



Otorohanga Community Board

# AGENDA

WEDNESDAY  
7 August 2019

**4.00pm**

Members of the Otorohanga Community Board

Board Member Alan Buckman  
Board Member Katrina Christison  
Board Member Liz Cowan  
Board Member Neville Gadd  
Board Member Paul McConnell (Chair)  
Board Member Peter Coventry

Minutes Secretary: Mr. C Tutty (Governance Supervisor)

# OTOROHANGA COMMUNITY BOARD

WEDNESDAY 7 AUGUST 2019

Notice is hereby given that an Ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Wednesday 7 August 2019 commencing at 4pm.

2 August 2019

**Tanya Winter**  
**CHIEF EXECUTIVE**

## AGENDA

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**PRESENT**

**APOLOGIES**

**DECLARATION OF INTEREST**

**PUBLIC FORUM**

**CONFIRMATION OF MINUTES – 3 JULY 2019**

ITEM 99                    CHAIRPERSONS REPORT (VERBAL)

ITEM 100                CHIEF EXECUTIVE REPORT 18 JUNE - 15 JULY 2019

TO:                        CHAIRPERSON AND MEMBERS OTOROHANGA COMMUNITY BOARD

FROM:                    CHIEF EXECUTIVE

DATE:                    7 AUGUST 2019

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#### 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

There have been no event reports received to date following the introduction of a new events (accident/incident) reporting process. At the next All Staff meeting, this process will be promoted by Tracey, with some education to be provided to encourage reporting.

There have been numerous conversations with various staff, who have approached Tracey for advice, guidance and request for documentation for high risk activities. This is a positive sign and indicates the desire to improve our health and safety performance.

##### FOCUS AREAS

1. *Liaise with relevant staff to verify compliance status* – initial focus has been on the water services team relating to their high-risk activities
2. *Develop risk register/s* – the generic risk register is in progress, with group risk registers yet to commence
3. *Identify, document and communicate critical risks* - requests sent to general managers for group critical risks to be identified
4. *Initiate health and safety representatives' re-election process* – completed, inductions completed and HSR legislative training to be arranged. First committee meeting scheduled for July.
5. *Review and update existing and/or develop new procedures to align with the LASS framework* – event management in progress.

##### 2. Security Matters

Security Patrol: A security patrol is now in place and random regular checks of the Council building are made on a daily basis. The cost of this patrol is \$26 per night.

Infrastructure: Staff have received final quotes for the installation of security cameras, motion detectors and alarms and a preferred supplier has been selected. The installation will cost \$11,247 (ex GST) with monthly monitoring costing \$35.00 per month. The capital will be funded from the Council building budget and will result in a negative variance in this cost centre.

##### 3. Building Control

We now have used two consultancies assisting with processing Building Consents. Both Comply NZ and Solutions Team have undertaken work for us so far. This is working well with an efficient electronic system in place and good turnaround

times as a result. Grant Hyde has now spent three weeks with us as Acting Building Control Manager. He and Andy Booth spent time at Waikeria Prison in late June being inducted so that they can undertake inspections. We are working our way through the recommendations in our pre-IANZ audit assessment that was conducted in early June to prepare us for our full IANZ assessment in late August. We have made an offer for the permanent role of Manager Building Control.

#### **4. Local Government NZ Conference**

I attended the LGNZ conference in early July with the Mayor in Wellington over two days. The theme of this year's conference was "Riding the localism wave: putting communities in charge." We had the usual range of Ministers and interesting speakers. I have sent an email to elected members already, but the overall highlights for me was the voices of iwi and young people throughout the conference.

#### **5. Other Meetings/Activities**

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

- Tour of Ōtorohanga Medical Centre
- Pink Ribbon Breakfast
- Happy Valley Milk Community Liaison Group
- All Staff meeting
- Kāwhia Quiz Night
- Office of the Auditor General relationship meeting
- Ōtorohanga Museum
- Waikato LASS People & Capability Managers
- Maniapoto Māori Trust Board
- Jonathan Kennett (Heartland Cycle Rides)
- Richard Ward (Dept Internal Affairs)
- Joint Workshop Council-Community Boards
- Ōtorohanga Community Board
- Induction Working Group
- Waitomo Hotel (meeting with Waitomo DC Mayor and CE)
- LGNZ conference
- Job evaluation training
- CDEM Monitoring and Evaluation interview
- Project Kiwiana
- Ōtorohanga Community Trust
- Tom Smit (subdivision)
- 2019 Election Candidates meeting in Kāwhia
- Beattie Home Funding
- Tour of Rural Water Supplies with Kevin
- Preparation for Union Negotiations
- Customer Conflict training
- Various meetings with individual community members

Tanya Winter  
**CHIEF EXECUTIVE**

**ITEM 101**                    **OTOROHANGA STOPBANK PATHWAY UPDATE ON COSTS AND PROGRAMME**

**TO:**                            **CHAIRPERSON & MEMBERS OTOROHANGA COMMUNITY BOARD**

**FROM:**                        **ENGINEERING MANAGER**

**DATE:**                        **7 AUGUST 2019**

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#### **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**

The stopbank pathway is nearing completion and this report address the current financial status of the project and the revised completion date.

#### **Staff Recommendation**

It is recommended that the Community Board make a recommendation to the District Council to approve the allocation of funds, currently estimated at \$53 149, but not exceeding \$60,000, from the cash surplus in the Otorohanga Flood Protection Account to cover the increase in capital costs for the construction of the stopbank pathway.

#### **Funding**

The Stopbank Pathway project has been driven from inception by the Otorohanga Community Board and the funding of the project was supported by NZTA under the subsidised roading budget as the pathway forms a pedestrian / cycle link to and from three schools. It also allows local journeys to take place with crossing state highways and using local roads. The local share funding was allocated from the Otorohanga Community Board Reserve fund and hence there is no rating impact caused by this pathway.

#### **Design and Consultation**

The initial design work took place from June to August 2018 which included the formation of a working group. Consultation with NZTA and Regional Council then took place along with further consultation with the public, schools and Nehenehenui Regional Management Committee. This consultation was completed in early November 2018. Budgetary constraints meant that many of the complex linkage designs were not able to be incorporated into the scope of work tendered.

#### **Timing**

As there was a firm desire for the project to be completed in this 2018/19 financial year, the decision was taken to put the work out to tender in December and to complete the design of the less complex access points on site as and when the pathway was being built. Due to the uncertainty around the final design a contingency of \$50,000 was included in the tender schedule. The tender closed on 23 January 2019 and was awarded to Civil Construction Services Limited, a Cambridge based contractor, for the tender amount of \$424,350.00.

#### **Access Ramps and Low Level Pathway Construction - Regional Council**

Once the construction work started, and in consultation with the Waikato Regional Council, the design of the access points and low level pathway under the bridges was completed using imported clay material and avoiding the use of retaining walls. The use of retaining walls presented with higher maintenance costs and were less desirable to the Regional Council especially when the lower levels of the pathway will be underwater during extreme flood events and retaining walls would impede the flow of the floodwater.

### **Access Ramp Construction Local Community**

In order to accommodate the needs of the community to allow disabled access, the gradient of all the ramps is shallow at 1:12 slope and this, along with the final alignment and heights under the bridges necessitated the use of close to double the amount of clay fill scheduled in the tender document. A significant portion of this cost was offset by removing the retaining walls from the contract.

### **Surfacing**

There has also been an issue with the supply of the limestone chip material which was in short supply from the quarry and had to be sourced elsewhere, with limited production available. This problem was exacerbated by the need for an increased volume of limestone chip due to the topsoil on the top of the stopbank being much deeper than estimated. The additional depth of topsoil, some 200mm on average, had to be removed as the limestone chip could not be placed on top of the topsoil. The clay cap on the stopbank when exposed was undulating in nature which meant that to ensure a 150mm thickness of limestone chip the average thickness and hence quantity used, became much more. This resulted in increased quantities, cost and construction time. The increase in the length of the access ramps also added to the volume of limestone chip required.

Compaction of the surface has also been more of a challenge than anticipated as the nature of the stopbank construction being a large mass of clay which holds water when wet. This meant that it has been difficult to compact the surfacing material due to the retained water and the nature of clay material to heave when wet. This was further exacerbated by the deeper topsoil on the edges of the stopbanks effectively preventing runoff, this topsoil had to be removed.

### **Impact on the Contractor and Hence Time for Completion**

This change in scope did have an impact on the contractor who had resourced according to the tender document which resulted in delays due to the contractor needing to use their resources on other contracts. Direct operational delays were caused by: -

1. Placing close to twice the quantity of clay fill
2. Removal of additional topsoil underneath the surfacing material and along the edges of the pathway
3. Placing and compacting the additional quantities of limestone chips
4. Time needed for the surfacing material and clay cap to dry after rain

### **Completion date**

The date for completion was 30 June 2019 although there was always a likelihood this could alter due to weather delays so late in the construction season. The current situation is such that the scheduled completion date has gone by and it is now programmed to be completed by Friday, 9 August.

### **Signage**

There is the need to finalise both the instructional and interpretive signage for the pathway which has not been included in the current scope of works in Contract 1071. A preliminary design for the signage has now been completed for discussion and a budget derived from these.

### **Pathway furniture**

Nehenehenui Regional Management Committee has requested that six benches be installed along the stopbank pathway and the contractor has been asked to price small concrete slabs for these.

There is also the need to include some collapsible bollards to prevent vehicles accessing the pathway

## Financial Implications

The total cost of the contracted work is currently estimated to have increased by \$35,529 to a total of \$459,879. This can be summarised as follows

Total Estimate to Completion	\$459,879
Less NZTA Subsidy	\$266,730
Balance	<u>\$193,149</u>
Less OCB budgeted share	\$140,000
Shortfall	<u>\$53,149</u>
LTP budget variance	\$38,227
Additional cost to completion	\$14,922
	<u>\$53,149</u>

There is NZTA Budget available to cover their share of the increased cost.

The total additional cost associated with the limestone chip volume is estimated at \$27,760 and the cost of the signage associated with the operation of the shared footpath and cycleway, which was not included in the original scope of work, is estimated at \$6,630. Collectively these two items contribute almost all of the additional cost. The uncertainty around the design of the access ramps and low level pathway was accommodated by the contingency as planned.

The cost of the interpretive signage which is provided could vary greatly depending on the amount provided, and a reasonable budget would appear to be in the region of \$16,000 to \$20,000. This cost has not been included in the estimate to completion.

It has been discussed in principle with Nehenehenui that they will provide the timber benches but no firm agreement has been reached. The discussion will continue once the prices for the work have been received. No cost associated with this has been included in the estimate to completion.

Discussion still needs to take place on the possibility of obtaining funding for the interpretive signs and benches from various sources which could include local iwi, charities and community trusts.

The allocation of an additional amount of \$53 149 to this project would allow completion of the work and enable the stopbank pathway to open. The funding of the interpretive signage and benches can be addressed subsequently.

## **Funding Options**

### **Option 1**

The Otorohanga Flood Protection account has a cash balance of \$191 580. Currently \$76 000 is allocated to the refurbishment of three flood protection pumps however there is still a total amount of \$115 580 unallocated, some of which could be allocated to the local share contribution to the stopbank pathway. A significant portion of the surplus has been built up over time from the lease of the flood lands and it is felt that it is therefore appropriate to use these funds for this purpose.

#### **Advantages**

- There funds are from a cash surplus and using them will have no rating impact.
- The funds were generated by the asset on which they would be spent.
- The pathway is completed and able to be used safely.

#### **Disadvantages**

- The funds would be unavailable for other purposes.

### **Option 2**

Obtain local share funding from rates income allocated to other roading projects by reducing the scope of these works accordingly. This would require \$126 545 of work not being done from a subsidised account, such as a section of road widening safety improvements or the postponement of the rehabilitation of a section of road. Alternatively \$53 149 of work could be removed from a council funded non-subsidised account such as some form of capacity improvement which would typically be realigning a piece of road during a rehabilitation project.

#### **Advantages**

- There will be no rating impact.
- The pathway is completed and able to be used safely.

#### **Disadvantages**

- The planned scope road work would not be completed
- An opportunity to make a piece of road safer would be missed

### **Option 3**

Stop work and do not complete the project

#### **Advantages**

- There will be no rating impact.
- There will be no additional funds spent

#### **Disadvantages**

- The work will not be completed
- The money invested to date would not give the expected benefit to the community
- There would be negative feedback from the community

### **Preferred Option**

Option number 1 is the preferred option because to use the cash surplus generated from the flood protection land for this purpose in an appropriate use of the funds.

**R H Brady**

**ENGINEERING MANAGER**

## OTOROHANGA STOPBANK PATHWAY RESERVE MANAGEMENT PLAN WORKING GROUP

**To:** Chairperson & Members Otorohanga Community Board

**From:** Engineering Manager

**Date:** 7 August 2019

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### Relevant Community Outcomes

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

### Executive Summary

The purpose of this report is to establish a working group and agree a process to further the design of the land use and structures on the flood protecting lands, adjacent to the Otorohanga Stopbank shared pathway, which have been retired from grazing.

### Staff Recommendation

It is recommended that:

- 1 Approval is given to establish a working group, made up of the following stakeholders to create the draft Otorohanga Stopbank Pathway Reserve Management Plan.
  - Council Elected Members represented by Councillor and Otorohanga Community Board Member Katrina Christison plus one additional Councillor
  - Council Staff represented by Engineering Manager Roger Brady
  - Waikato Regional Council one representative and one alternate
  - Nehenehenui Regional Management Committee one representative and one alternate
  - NZTA one representative and one alternate
- 2 The process as summarised below is followed to create and adopt the Otorohanga Stopbank Pathway Reserve Management Plan.
  - Stage 1 revisit feedback to date and produce the draft plan
  - Stage 2 consult on the draft plan with the wider community
  - Stage 3 feedback from the community incorporated in the plan
  - Stage 4 The plan and associated budgets would then be included in the draft Long Term Plan

### Background

The stopbank pathway on top of the stopbanks is nearing completion and the use of the surrounding flood protection land, previously leased out and grazed by cattle in now under consideration.

During the development of the pathway design consultation with the local community and a number of other stakeholders including the New Zealand Transport Agency, Waikato Regional Council and the current leaseholders took place.

The Otorohanga Community Board has established a sub-committee to investigate the possible location of riparian planting. It is proposed that a further working group be established which will consult with the wider stakeholders and compile a draft plan for the flood protection land adjacent to the section of stopbanks on which a pathway is being constructed. The work done by the riparian planting working group would then be incorporated into the draft plan.

## **Objectives**

There is an opportunity here to create a recreational asset for the community and a key goal if this overarching objective to be achieved is the completion of what is currently known under the working name of "Otorohanga Stopbank Pathway Reserve Management Plan" which may include, but would not be limited to, the following elements:-

- Preferred Options for land use
- Specific management requirements
- General maintenance requirements
- Programme for capital works
- Programme for annual maintenance
- Budgets for the capital works
- Budgets for the maintenance works

## **Process**

Staff are recommending the following process is used to develop the Otorohanga Stopbank Pathway Reserve Management Plan.

### **Stage 1**

Consolidate the feedback received to date, re-engage with the stakeholders and produce a draft plan which will be then be taken back to the wider community for comment. In addition to the members of the group other stakeholders who will be engaged by the working group include but is not limited to: -

- Stopbank grazing licencees
- Rerenoa River Restoration Project Leaders
- Community groups occupying land at Island Reserve (Otorohanga Sports Club, Tigers Sports Club, Otorohanga Referees Assn, Riding for Disabled, Otorohanga Polocrosse Club)
- Waikato River Authority
- Disability Support Services

### **Stage 2**

Consult on the draft plan with the wider community following a similar process to that used for the stopbank pathway. This process would be managed by Council's Community & Economic Development Manager.

### **Stage 3**

Feedback from the community incorporated in to the Otorohanga Stopbank Pathway Reserve Management Plan which would then be put to the Otorohanga Community Board for a recommendation to be made to Council to adopt the plan.

### **Stage 4**

The plan and associated budgets would then be included in the draft Long Term Plan.

## **Financial Considerations**

The financial implication to council would be approximately the same with either option 1 and 2 being made up of staff time, although option 1 would also incur time cost for other parties.

Whilst it is difficult to estimate the likely hours needed to complete the plan, investing the time "up front" will lead to cost efficiencies as and when the plan is implemented.

## **Options to complete Stage 1**

### **Option 1**

Establish a working group which will consist of the following stakeholders: -

- Council Elected Members represented by Councillor and Otorohanga Community Board Member Katrina Christison plus one additional Councillor
- Council Staff represented by Engineering Manager Roger Brady
- Waikato Regional Council one representative and one alternate
- Nehenehenui Regional Management Committee one representative and one alternate
- NZTA one representative and one alternate

This working group will then complete the draft Otorohanga Stopbank Pathway Reserve Management Plan.

#### **Advantages**

- The project moves forward with momentum
- All key stakeholders are engaged / re-engaged in the process
- A relatively small group is formed which will expedite the completion of a draft plan
- Previous consultation work is incorporated and built on, not started again.
- The members of the working group have already worked together on the Waipa Rerenoa project and the development of stopbank pathway
- The resultant draft plan already has buy-in from the most significant stakeholders

#### **Disadvantages**

- The time frame could be relatively long before the next stage of consultation
- The time demands on the working group, especially the elected members could be considerable.

### **Option 2**

Council staff continue to draft the Otorohanga Stopbank Pathway Reserve Management Plan using the information obtained to date without further input other than from the riparian planting sub-committee. The wider community, including the other significant stakeholders, are then consulted on the draft plan.

#### **Advantages**

- The project moves forward quickly
- Less demands on the time of elected members and staff outside of ODC.
- Previous consultation work is incorporated and built on, not started again.

#### **Disadvantages**

- All key stakeholders are excluded from the review of information to date and the compilation of the draft plan.
- There may well be much more opposition to the content of the plan from key stakeholders if they are excluded from the next step in the process
- The synergy created by the wider working group would be missing
- The resultant draft plan does not have buy-in from the most significant stakeholders

### **Option 3**

Do not create an Otorohanga Stopbank Pathway Reserve Management Plan and leave the flood protection lands in their current state and cut and harvest the grass rather than graze the land. The riparian planting could still be accommodated, largely funded by others, should there be a desire to do.

#### **Advantages**

- There is no short term cost incurred
- Ongoing maintenance costs of the flood lands are lower, likely to be cost neutral from gazing revenue
- There are no demands on the time of elected members and staff outside of ODC

## Disadvantages

- An opportunity to create “something special” is missed which could possibly include:-
  - To provide for and encourage recreational opportunities for families living in our District while showcasing our natural environment, cultural art and local history (both Maori and European).
  - To add value to our visitor offering by providing another reason to stop and spend time in Otorohanga’s main town centre.
  - Traditional Maori Art/other art can be located at strategic places.
  - Story boards with local history Maori cultural references can be placed along the pathway.
  - Children’s bike skills track could be developed at a suitable site on the town side of the stopbank (similar to the new facility in Te Awamutu next to the Pop n Good playground).
  - Dog exercise and equestrian use can be extended/enhanced.
  - Safe river access areas can be developed to meet summer demand with improved, coordinated management of the river areas.
  - Designated planting areas can be developed/enhanced working more proactively with environmental stakeholders.
  - Removal of most fencing allows safer access for families, some fencing may remain to protect plant species from dogs/people through the early stages of establishment.
  - Better opportunities for community events/use through the provision of open green spaces and river access.
  - All stakeholders will feel that their aspirations for the area have not been listened to
  - The cultural significance of the Waipa River and adjacent ancestral land has been clearly identified by Maori and by not continuing with the Otorohanga Stopbank Pathway Reserve Management Plan the wishes of the local Maori for this land would not be recognised.

## Preferred Options

The preferred option for stage 1 is option 1 as this will create the most appropriate plan, involve all key stakeholders and acknowledge the cultural significance of the Waipa River to local Maori.

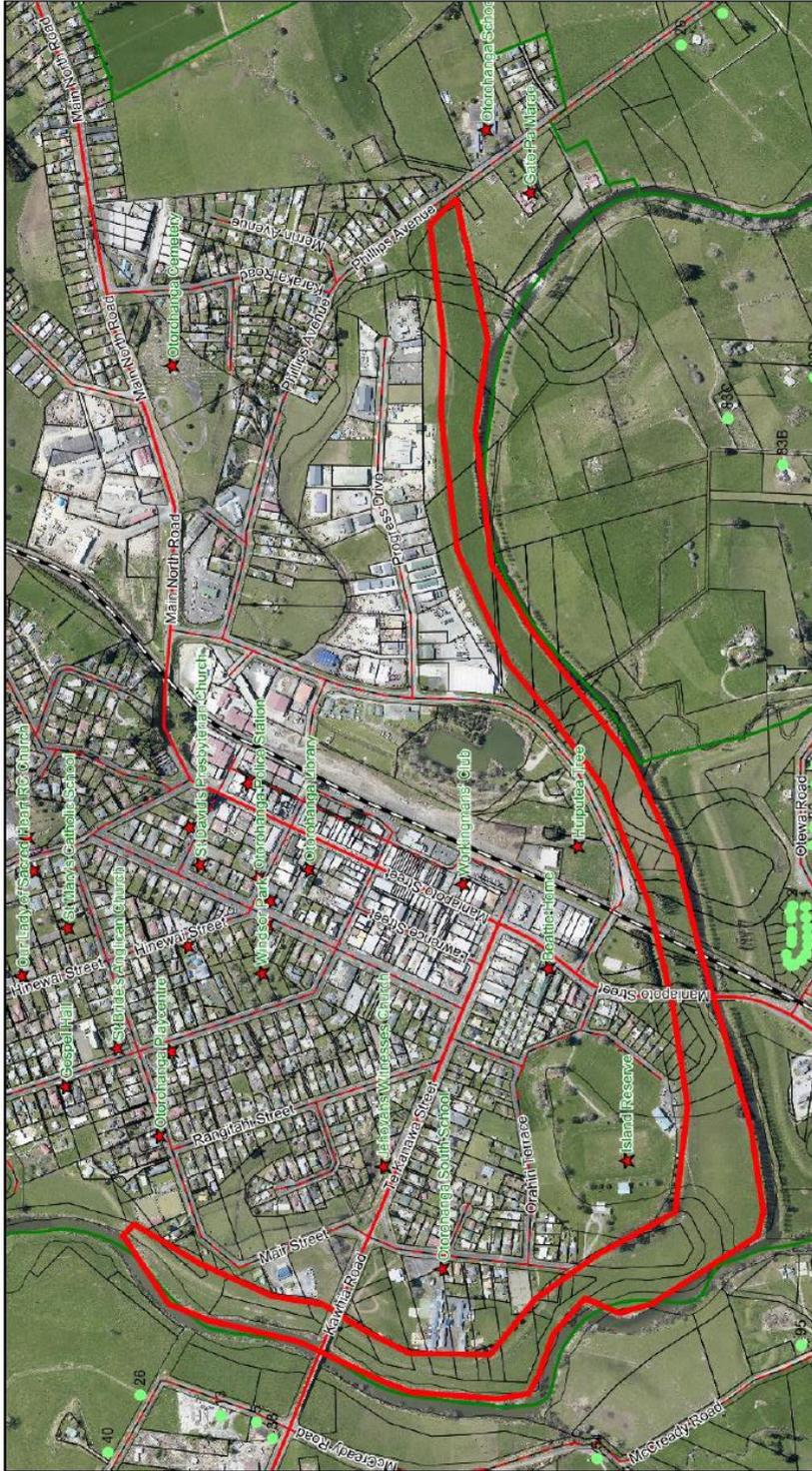
Stages 2 to 4 have been outlined and the Board may choose to amend any one of these stages.

**R H Brady**  
**ENGINEERING MANAGER**

## Attachments

- a. Location map of the flood protection land and stop banks

Flood Protection Land Under Consideration for Stopbank Pathway Reserve Management Plan



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

Projection: NZGD2000 / New Zealand Transverse Mercator 2000  
Bounds: 1762807.076628 16.5770373 94459711  
1765116.07589244 5771759.35397409

Scale: 1:9236  
Original Sheet Size A4



**ITEM 103**                    **UPDATE ON THE OTOROHANGA COMMUNITY BOARD WALK AROUND OTOROHANGA**

**TO:**                            **CHAIRPERSON & MEMBERS OTOROHANGA COMMUNITY BOARD**

**FROM:**                        **ENGINEERING MANAGER**

**DATE:**                        **7 AUGUST 2019**

**Relevant Community Outcomes**

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

**Executive Summary**

On 7 March 2019, the Otorohanga Community Board walked around Otorohanga and compiled a document identifying areas of concern or possible improvement. This report provides further feedback to the Community Board on the steps taken since the previous report.

**Staff Recommendation**

It is recommended:

That the report be received

**Report Discussion**

Each item raised is recorded in the table below along with associated comments.

ITEM	COMMENTS / STATUS AS AT 29/7/19
Planter box in the Village Green, replace rotten timber and repair / paint the planter.	First coat is complete, awaiting top coat of paint.
Village Green lawn in need of renewal.	Broad leaf weeds to be sprayed as interim measure – this work is complete.
Pou showing signs of fading and algae growth.	Local contractor to price the work. Awaiting a quote.
Description panels of the pou are scratched.	This work is complete
Expedite the completion of the memorial cannon and return them to the park.	Mark is working on this.
Replant bare patches in Memorial Park	Bark has been renewed awaiting planting...
Totara Tree at the rear of Memorial Park could be "limbed up".	Staff are waiting for a scheduled meeting with the arborist.
Millennium "Te Rohe Potae" sculpture base (raw pounamu) needs cleaning, plaque at the base to be replaced. Descriptive story panel needs cleaning.	Staff and designer are finalising the proof of the map in order to replace the sign.
Flaxes at the Railway Station are very big and untidy. Remove and redo this garden?	This work is complete.
Skylight panels at the Railway Station need cleaning. Exterior clean of the whole building is needed.	This work is complete
Faded yellow line at the edge of the platform.	Update, arrangements have been made for ODC to complete this work with supervision from Kiwirail. Not done as yet.
South end pedestrian crossing – pavement cracking.	Staff to effect repair. Not affecting where people are actually walking.
Waipa River Bridge and the rail over bridge need cleaning and painting.	NZTA have done no further work since the last report. Some work has been done on the road

	marking at the Waipa River Bridge. Hand railing still to be done, brought up at last liaison meeting again.
Crack Willow and Japanese Walnut growing on the banks of the Waipa River near the SH3 Bridge.	ODC will facilitate the removal on during the week commencing 5 August 2019
Dry gorse on railway bank above Sargent Place. Fire hazard?	There are still some live gorse bushes which were not removed, the fire hazard has been cleared and these plants will be sprayed by Kiwirail on their next planned circuit.
Renewal of Otorohanga entry signs near the cemetery?	Prices have been obtained, is now a matter of communicating with Project Kiwiana and establishing where the budget falls for replacement.

**Roger Brady**  
**ENGINEERING MANAGER**

**ITEM 104**                    **ROUTINE REPORT - ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENSING INSPECTOR'S REPORT FOR JANUARY - JUNE 2019**

**TO:**                         **HIS WORSHIP THE MAYOR AND COUNCILLORS  
OTOROHANGA DISTRICT COUNCIL**

**FROM:**                    **ENVIRONMENTAL HEALTH OFFICER / LICENSING INSPECTOR**

**DATE:**                    **16 JULY 2019**

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#### **Relevant Community Outcomes**

- The Otorohanga District is a safe place to live
  - Ensure services and facilities meet the needs of the Community
  - Promote the local economy and opportunities for sustainable economic development
  - Manage the natural and physical environment in a sustainable manner
- 

#### **Executive Summary**

The Environmental Health Officer and Licensing Inspector's report for the period January- June 2019.

#### **Staff Recommendation**

It is recommended that:

The Environmental Health Officer and Licensing Inspector's report for January- June 2019 be received.

#### **Report Discussion**

##### **Sale and Supply of Alcohol Act 2012**

Two quarterly collaboration meetings have taken place between Otorohanga District Council, Waitomo District Council, Waipa District Council, New Zealand Police, Fire and Evacuation New Zealand and Waikato District Health Board. The first on 20 February 2019 and the second on 29 May 2019.

This meeting satisfies the requirements of s.295 Sale and Supply of Alcohol Act 2012 under which reporting agencies have a duty to collaborate.

Discussions were centred on licensing and enforcement issues around the district. The three districts (Otorohanga, Waitomo and Waipa) share the same chairperson of the District Licensing Committee and the New Zealand Police and Waikato District Health Board cover the whole of the Waikato region.

With each agency having a specific role to play in enforcing the legislation its purpose is to *'establish and maintain arrangements with each other to ensure the ongoing monitoring of licences and the enforcement of the Act, and work together to develop and implement strategies for the reduction of alcohol related harm'*

No concerns were raised and no complaints received regarding licenced premises operating in the Otorohanga District.

General discussion was centred on new licence holders, upcoming hearings and proposed club champs meetings. It is envisaged that a Club Champs meeting will be held in Otorohanga district in October, premises permitted.

### **Alcohol Licensing Processing Statistics**

• On Licences	New	0	Renewals 1
• Off Licences	New	0	Renewals 0
• Club Licences	New	0	Renewals 2
• Managers certificates	New	4	Renewals 6
• Special licences		25	
• Temporary Authority		2	

There were three hearings in the first 6 months of this year. Applications were granted or rescheduled due to change in legal representation.

No enforcement action was undertaken this quarter.

### **The Food Act 2014**

A food cluster group meeting was held at South Waikato District Council on 14 June 2019 hosted by the Ministry of Primary Industries. Apologies were made due to annual leave and other commitments.

### **Verification statistics for Food Premises**

Verifications undertaken with associated reports 10

Food businesses are complying with the new requirements with the Act with some needing guidance.

There were two food or premises complaints received this quarter, one of which attracted the issue of an Improvement Notice.

### **Resource Management Act 1990**

#### **Noise**

No complaints received this quarter resulting in equipment seizure.

### **The Health Act 1956**

Six complaints were received regarding dumped rubbish including tyres. There is follow up when the perpetrator can be located however council will uplift as quickly as they are notified by the public. Sites are cleared to the satisfaction of the complainants.

Following the introduction of Fire and Emergency New Zealand (FENZ) in July 2018, Environmental Health is now limited to dealing with 'a health nuisance' where smoke is creating conditions that are 'injurious to health' at the time of the call i.e. not just the presence of smoke.

Where there is an immediate risk to life and property a 111 call to FENZ is still appropriate however FENZ will now deal with permits, fire bans and general fire complaints. One smoke complaint has been received in the first 6 months of 2019.

### **Hairdresser Regulations 1980**

Three premises inspected – no enforcement action required.



**Mary Fernandez**  
**ENVIRONMENTAL HEALTH OFFICER / LICENSING INSPECTOR**

**BOARD MEMBER UPDATE**