



Otorohanga District Council

AGENDA

26 January 2010

Members of the Otorohanga District Council

Mr DF Williams (Mayor)
Mr S Adam
Mrs S Blackler
Mr WH Earwaker (Deputy Mayor)
Mr AL Gower
Mr A Ormsby
Mrs DM Pilkington
Mr R Prescott

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

26 January 2010

Notice is hereby given that an ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, Maniapoto St, Otorohanga on Tuesday 26 January 2010 commencing at 10.00am.

19 January 2010

DC Clibbery
CHIEF EXECUTIVE

AGENDA

VISITORS ATTENDING THE MEETING

12.15 Sports Waikato Representative Mathew Cooper

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PRESENT

OPENING PRAYER

IN ATTENDANCE

APOLOGIES

CONFIRMATION OF MINUTES - 8 DECEMBER 2009

REPORTS

**Item-285 OTOROHANGA COMMUNITY BOARD MINUTES - 12 NOVEMBER &
10 DECEMBER 2009**

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: Governance Supervisor

Date: 26 January 2010

Executive Summary

Minutes of the meetings of the Otorohanga Community Board held on 12 November and 10 December 2009, as previously circulated.

Suggested Recommendation

It is recommended that:

The minutes of the meetings of the Otorohanga Community Board held on 12 November and 10 December 2009 be received and the recommendations contained therein adopted.

CA Tutty
GOVERNANCE SUPERVISOR

Item-286 KAWHIA COMMUNITY BOARD MINUTES - 27 NOVEMBER 2009

**To: His Worship the Mayor and Councillors
 Otorohanga District Council**

From: Governance Supervisor

Date: 26 January 2010

Executive Summary

Minutes of the meeting of the Kawhia Community Board held on 27 November 2009, as previously circulated.

Suggested Recommendation

It is recommended that:

The minutes of the meeting of the Kawhia Community Board held on 27 November 2009 be received and the recommendations contained therein adopted.

CA Tutty
GOVERNANCE SUPERVISOR

Item-287 DISTRICT LIBRARIANS QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2009

**To: His Worship the Mayor and Councillors
 Otorohanga District Council**

From: District Librarian

Date: 26 January 2010

Executive Summary

The final quarter of 2009 was a busy period in the library. A system upgrade has taken place and the adults' and children's book groups have continued to meet regularly. The summer holiday reading programme is currently underway. Some problems with APNK computer users' behaviour was experienced towards the end of the year. Materials issues at Otorohanga Library have increased compared to the same period last year. A report on future funding of the APNK is appended for the interest of Council members.

Suggested Recommendation

It is recommended that:

That the District Librarian's quarterly report for the period October to December 2009 be received.

Report Discussion

Computer upgrade

On 20 November, we upgraded our SirsiDynix library management system from Unicorn to Symphony 3.3. This is the most recent version of the company's software. The upgrade was carried out at no cost to us. Because the company does this work during normal business hours only, we publicised a library closure for the day. Library staff were able to successfully test the installation by 3.30 pm.

The Symphony system offers us enhancements such as the ability to deliver notices to customers by email, the ability to group family members for ease of account management and the facility for users to pre-pay fines and fees for library services. As time goes on, it may be desirable for the Council to consider adding further system features, such as the Acquisitions module.

Adult Book Discussion Group

At the group's meeting on Friday 18 December, Kawhia author Bill Smith gave a talk about his recent publication "*Footballers don't cry*". Sixteen group members enjoyed Bill's reading from the book and took the opportunity to purchase their own copy. At the conclusion of the meeting, group members enjoyed a "bring a plate" lunch. Sheila will reconvene the group in February 2010; several new people have expressed interest in joining.

Christmas tree

Although the library did not host Santa in the week leading up to Christmas this year, we wish to record our thanks to the Otorohanga Business Association for providing a Christmas tree plus decorations for the Library front windows.

Children's activities

Junior book group movie trip

On Saturday 19 December, thirteen children from the junior book group attended a 5.30 pm screening in Te Awamutu of the movie "Under the mountain", which is based on Maurice Gee's book of the same name. This outing was organised by Sheila, who was assisted with transport by some of the parents. The children appeared to have enjoyed the outing and apparently lively discussion was held on the trip home about how well the film version matched the written story. Several of the children in the group will be moving on to college this year, so in February we will advertise for new members to join.

Pre-Christmas craft morning

On Tuesday 22 December, Sheila lead a craft activity for 25 of the children registered in our holiday reading programme. The children made a decorated photo frame Christmas tree ornament.

Summer Holiday Reading Programme

This year, we accepted registrations from 40 children for our 2009/10 summer holiday reading programme "Dive into books". A number of the children registered this year have not previously participated in the programme. As usual, participants are required to read a minimum of four books during the holidays and report in to library staff. Parents and caregivers appreciate the structure of this programme and the fact that it encourages children to maintain their reading skills over the summer break from school.

We will hold the reading programme finale on Thursday 28 January – the Mayor has kindly agreed to present awards this year. We have engaged storyteller Mary Kippenberger to provide entertainment, after which we will offer children and their families a "Subway" lunch (which was very popular last year).

Carpet cleaning

Cleaning of the library and meeting room carpets was undertaken by Jim Perkins of Te Awamutu on Saturday 9 January. The carpets were last cleaned in January 2009.

Computer user behaviour

Towards the end of the school year, library staff experienced difficulties in managing the behaviour of a small number of teenage boys using the People's Network computers. These boys either refused to vacate their places after their 30-minute session or exhibited rowdy behaviour and unacceptable language within the library. The boys were requested to leave the premises but the directive given by library staff was not heeded. Council staff had to be prevailed upon to provide backup support.

Following these incidents the offenders did not, fortunately, return to the library for some weeks. We have subsequently heard that various agencies have become involved with supporting the families of the youth concerned. Some of the young people have returned to the library this year and their behaviour has been much improved. I would be reluctant to formally ban any person from the library as I feel that people from all sections of the community are entitled to benefit from the free Internet service. However, I know that trespass notices have been issued at other libraries in the Waikato region to people whose behaviour has been unacceptable.

Aotearoa People's Network Kaharoa (APNK) – Future funding

As you are aware, the National Library currently funds four broadband Internet PCs in our libraries at Otorohanga and Kawhia. Currently, there is no cost to the Council for this service and full funding has been secured from the government until the end of June 2011. The way in which the Network will be funded beyond this date is currently being investigated. A background paper prepared by Margaret Garland, former APNK Manager, is appended to this paper. At this stage,

the only definite cost to the Council is for depreciation of hardware according to the following schedule:

- PCs, Monitors and Printers - 4 year
- Mouse and Keyboards - 2 years
- Gateways - 1 year

Otorohanga Library visits

	October	November	December
Total visits	5,131	4,834	4,867

New memberships

Across the district, we have registered 105 new library members over the October to December period.

Quarterly issues statistics

Otorohanga Library

	2009	2008	Difference	% change
October	5,366	5,232	+134	+2.6%
November	5,211	4,857	+354	+7.3%
December	5,291	5,232	+59	+1.1%
TOTAL	15,868	15,321	+547	+3.6%

Kawhia Library

	2009	2008	Difference	% change
October	251	425	-174	-41%
November	207	306	-99	-32.4%
December	321	423	-102	-24.1%
TOTAL	779	1,154	-375	-32.5%

Revenue statistics – Financial year to date

	2008/09	2009/10
Memberships	2,154.75	909.38
Magazines	143.35	103.25
Photocopies	866.17	909.00
Kawhia revenue	65.00	91.00
CDs	-	313.00
DVDs/Videos	1,090.30	964.90
Interloans	418.00	371.26
Sale books	637.47	424.79
Fines (overdues)	3,103.83	3,043.17
Book rentals	420.50	549.00
Reserves	82.50	107.10
Lost books	434.14	360.31
Internet	385.20	-

Sundry	(16.40)	(17.40)
Donations	21.00	2,194.03
Meeting room hire	3,652.65	2,936.89
TOTAL	13,458.46	13,259.68

Sarah Osborne
DISTRICT LIBRARIAN

Attachments

- a. Appendix - Aotearoa People's Network Kaharoa

Appendix:

Aotearoa People's Network Kaharoa (APNK) - Funding – Current and Future

APNK has been able to announce recently that funding is available to allow a further year of full costs of the service being met by NLNZ until the end of June 2011.

According to the Partnership Agreement (Clause 10.2), discussions were to take place with libraries re a contribution to costs after two years from installation. These discussions have been deferred for a year as full funding is available until June 2011.

The following may be helpful information for those who are experiencing Council concern about a possible cost to Councils.

- There is no intention to seek the full costs of running the network from local authorities. The National Library remains financially committed to supporting public libraries providing access to content, services and tools via the internet as being a key enabler of the knowledge economy.
- APNK continues to refine its costs, particularly in the area of networking (bandwidth) to ensure the managed service is provided in the most efficient and effective way possible.
- Post July 2011 the government contribution reduces by \$667k (a one off \$2m top up spread over a 3 year period comes to an end) We are exploring options to replace this funding – one of these options is to seek a contribution from libraries and their local authorities who are the beneficiaries of the service. Other sources will also be explored.

We are working on developing sound financial models that will provide transparency for libraries around the costs and benefits. The principles underlying this financial modelling are:

- National Library remains committed to financially supporting public libraries providing access to content, services and tools via the internet as being a key enabler of the knowledge economy;
 - That the value of the service offering with costs and savings need to be clearly identified for Local Authorities if they are to be asked for a Partner Library contribution;
 - That current Partner libraries will not be in a position to pay full costs;
- Timeframes – The Governance Group is discussing this issue at its 19th November meeting. Partner Libraries can expect to have further information during the first quarter of 2010.
 - Councils have the choice to withdraw from this partnership under the conditions of the Partnership Agreement.

Margaret Garland
(former) Manager, Aotearoa People's Network Kaharoa (APNK)

Item-288 DISTRICT PLANNERS REPORT FOR JULY TO DECEMBER 2009

To: **His Worship the Mayor and Councillors
Otorohanga District Council**

From: **District Planner**

Date: **26 January 2010**

Executive Summary

Reporting on Resource Consents granted under Delegated Authority for the period 1 July to 31 December 2009.

Suggested Recommendation

It is recommended that:

The District Planners report for July to December 2009 be received,
and that

The Hearings Committee comprised of His Worship the Mayor and Cr Earwaker and Cr Pilkington will hear and decide the resource consent application of Q de Witt and D West (RM090036).

Report Discussion

Resource consents: The number of Resource Consents granted under Delegated Authority in this period was 39 Consents (23 Landuse, 16 Subdivision). This compares with 42 consents (25 Landuse, 17 Subdivision) in the previous six months. In the first half of 2008 we granted 55 consents (30 Landuse, 25 Subdivision).

Following a hearing held in Kawhia an Independent Commissioner refused subdivision consent to D L and N E Morrison to create 13 additional titles at Aotea.

Following a hearing held in Council the Hearings Committee granted a landuse application to D J and L A Bird to construct a dwelling on land potentially subject to erosion and construct a driveway within 100m of an archaeological site at Waipuna Road, Kawhia. The appeal period for this decision has not yet closed.

Resource Consent decisions granted during the reported period were in the following wards:

	Landuse	Subdivision
Wharepuhanga	1	0
Kiokio	4	4
Waipa	3	1
Tihiroa	1	3
Otorohanga	6	2
Kawhia	9	4
TOTAL	24	14

Proposed Hearing Date

The submissions on the limited notified land use application for de Witt and West (RM090036) closed on 15 January 2010 and one submission was received.. The District Planner proposes to arrange the hearing for the afternoon of the 16th February 2010 and requests the availability of the Hearings Committee to deliberate on this application. The standard convention for an application in Aotea is that the Hearings Committee would be comprised of His Worship the Mayor and Cr Earwaker and Cr Pilkington.

Aimee Bishop
DISTRICT PLANNER

Attachments

- a. Resource Consent Decisions July to December 2009

Resource Consent Decisions - 1/07/09 to 31/12/09

No	Applicant/Location/Proposal		O/S	Decision
090039 13/07/09	Rural Builders Harbour Rd Outline Plan for New Classroom	LDE	AB	G
090049 2/09/09	Department of Corrections Waikeria Rd Outline Plan to Install New Electric Security Fence & CCTV Camera Poles at Waikeria Prison	LDE	AB	G
090064 6/11/09	Department of Corrections Waikeria Rd Waikeria Prison Upgrade & Maintenance Works to Existing Prison	LDE	AB	GDA
070092 1/07/09	Kiwi Transportable Homes LTD Lawton Dr Relocate dwelling which encroaches esplanade yard setback	LU	KS	GDA
070116 2/07/09	G W O'Brien 661 Lawton Dr Construct a beach shelter encroaching esplanade reserve	LU	KS	G
090035 7/07/09	Alanwood Hills Limited 68 S Hway 3 Te Kuiti Rd Yard Waiver to Build Calf Rearing Shed within 1.00m from Adjoining Boundary.	LU	KB1	GDA
090019 8/07/09	B Henry 6 Thomson Ave Yard waiver to build a retaining wall at 6 Thomson Ave along the boundary bordering onto lot 16 and on Councils water	LU	PS	GDA
080080 15/07/09	Miraka Paradise 1291 Wharepuhunga Rd Resite two second hand buildings	LU	LB	GDA
090032 27/07/09	Housing New Zealand 13 Main North Rd Front Yard Waiver to Construct Garage 0.95m from Boundary	LU	AB	GDA
080120 31/07/09	McDonalds Restaurants (NZ) Ltd 117 Maniapoto St To establish and operate a McDonald's restaurant, McCafe, drive-thru takeaway, children's playground, associated	LU	AB	GDA
090040 31/07/09	B Robinson 67 Ormsby Rd Side Yard and Daylighting Waiver to Build Garage 1 metre from Boundary	LU	AB	GDA
090042 3/08/09	MJ Galvin 56 Orahiri Tce	LU	AB	GDA
080108 21/08/09	Downer Edi Works 43 Paewhenua Rd To extract up to 10,000m3 of crush rock per annum	LU	LB	GDA
090034 28/08/09	G Froggatt & J Morris 35 Rosamond Tce To Demolish Part of a Registered Category II Historic Building and a Yard Waiver to Construct a Single Storey Rear	LU	AB	GDA
090045 2/09/09	T & D Ngarotata 73 Moke St Encroaching on Side Yard Boundary - with Construction of	LU	AB	GDA

Roof over Existing Caravan

090052	T Fransen	LU	AB	GDA
23/09/09	53 Rangitahi St Side & Rear Yard Waiver to Construct a Dwelling			
090028	Otorohanga District Council	LU	OP	GDA
25/09/09	Coastal Protection Works within 100m of archaeological sites and within the Esplanade yard.			
090054	TL Shaw	LU	OP	GDA
8/10/09	77 Phillips Ave Side Yard Waiver to Construct a Garage on the Boundary of the Property			
090058	D Maddern	LU	AB	GDA
13/10/09	71 Cooper Dr To construct a dwelling that exceeds the daylighting privacy plane and is located within 100m of a registered			
090057	Korakonui School Board of Trustees	LU	AB	GDA
20/10/09	734 Wharepuhunga Rd Outline Plan for Alterations & Additions to Existing Administration Block			
090067	Q De Witt & DM West	LU	AB	GDA
5/11/09	243 Cooper Dr Uplift the Building Line Restriction (H078618.2) from the Certificate of Title (SA20B/394) Lot 12 DPS 20795.			
090051	Paraheka Holdings Ltd	LU	PS	GDA
17/11/09	415 Tapuae Rd Undertake Earthworks, Vegetation Clearance & a Stream Crossing associated with the Proposed Afforestation of Lands			
090070	JR Wickenden & GF Goodison	LU	AB	GDA
18/12/09	3617 S Hway 31 Kawhia Rd To build a Garage/Laundry that encroaches into the 15m Front Yard Requirement			
090066	Telecom Mobile Ltd	LU	AB	GDA
24/12/09	68 S Hway 3 Te Kuiti Rd To upgrade Otorohanga mobile phone site by installing three panel antennas & removing several of existing			
Total for L			24	

090026	CJ & MB Partington	SB	AB	G
9/07/09	5446 S Hway 31 Kawhia Rd Application for ROW Extension (348 Local Government Act)			
090041	M & KJ Cumpstone	SB	AB	GDA
31/07/09	59 Pukemapou Rd Subdivision to Create One Additional Allotment			
070025	G W E & D F Pilkington	SB	JM	GDA
12/08/09	238 Kaimango Rd Create six additional lots			
080131	HLM Smith & BM & NN Onehi	SB		GDA
12/08/09	Lake Rd Boundary relocation			
090015	Basecorp Finance	SB	KS	GDA
12/08/09	1657 S Hway 3 Otorohanga Rd Create one additional lot			

090044	M & KJ Cumpstone	SB	PS	GDA
20/08/09	1398 Wharepuhunga Rd To Create One Additional Allotment			
090033	Housing New Zealand	SB	AB	GDA
21/08/09	13 Main North Rd Subdivide around five existing dwellings to create two additional residential lots and to vest road to Council.			
090060	Geryha Ltd	SB	PS	GDA
15/10/09	485 Te Tahī Rd Section 127 Application to Change Condition 2 and 7 of RM060133			
090055	MS & KE McBeth	SB	AB	GDA
20/10/09	1253 Pokuru Rd Subdivide to Create One Additional Allotment			
090059	J & DC Glass	SB	KB1	GDA
29/10/09	384 Waikeria Rd Subdivision to Create One Additional Allotment			
060168	D L & N E Morrison & B A Smith	SB	JM	D
3/11/09	306 Morrison Rd To create fourteen additional lots for residential purposes and one lot to vest in ODC as Local			
090030	MA Phillips	SB	AB	GDA
2/12/09	92 Rangiatea Rd To subdivide and create one additional lot for residential purposes and to amalgamate proposed Lot 2 with the adjoining			
090071	E & P Bourke	SB	AB	GDA
15/12/09	485 Te Tahī Rd To subdivide around existing dwelling to create 1 additional allotment & boundary relocation with adjacent boundary			
090076	AR Marshall	SB	AB	
23/12/09	18A Old Te Kuiti Rd Surrender of Right of Way Easement			
Total for	S		14	

Grand Total			38	

**Item-289 BUILDING CONTROL OFFICERS REPORT FOR AUGUST 2009 TO
DECEMBER 2009**

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: District Building Control Officer

Date: 26 January 2010

Executive Summary

This is the District Building Control Officer's Report for the period from 31 August 2009 to 24 December 2009.

Suggested Recommendation

It is recommended that:

The District Building Control Officers report be received.

Report Discussion

General

The Building Department continues to be busy while the economic times have substantially affected the number of building consents and relocated dwellings.

In response to industry concerns the Department of Building and Housing are introducing multiple use approvals as a means to speed up the approval times for building consents. From 1 February 2010 volume builders will be able to apply to the Department for a National Multi-Use Approval (NMUA). These are building designs that can be repeated many times over, in any part of the country. Volume builders include group home builders, garage and shed franchises, suppliers of kitset buildings and those who replicate a building design more than 10 times in a two year period.

A NMUA from the Department means that the building design has been pre-approved for building code compliance, so the Building Consent Authority (BCA) will only have to assess site specific details when issuing a building consent.

Once the Department receives a completed application for a NMUA it will have 40 working days to access the application which may contain several variations of each design. When a NMUA is used, the BCA will have 10 working days to issue the consent. The BCA will be checking site conditions, foundation design, District Plan rules, utility connections and confirming that the proposed design meets the conditions of the NMUA. The BCA will also carry out the normal inspections during construction.

Otorohanga District Council is processing all consents to date within an average of 11 days. I am bemused that the Department of Building and Housing have 40 days to access a NMUA when BCAs have only 20 days to issue a building consent.

Building Act Review Underway

The Building Act 2004 is being reviewed as part of the Government's Regulatory Reform Programme.

The Review aims to ensure the Regulatory environment for building and housing is efficient and effective, provides for public safety and delivers good quality homes and buildings. It will look at ways to enhance building controls by removing regulation that adds cost for little benefit – streamlining existing rules and providing incentives for building practitioners to lift performance.

The Review will also look at other longer term issues around improving the allocation of risk and liability, the greater use of insurance/warranty products to better manage risk. Work is already underway to identify opportunities to streamline or simplify the Act. This work is to be completed by the end of 2009 and a number of those changes are likely to require amendments to the Act in 2010. The Department of Building and Housing is leading the Review to ensure the sector's issues are being addressed.

Staff

The Building Team have worked hard to achieve a good outcome for Council over the last 12 months. Team meetings every week involving all staff from all Departments has been beneficial and rewarding. The diverse attitudes and experience has had a positive outcome on most issues raised at the meetings. I would like to thank all those involved.

Building Consents Issued

31 August 2009 to 24 December 2009

% Change

Total Consents Issued	67	down 41%
includes New Dwellings	11	down 31%
and Commercial / Industrial / Cowsheds	3	down 66%
Value of Building Work	\$5,341,539	down 32%
CCCs Issued	148	down 15%

31 August 2008 to 24 December 2008

<i>Total Consents Issued</i>	<i>114</i>	
<i>includes New Dwellings</i>	<i>16</i>	
<i>and Commercial / Industrial / Cowsheds</i>	<i>9</i>	
<i>Value of Building Work</i>	<i>\$7,900,064</i>	
<i>CCCs Issued</i>	<i>176</i>	

Gavin Phillips

DISTRICT BUILDING CONTROL OFFICER

Item-290 ENVIRONMENTAL HEALTH OFFICERS REPORT FOR SEPTEMBER TO NOVEMBER 2009

To: His Worship the Mayor and Councillors
Otorohanga District Council

From: Environmental Health Officer/Liquor Licensing Officer

Date: 26 January 2010

Executive Summary

The Environmental Health Officer/Liquor Licensing Inspector's report for the period 1 September 2009 to 30 November 2009.

Suggested Recommendation

It is recommended that:

The Environmental Health/Liquor Licensing Inspector's Report is received.

Report Discussion

I am pleased to present my report on Environmental Health issues for the period to 1 September 2009 to 30 November 2009.

Communicable Disease Control

There were six cases of notifiable disease notifications reported on during this period. These were:

Campylobacter	1 case
Cryptosporidiosis	3 case
Salmonellosis	1 case
Giardiasis	2 case

Food Safety

Regular inspections of food premises have not resulted in any serious breaches of the Food Hygiene Regulations or the Food Act. The new Food Act is still proceeding through Parliament and it is hoped that it will be passed by 1 July 2010.

Kawhia Kai Festival

In conjunction with the organisers, I have prepared a handout on food safety and have also supplied a publication by the NZ Food Safety Authority on temporary food premises. Both publications have been sent to all stall holders.

Liquor Licensing

The following activity was carried out during this period:

- On Licences 1 Renewals
 - Off Licences 1 New
-

- Club Licences 2 New
- Special Licences 7
- Managers Certificates 5 Renewals
- Temporary Authorities 2

The new Off Licence relates to the establishment known as “Gold ‘N’ Kiwi”. Although no official objections were received, I did receive several comments from persons who were concerned in that they considered there were sufficient liquor outlets in Otorohanga and that the Agency and Inspector should oppose the application.

At this time, the Sale of Liquor Act does not allow for opposition on such grounds. The report from the Law Commission which is an issues paper on the reform of New Zealand liquor laws, recommends that such grounds for opposition be written into the new Sale of Liquor Act and that each Agency establish a policy on the number of liquor outlets available within their particular District. The report has been widely publicised and this has no doubt resulted in the comments I received.

We have also received applications for Temporary Authorities for the On and Off licence for the Otorohanga Hotel. These applications have been required because of a change of licensee for the business. The persons involved as licensee have considerable experience in the liquor industry and have a reputation for operating a well run premise.

Liquor Liaison Meetings

During November we organised and participated in meetings between the Police, Health Waikato, Licensees and Managers of liquor outlets and myself, one at Kawhia and the other in conjunction with Waitomo District Licensing Agency at the Big Apple. The purpose of the meetings is to have open communication between the various Agency personnel and those from the liquor outlets in the District. The annual meetings discuss changes in legislation, trends, interpretations and review training procedures. It is conducted as a forum for all parties and only one of this District’s licenced premises was not represented. In my opinion these meetings are invaluable particularly as they are held just prior to Christmas.

Liquor Ban

Although not occurring within the reporting period, I understand that the Kawhia/Aotea liquor ban was again successful in reducing the number of liquor related incidents.

Staff Training

I have recently obtained an NZQA Certificate of Competency in auditing skills for food control plan auditing. This qualification is in addition to the “Off the Peg” voluntary qualifications I obtained earlier this year.

B Faris

ENVIRONMENTAL HEALTH OFFICER / LIQUOR LICENSING INSPECTOR

**Item-291 ROAD LEGALISATION PART HONIKIWI ROAD AT INTERSECTION
WITH WOOSTER ROAD SO 416687**

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: Engineering Manager

Date: 26 January 2010

Executive Summary

Council has documents requiring Council consent to the legalisation of the section of Honikiwi Road in the vicinity of Wooster Road. The consent is to the declaring of land for road and the stopping and vesting of road pursuant to the Public Works Act 1981 as shown on SO 416687. The actions involve the properties of JS Wooster Estate, AJ & JA Stock, JE & CA Whiteman and TJ & BA Jones, and Crown Land old closed road.

Staff Recommendation

It is recommended that:

1. The Otorohanga District Council hereby consent to the Minister of Land Information declaring:
 - a. Pursuant to Sec 114 of the Public Works Act 1981 the land described in the **First Schedule** below to be vested in the Otorohanga District Council.
 - b. Pursuant to Sec 116 AND 117 of the Public Works Act 1981 the road described in the **Second Schedule** below being stopped and vested by way of exchange in Timothy John Jones, Barbara Anne Jones and Osbornes Professional Trustees Ltd by way of amalgamation with the land in Computer Freehold Register 381824 subject to Mortgage 7656999.2 to the Bank of New Zealand.
 - c. Pursuant to Sec 116 and 117 of the Public Works Act 1981 the road described in the **Third Schedule** below being stopped and vested by way of exchange in Alan George Stock, Juanita Alice Stock and Bethema Joy McDonnell by way of amalgamation with the land held in Computer Freehold Register 221362 subject to Mortgage 5173523.2 to the Bank of New Zealand.
 - d. Pursuant to Sec 116 and 117 of the Public Works Act 1981 the road described in the **Fourth Schedule** below being stopped and vested by way of exchange in John Edward Whiteman and Charlotte Alison Whiteman by way of amalgamation with the land held in Computer Freehold Register SA18A/1077 subject to Mortgage 53356391.1 to the ANZ Banking Group (New Zealand) Limited.
 - e. Pursuant to Sec 116 and 117 of the Public Works Act 1981 the road described in the **Fifth Schedule** below being stopped and vested by way of exchange in JS Wooster Estate by way of amalgamation with the land held in Computer Freehold Register SA 14A/271 subject to Mortgage B625696.2 to Rabobank New Zealand Limited.
 - f. Pursuant to Sec 116 and 117 of the Public Works Act 1981 the land described in the **Sixth Schedule** below being stopped and vested by way of exchange in JS Wooster Estate by way of amalgamation with the land held in Computer Freehold Register SA 11D/207 subject to Mortgage B625696.2 to Rabobank New Zealand Limited.

South Auckland Land District – Otorohanga District

First Schedule - Land to be Declared Road

Area	Description	Owners
1137m ²	Part Lot 1 DP 395594 shown as Sec 1, Sec 2 and Sec 6 on SO 416687 being part CFR 381824	<i>TJ & BA Jones and Osborne Professional Trustees</i>
334m ²	Part Lot 1 DPS 354186 shown as Sec 5 on SO 416687 being part CFR 221362	<i>AJ & JA Stock and BJ McDonnell</i>
86m ²	Part Lot 4 DPS 16749 shown as Section 8 on SO 416687 being Pt CFR SA18A/1077	<i>JE & CA Whiteman</i>
1639m ²	Part Lot 14 and 115 Blk IV Orahiri SD and Pt Otorohanga Q2E Blk shown as Sec 11, Sec 14 and Sec 13 on SO 416687 being Part CFR SA14A/271 and SA11D/207 and Part CFR 22968	<i>JS Wooster Estate</i>

Second Schedule – Road to be Stopped and Amalgamated with Computer Freehold Register 381824

679m ²	Adjoining or passing through Lot 1 DP 395594 marked as Sec 4 SO 416687	<i>TJ & BA Jones and Osborne Professional Trustees Ltd</i>
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Third Schedule – Road to be Stopped and Amalgamated with Computer Freehold Register 221362

836m ²	Adjoining or passing through Lot 1 DP 354186 marked as Sec 3 on SO 416687	<i>AG & JA Stock and BJ McDonnell</i>
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Fourth Schedule – Road to be Stopped and Amalgamated with Computer Freehold Register SA18A/1077

315m ²	Adjoining or passing through Lot 4 DPS 16749 marked as Sec 7 on SO 416687	<i>JE & CA Whiteman</i>
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Fifth Schedule – Road to be Stopped and Amalgamated with Computer Freehold Register SA14A/271

975m ²	Adjoining or passing through Pt Sec 14 Blk IV Orahiri SD marked as Sec 10 on SO 416687	<i>JS Wooster Estate</i>
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Sixth Schedule – Road to be Stopped and Amalgamated with Computer Freehold Register SA11D/207

1069m ²	Adjoining or passing through Section 154 Block IV Orahiri SD marked as Sec 12 on SO 416687	<i>JS Wooster Estate</i>
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2. The Mayor and Chief Executive of Otorohanga District Council be authorised to sign and seal any documentation necessary to legalise plan SO 416687.

Report Discussion

These legal actions are to put in place adjustments made to the alignment of Honikiwi road in 1984.

Agreements have been made with the property owners impacted by the changes.

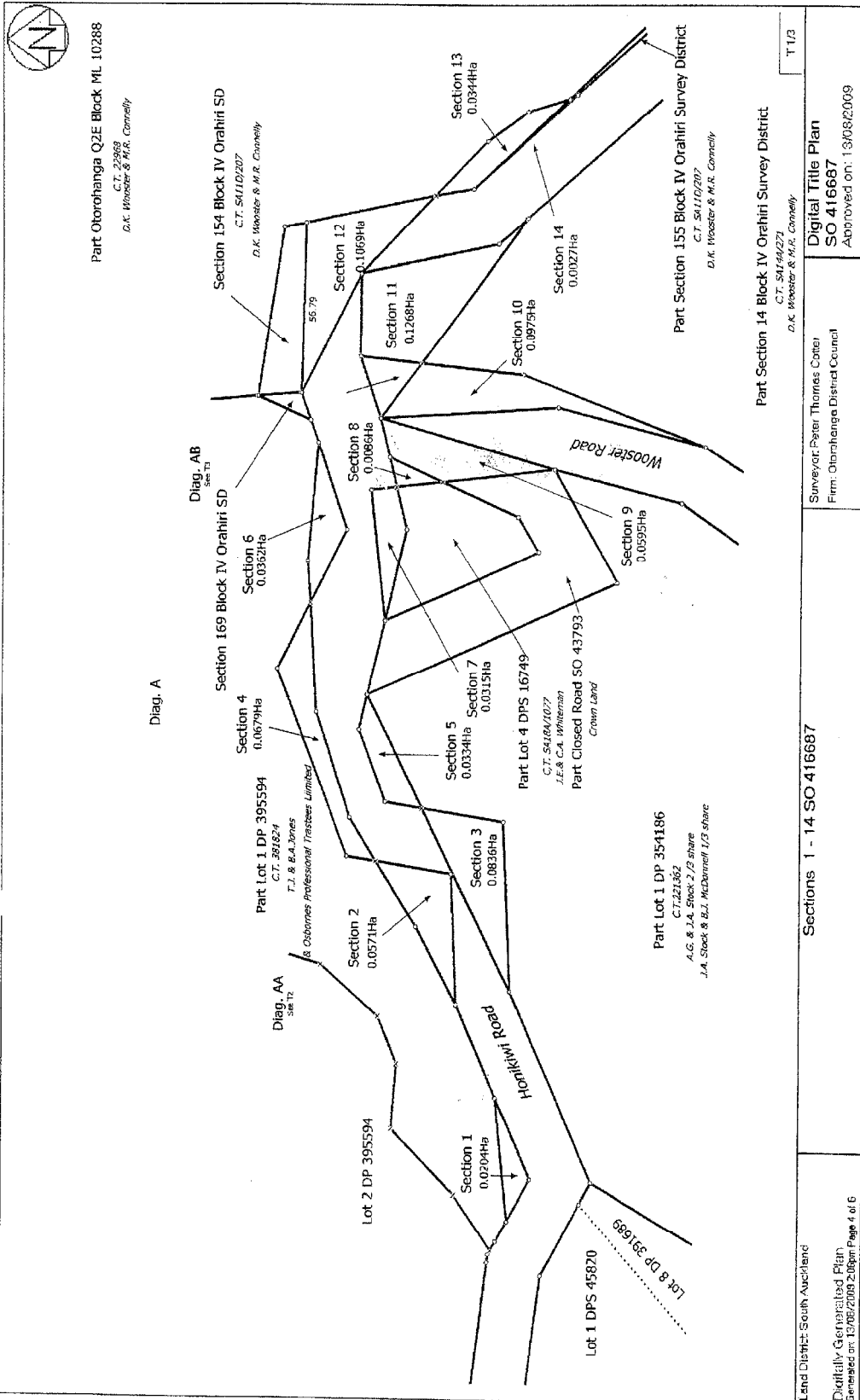
The following owners have small net area gains and no money will be paid to them for their land loss and they will not pay for any land gain. The owners are AG & JA Stock, JE & CA Whiteman, JS Wooster Estate.

The land owned by TJ & BA Jones has a net area loss of 458m² and an agreement has been made with Mr & Mrs Jones that Council will pay them \$1,500 + GST for the area loss.

The land shown as Sec 9 SO 416687 595m² is required for road. This is part of the old closed road which is now Crown Land and negotiations are currently being undertaken with Crown Property to have this land changed back to legal road. When this is finalised a report will be presented to Council on this matter.

Roy Chadwick
ENGINEERING MANAGER

- a. Plan Road Legalisation Part Honikiwi Road and Wooster Road SO 416687



Item-292 RM080111 - D & L BIRD - HEARINGS COMMITTEE REPORT AND DECISION

**To: His Worship the Mayor and Councillors
 Otorohanga District Council**

From: Environmental Services Manager

Date: 26 January 2010

Executive Summary

The Hearings Committee met on 16 December 2009 to hear submissions on the above Application.

Suggested Recommendation

It is recommended that:

The notes of the Hearings Committee held on 16 December 2009 for RM080111, D & L Bird, be received.

Report Discussion

The Hearings Committee, His Worship the Mayor Mr DF Williams, Deputy Mayor Cr WH Earwaker and Cr D Pilkington met on 16 December 2009. The notes taken of this meeting are attached.

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Attachments

- a. RM080111 Hearings Committee Report & Decision

REPORT AND DECISION OF THE HEARINGS COMMITTEE OF THE OTOROHANGA DISTRICT COUNCIL

RM080111 D & L Bird – Resource Consent Application to Construct a Dwelling On Land Subject to Erosion and Form a Driveway Within 100 Metres of an Archaeological Site

1 INTRODUCTION

1.1 Appointment

Pursuant to section 34 and 39B of the Resource Management Act 1991 (“the RMA”) the Hearings Committee was appointed by the Otorohanga District Council to hear and determine the above application for resource consent.

1.2 Application and proposed Building Site

A detailed summary of the application and the proposed building site are contained in the Hearing Report prepared by the District Planner, Aimee Bishop.

1.3 Site and surroundings

The subject site is located on Waipuna Road and lies between the road and the Waiharakeke Inlet on the southern shores of Kawhia Harbour.

1.4 Notification & submissions

The application which proposes building a dwelling on land potentially subject to erosion and constructing a driveway within 100 metres of an archaeological site was subject to a “limited” notification process commencing on 28 October 2009. One submission was received opposing the application.

1.5 Hearing

The hearing of the application was held in the Boardroom at Otorohanga District Council on Wednesday 16 December, commencing at 1.05pm. In addition to the members of the Hearings Committee, Mayor Dale Williams, Deputy Mayor Hugh Earwaker and Councillor Deborah Pilkington, the following people appeared before the Committee;

For the Applicant

Dr Joan Forret, legal counsel on behalf of D & L Bird;
Lesley Bird, applicant;
Don Prince, registered archaeologist;
John Kaati, Kaumatua and neighbouring land owner;

For the Otorohanga District Council

Aimee Bishop, District Planner;
Andrew Loe, Council Environmental Services Manager;
Gillian Oakley, Council Minute Secretary;

Submitters

Representing Te Mahoe Pa
Mike Taitoko; Chris Tuapiki; Mataroa Frew; Mere Haupokia and Via Mete

PRESENTATION OF EVIDENCE

1.6 Applicant

Dr Joan Forret

Dr Forret tabled site plans and aerial photos of the subject site. She discussed the applicants desire to build a house and the lengths they had gone to minimize any impact from the project. She discussed the relative position of the proposed driveway to the

archaeological site. There was a summary of other information presented with the application and she introduced the matters to be covered by L Bird, D Prince and J Kaati.

Lesley Bird

Mrs Bird recounted the application process leading up to the hearing, her efforts at consulting with the submitters and presented a powerpoint presentation of the subject site.

John Kaati

Mr Kaati spoke of his connections to the area and knowledge of the land where the Bird property is situated. He stated that there was no significant cultural site near the place that the Birds had chosen for their dwelling.

Don Prince

Mr Prince tabled and read his evidence. He discussed the archaeological site near the track and its possible origins. His report stated there was no visual evidence of any features on the proposed building site or the access track. However he did note that topsoil stripping may uncover and expose archaeological deposits.

1.7 Submitters

Mike Taitoko

Mike Taitoko commenced his submission and stated that ODC does not have authority to deliberate over this Hearing.

The Chairman advised that they were unable to debate these issues and that the Committee was here to deliberate on an application for a resource consent as presented and that Mr Taitoko has an opportunity to present to the Hearings Committee whether or not Council should grant this resource consent, and requested that the submission be directly related to the application.

Mr Taitoko then tabled further evidence on behalf of Te Mahoe Pa, which supplemented his original submission and commenced to read an abridged version of his evidence. In summary, Mr Taitoko's evidence was that a waahi tapu lay over the entire site and the whole of the area on the southern side of Kawhia Harbour, which is of great significance to his hapu and all the people of Tainui.

While he acknowledged the building site was in a suitable location he claimed that koiwi lay under the proposed access track, meaning it was unable to be used to access the dwelling.

Mataroa Frew

Mrs Frew addressed the Hearing in Te Reo and then read a translation of her submission.

Mere Haupokia

Mrs Haupokia made an oral submission supporting the consultation process that had been undertaken with the Birds. She believed that agreement had been reached but something had gone wrong.

Chris Tuapiki

Mr Tuapiki spoke of his connections to the whanau of Te Mahoe. He told of the development of the farmland around the Bird property and stated there is a waahi tapu from the bottom to the top including where the house is to be sited. He again stated the significance of the area to the Te Mahoe people and all of Tainui.

The Chairman thanked all the submitters for their contributions.

1.8 Otorohanga District Council

Aimee Bishop, District Planner

The Chairman asked Ms Bishop if she wished to comment on any of the evidence submitted to the Hearing. Ms Bishop advised that the main point related to the contention of the location of urupa or waahi tapu on the proposed access and she did not believe from the evidence provided by the submitters today that they had clarified or established the location of, or existence of these features. Furthermore evidence from the applicant's

kaumatua and Archaeologist confirmed that there is no evidence of a urupu or waahi tapu on the proposed access and therefore her recommendation remained unchanged subject to the conditions listed. She also stated that the archaeological conditions recommended are consistent with the Historic Places Act with regard to the procedure to be followed should koiwi remains be found. The District Planner considered that the proposed conditions will mitigate any adverse effects.

The Chairman then invited the applicant's right of reply.

Dr Joan Forret

In her right of reply Dr Forret stated that the applicants only wished to build a house and they had been put to great difficulty in trying to achieve this. She covered the restrictive nature of some of the conditions contained in the Te Mahoe covenant and how her clients could not sign it. She spoke again of the issues associated with the access track and the archaeological sites on the Bird's property, stating that her clients accepted the proposed measures to protect these features.

The Chairman then stated that all submissions had been heard and the Committee would now deliberate on the matter. He advised of the statutory timeframes and that a Decision would be notified before 27 January 2010.

The Chairman then thanked everybody for their participation and contribution

3.05pm Hearing closed.

3.15pm HEARING'S COMMITTEE DELIBERATIONS

Present: His Worship the Mayor
Cr Pilkington
Cr Earwaker
Gillian Oakley (Minute Secretary)

The Hearings Committee discussed the hearing and the submitters' evidence. It was noted that the Environment Court had established that waahi tapu is not on the subject site and the kaumatua and Archaeologist have confirmed this.

The Committee then discussed the archaeological site (R17/784) and the issues in relation to the driveway.

The Committee agreed that all the conditions recommended in the Planner's report should remain. As a direct consequence of the submitters evidence the Committee felt that there was value to be had from having a kaumatua from the local iwi present when the topsoil was stripped from the building site and the access track. This was a procedure that had initially been raised by Don Prince, speaking for the applicant.

The Committee then discussed in general the reasons for the decision to approve the resource consent application subject to the recommended conditions:

- That no further evidence had been provided to establish that there is a waahi tapu on the site and in the vicinity of the driveway.
- It was consistent with the use of the property by both Maori and Europeans over many years.
- No specific information was provided to convince the Hearings Committee that the effects of granting the proposal will be more than minor.
- That the Committee has taken on board the previous decision of the Environment Court in relation to the house site.

2.0 SITE VISIT

SITE VISIT - MONDAY 21 DECEMBER 2009 AT 6.30PM

The Chairman, Crs Earwaker and Pilkington carried out a site visit and checked the boundary with Waipuna Station looking at where the new accessway will be formed. As far as they could see the area was extremely modified. They could clearly see another of the archaeological sites on an adjacent hillside and were able to identify R15/784, the ditch and bank fence, which although in degraded condition, is still intact and located over the rise, away from the proposed accessway. Whilst on site the Committee walked over the proposed accessway and the house site and confirmed their location relative to site R15/785. They checked sightlines from the house site to the road and neighboring properties.

The three members of the Hearing Committee were comfortable that the site visit confirmed their earlier deliberations.

3.0 FINAL DELIBERATIONS – TUESDAY 22 DECEMBER 2009 AT 2.30PM

Present: His Worship the Mayor
Cr Pilkington
Cr Earwaker
Andrew Loe (Environmental Services Manager)
Aimee Bishop (District Planner)
Gillian Oakley (Minute Secretary)

The Chairman advised that the Hearings Committee had carried out a site visit and noted the archaeological site that was in proximity to the driveway although it was hard to recognize it was an archaeological feature. They noted that the impact on the land would be less than negligible or nil and that the proposed house site was only visible from a small piece of road in the Waitomo District.

The Committee felt that the only issue in contention was the location of the accessway, given that it was less than 100m from an archaeological site and whether the effects on that site would be more than minor. It was agreed that the effects were no more than minor. It was suggested that the condition in relation to kaumatua being present when the topsoil was scraped be included.

The Committee then confirmed that the recommendations contained in the Planners report be adopted with the inclusion of a condition requiring a local kaumatua to be onsite when the topsoil is removed from the building site and the access track.

4.0 DECISION

- A. That pursuant to the provisions of Sections 104B, 104D and 10(1) of the Resource Management Act 1991, the Otorohanga District Council grants consent to the application (being RM080111) by DJ & LA Bird to establish a dwelling on land described as Lot 2 DPS 92462 – CT: SA73A/905 (assessed as a non-Complying Activity based on the provisions of the Otorohanga District Plan).
- B. Pursuant to Section 113 of the Resource Management Act 1991, this decision has been made for the following reasons:
 1. It is considered appropriate that the owners (and future owners) of the property are able to reside on the land that they own. The subject property contains a visually prominent ridgeline. The location of the proposed dwelling below the ridgeline is considered to be in the most appropriate location on the property
 2. It is considered that any adverse effects on the environment arising from the grant of land use consent can be avoided, remedied or mitigated through the imposition of conditions on consent.
 3. It is considered that the proposal is consistent with achieving the relevant objectives and policies of the Otorohanga District Plan.

4. The Council has considered the text of the decision of the Environment Court in relation to a previous subdivision proposal of the land, and is satisfied that the subject property does not contain any waahi tapu sites / areas.
 5. The Council recognizes that the subject property has significant cultural values attached to it by local Maori, however it is considered that these values have been modified by development of the area over time, to the extent that they will not be adversely affected by the establishment of a dwelling in the location as proposed on the subject property.
 6. It is considered that the development as proposed (with the imposition of conditions) will promote the sustainable management of the natural and physical resources of the area, and that none of the stated matters of national importance in Section 6 of the Resource Management Act will be offended by the proposal.
- C. This consent is subject to compliance with the following conditions which are imposed pursuant to Section 108 of the Resource Management Act 1991:

General Accordance:

1. That the dwelling shall be designed, located, constructed and finished in general accordance with the information and plans submitted with the application for resource consent and herein approved (except where the conditions of this consent may require alteration of them).

Archaeological:

2. That prior to lodging an application for building consent and undertaking any earthworks in association with the works approved by this resource consent, the consent holder shall undertake a subsurface investigation of those areas of the property proposed to be disturbed by earthworks to ascertain whether any undetected subsurface archaeological features exist.

A local kaumatua must be present during the investigation. The name of the kaumatua shall be provided in writing to the Environmental Services Manager prior to undertaking physical works.

The strategy of the investigation will require the careful removal of the topsoil layer to establish the nature and extent of any undetected subsurface archaeological features.

3. That if the results of the investigation determine that the works authorized by this resource consent cannot be undertaken without impacting on any archaeological site, then either:
 - (i) An application to modify, damage or destroy the archaeological site must be obtained under the provisions of Sections 11 or 12 of the Historic Places Act from the New Zealand Historic Places Trust, and provided to the Environmental Services Manager (Otorohanga District Council) at the time building consent is lodged; or
 - (ii) An alternative location shall be proposed in any area which will not impact any recorded archaeological sites, as determined by investigation undertaken in accordance with the requirements of condition 2.
4. That in the event any previously unrecorded archaeological features are exposed during earthworks then works in the immediate vicinity of the find shall cease and the consultant archaeologist and New Zealand Historic Places Trust shall be contacted so that appropriate procedures can be followed. No works in the area of the finds shall be permitted to recommence until an authority to do so has been received from the New Zealand Historic Places Trust.

5. That in the event any koiwi (human remains) are exposed during earthworks then works in the immediate vicinity of the find shall cease and local iwi, the Police and the New Zealand Historic Places Trust shall be contacted so that appropriate arrangements can be made. Works in the area of the find shall not recommence until written permission to do so has been received from the New Zealand Historic Places Trust.

Vehicle Access:

6. That the proposed vehicle entranceway to Waipuna Road to serve the proposed dwelling shall be located, designed, constructed, formed and surfaced to meet the requirements of for Rural Entranceways – Residential, as set out in volume 5 (District Council Supplement) of the Hamilton City Development Manual to the satisfaction of the Engineering Manager (Otorohanga District Council).

Geotechnical:

7. That the recommendations contained within the Site Suitability Assessment (dated 9 March 2009) prepared by Maunsell Aecom and forming part of the application documents shall be complied with by the consent holder.
8. That a building exclusion zone of 3.0 metres shall be applied to the top of the slope as identified by the Site Suitability Assessment. At the time building consent is lodged the consent holder shall provide written confirmation from a suitably qualified geotechnical specialist, to the Environmental Services Manager that confirms that this setback has been met.
9. That at the time application for building consent is lodged the consent holder shall provide engineering design plans, showing the following:
 - Proposals for on-site wastewater management
 - Proposals for on-site stormwater management
 - Geotechnical design for earthworks associated with access and building site construction which have cuts or fills in excess of 1 metre.

No works shall commence until such time as these plans have been approved by the Otorohanga District Council and confirmation of approval has been received in writing by the consent holder.

10. That at the time building consent is lodged, the consent holder shall provide written advice from a suitably qualified geotechnical specialist that the proposed foundation designs are safe and in accordance with the relevant New Zealand standard given the geotechnical conditions of the site.

Landscaping:

11. That prior to commencing any works on site the consent holder shall provide to the Manager Environmental Services a landscaping plan prepared by a suitably qualified landscape architect to detail the landscaping proposals for the site. This plan shall:
 - Identify on a scale plan the location on-site (in relation to legal boundaries and the proposed building structure) of all proposed landscaping; and
 - Identify the intent of the landscaping and its expected final form; and
 - Identify the species to be used; and
 - Identify the procedures to be followed to maintain the landscaping and to redress any failure of planting to ensure that the intent and expected final form of the landscaping is achieved.

12. The landscaping proposals detailed by the landscaping plan required by condition 13 shall be completed no less than 6 months following the completion of building works on the property.
13. The consent holder shall be responsible on an ongoing basis for ensuring that the intent and expected final form of the landscaping is achieved.

Monitoring:

14. The consent holder shall be responsible for meeting any costs incurred by Council in monitoring the conditions of this resource consent.

AUTHORISATION:

**Report Prepared by
His Worship the Mayor Dale Williams
Chairperson of the Otorohanga District Council Hearings Committee**

APPROVED FOR RECOMMENDATION:

**His Worship the Mayor D Williams
Chairperson of the Otorohanga District Council Hearings Committee**

**Councillor D Pilkington
Member of the Otorohanga District Council Hearings Committee**

**Councillor H Earwaker
Member of the Otorohanga District Council Hearings Committee**

Item-293 MEMBERS REMUNERATION

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: Chief Executive

Date: 26 January 2010

Executive Summary

The remuneration Authority has reviewed the pool of remuneration for elected members, and no change is proposed prior to the 2010 local body elections.

Suggested Recommendation

It is recommended that:

1. The report be received, and;
2. Members remuneration for the period from 1 July 2010 to 9 October 2010 remains at the same level as applicable for Councils 2009/10 financial year, and;
3. Increases of elected member remuneration of 2.25% are incorporated into the budget estimates for the 2010/11 year.

Report Discussion

The Remuneration Authority reviews the remuneration pool for elected members annually, with any resultant changes having effect from 1 July of each year.

The Remuneration Authority has recently carried out a review of the remuneration pool for the period from July 1 2010 up to the election day for the 2010 local body elections. A further review of the pool after election day will be required to reflect changes in representation that may take place with the elections.

The Remuneration Authority has advised that based on slowing remuneration growth in 2009 the remuneration pool for the period from 1 July 2010 to 9 October 2010 will be the same as that which was previously applicable.

Since this Council already fully utilises the available pool allocation it is suggested that no change to elected members remuneration is made for this period.

It would however be expected that a further review for the period after election day would increase the remuneration pool. Information on recent local government remuneration trends is inconsistent, but it does appear that the annual 'market movement' is currently around 3%.

It is therefore suggested that for budgeting purposes increases of elected member remuneration of 2.25% are incorporated into the budget estimates for the 2010/11 year, this representing a 3% increase applied over 9 months of the year.

Dave Clibbery
CHIEF EXECUTIVE

Item-294 MEETING PROCESS AND PROCEDURE GUIDELINES

To: **His Worship the Mayor and Councillors
Otorohanga District Council**

From: **Chief Executive**

Date: **26 January 2010**

Executive Summary

Following discussion with Council and the Community Boards, some guidelines are presented in respect of formal meeting processes and procedures.

Suggested Recommendation

It is recommended that:

The 11 guidelines identified in this report are adopted in respect of the conduct of formal meetings of Council and the Community Boards.

Report Discussion

Meeting process matters have been previously discussed with Council and the Community Boards, with the intention of improving the efficiency of meetings.

As a result of these discussions the following meeting process and procedure guidelines have been agreed.

1. The suggested recommendation' in formal staff reports be re-named 'staff recommendation'.
2. Agendas for meetings to be sent out no earlier than 7 days prior to the meeting – including for KCB. Should the preparation of the agenda be late (which will be avoided if at all possible) then this be emailed to members.
3. Members are to read the meeting agenda prior to the meeting and should they have any significant issues or questions regarding the content of the report, then these should be raised with the relevant staff member prior to the meeting.
4. The existing standing orders set a time limit of 6 hours for the duration of all formal meetings. It is proposed that a limit of 2 hours be set for Community Board meetings though the Chairman or Mayor may extend the time beyond this by means of a formal resolution.
5. No time limit be placed on speakers at a meeting however the Chair is to be aware of the discussion and to ensure members stay with the topic being discussed, and that the discussion is effectively managed towards reaching a decision or other appropriate conclusion.
6. A guideline time limit for staff presentations of reports at formal meetings shall be 5 minutes (based on the assumption that members have read the report) but presentations of around 10 minutes may be satisfactory where the issue under discussion is complex. Presentations in excess of 15 minutes are generally unacceptable, and matters requiring such extended staff presentations should instead be presented in workshop or committee situations.

7. A resolution during the public part of a formal meeting shall be required to introduce any major items to be dealt with by resolution, if they are not on the agenda. The presiding member must give reason why the item is not on the agenda and why discussion cannot be delayed until the next meeting.
8. A request for a deputation or presentation at a meeting must be lodged with the Chief Executive at least two working days before a meeting, and be approved by the presiding member. Not more than two members of a deputation may address the meeting - limit of 10 minutes in total.
9. There will be continued use of "general business" within meetings where minor items can be discussed, but without making any formal resolutions in relation to those items.
10. There is an expectation that matters brought up by members in general business are appropriate in that they do not relate to personal matters, or matters that might otherwise have been better resolved with staff outside of the meeting.
11. The current minute taking style, that includes details of discussions, be continued.

These guidelines do not replace the Standing Orders of Council, and are instead intended to be key 'points of focus' within the meeting process that may contribute to improved governance.

Dave Clibbery
CHIEF EXECUTIVE

Item-295 DISTRICT SPORTS COORDINATORS REPORT FOR JULY TO DECEMBER 2009

**To: His Worship the Mayor and Councillors
 Otorohanga District Council**

From: District Sports Coordinator

Date: 26 January 2010

Executive Summary

As your District Sports Coordinator I wish to present to you my report. It has been four months since my last report.

Suggested Recommendation

It is recommended that:

That the Otorohanga District Coordinator's report for the period October 2009 – January 2010 be received.

Report Discussion

OTOROHANGA & KAWHIA

Outcome 1: High quality and successful sport

- ⊙ Attending school sports athletics days and supporting where necessary. Project Energize working with the schools with various activities. All schools on board now with Energize project.
- ⊙ On going work around the setting up of a possible Cycling and Multisport club in Otorohanga progressing well. Worked on a project with Council and Te Awamutu Cycling Club to host a Criterion race around the streets near the Otorohanga Domain on the 12th December with some top riders attending. This event was held, although it was awful conditions the event still went ahead and hosted a mixture of cycling talent and was well received by those that participated and that turned out to watch. Te Awamutu Cycle Club would like to keep it on their calendar of events for next year as riders enjoyed the circuit. Residents that lived in the effected streets were happy enough to help by supporting the street closure for the event. Have also been in consultation with the Rotary who want to raise money and are interested in hosting a cycling event. We have targeted March to host a 'Tour de Otorohanga' type event where there will be a Cycle Race of 3 road circuits for various levels of people to participate in. This is an ongoing project in progress.
- ⊙ Worked on a 5 week project with the Otorohanga Bowling club to a hold social business house competition to draw in some new members and promote the sport and club facilities. 16 teams of 3 entered and these did not include existing bowling club members. The club members assisted people on the night and gave some helpful advice. It was held in November and people really enjoyed the experience and there were a few that expressed an interest to join the club. What was successful was the relaxed atmosphere and I think it gave the bowling club an opportunity to see what appeals to people and how they do need to adapt their traditional ways in order to attract new members.

- ⊙ Currently working through with Otorohanga College ways to forge better links with clubs in the district and address the problem of youth dropping out of sports between 14–18 years old.
- ⊙ Working with clubs to educate them about and promote the District Sports Awards and Volunteer Recognition. Also educating them on supporting a “Coaching Forum” which Sport Waikato can coordinate for all coaches in the district of all grades and levels to support and encourage networking and sharing of knowledge and resources to better support our rural community and to help grass roots sport to survive.
- ⊙ Otorohanga District Sports Awards and Volunteer Recognition held at the Otorohanga Club. 32 nominations in the Sports Awards category and 72 nominations for Volunteer recognition. Our awards are the only district awards that host the Volunteer recognition with sporting achievement and it’s great to be able to put the two together for without Volunteers we wouldn’t have sport. Volunteers receive a free ticket to the awards and get to enjoy the atmosphere, guest speaker and supper. All sports awards nominees also receive a free ticket. Our key
- ⊙ sponsor is King Country Energy and the Otorohanga Club, both are very supportive of this event. Guest speaker this year was Chiefs Rugby coach Ian Foster with Ronnie Phillips as our MC. The highlights this year were the number and caliber of the Junior Sportsperson nominees and also the 3 Service to sport recipients who have been sporting stalwarts in Otorohanga since young school friends. KCE have a new CEO and he was so impressed with the awards and the work that is being done that he indicated that they would like to support more events in the community. We will definitely be following up this lead

Outcome 2: Active and Healthy Communities across the Greater Waikato

- ⊙ Have been out in the community interviewing some key community people to see where the needs are and what they would like to see happening more in the district. Some excellent ideas have surfaced and working towards holding some events from the past again. For example ‘Oto Superstars’ and ‘Oto Street Running Races’ – during Christmas parade. Family sports days and events. With the way the economy is it would be good to see more things happening locally because it’s not feasible to travel longer distances.
- ⊙ Oto Superstars was held in October and was well supported with 8 teams of 10 participating. Feedback from this event is to definitely host it again.
- ⊙ The Sprint Races were held as part of this years Christmas parade and were really well received. This was held in the street, had been in consultation with the business development board to utilize the fact that the street is closed off at least, an hour before the floats actually parade. The Thirsty Weta sponsored the highlight event the ‘Weta 1km Sprint’ and donated trophies for the first Male and Female. There was a school relay sprint, team wheelbarrow race and the ‘Weta’ 1km. Again feedback was great and business development board felt it helped to keep people occupied until the parade and was also a draw card to bring people in to town.
- ⊙ Schools visits during Term Four. Because of renewed funding Sport Waikato is now able to extend Team Energize into all schools. So now all our primary schools in the Otorohanga district will have an opportunity to be part of the Team Energize Programme.
- ⊙ Working on a joint community house hosted project aimed at supporting clubs and community groups to help up skill their volunteer base. A series of workshops offering support and advice for volunteers in their particular roles. Topics: Funding & Sponsorship, Motivation & Team Building, Leadership & Delegation, Action Planning, Smart Marketing, Governance, Time Management, Personal Effectiveness. Workshops to be facilitated by Waikato Institute for Leisure & Sport. This was held and ran for 4 of the weeks but then had to cancel it due to lack of numbers which was disappointing but worthwhile for those that did attend.

- ⊙ Quite a few of our Active Living team are working in Kawhia fortnightly and at least on a monthly basis. A positive for Kawhia has been the appointment of Jen Riley who has worked on a number of our active living projects in Kawhia now appointed as the Energizer to support Kawhia Primary School. Great as she already has good linkage with the community.
- ⊙ Continually updating the “Events Calendar” and “Active Options” booklet to use as a resource and tool to encourage groups and individuals to participate in active events and get involved in existing groups. Linking up coming events with the I-site newsletter that is promoting all Otorohanga activities. Sport Waikato also has a new website where district stuff can be displayed easily for people to access.
- ⊙ I am continually looking to develop more active events in Otorohanga. These projects include the “Kiwi to Harbour Relay”, the “Tour de Otorohanga”, various duathlons/triathlons and active family events. The Harvest Centre Youth Group have approached me about helping them with some ideas for fundraising for a trip they hope to do later this year. We are looking at them using the ‘Kiwi to Harbour Relay as a fundraiser.

KPIs

Promote Active Communities, especially with respect to youth and linking in with other youth providers especially the Harvest Youth centre

- ⊙ Continually working on Schools, Youth Centre and now MPowa links. Met with these groups around how Sport Waikato can help with leadership training. Keen to get their identified leaders into a leadership course and then link them back into the schools to help with coaching teams or running sessions for example to support holiday programmes. Been to talk to the College PE department on working with leadership training around running an event and then getting this identified group of youth to help run a community sports event at the end of the year.
- ⊙ Education (with community and schools) around need for role models in the playground and getting parents/community people on board to help the schools out.
- ⊙ Newsletters sent to schools every quarter along with school visits to identify any needs the school has and how we can assist. Project Energize person now based in all of our district schools.

Running of educational seminars

- ⊙ Workshop with College Sports Coordinator on how to achieve the strategic plan that is expected of Secondary Schools if they are to continue getting Sparc (Government) Funding towards the Sports Coordinators role. Sport Waikato Secondary schools advisor available free of charge to help with this. Recently you would have heard of the changes through how Sparc will fund schools and unfortunately it is now bulk funded and not weighted by decile. This means for Otorohanga less money so will work through with the College the best way to cope with this. Sparc however have now decided to role out funding to Primary Schools as well. Primary schools will receive \$12 a head per child to be spent on Sporting needs within the school at their own discretion. This is money that Primary schools have not had before so will be touching base with schools to help them with ideas on how to best utilize this money.
- ⊙ Smart Coach. Sports Coaches and links with sports clubs. Hosting a free generic Smart Coach session for all coaches in the community of Otorohanga and Kawhia to attend. Waikato Institute for Leisure and Sport Studies (WILSS) to present the session.
- ⊙ Energize active in schools promoting or facilitating Bikewise, Cross Country, Looking 2 Lead, Fundamental Skills testing, Lunchtime Games, nutrition sessions and home school links.
- ⊙ Health@Work continuing promotion of the programme to workplaces.

Promotion of better communication for sport throughout the district. Linkages between schools and other sports clubs strengthened

- ⊙ Education around need to forge linkages and communication. Hosted a 'District Club Sports Forum' in June to facilitate open discussion and networking of our local clubs. Very successful. Good open discussion and sharing of best practice and also difficulties that some clubs are facing. Idea is to promote this sort of networking more often and Sport Waikato is to feed back the results and the plan of where to from here.
- ⊙ Team Energize now available to all schools in the Otorohanga District. An energize person works in the schools to educate children, staff and parents regarding healthy active lifestyles.
- ⊙ Newsletters
- ⊙ Club visits. Monthly newspaper columns in the Waitomo News
- ⊙ Sportsforce actively in the district.

Coordinating and supporting active events to help promote Otorohanga

- ⊙ Mayoral Challenge – Bikewise event in collaboration with Road safety and Population Health to educate children and families on the safe biking routes to our district of Otorohanga. Also the opportunity to promote biking in general as a positive for people in our community. Again in the planning stage for next year.
- ⊙ "Biking Otorohanga" – 2 events in planning stage with "Otorohanga Criterion" 12th Dec (in town sprint races) and "Tour de Otorohanga" (road circuit).
- ⊙ "Kiwi to Harbour Relay" – to become an annual event for the Otorohanga district.
- ⊙ Push Play – SPARC has refocused their vision from getting more people active through the vehicle of outdoor recreation to focusing on grassroot sports again and getting people active through sport (community grassroot sports). With particular focus on trying to address the fact that our youth are dropping out of sport. Opportunity to look at ways of strengthening school club links.
- ⊙ Events Calendar and Active Options booklet being developed. (ongoing)
- ⊙ After community consultation have other events in the pipeline. For example Mayor and some community people keen to see an inter district challenge with Waitomo involving sports clubs over a month. Each sport given an opportunity to promote their club (sport) by organizing and hosting an event for the districts to enter a team into in that month. Collating interested sports at the moment so watch this space. Others include the below activities:
- ⊙ Otorohanga Cycle Criterion – street race with activities happening on the domain. Following on from that will be the "Tour de Otorohanga" road race with options for all levels in March.
- ⊙ Running races part of the activities during the Christmas Parade.
- ⊙ Otorohanga Super Stars : a Heptathlon type event that Otorohanga used to hold now being reborn and will happen as an annual event or biannualr.

Investigate funding (SPARC/NZRA) for, and the development of projects in the district and a Leisure Plan with Council

- ⊙ Work with Council regarding walking and cycling strategies. Council very supportive and keen to develop walking and cycling in our district. A good opportunity to promote our district as a safe and adventurous district to come and explore.

KAWHIA SPECIFIC KPIS

Spend (on average) one day each fortnight in Kawhia

- ⊙ Myself or Active Living Team members out in the Kawhia area

Other

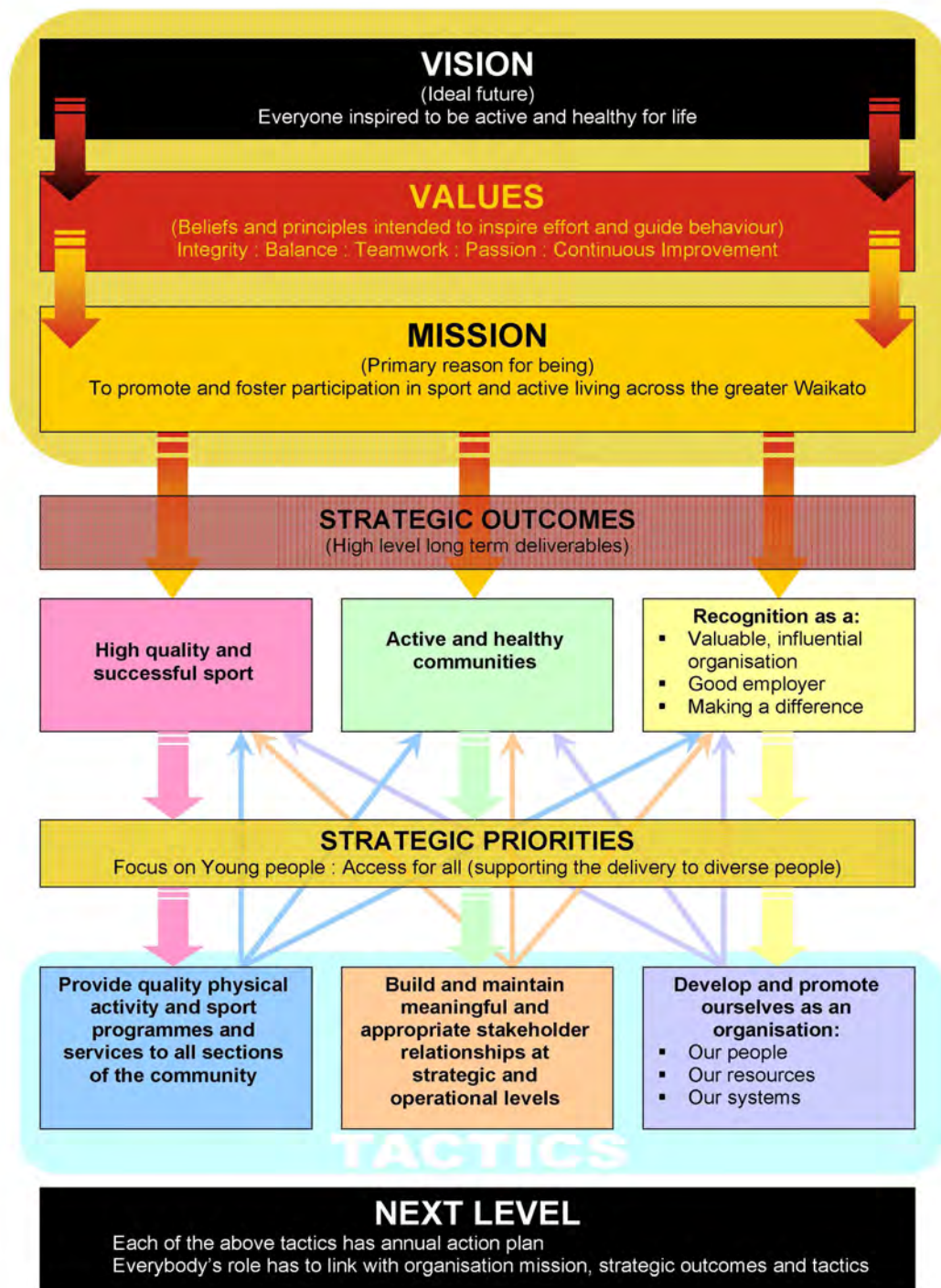
- ⊙ Active Families. Sport Waikato person in charge of this programme is presently working with 4 at risk children and their families.
- ⊙ Active Living, 50s Forward visits and education on a monthly basis.
- ⊙ Facilitated Rural travel funding.
- ⊙ Joint projects with the Medical Centre staff and community on going.
- ⊙ Project Energize now working in Kawhia Primary and making great in roads

LOOKING AHEAD

- ⊙ Project linking Schools and the Sports Clubs through leadership training to identified groups of youth.
- ⊙ Sports Forum continuation with other networking opportunities and looking at the possibility of setting up a sports board type group for Otorohanga.
- ⊙ Roll out of a free resource for clubs to support the recruitment and retention of volunteers. This has been designed by Sport Waikato for Waikato schools and sports club.
- ⊙ Club Development Project – Looking at how to get more volunteers into our clubs. I am really keen to work on a project at Sport Waikato and use a club in Otorohanga as a pilot around re looking and modernizing club structures. Would like to host a workshop with some interested parties around the idea.
- ⊙ District Sports Awards and recognition of volunteers continually promoted.
- ⊙ Development of regular events 'Kiwi to Harbour' , "Tour de Otorohanga', Inter District Challenge, 'Otorohanga Street Races', 'Superstars', Push Play activities and promotion of existing activities in Otorohanga and Kawhia.
- ⊙ Development of social touch competition again in Otorohanga.

Sport Waikato is committed to an outcomes-focused strategic plan (below). We aim to achieve this plan across the greater Waikato region while adhering to our two strategic priorities: focus on young people; access for all.

Sport Waikato Strategic Plan



Robbie Matthews
DISTRICT SPORTS COORDINATOR

GENERAL

