



Otorohanga District Council

AGENDA

19 September 2017

10.00am

STANDING APPOINTMENTS

10.30AM A PRESENTATION WILL BE MADE TO COUNCIL BY
THE WAIKATO MEANS BUSINESS GROUP

A WORKSHOP WILL BE HELD AT THE CONCLUSION OF THE MEETING

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
Mrs A Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

19 September 2017

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 19 September commencing at 10am.

12 September 2017

DC Clibbery
CHIEF EXECUTIVE

AGENDA

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PRESENT

IN ATTENDANCE

APOLOGIES

OPENING PRAYER

PUBLIC FORUM (30 MINUTES)

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 15 AUGUST 2017

MATTERS ARISING

DECLARATION OF INTEREST

REPORTS

ITEM 105 PROPOSED LEASE OF KIWIRAIL LAND

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

From: **Chief Executive**

Date: **19 September 2017**

Relevant Community Outcomes

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

Executive Summary

It is proposed that Council leases an area of approximately 9000 square metres on the eastern side of the railway lines through Otorohanga, to be used as an extension of the public space being developed in the Huiputea area.

Staff Recommendation

That Council authorises the Chief Executive to enter into a 9 year lease from KiwiRail of an area of approximately 9000 square metres along the eastern side of the rail lines in central Otorohanga.

Report Discussion

In recent times Council staff have been in discussion with KiwiRail regarding the potential for Council to lease a strip of land on the eastern side of the rail lines through Otorohanga that in part adjoins other land owned or managed by Council around 'Lake Huiputea'.

As Councillors may be aware there is now an agreement with the Maori owners of larger area of land around the Huiputea Tree that Council will manage this land and make it available for public use, and in recent times Council's management efforts have seen this area, and the Council owned land around the lake, start to become an attractive and useable public open space. This is a real change from the past when the Huiputea area was one of the least attractive places in the community.

The last significant remaining obstacle to the development of this area as an open space has however been the presence of a very untidy long narrow strip of land owned by KiwiRail alongside the railway. The previous lease of this area to a local person was however about to expire, and Council staff have taken this opportunity to explore the potential of Council becoming the tenant of this land, with a view to incorporating at least part of it into the Huiputea open space.

This has culminated in Council being offered a 9 lease lease of this area, which is of just over 9000 m², for 'beautification' at rental of \$600 + GST per annum, subject to escalation of 2% per annum. The lease would commence on 1 October 2017.

This area is outlined in solid black on the plan on the following page, whilst the Maori owned land is the light solid outline and the Council land has the light dashed outline.



Kiwirail lease, Maori and Council land areas at Huiputea

Other Costs

The inclusion of this additional area (or at least half of it) in the Huiputea open space will inevitably have some additional costs.

The fences that exist are generally in poor condition and not even along the boundaries of the lease area. As such all of those fences would have to be removed and disposed of and at least 250 metres of new boundary fence (probably a 7 wire) installed.

The land itself is also in poor condition. The more northerly part is largely grassed and has been grazed by horses, but weeds and rubbish are present on it. The southernmost part has become overrun by blackberry and other invasive weeds and is currently unusable. Some areas closer to the rail lines have been coarsely metalled, and it is suspected that some heavy concrete debris may be on or near the surface in some places.

As such several days of earthmoving work are likely to be required to bring the area up to a suitable standard for grassing.

Once grassed it would be envisaged that the area would be mowed by Council staff in conjunction with the mowing that they are currently undertaking of the Maori land.

In terms of budgeting it is suggested that initial expenditure to bring the leased land up to the desired standard might be in the \$10,000 to \$15,000 range, and that average maintenance costs thereafter (mainly comprised of mowing) would be around \$2,000 per annum.

These expenditures are considered to be very reasonable for the positive effect that they are likely to have both on the recreational potential of the Huiputea area and also (perhaps even more valuable) the aesthetic improvement associated with the removal of a particularly ugly area in the centre of the community.

Whilst these expenditures may be good value it is however noted that there is not currently any budget allocation available in the Otorohanga Parks and Reserves account in the current financial year that could reasonably be used to meet the cost of undertaking the initial improvements required to the lease area.

Despite this it is suggested that the opportunity to take control of this area should be grasped.

Other Matters

Council's leasing of the land in question would remove one of the barriers that currently separates the main western body of the Otorohanga township from the open space being created at Huiputea.

This, together with some other recent developments, might give grounds to consider the potential of having a pedestrian level crossing over the railway lines in the centre of Otorohanga, at either the north or south ends of Wahanui Crescent, to make Huiputea more accessible.

In particular it is believed that enhancing the connection of the Huiputea open space and the CBD would significantly enhance the potential for community events to make use of Huiputea, particularly in the summer months.

This and other matters, including those of cost, are aspects in which the Otorohanga Community Board would need to be involved, and as such the resolution proposed is only to authorise the Chief Executive to enter into the lease, providing that the Community Board is also agreeable to it.

Dave Clibbery
CHIEF EXECUTIVE

ITEM 106 SOUTHERN WAIKATO ECONOMIC DEVELOPMENT ACTION PLAN

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

From: Chief Executive

Date: 19 September 2017

Relevant Community Outcomes

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

Executive Summary

Council funding is proposed towards an economic development action plan for the southern Waikato.

Staff Recommendation

That Council approves \$10,000 of funding from its economic development account towards the support of the proposed Southern Waikato Economic Development Action Plan.

Report Discussion

As members are aware the proposed formulation of a 'Southern Waikato Economic Development Action Plan' has arisen from a recommendation by central government that the southern areas should not be overlooked when focussing on attracting investment and creating jobs in the broader Waikato Region.

The current proposal is for a project that would identify a series of action points that could provide the basis for a rapid, pragmatic and targeted response to key economic, social and demographic challenges facing the Southern Waikato, in particular the Otorohanga, Waitomo and South Waikato Districts. The objective would be to accentuate and leverage off the sub region's strengths to find ways of accelerating growth.

The methodology that has been proposed is that a consultant will be engaged who will liaise with a steering group comprised of business, iwi and council representatives from the three districts to identify the opportunities that may exist.

It has been previously suggested that the Mayors of each district or their nominated representatives represent the Council, whilst a member from each of the Maniapoto and Raukawa Maori Trust Boards would represent iwi. Processes for the selection of representatives of business have not yet be collectively agreed, but it has been suggested to the Otorohanga District Development Board that it would be appropriate for them to nominate this business representative for our district.

The project is expected to have a total cost of up to \$200,000 spread over the 2017/18 and 2018/19 financial years and the majority of this cost is proposed to be jointly met by central government and the Waikato Regional Council. It is however being proposed that each of the affected districts contribute \$10,000 towards the project.

Dave Clibbery
CHIEF EXECUTIVE

ITEM 107 MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 30 JUNE 2017

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

From: District Accountant

Date: 19 September 2017

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 Management Accounts for the period ended 30 June 2017 are attached under separate cover.

Staff Recommendation

It is recommended:

That the Management Accounts for the period ended 30 June 2017 be received.

B O'Callaghan
DISTRICT ACCOUNTANT

ITEM 108 CARRYOVERS 2016/17/18

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

From: District Accountant

Date: 19 September 2016

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Manage the natural and physical environment in a sustainable manner
-

Executive Summary

A list of the capital carryovers identified from the 2016/17 financial year for consideration and approval by Council.

Staff Recommendation

It is recommended:

That Council adopts the carryovers as listed.

Report Discussion

With the completion of the financial year ended 30 June 2017, the following carryovers of capital funding are proposed from that financial year into the current year.

Item	2016/17 budget allocation	Amount spent to 30 June 2017	Proposed carry over amount	Funding Method	Reason
Roading – LED Streetlight Installation	\$385,320	-	\$385,320	Cash surplus	Work not yet completed, to be completed in the 2017/18 year. Design costs carried over into 2017/18 as work in progress
Arohena Rural Water Supply – Treatment Upgrade	\$140,130	\$16,732	\$120,000	Cash surplus	Initial work undertaken, further work may be required depending on results of initial testing
Otorohanga Water Supply – Additional Reservoir	\$529,830	\$183,707	See below		Additional budget to be carried over to cover projects listed below
Otorohanga Water Supply – Additional Reservoir			\$35,000	Cash surplus	Cover final costs associated with getting additional reservoir operational
Otorohanga Water Supply – Meter Installation			\$45,000	Cash surplus	Installation of final meters that required more technical thought around issue with installation
Otorohanga Water Supply – Pipe Renewals			\$35,000	Cash surplus	Complete replacement of pipes in Domain Drive
Otorohanga Water Treatment Plant – New Water Source Investigation	\$10,380	-	\$10,380	Cash surplus	Work not completed, costs to date carried over as work in progress.
Otorohanga Parks and Reserves – Sundry Renewals	\$35,876	\$9,421	\$25,000	Cash surplus	While sundry renewals are not normally carried over, this money will be transferred to the Lake Huiputea budget, providing funding for some of the additional work being undertaken there
Stock Ranging – Pound Improvements	\$41,000	\$10,664	\$30,000	Cash surplus/ Loan	Carried over to cover additional improvements that may be required
Westridge Development	\$1,100,000	-	\$1,100,000	Property sales	Work not commenced at year end
Building Operations – Replace Carpet	\$20,500	-	\$20,500	Cash surplus	Carried over as work not completed in 2016/17
IT Equipment – Website development	\$20,250	\$8,141	\$10,000	Cash surplus	Further improvement work to be undertaken as part of development
IT Equipment – Computer Software	\$55,750	\$18,112	\$35,000	Cash surplus	Some new software purchases not completely installed prior to year end.

B O'Callaghan
DISTRICT ACCOUNTANT

ITEM 109 HEALTH & SAFETY REPORT – MARCH TO AUGUST 2017

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

From: Health and Safety Advisor

Date: 19 September 2017

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 are still focusing on asbestos protocols and enforcement.

Compliance

Work has been completed on the three Otorohanga stormwater pump stations (Huiputea, Mair, Otewa). Work included installation of safety railing around the pumps, fencing around the site, signage. Members of the Otorohanga Community Board undertook site visits.

Auditing

Council staff continue to audit contractors and internal events to ensure safety compliance. Results have mostly been very good with just once contractor not engaged by Council who was non-compliant in a number of instances. Council is working with this contractor to ensure improvement.

Safe Driving Policy

This policy has been reviewed by the Health & Safety Representatives, with the following clause added:

- When using Bluetooth devices while driving, to ensure their driving ability is not compromised.

Lone Work Devices

After trialling a Spot Gen3 with one worker, devices have been issued to water service staff. It is intended to also have devices available for other staff working in isolation. Although Council's eRoads system works well, coverage relies on cellphone reception. The Spot Gen3 works via satellite.

SHE Contractor Health & Safety Pre-Qualification Scheme

This project has been implemented across the District. Little to no resistance has been experienced. Assistance has been offered to smaller contractors requiring help. Some have expressed the fact that they know they need to comply and are happy to be encouraged.

To reiterate, the scheme enables Councils to be certain that all contractors working for or on their Council's assets, and/or supplying services, have effective health and safety systems in place, to prevent harm to people and the environment or damage to property.

Staff Training

The following staff have recently undertaken training:

Training	Staff	Expiry
Confined Spaces	Dain Rothery	July 2019
Traffic Controller (TC)	Wayne Pu	May 2020
Site Traffic Management Supervisor (STMS)	Sharlene McGaughran Jaime McLellan	August 2020 June 2020
STMS Level 2/3 NP	Roger Brady	May 2020
Height Safety	Wayne Pu	June 2019

Work Related Accidents, Incidents and Near Misses

During this six month period March to August 2017 the following accidents/incidents have been reported:

	Injury	Event	Treatment
1	Infection	Fell and thorn became inflected	Removal
2	Lifting	Lower back strain	Rest
3	Slip	Wet muddy conditions	Bruising
4	Strain	Exiting vehicle. Boot caught on vehicle pedal	Rest
5	Near miss	Trailer with excavator on board began to slip over bank edge at Otorohanga Water Treatment Plant. Driver corrected.	Barrier installed

Staff Wellness

23 staff took the opportunity for a free health assessment held over two days in August. Generally very good results, with referrals to GP as required. This opportunity is made available biennially.

The following are the number of staff sick days during this period:

Month	Sick days	Total working days across all staff
March	14.5 days	823 days
April	9.5 days	626 days
May	22 days	857 days
June	18 days	777 days
July	27 days	772 days
August	36.5 days	846 days

Also, for your information, one of the water services team has been off work from 5 July until 8 September on ACC after a knee operation, which was not a work related injury. He has returned to work on light duties due to the knee not healing as quickly as expected.

Emergency Evacuation Exercise

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

Fleet

An inspection of all vehicles was undertaken over a two-day period in June. Generally, condition was good considering the weather conditions over this winter. One set of tyres required replacing; two vehicles required the lights to be repaired. Vehicles were checked for cleanliness (in and out); equipment stowage; first aid and fire extinguishers; tyres; lights; panel damage.

During this six month period March to August 2017 the following accidents/incidents have been reported:

	Fleet No.	Event	Outcome
6 March	155	While using reversing camera did not see low post	Dent – panelbeating Insurance claimed
16 July	147	Sheet of metal hit side of ute	Insurance claimed
17 July	150	Reversed into parked car	Insurance claimed
27 July	145	Foot slipped on pedal at intersection	Dent – panelbeating Awaiting third party
29 July	145	Survey ute vandalised in storage shed	Under \$500 excess – no claim
10 August	146		Barrier installed.
August	145	Twisted chasis – unreported	Awaiting insurance

The following vehicle issues have been rectified:

	Event
1	Tray on the water services utes have been lifted to enable the tyres to be easily removed
2	Hano to train users of the Hino truck on how to use the differential
3	New lights have been installed on the Litter Officers vehicle to be compliant with the standards
4	Numerous tyre replacements as required

Council Building

Due to numerous incidents of staff opening the rear door to discover another staff member standing there about to enter, a safety glass window has been installed.

Health & Safety Representative Meetings

Staff representation has been achieved across all work groups within Council. Meetings were held in March and May. The current staff representatives are:

- Colin Tutty
- Hano Green
- Sharlene McGaughran
- Wendy Sewell

A Terms of Reference has been adopted.

External Meetings

The following meetings have been attended:

Waikato WorkSafe H&S Forum (Hamilton) – 10 August

- Asbestos update

Local Authority Shared Services (LASS) Health & Safety Working Party – 16 March, 18 May, and 20 July 2017.

This group of Health & Safety Advisors from the Waikato are meeting every second month. They are working on a number of shared projects across the Waikato Councils, including training; researching Councils' liabilities regarding community events; consistent KPIs; auditing; policies and a health and safety management framework.

Robyn Kehoe

HEALTH & SAFETY ADVISOR
ENGINEERING SUPPORT OFFICER

ITEM 110 ODC MATTERS REFERRED FROM 18 JULY 2017

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

From: Governance Supervisor

Date: 18 July 2017

1. COUNCIL

21 MARCH 2017

- I. To consider options for Council representation on the Waikato District Health Board Consumer Council Group, at the appropriate time.

2. 15 AUGUST 2017

- I. Council is currently waiting for a response from the Waikato District Health Board regarding a presentation to Council on Mental Health Services in the Otorohanga District.
- II. To undertake a tour of the Otorohanga Timber Company processing facility on 19 October 2017.

3. CHIEF EXECUTIVE

18 JULY 2017

- I. To report to the next meeting of Council on the new service agreement with the Otorohanga District Development Board.

4. ENGINEERING MANAGER

20 JUNE 2017

- I. To meet with Rosemary Davison in regards to her vision for the installation of a walking track along the Waipa River.

15 AUGUST 2017

- II. To provide clarification on the issue of staff discounts at the Otorohanga Pool Complex.

**CA Tutty
GOVERNANCE SUPERVISOR**

Reason for Confidentiality

	<p style="text-align: center;">Grounds</p>	<p style="text-align: center;">Reason</p>
	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -</p> <p>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</p> <p>48(1d) That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.</p>	<p>Subject to sections 6, 8 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:</p> <p>7(2c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information-</p> <ul style="list-style-type: none"> (i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; (ii) Would be likely otherwise to damage the public interest. <p>7(2d) Avoid prejudice to measures protecting the health or safety of members of the public.</p>

GENERAL

