



Otorohanga District Council

AGENDA

23 October 2018

10.00am

STANDING APPOINTMENTS

1PM – WAIKERIA PRISON EXPANSON – MR. R QUIGLEY, QUIGLEY & WATTS LTD
PRESENTATION – MR. B DENTE, DELOITTE

Members of the Otorohanga District Council

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

Meeting Secretary: Mr. CA Tutty (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

23 October 2018

Notice is hereby given that an Ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 23 October 2018 commencing at 10am.

15 October 2018

DC Clibbery
CHIEF EXECUTIVE

AGENDA

ORDER OF BUSINESS:

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PRESENT		
IN ATTENDANCE		
APOLOGIES		
OPENING PRAYER		
PUBLIC FORUM (UP TO 30 MINUTES)		
ITEMS TO BE CONSIDERED IN GENERAL BUSINESS		
CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL – 18 SEPTEMBER 2018		
CONFIRMATION OF MINUTES – OTOROHANGA COMMUNITY BOARD – 6 SEPTEMBER 2018		
CONFIRMATION OF MINUTES – KAWHIA COMMUNITY BOARD – 10 AUGUST 2018		
MATTERS ARISING		
DECLARATION OF CONFLICTS OF INTEREST		
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REPORTS

ITEM 298 POTENTIAL USE OF ISLAND RESERVE FOR WORKERS CAMP

To: Mayor and Councillors
Otorohanga District Council

From: Chief Executive

Date: 23 October 2018

Relevant Community Outcomes

- Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A proposal has been received from CPB contractors for the establishment of a camp for Waikeria Prison development workers at the Island Reserve.

Staff Recommendation

That Council indicates its support in principle for use of areas within the Island Reserve to potentially accommodate a workers camp for the Waikeria Prison development, operated by CPB Contractors.

Final approval of such use shall only be granted if the necessary resource consents are obtained by CPB.

OR;

That Council does not support the use of areas within the Island Reserve to potentially accommodate a workers camp for the Waikeria Prison development, operated by CPB Contractors.

Report Discussion

As Councillors are aware a proposal has been received from CPB Contractors to establish a temporary workers camp on an area of Council controlled land at the Island Reserve.

For Council to permit such a camp to be established two things would have to happen:

- a. Council would have to give permission for its land to be used for this purpose; and
- b. CPB have to be successful in obtaining a Resource Consent for Land Use for the camp.

It is believed that these two things should be linked together, and that Council should only consider giving its final permission to use the land if CPB is successful in obtaining the necessary resource consent, and if the information obtained during the process to obtain that consent (which will include consultation with potentially affected parties) supports a view that having the camp at that location is in the best interests of the community as a whole.

It is however also considered desirable that if Council has a fundamental objection to permitting its land to be used for this purpose, that this objection should be clearly stated at an early stage to avoid potentially wasting the time and effort involved in going through the resource consent process.

For this reason the matter was presented to the Otorohanga Community Board at its meeting of 4 October 2018, whereat the Board resolved as follows:

- 1) *The Board indicates its support in principle for use of areas within the Island Reserve to potentially accommodate a workers camp for the Waikeria Prison development, operated by CPB Contractors; and*
- 2) *CPB's obtaining of an appropriate resource consent would be a necessary precondition for any final approval of the use of the Council land.*

The Board's resolution reflected a general belief of most Board members that whilst it was recognised that there could potentially be adverse environmental effects (including social effects) associated with such a camp, that there was also a possibility that these effects could, if appropriately managed, be reduced to a low level that would result in such a camp delivering overall benefit to the community. As such, and with only very limited information available at that time on the details of the camp and its associated effects, the Board wished to signal that it encouraged exploration of potential means of managing these effects.

It should however be noted that final decisions regarding the use of Council land lie with the Mayor and Councillors, and that if these members have a fundamental objection to the use of the Council land for this purpose, that it would be desirable for them to make that objection clear at an early stage.

As stated previously only limited information on the proposal has up to now been available, and no detailed formal application has yet been received from CPB. Our understanding of the proposal is therefore still developing.

At the time of writing this report Council representatives are about to undertake a fact finding visit to Kaikoura to learn more about the similar workers camp there, and its effects on that community. The feedback from this may better inform decision making.

Because of this developing understanding of the proposal, and the possibility that new information will be available at the Council meeting, no particular directive staff recommendation is made. Two possible alternative resolutions, either supporting in principle or opposing the use of the Council land for the camp are instead suggested.

It is also recognised that a third option would be to not make any resolution at all on this matter. This is however considered to be the worst of these options, since it would leave CPB with a high level of uncertainty regarding whether it is worthwhile for them to invest effort, money, and - most significantly – time in going through the resource consent process.

DC Clibbery
CHIEF EXECUTIVE

ITEM 299 PLANNING REPORT FOR JULY TO SEPTEMBER 2018

To: His Worship the Mayor & Councillors
Otorohanga District Council

From: Environmental Services Manager

Date: 23 October 2018

Relevant Community Outcomes

- Manage the natural and physical environment in a sustainable manner
 - Protect the special character of our harbours and their catchments
 - Recognise the importance of the Districts rural character
-

Executive Summary

Reporting on Resource Consents granted under Delegated Authority for the period 1 July to 30 September 2018.

Staff Recommendation

It is recommended that:

The Planning Report for the third quarter of 2018 be received.

Report Discussion

July to September 2018: During this quarter 28 consents were granted under Delegated Authority as set out in the table below. These approvals compare with 16 consents (10 Land Use, 6 Subdivision) granted in the same period of 2017.

Decisions by Ward – July to September 2018

	Land Use	Subdivision	Boundary Activity
Wharepuhunga	2	0	0
Kio Kio Korakonui	0	2	3
Waipa	2	2	3
Otorohanga	2	3	1
Kawhia Tihiroa	5	1	2
Total	11	8	9

AR Loe
ENVIRONMENTAL SERVICES MANAGER

Attachment: Resource Consent Decisions

Resource Consent Decisions - 1/07/18 to 30/09/18

No	Applicant	Location	Proposal	O/S	Decision
180071	Otewa School			LDE ARL GDA	12/09/18
	916 Otewa Road		Outline Plan Waiver - School shed		
180074	Department of Corrections			LDE ARL GDA	14/09/18
			Outline Plan Waiver - Waikeria Prison Expansion Underground Services		
180034	N Northcott			LU PS GDA	3/07/18
	67 Ormsby Road		Build a second dwelling on one certificate of title.		
180015	Otewa Developments Limited			LU PS GDA	7/08/18
	Otewa Road		Construct 17 dwellings on section prior to issue of certificates of title.		
180046	NKC Developments Limited			LU PS GDA	9/08/18
	Harpers Avenue		Construction of a temporary haul road and lay down pad		
180054	A1 Homes Waikato			LU PS GDA	16/08/18
	78 Kevlor Place		Construct dwelling within 100m of an archaeological site		
180057	D Sisley			LU PS GDA	28/08/18
	Honikiwi Road		Build a dwelling within the 15m Other Yard		
180058	Tainui Kawhia Incorporation			LU PS GDA	13/09/18
	Te Puia Road		Forest Harvesting of plantation radiate		
180063	S C Edwards			LU PS GDA	14/09/18
	121 Aotea Road		Build Garage within 100m of a Site of Significance		
180059	Waikato River Trails Trust			LU PS GDA	18/09/18
	Arapuni Scenic Reserve, Waipapa Rd		Remove Indigenous Vegetation for a Cycle Trail		
180064	N M Pratt			LU PS GDA	25/09/18
	117 State Highway 3 Te Kuiti Road		Convert garage into a second dwelling		
Total for Land Use				11 consents	
180045	D B Coull			PB PS GDA	19/07/18
	18 Haurua Road		Site garage 5 metres from rear boundary		
180041	GB Huitema			PB PS GDA	2/08/18
	118 Lawton Drive		Build a workshop and garage within the other yard.		
180050	GJ & PM Lang			PB PS GDA	2/08/18
	52 Old Te Kuiti Road		Site Implement Shed 1.0m from the side boundary		
180052	J Lawrence			PB PS GDA	2/08/18

	414 State Highway 3 Te Kuiti Road	Site a carport 1m from the side boundary				
180053	B Parker		PB	PS	GDA	2/08/18
	29 Wharepuhunga Road	Build a shed 5 metres from boundary				
180047	KW Apperley		PB	PS	GDA	9/08/18
	43 Mountain View Road	Site garage in 3 metre wide other yard				
180048	T De Malmanche Limited		PB	PS	GDA	14/08/18
	State Highway 3 Otorohanga Rd	Site an office 4.2m from the side boundary				
180062	G & CL Sicely		PB	PS	GDA	30/08/18
	643 Old Te Kuiti Road	Build a garage within the other yard setback.				
180072	DJ Legg & KA Phillips		PB	PS	GDA	18/09/18
	322 Waikeria Road	Site a shed within the Other Yard				

Total for Permitted Boundary Activity					9 consents	
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180037	TWH Ormsby		SB	PS	GDA	10/07/18
	19 Progress Drive	Create two additional lots and boundary relocation				
180051	Willomere Limited		SB	ARL	GDA	18/07/18
	404 Te Kawa Road	Subdivision across Territorial Authority boundary				
180042	G & L Ward and Pevreal Farms Trust		SB	PS	GDA	25/07/18
	29 Puketawai Road	Boundary Relocation				
180044	JL & JL Clark		SB	PS	GDA	14/08/18
	56 Kio Kio Station Road	Create four additional lots				
180049	Furnlands Limited		SB	PS	GDA	23/08/18
	56 Bush Road	Create three additional Lots				

180060	MD & WJ Bayliss and JA Brown		SB	PS	GDA	18/09/18
	279 291 Hikurangi Road	Boundary Relocation				
180061	P F Green		SB	PS	GDA	20/09/18
	26 Long View Crescent	S348 Create Right of Way Easement				
180066	W J Butcher		SB	PS	GDA	20/09/18
	91 Mountain View Road	Boundary Relocation				
Total for Subdivision					8 consents	

ITEM 300 BUILDING CONTROL REPORT FOR JULY TO SEPTEMBER 2018

To: His Worship the Mayor & Councillors
Otorohanga District Council

From: Environmental Services Manager

Date: 23 October 2018

Relevant Community Outcomes

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

Executive Summary

A report on building control statistics covering the period from 1 July to 31 September 2018.

Staff Recommendation

It is recommended that:
The Building Control activity report for the third quarter of 2018 be received.

Report Discussion

July to September 2018: The building consents issued during the quarter are detailed in the table below.

Type of Work	2018	\$Value of Work	2017	\$Value of Work
Dwellings, Transportable dwellings	18	5,690,000	16	4,858,291
Other Residential Alterations, Garages, Fireplaces Relocated second hand dwellings	31	1,204,000	40	1,069,535
Farm Buildings Dairy Sheds, Barns, Sheds	13	447,289	14	602,428
Commercial, Education Infrastructure	6	420,000	4	523,000
Demolition	0	0	0	0
Total consents issued	68	7,781,289	74	7,053,254
Applications received	63	7,634,041	64	6,123,547
CCC's Issued	68	8,438,869	75	5,072,367

Andrew Loe
Environmental Services Manager

Building Consent issued July to September 2018

Applicant Name	Location	Proposal	Value
Otewa Developments Limited	Lot 8, Otewa Road	Three bedroom dwelling	245000
Otewa Developments Limited	Lot 9, Otewa Road	Three bedroom dwelling	245000
Otewa Developments Limited	Lot 1, Otewa Road	Three bedroom dwelling	245000
Otewa Developments Limited	Lot 17, Otewa Road	Three bedroom dwelling	245000
Gibson Construction Ltd	4370 S Hway 31	Farm Shed	21000
Gisler Architects	75 Maniapoto Street	Alteration to retail shop	70000
Letts Construction	20 Progress Drive,	Storage units	84000
Otewa Developments Limited	Lot 3, Otewa Road	Three bedroom dwelling	245000
Otewa Developments Limited	Lot 4, Otewa Road	Three bedroom dwelling	245000
Humes Pipelines	26 Henderson Road	Cattle underpass	100000
U & M Buchmann	11 Thomson Avenue	Four bedroom dwelling	380000
Warren Wheeler	632 Te Kawa Road	Repair fire damaged house	190000
Kiwi Designer Homes	67 Ormsby Road	Two bedroom dwelling	200000
Adam & Julie Robinson	678 Mangaorongo Rd	Farm shed	40000
Tiaki Engineering Consultants	4 Progress Drive	Fertilizer dispatch plant alterations	245000
Matthew & Jane Bell	188 Okapu Place	Three bedroom dwelling	220000
Brian & Renee Hayes	672 Mangaorongo Rd	Farm shed	35000
River Run Products Ltd	293 Awatane Road	Relocate Office Building	20000
Brian and Gretta Withers	293A Awatane Road	Resite staff building	20000
Pratts Group	1290 Te Kawa Road	Firenze Fireplace	7900
Shedit NZ Ltd	Wairehi Road	Farm shed	38525
Nicholas Heppenstall	117 State Highway 3	Renovate sleepout	30000
JEM Architecture & Design	18A Old Te Kuiti Road	Three bedroom dwelling	380000
R Jolly	63 Mangaorongo Rd	Pole shed	35000
Insulmax Waikato & BOP	16 Domain Drive	Install Wall Insulation	3500
Coull Builders Ltd	18 Haurua Road	Farm shed	30000
B & C Ferguson	70 Main North Road	IMasport Woodburner	5000
Platinum Homes Waikato	254H Pekanui Road	Four bedroom dwelling	330000
T & C de Malmanche	1635 State Hway 3,	Relocate secondhand dwelling	50000
Insignia Design & Architecture	35a Mangauika Road	Four bedroom dwelling	410000
Totalspan	411 Rangiatea Road	Farm shed	42764
Totalspan	624 Waiwera Street	Garage	23061
Totalspan	92 Kawhia Road	Garage	31009
G Lang	52 Old Te Kuiti Road	Farm shed	45000
Goldpine	2157 SH 30 Pureroa	Calf shed	13000
Pratts Group	759 Puketarata Road	Firenze Fireplace	7900
New Vision Architecture Ltd	1510 Ranginui Road	Addition to dwelling.	200000
Stenson Plumbing	67 Anso Road	Woodsmen Woodburner	7000
B Parker	29 Wharepuhunga Rd	Farm shed	20000
A Reekers & J Whalley	653 Te Kawa Road	Onsite waste water system.	3000
Singleton & Hansen 2012 Ltd	95 Pekanui Road	Metro Woodfire	5000
Otewa Developments Limited	Lot 5, Otewa Road	Three bedroom dwelling	252000
Otewa Developments Limited	Lot 2, Otewa Road	Three bedroom dwelling	243000

Otorohanga Plumbing & Gas	102 Waitomo Valley Rd	Installation of new wood fire	5000
BirDesign Ltd	770 Mangati Road	Two bedroom dwelling	500000
Nicholas Heppenstall	412 State Highway 3	Change of Use restaurant to dwelling	100000
Singleton & Hansen 2012 Ltd	1639 Waipapa Road	Metro Woodfire and wetback	7000
Insignia Design & Architecture	678 Mangaorongo Rd	Three bedroom dwelling	405000
Platinum Homes Waikato	41 Harpers Avenue	Three bedroom dwelling	600000
Les Shaw	86 Braine Road	Yunca Woodfire	5000
Nick Heppenstall	414 State Highway 3	Addition to dwelling	40000
New Vision Architecture Ltd	652 Bayley Road	Addition to dwelling	75000
Jack & Jess Scull	108 Main North Road	Garage	12000
J Burnell	17 Orahiri Tce,	Circus marquee	1000
J Matthys & K Ebach	135 Harbour Road	Relocate a garage	36340
Versatile Buildings	121 Aotea Road	Garage	23790
Hellen & Joseph Lanigan	98 Waitomo Valley Rd	Septic tank and drainage	20000
Nick Heppenstall	643 Old Te Kuiti Road	Alterations to dwelling and double garage	120000
D Legg & K Phillips	322 Waikeria Road	Garage	30000
SL & JP Vincent	343 Waikeria Road	Farm shed	12000
Otorohanga Plumbing & Gas	591 Mangatutu Road	Metro woodfire	5000
Richard Wendt	146 Maukutea Drive	Three bedroom dwelling	300000
JV Phillips	1 Bledisloe Avenue	Relocate second hand dwelling	25000
Versatile Homes	916 Otewa Road	Double garage	31500
Shane & Lynda Cassels	203 Ngaroma Road	Masport Woodburner	5000
Billie-Ann Gadd Family Trust	20 Huiputea Drive	Swimming pool	40000
TH & YF Fare	659 Mangaorongo Rd	Swimming pool	60000
Shedit NZ Ltd	559 Rangiatea Road	Addition to calf shed	15000

ITEM 301 ANIMAL CONTROL OFFICERS REPORT FOR JULY TO SEPTEMBER 2018

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

From: Environmental Services Manager

Date: 23 October 2018

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 July to September 2018.

Staff Recommendation

It is recommended that:

The Environmental Services Manager's report on Dog and Animal Control activities for the third quarter of 2018 be received.

Report Discussion

	July	August	September
1. No. of Registration Notices issued	12	16	16
2. No. of Property visits for Registration Checks - Rural	10	15	14
3. No. of Property visits for Registration Checks – Urban	12	19	15
4. No. of Property visits for SOS	3	0	0
5. No. of Property visits for Two Dog Permit	1	0	0
6. No. of Complaints – Dogs Actioned	15	22	19
7. No. of Complaints – Stock Actioned	10	7	8
8. No. of Street Patrols Night – Otorohanga	4	4	8
9. No. of Street Patrols Day – Otorohanga/Kawhia	28	32	36
10. No. of Enquiries – Registration/Dog Control/General	25	22	19
11. No. of Dogs Impounded	6	4	8
12. No. of Stock Impounded	0	0	0
13. No. of Written and Verbal Warnings	8	16	52
14. No. of Infringement Notices Issued	2	3	42
15. No. of Call Outs	2	2	3

Registration Update

The annual payment for dog registration was due on 1 August 2018 with a late payment penalty of 50% payable after that date. This year we received 2168 (*last year 2011*) registrations before the late payment penalties were imposed. At the end of September 2018 the total number of dogs registered was 2331 (*last year 2239*). Despite a concerted effort to notify and advertise these deadlines there does not appear to have been any significant shift in registration numbers. Likewise the number of un-registered dogs on 1 October was approx. 250 dogs with 130 owners in default, which is disappointing. These totals are consistent with previous years.

Compliments are due to our Customer Service staff who actioned all of these transactions as the registration process involves a large amount of data entry and updating of existing databases. Details of dogs and owners are required to be held on our own regulatory system and the National Dog Database.

AR Loe

ENVIRONMENTAL SERVICES MANAGER

ITEM 302 CONFIRMATION OF AMENDED TRAFFIC BYLAW

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

From: Chief Executive

Date: 23 October 2018

Relevant Community Outcomes

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

Executive Summary

It is proposed that the previously proposed amended Traffic Bylaw, with any agreed further amendments is adopted.

Staff Recommendation

It is recommended that:

1. The previously proposed amended Otorohanga District Traffic Bylaw 2005 is confirmed and adopted by Council subject to the incorporation of the following further amendments:
 - All existing or proposed 5 minute time restricted parking places in Otorohanga are revised to 10 minute time restricted parking places
 - The two existing parking places immediately in front of the Council offices on Maniapoto Street nearest to Wahanui Crescent are made 10 minute time restricted parking places
 - The taxi rank on Wahanui Crescent is removed, and made a 60 minute time restricted parking place

And any other such amendments as may be agreed at the meeting

Background

At its meeting of 18 September 2018 a report was presented to Council proposing an amendment of its Traffic Bylaw, with a particular focus on addressing perceived parking problems in the CBD areas of Otorohanga and Kawhia.

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

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

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

Again such changes to parking restrictions are only likely to be effective if they are actively enforced, and to help enable this a number of changes were proposed to the enforcement provisions of the bylaw to ensure that they were legally robust.

At Council's meeting of 18 September it was agreed to undertake community consultation on such a proposed amended bylaw through the Special Consultative Procedure of the Local Government Act, with a schedule as follows:

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

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

The Otorohanga Community Board's discussion of the amended bylaw at their meeting of 4 October resulted in a submission being made that requested the following changes to the bylaw schedule

- Existing or proposed 5 minute parks in Otorohanga should be revised to 10 minute parks
- The two existing parking spaces immediately in front of the Council offices on Maniapoto Street nearest to Wahanui Crescent should be made 10 minute parks
- The taxi rank on Wahanui Crescent to be removed, and made a 60 minute park
- If agreeable to the Otorohanga Club, the loading bay in front of their premises to be converted to 60 minute parks

It is suggested that all of these items requested in the submission by the OCB should be incorporated into the amended bylaw.

At the time of preparing this report no other submissions have been received through the Special Consultative Procedure, but if others are received prior to the closing date for submissions they will be presented to council prior to the meeting.

At the previous Council meeting Councillors declined to make a resolution regarding funding of potential enforcement of parking restrictions, and hence at this time no plans for enforcement can be put in place.

As has been previously stated amendment of bylaw provisions without active enforcement is considered unlikely to address the perceived parking issues, particularly those in Kawhia.

Dave Clibbery
CHIEF EXECUTIVE

ITEM 303 HEALTH & SAFETY REPORT – MARCH TO AUGUST 2018

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

From: **Health and Safety Advisor**

Date: **23 October 2018**

Relevant Community Outcomes

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

Executive Summary

To advise Councillors of Council's processes, status and recent actions in relation to issues of health and safety.

Staff Recommendation

It is recommended that the report be received.

Report Discussion

Regulations

WorkSafe have produced guidelines to help staff that are involved with designing plant, structures, materials, technology, facilities, equipment, hardware, software and the way workers interact with these.

The most effective risk control measure – eliminating hazards – is often cheaper and more practicable to achieve at the design or planning stage than managing risks later in the lifecycle.

Pre-design audits are undertaken at the pre and post construction stage by Council staff on small designs, with larger designs undertaken by external consultants.

Compliance

Council's water treatment plants received their annual Location Compliance Certificates. A new Site Operator has been employed. He has many of the skills and qualifications required for the position.

Council's first aid kits in vehicles and offices were replenished in March.

Emergency Evacuation Exercise

A fire evacuation exercise was undertaken at the Otorohanga District Council offices on 31 May. Outcomes were good, with all staff and visitors accounted for.

Auditing

Council staff continue to audit contractors and internal events to ensure safety compliance. Results have been very good.

Lone Work Devices

Staff have been testing the Spot Gen3 lone worker devices and working with the company that provides them. Further training has been provided and the process improved so that emergency alerts are processing by a 24/7 monitoring system.

Council's eRoad vehicle monitoring system continues to be regularly monitored by senior staff.

SHE Contractor Health and Safety Pre-Qualification Scheme

This project has been implemented across the district. Waitomo District Council has recently undertaken a drive to assist smaller contractors to become SHE pre-qualified. This has involved contractors that also work across our district.

Health & Safety Representative Meetings

Staff representative meetings were held in April and August 2018. The current staff representatives are:

- Colin Tutty
- Hano Green
- Wendy Sewell

Work Related Accidents, Incidents and Near Misses

During this six month period March to August 2018 the following accidents/incidents have been reported:

	Injury	Event	Treatment
1	Strain	Twisted ankle when stepped into a hole	Rest
2	Inhalation	Inhaled Calcium Hypochlorite	Medical Centre

Health and safety processes during the construction of the Jim Barker Memorial Playground at Brett Reserve have been good with no incidents to report.

Staff Wellness

Five staff took advantage of flu vaccinations during March/April.

The following table shows the number of staff sick days during this period. It is difficult to fairly evaluate this data due to changes in staff levels and with the Business Unit being at a full complement of staff. Also at various times during this period, four staff members have been on leave of absence for health reasons. This information is not reflected in the data.

Month	Sick days	Total Working days Across All Staff
March 2018	28.5 days	908 days
April	24 days	800 days
May	25.5 days	1007 days
June	28 days	860 days
July	15 days	952 days
August	39.5 days	1036 days

Staff Training

The following staff have recently undertaken health and safety related training:

Training	Staff	Expiry
Mental Health First Aid 27 April	Management Team, supervisors and HR staff	NA
Site Traffic Management Supervisor (STMS) refresher	Adam van Niekerk	March 2020
Workbased First Aid	Dain Rothery	May 2020
Dangerous Good Licence	Jason Pike	June 2028
Chlorine Bottle Changeover	Jason Pike Ricardo Tubilla (refresher) Kevin Adams (refresher) Dain Rothery (refresher)	NA
Traffic Controller (TC)	Jason Pike Andreas Senger Mohamad Khorami	June 2021
Confined Spaces & Gas Detection	Jason Pike	June 2020
Level 1 Driver Training	Alex Riddleston-Barrett Jaime McLellan Jason Pike Mohamad Khorami Louis van der Westhuizen Rachel Stubbs Ricardo Tubilla	NA
Wheels and Tracks	Kevin Adams Jason Pike	NA
Workplace First Aid Refresher	Amy Corston Day Dowd Kevin Adams Marion Fleming Mark Lewis Robyn Kehoe Shona Cooper	July 2020
First Responder	17 staff	July 2020
Site Traffic Management Supervisor (STMS) Level 1	Andreas Senger Mohamad Khorami	August 2021

Contractor Health and Safety Plans

Health and Safety Plans for the Roads Maintenance (C1070) and Mangaorongo Road Sealed Smoothing (C1026) have been approved.

Fleet

During this six-month period March to August 2018 the following accidents/incidents have been reported:

	Fleet No.	Event	Outcome
15 March 2018	154	Electrical wire shorted and caused smoke fumes	Repaired
4 May 2018	145	In a 50kph speed limit area, a staff member pulled out of an intersection and collided with a third party. Minor damage to front left panel.	Insurance claim by the third party and repairs to Council's vehicle
18 May 2018	156	In a 50kph speed limit area, a third party pulled out of an intersection and collided with a Council vehicle. Minor damage to front left panel	Vehicle repaired Insurance claimed
29 May 2018	146	Hydraulic brake controller on digger damaged by tipper arm	Repaired
1 June 2018	181	Minor dent to right hand door caused by opening onto a parked trailer	Repaired
1 June 2018	145	Beacon light damaged entering low car port	Repaired
12 July 2018	182	Under chassis scraped over raised manhole cover.	Incident report only Repair not required
13 August 2018	159	Farm gate swung back onto the vehicle and damaged panel	Insurance claimed
23 August 2018	158	Side mirror broke when reversing	M

External Meetings

The following meetings have been attended:

Waikato WorkSafe H&S Forum (Hamilton) – 12 April

- General Matters
-

Local Authority Shared Services (LASS) Health & Safety Working Party – these meetings have been on hold awaiting the appointment of a new Chief Executive Officer.

Robyn Kehoe
HEALTH & SAFETY ADVISOR
ENGINEERING SUPPORT OFFICER

ITEM 304 LAND TRANSPORT LOCAL SHARE CASH FLOW

To: His Worship the Mayor and Councillors

From: Engineering Manager

Date: 23 October 2018

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

It is planned to change the timing of capital works within the current three year NZTA funding block, such changes have been agreed with NZTA. This will increase the local share spend in the 2018/19 financial year by some \$243,373, a subsequent decrease on the 2019/20 and 2020/21 financial years total \$416,392. The land transport account currently has a surplus sufficient to more accommodate this cash flow adjustment with no adverse financial effects.

Staff Recommendation

It is recommended:

That approval be given to amend the 2018/19 capital works programme to complete the Mangaorongo Road and Huiputea Drive contracts in this financial year and that the increase in the local share payment required be funded from the existing surplus in the land transport account.

Report Discussion

In the new and now officially approved three year NZTA funding block, NZTA are showing flexibility in funding for subsidised accounts across the three years. This flexibility has allowed some strategic planning to take place, specifically with the desire of moving some work forward into this financial year which will have direct benefit to road users and residents, along with some cost savings for Council.

Council's Land Transport account has a healthy surplus against it due to underspending in the previous years and this report requests that surplus funds in this account be used to fund the cash flow of the local share contribution required by bringing some work forward.

As it is still early in the year budgets to completion still have some degree of uncertainty, especially for cost centres such as "extreme events" and "environmental maintenance", both of which are weather dependent. It is also likely that there will be some elements of the road maintenance budget which will be over-spent catching up on work not done by the previous road maintenance contractor. Current budgets for maintenance work are predicting some "unders and overs" but overall as forecasted.

Mangaorongo Road Rehabilitation (C1026)

For the Mangaorongo Road contract, due to uncertainty around the price tendered for the maintenance contract re-tender, this job was split into two separable portions with the bulk of the work programmed for this financial year being \$2,281,465 and the balance for next year. The actual tender price for the entire job came in at \$2,850,423 with \$2,066,547 for the first year. The successful tenderer requested that the contract be completed in one year and this will offer a cost saving to Council of approximately \$50,000 and also mean that road users are less inconvenienced as the time taken to complete the entire scope of work will remain the same as that anticipated for the first years' work. Whilst the amount of the NZTA subsidy allocated to the job and Council's local share contribution remains the same, by spending the money sooner, Council's cash flow is affected.

It is planned to move \$570,000 (or such lesser amount if the full contingency on the project is not spent) from the 2019/20 financial year, a movement in the timing of the local share spend of \$239,400.

Huiputea Drive Vertical Realignment (C1063) and Stormwater Improvements (C1079)

This scope of work had been previously explored and the decision not to do the work was made as a result of the cost estimate which significantly exceeded the unsubsidised budget of \$270,000. Comprehensive safety improvements designed in conjunction with the Jim Barker Memorial Playground and associated stormwater were not included in the budget. With the changes to the NZTA funding policy, NZTA have now agreed to include both the pavement lowering and stormwater improvements as minor safety improvements and hence subsidised work. The current estimate for this job is \$502,471 with the work due to go out to tender shortly.

Whilst delaying the work by a year would bring the cash flow more or less back in line with budgets, there are real benefits to the community to finishing the work as soon as possible. This will allow the community to enjoy the playground, basketball court and skate park in an uninterrupted manner. Also, as the stormwater drainage is essential to the playground, provision is being made to complete the drainage work associated with the playground in the next few months. However, in a major storm event the area will still flood (although will drain much more quickly) until such time as the balance of the work has been completed.

It is planned to reallocate \$502,471 (or such amount if the tender price is different to the estimate) to the minor safety improvements budget. A movement in the timing of the local share spend of \$211,038 would therefore be required.

Adjustments to Other 2018/19 Budgets

Adjustments made to other 2018/19 budgets will fund some of the cash flow, namely:

- A postponement of \$185,000 to the budget seal widening safety improvements
- A postponement of \$117,698 to deficiency database improvements
- A postponement of \$47,079 to resilience improvements.

The sum of the local share postponement for this work is \$146,906.

Footpath maintenance has also now become a subsidised activity which has resulted in an additional subsidy and hence a local share reduction of \$60,159.

The net movement (addition) to the local share spend in 2018/19 is forecasted at \$243,373. Current forecasts show reductions of \$274,359 in 2019/20 and \$142,033 in 2020/21 respectively, so over the three year block a saving in local share spend of \$181,193 is forecast due to understanding and utilising changes in NZTA policy.

R H Brady
ENGINEERING MANAGER

ITEM 305 **OTOROHANGA STOPBANK PATHWAY**

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

From: **Land Management Officer**

Date: **23 October 2018**

Relevant Community Outcomes

- Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the community
 - Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for economic development
 - Manage the natural and physical environment in a sustainable manner
 - Foster an involved and engaged community
 - Recognise the importance of the District's rural character
-

Executive Summary

Having finished the consultation process with members of the community and key stakeholders around the pathway design and the management of the surrounding river control areas, Council staff are now in a position to recommend to Council on the preferred way forward for this project.

Staff Recommendation

1. That Council resolves that the flood protection areas on the town side of the river from Phillips Avenue to Waipa Esplanade, including the closed landfill to be retired from grazing, with Council moving to a grass harvest management arrangement.
2. That Council gives consideration to potential mitigation of the adverse effects of this change of management regime on affected parties, in particular the Otorohanga Sports Club.
3. That approval is given to Council staff to terminate the grazing Licences by giving 3 months' notice and working closely with the current grazing Licencees to transition them from use as considerably as possible.
4. That the Engineering Department proceeds with a process to tender the stopbank pathway construction works based upon the final design and estimation of costs.

Background

Otorohanga District Council have confirmed in their 2018-2028 Long Term Plan for a 3.5 km long gravel pathway for shared use on the top of the stopbanks along the outer edge of the main Otorohanga urban centre. This pathway will be a significant asset for our community that will be accessible to everyone including the young, the elderly and the less able.

The primary purpose of the pathway is to provide a safe and accessible off road route for all members of our community by connecting main urban, residential and recreational areas with a 2.5 metre wide shared pathway. This pathway will also offer a safe alternative route for children walking or cycling to school with the pathway connecting Otorohanga Primary School, Otorohanga South School and Otorohanga College, also including footpath connections to St Mary's Catholic School.

We are expecting the pathway to also be used for and encourage recreational opportunities for families living in our District while show casing our natural environment, cultural art and local history (both Maori and European). Along with this we believe the pathway will add value to our visitor offering by providing another reason to stop and spend time in Otorohanga's main town centre.

Report Discussion

Once the project had been confirmed through the LTP process a project team was established to start the design and investigation work needed before confirming the final design plans.

Council staff presented in a workshop discussion to the Otorohanga Community Board in August and again with Councillors later that month about the pathway proposal outlining different aspects of the project such as key stakeholders, path construction details, risks, opportunities and potential land management options.

In relation to the pathway and the management of the surrounding river control areas the pathway design, construction and subsequent management of the pathway (once completed) had been considered alongside other key factors that also required careful thought, such as;

- Practical management of the pathway and surrounding river control area
- Costs for ongoing maintenance of pathway and river control area
- Impacts on grazing and or harvest revenue
- Environmental and cultural impacts
- Impacts on other users of the river control area – such as grazing licencees, polocrosse club and other community groups
- Impacts on the river control assets including the stopbanks

Out of these considerations three options were presented for discussion;

Option 1 – the existing land use kept at status quo; with the balance land being grazed under the current arrangement. Requiring us to;

- Fence off areas from stock required to build and maintain the pathway, fencing both sides of the path
- Maintain as much grazing area as practicably possible from the balance land
- Provide access points for stock movement across the new path
- Ensure the path is stock proof and stock is secure from public and dogs
- Retire small areas that will no longer be practical or economically viable for grazing

Option 2 – the partial retirement of some areas from grazing; including the stopbanks themselves and the town side of the stopbanks. Requiring us to;

- Only fence along the base of the stopbank on the river side to graze only the river flats
- Provide heavy vehicle access and stock handling facilities to allow efficient movement of stock
- Retire stopbank and town side land from grazing
- Maintain stopbank sidlings and retired areas with mowing

Option 3 – move to harvesting grass as an alternative management method; with the river control areas between the river and the town being retired from grazing. Requiring;

- No Fencing
- No stock access (other than for equestrian/community events/activities)
- Less maintenance of the pathway and stopbanks with no need to repair damage caused by stock
- Easier management of multiple uses/users with no stock interference for example events, river access, people walking, dogs exercising, informal recreation, planting projects etc
- Sidlings can be mown by roading contractor at a reasonable rate
- Equivalent net income to Council for redistributing into community projects or grants and maintaining/developing the pathway and other river projects

After discussion with Elected Members staff highlighted the need for a decision on how the surrounding river control areas should be managed before they could proceed further with detailed design, agreement was reached to consult with the community on the pathway design and land management options before making a formal decision on the future land management.

Two public drop-in sessions were held, key stakeholders were spoken with and information and a questionnaire were made available on the Council website with links to it from Council's Facebook page. Council received 23 written submissions and quite a few more discussions were had with stakeholders and members of the community. All but one submitter agreed that fencing the top of the stopbanks wasn't a good idea. The majority of people agreed on option 3 (retiring the whole area and going to grass harvest) with quite a good number still opting for option 2 and having some form of grazing. Most people were eager to see the river control areas used more for community purposes.

None of the fencing costs were included in the options nor were revenue forecasts for grazing versus grass harvest so decisions by submitters were made solely on land use preferences as opposed to financial arguments for or against different options. Had staff highlighted the extra costs of fencing we may have seen some of the supporters of option 2 vote for option 3 (grass harvest and no fences), but a couple of our experienced farmers were very clear about their thoughts on the benefit of stock for weed control and grass compaction but other farmers had contrary views.

A strong theme came through from most parties about more access to the river with designated areas and a more managed approach to the river, balancing all of the different desired activities. This could lead into a separate discussion about managing the various river activities to put some sense behind what we should do where, but it is believed that this should be kept separate to the pathway project whilst acknowledging the linkages between the two. This will also create an opportunity to work closely with iwi, Waikato River Authority, Waikato Regional Council and Rerenoa River Restoration leaders.

Our Design Engineer will be considering feedback about different design aspects suggested by people to enhance the safety features and usability of the pathway while balancing these against other priorities such as protecting the river control assets. He will also be providing feedback to people that have suggested changes to ensure they understand the reasons why these may or may not be included in the final design.

Through our key stakeholder engagement we have identified some parties and or activities that could be significantly affected by whatever land management option may be decided on and staff have outlined these as;

- Otorohanga Sports Club – loss of grazing area and revenue stream for the Club
- Other Grazing Licencee who would lose his grazing area also
- Polocrosse Club - who felt strongly about option 3 being the only option as they have limited space to meet their safety requirements for spectator setbacks from the field (fencing the bottom of the stop bank or the top would almost prevent them from hosting games)
- NZMCA – who have a lease with us and would lose part of their lease area for some of the pathway, although they fully support the pathway for their members
- RDA – felt strongly that more open paddock spaces along the river control areas would allow greater freedom for equestrian activities, especially since this pathway would exclude them from use of it
- Otorohanga Support House – felt strongly about wider community use of the river control areas from a community development perspective and was delighted that the pathway will allow a safe path for less able people to use
- Otorohanga South School felt that they may be exposed to extra vandalism and we have therefore shifted the proposed connection point. They also felt that parents would need to be worked closely with before considering reviewing some of their current travel plans
- Iwi representatives, some who also represented Rerenoa River Restoration group felt strongly that more access to the river should be made available and are pleased to be included in cultural art, historical story boards and future river planting projects
- NZTA have provided detail about certain safety enhancements they'd like to see considered with the design being modified to include these
- All submitters felt dogs should be kept on leashes on the pathway but most felt we needed more dog exercise and dog swimming areas in some of the less congested areas of river land
- A lot of submitters valued the opportunity to better connect with the river and nature along with using this as an educational resource about water safety and the environment
- Nobody submitted in opposition to the proposal.

Overall the consultation process was very informative and assisted the project team to conclude with a recommendation on the land management of the river control areas along with an enhanced design concept to meet the needs of the community.

A report summarising the discussions and written feedback received was taken to the Otorohanga Community Board on 4 October 2018 with a staff recommendation to retire the river control areas from grazing on the town side of the Waipa river.

The Board passed the following resolution;

1. That the Board approves for Council to resolve that the flood protection areas on the town side of the river from Phillips Avenue to Waipa Esplanade, including the closed landfill to be retired from grazing, with Council moving to a grass harvest management arrangement.
2. That Council gives consideration to potential mitigation of the adverse effects of this change of management regime on affected parties, in particular the Otorohanga Sports Club.
3. That approval is given to Council staff to terminate the grazing Licences by giving 3 months' notice and working closely with the current grazing Licencees to transition them from use as considerately as possible.
4. That the Engineering Department proceeds with a process to tender the stopbank pathway construction works based upon the final agreed design and costs.

Patricia Ambury
LAND MANAGEMENT OFFICER

ITEM 306 **REVIEW OF ISLAND RESERVE MANAGEMENT**

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

From: **Land Management Officer**

Date: **23 October 2018**

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the community
 - Foster an involved and engaged community
 - Provide for the unique history and culture of the district
 - Manage the natural and physical environment in a sustainable manner
-

Summary

In a workshop discussion with Council and the Otorohanga Community Board on 25 September 2018, Council staff presented information gathered on the existing Island Reserve management arrangement and use of the Reserve along with a recommendation for the Reserve to be taken back under Council management.

This recommendation was due to the Island Reserve Management Board (IRMB) no longer operating as it was intended to under the Rules of the IRMB and with its members supporting a review of the existing arrangement. The proposal for Council taking back responsibility of the Reserve is supported by the IRMB.

The proposed new management model will provide transparency and equity to the occupiers of the Island Reserve and offer them security of tenure which they need to seek assistance for external funding. This security and access to external funding will help them to sustain their activities for future generations.

Recommendation

For Council to approve the new Island Reserve Management proposal including approval;

1. For the Island Reserve to be taken back under Council management.
2. For staff to formalise in writing to the Island Reserve Management Board the termination of the Memorandum of Understanding between them and Council, giving the Board the required 3 month notice period or less by negotiation with the Board.
3. For staff to prepare Licence to Occupy agreements with the Island Reserve occupants with the proposed terms to be reported back to Council before being finalised.
4. For staff to work with the Otorohanga Sports Club to quantify costs relating to the upkeep of the two sports fields located at the Island Reserve and report back to Council to inform a decision on an appropriate value of a Council grant to assist the Otorohanga Sports Club with the field maintenance.
5. For staff to prepare a draft MOU with the Otorohanga Sports Club for the upkeep of the playing fields.
6. For Council to formally acknowledge the voluntary work Graham Wilshier has done over the years in the management of the Island Reserve.

Background

The Island Reserve is the land held and administered by Council in the area shown on the map below between Orahiri Tce and Rangipare St which backs on to the stopbanks on the town side of the Waipa River.

The land is a combination of legal unformed road, recreation ground, river control & soil conservation and dry river bed. Despite the various land statuses the main area of the Island Reserve is predominantly used for recreational purposes, with Otorohanga Rugby's No 1 and No 2 fields being located in the centre of the Reserve area. The peripheral areas of the Island Reserve are mostly used by other community groups, Council, and the general public for hosting community activities, events and informal recreational activities.

The history of the Island Reserve is an extremely interesting one and Council staff intend to work with mana whenua and other local historians to include some of this historical narrative on story boards at the Reserve and along the nearby stopbank pathway, which is soon to commence construction.

Current organisations that occupy space at the Island Reserve with permanent structures include;

- Otorohanga Sports Club (including rugby, netball, squash, softball, touch rugby)
- Otorohanga Polocrosse Club (including regular use from Waikato and Te Mata Clubs also)
- Tigers Sports Club (netball, motorcycle group, sometimes league and rugby)
- Otorohanga Referees Room (now managed by King Country Rugby Union who are currently investigating sub-letting to another not-for-profit community organisation)
- Otorohanga Riding for Disabled NZ
- Friesian Holstein Society
- Jersey Club

Other regular users of the facilities include;

- Combined Schools Agricultural Group Day
- Otorohanga South School Cross Country event

Currently the Otorohanga Sports Club is the most significant user, hosting a number of local and regional games that draw large crowds of people in the 100's. The Otorohanga Sports Club rely on the No 1 field in particular to be at an appropriate performance standard to be able to compete for and host games of sector significance.

Report Discussion

In the past Council had lease agreements with the permanent occupiers of the Reserve which over time have lapsed and have not been renewed. The Island Reserve is currently under a shared management structure between Council and the Island Reserve Management Board (IRMB) with the agreed responsibilities of each party being captured in a Memorandum of Understanding (MOU) between Council and the IRMB. The current terms around occupation of the various groups on the Reserve have been managed through this MOU arrangement with the IRMB.

Under the rules of the IRMB, there was to be one representative from all the entities occupying the Island Reserve (Sports Club, Referees, Tigers, County Fair, RDA & Otorohanga Polocrosse) along with one Community Board member – making up the IRMB. On all accounts this seemed to work well initially and with good representation from all of the groups making up the IRMB. However, with changes to group members and circumstances the IRMB is no longer functioning under the rules it was established for, with the majority of the responsibility being taken now by Graham Wilshier from the Otorohanga Sports Club in consultation with other groups when necessary.

Over the last year most of the users of the Island Reserve have approached Council requesting consideration of a review for the way the Reserve is managed for a variety of reasons, including;

1. Requesting additional use and or availability of the Reserve to develop/expand their areas
2. Seeking security of tenure to support external funding applications through a direct agreement with Council
3. Investigating options to sublet their premises
4. Seeking independence from the IRMB and desiring a direct relationship with Council
5. Wishing to be involved more in discussions about the Reserve and its use
6. Seeking clarification and transparency around charges from the IRMB to other groups

With a recent stream of activities occurring, such as; planning underway for a stopbank pathway to be constructed; a new management regime proposed for the surrounding river control areas; a significant development request for a temporary housing village for construction workers (on the peripheral Reserve areas), along with an under resourced IRMB and staff felt it was timely to prioritise a review of the Island Reserve management.

Council staff have met with the individual groups along with Graham Wilshier from the IRMB/Otorohanga Sports Club to discuss the details of this proposal. Graham has been a key person, both historically and currently for the IRMB and Otorohanga Sports Club and in our discussions he has welcomed a review of the management arrangement. It is well known and acknowledged that Graham has personally invested an enormous amount of voluntary time, money and enthusiasm towards the sporting codes that continue to thrive today at the Island Reserve for the good of the Otorohanga community. Council staff have also appreciated Graham's openness and willingness to work with them to find a more sustainable management model that meets the multiple demands of today's users while considering the operational costs in doing so.

How the Island Reserve is managed under the current model

Currently the IRMB gets paid 16k to manage the following things;

- Maintain the 2 sports fields (excluding mowing)
- Maintain the mobile sprinkler system
- Keep fences in good state of repair and all drains properly cleaned
- Ensure security of buildings & other secure areas by maintaining locks and gates
- Keep the area free from litter
- Keep the area free from noxious plants
- Conduct minor pruning of trees and shrubs
- Undertake minor maintenance repairs to the grandstand including ensuring proper functioning of toilets (only to be used during events)
- Manage bookings and needs of other users

Currently Council manages the following things;

- Mows the 2 sports fields and all the peripheral areas (cost of mowing 26k)
- Maintains trees, drains, grandstand as needed
- Plan for renewals work

How the Island Reserve would be managed under the new proposed management model

- Council would have overall management responsibility of the Island Reserve which will include;
 - Develop and manage Licence to Occupy agreements with all Island Reserve groups
 - Manage bookings and needs of other casual users
 - Manage security, locks, gates, keys and access
 - Mow all areas of the Island Reserve except exclusive lease areas (eg RDA)
 - Manage litter and cleaning of the grandstand, toilets and changing rooms (sports/event organisers will manage their own as part of the booking requirement)
 - Manage weed control, drain clearance, trees
 - Manage maintenance and plan renewals to Council owned grandstand
 - Maintain fences (except in exclusive lease areas)
- Groups occupying the Island Reserve have direct Licence to Occupy agreements with Council for the areas they occupy
- Council give responsibility of managing everything relating to the No 1 & 2 playing fields to the Otorohanga Sports Club with the exception of mowing and including;
 - maintenance (ground prep, weeds, pests, renewals, weed control & of the field)
 - Maintenance of the field's mobile sprinkler system
- Council review the current grant paid to the IRMB and instead pay the Club directly a quantifiable amount towards the management of the No 1 Field, as an acknowledgment of the specialised level of care the field requires and to protect public use of the field when not in use for sporting events

Conclusion

Under the new proposed management model Council will be better positioned to provide for vibrant, sustainable and relevant spaces that meet the needs of our community today and into the future.

It will also bring consistency, transparency and equity for the users of the Island Reserve and offer them the security of tenure they need to seek assistance for external funding to sustain their activities for current and future generations.

Patricia Ambury
LAND MANAGEMENT OFFICER

Attachment

Aerial photo of Island Reserve showing currently occupied areas

ITEM 307 ODC MATTERS REFERRED FROM 18 SEPTEMBER 2018

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

From: Environmental Services Manager

Date: 23 October 2018

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
-

CHIEF EXECUTIVE– 18 SEPTEMBER 2018

- 1) To consider potential seal extensions and rural intersection lighting in a workshop situation.

**CA Tutty
GOVERNANCE SUPERVISOR**

ITEM 308**RESOLUTION TO EXCLUDE THE PUBLIC****Resolution:**

That the public be excluded from the following part of the proceedings of this meeting, namely,
ITEM 309 – Deloitte Annual Report Discussion.

The general subject matter of each item to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section 48(1) for the passing of this resolution
Report from Deloitte on the results of the audit of the 30 June 2018 Annual Report	Good reason to withhold exists under section 7.	48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.

This resolution is made in reliance on section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Maintain the effective conduct of public affairs through- (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty.	Section 7(2)(f)
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Also resolved that John Robertson be permitted to remain at this meeting, after the public has been excluded, because of their knowledge on the Annual Report. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of his role as Independent Chair of Council's Audit & Risk Committee.

ITEM 309 DELOITTE ANNUAL REPORT DISCUSSION

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

From: Finance Manager

Date: 23 October 2018

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Provide for the unique history and culture of the District
 - 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
 - Protect the special character of our harbours and their catchments
 - Recognise the importance of the Districts rural character
-

Executive Summary

Bruno Dente from Deloitte will present the findings of the Annual Report 2018 audit.

Staff Recommendation

It is recommended:

That Council receive the report

Report Discussion

Bruno Dente will speak to his report on the findings of the audit of the Annual Report to 30 June 2018. He will also be available to answer any questions elected members may have about the process or any audit related issues they may have.

B O'Callaghan
FINANCE MANAGER

ITEM 310 **ANNUAL REPORT TO 30 JUNE 2018**

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

From: **Finance Manager**

Date: **23 October 2018**

Relevant Community Outcomes

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

Executive Summary

The Annual Report for the year ended 30 June 2018 is attached under separate cover.

The report has been to the Audit & Risk Committee for review and recommendation to Council. The A&R Committee resolved at their meeting on 16th October to recommend that Council adopt the Annual Report.

Staff Recommendation

It is recommended that:

The Annual Report for the year ended 30 June 2018 be adopted.

Brendan O'Callaghan
FINANCE MANAGER

GENERAL

