



Otorohanga District Council

MINUTES

17 APRIL 2018

10.02am

Members of the Otorohanga District Council

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

Meeting Secretary: Mr. CA Tutty

OTOROHANGA DISTRICT COUNCIL

17 APRIL 2018

Minutes of the Meeting of the Otorohanga District Council held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 17 April 2018 commencing at 10.02am.

MINUTES

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PRESENT

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

IN ATTENDANCE

Messrs DC Clibbery (Chief Executive), G Bunn (Finance and Administration Manager), R Brady (Engineering Manager), A Loe (Environmental Services Manager), B O'Callaghan (District Accountant) and CA Tutty (Governance Supervisor)

His Worship declared the meeting open and welcomed those present

OPENING PRAYER

His Worship read the Opening Prayer

PUBLIC FORUM

No members of the public present at the meeting wishes to address Council.

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

Resolved that the Chief Executives report on a request from the Kawhia Sports Club for financial assistance from Councils "Sport Support" fund be considered in general business which may require a resolution.

His Worship / Councillor Phillips

CONFIRMATION OF MINUTES – 20 MARCH 2018

Resolved that the Minutes of the Otorohanga District Council held on 20 March 2018, as circulated, be approved as a true and correct record of that meeting and the resolutions contained within be adopted.

His Worship / Councillor Phillips

MATTERS ARISING

WAIPAPA TOILETS – MURAL

Councillor Klos reported that the authority given to her at the last Council Meeting to approve the work and design of a mural on the Waipapa toilet block has been taken off her to go through the correct process.

CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 5 MARCH 2018

Resolved that the Minutes of the meeting of the Otorohanga Community Board held on 5 March 2018 be received.

Councillor McConnell / Councillor Christison

MATTERS ARISING

ADOPTION OF MINUTES

In reply to Councillor Pilkington the Chief Executive replied that Minutes of the meetings of the Otorohanga and Kawhia Community Boards need to be presented and adopted by the individual Boards in case the Boards opt to make any changes, following which the Minutes are then presented and adopted by Council.

DECLARATION OF CONFLICTS OF INTEREST

His Worship asked members for any declarations of conflict of interest.

None were received.

ITEM 250 REQUESTED REVISION OF KAWHIA WHARF FEES

The Chief Executive presented a report on proposed changes to fees for use of the Kawhia Wharf proposed by the Kawhia Community Board at its meeting held 6 April 2018.

He said the present fees are not sufficient to cover future major maintenance or renewal costs of the Wharf.

Councillor Pilkington requested members to remember that when talking about the 'market rates' these are in

respect to Kawhia, not those charged by other authorities in other situations.

His Worship suggested that letters be forwarded to the charter boat owners to ensure they are given the opportunity through the consultation process.

Councillor Phillips expressed the opinion that the proposed increases have been driven by Taharoa Steels operation.

Councillor Pilkington replied that there has been concern over many years as to how low the current wharf charges are.

Councillor McConnell referred to the matter of consultation with affected parties and felt that this matter was being considered very quickly to enable it to be included in Council's Long Term Plan. He queried whether consultation has been carried out with the wharf users previously. He expressed the opinion that if this matter has been thought about for some time, why is the document being rushed through now. He said if there has been a problem why was this not presented earlier.

The Chief Executive replied that by including in the proposal the fees and charges for the Long Term Plan Council is making it a topic for consultation.

His Worship expressed the opinion that consultation is also required by individual Board members with the charter boat owners.

The Chief Executive replied 'yes' to Councillors question as to whether the proposed fees were "plucked out of the air" by the Kawhia Board.

Councillor Christison queried whether a comparison of wharf fees has been carried out.

Councillor Pilkington replied that no data has been provided to support the proposed increase in fees, the Board considered the matter on what Board member Mr. Alan Rutherford has advised.

Councillor Phillips said that this Council does not have any relative information available and that it is difficult to dispute what Mr. Rutherford had advised.

His Worship felt that no information has been provided to members to justify the proposed increases. He said there needs to be some form of basis behind the proposed increases.

Councillor Williams queried when the next opportunity will be available for Council to consider the proposed increases.

The Finance and Administration manager replied that Council can make changes to the fees and charges at any time. He said the proposed changes would need to be advertised. He said should the proposal be included in the Long Term Plan this will accordingly have an impact on rates.

Resolved that changes to fees for the use of the Kawhia wharf requested by the Kawhia Community Board, as presented in the Chief Executives report, included in the fees and charges for the proposed Long Term Plan, and are subject to the associated consultation process with relevant information provided.

His Worship / Councillor Christison

PUBLIC EXCLUDED

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

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

Reason for Confidentiality

	Grounds	Reason
	Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -	Subject to sections 6, 8 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:
	48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist. 48(1d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.	7(2a) Protect the privacy of natural persons, including that of deceased natural persons. 7(2d) Avoid prejudice to measures protecting the health or safety of members of the public. 7(2f) Maintain the effective conduct of public affairs through- (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty.

HIS WORSHIP / COUNCILLOR PILKINGTON

ITEM 259 REQUEST FOR ASSISTANCE – SPORTS SUPPORT FUND

The Chief Executive presented a report on the request from the Kawhia Sports Club for Financial Assistance from Councils Sport Support fund. He said this matter had been discussed at a meeting of the Kawhia Community Board held on 6 April 2018.

The Chief Executive informed members that the Kawhia Sports Club was more a 'Social Club' in Kawhia rather than a sporting club and therefore does not strongly align with the criteria of the fund.

Councillor Phillips confirmed that members of the club do utilise the Tennis Court.

Councils Environmental Services Manager also confirmed that the Club does have a Club licence.

His Worship said that the request for assistance relates to the sustainability of the Club, not a premise for drinking.

The Finance and Administration Manager informed members that there is a total funding available of forty five thousand dollars over a three year period which ends as at 30 June 2018. He said a subcommittee of Council could be formed in conjunction with Sport Waikato, to give consideration to the requests received for this funding.

The Chief Executive advised that over the three year period only three clubs have applied for assistance. There is \$8500 available in this current year.

Resolved that a grant of \$5000 be made to the Kawhia Sports Club from the residual balance of the budget allocation for Councils Sport Support fund in the 2017 – 2018 financial year.

Councillor Pilkington / Councillor Christison

ITEM 252 DRAFT LONG TERM PLAN 2018 – 2028

The District Accountant referred members to the Long Term Plan. He said issues have been highlighted with regard to depreciation therefore; figures have been revised with the major effect taking place in the roading activity.

The Chief Executive advised that any small change in depreciation accumulates to a large amount of money particularly in the roading activity.

The Chief Executive circulated and informed members that the comments from the Mayor and Chief Executive have been updated.

Councillor Pilkington referred to page 112 advising that the Otorohanga District Development Board's reports show as four time quarterly reports and in the service agreement it read two time six monthly reports, therefore these need to be aligned.

Reference was also made to the District Plan and the fact that the wording needs to be updated.

Councillor Williams expressed the opinion that if Council is not changing such wording, is it addressing and / or measuring the outcomes.

The Chief Executive undertook to look at this matter.

Councillor Williams queried whether Audit also audited the text of the document.

She was informed that when they are given an updated copy they will consider the text.

The Chief Executive advised that another level of review will be undertaken in 2020.

Councillor McConnell queried whether the increase in the cost of water will be highlighted in the Long Term Plan.

His Worship replied that this has no impact on rates therefore it will not be in the document.

The Chief Executive confirmed that this is not a matter to consult on within the whole Community / District.

In reply to Councillor McConnell regarding the costs of tender processes being placed into the plan the Chief Executive advised that these are allocated across the various activities.

Councillor Phillips queried the methodology for depreciation done as part of the Annual Plan process and how this differed from the LTP depreciation calculations which the District Accountant clarified for the Elected Members.

Councillor Pilkington asked whether the recommendation should be altered to include the financial amendments

in the draft LTP but the Chief Executive felt this wasn't necessary as the LTP Consultation Document had been amended to reflect the changes and the draft LTP would also be amended in due course.

Resolved that the Draft 2018/28 Long Term Plan be adopted.

COUNCILLOR PHILLIPS/HIS WORSHIP

ITEM 251 ADOPTION OF CONSULTATION DOCUMENT FOR LONG TERM PLAN CONSULTATION

The District Accountant distributed copies of the LTP Consultation Document (DC) to the elected members and proceeded to summarise the content, advising that the most recent changes related to the financial figures which had been amended.

The Chief Executive proceeded to clarify this further, drawing attention to section 5 saying the key financial information has changed which has changed the rates also and a brief discussion was had with the Elected Members clarifying also the Housing New Zealand loan details which related to our pensioner housing accommodation.

His Worship queried the consultation process with the District Accountant providing details of the public notices to be placed, meetings to be held and the timeframes for these – which are all available on Council's website.

His Worship queried how widely the Waitomo News was distributed and whether it covered the whole district and asked whether the notices should also be included in the Te Awamutu Courier.

Councillor Pilkington wanted to ensure that Kawhia would also be appropriately notified and suggested the use of additional mediums such as the Kawhia Messenger or Kawhia Connection.

Councillor Phillips queried whether we usually send notices to Iwi groups and other key stakeholders to alert them to our LTP consultation period being open for submissions. His Worship requested this be done.

His Worship commended the hard work of the District Accountant to pull all of this together. The Finance and Administration Manager supported this by saying that this LTP process had been particularly taxing on staff resources compared to other years. His Worship also acknowledged the extensive hours the Chief Executive had put in over the weeks leading up to now, particularly the long hours spent over Easter weekend finalising the information. The Chief Executive commented that the Deloitte report was better than expected and commended the District Accountant for managing the relationship with them so well.

Councillor Pilkington also added her thanks to be passed on to all staff involved for their great effort.

Resolved that;

- I. Council adopts the Consultation Document for Council's Long Term Plan 2018/28.
- II. consultation on this document begins 20th April 2018 and be completed at 12pm 21st May 2018.
- III. a meeting to hear any submissions be scheduled for Tuesday 29th May 2018 at 10am.

COUNCILLOR PHILLIPS / COUNCILLOR KLOS

ITEM 253 ANIMAL CONTROL OFFICER'S REPORT FOR JANUARY TO MARCH 2018

The Environmental Services Manager introduced and summarised the report asking for questions at his conclusion. There were no questions.

Resolved that the Environmental Services Manager's report on Dog and Animal Control activities for the third quarter of the 2017/2018 financial year be received.

COUNCILLOR PILKINGTON/COUNCILLOR JOHNSON

ITEM 254 BUILDING CONTROL REPORT FOR JANUARY TO MARCH 2018

The Environmental Services Manager introduced and summarised the report asking for questions at his conclusion.

Councillor Phillips queried whether there was an error in the table provided within the report, which the Environmental Services Manager confirmed it was the case and that he would amend it accordingly.

Resolved that the Building Control report for the period January to March 2018 be received.

COUNCILLOR PHILLIPS/COUNCILLOR PILKINGTON

ITEM 255 PLANNING REPORT FOR JANUARY TO MARCH 2018

The Environmental Services Manager introduced and summarised the report drawing the elected members attention to a change relating to 'Permitted Boundary Activity' (PBA). For instance in regard to boundary set back requirements under the District Plan, if the adjoining land owner approves the setback being proposed by the applicant it no longer requires a Resource Consent, making this part of the process easier and more affordable.

Councillor Pilkington expressed her surprise that there were no appeals received for the current two 'notified application's – Happy Valley Milk and Waikeria Prison.

Councillor Klos asked for clarification about the Happy Valley Milk consent, the Environmental Services Manager said that the Land Use Consent stays with the property which can be transferred to a new property owner.

Councillor McConnell asked if there were any new updates around the proposed new Westridge subdivision extension, the Environmental Services Manager said Council still hasn't received the subdivision application from the land owner.

Resolved that the Planning Report for January to March 2018 be received.

HIS WORSHIP/COUNCILLOR PHILLIPS

ITEM 256 NEW SECTION OF WAIKATO RIVER TRAIL

The Land Management Officer introduced the report and summarised the content before asking for any queries.

Councillor Klos made some suggestions for additional car parking to make the trail and new swing bridge more accessible. There was further brief discussion between the elected members and the Land Management Officer about the location of the new bridge along with existing bridge locations.

Councillor Klos also reminded everyone of how important this part of the district is in relation to our visitor offering, with the hydro areas, scenic reserves and cycle trail and how timely the building of the new toilets at Waipapa was to service these activities and visitors.

Resolved that;

1. approval is given for Waikato River Trails Trust to construct the new section of the cycle trail and bridge through the Otorohanga District, conditional upon an appropriate agreement being reached in accordance with point 2 of the proposed resolution;
2. authority is given to Council's Chief Executive to enter into agreement with Crown, Mercury Energy and Waikato River Trails Trust for the management of trail within the Otorohanga District.

COUNCILLOR WILLIAMS/COUNCILLOR PILKINGTON

ITEM 257 MATTERS REFERRED

ENVIRONMENTAL SERVICES MANAGER

To prepare a report on the review of the current Dog Bylaw.
Update will be available at next Council meeting.

ENGINEERING MANAGER

To arrange for consideration of the installation of a School bus route sign on Huirimu and Aotearoa Roads.
The Manager advised that the work was underway.

MEETING ADJOURNED FOR LUNCH 12.32PM

MEETING RECONVENED 1.08PM

GENERAL BUSINESS

WAIKATO REGIONAL COUNCIL – PLAN CHANGE 1

Update on Waikato Regional Council Plan Change 1. Variation 1 to make changes to Plan Change 1 has been publically notified. It has been recommended that anyone who submitted to Plan Change 1 makes a further submission on Variation 1. This will avoid any possibility of the original submission being deemed to be out of scope in relation to the Variation 1 changes.\. The Environmental Services Manager offered to organise a representatives of the various interest groups to speak to the elected members on issues that what Plan Change 1 and Variation 1 pose for Otorohanga District.

There was some discussion amongst members on how we might be impacted as a Council and it was agreed that although some steep hill country might be affected the impact would be fairly minimal.

SOLID WASTE MANAGEMENT

The Chief Executive informed members that the Solid Waste Management legislation requires Council to review its Solid Waste Management Plan by end of June this year. He said he would like to workshop this matter at the next ODC meeting to be held on 15 May 2018. The Waste Assessment Analysis has been previously distributed to members however, the Engineering Manager will undertake to re-distribute the summary document to members.

IWI ENGAGEMENT

His Worship updated members on Iwi Engagement. He said that a meeting has been held with Stephen Wilson to recommend a way forwards for Council based on current best practice.

MAYORS REFLECTION WORKSHOP

His Worship informed members that he recently attended a meeting in Wellington of 28 Mayors who shared their views on the many variables and challenges within their roles.

SMART WAIKATO

His Worship summarised the Smart Waikato – college/employers partnerships to assist transitioning youth from school to work. He said this group is undertaking various community meetings over the next months.

YOUTH DRIVERS LICENCE MEETING

His Worship attended a youth driver licence meeting, on initiative for helping youth to get their driver licences.

HAPPY VALLEY MILK

His Worship updated members on Happy Valley Milk and said that they have employed BECA to assist them with their Resource Consent application.

AUDIT AND RISK COMMITTEE

The Finance and Administration Manager advised that he attended Audit and Risk training held in Hamilton along with Councillor Christison. He said there was a large attendance of 50 people with 75% of them being elected members. He expressed the opinion that this was a very worthwhile day and that there was lots of learning from each other's experiences.

Councillor Christison said she thoroughly enjoyed the Audit and Risk training in Hamilton and found it very useful. Councillor Christison said she would really like to see staff thinking more about this and identifying areas of risk within their departments. She said Audit and Risk requires everyone to be proactive in order for it to be beneficial.

His Worship said that the Chief Executive, Mayor and other elected members were encouraged to attend Councils Audit and Risk Committee meetings.

CIVIL DEFENCE

Councillor Williams reported that she attended a Civil Defence meeting on 26 March at the new Genesis building in Hamilton. She provided a summary of the meeting to members. There was also an update from the Thames Coromandel District Council in regards to their response to their Civil Defence emergency at Christmas 2017.

Councillor Williams queried whether the Environmental Services Manager has sufficient Financial Delegated Authority to cover Council in an emergency event.

MYRTLE RUST - KAWHIA

Councillor Pilkington informed members that she attended a Myrtle Rust meeting in Kawhia with discussion being held on options available to manage Myrtle Rust including the use of fungicides. She informed members that more research is being undertaken.

SUBDIVISION ACTIVITY

Councillor McConnell queried whether subdivision incentives could be considered to encourage more activity. For example, could Council subsidise some of the development costs and recover these costs through rates.

The Environmental Services Manager said he didn't think that would be realistic considering the whole process is already partially subsidised by rate payers.

ELECTED MEMBERS UPDATE

Councillor McConnell said he really appreciated the elected members update and would like to see this happen more regularly.

BEATTIE HOME

Councillor Johnson informed members that Beattie Home have a new firewall being constructed as part of the compliance requirements in the new wing.

BRISTLE GRASS

Councillor Johnson asked if there is anything Council could do to be proactive in finding a solution to the Bristle Grass problem considering a lot of the seed is spread through Council's road side mowing work throughout summer. He queried if Council should be lobbying the Waikato Regional Council or Waikato Local Authority Shared Services to see if a regional plan could address this issue.

PLASTIC RUBBISH BAGS

Councillor Christison requested that Council give consideration for the elimination of the use of plastic rubbish bags. She suggested these be replaced by biodegradable ones to reduce plastic going into landfill.

LIGHTING

Councillor Phillips reported that the lights outside the tennis club are being blocked by trees and the new LED light installed is intermittent and needs checking.

CAR PARKING

Councillor Phillips raised the matter of cars parking in designated bus stops, particularly between the hours of 11-3 and asked if the Otorohanga Community Board are addressing this issue.

The Chief Executive replied that a review of the traffic bylaw was needed.

PROPERTY MAPPING TOOL

Councillor Phillips commended Council for having such a usable property mapping tool on the website. He felt this was a great self- help resource.

MEETING ADJOURNMENT

The meeting was adjourned for The Lines Company informal presentation.

MEETING RECONVENED

The meeting reconvened at 2.30pm.

AROHENA RURAL WATER SUPPLY

Councillor Klos expressed her concerns over the Arohena Rural Water Supply and said that there is the prospect of residents having inferior water to their farm stock.

Councillor Klos said she does not accept the situation with 51 properties affected. Councillor Klos informed members that she wants to keep looking for an alternative and more acceptable solution to this problem.

OTOROHANGA DISTRICT DEVELOPMENT BOARD

Councillor Klos requested a review be carried out Otorohanga District Development Board and queried what outcomes they have achieved in the time since being established.

Councillor Klos estimated that 6 million dollars has been granted to them since they started.

HAMILTON TOURISM SEMINAR

Councillor Klos reported that she attended the Hamilton Tourism Seminar which was a one day event, free and very worthwhile. Councillor Klos expressed the opinion she would like to see Council do something to support the upcoming Tainui Waka River Festival as the river is very much the focus of the local Tourism Industry.

She said there are now jet boat operators up as far as Lake Arapuni.

WAIKATO RIVER TRAILS

Councillor Klos said she supported further development of the Waikato River Trails as per the Land Management Officer's report to Council. She also made members aware of a group called the River Riders, promoting bike riding in our sub regional areas.

HAMILTON WAIKATO TOURISM

Councillor Klos expressed her concern about the lack of presence of the Otorohanga District in the Tourism Brochure published by Hamilton and Waikato Tourism. She said the minor mention that the District received was buried amongst information on Waitomo.

CHIEF EXECUTIVE

Councillor Klos asked what support was available to the Chief Executive, as his employers elected members have a responsibility to ensure he is supported and his wellness looked after.

REPRESENTATION REVIEW

The Finance and Administration Manager informed members that a Representation Review is due every 6 years for Local Authorities. He said that one is due this year which will be raised at a later date.

MEETING CLOSURE

The meeting of the Otorohanga District Council closed at 2.53pm

SIGNED: _____

DATED: _____

