



## Otorohanga District Council

# AGENDA

15 November 2016

10.00am

A presentation will be made to Council at 11am by Mr Jim Watson, Assistant Prison Director and Mr Kevin Smith in regards to the Waikeria Prison.

The Mayor will conduct a Citizenship Ceremony at 12 noon

Members of the Otorohanga District Council

Mr MM Baxter (Mayor)  
Mrs K Christison  
Mr RM Johnson  
Mrs RA Klos  
Mr P McConnell  
Mr KM Phillips  
Mrs DM Pilkington  
Mrs AJ Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

# OTOROHANGA DISTRICT COUNCIL

15 NOVEMBER 2016

Notice is hereby given that the Ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on 15 November 2016 commencing at 10am.

**8 November 2016**

**DC Clibbery**  
**CHIEF EXECUTIVE**

## AGENDA

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**PRESENT**

**IN ATTENDANCE**

**APOLOGIES**

**OPENING PRAYER**

**ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

- CONFIRMATION OF MINUTES**
- Otorohanga District Council -18 October 2016
  - Otorohanga Community Board – 20 October 2016
  - Kawhia Community Board – 21 October 2016

**DECLARATION OF INTEREST**

**REPORTS**

**ITEM 15 ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENSING INSPECTOR'S REPORT FOR JULY- SEPTEMBER 2016**

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

**From:** Environmental Health Officer / Licensing Inspector

**Date:** 15 November 2016

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**Relevant Community Outcomes**

- The Otorohanga District is a safe place to live
- Ensure services and facilities meet the needs of the Community
- Promote the local economy and opportunities for sustainable economic development
- Manage the natural and physical environment in a sustainable manner

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**Executive Summary**

The Environmental Health Officer and Licensing Inspector's report for the period July to September 2016.

**Staff Recommendation**

It is recommended that:

The Environmental Health Officer and Licensing Inspector's report for July to September 2016 be received.

**Report Discussion**

**Sale and Supply of Alcohol Act 2012**

The Otorohanga District Local Alcohol Policy (LAP) became effective on 22 August 2016. When the Sale and Supply of Alcohol Act 2012 was enacted it permitted territorial authorities to develop a local alcohol policy for their district provided it met its object.

*“The sale, supply and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.”*

The Act defines what policies can be included, matters a local authority must have regard to and cannot be more restrictive than the relevant district plan. The LAP is intended to set a clear framework to all applications and to assist the Otorohanga District Licensing Committee in their determinations.

The LAP has been applied to all applications since this date and is available on Otorohanga District Council’s website for referral.

A quarterly collaboration meeting took place between Otorohanga District Council, Waitomo District Council, NZ Police, NZ Fire and Waikato District Health Board on 24 August 2016 at Te Kuiti Hospital.

This meeting satisfies the requirements of s.295 Sale and Supply of Alcohol Act 2012 under which agencies have a duty to collaborate. Discussions included issues around enforcement, clarification of requirements and interpretation of the Act. Neither the police nor the health board raised any concerns regarding licenced premises operating in the Otorohanga District.

On 12 August 2016 a midnight inspection of all licensed premises in the CBD was undertaken by the Otorohanga police and myself to determine compliance with the license conditions. There were no issues found at this time.

There have been no complaints this quarter regarding alcohol licensed premises.

### **Liquor Licensing Statistics**

• On Licences	New	1
	Renewals	0
• Off Licences	New	0
	Renewals	0
• Club Licences	New	0
	Renewals	0
• Managers certificates	New	3
	Renewals	5
• Special licences		14
• Temporary Licences		0

### **The Food Act 2014**

The new Food Act 2014 came into effect on 1 March 2016. It is risk based and will depend on the function of the operator as to where the fit into the regime.

The fundamental difference is that the operator must maintain through record keeping demonstrating they are compliant.

All operators in the district will be transitioned to the new requirements by 2019.

The first types of business to transition are food operators with on-licences and early education centres that serve meals.

The majority of these businesses have made contact and have registered their food control plans with the council. Other business types can remain under the Food Hygiene Regulations 1974 until it is their time to transition. Copies of the plans are provided at the time of application.

There were two complaints received this quarter regarding cleanliness issues around equipment provided at two cafes. One café replaced while the other thoroughly cleaned the equipment in question.

### **Resource Management Act 2016**

All noise complaints undertaken by First Direct and Otorohanga District Council's noise control officer are reviewed and where there appears to be recidivist behaviour a graduated response follows. Letters to two premises has been sent advising them about the effect of noise and how to be a good neighbour. To date both have reacted positively. There has been no equipment seizure this quarter.

### **The Health Act 1956**

A section 27 abatement notice was served on a business who, despite requests by the complainant and notification by me, continually caused a smoke nuisance to a neighbouring dwelling. There has been no reported breaches of the notice to date.

A handwritten signature in blue ink that reads "Mary Fernandez". The signature is written in a cursive, flowing style.

**Mary Fernandez**  
**ENVIRONMENTAL HEALTH OFFICER / LICENSING INSPECTOR**

**ITEM 16            ROUTINE ENGINEERING REPORT AUGUST TO OCTOBER 2016**

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

**From:                Engineering Manager**

**Date:                15 November 2016**

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**Relevant Community Outcomes**

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

**Executive Summary**

This is a routine report on engineer matters for the period August to October 2016.

**Staff Recommendation**

It is recommended that report be received.

**Report Discussion**

**ROADING**

**Contract 963 - Roads Maintenance  
(Inframax Construction)**

Considering the amount of rain in the last three months, roads in general are in a very good condition. Unsealed roads have performed well through this winter, with very few pot holes or failures. Maintenance grading has been undertaken on some roads but again, we have to be conscious of the weather to avoid turning roads into a sea of mud.

Some failures appeared on Kaimango Road (prior to the Clubman Rally) which have been patched. This road will, over the next few months, be subject to heavy logging traffic as the block of pines at route position 9500 are to be logged starting in December – January.

The three roads treated with KOBM back in July have produced some interesting data. All three sites were tested on a weekly basis following the treatment for the first six weeks and since then we have tested on a monthly basis.

With the two weeks of rain in July, totally some 217mm, our treated area's lost so much strength it appeared as though we might lose the effect of the treatment. But once the weather improved all three sections hardened up well. They have not reached the same strength as the road outside of the treated areas as yet but we are anticipating that they will this summer. It has also been interesting to note that the road outside of the treated areas also reduces in strength with the wet weather, by around 30%. The number of surface corrugations on these sections of road is significantly less than would have previously been experienced so all indications are that the KOBM trial has been a success and further stretches of road subject to corrugations will be treated shortly.

Over the last three months we have had a major focus on culvert inlets and outlets, as well as roadside drainage and shoulder work. This work will alleviate problems with water laying in water tables and drains causing road pavements to become saturated and leading to seal failures. There has also been a focus on spraying of roadside drainage channels and drains to achieve the same result. There have been a few problem culverts around in need of clearing due to the amount and intensity of the rain we've been having causing them to block up.

Problem trees have been removed from Puketawai, Old Te Kuiti, Waitomo Valley, Tahaia, Hewer and Bush Roads. These have predominantly been Black Wattle and Macrocarpa growing on road side batters and banks, which tend to become unstable as the trees grow older and bigger.

Roadside mowing for the season began on 16 October. The first round will, as usual, be a normal cut as per our specification and the second round will be a heavy cut, as we have done in the last two years.

**Contract 977 - Hydroseeding  
(Evergreen Contracting)**

All construction and maintenance slip sites were sprayed in April, and all sites are looking good. Maintenance spray that was scheduled for late September is yet to be undertaken. We are in contact with the Contractor to get this work done.

**Contract 981 - Pavement Marking  
(Road Runner Markers)**

The annual road marking programme is due to start November, apart from 2<sup>nd</sup> coat and reseal areas. These will be remarked following resurfacing.

**Contract 982 - Street Lighting  
(The Lines Company)**

Contract is up to date and progressing without issues.

**Contract 1007 – Area Wide Pavement Treatment  
(Inframax Construction)**

There are three sites this season for this Contract, with Harbour Road construction having been completed. Waipapa Road widening and Rangiatea Road rehabilitation are under construction, but being delayed due to weather.

**Contract 1016 - 2<sup>nd</sup> Coat and Reseals 15/16  
(Higgins Construction)**

This Contract has been extended for the 2016-17 season with Higgins Construction, and will commence within the next few weeks (weather permitting). Most pre-reseal works was carried out earlier in the year and there are only minor items that require addressing prior to resurfacing, predominantly due to deterioration due to the weather.

**Contract 1028 - Unsealed Roads Metalling 2016 – 2019  
(Inframax Construction)**

All works on the first separable portion of this Contract has been completed.

All roads in this first portion were all serviced from Rakaunui quarry, due to their Coastal locations. We have had to request a second test of the metal as the first test fell outside our specification. An inspection was undertaken in October and all roads are in good condition.

**PROJECT AND DESIGN**

**C1002 – Ouruwhero Road Sealed Smoothing RP 4.46 to 6.21**

This Contract is completed. In some small areas of pavement where there is water ingress in the basecourse, water can be seen on the road. This will be addressed with the planned additional seal coat scheduled to take place before Christmas.

Pinnacles Civil Engineers from Paeroa undertook a post construction safety audit of the site to satisfy the requirements of NZTA and to ensure our design procedures are robust. It was extremely pleasing that they commended our designer for his thought and design process and our local road design philosophy. Pinnacles Civil found no safety issues that had not been addressed or considered. The Projects team believe this is an excellent result and are proud of this feedback.

### **C1010 – Ouruwhero Road Sealed Smoothing RP 7.88 to 9.68 (Inframax Construction)**

This Contract has been tendered and awarded to Inframax Construction Limited for the tendered sum of \$988,115.46. Two tenders were received for this Contract, the other tender being from Base Civil Construction for \$1,158,318.60. Several reasons have been entertained as to why we only received two tenders for what we consider a large job. These are mainly around the fact that Swap Quarry has the market for available aggregate tied up and several Contractors are busy with other work including the State Highway improvements.

Consultation for the project has been completed and compensation agreements reached with all landowners, with no financial outlay for any land required. Inframax Construction will employ local specialist Contractors Pumpn (who currently undertake work for the water services team) to undertake the required works to the Tihiroa Rural Water Supply scheme and reservoir which shall be completed before Christmas. Construction works on the road will commence after the Christmas break. A four week road closure will be employed in the interests of road user and Contractor Health and Safety, and to allow the Contract timeline and hence cost to be reduced.

Pinnacles Civil Engineers from Paeroa have undertaken a pre-construction audit of the site to satisfy the requirements of NZTA and to ensure our design procedures are robust. Again they found no safety issues that had not already been addressed or considered.

### **C1038 – Mangawhero Bridge Strengthening and Upgrade**

This Contract is for Mangawhero Bridge Strengthening to be classified as a Class 1 Bridge by the installation of four new beams, a waterblast and paint.

The Contract was tendered via Tenderlink and advertised in the local Waitomo News, however no tenders were received.

The continuation of this project is yet undetermined but the current thinking of the Roding Manager is to re-tender the work next year.

## **ROADING AND PROJECTS BUDGET/ACTUALS**

Overall the roading budget for the year is on track although there will be some under and over spends dictated by the need to forecast in three year blocks for NZTA funding and the fluid nature of work required caused by weather conditions. (So far this year has been very wet). Once again it looks like re-sealing will be under budget with less work than forecasted required due in the main part to improved data and hence life of seal calculations being produced. Drainage works will be over budget due to lots of rain and a strong focus being placed on ensuring that we look after our roads by keeping as much water as possible out of the layer works. It is likely that this cost will be more than recovered from a lower spend on pavement maintenance and pre-reseal repairs.

## **WATER SERVICES**

### **C1032 - Kahorekau Reservoir Upgrade (Applied Engineering Ltd / Tasman Tanks Ltd)**

A Contract has been let to Applied Engineering Limited to undertake site and slab construction works for the foundation of a new 400m<sup>3</sup> reservoir at Kahorekau on the Arohena Rural Water Supply Scheme. The new reservoir will be supplied by Tasman Tanks Ltd. The total construction budget is \$160,000 Applied Engineering will complete their portion of the works before Christmas and the new tank will be installed in February.

All legal matters, building consents and designation issues have now been resolved.

### **C1039 - Otorohanga Reservoir Upgrade**

A Contract for design and build of a further 400m<sup>3</sup> reservoir to be located on Mountain View Road is currently being prepared and is expected to go to tender soon. It is anticipated that by



combining the design and build aspects of the project that prices will be more competitive and different alternatives of steel reservoir tank can be considered with corresponding foundation designs.

This method also means the Contractor will provide all professional services and employ their own Registered Engineer for signing off on Producer Statements for the project, hence removing some of the risk from Council and completing the project more quickly.

#### **C1041 - Flood Damage Repairs 2016/17**

A design and Contract is currently being prepared to undertake flood damage repairs on several sites in the District including the following:

- Honikiwi Road RP 1.85 – Several dropouts and road realignment
- Kaimango Road RP 9.03 - Dropout
- Hauturu Road RP 0.42 – Historic pavement slump
- Hauturu Road RP 11.00 – Stream erosion.

Once designed an estimate of the works will be considered for tendering the Contract.

#### **Otorohanga Flood Protection Stopbanks**

An invitation is currently being prepared to remedy the bull holes and stock tracking on the Stopbanks adjacent to the Waipa River. A small but necessary amount of work to be funded by the Waikato Regional Council account.

### **WATER AND COMMUNITY SERVICES**

#### **Kawhia Community Water Supply**

No capital works to report on for this reporting period.

Daily operational maintenance ongoing and undertaken in conjunction with reactive repair works. UV treatment continues to require regular maintenance work relating to high iron content of water.

Services must during the 2016/17 financial year build a secure ladder and gantry to protect operators working on the clarifier as identified by health and safety audits.

#### **Ministry of Health**

For this quarter nothing to report.

The budget for Kawhia is on track for this financial year.

#### **Arohena Rural Water Supply**

##### Huirimu

Replaced the sand media in the sand filter - \$5,000.

##### Kahorekau

Reservoir upgrade as reported by Project and Design Engineer.

##### Taupaki

5mm wedge intake wire screen has been installed for \$1,500, as per resource consent requirements.

### Resource Consents

On 31 August 2016 the Waikato Regional Council issued a combined Huirimu, Kahorekau and Taupaki resource consent (i) water take and (ii) discharge water, into one contiguous resource consent, Arohena. Furthermore the Arohena resource consent will have just two components (i) water take and (ii) discharge permit. A 35 year resource consent was granted which expires 31 August 2051.

### Ministry of Health Legislation on Water Quality

Services Staff are trialling UV units at various locations at the point of delivery and have engaged UV specialist Nigel Anderson to carry out asset verification on all 3 water take reticulation networks. Thus far Nigel has completed asset verification and an accompanying report for Huirimu and Taupaki at a cost of \$5,000. Right now Nigel is working through the Kahorekau reticulation network asset verification

There are no other matters to raise relating to compliance.

### Budget/Actuals

The budget for Kawhia is on track for this financial year.

### **Ranginui Rural Water Supply**

No capital works to report for this period.

### Resource Consents

For this quarter, Services is preparing an application for presentation to the Waikato Regional Council to increase the instantaneous rate from the existing allowable limit of 10L/S to 15L/S. The consultation period closed on the 28 October 2016.

### Ministry of Health

For this quarter nothing to report

### Budget/Actuals

A summary review of the ledger for this end of the financial year does not reveal any areas of concern.

### **Tihiroa Rural Water Supply**

No capital works were completed in this reporting period as per directive from the Committee. Daily operational maintenance ongoing and undertaken in conjunction with reactive repair works.

### Resource Consents

For this quarter, nothing to report.

### Ministry of Health Compliance

For this quarter, nothing to report.

### Budget/Actuals

A summary review of the ledger for this end of the financial year does not reveal any areas of concern.

### **Otorohanga/Waipā Water Supply/Plant**

#### C1021 – Otorohanga Water Meter Installation

Recently Services set about undertaking an asset verification of all unmetered commercial businesses within the town site. To date there is approximately 100 commercial properties within the town site without meters, plus approximately 40 residential that were not captured during the earlier water meter town site roll out.

Right now it is expected that the asset verified of commercial properties will offer the path of least resistance and therefore Council will set about seeking expressions of interests from local contractors for the procurement of meters, manifolds and boxes and installation works.

The residential properties that were just too difficult in the initial metering roll out are subject to a more tactical approach. The actual cost of the meter and associated fixtures and labour is

relatively small, the *cost is in the time* used to locate the toby and subsequent matching to residences. The current philosophy is to fit the meter when a lateral is located rather than return and then cause more disruption to the property owners. For the better part, the residential meters will require assistance/co-operation from property owners.

A geotechnical report recently undertaken to gauge the suitability of two sites that could potentially accommodate additional water reservoir storage (i) Thompson Avenue and (ii) Mountain View Road water reservoir sites, essentially supported the Mountain View Road water reservoir site as being the most suitable.

The report established that both sites had soil with adequate bearing capacity to carry additional water storage. Thompson Avenue was mainly ruled out on account of lack of usable space (steeply sloping site) to accommodate a 400m<sup>3</sup> tank of similar configuration to that proposed for Kahorekau. See the updated report as to the progress of the Mountain View Road additional reservoir storage in the Project and Design Engineer section of this report.

A local contractor constructed a lean-to that accommodates the Council owned digger BC 160116 insitu at the water treatment plant for \$6,348 project is completed. This budget was carried over from last year's capital works.

A sand filter scouring pump was replaced by local contractor Pumpn for \$12,000 GST included.

Contact tank weirs were cleaned for \$2,000 GST included.

A replacement turbidity meter was installed at the clear well tank for \$2,500.

#### Resource Consents

For this quarter, nothing to report.

#### Ministry of Health Compliance

For this quarter, nothing to report.

#### Budget/Actuals

A summary review of the ledger for this end of the financial year does not reveal any areas of concern.

### **Otorohanga Sewerage Treatment**

Screw press replaced \$16,500 + GST (Budgeted item)

Non-capital project works:

- Main North Road sewer pump station , replaced bearing impeller and mechanical seal of submersible \$13,754
- Te Kawa Pump station, replaced mechanical seal and motor bearing of Grundfos pump \$2,236
- Te Kawa pump station, replaced mechanical seal and motor bearing of Flyght pump \$3,119
- Otewa pump station, replaced oil for both pumps \$105; and
- Cedric Smith pump station, replaced mechanical seal and oil \$1,629

#### Emergency Works

Recently Services repaired a blown sewer rising main 100m north of the Main North Road sewer station total cost approximately \$16,000. The high cost was due to the need to bypass the sewerage line while the repair was being undertaken, the depth of the pipe, in excess of four meters, and the traffic management requirement for the adjacent State Highway (Main North Road). It is believed that the damage to the 200mm PVC main in question either occurred during transport of the pipe section to the trench or during the construction phase years earlier.

#### Resource Consents

For this quarter, preliminary sampling for TP in the new renovated wetland has revealed that the slag filter employed to reduce phosphorus loading has reduced TP by half, in essence Services

is on track to meet the new 2017 nutrient loading agreed on in 2012. Still early days, more testing and sampling to monitor the wetlands performance will continue.

David McKinley, Services Manager and Ricardo Tubilla met with Trisha Simonson, from the Waikato Regional Council on 31 October 2016 to undertake a thorough walk through of the sewerage treatment facility to satisfy the resource consent condition.

Quintessentially; Trisha was happy with the health of the wetlands and commented on the chirping frogs

#### Budget/Actuals

A summary review of the ledger for this end of the financial year shows that the maintenance budget for the year has been well exceeded, by approximately \$15,000 (subject to final invoicing for the Main North Road repair) due to the work detailed above.

The capital cost budget for the replacement of the screw press and step-screen will also be exceeded by some \$16,000. The reason for this being that these are custom manufactured items and the budget estimates proved to be too low being derived from the escalated cost of the original items.

All of the budget overruns are for work essential to operation of the sewer reticulation and plant and as such are not “discretionary spends”.

Every effort will be made to recover the maintenance cost overruns from other efficiencies over the balance of the year however if other emergency works occur, further cost will have to be incurred to complete the work.

#### **Otorohanga Community Stormwater Drainage/Flood protection**

No Capital Works has been undertaken for the quarter gone.

Mair Street and Otewa Road Flood Station pipes are now the focus of Services over the weeks as part of the Capital Works program along with health and safety improvements detailed below.

#### Resource Consents

For this quarter, Russell Powell, Waikato Regional Council and Nigel Mather Senior Land Water Quality Consultant for 4Sight Consulting have, with the assistance of Manga Roach Working Foreman, undertaken the inaugural annual safety compliance audit of the flood pump station sites in Otorohanga. The safety audit in general will replace the previous structural safety audit carried out by the Waikato Regional Council in years gone by.

In completing the safety audit 4Sight Consulting returned to the Waikato Regional Council a report highlighting required tasks and adjustments needed at each flood station site to mitigate safety risk. Russell has since forwarded to the David McKinley, Services Manager, the same report explaining that the tasks in the report should be carried out post haste.

It is understood that health and safety improvements to capital assets are explicitly included within the current Service Level Agreement and are part and parcel of maintaining the ‘asset’ to meet current/future requirements.

Grant Blackie, Waipa Zone Manager for Waikato Regional Council, in responding to a cost recovery inquiry stated the following: It’s not so much ‘grant assistance’ we are providing but provision of rates \$ we collect for a specified purpose in maintenance/renewal of ODC flood of management assets.”

In the meantime Mark Lewis, Community Development Officer, Robyn Hodges, Health and Safety Advisor, are rolling out a works plan to mitigate all risk matters identified in the 4Sight Consulting report, approximate cost \$40,000

#### Budgets/Actuals

A summary review of the ledger for this end of the financial year does not reveal any areas of concern.

## **OTOROHANGA COMMUNITY PARKS & RESERVES**

### **Lake Huiputea Wetlands**

The associated costs with this project is ongoing and will carry over into the 2016/17 financial period for final completion.

### **Otorohanga Community Public Conveniences**

Nothing to report.

### **Council Administration Building**

Nothing to report.

### **Otorohanga Swimming Pool/Gym**

New heat exchanger on order for \$2,635.00 plus installation.

### **Otorohanga Cemetery**

Nothing to report.

### **Otorohanga Community Housing for the Elderly**

Nothing to report.

### **Kawhia Cemetery**

Nothing to report.

### **Kawhia Harbour**

Nothing to report.

### **Kawhia Medical Centre**

Nothing to report.

### **Kawhia Housing for the Elderly**

Nothing to report.

### **Kawhia Wharf**

Dangerous rail tracks removed from wharf by Bay Under Water Services - \$3,600 + GST

### **Refuse & Recycling**

Nothing to report.

### **Budget/Actuals**

A summary review of the ledger for all the cost centres managed by the Community Facilities Officer for this financial year does not reveal any areas of concern.

Roger Brady

**ENGINEERING MANAGER**

**ITEM 17 CARRYOVERS 2015/16/17****To: His Worship the Mayor & Councillors  
Otorohanga District Council****From: District Accountant****Date: 15 November 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 2015/16 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 2016, the following carryovers of capital funding are proposed from that financial year into the current year.

<b>Item</b>	<b>2015/16 budget allocation</b>	<b>Amount spent to 30 June 2016</b>	<b>Proposed carry over amount</b>	<b>Funding Method</b>	<b>Reason</b>
Arohena RWS – Additional Reservoir	150,000	-	150,000	Cash surplus	Work not yet completed, to be completed in the 2016/17 year
Tihiroa RWS – Repair pipeline over the road bridge	9,000	-	9,000	Cash surplus	Committee withholding capital works as long as possible (“Sweating the assets”)
Tihiroa RWS – filter refurbishment	52,000	-	52,000	Loan raising	Committee withholding capital works as long as possible (“Sweating the assets”)
Tihiroa RWS – Flushing valves	5,000	-	5,000	Loan raising	Committee withholding capital works as long as possible (“Sweating the assets”)
Tihiroa RWS – Sand filter renewals	11,200	-	11,200	Cash surplus	Committee withholding capital works as long as possible (“Sweating the assets”)
Tihiroa RWS – Pump renewals	45,000	-	45,000	Loan raising	Committee withholding capital works as long as possible (“Sweating the assets”)

Tihiroa RWS – Electrical Renewals	15,000	-	15,000	Cash surplus	Committee withholding capital works as long as possible (“Sweating the assets”)
Waipa RWS – Pipeline renewal	16,000	-	16,000	Water income	Work not yet completed, to be completed in the 2016/17 year
Oto Flood Protection – Inlet/Outlet renewals	51,000	-	51,000	Cash surplus	Inclement weather led to work not being started, has commenced in 2016/17 year
Roading - Harbour Road	156,868	-	156,868	Cash surplus	Due to poor weather suspended until 2016/17 summer
IT Equipment – Website development	10,000	-	10,000	Cash surplus	Scoping work commenced, however improvement work not commenced prior to year-end, to be completed 2016/17 year
IT Equipment – Aerial Photography	15,000	1,659	13,000	Cash surplus	Major photography works not completed in 2015/16, planned from LASS to complete in 2016/17
IT Equipment – Computer Software	30,000	4,150	25,000	Cash surplus	Improvements to software expected to be released not available prior to year-end, to carry over to purchase in 2016/17 year
IT Equipment – Computer Hardware	80,000	38,489	30,000	Cash surplus	New server purchased, however not installed prior to end of 2015/16 financial year, included in work in progress.

**B O’Callaghan**  
**DISTRICT ACCOUNTANT**

**ITEM 18            OTOROHANGA DISTRICT DEVELOPMENT BOARD ANNUAL REPORT**

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

**From:                Ex Chair – Otorohanga District Development Board**

**Date:                15 November 2016**

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**Relevant Community Outcomes**

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

**Summary**

The Annual Report of the Otorohanga District Development Board is presented highlighting the achievements of the this Board within the District.

**Staff Recommendation**

It is recommended:

That the report is received.

**Report Discussion**

ODDB Chairperson's Annual Report - AGM - October 26, 2016

Welcome to my annual [and final] report as Chairperson of the Otorohanga District Development Board.

**MEMBERSHIP**

Over the past few months, the Board has received the resignations of co-opted member Dianne Porter, and long serving member Andrew Giltrap. At this stage, the Board has decided not to appoint new members until such time as the new structure and direction have been clearly defined.

Long serving Board secretary Marie Greggains resigned at the beginning of 2016 due to family commitments and since then, this role has been very ably performed by the I Site manager, Teresa Ferguson.

**OTOROHANGA I-SITE / KAWHIA INFORMATION CENTRE**

The manager of the i-Site will present her annual report separately, but I would like to take the opportunity to again congratulate her and her team on receiving another excellent Qualmark assessment, endorsement being achieved through meeting 100% of the set criteria. The i-Site continues to be run by ODDB very cost effectively and efficiently when compared with other i-Sites in the Rural/Small Town category. Visitor numbers are up considerably on last year.

Kawhia Information Centre is tracking along well with the usual seasonal variation in visitor numbers. Staffing at the centre has stabilised after long time Information officer Barbara Inia retired due to ill health earlier this year. The position is now being jointly filled by Museum Director, John Thompson and Linda Cole- Cantwell from Oparau. The Information Centre relies heavily on volunteers to man the centre at weekends and it is an opportune time to acknowledge and thank them for their contribution.



## **YOUTH INITIATIVES**

Currently the Youth programmes are in a state of transition from the old model to the new. By mutual arrangement, the contract with Comet Training, [the contractor paid by ODDB to deliver Apprentice Support], was not extended as the parties could not reach an agreement with regard to accountability reporting. Since that time, a great deal of research has gone into measuring the success of the Apprentice Support programme and this has indicated we have achieved a higher completion rate compared to the national average. However, the length of time taken by our apprentices to achieve their qualifications is slightly longer than the national average. This has raised questions for the Board as to whether this is the most effective model going forward, or whether too much 'hand-holding' can be disadvantageous by decreasing the self-motivation of the apprentice. This said, the Board is still considering whether some form of support/supervised study sessions might be an option [an agenda item for the monthly meeting following the AGM.] The past 6 months have also seen a focus on creating a more sustainable funding model and a variety of options has been explored, including ITO and employer funded solutions. At present, many apprentices are still receiving a level of support from Comet Training, which is now contracting directly with some employers.

A new driver licensing programme partnership [ODC/WDC/NZTA] for youth 16 to 24 years is underway, albeit using a slightly different model from that piloted by ODDB at the end of 2015. Paul McConnell has just taken over as Chair of Wintec's Employers Engagement Group [EEG] following Andrew Giltrap's resignation.

At this point, I'd like to acknowledge and thank Andrew for his very significant contribution to Otorohanga's Youth Programmes from the outset, his leadership in this field and the considerable time, effort and energy he has put in over many years. Andrew has been a very valued contributor to ODDB in a much broader sense as well ....his business acumen, ideas and understanding of economic development will be sorely missed and we wish him well as he continues with his business endeavours in Otorohanga and elsewhere. Thank you also to Kylie Mouat and Mayor Baxter for their considerable contribution to this very demanding portfolio.

## **INCITE**

In September, this year, the ODDB organised another highly successful Incite event in collaboration with the OBA and the Otorohanga Best in Business Awards. A crowd of approximately 180 people enjoyed a great evening of entertainment, inspiration and fine dining, mc'd by TV and media journalist James McOnie. I'd like to especially thank Board Members Carolyn Christian and Kylie Mouat [also chair of OBA] for their superb organisation of the evening. I'd also like to acknowledge the Otorohanga Club for providing the venue, setting up and catering for this wonderful event. It is very pleasing to see the level of communication and collaboration between ODDB and the OBA and to receive such positive feedback afterwards.

## **KAWHIA - KAI FESTIVAL / SPRING FLING**

Another very successful Kai Fest [12<sup>th</sup>] was held in February this year, with visitor numbers around 5000. Congratulations to Marj Kaati and her committee of dedicated workers for organising another superb event showcasing beautiful Kawhia and its surrounds. This festival is now well established as a significant event in the district and wider region and this year received a grant from ODDB of \$4000 towards infrastructure needed to hold such an event and another \$1000 on receipt of a succession plan to help ensure the future of this event.

As I write this report, Kawhia's 9<sup>th</sup> Spring Fling Art Fest is underway. This event showcases high quality art produced by artists from Kawhia and the wider community under the tutelage of Dr Carole Shepherd and for the last 2 years has included a stone carving symposium on the adjacent reserve. The ODDB made a small grant to assist the initial fest get off the ground and from which it has gone from strength to strength. It is now well established and is also another opportunity to showcase and promote Kawhia. My congratulations and thanks go to Carole and her team of very talented artists for their huge effort and dedication in organising this annual

Labour weekend event and its very significant contribution to the vibrancy and well-being of Kawhia.

HWT [Hamilton Waikato Tourism] product manager, Nicola Greenwell, has been out to Kawhia, hosted by KCB Chair Kit Jeffries, to see what tourism opportunities are on offer. Nicola has offered to host a community tourism workshop to assist operators and the community to promote their businesses and township. Depending on what comes out of such a workshop, the Board may be able to assist in some way, over and above the funds that ODC contributes to HWT.

### **PROJECT KIWIANA**

PK's annual report will be presented and tabled separately, but I'd like to congratulate Marain Hurley and her enthusiastic committee on their recent project, the Wall of Fame, where the second instalment of stories has just been completed and they are now working on the final series. PK recently made a presentation to the Otorohanga Community Board regarding the Kiwiana Playground - I wish them well in their fundraising endeavors for this major project.

### **WEBSITES / BROCHURES**

Board member, Liz Cowan is currently working with web designer Debra Stratford to redesign and update the [www.kiwianatown.co.nz](http://www.kiwianatown.co.nz) website, which is also now fully mobile friendly. I understand that it will soon be going live and will include a revised and refreshed Kiwiana Quiz sheet. [These quiz sheets are widely used by schools on their educational visits to Otorohanga] The website actively promotes Kiwiana school visits. I would like to acknowledge and thank Liz for her dedication and effort in achieving a very high standard in this field and encourage you to visit both this and [www.otorohanga.co.nz](http://www.otorohanga.co.nz) [which was redesigned, made mobile friendly etc and went live about 12 months ago.]

*The Board has again agreed to contribute to an updated version of the EXPLORE WAITOMO brochure, which i-Site staff find very useful and informative for tourists in the area. This redesign / update is currently underway.*

### **KIWIHOUSE**

Earlier this year, the Board received a request from the KiwiHouse for funds to finance a strategic / landscape plan. Having identified the KH as the most significant tourist business in Otorohanga with huge growth potential, the ODDB agreed to make a grant of up to \$40000 for this purpose and transferred the funds to Council who commissioned Strategic Planning Consultant, Stephen Hamilton. KiwiHouse General Manager, Jo Russell and committee members have been working with Stephen and landscape architect Lee Brazier to provide the necessary information as required for the KiwiHouse Strategic Plan. Road signs on SH3 and SH31/39 have been redesigned and reskinned, and continue to be the main referral source [together with word of mouth.]

I [along with many others] attended the opening of the "Kiwi night Zone" building earlier this year. This offers exceptional Kiwi viewing and is testament to the high standard of visitor experience the KiwiHouse wants to deliver to tourists.....a great step towards the goal of increasing visitor numbers and making the business more sustainable.

### **BEATTIE HOME**

In March this year the Beattie Home opened the new Kowhai Wing, a huge project for the Trust and identified by the Board as an important aspect of the town's economic development and future-proofing. To this end, the Board granted seed funding to help this project get underway and it was wonderful to see it come to fruition.

### **ADVERTISING SUBSIDY**

The Board continues to offer an advertising subsidy to new businesses or existing businesses under new ownership and this opportunity has been taken up many times over the past year.

### **CONSULTATION - ODC / ODDB**

Earlier this year, the ODDB had the opportunity to consult with Council re the District Development Strategy and subsequent to that, the restructure and future of the ODDB itself. The Board really appreciates being able to contribute to such discussions as this. The combined workshops produced very worthwhile debate leading to adjustments in the strategy document. The final outcome re the future structure of the ODDB is yet to be finalised but members look forward to the changes as proposed in discussions to date. The Board sincerely thanks Council for the opportunity to contribute to the economic development of the district in this way.

### **CONCLUSION**

Despite a rising level of frustration amongst the board over recent times, members are feeling positive re the above changes and on that basis, are all keen to continue to make a contribution to the economic future of the district. Mainstreet occupancy remains high and despite the recent, very disappointing withdrawal of Westpac and ANZ Banks from the town, there remains an upbeat mood and vibrancy ..... the prospects of a new power station, dairy factory, residential subdivision and the recently confirmed expansion at Waikeria, as well as a slightly improved outlook across the farming sectors and a flourishing tourism industry all contribute to a quiet confidence in the district.

In closing, I'd like to thank all Board members for their dedication and continued efforts to promote the local economy and opportunities for economic development, thereby making the Otorohanga District a "desirable place in which to live, invest, do business or visit".

D Pilkington  
**Chaiperson Emeritus**

**ITEM 19                    CIVIL DEFENCE EMERGENCY PLANNING REPORT FOR  
                                  JULY TO SEPTEMBER 2016**

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

**From:**                    ***Local Civil Defence Controller***

**Date:**                    **15 November 2016**

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**Relevant Community Outcomes**

- The Otorohanga District is a safe place to live
  - Ensure services and facilities meet the needs of the Community
  - Promote the local economy and opportunities for sustainable economic development
  - Manage the natural and physical environment in a sustainable manner
- 

**Executive Summary**

To provide the quarterly update report on the Civil Defence Emergency Management activity for the period 1 July to 30 September 2016. This includes emergency management activities under the shared service arrangement between Waipa, Otorohanga and Waitomo District Councils and activities of the Waikato Civil Defence Emergency Management Group including the Joint Committee.

**Recommendation:**

*That the Civil Defence Emergency Planning report from Andrew Loe Local Civil Defence Controller and Martin Berryman Emergency Management Operations Manager for the period 1 July to 30 September 2016 be received.*

**Background**

The Local Civil Defence Controller and Emergency Management Operations Manager provide a quarterly information report for information purposes to this Committee on emergency management activities affecting the Western Waikato Emergency Operating Area (WWEOA) which includes Waipa, Otorohanga and Waitomo District Councils. This is the first quarterly report for the 2016/17 financial year to be provided to Council.

**Report Discussion**

During the quarter the following significant civil defence emergency management activities have been undertaken.

**Reduction**

Staff from various Waikato Councils attend the Regional Hazard Forum to discuss the key hazards in the area to support the planning and consenting processes and the Civil Defence Community Response Planning processes. This is an ongoing forum that provides opportunities to develop good collaborative processes.

## **Readiness**

### ***National CDEM Exercise 'Tangaroa'***

The National Civil Defence Emergency Management Earthquake and Tsunami exercise that had been in planning phase for the past six months was held on 31<sup>st</sup> August. This was day 1 of the exercise and involved a scenario of an earthquake that occurred near the Kermadec Trench producing a tsunami that impacted the east coast of New Zealand and then some 3 hours later impacting the West Coast of the North Island.

The exercise required the establishment of a fully functioning Emergency Operating Centre (EOC). The Western Waikato civil defence group located their EOC at the Waitomo District Council Chambers in Te Kuiti. To ensure a smooth operation, staff from the three Western Waikato Councils were rostered on for the exercise covering two shifts over the day. Both Local Controllers for the area Wayne Allan and Andrew Loe were involved in the exercise.

The exercise highlighted the importance of the civil defence shared service arrangement between the three Councils. In particular, an increased number of staff have been trained in civil defence procedures which made the functioning of the EOC operate more efficiently. Moreover, civil defence staff are available to support each other from each Council should an Emergency Operating Centre or Civil Defence Centre be required to be activated.

A total of 55 staff were deployed throughout the day, 27 at any one time in the EOC which still allowed for normal council business activities to continue in the respective Districts. This exercise demonstrated what would be necessary by the Councils under the Civil Defence Emergency Management Act should an actual event occur, involving both the management of the event and the respective councils continuing to undertake their normal duties and help their communities recover.

In the lead up to the first day of the exercise three short workshops were held with council department staff and some outside agencies and emergency services to discuss how each of the three Councils would look to manage the direct and indirect impacts of a Tsunami event. This information was utilised in the exercise and for the Welfare and Recovery activities.

Day 2 was a Welfare workshop held at Waikato District Council where the respective welfare managers attended and discussed information and learnings from their exercise.

Day 3 was a Recovery workshop held at Waikato Region where the respective recovery managers attended and also discussed information and learnings from their exercise.

### **Western Waikato Emergency Operating Area Shared Service Agreement**

The civil defence shared service agreement for the Western Waikato Area is currently under review. The initial agreement between the 3 Councils was established for a three year term and expired 30<sup>th</sup> June 2016. Currently Waipa District is the administering authority for the agreement. Once the Waikato Civil Defence Group Plan is finalised the shared service agreement for the delivery of civil defence activities within the Western Waikato area can be determined.

### **New Civil Defence coordinator role**

The new role has been approved by each of the three Councils, but Waipa is aiming to fund it within existing budgets. When the civil defence shared service agreement is reviewed and approved and budget provision has been secured the coordinator role could be established at that time.

**Response**

Other than monitoring Local Severe Weather Warning there have been no emergency situations requiring Civil Defence resources or personnel.

**Waikato Civil Defence Emergency Management Group Joint Committee**

The Waikato Civil Defence Emergency Management Group Joint Committee meeting was held on 5 September 2016. Minutes of the meeting are attached to this report. The next meeting of the Joint Committee is scheduled for 28 November 2016.

**Waikato Civil Defence Emergency Management Group Plan**

The next generation Waikato CDEM Group Emergency Management 2016-2021 Plan has now progressed through the consultation and review process with the final document recently being approved by the Waikato Joint Committee.

The Group Plan was forwarded to the Ministry of CDEM for the Minister's approval. The response from the minister was positive with no points raised or requests for change. The plan will now be submitted to the Joint Committee for final adoption on 28 November

Andrew Loe

**LOCAL CIVIL DEFENCE CONTROLLER**

Martin Berryman

**EMERGENCY MANAGEMENT OPERATIONS MANAGER**

**Attachment: Minutes of the last meeting of the Waikato Civil Defence Emergency Management Group Joint Committee 5 September 2016**

**ITEM 20                    CIVIL DEFENCE AND EMERGENCY MANAGEMENT PRESENTATION**

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

**From:**                ***Local Civil Defence Controller***

**Date:**                **15 November 2016**

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**Relevant Community Outcomes**

- The Otorohanga District is a safe place to live
  - Ensure services and facilities meet the needs of the Community
  - Promote the local economy and opportunities for sustainable economic development
  - Manage the natural and physical environment in a sustainable manner
- 

**Executive Summary**

The Emergency Management Operations Manager and the Local Civil Defence Controller will provide a power point presentation on local and regional civil Defence arrangements and discuss the role of a territorial authority under the Civil Defence and Emergency Management Act.

**Recommendation: Nil**

Presentation provided as briefing information for incoming Council.

Andrew Loe

**LOCAL CIVIL DEFENCE CONTROLLER**

Martin Berryman

**EMERGENCY MANAGEMENT OPERATIONS MANAGER**

**ITEM 21            MATTERS REFERRED FROM 20 SEPTEMBER 2016**

**To:                    His Worship the Mayor & Councillors**

**OTOROHANGA DISTRICT COUNCIL**

**From:                Governance Supervisor**

**Date:                 15 NOVEMBER 2016**

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**Executive Summary**

**HIS WORSHIP**

**20 October 2015**

To follow up on the suggestion for a future Council meeting to be held on a local Marae in the District.

**COUNCIL**

**18 October 2016**

To invite the Waikato District Health Board to speak to Council once the investigations have been completed to assure Council and therefore citizens of its ability to deliver effective mental health services to our citizens.

**CA Tutty**

**GOVERNANCE SUPERVISOR**

**GENERAL**



## MOTION TO EXCLUDE THE PUBLIC

### CONFIDENTIAL ITEM 22

#### Reason for Confidentiality

	<b>Grounds</b>	<b>Reason</b>
	Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -	Subject to sections 6, 8 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:
	48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.	, commercial activities. 7(2i) Enable any local authority holding the information to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).