On the settlement date, the purchaser is required to pay its share of the rates paid by the vendor, in addition to the purchase price.

Rates Settlements December 2021/January 2022 – 150

Rates Settlements December 2020/January 2021 – 120

Rates Rebates:

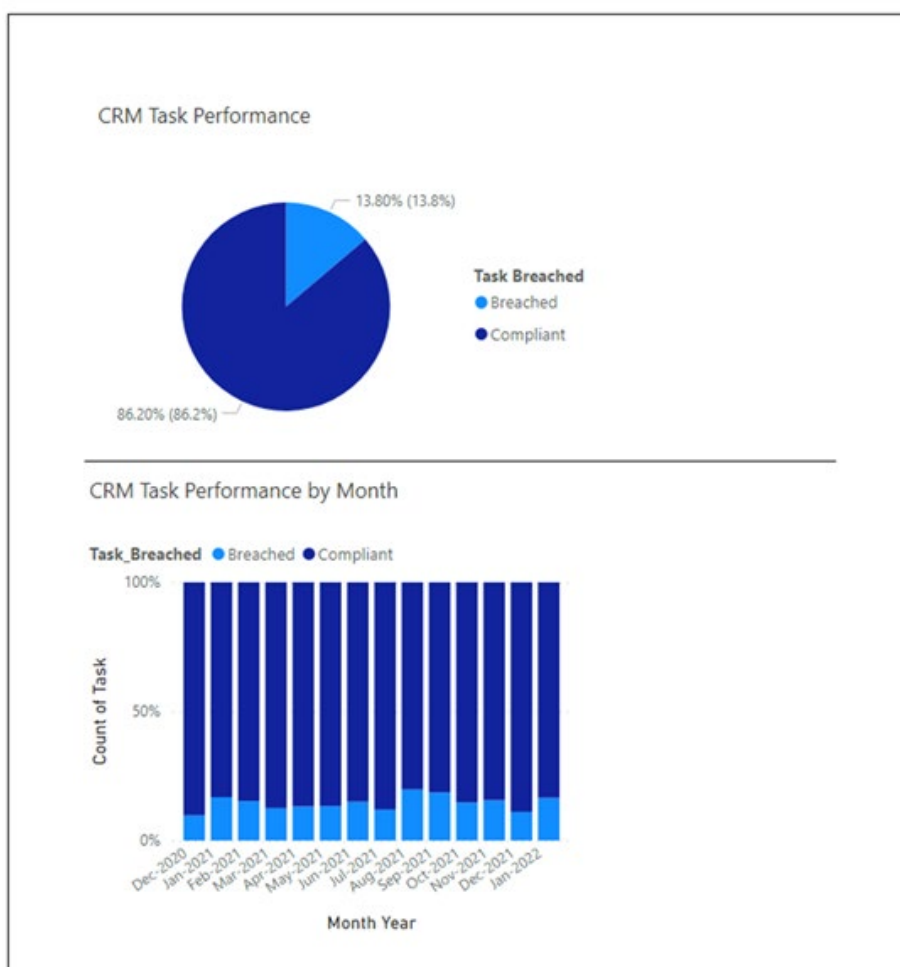
The 2021/2022 period is well underway, with 626 rates rebates approved and credited since the beginning of this financial year (1 July 2021), in comparison to the 466 rates rebates processed during this same period last year.

A total of \$389,952.53 has been paid by the Department of Internal Affairs to qualifying ratepayers during this period. The team is ensuring that as many qualifying ratepayers are reached and that all qualifying rates rebates received are approved and credited before the current quarter’s rates are required to be paid.

CRM Performance December 2021 / January 2022

It was intended to provide an in-depth look into the progress to date of the CRM process, including trends and activities, but this has been delayed due to a technology issue with reporting. The team is working hard on this and will aim to have it included in the next report.

However, during this period, 1,899 CRMs were created, with 262 (approximately 13.8%) exceeding the due date Council-wide. The industry standard is a target of 85% resolved within target or Service level agreement. Waitaki District Council consistently averages above this. Some CRMs require two or more outside contractors to complete a request which means some CRMs will exceed the Service level agreement or resolve time while awaiting additional information. January saw a slight increase in CRMs exceeding the due date, as a result of a capability gap within new staff. This has now been addressed.



Waitaki District Libraries

Key Outcomes for January/February 2022 – Literacy for All, For life

1. Qualitative Survey Results

Subsequent to the previous report to the Committee, a qualitative survey was conducted during the week commencing 10 January.



	<p>Responses were collected at Hampden, Otematata and Ōamaru Libraries, and online.</p> <p>The survey comprised three questions (outlined on the following page), along with demographic data – age, gender, and ethnicity.</p> <p>Information was recorded verbatim and consequently analysed for key themes to provide evidence of how WDL makes a difference to people's lives.</p> <p>Q1. How important is the library to you and/or your whānau?</p> <p>Q2. How does the library benefit you and/or your whānau?</p> <p>Q3. How could the library better serve your and/or your whānau's needs?</p> <p>The results of the survey are recorded in graphic form below and tell a rich story of the impact of Waitaki District Libraries (WDL) on community wellbeing.</p> <p>Regarding question 3 – suggested improvements to serving the community's needs better, respondents struggled to propose changes to their respective library. 36% of respondents had no wish to change their library, but for it to continue its current trajectory.</p> <p>Where changes were suggested, they came from a '<i>more</i>' mindset, suggesting respondents valued the library that much that they would like to build on its current resources / service offerings. Noting this point, 8% of respondents did suggest <i>more</i> space, with four people suggesting a move to an alternate building.</p>
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COMMUNITY



"the availability of knowledge to the public aids a democratic society"

54% of survey respondents relate to the concept of a community hub and see WD Libraries facilitating well-being as:

- a social connection point - keeping connected to Waitaki;
- a safe and welcoming environment - a place for people to just be themselves without pressure & aiding mental health;
- an information hub - the provision of relevant and free information and support services, local news and local knowledge ("keeping people in the loop and getting to know the loop");
- a useful and practical facility - a place of shelter, access to the Internet and computers, and events and activities; and
- the staff make the library - they are the core of what makes the library positive and beneficial.



Gathering qualitative data

MAKING A DIFFERENCE TO YOU

434 Adult Library Users completed the survey or 8% of active borrowers



To tell a story of how Waitaki District Libraries makes a difference to its users



ABOUT BOOKS

"A public service with a wide range of quality resources that can be taken home for free is extraordinary"



88% of survey respondents value books for:

- free access to a massive range - borrowing is critical for 29% of survey respondents;
- as a source of pleasure;
- for learning and creating doorways for the future of themselves and their families;
- entertainment; and
- expanding their worldview - experiencing other peoples lives and ways of thinking.

"this library gives kids a doorway to the future"

TAMARIKI



"my children wouldn't have learned to read and write without the library"

One in five responses focus on how the library benefits children through:

- learning to love reading and being exposed to a world outside of technology, and
- learning transferable soft skills e.g. respect for property.

2. Community Outcomes

There continues to be an emphasis on strengthening the capacity, capability, and sustainability of libraries throughout periods of opening and possible closure. Trials have continued to enable effective delivery of programmes and services in diverse locations to ensure the safety of the community and staff. Furthermore, additional programmes have been developed to ensure services can be delivered remotely.

Outcomes and the impact of service delivery have centred on building strong communities and widening the reach of library services to library non-users and library members (not just active members). Moreover, there has been an emphasis on supporting the community with their active interest in valuing the environment.

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

1. Enable Safe and Healthy Communities

- To respond to the changing COVID-19 environment, additional services are being trialled such as 'Book a Librarian' (to be available by phone, email and online) and a 'click and collect service'.
- Libraries have a significant role in ensuring that the community has access to high quality and accurate information. To that end, a presentation package has been developed to enable library users to critically analyse online information sources.
- Trials for delivery changes have seen the return of library programmes supported by partners such as Aged Concern (Boardgames and Scrabble Club), and the return of children's programmes *Wriggle and Rhyme* and *Toddler Time*, and adult *Book Chat*.

2. Connected and Inclusive Communities

- Due to concerns with the presence of the COVID-19 Omicron variant, Sandringham House has been recently added to the current schedule of books delivered to Waitaki rest homes.
- WDL continues to champion the development of Mātauranga Māori – knowledge and skill development of things Māori, on collaborative kaupapa (topics) planned with Te Rūnanga o Moeraki. A highlight of this reporting period was Justin Tipa me te kaiwhakahaere (Director) and David Higgins me te upoko (Head) o te Rūnanga o Moeraki delivering a kōrero (talk) concerning the Ngāi Tahu Tiriti o Waitangi Settlement Claim – *Te Kerēme*. The library team has also reintroduced beginner Te Reo Māori classes, titled *Te Kākanō* – the seed, to symbolise the beginning of a new life in Te Reo.

3. Promote a greater voice for Waitaki

- There has been a significant focus on engaging with youth over the previous two months to enable participation and creation of relevant library services. The *Teen Advisory Group* has been launched to share ideas and design projects for library service provision. In addition, WDL has initiated *Allegory* – a bi-annual journal for youth writing and art. This work will become part of the WDL collection.

- In partnership with the Chinese community, a display was developed to celebrate the Chinese New Year.

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

- In partnership with local cycling retailers, WDL has instigated the *On Your Bike campaign*, to encourage people to have healthy, cost-free habits, and to be more environmentally friendly while enjoying the Ōamaru Library and the Museum. The campaign promotes cycling as the preferred mode of transport through providing educational information, offering incentives such as prizes for bike users and activities for children. It also raises safety awareness and promotes the use of cycle lanes and traffic-free routes where possible.



- In collaboration with the Waitaki Whitestone Geopark, WDL hosted A *Story Through Time Gondwana – Zealandia – Waitaki*.

Ōamaru Opera House

Customer Service

Staff continue to be productive with quotes, bookings, and forward planning for performances and conferences. Planning for large events can start 2-3 years in advance and, while we are at the mercy of COVID-19 restrictions and the unknown consequences of planning so far ahead in this environment, there is a feeling of confidence returning. Several community groups are coming back into the Opera House, including the Waitaki Newcomers Group and the pre-school programme of Wriggle and Rhyme.

The first show is scheduled for Thursday, 17 March and will be a cabaret show on the Footlight Stage. People are being encouraged to attend with a group of friends, who can relax together at a table and enjoy the high energy performance of the Alpaca Social Club. Under the Red restrictions, this performance can continue.



Venue Hire Statistics	26 January – 22 February 2022		26 January – 22 February 2021	
	Bookings	Pax	Bookings	Pax
Not for Profit / FOC	4	70	10	202
Commercial	9	201	6	76
Community	11	118	9	121
Total	24	389	25	399

The bookings and attendance are tracking in line with the previous year.

Forrester Gallery

Customer Service:

The Forrester Gallery installed three new exhibitions in February. Staff have been receiving very positive feedback from visitors on all three shows, *This Land, To Huia Knows Whe(a)re* and *Sense of Place*. Visitors are also enjoying the interactive mural as part of *This Land* where visitors get to add their own drawings to an outline of the Ōamaru skyline.



The Forrester Gallery team has worked with others in the museum and gallery sector to ensure interactives are safe in terms of COVID-19 protocols.

Visitor numbers to the Forrester are lower this month, partly due to some days of closure for the exhibition changeover and partly due to the shift to the Red traffic light reducing the amount of activity in the town centre.

Staff are now working on the next set of exhibitions due for install in April.

Earth Caught in Stone is a collaboration between the University of Otago, GNS and the Dunedin School of Art. This exhibition interprets geology through art, with many of the artworks relating to local geology.

Maritza Boutique which takes clothing from the museum collection connected with Ōamaru fashion retailer Martiza Boutique and asks local artists to respond to these garments.

Given both exhibitions will be on the floor during the potential peak of the Omicron outbreak, staff are looking at how best to share the exhibitions and related public and education programmes online.



One of the artworks in Dean Raybould's exhibition.



Interactive skyline as part of the This Land exhibition. Visitors can make their mark on the landscape.

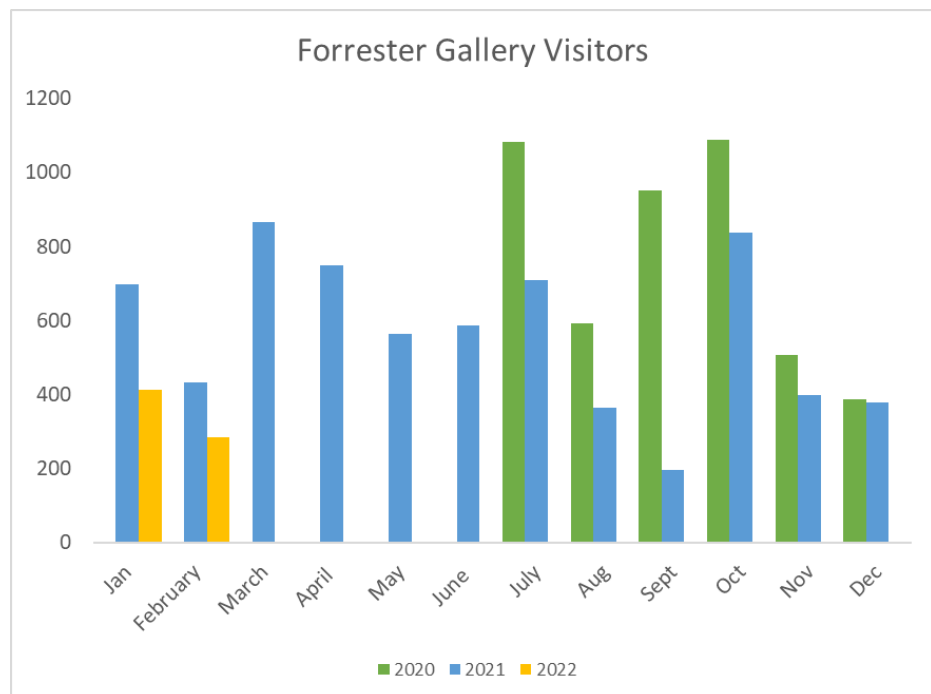


Some of the works from the Forrester collection showcased in This Land

Collections:

Staff continue to follow up on collection work identified during the collection inventory. Next steps include ensuring all artworks have been photographed, establishing the copyright status of works in the collection and seeking permission to include further artworks on the Gallery’s website.

**Visitor Numbers
Forrester Gallery**



Gallery visitors: January 2022 total 413; to 20 February total 286

**Waitaki
Museum
and Archive
Te Whare
Taoka o
Waitaki**

Museum and Archive

The shift to the Red traffic light has further reduced museum visitor numbers by approximately 50%. This is in line with similar reductions in visitation that other museums are reporting whether the vaccine pass is being used or not. The intention is to retain the current opening hours despite the low number of visitors as staff are still required to be onsite due to the building work, meaning that there is no cost saving to be gained by reducing hours. Staff are investigating what other tasks front desk volunteers may be able to assist with.

Archive enquiries continue to be received and responded to. A new Curator of Archives, Elly Dunckley, has been appointed and will be starting on 4 April 2022. Staff are working on rehoming a number of non-collection items that were part of former museum displays. An exhibition backdrop painted by Colin Wheeler featuring local rock art has been offered to the Duntroon and District Development Association for display in the local hall. This offer has been made after discussions with Colin Wheeler's family.



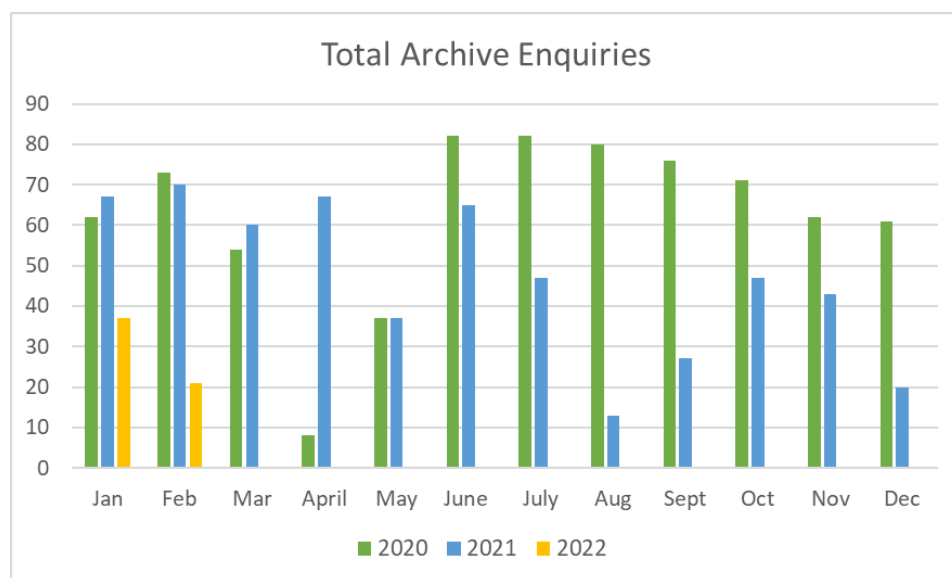
The archive enquiry area as work on the new ceiling and wall linings is completed.



The new temporary exhibition space, formerly the textile storeroom freshly painted.

Visitor Numbers

Archives



Archive enquiries: January 2022 total 37; to 20 February 2022 total 21.

	<p>Visitor Numbers</p> <p>Museum</p> <table border="1"> <caption>Museum Visitors</caption> <thead> <tr> <th>Month</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr><td>Jan</td><td></td><td>720</td><td>200</td></tr> <tr><td>Feb</td><td></td><td>420</td><td>100</td></tr> <tr><td>March</td><td></td><td>710</td><td></td></tr> <tr><td>April</td><td></td><td>670</td><td></td></tr> <tr><td>May</td><td></td><td>520</td><td></td></tr> <tr><td>June</td><td></td><td>460</td><td></td></tr> <tr><td>July</td><td></td><td>340</td><td></td></tr> <tr><td>Aug</td><td></td><td>110</td><td></td></tr> <tr><td>Sept</td><td></td><td>130</td><td></td></tr> <tr><td>Oct</td><td></td><td>380</td><td></td></tr> <tr><td>Nov</td><td></td><td>250</td><td></td></tr> <tr><td>Dec</td><td>480</td><td>140</td><td></td></tr> </tbody> </table> <p>Museum visitors: January 2022 total 199; to 20 February 2022 total 100</p>	Month	2020	2021	2022	Jan		720	200	Feb		420	100	March		710		April		670		May		520		June		460		July		340		Aug		110		Sept		130		Oct		380		Nov		250		Dec	480	140	
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Nov		250																																																			
Dec	480	140																																																			
<p>Governance</p>	<p>Schedule of Meetings 2022</p> <p>The 2022 year has got underway with a busy meeting schedule which has been influenced by required changes to be made to the Schedule of Meetings for 2022 that was adopted by Council on 21 December 2021. Provision of a revised Schedule of Meetings has been put on hold pending the results of the Governance Review (see next item) and any further changes to meeting scheduling and arrangements that may be agreed as a result of the Review report’s recommendations. The revised Schedule of Meetings for 2022, once approved by Council at a future meeting, will be published to Council’s website “Meetings” page to replace the originally adopted version. The roster for Councillors to attend Community Board meetings has also been put on hold, given current COVID CPF Red restrictions, and will be developed and included as part of the revised Schedule of Meetings as noted above.</p> <p>Governance Review</p> <p>The report on the Governance Review undertaken in late December 2021 is expected in March. Following its receipt, a workshop will be scheduled with Elected Members to discuss the report’s recommendations, which will also help inform discussion and agreement of the revised Schedule of Meetings referred to above.</p> <p>New Corporate Planning Framework – a KPI and current work priority</p> <p>The development of a new Corporate Planning Framework is included in the Chief Executive’s Key Performance Indicators (KPI) this year. New arrangements for agenda report and workshop paper authorisations and deadlines are already in place and associated processes and guidelines for staff to facilitate the overarching changes to the structure of their work with Elected Members to reflect the new directions of Council are now the Governance unit’s principal priority.</p>																																																				

Epidemic Preparedness (COVID-19) Notice 2020 Renewal Notice (No. 4) 2021 – Anticipated Renewal

The principal Epidemic Preparedness (COVID-19) Notice came into force on 25 March 2020. It has been renewed seven times since then (for three months each time), and the current version (as referenced above) is due to expire on 18 March 2022 unless the Government lifts it earlier.

It can be anticipated, given the Government's decision to move the whole country to Phase Three of the Omicron management Strategy at 11.59pm on Thursday 24 March 2022, that a further Renewal Notice will be issued. If it is renewed, it will mean, among other things, that elected members will continue to be able to participate in meetings via an online platform (eg Zoom, Teams) and be counted as part of the meeting quorum and be able to vote, and that Notices of Meetings need only be published on Council's website rather than in print media as well.

4.2 HERITAGE, ENVIRONMENT AND REGULATORY GROUP ACTIVITY REPORT - MARCH 2022

Authors: Heritage, Environment and Regulatory Group Unit Managers
Authoriser: Roger Cook, Acting Heritage, Environment and Regulatory Group Manager

RECOMMENDATION

That the Community, Culture and Regulatory Committee receives and notes the information.

PURPOSE

The purpose of this memorandum is to inform the Committee about the strategies, planning and activities of the Heritage, Environment and Regulatory Group.

The project traffic light report is targeted the following way.

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

STATUTORY ACTIVITY

Data by month for Quarter 2 (October – December 2021)			
Activity	October	November	December
Building Consents	37	68	45
Building Inspections	758	556	570
Code Compliance Certificate Issued	51	41	42
Resource Consents (non-notified only)	15	28	27
Food Registrations	29	22	8
Food Verifications	17	7	3
Resource Consents Monitoring	16	14	10
Land Information Memorandum (LIM)	33	27	84
Project Information Memorandum (PIM)	15	44	34

Table 1: Statutory Activity Volumes by month for Quarter 2, 2021

Data for Quarter 2 (October – December 2021)							
Activity		Quarter 2 2020	Quarter 2 2021	% Change	Statutory Timeframe	Performance	Commentary
1	Building Consents	148	150	+1.3%	20 Working Days	100% issued within 20 working days. Average time to issue is 9 working days	A 1.3% increase in building consents throughout the district with the main areas being Ōamaru Central, Weston, Waitaki Valley and Ōhau. Approximately 20% of consents are new residential dwellings. The BCA continues to be one of the top performers in the country regarding compliance with the statutory timeframe and average number of days taken to issue building consents.
2	Building Inspections	1409	1884	+33.7%	There is no statutory timeframe. However, we have an internal KPI to undertake inspections within 48 hours of their requested date.	100% compliance to internal KPI. No delays attributed to WDC	Inspections have picked up on the same quarter in 2020. This has been expected as the number of consents issued has increased year on year so the number of inspections would follow.
3	Code Compliance Certificate issued	123	134	+8.9%	20 Working Days	100% within 20 working days. 8 Days Average	As buildings consents increase year on year, so will the Code Compliance Certificates issued. Again, the BCA continues with excellent compliance and average processing days.
4	Resource consents (non-notified)	52	54	+4%	20 Working Days	96% issued within	A typical number of consents lodged and processed for this

Data for Quarter 2 (October – December 2021)							
Activity	Quarter 2 2020	Quarter 2 2021	% Change	Statutory Timeframe	Performance	Commentary	
					statutory timeframe	quarter. Two consents processed over statutory timeframe.	
5	Food Registrations	33	59	+78.5	There is no statutory timeframe. However, staff endeavour to have all applications processed within 5 working days.	100% processed within 5 working days	During this reporting period the district has seen several food businesses change ownership which has contributed to the increase in registrations. Closures include Steam Café, Max's Diner and Riverstone Larder.
6	Food Inspections	17	27	+58%	Six weeks for new premises. COVID-related legislation under the Food Act currently allows for up to six months for inspections from due date for existing premises.	100% completed within legislated timeframes	A significant increase on the same quarter in 2020, due to Council's contractor increasing capacity and ability to perform remote verifications during COVID-19 related restrictions.
7	Land Information Memorandum (LIM)	104	84	-19.2%	10 working days WDC Urgent LIMs three working days – no statutory requirement	100% within 10 working days	Demand for LIMs has fallen back on the same quarter in 2020. This could be due to the property market having a lesser number of properties listed or purchasers opting not to obtain a LIM report.
8	Project Information Memorandum (PIM)	115	93	-19.1%	20 Working Days	100% in 20 working days	The decline is distorted by the volume of amendments to consents and solid fuel heaters as they do not require a PIM.

Data for Quarter 2 (October – December 2021)							
Activity		Quarter 2 2020	Quarter 2 2021	% Change	Statutory Timeframe	Performance	Commentary
9	Resource Consent Monitoring	Reporting began 4 th Quarter 2020	40	No comparable data	Dependant on the Consent Conditions and any associated compliance related timeframes.		Monitoring activity includes new consents as well as audits on historical consents. Officers report high levels of compliance with consent conditions monitored during this period, at around 97%.

Table 2: Statutory Activity Comparison Data, Quarter 2 2020 v 2021

CIVIL DEFENCE EMERGENCY MANAGEMENT (CDEM) UPDATE

Due to COVID-19 requirements, Incident Management Team and Intelligence and Planning function training has been postponed from 24-25 February to a future date to be confirmed. Officers do not consider that this will impact the ability to respond to a Civil Defence emergency if required.

National Emergency Management Agency (NEMA), Te Rākau Whakamarumarū, feedback engagement on the Emergency Management Regulatory Framework Review (Trifecta) Programme has now closed. Officers completed feedback on the proposed areas for change through the Otago CDEM group and an individual submission. The documentation provided lacked detail which was referred to in both submissions. There was general alignment in the comments which were supportive of the proposals that would improve clarity and greater inclusion, and there was concern expressed about matters that would potentially increase cost disproportionately to any anticipated benefit. A formal consultation process is expected later in the year and a longer period for feedback and an appreciation of the level of change being pushed out to Local Government was requested.

DISTRICT PLAN UPDATE

District Plan Review Programme Objective:		
<i>To release a draft District Plan for community feedback in May 2022.</i>		
Key Milestones: District Plan Review	<ol style="list-style-type: none"> 1. All draft chapters of the District Plan have now been reviewed by the Committee. 2. The draft chapters have now been through an integration process with external consultants. Officers are currently working through the integration feedback. 3. The Committee has been shown some of the draft District Plan mapping through a Committee workshop 	
Key Milestones: Spatial Plan	<ol style="list-style-type: none"> 1. The Committee has been provided an insight to the feedback received on the Spatial Plan. This will be taken through the Committee process for decision and recommended revisions prior to Council adoption. 	
Priorities: Quarter 2	<ol style="list-style-type: none"> 1. Alignment of the draft District Plan to support the vision and outcomes of the Spatial Plan. 2. Preparation of a communication/engagement strategy for the release of the draft District Plan. 3. Early-stage implementation of the draft District Plan communication/engagement strategy. 4. Preparation of the Spatial Plan for Council adoption. 5. Preparing the draft District Plan documents and mapping for public release. 	
Key Risks: to the release of the draft District Plan in May 2022	<ol style="list-style-type: none"> 1. Outcomes from the Rural Collaborative Group – any additional resource requirements and the potential for delays to the current timetable. 2. Additional engagement/workshop requirements prior to the release of the draft District Plan. 3. Reliance on the timely delivery of third-party workstreams. 4. Release of National Policy Statements (NPS) and other Guidance (eg NPS for Indigenous Biodiversity and Highly Productive Land). 	

LEGISLATION, STRATEGIES, POLICIES, BYLAWS AND PROJECTS

Title	Commentary	Status / Review Date
Community Outcome: Quality Service		
Responsible Cat Ownership	Officers are working with the SPCA on the 'Snip and Chip' national campaign with Councils. Snip and Chip clinics are planned for March 2022 and supported by local Council media and SPCA releases.	In Progress
Class 4 Gambling Venues and TAB Venues Policy Review	The policies are currently under review, with public consultation running from 1 February 2022 to 1 March 2022.	In Progress
Community Outcome: Strong Communities		
Waitaki Housing Taskforce	A Healthy Homes for all Housing Strategy workshop with Council occurred on 8 February 2022. As a result, some changes were made to the document. With those additions, the document will now go to a full Council meeting for endorsement.	In Progress
Stronger Waitaki	Meetings have recommenced with a new bi-monthly meeting schedule implemented for the majority of working groups. In response to the current environment, officers have opted for virtual meetings. Attendance has been high with good levels of engagement.	In Progress

Education and Employment	<p>Unfortunately, Council's application to the Ministry of Education for funding to run two Industry Training Courses at the Ōamaru ARA campus has been unsuccessful. These were intended to be short, 10-day courses catering for up to 20 people per course. Council continues to talk with ARA and other potential providers regarding industry training opportunities as it is a gap for the Waitaki community.</p> <p>Mayor's Taskforce for Jobs (MTFJ) continues to perform well.</p>		In Progress	
	MONTH	MTFJ employment outcomes		Total for the Project to date
	August	Combination of July and August is 10 in employment. With the addition of the previous contract engagement Council are actively working with 26, with a total of 42 on our system.		10
	September	9 in full time employment; 3 in apprenticeships; 3 in part time employment with possibility of extending hours		25
	October	4 in full time employment and 1 in apprenticeship		30
				Total for Tranche 1 is 30
	November	8 in apprenticeships and 4 in full time employment		12
	December	3 in apprenticeships		15
	January	2 in apprenticeship, 5 in full time employment and 1 in part time employment, going into full time as soon as able to cope		23
	February	2 in full time employment		25

			<p>Total for tranche 2 to date is 25</p> <p>Over 2 tranches total is 55</p>		
COVID Response Planning	<p>The team is working with key community stakeholders, including the Ōamaru Pacific Island Community Group, to facilitate communication, response/support and messaging relating to isolation requirements. Cr Hana Halalele has also facilitated this process in Ahuriri and Waihemo. The goal is to pool resources and minimise duplication. This approach has been welcomed by stakeholders.</p>				In Progress
Neighbourhood Support	<p>Plans for Neighbourhood Support Waitaki (NSW) are moving along, with funding applications being prepared to enable the employment of a local Waitaki coordinator. Although NSW will be under the umbrella of Otago Neighbourhood Support, it will be completely locally responsive and locally focused.</p> <p>The aim is to make homes, streets, local communities, and the Waitaki district overall, a safer and more caring place to live and fits well with Waitaki District Council vision 'Waitaki: The Best Place to be'. Neighbourhood Support New Zealand is associated with a reduction in crime of between 16-26% and is passionate about creating safer communities through ongoing facilitation and management of growth, and awareness of Neighbourhood Support networks.</p>				In Progress
Activities	<p>Project funding applications are being prepared for:</p> <p>Elder Abuse Awareness Campaign</p> <p>Stronger Waitaki Meeting Venues</p> <p>Wellbeing Projects</p> <ul style="list-style-type: none"> • Hine Ora • Age Friendly • Family Violence Prevention 				In Progress

Community Outcome: Valued Environment		
RMA reform / Natural and Built Environment Act submission	A submission by Waitaki District Council was made on the exposure draft. This was considered by Parliament's Environment Select Committee before leading to the complete bill being outlined. A draft submission was brought to Council on the discussion document "Our Future Resource Management System", which is the latest round of feedback on RMA reform.	Complete
Otago Proposed Regional Policy Statement (RPS) submission	A submission was made by Waitaki District Council on the Proposed RPS. The mechanism for hearing the submissions is currently being challenged and is with the High Court for consideration following the hearing of legal submissions in early February 2022.	Complete
Waitaki District Indigenous Biodiversity Strategy 2014-2017	Many of the goals and aims in this strategy are still current, including ongoing business as usual. Officers have reviewed the actions contained in the strategy and will look to progress the document once the Biodiversity Officer role is filled.	Some progress/ On Hold
Environmental Monitoring Strategy 2004	No Update. The strategy needs to be reviewed and aligned to the Ministry for the Environment's Best Practice Guidelines for compliance, monitoring and enforcement (CME) under the Resource Management Act 1991. With the pending reforms to the Resource Management Act (RMA), the specific requirements of this strategy will need to be reassessed. Any strategy will need to align with any new legislation that replaces the current RMA. Requirements are unknown until the RMA Reform is completed.	On Hold

RESOURCE MANAGEMENT RELATED DECISIONS MADE UNDER DELEGATED AUTHORITY

Landuse Resource Consent Applications October – December 2021				
Date Closed	Description	Location	Target Days	Process Days
4 October 2021	Density breach in coastal environment in Rural General Zone	Beach Road, Kakanui	20	15
4 October 2021	New dwelling in Rural General and Rural Scenic Zone	Dunback-Morrisons Road, Dunback	20	14
12 October 2021	Earthworks and mineral exploration in Rural General Zone	Taieri Peak Road, Stoneburn-Palmerston	40	27
12 October 2021	Relocate building 1.5m from the front boundary in Residential Zone	Redcastle Road, Ōamaru	20	17
13 October 2021	Earthworks, sign, carparking, landscaping on business Heritage Zone	Esplanade Road, South Hill, Ōamaru	60	96
20 October 2021	Earthworks for new build and access in Rural General Zone	Grants Road, Otiake	10	7
21 October 2021	Operate/maintain telecommunication facility in road reserve in RES	Ōhau Drive, Ōhau	20	20
22 October 2021	Deemed Permitted Boundary Activity in Rural Residential Zone	Gordon Street, Kurow	10	10
27 October 2021	Mobile essential oil distillery in Rural Scenic Zone	Horse Flat Road, Macraes Flat	40	24
29 October 2021	13 lot subdivision in Rural Residential Zone	Prohibition Road, Ōmārama	40	23

Landuse Resource Consent Applications October – December 2021				
Date Closed	Description	Location	Target Days	Process Days
2 November 2021	Extension encroaches on boundary in Residential Zone (Withdrawn)	Wilkins Terrace, Otematata	10	10
4 November 2021	Factory alterations in Business 3 Zone	Thame Highway, Ōamaru North	20	7
5 November 2021	Earthworks for new build and access in Rural General Zone	McKenzie Street, Palmerston	20	18
8 November 2021	Earthworks for new build and driveway in Rural General Zone	Rocklands Road, Totara	20	16
10 November 2021	New build in Rural Zone	Livingstone-Duntroon Road, Duntroon-Livingstone	20	15
15 November 2021	Deemed Permitted Boundary Activity in Residential Zone	Avoca Drive, Waiareka Junction	10	6
16 November 2021	2 lot Subdivision with density and setback breach in Rural Residential Zone	473 Thames Highway, Ōamaru North	20	14
18 November 2021	Establish a new quarry in Rural General Zone	Robbs Crossing Road, Kia Ora	20	38
23 November 2021	New dwelling in Rural Scenic Zone (Withdrawn)	Lake Ōhau Road, Lake Ōhau	40	12
24 November 2021	Deemed Permitted Boundary Activity for garage in Rural General Zone	Walsh Road, Bushey	10	10
25 November 2021	Tank Installation with Deemed Permitted Boundary Activity in Rural General Zone	Weston-Ngapara Road, Ngapara-Weston	10	2

Landuse Resource Consent Applications October – December 2021				
Date Closed	Description	Location	Target Days	Process Days
29 November 2021	Setback breach for new garage in Rural Residential Zone	Lake View Place, Otematata	10	7
30 November 2021	Deemed Permitted Boundary Activity in Residential Zone	Pukeuri-Ōamaru Road, Fernbrook-Pukeuri	20	8
2 December 2021	Earthworks for building in Rural General Zone	Clayton Street, Kakanui	20	18
3 December 2021	Earthworks in Rural General Zone	Duncan Road, Moeraki	20	12
6 December 2021	Earthworks for building platform in Rural General Zone	Mount Misery Road, Waianakarua	10	10
7 December 2021	Deemed Permitted Boundary Activity for new dwelling in Residential Zone	Cirrus Place, Ōmārama	10	7
10 December 2021	Earthworks for water reticulation in Rural Scenic Zone	Otematata	20	9
10 December 2021	Road setbacks for new shed in Rural Residential Zone	Homestead Road, Weston-Ardgowan	20	18
10 December 2021	Building Density breach in township zone	Ipswich Street, Hampden	20	7
17 December 2021	Quarrying for hardrock in Rural General Zone	Buzan Road, Maheno	20	8
20 December 2021	Earthworks for a new dwelling in Rural General Zone	Danseys Pass, Road Naseby-Livingston	20	0
21 December 2021	Earthworks for irrigation pivot in Rural General Zone	Kaik Road, Waitaki Bridge	20	17
23 December 2021	Earthquake and structural upgrade for relocatable dwelling in Rural General Zone	Wellington Street, Enfield	20	10

Subdivision Resource Consent Applications October – December 2021				
Date Closed	Description	Location	Target Days	Process Days
1 October 2021	2 lot boundary adjustment by subdivision in Rural General Zone	Lee Road, Waikouaiti	20	9
4 October 2021	Section 127 to change condition 5(iii) in Rural General Zone	Devils Bridge Road, Ardgowan	20	6
11 October 2021	Subdivision into 2 lots in Rural General Zone	Boundary Creek Road, Pukeuri-Ōamaru	20	16
12 October 2021	Section 127 Conditions #7 Telecommunications, 5 Sewage, 9 Roding	Tenby Street, Moeraki	10	5
29 October 2021	Section 127 Subdivision to railway land in Business 3 Zone. 7 Lot subdivision in Business 3 Zone (Withdrawn)	Ronaldsay Street, Palmerston	20	1
29 October 2021	4 lot subdivision in Rural General Zone	Fortification Road, Cormacks-Kakanui	20	16
29 October 2021	13 lot subdivision in Rural Residential Zone	Prohibition Road, Ōmārama	40	23
1 November 2021	Section 217 Subdivision on Railway land in Business 3 Zone (Withdrawn)	Ronaldsay Street, Palmerston	20	2
1 November 2021	2 lot subdivision general, in Rural General Zone	Seadown Road, Kakanui	20	5
16 November 2021	2 lot subdivision with density and setback breach in Residential Zone	Thames Highway, Ōamaru North	20	14
17 November 2021	2 lot subdivision in Rural Residential and Rural Scenic Zone	Ōmārama-Otematata Road, Ōmārama-Otematata	40	13

Subdivision Resource Consent Applications October – December 2021				
Date Closed	Description	Location	Target Days	Process Days
18 November 2021	4 lot Subdivision in Rural General Zone	Finlays Road, Windsor	20	14
23 November 2021	4 lot Subdivision Stage 1 in Rural Scenic Zone (Withdrawn)	Lake Ōhau Road, Lake Ōhau	40	12
29 November 2021	Section 127 for plan amendment in Rural General Zone	McKenzie Road, Ōtepopo	20	19
30 November 2021	Subdivision General 2 lot subdivision in Residential Zone	Thames Street, Ōamaru	20	17
2 December 2021	Subdivision in Rural Residential Zone	Maudes Road, Ōamaru	20	12
7 December 2021	Section 266 New title request in Residential Zone	Meek Street, Weston	20	15
8 December 2021	2 lot subdivision in Residential Zone	Thames Highway, Ōamaru North	20	12
13 December 2021	Stage One subdivision in Residential Zone	Awamoa Road, Ōamaru	40	27
15 December 2021	4 lot subdivision in Rural Residential Zone	Georgetown-Pukeuri Road, Pukeuri-Georgetown	20	9
17 December 2021	Section 127 to amend boundaries in rural zone	Island Stream Road, Kuriheka-Maheno	20	15
17 December 2021	Boundary adjustment into 4 titles in Rural General Zone	Balmoral Road, Tokarahi	20	8

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