



Otorohanga Community Board

AGENDA

WEDNESDAY
1 MAY 2019

4.00pm

- A PRESENTATION WILL BE MADE TO THE BOARD ON BEHALF OF PROJECT KIWIANA
- A CERTIFICATE OF OUTSTANDING SERVICE TO THE COMMUNITY WILL BE MADE TO BOARD MEMBER LIZ COWAN.

Members of the Otorohanga Community Board

Mr. Alan Buckman
Mrs. Katrina Christison
Mrs. Liz Cowan
Mr. Neville Gadd
Mr. Paul McConnell (Chair)
Mr. Peter Coventry

Minutes Secretary: Mr. C Tutty (Governance Supervisor)

OTOROHANGA COMMUNITY BOARD

WEDNESDAY 1 MAY 2019

Notice is hereby given that an Ordinary meeting of the Otorohanga Community Board will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Wednesday 1 May 2019 commencing at 4pm.

24 April 2019

Tanya Winter
CHIEF EXECUTIVE

AGENDA

ORDER OF BUSINESS:

ITEM	PAGE
PRESENT	1
IN ATTENDANCE	1
APOLOGIES	1
DECLARATION OF INTEREST	1
PUBLIC FORUM	1
CONFIRMATION OF MINUTES – 3 APRIL 2019	1

REPORTS

ITEM 76	CHAIRMAN'S REPORT (VERBAL)	2
ITEM 77	CHIEF EXECUTIVE REPORT 19 MARCH TO 15 APRIL 2019	2
ITEM 78	UPDATE ON THE OTOROHANGA COMMUNITY BOARD WALK AROUND OF OTOROHANGA	4
ITEM 79	UPDATE OTOROHANGA FOOTPATH CONSTRUCTION	7
ITEM 80	MATTERS REFERRED 3 APRIL 2019	8

GENERAL BUSINESS

PRESENT

IN ATTENDANCE

APOLOGIES

DECLARATION OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES – 3 APRIL 2019

ITEM 76 CHAIRMAN'S REPORT (VERBAL)

ITEM 77 CHIEF EXECUTIVE REPORT 19 MARCH TO 15 APRIL 2019

**To: Chair & Members
Otorohanga Community Board**

From: Chief Executive

Date: 16 April 2019

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Foster an involved and engaged Community
-

Executive Summary

The purpose of this report is to inform Council of the key focus areas for the Chief Executive in the last month.

Staff Recommendation

It is recommended that:

1. The report be received

Report Discussion

This following matters are highlighted for Council's attention:

1. Health and Safety

At the previous Council meeting, I stated that Health and Safety would be a priority for me. In the last month I have attended Council's Health and Safety rep meeting, read the regional H&S Manual adopted by the Waikato LASS, spent time with Robyn Kehoe who is currently Council's H&S Advisor, and met with the PSA (Council's Union) to discuss H&S. Health and Safety is a standing item on my weekly Leadership Team meetings. I have also considered the capacity and capability that Council needs in this area going forward and I am exploring options, including the possibility of a shared service with one of our neighbouring Councils. It is important to me that Council knows what I am doing in this area of the business and provides support to me as required.

2. Audit and Risk

I attended my first Audit and Risk Committee meeting this month. While there is a large volume of work ahead for this Committee, at the meeting it was agreed that the key focus areas for the June meeting would be:

- A policy stocktake across the whole organisation
- Finalising the Sensitive Expenditure Policy
- Creating a Risk Register
- Financial Framework for reporting to budget managers, Leadership Team, Audit and Risk and Council

3. Ward Tours

Phase Two of my ninety-day plan kicked off this month with Ward tours with Councillors Klos and Johnson and a quick look around Kawhia and Aotea with Kit Jeffries. Getting out and around the district is important to me. There is nothing quite like seeing first-hand the good things and the challenges we are facing around the district, and having people who have lived here pretty much their whole life. I have also attended a large number of community meetings and am trying to involve myself in community events. I am enjoying hearing about the fabulous work that is going on in our district.

4. Three Waters Review

Roger Brady and I attended a meeting in Hamilton with the Ministry for the Environment, Department of Internal Affairs and Ministry of Health who are jointly leading the review of three waters (drinking water, wastewater and stormwater).

It was well attended with a wide cross-section of agencies who have a key role to play in how our water is managed in the future. Some of the themes that came out of the meeting were:

- We need to adopt a catchment approach to water management rather than separating or isolating the three waters from each other
- Iwi partnership is key in achieving Māori aspirations and respecting the cultural importance of Te Mana o Te Wai
- Growing and developing capacity and capability in the three waters sector needs a national approach – we currently do not have enough people to do what the government is signalling they want to do
- Affordability is a key consideration for small communities – even though we were told this meeting wasn't focused on cost and who pays, we found it impossible to have conversations without considering the financial impact some of the proposed changes could make
- Adopting a compelling vision for freshwater that engages the community – at the moment much of the discussion is problem based using a “deficit model”. The government's vision that “everyone has access to safe drinking water” needs to be at the fore-front of the discussion

These meetings are being held around the country into mid-April. We will then receive a summary of key themes, which will also be presented to relevant ministers. From there some firmer proposals will emerge, probably around mid-year.

5. Professional/personal development

Keeping abreast of developments in the local government sector and expanding my own knowledge and experience is important to me personally, and adds value to the Council and district. I attended the 'Building Collective Leadership to Achieve Greater Social Impact' seminar at Wintec with my Leadership Team this last month as well as the SOLGM Midlands-Central branch meeting where I was on a panel discussion with other CEs on the topic “what keeps us awake at night”. I was also invited to be on a panel at the SOLGM Executive Leaders Masterclass in Auckland with Mike Stenhouse from Sheffield Recruitment and Dave Cull, Mayor of Dunedin. The topic was “Match Fit: What it takes to get the top job.” This presentation was aimed at second tier managers who aspire to be Chief Executives.

6. Other Meetings/Activities

I have attended a number of other meetings this month. They include:

- Inaugural all staff meeting
- Department of Corrections – Waikeria Prison project
- Ōtorohanga Museum
- Sport Waikato
- Beattie Home
- Steampunk Festival and Ball
- Inframax – Chief Executive
- Barbara Kuriger, MP
- Riding for the Disabled
- SOLGM Combined Central-Midlands branch
- Community Board meetings
- Project Kiwiana Committee
- Pera MacDonald and Derek Wooster - Iwi relationships
- Waikato LASS
- Waikato CE Forum
- Waikato Regional Airport Ltd Half-Year report
- Upper Waipa River Catchment Committee
- Waipa and Tihiroa Rural Water Supply Scheme Committees
- The Lines Company
- SOLGM Gala Dinner
- Kawhia Pop-in Club
- Various meetings with individual community members

Tanya Winter
CHIEF EXECUTIVE

ITEM 78 UPDATE ON THE OTOROHANGA COMMUNITY BOARD WALK AROUND OF OTOROHANGA

To: **Chair & Members
Otorohanga Community Board**

From: **Engineering Manager**

Date: **01 May 2019**

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 the 7th of March 2019 the Otorohanga Community Board walked around Otorohanga and compiled a document identifying areas of concern or possible improvement. This report is to provide feedback to the Community Board on the steps taken since the document was provided to staff and also for associated future plans.

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
Repair cracked asphalt around the manhole at the rear of the library.	Repair Scheduled for 24/04/19
Replace Scleranthus and add compost at the entrance to the I-site	Instruction given the Downer to complete the work.
Parking sign at the I-site is overgrown. Trim and Rhapsiolepis.	Instruction given the Downer to complete the work.
Rear fence and cut-outs at the library need cleaning.	Internal service request raised for parks staff to complete this work.
Power leads hanging from the front of the library.	Internal service request raised for parks staff to complete this work. (Ropes and power leads)
Fairy lights hanging from building (library) and wrapped around tree trunks.	Internal service request raised for parks staff to complete this work and Downer where needed.
Weed mat showing through near the front door of the library. Add bark and shape the area to retain the bark.	Instruction given the Downer to complete the work.
Planter box in the Village Green, replace rotten timber and repair / paint the planter.	This work was already identified and is to be scheduled to go ahead.
Rubbish bins are looking old and dirty.	Internal service request raised for parks staff to clean them.
White Ribbons up for years.	Instruction required by the Community Board to remove, move and / or clean and repaint the white ribbons.
Re-verting Agapanthus at the Village Green need be removed.	Instruction given the Downer to complete the work.
Village Green lawn in need to renewal.	Is there a desire for a redesign / upgrade of the village green and if so should this issue be

	addressed then? Direction needed. Broad leaf weeds to be addressed in the meantime.
Pou showing signs of fading and algae growth.	Local contractor to price the work.
Description panels of the pou are scratched.	KS Designs to look at these.
Village Green Camellias and Pieris shrub require trimming and shaping.	Instruction given the Downer to complete the work.
Village Green grafted flowering cherry prune and correct form.	Instruction given the Downer to complete the work.
Pittosporum to be pruned.	Instruction given the Downer to complete the work. Direction needed from the Community Board to remove these or not?
Clean cenotaph base.	Work has been completed.
Cenotaph plaque needs cleaning / touching up.	Internal service request raised for parks staff to clean.
Expedite the completion of the memorial cannon and return them to the park.	Mark action this.
Prune the tops and side of the shrubs in Memorial Park which are overgrowing the azaleas.	Instruction given the Downer to complete the work.
Do we need two rubbish bins so close together in memorial park.	Staff believe that they are both used and should remain.
Clean and re-paint picnic tables in Memorial Park	Internal service request raised for parks staff to clean and paint.
Replant bare patches in Memorial Park	Instruction given the Downer to complete the work.
Remove suckering alder on the back boundary of Memorial Park	This work is complete.
Totara Tree at the rear of Memorial Park could be "limbed up".	Staff to see advice from arborist.
Millennium "Te Rohe Potae" sculpture base (raw pounamu) needs cleaning, plaque at the base to be replaced. Descriptive story panel needs cleaning.	Internal service request raised for staff to complete this.
Commonwealth war memorial plaque would be better sited near the cenotaph.	Staff to make a recommendation on the best position to move this to.
Rotting bollards to be replaced.	Internal service request raised for parks staff to complete this work.
Shrub on Kakamutu Road obscuring traffic to be removed.	This work is complete.
Wahanui Crescent / Railway Station suckers at the base of the rhododendron to be removed.	Internal service request raised for parks staff to complete this work.
Flaxes at the Railway Station are very big and untidy. Remove and redo this garden?	Downer to remove the large flaxes
Otorohanga sign – clean limestone plinth.	Internal service request raised for parks staff to complete this work.
Plaque below Kiwiana mosaic at the Railway Station to be replaced.	KS Design to complete this work.
Plant casualty at the Railway Station	Owned by the tenant who gave permission to remove it.
Skylight panels at the Railway Station need cleaning. Exterior clean of the whole building is needed.	Chemwash and spray treatment to be undertaken.
Otorohanga sign at the Railway Station to be hung properly.	Ownership of the sign to be confirmed?
Faded yellow line at the edge of the platform.	This is work that Kiwirail will complete and a request has been made to them to do so. (Needs to go through the assets group in Wellington.)
South end pedestrian crossing – pavement cracking.	To be monitored, there is a possibility that the pedestrian crossing design could change?
Planter Island – concrete block dislodged.	Instruction given the Downer to complete the repair work.

Waipa River Bridge and the rail over bridge need cleaning and painting.	These are NZTA assets (State Highway). A request has been made to NZTA to carry out this work and this was re-iterated in the latest co-ordination with NZTA.
Crack willow and Japanese Walnut growing on the banks of the Waipa River near the SH3 Bridge.	Request has been made to WRC to remove these.
Tidy up the corner of Otewa Road / SH 3 where agapanthus is overgrown.	This work has been completed.
Dry gorse on railway bank above Sargent Place. Fire Hazard?	This is Kiwirail land and staff have been in contact with Kiwirail and requested that they cut the gorse down.
Renewal of Otorohanga entry signs near the cemetery?	Staff to obtain prices and check budgets.

Roger Brady
ENGINEERING MANAGER

ITEM 79 UPDATE OTOROHANGA FOOTPATH CONSTRUCTION

**To: Chair & Members
 Otorohanga Community Board**

From: Engineering Manager

Date: 1 May 2019

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

The contract to complete new footpaths in Otorohanga has been unsuccessful and this report serves to record the current position and what steps are being taken to resolve the issue.

Staff Recommendation

It is recommended:

That the report be received.

Report Discussion

The footpath construction and maintenance contract, C1053, was originally put out to tender in February 2018. Only one bid was received and this was almost twice as much as the estimated cost at \$243 712.95. Subsequently in August 2018 the tender was again advertised with two other contractors putting in a bid of \$298 204.93 and 410 442.82 respectively. Neither of these prices were accepted.

Negotiations were then entered into with the original lowest priced bidder with a change in the scope of works to exclude the maintenance work and a contract price of \$192 434.56 was agreed and the contract was awarded. Despite numerous requests and every attempt possible being made by Council staff to get the contractor to perform, the work was never started. The contractor then declined the contract and walked away from their commitment to undertake the works in February 2019.

Since then attempts have been made to negotiate with the maintenance contractor, Inframax and also the contractor doing the stopbank pathway without success. The situation is that the market conditions are such that contractors have more work than they can handle and contracts of this nature are not the preferred work under these market conditions. Both contractors have indicated that they may be able to undertake some of the work later in the year although neither have offered prices as yet.

Engineering staff are of the view that the works be carried over in the next financial year and should negotiations again prove unsuccessful then the work is retendered once more. Consideration would then be given to consolidating additional work to make the contract more attractive to potential tenderers.

Roger Brady
ENGINEERING MANAGER

ITEM 80 MATTERS REFERRED 3 APRIL 2019

**To: Chair & Members
 Otorohanga Community Board**

From: Governance Supervisor

Date: 1 May 2019

BOARD / CHAIR

To revisit the presentation made by Council's former Chief Executive concerning flooding within the Otorohanga District.

CORPORATE SERVICES MANAGER

To work with Council's IT Department regarding the state of the free town Wi-Fi.

ENVIROMENTAL SERVICES MANAGER

To prepare a report for consideration in a workshop situation on the options to regulate Coffee Carts operating within the Community.

GENERAL BUSINESS

