



Otorohanga District Council

MINUTES

18 September 2018

10.03am

Members of the Otorohanga District Council

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

Meeting Secretary Mr. CA Tutty

OTOROHANGA DISTRICT COUNCIL

18 September 2018

Minutes of the Extraordinary Meeting of the Otorohanga District Council held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 18 September 2018 commencing at 10.03am.

MINUTES

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PRESENT

Mr. MM Baxter (Mayor), Mrs. DM Pilkington (Deputy Mayor), Councillors RA Klos, P McConnell, AJ Williams, and K Christison.

IN ATTENDANCE

Messrs DC Clibbery (Chief Executive), G Bunn (Corporate Services Manager), R Brady (Engineering Manager) and CA Tutty (Governance Supervisor)

The Environmental Services Manager introduced Mr. D Simes, Civil Defence Emergency Management Officer engaged under a shared services arrangement with Waipa and Waitomo District Councils. He advised that Kathy Shaw has been engaged as a Civil Defence Emergency Management Coordinator to assist Mr. Simes.

APOLOGY

Resolved that the apology received from Councillor K. Phillips be sustained.

His Worship / Councillor Williams

OPENING PRAYER

Councillor Pilkington read the Opening Prayer.

PUBLIC FORUM

Mr. Millar

Mr. B Millar expressed ideas around parking within the Community and advised that there are parking problems both along Maniapoto Street and in the area adjacent to the former Railway Station. He said camper vans are also having problems not being able to park in the Railway Station area.

Mr. Millar referred to signage coming into Otorohanga and reported that the sign "Welcome to Otorohanga" from the south cannot be seen due to vegetation.

Mr. Millar informed members of an Otorohanga Tourism Expo being held at the Otorohanga Club on Monday 24 September 2018.

Mr. Hickey

Mr. K Hickey highlighted roading matters relating to the spraying of water tables. He reported on various intersections throughout the rural areas of the District that are of concern to him.

Mr. Hickey referred to the 80km/h speed restriction along Huiputea Drive and suggested that this should remain at 50km/h as visibility from its intersection with Progress Drive is restricted.

Mr. Hickey then referred to the traffic situation along Maniapoto Street and expressed the opinion that to remedy the current situation this will be a real challenge to Council. He said he would be in favour of providing some minimum parking spaces for 15 minutes and to consider prohibiting wide tractor like vehicles from using Maniapoto Street.

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

No items were identified for consideration in general business which may require a resolution.

CONFIRMATION OF MINUTES

Confirmation of Minutes – Otorohanga District Council – 21 August 2018

Resolved that the Minutes of the meeting of the Otorohanga District Council held on 21 August 2018, as circulated, be approved as a true and correct record of that meeting and the resolutions contained within be adopted.

His Worship / Councillor McConnell

Matters Arising

Councillor Klos referred to page 3, Arohena Rural Water Supply and asked whether a letter has been forwarded to the Arohena Rural Water Supply Scheme members recommending that the water standard requirement be placed on hold until Central Government ascertains what it really wants.

The Chief Executive replied that to date this letter has not been forwarded.

Councillor Pilkington referred to page 7, third sentence and reported that the proposed Boardwalk in Kawhia had been turned down by the Kawhia Community, not the Kawhia Community Board.

Councillor Johnson referred to page 5, the late item regarding appointments to the Otorohanga District and Community Charitable Trust and requested it be noted that he abstained from voting on the resolution.

Confirmation of Confidential Minutes – Otorohanga District Council – 21 August 2018

Resolved that the Confidential Minutes of the meeting of the Otorohanga District Council held on 21 August 2018, as circulated, be approved as a true and correct record of that meeting and the resolutions contained within be adopted.
His Worship / Councillor Klos

Confirmation of Extraordinary Meeting Minutes – Otorohanga District Council – 31 August 2018

Resolved that the Minutes of the Extraordinary Meeting of the Otorohanga District Council held on 31 August 2018, as circulated, be approved as a true and correct record of that meeting and the resolutions contained within be adopted.

Councillor Pilkington / Councillor Christison

Confirmation of Minutes – Otorohanga Community Board – 9 August 2018

Resolved that the Minutes of the Meeting of the Otorohanga Community Board held on 9 August 2018 be confirmed and that the recommendations contained therein be adopted.

Councillor McConnell / Councillor Christison

Matters Arising

Councillor Klos referred to page 3, in particular to the awarding of Contracts and asked whether it has been agreed for the Board to be involved in this matter. Councillor Klos queried whether this is more of an operational matter.

Councillor McConnell replied that it was a request from Board Members to be consulted prior to the awarding of any contract affecting the Community.

Councillor Christison said it was more a matter to do with the specifications contained within any particular contract.

Councillor McConnell referred to earlier problems encountered with contracts and said that the Board was requesting this input to enable members to answer ratepayers queries.

Confirmation of Minutes – Kawhia Community Board – 10 August 2018

Resolved that the Minutes of the Meeting of the Kawhia Community Board held on 10 August 2018 be received.
Councillor Pilkington / His Worship

Matters Arising

Councillor Christison referred to the matter where the Board has agreed to spray gorse on private land and queried whether the property owners will be advised of this work being carried out at no cost to themselves.

The Chief Executive replied that a letter will be forwarded to the property owners.

Councillor Pilkington requested that the spelling of Charleston Street be corrected to read "Charleton Street".

DECLARATION OF CONFLICTS OF INTEREST

His Worship asked members if they were aware of any Conflicts of Interest that may exist regarding items to be discussed at today's meeting.

No Conflicts of Interest were expressed.

HAMILTON AND WAIKATO TOURISM – PRESENTATION

Mr. Jason Dawson, Chief Executive of Hamilton and Waikato Tourism presented the organisations 2017 – 2018 Annual Report for the year ending 30 June 2018.

Mr. Dawson referred to the seven performance targets set down in the Schedule of Services for Local Government 2017 – 2018 these being –

- 1) Visitor nights
- 2) Visitor spend
- 3) Conventions and business events
- 4) Visitor awareness and perceptions
- 5) Website and social media
- 6) Industry investment
- 7) Return on investment

He said Hamilton and Waikato Tourism and the sector have performed exceptionally well in the previous 12 months.

His Worship referred to the naming of the organisation (Hamilton and Waikato Tourism) and suggested it would be more desirable for this to be named "Waikato Tourism".

Mr. Dawson replied that discussion has been held on this suggestion however, 'Hamilton and Waikato Tourism' has become the visitor brand with the 'Mighty Waikato' being the regional branding. He said consideration could be given to renaming the organisation "Destination Waikato".

Mr. Dawson then answered member's questions in relation to the Annual Report.

His Worship thanked Mr. Dawson for this attendance at today's meeting and for his presentation of Hamilton and Waikato Tourism's Annual Report.

Resolved that the presentation of the Hamilton and Waikato Tourism Annual Report to 30 June 2018 be received.
His Worship / Councillor Johnson

ITEM 291 PROPOSED AMENDMENT TO TRAFFIC BYLAW

The Chief Executive presented a report on an amendment of Councils Traffic Bylaw being proposed to assist in addressing parking issues in Otorohanga and Kawhia.

The Chief Executive advised that in regards to parking restrictions it is desirable to put in place a foundation to enable potential enforcement of these restrictions.

The Chief Executive reported that four written submissions on the proposed amendment to the Traffic Bylaw have been received.

The Chief Executive referred members to the Statement of Proposal in particular No.3 – Proposed Amendment to Traffic Bylaw and presented the following –

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

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

His Worship expressed the opinion that at this point in time Council is not introducing enforcement of parking restrictions, only giving the opportunity to do so.

Councillor Klos referred to the five minute restricted parking time limits and felt that ten minutes would be more reasonable. She expressed the opinion that disability parking is definitely required and should be catered for.

Councillor Klos expressed the opinion that people choose to come to Otorohanga and therefore need time to spend money. She said often the parking along Maniapoto Street and adjacent to the former Railway Station is full therefore, this detracts from encouraging people to come to Otorohanga.

Councillor McConnell agreed that there is a lack of parking in Otorohanga and the need to ensure people park where they should. He said discussion is currently being held on increasing the parking spaces available. Councillor McConnell expressed the opinion that parking outside the front of the Council building should be fifteen minute parking to enable people to attend the Council office.

Councillor McConnell also felt that there should be a limit placed on vehicles of a certain width travelling through Maniapoto Street.

Councillor Christison expressed the opinion that the proposed five minute parking should be increased to ten or fifteen minutes and definitely in front of the Council building. She felt that the current sixty minute restriction should be increased to two hours.

The Chief Executive replied that should fifteen minute parking be introduced outside of the Council building then this would benefit Council's customers therefore, why would this not be introduced for other businesses along Maniapoto Street.

Councillor McConnell replied that Council is site specific.

Councillor Pilkington reminded members that discussion being held is only in reference to Otorohanga, not Kawhia and that the Kawhia Community Board has asked for the ability to enforce parking restrictions.

It was agreed that the Chief Executives report be placed before the next meeting of the Kawhia Community Board.

Resolved that Item 3 within the staff recommendation of the Chief Executives report be deleted.

Councillor McConnell / His Worship

Resolved that

1. The Statement of Proposal in respect of an amendment of the Otorohanga District Traffic Bylaw 2005 is approved.

2. The Special Consultative Procedure as per Section 83 of the Local Government Act 2002 be commenced in respect of the proposed amendment of the Otorohanga District Traffic Bylaw 2005 in accordance with the content of this report.

His Worship / Councillor Klos

ITEM 292 IMPROVEMENT TO OTOROHANGA POOL AND GYM COMPLEX

The Engineering Manager summarised his report on a request from the Otorohanga Pool and Gym complex operator – Community Leisure Management to erect an ‘Archgola’ style canopy to increase the covered area available for use by visitors to the complex.

In reply to Councillor McConnell regarding future contracts the Engineering Manager replied that the maintenance of the facility will fall on Council and the proposed ‘Archgola’ canopy will revert to Council ownership.

Councillor Christison referred to the option to make the premises available for 24 hour access, seven days a week and asked whether this consideration is still open for discussion. She said that the 24 hour access proposal will increase membership.

Resolved that the construction of a 40 square metre ‘Archgola’ type structure at the Otorohanga Pool and Gym complex, at the cost of the operator, Community Leisure Management, be approved.

Councillor Pilkington / Councillor Williams

ITEM 293 PROPOSED MEETING DATES – OTOROHANGA DISTRICT COUNCIL

The Governance Supervisor presented a report on proposed 2019 meeting dates of the Otorohanga District Council.

Resolved that the proposed 2019 meeting dates, as detailed below be adopted.

Tuesday 22 January 2019 @ 10am

Tuesday 19 February 2019

Tuesday 19 March 2019

Tuesday 16 April 2019

Tuesday 21 May 2019

Tuesday 18 June 2019

Tuesday 16 July 2019

Tuesday 20 August 2019

Tuesday 17 September 2019

Tuesday 8 October 2019

Tuesday 22 October 2019 (new Council)

His Worship / Councillor Pilkington

ITEM 294 OTOROHANGA DOMAIN TOILETS

The Engineering Manager presented a report advising that the Otorohanga Community Board has indicated a desire to re-open the Council owned toilet block at the Otorohanga Domain, and seeks financial support from Council for its ongoing operation.

Councillor McConnell reported that the Board has agreed in principle to reopening the toilet block at the Otorohanga Domain and it had asked whether Council would be agreeable to assisting financially with the maintenance of the facility, after the first year.

The Engineering Manager reported that the Domain is well used with additional work being carried out in Rotary Park, this also encourages visitors to the area.

Councillor Klos expressed the opinion, as a visitor that Otorohanga can never have enough toilets. She said however, these need to be maintained to a high standard.

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

Councillor McConnell / Councillor Christison

PROJECT GAME ON – PRESENTATION

Mr. B Maunsell on behalf of 'Project Game On' updated members on the proposed 'Sporting Hub' in Te Kuiti.

Mr. Maunsell informed members that a Trust for the project has been developed, designs and costings have been finalised and it is hoped to commence building the facility around mid-2019. Mr. Maunsell said it is intended that the facility will be a 'Wellness Hub'.

Mr. Maunsell informed members that to date the Trust has committed funds totalling \$2.95 million dollars. He asked whether this Council would be supportive in considering contributing to the operating costs of the proposed facility. The Waitomo District Council is committing \$60,000 per year for this purpose.

His Worship extended thanks to Mr. Maunsell for his presentation.

Resolved that the presentation on behalf of 'Project Game On' be received.

His Worship / Councillor McConnell

ITEM 297 MATTERS REFERRED FROM 21 AUGUST 2018

The Governance Supervisor took members through matters referred from 21 August 2018.

SWEAP – SERVICE AGREEMENT

Council's Land Management Officer reported on the matter of staff obtaining a list of key performance indicators (KPI's) and how these are to be delivered in respect to the SWEAP Service Agreement.

The Chief Executive informed members that these agreements are at a very high level and establish broad principles and high level objectives, rather than providing measurable KPI's.

Councillor Klos advised that if no key performance indicators are contained within the agreements then Council has nothing to measure against.

The Land Management Officer referred to three separate agreements being –

- 1) Waikato REDA
- 2) SWEAP
- 3) Hamilton / Waikato Tourism

She agreed to provide to members action plans with key performance indicators for the above matters.

WAIKERIA PRISON EXPANSION PROJECT

Members were informed that a visit by Mr. Robert Quigley to speak to Council on the 'Waikeria Prison Expansion' project has been set for the next meeting of Council to be held on 23 October 2018.

NEW SEAL EXTENSION PROGRAMME / RURAL INTERSECTION LIGHTING

The Engineering Manager reported that these items are being worked on however, policies are required for these items to be progressed further.

EXTREME ZERO WASTE FACILITY – RAGLAN

His Worship reported that those members who attended the Zero Waste facility in Raglan were inspired and he felt that some processes from this could be carried out in Otorohanga.

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

The Finance Manager attended the meeting and took members through the Management Accounts for the year ending 30 June 2018. He advised that the auditors are currently in the office going through these accounts.

The Finance Manager said that once the Audit is completed the final Annual Report will go to the Audit and Risk Committee for review and then recommendation to Council for adoption.

The Finance Manager answered members questions or queries relating to the accounts.

His Worship thanked the Finance Manager and staff for the preparation of the accounts and expressed the opinion that a good set of figures had been presented.

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

His Worship / Councillor McConnell

LUNCHEON ADJOURNMENT

Resolved that Council adjourn for Luncheon at 12.55pm

His Worship / Councillor Pilkington

RE-ADJOURNMENT

Resolved that Council re-adjourn the meeting at 3.58pm following the luncheon and workshop break.

His Worship / Councillor Pilkington

ITEM 296 CARRYOVERS 2017/2018/2019

The Corporate Services Manager referred members to a list of capital carryovers identified from the 2017/18 financial year and requested these be considered and approved by Council.

The Engineering Manager outlined the following proposed additions to the list:

- 1) \$4800 – Kawhia Parks and Reserves
- 2) \$8089 – Waipa Toilet Mural
- 3) \$4300 – Refurbishment of Guns in Memorial Park
- 4) \$11,222 – Repainting of the former Railway Station building (exterior)
- 5) \$ 8344 – Maintenance work on the Wahanui Crescent toilet block

Resolved that Council adopts the list of Carryovers from the 2017/2018 financial year as detailed below.

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

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

- \$4800 – Kawhia Parks and Reserves
- \$8089 – Waipa Toilet Mural
- \$4300 – Refurbishment of Guns in Memorial Park
- \$11,222 – Repainting of the former Railway Station building (exterior)
- \$ 8344 – Maintenance work on the Wahanui Crescent toilet block

Councillor Pilkington / His Worship

GENERAL

Extreme Zero Waste Facility – Raglan

Councillor Williams reported she visited the Extreme Zero Waste facility in Raglan recently and is very enthusiastic about the facility.

Councillor Christison reported that she also attended and was really inspired by the facility.

The Community Facilities Officer reported it was his second visit to the facility and that it has been in operation for a long time. He said of most interest was the composting side of the facility and the reuse shop. The Community Facilities Officer suggested that Council could focus on just a couple of items from this facility for introduction into the Otorohanga District.

His Worship reported that this facility has been in operation for over 18 years and that it would be desirable for this Council to focus on one or two aspects from the facility, taking small steps to ensure everything is carried out correctly.

Jim Barker Memorial Playground

Councillor Christison reported that the Jim Barker Memorial Playground is progressing well.

Otorohanga Stopbank – Proposed Footpath

Council's Land Management Officer reported that she has been engaging with the various stakeholders who are positive about the proposal. She reported that Iwi would like to see better managed river access being provided. The Land Management Officer further reported on consultation regarding the proposed Stopbank footpath and said that support has been received from NZTA and the Otorohanga Sports Club. The Officer advised that a meeting has been held with one school and the reservation expressed regarding the possibility of anti-social behaviour occurring around the back of the school.

Phillips Avenue

The Land Management Officer reported on the sensitivity of issues relating to the ground around the Phillips Avenue area of stopbanks and said that this area was used as a burial ground for infants and thus is a very sensitive issue for the Marae. She also reported that discussion will be held with the other Maraes concerned.

Waikato Regional Council

The Land Management Officer informed members of the Waikato Regional Councils Waipa River clean up project taking place on Otewa Road in the area in the vicinity of the Otorohanga Pony Club and reported that she will meet with representatives on site, along with an elected member of Council.

Councillor Pilkington suggested that a representative of the Waipa River Management Committee also be included in any discussions.

Parks and Reserves

Council's Community Facilities Officer attended the meeting and circulated copies of proposed signage to be erected on various parks and reserves around the District. He said the signage intends to showcase the areas and will have the advantage of having multiple sections that could be modified or replaced separately.

Department of Corrections – Adult Exercise Area

His Worship reported that following discussions with representatives of the Department of Corrections it has been agreed that they will make and install an adult exercise area in Otorohanga. He said it is yet to be agreed as to where this facility will be placed.

West Coast Catchment Committee

Councillor Pilkington reported on her attendance earlier this month at a West Coast Catchment Committee meeting. She advised that there are a number of new Community representatives on the Committee.

Councillor Pilkington referred to the benching, clearing and levelling of soil to construct fencelines and reported that the best practice guidelines are being updated. She then outlined a summary of works involving 68,000 plants and 84km of riparian fencing.

Sub Regional Speech Finals

Councillor Pilkington informed members that she had the privilege to again be a judge at the Sub Regional Speech Finals for year seven and eight students. She said these students are very talented and speak with great poise and on a variety of topics.

Lines Company - Trust

Councillor Pilkington reported she attended the launch of the Lines Company Community Trust in Te Kuiti recently. She said their intention is to drive energy saving initiatives and help make a real difference for the people of our Communities in keeping themselves warm and healthy.

Citizens Advice Bureau

Councillor Pilkington advised that she attended the Annual General Meeting of the Citizens Advice Bureau held at the Otorohanga Support House. She said she was privileged to present several certificates to the volunteers, to acknowledge their very important contribution to the Community.

Otewa Road Subdivision

Councillor Johnson informed members that the framework for three buildings is now in place on the new Otewa Road Subdivision.

Beattie Home Facility

Councillor Johnson updated members on Beattie Home's intention to expand their facility. He asked whether they are aware of any sections available to relocate a house currently situated on Orahiri Terrace, Otorohanga.

Community Engagement Seminar

Councillor McConnell extended an invitation to Councillors to attend a Community Engagement Seminar to be held in Otorohanga on 1 November 2018. He said this is being presented by Local Government New Zealand and will include people from other local Councils.

Otorohanga Medical Hub

Councillor McConnell reported it is very pleasing to see that the builders of the new Otorohanga Medical Hub have commenced work on the new site.

Community Members of Note

Councillor McConnell highlighted for the information of members several local persons who have excelled in various sporting fields. He suggested that these people be recognised by His Worship via a letter congratulating them on their achievements.

Chairman's Workshop – Rotorua

Councillor McConnell reported that he attended a Chairman's Workshop held last Wednesday and that he passed with flying colours questions on Standing Orders. He said this meeting was organised by Local Government New Zealand

MEETING CONCLUSION

The meeting concluded at 4.46pm