



Otorohanga District Council

MINUTES

21 August 2018

10.03am

Members of the Otorohanga District Council

Mr. M Baxter (Mayor)
Mrs. K Christison
Mr. R Johnson
Mrs. RA Klos
Mr. P McConnell
Mr. K Phillips
Mrs. D Pilkington (Deputy Mayor)
Mrs. A Williams

Meeting Secretary Mr. CA Tutty

OTOROHANGA DISTRICT COUNCIL

21 AUGUST 2018

Minutes of the Meeting of the Otorohanga District Council held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 21 August 2018 commencing at 10.03am.

MINUTES

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
PRESENT		1
IN ATTENDANCE		1
OPENING PRAYER		1
PUBLIC FORUM (UP TO 30 MINUTES)		1
CONFIRMATION OF MINUTES & MATTERS ARISING		1
CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL – 24 JULY 2018		1
RECEIVE & CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 14 JUNE 2018		1
CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 12 JULY 2018		1
CONFIRMATION OF MINUTES – KAWHIA COMMUNITY BOARD – 8 JUNE 2018		2
DECLARATION OF CONFLICTS OF INTEREST		2
<u>REPORTS</u>		
ITEM 280	MAORI ROADWAY OFF OTEWA ROAD	2
ITEM 283	ROUTINE ENGINEERING REPORT – MAY TO JULY 2018	2
ITEM 281	ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENCING INSPECTOR'S REPORT FOR APRIL – JUNE 2018	3
ITEM 282	CIVIL DEFENCE AND EMERGENCY MANAGEMENT REPORT FOR APRIL – JUNE 2018	4
LATE ITEM	DISTRICT LIBRARIANS REPORT	4
LATE ITEM	APPOINTMENTS TO OTOROHANGA DISTRICT AND COMMUNITY CHARITABLE TRUST	5
ITEM 284	MATTERS REFERRED – 24 JULY 2018	5
GENERAL		5
ITEM 285	MOTION TO EXCLUDE THE PUBLIC	9

PRESENT

Mr. MM Baxter (Mayor), Mrs. DM Pilkington (Deputy Mayor), Councillors RA. Klos, RM. Johnson, P. McConnell, AJ. Williams, K Phillips, K Christison.

IN ATTENDANCE

Messrs DC Clibbery (Chief Executive), A Loe (Environmental Services Manager) (Attended 10.22am), G Bunn (Corporate Services Manager), R Brady (Engineering Manager), Ms. T Ambury (Land Management Officer) and Mr. CA Tutty (Governance Supervisor)

APOLOGIES

No apologies were received.

His Worship declared the meeting open and welcomed those present.

OPENING PRAYER

His Worship read the Opening Prayer

PUBLIC FORUM

No members of the public were present to address Council at the Public Forum section of this meeting.

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

Resolved that the District Librarian's Report, Chief Executive's report on appointments to the Otorohanga District and Community Charitable Trust and the Land Management Officer's report on the leasing of land for Community Medical Hub be considered in General Business which may require resolutions.

His Worship / Councillor Pilkington

CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL – 24 JULY 2018

Resolved that the Minutes of the meeting of the Otorohanga District Council held on 24 July 2018, as amended, be approved as a true and correct record of that meeting and the resolutions contained within be adopted.

His Worship / Councillor Phillips

MATTERS ARISING

Councillor Pilkington queried the timeframe envisaged for the review of the current Traffic Bylaw.

The Chief Executive replied that this matter will be the next item he intends to work on. He said it will be necessary to ask both the Otorohanga and Kawhia Communities for their input.

Councillor Klos referred to the Animal Control Officers report on Page 9, in particular the second sentence and requested that this be amended to singular – tag and dog.

Councillor Johnson referred to Page 11, the item on the Beattie Home facility and requested in the last sentence that the word "run" be amended to read "funded".

In reply to Councillor Klos regarding the Service Agreement with the Sub Regional Waikato Economic Action Plan Group, His Worship undertook to follow up on their list of KPI's and the proposed delivery of these.

RECEIVE & CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 14 JUNE 2018

Resolved that the Minutes of the meeting of the Otorohanga Community Board held on 14 June 2018, as circulated, be confirmed and the recommendations contained within be adopted.

Councillor McConnell / Councillor Christison

CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 12 JULY 2018

Resolved that the Minutes of the meeting of the Otorohanga Community Board held on 12 July 2018, as circulated, be confirmed and the recommendations contained within be adopted.

Councillor McConnell / Councillor Christison

CONFIRMATION OF MINUTES – KAWHIA COMMUNITY BOARD – 8 JUNE 2018

Resolved that the Minutes of the meeting of the Kawhia Community Board held on 8 June 2018, as circulated, be confirmed and the recommendations contained within be adopted.

Councillor Pilkington / Councillor Phillips

DECLARATION OF CONFLICTS OF INTEREST

His Worship asked members if they were aware of any conflicts of interest that may exist regarding items to be discussed at today's meeting.

Councillor Johnson declared a conflict of interest in matters to be discussed relating to the Otorohanga Charitable Trust.

ITEM 280 – MAORI ROADWAY OFF OTEWA ROAD

Council's Land Management Officer presented a report informing members that a commitment from Council to the maintenance of the Maori roadway off Otewa Road is proposed. She advised that it is proposed for Council to complete annual maintenance of the roadway acknowledging that Council and Council invitees are the main commercial users of the road, and therefore should be responsible for a larger portion of the road maintenance.

The Land Management Officer further reported that it is also proposed for Council to make available a stockpile of metal for the other land owners off the Maori roadway so they can manage minor maintenance of the road such as filling potholes in between Councils annual maintenance programme.

The Land Management Officer informed members that this is a private road on Maori land but interests in the road have changed due to changes in property ownership.

In reply to Councillor Phillips the Land Management Officer advised that the shared ownership of this road has changed and there are now Maori and non-Maori property owners.

Councillor Pilkington complimented the Land Management Officer on her very clear and easy to understand report.

His Worship said the result is a very commendable outcome for all.

Resolved that

1. Council commits to an annual road maintenance regime of the Maori roadway off Otewa Road to include annual grading and replenishment of road metal as required.
2. Council commits to leaving a stock pile of metal available to the other landowners to undergo minor maintenance such as potholes throughout the remainder of the year as required.

Councillor Pilkington / Councillor Klos

ENVIRONMENTAL SERVICES MANAGER

Councils Environmental Services Manager attended the meeting at 10.22am.

ITEM 283 – ROUTINE ENGINEERING REPORT – MAY TO JULY 2018

The Engineering Manager asked members to take his report as read however, he did highlight parts of the report for members information.

Contract 1009 – LED Street Light Upgrade

The Engineering Manager informed members that staff are undertaking one or two night inspections this week to ascertain whether additional street lights are required.

Contract 1053 – Footpath Construction

His Worship asked whether an approach has been made to obtain shared services in an effort to engage a contractor to carry out this work.

The Engineering Manager replied that no approach has been made to the Waipa District Council on this matter.

Councillor McConnell reported that several people are not happy with the "SHE" programme and / or the requirements of Traffic Management Safety. He said many people are now questioning these requirements and that it makes it challenging for

a small company trying to obtain work.

Contract 1049 – Bridge Painting

The Engineering Manager reported that seven Tenders have been received with Inframax being the lowest priced conforming tenderer.

In reply to Councillor Pilkington regarding the sealing of Kawhia community streets the Engineering Manager replied that these have been added to Councils reseal programme and will be carried out during this financial year.

Contract 1070 – Road Maintenance

Councillor Pilkington thanked the Chief Executive for the invitation for members to attend the Road Maintenance Contract presentations. She said this was a great opportunity and congratulated the evaluating team on the outcome. She said it is a great result.

Councillor Pilkington on behalf of property owners out west extended their appreciation and thanks for the high standard of the roadside mowing being carried out.

Councillor McConnell referred to the street light upgrade in the Community and queried when a survey would be undertaken on the result of this as people have made contact regarding the lighting situation being very dark in some areas. He said matters have been raised on Facebook as well.

Councillor Klos reported that the contractor Higgins is working on Waipapa Road and is now cutting the surface of the road to make it rougher.

Councillor Klos referred to the street light upgrade and question if this is only town based. She said upgrade of lighting is also required in rural areas particularly at major intersections throughout the District. The Engineering Manager replied that it could be possible to include some rural street lighting under the Road Safety works.

The Chief Executive informed members that in the first instance it is necessary to make a decision on policy regarding such rural lights.

Arohena Rural Water Supply

The Chief Executive reported that there is no apparent appetite from central Government to come down heavily on the compliance of small rural water supply schemes. He said a letter has been prepared to go out to the Arohena Rural Water Supply scheme members recommending that the water standard requirement be placed on hold until central Government ascertains what it really wants.

His Worship said that Central Government will commence reviews on the municipal areas throughout the country first.

Otorohanga Community Parks and Reserves

The Engineering Manager reported that the parks and reserves have been operated well under the control of Council's Community Facilities Officer, Mark Lewis.

Councillor Pilkington reported on her attendance at a recent co-governance forum whereat the matter of replanting of Otorohanga's wastewater wetland was raised. She said concern was expressed over the long term outcome of this method. Councillor Pilkington asked whether Council is considering replacing the wetlands planting in the long term.

The Chief Executive said it has been suggested that the wetlands just be treated as a shallow pond and to add in additional chemical dosing when required. He said it may be necessary for Council to engage a consultant to further investigate this option.

His Worship thanked the Engineering Manager for his comprehensive report.

Resolved that the Engineering Managers Routine report for May to July 2018 be received.

His Worship / Councillor Williams

ITEM 281 – ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENCING INSPECTOR'S REPORT FOR APRIL – JUNE 18

Council's Environmental Services Manager referred members to the Environmental Health Officer's / Liquor Licencing Inspector's report for the period April to June 2018 and asked whether they had any questions on its content.

Special Licence Applications

Councillor Pilkington raised the matter of Special Licence applications and asked whether the applicant is entitled to a hearing.

The Environmental Services Manager referred to a specific application and reported that it was not physically possible to obtain sufficient people to convene a Committee to consider this particular application. He said there is no statutory requirement for a Committee to be formed and it was just an unfortunate circumstance that in this case it was not possible.

Councillor Johnson expressed the opinion that a Hearing only occurs should someone opposes the application.

Councillor McConnell felt that there must be some provision within the Act for a hearing to be held on another day.

The Environmental Services Manager replied that the Act is quite specific; a Committee must have a Chair and three Committee members in attendance.

Councillor Pilkington advised that it is very important that the applicant is aware of the timeframe required.

The Environmental Services Manager informed members that steps have been taken to avoid the same situation happening again.

Resolved that the Environmental Health Officer / Liquor Licencing Inspector's report for the period April to June 2018 be received.

Councillor Phillips / Councillor McConnell

ITEM 282 – CIVIL DEFENCE AND EMERGENCY MANAGEMENT REPORT FOR APRIL – JUNE 2018

The Environmental Services Manager referred members to the Civil Defence and Emergency Management report for April – June 2018.

His Worship informed members that Mr. Lee Hazelwood has resigned from his Civil Defence position to take up a position as an Air New Zealand emergency response person.

Councillor Klos reported that rural areas have been told that they are on their own in regards to Civil Defence emergencies and that over the past forty years no plans have been put in place for these areas.

Councillor Klos said that with the change of School Principals no one would have any idea of the Civil Defence plans and what they should do in an emergency situation.

Councillor Klos was advised that with the appointment of David Simes (Emergency Management – Operations Manager for the Western Waikato CDEM Area) these concerns should be rectified.

Resolved that the information contained in the report of Andrew Loe, Local Civil Defence Controller and David Simes, Emergency Management Operations Manager be received.

Councillor Phillips / Councillor Pilkington

LATE ITEM DISTRICT LIBRARIANS REPORT

The Corporate Services Manager presented the District Librarian's Report dated 21 August 2018.

His Worship expressed the opinion that should staff go back approximately ten years, members would be shocked to see the decline in physical visits to the Library.

The Corporate Services Manager replied that the Libraries E-Resource is a real growth area within the Library.

He said there is potential to open up the E-Resource which will bring in more material.

Councillor Klos raised the matter of some Libraries having a dog in attendance.

She was informed that dogs were not allowed in the Otorohanga Library other than assistance animals.

Resolved that the District Librarian's Report dated 21 August 2018 be received.

Councillor Johnson / Councillor Phillips

LATE ITEM APPOINTMENTS TO OTOROHANGA DISTRICT AND COMMUNITY CHARITABLE TRUST

The Chief Executive summarised a report informing members that there is considered a need to clarify some arrangements in respect of the Otorohanga District and Community Charitable Trust.

Resolved that:

1. For the avoidance of doubt, the following Trustees are appointed to the Otorohanga District and Community Charitable Trust: **Arnold Van Straalen, Bronwyn Tubman, Kim Ingham, Roy Johnson, Bob Strawbridge, Deb Wilshier, Andrea Pye**
2. For the avoidance of doubt, none of the presently appointed Trustees, or future Trustees of the Otorohanga District and Community Charitable Trust shall act as formal representatives of Otorohanga District Council. If elected members of Council are appointed as Trustees of the Trust they shall be so appointed in the capacity of individuals, not as representatives of Council.

His Worship / Councillor Klos

ITEM 284 – MATTERS REFERRED – 24 JULY 2018

The Governance Supervisor took members through Matters Referred.

Waikeria Prison Extension Project

The Environmental Services Manager reported that he has not progressed the matter to arrange for Mr. Robert Quigly to speak to Council

Dog Registration Tags and Discs

The Environmental Services Manager reported that the discs are twice as expensive as the tags.

Councillor Pilkington suggested an indication could be obtained from other Councils as to what is the best option for dog owners.

The Environmental Services Manager advised that any extra costs incurred would need to be spread over the dog owners. He said the estimated additional cost would be approximately \$300.

Councillor McConnell reported that many people are not aware of the availability of discs and if they were they would be quite happy to pay the extra cost. He said this is particularly the case with the owners of smaller dogs.

The Chief Executive said that the difference in cost was small, and suggested that dog owners should be given the choice between a disc or a tag at no extra cost.

Extreme Zero Waste Facility – Raglan

The Land Management Officer informed members that two staff members have visited the site last Friday and were really impressed with the workings of the facility. It was agreed that Council's Community Facilities Officer organise for Council and Community Board Members to visit the site within the next couple of months.

GENERAL

Council Rates

Councillor Phillips reported that he has received feedback from property owners really pleased with the cost of Council's rates within the Otorohanga District.

Waipa River Catchment Committee

Councillor Phillips reported on his attendance at a recent Waipa River Catchment Committee meeting which he found to be very interesting. He said really good work is being carried out within the catchment areas, particularly to the north of Pirongia. He said good results have been achieved along with input from local farmers.

Councillor Phillips suggested that any work such as removing willows, replanting etc. be commenced in the tributary streams and then worked down to the river. Councillor Phillips advised that the farmers who come on-board then become part of the scheme and accordingly they fix up various problems.

Councillor Phillips referred to the DNA testing of water borne bacteria and suggested an invitation be extended to a Scientist in this field to attend a Council meeting.

Waipa Co Governance Forum

Councillor Pilkington extended her congratulations to His Worship on his property being identified as an excellent example of riparian planting and fencing.

Otorohanga District Development Board – Networking Breakfast

Councillor Pilkington thanked all elected members who attended the networking breakfast held last Wednesday. She reported that Councils Chief Executive has offered to do a presentation on this Councils effects based District Plan.

Councillor Klos said she also attended the networking breakfast last Wednesday.

Councillor Johnson also reported that he attended the networking breakfast and found this to be very positive.

Councillor Christison too advised that she attended the networking breakfast.

Project Kiwiana– Jim Barker Memorial Playground

Councillor Pilkington reported she attended the turning of the sod ceremony at the Project Kiwiana – Jim Barker Memorial Playground. She said she would like to acknowledge the dedication and hard work undertaken by Mrs. M Hurley and the Project Kiwiana Committee members on this project. She also expressed thanks to Waipa Networks, Trust Waikato and the Barker Family.

Councillor Christison reported that she also attended this ceremony.

Audit and Risk Committee

Councillor Klos reported she attended a meeting last Monday of the Audit and Risk Committee where discussion was held on Asset Management and Policy Development.

Matters Referred

Councillor Klos said she would like to see the following matters identified on matters referred.

- 1) Consideration of new seal extensions.
- 2) Lighting for rural intersections.

Beattie Home

Councillor Johnson circulated a concept plan of the proposed dementia unit at Beattie Home. He said the current proposal is to show the public that they are serious about the proposal with possible funding through the provincial growth Fund. He extended an invitation to His Worship and Chief Executive to attend a future meeting of Beattie Home.

He said he would like to see Council on-board with the proposal.

Councillor Johnson reported that the issue at the present time is how to fund the capital cost of the unit.

Meeting Adjournment

Council adjourned the meeting at 11.40am to hear a presentation from Mrs. S Garmonsway (Gallie Miles Lawyers) on the Dog Control Act.

Resolved that Council adjourn the meeting and go into a workshop situation.

His Worship / Councillor Phillips

Luncheon Adjournment

Council adjourned for Luncheon at 12.50pm and resumed at 1.27pm

Meeting Reconvened

Resolved that the meeting of the Otorohanga District Council be reconvened at 1.27pm

His Worship / Councillor Phillips

CONTINUATION OF GENERAL BUSINESS

Civil Defence

Councillor Williams reported there is considerable work required under the Act and that a special meeting had been held approving the Group Plan. She said as a result of the Christchurch earthquakes, it is necessary for the District to learn how we recover from such an event.

Councillor Williams advised that the joint Civil Defence Committee will bring information back to the relevant Communities.

Stopbank Walkway

Councillor McConnell reported that the Otorohanga Community Board held a workshop recently on the proposed stopbank walkway. He said this is now going out for consultation with the key stakeholders.

Kawhia

Councillor McConnell reported his observance of the area coming into Kawhia where there are Pohutukawa trees and plastic marker poles. He said he assumed this is creating a space for people to walk along the side of the road.

Councillor McConnell was advised that a proposed boardwalk for this area had been turned down by the Kawhia Community Board.

Councillor Pilkington expressed the opinion that the Kawhia Community may buy into the project if there is no ratepayer money required.

Council Boardroom

Councillor McConnell said he did not agree with the current seating arrangements in the Boardroom and expressed the opinion that members and staff need to be closer to each other.

Community Breakfast

Councillor McConnell reported that he will be hosting an Otorohanga Community Board breakfast sometime in the near future.

Driver Training Programme

The Engineering Manager reported on a request to roll over the Driver Training Programme and for this to be extended to include learner and full licences. He said this programme is fully subsidised at an estimated cost of \$71,500.

His Worship advised that Council's road safety budget has been extended to include this programme.

Members were informed that the Drivers Licence Training Programme is working out of Otorohanga.

Council agreed to support the continuation of this programme.

Waikato Region – Cycle Trails

Council's Land Management Officer informed members that the business case summary has been finalised. She reported on the River Trail extending to Waipapa and advised that this had to be halted as a Resource Consent was required. She advised that a planner is now finalising the matter.

River Trails Trust – Request for Assistance

The Land Management officer advised that a request has been received from the River Trails Trust seeking \$1000 towards the cost of a Resource Consent application in respect of the new bridge over the river at Waipapa.

The Chief Executive advised that there is an amount of \$10,000 under sundry grants within the Democratic Process should members wish for part of this to be utilised.

SWEAP

The Land Management Officer updated members in regards to SWEAP including results from the workshop findings.

Creative Communities Scheme

The Governance Supervisor reported that the assessment committee for the Creative Communities Scheme is seeking new members from the Community and Iwi.

He reported that applications for members were called last week through an advertisement in the Waitomo News however, to date no response has been received.

The Governance Supervisor asked members that should they be aware of any persons interested and suitable to be part of the Committee to let him know.

Mayoral Forum

His Worship reported on his attendance at a recent Mayoral Forum where the following items were raised:

- Waikato Plan – Hamilton City Council not overly committed to concept.
- Development of Regional Housing stock profile.
- Understanding better medical health.
- Youth employment.

National Waterscape

His Worship reported on the National Waterscape update including the water collaboration proposal. He said Council will not be part of this, it will at this point only observe.

Harvest Centre – Trust Power

His Worship thanked Trust Power for the donation of a vehicle for the Thrive Youth Mentorship programme. He said this will provide huge benefits to the Community.

Regional Plan

The Chief Executive reported that Council is participating in a joint further submission on the variation to the Regional Plan.

Chief Executive's Resignation

Councillor Pilkington said she would like to acknowledge the Chief Executive's resignation from Council and to take the opportunity to thank him for all that he has contributed to the affairs and operation of Council.

Adjournment

Resolved that the meeting be adjourned at 2pm to hold a Citizenship Ceremony

His Worship / Councillor Pilkington**Meeting Reconvened**

Resolved that the meeting of the Otorohanga District Council be reconvened at 2.40pm

His Worship / Councillor Phillips

ITEM 285 – MOTION TO EXCLUDE THE PUBLIC

That the Otorohanga District Council pursuant to pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1987, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public."

Reason for Confidentiality

Grounds

Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -

48(1d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.

Reason

Subject to sections 6, 8 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:

7(2i) Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

His Worship / Councillor Pilkington

MEETING CLOSURE

The meeting closed at 3.27pm

SIGNED: _____

DATED: _____

