



## Otorohanga District Council

# MINUTES

15 November 2016

10.03am

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

Minutes of an ordinary meeting of the Otorohanga District Council held in the Council Chambers, Maniapoto St, Otorohanga on 15 November 2016 commencing at 10.03 am.

### MINUTES

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

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## **PRESENT**

Mr MM Baxter (Mayor), Crs, RA Klos, RM Johnson, KC Phillips, DM Pilkington (Deputy Mayor), K K Christison, P McConnell and AJ Williams.

## **IN ATTENDANCE**

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

His Worship declared the meeting open and welcomed those present.

## **OPENING PRAYER**

Cr Klos read the Opening Prayer.

## **ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

The Chief Executive requested His Worship and Councillors reaffirm their declarations pursuant to clause 14, of Schedule 7 of the Local Government Act 2012.

### **CONFIRMATION OF MINUTES – Otorohanga District Council - 18 October 2016**

Cr Pilkington referred to page 8, Council appointments and said she had understood that Mrs Liz Cowan would continue to be Councils Representative on the Hamilton and Waikato Regional Tourism Organisation Liaison. Cr Klos and Cr Christison would be alternates. His Worship expressed the opinion he believed that Mrs Cowan should still represent Council in the role. It was therefore agreed that Mrs Cowan and Cr Klos represent Council on the Hamilton and Waikato Regional Tourism Organisation Liaison and Cr Christison as alternate.

Reference was then made to the West Coast Zone Committee wherein members were advised that Council is only entitled to one representative therefore Cr Williams be noted as alternate.

Cr Klos referred to the Sport New Zealand Rural Travel Fund and advised that she had no particular interest in being on this committee therefore she was replaced by Cr Phillips.

With regard to the Waikato Civil Defence and Emergency Management Joint Committee it was agreed that His Worship be deleted as delegate and replaced with Cr Williams and Cr Christison as alternate.

Cr Johnson queried with the Engineering Manager the matter of the spraying of the Yellow Bristle Grass. The Engineering Manager reported that staff have prepared a vegetation control schedule within the new road maintenance contract. It envisaged that the first round of spraying will take place during November/December 2016. He said he has not been in discussion with the affected property owners.

### **Resolved**

That the minutes of the meeting of the Otorohanga District Council held on 18 October 2016, as amended, be approved as a true and correct record of that meeting.

### **Cr Williams/Cr Pilkington**

### **CONFIRMATION OF MINUTES – Otorohanga Community Board – 20 October 2016**

**Resolved** that the minutes of the meeting of the Otorohanga Community Board held on 20 October 2016 be received.

## **Cr Phillips/His Worship**

### **CONFIRMATION OF MINUTES – Kawhia Community Board – 21 October 2016**

#### **Resolved**

That the minutes of the meeting of the Kawhia Community Board held on 21 October 2016 be received.

## **Cr Pilkington/His Worship**

### **DISTRICT SPORTS COMMITTEE**

Cr Pilkington referred to representation from Kawhia on the District Sports Committee and requested that Board Members be informed of when meetings of the committee are to be held.

### **ENVIRONMENTAL HEALTH OFFICER/LIQUOR LICENSING INSPECTORS REPORT**

The Environmental Services Manager presented the Environmental Health Officer/Liquor Inspector's report for July – September 2016.

The Environmental Services Manager referred to the midnight inspection of all licensed premises in the CBD and advised that no issues were found at this time. He said this was a good result which showed that the various managers are doing their job. The Environmental Services Manager reported that this was the fifth such inspection with no incidents found. Cr McConnell expressed concern with young people being used for this purpose. The Environmental Services Manager replied that this is normal procedure and that the Police are usually sitting outside in a vehicle. The Environmental Services Manager advised that this procedure is a useful tool in determining compliance with the license conditions. Cr Pilkington referred to the quarterly collaboration meeting which took place between the Otorohanga District Council, Waitomo District Council, NZ Police, NZ Fire and Waikato District Health Board and queried whether the Waipa District Council was not involved. The Environmental Services Manager replied that he was unsure but would check this out.

Cr McConnell queried whether a Health/Liquor Inspector is required to identify themselves when visiting premises. The Environmental Services Manager replied that this will depend on the purpose of the visit however the inspectors should have their warrant card on them. He said he would expect the inspectors to identify themselves.

His Worship referred to the issuing of a special license and queried what rules are applied in the selling of liquor particularly to underage persons. The Environmental Services Manager replied that when a special license is issued all responsibilities under the Act are inherited. He said a non-compliance is usually enforced through a fine. Cr Johnson advised that when a special license is issued one person is held responsible under the licence and therefore is accountable.

#### **Resolved**

That the Environmental Health Officer/Liquor Inspector's report for July – September 2016 be received.

## **Cr Phillips/Cr Pilkington**

### **ROUTINE ENGINEERING REPORT**

The Engineering Manager reported that the various managers of the roading team, Sharlene McGaughran, David Brown and Dave McKinley each had input into the preparation of the Engineering Report, on items relating to their department.

### **ROAD MAINTANACE**

Cr Klos referred to the problem of surface water running off the roadway into a farmer's water ways and wetlands. She felt that this will be an issue for farmers under the Healthy Rivers Programme.

## **PROJECT AND DESIGN**

The Project and Design Engineer thanked Cr Phillips for his congratulations on the excellent results of a post construction safety audit of the Ouruwhero Road site.

Cr Pilkington queried whether the costs incurred to remedy bull holes and stock tracking on the stop banks adjacent to the Waipa River are not covered by the lessee. The Engineering Manager replied no, this work is carried out under asset maintenance and funded by the Regional Council.

## **WATER AND COMMUNITY SERVICES**

Cr Phillips reported that a number of bolts have been taken out or loosened on the Kawhia Wharf. The Services Manager undertook to investigate this matter. In reply to Cr Phillips regarding the extra costs incurred in the installation of water meters he was advised that extra costs of approximately \$110,000 were incurred over and above the original budget.

### **Resolved**

That the Routine Engineering Report for August – October 2016 be received.

### **His Worship/Cr Klos**

## **WAIKERIA PRISON**

Messrs Kevin Smith (Prison Director), and Jim Watson (Assistant Prison Director) attended the meeting to provide an overview on the operation of the Waikeria Prison.

Mr Smith presented detailed facts on the following issues relating to the prison –

- Staffing
- Offender/prisoner complements
- Department of Corrections
- History of the Waikeria Prison

Mr Smith reported that currently the operating budget for the Prison is 40 million dollars per annum.

Mr Watson outlined the prison's industry, treatment and learning programmes and advised that the prison has capacity for 650 prisoners, covering remand and sentenced and from minimum to high security classifications. He said the average stay for prisoners at Waikeria is four months.

Mr Watson advised that the prison has a wide range of education, rehabilitation, trade, reintegration, health and industry interventions on offer. He advised that prison staff know that they are successful when –

- (i) Prisoners are prepared for and offered full time jobs prior to release
- (ii) Prisoners are fully engaged in structured activities regardless of barriers
- (iii) Prisoners have achieved qualifications and/or new skills
- (iv) Educational achievement levels are increased
- (v) Prisoners seek out new opportunities

Mr Watson informed members that the prison will deliver 950,000 hours of meaningful activity to prisoners in 2017.

His Worship thanked Messrs Smith and Watson for their presentation. He advised that Council is excited about the proposed extension to the prison and the opportunities this will provide for the District.

## **ADJOURNMENT**

Council adjourned at 11.55am to allow His Worship to conduct a citizenship ceremony at 12 noon.

Council resumed at 1.10 pm

## **PUBLIC EXCLUDED**

### **Resolved**

“THAT the Otorohanga District Council, pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.

This resolution is made in reliance on Section 48(1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.”

**His Worship/Cr Pilkington**

Deputy Mayor Cr Pilkington took the Chair.

**CAPITAL CARRY OVERS 2015/16/17**

The Finance and Administration Manager summarised the District Accountant’s list of the capital carry overs identified from the 2015/16 financial year. He said these would have no direct rating impact. Members were informed of the various reasons why these works were not completed or only partially completed in the 2015/16 year.

Cr Klos referred to the various Rural Water Schemes and reported that the committee members have agreed to this expenditure and that the funding was provided for in the last financial year. She referred to the Waipapa Reserve and queried whether there is a small carry over in relation to this.

**Resolved**

That the Council adopts the carry overs as listed in the circulated copy of the District Accountant’s report.

**Cr Pilkington/Cr Phillips**

**OTOROHANGA DISTRICT DEVELOPMENT BOARD ANNUAL REPORT**

Cr Pilkington asked members to take the report as read however, she would highlight a number of matters.

Cr Pilkington informed members that Ms Carol Christan has taken over the position of Chairperson. She said there is a willingness for a representative from Kawhia to be appointed to the Board. Cr Pilkington acknowledged the appointment of Councillor McConnell as Chair of WINTEC’s Employers Engagement Group following the resignation of Andrew Giltrap.

Discussion was held on the current Youth Initiatives Programmes and the need for Council’s favourable reputation to be rebuilt.

With regard to the Apprentice Support Programme members were informed that the Board is still considering whether some form of support/supervised study sessions might be an option. Cr Pilkington reported that the past 6 months has also seen a focus on creating a more sustainable funding model and a variety of options have been explored, including ITO and employer funded solutions. She said at present many apprentices are still receiving a level of support from Comet Training which is now contracting directly with some employers.

Members agreed it is important for the Otorohanga College to be involved and for discussions to be held with local employers as to what specifics they require. Cr Klos expressed the opinion that to date the providers have been ‘narrow’ in their thinking and that training opportunities need to fit the employment needs of the District.

Cr Klos referred to a somewhat negative article in the Waikato Times regarding the Otorohanga Kiwi House. The Engineering Manager advised that someone had placed an article on Facebook which appeared to be a personal attack. He said it is best just to ignore the comments and move on. Cr McConnell reported that when proof is obtained a positive response needs to be provided.

### **Resolved**

That the Annual Report of the Otorohanga District Development Board be received.

### **Cr Pilkington/Cr Phillips**

## **CIVIL DEFENCE EMERGENCY PLANNING REPORT**

The local Civil Defence Controller presented a quarterly update report on the Civil Defence Emergency Management activity for the period 1 July – 30 September 2016. He said 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.

Cr Pilkington highlighted the fact that the Waitomo District Council does not have a Controller in place. The Environmental Services Manager replied that this role has not been filled by the Waitomo District Council therefore this position is covered by the remaining Local Controllers.

Cr Klos reported that the Arohena area does not have any civil defence procedures in place. The Environmental Services Manager replied that one of the tasks of the committee is to roll out a community response plan which will identify local people within the community and an emergency centre. Cr Williams expressed the opinion that there is a personal responsibility on people when emergencies occur.

### **Resolved**

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 – 30 September 2016 be received.

### **Cr Williams/Cr Johnson**

## **CIVIL DEFENCE AND EMERGENCY MANAGEMENT PRESENTATION**

Owing to the number of items still to be considered by Council the Environmental Services Manager suggested that the Civil Defence and Emergency Management presentation be postponed to a future meeting of Council.

## **MATTERS REFERRED**

The Governance Supervisor took members through the matters referred.

## **RAUKAWA CHARITABLE TRUST**

The Environmental Services Manager undertook to arrange a meeting of Council with Trustees of the Raukawa Charitable Trust regarding the co management of the Waikato River.

## **GENERAL**

### **COUNCIL CORRESPONDENCE**

Cr Christison queried what occurs when a person drops in a CV to Council. The Chief Executive replied that this should be forwarded to the appropriate manager. The Chief Executive further advised that should a CV not be in support of an advertised position this will not be kept on file.

In reply to Cr Christison regarding a motorised caravan tour the Chief Executive replied that the NZ Motor Caravan Association will have a site available at the end of the Waipa Esplanade.

## **MANIAPOTO STREET LIGHTING**

Cr Christison supplied a list of all the verandah lights along Maniapoto Street that are not currently working. She queried whether the property owners have been approached. The Chief Executive advised that the policing of these by Council comes down to a matter of having the necessary resources. Cr Pilkington suggested that this list be provided to the Otorohanga Business Association. The Chief Executive reported that a letter will be forwarded to the property owners concerned stating their responsibilities to have their lighting working under Council's Bylaw.

Cr Christison referred to a Conifer tree on the embankment at the Otorohanga Pool Complex and reported it is placing considerable debris on the adjoining property. The Environmental Services Manager advised that this particular tree is on the list of protected trees within the District Plan. He said this could be trimmed if required.

Cr Johnson reported he recently sat on a Hearing concerning alcohol licensing at the Waipa District Council and also attended the Otewa School 100 year centenary.

### **TE KUITI RECREATION CENTRE**

Cr Phillips referred to a survey regarding the proposed Te Kuiti Recreation Centre. He reported, to date, 172 people have responded with 91% in favour of the proposal. Cr Williams expressed the opinion that the survey needs to be more comprehensive rather than just asking whether a person is in support or not of the proposal.

### **WIRELESS NETWORK**

Cr Phillips expressed his concerns about the free CBD WiFi network and reported that the provider has a very low customer service. He said he is unable to pick up the network at several locations up Maniapoto Street and that the reception is extremely poor.

### **NORTH KING COUNTRY DEVELOPMENT TRUST**

Cr Phillips advised that His Worship is required to take Council's resolution confirming his appointment on the Trust to its' next meeting is to be held on 28 November 2016.

### **REG BRETT RESERVE**

Cr McConnell referred to the Kiwiana playground on the Reg Brett Reserve and queried whether it is the responsibility of the Otorohanga Community Board as to what happens on the reserve. The Chief Executive advised that the Board received funding from Waipa Networks as a gift in recognition of its acceptance of the recently installed power lines. He said it is up to the Otorohanga Community Board to make a decision as to what this funding can be used for. Members were informed that in making any decision made in respect to this reserve the Council will take guidance from the Community Board.

### **WAIPAPA RESERVE**

Cr Klos reported she is very impressed with the enthusiastic approach by Council's Community Facilities Officer Mark Lewis regarding the proposal to install toilet facilities at the Waipapa Reserve.

### **CREATIVE COMMUNITIES NZ**

Cr Klos reported on the Creative Communities open day held last Thursday. She said several new names of local artists have been added to the database.

Cr Klos reported she attended the Kawhia Spring Fling and was really impressed with event. She expressed the opinion that the low hung chains around the various reserves in Kawhia are a danger to users.

Cr Klos referred to a recent newspaper article regarding the Otorohanga College Hostel. She said this caters for a number of students from Kawhia who do not have many choices regarding where to stay in Otorohanga. She said she supported any proposal to raise funds for this facility.



Cr Klos further reported that while in Kawhia recently she was concerned with the presence of a number of undesirables.

#### **DISTRICT LICENCING COMMITTEE**

The Environmental Services Manager reported that interviews are currently being carried out for the position of Chairperson of the committee. He said he will inform members of the successful person when the appointment is made.

#### **LATE JIM BAKER**

Cr Pilkington reported that Council has received a thank you card on behalf of the late Jim Baker for Council's support and attendance at his recent funeral

#### **BEATTIE HOME**

Cr Pilkington reported she attended the Beattie Home Melbourne Cup celebrations recently and wished to acknowledge the efforts of the volunteers involved in such an event.

#### **DIWALI FESTIVAL**

Cr Pilkington reported she opened the recent Diwali Festival held on the Village Green and extended her thanks to Council's volunteer event's organiser, Executive Assistant, and others for their input into this festival. She said it was a great success with a large number in attendance.

#### **KAWHIA SPRING FLING**

Cr Pilkington reported on this very successful event and acknowledged and extended thanks to Dr Carole Shephard for positively promoting Kawhia.

#### **MEETING CLOSED**

The meeting concluded at 3.37 pm

**MAYOR:**

**DATE:**