



Otorohanga District Council

# AGENDA

15 August 2017

10.00am

**Members of the Otorohanga District Council**

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

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

# OTOROHANGA DISTRICT COUNCIL

15 August 2017

Notice is hereby given that an Ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 15 August 2017 commencing at 10am.

8 August 2017

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

## AGENDA

### ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
PRESENT		1
IN ATTENDANCE		1
APOLOGIES		1
OPENING PRAYER		1
PUBLIC FORUM (UP TO 30 MINUTES)		1
ITEMS TO BE CONSIDERED IN GENERAL BUSINESS		1
CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 18 JULY 2017		1
MATTERS ARISING		1
DECLARATION OF INTEREST		1

### REPORTS

ITEM 97	MANIAPOTO SETTLEMENT PROPOSED REDRESS AREAS	2
ITEM 98	MANIPOSED RECLASSIFICATION OF RESERVE LAND	6
ITEM 99	ROUTINE ENGINEERING REPORT – MAY TO JULY 2017	7
ITEM 100	PLANNING REPORT FOR APRIL TO JUNE 2017	11
ITEM 101	CIVIL DEFENCE EMERGENCY PLANNING REPORT FOR APRIL TO JUNE 2017	13
ITEM 102	ANIMAL CONTROL OFFICERS REPORT FOR APRIL TO JUNE 2017	21
ITEM 103	MATTERS REFERRED	22
ITEM 104	CONFIDENTIAL MOTION TO EXCLUDE THE PUBLIC	23
	GENERAL	24

**PRESENT**

**IN ATTENDANCE**

**APOLOGIES**

**OPENING PRAYER**

**PUBLIC FORUM (30 MINUTES)**

**ITEMS TO BE CONSIDERED IN GENERAL BUSINESS**

**CONFIRMATION OF MINUTES – OTOROHANGA DISTRICT COUNCIL 18 JULY 2017**

**MATTERS ARISING**

**DECLARATION OF INTEREST**

## REPORTS

### ITEM 97                    MANIAPOTO SETTLEMENT PROPOSED REDRESS AREAS

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

**From:**                    **Chief Executive**

**Date:**                    **15 August 2017**

---

#### **Relevant Community Outcomes**

- Provide for the unique history and culture of the District
  - Foster an involved and engaged Community
- 

#### **Executive Summary**

Ngati Maniapoto have identified four areas of land held by Council which they are interested in including as components of redress with the Crown in their Treaty Settlement.

#### **Staff Recommendation**

That Council approves Council staff entering into discussion with the Office of Treaty Settlements, representatives of Ngati Maniapoto and relevant others regarding potential transfer or other forms of redress in respect of the four sites identified in this report.

#### **Report Discussion**

Engagement has commenced between representatives of Ngati Maniapoto and the Office of Treaty Settlements in respect of the Treaty Settlement between Maniapoto and the Crown.

It should be noted that it has been agreed that the proposed settlement will exclude the Kawhia and Aotea Harbours and surrounding land, and settlement regarding these areas will be conducted separately at a later stage.

Amongst the matters being discussed as potential parts of the terms of the current settlement are some form of redress (in some cases a possible transfer of ownership) in relation to four sites with the Otorohanga District that are at present in the ownership of Council.

These sites are as follows. The names referenced are those used by the Ngati Maniapoto for those areas. Plans showing the areas are also attached.

## 1. 'Huiputea'

This is Lot 3 DPS 62786 and Lot 4 DPS 62786, a small (in total 559 m<sup>2</sup>) area that immediately surrounds the 'Huiputea Tree' off Huiputea Drive, and includes the pedestrian walkway to the tree from the road.

The significance of the 300 year old tree to local iwi is its connection with a battle between Ngati Maniapoto and Ngapuhi in 1822.

The site in question owned by Council as Historic Reserve, and is surrounded by Maori owned land, the Trustees of which have recently entered an agreement with Council for the management of that land that is complementary to the use of other Council owned land in that area.



A transfer to Maniapoto of the ownership of the land immediately surrounding the tree appears to be very appropriate and consistent with the effective broader management of the surrounding area.

## 2. 'Kakamutu'

This is Lot 4 DPS 8279, an area of 2117m<sup>2</sup> immediately behind the car sales yard at the corner of Gradara Avenue and Main North Road in Otorohanga. Its significance to Maniapoto is associated with the area's use as pa site and lookout by Maori since around 1500 AD.



It is a very visible site and has been used by Council in recent times for display of the Anzac poppy and silver fern icons, and could be used to display some other forms of object that reflect its Maori heritage. The area does however require periodic maintenance of vegetation if visibility of displays is to be maintained.

Again there appears to be nothing that suggests a transfer of the ownership of the land to Maniapoto or some other form of redress involving it would not be appropriate.

### 3. 'Haerehuka/Taarewaaga/Te Rau a Te Moa'

This is Lot 5 DPS 9726, is an area of 9343m<sup>2</sup> approximately along the eastern side of the Waipa River south of the end of Waipa Esplanade in Otorohanga.



This is an area of freehold land, but it is subject to a designation as land for flood protection purposes. The land is flood prone. Its significance to Maniapoto is understood to be as a former site of a Marae and Papa Kainga housing.

The site includes much of the area that has recently been leased to the NZ Motor Caravan Association, and also includes approximately 150 metres of stop bank. Some plans also indicate part of a house lying inside the site area, but those plans are incorrect, the house is in fact entirely outside of it.

If a transfer was to be considered for this site it would be desirable for the transferred area to exclude the stop banks, and this could probably be most simply achieved by making the transfer area that which is currently leased to the NZMCA. The long term lease of the site to the NZMCA has given this area some additional value and further discussion would clearly be required regarding these matters.

### 4. 'Te Puna a Te Waireka'

This is more or less being Part Otorohanga and Orahiri (1F4A and 1 No1), an area of 8974m<sup>2</sup>, held by council in freehold title, but subject to a designation as land for flood control purposes and again containing a length of stop bank, in this case approximately 70 metres.

The nature of Maniapoto's association with this site is believed to be that it is part of the former course of the Waipa River.

The land is flood prone, and forms part of the stop bank lease area. It is currently leased out but has no special value to Council other than accommodating the stop banks.



If a transfer was proposed a modified area would be suggested that omitted the stop banks but included a comparable area of other adjacent council land.

## Conclusion

Subject to some minor adjustments, all of the four areas of Council land that have been identified appear to have potential to be included in some form of redress between the Crown and Ngati Maniapoto, and there do not seem to be any reasons why Council should not be supportive of this.

**Dave Clibbery**  
**CHIEF EXECUTIVE**

**ITEM 98                    PROPOSED RECLASSIFICATION OF RESERVE LAND**

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

**From:                    Chief Executive**

**Date:                     15 August 2017**

---

**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
- 

**Executive Summary**

Following receipt of advice from the Department of Conservation it is proposed to commence a process to reclassify some Recreation Reserve land off Kakamutu Road.

**Staff Recommendation**

That Council commences the process to reclassify the 5800m<sup>2</sup> (approx.) of Recreation Reserve west of Kakamutu Road (Part Lot1 DPS 47261 & Lot 3 DPS 82843) and an area of approximately 6000m<sup>2</sup> around the site of the former WWII memorial on the eastern side of Kakamutu Road (Part Section 2 SO 61620) as Local Purposes (Community Buildings) Reserves.

**Report Discussion**

At its meeting of 20 June 2017 Council resolved ‘*That exploration is conducted of a potential revocation of Recreation Reserve status for a 5800 square metre area off Kakamutu Road opposite the Otorohanga Domain, and the classification of a new Recreation Reserve off Waipa Esplanade.*’

Engagement was subsequently conducted with the Department of Conservation to obtain their initial view on these proposals, and a formal response has now been received.

This response is in essence that there are no fundamental barriers to the proposal as previously presented, but that a simpler approach to achieve the primary objective of potentially permitting construction of a new medical centre on the Kakamutu Road site (and to tidy up existing issues of potentially inappropriate land use there) would be to reclassify the land in question as Local Purposes (Community Buildings) Reserve.

It is also considered desirable to make it possible to place community buildings on the flat area that is to be created at the site of the former WWII memorial, and this could also be achieved by a similar reclassification of that area.

Such reclassifications must follow the process set out in section 23 of the Reserves Act 1977, and requires public consultation, but the delegation of the relevant decision making powers were in 2013 revised and placed in the hands of local authorities, and as such no further engagement with DoC is required.

It should be noted that undertaking a reclassification will not preclude the possibility of a revocation of reserve status at some time in the future, but this is less straightforward and there does not currently appear to be any advantage in doing so immediately.

Council is the administering body in respect of reserves and must authorise the reclassification process. The Otorohanga Community Board has indicated its support for this at its meeting of 27 July 2017.

Once Council has resolved to pursue a reclassification the next step is to publicly notify the proposed changes and provide a one-month period within which written objections could be received. Council would then consider those objections and make a decision on whether the reclassifications should proceed.

It would however appear difficult to argue against such a reclassification of the land on the western side of Kakamutu Road, given that most of the buildings already on the site, such as the museum and the former pipe band hall are incompatible with the proper use of Recreation Reserve.

As such it is believed that whilst a new building cannot be constructed until the reclassification process is complete, it would not be inappropriate to undertake some of the envisaged site improvement works (in particular the placement of fill) prior to the final decision being made on the reclassification.

**Dave Clibbery**  
**CHIEF EXECUTIVE**

---



**ITEM 99                    ROUTINE ENGINEERING REPORT – MAY TO JULY 2017**

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

**From:                    Engineering Manager**

**Date:                     15 August 2017**

---

**Relevant Community Outcomes**

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

**Executive Summary**

This is a routine report on engineering matters for the period May to July 2017.

**Staff Recommendation**

It is recommended that the report be received.

**Report Discussion**

**ROADING**

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

Contract 963 came to a successful conclusion on 3 July 2017, with Inframax handing the network over in a good state of repair having completed the majority of the outstanding and ongoing work so that very few service request and no urgent works remained. In the opinion of the Engineering Manager and Roading staff, Inframax have performed admirably as the maintenance contractor for Council over the last five years. Budget for C963 for the 2016/17 financial year was \$2,279,000 and the actual cost \$2,032,632, a saving of \$246,368.

**Contract 1025 - Roads Maintenance  
(Services South East (NZ) Ltd.**

Services South East (NZ) Ltd (SSE) took over the Council maintenance Contract on 3 July and they have made a good start. There have been very few comments from the community about the "new" Contractor, which is a good indication of a successful handover.

Overall, the roading network continued to function well during the winter weather. A few minor issues have arisen such as culverts blocking and a couple of larger culverts now require replacement. This work has been scheduled for when stream flow levels have reduced. A resource consent request is also underway for an additional large culvert on Morrison Road near Aotea that is needed as a result the floods earlier in the year blocking up the tidal area to the south of the road.

The areas of road treated over the last year with KOBM continue to perform well. No additional metal has been added and no grading has taken place. The level of service improvement (far fewer corrugations) has now been validated and the cost savings / additional cost calculation can only be completed once the areas require re-working. Results are looking very promising.

Logging operations on Kaimango are now complete for the season and the road has held up quite well, remedial work is now underway.

**Contract 1028 - Maintenance Metalling 2015/17  
(Inframax Construction)**

This Contract is progressing well ahead of schedule and should be completed by the end of August. Roads on which work has been completed to date are Waimahora, Owawenga, Bush, Ngapeke, Veale, Smith, Pinny, Bonner, Puketawai, Wooster and Te Raumauku.

**Contract 982 - Streetlight Maintenance  
(The Lines Company)**

This Contract is progressing without any issues. Council has requested a three month extension to the existing Contract to align with the commencement of new LED Contract.

### **Contract 1009 - LED Streetlight Upgrade**

The tender documentation for this Contract will be completed shortly, with construction being scheduled to start 1 November 2017. There may be a Contractor's resourcing issue due to other Councils undertaking the same work at the same time, which may result in the work being done later in the financial year.

### **Contract 1051 - Second Coat Sealing and Reseals 2017/18, 2018/19**

The Contract for this work is currently on Tenderlink and the tender closes on the 9 August. All pre-reseal repairs have been completed for the 2017/18 work.

## **PROJECT AND DESIGN**

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

Practical Completion Certificate has been issued to Inframax and three months Defects Liability is due to end in early October. This finalises the completion of this project.

### **C1026 – Mangaorongo Sealed Smoothing RP 0.03 to 5.070**

This Contract is currently out to tender, with tenders closing on Monday 28 August 2017.

Works are to commence and continue during the summer of 2017/18. It is anticipated that the size of the works and the early tendering will lead to more competitive prices being obtained.

### **C1038 - Mangawhero Bridge Strengthening Works, Otewa Road**

A Contract is currently out to tender for the strengthening of this bridge to a class 1 standard. At the same time the sub-structure underneath will be maintained and painted. This tender closes on Monday 14 August 2017.

### **C1046 – Honikiwi Road Remedial Repairs RP 1650 to RP 1949**

The Engineering Manager has entered into negotiations with Services South East for the completion of these works, not under this Contract.

### **C1053 - Footpath Construction and Maintenance 2017/18**

Design and commencement of a Contract for footpaths is currently being undertaken. New construction sections of footpath include Alex Telfer Drive in Otorohanga and Charleton Street in Kawhia. The Contract will consist of these two capital lengths and approximately 395m<sup>2</sup> of maintenance or renewals.

### **Te Tahi Road**

A review of all capital works to date on Te Tahi Road is being undertaken. There will be survey completed which will comprise the last section of work to be completed to enable negotiations with landowners to commence. Once this work is completed a firm decision on the scope of work to be designed along Te Tahi Road will be completed.

### **School Roadside Improvements**

During June across the District large advanced warning signs were installed at six rural schools, Arohena, Maihihi, Otewa, Korakonui, Ngutunui and Hauturu. Consultation with the schools continues with planning for threshold painting, car parking and access improvements.

### **Kawhia and Aotea Sea Defences**

The survey and monitoring of these sea defences are programmed to take place in September to enable our bi-annual reporting to Waikato Regional Council to be submitted satisfying these resource consents.

### **Ngutunui Quarry**

A report has been produced reviewing all consenting and operating aspects of the quarry and options available to Council.

A drone survey of the quarry is to be commissioned to support and verify any decisions made and will be attached to these options for review.

## **WATER AND COMMUNITY SERVICES**

The overall actual costs across the services department for 2017, subject to final figures, are looking very close to those budgeted. Income from water has been signalled as an under recovery and the final meter readings confirm this is down significantly, some \$180,000 or 22% on average due to the very wet summer and people simply using less water. The drop in income is of concern to the rural water schemes, which would ideally balance costs against income on an annual basis.

The collective operational costs for the three waters (drinking water, wastewater and stormwater) are very close to those budgeted. There are some “unders and overs” as could be expected.

### **Kawhia Community Water Supply**

The supply of drinking water to the Kawhia community continued to function well over the last three months.

The water main renewal in Pouewe Street has been successfully completed.

### **Arohena Rural Water Supply**

The Arohena scheme again functioned well over the last three months with no significant operational issues. Water consumption was down 9% from the budget for the 2016/17 financial year.

The new Kahorekau reservoir has been in operation for the last three months with no issues reported.

### **Ranginui Rural Water Supply**

The Arohena scheme again functioned well over the last three months with no significant operational issues. Water consumption was down 8% from the budget for the 2016/17 financial year.

Some progress has been made on changing the scheme to an agricultural supply only with joint inspections with the Waikato District Health Board having taken place. There is just one remaining property to complete the supply of drinking water from another source, plus one of the many Ranginui Station houses wasn't quite complete when the inspections took place.

### **Tihiroa Rural Water Supply**

The Tihiroa scheme again functioned well over the last three months with no significant operational issues. Water consumption was down 30% from the budget for the 2016/17 financial year.

The sand filter was given a thorough clean out and the sand media replaced. This has resulted in some good results in terms of turbidity and volume passing through the filter.

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

Allens United have successfully completed the installation of commercial property water meters within the Otorohanga town site.

The vast majority of the properties within the town site are now metered, with at the last count five very difficult solutions still to be resolved where multiple units run off one supply.

The replacement of a section of water main on Domain Drive has now been completed.

Income from water consumption in Otorohanga is down by 21%.

### **C1054 – Otorohanga Water Meter Reading**

This Contract went to tender on 3 August 2017 and closes 16 August 2017.

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

This work is complete and is now in the commissioning phase. It is likely that the reservoir will enter service within the next few days.

### **Otorohanga Sewerage Treatment**

The wastewater treatment again functioned well over the last three months with no significant operational issues. The preparation work to refurbish the second wet cell is underway with the cell taken off line and the plants ordered. The physical works will start in early summer when the cell has had time to drain.

A survey of the sludge in the retention pond has revealed a far larger amount than anticipated, which is having an impact on retention time and will need to be addressed. Planning is underway to do so and a report will be completed, as this work has not been budgeted in this financial year.

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

Driven by a national decision and due to the recent stopbank failure at Edgecumbe, Waikato Regional Council were asked to commission Tonkin and Taylor to undertake a risk assessment of all urban stop banks. This took place on 24 July and we have not received the report, although a copy is promised as soon as it is available. Initial comments from the Regional Council identified that the soil was saturated and cannot stand the hoof pressure of the stock under these circumstances.

## **OTOROHANGA DISTRICT COMMUNITY PARKS AND FACILITIES**

Community services have been very much business as usual over the last three months. The parks and reserves are looking good, the swimming pool complex continues to provide an acceptable level of service, as do the public conveniences.

Some work has taken place in Rotary Park to cut down self-seeded trees and bamboo which have become an issue and the area around the lower ponds has also had some work done on it.

The parks and community services operational budgets are looking like they will come in under budget.

### **C1043 – Otorohanga Pool Complex Operation and Management**

The tender documents for the operation and maintenance of the swimming pool were released on 4 August and there has been strong interest with four documents downloaded from Tenderlink and seven documents emailed.

**Roger Brady**  
**ENGINEERING MANAGER**

**ITEM 100 PLANNING REPORT FOR APRIL TO JUNE 2017**

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

**From: Environmental Services Manager**

**Date: 18 July 2017**

---

**Relevant Community Outcomes**

- Manage the natural and physical environment in a sustainable manner
- Protect the special character of our harbours and their catchments
- Recognise the importance of the Districts rural character

---

**Executive Summary**

Reporting on Resource Consents granted under Delegated Authority for the period 1 April to 30 June 2017.

**Staff Recommendation**

It is recommended that:

The Planning Report for April to June 2017 be received.

**Report Discussion**

During this quarter 22 consents (19 Land Use, 10 Subdivision) were granted under Delegated Authority as set out in the table below. In addition three large projects that were subject to public notification were granted following hearings held before independent commissioners. These approvals compare with 26 consents (16 Land Use, 10 Subdivision) granted in the same period last year.

**Decisions by Ward**

	<b>Land Use</b>	<b>Subdivision</b>
Wharepuhunga	0	0
Kio Kio Korakonui	1	3
Waipa	2	3
Otorohanga	4	0
Kawhia Tihiroa	5	4
<b>Total</b>	<b>12</b>	<b>10</b>

**AR Loe**  
**ENVIRONMENTAL SERVICES MANAGER**

**Attachments:** Resource Consent Decisions

## Resource Consent Decisions – 1 April to 30 June 2017

160044	Nova Energy Ltd	LU	PS	GC	27/04/17	869 SH 31 Construction, operation and maintenance of a gas turbine power station.
160061	Transpower NZ Ltd	LDE	PS	GC	27/04/17	869 SH 31 Notice of Requirement Otorohanga Deviation A - 220kV Transmission Line
170013	JR Rayner	LU	PS	GDA	5/04/17	37B Mangauika Road Build a dwelling within other yard setback
170015	Keystone Design Ltd	LU	PS	GDA	26/04/17	23 Thomson Avenue Earthworks in the Urban Services Area
170021	MJ Berryman	LU	PS	GDA	11/05/17	31 Tahaia Road Construct 42msq single bay carport
160087	TR & BR Bayly	LU	PS	GDA	23/05/17	770 Mangati Road Build a Dwelling in an Outstanding Landscape Policy Area
170024	RP & FK Prescott	LU	PS	GDA	31/05/17	104 Kio Kio Station Road Site two sleepouts within the 15 metre wide other yard
170026	Keystone Design Ltd	LU	PS	GDA	9/06/17	15 Thomson Avenue Earthworks in the Urban Services Area
170027	LS Carlan Trust	LU	PS	GDA	9/06/17	Mangaorongo Road Build a farm shed within the 15 metre wide Other Yard
170028	P King-McTainsh & L Wilshier	LU	PS	GDA	9/06/17	127D Main North Road Earthworks in the Urban Services Effects Area.
170029	L E Johnston	LU	PS	GDA	9/06/17	123 Okapu Plce Dwelling sited near Archaeological sites and encroaching daylight planes.
160044	Ostern Quarries Ltd	LU	PS	GC	28/06/17	SH 3 Te Kawa Quarry Operations and Activities

### Total for Landuse 12 consents

170012	A & H Smith and D & J Smith	SB	PS	GDA	10/04/17	936 Otewa Road Boundary Relocation
170014	PD and LJ Telfer	SB	PS	GDA	11/04/17	8 Roberts Road Create one additional lot and undertake boundary relocation
170016	FHG Stott	SB	PS	GDA	21/04/17	292 Mangawhero Road Create one additional Lot and Boundary relocation
170018	I B & L B Smith	SB	PS	GDA	11/05/17	170 Old Te Kuiti Road Boundary Relocation
170019	MA Yeates	SB	PS	GDA	23/05/17	445 Te Tahi Road Boundary Relocation
170022	JM & MK Sanson	SB	PS	GDA	30/05/17	908 Rangiatea Road Boundary Relocation
170025	L C & A C Verstappen	SB	PS	GDA	13/06/17	316 Te Tahi Road Create one additional lot
170011	Stranleigh Farm Ltd	SB	PS	GDA	19/06/17	1292 Te Kawa Road Boundary Relocation
170030	Arthur Roberts and Co Ltd	SB	PS	GDA	19/06/17	404 Te Raumauku Road Boundary Relocation
170031	A Garvey, S & MS Hall	SB	PS	GDA	19/06/17	131 Honikiwi Road Create one additional lot

### Total for Subdivision 10 consents

### Total for April – June 2017 22 consents

**ITEM 101                    CIVIL DEFENCE EMERGENCY PLANNING REPORT FOR  
APRIL TO JUNE 2017**

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

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

**Date:**                    **18 July 2017**

**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 April to 30 June 2017. 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 April to 30 June 2017 be received.*

**Report Discussion**

For the period 1 April to 30 June 2017 the following significant civil defence emergency management activities have been undertaken.

**Reduction**

No activities undertaken under reduction for this quarter

**Readiness**

**West Coast Communities Tsunami Awareness and Preparedness**

During May and June the National Neighbourhood Rural Support Manager and the WWEOA Operations Manager completed the visiting of a number of small coastal communities discussing the hazard of Tsunami and providing increased awareness and response to this hazard. This included discussing the introduction to preparing a Community Response plan. There were 10 communities from Aotea through to Mokau involved and have all indicated that they wish to prepare a Response Plan for themselves. These have been followed up and activities are underway to develop neighbourhood support groups with their respective response plans.

It should be noted that commencing the development of a Community Response Plan with a community a very time consuming activity. The completion of the Plan is dependent a lot on their timing and pace.

**Three Waters Infrastructure Exercise**

An exercise was held in Waipa that covered how the three waters infrastructure teams would operate and manage their network should some major event impact it. The three waters infrastructure project is a joint initiative of Waipa, Waikato and Hamilton City Councils

The scenario was an earthquake that severely damaged several of the supply locations to the District.

The objectives were to:

- Implement an Incident Management Team using the Coordinated Incident management system;
- Address current procedures and processes and identify if still relevant;
- Identify the resources needed to undertake the management of the impact;
- Review if any procedures need to change.

Learnings from this exercise are being collated for review.

## **Civil Defence Resources**

Work has been continuing on the development of additional resources to support civil defence activities in the three Districts should deployment be necessary

These include:

- Animal Management Area kits in a Civil Defence Centre (CDC);
- Sleeping area Management kits in a CDC;
- Volunteer worker Management kits;
- Resource kits to support local Community Response plan activation

## **Response**

The three Districts, like several others in the Waikato region, were impacted by three severe weather events over a 2-3 week period in April. The impact of these, due to virtually no return to average (for time of year) river levels in between events, meant that the emergency operating centres (EOC) in each District was partly activated due to the varying degrees of damage being experienced. The infrastructure managers and teams operated very well in each location and managed the respective areas of impact as required.

One key learning point that became apparent was that when the three districts are impacted by the same event, each would require additional trained staff to relieve those already in place. Traditionally there has been a reliance and expectation on the other non-impacted Councils to provide this support, but in situations like these, it would be impracticable as each EOC would be fully committed managing their own situation. Trained staffing levels for civil defence centres are therefore to be reviewed.

## **Recovery**

There were no recovery activities of any significance undertaken during this quarter.

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

The Waikato Civil Defence Emergency Management Group Joint Committee meeting was held on 26 June 2017. The unconfirmed minutes of the meeting are attached to this report.

The next meeting of the Joint Committee is scheduled for 4 September 2017.

## **Waikato Civil Defence Emergency Management Group Plan**

A return to Group Plan activities as laid out in the annual WWEOA workload occurred as the West coast communities initiatives were completed. Completing all of the first year activities did not occur due to the reduced timeframe. A review of the annual workload is being addressed to encompass what needs to be caught up with and what has been identified as year two activities.

Andrew Loe

**LOCAL CIVIL DEFENCE CONTROLLER**

Martin Berryman

**EMERGENCY MANAGEMENT OPERATIONS MANAGER**

**Attachment: Unconfirmed minutes of the last meeting of the Waikato Civil Defence Emergency Management Group Joint Committee 26 June 2017**



## MINUTES

Minutes of a meeting of the Waikato Civil Defence Emergency Management Joint Committee held in Council Chambers, 401 Grey Street, Hamilton East on Monday 26 June 2017 at 1.01pm.

### Present:

Waikato Regional Council Cr Hugh Vercoe - Chair  
Hamilton City Council Cr Leo Tooman – Deputy Chair  
Matamata Piako District Cr Brian Hunter  
Otorohanga District Council Mayor Max Baxter  
Taupō District Council Cr Anna Park  
Thames Coromandel District Council Cr Rex Simpson  
Waipa District Council Cr Judy Bannon  
Waitomo District Council Mayor Brian Hanna

### In Attendance:

CEG Chair Langley Cavers – Chief Executive Hauraki District Council  
Ministry of Civil Defence and  
Emergency Management  
Suzanne Vowles – Regional Emergency Management  
Advisor  
Marama Edwards

Waikato Regional Council Staff Neville Williams – Director – Community and Services  
Lee Hazlewood – Group Controller / Group Emergency  
Management Office

Vanessa McDonald – Team Leader Strategy and Planning  
Julian Snowball – Team Leader Operations  
Danielle Kruger – Emergency Management Coordinator  
Strategic Planner and ICT  
Jenny Bouwer – Emergency Management Coordinator  
Administration

Sarah McLeay – Democracy Advisor

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017  
Doc # 10597995 Page 2

### Apologies

Cr Thomas Lee – South Waikato District Council  
Cr Phillip Buckthought – Hauraki District Council  
Cr Noel Smith – Waikato District Council  
Accepted

### Confirmation of Agenda

Agenda Item 2 Doc 10598181 and 8327758  
Cr Brian Hunter moved/Mayor Max Baxter seconded

### CD17/10 RESOLVED

1 THAT the agenda of the meeting of the Waikato Civil Defence Emergency Management Joint Committee of 26 June 2017 (Doc 10598181) and the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758), both as circulated, be confirmed as the business for the meeting.

2 THAT the order of the agenda be amended so that:

the additional item 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 8327758) be included as item 11.

items 6 and 11 be dealt with on the availability of the reporting Members.

The motion was put and carried (CD17/10)

Disclosures of Interest

### Agenda Item 3

There were no disclosures of interest.

### Minutes of Previous Meeting

Agenda Item 4 Doc 10061620

Cr Rex Simpson moved/Cr Judy Bannon seconded

#### CD17/11 RESOLVED

THAT the Minutes of the Waikato Civil Defence Emergency Management Joint Committee meeting of 6 March 2017 (Doc 10061620) be received and approved as a correct record.

The motion was put and carried (CD17/11)  
Changes to fire legislation

#### Agenda Item 5

This was a verbal presentation delivered by Roy Breeze – Area Manager New Zealand Fire Service to provide information on changes to fire legislation.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017  
Doc # 10597995 Page 3

During discussion, the following was noted:

- The new legislation is the Fire and Emergency New Zealand Act 2017. From 1 July 2017 rural fire functions of multiple organisations would combine with the New Zealand Fire Service Commission to create Fire and Emergency New Zealand.
- The functions of Fire and Emergency New Zealand would include search-and rescue and entrapment events, as well as fire.
- The repair or replacement of unsupported community sourced equipment may be resourced by Fire and Emergency New Zealand if it is required to meet local risk, assessed using nationally consistent criteria.
- The continued use of water tankers was supported with many tankers being transferred to the ownership of the New Zealand Fire Service Commission for transfer to Fire and Emergency New Zealand.
- There would be no charge for attendance at rural fires and false alarm charging would be consistent.
- There would be 16 regions and each would have an advisory group feeding into Fire and Emergency New Zealand.

Cr Anna Park moved/Cr Rex Simpson seconded.

#### CD17/12 RESOLVED

THAT the verbal report on changes to fire legislation be received.

The motion was put and carried (CD17/12)

With consent of the meeting, item 6 was considered following item 10.

Ministry of Civil Defence and Emergency Management

#### Agenda Item 7

Verbal report by Suzanne Vowels from the Ministry of Civil Defence and Emergency Management to provide a Ministry update.

Cr Rex Simpson moved/Mayor Max Baxter seconded

#### CD17/13 RESOLVED

THAT the verbal update from the Ministry of Civil Defence and Emergency Management be received.

The motion was put and carried (CD17/13)

Summarised CEG minutes

#### Agenda Item 8 Doc 10615121

Presented by Langley Cavers Chair of the Co-ordinating Executives Group to provide a summary of the matters raised at the last Coordinating Executive Group meeting on 2 June 2017.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017

Doc # 10597995 Page 4

Cr Leo Tooman moved/Cr Anna Park seconded

CD17/14 RESOLVED

THAT the report 'Summarised CEG minutes' dated 2 June 2017 (Doc 10615121) be received.

The motion was put and carried (CD17/14)

Endorsement of appointment of new alternate controller

Agenda Item 9 Doc 10611212

Presented by Lee Hazlewood Group Controller to seek the appointment of Andre Chatfield as Alternate Controller for Hamilton City Council. Andre's past experience and evidence of operational capability was outlined.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/15 RESOLVED

THAT Andre Chatfield be appointed as the Alternate Controller for Hamilton City Council as outlined in the report 'Endorsement of appointment of new alternate controller' dated 2 June 2017 (Doc 10611212).

The motion was put and carried (CD17/15)

Ministerial Review of Civil Defence Emergency Management

Agenda Item 10 Doc 10616700

Presented by Langley Cavers Chair of the Co-ordinating Executives Group to provide information on the Ministerial Review of Civil Defence Emergency Management, and to provide an opportunity to identify concerns and feedback to the Minister's Technical Advisory Group.

During discussion, the following was noted:

- Findings of the Review so far include a recognition that communication is one of the weakest components of civil defence emergency management during response. The Minister is seeking feedback from the Sector on how to manage rapid means of communication such as social media.
- There was concern about the resilience of the current civil defence emergency management system. It was recognised that it was difficult for small councils to run major events.
- There was no nation-wide training or competency framework and no nationally consistent standard for controller training. This limited the number of personnel capable of undertaking the roles required, as they must all be sourced from within the Sector.
- Other themes in the review were the relationship with iwi and the role of government agencies.
- The Co-ordinating Executives Group had formed a working group to formulate a submission to the Minister. The submission was likely to include:
  - the need for national consistency, especially in training. This would allow controllers to operate anywhere in the country.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017  
Doc # 10597995 Page 5

- civil defence emergency management to work with all emergency services.
- The need for improved leadership in the Sector.

Cr Leo Tooman moved/Brian Hunter seconded

CD17/16 REOLVED

1 THAT the report 'Ministerial Review of Civil Defence Emergency Management' dated 14 June 2017 (Doc 10616700) be received.

2 THAT the proposed submission from the Waikato Civil Defence Emergency

Management Joint Committee be emailed to each Member for questions and comments.

3 That the Chair (Cr Hugh Vercoe) is authorised to sign the submission on behalf of the Waikato Civil Defence Emergency Management Joint Committee in its final form following the email process set out above giving each Member the opportunity to ask questions and make comments.  
The motion was put and carried (CD17/16)

With the consent of the meeting, item 6 was considered at this time.

Recovery from March/April 2017 flood events

Agenda 6 Item Doc 10632748

Presented by Greg Ryan – Principal Advisor Integrated Catchment Management, Waikato Regional Council, to provide information on recovery from the March/April 2017 flood events.

During discussion, the following was noted:

- There was a number of work-streams underway to investigate issues relating to the Kopuatai Peat Dome which plays an important water storage role in flood protection.
- Some farmers had been angry about the severity of flooding on their properties. The Department of Conservation and Waikato Regional Council were working together on the flood recovery and would be organising public meetings in the affected areas to talk about what was different about these flood events and why.
- Marama Edwards from Ministry of Civil Defence and Emergency Management outlined the recovery experience at Whakatane. Assistance was offered to the Waikato locations currently undertaking recovery.

Cr Judy Bannon moved/Cr Allan Goddard seconded

CD17/17 RESOLVED

THAT the report 'Recovery from March/April 2017 flood events' dated 16 June 2017 (Doc 10632748) be received.  
The motion was put and carried (CD17/17)

With consent of the meeting, the order of the agenda resumed at item 12.

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017  
Doc # 10597995 Page 6

New GECC and GEMO Facility Update

Agenda Item 12 Doc 10634466

Presented by Lee Hazlewood Group Controller to provide information on the status of the new Group Emergency Coordination Centre and Group Emergency Management Office facility.

Cr Judy Bannon moved/Cr Rex Simpson seconded

CD17/18 RESOLVED

THAT the report 'New GECC AND GEMO Facility Update' dated 16 June 2017 (Doc 10634466) be received.  
The motion was put and carried (CD17/18)  
Direct Local WDC and HCC Delivery Arrangements

Agenda Item 13 Doc 10635645

Presented by Lee Hazelwood Group Controller to provide information on the direct local Waikato District Council (WDC) and Hamilton City Council (HCC) delivery arrangements.

Cr Brian Hunter moved/Cr Rex Simpson seconded

CD17/19 RESOLVED

THAT the report 'Direct Local WDC and HCC Delivery Arrangements' dated 16 June 2017 (Doc 10635645) be received.

The motion was put and carried (CD17/19)  
GEMO Work Programme Update

Agenda Item 14 Doc 10632075

Presented by Lee Hazlewood Group Controller Waikato Regional Council to provide an update on the status and phasing of the current Group Emergency Management Office Work Programme.

During discussion, the following was noted:

There was potential for disruption and delays to the work programme caused by staff taking time in lieu following events.

Overtime in place of time in lieu was raised for consideration.

Cr Leo Tooman moved/Cr Judy Bannon seconded

CD17/20 RESOLVED

THAT the report 'Work Programme Update dated 15 June 2017 (Doc 10632075) be received.

The motion was put and carried (CD17/20)

Minutes of Waikato Civil Defence Emergency Management Joint Committee Meeting Monday 26 June 2017  
Doc # 10597995 Page 7

With consent of the meeting, item 11 was considered at this time.

Use of Vehicles in an Emergency

Agenda Item 11 Doc 10614803 and 8327758

Presented by Julian Snowball, Team Leader Civil Defence Emergency Management Operations Waikato Group, to provide a policy proposal on the use of vehicles in an emergency as raised at the last Coordinating Executive Group meeting on 2 June 2017.

During discussion, the following was noted:

It was acknowledged that the power for civil defence vehicles with lights and sirens to exceed ordinary speed limits to maintain progress through traffic was statutory with the policy acting to restrict and temper its application.

Civil defence vehicles occasionally needed to use lights and sirens and exceed ordinary speed limits to initiate a response.

There was a New Zealand Unit Standard for training people who used these type of vehicles in emergency situations. There was a training program in place run by emergency services that possibly, could be shared with Civil Defence Emergency Management.

It was suggested that the policy include a review panel process to review civil defence vehicle accidents that involved vehicles using lights and sirens. This would provide ongoing monitoring.

It was noted that the policy would bind all territorial authorities in the region.

Cr Anna Park moved/Cr Rex Simpson seconded.

CD17/21 RESOLVED

1 THAT the report 'Use of Vehicles in an Emergency' dated 2 June 2017 (Doc 10614803) be received.

2 THAT the 'Policy: CDEM vehicles in an emergency' (Doc 8327758) be adopted subject to:

a the Waikato Emergency Services Coordinating Committee agreeing to the threshold criteria in the Policy for the use of red lights and siren by vehicles.

b the inclusion in the Policy of a requirement that there is a panel established consisting of the Group Controller and two suitable others to review all accidents involving civil defence vehicles travelling using lights and sirens, including operating at speeds in excess of the ordinary speed

limits.

3 THAT there is a temporary prohibition of driving civil defence emergency response vehicles with lights and sirens until the threshold criteria is agreed. The motion was put and carried (CD17/21)

Meeting closed at 3.42pm

**ITEM 102 ANIMAL CONTROL OFFICERS REPORT FOR APRIL TO JUNE 2017**

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

**From: Environmental Services Manager**

**Date: 18 July 2017**

---

**Relevant Community Outcomes**

- The Otorohanga District is a safe place to live
- Ensure services and facilities meet the needs of the Community
- Recognise the importance of the Districts rural character

---

**Executive Summary**

A report from the Environmental Services Manager on Dog and Animal Control activities in the District for the period April to June 2017.

**Staff Recommendation**

It is recommended that:

The Environmental Services Manager's report on Dog and Animal Control for April to June 2017 be received.

**Report Discussion**

	<b>April</b>	<b>May</b>	<b>June</b>
1. No. of Registration Notices issued	4	5	4
2. No. of Property visits for Registration Checks - Rural	25	11	29
3. No. of Property visits for Registration Checks – Urban	26	41	13
4. No. of Property visits for SOS	2	1	4
5. No. of Property visits for Two Dog Permit	1	0	0
6. No. of Complaints – Dogs Actioned	15	17	6
7. No. of Complaints – Stock Actioned	5	18	6
8. No. of Street Patrols Night – Otorohanga	4	4	4
9. No. of Street Patrols Day – Otorohanga/Kawhia	44	53	44
10. No. of Enquiries – Registration/Dog Control/General	20	37	22
11. No. of Dogs Impounded	6	10	17
12. No. of Stock Impounded	0	1	0
13. No. of Written Warnings – Dog Infringement Notices	10	10	7
14. No. of Infringement Notices Issued	2	9	0
15. No. of Verbal Warnings – Dog Control	2	6	5

**Registration Update**

The annual renewal of dog registration is proceeding well. Registration payments are due by 1 August with a late payment penalty of 50% payable after that date. This year we had received 2011 registrations before the late payment penalties were imposed. Based on last year's data there are 484 dogs held by 262 owners that are still to be registered.

**AR Loe**  
**ENVIRONMENTAL SERVICES MANAGER**

**ITEM 103                    ODC MATTERS REFERRED FROM 18 JULY 2017**

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

**From:                        Governance Supervisor**

**Date:                        18 July 2017**

---

**COUNCIL**

**21 MARCH 2017**

To consider options for Council representation on the WDHB Consumer Council Group, at the appropriate time.

**CHIEF EXECUTIVE**

**18 JULY 2017**

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

**ENVIRONMENTAL SERVICES MANAGER**

**18 JULY 2017**

To arrange a tour for Councillors through the Otorohanga Timber Company facility during September / October 2017 to be undertaken at the Conclusion of one of its meetings.

**ENGINEERING MANAGER**

**20 JUNE 2017**

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

**CA Tutty**

**GOVERNANCE SUPERVISOR**



Reason for Confidentiality

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

**GENERAL**