



Kawhia Community Board

AGENDA

26 March 2010

Members of the Kawhia Community Board

Mr LH Sherman (Chairman)
Mrs J Bennett
Mr C Jeffries
Mr H Ormsby
Mrs DM Pilkington
Mrs K Workman-Beal

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

KAWHIA COMMUNITY BOARD

26 March 2010

Notice is hereby given that an ordinary meeting of the Kawhia Community Board will be held in the Community Meeting Room, Jervois St, Kawhia on Friday 26 March 2010 commencing at 1.00pm.

19 March 2010

DC Clibbery
CHIEF EXECUTIVE

AGENDA

10.00 Estimates Workshop - Kawhia Meeting Room
12.30 Lunch - Annie's Cafe

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PRESENT

IN ATTENDANCE

APOLOGIES

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES - 29 JANUARY 2010

REPORTS

Item101 KAWHIA HOUSING FOR THE ELDERLY RENTAL REVIEW

To: **Chairperson and Members
Kawhia Community Board**

From: **Governance Supervisor**

Date: **26 March 2010**

Executive Summary

Review of the Housing for the Elderly Rentals in Rosamond Terrace, Kawhia.

Staff Recommendation

It is recommended that:

The rentals charged for the Housing for the Elderly units remain unchanged for the 2010/11 year as follows -

Single Person \$78 per week
Couple \$100 per week

Report Discussion

Rentals for units at Rosamond Terrace, Kawhia were reviewed in March 2009 at which time it was resolved that rental charged for the units remain at -

Single Person \$78 per week
Couple \$100 per week.

These rental charges have been in effect since 1 July 2008

As members will be aware it is necessary to give Tenants not less than 60 days notice of any proposed increase in rental and ideally to take into account pension dates. Council is free to set whatever rental it feels appropriate and should any Tenant experience hardship because of this, assistance is available through Work and Income New Zealand, Accommodation Supplement.

The current gross weekly New Zealand Super income rates, which came into effect from 1 April 2009, are as follows:

Single	\$342.58 (sharing)	\$373.56 (if on own)
Double	\$280.62 each (both qualify)	\$265.82 each (one underage)

Maintenance 2009/10

At this point it is indicated that the cost of maintenance will be approximately \$3,500. This is \$500 over the estimate of \$3,000.

Capital Works in the 09/10 year.

The budget of \$1,000 for the refurbishment of units will not be overspent.

Income

The estimated income for the 2009/10 year is expected to be around the budget of \$22,500. As the account continues to reduce its deficit by \$10,660, it is recommended that rentals remain at the current rate.

CA Tutty
GOVERNANCE SUPERVISOR

Attachments

- a. Kawhia Housing for the Elderly stats

KAWHIA HOUSING FOR THE ELDERLY

	2009/10 Estimate	2009/10 Est Actual	2010/11 Estimate	2011/12 Estimate	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate	2016/17 Estimate	2017/18 Estimate	2018/19 Estimate	2019/20 Estimate
EXPENDITURE												
Asset Maintenance	3,000	5,500	3,000	3,069	3,138	3,207	3,276	3,345	3,414	3,483	3,552	3,621
Asset Overheads	4,500	5,400	5,400	5,524	5,648	5,773	5,897	6,021	6,145	6,269	6,394	6,518
Loan Charges	0	0	0	0	0	0	0	0	0	0	0	0
Chief Executive	759		800	820	840	860	880	900	920	940	960	980
Finance and Administration	2,300	2,000	2,300	2,358	2,415	2,473	2,530	2,588	2,645	2,703	2,760	2,818
Engineering and Services	1,200	1,200	1,200	1,230	1,260	1,290	1,320	1,350	1,380	1,410	1,440	1,470
Depreciation	4,995	4,995	5,013	5,445	5,475	5,517	5,924	5,972	6,010	6,424	6,466	6,481
	16,754	17,895	17,713	18,445	18,776	19,119	19,827	20,176	20,514	21,228	21,571	21,887
INCOME												
Rentals	22,560	22,560	24,000	24,792	25,800	26,616	27,360	28,056	28,704	29,280	29,808	30,336
	22,560	22,560	24,000	24,792	25,800	26,616	27,360	28,056	28,704	29,280	29,808	30,336
OPERATING COST	(5,806)	(4,665)	(6,287)	(6,347)	(7,024)	(7,497)	(7,533)	(7,880)	(8,190)	(8,052)	(8,237)	(8,449)
CAPITAL EXPENDITURE												
Refurbishment of Units	1,000		2,000	1,550	2,150	1,664	2,280	1,754	2,392	1,830	2,484	2,528
Exterior Painting	0	0	0	0	0	0	0	0	0	0	0	0
	1,000	0	2,000	1,550	2,150	1,664	2,280	1,754	2,392	1,830	2,484	2,528
LOAN REPAYMENTS												
Principal	0	0	0	0	0	0	0	0	0	0	0	0
LOAN INCOME												
Loan Raising	0	0	0	0	0	0	0	0	0	0	0	0
	(4,806)	(4,665)	(4,287)	(4,797)	(4,874)	(5,834)	(5,253)	(6,127)	(5,798)	(6,222)	(5,753)	(5,921)
FUNDED BY:												
Balance 1 July	(33,620)	(33,620)	(23,960)	(14,660)	(4,418)	5,930	17,281	28,458	40,557	52,365	65,010	77,228
Balance 30 June	(23,819)	(23,960)	(14,660)	(4,418)	5,930	17,281	28,458	40,557	52,365	65,010	77,228	89,630
	(9,801)	(9,660)	(9,300)	(10,242)	(10,349)	(11,350)	(11,177)	(12,099)	(11,808)	(12,645)	(12,218)	(12,402)
Depreciation not Funded	4,995	4,995	5,013	5,445	5,475	5,517	5,924	5,972	6,010	6,424	6,466	6,481
	(4,806)	(4,665)	(4,287)	(4,797)	(4,874)	(5,834)	(5,253)	(6,127)	(5,798)	(6,222)	(5,753)	(5,921)
Loan Funding												
Balance 1 July	0	0	0	0	0	0	0	0	0	0	0	0
Borrowed	0	0	0	0	0	0	0	0	0	0	0	0
Repaid	0	0	0	0	0	0	0	0	0	0	0	0
Balance 30 June	0	0	0	0	0	0	0	0	0	0	0	0
Principal Repayments	0	0	0	0	0	0	0	0	0	0	0	0
Interest Repayments	0	0	0	0	0	0	0	0	0	0	0	0

Item102 DISTRICT LIBRARIANS QUARTERLY REPORT FOR OCTOBER TO DECEMBER 2009

**To: Chairperson and Members
 Kawhia Community Board**

From: District Librarian

Date: 26 March 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)

Item103 COMMUNITY MAX MID TERM PROGRESS

**To: Chairperson and Members
 Kawhia Community Board**

From: Technical Services Manager

Date: 26 March 2010

Executive Summary

This is a report on the progress to mid February 2010 of the Otorohanga and Kawhia Community Max teams.

Staff Recommendation

It is recommended that:

The report be received.

Report Discussion

Since the initiation of the Community Max scheme in November 2009, two teams of unemployed youth have obtained skills and experience in various construction and maintenance projects in the Otorohanga and Kawhia townships.

The two teams are composed of 4 youth and one supervisor in Otorohanga (all previously unemployed) and in Kawhia, 6 unemployed youth and one member of Otorohanga District Council staff undertaking a supervisory role for 4 days of the week.

Each team member receives a wage of \$12.50 per hour for a 30 hour week which is paid directly by the Council but reimbursed by Work and Income New Zealand over the six month employment period. Additionally, the cost of registered training schemes is offset by WINZ. These schemes are for the purpose of training the youth to achieve skills and increase their opportunity of obtaining employment during or after the Community Max Scheme.

To date, the following projects have been completed or are currently being worked on:

Otorohanga

- Improvements to the dog walking track on the stop bank adjacent to the Brett Reserve and the entrance in Huiputea Drive. The works have included a new swing gate entrance, easier track access through the building of steps and path location bollards;
- Maintenance of the Elderly housing at Windsor Court and Elizabeth Place including gutter clearance, water blasting of exterior walls and internal painting;
- Improvements to Brett Reserve including assistance with structural improvement and painting of the half pipe skateboard ramp and upgrade and painting of the picnic tables and boundary rail;
- Clearance of the Recycle Centre material following the impact of the New Year holiday period;
- Construction of box steps and handrail on the steep sections of the Bob Horsfall Track.

Kawhia

- Maintenance and part painting of the wharf buildings;
-

- Painting of the lower weatherboards of the Kawhia Museum;
- Public safety improvements through the maintenance of the concrete retaining wall adjacent to the wharf;
- Pruning suckers on the reserve and shoreline trees;
- Assisting the Tree Surgeon in street tree pruning and clearance;
- Felling, pruning, clearance and herbicide treatment of the substantial privet invasion of the reservoir reserve;
- Reinstating the seawall through gathering, replacing and concreting the displaced rocks and plastering the face of the seawall with cement.

Up to the middle of February, just over half of the length of the Community Max term was complete. The expenditure on salary for the two teams, which is fully subsidised by Work and Income NZ (except for the two supervisors who are subsidised for only a proportion of their salary), amounted to **\$49,700**. The cost to the Council to the middle of February amounts to **\$6,240.66**.

At the end of the scheme the Council contribution to the scheme in the form of materials, supervisor salary support, superannuation and advertising is estimated to be **\$9,500.00** and this cost will be charged to the relevant capital or operational budgets for these projects.

An example of the value of the work completed by the Community Max teams is shown by the timber step and handrail construction on the Bob Horsfall Reserve track.

The cost of the five flights of steps completed by a skilled and experience contractor would amount to \$8500. The cost of the work completed by the Otorohanga Community Max team although taking longer than an experienced operator, the cost the Council will amount to approximately \$2500 which is 30% of the cost of a contractor.

Although the type of work designed for the two Community Max teams are to be located on public land only and not work that could be completed by a private contractor, the costs of the Bob Horsfall Reserve track improvements would be well above the limits on financial outlay for completion by an experienced contractor. Various examples of work progress can also indicate the benefits and very positive results of employing the Community Max teams, namely,

- Visual and practical improvements for public access and use of the dog walking track on the stop bank and the Brett Reserve;
- Noxious weed control (privet) in Kawhia minimises an issue of public concern;
- Essential Kawhia sea wall repairs including the elimination of public safety hazards.

Future proposals to be completed prior to the end of the six month scheme include:

- Construction of a concrete vehicle entrance to St Johns Ambulance building on Kakamutu Road;
- Painting of the Transit managed highway bridges in Otorohanga (materials and traffic management supplied by Transit);
- Reconstruction and repair of the seawall groynes at Kawhia;
- Continuing topcoat painting of the Kawhia Museum;
- Roadside concrete footpath in Kawhia.

It is anticipated that by the end of the 6 month scheme, the total cost to the Council will be **\$9,500** and this sum covering the cost of individual projects can be allocated to existing capital and maintenance budgets.

Training

To date, both teams have completed NZQA registered first aid training and have also passed a Site Safe course that qualifies them to identify and report unmanaged hazards related to traffic management.

From Tuesday 2nd March, apart from supervisors who have a full licence, each team member will follow a driver training course co-ordinated and led by Christine Chaplow at the Wintec building, Otorohanga.

Seven young people wish to obtain a learner's licence, two a restricted and one a full licence.

Further training will be organised prior to the completion of the six month Community Max scheme and will provide a range of skills and generate confidence in applying for permanent employment.

Simon Mailer
TECHNICAL SERVICES MANAGER

Item104 WATER SERVICES DELIVERY

**To: Chairperson and Members
 Kawhia Community Board**

From: Chief Executive

Date: 26 March 2010

Executive Summary

Council has resolved that as from 1 July 2010 the delivery of water services operations and maintenance activities will be primarily undertaken by staff employed for this purpose by Council, rather than by a contractor.

This report outlines the reasons supporting this decision.

Staff Recommendation

It is recommended that:

The report be received.

Report Discussion

At its meeting of 11 March 2010 Council resolved that as from 1 July 2010 the delivery of water services operations and maintenance activities will be primarily undertaken by staff employed for this purpose by Council, rather than by a contractor.

The primary factor upon which this decision was based was a belief that Council should be able to effectively undertake this activity, and that such direct delivery would eliminate a contractor's profit margin, hence reducing the cost to ratepayers, particularly in the medium or long term.

It was noted that during the last decade the cost of operating Council's water services had increased at a rate substantially above the cost escalation of relevant input components, and more than doubling in the last 9 years.

Other factors considered to favour bringing the delivery of water services back 'in-house' included:

- Will reduce uncertainty in respect of whether 'value for money' is being achieved
- Would further strengthen the sense of Council staff responsibility for effective service delivery, as it removes any opportunity for the possible use of poor contractor performance as an excuse. It would also be expected that in-house delivery would improve the exchange of information between plant operators and senior Council engineering staff, which might have prevented problems such as those experienced in Kawhia over the New Year period.
- Has the potential to open the way for consideration of localised service delivery that has proved difficult to incorporate in a contracted service delivery model.
- Little investment required; previous contractor's investments have been limited to utility vehicles, basic hand tools and a small inventory of pipes, fittings and associated materials. All contractors have continued to locally hire plant such as diggers and larger hand tools for the delivery of this contract.

- There is a history of consistent water service operational personnel; the three plant operators employed on these services have generally transferred from one contractor to the next.

It should however be noted that whilst there have been some recent operational problems (of which the Christmas/New Year water shortages in Kawhia was the most notable example) Council has been generally satisfied with the performance of the contractor, and contractor performance has not been a primary factor motivating a change to in-house service delivery.

Similarly it is also recognised that the current contract is also likely to be delivering good value, and that the profit margin in this contract may currently be relatively small.

The economic benefits of in-house service delivery are expected to be greater in the longer term than they are at present, and the relatively early move to this alternative delivery model is being carried out because other factors make this a good time at which to implement changes.

Dave Clibbery
CHIEF EXECUTIVE

Item105 MATTERS REFERRED FROM 29 JANUARY 2010

**To: Chairperson and Members
 Kawhia Community Board**

From: Governance Supervisor

Date: 26 March 2010

Report Discussion

1. MRS WORKMAN BEAL

29 January 2010

- i. To host a further meeting of Aotea Ratepayers and Residents to consider if there are any other options available for beach access.

2. CHIEF EXECUTIVE

25 September 2009

- i. To prepare a submission to EW's Annual Plan in respect to the employment of a Beach Warden.

3. FINANCE & ADMINISTRATION MANAGER

29 January 2010

- i. To produce a breakdown of the ratio between the direct and indirect costs contained in the Draft Management Accounts.

4. ENGINEERING MANAGER

29 January 2010

- i. To provide the Board with an update of the Kawhia Water Supply every three months.

**CA Tutty
GOVERNANCE SUPERVISOR**

GENERAL

