



Kawhia Community Board

AGENDA

FRIDAY 7 JUNE 2019

1PM

Members of the Kawhia Community Board

Mr. CE Jeffries (Chair)
Mrs. DM Pilkington (Deputy Mayor)
Mr. G Fletcher
Mr. AJ Rutherford
Mr. DM Walsh

Meeting Secretary: Mr. C Tutty (Governance Supervisor)

KAWHIA COMMUNITY BOARD

FRIDAY 7 JUNE 2019

Notice is hereby given that an Ordinary meeting of the Kawhia Community Board will be held in the Kawhia Community Hall, Jervois Street Kawhia on Friday 7 June 2019 commencing at 1pm.

28 May 2019

Tanya Winter
CHIEF EXECUTIVE

AGENDA

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PRESENT

IN ATTENDANCE

APOLOGIES

DECLARATION OF INTEREST

PUBLIC FORUM (UP TO 30 MINUTES)

CONFIRMATION OF MINUTES – 2 APRIL 2019

ITEM 106 CHAIRPERSON'S REPORT (VERBAL)

ITEM 107 CHIEF EXECUTIVE REPORT 16 APRIL TO 20 MAY 2019

TO: CHAIRPERSON AND MEMBERS OTOROHANGA COMMUNITY BOARD

FROM: CHIEF EXECUTIVE

DATE: 7 JUNE 2019

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.

STAFF RECOMMENDATION

It is recommended:

That the report is received.

REPORT DISCUSSION

This following matters are highlighted for Council's attention:

1. Health, Safety and Wellbeing

In this last month we farewelled Robyn Kehoe. Part of Robyn's role was Health and Safety Advisor. Until I make a permanent decision about this role, I have contracted Tracey Stevenson from Health & Safety Connexions Ltd to help us out. Tracey was the Health and Safety Manager at Hamilton City Council, and has provided H&S advice and project management to several Waikato Councils including Waipa and Waitomo. I have expanded the scope of this role (and the title too) to be Health, Safety and Wellbeing recognising the wider role employers have in ensuring our staff are healthy, safe and well in their work. Tracey will report directly to me, she will be working on a number of projects, and will be on-site in the office one day a week to be available to staff (and on-call if required at other times).

2. Iwi Liaison

In early April the Mayor and I met with Mr Derek Wooster and Mrs Pera MacDonald to discuss iwi relationships, and to clarify roles and channels of communication. This is an area that Council have indicated is important, so I am spending some time getting an understanding of local relationships and protocols. I have also met with my staff who are primarily working in this area so that we assign resources to support this important relationship. I will be taking a leadership role in this area.

3. Meetings with Business Owners

Phase Three of my ninety-day plan kicked off this month with the start of meetings with some business owners and developers underway. Ward tours with both elected members and staff will continue, and I have been out on two very valuable full-day tours with Mr Lew Pulman from the Roothing Team. I continue to attend a large number of community meetings.

4. Four Wellbeings Back in the Local Government Act

The Local Government (Community Well-being) Amendment Bill passed its third and final reading in Parliament on 7 May 2019 effectively reinstating the four aspects of community well-being – social, economic, environmental and cultural – into the Local Government Act. While councils across the country have largely continued to deliver across these four areas, as mandated by their

communities, the amendment provides official restoration of the four well-beings to the Local Government Act, which were removed under the last government. Council and Community Boards will have an opportunity at the combined Council-Community Board workshop in early July to discuss our involvement in social and economic development in the district.

5. Professional/personal development

This month I was nominated and elected to the position of President of the Midlands Branch of SOLGM. I discussed this with the Mayor before accepting the nomination, and advised him that the next commitment I have in this role is not until December. I appreciate that my time needs to be focused in the district, but I do think a connection with the wider local government sector through a role like this will have positive spin-offs for Council and our community.

6. Other Meetings/Activities

I have attended a number of other meetings this month. They include:

- Maniapoto Treaty Settlement Negotiations (natural resources)
- Department of Corrections – Tour of Waikeria Prison project
- Sport Waikato
- Steven Wilson (iwi relationships)
- Guru Digital (a new intranet for Council)
- Ōtorohanga and Kawhia ANZAC Day services
- Waikato Mayoral Forum
- Ōtorohanga Poets Society
- Wintec (Ōtorohanga campus)
- Upper Waipa River Integrated Management Plan
- Broadspectrum
- Civil Defence and Emergency Management staff
- Regional Cycle Trails Network
- Thrive
- Happy Valley Milk
- ODDB Breakfast
- Wriggle and Rhyme
- Harvey Brookes (from Martin Jenkins)
- Various meetings with individual community members

Tanya Winter
CHIEF EXECUTIVE

ITEM 108 AOTEA SEAWALL STEPS
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: ENGINEERING MANAGER
DATE: 7 JUNE 2019

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Manage the natural and physical environment in a sustainable manner
 - Foster an involved and engaged Community
-

EXECUTIVE SUMMARY

A question has been raised whether two sets of stairs along the Aotea Seawall are required. There are currently five sets of stairs and two are a hazard and require ongoing maintenance.

STAFF RECOMMENDATION

It is recommended:

That the two sets of steps situated on the Aotea Seawall, in front of 177 and adjacent to 249 Lawton Drive respectively, be permanently removed.

Or

That the two sets of steps situated on the Aotea Seawall, in front of 177 and adjacent to 249 Lawton Drive respectively, be retained; that the necessary maintenance work be completed; and annual and long term plan budgets be amended to make allowance for these costs.

REPORT DISCUSSION

This report has been presented to the Kawhia Community Board by Council staff concerned about the maintenance budget for the Aotea Seawall, and also by some residents who have raised safety issues.

There are currently five sets of timber stairs along a distance of approximately 500m that give access across the Aotea Seawall to the harbour below. The maintenance cost of these stairs has been increasing and has now reached a level that the current budgets are not sufficient to cover this cost. There has also been discussion with the property owners adjacent to the two steps regarding the consideration for removal; the need for them; and the hazard which they currently represent.

The practical reasons for considering the removal of these two sets and leaving the other three are as follows:

- The nature of the shifting sand at the foot of the seawall is such that the bottom of these two stairs are continually left some distance above the sand, which creates a hazard for anyone using the stairs. (The other three sets appear to be in much more "sand stable" areas.)
- These steps do not appear to be used often, particularly as they lead to an area which is still covered by water for the vast majority of the tide cycle and leads to a very small area of sand even at low tide. Generally, people fishing use the rocks on the seawall to find suitable locations to fish from, not the stairs.
- Both sets of stairs are in need of repair, which is mainly due to the highly corrosive movement of the sand laden tidal waters.
- The location of these two sets are directly in front of private sections, and in one case, actually located on a private section.
- The other three sets of stairs are accessed from road reserve to areas, where at low tide there is sand consistently present in the harbour, which makes them a much safer option to access the harbour.

Advantages of removal

- A safety hazard is removed
- Maintenance costs are reduced
- Capital renewal costs for these stairs are not incurred
- Residents are less affected

Disadvantages of removal

- Less points for people to access the harbour

Financial considerations

- While it is believed the stairs were constructed using H6 treated timber, which is specified for immersion in seawater, the level of decay of the timber suggests that this was not the case.
- It is believed that while interim repairs can be carried out, there is a likelihood that a total replacement may be required in the near future.
- It is estimated that short term repairs with the stair remaining insitu would cost about \$2500, while replacing both sets of stairs could cost in the region of \$11,000.
- The Aotea Seawall maintenance account 170 491 199 has an annual budget of \$10,000 per year, and for the current financial year this budget has been used to re-stack the rocks on a portion of the seawall, which is the task for which funding is primarily allocated.
- There is currently no capital renewals budget in place for the next ten years for the Aotea Seawall.
- The funding for the Aotea Seawall account is 90% from a targeted Aotea residents rate and 10% district funded.

Staff are not aware of any cultural or traditional significance for local iwi relating to these stairs and the role they play in accessing the harbour.

Consideration has also been given to retaining the stairs and carrying out the maintenance works required. This would require an amendment to the ongoing operational and capital budgets.

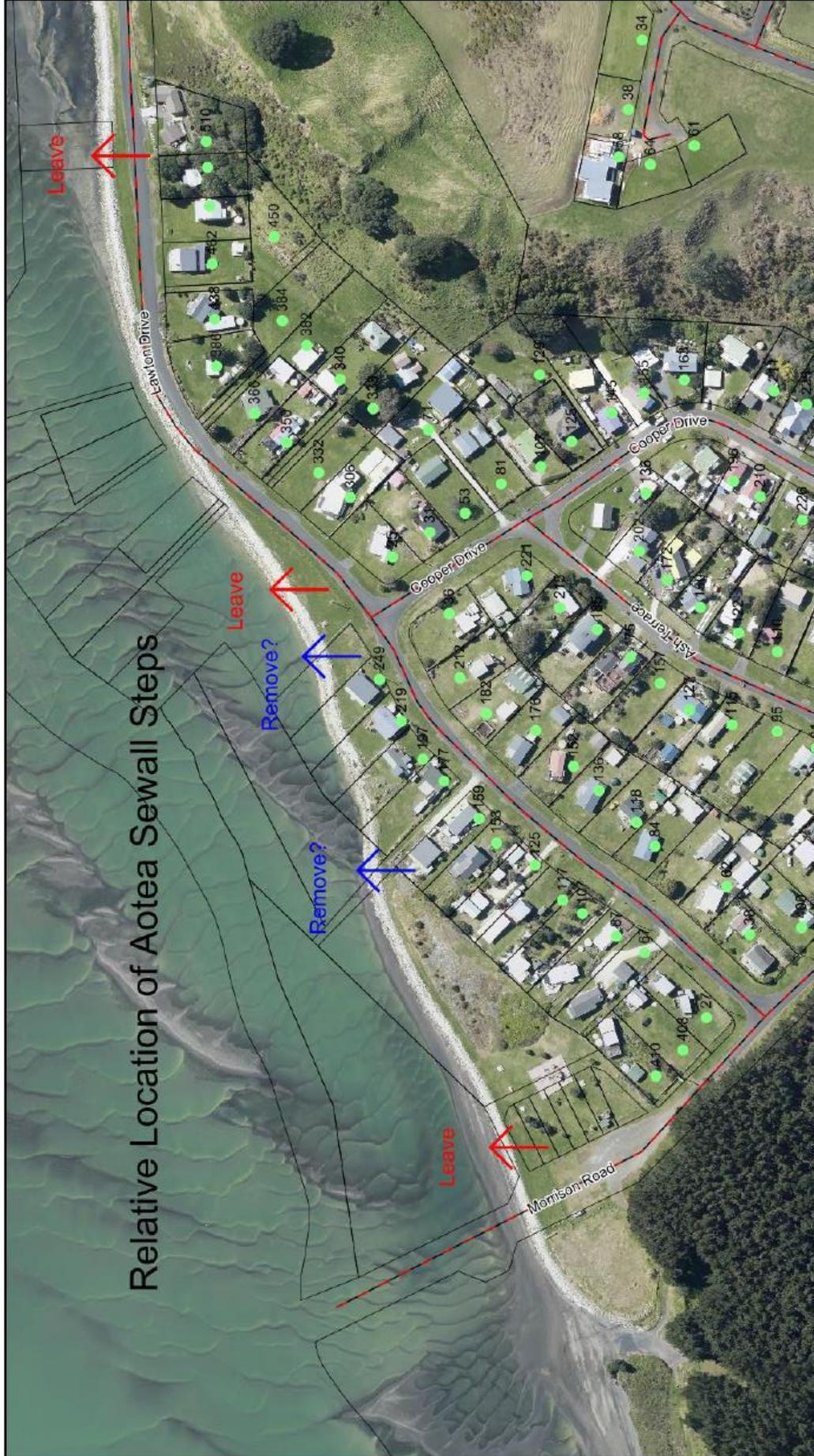
Alternatively, no decision could be made and the matter referred to allow wider consultation with the entire Aotea Community.

R H Brady
ENGINEERING MANAGER

ATTACHMENTS

- a. Location of steps recommended for removal

Print Date: 27/05/2019
Print Time: 3:48 PM



Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
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It is made available in good faith but its accuracy or completeness is not guaranteed.
If the information is used on in support of a resource consent it should be verified independently.

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1759385 49724845 5791498 58100379
1760038 82358155 5791887 83387001

Scale: 1:2475
Original Sheet Size A4



ITEM 109 KAWHIA HOUSING FOR THE ELDERLY –REVIEW OF RENTALS
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: GOVERNANCE SUPERVISOR - CA TUTTY
DATE: 7 JUNE 2019

Relevant Community Outcomes

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

EXECUTIVE SUMMARY

A review of Housing for the Elderly rentals in Rosamond Terrace, Kawhia, is proposed.

STAFF RECOMMENDATION

It is recommended:

That the rental charge for units at Rosamond Terrace, Kawhia be increased by approximately 5% to

Single person - \$110.00 per week

Double (couple)- \$136.50 per week.

effective immediately after the notification period.

REPORT DISCUSSION

Rentals for units at Rosamond Terrace, Kawhia were reviewed in April 2018 at which time it was resolved that the rental charged for the units increase to:

Single person - \$105.00 per week

Double (Couple) - \$130.00 per week effective from 1 July 2018.

As members will be aware it is necessary to give Tenants not less than 60 days' notice of any proposed increase in rental and ideally take into account pension dates. Council is free to set whatever rental it feels appropriate and should any Tenant experience hardship because of this, assistance is available through the Work and Income New Zealand Accommodation Supplement.

This is a weekly payment which helps people with their rent, board etc.

The net weekly New Zealand Super income rates which came into effect from 1 April 2019 are:

Single: living alone \$411.15
 sharing \$379.52

Double: one qualifies \$316.27

One partner qualifies: other partner included \$601.22

Both qualify: \$632.54

ASSET MAINTENANCE

At this point it is indicated that the cost of maintenance for the 2018/19 year will be around \$5,705 much in line with the budget estimate of \$5,761.

Capital works in 2018/19

Refurbishment of units; budget of \$4,000, estimated actual of \$4776

External painting: budget of \$8,000, estimated actual nil.

Income for 2018/19

The estimated actual is \$29,000 compared to a budget estimate of \$32,000

Asset Maintenance for 2019/20

Other services	\$4,500
Engineering Services	\$1,300
	\$5,800

Activity Operation for 2019/20

Mowing	\$2,442
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Capital works for 2019/20

Refurbishment of units	\$5,000
Replacing the roofs	\$30,000
	\$35,000

SETTING RENTALS FOR 2019/20

Our neighbouring Councils charge as follows:

Waitomo District Council

Bedsitter - \$103 per week

One Bedroom (small) \$112 per week

One Bedroom (large) \$123 per week

Waipa District Council

Bedsitter - \$170 per week

One Bedroom - Palmer Street, includes washing machine \$180- \$195 per week

- Churchill & Mangapiko Streets, attached garage \$225 per week.

Given the deficit balance in this account (estimated to be \$39,277 at 30 June 2019) an increase of 5% to rentals is advisable to reduce the overall increase in this deficit over the term of the long term plan.

CA Tutty

GOVERNANCE SUPERVISOR

ITEM 110 ROUTINE ENGINEERING REPORT - FEBRUARY TO APRIL 2019
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: ENGINEERING MANAGER
DATE: 7 JUNE 2019

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

This is a routine report on engineering matters for the period February to April 2019.

Staff Recommendation

It is recommended:

That the report is received.

Report Discussion

ROADING

Contract 1070 – Roads Maintenance (Inframax Construction Ltd)

Contract 1070 is progressing well. Cyclic maintenance work is by and large being completed within timeframes specified. As with any contract work there are exceptions and these are dealt with on a case by case basis. When residents call in a service request, these are investigated, prioritised and dealt with.

- One area that we are targeting is to get ahead on the preparation for the pre-reseal repairs that lagged through the previous contract.
- A relatively dry summer period has seen some of the unsealed roads surfacing deteriorate. These areas will be targeted with the winter grade on the roads.
- Bridges are receiving maintenance attention, including the Lethbridge Road Bridge where the deck requires some work.
- A spate of deliberate road sign damage is occurring. To date, the culprit has not been identified, but it is believed that a vehicle is being used to deliberately push over road signs on the roads.
- The cleaning out of stormwater catchpit sumps in the district commenced just in time before the weather changed. No major stormwater issues were reported.

Contract 1051 – Second Coat Sealing and Reseals 2017 – 2019 (Higgins Construction Limited)

This contract has now been substantially completed. A few small areas require maintenance attention. The Roading Team has received positive responses regarding roads that have been resealed. Preparations are under way to gain on the pre-reseal repairs by completing some of the repairs for the following season before winter to allow for better consolidation of the repair prior to resealing.

Contract 1029 – Pavement Marking 2017 – 2020 (Roadmarkers NZ Ltd)

The current year's contractual workload has been substantially completed.

Contract 1053 – Footpath Construction and Maintenance 2017/18

The contractor tasked with the work could not fulfil his obligations in terms of starting the work. In addition, they failed to provide the required bond. Several contractors were approached, but all indicated their workload was too excessive to take on this work.

A New Plymouth contractor was approached and they provided a competitive price. It is anticipated their price will be accepted through the Tenders Committee process, and they will be able to start work soon after.

C1061 – Waikeria Road Upgrade

A robust polymer modified emulsion two-coat, second coat sealing has commenced and should be completed shortly. It is anticipated that this treatment will stand up well to the heavy construction traffic.

C1063 - Huiputea Drive - Lowering and Associated Car Park and Stormwater Works

The contractor commenced work later than programmed and this, plus some unforeseen stormwater issues with high voltage cables, have prevented the contractor from making good progress. As the risk of completing the roadworks on such a busy, high profile site during the winter months is high, a decision has been made to postpone this section of the contract until spring. The contractor will now concentrate on completing the stormwater and all other peripheral works.

Contract 1026 – Mangaorongo Road Rehabilitation (Inframax Construction Ltd)

The contract works are substantially complete as programmed, and the Contractor has applied for practical completion. A thorough inspection is being completed and a snaglist is being prepared by the Roading Team to issue to the Contractor before the practical completion certificate is issued.

Contract 1049 – Bridge Painting Contract (Inframax Construction Ltd)

Work has now commenced, and as Inframax has the maintenance contract, the same team undertaking the normal maintenance on the bridges during the specific cycle will also perform the bridge painting.

C1072 – Progress Drive Stormwater Improvements

The main work has been successfully completed. Minor snags are being sorted out by the contractor and clean-up work has commenced.

Contract 1081 – Wahanui Crescent Bus Shelter

This project is now complete.

Contract 1071 – Stopbank Pathway

Work has commenced and the majority of the on/off linkages have been completed. An inspection by Waikato Regional Council (WRC) identified some minor issues, which are being addressed. In addition to this, the WRC is now requesting a retrospective resource consent, which is being applied for.

The supplier of the limestone fines and grit has indicated that the supply of these materials are currently unavailable. Alternative sources are being investigated, failing which the specification may have to be altered to make provision for an alternative overlay.

Contract 1078 - Huiputea Drive Stormwater

Work has commenced on this project, but it has fallen behind schedule due to the pipe supplier running out of the required pipe. The delay will not affect the overall project.

Roading Budgets

The overall roading projects and maintenance works are tracking within the overall amended (bringing a portion of Mangaorongo Road forward) annual budget. A large proportion of the work has already been accomplished, including the reseal works and Mangaorongo Road rehabilitation, which gives some certainty to the financial position. As this is the first year of the three year NZTA funding cycle, any work postponed can be carried forward into the next financial year.

WATER AND COMMUNITY SERVICES

Ministry of Health Drinking Water Compliance

On 14 February and 13 March 2019, Waikato DHB carried out an assessment of our compliance with the Drinking Water Standards New Zealand (DWSNZ), in particular Council's application of the Otorohanga Treatment Plant Water Safety Plan (2017) and the proficiency of our site operators. Overall, the results were good with only eight non-conformances which all related to basic clerical and administrative processes. Staff are working to rectify this with the final sign off in June this year.

Kawhia Community Water Supply

Apakura water main renewal has been completed.

Remote Chlorine censoring installation is complete.

Water treatment plant electrical surge protection has been installed.

Operations

All working fine

Resource Consents

Nothing to report for this period.

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns, with operational and maintenance costs currently tracking under budget.

Arohena Rural Water Supply

The operation of the supply is still in a "holding pattern" with tests being planned to explore alternative solutions for full compliance until such time as there is more known about the position that Central Government may take, as many rural water schemes are facing the same challenges.

Capital works

Remote Chlorine sensors have been installed in Kohorekau, Huririmu is due in May and Taupaki in June.

Operations

On 25 February, a "Boil water notice" was issued to consumers on the Arohena Water Scheme. Transgression processes were followed as per the DWSNZ and supply resumed normal operations on 1 March. Investigations revealed that a solenoid valve on the chlorine dosing line had failed. This was rectified and there have been no further issues.

Resource Consents

Nothing to report for this period

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns with operational costs currently tracking on budget. Maintenance costs are now back on budget.

Ranginui Rural Water Supply

No capital works to report for this period.

Resource Consents

Nothing to report for this period

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns with operational and maintenance costs currently tracking on budget.

Tihiroa Rural Water Supply

The challenges in complying with the Drinking Water Standards are similar to those facing the Arohena Scheme. The same “wait and see” approach is being taken.

Capital works

Remote chlorine monitoring system has been completed

Operations

On 11 March, a “Boil water notice” was issued to consumers on the Tihiroa Water Scheme. Transgression processes were followed as per the DWSNZ and supply resumed normal operations on 19 March. Investigations revealed that it was an electrical fault, which was rectified. There have been no further issues.

Resource Consents

Nothing to report for this period.

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns, with operational and maintenance costs currently tracking under budget.

Otorohanga/Waipā Water Supply/Plant

Otorohanga Water Treatment Plant Capital Works

Turbidity programming changes have been completed which will see the plant close automatically if turbidity is too high (when the river becomes too “dirty”). This will remove the risk of supplying discoloured water to the Community.

Chlorine dosing unit installation is complete.

Work on the onsite laboratory is almost complete.

Resource Consents

Nothing to report for this period

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns, with operational and maintenance costs currently tracking close to budget. Overall capital works budgets are likely to balance as some pumps budgeted for renewal continue to function well. Replacements will be unnecessary in this financial year. This will balance the over-budget amounts on the Kakamutu Road water main replacement, which included additional work.

Otorohanga Sewerage Treatment

The infrastructure, to introduce a chemical coagulant after the oxidation pond and change the use of the reed beds to settling ponds to remove phosphorus, has been completed. We are currently preparing for commissioning.

Resource Consents

Nothing to report for this period.

Budget/Actuals

A summary review of the costs to date for this financial year raises no concerns with operational and maintenance costs currently tracking under budget.

Otorohanga Community Stormwater Drainage/Flood Protection

An ongoing drainage issue on Council lease land behind Oliver's Transport on State Highway 3 has been identified, which resulted in the discovery of a disused pump chamber and buried stormwater outlet into the Waipa River. Work has been carried out to clear all the stormwater lines and re-establish the outlet into the river. This work is ongoing as further clarification is needed around the pump chamber and other stormwater outlets discovered. Waikato Regional Council has been fully appraised of the scope of the project and an onsite inspection has been carried out.

Resource Consents

Nothing to report for this period.

Budgets/Actuals

A summary review of the costs to date for this financial year raises no concerns with operational and maintenance costs collectively tracking under budget.

OTOROHANGA COMMUNITY PARKS, RESERVES & FACILITIES

Parks and Reserves

The District parks are looking really good especially with the autumn colours coming through. The public continue to make full use of the green spaces within the district.

Jim Barker Memorial Playground has become a real asset to Otorohanga and is always very well patronised. There have been several minor maintenance issues arise, which have been sorted with little concern. However, there is currently an issue with the buzzy bee play items which will require some repair work. This is currently being priced, however, there is no warranty on these specific items as they were purchased second hand. Discussions are currently taking place with Project Kiwiana as to who will pay for the repairs.

Bob Horsfall and Rotary Park are still a work in progress. The major clearing work around the three ponds in Rotary Park is starting to settle and provide a nice recreational area. Lions Club members will plant six new Kauri in the spring and will add to the native bush area in the future.

Department of Corrections recently had their areas of work increased to provide a further service to Otorohanga, and are now working in several areas of Bob Horsfall and Rotary Park. This is very much appreciated by Council.

Otorohanga Domain was recently under-sown. A special thanks to Otorohanga Domains Sports association for organising this, and to the generosity of a local farmer who provided machinery and staff to complete the work. Seed was provided by Council.

The shade structure at the weir was completed by the Menzshed and installed by Paul Rattray Builders in March. It will provide plenty of shade next summer.

Lake Huiputea Reserve

Further developments to the park has slowed recently with Council staff being required on other projects. We are currently just maintaining what is in place to a good level. However, we can report the following has taken place recently:

The outlet to the lake has been fully piped and now encloses the once open drain in to the Huiputea pump station.

On 15 March, Pūniu River Care Inc took 42 cuttings and seed from 'Huiputea' to grow as "children of Huiputea". These will be replanted within the District. This was all done under the guidance of local Iwi.

Public Conveniences

The toilets at Reg Brett Reserve have required some extra maintenance due to the increase of users of the Jim Barker Memorial Playground. There are no concerns about the facility coping as redundancy was built into the infrastructure when the toilets were installed.

The refurbishment of the Domain Toilets is nearly complete with thanks to the Rotary Club which provided the manpower for the painting.

Waipapa Reserve Toilet has, and continues to be a great asset to the Waipapa area. The previous reserve planting is taking hold nicely with some thinning of trees on the river bank to give a view of the Waikato River. There have been no reports of any vandalism to date.

Properties

The Otorohanga Railway Station was due to be repainted this financial year, but looks like it will not be completed now. The main issue staff have faced is getting the contractor to provide adequate paperwork to fulfil the Railway Corridor permit. This is needed to be able to work within the Rail Corridor. Staff continue to follow this up.

Otorohanga Swimming Pool/Gym

CLM continue to provide a good level of service to Otorohanga. Installation of new steps for access to the main pool are working well and are being well used.

Kawhia

Kawhia CCTV is up and operating at almost full capacity, with just a couple of minor outstanding matters to be completed.

Refuse Collection

The refuse operations are running smoothly and largely unnoticed, which is a positive sign.

The Community Facilities budgets are tracking well, with no cost over-runs in the year to date. The majority of the cost centres are under budget.

Roger Brady
ENGINEERING MANAGER

ITEM 111 ROUTINE DISTRICT LIBRARIAN'S REPORT
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: DISTRICT LIBRARIAN
DATE: 7 JUNE 2019

Relevant Community Outcomes

- Foster an involved and engaged Community
-

Executive summary

The Otorohanga Library has engaged two new student assistants; our part-time assistants have settled into their roles and are developing their areas of expertise. Library programmes and activities are running as scheduled (and we are always open to new ideas). On the technology front, the APNK refresh is about to get underway, we have a new library app and have joined a second e-books consortium. At Otorohanga Library, the statistics for visitor numbers, print and e-material issues and computer sessions show a modest upwards trend.

Recommendation

It is recommended:

That the report is received.

Discussion

Library Staffing

The two Otorohanga College students who worked with us for the past three years have now moved on to tertiary studies. We have appointed two new students, Gareth Hill and Jodie Oliver, to job-share the after-school role. Our students provide invaluable assistance with shelving returned materials, covering new materials and helping out with holiday programmes.

Library Assistant Fiona Cowan is currently working up to 10 hours per week at the Council office, helping with a project to scan archival documents into the records management system. Fiona is enjoying the opportunity to add variety to her work.

Annette Macgregor is filling the role of acting assistant at Kawhia Library while Linda Wix is travelling overseas.

Staff Training

Fiona participated in Wriggle & Rhyme refresher workshops on 13 & 15 February, conducted by Robin Polley of Sport Waikato. Library staff from Cambridge, Morrinsville, Te Awamutu and Te Kuiti libraries attended the sessions.

Molly attended introductory Civil Defence training for new Council staff on 22 February.

Programmes & Activities

April School Holiday Programme

On Tuesday 16 April we held a "Have a go with Lego" event at the St John's Ambulance Hall. A small and enthusiastic group of 21 children enjoyed one and a half hours of creativity – their finished works were judged by Council staffer Alex Riddleston-Barrett.

After-school Lego club

As a result of interest expressed by participants in the holiday programme, library staff have decided to institute an after-school Lego club, which will have its first meeting on Thursday 16 May. The library has purchased some basic Lego sets, but children may also bring their own blocks to work with.

Pre-Schoolers Programmes

Our Wriggle & Rhyme and Oto Tots programmes for pre-schoolers have recommenced for the year. Numbers of parents and children attending both sessions have increased from last year, which is very rewarding for the staff involved. Word-of-mouth seems to be the best publicity for these programmes.

Adult Book Discussion Group

Our adult's book discussion group is now well-established, meeting once a month in the Library. Themes are assigned each month, with group members making their own choice of title to read. Participation numbers are steady at around 7-10 participants per meeting.

2018/19 Summer Reading Programme

Around 50 adults and children attended the finale for our 2018/19 summer holiday reading programme "The Amazing Read" at the St. John's Ambulance Hall on 24 January. Out of the 30 children who registered for this year's programme, a total of 29 successfully completed – which was a very pleasing outcome for the library staff. There was a waiting list for this year's programme, so we will offer more places next summer.

Entertainment at the finale was provided by Cambridge-based Emma Lucas of Whizz Bang Science – the audience very much enjoyed her performance.

The following comments were received from parents:

"Thank you for this opportunity to develop reading skills and introduction to library usage to my boys – they have developed an enthusiasm to read and use the library resources".

"The children loved checking in and we found the librarians to be very supportive and encouraging".

"Great motivation for reading in the holidays for the one not so excited about reading".

APNK Technology Refresh

After almost two years of preparatory work by the National Library, Otorohanga and Kawhia libraries have finally been scheduled to receive our new public computing equipment. Our go-live date will be the week of 11-19 June.

Equipment has been allocated on a points basis, and is based on the Chrome operating system. We have sufficient points to replace all of our PCs with Chrome stations and to install a colour printer at each library. At Otorohanga we will also receive a scanner, an OPAC terminal which is linked to the Kōtui network and a Chrome station for bookings and print management. With our remaining points we will be allocated three Chromebooks for customer use – these will also be integrated into the network and will not function if removed from the library premises (one of these Chromebooks could be allocated to Kawhia Library if there is demand).

I'm hoping that the bookings station will help our staff to manage some of the behavioural issues we currently encounter with PC use, particularly after school – the system will automatically log patrons out when their time is up.

Library App

On 1 May we launched a new Otorohanga District Library app, which has been developed for us by Kōtui. This app is available for both iOS and Android mobile devices and is specially branded for our Council.

The app enables library users to use their smartphone or tablet to search the library catalogue and place holds, to keep track of their library account, to check out items using an electronic barcode, to view our Facebook page and to download and read e-materials.

Bay of Plenty Wheelers ePlatform Consortium

Otorohanga Library has joined a second consortium to increase the range of e-books and e-audiobooks available to our patrons. Twelve other libraries belong to this consortium, including Waikato and South Waikato districts. Titles purchased by each library are available to all consortium members' patrons.

Wheelers titles are integrated into our library catalogue and the borrowing process is perhaps more straightforward than that for our existing OverDrive interface.

De-selection of Print Materials

We have been doing a thorough assessment of the Otorohanga Library book stock, using system reports to identify material which has not issued for several years (particularly non-fiction items). Discarded items are sent for recycling if they are in poor condition, placed on our sales trolley, or boxed up and placed in storage for future sale.

This exercise helps to identify less-popular areas of our collection and aids with future purchasing decisions.

Usage Statistics

Otorohanga Library (Financial year 1 July 2018-30 April 2019)

	2018/19	2017/18
Physical Visits	28,583	26,929
Materials Issued	31,185	30,125
e-book & e-audiobook Downloads	756	568
PC Computer Sessions (APNK)	5,048	4,976
Wifi Sessions	*9,497	13,031
New members	204	200

**Incomplete data owing to changeover of network provider*

Kawhia Library (Financial year 1 July 2018-30 April 2019)

	2018/19	2017/18
Materials Issued	1,477	1,507
PC Computer sessions (APNK)	183	314
Wifi sessions	*8,507	6,118
New members	10	9

**Incomplete data owing to changeover of network provider*

Sarah Osborne
DISTRICT LIBRARIAN

ITEM 112 ROUTINE PLANNING REPORT FOR JANUARY TO MARCH 2019
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: ENVIRONMENTAL SERVICES MANAGER
DATE: 7 JUNE 2019

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 and planning approvals granted during the period 1 January to 31 March 2019.

Staff Recommendation

It is recommended that:

The Planning Report for January to March 2019 be received.

Consent Decisions

During this quarter 13 non-notified applications (6 Land use, 7 Subdivision) and 3 permitted boundary activities (PBA) were approved. Further details of these applications are provided in the table below and in the attached list of approvals. These approvals compare with two notified applications, 16 non-notified applications (8 Land use, 8 Subdivision) and two permitted boundary activities granted in the same period last year.

Decisions by Ward

	Land Use	Subdivision	PBA
Wharepuhunga	0	0	0
Kio Kio Korakonui	0	1	2
Waipa	0	2	0
Otorohanga	4	1	0
Kawhia Tihiroa	2	3	1
Total	6	7	3

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Attachment: Resource Consent Decisions – 1 January to 31 March 2019

Resource Consent Decisions - 1/01/19 to 31/03/19

No	Applicant/Location/Proposal	O/S	Decision
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190004	Argyll East Investments Limited 10 Te Kanawa Street Redevelopment of Otorohanga Hotel into multiple tenancies	LU PS	GDA 28/03/19
190007	R K Parata 458 Waiwera Street Dwelling sited within 100m of an archaeological site	LU PS	GDA 14/02/19
180096	R Dockery 5561 Kawhia Road Workshop and storage shed	LU PS	GDA 16/01/19
190005	Otorohanga District Council Wahanui Crescent Bus Shelter	LU PS	GDA 7/02/19
190010	C Hickman 26 Old Te Kuiti Road Site a second dwelling on one title	LU PS	GDA 6/03/19
190013	Cumpstone Rentals 45 Phillips Avenue Site a third dwelling on one title	LU PS	GDA 25/03/19
Total for Land Use: 6			
190002	M Broadbent 387 Te Tahī Road Site a dwelling in the Other Yard	PB PS	GDA 16/01/19
190006	NH Macdonald 404 Waikeria Road Site a barn in the Other Yard	PB PS	GDA 17/02/19
190020	J Poole & C Vera 678B Mangaorongo Road Site a Shed within the 15m wide other yard.	PB PS	GDA 26/03/19
Total for Permitted Boundary Activities: 3			

180101 O Wallis & S Nichols 35 Mangauika Road Boundary Relocation	SB PS GDA 11/01/19
180104 Summit Farms (Otorohanga) Ltd 487 Pekanui Road Create two additional lots and undertake boundary relocation	SB PS GDA 23/01/19
180106 B B and J Ahler 556 Happy Valley Road Create two additional lots and undertake Boundary Relocation	SB PS GDA 24/01/19
190001 B & B Rogers 4370 Kawhia Road Create one additional lot	SB PS GDA 6/03/19
190003 KS Industries 140 Mangawhero Road Create five additional lots	SB PS GDA 29/01/19
190009 R & E French 1822 Otewa Road Boundary Relocation Subdivisions	SB PS GDA 20/03/19
190012 Daniel and Christine Hickman 26 Old Te Kuiti Road Creation of two additional lots	SB PS GDA 20/03/19

Total for Subdivision: 7

ITEM 113 ROUTINE BUILDING CONTROL REPORT FOR JANUARY TO MARCH 2019
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: ENVIRONMENTAL SERVICES MANAGER
DATE: 7 JUNE 2019

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community

EXECUTIVE SUMMARY

A report on building control activity for the period January to March 2019.

STAFF RECOMMENDATION

It is recommended that:

The Building Control report for the period January to March 2019 be received.

REPORT DISCUSSION

Building control statistics for the first quarter of 2019.

Type of Work	2018	\$Value of Work	2019	\$Value of Work
New Dwellings	12	5,091,711	15	5,174,000
Other Residential - Alterations, Garages, Fireplaces, Relocated houses	29	1,433,341	19	493,005
Farm Buildings Dairy Sheds, Barns, Sheds	17	2,099,793	11	1,062,200
Commercial, Education Infrastructure	2	1,130,400	4	258,000
Demolition	1	1,000	1	10,000
Total consents issued	50	8,234,625	50	6,997,205
Applications received	49	10,003,304	60	8,856,240
CCC's Issued	58	3,343,693	60	7,434,516

Building Control Team Vacancies

Due to resignations the two senior positions in the Building Control team have now become vacant. Julian Phillips left his role as Senior Building Control Officer on 26 April after more than 14 years with Council. Julian commenced work as a Customer Services officer in October 2004. His aptitude for building and construction moved him into the Building control team and then saw him promoted to Senior Building Control Officer in the following years.

Our District Building Control Officer, Gavin Phillips will be leaving his position with Council on 14 June 2019. Gavin started work with Otorohanga District Council as Building Inspector in July 2005. In 2007 he was promoted to District Building Control Officer when J Apeldoorn retired.

With a combined service to Council of over 28 years from these two staff members the loss of their accumulated knowledge and experience will be a felt by their colleagues and all our customers. Council management acknowledges their contribution and wishes them well into the future.

The process to fill these vacancies has begun and a search for a Building Control Manager will be circulated nationally on all popular employment websites. Once this lead position has been filled further vacancies will be advertised with a view to having a full complement of staff in place when major construction projects in the District gather pace next summer

A R Loe
ENVIRONMENTAL SERVICES MANAGER

Attachment: **Building Consents issued – 1 January to 31 March 2019**

Applicant Name	Location	Proposal	Estimated Value
Leisurecom	516 Sulby Drive	Transportable dwelling foundations	45000
Dairytech	37 Progress Drive	Truck wash pad (with drainage)	15000
Nicholas Heppenstall	10 Te Kanawa Street	Stage 1 Otorohanga Hotel Redevelopment	200000
Wayne & Margaret Apiti	528 Aotea Road	Transportable dwelling, foundations, siting and OSS & SW	52000
Brendon Gordon Architects	289 Pukewhau Road	Utility shed with accommodation space	400000
Gadd Billie-Ann Family Trust	40 Te Kanawa Street	Change of use to convert church to a fitness facility	25000
SR & AM Hotston	299 Pekanui Road	Adding ensuite to existing footprint of house	15000
WTS Homes Limited	952 Otewa Road	Four bedroom dwelling	621000
G Thomas	344 Waikeria Road	Three bedroom dwelling with attached double garage	640000
Nick Heppenstall	4A Turongo Street	Dwelling additions with new deck	50000
NH & DE MacDonald	404 Waikeria Road,	American Barn	140000
Waikato Archgola	Wahanui Crescent	Bus Shelter	18000
Heartland Homes	907 Aotearoa Road	Single storey brick 3 bedroom house	220000
Otewa Developments	Sargent Place	Three bedroom, 2x bathroom dwelling	245000
Otewa Developments	Sargent Place	Three bedroom, 2x bathroom dwelling	245000
Zeala Ltd	164 Ormsby Road	5 Bay pole shed	185000
Heating & Insulation Ltd	1333 Waipapa Road	Jayline FR300W fireplace	5500
Bruce Clark	38 Spicer Road,	Farm Shed	19000
Totalspan	678C Mangaorongo Road	Double garage	46245
Paul Woodd	276 Waitomo Valley Road	Woodspan Aspen fireplace	5000
K Parata	458 Waiwera Street	Relocate dwelling unit onto new foundations	18000
Tiaki Engineering Consultants Limited	872-874 Ormsby Road	Farm bridge crossing the Moakurarua Stream,	368000
Jennian Homes Cambridge	387 Te Tahī Road	3 bedroom dwelling	869000
Zeala Ltd	533 Tauraroa Valley Road,	3 Bay Monoslope roof fully enclosed pole shed	55000
Nicholas Heppenstall	748 Mangaorongo Road	Alteration to convert garage into bedroom with ensuite	20000
Architectural Design Ltd	Mangaorongo Road	Four bedroom Dwelling	568000
Nick Heppenstall	41 Phillips Avenue,	Relocation of existing 2 Bedroom house	70000
R & R Pro Scan Limited	269 Mangamahoe Road	Four bay shed.	15000

Strongbuilt Barns	556 Happy Valley Road	Construction of a farm outbuilding	48200
Reece Westbury	96 Raglan Road	Masport R1600 Wood Burner	5000
Beattie Community Trust Incorporated	34-36 Orahiri Terrace	Removal of 4 bedroom dwelling and garage	10000
Dairytech	115 Tauraroa Valley Road	Dairy shed - 44 ASHB	260000
S Fraser & A Millar	444 Newman Road	4 Bay mono pitch, farm building/shed	14000
Norman Ngama Onehi	88 Lake Road	Install septic system/toilet shower	4000
Nicholas Heppenstall	180 Bush Road	Relocation of existing 3 bedroom house	70000
Christine and Daniel Hickman	26 Old Te Kuiti Road	Foundations & drainage for relocated house.	30000
Shed Boss Waikato	343 Lurman Road	Steel frame farm shed	45000
Otewa Developments Limited	7 Sargent Place	Three bedroom, 2x bathroom dwelling	245000
Otewa Developments Limited	5 Sargent Place	Three bedroom, 2x bathroom dwelling	245000
Wilson Family Trust	Ngahape Road	Four bay implement shed	41000
Nicholas Heppenstall	5 Ranfurly Street	Internal renovations	10000
Otorohanga/Te Kuiti Plumbing & Gas	914 Otewa Road,	Metro Smart Invert Wood burner	5000
Otorohanga/Te Kuiti Plumbing & Gas	366 Old Te Kuiti Road,	Firenzo Contessa Wood burner	5000
Barry & Jennifer Whitbread-Edwards	597A Waitomo Valley Road,	Multiproof house consent includes foundations and siting,	200000
Linda Barnett	41 Ouruwhero Road	Metro LTD fireplace	5000
Otorohanga / Te Kuiti Plumbing & Gas	219 Paewhenua Road	Installation of a new solid fuel fire - Metro Xtreme Rad Ltd	5000
E.N. Hayes Family Trust	75 Haerehuka Street	Removing shower and installed recessed shower	8890
WTS Homes Limited	19 Terry Road	Four bedroom d dwelling	561000
NH & DE Macdonald Family Trust	404 Waikeria Road	2 Bay implement shed	12000
Singleton and Hansen 2012 Ltd	405 Ormsby Road,	Metro freestanding fireplace and Metro Flu	6000

ITEM 114 ROUTINE ANIMAL CONTROL OFFICERS REPORT FOR JANUARY TO MARCH 19
TO: CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: ENVIRONMENTAL SERVICES MANAGER
DATE: 7 JUNE 2019

Relevant Community Outcomes

- The Otorohanga 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 Environmental Services Manager on Dog and Animal Control activities in the District for the period January to March 2019.

STAFF RECOMMENDATION

It is recommended:

That the report is received.

REPORT DISCUSSION

	January	February	March
1. No. of Registration Notices issued	9	7	15
2. No. of Property visits for Registration Checks - Rural	10	16	11
3. No. of Property visits for Registration Checks – Urban	18	17	11
4. No. of Property visits for SOS	0	1	0
5. No. of Property visits for Two Dog Permit	0	0	0
6. No. of Complaints – Dogs Actioned	22	17	15
7. No. of Complaints – Stock Actioned	2	3	5
8. No. of Street Patrols Night – Otorohanga	4	4	4
9. No. of Street Patrols Day – Otorohanga/Kawhia	35	42	33
10. No. of Enquiries – Registration/Dog Control/General	22	23	20
11. No. of Dogs Impounded	4	3	2
12. No. of Stock Impounded	0	0	0
13. No. of Written and Verbal Warnings	14	11	8
14. No. of Infringement Notices Issued	1	3	2
15. No. of Call Outs	7	6	4

Registration Update

At the end of March 2019 the tally of registered dogs had reached 2413 (1332 dog owners). We currently have 38 dogs on our database that are not registered. The owners of 24 of these dogs have entered into time payment agreements. These dogs become registered once the fees are paid in full. The payment plans are scheduled to be paid up before the end of the financial year.

There are currently 35 menacing dogs and one dangerous dog registered in Otorohanga District.

AR Loe

ENVIRONMENTAL SERVICES MANAGER

ITEM 115 KCB MATTERS REFERRED FROM 2 APRIL 2019
TO CHAIRPERSON & MEMBERS KAWHIA COMMUNITY BOARD
FROM: GOVERNANCE SUPERVISOR
DATE: 7 JUNE 2019

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Meeting Date:	Item:	Action Required:	Status:	Allocated To:	Due by Date:
2 April 2019	To request Councils Building department to provide an update on the status of four relocated dwellings within Kawhia as to whether they are compliant with their consents.	Update	Pending	Chief Executive	7 June 2019
2 April 2019	To report back to the Board on the options available in regards to the Pohutukawa tree and you approach into the Kawhia Township	Report	Pending	Engineering Manager	7 June 2019
2 April 2019	To check on whether the vegetation around the Water Reservoir could be cut back – to have discussion with Hano Ormsby	Discussion	Pending	Engineering Manager	7 June 2019
2 April 2019	To look into the report that three steps in the middle of the Aotrea Seawall are proving to be a hazard in their current state	Report	Complete	Engineering Manager	7 June 2019
2 April 2019	To prepare a report on the matter of the land comprising the Kawhia playground.	Report	Pending	Organisation and Community Development Manager	7 June 2019
2 April 2019	To have discussion with Dr. Burton and the Kawhia Art Group regarding the lease of the Community Room for report back to the Board.	Lease Policy being discussed at combined Council – Community Board workshop.	Hire Agreement extended with Art Group	Community and Economic Development Manager	3 July 2019

BOARD MEMBER UPDATE