



## Otorohanga Community Board

# AGENDA

21 April 2016

4.00pm

**PLEASE NOTE: An Otorohanga Community Board Community Tour will take place on this day departing the Council building at 2.30pm.**

Members of the Otorohanga Community Board

Mr R Prescott (Chair)  
Mr NS Chetty  
Mrs EM Cowan  
Mrs AC Laws  
Mr PD Tindle  
Mr DR Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

# OTOROHANGA COMMUNITY BOARD

21 April 2016

Notice is hereby given that an Ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, Maniapoto Street, Otorohanga on Thursday 21 April 2016 commencing at 4 pm.

14 April 2016

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

## AGENDA

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## **PRESENT**

## **IN ATTENDANCE**

## **APOLOGIES**

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

## **CONFIRMATION OF MINUTES -**

## **REPORTS**

### **ITEM 81            Potential Use of Building at Water Reservoir**

**To:**                **Chairman and Members  
Otorohanga Community Board**

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

**Date:**            **21 April 2016**

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### **Relevant Community Outcomes**

- Ensure services and facilities meet the needs of the Community
  - Promote the local economy and opportunities for sustainable economic development
- 

### **Executive Summary**

An enquiry has been received regarding the potential to use a small Council building adjacent to the water reservoirs at Thomson Avenue, that has been unused for many years.

### **Staff Recommendation**

It is recommended that:

1. The Chief Executive be authorised to enter into negotiation with Phallyn Rangitaawa in respect of a potential lease of the Council building at the Thomson Avenue water reservoir.
2. That subject to the outcome of those negotiations, appropriate maintenance and improvement works on the above building are undertaken by Council, to be funded from the Otorohanga Water Supply account.

### **Report Discussion**

An enquiry has been received (a copy of which is attached) in respect of the potential to use the small (approximately 45 m<sup>2</sup>) Council owned building that is adjacent to the water reservoirs off Thomson Avenue. The position of the building is indicated with the arrow on the plan overleaf.

This weatherboard clad and corrugated iron roofed building was presumably originally a dwelling, and contains one reasonably sized living room, a single very small bedroom, and rudimentary kitchen and bathroom facilities.

The building has however not been used as a dwelling for many years (if ever) and had instead been made available free of charge to the Waitomo Radio Club, a group of amateur radio operators which was a registered branch of the NZ Association of Radio Transmitters.

This free provision of the building had been based upon a concept that amateur radio could augment Council's external communication in the event of a Civil Defence emergency.

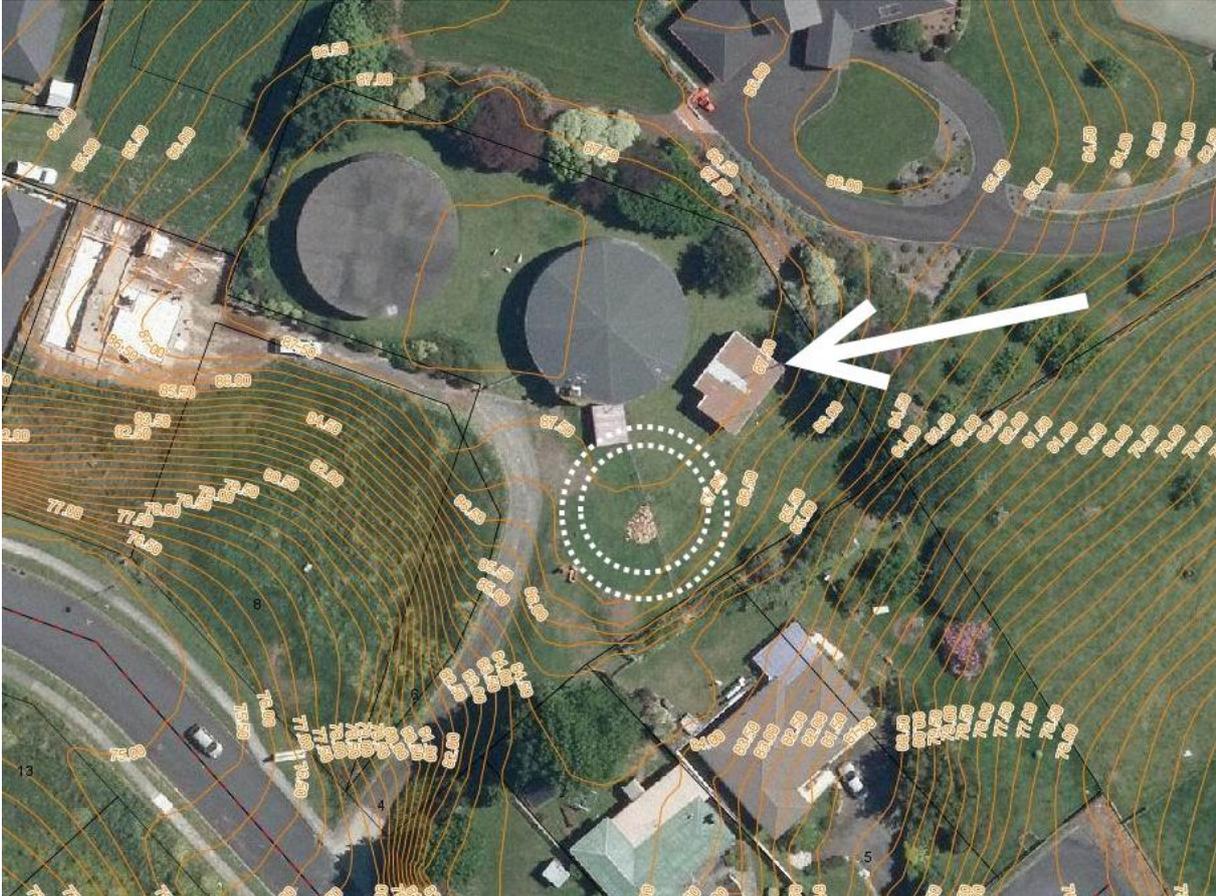
The subsequent evolution of communication systems such as the internet has however greatly decreased the value of amateur radio in such situations, and diminished interest in the amateur radio activity generally.

This decline is reflected in the fact that the building on Thomson Avenue has not been actively used for amateur radio for a number of years, and to all intents appears to be completely abandoned.

As such it is appropriate (and indeed perhaps overdue) to consider what should be done with this building.

**Water Supply Issues**

The building is located alongside one of the two 1000 cubic metre reservoirs that provide the main treated water storage for the Otorohanga Community.



As can be seen on the plan above (which includes 0.5m contours) the building sits on the relatively flat top of the hill above the entrance to the Westridge subdivision. This is one of the highest locations relatively close to the centre of the town and the water treatment plant, and as such is a very suitable location for water storage.

It has however been frequently noted that the current clean water storage capacity for Otorohanga does not meet the guideline levels specified by the Ministry of Health.

The total existing storage capacity of 2400m<sup>3</sup> (which includes the 400m<sup>3</sup> reservoir at Mountain View Road) is equivalent to approximately 21 hours supply at the current level of demand corresponding with the Mean Day in the Maximum demand Month ('MDMM') whereas the MoH guideline is for 36 hours supply at this rate.

Whilst there have not to date been any severe water shortages in the town arising from this limited capacity, it has for more than 10 years been planned to increase storage capacity to nearer the guideline figure, by constructing an additional 1000m<sup>3</sup> reservoir, and in the current Long Term Plan a budget allocation of \$529,000 exists in the 2016/17 year for this purpose, with the original thinking being that such a reservoir would be located alongside those at Thomson Avenue.

An inspection of the Thomson Avenue site has however suggested that it is not well suited for this purpose, because of the limited remaining area of flat ground. The large dotted circle on the plan above represents the apparent best possible location of such a reservoir, but this is far from ideal, and probably impractical, being too close to both the site boundary and the existing reservoir.

A more realistic option would therefore be to construct a smaller additional reservoir here (the smaller dotted circle would be the outline of a reservoir of around 500m<sup>3</sup>) and/or to create additional capacity at another site, possibly alongside the other reservoir on Mountain View Road. Exactly what form this alternative option should take could be influenced by future community development plans and how water use changes in response to metering; if for example water metering causes MDMM water consumption to fall, then this will reduce the amount of additional water storage capacity required.

Regardless of what form this other option takes, it appears that it would not require removal of the building, and hence it is worthwhile to consider the building's future use.

### **Building Condition**

An initial visual inspection of the building suggested that its condition might be poor, but a subsequent more detailed inspection by Council's Senior Building Control Officer (details of which are in the File Note which is attached to this report) has indicated that contrary to the initial impression, most of the building is sound.

If the building is to be used for any purpose there is a need at the very least to repair the damaged cladding, paint the exterior (including roof) and install complying access steps. The estimated total cost of this work is around \$9,000.

For the building to be inhabited the minimum work required would be extended to include the installation of a complying bathroom (current the bathroom only contains a toilet) and sealing of the kitchen, laundry and bathroom floors. Adding such work would probably take the total cost to around \$13,000.

For planning purposes, and allowing for the fact that some other works might also be required, it is suggested that assumed total remediation costs for inhabited and non-inhabited use should be \$15,000 and \$10,000 respectively.

## **Other Issues**

Other factors that may be worthwhile to note are:

- Being located close to the water reservoirs the building will be in shade during the winter afternoons.
- The area surrounding the reservoirs is grazed by sheep, and any use of the building should not be incompatible with this.
- Access to the areas surrounding the reservoir for maintenance purposes must not be compromised by any use of the building.
- If a second reservoir was put in place the area available for parking would be limited.

## **Possible Uses**

It is clear that something should be done with this building other than just leaving it unoccupied to progressively deteriorate. There appear to be two potential courses of action, as follows:

### **Lease**

The building could, after the restoration work described, be suitable for lease. Currently there is extremely strong demand for residential rental properties in and around Otorohanga, and it is not doubted that in the current market it might – with some minor modifications - be readily leased as a small residential unit.

In the current market it is suspected that a rental of at least \$120 per week - and probably more - might be obtained from such a residential use of the building.

It is however believed that the nature of the building and site might make it more suitable to be leased for a purpose such as that suggested by Ms Rangitaawa rather than residential occupation, even if the rental was at a level slightly below what might be achieved if it was leased for residential purposes.

In either case it appears that a rental of the building could repay the likely cost of remediating the building in little more than two years, and would thereafter provide a small offset to the cost of operating the community water supply.

### **Sale of Building for Relocation**

It has been suggested that the building could possibly be sold, for relocation to another site, where it might be used as a farm cottage or other secondary building. The value of the building for such use is however probably relatively low – perhaps between \$10,000 and \$15,000 in its current state – and it appears that much better value for the community could be obtained through the leasing option.

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

Attachments:

- Letter from Phallyn Rangitaawa
- File Note – Review of Building Located Next to Water Tanks on Thomson Avenue

Otorohanga Community Board/Councillors  
Otorohanga District Council  
PO Box 11  
Otorohanga 3940  
Ph: 07 873 4000

5<sup>th</sup> April, 2016

**Re: Lease Thomson Avenue-Building use at Reservoir**

To the Otorohanga councillors for consideration,

I purchased my property at 6 Thomson Avenue Otorohanga four years ago, during this time I have seen the small building which is situated by the two water reservoir never been in use and have slowly noticed that this building is beginning to deteriorate.

**Role/Community**

I have been predominately working in Primary Health as a registered nurse for the last 10years, these past 6years I have been living and working within Otorohanga District where I currently deliver two Ministry of health contracts, one is for the Wellchild/Tamariki Ora services and the second for Outreach Immunisation services. These services are delivered across Waitomo, Tekuiti, Otorohanga and since October 2015 has included the Waipa district. There are currently 260 children under the age of 5 years who are enrolled to receive Well Child/Tamariki Ora services (Karo, 2016).

The Well Child/Tamariki Ora primary service objectives “a service that supports families, whānau and caregivers to maximize their child’s developmental potential and health status from birth to five years, establishing a strong foundation for ongoing healthy development” (Ministry of Health, 2014).

The Outreach immunisation service is sub-contracted through the 3 following medical centres, Tekuiti Family Health, Tekuiti Medical Centre and Otorohanga Medical centre, but not limited to these medical centres often including children who are enrolled in Mahoe Medical centre and Te Awamutu Medical Centre. The service is to deliver immunisation episodes in the home to children who are overdue as per the Childhood Immunisation schedule.

**Possible Use of Building**

In March 2016, I met with CEO- Dave Clibbery and spoke briefly to him about a long term plan and the potential lease of two Otorohanga District council properties. The building at Thomson Avenue was the only option that could be considered, with the proper consultation of councillors.

If I was to secure a reasonable lease, which was negotiated to reflect the deterioration and considerable work that this building requires, the potential possibilities that this building could be used for would be a study area and or office.

**Office Space**

In the past this building has been utilised by the Waitomo Radio club (free of charge) on the condition that they would assist Council with radio communications in the event of a civil defence emergency. There is great space in the building and could be used as a central office between Tekuiti and Waipa. Currently I utilise Anita Bain’s Peggies Cottage (Maniapoto

Street, Otorohanga) but this is only available to me on a Wednesday, and I am unable to store equipment there due to the limited available space.

**Study Area**

I am currently completing a Post-Graduate Diploma in Nursing through Wintec and will be starting masters in 2017 to become a Nurse Practitioner. I have a very busy home with 3 children and often struggle to find a quiet place in my house to complete readings and assignments this building being so close to my resident would provide a great space and could be utilised as a study area.

Your consideration for the potential use of this property would be appreciated

Regards

Phallyn Rangitaawa  
6 Thomson Avenue  
Otorohanga  
0211755139

**Item 82: HOUSING FOR THE ELDERLY REVIEW OF RENTALS**

**To: Chairperson and Members  
Otorohanga Community Board**

**From: Governance Supervisor**

**Date: 21 April 2016**

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**Relevant Community Outcomes**

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

**Executive Summary**

A review of Housing for the Elderly rentals in Elizabeth Place and Windsor Court, Otorohanga is proposed.

**Staff Recommendation**

It is recommended:

The rental charged for units in Elizabeth Place and Windsor Court, Otorohanga be increased as follows –

Single unit - \$100.00 per week (11% increase)

Double unit - \$130.00 per week (5% increase )

**effective from 1 July 2016.**

**Report Discussion**

The rentals for units in Elizabeth Place and Windsor Court were reviewed in April 2015 at which time it was resolved that the rental charged for the single units be increased by approximately 4%, effective from 1 July 2015 to –

Single unit	\$90.00 per week
Double unit (remained the same)	\$123.00 per week

Should a carport be available, the Tenant will be required to pay an extra \$6.00 per week.

As members will be aware it is necessary to give Tenants not less than 60 days' notice of any proposed increase in rental and ideally to take into account pension dates. Council is free to set whatever rental it feels appropriate and should any Tenant experience hardship because of this assistance is available through Work and Income New Zealand, Accommodation Supplement.

The net weekly New Zealand Super Income rates, which came into effect from 1 April 2016 (increased by approx.2.7% ) are –

Single - living alone	\$384.76
- sharing	\$355.16
Double – one qualifies	\$281.30
- one partner qualifies & other partner included	\$591.94
- both qualify	\$295.97 each

At this point it is indicated that the estimated budget figure of \$16,608 for maintenance for the year ending 30 June 2016 will be exceeded by approximately \$2349 to \$18957.

### **CAPITAL WORKS FOR 2015/16**

Estimated at \$12,000 for refurbishment of units, estimated actual \$12,000.

Estimated at \$10,000 for Bathroom refurbishment, estimated actual \$19,000.

Estimated at \$3800 for Re-cycling area Elizabeth Pl., estimated actual \$4,200

### **INCOME 2015/16**

Based on current occupancy the estimated income of \$120,000 will be slightly under the budget estimate of \$122,500.

The estimated balance in the account, as at 30 June 2016 will be \$53,716 overdrawn, an Increase of \$4,786

Following an inspection of the units late last year with Council's Community Facilities Officer it was agreed the following work should be allowed for the 2016/17 year.

### **Activities operation**

a. Lawn mowing	\$9,133
b. Other services – Refuse collection	\$4,100
	<b>\$13,233</b>

### **Asset Maintenance**

a. Other services	\$9,738
b. Engineering Admin.	\$7,425
	<b>\$17,163</b>

**TOTAL** **\$30,396**

### **Capital expenditure for 2016/17**

Refurbishment of units	\$12,300
Bathroom refurbishment	\$16,400 (will be \$19,000 )
Fence – Windsor Ct	\$4,305
<b>TOTAL</b>	<b>\$33,005</b>

### **Setting Rentals for 2015/16**

I have spoken to a local Real Estate Company and they advise that the market rental for similar units has increased by approximately \$20 per week to –

Bedsitter	\$160.00 per week
One Bedroom	\$180.00 per week

### **Our neighbouring Council's charge as follows**

#### ***Waitomo District Council***

Bedsitter	\$100.00 per week
One Bedroom ( <b>small</b> )	\$107.00 per week
One Bedroom (large)	\$120.00 per week

#### ***Waipa District Council***

Bedsitter	\$150.00 per week
One Bedroom – Palmer St, includes washing machine	\$160.00-\$170.00 per week
Churchill & Mangapiko Sts- attached garage	\$195.00 per week

### **CA Tutty**

## **GOVERNANCE SUPERVISOR**

**Item 83 :** SIR ED HILLARY WALKWAY ROOF

**To:** Chairperson and Members  
Otorohanga Community Board

**From:** Community Facilities Officer

**Date:** 21 April 2016

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### **Relevant Community Outcomes**

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

### **Executive Summary**

Replacement of roofing product due to heat in the Sir Ed Hillary Walkway

### **Staff Recommendation**

It is recommended:

That the transparent roofing material on the Sir Ed Hillary Walkway be replaced with solid Zincalume roof at a cost of \$4 000.

### **Report Discussion**

The existing roof on the Sir Ed Hillary Walkway is a clear polycarbonate type (UV treated) and lets in too much heat. The Kiwiana group have asked if this could be changed to a product which inhibits the light and therefore the heat which could cause fading of the module items and also causes the area to become extremely hot. To date there have been no complaints received by Council from the general public in regards to the heat in this walkway.

A quote to re-roof this structure has been received from a Craftsman Plumber as follows:

1. Coloursteel \$5,000 plus gst
2. Zincalume \$4,000 plus gst

A qualified engineer and a craftsman plumber have both been consulted and indicated that this may be the only way of reducing heat in the walkway, but cannot guarantee it. Various other ways of dealing with the heat were discussed, including the installation of a longitudinal vent along the complete length of the walkway (this could not be guaranteed to work and the manufacturing engineer with whom it was discussed was not confident of a favourable outcome) This option would be very expensive. The existing Whirly Bird vents are designed to work from an enclosed space, such as a building, whereby suction is created which facilitates the extraction of the hot air and as the walkway is open they are not doing the job they were installed to do.

The current roof is approximately a third to a halfway through it's like expectancy.

The walkway is considered to be Otorohanga Community Property and this account does not have any capital budget.

Dianne Hooker

## **COMMUNITY FACILITIES OFFICER**

**Item 84**                    **DISTRICT LIBRARIANS QUARTERLY REPORT FOR JANUARY TO MARCH 2016**

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

**From:**                    **District Librarian**

**Date:**                    **19 April 2016**

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### **Relevant Community Outcomes**

- Ensure services and facilities meet the needs of the Community
  - Foster an involved and engaged Community
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### **Executive summary**

New student shelvers have been appointed for 2016. The Kōtui software has been updated and a Kōtui library managers' meeting has been held. We offered successful summer holiday reading programmes for teens and pre-teens, and plan to offer a winter reading programme. I have attended the annual APLM meeting. Usage statistics for Otorohanga Library reveal an upwards trend for the quarter.

### **Recommendation**

That the District Librarian's Quarterly Report for the period January to March 2016 be received.

### **Discussion**

#### **Staffing**

Two Otorohanga College students have been employed as library shelvers for 2016: Lindsey Houston and Kayla Malan.

Increasing demands are being placed on library staff to provide assistance to library patrons in the use of information technology to carry out the business of their everyday lives. Our online database and digital resources are now more visible thanks to our Kōtui web pages. It is becoming crucial for library staff to be skilled and confident operators of these technologies, in order to maximise the value that the library can offer its citizens.

#### **Kōtui Updates**

Over the period December to March, a technical maintenance and upgrade programme has been undertaken for the Kōtui consortium. During December, a bibliographic and authority de-duplication process occurred, which greatly reduced the number of duplicate records in the Kōtui bibliographic database.

In February, the Enterprise interface was upgraded to version 4.5 – this has meant that the display of catalogue records and electronic resources records can be shown as interfiled results for people searching the interface. In mid-March, the core Symphony library management system was upgraded to version 3.5.1.1, which is the most recent version of this software.

Also in March, a series of web-based training instruction was offered in the use of BlueCloud Analytics, which is an advanced reporting programme. This programme allows libraries to have

direct access to statistical information and allows the Kōtui office to use it on libraries' behalf. BC Analytics is now regarded as being integral to the Kōtui operation. All of these upgrades have been undertaken as part of our Kōtui membership fee.

### **Kōtui Library Managers' Meeting**

A meeting for the managers of libraries in the Kōtui consortium was held in Wellington on Wednesday 18 November, with attendance costs being covered by the Kōtui Board.

To ensure that the membership benefits of Kōtui are maximised beyond simply sharing a library management system, the Managers' group role is to provide direction and priorities for the development of services and to maximise potential for further service collaboration. An Executive committee has been elected to lead the development of these initiatives.

By the end of this financial year, 32 Library services from 34 local authorities will belong to the Kōtui consortium, just over half of the country's 67 local authorities.

### **Programmes & Activities**

#### *Summer Holiday Reading Programmes*

The finale functions for our E.C. Read'N programme, *Get Carried Away with Books*" and our iRead programme were held on 26 and 28 January, respectively.

Eight intermediate-aged children took a trip to Leap at Te Rapa, where they enjoyed a very energetic morning of trampolining, followed by a Macdonald's lunch. The winner of the tablet device (partly sponsored by 100% Otorohanga) was Rick Dykshoorn while Emily Londt won a prize for best reading journal.

Twenty-eight children successfully completed the E.C. Read'N summer reading challenge for children aged 6 to 10 years. These children, and other family members, enjoyed a swim at the Te Awamutu Events Centre followed by a Subway lunch in the Rose Garden. Deputy Mayor Deborah Pilkington presented certificates and prize books to programme participants.

Library staff very much enjoyed following the reading progress of these children over the holiday period. Both programmes seem to fit needs of the different age groups – the younger children appreciate receiving a themed incentive at each report-in.

#### *Winter Warmers*

Our library will this year offer 20 places on the E.C. Read'N's Winter Warmers programme, which runs from 27 June until 5 August. This is a simplified version of the summer reading programme – we hope to conclude with a storytelling evening in the library.

#### *King Country Writers, Poets and Illustrators Group*

Following an inaugural meeting in October 2015, regular monthly meetings of this group were held in the Library. However, owing to expanding numbers, a decision has now been made for the group to convene at Otorohanga's Wintec premises.

### **Association of Public Library Managers' Strategic Meeting, 5-6 April**

The annual Public Libraries' of New Zealand strategic meeting was held in the Walter Nash Stadium at Taita, Hutt City on 5-6 April.

Entitled “Re-Create”, the two day event enabled 87 participants to take part in some lively discussion which will inform a project to develop new strategic priorities for the Association.

Thought-provoking speakers included Auckland demographer Dr Natalie Jackson and Justin Duckworth, Bishop of Wellington.

I observed that a strong emphasis on the delivery of community programming is now prevalent amongst library authorities throughout the country.

The Walter Nash Stadium is a new, multi-purpose venue in Taita, housing an indoor sports complex and community meeting rooms, in addition to library and Council service centre functions.

### **Quarterly Usage Statistics**

#### *Otorohanga Library (January to March 2016)*

	<b>2015/16</b>	<b>2014/15</b>	<b>Notes</b>
Physical Visits	10,783	10,752	<i>0.3% increase</i>
Materials Issued	9,577	9,076	<i>5.5% increase</i>
Digital Downloads	225	219	<i>2.7% increase</i>
Computer Sessions (APNK)	1,699	1,671	<i>1.7% increase</i>
Wifi Sessions	9,666	6,607	<i>46.3% increase</i>
Membership registrations	66	36	

#### *Kawhia Library (January to March 2016)*

	<b>2015/16</b>	<b>2014/15</b>	<b>Notes</b>
Materials Issued	445	633	<i>29.7% decrease</i>
Computer sessions (APNK)	55	70	<i>21.4% decrease</i>
Wifi sessions	2,180	1,367	<i>59.5% increase</i>
Membership registrations	2	8	

**Sarah Osborne**

**DISTRICT LIBRARIAN**

**Item 85 : OCB MATTERS REFERRED FROM 10MARCH 2016**

**To: Chairperson and Members  
Otorohanga Community Board**

**From: Governance Supervisor**

**Date: 24 March 2016**

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## **Executive Summary**

### **1. BOARD**

**28 January 2016**

- i. To hold a workshop on the establishment/continuation of Community Boards.
- ii. To carry out an inspection of the community, visiting various council facilities and projects.

### **2. CHAIR**

**19 November 2015**

- i. To approach Mr Kerr-Bell to obtain drawings and specifications of the Otorohanga Domain concrete exercise path proposal.

### **3. CHIEF EXECUTIVE**

**28 January 2016**

- i. To arrange for Council's IT Manager to explore how other communities use Wi-Fi as a promotional tool.

**10 March 2016**

- ii. To arrange for a review of the Otorohanga Domain Reserve Management Plan

### **4. ENGINEERING MANAGER**

**19 November 2015**

- i. To arrange for a report to be prepared on the Ed. Hillary Walkway covering the following issue including associated costs:

a) Installation of steel roofing and steel roofing with clear panels.

**10 March 2016**

- ii. To arrange for a written report to be presented on the state of the Community Stopbanks including what action has been taken on the various items highlighted at a recent 'Walk-over'

**CA Tutty**

**GOVERNANCE SUPERVISOR**

**GENERAL**