



Otorohanga District Council

AGENDA

18 September 2018

10.00am

10.30am – Presentation by Hamilton and Waikato Tourism
11.30am – Presentation by Mr. B Maunsell – Project Game On

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 (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

18 September 2018

Notice is hereby given that an Ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 18 September 2018 commencing at 10am.

12 September 2018

DC Clibbery
CHIEF EXECUTIVE

AGENDA

ORDER OF BUSINESS:

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PRESENT		
IN ATTENDANCE		
APOLOGIES		
OPENING PRAYER		
PUBLIC FORUM (UP TO 30 MINUTES)		
ITEMS TO BE CONSIDERED IN GENERAL BUSINESS		
CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL		
	– 21 AUGUST 2018	
	(CONFIDENTIAL) – 21 AUGUST 2018	
	– 31 AUGUST 2018	
CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 9 AUGUST 2018		
CONFIRMATION OF MINUTES – KAWHIA COMMUNITY BOARD – 10 AUGUST 2018		
MATTERS ARISING		
DECLARATION OF CONFLICTS OF INTEREST		
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REPORTS

ITEM 291 PROPOSED AMENDMENT TO TRAFFIC BYLAW

To: **Mayor and Councillors
Otorohanga District Council**

From: **CHIEF EXECUTIVE**

Date: **18 September 2018**

Relevant Community Outcomes

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

Executive Summary

An amendment of Council's Traffic Bylaw is proposed to assist in addressing parking issues in Otorohanga and Kawhia.

Staff Recommendation

It is recommended that:

1. The Statement of Proposal in respect of an amendment of the Otorohanga District Traffic Bylaw 2005 is approved.
2. The Special Consultative Procedure as per Section 83 of the Local Government Act 2002 be commenced in respect of the proposed amendment of the Otorohanga District Traffic Bylaw 2005 in accordance with the content of this report.
3. That Council agrees in principle to funding the enforcement of parking restrictions on the basis set out in this report.

Background

There has in recent times been further discussion of parking issues in the central areas of both Otorohanga and Kawhia. These discussions are not new, particularly in Kawhia, where parking has been a topic of contention for more than 10 years.

A report was presented to the Kawhia Community Board on 23 January 2015 that outlined the issues in that community and suggested three possible solutions to them. Since that time two of the three solutions suggested in the report - creating additional parking spaces and asking the fishing charter boat operators to request or arrange for their customers to park in other areas - have been pursued, but without success.

An additional parking area was formed on Tainui Street for the intended use of charter boat customers, but it has remained virtually unused and continuing discussions with the charter boat operators has resulted in little if any change to the parking behaviour of their customers.

It has also been accepted that the remaining option - implementing extended parking time restrictions in affected areas - is unlikely to be effective unless it is accompanied by some level of active enforcement, with issue of infringements for non-compliance.

In Otorohanga there have been similar issues in respect of drivers parking for excessively long periods in the CBD area, reducing the availability of parking for business customers, and this too has similarly proven difficult to resolve.

As such the Community Boards in Otorohanga and Kawhia now believe that the only realistic remaining approach to address these parking issues will require some active enforcement by a parking warden or other enforcement officer.

Such enforcement is however not entirely straightforward, for reasons that have been previously presented to elected members, and will also require associated changes to be made to Council's Traffic Bylaw. This approach does

however appear to now be the only option remaining, and hence it is proposed to be pursued despite these associated challenges.

Council's Traffic Bylaw

ODC's Traffic Bylaw 2005, which was last reviewed in July 2011, attempts to address a quite wide range of issues relating to traffic, including parking, speed limits and various other matters.

Having such a broad range of matters under one bylaw is perhaps unusual, and a more common arrangement appears to be for local authorities to have two separate bylaws, one for the setting of speed limits and another for the remaining traffic control issues.

Our Council, and both of the District's Community Boards have in recent times raised issues relating to matters that fall (or might fall) under Council's Traffic Bylaw.

It is believed that these issues raised fall into five main groups, as follows:

1. Inappropriate extended-stay parking on the main streets/CBD areas of Otorohanga
2. Inappropriate extended-stay parking on the main streets/CBD areas of Kawhia
3. Possible minor changes to parking restrictions at a few other locations in Otorohanga and Kawhia
4. Potential reduction of speed limits on certain rural roads
5. Potential restrictions or prohibitions on vehicles in certain public spaces

There are considered to be very significant differences between these groups of issues in respect of the perceived urgency to find a solution (or even to properly define the problem) and the ease of doing so.

Parking Issues

As stated previously it is believed that in respect of issues in groups 1 and 2, the solution must primarily lie in effective enforcement of bylaw provisions.

In the case of Otorohanga the existing parking restrictions on the Maniapoto Street appear to be generally appropriate, and they just need to be given effect. The only change currently being suggested by staff is the introduction of three new '5 minute' parking spaces, each one of which would be placed in the central areas of the existing blocks along Maniapoto Street that do not have such a parking space on both sides of the road.

Two of these '5 minute' spaces would be on either side of the road on the Ranfurly Street / Balance Street block, with the third on the western side of the block between Tuhoro and Te Kanawa Streets. These additional 5 minute parks will not be specific to particular businesses.

In Kawhia there are only currently some limited parking time restrictions close to the wharf, and if these alone were enforced, all that would be likely to happen is that those long-staying vehicles would instead park on Jervois Street, causing similar nuisance there. It is therefore suggested that 120 minute parking limits are extended to include all of the parking at the wharf (Omimiti Street), and the full length of Jervois Street.

Again for this to have any real effect it will have to be accompanied by enforcement through the issuing of infringements for non-compliance, most probably by a parking warden contracted on a part-time basis.

Making the changes to the defined limited time parking areas required for issues in groups 1, 2 and 3 above does not necessitate a significant process to change the Traffic Bylaw, since section 31 of that Bylaw permits such variations to be made by a simple resolution of Council, without the need for broader consultation.

Despite this it is however believed that it would still be worthwhile to invite suggestions from the community on what other changes to parking restrictions that they might like to see.

If there is going to be proper enforcement with the imposition of infringements it is however essential the provisions of the Bylaw are extremely sound to avoid any potential for legal challenges.

The existing provisions in the Bylaw on offences and penalties are very brief, as might be expected for a bylaw for which routine enforcement was not expected to be conducted, and it is believed that these provisions would need to be strengthened if they are to be used under an active enforcement regime. Such changes would however constitute

a bylaw amendment, and have to be subject to a more formal process, using the Special Consultative Procedure of the Local Government Act.

A parking enforcement policy will also have to be drafted that covers the issuing of infringement notices, objections to notices, discretions for officers and other matters. Staff will be seeking a template for such a policy from another Council, which may be discussed at a later stage.

Other Types of Issue

The issues in groups 4 and 5 are however considered to be much more complex.

The previous primary legal provision under which speed limits were set in our Traffic Bylaw was the Land Transport Rule: Setting of Speed Limits 2003, but this has now been revoked. This was replaced in 2017 by a new rule, which enables consideration of a broader range of factors in the selection of appropriate speed limits for different environments, and increases the role of NZTA in assisting that process to ensure that a relatively consistent approach to speed management is applied across NZ.

The new Land Transport Rule – ‘Setting of Speed Limits 2017’ potentially provides councils with greater flexibility in respect of setting speed limits, but this flexibility comes at the cost of needing to go through a much more extensive process, as set out in the *Speed Management Guide* published by NZTA in 2016.

As stated previously the intention of this new approach to speed management is to achieve consistency, and for this reason things such as the ‘speed management map’ described in the *Speed Management Guide* should preferably encompass the whole district, not just a part of it or a particular road. A reduced speed limit for a particular road should therefore only really be considered after such a ‘whole of district’ evaluation has been completed and there is understanding of what other roads might need a similar treatment.

Obtaining all of the required inputs for such a whole of district process would however take some time – probably at least 12 months – and it is considered that such a delay before we can begin to address the parking issues would be undesirable.

The potential issues in group 5 are not yet defined (and may indeed not even exist) and as such cannot be realistically considered for incorporation into a bylaw amendment at this time.

Proposed Approach – Bylaw Amendment

It is proposed that an amendment is made to the Traffic Bylaw that focusses only on addressing the parking issues in groups 1, 2 and 3, and that a further more comprehensive review of the Traffic Bylaw to consider speed limits and other matters (with the probable separation of Speed Limits and Parking/Other Traffic Issues into two separate bylaws) is conducted at a later date, prior to July 2021 (which is the date by which a review of the Bylaw will be required under the LGA). Though the 2003 rule on setting speed limits has been revoked, the limits set under that previous rule remain valid, and hence there is no legislative urgency for change.

An initial step in the proposed initial bylaw amendment process has already been taken by inviting feedback from the community on suggested changes to the existing parking restrictions. At the time of preparing this report no such feedback has been received, but the period stated for feedback has not yet closed and if any feedback is subsequently received it will be shared with Council at the meeting on 18 September.

The next stage would be preparation of a draft amended Traffic Bylaw and undertaking community consultation on that through the Special Consultative Procedure of the Local Government Act.

Such a draft Bylaw will be presented to Council at the meeting of 18 September, and the key changes at this stage proposed to the Bylaw are outlined in the attached Statement of Proposal.

A possible schedule for process towards the bylaw amendment following the Council meeting of 18 September is as follows:

- Advertising of Summary of Information – 20 September
- Community Board meetings October 4 & 12 - Proposed amended Bylaw discussed with OCB and KCB, who could then make submissions.
- October 20 – Submissions close
- October 23 – Council hears submissions, confirms amended Bylaw, discusses enforcement arrangements

It would be hoped that if the amended Bylaw was confirmed on 23 October that this would then provide sufficient time for other necessary arrangements to be made to give effect to those changes before the peak summer season, when parking issues have generally been most severe in Kawhia.

Enforcement Issues

Material has previously been provided to elected members which outlines the potential logistical and financial challenges associated with effectively enforcing parking restrictions in Otorohanga and Kawhia.

The exact details of those enforcement arrangements have not yet been determined, and do not need to be determined at this stage.

There is however considered to be an immediate need to recognise that putting in place such enforcement is likely to have a net cost to Council, and that if there is not a willingness on the part of Council to meet such costs, then there appears to be little point in pursuing the Bylaw amendment as currently proposed.

Preliminary estimates suggest that preparing for enforcement (checking and updating road markings and signs, advertising, administration and legal review) could have a one-off cost in the \$6,000 to \$8,000 range, and thereafter the net annual operating cost might be in the order of \$6,000 for Otorohanga and \$7,500 for Kawhia.

An initial suggestion of how these ongoing costs of enforcement might be funded was as follows:

Otorohanga - \$3,000 (50% of \$6,000) – Security Patrol Account

- \$3,000 (50% of \$6,000) – District Economic Development Account

Kawhia – \$5,000 (67% of \$7,500) – Kawhia Harbour Services Account

- \$2,500 (33% of \$7,500) – District Economic Development Account

It is suggested that the initial preparation for enforcement might be 60% funded from the Kawhia Harbour Services account (since issues associated with charter boats have been the very dominant cause of parking issues in Kawhia) and 40% from the District Economic Development Account.

To give greater certainty to the process going forward, an element regarding this associated funding has been included in the proposed resolution.

Dave Clibbery
CHIEF EXECUTIVE

Attachments:

Statement of Proposal, including Summary of Information

Otorohanga District Council
Statement of Proposal
Amendment of Traffic Bylaw 2005

1. Introduction

Minor amendments to Council's Traffic Bylaw 2005 are proposed in response to continuing nuisance and complaints associated with extending parking of vehicles in the central business areas of Otorohanga and Kawhia.

2. Purpose of this Statement of Proposal

Council must follow the Special Consultative Procedure contained in the Local Government Act for community consultation and comment in respect of amending a Bylaw.

As part of the Special Consultative Procedure the Council must produce a Statement of Proposal, which contains a Summary of Information that is a fair representation of the major matters in the proposal, and make it available to the community. This document is the Statement of Proposal. The information contained in this Statement of Proposal has been approved by Council for notification and consultation.

3. Proposed Amendment to Traffic Bylaw

Only relatively minor amendments to the Traffic Bylaw 2005 are proposed, the most significant of which are:

- i. Introduction of three new '5 minute' parking spaces on Maniapoto Street in Otorohanga each of which would be placed in the central areas of the existing blocks along Maniapoto Street that do not have such a parking space on both sides of the road.
- ii. 120 minute parking limits in Kawhia are extended to include all of the parking near the wharf (Omimiti Street), and the full length of Jervois Street.
- iii. Clauses 29 and 30 of the existing Bylaw are to be replaced with the following:

29. **OFFENCES** - Every person commits an offence against this Bylaw who;

- a) Fails to comply with any control, restriction, limitation or prohibition made pursuant to this Bylaw, or
- b) Fails to comply in all respects with any prohibition, restriction, direction or requirement indicated by the lines, markings, traffic signs and other signs or notices laid down, placed, made or erected on or upon any road, public car park, reserve or other places controlled by the Council under any of the provisions of this Bylaw, or
- c) Fails to comply with any condition, duty, or obligation, imposed by this Bylaw.

30. **PENALTIES** - Every person who commits an offence against a clause in this Bylaw is liable under the enabling legislation, to penalties and fines as set out below;

- a) Every person who fails to comply with any control, restriction, limitation or prohibition made pursuant to this Bylaw under Section 242(4) of the Local Government Act 2002, is liable on summary conviction to a fine not exceeding \$20,000.
- b) Every person who fails to comply with any control, restriction, limitation or prohibition made pursuant to this Bylaw under the Land Transport Act 1998 commits an offence under the Land Transport Act 1998 and the Land Transport (Road User) Rule 2004 and is liable to the penalties and fines as set out in the Land Transport Act 1998 and the Land Transport (Road User) Rule 2004.
- c) A person may not be subject to proceedings under this Bylaw, if that person is also, for the same facts, being proceeded against for a breach of the Land Transport Act 1998.

- iv. Clause 31 of the existing Bylaw is to be renumbered as clause 33.

v. *The following definitions will be added to the Interpretation section:*

“Chief Executive” means; the Chief Executive of Otorohanga District Council

“Enforcement Officer” means;

Any person appointed or authorised in writing by the Chief Executive or the Council to act on its behalf and with its authority including a Parking Warden appointed by the Council under the provisions of the land Transport Act 1998.

vi. *The following further clauses are to be added to the Bylaw:*

31. **DEFENCES** - *A person is not in breach of this Bylaw if that person proves that the act or omission complained of:*

a) Took place in compliance with the directions of an enforcement officer, a parking warden or a traffic control device; or

b) Was performed by an enforcement officer or a parking warden and was necessary in the execution of that person's duty.

32. **EXEMPTED VEHICLES**

a) This Bylaw shall not apply to emergency vehicles being used in an emergency or doctors, district nurses and midwives who are attending an emergency.

b) This Bylaw shall not apply to vehicles operated by the Council or for the Council during the necessary fulfilment of Council's statutory functions, duties or powers.

c) This Bylaw shall not apply to vehicles operated by Utility providers whilst engaged in emergency repair work to a public utility service.

4. **Report under Section 155 of the Local Government Act 2002**

In proposing an amendment to a Bylaw Section 155 of the Local Government Act 2002 requires the Council to:

- a. determine whether a Bylaw is the most appropriate way of addressing the "perceived problem", and*
- b. if so, determine whether the proposed Bylaw is the most appropriate form of Bylaw, and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990*

Bylaws cannot be inconsistent with the New Zealand Bill of Rights Act.

The primary perceived problem proposed to be addressed by this amendment is a matter of nuisance associated with extended parking of vehicles in the central business areas of Otorohanga and Kawhia.

The content of the Bylaw is similar to that applied with apparent success in some other urban centres in New Zealand, and hence is believed to be suitable for the intended purpose within this District.

The Bylaw is not considered to infringe on any of the types of rights that are protected under the NZ Bill of Rights Act, and is therefore not inconsistent with this Act.

It is therefore considered that the Traffic Bylaw and the proposed amendment meets all of the tests set by the Act.

Summary of Information

A summary of information in respect of the proposed bylaw amendment, which will also be used for advertising purposes, is as follows:

Amendment of Traffic Bylaw 2005

Summary of Information

There have in recent times been continuing complaints regarding vehicles parking for long periods of time in the central areas of both Otorohanga and Kawhia. These issues are not new, particularly in Kawhia, where parking has been a topic of contention for more than 10 years.

Previous attempts to address these issues by various informal means have been unsuccessful, and it is now believed that the only effective means of addressing this issue is likely to be a combination of increasing parking time restrictions on the affected areas, and enforcement of those restrictions.

The proposed amendment to the Traffic Bylaw 2005 will extend parking time restrictions to the full lengths of Jervois and Omimiti Streets in Kawhia, introduce three additional '5 minute' parking places on Maniapoto Street in Otorohanga and strengthen the provisions of the Bylaw in respect of enforcing those restrictions.

A more detailed Statement of Proposal, including a copy of the proposed amended Bylaw and associated information, is available from Council on request.

Submissions in respect of the making of the proposed amended Bylaw must be made in writing, and should be addressed to:

*The Chief Executive
Otorohanga District Council
PO Box 11
OTOROHANGA*

Submissions can be made from 20 September 2018 and must be received by Council by 9.00am on Monday 22 October 2018. Persons who wish to speak to their written submissions should state this in their submission, and will be given the opportunity to be heard by Council at its meeting of 23 October 2018.

ITEM 292 IMPROVEMENT TO OTOROHANGA POOL & GYM COMPLEX

To: His Worship the Mayor & Councillors

From: Engineering Manager

Date: 18 September 2018

Relevant Community Outcomes

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

Executive Summary

A request has been received from the pool and gym complex operators Community Leisure Management (CLM) to erect an "Archgola" style canopy to increase the covered area available for use by the visitors to the complex. Such an addition would be at their cost and would predominantly benefit the gym users. The option to make the premises available to members for 24 hours a day, seven days a week, was also explored but assessed to give benefit to fewer people and hence a poorer return on investment.

Staff Recommendation

It is recommended: That the construction of a 40m² Archgola type structure at the Otorohanga Pool and Gym Complex, at the cost of the operator CLM, be approved.

Report Discussion

At the time of the tender for the operation of the Otorohanga Pool and Gym Complex those tendering were asked to put forward possible initiatives that they might consider to improve the level of service provided to the community. CLM said that should their bid be successful once they had operated the facility for some time they might consider a covered extension or a conversion to a 24-hour operation as possibilities.

CLM subsequently carried a cost benefit exercise for each option and came to the conclusion that the covered structure, enclosing some 40m² with an estimated cost of \$15 000, would give them the best return. (Refer to attached CLM report.)

Clause 6.6 of the contract states any modifications to the structure must be approved by the Engineer and will be at the sole expense of the Contractor. The modification will also become part of the equipment and shall only be subject to further change with the approval of the Engineer. Approval will not make council liable for any failure.

In discussion with CLM they indicated that should council prefer the 24-hour gym option they would request that council subsidise half the cost, approximately \$8 500 as this gave them a poorer return and had a higher capital cost. A third possibility discussed was for both options to be put in place, with council paying the \$8 500 and automatically rolling over the second three-year term, thus giving CLM a five-year time frame to obtain a return on their investment. The Engineering Manager is of the opinion that the recommended option of the covered roof represents the best option with no cost or risk to council.

R H Brady
ENGINEERING MANAGER

Attachments : CLM Otorohanga Fitness Centre Extension Proposal.

OTOROHANGA FITNESS CENTRE EXTENSION PROPOSAL



Currently the Otorohanga Fitness Centre has 180 active members which has resulted in crowding during peak times (6am – 8am and 5pm – 7pm).

CLM has explored two options to invest into the current fitness space.

INITIATIVE 1:

To erect an Archgola style canopy of approx. 40m2 (with adjustable sides) to the rear of the existing fitness centre.

POSITIVES:

- Provides an additional area for the fitness centre to accommodate free weight equipment and allow members to work outside relieving pressure on the indoor space.
- Creates a sheltered area from sun and rain for year round specialised small group training sessions to be held.
- Utilises an otherwise “dead” space between the outdoor pool and fitness centre.

COSTINGS: Construction of the covered area would cost approx. \$15,000.



Example reference of the proposed style of product

RECENT FINDINGS:

From a survey of current fitness members conducted in July 2018, we have had a 95% positive response rate in favour of constructing an outdoor sheltered area.

We had one response from a member enquiring about whether the facility would become 24 hours in the future.

INITIATIVE 2:

To install a 24 hour monitored door entry system to allow members access after normal staffed hours.

CLM currently run two facilities with a 24 hour system in Auckland and Palmerston North. These two fitness centres have been open 24 hours for the past three years giving us valuable visitation data to work with. The uptake of members utilising the gym after hours is approx. 5% at both sites. With this in mind, usage of a 24 hour system would satisfy around 8-10 members at Otorohanga.

We are aware that a much larger gym, Otorohanga Health and Fitness which is open 24 hours is a short distance away from the pools.

COSTINGS: Installation of a monitored 24 hour access system would cost approx. \$18,000.

CONCLUSION:

While the idea of making the Memorial Pools gym 24 hours has been discussed, we are hesitant to compete with the larger facility close by with the amount of space currently on offer to members. Therefore given our experience, we recommend an extension to the existing space be a primary initiative, and a much better investment to the centre. We are willing to work with Council on introducing 24 hour access at a later date.

ITEM 293 PROPOSED MEETING DATES – OTOROHANGA DISTRICT COUNCIL

To: **His Worship the Mayor & Councillors
Otorohanga District Council**

From: **Governance Supervisor**

Date: **18 September 2018**

Relevant Community Outcomes

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

Executive Summary

Presentation of proposed 2019 meeting dates for consideration by Council.

Staff Recommendation

It is recommended:

That the proposed 2019 meeting dates as presented/as amended, be adopted.

Report Discussion

As the end of the 2018 year is fast approaching it is an appropriate time for Council to set the meeting dates for 2019 up until the local government elections to be held on 12 October 2019 and the first meeting of the new Council..

Please find detailed below a list of proposed meeting dates from January to October 2019 –

Tuesday 22 January 2019 @ 10am
Tuesday 19 February 2019
Tuesday 19 March 2019
Tuesday 16 April 2019
Tuesday 21 May 2019
Tuesday 18 June 2019
Tuesday 16 July 2019
Tuesday 20 August 2019
Tuesday 17 September 2019
Tuesday 8 October 2019
Tuesday 22 October 2019 (new Council)

CA Tutty
Governance Supervisor

ITEM 294 **OTOROHANGA DOMAIN TOILETS**

To: **His Worship the Mayor & Councillors
Otorohanga District Council**

From: **Engineering Manager**

Date: **18 September 2018**

Relevant Community Outcomes

- 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

The Otorohanga Community Board (OCB) has indicated a desire to re-open the Council owned toilet block at the Otorohanga Domain, and seeks financial support from Council for its ongoing operation.

Staff Recommendation

That approval be given to include an ongoing additional amount of \$18,000 per year in the Otorohanga Parks and Reserves Account for the 2019/20 year and thereafter for the purpose of operating the Domain toilets situated on Alex Telfer Drive.

Report Discussion

The Council owned toilets situated on Alex Telfer drive adjacent to the Kiwi House have been closed for some years.

Historically the Kiwi House had used and maintained these toilets but with the improvements they have made to their own premises, including the installation of toilets for the use of their visitors, there is no longer a need for the Kiwi House to use the Council facility.

Despite the Council toilets ceasing to be used by the Kiwi House the Otorohanga Community Board believes that there is other increasing demand for use of these toilets, and Board members have received complaints about them being closed. The Board is therefore proposing that the toilets be re-opened.

With them being closed for a long period, the condition of the Domain toilets has deteriorated. The site had become overgrown, but the offending vegetation has now been removed. The following further refurbishment works are however considered necessary if the toilets are to be re-opened.

- New door and aluminium windows inserted into the original frames.
- New colour steel roof and spouting.
- Repairing the concrete slab at the entrance.
- Repainting inside and out.
- A general plumbing and electrical tidy up.
- Establishing a separate metered water supply.
- Establishing a separate power supply.

The Otorohanga Rotary Club have expressed a willingness to assist with these refurbishment works, and making an allowance for this assistance it is believed that the cost to Council of these works will be in the order of \$22 000.

The Otorohanga Community Board has agreed to meet the cost of refurbishment and operation of the toilet during the current financial year from its special fund, which includes the proceeds of the sale of the Te Raumauku property.

The Board is however requesting that Council funds the operation of the toilet in subsequent years, which will encompass a daily morning clean, a check of the facility at lunch time, with an allowance for power, water and small amount of mowing and pruning. The estimated cost of this ongoing operation is \$18,000 per annum.

R H Brady
ENGINEERING MANAGER

ITEM 295 DRAFT MANAGEMENT ACCOUNTS FOR THE YEAR ENDING 30 JUNE 2018

**To: His Worship the Mayor & Councillors
 Otorohanga District Council**

From: Finance Manager

Date: 18 June 2018

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

The Draft Management Accounts for the period ended 30 June 2018 are attached under separate cover. These are the final figures for the year, but are yet to be audited, which is underway at the time of this meeting.

Once the audit is completed the final Annual Report will go to the Audit and Risk Committee for review and recommendation to Council for adoption.

Staff Recommendation

It is recommended:

That the Draft Management Accounts for the period ended 30 June 2018 be received.

B O'Callaghan
FINANCE MANAGER

ITEM 296

CARRYOVERS 2017/18/19

To: His Worship the Mayor and Councillors
Otorohanga District Council

From: Finance Manager

Date: 18 September 2018

Relevant Community Outcomes

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

Executive Summary

A list of the capital carryovers identified from the 2017/18 financial year for consideration and approval by Council.

Staff Recommendation

It is recommended that:

Council adopts the carryovers as listed.

Report Discussion

With the completion of the financial statements for the year ended 30 June 2018, the following carryovers of capital funding are proposed from that financial year into the current year.

Item	2017/18 budget allocation	Amount spent to 30 June 2018	Proposed carry over amount	Funding Method	Reason
Arohena RWS – Pump Renewals – Dugout pump	4,147	-	4,147	Cash surplus	Work was not completed during the year
Arohena RWS – Electrical renewals – Taupaki Switchboards	25,392	4,913	20,479	Cash surplus	Work was not completed during the year
Tihiroa RWS – Electrical renewals – Monitoring instruments	24,334	4,350	19,984	Cash surplus	Work was not completed during the year
Tihiroa RWS – Filter refurbishment	55,016	-	55,016	Cash surplus	Work was not completed during the year
Tihiroa RWS – Flushing Valve installation	5,290	-	5,290	Cash surplus	Work was not completed during the year
Oto Water – Meter installations	45,000	14,907	30,093	Cash surplus	Additional meter installation may be required

Oto Water – Pump Renewals – 1 town High lift and 1 Waipa High lift	65,596	-	65,596	Cash surplus	Still working well during the year and not needed to be replaced, however are key strategic assets so may need to be replaced in current year
Oto Water – Electrical Renewals – Switchboard and Telemetry	18,727	-	18,727	Cash surplus	Work was not completed during the year
Kawhia Water – Sand filter renewals	4,659	-	4,659	Cash surplus	Work was not completed during the year
Oto Waste Water – Electrical renewals	37,851	3,539	34,312	Cash surplus	Carry over as rolled into filter refurbishment
Oto Parks and Reserves – Huiputea Improvements	25,000	10,522	14,478	Cash surplus	Work was not completed during the year
Kawhia Parks and Reserves – Picnic Tables	10,430	-	10,430	Cash surplus	Work was not completed during the year
Kawhia Community Property – Kawhia CCTV Installation	15,645	4,623	11,022	Cash surplus	Aotea completed but Kawhia not completed.
Roading – Oto Footpaths	164,247	5,348	158,899	Cash surplus	Work was not completed during the year
Roading – Kawhia Footpaths	32,540	18,751	13,789	Cash surplus	Work was not completed during the year
Library – Library Books	61,016	46,688	10,000	Cash surplus	Not fully spent due to staffing issues

B O'Callaghan
FINANCE MANAGER

ITEM 297 ODC MATTERS REFERRED FROM 21 AUGUST 2018

**To: His Worship the Mayor & Councillors
 Otorohanga District Council**

From: Governance Supervisor

Date: 21 AUGUST 2018

MAYOR – 21 AUGUST 2018

- 1) SWEAP, Service Agreement – to follow up on obtaining a list of the KPI's and how these are to be delivered.

ENVIRONMENTAL SERVICES MANAGER – 24 JULY 2018

- 1) To arrange for Mr. Robert Quigley to speak to Council on the Waikeria Prison Expansion project, it's potential and social impact.

ENGINEERING MANAGER – 21 AUGUST 2018

- 1) To give consideration to the inclusion of roads in the New Seal Extension programme.
- 2) To give consideration to providing street lighting at various rural interactions

COMMUNITY FACILITIES OFFICER

- 3) To arrange a visit to the Xtreme Zero Waste facility in Raglan, Council and Community Board members.

**CA Tutty
GOVERNANCE SUPERVISOR**

GENERAL