



Otorohanga District Council

MINUTES

20 January 2015

OTOROHANGA DISTRICT COUNCIL

20 January 2015

Minutes of an ordinary meeting of the Otorohanga District Council held in the Council Chambers, Maniapoto St, Otorohanga on Tuesday 20 January 2015 commencing at 10.03am.

MINUTES

Minutes are unconfirmed and subject to amendment at the next meeting of Council.

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
PRESENT		1
IN ATTENDANCE		1
APOLOGIES		1
OPENING PRAYER		1
ITEMS TO BE CONSIDERED IN GENERAL BUSINESS		1
CONFIRMATION OF MINUTES – 16 DECEMBER 2014		1
REPORTS		1
Item 158	OTOROHANGA COMMUNITY BOARD MINUTES 4 DECEMBER 2014	1
Item 159	KAWHIA COMMUNITY BOARD MINUTES 12 DECEMBER 2014	1
Item 160	PLANNING REPORT FOR OCTOBER TO DECEMBER 2014	2
Item 161	SAFETY, SECURITY AND ACCESS SYSTEMS	2
Item 162	ORGANISATIONAL RISK MANAGEMENT	3
Item 163	TOURISM FUNDING	4
Item 164	DISTRICT BUILDING CONTROL OFFICERS REPORT FOR OCTOBER TO DECEMBER 2014	4
Item 165	ODC MATTERS REFERRED FROM 16 DECEMBER 2014	5
GENERAL		5
MEETING CLOSURE		7

PRESENT

Mr MM Baxter (Mayor), Crs, RA Klos, RM Johnson, KC Phillips, DM Pilkington (Deputy Mayor), RJ Prescott, PD Tindle and AJ Williams.

IN ATTENDANCE

Messrs DC Clibbery (Chief Executive & Engineering Manager), GD Bunn (Finance & Administration Manager), AR Loe (Environmental Services Manager) and CA Tutty (Governance Supervisor).

OPENING PRAYER

Cr Johnson read the Opening Prayer.

His Worship declared the meeting open and welcomed those present.

CONFIRMATION OF MINUTES – 16 DECEMBER 2014

Resolved that the minutes of the meeting of the Otorohanga District Council held on 16 December 2014, as amended, be approved as a true and correct record of that meeting.

Cr Prescott / Cr Phillips

Cr Klos referred to page 10, General – Iwi Liaison Group and advised that she had not actually spoken to Ms Yvonne Mita, Ms Mita's name had been given to her as a possible interested person for a proposed Iwi Liaison Committee.

REPORTS

Item 158 OTOROHANGA COMMUNITY BOARD MINUTES 4 DECEMBER 2014

Discussion

MATTERS ARISING

Cr Prescott queried when the installation of the public toilet in the Reg Brett Reserve will commence. The Engineering Manager replied that the installation work will commence when the relevant tradesmen return from holiday.

Resolved

The minutes of the meeting of the Otorohanga Community Board held on 4 December 2014 be received.

Cr Prescott / Cr Tindle

Item 159 KAWHIA COMMUNITY BOARD MINUTES 12 DECEMBER 2014

Discussion

Cr Pilkington requested the following corrections be made –

1. Page 2, Public Welcome. The christian name 'Henk' be corrected to read, 'Hank'.
2. Page 3, Construction of new pedestrian path. Cr Pilkington referred to the last paragraph of discussion, in particular the first sentence and requested the word 'perfered' be corrected to 'preferred'.
3. Page 4, Application for Temporary Road Closure – Kawhia Moana Kai Festival, in particular to a sentence in the second paragraph reading 'Mrs Pilkington reported that the Otorohanga District Development Board makes a \$1000 contribution ...' be corrected to read, 'Mrs Pilkington reported that the ODDB made a one off contribution of \$5,000'.
4. Page 7, General item – Fallen Tree, Cr Pilkington referred to the last sentence and requested this read 'Aaron Greenbank advised that he has taken legal advice on the matter...'
5. Page 8, General item – Aotea Seawall, Cr Pilkington referred to this item and advised that it should read 'foreshore seawall'.

6. Page 9, General item – Hamilton & Waikato Tourism, Cr Pilkington advised that she referred to the end of year report to Council from Hamilton & Waikato Tourism not Mr Jeffries as recorded in the minutes.
7. Page 10, General item, Ministry of Education, Cr Pilkington advised that the second sentence should commence with ‘ Cr Pilkington said they are...’.

Resolved

The minutes of the meeting of the Kawhia Community Board held on 12 December 2014, as amended, be received.

Cr Pilkington / Cr Phillips

STAFFING APPOINTMENTS

The Chief Executive welcomed and introduced the following new staff members –

- Mr Jan Swanepoel, Engineering Officer (Projects)
- Mrs Shelley Wilson, Customer Services Officer
- Mr Lyta Sam, Engineering Assistant (Road Maintenance)
- Mrs Marion Fleming, Senior Engineering Assistant (Road Maintenance)
- Mr Dain Rothery, Site Operator (Water Services).

His Worship welcomed all members to Council and hoped their time with Council is enjoyable and a fruitful experience.

Item 160 PLANNING REPORT FOR OCTOBER TO DECEMBER 2014

Discussion

The Environmental Services Manager summarised the Planning report for the period October to December 2014.

Resolved

The Planning Report for October to December 2014 be received.

Cr Pilkington / Cr Prescott

Item 161 SAFETY, SECURITY AND ACCESS SYSTEMS

Discussion

The Chief Executive presented a report informing Members that unbudgeted expenditure on electronic systems to track and monitor Council’s motor vehicles and to control and monitor access to the Council building is proposed.

With regard to the vehicle tracking and monitoring system, the Chief Executive advised that this is now widely employed, offering a variety of benefits that include –

- a. Safety
- b. Efficiency
- c. Vehicle Security.

In reply to Cr Phillips, the Chief Executive advised that the one-off installation fee of approximately \$1,500 covers all Council vehicles. His Worship queried the monitoring of such a system to which the Chief Executive replied that the software will be monitored by Council’s Governance Supervisor. Should any Divisional Manager require information this will be obtained from him.

Cr Klos reported that she supported both proposals presented by the Chief Executive and expressed the opinion that the Districts ratepayers will be pleased to see these introduced. His

Worship agreed. He said these are wonderful initiatives and good business practice. Cr Pilkington felt that the introduction is a 'sign of the times'.

In reply to Cr Phillips, the Chief Executive advised that when Council changes a vehicle, the transfer work will be able to be undertaken by a local auto technician.

Resolved

That Council approves the immediate installation and operation of vehicle tracking and monitoring devices, and an electronic swipe card system for access to the Council building, as described in the Chief Executive's report.

Mayor / Cr Pilkington

Item 162 ORGANISATIONAL RISK MANAGEMENT

Discussion

The Chief Executive summarised a report informing Members that recognition is given to aspects of risk faced by the Council organisation.

Cr Phillips queried whether Council's auditors, Deloitte, were happy with the Chief Executive's recommendation. Cr Pilkington suggested that the words 'in consultation with Deloitte' should be incorporated into the staff recommendation. The Finance & Administration Manager reported that following discussion with Deloitte they could see no advantage for a Council of this size to have an Audit Committee. His Worship felt that all Members obtain a sound understanding of Council's finances via the current processes rather than just those members of an Audit Committee. He said as long as Council continues the existing procedure then this should be adequate. The Environmental Services Manager advised that just by having discussion on this matter and by using the same method allows the ability to see any trends developing. He said it is advantageous that Council be aware of the risk in the first place. The Chief Executive confirmed that he is confident there is no significant risks not identified.

Cr Johnson asked whether it would be appropriate for Council to have more time available for risk management and assessment. He referred to page 10, section 4 – Chief Executive and requested that the final sentence reading 'Suggested that there could be benefits in refreshing the CEO's position by a new appointment' be deleted. It was reported that since the preparation of this report a process has been undertaken and the employment of the CEO renewed.

Cr Klos highlighted the fact that should an Audit Committee be appointed this allows the opportunity to bring in an outsider. Cr Klos expressed the opinion that the risks identified appear significant for this district. She referred to the Risk Category 'disconnection from the Community' and said this must apply across the whole of the district with more formal emphasis placed on this issue. She said it is about the changing of the district, beyond the Council.

Cr Williams said she is happy with an annual review process. She suggested that a document such as an Audit Management Report could be prepared. The Chief Executive reported that some Council's have introduced a system whereby the level of risk is noted on each matter considered. He said the law is always changing and it is necessary to be aware of what is being processed through parliament and the implications of potential changes of law. His Worship suggested that a workshop be held annually. Cr Tindle referred to the Chief Executive's report and expressed the opinion that Members wouldn't be any the wiser had this report not been presented to Council. He queried whether there is a template in place where it can be identified that Council has ticked all the relevant boxes. He further queried whether this is undertaken by Council or the relevant Council staff. He said this could be a risk for Council. The Finance & Administration Manager replied that financial management is undertaken by staff and in turn staff report to Council. Cr Tindle felt that this information is taken by Councillors as being true and accurate. He queried whether other Audit Committees that currently exist are more heavily involved in these issues. His Worship said Cr Tindle is asking whether sufficient information is being given to Council to paint a clear picture of Council's situation. The Chief Executive reported that an Audit Committee is established to help Councillors and that these are required in

larger organisations. Cr Klos reported that Audit Committees have a total focus, querying and endorsing critical factors that will affect any organisation. She said things that don't make sense are questioned. His Worship advised that there is always the opportunity to re-address this matter.

Resolved

That

1. Council receives the Organisational Risk Assessment report dated July 2014 and for this to be reviewed and updated annually.
2. Council resolves not to establish a separate Audit Committee, since it is believed that Council as a whole already fulfils such a role.

Cr Phillips / Cr Pilkington

Item 163 TOURISM PROMOTION FUNDING

Discussion

The Chief Executive presented a report requesting Council to consider an increase of funding for tourism promotion. He referred to Hamilton & Waikato Tourism's (HWT) request of 'what we would like from Council' and suggested that this matter requires further consideration by Council, perhaps in a workshop situation. His Worship reported that Cr Pilkington and himself had had a discussion on this matter prior to the meeting however, he said he is not sure what other Councils are doing. He said HWT certainly has an appetite for increased funding. Members were advised that Mrs Liz Cowan (OCB Member) is Council's representative on HWT and that as a considerable amount of money is involved, it would be desirable to have more discussion, in a workshop situation. Cr Klos advised that tourism is very important to the Otorohanga District and felt there is a need for a workshop to be held in order to establish what Council requires from HWT. It was agreed that further information is required from HWT relating to a particular district. Cr Klos referred to the number of people who drive through the district that don't come into Otorohanga. She felt that this is a Council issue in particular to the provision of directive signage.

Cr Pilkington advised that she believed this is a big discussion for Council and that she has a list of matters she wishes to place before HWT. She agreed that it is necessary for Council to look at what it wants from them. Following further discussion it was agreed that an invitation be extended to Ms Kiri Goulter (HWT CEO) and Mrs Liz Cowan (Council representative) to attend the next meeting of Council on 17 February 2015 as part of the Agenda and in a workshop situation.

Resolved

That the Chief Executive's report be received.

Cr Klos / Cr Pilkington

Item 164 DISTRICT BUILDING CONTROL OFFICERS REPORT FOR OCTOBER TO DECEMBER 2014

Discussion

The Environmental Services Manager presented the District Building Control Officers report for the period October to December 2014. He confirmed that all consent numbers were trending upward. In reply to His Worship, the Environmental Services Manager advised that he was not aware of any consents being withdrawn since the recent dairy payout announcement. Cr Phillips referred to the format of the information contained within the report, and requested that this be presented in a table format.

Cr Pilkington extended her congratulations to the Building Control team on obtaining final approval and accreditation.

Resolved

The District Building Control Officer's report for the period 1 October to 31 December 2014 be received.

Cr Phillips / Cr Prescott

Item 165 ODC MATTERS REFERRED FROM 16 DECEMBER 2014

Discussion

The Governance Supervisor took Members through Matters Referred.

UNLOADING OF GOODS INTO RD1

The Engineering Manager reported that staff have written to the management of RD1 giving them until 1 March 2015 to provide details of a proposed alternative method of unloading trucks.

The Engineering Manager advised that should Council receive no response to its request, then the matter will be referred to the local Police.

LENGTH OF PAVEMENT LINES

The Engineering Manager reported he had looked at pavement lines on Ouruwhero Road which are approximately 3m long and with 7m spacing. He further advised that the length of the newly marked lines was closer to 3m than the previous lines, and therefore appeared satisfactory.

ROLE AS A GUARANTOR

The Finance & Administration Manager informed Members that Council currently acts as a guarantor for the Otorohanga Kiwi House and Otorohanga Sports Club. Members requested that further information be obtained such as the conditions, terms of loan and period of liability. It was agreed that this matter remain on Matters Referred.

GENERAL

BEATTIE HOME EXTENSION

Cr Johnson requested a meeting be held with Council's Chief Executive and Building department regarding the proposed extension to Beattie Home.

PROGRESS PARK SAWDUST NUISANCE

Cr Prescott extended his thanks to the Environmental Services team for dealing promptly with the latest issue of sawdust being blown across from a property in Progress Drive. He reported that the area has been cleaned up and to date no further problems have been encountered.

MAIN NORTH ROAD SPEED LIMITS

Cr Tindle reported that motorists coming out of the northern section of State Highway 3 and Huiputea Drive are not seeing the 50km sign as they are watching for traffic coming up from Maniapoto Street. He suggested whether this 50km sign could be relocated nearer the Giltraps property and also for consideration to be given to moving the 50km sign on Huiputea Drive opposite the café.

ROADSIDE MOWING / NEW SEALING

Cr Phillips reported on the great job being carried out in the second round of the roadside mowing. He said however, the mowing machine is accumulating a huge heap of grass which could be dangerous to motorists.

Cr Phillips also reported on the excellent new sealing work carried out on parts of Honikiwi and Maihihi Roads.

OBA LUCKY SHOPPER

Cr Pilkington reported on her attendance at the OBA Lucky Shopper draw prior to Christmas and said this was an awesome occasion promoting local shopping. She said there was a large number of people from the rural area in attendance.

WHALE BOAT/ROWING REGATTA

Cr Pilkington referred to the two recent whale boat rowing regattas in Kawhia and reported that these were both very successful each with a great atmosphere.

KAWHIA MOANA KAI FESTIVAL

Cr Pilkington informed Members that the Kawhia Moana Kai Festival will be held on Saturday 7 February 2015. She said the organisers have received funding in order for the festival to get off the ground.

AROHENA SCHOOL

Cr Klos reported that the Arohena School has been downgraded to two teachers.

AROHENA CAMPING GROUND

Cr Klos reported that the Arohena Camping Ground has been particularly busy over the summer period. She said as a result the recycling depot has been overloaded. Cr Klos further reported that she has received advice that less than one third of the people occupying the camping ground have been paying. She said over some nights there has been 400 people there. Cr Klos expressed the opinion that the area will get busier and that risks are associated with this.

BAYLEY ROAD SEALING

Cr Klos referred to a particular corner on Bayley Road which has previously been sealed however, since this has been resealed there is now a series of corrugated like speed bumps.

TE AWAMUTU MATERNITY SERVICES

Cr Williams reported that privately operated maternity services will shortly be operating in Te Awamutu.

DEPOPULATION

His Worship reported on his attendance at a meeting where Dr Peter Matanle is in NZ to assist Prof Natalie Jackson with The Marsden Project (achieving the depopulation dividend). His Worship reported that since 2008 Japan has experienced population shrinkage. China and South Korea are following the same pattern and will experience shrinkage starting in approximately 2050. His Worship reported that the mistakes Japan has made are –

1. Reluctance to listen to women
2. Too much concentration on big infrastructure
3. One village one product
4. Lack of sophistication and scale of electronic connectivity

His Worship advised that when thinking for the future it is necessary to look between 50-100 years ahead.

OTOROHANGA DISTRICT DEVELOPMENT BOARD

His Worship referred to the Otorohanga Youth Initiatives and advised that consideration is being given to the model used in Otorohanga. He said, as Councillors will be aware, funding for Youth Initiatives from MSD has ceased however, there are other models available to work with to ensure these initiatives move forward to receive government funding. His Worship said it is

necessary for schools and tertiary providers to be involved. His Worship advised that the current providers contract expires in June 2015.

Cr Pilkington informed Members that this scheme applies to youth across the District, not just the Otorohanga township.

ENGINEERING MANAGER

The Chief Executive advised that an advertisement will shortly be placed for the position of a new Engineering Manager.

HOUSING FOR THE ELDERLY

The Governance Supervisor reported that over the Christmas/New Year period two bedsitter units become available, one in Elizabeth Place and one in Windsor Court. He said a gentleman from Waiuku will be taking up the tenancy later this week for the unit in Elizabeth Place.

FUTURE MEETINGS/WORKSHOPS

The Finance & Administration Manager advised that at Council's meeting on 17 February 2015 it will be necessary to adopt the Revenue & Financing Policy, Rates Remission Policy, Policy on Remission of Rates on Maori Land and Draft Financial Strategy. He said it will also be necessary to consult on some policies under s82 of the Local Government Act, in April 2015.

The Finance & Administration Manager further advised that at the Council meeting to be held on 21 April 2015 it will be necessary to consider the Draft Long Term Plan (LTP). He suggested that separate workshop meetings be held for both Boards prior to the Council workshop. With regard to the Draft LTP he said should this be adopted in April, then in May 2015 consultation will be undertaken through a consultation document. It was agreed that a workshop meeting be held on 24 March 2015 at 10.00am to consider the 10 year Estimates.

MEETING CLOSED

The meeting concluded at 12.12pm.

MAYOR:

DATE: 17 February 2015