



Ōtorohanga Community Board

# AGENDA

WEDNESDAY 4 NOVEMBER 2020

**4.00pm**

Members of the Ōtorohanga Community Board

Board Member Neville Gadd (Chair)  
Board Member Kat Brown-Merrin  
Board Member Alan Buckman  
Councillor Katrina Christison  
Board Member Peter Coventry  
Councillor Rodney Dow

Meeting Secretary: Miss. Natasha Martinsen

# ŌTOROHANGA COMMUNITY BOARD

WEDNESDAY 4 NOVEMBER 2020

Notice is hereby given that an Ordinary meeting of the Ōtorohanga Community Board will be held in the Council Chambers, 17 Maniapoto Street, Ōtorohanga on Wednesday 4 November 2020 commencing at 4pm.

2 November 2020

**Tanya Winter**  
**CHIEF EXECUTIVE**

## AGENDA

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<b>IN ATTENDANCE</b>	
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<b>DECLARATION OF INTEREST</b>	
<b>PUBLIC FORUM</b>	
<b>CONFIRMATION OF MINUTES – 7 OCTOBER 2020</b>	
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**ITEM 54**                    **CHAIRPERSONS REPORT – VERBAL**

**ITEM 55**                    **CHIEF EXECUTIVE REPORT 15 SEPTEMBER – 19 OCTOBER 2020**

**TO:**                        **CHAIRPERSON AND MEMBERS**  
**ŌTOROHANGA COMMUNITY BOARD**

**FROM:**                    **CHIEF EXECUTIVE**

**DATE:**                    **4 NOVEMBER 2020**

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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**

The purpose of this report is to inform Council of the key focus areas for the Chief Executive in the last month and signal anything of note coming up in the next month.

#### **Recommendation**

It is recommended that the report is received.

#### **1. Health, Safety and Wellbeing**

Two events have been reported during September, with two near hits involving members of the public and driving. All identified actions have been completed. There have been three site safety inspections received during September, with minor non-compliances identified. Education on the requirements of site safety inspections is planned for October.

#### **Looking Back:**

- Business Continuity Plan templates distributed for activity managers to review and update existing plans
- Event reporting and investigation procedure developed and out for consultation
- Following up/advising on compliance requirements and internal processes

#### **Looking Forward:**

- Submission of the Water Treatment Plants' Approved Fire Evacuation Scheme applications
- Working with relevant managers to develop Asbestos Management Plans for each applicable Council-owned buildings/structures and plan surveying
- First Aid refreshers occurring in October
- Firearms Policy review
- Monthly meetings with Group Manager Engineering about to commence

#### **2. Long Term Plan 2021: Ōtorohanga 2050**

The month of October has been very busy with weekly workshops held with Council on the Long Term Plan. These have covered:

- Development Contributions
- District and Regional Growth
- Climate Change and Natural Hazards
- Revenue and Financing Policy
- Liability Management and Investment Policies
- Community and Economic Development District Promotion
- Significance and Engagement Policy
- Waste Management and Recycling

- Infrastructure and Financial Strategies

All workshops are set against the 11 themes that have emerged from Council's early engagement. The Land Transport Asset Management Plan is currently being peer reviewed by NZTA, with the Three Waters Asset Management Plan progressing well. A review of our Fees and Charges is ongoing. A combined Council-Community Board workshop is scheduled for late October.

### **3. Three Waters Update**

Council's Delivery Plan was submitted on time to Crown Infrastructure Partners, who are managing the delivery side of the Three Waters Reform funding for the government. It is currently being reviewed.

### **4. SOLGM Summit and CE Forum**

Along with some staff, I attended the "Deconstructed SOLGM Summit" in September. I also attended the CE Forum which gives CEs the opportunity to come together to share information, collaborate and talk about challenges we might all be facing. Two highlights for me was the CE discussion on cybersecurity and a presentation from Lil Anderson, the CE of Te Arawhiti (formerly known as the Office of Treaty Settlements). As a result of those two sessions, the Leadership Team met with our IT team to discuss what we are currently doing and planning to do to mitigate the risk of cyber-attack. A report will come to the next Risk and Assurance Committee on this matter. I have also invited Lil Anderson to come and speak to Council and staff after the election about how we prepare a realistic organisation plan to increase our cultural competency. I would like to invite our iwi representatives to this session too.

### **5. CouncilMARK**

Our draft CouncilMARK report has been received. It has been fact checked by Brendan and I and sent back to LGNZ for final moderation by the CouncilMARK board. We expect to receive our final report mid-late November. This will be circulated to elected members and then made public.

### **6. Other Meetings/Activities**

- Mayors taskforce for Jobs Co-ordinator position description and advert
- ODDDB meeting – discussion on LTP
- Trevor Walters, Beattie Home
- Neil Taylor and Dawn Inglis from Waipa DC re AMPs
- 'Setting Your Staff Up to Succeed' – training course with Leadership Team
- Melissa Youngson and Bruce Robertson re Annual Report audit
- Waikato CE Forum
- Waikato LASS Learning and Development Shared Service Project
- Dave Williams, MTB track in Bob Horsfall Reserve
- Emily Botje, Facilities Manager, Hamilton CC re building refurbishment
- Dennis O'Callaghan regarding my KPIs for 2020-21
- Remuneration Policy, Housing Policy, Occupancy Policy
- Jo Russell, Kiwi House
- Waikeria Prison meeting
- SOLGM Executive meeting
- Hanging basket planting
- Council Chamber upgrade meetings

Tanya Winter

**CHIEF EXECUTIVE**

**ITEM 56 UPDATE ON THE OTOROHANGA COMMUNITY BOARD WALK AROUND OTOROHANGA****TO: CHAIRPERSON & MEMBERS OTOROHANGA COMMUNITY BOARD****FROM: COMMUNITY FACILITIES OFFICER****DATE: 4<sup>T</sup>NOVEMBER 2020**

## Relevant Community Outcomes

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

## Executive Summary

On 8<sup>th</sup> July 2020, the Otorohanga Community Board walked around Otorohanga and compiled a document identifying areas of concern or possible improvement. This report provides further feedback to the Community Board on the steps taken since the previous report.

## Staff Recommendation

It is recommended:

That the report be received

## Report Discussion

Each item raised is recorded in the table below along with associated comments.

Item	Comments / Status as at 27/08/2020	Service Request number	Estimated Completion Date
Pou showing signs of fading and algae growth.	Completed	1902072	27/09/2020
Expedite the completion of the memorial cannon and return them to the park.	Canon is in final stages of restoration	1902073	30/11/2020
Tohutu (macron) above O for council signage on office building	Ordered – install date to be confirmed	2002163	30/11/2020
Is there to many bins along Maniapoto Street	Contractor too monitor bins when emptying to see usage	2002168	25/10/2020
Light on pole and light for kiwi in Village Green not working and pole needs cleaning or replacing	Work Programmed	2002171	18/10/2020
Cracks in path to library	Work programmed	1902627	30/11/2020
Seating in Village Green needs some wood replaced	Work programmed	<u>2001816</u>	9/10/2020
Village Green area needs a good clean	Work Programmed	<u>2001535</u>	9/10/2020
Railway station concrete by garden and sign base need water blasting	Work programmed	2002174	18/09/2020
Chipped concrete along railway platform and garden	Options to be considered	2002176	18/09/2020

Railway station roof needs a clean	Roof has been cleaned skylights may need replacing	2002177	20/09/2020
Railway station seat needs repairing	Repairs programmed	2002178	18/09/2020
Whittington Lane moss along footpath and broken kerb onto Wahanui Crescent	Roading team aware and going to remedy	2002180	8/10/2020
Wahanui Crescent garden retaining wall by toilets broken	Options to be investigated	2001329	17/09/2020
Investigate options for having pavers cleaned in Sir Ed Hillary walkway	Options to be investigated	2002793	20/12/2020
South end Otorohanga sign lighting not going	Repairs programmed	2002183	18/09/2020

Jared le Fleming

COMMUNITY FACILITIES OFFICER

## ROUTINE REPORTS

**ITEM 57**                    **ROUTINE PLANNING REPORT FOR JULY TO SEPTEMBER 2020**  
**TO:**                        **CHAIRPERSON AND MEMBERS**  
                                  **ŌTOROHANGA COMMUNITY BOARD**  
**FROM:**                    **GROUP MANAGER ENVIRONMENT**  
**DATE:**                    **4 NOVEMBER 2020 (OCB) 20 OCTOBER 2020 (ODC)**

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### **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
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### **Executive Summary**

Reporting on Resource Consents granted under Delegated Authority for the period 1 July to 30 September 2020.

### **Staff Recommendation**

It is recommended that:

The Planning Report for the third quarter of 2020 be received.

### **Report Discussion**

**July to September 2020:** During this quarter 20 consents were granted under Delegated Authority as set out in the table below. These approvals compare with 17 consents (7 Land Use, 5 Subdivision, 5 Permitted Boundary Activity) granted in the same period of 2019.

### **Decisions by Ward – July to September 2020**

	<b>Land Use</b>	<b>Subdivision</b>	<b>Boundary Activity</b>
Wharepuhunga	0	0	0
Kio Kio Korakonui	2	3	1
Waipa	0	0	0
Ōtorohanga	3	3	2
Kawhia Tihiroa	2	1	3
<b>Total</b>	<b>7</b>	<b>7</b>	<b>6</b>

**AR Loe**

**GROUP MANAGER ENVIRONMENT**

**Attachment:** Resource Consent Decisions 1/07/20 to 30/09/20

## Resource Consent Decisions

No	Applicant/Location/Proposal	O/S	Decision
<a href="#">200030</a>	SL and AM Kay 936 Wharepuhunga Road To erect and operate an OR2430 frost fan.	LU PS	GDA 10/07/20
<a href="#">200033</a>	C F E Limited 419 Te Kawa Road Boundary Relocation	LU PS	GDA 10/07/20
<a href="#">200032</a>	Woolworths NZ Ltd 123 Maniapoto Street Change Conditions of Landuse Consent RM01DA20	LU PS	GDA 29/07/20
<a href="#">200046</a>	RM Koroheke and BM Walters 26 Thomson Avenue Undertake earthworks and build retaining walls	LU PS	GDA 25/08/20
<a href="#">200040</a>	Happy Valley Nutrition Ltd 6 Redland Road Construct a car park and substation.	LU PS	GDA 4/09/20
<a href="#">200044</a>	Happy Valley Nutrition Ltd 5 Redland Road Additional earthworks - Change conditions of Land Use consent	LU PS	GDA 10/09/20
<a href="#">200051</a>	MH and JG Heslop 118 Main North Road Site a second Dwelling on one Title	LU PS	GDA 16/09/20
<b>Total for Land Use</b>			<b>7 consents</b>
<a href="#">200037</a>	RC & OF Newth 170 Te Tahī Road Shed sited within the 15m other yard	PB PS	GDA 21/07/20
<a href="#">200038</a>	Mrs M Loveridge 34-40 Orāhiri Terrace Site stormwater detention tank within the other yard.	PB PS	GDA 21/07/20
<a href="#">200042</a>	Z M Thorpe 1272 Te Kawa Road Site a dwelling within the other yard	PB PS	GDA 21/08/20
<a href="#">200043</a>	RE and ML Hughey Puketarata Road Site a Dwelling within the 15m other yard	PB PS	GDA 21/08/20
<a href="#">200052</a>	S G Miles 34 Te Kawa Street Site a Garage within the Other yard setbacks	PB PS	GDA 4/09/20
<a href="#">200053</a>	JL and GA Gisborne 158 Te Tahī Road Shed sited within the 15m wide other yard	PB PS	GDA 4/09/20
<b>Total for Permitted Boundary Activity</b>			<b>6 consents</b>



<a href="#">200028</a> N Pratt	SB PS GDA 10/07/20
5 Main North Road	
Boundary Relocation and create an Access Lot.	
<a href="#">200041</a> BBC Farms Limited Partnership	SB PS GDA 25/08/20
81, 141 191 and 259 Puketarata Road	
Create three additional lots and to undertake boundary relocations.	
<a href="#">200045</a> AD and HJ Major	SB PS GDA 8/09/20
36 Old Te Kuiti Road	
Create two additional Lots	
<a href="#">200050</a> HJ & MF Rothery Family Trust	SB PS GDA 21/09/20
19 Harper Ave	
Create a Right of Way	
<a href="#">200057</a> M J Hall	SB PS GDA 21/09/20
2803 State Highway 31 Kawhia Road	
Create a right of way	
<a href="#">200049</a> Insel Farms Ltd	SB PS GDA 22/09/20
15 Puketarata Rd and Kio Kio Station Rd	
Create four additional allotments	
<a href="#">200054</a> NG & HM Hunt Family Trust	SB PS GDA 23/09/20
465 Rangiatea Road	
Relocate boundaries between two certificates of title	

**Total for Subdivision** **7 consents**

**ITEM 58**                    **ROUTINE ANIMAL CONTROL OFFICERS REPORT FOR APRIL TO SEPTEMBER 2020**  
**TO:**                        **CHAIRPERSON AND MEMBERS**  
                                 **ŌTOROHANGA COMMUNITY BOARD**  
**FROM:**                    **GROUP MANAGER ENVIRONMENT**  
**DATE:**                    **4 NOVEMBER 2020 (OCB) 20 OCTOBER 2020 (ODC)**

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#### **Relevant Community Outcomes**

- The Ōtorohanga 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
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#### **Executive Summary**

A report from the Group Manager Environment on Dog and Animal Control activities in the District for the period April to September 2020.

#### **Staff Recommendation**

It is recommended that:

The report on Dog and Animal Control activities for the period April to September 2020 be received.

#### **Report Discussion**

	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>
Registration Notices issued	3	5	3	7	4	5
Property visits for Registration Checks - Rural	0	12	12	10	16	12
Property visits for Registration Checks – Urban	0	11	9	11	10	11
Property visits for SOP	0	2	2	4	2	1
Property visits for Two Dog Permit	0	0	0	0	0	0
Complaints – Dogs Actioned	16	19	14	19	11	22
Complaints – Stock Actioned	1	3	3	3	9	8
Street Patrols Night – Ōtorohanga	4	4	4	4	4	4
Street Patrols Day	18	21	24	20	23	21
Enquiries – Registration/Dog Control	16	23	14	23	21	21
Dogs Impounded	8	10	3	13	2	9
Stock Impounded	0	2	0	0	1	1
Written and Verbal Warnings	6	7	5	8	7	8
Infringement Notices Issued	0	0	0	0	0	2
Call Outs	2	3	3	4	4	3

#### **Registration Update**

The annual payment for dog registration was due on 1 August 2020 with a late payment penalty of 50% payable after that date. This year we received 1922 (*last year 2132*) registrations before the late payment penalties were imposed. At the end of September 2020 the total number of dogs registered was 2150 (*last year 2185*).

Despite efforts to notify and advertise deadlines there has been a continued decrease in the number of dogs registered on time. In addition to newspaper advertising and Facebook, staff are now texting owners to encourage prompt payment.

The number of un-registered dogs on 1 October was approximately 191 dogs with 114 owners in default (*last year 214 dogs and 117 owners*). This is a slight improvement on last year however these totals confirm the continuing decrease in numbers of registered dogs. At the end of September 2018 there were 2331 dogs registered.

**AR Loe**

**GROUP MANAGER ENVIRONMENT**

**BOARD MEMBER UPDATE**