



Otorohanga District Council

MINUTES

16 February 2016

OTOROHANGA DISTRICT COUNCIL

16 February 2016

Minutes of an Ordinary meeting of the Otorohanga District Council held in the Council Chambers, Maniapoto St, Otorohanga on 16 February 2016 commencing at 10.10am.

MINUTES

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

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GENERAL

MEETING CLOSURE

PRESENT

Mr MM Baxter (Mayor), Crs, RA Klos, RM Johnson, KC Phillips, DM Pilkington (Deputy Mayor), RJ Prescott, PD Tindle and AJ Williams.

IN ATTENDANCE

Messrs DC Clibbery (Chief Executive), GD Bunn (Finance & Administration Manager), AR Loe (Environmental Services Manager), RH Brady (Engineering Manager) and CA Tutty (Governance Supervisor).

OPENING PRAYER

Cr Johnson read the Opening Prayer

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

Resolved

That the minutes of a meeting of the Otorohanga Community Board held on 28 January 2016 be considered in General Business which may require a resolution.

Cr Prescott/His Worship

CONFIRMATION OF MINUTES – 15 DECEMBER 2015

District Garden Competition

Cr Klos reported that she has progressed the proposal of a Garden Competition and has had discussion with the owner of Tidy Gardens on the proposal. Cr Klos reported that there is some enthusiasm for the event which could be held over 3 days however it will be necessary to undertake a feasibility study.

WAIKATO DISTRICT HEALTH BOARD

Cr Klos reported she attended a workshop meeting last week on health services within the rural area. She advised that substantial research into this issue has been carried out however the figures provided have been based on admissions to hospitals and people identified by where they live. She said there is a number of Te Awamutu addresses that are being included in the Waipa District even if they are not. Cr Klos said as a result it indicates that Te Awamutu has a higher need, with the Otorohanga District being identified with less chronically ill people. Cr Klos further advised that it is necessary for the Health Board to change how it delivers health services to the rural areas.

CREATIVE COMMUNITIES

Cr Klos referred to a meeting with representatives from Creative Communities New Zealand and reported that assessment committee members need to participate more in the allocation of grants. Cr Klos expressed the opinion that there is a need for the assessment committee to meet and for council to express its requirements of the committee.

Cr Pilkington requested the amendments be made to the minutes -

1. Little Heros page 8 Cr Pilkington reported that she attended a medal awarding ceremony at the Waikato Museum honouring "local heros" not little heros as recorded in the minutes.
2. Otorohanga District Development Board Cr Pilkington referred to the Museum and Information Centre AGM in Kawhia and requested that the sentence continue to read "receives funding from the Otorohanga District Development Board to enable the facility to continue operating as an information centre."

3. Picnic in the Park Cr Pilkington reported that the Picnic in the Park held in Otorohanga was in support of the prevention of domestic violence not “violence against women” as recorded.

Resolved

That the minutes of the meeting of the Otorohanga District Council held on 15 December 2015 as amended, be approved as a true and correct record of that meeting.

Cr Johnson/Cr Pilkington

OTOROHANGA COMMUNITY BOARD

Resolved

That the minutes of the meeting of the Otorohanga Community Board held on 28 January 2016 be received.

Cr Prescott/Cr Tindle

PROPOSED CLOSURES OF DRINKING WATER SUPPLIES

Cr Klos declared a conflict of interest in the matter to be discussed.

Cr Klos reported that to the best of her knowledge the Arohena Rural Water Supply Committee did not request the proposed closure of the Taupaki Rural Water Supply Scheme. She advised that the members do not understand the proposal and that there are 3 properties currently using water from the scheme for household purposes, including her own property. Cr Klos reported that in respect of her own property the tank is topped up with scheme water and that the meter is erected on the tank adjacent to her house. She then informed staff of the other two properties receiving water for household purposes. Cr Klos said that the property owners concerned do not understand what the proposal means, will it involve taking the water meters out, installation of new tanks etc which will place additional costs on them. Cr Klos advised that these property owners have already contributed by way on a Capital Contribution to the scheme. She further reported that one particular property owner does not want chemicals in his household water.

The Chief Executive advised that this proposal had been made following discussion with the District Health Board. He said they were going to initiate the proposal anyway because the scheme has no disinfection. His Worship advised that we, as a Council, may become liable should people be drinking water not treated to a household standard. He said should the 3 parties defy the advice to them and they not comply then onus would be on them. The Chief Executive advised that Council would like to see their water connection to the house disconnected and a statutory declaration signed by the property owner declaring that they will not use this water for household purposes. This to be signed in front of a Justice of the Peace.

The Engineering Manager reported that he was only aware of the Klos property receiving water to the house not any other properties. Cr Klos expressed the opinion that the person who looks after the operation of the scheme should be aware of the situation. Cr Klos said that the situation should be reviewed as these property owners will incur additional expense, after contributing initially to the scheme. The Chief Executive suggested that at the points of supply to the house UV filters could be installed in order to comply with the law. Cr Klos said that these particular property owners should not be liable for this. The Chief Executive advised that there is no other funding source available. Cr Pilkington queried whether it would be possible for the property owner to take responsibility for the installation and maintenance of the UV filters. His Worship advised that it is Council's responsibility to ensure that filtration is carried out. The Engineering Manager advised that the other Arohena Schemes will require UV filtration. His Worship reported that the water at its source is not of a sufficient standard to qualify without disinfection and filtration.

Cr Klos felt that the three property owners concerned need to be personally advised of the situation. The Chief Executive suggested that there appears to be a need for a further meeting of the committee.

Members were referred back to the Chief Executive's report on the proposal that two separate referenda be undertaken in respect of the proposed closure of two ODC administered water schemes as sources of potable (drinking) water.

Resolved

1. That the Chief Executive's report be received.
2. That referenda of residential and ratepayer electors whose properties are serviced by the Ranginui Rural Water Supply Scheme is undertaken in respect of the proposal to close this scheme as drinking water supply.
3. That a further meeting of the Arohena Rural Water Supply Committee be convened to discuss issues relating to complying with the drinking water standards.

His Worship/Cr Phillips

WI-FI FOR OTOROHANGA CBD

The Chief Executive presented a report on a proposal to provide free Wi-Fi in the Otorohanga CBD area. He said this has been considered by the Otorohanga Community Board and its members are very supportive of the proposal however, the funding of such is controlled by Council. The Finance and Administration Manager informed members that under the Rural Broadband fund this has been split between Council and the Otorohanga Community Board. The Otorohanga Community Board's portion could be used for this purpose. Cr Pilkington advised she understood \$150,000 is from the District General Reserve Fund and \$50,000 from the Otorohanga Community Reserve Fund. The Chief Executive informed members that the Company approached Council's IT Manager on the proposal which was considered to be a well-priced option to provide this service.

Cr Pilkington referred to Ultra-Fast Broadband which she said she is not opposed to in principle however she does have concern that should a substantial amount of money be spent in providing this service and then there is a slow uptake. She said this comes back to protocol issues. The Chief Executive agreed that the take up of Ultra-Fast Broadband at Progress Park has been disappointing however, this proposal is for travellers through the District. Cr Pilkington expressed the opinion that every effort must be made to ensure the proposal will work.

Cr Klos said she supported the proposal as this will provide a huge benefit for travellers through the District. She said however, she is not clear as to whether the rural area is subsidising a community initiative. Cr Phillips advised that a large number of people use data and if Wi-Fi is available down Maniapoto Street will it be available to all businesses. He was advised yes, it will be made available to most businesses in the CBD area. Cr Tindle reported that a number of businesses may be unable to connect to the service. The Chief Executive advised that the proposal is to capture tourists and to have the ability of providing free Wi-Fi in order that they may break their journey in Otorohanga. He said there is more than just capturing the Kiwi House this has the potential to have tourists stop and shop locally. He said appropriate signage would be erected at the state highway entrances into the town.

Resolved

That free public Wi-Fi is provided to the Otorohanga CBD area in accordance with the details contained in the Chief Executive's report dated 16 February 2016, with funding of costs to be from the District Economic Development Account.

Cr Prescott/Cr Phillips

ELECTIONS 2016

The Governance Supervisor presented a report on matters relating to the 2016 Local Government Elections.

Resolved

1. Pursuant to the Local Electoral Act 2001 s15, Warwick Lampp of Electionz.com be appointed as Electoral Officer for the 2016 Local Government Elections.
2. Pursuant to the Local Electoral Act 2001 s79, voting documents in respect of the Triennial General Election to be held in October 2016 are to be processed during the voting period.

Cr Pilkington/Cr Johnson

APPLICATION FOR TEMPORARY ROAD CLOSURE – HAMILTON CAR CLUB – PIRONGIA WEST ROAD RALLY SPRINT

The Engineering Manger summarised the Senior Engineering Assistant's report on an application received from the Hamilton Car Club for a road closure within the Otorohanga District, to enable the Hamilton Car Club to hold the Pirongia West Road Rally Sprint.

In reply to Cr Pilkington she was advised that road concerned will be inspected prior to and immediately after the rally. Also a road grader will be available if required.

Resolved

That approval be granted for the following road closure:

Purpose: Pirongia West Road Rally Sprint

Date: Sunday, 17 April 2016

Details of Closure: **PIRONGIA WEST ROAD** – Ten kilometres from the Pekanui, Okupata, Te Rauamo intersection.

Period of Proposed Closure: 9.00am to 5.00pm

With the following conditions imposed:

1. Persons will be allowed through in the event of an emergency.
2. Hamilton Car Club is to pay an application fee of \$2,000.00 towards administration of the road closure and damage assessment to Otorohanga District Council.
3. Hamilton Car Club is to pay for all advertising costs in appropriate newspapers. Public notice advertisements are to be published in the Waitomo News.
4. Hamilton Car Club is responsible for obtaining public liability insurance (and paying the cost thereof) to a minimum value of \$2,000,000. This is required to indemnify Council against any damage to property or persons as a result of rally activities during the road closure period.
5. Hamilton Car Club is to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965.
6. Hamilton Car Club is to liaise, and provide evidence of liaison with all operators and businesses that may be affected by the road closures.
7. Hamilton Car Club is to consult with all residents of all properties on the roads intending to be closed and also residents on roads connecting with the roads intending to be closed, including any no exit roads. Two mail drops to residents are also to be carried out. All initial mail drops to residents are to be approved by Council staff before distribution

commences. The subsequent mail drop is to be completed no later than ten full days before the proposed closures.

8. Hamilton Car Club is solely responsible for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers and the removal thereof after closures. All gates and entranceways are to be taped and tape is to be removed thereafter.
9. Signs advising of the road closures are to be erected at the start and end of the closed portions of roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure. A Hamilton Car Club representative is to meet with Council Engineering staff regarding the required signs format, size, location and quantity of signs for approval before they are manufactured and erected.

Cr Pilkington/Cr Prescott

PLANNING REPORT FOR OCTOBER – DECEMBER 2015

The Environmental Services Manager presented a report on Resource Consents granted under Delegated Authority for the period 1 October to 31 December 2015.

In reply to Cr Pilkington regarding consents being identified as “District Wide” the Environmental Services Manager replied that these two relate to the Land Use Applications submitted by the Waikato Regional Council and Waipa Networks.

Resolved

That the Planning Report for October to December 2015 be received.

His Worship/Cr Pilkington

ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENSING INSPECTORS REPORTS – JULY TO DECEMBER 2015

The Environmental Services Manager summarised the Environmental Health Officer/Liquor Licensing Inspectors reports for the period July to December 2015.

The Environmental Services Manager informed members that staff and food businesses were making the transition to requirements under the new Food Act 2015. He said a lot of new information has been received from the Ministry and this has been passed on to the relevant operators. He said Council has a statutory requirement to enforce the legislation, the first transition period ending on 31 March 2017 at which time 9 local businesses will be required to comply with the new regulations.

Resolved

That the Environmental Health Officer/Liquor Licensing Inspectors reports for the period July to December 2015 be received.

Cr Tindle/Cr Johnson

HEALTH AND SAFETY REPORT

Council’s Health and Safety Advisor Robyn Hodges attended the meeting and presented a report advising Councillors of Council’s processes, status and recent actions in relation to issues of Health and Safety. Ms Hodges informed members that she is looking forward to her new role and advised that she has previously had some training in Health and Safety matters. She said numerous regulations are changing under the Act and that a substantial amount of auditing will be required. The Officer advised that Council does not store a huge amount of hazardous substances.

Cr Klos suggested that Councillors should receive a report on a regular basis of staff accidents and incidents. She said this will assist in identifying the health and wellbeing of Council staff. The Chief Executive replied it is intended reports be on a 6 monthly basis. He envisaged ongoing dialogue on matters relating to Health and Safety.

Resolved

That the Health and Safety Advisor's report dated 16 February 2016 be received.

Cr Phillips/Cr Klos

DISTRICT BUILDING CONTROL OFFICERS REPORT – 1 OCTOBER TO 24 DECEMBER 2015

The Environmental Services Manager summarised the District Building Control Officer's report for the period 1 October to 24 December 2015.

The Environmental Services Manager reported that there is substantially more investment being carried out at the Waikeria Prison. In reply to Cr Phillips regarding prison population numbers he was advised that the national muster is on an upward trend however, Waikeria is currently trending downwards. Members were advised that it is expected the prison population at Waikeria will go down to 480 inmates.

Cr Prescott informed members that private businesses are going into Correction Facilities to carry out work focused training for prison inmates.

Resolved

That the District Building Control Officer's report for the period 1 October to 24 December 2015 and annual summary be received.

Cr Prescott/Cr Phillips

ROUTINE ENGINEERING REPORT – NOVEMBER 2015 TO JANUARY 2016

Engineering Officer David Brown attended the meeting and presented that part of the Engineering Report relating to roading matters.

Cr Pilkington queried the completion date for the Hauturu slip work. The Engineering Officer undertook to get back to Cr Pilkington however, he said there will be no road closure involved.

Cr Klos referred to the recent resealing work on Waipapa Road which she said is of a very good standard however this has certainly increased the speed of vehicles using the road.

Cr Phillips referred to Contract 1009 – LED Streetlight Upgrade and advised that this proposal had been put out for trial however nothing has been heard of since. The Engineering Officer advised that the LED lighting provides more light distribution onto the road. He said it contains the light within a defined area. The Engineering Officer further advised that the project design is out for tender to four recommended designers for both the Otorohanga and Kawhia communities.

Cr Phillips referred to wattage of the bulbs and queried whether their electricity usage has been tested. The Engineering Officer replied no. He further reported that there has been no maintenance issues with the new lighting. Cr Tindle queried whether the design of the LED lighting would be suitable for installation on the existing poles. The Engineering Officer replied that the type of bulb is arrived at by a category design required for that particular road. Cr Tindle queried the possibility that there may be extra costs involved. The Engineering Officer advised that Council will have the capability to control the lights including the ability to turn these down. He further advised that of the four recommended designers approached all have submitted tenders.

PROJECTS AND DESIGNS

The Engineering Manager continued with the presentation of the report on Projects and Design.

CONTRACT 997 HARBOUR ROAD SEALED SMOOTHING

The Engineering Manager informed members that there has been an issue with the moisture content however the Contractor has been taking samples for testing. He said the Contract is behind programme however, this is a contractual matter.

LOCAL FLOODING 27 JANUARY 2016

Discussion was held on the surface flooding following substantial rainfall on 27 January 2016. Cr Tindle queried whether there was any other areas where the water did not get away. The Engineering Manager replied that the water did reside very quickly and that an inspection of the pipes was undertaken to ensure these were not blocked. He said the volume of water falling within a short time was the main issue. Cr Phillips queried whether the Engineering staff were happy with the cleanliness of the culvert grates as he wondered whether Council had been remiss in ensuring these are kept clear of debris. The Engineering Manager replied that due to the down pour this carried a substantial amount of debris onto the grates. Cr Prescott expressed the opinion that he failed to see how the system could cope with the amount of rain. The Chief Executive reported that some catchpits were blocked however all the pipes were also full of water, so it was never going to be able to easily flow away.

PARKS AND RESERVES

Cr Prescott referred to the picnic tables erected at the Weir and requested next year could staff ensure that the grass is cut in this area. He said it is difficult to see the tables and children in the area.

Cr Prescott referred to the Reg Brett Reserve and the installation of a drinking fountain. He said the previous drinking fountain had been vandalised. The Engineering Manager advised that this particular drinking fountain is supposed to be vandal proof.

WAIPAPA RESERVE

Cr Klos referred to an incident at the Waipapa Reserve and questioned who will be responsible for paying the cost of a digger to bury the possum bodies dumped there. Cr Klos reported that the recently planted trees are doing ok and that it is the intention to progress further with tree planting in the area. She said however, there is evidence of people still trying to remove rocks from the area.

Cr Klos reported that the Waikato River Trust people have their own toilet facility over at the Waipapa Dam however, they do require provision of drinking water. Cr Klos suggested that they have discussion with Mighty River Power on this matter. The Chief Executive advised that Transpower have a Community Support Fund available and that he has commenced an application for assistance. He said their fund covers projects such as reserve development and therefore could include further stages of planting.

Cr Pilkington referred to a Kawhia Community Board meeting where the installation of a drinking fountain for the foreshore was raised. The Engineering Manager stated that a sum had been included within next year's estimates for this.

Members were informed that although there is a stop sign at the intersection of Tutunui Street and Orahiri Terrace there is no road markings.

Resolved

That the Engineering Managers' report dated 16 February 2016 be received.

His Worship/Cr Pilkington

DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2015

The District Accountant attended the meeting and presented the Draft Management Accounts for the period ending 31 December 2015. He answered/and or noted members queries.

During discussion it was agreed that the District Accountant, under Democratic Process, change the wording "refreshment" to "catering". It was also agreed that the balance date be changed from 30 June to "end of period".

The Finance and Administration Manager referred to Cr Tindle's queries on the state of the accounts and advised that under the Waikato LASS there is an initiative concerning internal audit functions. He said this Council has expressed an interest in this initiative. Tenders have been invited from interested parties and will be assessed through the LASS.

The Chief Executive referred to the reliability of the figures provided in the accounts and advised that he went through these particular accounts which took 12 hours of his time. He said as a result he did not find anything of a substantial nature and questioned whether there is any benefit in providing such detail to members.

LUNCH AND ADJOURNMENT

Council adjourned for luncheon at 12.48pm and resumed at 1.20 pm

GENERAL

EASTERN DISTRICT TOUR

Cr Klos again raised the suggestion of a visit by Councilors to the eastern side of the District. She said as result of such a tour members will have a better appreciation of what the eastern side has to offer.

INTERSECTION LIGHTING

Cr Klos raised the matter of street lighting being provided at significant intersections such as Seafund/Bayley Road and Lethbridge/Bayley Road intersections. It was agreed that this suggestion be considered in the forthcoming estimates.

MANIAPOTO STREET VERANDAS

Cr Klos referred to the state of a particular shop veranda in Maniapoto Street and queried whether this has been identified. The Environmental Services Manager replied that the owner was written to approximately a year ago and that he will follow up on the matter.

COUNCIL/KCB RELATIONSHIP

Cr Klos reported that she is not impressed with current relationship which exists between the Council and the Kawhia Community Board. She suggested meetings be held with ratepayers in order to provide a good working relationship with Council. Cr Klos referred in particular to those property owners who have holiday houses in the area to give them an opportunity to attend. Cr Pilkington referred to the public consultation on the proposed boardwalk and advised that many out of town rate payers attended these meetings.

WAIKATO SPORTS COORDINATOR

The Finance and Administration Manager reported that a meeting will be held with Sport Waikato this Friday to consider the job description for the position of Sport Co-Coordinator for the District. The Chief Executive advised that from this Council's perspective this will only be a part time position however, consideration will need to be given to the supply of a suitable vehicle.

KAWHIA KAI FESTIVAL

Cr Pilkington reported that the recent Kawhia Kai Festival was extremely well organised and extended congratulations to all those involved. She said she understood there was between 5000-6000 people attended during the day.

WAIHARAKEKE BRIDGE

The Engineering Manager undertook to follow up on the erection of signage at this bridge.

KAWHIA SIGNS

Cr Pilkington again reported on State Highway 31 where there are two large signs directing travellers to Raglan however, from the other end, there are no signs directing travellers to Kawhia from State Highway 23. She said this matter was raised at a meeting of the Kawhia Community Board on 2 October 2015.

MAIN NORTH ROAD FOOTPATH

Cr Phillips reported that the existing footpath up Main North Road comes to an end before it continues on, on the other side of the road. He said this creates a dangerous situation in particular for children crossing the road. The Environmental Services Manager advised that a Resource Consent had lapsed as the subdivision concerned did not proceed. He said the issue is over the ownership of the land. Members were advised that this area is in a 70 km/hr zone. The Chief Executive expressed the opinion it is desirable for this situation to be looked at.

SPEED INDICATORS

Cr Phillips expressed the opinion that consideration should be given to installing speed indicator signs at the three State Highway entrances into town. The Chief Executive advised that NZTA (owner of the units) has a policy of moving such units around the region. He said it will be back in this area at some point. It was suggested Council could look into the cost of obtaining its own unit.

HARVEST CENTRE

Cr Phillips referred to the closure of the Harvest Centre in Otorohanga and advised that this has encouraged more children into the local library. He asked whether this has created any problems.

DOG CONTROL

Cr Phillips queried how the Dog Control activities were coping without a contractor. The Environmental Services Manager replied that staff have managed the "hot spots" however other matters are just muddling along.

PROPOSED CAMPERVAN SITE

Cr Prescott queried what progress has been made in the provision of a campervan site. The Chief Executive replied the applicant is referring the proposal to their national office.

PROGRESS PARK

Cr Prescott referred to a ratepayer who has recently sold his business in Progress Park having received an account for a final water meter reading. He said to have this carried out it cost the rate payer \$100. Cr Prescott had informed the ratepayer that he would raise the matter at the next meeting of Council, this he has done. The Chief Executive advised that the \$100 charge is set under Council's fees and charges and covers a staff member when they are required to read a meter out in the rural area. He said in this case, within the community perhaps a lower fee could be introduced. Members were informed that there is also the matter of administration to consider. It was suggested Council charge \$50 to read meters within a close proximity to town.

RONNIE'S CAFE

Cr Prescott reported that the fence issue behind Ronnie's Café has been resolved with all parties arriving at an agreement.

CAMPERVAN BOOKS

Cr Johnson referred to campervan books where towns have been identified as “friendly towns”. He queried what would be the requirement for Otorohanga to qualify as a camper friendly town. Members were advised that freedom campers are different from other organised groups of campervan travellers. The Environmental Services Manager advised that freedom campers are not allowed to camp overnight in Otorohanga, Kawhia and Aotea. Also Council does not have a dumping station available. Cr Klos felt that the idea should be investigated in order to help promote the Otorohanga District.

OTOROHANGA DISTRICT AND COMMUNITY CHARITABLE TRUST INC

Cr Johnson reported that a meeting of the Otorohanga District and Community Charitable Inc Trust had been held last Monday where it was noted that the Trust has donated over \$8,000 so far this year. He said \$500 has been granted to the Otorohanga Menzshed facility. Cr Johnson further advised that the Trust has received an income of \$11,000. He said the Trust is obliged to divvy out the Acorn Foundation Funding each year.

WAIPA CATCHMENT SUB COMMITTEE

Cr Johnson reported he is to attend a meeting of the Waipa Catchment Sub Committee tomorrow.

OTOROHANGA COMMUNITY WATER STORAGE

The Chief Executive referred to the concept of the Otorohanga Community developing a water storage area on it's Te Raumauku Road property and reported that a water meter has been installed which has indicated a high flow rate of water being available. He said from a technical point of view the proposal looks very promising.

MEETING CLOSED

The meeting concluded at 1.47 pm

MAYOR:

DATE: