



Otorohanga Community Board

MINUTES

28 October 2010

OTOROHANGA COMMUNITY BOARD

28 October 2010

Minutes of an ordinary meeting of the Otorohanga Community Board held in the Council Chambers, Maniapoto St, Otorohanga on Thursday 28 October 2010 commencing at 4.00pm.

MINUTES

Minutes are unconfirmed and subject to amendment at the next meeting of the Board.

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PRESENT

Mrs EM Cowan, Mrs A Laws, Messrs AG Ormsby, RJ Prescott and DR Williams.

IN ATTENDANCE

His Worship the Mayor, Mr DF Williams, Deputy Mayor S Blackler (attended 4.02pm), Cr D Pilkington, Messrs DC Clibbery (Chief Executive), R Chadwick (Engineering Manager) and CA Tutty (Governance Supervisor).

APOLOGY

Resolved that the apology received from Mr P Tindle be sustained.

Mrs Cowan / Mr Ormsby

His Worship declared the meeting open and congratulated those present on being re-elected or elected to the Board. He made special mention to Crs Ormsby and Prescott on their appointment to the Board from Council.

REPORTS

Item-1 DECLARATION BY MEMBERS

Discussion

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

Item-3 ELECTION & DECLARATION OF CHAIRPERSON

Discussion

The Chief Executive referred to his report advising that Clause 37 of Schedule 7 to the Local Government Act 2002 requires every Community Board to elect one Member to be Chairperson. He then outlined the two alternative systems of voting, one of which must be adopted by resolution of the Board prior to any appointment being made.

Resolved

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

Mrs E Cowan / Mr Williams

His Worship then called for nominations for the office of Chairperson for the Otorohanga community Board for the ensuing three years.

Mrs Cowan nominated Mr Robert Prescott. Mr Williams seconded the nomination.

There being no other nominations Mr Prescott was declared elected. His Worship vacated the chair and the newly elected Chairperson assumed the chair.

His Worship welcomed Deputy Mayor Mrs Sue Blackler to the meeting. He acknowledged Mrs Cowan's contribution to the Board and for allowing the opportunity to Mr Prescott to take up the Chairmanship. He said every assistance will be given to Mr Prescott to do the position justice. His Worship said Council looks forward to continuing its present relationship with the Board for the ensuing three years.

Item-4 ELECTION OF DEPUTY CHAIRPERSON

Discussion

The Chief Executive referred to his report advising that under Clause 37 of Schedule to of the Local Government Act 2002 this requires every Community Board to elect one Member to be Deputy Chairperson. He again outlined the two alternative systems, one of which must be adopted by resolution of the Board prior to any appointment being made.

Resolved

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

Mr Ormsby / Mr Williams

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

Mr Prescott nominated Mrs Liz Cowan. Mr Williams seconded the nomination.

There being no other nominations the Chairperson declared Mrs Cowan elected to the position of Deputy Chairperson.

Item-11 OTOROHANGA SWIMMING POOL REPORT 2009/10

Discussion

Mr Ian Richards of Total Leisure Concepts NZ Ltd (TLC) attended the meeting and presented a report on the operation of the Otorohanga Swimming Pools. He said this was an appropriate opportunity to keep Members up to date with the operation of the pools and to receive their input as to how the pools are being managed. Mr Richards summarised the highlights these being -

1. Usage up by 21 percent on previous year
2. Income down by 6.5 percent on 2008/09 year
3. Over 90 percent in quarterly performance
4. Free Primary School swimming as part of the Swim for Life Initiative
5. Free Learn to Swim bonus swims
6. Pool Safe Accreditation Audit pass.

Mrs Cowan reported there has been an increase in people with disabilities using the pool and referred to such items as the closing of doors. She queried with Mr Richards whether such issues have been attended to. Mr Richards replied that the term 'disability' covers a wide range of people however, there has been requests for items such as hand rails, better changing tables, etc which do incur very high costs. Mrs Cowan queried whose responsibility it is to consider these issues. Mr Richards replied, as they were asset requirements, it would be the responsibility of Council. The Engineering Manager reported that some items have been looked at and some improvements were undertaken approximately 12 months ago or alternatively included in the next years Estimates. Mr Williams advised there were a further three or four projects to be considered such as outside pool structures. Cr Blackler suggested that an approach be made to Pub Charities for financial assistance.

His Worship complimented the pool staff on making the best of what is available and for what the people use. He said the District was well served however, a regular reporting structure would be desirable.

Mr Williams queried the closing of the facility for School events even though the public opening hours have been advertised. Mr Richards replied that the public opening hours are subject to bookings which will be advertised well in advance.

Resolved

That the Total Leisure Concept NZ Ltd report be received.

Mrs Cowan / Mrs Laws

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

The Chief Executive referred to the Annual Community Garden Competition and advised that confirmation of the date judging is to take place needs to be considered. He said this may require a resolution as well as confirmation of the prize money.

CONFIRMATION OF MINUTES - 9 SEPTEMBER 2010

Resolved that the minutes of the meeting of the Otorohanga Community Board held on 9 September 2010 as previously circulated, be approved as a true and correct record of that meeting.

Mrs Cowan / Mr Ormsby

MATTERS ARISING

MEMORIAL PARK FLAGS

Mr Williams suggested that two New Zealand flags, one Australian flag and the Union Jack be flown at the next ANZAC Day Ceremony. The Union Jack would be flown in the middle of the other flags. Members agreed with the suggestion.

WASTE WATER

In reply to Mr Ormsby the Engineering Manager advised that the carbon filter unit has now been installed at the Pump Station.

Item-2 ELECTED MEMBERS GENERAL EXPLANATION

Discussion

The Chief Executive gave a general explanation of the -

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

He suggested if Members have not already done so that they read these explanations fully. The Chief Executive confirmed that the statutes relate to Elected Members in their own individual roles.

KEY DOCUMENTS AND PROCESSES OF COUNCIL

The Chief Executive presented a summary of existing Council documents or processes with which Elected Members are likely to be engaged. These covered -

- Long Term Council Community Plan
- Annual Plan
- Annual Report
- District Plan
- Asset Management Plans
- Solid Waste Management Plan
- Governance Statement
- Policy & Delegations Manual
- Bylaws
- Budget Estimates
- Management Accounts
- Funding Policy Review
- Representation Review.

The Chief Executive then circulated to Members an extract from the Policy & Delegations Manual referring to Community Boards.

Resolved

That the Chief Executive's Elected Members General Explanation report be received.

Mrs Cowan / Mr Ormsby

Item-5 APPOINTMENT TO COMMITTEES

Discussion

The Chair queried whether there was a need to establish Committees as previously these have not always met, and often matters are discussed both at Board and Committee meetings. Mr Ormsby said that the Board is very small however, drivers behind certain issues are required. The Chair suggested that Members be allocated with various portfolios rather than establishing Committees. His Worship advised that any suggestions can be trialled for a certain period. Mr Ormsby felt that, at times, workshop meetings are required. The Chair replied that this would allow the flexibility of adding a workshop onto a Board meeting.

Members then gave consideration to identifying drivers of the various activities however, the Chief Executive suggested that this wait until all Members are present.

Resolved

That

1. The existing practice of establishing Board Committee meeting be discontinued.
2. Individual portfolios be assigned to Members at the next Board meeting.

Mr Ormsby / Mrs Cowan

Item-10 PROGRESS DRIVE FENCE

Discussion

Mr Andrew Giltrap of Giltrap Farm Machinery attended the meeting. The Engineering Manager presented a report advising that recently the Community Board requested staff to inspect the fences at the entrance to Progress Park and report on the cost of remedial / replacement work. He then outlined the four options available to the Board. Cr Blackler advised that originally the cost of the fence was met from the Progress Park account which no longer exists. Mr Ormsby queried whether the Board wanted the fence to 'make a statement' or will something less be satisfactory. The Chairperson queried where the proposed \$16,000 to replace the existing fence with a similar structure would be funded from. Mr Giltrap referred to the security fence erected by his Company in conjunction with the fence which was a cost effective way of installing this. He expressed the opinion that it would not be desirable to leave this matter for a year or so. Mr Giltrap suggested whether smaller timber could be obtained and inserted into the existing holes. Mrs Cowan suggested an approach be made to appropriate Contractors to provide quotes. She referred to the recent sale of land and suggested funds from this could be utilised towards the cost of the fence.

Resolved

That Staff go to the public to obtain quotes for a replacement fence.

Mr Ormsby / Mrs Cowan

Item-6 APPOINTMENT OF REPRESENTATIVES TO ORGANISATIONS & COMMITTEES

Discussion

The Chief Executive referred to his report on the appointment of Representatives to Organisations and Committees and queried whether the two appointments were really necessary. He said appointments have been made by Council to the Waipa Catchment Liaison Sub-Committee and Civil Defence Emergency Management Group.

Resolved

That Mr Ormsby be alternate to Cr Johnson on the Waipa Catchment Liaison Sub-Committee.

Cr Chairperson / Mrs Cowan

Item-7 OCB PROPOSED SCHEDULE OF ORDINARY MEETING DATES NOVEMBER 2010 - DECEMBER 2011

Discussion

The Governance Supervisor presented a proposed schedule of meeting dates for the period November 2010 to December 2011.

Resolved

That the proposed schedule of ordinary meeting dates for the period November 2010 to December 2011 be adopted and that the proposed Committee meeting dates be reserved for potential workshops.

DATES	BOARD
Thursdays	11 November 2010
	9 December 2010
	10 February 2011 - Estimates
	10 March 2011
	14 April 2011
	12 May 2011
	9 June 2011
	14 July 2011
	11 August 2011
	8 September 2011
	13 October 2011
	10 November 2011
	8 December 2011

DATES	WORKSHOP RESERVE DAYS
Wednesdays	24 November 2010
	22 December 2010
	26 January 2011
	23 February 2011
	23 March 2011
	27 April 2011
	25 May 2011
	22 June 2011
	27 July 2011
	24 August 2011
	22 September 2011
	28 January 2011
	26 October 2011
	23 November 2011

Times: Workshops will commence at **5.00pm**.
Board Meetings will commence at **4.00pm**.

Venue: Otorohanga District Council building, Maniapoto Street, Otorohanga.

Mrs Cowan / Mr Ormsby

Item-8 MEMBERS REMUNERATION

Discussion

The Chief Executive presented a report on the results of a recent determination in respect of Elected Member remuneration.

Resolved

That

1. Remuneration for Board members (including the Chair and Deputy Chair) remains at current levels up to 30 June 2011.
2. That the Board re-affirms its agreement that any future increase in the remuneration pool that might be assigned to the Otorohanga Community Board will instead be assigned to the remuneration of Councillors.

Mrs Cowan / Mr Williams

Item-9 OCB COMMITTEE MEETING MINUTES - 22 SEPTEMBER 2010

Discussion

The Governance Supervisor referred Members to minutes of meetings of the Works & Water and General Purposes Committees.

MANIAPOTO STREET INTERSECTIONS

The Engineering Manager reported he had received a response from the Otorohanga Business Association regarding the Manaipoto Street intersections. He outlined the suggestions made by the Association which will be considered at the next meeting of the Board. The matter will also have to be presented to Transfield for their consideration.

MITRE 10 PARKING & ACCESS ISSUES

The Chief Executive informed Members that he had written to both the previous and new owners of Mitre10 outlining the options available to them. He said it has been suggested to grant easements to Council over the land. The Chief Executive advised that feedback has been received from the Otorohanga Fire Brigade.

Resolved

That the minutes of the meetings of the Works & Water and General Purposes Committees held 22 September 2010 be received and the recommendations contained therein adopted.

Mrs Cowan / Chair

Item-12 OCB MATTERS REFERRED FROM 9 SEPTEMBER 2010

Discussion

The Governance Supervisor took Members through the Matters Referred.

TE KUITI & DISTRICT HIGHLAND BAND

It was agreed that a meeting be arranged with representatives from the Te Kuiti and District Highland Band regarding the ANZAC Day ceremony in Otorohanga. Mrs Cowan declared an interest in this matter and accordingly took no part in the discussion.

DOMAIN PLAYING FIELDS

It was agreed that Council's Community Facilities Officer arrange a meeting with Mr David Bailey to look at the playing areas on the Domain, to the right of the Pavilion.

POSSIBLE POOL STRUCTURE

The Chair reported he had been in touch with Mr Peter Gray regarding costings to bring a possible pool structure up to the required safety standard. He advised that he will follow this matter up with him.

VILLAGE GREEN LIGHTING

The Engineering Manager reported that the lighting pole had been moved however, the Community Facilities Officer undertook to check whether this is actually working. Mr Williams referred to the lighting of the PouPou and said this needs to be replaced. He advised that an estimate of the cost had been received from a local Electrician.

QUOTABLE VALUE

Mr Ormsby reported that Quotable Value has carried out a revised District Valuation and that the average price of a residential property in Otorohanga is \$250,000.

GENERAL

DISTRICT PLAN WORK

Mrs Cowan reminded staff of a District Plan Workshop for Board Members.

COMMUNITY SIGNAGE

In reply to Mrs Cowan regarding the status of Community signage, the Engineering Manager replied that general agreement has been received from Transfield and it was now proposed to get together with staff. Mrs Cowan outlined the i-Site signage proposal and said the Otorohanga District Development Board will meet the costs of this, up to \$1000.

RESOURCE CONSENT - OXIDATION PONDS

The Engineering Manager reported that the Resource Consent in respect to the Otorohanga Oxidation Ponds expires as at April 2012. He said Council is required to have an application in with Environment Waikato (EW) six months prior to this date. He said a sum of \$15,000 has been included in the Estimates for this current year for the preparation of the Application and a sum of \$488,000 in the 2012/13 year to meet EW's requirements.

The Engineering Manager reported discussions had been held with both EW and a Consultant who have advised that this is a lengthy process. He said the cost to lodge the Application will be substantially more than the estimated \$15,000. He said this account will be overspent this current year however, the estimate of \$488,000 is overstated. He said a report will be prepared for consideration by the Board to enable any over-expenditure.

POOL COMPLEX

The Chairperson reported a letter had been received from Mr David Pye of Total Leisure Concepts raising six issues relating to the operation of the pool. The Engineering Manager advised that Council Staff were aware of the issues and that these are being dealt with or considered.

LAND ADJACENT TO SEWER PONDS

The Chief Executive referred to the discussion held on the land adjacent to the sewer ponds at the Works & Water Committee held 22 September 2010. He advised that he had received more information and would like to hold a workshop to discuss the matter further. It was agreed that a workshop meeting be held prior to the next meeting on 11 November 2010. It was agreed that this workshop commence at 3.30pm with a summary of changes to the District Plan being discussed after the formal meeting on the same day.

ELECTED MEMBERS SURVIVAL KIT

The Chief Executive circulated a copy of the Elected Members Survival Kit for reading by Members.

ANNUAL GARDEN COMPETITION

The Governance Supervisor reported it was proposed to hold this year's judging on Monday 15 November 2010. He queried whether the prize of \$75 given to the winner of each category is still appropriate. Following discussion it was agreed that the Chair act as driver with Mrs Cowan, Mrs Pilkington and Mr Williams being judges. It was further agreed that the prize money of \$75 to each winner is still appropriate.

MEETING CLOSURE

The meeting concluded at 6.25pm.

CHAIRMAN:

DATE: 11 November 2010

