



Otorohanga District Council

# MINUTES

20 October 2015

# OTOROHANGA DISTRICT COUNCIL

20 October 2015

Minutes of an ordinary meeting of the Otorohanga District Council held in the Council Chambers, Maniapoto St, Otorohanga on Tuesday 20 October 2015 commencing at 10.03am.

## MINUTES

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

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## **PRESENT**

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

## **IN ATTENDANCE**

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

## **OPENING PRAYER**

Cr Pilkington read the Opening Prayer.

## **APOLOGY**

**Resolved** that the apology received from Cr PD Tindle be sustained.

### **Cr Prescott / His Worship**

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

**Resolved** that Council give consideration to endorsing, in principle, the proposed Te Kuiti Sporting Hub in General Business which may require a resolution.

### **Cr Phillips / His Worship**

## **CONFIRMATION OF MINUTES – 15 SEPTEMBER 2015**

### **MATTERS ARISING**

The Governance Supervisor reported that there are a number of spelling/grammar errors in the minutes which will be corrected by the Executive Assistant.

Cr Pilkington referred to the General Business item, page 6, Beattie Home, the last sentence and requested this be extended to read "... and those that assist and enhance the lifestyle of the residents at Beattie Home".

Cr Johnson also referred to this item and requested that the amount of \$300,000 recorded in the first paragraph, second sentence, be corrected to read \$350,000.

### **WIFI HOTSPOT**

Members were informed that a technician has been to Otorohanga and further correspondence received however, there will still be a delay of a further two months before this is installed.

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

### **Cr Prescott / Cr Klos**

## **REPORTS**

### **Item 246 OTOROHANGA COMMUNITY BOARD MINUTES - 8 OCTOBER 2015**

#### **Discussion**

#### **OTOROHANGA WATER METER INSTALLATION**

Cr Phillips queried the number of tenders received for Contract 1021 for the supply and installation of all existing properties in Otorohanga which are not currently metered with a water meter and valve. The Engineering Manager replied that five tenders were received however, no engineers estimate was identified due to the scope of work being such that no similar work (and hence rates) had been undertaken by Council. The Chief Executive advised that the installation

of water meters will be forced upon Councils and that everyone will have to ensure their supply is metered. The Engineering Manager confirmed that the Contract has been awarded and that the Contractor will be moving on site around January/February 2016. The Chief Executive advised that this will affect all properties within the defined Otorohanga community boundaries. Members were informed that all but 14 tobies have been located which is a great effort.

### **Resolved**

That the minutes of the meeting of the Otorohanga Community Board held on 8 October 2015 be received.

### **Cr Prescott / His Worship**

## **Item 247 KAWHIA COMMUNITY BOARD MINUTES - 2 OCTOBER 2015**

### **Discussion**

#### **FUNDING OF POUWE STREET WALKWAY**

Cr Pilkington reported that a public meeting will be held in the Kawhia Community Hall on Saturday 31 October 2015 commencing at 10.00am, seeking support from the community for the organisation of fundraising to meet the financial shortfall for the proposal. Cr Pilkington referred to the \$100,000 from Council and said this is strictly a Roading budget item specific to the proposed project. The Chief Executive advised that the envisaged shortfall is between \$25-30,000. The Finance & Administration Manager informed Members that the Kawhia Community Board Chair has requested information on funding the shortfall by way of a loan.

### **KAWHIA SIGNS**

Cr Pilkington referred to page 6, in particular State Highway 31/Raglan Road and requested the first sentence to read, 'Mrs Pilkington reported that from State Highway 31 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.

### **Resolved**

That the minutes of the meeting of the Kawhia Community Board held on 2 October 2015 be received.

### **Cr Pilkington / His Worship**

## **DISTRICT ACCOUNTANT**

The District Accountant attended the meeting at 10.22am.

## **Item 248 DISTRICT LIBRARIANS QUARTERLY REPORT FOR JULY TO SEPTEMBER 2015**

### **Discussion**

The District Librarian attended the meeting and presented her report.

Cr Pilkington reported she had looked at the new carpet tiles and advised that these are very smart and lovely. She queried whether the supply and installation of these came in under budget. The Finance & Administration Manager replied that these were quite considerably under budget. Mrs Pilkington referred to the existing carpet in the i-Site facility and suggested this area could also be re-carpeted. The Finance & Administration Manager replied that there is funding available in the budget to re-carpet the i-Site facility. He said he will again look at the matter and bring a report back to Council for consideration.

Cr Phillips asked how many people are accessing the Kotui system remotely to download books? The District Librarian replied that approximately 200 users have downloaded e-books and e-audios over a three month period. Cr Phillips queried whether public sessions were being held to

educate people on how to use the Kotui system. The District Librarian replied that she can demonstrate this however, it is better for the user to undertake the process and to be shown on a one on one basis. The District Librarian confirmed that she has not as yet demonstrated in a group session.

Cr Klos said she would like the District Librarian to come out to Arohena to promote this system. It was agreed that the Librarian make contact with Cr Klos in the near future for this purpose.

Cr Pilkington thanked the District Librarian for circulating the booklet called 'Why Libraries' and advised that she will table this at the next meeting of the Kawhia Community Board to be held on 27 November 2015.

#### **Resolved**

That the District Librarian's Quarterly Report for the period July to September 2015 be received.

#### **Cr Pilkington / Cr Phillips**

### **Item 249            DISTRICT BUILDING CONTROL OFFICERS REPORT FOR JULY TO SEPTEMBER 2015**

#### **Discussion**

The Environmental Services Manager presented a report on Building Control matters covering the third quarter of 2015.

The Environmental Services Manager referred to the three day long assessment of the Building Control team by an Audit team from International Accreditation. He advised that, in particular staff member Mr Julian Phillips deserves recognition and appreciation for his efforts in dealing with the Audit team. He said the outcome of the audit was very positive in that there were no corrective actions to be addressed. He said this is a great result. Cr Pilkington also acknowledged the efforts of Julian and the building team on a fantastic result being achieved.

Cr Klos referred to activities within a neighbouring district where after a building has been inspected by Council staff, insulation has been removed. The Environmental Services Manager replied that this is stealing and that when an inspector is on site he is only able to view building work at that point in time. Cr Klos said Council is always vulnerable and open to liability.

#### **Resolved**

That the District Building Control Officer's report for the period 1 July to 30 September 2015 be received.

#### **Cr Phillips / Cr Prescott**

### **Item 250            PLANNING REPORT FOR JULY TO SEPTEMBER 2015**

#### **Discussion**

The Environmental Services Manager summarised a report on Resource Consents granted under Delegated Authority for the period 1 July to 30 September 2015. He informed Members that a large number of Landuse Applications have been received compared to the previous year. The Environmental Services Manager confirmed that a large programme of work has been carried out at the Waikeria Prison facility

#### **Resolved**

That the Planning Report for July to September 2015 be received.

#### **Cr Prescott / Cr Pilkington**

## **Item 251            ANNUAL REPORT TO 30 JUNE 2015**

### **Discussion**

The District Accountant attended the meeting and referred Members to the Annual Report for the year ended 30 June 2015.

The District Accountant informed Members that the previous loss reported to Council was a result of a mistake that had been made in regards to the Fixed Asset Register in using the wrong formula and disposal of Re-seals. His Worship queried whether staff rely on feedback from the Auditors or should a workshop be considered to go through the document. The Finance & Administration Manager replied that many aspects of the accounting standards are open to interpretation. His Worship advised that the above two errors were big oversights however, it was fortunate that there will be no impact from these. The Finance & Administration Manager undertook to give such documents an overview prior to being presented to Council to ensure they are correct. The Chief Executive reported it is very pleasing to have debt fall below \$10M for the first time since 2002 and in real terms (allowing for inflation) Council's debt is now at its lowest level for at least 20 years. Cr Klos referred to the first paragraph in the summary of the Annual Report and suggested that the words 'Business as usual' be deleted. She said this is contrary to the Mayor's comments in promoting the district. Cr Johnson agreed that the first paragraph be reworded in a effort for Council to sell itself and the district. Cr Pilkington expressed the opinion that this would allow Council options going forward.

His Worship reported that Council has a very good document in place which reflects the work carried out by Council and staff.

Mr Bruno Dente, Deloitte auditor, attended the meeting. Mr Dente thanked the Finance & Administration Manager and District Accountant for working with his team. He highlighted the following key areas of focus being –

1. Asset revaluation
2. Rates
3. Management points
4. Sensitive expenditure
5. Compliance with laws and regulations
6. Fraud risk factors
7. Investment and asset management
8. Debenture/Trust Deed
9. Our future needs and assessment of internal controls.

In reply to Cr Johnson, Mr Dente explained that when assessing the value of an asset Council must capitalise the wage cost of the person undertaking the work, not their actual chargeout rate. He further advised that if staff are working on a particular asset then this labour cost adds to the value of the asset.

Members were informed that financial statements are a snapshot of where Council is at at a particular time however, an audit has to be carried out over a whole year. His Worship said it is reassuring to see the depth of the investigation undertaken by the audit.

His Worship thanked Mr Dente for visiting Council and sharing his thoughts and furthermore thanked him for the comprehensive manner in which his staff carry out the audit.

### **Resolved**

The Annual Report for the year ended 30 June 2015 be adopted.

### **His Worship/Cr Klos**

**Item 252 ROAD LEGALISTION PART HONIKIWI ROAD – SO 490512**

**Discussion**

The Engineering Manager summarised a report informing Members that Council has documents requiring consent to legalising part of Honikiwi Road being a short section before the first bridge on Honikiwi Road at about RP130 Honikiwi Road. He advised that the section of road was realigned in the 1960's and this action now is to correct the legal alignment to coincide with the current physical location of the road.

**Resolved**

That

1. The Otorohanga District Council hereby consents to the Minister of Land Information declaring:
  - a. Pursuant to Sec 114 of the Public Works Act 1981 the land described in the **First Schedule** below to be road vested in the Otorohanga District Council.
  - b. Pursuant to Sec 116 and 117 of the Public Works Act 1981 the road described in the **Second Schedule** below being stopped and vested in the adjoining properties by way of amalgamation with the titles listed and being subject to existing mortgages recorded on the titles.

**South Auckland Land District – Otorohanga District**

<b>First Schedule - Land to be Declared Road</b>			
<i>Area</i>	<i>Description</i>	<i>Title</i>	<i>Owners</i>
48m <sup>2</sup>	Section 1 SO 490512	CFR 381826	DJ Whiteman & KV Street
414m <sup>2</sup>	Section 3 SO 490512	CFR 381826	DJ Whiteman & KV Street
70m <sup>2</sup>	Section 4 SO 490512	CFR SA34A/74	RM Hodges

  

<b>Second Schedule – Road to be Stopped and Vested by Amalgamation in Adjoining Properties</b>			
87m <sup>2</sup>	Section 2 SO 490512	CFR 381826	DJ Whiteman & KV Street
629m <sup>2</sup>	Section 5 SO 490512	CFR SA34A/74	RM Hodges
149m <sup>2</sup>	Section 6 SO 490512	CFR SA41D/580	DB & LM Jaques

2. The Mayor and Chief Executive of Otorohanga District Council be authorised to sign and seal any documentation necessary to legalise plan SO 490512.

**Cr Pilkington / Cr Phillips**

**Item 253 ODC MATTERS REFERRED FROM 15 SEPTEMBER 2015**

**Discussion**

The Governance Supervisor took Members through Matters Referred.

**RURAL HEALTH ALLIANCE**

Cr Prescott referred to obtaining further information to allow Council to consider whether to make a contribution to the Rural Health Alliance for support to farmers throughout the district and advised that he has had difficulty contacting the person concerned however, he has left messages. He requested that this item remain on Matters Referred.

## **TYRE STORAGE OWNER**

The Chief Executive advised that he had written to the tyre storage land owner requesting him to attend to the gorse on his property. Members were informed that should property owners have a neighbouring property where gorse is growing then they request action to be taken by the Regional Council.

## **GENERAL**

### **BEATTIE HOME**

Cr Johnson informed Members that the addition to Beattie Home is well underway. He said the extension will be double framed and insulated.

### **ZONE 2**

Cr Johnson reported that along with His Worship and Cr Pilkington he attended a Zone 2 meeting on 17/18 September 2015 held in Gisborne which he found to be very enlightening. He said representatives were asked whether their Councils reflect on issues such as culture/Iwi, measured Council's successes, improvement on representation, etc.

Cr Johnson referred to the issue of communication and as Council does not have a 'Comms' person, he feels there is a need to sell ourselves to our ratepayers and to cease bagging other Councils. He said there is a need for Council to use social media to tell of Council's successes.

Cr Johnson queried whether this Council has a link to Land & Water on the Regional Council website. He said this could be utilised to promote the district through environmental improvements being carried out.

Cr Pilkington thanked Council for the opportunity to attend this meeting which she said was very worthwhile. She said there is considerable valuable in receiving information first hand. Cr Pilkington reported that presentations/discussions were made on issues such as amalgamation/shared services, risk management/insurance, removal of rating exemptions and introduction of tourism levies.

His Worship reported he benefitted from attending this meeting.

### **LIBRARY PRESENTATION**

Cr Prescott referred to the wifi installation at the library and the report that it covers an area to the Origin Café and back therefore should Council consider placing the proposed hotspot somewhere else. The Chief Executive reported that there is a need for wireless coverage along the whole of Maniapoto Street however, Council would have to undertake this. It would however, give total coverage in the area. Cr Prescott felt that the proposed hotspot would cover the whole bus parking area opposite the former railway station. The wifi from the library would not cover this completely therefore there is not necessarily a doubling up of the coverage area.

### **NORTH KING COUNTRY DEVELOPMENT TRUST**

Cr Phillips reported on a recent AGM of the North King Country Development Trust and circulated a report on the activities of the Trust for Members information. He said the Trust will hold a workshop shortly to decide on how best to promote themselves, most likely by way of a brochure.

In reply to Cr Klos, she was advised that the area of the NKCDT covers the old Waitomo Electric Power Board area. This is now The Lines Company area.

### **SUB-REGIONAL SPORTING HUB**

Cr Phillips reported that the proposal for a sub-regional sporting hub in Te Kuiti cannot proceed without the support of this Council, in principle. He said there are already a large number of participants travelling to Te Kuiti for various activities.



Cr Phillips moved that the Otorohanga District Council supports, in principle, a sub-regional sporting facility to be built in Te Kuiti.

Cr Pilkington said there is a need to clarify whether Otorohanga teams will have to travel to Te Kuiti. The Chief Executive reported that, should this Council support the project, under the Waikato Regional Sports Facility Plan, Sport Waikato will find it extremely hard not to listen to the voice of a community and that funding may be moved towards this. He said if funding goes to Te Kuiti it is less likely to come to Otorohanga.

Cr Klos expressed the opinion that this Council needs to ensure it does not take any action which may compromise its own potential development. She said Kawhia could be developed as a place for water sports activity and out east, hunting. She said Council support is very valuable for a project to proceed. Cr Pilkington expressed the opinion of uncertainty as to the impact the Te Kuiti project may have on this areas sporting groups. His Worship suggested that the matter be deferred to the next meeting of Council. It was agreed that Cr Phillips arrange for representatives of the Te Kuiti project to speak to Council. His Worship said his biggest concern is, should a new facility be built, what will happen to the existing one. Cr Phillips withdrew his motion.

### **OTOROHANGA DISTRICT DEVELOPMENT BOARD**

Cr Pilkington informed Members that the ODDB AGM will be held next Wednesday 28 October 2015.

### **COMMERCIAL REAL ESTATE**

Cr Pilkington reported she had received very positive feedback from a commercial real estate company within the Waikato on the Otorohanga Council and staff who are great to deal with. She said this reflects favourably on elected members as well.

### **OTOROHANGA COMMUNITY BOARD – GARDEN COMPETITION**

Cr Klos referred to the decision of the Otorohanga Community Board to cease the annual community Garden Competition and expressed the opinion the Board is letting go of an opportunity. She said she would like to see the Board have discussion with landscape consultant Mrs Rosemary Davison on various options to encourage people to improve their properties which will present a good front for visitors to the district. Cr Klos said she would like to see rural properties included also.

### **GRAVEL ROAD – AROHENA**

Cr Klos reported on a complaint she has received from a ratepayer regarding the condition of a gravel road in Arohena. She said the ratepayer has a point, they pay large rates and have to use a gravel road which is in poor condition. His Worship said the level of service comes down to the number of vehicles using a particular road. The view was generally accepted that if it is necessary to use a gravel road, this be maintained as well as is reasonably possible. Cr Phillips expressed the opinion that the property owner should have been aware of the standard of the road when they purchased the property.

### **COUNCIL MEETING –MARAЕ**

Cr Klos referred to Council's Annual Report and raised the matter of Council meetings being held on local Marae. She said she is in favour of the idea. It was agreed that His Worship follow up on the suggestion.

### **AROHENA**

Cr Klos reported there is still an issue with recycling in Arohena not being collected.

## **RESOURCE MANAGERS MEETING**

The Engineering Manager informed Members of the NZ Resource Managers conference visiting tomorrow, Wednesday 21 October, at 11.30am on a local Marae on Rangiatea Road to see a joint project with Regional Council, local landowners, the Marae and ODC.

## **AGRICULTURE/PET DAYS**

His Worship reported on his attendance at various school Ag/Pet Days which proved to be a lot of fun and a great turnout. He said representation is well up on previous years.

## **BEE AWARE**

His Worship reported that he visited the Arohena School on 13 October to talk about the importance of bees.

## **RURAL SMALL TOWNS**

His Worship reported he had a recent meeting with Prof Etienne Nel and his wife Teresa to discuss rural economics in small towns. He said the Professor has carried out substantial research on Otorohanga and a discussion was held on what Otorohanga has to offer. The Professor advised that in order to retain people, it is necessary to have a good vibrant local High School. His Worship advised that the Professor will be returning in a couple of months time for further discussion. Cr Pilkington reported that the occupancy rate in Otorohanga's main street is very high.

His Worship referred to a recent advertisement for a youth coordinator and advised that consideration is being given to introducing a new model which will work for the district including Waitomo.

## **LETHBRIDGE ROAD PROPERTY**

The Chief Executive informed Members of the sale of a section of land on Lethbridge Road where four tenders were received with a tender price of \$50,000 being accepted.

## **PROPOSED MENZSHED**

The Chief Executive advised that a second meeting on the proposal to establish an Otorohanga MenzShed has been held with approximately 20 people attending. He said those present were very capable and wished to be involved. He said a committee has been established with Mr Darcy Lupton being Chair. The Chief Executive advised that a meeting was to be held regarding the lease of the property in Merrins Avenue and suggested that initially a two year term could be entered into.

The Chief Executive advised that an approach has been made to Council whether a small grant could be made to the committee in order to tidy the facility up.

## **HEALTH & SAFETY TRAINING**

Members were informed of a Health & Safety training day to be held on 24 November 2015 at Claudelands, Hamilton. An invitation has been extended to include Community Board members.

## **AUDIT REPORT**

The Finance & Administration Manager informed Members of Audits requirements for elected members in regard to expense claims and said these have to have a clear business purpose, receipts authorised by His Worship or the Deputy Mayor.

The Finance & Administration Manager then referred to Members interests and conflicts of interest and advised that currently there is a register highlighting these which needs to be regularly updated. He suggested that at the commencement of a meeting any members that have a change in interest or conflict of interest to make Council aware of this.

**MEETING CLOSED**

The meeting concluded at 12.28pm.

**MAYOR:**

**DATE:** 17 November 2015