



Kāwhia Community Board

AGENDA

FRIDAY 23 OCTOBER 2020

1.00pm

Members of the Kāwhia Community Board

Board Member DM Walsh (Chair)

Board Member K Briggs

Board Member G Fletcher

Board Member H Whiu

Councillor Annette Williams

Meeting Secretary: Miss Natasha Martinsen (Minutes Secretary)

KĀWHIA COMMUNITY BOARD

23 OCTOBER 2020

Notice is hereby given that an Ordinary meeting of the Kāwhia Community Board will be held at the Kāwhia Community Hall, Jervois Street Kāwhia on Friday 23 October 2020 commencing at 1pm.

20 October 2020

Tanya Winter
CHIEF EXECUTIVE

AGENDA

ORDER OF BUSINESS:

PRESENT

IN ATTENDANCE

APOLOGIES

DECLARATION OF INTEREST

PUBLIC FORUM (UP TO 30 MINUTES)

CONFIRMATION OF MINUTES – 25 SEPTEMBER 2020

REPORTS

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ITEM 39 CHAIRPERSONS REPORT (VERBAL)

ITEM 40 CHIEF EXECUTIVE REPORT - 15 SEPTEMBER – 19 OCTOBER 2020

TO: CHAIR AND BOARD MEMBERS KĀWHIA COMMUNITY BOARD

FROM: CHIEF EXECUTIVE

DATE: 20 OCTOBER 2020

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the key focus areas for the Chief Executive in the last month and signal anything of note coming up in the next month.

RECOMMENDATION

It is recommended that the report is received.

1. Health, Safety and Wellbeing

Two events have been reported during September, with two near hits involving members of the public and driving. All identified actions have been completed. There have been three site safety inspections received during September, with minor non-compliances identified. Education on the requirements of site safety inspections is planned for October.

Looking Back:

- Business Continuity Plan templates distributed for activity managers to review and update existing plans
- Event reporting and investigation procedure developed and out for consultation
- Following up/advising on compliance requirements and internal processes

Looking Forward:

- Submission of the Water Treatment Plants' Approved Fire Evacuation Scheme applications
- Working with relevant managers to develop Asbestos Management Plans for each applicable Council-owned buildings/structures and plan surveying
- First Aid refreshers occurring in October
- Firearms Policy review
- Monthly meetings with Group Manager Engineering about to commence

2. Long Term Plan 2021: Ōtorohanga 2050

The month of October has been very busy with weekly workshops held with Council on the Long Term Plan. These have covered:

- Development Contributions
- District and Regional Growth
- Climate Change and Natural Hazards
- Revenue and Financing Policy
- Liability Management and Investment Policies
- Community and Economic Development District Promotion
- Significance and Engagement Policy
- Waste Management and Recycling
- Infrastructure and Financial Strategies

All workshops are set against the 11 themes that have emerged from Council's early engagement. The Land Transport Asset Management Plan is currently being peer reviewed by NZTA, with the Three Waters Asset Management Plan progressing well. A review of our Fees and Charges is ongoing. A combined Council-Community Board workshop is scheduled for late October.

3. Three Waters Update

Council's Delivery Plan was submitted on time to Crown Infrastructure Partners, who are managing the delivery side of the Three Waters Reform funding for the government. It is currently being reviewed.

4. SOLGM Summit and CE Forum

Along with some staff, I attended the "Deconstructed SOLGM Summit" in September. I also attended the CE Forum which gives CEs the opportunity to come together to share information, collaborate and talk about challenges we might all be facing. Two highlights for me was the CE discussion on cybersecurity and a presentation from Lil Anderson, the CE of Te Arawhiti (formerly known as the Office of Treaty Settlements). As a result of those two sessions, the Leadership Team met with our IT team to discuss what we are currently doing and planning to do to mitigate the risk of cyber-attack. A report will come to the next Risk and Assurance Committee on this matter. I have also invited Lil Anderson to come and speak to Council and staff after the election about how we prepare a realistic organisation plan to increase our cultural competency. I would like to invite our iwi representatives to this session too.

5. CouncilMARK

Our draft CouncilMARK report has been received. It has been fact checked by Brendan and I and sent back to LGNZ for final moderation by the CouncilMARK board. We expect to receive our final report mid-late November. This will be circulated to elected members and then made public.

6. Other Meetings/Activities

- Mayors taskforce for Jobs Co-ordinator position description and advert
- ODDDB meeting – discussion on LTP
- Trevor Walters, Beattie Home
- Neil Taylor and Dawn Inglis from Waipa DC re AMPs
- 'Setting Your Staff Up to Succeed' – training course with Leadership Team
- Melissa Youngson and Bruce Robertson re Annual Report audit
- Waikato CE Forum
- Waikato LASS Learning and Development Shared Service Project
- Dave Williams, MTB track in Bob Horsfall Reserve
- Emily Botje, Facilities Manager, Hamilton CC re building refurbishment
- Dennis O'Callaghan regarding my KPIs for 2020-21
- Remuneration Policy, Housing Policy, Occupancy Policy
- Jo Russell, Kiwi House
- Waikeria Prison meeting
- SOLGM Executive meeting
- Hanging basket planting
- Council Chamber upgrade meetings

Tanya Winter
CHIEF EXECUTIVE

ITEM 41 **BUILDING CONTROL REPORT APRIL TO JUNE AND JULY TO SEPTEMBER 2020**
TO: **CHAIR & BOARD MEMBERS KĀWHIA COMMUNITY BOARD**
FROM: **BUILDING CONTROL MANAGER**
DATE: **23 OCTOBER 2020 (KCB) 20 OCTOBER 2020 (ODC)**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

EXECUTIVE SUMMARY

A report on building control activity covering the period from 1 April to 30 September 2020 (the last two quarters combined).

STAFF RECOMMENDATION

It is recommended that:

The Building Control activity report for the second and third quarter of 2020 be received.

Activities

Key Projects

Waikeria Prison

The work programme is rolling on and all construction is much above ground although there are still some floors and foundations under construction for a few buildings.

Our Solutions team consultant has been working on the site on a two weeks on and one week off basis. Working with the Waikeria consenting team has assisted all parties including our BCA and CPB in meeting compliance with the building code and ensuring high quality construction. More recently we have employed a further full-time consultant on site focussing on the inspection regime. This is an agreed joint approach with CPB and our BCA allowing for our consultant to work closely with the site management and construction teams dealing with any issues that arise and again ensuring compliance with the building code.

We are aware that we are now getting to the “sharp end” of the build cycle where any impediments causing time delays can prove very costly and stall progress. We have also agreed that in order to deal with the future workload as the activity on the site ramps up that we will be providing a further consultant focussing on consenting/inspection and supporting our other staff on site to optimise timeliness of consenting and inspections and ensure we are covering the critical work as it progresses.

This is a win-win for all parties to the project and will avoid the traditional hold-ups and delays that occur when the contractor makes application for code compliance certificates.

OTC

The two major buildings are all but completed and you can now see the roof of the major storage building near the bridge into the north end of town.

Ōtorohanga Hotel

The second stage of the redevelopment of the old hotel is now well underway and the internal walls and some linings for the accommodation wing are in place. This has been a very complex fit-out and a challenging project. We should recognise the work of the building company Todd Ormsby Builders who are doing an excellent job in delivering a high quality asset for the town.

Bovine Treatment Factory

The new specialist bovine treatment factory building is now well under construction and we have completed a number of inspections to date. There have been a number of changes to the original plans.

Beattie Home Dementia Wing

The work on site is well underway and the framework has been erected.

Building Consent Authority Re-Accreditation

The special technical audit for our BCA Quality Systems Manual (QSM) occurred in August this year. The audit this year tested the new Quality Systems Manual that we put in place in February this year. We were very pleased with the result of the audit which showed that we are on track in terms of our processes and quality assurance and we were able to rectify any minor issues during the audit. We have as a result retained our accreditation as a Building Consent Authority (BCA).

Covid 19 Update

Covid's affect on the Unit has been minimal and we have been able to carry on with all of our functions including processing building consents and inspecting buildings. All of our staff are well set up to work from home and we are able to deliver our services from pretty much anywhere.

Competency and Qualifications

We currently have one staff member working to achieve the Diploma in Building Control Surveying and he is in his first year of the two year programme. More recently we have put forward our two Building Admin staff to complete the Certificate in Building Control Surveying. This is a six month programme where the staff will complete their course in conjunction with their daily work. They are now nearly half way through the course and going well.

With the Government incentives of no fees for completing these courses we are optimising the opportunity to enable our staff to gain some recognised qualifications. This in turn delivers on the required qualifications for technical competency that are required for BCA staff and provides opportunities for our people to improve their knowledge and gain qualifications.

New Staff

We started recruiting for a further Senior Building Control Officer in February 2020 and this was held up through covid and other issues. We only recently employed our successful candidate – Dennis Hutt who comes from the private sector but also has 12-years' experience as an inspector and team leader with Hamilton City Council. Dennis has a lot of experience in construction and holds a current license as a Certifying Plumbing, Gasfitting and Drainage practitioner. Dennis is a very welcome addition to the team and was introduced to you at a recent Council workshop.

I mentioned the consultants we have working on the Waikeria site and they are Mark Fields and Grant Hyde (Grant starts later this month) from the Solutions team in Christchurch. Both Mark and Grant have previously been and are involved in the Waikeria consenting and inspection processes and both are very experienced and hold technical competencies at the highest levels. We also have Luke Hampton who is a local consultant and has been working for our BCA in inspecting swimming pool fencing and processing building consents.

Luke is a qualified fire engineer that has worked with BCAs including Hamilton City Council and holds current high level competencies.

Building Statistics

Type of Work	2020 (Apr-Jun)	2020 (Jul-Sep)	\$Value of Work	
			Apr-Jun	Jul-Sep
Dwellings, Transportable dwellings	7	20	\$2,154,000	\$6,451,377
Farm Buildings Dairy Sheds, Barns, Sheds	2	4	\$621,000	\$293,400
Commercial, Education Infrastructure	4	5	\$41,057,665	\$216,350
Demolition	0	0	0	0
Other	14	19	\$860,482	\$558,665
Total consent applications received	59	49		
CCC's Issued	55	43		
Total Inspections completed	171	224		

Phil Saunders
BUILDING CONTROL MANAGER

ITEM 42 **PLANNING REPORT FOR JULY TO SEPTEMBER 2020**
TO: **CHAIR & BOARD MEMBERS KĀWHIA COMMUNITY BOARD**
FROM: **GROUP MANAGER ENVIRONMENT**

DATE: **23 OCTOBER 2020 (KCB) 20 OCTOBER 2020 (ODC)**

Relevant Community Outcomes

- Manage the natural and physical environment in a sustainable manner
 - Protect the special character of our harbours and their catchments
 - Recognise the importance of the Districts rural character
-

EXECUTIVE SUMMARY

Reporting on Resource Consents granted under Delegated Authority for the period 1 July to 30 September 2020.

STAFF RECOMMENDATION

It is recommended that:

The Planning Report for the third quarter of 2020 be received.

REPORT DISCUSSION

July to September 2020: During this quarter 20 consents were granted under Delegated Authority as set out in the table below. These approvals compare with 17 consents (7 Land Use, 5 Subdivision, 5 Permitted Boundary Activity) granted in the same period of 2019.

Decisions by Ward – July to September 2020

	Land Use	Subdivision	Boundary Activity
Wharepuhunga	0	0	0
Kio Kio Korakonui	2	3	1
Waipa	0	0	0
Ōtorohanga	3	3	2
Kawhia Tihiroa	2	1	3
Total	7	7	6

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GROUP MANAGER ENVIRONMENT

ATTACHMENT: RESOURCE CONSENT DECISIONS 1/07/20 TO 30/09/20

RESOURCE CONSENT DECISIONS

No	Applicant/Location/Proposal	O/S	Decision
200030	SL and AM Kay 936 Wharepuhunga Road To erect and operate an OR2430 frost fan.	LU PS	GDA 10/07/20
200033	C F E Limited 419 Te Kawa Road Boundary Relocation	LU PS	GDA 10/07/20
200032	Woolworths NZ Ltd 123 Maniapoto Street Change Conditions of Landuse Consent RM01DA20	LU PS	GDA 29/07/20
200046	RM Koroheke and BM Walters 26 Thomson Avenue Undertake earthworks and build retaining walls	LU PS	GDA 25/08/20
200040	Happy Valley Nutrition Ltd 6 Redland Road Construct a car park and substation.	LU PS	GDA 4/09/20
200044	Happy Valley Nutrition Ltd 5 Redland Road Additional earthworks - Change conditions of Land Use consent	LU PS	GDA 10/09/20
200051	MH and JG Heslop 118 Main North Road Site a second Dwelling on one Title	LU PS	GDA 16/09/20
TOTAL FOR LAND USE		7 CONSENTS	
200037	RC & OF Newth 170 Te Tahī Road Shed sited within the 15m other yard	PB PS	GDA 21/07/20
200038	Mrs M Loveridge 34-40 Orahirī Terrace Site stormwater detention tank within the other yard.	PB PS	GDA 21/07/20
200042	Z M Thorpe 1272 Te Kawa Road Site a dwelling within the other yard	PB PS	GDA 21/08/20
200043	RE and ML Hughey Puketarata Road Site a Dwelling within the 15m other yard	PB PS	GDA 21/08/20
200052	S G Miles 34 Te Kawa Street Site a Garage within the Other yard setbacks	PB PS	GDA 4/09/20
200053	JL and GA Gisborne 158 Te Tahī Road Shed sited within the 15m wide other yard	PB PS	GDA 4/09/20
TOTAL FOR PERMITTED BOUNDARY ACTIVITY		6 CONSENTS	

200028 N Pratt 5 Main North Road Boundary Relocation and create an Access Lot.	SB PS GDA 10/07/20
200041 BBC Farms Limited Partnership 81, 141 191 and 259 Puketarata Road Create three additional lots and to undertake boundary relocations.	SB PS GDA 25/08/20
200045 AD and HJ Major 36 Old Te Kuiti Road Create two additional Lots	SB PS GDA 8/09/20
200050 HJ & MF Rothery Family Trust 19 Harper Ave Create a Right of Way	SB PS GDA 21/09/20
200057 M J Hall 2803 State Highway 31 Kawhia Road Create a right of way	SB PS GDA 21/09/20
200049 Insel Farms Ltd 15 Puketarata Rd and Kio Kio Station Rd Create four additional allotments	SB PS GDA 22/09/20
200054 NG & HM Hunt Family Trust 465 Rangiatea Road Relocate boundaries between two certificates of title	SB PS GDA 23/09/20

TOTAL FOR SUBDIVISION

7 CONSENTS

ITEM 43 **ANIMAL CONTROL OFFICERS REPORT FOR APRIL TO SEPTEMBER 2020**
TO: **CHAIR & BOARD MEMBERS KĀWHIA COMMUNITY BOARD**
FROM: **GROUP MANAGER ENVIRONMENT**

DATE: **23 OCTOBER 2020 (KCB) 20 OCTOBER 2020 (ODC)**

Relevant Community Outcomes

- The Ōtorohanga District is a safe place to live
- Ensure services and facilities meet the needs of the Community
- Recognise the importance of the Districts rural character

EXECUTIVE SUMMARY

A report from the Group Manager Environment on Dog and Animal Control activities in the District for the period April to September 2020.

STAFF RECOMMENDATION

It is recommended that:

The report on Dog and Animal Control activities for the period April to September 2020 be received.

REPORT DISCUSSION

	April	May	June	July	Aug	Sept
Registration Notices issued	3	5	3	7	4	5
Property visits for Registration Checks - Rural	0	12	12	10	16	12
Property visits for Registration Checks – Urban	0	11	9	11	10	11
Property visits for SOP	0	2	2	4	2	1
Property visits for Two Dog Permit	0	0	0	0	0	0
Complaints – Dogs Actioned	16	19	14	19	11	22
Complaints – Stock Actioned	1	3	3	3	9	8
Street Patrols Night – Ōtorohanga	4	4	4	4	4	4
Street Patrols Day	18	21	24	20	23	21
Enquiries – Registration/Dog Control	16	23	14	23	21	21
Dogs Impounded	8	10	3	13	2	9
Stock Impounded	0	2	0	0	1	1
Written and Verbal Warnings	6	7	5	8	7	8
Infringement Notices Issued	0	0	0	0	0	2
Call Outs	2	3	3	4	4	3

Registration Update

The annual payment for dog registration was due on 1 August 2020 with a late payment penalty of 50% payable after that date. This year we received 1922 (*last year 2132*) registrations before the late payment penalties were imposed. At the end of September 2020 the total number of dogs registered was 2150 (*last year 2185*).

Despite efforts to notify and advertise deadlines there has been a continued decrease in the number of dogs registered on time. In addition to newspaper advertising and Facebook, staff are now texting owners to encourage prompt payment.

The number of un-registered dogs on 1 October was approximately 191 dogs with 114 owners in default (*last year 214 dogs and 117 owners*). This is a slight improvement on last year however these totals confirm the continuing decrease in numbers of registered dogs. At the end of September 2018 there were 2331 dogs registered.

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GROUP MANAGER ENVIRONMENT

BOARD MEMBER UPDATE