



Otorohanga District Council

MINUTES

17 December 2019

10.04am

Members of the Otorohanga District Council

His Worship the Mayor MM Baxter
Councillor K Christison
Councillor B Ferguson
Councillor K Jeffries
Councillor R Johnson (Deputy Mayor)
Councillor RA Klos
Councillor P McConnell
Councillor A Williams

Meeting Secretary Mr. CA Tutty

OTOROHANGA DISTRICT COUNCIL

17 DECEMBER 2019

Minutes of an Inaugural Meeting of the Otorohanga District Council held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 17 December 2019 commencing at 10am.

MINUTES

Tanya Winter
CHIEF EXECUTIVE

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PRESENT

His Worship the Mayor MM Baxter, Councillors K Christison, B Ferguson, R Johnson, K Jeffries, RA Klos, P McConnell and A Williams

IN ATTENDANCE

Ms. T Winter (Chief Executive) Messrs, R Brady (Group Manager Engineering), A Loe (Group Manager Environment), G Bunn (Group Manager Corporate), Ms. T Ambury (Community and Economic Development Manager), Messrs B O'Callaghan (Finance Manager), M Lewis (Services Manager) and CA Tutty (Governance Supervisor)

His Worship declared the meeting open.

MARK OF RESPECT

Council stood as a mark of respect for people that have died during 2019 and in particular to the lives lost in the recent White Island tragedy.

WORDS OF WISDOM

His Worship recited three readings of wisdom.

DECLARATION OF CONFLICTS OF INTEREST

His Worship asked members whether they had any declarations of conflicts of interest.

No declarations of conflicts of interest were received.

PUBLIC FORUM

Mr. Graeme Apperley, President of the Otorohanga Swimming Club spoke to Item 23 on the agenda and outlined the financial challenges the club was facing. He requested that Council support the clubs request for financial assistance towards their operating expenses and that the Club are looking at ways to make themselves more sustainable.

CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 22 OCTOBER 2019

Resolved that the Minutes of the meeting of the Otorohanga District Council held on 22 October 2019 be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

COUNCILLOR WILLIAMS / COUNCILLOR CHRISTISON

CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 31 OCTOBER 2019

Resolved that the Minutes of the meeting of the Otorohanga District Council held on 31 October 2019 be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

COUNCILLOR FERGUSON / COUNCILLOR JEFFRIES

CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 5 NOVEMBER 2019

Resolved that the Minutes of the meeting of the Otorohanga District Council held on 5 November 2019 be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

COUNCILLOR WILLIAMS / COUNCILLOR JOHNSON

RECIEPT OF MINUTES – OTOROHANGA COMMUNITY BOARD 12 NOVEMBER 2019

Resolved that the Minutes of the meeting of the Otorohanga Community Board held on 12 November 2019 be received.

COUNCILLOR MCCONNELL / COUNCILLOR CHRISTISON

BOARD MINUTE PROCESS

The Chief Executive informed members that the adoption of Board Minutes can only be made by the Board itself and by those Board members present at the meeting. She said in the future Council will just receive the Board Minutes.

The Chief Executive further advised that any recommendations from the Board will come through as a separate Agenda item on the District Council Agenda.

ITEM 14 HIS WORSHIP THE MAYOR – VERBAL REPORT

His Worship made a verbal report on recent activities covering-

- Attended the WRAL meeting – airport is in the strongest financial position it has been.
- Otorohanga Flower Show.
- Met with Chair and Deputy Mayor of WRC.
- Met with Shane Edwards, Doug Ruki and Dr Tom Roa in relation to Iwi engagement.
- Attended the LGNZ Rural and Provincial meeting on 21 – 22 November 2019.
- Attended the Mayoral Forum meeting on 25 November 2019 where Alan Sanson was appointed Chair.
- Attended the Waitomo District Sports Awards.
- Met with Jocelyn Wara and the new Oranga Tamariki building in Te Awamutu.
- Met with Sean Horgan and Mark Darrow from The Lines Company.
- Attended the Council Team Building and Strategy Workshops.
- Attended the St. Johns Youth enrolment on the 30th of November.
- Attended the Kawhia WRC Harbour and Catchment Management Plan Workshop.
- Judged the Otorohanga Christmas Parade with Councillor Williams.
- Held a meeting with Mrs. Doreen DeHaan.
- Distributed Christmas presents to Housing for the Elderly residents.
- Took part in a Youth and Employability Stewardship meeting in Wellington.
- Attended a meeting with Minister Martin re Driver Licencing.
- Chaired MTFJ Core Group meeting.
- Attended the Stopbank Pathway opening
- Met with Gloria Campbell and Maree O’Leary from MSD.

Resolved that His Worships Verbal Report be received.

HIS WORSHIP / COUNCILLOR MCCONNELL

ITEM 23 OTOROHANGA SWIMMING CLUB - GRANT

The Community and Economic Development Manager referred members to her report and asked whether they had any questions on its content.

Members were informed that both the Sundry Grant’s account and the support for Sports Club’s account are fully expended therefore, should any grant be approved this would create a negative variance.

During further discussion the following matters were highlighted-

- a) Council is currently in a good financial position to be able to assist.
- b) Council owns the asset, are there other ways that Council could help to support the club and attempt to work out a positive solution.
- c) The Swimming Club make an application to the Otorohanga Community Trust for \$2,000.
- d) The complex is a key asset and swimming should be encouraged.
- e) Duty to provide such a facility for the wellbeing of residents
- f) In the long term would like to see the club be self-sustainable.
- g) Seek support from Sport Waikato to work alongside the Club.

Resolved that

1. Council supports the request for financial assistance for the Otorohanga Swimming Club by providing them with a grant of \$4,000 from the Sundry Grants account, to be put towards their operating expenses, and;

2. On receiving this grant from Council the Otorohanga Swimming Club report back to Council before end of June 2020 on progress they have made towards improving their financial sustainability.
3. Council acknowledge that if this grant is approved the Sundry Grants account will have a negative variance of \$4,000.

COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON

ITEM 15 CHIEF EXECUTIVE REPORT 5 NOVEMBER 2019 – 16 DECEMBER 2019

The Chief Executive referred members to her report informing Council of the key focus area for her during the last month.

SPORT WAIKATO

The Chief Executive reported that discussions are progressing in regards to a Sport Waikato role for the District.

RURAL WATER SUPPLY COMMITTEES

The Chief Executive informed members that early next year is in the intention to bring representatives of all Rural Water Supply Committees to a meeting to outline the current legislation and regulatory requirements. The Mayor and Councillors would also be invited to attend this.

SOLGM MEETING

The Chief Executive advised that she is the SOLGM Midlands Branch Chair and reported that a branch meeting had been held recently. She then presented a poem penned by herself being "12 days of Christmas" Local Government Style.

Resolved that the Chief Executives report for the period 5 November – 16 December 2019 be received.

HIS WORSHIP / COUNCILLOR WILLIAMS

ITEM 21 OTOROHANGA KIWI HOUSE LOAN FUNDING LETTER OF SUPPORT

The Group Manager Corporate referred members to his report advising that the Otorohanga Kiwi House is seeking Council support for a low interest loan of two million dollars to commence stage 2 and 3 of their redevelopment.

He reported that the Kiwi House were looking to Council for support "in principle" to enable this item to be included in the Annual Plan process which would then be required to go out for consultation.

The Group Manager advised that part of the due diligence that Council will do as part of the Annual Plan would be to seek an independent assessment identifying any areas of risk to Council in making such a loan.

Resolved that

- 1) Council supports in principle a low-interest loan of \$2million to the Otorohanga Kiwi House and that this is included in the 2020/21 Annual Plan for consultation under Section 82 of the Local Government Act.
- 2) The Mayor and Chief Executive be authorised to sign a letter on behalf of Council that confirms this support in principle, and that there is a requirement to consult with the community before the decision is made.

COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON

ITEM 16 MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30 SEPTEMBER 2019

The Finance Manager took members through the Management Accounts for the period ending 30 September 2019 and answered their questions / queries.

The following points were highlighted:

- a) Staff to highlight areas of concern when presenting these accounts.
- b) The current format does not allow an overall understanding of the accounts.
- c) Presentation of capital works programme needs to be clearer.

Resolved that the Management Accounts for the period ending 30 September 2019 be received.

HIS WORSHIP / COUNCILLOR FERGUSON

Councillor Jeffries requested his thanks to staff involved in the preparation of the accounts be recorded.

ITEM 17 ELECTED MEMBER REMUNERATION – DISTRIBUTION OF POOL 2019 – 2022

The Group Manager Corporate referred members to his report advising that the Remuneration Authority has allocated a Governance pool to each Council. He said this includes base Elected Member remuneration and remuneration for Elected Members who hold positions of additional responsibility.

The Group Manager said Council must determine how the remainder of this pool is distributed after base salaries are allocated. He stressed that his recommendation is just a “starting point” for discussion as there are multiple options available.

Resolved that Council distributes remuneration for additional duties from the Governance Pool as amended –

- 1) The base remuneration for Councillors with no additional responsibility is \$20,918
- 2) Council distributes the Governance Pool including Councillors with additional duties as follows;

Deputy Mayor	Base Councillors Salary plus additional 40% of Mayoral Salary	\$36,600
Council Representative on OCB and Grants and Awards Committee Chair	One Representative. Base Councillors Salary plus additional 100% of a OCB Board Members Salary plus 15% of Base Councillors Salary	\$31,213
Council Representative on OCB and Grants and Awards Committee Member	One Representative. Base Councillors Salary plus additional 100% of a OCB Board Members Salary plus 10% of Base Councillors Salary	\$30,168
Council Representative on Grants and Awards Committee	One Representative. Base Councillors Salary plus additional 10% of Base Councillors Salary	\$23,010
Council Representative on KCB and Risk and Assurance Committee Member	One Representative. Base Councillors Salary plus additional 100% of a KCB’s Board Members Salary plus 20% of Base Councillors Salary.	\$27,102
Risk and Assurance Committee Member	One Representative. Base Councillors Salary plus additional 20% of Base Councillors Salary	\$25,102
Risk and Assurance Committee Member	One Representative. Base Councillors Salary plus additional 20% of Base Councillors Salary	\$25,102
Total		\$198,297

COUNCILLOR CHRISTISON / COUNCILLOR JEFFRIES

ITEM 18 DRAFT COUNCIL OCCUPANCY POLICES

The Community and Economic Development Manager referred members to her report on two draft policies that will provide guidance to staff on the operational management of Council’s land and building occupancy arrangements with external groups.

She said the two draft policies being presented for consideration are:

- The Otorohanga District Occupancy Policy .
- The Otorohanga District Community Occupancy Policy.

The Manager presented additional information that demonstrated how the application of the proposed policies would apply to some current occupancies. Several elected members raised concerns about the level of impact on some groups and requested that more work be undertaken on the financial impact for both the groups and Council.

Resolved that staff undertake further work on the Occupancy Policies including an analysis of financial impact on the occupancy portfolio and Council budgets and for this to be brought back to Council in February / March 2020.

HIS WORSHIP / COUNCILLOR CHRISTISON

LUNCH ADJOURNMENT

Resolved that Council adjourn for lunch at 12.55pm.

HIS WORSHIP / COUNCILLOR CHRISTISON

Resolved that Council re-adjourn the meeting at 1.30pm.

HIS WORSHIP / COUNCILLOR FERGUSON

ITEM 19 REVIEW OF DOG CONTROL POLICY & BYLAW

The Group Manager Environment referred members to his report advising that the Dog Control Act 1996 requires Council to conduct a review of the Otorohanga District Dog Control Policy and Bylaw every ten years.

He said this report contains an overview of those legislative requirements and the effectiveness of the current policy.

The Manager asked members whether they have any questions on the content of the report.

During discussion the following comments were highlighted-

- Councillor McConnell queried the location of the proposed dog exercise area. He said he was in agreement with a proposed fenced off area down by Huiputea Drive.
- Cr Klos was concerned that the policy could be seen as taking a negative approach towards good dog owners

Resolved that the Statement of Proposal: Review of the Otorohanga District Dog Control Policy and Bylaw be notified in January 2020 for public consultation in accordance with the provisions of the special consultative process of the Local Government Act 2002.

COUNCILLOR JOHNSON / COUNCILLOR FERGUSON

ITEM 20 BIOSOLIDS MANAGEMENT WITHIN THE OTOROHANGA WASTE WATER TREATMENT PLANT – CHANGE IN METHODOLOGY AND FUNDING

The Group Manager Engineering referred to his report the purpose of which is to request operational funding to complete a six-month test to provide for the removal of sludge from the Otorohanga Waste Water Treatment Oxidation Pond using advanced microbial digestion which will significantly reduce the cost and time periods between the mechanical removal (dredging) of the sludge.

Resolved that

- (a) a six-month trial be approved to utilise advanced microbial digestion to remove sludge from the Otorohanga Waste Water Treatment Plant Oxidation Pond between January and June 2020.
- (b) the quoted cost of the trial is \$36,050 and the cost will be funded from the sewerage treatment operational account 351 471 199, for which this amount of additional funding is requested.

HIS WORSHIP / COUNCILLOR KLOS

ITEM 24 PROPOSAL TO ADOPT THE OTOROHANGA SPORT AND ACTIVE RECREATION PLAN

The Community and Economic Development Manager referred members to her report advising that on 20 August 2019 staff presented the draft Otorohanga District Sport and Active Recreation Plan to Council for adoption, before taking the draft plan out to the Community and key stakeholders for consultation. Having now completed the consultation process on the draft plan and after having made some minor amendments to the plan based on the feedback that was received through submissions, staff now seek Council approval for the plan to be finalised and adopted by Council.

The following comments were made-

- A form of reporting mechanism must be included so Council can track progress on the implementation of the Plan.
- Is Council going to identify any particular projects?

Resolved that the Otorohanga District Sport and Active Recreation Plan be adopted by Council.

COUNCILLOR MCCONNELL / COUNCILLOR KLOS

MEETING ADJOURNMENT – 3PM

Resolved that Council adjourn the meeting and go into a Workshop at 3pm.

HIS WORSHIP / COUNCILLOR KLOS

Resolved that the meeting be re-adjourned at 4pm.

HIS WORSHIP / COUNCILLOR CHRISTISON

ITEM 25 RECOMMENDATIONS FROM COMMUNITY BOARDS

The Chief Executive referred members to the resolutions passed at a recent Otorohanga Community Board meeting for adoption by Council.

Resolved that Otorohanga Community Board recommends to Council that approval be given for the installation of a BBQ at the Reg Brett Reserve

The Board recommends to Council:

- a. That the unbudgeted expenditure estimated at \$5000 per annum for cleaning and maintenance of the BBQ be approved. This funding would come from Parks and Reserves cost centre
- b. That the BBQ be added to our asset register and depreciation is fully funded
- c. That the BBQ be installed in the location identified in Option 4
- d. That Council funds the installation of a full roof over the BBQ and an extension of the concrete base. This funding is estimated at \$2,000 and would be funded from the Otorohanga Community General Reserve Fund.

COUNCILLOR JEFFRIES / COUNCILLOR MCCONNELL

ITEM 22 PROPOSAL TO AMEND SPEED LIMIT OLD TE KUITI ROAD

Resolved that the bylaw amendment of the Otorohanga District Traffic Bylaw 2005 to extend the 70 km/hr speed limit by another 815m south along Old Te Kuiti Road is approved.

COUNCILLOR MCCONNELL / COUNCILLOR JOHNSON

Councillor Johnson said he would like to acknowledge the efforts by local resident Karey Sanson who brought this matter to Council's attention.

ITEM 26 ROUTINE WATER SERVICES AND COMMUNITY FACILITIES REPORT AUGUST – NOVEMBER 2019

Council's Services Manager summarised his report the purpose of which is to provide information on activities of the Water Services and Community Facilities department from August to November 2019.

Resolved that the information presented to Council in this report be received.

COUNCILLOR JOHNSON / COUNCILLOR KLOS

ITEM 27 ROUTINE ROAD SAFETY REPORT FOR AUGUST TO NOVEMBER 2019

The Road Safety Coordinator referred members to her routine report on road safety matters for the period August to November 2019.

Both Councillor Christison and His Worship congratulated the Road Safety Coordinator on the great job she is doing promoting Road Safety throughout the District.

Resolved that the report be received.

COUNCILLOR CHRISTISON / COUNCILLOR WILLIAMS

ITEM 28 ROUTINE REPORT ON ROADING AUGUST – NOVEMBER 2019

The Roading Manager referred to his routine report for the period August to November 2019.

The following comments were made –

- Councillor Jeffries expressed thanks to the Roading Department in responding to a matter from Mr. John Scott.
- Councillor Johnson acknowledged and thanked the Roading Department for the roadside grass chemical trial.
- In respect to Car Rally's held throughout the District, Council staff are to ask the applicants whether they have carried out any repairs prior to Council's inspection.
- With regards to the spraying of Bristle Grass, Council is required to provide public notification of these areas, once a year.

Resolved that the report be received.

COUNCILLOR JEFFRIES / COUNCILLOR KLOS

COUNCILLOR UPDATE

Councillor McConnell

- Queried the right of staff to enter people's property to check swimming pools.
- Requested an update on the Westridge Subdivision extension.

Councillor Jeffries

- Attended the Councillor Team Building and Strategy Day at HuHu Café.
- Attended the Kawhia Quiz night.
- Attended the Kawhia Museum meeting last week.
- Wished members and staff a Merry Christmas and Happy New Year.

Councillor Williams

- Attended the Regional Induction.
- Attended the Kawhia Community Board Meeting.
- Attended the Councillor Team Building and Strategy Day at HuHu Café.
- Assisted in judging the Otorohanga Christmas Parade.
- Attended a meeting of the Waikato Regional Council.
- Attended the Waitomo Sports Awards.
- Attended the opening of the Otorohanga Stopbank Pathway.

Councillor Klos

- Extended congratulations to staff on the quality of their reports.
- Attended Waikeria Impact Forum – the impact of the Prison on the District.
- Informed members that advice from the land agents is that people are moving from Te Awamutu to Otorohanga and within two years are moving back to Te Awamutu.
- Expressed thanks to Councillor Johnson for attending the Arohena School Prize giving.
- Real risk at the Arohena School with the speed of some vehicles travelling up Pukewhau Road.
- CPB and CIP made particular comment on their positive relationship with Council Staff.

Councillor Ferguson

- Attended the Councillor Team Building and Strategy Day at HuHu Café.
- Visited Wintec.
- Attended the Waikeria Prison Liaison meeting.
- Attended the Creative Communities Meeting.
- Attended the Prize giving at the KioKio Hall.

Councillor Christison

- Queried whether consideration could be given to introducing a 50km/h speed limit along Huiputea Drive.
- Attended the Otorohanga District Development Board meeting.
- Attended a meeting of the Otorohanga Support House.
- Attended KioKio School Prize giving.
- Attended the Creative Communities meeting.
- Wished members and staff a very Merry Christmas.

Councillor Johnson

- Attended the Regional Induction.
- Attended a meeting at Wintec where a housing shortfall was identified.

His Worship presented a Christmas Card received from Pera McDonald and her Whanau to Councillors, Board Members and Staff.

MEETING CLOSURE

The meeting closed at 5pm

