



Otorohanga District Council

AGENDA

18 February 2015

10.00am

Members of the Otorohanga District Council

Mr MM Baxter (Mayor)
Mr RM Johnson
MRS RA Klos
Mr KM Phillips
Mrs DM Pilkington (Deputy Mayor)
Mr R Prescott
Mr TD Tindle
Mrs AJ Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

Wednesday 18 February 2015

Notice is hereby given that an ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, Maniapoto St, Otorohanga on Wednesday 18 February 2015, commencing at 10.00am.

10 February 2015

DC Clibbery
CHIEF EXECUTIVE

AGENDA

VISITORS ATTENDING THE MEETING

11.00am District Sports Coordinator – Ms R Matthews

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PRESENT

IN ATTENDANCE

APOLOGIES

OPENING PRAYER

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 20 JANUARY 2015

REPORTS

Item 166 OTOROHANGA COMMUNITY BOARD MINUTES 29 JANUARY 2015

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

From: Governance Supervisor

Date: 18 February 2015

Executive Summary

Minutes of the meeting of the Otorohanga Community Board held on 29 January 2015 as circulated.

Staff Recommendation

It is recommended that:

The minutes of the meeting of the Otorohanga Community Board held on 29 January 2015 be received.

CA Tutty
GOVERNANCE SUPERVISOR

Item 167 KAWHIA COMMUNITY BOARD MINUTES 23 JANUARY 2015

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

From: Governance Supervisor

Date: 18 February 2015

Executive Summary

Minutes of the meeting of the Kawhia Community Board held on 23 February 2015 as circulated.

Staff Recommendation

It is recommended that:

The minutes of the meeting of the Kawhia Community Board held on 23 February 2015 be received.

**CA Tutty
GOVERNANCE SUPERVISOR**

**Item 168 DISTRICT LIBRARIANS QUARTERLY REPORT FOR OCTOBER TO
DECEMBER 2014**

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

From: District Librarian

Date: 18 February 2015

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
 - Recognise the importance of the Districts rural character
-

Executive Summary

The project to join the national Kotui consortium is now underway and the Library website has been transferred to the main Council site. Successful summer holiday reading programmes have been held. Library usage data continues to conform to national trends.

Staff Recommendation

It is recommended:

That the District Librarian's Quarterly Report for the period October to December 2014 be received.

Report Discussion

Kotui Implementation

Background work to migrate our Library's management system into the Kotui consortium is now underway. Council's library and IT staff will be working with Kotui Project Manager John Truesdale to link into the network, migrate data and undertake staff training.

The date for the Kotui "go-live" is Thursday 12 March. We will be required to close the Library to the public for two days prior to this date to enable the final migration procedures to be carried out – this closure will be advertised locally.

Library Website

Guru Digital Media has been contracted to integrate the library website into the main Council website. For the past four years, Jet Creative have hosted a standalone Library website, but difficulties have been experienced with updating content and, most recently, with a couple of "hacking" incidents.

Integration of the website will facilitate more efficient content management and will minimise maintenance costs. It will also mean that members of the public can access all Council services from the one online location.

Transferral of the library website is well-timed to coincide with the library's online public access catalogue becoming available through the Kotui gateway.

Summer Reading Programmes 2014/15

The finale for this year's summer reading programme (themed *Summer-Camping-Reading*) was held On Wednesday 28 January. The Mayor presented certificates and PaperPlus book tokens to the 29 children who successfully completed the programme's reporting-in requirements. The

finale was held at the St John's Ambulance Hall in Otorohanga, with Trevor Sills from *Simply Magic*, Cambridge providing entertainment.

Concurrently, ten intermediate-aged children participated in the *iRead* programme. The requirement for this programme was to keep a journal of books read over the summer holidays. The seven children who successfully completed this challenge were entered into a draw to win a mini-tablet device, sponsored by 100% Electrical. In addition, a book token was presented for the most accomplished journal. The finale event for this programme was held at Otorohanga's mini golf facility on 4 February.

LIANZA2014 Conference, Auckland, 12-15 October

I was pleased to be amongst the 650 delegates attending this year's Library & Information Association of New Zealand Aotearoa, held at the SkyCity convention centre. Over the four days of the conference, participants heard from a variety of thought-provoking speakers, attended sessions prepared by local practitioners, visited a trade exhibition showcasing vendors of library-related products and services, and relished the opportunity for informal networking with colleagues from institutions throughout New Zealand.

Highlights for me included presentations from Eibhlin Roche from the Guinness Archive in Dublin, from public law specialist Mai Chen, and Salesa Damon, Assistant Professor of Pacific Studies at Auckland University. I also enjoyed a field trip to the Auckland Museum Library to view some of their rare treasures.

As usual, it was good to meet up with colleagues from the Waikato region and beyond – I came away feeling much more professionally connected. I am appreciative to the Council for enabling me to attend this conference.

Kawhia Library Volunteers' Lunch

During December, Otorohanga Library staff and the Council's Finance & Administration Manager invited Kawhia Library staff and volunteers to a pre-Christmas lunch in town. It has been several years since the personnel working at both libraries have met together – in this time a number of new volunteers have enlisted at Kawhia Library – their assistance in helping Linda ensure that the service operates smoothly is invaluable.

The current Kawhia Library volunteers are: Renee Dodgson, Sandy Dodunski, Rachel Harris Pauline Lellman, Judy Lyons, and Wendy Roberts.

Quarterly Usage Statistics

Otorohanga Library – (October to December)

	2014/15	2013/14	Notes
Physical Visits	11,574	13,029	<i>Decrease of 11.2%</i>
Materials Issued	10,116	11,350	<i>Decrease of 11%</i>
Digital Downloads	217	155	<i>Increase of 40%</i>
Computer Sessions (APNK)	1,848	2,152	<i>Decrease of 14.1%</i>
Wifi Sessions	4,569	3,036	<i>Increase of 50.5%</i>
Membership registrations	45	72	

Kawhia Library – (October to December)

	2014/15	2013/14	Notes
Materials Issued	521	590	<i>Decrease of 11.7%</i>
Computer sessions (APNK)	93	85	<i>Increase of 9.4%</i>
Wifi sessions	1,100	699	<i>Increase of 57.4%</i>
Membership registrations	3	5	

Revenue Statistics

Library Income

	YTD Actuals	YTD Actuals 2013/14
Building Rental	0.00	-6.00
i-Site Rental	-5,000.00	-5,000.00
Interloans	-260.00	-196.00
Videos	-734.50	-945.00
Kawhia	-196.00	0.00
New Rental Fiction	-510.70	-468.00
Reserves	-119.20	-130.30
Sale of Books	-510.08	-573.13
Lost Books	-113.08	-206.14
Fines (Overdues)	-1,530.01	-1,927.00
Photocopies	-1,256.20	-1,051.90
Membership Cards	-444.87	-415.29
Internet	-1.74	-5.22
Magazines	-103.11	-124.42
Fax	-49.30	-45.00
Donations	-14.00	-23.00
Library	-10,842.79	-11,116.40

Sarah Osborne
DISTRICT LIBRARIAN

Item 169 ANIMAL CONTROL OFFICERS REPORT FOR OCTOBER TO DECEMBER 2014

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

From: Environmental Services Manager

Date: 18 February 2015

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Recognise the importance of the Districts rural character
-

Executive Summary

A report from the Environmental Services Manager on Dog and Animal Control activities in the District for the period October to December 2014.

Staff Recommendation

It is recommended that:

The Environmental Services Manager's report on Dog and Animal Control for October to December 2014 be received.

Report Discussion

	October	November	December
1. No. of Registration Notices issued	5	6	4
2. No. of Property visits for Registration Checks - Rural	17	23	11
3. No. of Property visits for Registration Checks – Urban	39	43	27
4. No. of Property visits for SOS	2	2	3
5. No. of Property visits for Two Dog Permit	1	2	1
6. No. of Complaints – Dogs Actioned	25	13	38
7. No. of Complaints – Stock Actioned	5	4	2
8. No. of Street Patrols Night – Otorohanga	5	5	5
9. No. of Street Patrols Day – Otorohanga/Kawhia	9	7	8
10. No. of Enquiries – Registration/Dog Control/General	23	15	26
11. No. of Dogs Impounded	14	6	8
12. No. of Stock Impounded	-	-	-
13. No. of Written Warnings – Dog Infringement Notices	1	-	1
14. No. of Infringement Notices Issued	1	-	24
15. No. of Verbal Warnings – Dog Control	15	13	23

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Item 170 ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENSING INSPECTOR'S REPORT FOR OCTOBER TO DECEMBER 2014

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

From: Environmental Health Officer / Liquor Licensing Inspector

Date: 17 February 2015

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 / Liquor Licensing Inspector's report for the period 1 October to 31 December 2014.

Staff Recommendation

It is recommended:

That the Environmental Health Officer / Liquor Licensing Inspector's report for 1 October to 31 December 2014 be received.

Report Discussion

Sale and Supply of Alcohol Act 2012

Liquor Liaison Committee

Pursuant to section 295 of the Sale and Supply of Alcohol Act 2012, agencies including the Police, Council inspectors, and the Medical Officer of Health are required to work together to implement strategies for the reduction of alcohol related harm. The first meeting of the Liquor Liaison Committee since the commencement of the new Act was held in the Otorohanga committee rooms on Wednesday 5 November 2014.

Representatives from the above groups, including inspectors from Waipa and Waitomo District Councils, met to discuss any licencing issues and initiatives their respective agencies were undertaking.

Discussion included the Kawhia liquor ban, streamlining licencing applications, the lowering of blood alcohol levels, psychoactive substances and e-cigarettes.

The next meeting is scheduled to be held in March or April of 2015.

New signage has been installed in the Kawhia and Aotea liquor ban area in anticipation of the commencement of the liquor ban period on 23 December. Information pamphlets have also been distributed to off licence premises in Otorohanga and Te Awamutu

There have been no instances brought to the council's attention regarding any licenced premises operating outside the scope of their licence conditions during the Christmas and New Year period in either Otorohanga or Kawhia.

Liquor Licensing Statistics

On Licences	New	0
	Renewals	1
Off Licences	New	0
	Renewals	1
Club Licences	New	1
	Renewals	1
Managers certificates	New	3
	Renewals	10
Special licences		6
Temporary Licences		0

The Health Act 1956

Food and Food premises

I have been involved with providing information and guidance to the upcoming Kawhia food festival. Guidance on how to set up a stall and its requirements has been forwarded to the committee. We have had two overseas enquiries regarding the event.

We have received a food registration application from Thai Aroma Restaurant, for new food premises at 87 Maniapoto Street, Otorohanga which are being refurbished for the new business. They have also submitted application for an alcohol licence which is currently being processed.

Infectious Diseases

There were five infectious diseases cases reported to Otorohanga District Council this quarter. Four of these cases were children and one adult. All were sporadic and not part of an outbreak. Probable causation ranged from consuming own contaminated water supply, contaminated food, infected animal to person and person to person transfer. One case was cause unknown. General advice was given to prevent transmission and recurrence.

Nuisance

We received one complaint regarding improper disposal of household rubbish complaint and one odour complaint relating to activity near to a rural dwelling. Both were investigated and remedied.

Resource Management Act 1991

Noise

There were two noise complaints responses during the quarter, one at a rural address and the other in Otorohanga. In both instances the occupier complied with the Noise Control Officer's instruction and turned off the stereo.

Mary Fernandez

ENVIRONMENTAL HEALTH OFFICER / LIQUOR LICENSING INSPECTOR

**Item 171 AMENDMENT OF THE KEEPING OF STOCK, POULTRY AND BEES
BYLAW 2009**

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

From: Environmental Services Manager

Date: 18 February 2015

Executive Summary

Following a review of the current bylaw in November 2015 it was proposed that the scope of the bylaw be extend to cover beehives located on or adjacent to rural roads. The Summary of Proposal which includes the amended bylaw is attached to this report.

Staff Recommendation

It is recommended that:

1. The report by the Environmental Services Manager be received, and
2. The proposed amendment of the Keeping of Stock, Poultry and Bees Bylaw be notified for public consultation in accordance with the provisions of the special consultative process of the Local Government Act 2002

Report Discussion

The Otorohanga District Council Keeping of Stock, Poultry and Bees Bylaw 2009 was adopted by Council on 31 March 2009.

The bylaw was reviewed in November 2014, five years after formal adoption. The review process concluded that the bylaw was operating well and had enabled better management of animal related nuisances in Otorohanga and Kawhia. During the review concerns were raised that the practice of placing beehives close to roads in rural areas was causing issues for cyclists. In February 2008 Council adopted a policy whereby it banned the placement of beehives on road reserves controlled by Otorohanga District Council. However this policy does not fully address the concerns raised about hives close to a road reserve or hives located on or beside a road reserve controlled by the New Zealand Transport Agency (the State Highway network).

It was proposed that the bylaw be amended so that the provisions and controls of the bylaw apply to beehives located in close proximity to a road. To implement this change the bylaw has been amended by introducing a clause 6.2 that gives effect to the prohibition adopted in 2008 and a new clause 6.3 that prohibits beehives beside a road reserve which in the opinion of the Authorised Officer, are, or are likely to cause nuisance. Clauses 2.1 and 6.4 have been amended to have regard to clauses 6.2 and 6.3 which will now apply District wide.

The adoption of this report will start the special consultative process. The Summary of Proposal including the amended bylaw will be publically advertised with copies available for viewing on line and at the Council office and libraries. The consultation period will run for a month, finally closing on 10 April 2015.

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Attachments

- a. Keeping of Stock, Poultry and Bees Bylaw 2009 – Proposed amendment
 - b. Keeping of Stock, Poultry and Bees Bylaw 2009 – Summary of Proposal
-

2015 Proposed Amendment of the Keeping of Stock, Poultry and Bees Bylaw 2009

Summary of Proposal

Otorohanga District Council hereby gives notice that, pursuant to sections 146 and 156 of the Local Government Act 2002, it proposes to amend the Keeping of Stock, Poultry and Bees Bylaw 2009 and that it will consult with the community on this proposal.

About the Proposed Amendment of the Keeping of Stock, Poultry and Bees Bylaw

The Keeping of Stock, Poultry and Bees Bylaw was adopted to address nuisances caused by stock, poultry or bees that are kept within the Otorohanga and Kawhia Community boundaries. In accordance with the provisions of the Local Government Act the bylaw was reviewed in late 2014, five years after formal adoption. The review process concluded that the bylaw was operating well and had enabled better management of animal related nuisances in Otorohanga and Kawhia. During the review concerns were raised that the practice of placing beehives close to roads in rural areas was causing issues for cyclists. In February 2008 Council adopted a policy whereby it banned the placement of beehives on road reserves controlled by Otorohanga District Council. However this policy does not fully address the concerns raised about hives close to a road reserve or hives located on or beside a road reserve controlled by the New Zealand Transport Agency (the State Highway network).

It was proposed that the bylaw be amended so that the provisions and controls of the bylaw apply to beehives located in close proximity to a road. To implement this change the bylaw has been amended by introducing a clause 6.2 that gives effect to the prohibition adopted in 2008 and a new clause 6.3 that prohibits beehives beside a road reserve which in the opinion of the Authorised Officer, are, or are likely to cause nuisance. Clauses 2.1 and 6.4 have been amended to have regard to clauses 6.2 and 6.3 which will now apply District wide.

The Keeping of Stock, Poultry and Bees Bylaw will continue to apply at all times.

More information/ Making a Submission

Copies of the Summary of Proposal (including the proposed bylaw) and submission forms are available from; Otorohanga District Council, 17 Maniapoto St, Otorohanga, the Otorohanga Library, Maniapoto St, Otorohanga and the Kawhia Library, Pouewe St, Kawhia.

Submissions are invited on this proposal from 9 March to 10 April 2015. You can make a submission to Council supporting, opposing, or suggesting a change to the proposed amendment.

Submissions should be delivered to; The Chief Executive, Otorohanga District Council, 17 Maniapoto St, P.O.Box 11, Otorohanga, fax 07 873 7991 or e-mail info@otodc.govt.nz.

Submissions must clearly state your name, address, telephone number and e-mail address and should be received no later than **4.00pm on Friday 10 April**.

Council will read and consider all submissions. Please clearly state if you wish to speak to Council in support of your submission. Please note that any submissions made will be available to the public, and that any hearings and meetings on this proposed amendment of the bylaw will be open to the public.

OTOROHANGA DISTRICT COUNCIL

**PROPOSED AMENDMENT OF
THE KEEPING OF STOCK, POULTRY AND BEES
BYLAW 2009**

In pursuance and exercise of the powers and authorities vested in it by Sections 145 and 146 of the Local Government Act 2002 and Section 64 of the Health Act 1956 and of each and every other power and authority thereto enabling it, Otorohanga District Council makes and ordains this Bylaw.

1. TITLE

This Bylaw shall be cited and referred to as the “Otorohanga District Council Keeping of Stock, Poultry and Bees Bylaw 2009”.

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to:

- (a) Protect the public from nuisance; and
- (b) Regulate the keeping of stock, poultry and bees; and
- (c) Protect, promote and maintain public health and safety.

2.1 This Bylaw applies only in the Kawhia Community Boundary and the Otorohanga Community Boundary **with the exception of Clauses 6.2 and 6.3 which apply district wide.**

3. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

“**Authorised Officer**” means any person appointed by the Council as an Enforcement Officer under the Local Government Act 2002 or a Dog Control Officer under the Dog Control Act 1996 and includes any other person authorised by Council to administer or enforce this Bylaw.

“**Council**” means the Otorohanga District Council.

“**Poultry**” includes turkeys, geese, ducks, pigeons, ostrich, emu, rhea, and domestic fowl and pets of all descriptions.

“**Stock**” includes horses, cattle, deer, asses, mules, sheep, pigs, goats, llamas, alpacas, or farmed animals of any description.

“**Kawhia Community**” means the area within the Kawhia Community Boundary (including Aotea Village) as shown on the map in the First Schedule to this Bylaw.

“**Nuisance**” means the keeping of any stock, poultry, or bees in such numbers, or in such a manner or condition, so as to be dangerous or offensive or injurious to the health of any person.

“**Occupier**” includes an owner, tenant, licensee, invitee or any agent, manager or other person apparently acting in the general management of any premises.

“**Otorohanga Community**” means the area within the Otorohanga Community Boundary, as shown on the map in the Second Schedule to this Bylaw.

4. KEEPING OF STOCK

4.1 No person shall keep any stallion (including any proud-cut stallion) within the Kawhia Community or Otorohanga Community.

4.2 No person shall keep any stock within the Kawhia Community or Otorohanga Community which, in the opinion of the Authorised Officer, is or is likely to, cause a nuisance.

4.3 Any person who is keeping stock in contravention of clause 4.2 may be required by the Authorised Officer to remove the stock, reduce the number of stock, or to improve or modify the conditions within which those stock are being kept, so as to prevent any nuisance which is being created.

5. KEEPING OF POULTRY

5.1 No person shall keep any rooster within the Kawhia Community or Otorohanga Community.

5.2 No person shall keep any poultry in such numbers or conditions within the Kawhia Community or Otorohanga Community which, in the opinion of the Authorised Officer, is, or is likely to, cause a nuisance.

5.3 Any person who is keeping poultry in contravention of clause 5.2 may be required by the Authorised Officer to remove the poultry, reduce the number of poultry, or to improve or modify the conditions within which those poultry are being kept, so as to prevent any nuisance which is being created.

6. KEEPING OF BEES

6.1 No person shall keep any bees within the Kawhia Community or Otorohanga Community which, in the opinion of the Authorised Officer, is, or is likely to, cause a nuisance.

6.2 No person shall keep any bees on any road or road reserve that is under the control of Otorohanga District Council.

6.3 No person shall keep any bees, on, adjacent to, or in close proximity to any road or road reserve, which, in the opinion of the Authorised Officer, is, or is likely to, cause a nuisance.

6.4 Any person who is keeping bees in contravention of clauses 6.1, 6.2 and 6.3 may be required by the Authorised Officer to remove the bees, reduce the number of bees, or to improve or modify the conditions within which those bees are being kept, so as to prevent any nuisance which is being created.

7. WANDERING AND UNLAWFULLY TETHERED STOCK

7.1 Any wandering or unlawfully tethered stock within the Kawhia Community or Otorohanga Community shall be subject to the provisions of the Impounding Act 1955 or any replacement legislation.

8. DISPOSAL OF DEAD STOCK AND POULTRY

8.1 The owner of any dead stock or poultry shall dispose of the carcasses of such stock or poultry promptly, and in an appropriate manner having regard to the nature of the particular stock or poultry being disposed of.

9. OFFENCES AND PENALTIES

9.1 Any person who does, or causes or allows to be done, anything in contravention of this Bylaw, or who omits to neglects to do, or knowingly permits to remain undone, any matter or thing required under this Bylaw, commits an offence, and shall be liable to a fine not exceeding \$20,000.00.

SCHEDULES

- 1. Kawhia Community Map**
- 2. Otorohanga Community Map**

THIS BYLAW WAS CONFIRMED BY COUNCIL ON 31ST MARCH 2009

THE RESOLUTION BY WAY OF SPECIAL CONSULTATIVE PROCEDURE TO AMEND THIS BYLAW was passed by **THE OTOROHANGA DISTRICT COUNCIL** at a meeting of the Otorohanga District Council held (to be confirmed).

Item 172 REQUEST TO WAIVE INFRINGEMENT FEE

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

From: Environmental Services Manager

Date: 18 February 2015

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

Gavin Higgins has appealed a Dog Control Infringement Notice issued for not registering his dog. He states that he did not receive sufficient notification and that the infringement fee will be a financial burden.

Staff Recommendation

It is recommended that:

1. The report be received
2. The request to waive the infringement fee be declined.

Report Discussion

On 8 October 2014 Councils Dog Control Officer issued an infringement notice to Gavin Higgins for failing to register Trix, a seven year old brown and white bull terrier. In 2014 Mr Higgins moved to Otorohanga from Cambridge. On 14 August 2014 Waipa District Council advised that Mr Higgins and Trix had relocated and were now resident in Otorohanga. The same day Mr Higgins was sent a dog registration form which included the 50% penalty for late payment, making the registration fee a total of \$81.00.

Mr Higgins phoned to advise he was not happy that a penalty had been added to the registration fee. He was told that the dog control fees and registration requirements had been publically advertised and the 50% penalty applied to all dogs not registered on 1 August. The record of that conversation notes that he was told to write to Council if he wanted the penalty removed. However the attached letter indicates that he expected to receive an amended registration form with the penalty deducted.

Consequently there was no further action and an infringement for 'not registering' was issued on 8 October 2014.

The Otorohanga District Council Dog Control Policy states that any person served with an Infringement Notice is entitled to object and request to be heard by Council. A written objection was received from Gavin Higgins on 1 December 2014. His letter covers the issues I have listed in my report and he states that he cannot afford to pay the \$300 infringement. Mr Higgins paid the \$81.00 registration fee on 14 January 2014.

I have recommended that this request be declined. It is the responsibility of dog owners to inform Council promptly of any change of address and to keep their dog registered at all times. The 50% penalty is a provision of the Dog Control Act and is applied by all Councils. Furthermore the annual registration for dogs occurs at the same time every year in every territorial authority. Mr

Higgins has requested that he be allowed to speak to his objection at the Council meeting when this matter is discussed. A copy of his letter and the dog owner record for Trix are attached.

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Attachments

- a. Letter from G Higgins
- b. Dog owner record – Trix

infringement



28/11/14
G D Higgins
10 Atewa Rd
Otorohanga.

To whom it may concern,

I feel I

have been unfairly treated in regard to my dogs registration.

I approached Council about my dogs fee as I had shifted to Otorohanga from Cambridge and didn't know when dog fees were due.

Council sent me a Rego form with a late penalty added.

How can this be fair.

I have been waiting for a new amended form hence why I hadn't paid yet.

I cannot afford to pay the \$300 infringement, but can afford to pay dog rego.

Yours Sincerely
Clavin Higgins

Dog Owner Record – Trix

14/01/15	File Note	Un-registered! Trix was unregistered from 142371 back to TT6867.
14/01/15	File Note	142371 : Trix Andrew Loe has advised Staff that the appeal letter he received (1 Dec) will not be considered until the next Council Meeting on Feb 20th 2015. Do not send the Infringement to Court until a decision has been made. (Jo Morrissey)
28/11/14	File Note	TT6867 : Trix Received a call from Gavin who was not happy about receiving an Infringement Notice. Have told him if he wishes to appeal it and have Council consider it then he needs to put this into writing. (Jo Morrissey)
8/10/14	Infringement	Failing to register Dog10310 : SP10 Reminder sent - ON HOLD : TT6867 : Trix : Terrier, Bull/Terrie : Brown/White : F
21/08/14	File Note	TT6867 : Trix Gavin called to object to the penalty being applied to his account. He shifted in to the district recently and claims to have not received the original notification of registration from Waipa. I explained that dog registration is due at the same time every year and that it was advertised in the paper. Also advised that he could put his request to have the penalty removed in writing to Council. (Jody van der Hoek)
14/08/14	Change Address	of 1402513 As requested please change postal address to 10 Otewa Road...
14/08/14	File Note	TT6867 : Trix Notification received from Waipa that Owner & Dog are now in the Otorohanga District. Penalty notice sent. (Jo Morrissey)

* 7 history records located *

Item 173 APPROVAL OF THE DELEGATION & POLICY MANUAL 2014

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

From: Environmental Services Manager

Date: 18 February 2015

Relevant Community Outcomes

- 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
 - Foster an involved and engaged Community
-

Executive Summary

The approval of Council is required for the Policy and Delegation Manual which was revised and updated in 2014.

Staff Recommendation

It is recommended:

That the Policy and Delegation Manual be approved subject to any amendments adopted at the meeting.

Report Discussion

The latest revision of the Delegation and Policy Manual was presented to Councillors at the last Council meeting of 2014. As a result of changes to Council staff, their job descriptions and changes to Council policies required by the commencement of the Local Government Amendment Act, the manual underwent a major revision of both content and format. The manual sets out the various powers and authorities that have been delegated to council officers. It also contains a small number of discretionary policies and a register of all other council policies. The last section of the manual is a schedule of the various warrants issued to council officers.

Following any discussion on the content of the manual I recommend formal approval of this revision.

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Item 174 DRAFT RATES REMISSION POLICY & DRAFT POLICY FOR REMISSION AND POSTPONEMENT OF RATES ON MAORI FREEHOLD LAND

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

From: Finance and Administration Manager

Date: 18 February 2015

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

Council considered the Rates Remission policies at a workshop in November 2014.

Staff Recommendation

It is recommended:

That the Draft Rates Remission Policy and Draft Policy for Remission and Postponement of Rates on Maori Freehold Land be adopted and included in the Long Term Plan 2015-2025 subject to consultation as required by Section 82 of the Local Government Act

Report Discussion

Council considered a Draft Rates Remission Policy and Policy for Remission and Postponement of Rates on Maori Freehold Land at a workshop in November and then at a further workshop in December Council considered a Remission of Rates for Economic Development, which was agreed to be included in the draft Rates Remission Policy.

The amended policies now require adoption by Council before they can be included in the Long-Term Plan 2015-2025. They are also subject to consultation under Section 82 of the Local Government Act. This will be for a two week period in March.

GD Bunn
FINANCE AND ADMINISTRATION MANAGER

Attachments

- c. Rates Remission Policy
- d. Policy for Remission and Postponement of Rates on Maori Freehold Land



RATES REMISSION POLICY

General

This Policy is prepared pursuant to Section 109 of the Local Government Act 2002.

Section 85 of the Local Government (Rating) Act 2002 states a Council can remit all or part of the rates if a Remission policy has been adopted and notice to the ratepayers is given.

This policy includes :

- The objectives sought to be achieved by remission of rates ; and
- Conditions and criteria to be met in order for rates to be remitted.
- The policy may be amended or revoked using the Special Consultative Procedure
- For the purpose of Rates Remissions Rates includes penalties payable on unpaid rates.

1 Remission of Instalment Penalties

A remission of 100% instalment penalties will be granted in the following circumstances, where:

- The ratepayer elects to pay the annual rates by way of a regular payment arrangement to have rates cleared by 31/5.
- The ratepayer has omitted to pay a rates instalment in time due to extraordinary circumstances.
- The ratepayer has missed a penalty date but has otherwise a record of paying rates on time.

1.1 Objectives

- To facilitate the payment of rates allowing ratepayers to pay their rates by way of an agreed regular payment arrangement over a specified time period.
- To recognise the occurrence of late rates instalment payments in certain circumstances

1.2 Conditions and Criteria

- Ratepayers paying their rates by way of payment arrangements must make regular payments of specified amounts, as agreed by the Council.
- The ratepayer has made a late payment, but has made all rates payments on time during the previous three years; or if the ratepayer has owned the property for less than three years, from the time they purchased the property.
- The ratepayer can demonstrate that late payment has been made because of extraordinary circumstances.
- The Finance and Administration Manager has delegated authority to determine whether a request for remission should be granted or refused.

2 Six-Monthly Penalties where a payment arrangement is in place

A remission of 100% of six-monthly penalties may be applied to rates accounts in respect of which a payment arrangement is in place and is being honoured, i.e. regular payments of specified amounts are made as agreed between the ratepayer and Council which will allow outstanding rates to be repaid in full .

2.1 Objective

- To facilitate the payment of rates by allowing ratepayers to pay their rates by way of an agreed payment arrangement.

2.2 Conditions and Criteria

- The payment arrangement is being honoured, i.e. ratepayers must pay certain amounts at regular intervals as agreed between the ratepayer and Council.
- If current rates and rate arrears are paid through a payment arrangement, the payments must have the effect of reducing rate arrears, before a remission of six-monthly penalties is considered.
- In considering whether a remission is granted in respect of rates accounts with outstanding balances, the Council may take into account the reasons for the arrears.
- The Finance and Administration Manager has delegated authority to grant or refuse remission in respect of accounts with outstanding balances.

3 Remission of Rates for Community, Sporting and other Organisations

3.1 Objectives

This policy is intended to facilitate the ongoing provision of non-commercial community services and recreational opportunities for the residents of the Otorohanga District. The purpose of granting rates remission to an organisation is to:

- 1) Assist the organisation's survival; and
- 2) Make membership of the organisation more accessible and affordable to Otorohanga District residents and ratepayers

3.2 Conditions and Criteria

This part of the policy will apply to land owned and occupied by a charitable organisation, which is used exclusively or principally for sporting, recreation, or community purposes.

This policy does not apply to organisations operated for private pecuniary profit. Nor will it apply to groups or organisations who engage in recreational, sporting or community services as a secondary purpose only.

Remission will be applied as follows to all rates with the exception of targeted rates for water supply, sewage disposal or refuse collection:

- A remission of the 50 percent residual rates will be given to those societies and associations who qualify for the 50 percent non-rateable category under Schedule 1, Part 2 of the Local Government (Rating) Act 2002, including those who have a club licence under the Sale of Liquor act 1989.
- All other community and sporting organisations fitting the criteria stated in this policy will receive a full remission of rates.

4 Remission of Wastewater charges to Schools

4.1 Objectives

- To provide relief and assistance to educational establishments in paying wastewater charges.

4.2 Conditions and Criteria

The policy will apply to educational establishments as defined in Schedule 1 Part 1 clause 6 (a-b) of the Local Government (Rating) Act 2002.

The policy does not apply to school houses or any part of a school used for residential purposes.

Wastewater charges for schools will be calculated based upon a notional number of pans as follows:

Staff plus pupils/ 20 = number of pans

The wastewater charge for the educational establishment will be charged at:

- 100% for the first four pans then
- The fifth to tenth pan charges will be discounted to 75% and
- All pan charges exceeding ten will be discounted to 50%

The student numbers is the number of students on the roll on March 1 in the year immediately before the year in which the charge relates.

The number of staff is the number of full time equivalent and administration staff employed on 1 March immediately before the year in which the charge relates.

The policy applies to all Wastewater charges including Uniform Targeted Rates and Targeted Rates for debt servicing.

5 Rates Remission for Land held for Conservation or Preservation purposes.

5.1 Objectives

- To enable the Council to assist in the preservation and conservation of land and its native fauna and flora for the benefits of, and visitors to, the Otorohanga District.

5.2 Conditions and Criteria

On application of a ratepayer and provided that:

- A portion of a rating unit has been set aside as a conservation area, covered by a Queen Elizabeth 2 Trust covenant; and
- Documented evidence of the covenant is provided; then,

The Council may remit that portion of the rates calculated on the area so covenanted. Upon receipt of the application the Council will direct its valuation service provider to inspect the rating unit and prepare a valuation for that part of the rating unit, which has been covenanted. (Note: The valuation service provider's decision is final as there is no statutory right of objection, or appeal, for valuations completed this way).

Decisions for remission of rates on land set aside for conservation purposes will be delegated to the Finance and Administration Manager as set out in Council's delegation manual.

6 Rates Remission for a Rating Unit affected by Calamity

6.1 Objectives

- The objective of this remission policy is to permit the Council to remit part or whole of the rates charged in any financial year on any land that has been detrimentally affected by erosion, subsidence, submersion, or other calamity.

6.2 Conditions and Criteria

The Council may remit the rates charged on a rating unit if:

- Land is detrimentally affected by erosion, subsidence, submersion, or other natural calamity or
- The land is unable to support the activity which it was used prior to the calamity. For example a residence or commercial building that is unable to be occupied as a result of a calamity.

Rates remissions will only be considered and made following the receipt of an application by a qualifying property in respect of the financial year in which the application was received. There will be no backdating of rates remissions.

Rates remissions (for part or all) may be applied to all rates charged on qualifying properties.

7 Rates Remission for new subdivisions

A remission of all Uniform Charges with the exception of targeted rates for Refuse, Water and Sewerage may be remitted for the second and subsequent lots of a new subdivision as long as the lots remain unsold and unoccupied.

7.1 Objectives

- To facilitate subdivision development in the Otorohanga District.

7.2 Conditions and Criteria

- The subdivided new lots must be unsold and unoccupied
- Rates remission will apply to the second and subsequent lots of the subdivision

8 Remission of Uniform Charges on contiguous properties

Definition of Contiguous:

Sharing an edge or boundary; touching; or separated only by a road, railway, drain, water race, river or stream.

All ratepayers will pay at least one set of uniform targeted rates. A set of uniform targeted rates refers to the Uniform Annual General Charge and all Uniform Targeted rates with the exception of targeted rates for Refuse, Water and Sewerage

8.1 Objectives

This policy provides for the remission of rates where two or more sets of uniform targeted rates are set on rating units that are:

- Contiguous and
- Owned and/or occupied by the same person or persons and
- Used jointly for a single residential or farming use

8.2 Conditions and Criteria

The rating unit must be contiguous

The policy applies to ratepayers who are recorded as ratepayers of two or more separate rating units. Each rating unit will attract a set of uniform targeted rates.

The rating unit must:

- In the case of an urban property, be owned by the same ratepayer/s who use the rating units jointly as a single residential property, or
- In the case of a rural property, be separately occupied by the same ratepayer/s who uses the rating units jointly as a single purpose.
- The application for remission must be made to the Council prior to commencement of the rating year (1 July). Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

9 Remission of Rates on Rating units with a capital value of \$1,000 or less

9.1 Objectives

To allow Council to act fairly, reasonably and efficiently where rating units have capital valuations of \$1,000 or less

9.2 Conditions and Criteria

Rating units that have a registered capital value of \$1,000 or less held in the District Valuation Roll as at 30 June for the current rating year are eligible for remission of rates.

The remission applied will be 100 per cent of all Otorohanga District Council rates that have been assessed for the rating unit. The Finance and Administration Manager under delegated authority may apply this remission on the ratepayers behalf.

10 Remission of Rates for Excess Water Consumption

10.1 Objectives

To enable the Council to provide relief to ratepayers who have metered properties and have suffered excessive water consumption due to a leak or other similar circumstances.

10.2 Conditions and Criteria

On written application of the ratepayer, and provided that:

- Excess water consumption has occurred through a broken or leaking pipe that realistically was not observable or otherwise noticeable or some other exceptional circumstances; and
- Evidence is provided that the fault has been remedied; and
- No other application for remission for excess water use on the particular meter had been granted in the previous two years; then,

The Council may remit 100% of excess water use for the first affected billing period, and 50% for the second affected billing period. After two consecutive periods, no remission will apply.

Decisions for remission of water-by-volume rates for rating units will be delegated to the Finance and Administration Manager.

11 Rating Units containing two separately habitable units

11.1 Objectives

To enable the Council to provide relief for ratepayers who own a rating unit containing two habitable units but who use the second unit only to accommodate non-paying guests and family.

11.2 Conditions and Criteria

On written application of a ratepayer annually, and provided that:

- Their rating unit contains two habitable units; and
- The second unit is used only for family or friends of the occupants of the first unit on a non-paying basis; and
- The application is accompanied by a Statutory Declaration made by the ratepayer that declares that the previous bullet point has been complied with for the current rating year and will continue to be complied with in the ensuing year; then,

The Council may remit second targeted rates for Water, Wastewater and Refuse Collection. If a rating unit contains more than two habitable units used by non-paying guests and family, only one is entitled to remission.

The application for remission must be made to the Council prior to commencement of the rating year (1 July). Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.

12 Extreme Financial Hardship

Where an application for rates relief due to financial hardship is received, the Council may remit all or part of rates relating to a rating unit.

12.1 Objectives

To assist ratepayers who experience extreme financial hardship which affects their ability to pay rates.

12.2 Conditions and Criteria

- The policy does not apply to vacant land
- A ratepayer making an application must be the registered owner and occupier of the property in respect of which rates relief is sought.
- The ratepayer must not own any other property in the Otorohanga District or any district.
- The ratepayer must supply sufficient evidence, including financial statements, to satisfy the Council that extreme financial hardship exists.
- When considering an application, the ratepayer's personal circumstances will be relevant such as age, physical or mental ability, injury, illness and family circumstances.
- It is expected that the ratepayer pays a minimum of \$520.00 per annum towards their rates account, i.e. \$10.00 per week. However, each case will be considered on its merits.
- The Chief Executive has delegated authority to decline an application or remit rates, including rates arrears, of up to \$2,000.
- Any appeals against a decision of the Chief Executive will be referred to Council for final determination.
- A six-monthly summary of all approved hardship applications must be submitted to Council.
- The term rates includes penalties payable on unpaid rates.
- Remissions for Extreme Financial Hardship will be of limited duration, and not ongoing.

13 Care for the Elderly and Disadvantaged Persons

A 100% remission of all rates excluding targeted rates for Water, Wastewater and Refuse Collection may be applied to land owned or used by charitable institutions and groups which provide care of the aged and disadvantaged persons.

13.1 Objectives

- To facilitate the operation of charitable groups and institutions.
- To support the services provided by such groups and institutions

13.2 Conditions and Criteria

- Charitable organisations must provide care on a non-profit basis

- An application for rates remission must be made to the Council prior to the commencement of the rating year; rates remissions will not be applied during the rating year or retrospectively.
- The application must include the following information in support of the application:
 - a) Objectives of the organisation.
 - b) Funding and financial information
 - c) Information on activities and programmes
- The Finance and Administration Manager has delegated authority to determine whether the organisation qualifies for rates remission.
- No rates remission will be granted in respect of Targeted rates for Water, Wastewater or Refuse Collection.
- The term rates includes penalties payable on unpaid rates.

14 Economic Development

14.1 Objectives

- To facilitate new business investment in the district that will significantly increase employment opportunities and strengthen the local economy.

14.2 Conditions and Criteria

Temporary full or partial remissions of all rates excluding targeted rates for water, wastewater and refuse collection may be granted in response to investments in commercial and/or industrial development that involves the construction, erection or alteration of any building or buildings, fixed plant and machinery or other works intended to be used for industrial, commercial or administrative purposes, or any combination of these purposes.

To be eligible for rates remission such investments must exceed \$500,000 or result in increases in rateable value that are likely to exceed \$250,000, and be expected to provide long term sustainable economic benefits to the local community.

The following will however generally not be eligible for such remissions:

- Development of new businesses which in Council's opinion will be primarily servicing the local community and in direct competition with multiple other existing local businesses.
- Residential property development (unless an integral part of a new business development that otherwise qualifies with the criteria of this policy).
- Development of businesses of a type that are already widespread in the district.
- Developments or investments for which the relief of rates is considered very unlikely to significantly influence the undertaking of that development or investment.
- Works that are required by law or are otherwise required to maintain an existing business at its current level.

Decisions in respect of remissions for economic development shall in every instance be at the sole discretion of Council. Satisfaction of the conditions and criteria contained in this policy does not guarantee a remission of rates.

The maximum level of remissions granted will be based on the estimated rateable value associated with the new financial investment.

It will generally be assumed that the associated change in rateable value will be 50% of the financial investment, unless or until it can be demonstrated otherwise.

Where a remission is granted it will be based on either 100% or 50% of the estimated rateable value associated with the investment, depending on the perceived merits of the development, which will be determined by Council, taking account of factors that include the following:

1. The likely benefits to the district, including job creation.
2. The degree to which the business can contribute to diversification and sustainability or growth of the local economy.
3. The potential for the development to stimulate other associated economic development, such as other supporting or complimentary businesses.
4. The extent to which the development is likely to place additional burdens on Council infrastructure for which the costs may not be fully recovered from that business.
5. The perceived sustainability of the business.
6. Other contributions that the business may make to the community.
7. Whether previous economic development rates remissions have been granted to that same business.

Where the applicable estimated rateable value of the development that is indicated to be eligible for remission exceeds the current rateable value of the associated property, then 100% of all current rates for the property (excluding targeted rates for water, wastewater and refuse collection) shall be remitted.

Remissions for economic development shall generally be for a period of three years, commencing when the development is substantially completed.

Council may specify certain conditions before a remission is granted. Applicants may be required to agree in writing to these conditions and to repay any remitted rates if these conditions are not met.

Applications for the remission for economic development should be made at the planning stage and will be considered by Council.

Applications must be made in writing, and contain the following:

- A description of the development
- A plan of the development (where possible)
- An estimate of costs
- An estimate of associated benefits to the local economy, such as number of jobs created, financial injections into local community, potential for other supporting or complimentary businesses etc.

In considering applications Council may decide to seek independent verification of any information provided in an application.

Remissions in respect of economic development will not be granted if an application for such remission has not been made prior to the substantial completion of the development.



REMISSION AND POSTPONEMENT OF RATES ON MAORI FREEHOLD LAND POLICY

Introduction

Maori freehold land is defined in the Local Government (Rating) Act 2002 as land whose beneficial ownership has been determined by a freehold order issued by the Maori Land Court. Only land that is the subject of such an order may qualify for remission under this policy. Whether rates are remitted in any individual case will depend on the individual circumstances of each application. The policy has been formulated for the purposes of:

Ensuring the fair and equitable collection of rates from all sectors of the community by recognising that certain Maori owned lands have particular conditions features, ownership structures, or other circumstances that make it appropriate to provide relief from rates.

Meeting the requirements of Section 102 and 108 and the matters in Schedule 11 of the Local Government Act 2002 to have a policy on the remission and postponement of rates on Maori freehold land.

Objective

The objectives of this policy are:

- 👤 To recognise situations where there is no occupier or person gaining an economic or financial benefit from the land.
- 👤 To set aside land that is better set aside for non-use because of its natural features (whenua rahui)
- 👤 To recognise matters related to the physical accessibility of the land.
- 👤 To recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes.

Conditions and Criteria

Application for this remission should be made prior to commencement of the rating year. Applications made after the commencement of the rating year may be accepted at the discretion of Council.

Owners or trustees making application should include the following information in their applications:

- 👤 details of the rating units involved
- 👤 the objectives that will be achieved by providing a remission
- 👤 documentation that shows the land which is the subject of the application is Maori freehold land

Council may of its own volition investigate and grant remission of rates on any Maori freehold land in the district.

Relief, and the extent thereof, is at the sole discretion of Council and may be cancelled or reduced at any time.

Council may give a remission of up to 100% of all rates, except targeted rates set for water supply or waste disposal based on the following criteria:

- 👤 The land is unoccupied and no income is derived from the use or occupation of that land, or
- 👤 The land is better set aside for non-use (whenua rahui) because of its natural features, or is unoccupied, and no income is derived from the use or occupation of that land
- 👤 The land is inaccessible and is unoccupied.
- 👤 The property carries a best potential use value that is significantly in excess of the economic value arising from its actual use.

The property is not used for residential purposes, and its value is significantly less than the value assess.

**Item 175 MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER
2014**

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

From: District Accountant

Date: 18 February 2015

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 31 December 2014 are attached under separate cover.

Staff Recommendation

It is recommended:

That the Draft Management Accounts for the period ended 31 December 2014 be received.

Brendan O'Callaghan
DISTRICT ACCOUNTANT

Item 176 ROUTINE ENGINEERING REPORT

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

From: Engineering Manager

Date: 18 February 2015

Relevant Community Outcomes

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

Executive Summary

This is a routine report on engineering matters for the period November 2014 to January 2015.

Staff Recommendation

It is recommended:

That the report be received.

Report Discussion

Section 1: Road Maintenance

Contract 963 Road Maintenance (Inframax Construction)

All the sealed pavement repairs including the pre-reseal repairs for the year have been completed. This has again been a great result with Inframax using Gideon Contractors as their sub-contractors.

Several unsealed roads have been badly affected by corrugations, the only way to remove them is to cut them out completely with a grader but during long dry spells this can destroy the hard pavement. Once the roads are moist following rain they will be graded and rolled to remove all defects.

We are currently in second mowing round using between two and four tractors cutting the roadside vegetation. A high level mowing round will be undertaken in late March/ April.

With winter coming up we are undertaking some targeted culvert replacements and looking to ensure our drainage and culvert inlets and outlets are up to scratch.

Contract 981 Pavement Marking (Roadrunner Markers)

Some road marking was undertaken before Christmas, with the remaining sites to be completed in conjunction with marking of the reseal sites.

Contract 982 Street lighting (The Lines Company)

This Contract has been running with no major new problems. Waipa Networks have investigated the reasons for occasional switching off of street lights in Kawhia last year, but no new explanation – other than the possible interference of branches etc with supply lines during periods of strong wind – has been forthcoming.

A trial of LED lights is underway on McKenzie Avenue and Alex Telfer Drive. Light readings have been taken before and after on McKenzie Avenue, with satisfactory results obtained.

We are waiting on two new poles to be installed on Alex Telfer Drive before the completion of monitoring photos are undertaken with the results being available early April.

Contract 994 2nd Coats & Reseals (Higgins Construction)

Physical works have started with a scheduled completion of 6 March 2015 with the possibility of this moving to around the 16 March due to a couple of wet and colder days holding work up, this is no cause for concern.

Contract 980 Bulk Metalling (Inframax Construction)

All of the required aggregate will have been produced by the end of March with the placement of this aggregate on roads awaiting damper conditions, but to be completed before the end of June. The next financially separable portion of this contract will start in July with the intention of completing these works before October.

Contract 973 Area Wide Pavement Treatment (Inframax Construction)

The site on Harbour Road has been completed, work on the Otewa Road site started on 10 February, with the contractor re-establishing on Turitea Road on 16 February to complete those works. The remaining two Te Kawa Road sites will commence in due course. Contract is on target to complete these sites by the end of March.

The scheduled sites for 2015/16 are on Waipapa Road, Te Kawa Road and Lurman Road and staff are currently awaiting confirmation of NZTA funding before these are progressed further.

Contract 1000 Footpath Construction & Maintenance

This Contract is for repairs, maintenance and construction projects for footpath, kerb and channel, pram crossings, entrances, and vehicle crossings on various sites within the Otorohanga Township.

Tenders for this contract closed on 3 December 2014 with two tenders being received as follows:

Inframax Construction	\$189,211
Schick Construction and Cartage	\$215,179

The engineers estimate was \$131,220.

Whilst the prices received were substantially higher than the engineers estimate, it was considered appropriate to award the work because a similar situation had occurred the previous year, with that work not being awarded, but carried forward for inclusion into this year's contract, and it did not appear sensible to continue to defer works in this way. The contract was therefore awarded to Inframax, who have indicated 2 March as being their start date.

Subsequent discussion involving staff and members of the Otorohanga Community Board has however suggested that in future a different approach needs to be taken to the tendering of such works, with larger more infrequent contracts.

Contract 968 Mangaphio Bridge Painting

This Contract is for cleaning existing steelwork, blasting rust and flaked paint, priming and repainting with specific environmental controls. It had been previously tendered in the 2013/14 year, but the contract was not awarded at that time as the tendered prices were significantly higher than the engineer's assessment and the allocated budget, both of which were subsequently judged to be too low.

The work was re-tendered in 2014, with tenders closing on 28 November 2014.

Six tenders were received as follows:

Avalon Industrial Services Ltd	\$252,147
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TBS Farnsworth	\$299,696
Fitzroy Engineering Group Ltd	\$355,000
Rustproof Coatings	\$373,000
NSB Protective Coatings	\$425,000
Intergroup Ltd	\$436,224

The revised Engineer's Market Assessment was \$350,000.

The contract was awarded to Avalon Industrial Services Ltd.

An initial inspection of the bridge by the contractor prior to the commencement of works indicated that some asbestos material was present from the initial construction of the bridge, and some additional cost has been incurred in developing a means by which this can be managed.

Road Gritting and Associated Issues

The prolonged very hot weather in January resulted in bleeding of seal to various degrees at a number of different locations in the district.

The conventional treatment of such bleeding through the application of grit was conducted at some of these sites, but a number of traffic accidents have been associated with this.

This has further intensified the recent focus of Council staff on ensuring that appropriate warning signage is placed by the contractor, but it has also highlighted that appropriate caution from drivers is also an essential component of road safety, as in some cases vehicles have lost control on grit after travelling more than 100 metres along the gritted section and after passing a number of warning signs, suggesting that the drivers have failed to adjust their speed accordingly despite the obvious presence of the potential hazard.

Section 2: Other Roading Activities

Contract 995 Wharepuhunga Road Sealed Smoothing (Inframax Construction)

Earthworks and drainage items have been completed with a large variation to the culvert located at RP 900.

Stabilisation of the second half of the pavement has now been completed with sealing expected to be completed before this report reaches Council.

The project is currently within budget and the works are expected to be completed mid March within the contingency amount.

Contract 997 Harbour Road Sealed Smoothing

Consultation with all residents and landowners has taken place in all cases reaching positive compensation agreements. An initial design completed by Southtec (the engineering business unit of South Waikato District Council) has been revised to make more use of the available fill to address issues identified by ODC staff and parties consulted.

The initial design from Southtec was however received later than expected, and this combined with delays associated with consultation means that it is too late in the construction year to get this contract out for tender as further resource consent requirements from Waikato Regional Council will need to be addressed. Preparation works on the specification will continue and this contract will go to tender early next financial year for completion in 2015/16, in conjunction with further works on Harbour Road.

Contract 1013 Hauturu Road Slip and Slump

A comprehensive survey and report has been prepared by the Engineering Officer (Projects) to give various options on remedial works for these sites.

Contract 1012 Kawhia Foreshore Seawall

Invitations to price this project have been sent to five parties, tenders will close on 27 February, with works to be completed by 30 April 2014.

Contract 1002 Ouruwhero Road Sealed Smoothing

Initial survey and design has commenced on this project for completion in the 2015/16 construction year.

Underpasses

No applications have yet been received this financial year, but typically these will come in April and May.

Section 3: Water Services

Kawhia Water Supply

The Kawhia township had an uninterrupted water supply over the Christmas and New Year period despite soaring temperatures and an even larger number of visitors than usual.

The water plant upgrade has continued to run without significant issues and water services staff are now up to speed with the maintenance and operational changes required by the upgrade.

There is a possibility that a reduction to a 3 log credit requirement is achievable if there are no cryptosporidium and giardia present in the raw (untreated) water. The first test yielded a result of <0.8/10l, the drinking water standard for log 3 credits is <0.75/10l, therefore the test result looks good but is not conclusive. A decision will need to be made on whether it is worthwhile to complete a whole annual programme of such tests which would cost in the order of \$24 000.

There have been some minor leaks occur in the reticulation which were dealt with quickly and efficiently by the water services team. No major leaks occurred.

Costs and income for the year to date are within budget.

Arohena Water Supply

The supply of potable water during the quarter was consistent from each of the three treatment plants with no major supply issues and the quality of the water continued to be acceptable.

There are no known significant issues with any of the reticulation pipework.

The Taupaki sand filter has been reconditioned and the sand media replaced. Work has also been completed to replace the old actuator valves with new valves and associated pipework.

The Huirimu dugout cover has been replaced and it appears that the reticulation chlorine levels are now more stable. There is currently no way of monitoring the actual chlorine levels in the water leaving the dug-out. Ideally a chlorine analyser linked to the plant would remedy this but the cost would be significant, possibly as much as \$25 000. This has been signalled as a possible budget item in 2024 however should further issues occur with chlorine levels in the reticulation this may have to be considered at an earlier date.

Costs and income for the year to date are within budget.

Tihiroa Water Supply

The supply and quality of potable water during the quarter was maintained despite high demand.

The sand filter nozzles were cleaned in September and have been performing well since.

The current status of the capital expenditure items included in the 2014/15 budget is as follows:-

- Filter refurbishment, budget of \$52,000 – no action to date, decision is with the Tihiroa RWS Committee as to desired course of action. Current thinking is to wait and see what may occur with the Nova Energy power station.
- Switchboard upgrade, budget of \$45,000 – work has been awarded at a cost of \$45,000, installation has been put on hold until April / May due to current drought conditions and high water demand.
- Pipeline over Tihiroa bridge, budget of \$9,000 – prices obtained for work were much higher than budgeted. There is a need to explore more cost effective ways of doing the work. No further holes have occurred in the last six months.
- Flushing valves, budget \$5,000 – work will be completed before the end of June.

Costs and income for the to year to date are within budget.

Ranginui Water Supply

The supply of potable water during the quarter was maintained and there were further issues with the functionality of the water take inlet structure and low-lift pumps. The quality of the water continued to be acceptable.

As stated last year there are ongoing challenges with the intake sump which is prone to being filled by sand and gravel. Low flow levels in the summer months are also problematical. Some improvements to the intake screen and adjacent river bed have been made to help alleviate this, further relatively minor works are still required but a permanent solution would require more comprehensive works. Professional Engineer Cliff Boyt was asked to help design the most cost effective solution and it is estimated that this work may cost in the region of \$25 000 which has been budgeted for the 2016 financial year.

At the annual RWS meeting the Committee expressed a view that with the additional work required and increased maintenance costs requiring an increase in the rate of \$0.08 per m³ they may not wish to continue with the scheme and may well supply their own water through bores. It was decided to convene a workshop to discuss the costs and implications of closing the scheme. This workshop will be facilitated by council.

The plant, whilst aging, is running well. One of the high lift pumps will require replacement soon and this has been budgeted for the 2017 year.

There are no known significant issues with the reticulation pipework.

As per the last report the operating expenditure has exceeded the budget. Year to date variance is an overrun of \$12 977, down from \$16 231 at the end of October. Income is up by \$3 416 and capital expenditure also down by \$2 116 giving a net year to date budget overrun of \$7 445.

Otorohanga and Waipa Water Supplies

The Otorohanga water treatment plant continues to run well. All pumps are performing as required and there are no known significant issues with any of the reticulation pipework. Peak demand over January has been met (4000m³ per day). A single informal request for water conservation has been issued and this together with some rain has reduced demand which has enabled the plant to keep on top of things.

There have been a number of minor leaks in the pipework fittings due to age on both the Otorohanga and Waipa reticulation lines which have been repaired and this trend continues.

The replacement of the low lift pumps has been successfully undertaken by Spartan Construction Limited.

Waipa RWS costs and income year to date are within budget.

Otorohanga water supply costs and income year to date are within budget.

Otorohanga water treatment plant costs and income year to date are within budget.

Storm Water and Sewer Pump Stations

No issues have arisen with the pump stations during this period which is usually the case in the summer months.

Costs and income for the year to date are within budget.

Otorohanga Waste Water

The waste water treatment plant is functioning well; the additional bottom fed aeration system has continued to operate without problems.

Due to high temperatures and low inlet flows there have been some reports of odour in the Otorohanga Township. This has been exacerbated by an outbreak of avian botulism resulting the death of many ducks on the treatment ponds. The botulism management was implemented and both the Regional Council and Fish and Game are happy with the steps taken. Both of these issues appear to be over with no issues over the last week.

Despite the above issues discharge effluent quality levels for test taken in mid-January were excellent. February test results will be interesting.

There were no significant issues with the sewer reticulation.

Costs and income for the year to date are within budget.

Section 4: Parks Reserves and Facilities

Parks and Reserves

Otorohanga

The parks and reserves throughout the District are being well maintained. There were no significant issues however concerns were raised by the public about the large branches falling from the two redwoods in Memorial Park during high winds. An arborist report has been requested on these trees with the current thinking being that they should be kept if at all possible.

A significant chestnut tree near the Otorohanga College has dropped some limbs and an arborist's report on this recommends the tree be felled as it is in very poor health.

Costs for the year to date are within budget.

Memorial Swimming Pool and Gym

The operations of the pool and gym have run smoothly over the last three months. The outdoor pool has been well utilised and enjoyed by the community.

There was a fire in the electrical control box just prior to the pool opening which was resolved quickly with no delays to the planned opening time.

Chemical testing of the pools was carried out diligently and CAC (Combined Available Chlorine), Alkalinity, TDS (Total Dissolved Solids) and calcium were within limits 100% of the time in all three pools. pH was within limits 100% of the time in the indoor and toddlers pool and 90% in the outdoor pool and FAC (Free Available Chlorine) 99% in the indoor pool, 92% in the outdoor pool and 70% in the toddlers pool. (Keeping FAC high in shallow pools subject to sunlight is very difficult.)

Council did not receive any complaints in this quarter, and costs for the year to date are within budget.

Kawhia

All the Kawhia parks and facilities are being maintained to a good standard. The extension of the cemetery is now underway with the extended burial and metal parking areas formed.

An audit of the Kawhia playground has been completed and it was found to be in sound condition with a couple of minor maintenance issues identified.

Some foreshore maintenance was completed which was required under the terms of the resource consent which consisted of repairing some of the gabions (more work needed next year) and replacing rip-rap which has been washed away from the structures.

Dave Clibbery
ENGINEERING MANAGER

Item 177 DISTRICT SPORTS COORDINATORS REPORT FOR JULY TO DECEMBER 2014

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

From: District Sports Coordinator

Date: 17 February 2015

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
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Executive Summary

The District Sports Coordinators report for the period 1 July to 30 December 2014.

Staff Recommendation

It is recommended that:

The Otorohanga District Coordinator's report for the period July to December 2014 be received.

Report Discussion

Outcome – Reducing barriers and increasing participation in recreation and Participation and sport	
Equity:	
KPI	Evidence/ Measurement
Coordinate local Kiwisport initiatives for primary and secondary aged children.	<p>The KiwiSport programme underwent a review resulting in some structural and sport changes. The Otorohanga District Coordinator led a planning process ensuring a collaborative approach with KiwiSport Officers and Energizers. A 2014 calendar was created and distributed to schools early in the year. Outcomes from the plan included a number of have -a-go sessions taking place in a number of schools during class, lunch and afterschool and also within holiday programmes sessions. In December DC coordinated a debrief session around these activities and brainstormed some activities going forward for 2015</p> <ul style="list-style-type: none">• KiwiSport Holiday Programme - Football Supporting North King Country Junior Football to host an ASB Fun Football and development holiday programme in the July school holidays. 33 children attended.• KiwiSport Junior Rugby League Supported Kiwisport Rugby League Officer to host a holiday programme in October at the Island Reserve. 35 children attended the session. Tigers entered a team in the Junior Rugby League competition in Hamilton this

<p>Work with Energize and other partners to increase sport opportunities and increase participation in Primary Schools</p>	<p>season and were well supported by this programme.</p> <ul style="list-style-type: none"> <p>KiwiSport Cricket</p> <p>Supported Kiwisport Cricket to host a Holiday programme in the October holidays. 31 children attended. Cricket has under gone a huge growth in Otorohanga and is being well supported by kiwisport sessions in school and also by Sportsforce running free upskilling sessions for coaches and interested parents</p> <p>KiwiSport Hockey</p> <p>Taster sessions were held in Otorohanga schools leading into the start of the North King Country Hockey competition in May through to end of July.. DC coached and supported 2 Junior teams and 1 Intermediate team to participate in the competition.</p> <p>DC facilitated the Waikato Hockey ‘Slicksticks’ 8 week development programme in the North King Country. 21 children attended this programme and competed in a 2 day competition held in Hamilton during the July Holidays. 2 Otorohanga boys were selected to play for the King Country Intermediate rep team who participated in the provincial rep tournament in Rotorua early October. DC attended tournament as the teams referee.</p> <p>KiwiSport Touch</p> <p>Supported Kiwisport Touch officer to link in the College to support the Sports Coordinator there who is keen to encourage touch as a sport again within the school. 2 Have a go sessions were held and they now have enough interest to enter 2 teams in a touch competition in Te Awamutu or Hamilton. Will be finalised in the New Year.</p> <ul style="list-style-type: none"> <p>The 12 Project Energize schools in the district focus on improved nutrition and increased physical activity</p> <p>Sessions from term two and three include:</p> <ul style="list-style-type: none"> Tip sheets and newsletter nuggets Whole school fitness and Huff n Puff Athletics PD sessions Small Ball Skills sessions. Delivered warmup sessions for children at Primary School and Inter Primary School athletics days. Delivered Bikewise sessions at South School in conjunction with the local Police for the senior classes. Linked in with local after school provider (Kiwi Kids Club) to run fun activities in the pool during the December holiday period. Delivered Kia Rahi sessions in schools. Promoted and participated in the Otorohanga and Kawhia Pink Walk events. Energizer and DC facilitated small fun game activities at the Island reserve for families to participate in once they got in from their walk. Over 100 participated in the event in Otorohanga and 35 in Kawhia. Coordinated a ‘Whanau Fun Session’ at Omimiti Reserve during the October holidays. Collaboration between local health provider, DC, Active & Well and Energize. 46 participants ranging from age 3 – 60. Great fun had by all participating in a number of fun active
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	games activities.
Work with primary schools sport cluster. To increase sport opportunities and participation	<p>Supported the following events these last two terms:</p> <ul style="list-style-type: none"> • Supported Primary School Cluster (COPS) & Kawhia athletics • Supported Primary School Cluster (COPS) & Kawhia cross country • North King Country Junior Hockey facilitated a review discussion with the committee to look at changes to competition to further develop the programme they offer. • Coached and supported Otorohanga athletics club nights term 4 • Promoted the rural schools touch tournament held in Te Awamutu in October. • Fielded lots of enquires from parents regarding winter sport opportunities for their children and also sounding board for sport related issues. Ongoing.
Work with Secondary Schools in the Waikato District to increase sport opportunities and participation.	<p>Supported the following events these last two terms</p> <ul style="list-style-type: none"> • Supported King Country quad Yr9 & 10 Sports Day. Four sports were offered Flipper Ball, Beach Volleyball, Turbo Touch and 3v3 Basketball. Four schools involved Otorohanga, Te Kuiti, Taumarunui & Piopio. This is now a yearly event organised at our Secondary School Coordinator meetings facilitated by Sport Waikato to offer differing sporting opportunities to this year 9 & 10 age group while the senior school are having exams. • Supported Otorohanga College to participate in the North King Country one day Volleyball tournament held in Te Awamutu. <p>Member of the Otorohanga College Sports Council. A lot more structure around sport within the school with some really positive outcomes. Collaboration between sports coordinator, parents and teachers towards creating positive opportunities to play sport within the school and increasing that sporting pride within the school environment.</p> <p>I can not stress how positive this has been for the College to have this body of parents and teachers working constructively to support sport within the school and community. The increase in the number of children participating in sport within the school is testament to this.</p>
Involvement in or working with providers to increase participation in local events.	<p>Facilitate Bikewise events in the Otorohanga/Kawhia District. Collaborative planning of activities with North King Country Road Safety Coordinator, Otorohanga District Council and Otorohanga Police.</p> <ul style="list-style-type: none"> • Supported the joint project with Energize & Local Police at Otorohanga South School around safe cycling. • Panning for March/April Bikewise promotions <p>Promoted the North King Country Summer Nature Programme (local walks and organised tramps)</p> <p>Promoted the Kaumatua Games in Te Kuiti for our Maniapoto area. 10 teams and 86 participants took part.</p> <p>Supported new manager at Otorohanga Pools Complex (TLC) to develop a plan around new programmes to get more community type activities happening. Developed a link through the College Sports Council and TLC. TLC now offer Youth Fit. This programme offers a cheaper membership for ages 13 – 18yrs of age and targets use of the</p>

	<p>gym between 3- 5pm. The College Sports Council is presently looking at ways to develop this relationship even further.</p> <p>‘Otorohanga Pink Walk & Games in the Park’</p> <p>Co -organised this event. This year we decided to host the event on a Sunday instead of the usual Wednesday evening. DC coordinated the traffic management documentation and marshalling on the day. Produced flyer and promoted in the paper. DC & Energizer ran the fun activities for families in the park once they were back from the walk. Just over 100 participants and over \$1000 dollars raised for Waikato Breast Cancer Trust. Very successful community day.</p> <p>‘Kawhia Pink Walk’</p> <p>Supported Yvonne Hawkes to coordinate a walk and fundraising activity. Provided a flyer, promoted and support on the day. Kawhia raised \$1460 for the Waikato Breast Cancer Trust.</p>
<p>Support holiday programmes</p>	<ul style="list-style-type: none"> • Support St Brides church and Harvest Centre when required. Linking in kiwisport and Energize to provide sporting opportunities as part of these two providers. • Coordinated a 3day October Holiday programme in Otorohanga. Cricket, Rugby League and Basketball (Skoot & Dunk at the Otorohanga skate park) • Kawhia – DC & Energize Linked in with Hinga & Lloyd Whiu to host a ‘Whanau Fun Active Games Day’ in Omimiti Reserve. 46 participants ranging from ages 3 – 60. Excellent day and at the end of the session all groups sat day and talked about future opportunities. Planning under way for more such like sessions.
<p>Local community recreation and club development projects</p> <p>Focussed on increasing participation and or membership</p>	<p>Support for the Waikato Regional Facilities Strategy which has involved collecting base line data on existing facilities. This has since been completed and submitted as part of the process of creating a Waikato Regional Facilities Strategy. It is hoped this document could provide some guiding principles for local facilities</p> <ul style="list-style-type: none"> • Continued involvement with ODDB collecting information towards the Otorohanga “HUB’ concept. Supporting clubs and recreational users in investigating sharing of facilities. • Supporting King Country Hockey to develop their Junior program and as past of this looking at entering a Junior team in the Waikato Friday night Intermediate age school competition. This will support our King Country rep program. • Continue to investigate and instigate opportunities for collaboration between Otorohanga and Waitomo districts. Be that events and or development of facilities • Continued promotion of Otorohanga’s ‘Be a Sportie’ project • Continued support to Council around promoting Otorohanga district and its cycling opportunities. • Continued support to any groups considering holding any active events (advice, templates, support with traffic management plans, promotion and volunteers)

Outcome – Quality of life:	Increasing physical Activity and improving nutrition for health, fun and as a lifelong habit
KPI	Evidence/ Measurement
<p>Deliver parent education sessions related to foundation and fundamental skills.</p>	<p>Under 5's program manager has delivered 3 education workshops at Otorohanga Parent Centre. 28 mothers participated.</p> <p>Supported 'wriggle and rhyme' sessions a joint initiative between libraries and Sport Waikato.</p>
<p>Raise awareness of the importance of fundamental skills through distribution of KiwiBaby, KiwiToddler and KiwiPreschooler manuals</p>	<p>Resource distribution for the period has included</p> <ul style="list-style-type: none"> • 25 Kiwi Baby series manuals • 28 Active Movement manuals • 36 healthy eating brochures
<p>Promote and support community activity options/groups</p> <p>Increase numbers in target groups and develop new opportunities to meet needs where required.</p> <p>(Kawhia specific)</p>	<p>Regular visits are made to community exercise groups district wide, supporting leaders, providing any training and resources where needed.</p> <ul style="list-style-type: none"> • 'What's on in Otorohanga' resource developed and updated ongoing. Lists activity groups and options available in Otorohanga & Kawhia <p>Numerous enquiries within the support house environment with activity options within Otorohanga District information being distributed.</p> <ul style="list-style-type: none"> • 12 fit strip booklets given out as well as fit strips • 16 activity diaries given out with mentoring session around how to use it. • 72 enquiries over this reporting period <p>Organised and hosted in conjunction with the Otorohanga Business Association the Christmas Parade 'Street Sprints'. 133 participants in total.</p> <ul style="list-style-type: none"> • School sprint relay (Junior & Senior teams of 80) • Age group 50m sprint races • Pre school novelty race – egg & spoon • The Thirsty Weta 1km (Open to all) <p>'Kawhia Amazing Race' an exciting event planned in March/April. Collaborative project with school, sports club, Sport Waikato and other community groups. A community event for all the whanau including all ages to be held in the Kawhia township.</p> <p>Healthy Lifestyle Coach has joined the Asthma Society Support Group that meets every three weeks at the medical centre and helps deliver messages that complement what the Asthma Society is trying to achieve. 6 resident's members of this group.</p> <p>Planning underway to host more collaborative events with other providers in the district.</p>
<p>Healthy lifestyle sessions/workshops/events</p>	<p>Collaboration project with DC, Energize and Active & Well Lifestyle Coach held in August for 6 weeks. 21 participants registered most attended all sessions.</p> <ul style="list-style-type: none"> • 6 week 'Shape up your Life' • Series of 6 FREE workshops. Topics: Kickstart (how to get

	<p>started), Energize your life (simple activity options to getting more energized), Sorting your Kai (label reading and nutrition workshop), Recipe for life (sharing some recipes and supermarket tour), Up and Going (looking at activity options and sessions in Otorohanga and gym tour), The New Me (celebration, evaluation and continuing positive new habits).</p> <ul style="list-style-type: none"> • Open to all. • Sharing the messages from Project Energize to the wider community as well as linking in Green Script opportunities and promoting local opportunities. <p>Collaboration project with DC, Active & Well Lifestyle Coach, Ashma Waikato & Waikato DHB dietician held in December. Healthy Lifestyle Workshop. 13 participants attended.</p> <ul style="list-style-type: none"> • Guest speakers from each organisation gave ideas around healthy eating tips and physical activity ideas to use in a healthy lifestyle toolbox. A fun collaborative session.
<p>Support Green Prescription (GRx) programmes in the community</p>	<p>Clients are provided with regular support from Permilla Whitiara our GRX coordinator by phone and/or face-to-face meetings. These clients are encouraged to attend local community activity sessions as part of their transition back into regular exercise.</p> <p>GRx numbers for the period covering 1 January – 30 June</p> <ul style="list-style-type: none"> • Otorohanga 21 GRX referrals (13 female & 8 male) • Kawhia 8 GRX referrals (6 female & 2 male)

Outcome – Developing capability to ensure effective delivery of physical activity, recreation and sport Community Development:	
KPI	Evidence/ Measurement
<p>Provide ongoing training to primary school teachers and coaches in understanding and teaching fundamental skills</p>	<p>Project Energize</p> <p>Term three & four has seen a main focus on athletics PD training and small ball skills sessions.</p> <p>Whole school Huff & Puff</p> <p>Bikewise sessions in conjunction with local police road safety officer.</p> <p>Winter Sports a main focus, with umpiring/coaching courses being run within schools</p> <p>Educational tip sheets and newsletter nuggets continually given out.</p> <p>Team Energize work with local primary schools to develop individualised annual plans for activity and nutrition which are implemented in each school with their support. Boards of Trustees for each school endorse the plans.</p> <p>Formed a relationship with local after school care provider (Kiwi Kids Club) to support their program where possible. Helped in the new year with an active water safety session in the pool. 24 kids participated.</p> <p>Planning underway with Hinga & Llyod Whiu to continue providing some more active fun whanau sessions.</p>
<p>Work with primary, intermediate and</p>	<p>Secondary school students are providing a valuable resource for Primary School events and along with that are developing leadership and officiating</p>

<p>secondary schools to facilitate development and implementation</p>	<p>skills. Secondary school students have assisted with: Ki O Rahi, Football & Netball & Cricket.</p>
<p>Provide opportunities for secondary school leadership through local Kiwisport initiatives and other community sport events</p> <p>Provide development or training for officials' administrators and coaches and clubs. Work with agencies to improve provision for sport</p>	<ul style="list-style-type: none"> • Instigated and continued involvement with the Otorohanga College Sports Council. • Continued involvement with ODDB around Otorohanga 'HUB' Project Development. Michelle Hollands coordinator of the Waikato Regional Facilities Plan has come on board in a mentoring role to help move the 'Hub' project along. DC currently working through with the tennis club and sports club the possibility of relocating to the Island Reserve. • Support for the Tigers Sports Club in Otorohanga. Junior Rugby League team now playing in Hamilton competition. • Supporting North King Country hockey to develop their hockey program. • Continued involvement with the Otorohanga Bowling club to host another successful business house competition. 13 Teams entered the competition. • Netball Coaching Course – 13 Attendees • Football Coaching Course and Holiday programme. 11 Attendees • Cricket Coaching Course. Scoring and parents & coaches sessions.14 Attendees • Supported Otorohanga junior Cricket club to secure funding for the building of new training nets at the Otorohanga Domain. As a major part of their fundraising endeavour the club received a \$5000 grant through ANZ and as part of this ANZ came down and produced a video of Otorohanga Junior Cricket and this can be viewed on the ANZ Grant website. (very cool and great publicity for the huge growth in Junior cricket here in Otorohanga). Lots of local businesses have got in and really supported this new facility. A real asset to the club and community as its open to the public to use as well.
<p>Local Community projects to improve the delivery of local sport</p>	<p>Support for the Waikato Regional Facilities Strategy which has involved collecting base line data on existing facilities. This has since been completed and submitted as part of the process of creating a Waikato Regional Facilities Strategy. It is hoped this document could provide some guiding principles for local facilities</p> <ul style="list-style-type: none"> • Continued involvement with ODDB collecting information towards the Otorohanga "HUB' concept. Supporting clubs in investigating sharing of facilities. Community Hub Concept – an opportunity seeking exercise around the concept of Community Sport Partnerships. Have developed a questionnaire and meeting with clubs to gather the information. Information gathered and now working through with ODDB, Council & Waikato Regional Facilities Coordinator (Michelle Hollands) regarding the next stages. • Investigate and Instigate opportunities for collaboration between Otorohanga and Waitomo districts. Be that events and or development of facilities • Continued promotion of Otorohanga's own 'Be a Sportie' project

Outcome – Information and promotion: Improve coordination and promotion of information of all physical activity recreation and sport opportunities in the district	
KPI	Evidence/ Measurement
<p>Providing community with information on events, development and funding opportunities</p> <p>Effective use of communication including information on website, window displays, local newspapers, information centres and other stakeholders</p>	<ul style="list-style-type: none"> • Fortnightly columns in the Waitomo News sharing with Waitomo DC • District webpage kept up to date with Sport Waikato events • Monthly window displays in the office window (Support House). Library and District Council noticeboards. • A number of Sport Waikato Programme Managers continue to assist individual sporting organisations as needed. • Spectator e-newsletter is circulated to all clubs/schools quarterly • Project Energize newsletters distributed to all district primary schools and nuggets regularly given for school newsletters.

Outcome – Creating pride in community: Through supporting , encouraging and valuing volunteers	
KPI	Evidence/ Measurement
<p>Recognizing volunteers by supporting volunteer recognition through the Sport Maker Initiative</p>	<p>Promotion of Sport Waikato's Regional 'Sport Maker' to capture our own district sporting volunteers. Anyone can nominate a volunteer and monthly nominations are encouraged and the nominee receives a letter acknowledging their support to sport and is also entered in a monthly prize draw where they can win merchandise from lotto.</p> <p>Otorohanga has had 72 Sport Makers nominated in this 6 month period, 12 of these have won merchandise items. 1 recipient won a \$500 voucher to be spent on Lotto sporting goods.</p> <p>Also as part of this promotion nominees also receive a Sport Maker Volunteer Card which is specific to their district and can receive discounts at participating businesses.</p> <p>Sponsors of the Otorohanga card: Good Guys Hire, NZ Pizza, Little Scissors, Kings Sportsworld, The Thirsty Weta, King Country Chiropractor, Otorohanga Tyre Service.</p> <p>Had piloted this as 'Be a Sportie' card in Otorohanga as part of our own ongoing district project. Sport Waikato have now rolled the concept out to the other districts as 'Sport Maker' cards</p>
<p>Hosting Waikato District Sports Awards to recognise contribution to and excellence in sport</p>	<ul style="list-style-type: none"> • Hosted the 2014 District Sports Awards & Volunteer Recognition on the 26 November. KCE had been our key sponsor for the last 13 years and this year The Lines Company came on board as key sponsor. Sarah Ulmer was this years MC and NZ Rower Hamish Bond was the guest speaker. 31 nominations across 9 categories. 205 people attended the event. Highlights included the great range of junior and supporting nominations from Otorohanga College. Although

	<p>they have their own school awards they now see that it is a real positive to show case their young sports people at this community event as it gives the school positive profile when the community gets to see what these young people are achieving. We also show cased 5 'Be a Sportie' achievements which represent community sporting achievements that fit outside Sports Awards criteria. Dave Williams and the work of his team at Rotary Park with the Mountain Bike Track, and his work behind the creation of the full sized basketball court at the skate park was one of these well received awards. The work of the College's College Sports Council was another such example. In summary The Lines Company were very impressed with the event and are very keen to stay involved as they see this type of event as a good fit for their company.</p> <ul style="list-style-type: none">• All winners at the local district awards go through to be judged at the Regional Awards. 2 of our winners made it through to the Regional Finals night. Lorraine Fox (Junior Cricket & Football) – Club administrator of the Year and Glenn Brightwell (Boxing) – Club Coach of the Year.
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Robbie Matthews
DISTRICT SPORTS COORDINATOR

Item 178 **ODC MATTERS REFERRED FROM 20 JANUARY 2015**

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

From: **Governance Supervisor**

Date: **18 February 2015**

Executive Summary

1. COUNCIL

15 July 2014

- i. To give consideration in a workshop to establishing an Iwi Liaison Group. Information is to be obtained from other Councils on this matter.

2. MAYOR

28 October 2014

- i. With regard to establishing an Iwi Liaison Group to follow up on this proposal with groups involved in.

3. ENGINEERING MANAGER

20 January 2015

- i. To arrange for staff to investigate the possible relocation of the 50km sign on State Highway 3 just north of its intersection with Huiputea Dr, to nearer to Giltrap Engineering and also the 50km sign opposite the café on Huiputea Dr.

4. FINANCE & ADMINISTRATION MANAGER

16 December 2014

- i. To identify and outline the situations where Council has agreed to act as a guarantor.

CA Tutty

GOVERNANCE SUPERVISOR

GENERAL