



Otorohanga Community Board

# MINUTES

8 November 2007

## OTOROHANGA COMMUNITY BOARD

8 November 2007

Minutes of an ordinary meeting of the Otorohanga Community Board held in the Council Chambers, Maniapoto St, Otorohanga on Thursday 8 November 2007 commencing at 4.00pm.

### MINUTES

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## **PRESENT**

Mrs EM Cowan (Chairperson), Messrs TJ Jones, AG Ormsby RJ Prescott and PD Tindle.

## **IN ATTENDANCE**

His Worship the Mayor, Mr DF Williams, Crs S Blackler and D Pilkington, Messrs JL Pevreal (Chief Executive), DC Clibbery (Engineering Manager), GD Bunn (Finance & Administration Manager) and CA Tutty (Customer Services Team Leader).

## **APOLOGY**

**Resolved** that the apology received from Mr B McNeil be sustained.

## **Mr Tindle / Mrs Cowan**

The Chief Executive declared the meeting open and welcomed those present. He congratulated new Members and wished everyone all the best for the ensuing three years. The Chief Executive reported Council had appointed Crs Ormsby and Prescott as their Community representatives.

## **REPORTS**

### **Item-1 DECLARATION BY MEMBERS**

#### **Discussion**

Each Member completed their oral and written Declarations pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

### **Item-2 ELECTION AND DECLARATION OF CHAIRPERSON**

#### **Discussion**

The Chief Executive summarised his report on Clause 37 of Schedule 7 of the Local Government Act 2002 which requires every Community Board to elect one Member to be Chairperson. He outlined the voting systems to be used for the election of Chairperson and for the election or appointment of any other representative of the Otorohanga Community Board and recommended that System A, described in the report, be used.

#### **Resolved**

That the voting system to be used for the election of Chairperson and for the election or appointment of any other representative of the Otorohanga Community Board shall be System A, as described below -

- a. Requires that a person is elected or appointed if he or she receives the votes of a majority of the members present and voting; and
- b. Has the following characteristics:—
  - i. there is a first round of voting for all candidates; and
  - ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

- iii. if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### **Mr Jones / Cr Ormsby**

#### **ELECTION OF CHAIRPERSON**

The Chief Executive called for nominations for the office of Chairperson for the Otorohanga Community Board for the ensuing three years.

Mr Ormsby nominated Mrs Cowan for the position.

Mr Jones seconded the nomination

There being no other nominations Mrs Cowan was declared elected.

#### **DECLARATION BY CHAIRPERSON**

The Chairperson completed her oral and written declaration pursuant to Clause 37 of Schedule 7 of the Local Government Act 2002.

Mrs Cowan assumed the Chair.

The Chairperson thanked Members for the confidence shown in her and said the operation of the Board will be a team effort with help and cooperation from the various Members. The Chairperson extended a welcome to His Worship the Mayor and Crs Blackler and Pilkington and advised that communication with the District Council was of the utmost importance.

### **Item-3 ELECTION OF DEPUTY-CHAIRPERSON**

#### **Resolved**

That the voting system to be used for the election of Deputy-Chairperson and for the election or appointment of any other representative of the Otorohanga Community Board shall be System A, as described in the Chief Executive's report.

### **Mr Prescott / Mr Ormsby**

#### **Discussion**

The Chairperson called for nominations for the office of Deputy-Chairperson of the Otorohanga Community Board for the ensuing three years.

Mr Tindle nominated Mr Jones for this position.

Mr Ormsby seconded the nomination.

There being no other nominations the Chairperson declared Mr Jones elected.

## **Item-4 MEMBERS GENERAL EXPLANATION**

### **Discussion**

The Chief Executive gave a general explanation of the -

- a. Local Government Official Information and Meetings Act 1987;
- b. Local Authorities (Members Interests) Act 1968;
- c. Crimes Act 1961, Sections 99, 105 and 105A;
- d. Secret Commissions Act 1910;
- e. Securities Act 1978;
- f. The Otorohanga District Council Code of Conduct; and
- g. The role of the Chief Executive.
- h. Standing Orders adopted by Council NZS9202.2003

### **STANDING ORDERS**

The Chief Executive said Standing Orders of Council describe the rules for how meetings of Council, Community Boards, Committees and sub-committees within the Council will be conducted. He said however, there have been minor amendments to the Standing Orders previously adopted by Council therefore a report will be presented to the Board at a future meeting.

### **CONTACT WITH THE MEDIA**

Mr Jones queried Members position regarding their roles in respect to the media. His Worship replied the Chairperson of the Board is entitled to comment on anything relating to Board matters however, it must be kept in mind that any recommendations are subject to Council approval. The Chief Executive suggested a recommendation could be made to the Code that the Chairperson only has contact with the media.

### **CONFLICTS OF INTEREST**

In reply to the Chairperson, the Chief Executive reported in the near future a Register of Interests in which all Members will declare their interests would be prepared.

## **Item-5 APPOINTMENT TO COMMITTEES**

### **Discussion**

The Chairperson referred Members to a report prepared by the Chief Executive advising that Clause 30 of Schedule 7 to the Local Government Act 2002 allows Community Boards to appoint such committees, sub-committees, joint committees or subordinate decision-making bodies as it considers appropriate. The Chief Executive advised the Parks & Reserves Committee handles matters mainly relating to the management and maintenance of the Board's parks and reserves, the Works & Water Committee handles issues relating to Council's infrastructure within the Community and the General Purposes Committee, any other matters.

### **PARKS & RESERVES COMMITTEE**

The Chairperson called for nominations for the position of Chairperson of the Parks & Reserves Committee. Mr Jones nominated Mr McNeil for Chairperson. Mr Prescott seconded the nomination. Following further discussion it was agreed that Messrs Prescott and Tindle also be Members of the Parks & Reserves Committee.

## **WORKS & WATER COMMITTEE**

The Chairperson requested nominations for the position of Chairperson of the Works & Water Committee. Mr Ormsby nominated Mr Jones for Chairperson. Mr Tindle seconded the nomination. Following discussion it was agreed that Messrs Ormsby and Tindle also be Members of the Works & Water Committee.

## **GENERAL PURPOSES COMMITTEE**

The Chairperson called for nominations for the position of Chairperson of the General Purposes Committee. Mr Jones nominated Mr Ormsby for Chairperson. Mr Prescott seconded the nomination. It was agreed that Messrs McNeil and Prescott also be Members of the General Purposes Committee.

It was noted that the Chairperson is an 'Ex Officio' Member of the above three Committees.

## **HOUSING FOR THE ELDERLY COMMITTEE**

It was agreed that Messrs T Jones and R Prescott be the Board's representatives on the Housing for the Elderly Committee.

## **ZERO WASTE COMMITTEE**

It was agreed Mrs Cowan be the Board's representative on the Zero Waste Committee.

## **RESIDENTIAL SUBDIVISION COMMITTEE**

It was agreed Messrs Jones and Ormsby be the Board's representatives on the Residential Subdivision Committee.

## **Item-6 APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS AND COMMITTEES**

### **Resolved**

That

1. Mr A Ormsby be the Board's representative on the Waipa Catchment Liaison Committee, and
2. Mr P Tindle be the Board's representative on the Civil Defence Emergency Management Group.

### **Mr Prescott / Mr Jones**

## **Item-7 OCB PROPOSED SCHEDULE OF ORDINARY MEETINGS DATES NOVEMBER 2007 TO DECEMBER 2008**

### **Discussion**

It was brought to staff's attention that the proposed meeting for 12 October 2008 should read 9 October 2008.

Following considerable discussion it was agreed that the proposed Schedule of Ordinary Meeting dates for the period November 2007 to December 2008 as detailed in the report be adopted on the basis that the Board meet on the second Thursday of each month commencing at 4.00pm, with Committee meetings to be held on the fourth Wednesday of each month commencing at 5.00pm.

## **Item-8 DELEGATIONS FROM COUNCIL**

### **Discussion**

The Chief Executive presented a report on the Delegations to the Board. He advised that a Community Board is not a Committee of Council, but only has the powers that are delegated to it by Council.

### **Resolved**

That the Chief Executive's report on the Delegations to the Board be received.

**Mr Tindle / Mr Jones**

## **Item-9 MEMBERS REMUNERATION**

### **Discussion**

The Chief Executive presented a report requiring the Board to consider the level of remuneration to apply from the date the Declaration of the Election was made by the Electoral Officer (18 October 2007) until the next review which is likely to be 30 June 2008. The Chairperson referred to the proposed \$10,000 rate of remuneration for the position of Chairperson and said she would like to transfer \$1,000 of this amount to the position of Deputy Chairperson. Mr Jones replied he would be agreeable to receiving an additional \$500 acknowledging the Deputy role. His Worship expressed the opinion matters relating to remuneration were difficult to re-address when taken away from the 'normal structure'. He said this often creates expectation. Mrs Cowan informed Members it was her own personal way of acknowledging the additional duties which will be undertaken by the Deputy role.

### **Resolved**

That the following rates of remuneration be paid to Community Board members as follows -

Chairperson	\$9,500
Deputy Chairperson	\$7,952
Board Members	\$7,452

**Mrs Cowan / Mr Tindle**

## **BOARD WORKSHOP**

The Chief Executive reported a successful workshop meeting of Members of the Kawhia Community Board was held last Tuesday and suggested the same should be undertaken for the Otorohanga Community Board. He suggested a Community Tour/inspection be undertaken prior to a workshop. Following discussion it was agreed a Community Tour/workshop be held on Tuesday 27 November 2007 commencing at 1.00pm. An invitation was also extended to Members of Council.

In reply to Mr Jones the Chief Executive advised key questions will comprise of Members personal goals and where they would like to see the Board in the future.

## **Item-10 OTOROHANGA KIWI HOUSE PROPOSED NEW AVIARY**

### **Discussion**

The Chairperson presented the report of the Customer Services Officer (Property) on a request from the Otorohanga Zoological Society to replace an existing aviary. The Finance & Administration Manager reported the Society has submitted a Building Consent Application and that Council was waiting for further information.

In reply to Mr Jones regarding the waiving of Building Consent fees, the Chief Executive advised it was up to the Applicant to apply for any reduction in fees.

### **Resolved**

That

1. The Kiwi House proposed new aviary report be received
2. Under Clause (d) permission be granted to the Otorohanga Zoological Society to replace their existing aviary for it to meet Department of Conservation habitat guidelines for aviaries.

### **Mr Ormsby / Mr Jones**

## **Item-11 MATTERS REFERRED FROM 11 OCTOBER 2007**

### **Discussion**

The Chairperson took Members through Matters Referred.

### **WORKSHOP**

Item 1. i. - identifying various responsibilities regarding Kiwiana funding. It was agreed this item be left on Matters Referred.

### **HOUSING FOR THE ELDERLY COMMITTEE**

Item 2. i. The Customer Services Team Leader reported that individual Members of the Committee had been approached regarding the replacement of six front door shelters in Windsor Court with 'left over' funding from the recent upgrade. He said he understood the work had been completed. Accordingly it was agreed this item be deleted from Matters Referred.

### **TRAFFIC BYLAW**

Item 3. i. - to acknowledge the repositioning of a Taxi parking space in Wahanui Crescent. It was agreed this item be left on Matters Referred pending a report from the Engineering Manager.

### **COMMUNITY LANDSCAPE PLAN**

Item 4. i. Members were informed this is well advanced and will be presented to the next meeting of the Board.

### **SHIPPING CONTAINER**

Item 5. i. The Chief Executive advised he understood the Container was to be moved within the property and that the property Owner will be applying for a Building Consent to have this permanently relocated. It was agreed however, that this matter remain on Matters Referred.

## **GENERAL**

### **GREEN WASTE FREDERICK STREET**

Mr Prescott reported that green waste/food scraps were being dumped over a bank in Frederick Street, Otorohanga. Discussion was held as to who owns the embankment and it was ascertained this is private property owned by Mr & Mrs Bayley and therefore a private matter. Members suggested however, the owner of the property erect a sign prohibiting the dumping of rubbish.

### **TRUCK WASH FACILITY**

In reply to Mr Jones, the Engineering Manager advised he had received a response on behalf of the Otorohanga Carriers Association which showed a willingness to carry out some capital work. He said the matter was making progress however, Council required a long term operational agreement from the Carriers Association in respect to the facility. The Engineering Manager reported a request had been received on behalf of the Association for Council to provide loan funding in order to carry out the work. He said this will be considered by Council at its next meeting. The Engineering Manager confirmed he would like to see the completion of all the work by 31 January 2008.

### **PROJECT KIWIANA COMMITTEE**

In reply to Mr Jones, the Chief Executive advised the matter of Council's account with the Project Kiwiana Committee had been resolved by the Committee paying a discounted amount on the original account.

### **DEPRECIATION ON ASSETS**

Mr Ormsby queried the process in regards to depreciation on Council assets within the Community. The Finance & Administration Manager replied, depreciation is calculated over the useful life of the facility and funded either by rates or user charges. He said the depreciation goes into a fund account and is then utilised for Capital Expenditure or Debt Repayment.

The Engineering Manager expressed the opinion that the life of the Community footpaths would be around 30 years.

### **SIGNAGE**

The Engineering Manager referred to the 'Stay awake/Take a Break' signage proposed for the entrances into the Community and reported Transit NZ had opposed the idea. He said however, the proposed signs are to be erected on private land over which Transit does not have any jurisdiction. The Engineering Manager said he would take the matter up again with Transit and as long as the signage conforms with this Council's District Plan, he could see no problem.

### **OTOROHANGA SOCCER CLUB**

The Chairperson referred to work around the Domain Pavilion which was to be undertaken by the Otorohanga Soccer Club, such as the installation of concrete steps, painting of the building, maintenance to Totara trees and a general tidying up of the area. She reported however, to date nothing has happened. It was agreed this item be considered by the Parks & Reserves Committee.

### **SANDWICH BOARDS - MANIAPOTO STREET**

The Chairperson reported she had received several concerns from people regarding the number and positioning of Sandwich Boards along Maniapoto Street. The Chief Executive referred to a letter dated 25 November 2002 which was forwarded to the Otorohanga Business Association making them aware of the new Otorohanga Traffic Bylaw which came into force earlier that year

and the provisions in regard to the use of side walks for the display of merchandise and/or signs, subject to certain conditions. These conditions are as follows -

- a. No less than two thirds, or 1.5m, whichever is the greater of the footpath width remains clear of obstructions for pedestrians at all times,
- b. Kerb and channel crossings for pedestrian or other access to footpaths remain unobstructed;
- c. The merchandise stands and/or footpath stands are not permanently fixed to the footpath space;
- d. The merchandise stands and/or footpath signs are removed from the footpath whenever the retail or service establishment is closed for business;
- e. The footpath signs are presented and maintained to a professional standard at all times;
- f. No person is permitted or restricted from exiting their vehicle from any identified parking space.

Members agreed this, along with other issues, could be covered in the forthcoming Community inspection.

### **SEATING - I-SITE**

The Engineering Manager advised an approach had been received from a concerned Ratepayer regarding the lack of seating facilities for passengers at the bus stop outside i-Site. The Ratepayer had asked for consideration to be given to providing some form of permanent seating to avoid travellers having to stand or sit on the footpath when i-Site is closed. The Engineering Manager suggested the permanent placing of three individual seats. He undertook to follow up on this matter.

### **Item-14 ANNUAL GARDEN COMPETITION 2007 - TABLED ITEM**

#### **Discussion**

The Customer Services Team Leader presented a report on the results of the annual Garden Competition. He suggested presentation of the Trophies be made at the next meeting of the Board to be held Thursday 13 December 2007 commencing at 3.30pm.

#### **Resolved**

That

1. The results of the Annual Garden Competition be received, and
2. The winners of each category be paid \$75 and the judges \$30 out-of-pocket expenses.

#### **Mr Prescott / Mr A Ormsby**

### **MOTION TO EXCLUDE THE PUBLIC**

“THAT the Otorohanga District Council, pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982,

as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public."

**Mr T Jones / Mr A Ormsby**

**Item-13 HINEWAI STREET PARKING ISSUES CONFIDENTIAL**

**Item-12 WATER SUPPLY STRATEGY CONFIDENTIAL**

**PROPOSED OTOROHANGA FOOTPATH CONSTRUCTION PROGRAMME 2007/08 ONWARDS**

The Engineering Manager circulated a copy of the proposed Otorohanga footpath construction programme 2007/08 onwards, for consideration by Members.

**MEETING CLOSURE**

The meeting concluded at 6.30pm.

**CHAIRMAN:**

**DATE:**

