

Ōtorohanga District Council

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 25 March 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

19 March 2025



OPEN TO THE PUBLIC AGENDA

Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams
Kāwhia Tihiroa Councillor	Kit Jeffries
Kio Kio Korakonui Councillor	Rodney Dow
Ōtorohanga Councillor	Katrina Christison
Ōtorohanga Councillor	Steve Hughes
Rangiātea Councillor	Jaimee Tamaki
Rangiātea Councillor	Roy Willison
Waipā Councillor	Roy Johnson
Wharepūhanga Councillor	Cathy Prendergast

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the ŌDC's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>

Opening formalities	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
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Meeting closure		Katinga o te hui	127

Workshops			
1	Waikato Water Done Well		Open to the public
2	Monthly discussion with the Chief Executive		Public not permitted

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Acting Chief Executive, Nardia Gower on 19 March 2025.

Commencement of meeting**Te tīmatanga o te hui**

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

Apologies**Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received the following is recommended: *That Ōtorohanga District Council receive and accept the apology from ... for (non-attendance, late arrival, early departure).*

Public forum**Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

Sarah Snookes has requested to be heard on the Ōtorohanga Riding for Disabled.

Late items**Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to

note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item due to to be heard*

Declaration of conflict of interest

Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes

Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 25 February 2025 (document number 808985).

Ōtorohanga District Council

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 25 February 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

3 March 2025



OPEN TO THE PUBLIC

Attendance Register

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson and Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Rodney Dow	Attended
Ōtorohanga Councillor	Katrina Christison	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Apology
Rangiātea Councillor	Roy Willison	Attended
Waipā Councillor	Roy Johnson	Attended (online)
Wharepūhanga Councillor	Cathy Prendergast	Attended

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Attended

Opening formalities	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes (12 November 2024)	Te whakaū i ngā meneti	5
Confirmation of minutes (26 November 2024)	Te whakaū i ngā meneti	5
Receipt of Minutes (ŌCB 2 December)	Te rironga o ngā meneti	5
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	5

Decision reports	Ngā pūrongo whakatau	
Item 209	Draft Ōtorohanga Reserves Strategy and Management Plan – recommendations from the Ōtorohanga District Council Hearings Panel following the consideration of feedback/submissions	6
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Information only reports	Ngā pūrongo mōhiohio anake	
Item 214	Regulatory and Growth Activity: Six monthly update	10
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Other business		Ētahi atu take	
Councillor updates		Ngā kōrero hou a ngā Kaikaunihera	11
Resolution Register		Rēhita tatūnga	12

Public excluded		Take matatapu	
Item 217	Resolution to exclude the public for Item PE20 and Item PE21		13

Closing formalities		Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom		Karakia/huritao/whakataukī	13
Meeting closure		Katinga o te hui	13

Workshops		Hui awheawhe	
1	Monthly discussion with the Chief Executive		Public not permitted
2	Information session on water service delivery options		Open to the public

These Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Chief Executive, Tanya Winter on 3 March 2025.

Commencement of meeting**Te tīmatanga o te hui**

His Worship the Mayor declared the meeting open at 10.00am.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

His Worship the Mayor led Councillors in a recitation of the karakia provided in the agenda.

Apologies**Ngā hōnea**

Resolved C327: That Ōtorohanga District Council receive and accept the apology from Councillor Tamaki for non-attendance.

His Worship the Mayor | Councillor Willison

Public forum**Hui tūmatanui**

Mervyn Carr said the Ōtorohanga Sports Club had unfortunately not provided feedback to Council as part of the recent public consultation on the Ōtorohanga Reserves Strategy and Management Plan. He said although the concepts included in the Strategy were great for the town, there was also the option to utilise an existing facility by incorporating the Ōtorohanga Sports Club into the plan. He said the Sports Club is currently used for six months of the year and also has a grandstand that could be utilised. He said the Club could be extended to provide more facilities and also noted there was the option to upgrade the existing netball facilities. He asked if Council would take those options into consideration.

In answer to a question from Councillor Dow, Mr Carr said the rugby grounds has been improved by making it a sand based field. This requires annual maintenance costs of approximately \$15,000 but produces good turf as a result.

In answer to a question from Councillor Christison, Mr Carr said all visiting teams use the facilities at the grandstand, as well as women's sports teams, and it gets used for private and public events. Councillor Christison noted that one of the Concept Plan options would see the removal of parking from Island Reserve and she asked Mr Carr how the community would feel about that. Mr Carr said accessibility to the sideline and easy access for the elderly is something the community has become used to.

Councillor Jeffries said the concept of combining multiple clubs onto the Island Reserve had been raised in the past but hadn't gone ahead. It was noted it was expensive for one club to maintain its own facilities and utilisation by multiple sports would be more economic. He said the Sports Club might want to gift the facilities back to Council so it can be utilised to develop the area.

Graham Wilshier (Ōtorohanga Sports Club) agreed the Club should divest the facility to the Council with maintenance costs shared over multiple sports.

His Worship the Mayor thanked Ōtorohanga Sports Club representatives for attending the public forum. He said their feedback would go back to the Hearings Panel.

Late items

Ngā take tōmuri

There were no late items.

Declaration of conflict of interest

Te whakapuakanga pānga taharua

There were no conflicts of interest.

Confirmation of minutes

Te whakaū i ngā meneti

Resolved C328: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 10 December 2024 (document number 294729).

Councillor Jeffries | Councillor Dow

Councillor Jeffries noted an amendment to the minutes required under Item 199 – Assessment of Water Services delivery on a standalone basis (amendment of the words “investigation into water treatment plant” to “ investigation into wastewater plant”) on page 12 of the agenda.

Receipt of Minutes

Te rironga o ngā meneti

Resolved C329: That Ōtorohanga District Council receive the unconfirmed Minutes of the meeting of:

- a. the Ōtorohanga Community Board – 2 December 2024 (document number 791259); and,
- b. the Kāwhia Community Board – 5 December 2024 (document number 794256).

His Worship the Mayor | Councillor Prendergast

His Worship the Mayor’s verbal report

Te pūrongo ā-waha a te kahika

His Worship the Mayor said he had attended the pōwhiri for two new Chief Executives at Matamata-Piako and Waikato District Councils. He had also attended two online hui for the Mixed Use Rural Supply and Consumers Group under Taumata Arowai. He has met with the new Ōtorohanga Police Sergeant, Heyden Nunn, who will be a great asset to the community. On 10 February he hosted the Chief Executive and President of Local Government New Zealand and then undertook the Chief Executive’s six-monthly performance review. He attended the Council workshop on 11 February and mentioned the new young

person for Tuia this year is Paige Coffin- Bell. He attended the Rural Water Supply Committees meeting on 14 February and on 17 February he hosted the Waikato Mayoral Forum in the Council Chambers. On 18 February, along with fellow Mayors, he attended the Second and Final Bill Reading of Te Pire mō Ō-Rākau, Te Pae o Maumahara/Ō-Rākau Remembrance Bill involving Te Nehenehenui/Maniapoto, Raukawa and Waikato-Tainui. On 19 February he met with Te Ururoa Flavell who was amongst the cyclists travelling through the country promoting the Smear Your Mea campaign.

Resolved C330: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Councillor Dow

Decision reports

Ngā pūrongo whakatau

Item 209 – Draft Ōtorohanga Reserves Strategy and Management Plan – Recommendations from the Ōtorohanga District Council Hearings Panel following the Consideration of Feedback/Submissions.

ŌDC's Chief Advisor, Ross McNeil said feedback received over the last month, and at today's Public Forum, indicates Council is not quite there with an outcome that will best serve the community. He suggested some modified wording to the recommendation in his report to cover the additional feedback received.

In terms of the next process, Mr McNeil said it would be prudent to circle back to the Hearings Panel with the outcomes from the next stage of discussions to complete their information loop, but ultimately it would be Council's decision whether to adopt the Strategy and Management Plan.

In answer to a question from Councillor Christison, Mr McNeil said further discussions with stakeholders and sports clubs would be held as soon as possible and that elected members could be a part of those discussions if they wanted to.

In answer to a question from Councillor Jeffries, His Worship the Mayor said vesting the Ōtorohanga Sports Club in Council, as suggested by Mr Wilshier, would be subject to a separate process.

Resolved C331: That having considered the recommendations from the Hearings Panel, and the subsequent matters raised by the Ōtorohanga Sports Club at the Public Forum, the Ōtorohanga District Council:

1. Confirms the following changes be made to the draft Ōtorohanga Reserves Strategy:
 - a. That the Ōtorohanga 'Village Green' be included in the Strategy.
 - b. That specific cultural and heritage items/places, such as the Memorial Park guns, Village Green carvings/pou and the historic waka at Ōtorohanga Museum, be reflected as icons on the relevant maps in the Strategy.

2. Confirms that further discussions be held with the relevant clubs and organisations to:
 - a. Optimise the future configuration of the Ōtorohanga Domain, including the use of the Ōtorohanga Netball courts area; and,
 - b. Optimise the future configuration of Island Reserve, having regard to the future of the grandstand and noting the establishment of new courts for Ōtorohanga Netball as a priority action.
3. Confirms that an updated draft Ōtorohanga Reserves Strategy and Management Plan reflecting matters covered by 1 and 2 above be referred to the Hearings Panel for consideration prior to its recommendation to Council for adoption.
4. Notes that work on naming protocols is underway and that the naming of Reserves in the Strategy is aligned with the work undertaken as part of the development of the Ōtorohanga Town Concept Plan.

His Worship the Mayor | Councillor Hughes

Item 210 – Joint Submission on Local Water Done Well Bill #3

ŌDC's Chief Executive, Tanya Winter said the report was seeking Council's retrospective approval for a joint submission that the Waikato Water Done Well (WDDW) councils had put together in response to the Local Government (Water Services) Bill #3. She acknowledged the help of Anne McLeod in pulling the report together.

In answer to a question from Councillor Jeffries regarding setting water charges, Ms Winter said there would be a change to this at some stage and councils that don't have water meters are looking at a joint procurement process across the region.

In answer to a question from Councillor Jeffries, ŌDC's Mark Lewis said 'shared domestic' supply exclusion relates to facilities such as school and marae, which would be under a different standard of water filtration. He agreed to seek further clarification on this issue and email that information to Councillor Jeffries along with an answer to his query about the taxation status of any future water services CCO.

In answer to a further question from Councillor Jeffries around debt transfers, Ms Winter said there would be the opportunity to seek clarification on that issue at the water service delivery options workshop being held after the meeting.

In answer to a question from Councillor Hughes, Ms Winter said stormwater is currently levied through the general rate or a targeted rate. She said Council is still working through the implications of how stormwater would be levied with a water entity.

Resolved C332: That Ōtorohanga District Council:

- a) Receives the report 'Joint Submission on Local Water Done Well Bill #3' (document number 807131) and the Joint Submission from the participating Waikato Water Done Well participating councils (document number 807130)
- b) Ratify the approval of the Joint Submission on behalf of Council by the Chief Executive (following consultation with the Mayor)
- c) Note the overview of Bill#3 as set out in Appendix One to this report.

His Worship the Mayor | Deputy Mayor Williams

Item 211 – Local Water Done Well Option Analysis Process

ŌDC's Mark Lewis said the report confirmed the process for evaluation of any future water delivery options.

Resolved C333: That Ōtorohanga District Council receive the report 'Local Water Done Well Option Analysis Process' (Document number 807066) and confirm:

- a. The objectives for water services outlined in Appendix One;
- b. The critical success factors, evaluation criteria in Appendix Two, and the following weightings for each criterion:

Criterion	Weighting %
Financial sustainability	22
Community Connectiveness	17
Operational Effectiveness	19
Uphold partnerships	13
Regional Leverage	11
Maintain Viability	17
Total	100

Councillor Jeffries | Councillor Prendergast

Item 212 – Local Water Done Well Communications and Engagement Plan

ŌDC's Nardia Gower said the report presented the communications and engagement plan for Local Waters Done Well and set out the expectations for public consultation. Although not explicit in the Plan, she said ŌDC is part of a regional group working on messaging for complex issues.

His Worship the Mayor said he didn't have an issue holding public meetings as this legislation has been put on councils and we just need to share the information.

In answer to a question from Councillor Dow, ŌDC's Tanya Winter said both models would need to work out how much water is going to cost under a new system. She said there would be the opportunity to ask that question at the waters service delivery options workshop being held after the Council meeting.

Deputy Mayor Williams said public consultation would provide some clarity for people whose circumstances are not necessarily going to change under a new regime.

In answer to a question from Councillor Jeffries relating to costs and funding, Ms Winter said in moving straight to Stage 2, councils would be buying into a true collaborative model. His Worship the Mayor said there were still some unanswered questions and he acknowledged staff were under a lot of pressure to get this information in front of Council whilst working with incredibly tight regulatory timeframes. He thanked ŌDC staff for their efforts.

Resolved C334: That Ōtorohanga District Council endorse the Local Water Done Well Communication and Engagement Plan dated February 2025 (document number 805826) noting that:

- a) The alternative consultation mechanisms provided for in Sections 61-64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 will be applied
- b) Engagement with the community will be led by the Mayor and Elected Members using the tactics outlined in the Communication and Engagement Plan
- c) Consultation will adhere to the Principles of Consultation as per the Local Government Act 2002, Section 82
- d) Consultation will be for a period of one month from notification of Council's decision on its preferred option for the delivery of water services
- e) The public will be given the opportunity to present their views to Council, in person, at a hearing

His Worship the Mayor | Deputy Mayor Williams

Item 213 – Elections 2025 – Order of candidate names on voting papers

ŌDC's Graham Bunn said councils are required to adopt a method for order of candidate names on voting forms. He said ŌDC had adopted a random order in the two last local government elections. He said if no order is chosen by councils then it defaults to alphabetical.

Resolved C335: That Ōtorohanga District Council resolve in accordance with Section 31 of the Local Electoral Regulations 2001, that for the next three years including the 2025 Local Body Election and any By-elections within that time if required, the names of the candidates are arranged in random order.

Councillor Hughes | Councillor Jeffries

Information only reports**Ngā pūrongo mōhiohio anake****Item 214 – Regulatory and Growth Activity: Six monthly update**

Councillor Jeffries congratulated staff on a very thorough report.

In answer to a question from Councillor Hughes, ŌDC's Tony Quickfall said the shared services animal control team was working really well with a good community engagement approach. His Worship the Mayor asked Mr Quickfall to pass on Council's appreciation to the team.

Resolved C336: That the Ōtorohanga District Council receive the report titled 'Regulatory and Growth Activity: Six monthly update' (document number 805761).

Councillor Dow | Councillor Willison

Item 215 – Water Services Report to 25 February 2025

ŌDC's Mark Lewis introduced Manager Waters, Kumar Sevaratnam to Councillors and noted this was his first quarterly report to Council.

Mr Sevaratnam took his report as read; but also highlighted some key points relating to water quality, service request responses, complaints monitoring and upgrades undertaken within budgets. He said Council is currently recruiting for a Team Leader Waters and hoping to have someone in this position very soon.

In answer to a question from His Worship the Mayor, Mr Lewis said the moderate non-compliances reported in a recent stormwater consent audit were not of great concern but resulted in some actions to be worked on. He said as Council transitions into new consents the conditions would become harder.

In answer to a question from Councillor Hughes, Mr Lewis said Waikato Regional Council would issue low flow restrictions if levels reached prescribed levels. He said that would vary depending on the catchment for the water take. He said this is being constantly monitored and if it gets close to the threshold then a decision would be made about introducing restrictions. Mr Sevaratnam said water quality is still very good.

In answer to a question from Councillor Christison, Mr Sevaratnam said works undertaken on Kāwhia water supply last year have seen a significant reduction in leaks. Answering a further question on sludge disposal, Mr Lewis said Council needs to find a solution for the disposal of inorganic sludge as this is no longer disposed of to land.

Councillor Prendergast thanked Mr Lewis and his team for recent consultation with the rural community in Arohena which was greatly appreciated.

Resolved C337: That the Ōtorohanga District Council receive the report titled 'Water Services Report to 25 February 2025' (document number 806502) from Kumar Sevaratnam, Manager Waters.

His Worship the Mayor | Councillor Dow

Item 216 – Finance Report to 31 January 2025

ŌDC's Manager Finance, Brendan O'Callaghan noted this was the first Finance Report to Council since end October 2024.

In answer to a question from His Worship the Mayor relating to depreciation, Mr O'Callaghan said ŌDC's forecasts were based on BERL figures which hadn't factored in the period of larger inflation over the last two to three years. He said it wouldn't have a substantial impact this year and would be funded going forward.

In answer to a question from Councillor Jeffries, Mr O'Callaghan said water meters are billed four times per financial year in town and twice a year in the rural communities. Responding to a question on increased arrears as a result of rates increases, Mr O'Callaghan said this hadn't been substantial and would be provided in a report to the 10 March Risk and Assurance Committee.

In answer to a question from Councillor Hughes, Mr O'Callaghan said the due date for water billing is set through the Annual Plan and Long Term Plan processes.

Resolved C338: That the Ōtorohanga District Council receive the report titled 'Financial Report for the month ending 31 January 2025' (document number 805997) from Brendan O'Callaghan, Finance Manager.

Councillor Jeffries | Councillor Christison

Councillor updates on meetings attended on behalf of Ōtorohanga District Council**Ngā kōrero hou a ngā Kaikaunihera**

Deputy Mayor Williams said she had attended the Council workshop on 11 February and the meeting with the Local Government New Zealand President and Chief Executive on 10 February. She also attended the meeting with the Rural Water Committees on 14 February and the Mayoral Forum on 19 February. She said she had been inspired to see the cyclists come into town as part of the Smear Your Mea campaign. She met with the Regional Public Service Commissioner, along with the CE, on 21 February and on 24 February she attended the Joint Committee with the Waikato Civil Defence Emergency Management Group.

Councillor Christison said the Ōtorohanga Community Board didn't meet in February but did a walk around the town instead. She has attended a couple of Elevate meetings since the last Council meeting and also attended the Council workshop on 11 February.

Councillor Dow said he had attended the final Elevate meeting of 2024, helped with the Christmas decorations on the Village Green and attended the meeting with Rural Water Supply Committees on 14 February. He said after having a good rest over the summer break he had decided to run for Mayor in the Local Government elections in October.

Councillor Hughes said he had joined the walk around town that was held in lieu of the February Ōtorohanga Community Board meeting. He said he had been contacted by Stuff recently, who are running articles on Waikato towns, which had been reported positively.

Councillor Jeffries attended the 10 December 2024 ŌDC meeting and Christmas function, the 11 December Risk and Assurance Committee meeting followed by a Housing meeting. On 12 December he attended the Kāwhia School prizegiving and presentation of awards and on 13 December he attended Te Taiao o Kāwhia Moana meeting followed by the unveiling of a statue in Jervois Street. On 18 December he attended a Water Services Webinar and on 11 February 2025 he attended the ŌDC Reserve Strategy and Management Plan Hearings followed by an ŌDC workshop and briefing. On 13 February he attended a public meeting on Kāwhia beach access followed by the Kāwhia Community Board meeting and on 14 February he joined online at an ŌDC Rural Water Scheme meeting. On 20 and 24 February Councillor Jeffries attended informal Kāwhia Community Board meetings about 2025-26 budgets.

Councillor Prendergast also attended the meeting with Local Government New Zealand on 10 February along with the North King Country Development Trust AGM and strategy session that evening. She attended the meeting with the Arohena community on 19 February and said they had been very well supported and that the letter sent out in advance of the meeting had answered most of their questions. She said the community seems calm about the suggested move to non-potable water and willing to progress to the next stage. She said she would also be standing for Mayor in the October Local Government Elections.

Councillor Willison offered his congratulations to the newly announced Mayoral candidates. He also congratulated everyone around the table for their support of Council matters.

Councillor Johnson said he had enjoyed the positive engagement with Local Government New Zealand on 10 February and that he had also attended the Chief Executive's six-monthly performance review later that day. He attended a two-day District Licensing Committee hearing in Te Kuiti and also the Rural Water Supply Committee meeting on 14 February. He said he had spent some time on the Piston Festival and is looking forward to the Truck and Ute Festival next year.

Resolution Register

Rēhita tatūnga

Resolved C339: That Ōtorohanga District Council confirm the removal of Resolutions C315 to C321 from the Register

Councillor Dow | Councillor Hughes

His Worship the Mayor said the livestream would now be stopped with Council moving to Public Excluded items.

Public excluded**Take matatapu****Item 217 – Resolution to exclude the public for Item PE20 – Appointment of Recovery Manager and Item PE21 – Chief Executive KPI Six Month Review**

Resolved C340: That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE20: Appointment of Recovery Manager	Section 9(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons
Item PE21: Chief Executive KPI Six Month Review	Section 9(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons

His Worship the Mayor | Councillor Willison

The public were excluded from the meeting at 11.53am and re-admitted at 12.23pm.

Meeting closure**Katinga o te hui**

His Worship the Mayor declared the meeting closed at 12.25pm.

Workshops**Hui awheawhe**

Councillor Dow did not attend the workshops.

Workshop 1 – Monthly discussion with the Chief Executive

Public were not permitted

Workshop 2 – Information session on water service delivery options

Open to the public

Community Board Member Kat Brown-Merrin attended the workshop in person until 4.15pm.

Lorraine Kendrick (Beca) attended the workshop in person (2.00pm – 3.00pm).

Marlon Bridge and David Hawkins (Department of Internal Affairs) joined the workshop online (2.00pm – 4.15pm)

The workshop adjourned at 2.47pm and reconvened at 3.04pm

Vaughan Payne and Kelvin French (CoLab) attended the Workshop (3.04pm – 4.15pm)

Workshop closed 4.25pm

Receipt of Minutes**Te rironga o ngā meneti**

The unconfirmed Minutes of the meetings of the Kāwhia Community Boards are attached on the following page. The Ōtorohanga Community Board meeting scheduled for February 2025 was cancelled. The Ōtorohanga and Kāwhia community board meetings scheduled for March 2025 were both cancelled.

Staff recommendation

That Ōtorohanga District Council receive the unconfirmed Minutes of the meeting of the Kāwhia Community Board – 13 February 2025 (document number 809213).

Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 13 February 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

3 March 2025



OPEN TO THE PUBLIC MINUTES

Kāwhia Community Board membership

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended via Zoom
Ōtorohanga District Councillor	Kit Jeffries	Attended
Board Member	Richard Harpur	Attended
Board Member	Dave Walsh	Apology

There were 19 members of the public present.

Opening formalities

Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

Item 31	Kāwhia beach access road – legal status	7
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Public excluded**Take matatapu**

There were no reports.

Other business**Ētahi atu take**

Board Member updates		8
Board projects		8
Community Board discretionary fund		9
Resolution Register		10

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	10
Meeting closure	Katinga o te hui	10

Workshops/briefings

Workshop	Kāwhia boat park	Open to the public
Workshop	Draft Annual Plan 2025/26	Open to the public

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 3 March 2025.

Commencement of meeting**Te tīmatanga o te hui**

Chairperson Good declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

Deputy Chairperson Whiu provided the opening karakia.

Apologies**Ngā hōnea**

Resolved K95: That Kāwhia Community Board receive and accept the apology from Board Member Walsh for non-attendance.

Chairperson Geoff Good | Councillor Jeffries

Public forum**Hui tūmatanui****Speaker 1: Hano Ormsby**

Mr Ormsby spoke on the Kāwhia Kai Festival and requested the use of the Domain for February 2026 on behalf of the Committee. He also sought to look at utilising the Sports Club and grounds for sports or any event and advocated for discussions on the matter.

Councillor Jeffries spoke on the reinstatement of the Festival but queried if use of the Domain had any traffic management issues and also if the current lessees had been approached for their consent. Bruce Brendon advised the Festival would not require a road closure but may require traffic management as all parking would be onsite. He stated it would be easier than using the main street. He advised the lessee had no issues in previous years, but a formal request is yet to be made for 2026.

Board Member Harpur noted the Kāwhia Domain lease was due for renewal. ŌDC's Graham Bunn noted the Kāwhia Sports Club lease was recently renewed and he noted the Club were keen to develop further use of the area.

Mr Ormsby noted confirmation of use was needed as communication to potential stall holders was pending.

Speaker 2: David Brown from Fire and Emergency New Zealand (FENZ)

Mr Brown spoke on his role with FENZ. He said Ōtorohanga District was on a restricted fire season, however it was likely a prohibited fire season would be activated shortly.

He referred to the Omimiti Street house raised by Councillor Jeffries at the December meeting noting that there was nothing onsite that would trigger FENZ to assess it as a fire hazard. A readily available ignition source was required whereas long dry grass or a derelict building was not a trigger.

He spoke on the liaison with Tainui Kāwhia Ltd (TKI) to ensure fire preparedness measures were in place. He acknowledged Aotea residents who approached FENZ about concerns with the forestry. A meeting was held in the community and some signs have now been installed. Installation of signs is restricted via legislation. However further installation of signs was under consideration.

Councillor Jeffries sought clarification that the prohibited fire ban is for all fires and Mr Brown confirmed that was correct. However this may be subject to approval from FENZ for some applications.

Speaker 3: Horahaere Scott

Ms Scott spoke on the land belonging to Kāwhia Tainui Incorporated Ltd (TKI), noting they have engaged a lawyer to claim back the land. The lawyer will be writing to ŌDC to advise the road is illegal where TKI's land crosses the beach. She asked the Board to support TKI's application for the alternative accessway proposal to ŌDC. She said ŌDC was responsible for the easement at Tom French Reserve and that TKI was waiting to talk to ŌDC to discuss this.

Board Member Harpur stated he believed the issue could be sorted with goodwill and that he supported its resolution. He noted there was angst in the community and an alternative access was required before access was restricted. Ms Scott reiterated that ŌDC has the ability to change the bylaw. Board Member Harpur queried who had the money or if the bill would need to be picked up by ratepayers.

Councillor Jeffries noted the introduction or amendment of a bylaw had an associated cost. He queried the legal advice on the Māori Registered land which was not affected by the King's Chain. He queried if the owners would still allow access until an alternative accessway was opened.

Board Member Harpur noted there was an element of danger in the pathway, but a couple of strategically placed signs may alleviate immediate issues. Chairperson Good agreed with the installation of signs.

Chairperson Good queried if the legal advice was that the TKI land extended into the ocean. ŌDC's Tony Quickfall said Council understood the legal advice was correct.

Deputy Chairperson Whiu supported the presentation from Ms Scott.

Speaker 4: Kathie Rifle

Ms Rifle spoke on the Kāwhia Museum and Information Centre. She said she had raised an issue on 1 February when visitors complained the public toilets were locked. She said the Information Centre had not been advised and there were no alternative toilets and no local contacts. She asked for an appropriate communication plan to be agreed between the Centre and ŌDC.

She spoke on access to the Museum and Information Centre, noting ongoing concerns on access as the yellow no parking lines were not being adhered to. She noted this was causing safety issues between the park and beach. She recommended a chain or similar with the Museum as a keyholder.

She advised there was insufficient mobility parks available close to the Museum and Reserve.

She noted the signage in the vicinity was not being adhered to. She advised the Museum would welcome regular visits from ŌDC and the Board to ensure that the facility meets the goals in their plan. She noted plumbing issues were not yet resolved.

Councillor Jeffries said any financial assistance requests should be provided as soon as possible as budgets were being reviewed. Chairperson Good queried if there were any potential issues with the use of a chain and Ms Rifle noted the only potential issue would be afterhours but a phone call would ensure a key could be produced.

Late items**Ngā take tōmuri**

There were no late items.

Declaration of conflict of interest**Te whakapuakanga pānga taharua**

There were no declarations made.

Confirmation of minutes**Te whakaū i ngā meneti**

Resolved K96: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 5 December 2024 (document number 794256).

Chairperson Good | Board Member Harpur

Board Member Harpur spoke on the presentation at the last meeting and the request for a letter of support from the Board.

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake****Item 31: Kāwhia beach access road – legal status**

ŌDC's Tony Quickfall spoke to the staff report noting signs were an operational matter that staff could progress. He noted the next steps would be to identify the alternative beach access and have this legalised. And then a decision would need to be made on whether to close the road and if Council should be asked to amend its traffic management bylaw. He said the suggestion of a beach patrol had been mentioned but noted that would come at a cost and asked how that would be enforced.

The item was adjourned at 4.59pm to accommodate a public forum speaker.

Public forum**Hui tūmatanui****Speaker 5: Yvonne Hawker**

Ms Hawker asked if a memorial seat could be installed close to the road that goes to the Museum in memory of her late husband.

Chairperson Good requested she speak to Councillor Jeffries and provide information on the location and type for further Board consideration.

Information only reports**Ngā pūrongo mōhiohio anake****Item 31: Kāwhia beach access road – legal status**

ŌDC's Tony Quickfall introduced ŌDC's Roading Manager, Paul Strange and noted actions such as permits, beach control and other matters raised in the community meeting had an associated cost which would need to be considered.

Mr Strange spoke about the private land which was being treated as a public road. He noted that if a member of the public had an accident on a public road, then the driver was at fault, whereas on private land there was potential for the landowner to be considered responsible for any incidents. Mr Quickfall

noted this could be covered on a possible sign such as 'drive at your own risk' which may address the legal issue.

Chairperson Good spoke in response to comments made by Board Member Harpur noting there is work going on with the signage and, regardless of the final decision, it would be some time before this happens.

Chairperson Good noted the Waikato Regional Council representative at the community meeting held prior to the Board meeting was their Biodiversity Team Leader, Jacob Dexter. Mr Quickfall confirmed that on ŌDC's titles the Māori land extends into the water. He noted an esplanade strip moves with the river and that this did not apply for this matter.

Resolved K97: That the Kāwhia Community Board receive the report titled 'Kāwhia beach access road – legal status' (document number 797961).

Councillor Jeffries | Board Member Whiu

Public excluded

Take matatapu

There were no reports.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

Chairperson Good said a suggestion had been made to put ranch sliders and a deck in the community hall to assist with the airflow and to provide visibility to the playground.

Councillor Jeffries advised he had attended a catch up with Wāipa Networks, a Council meeting, a Risk and Assurance Committee meeting, Ōtorohanga Housing meeting, Kāwhia School prizegiving, Te Taiao o Kāwhia meeting and unveiling of a statue on Jervois Street. In February he attended the Ōtorohanga Reserve Management Strategy and Plan hearing and also Elected Member workshops.

Deputy Chairperson Whiu advised she was currently involved with the Waikato Tainui games event preparation and she noted the participation from Kāwhia and Aotea marae. She noted the signage raised at the previous meeting was underway with a concept design to be presented to the next meeting.

Board projects

Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised she will present proofs to the next Board meeting.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

Board Member Harpur advised he had visited the boat ramp and car parks on a regular basis. He advised the rubbish bins were full. He said he thought ŌDC needed to consider clamping vehicles.

Deputy Chairperson Whiu left the meeting at 5.22pm.

Board Member Harpur also raised an issue about a large tree over the garage which is covered in ivy. He had made enquiries and found out it was on private property. Mr Quickfall spoke on ŌDC's ability to intervene on private property matters.

Board Member Harpur said the five leaks he had reported which were attended to promptly but he said there were local contractors who could provide a quicker response.

Board Member Harpur queried if the ŌDC lease for the Domain could include a clause for the use by the Kāwhia Kai Festival when it was renewed. ŌDC's Graham Bunn indicated this was a possibility.

Community Board discretionary fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Kāwhia and Aotea community in the present and for the future.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
3/10/24	K81	Kāwhia Kai Festival	Event funding	1,000
7/11/24	K86	Kāwhia Kai Festival	Resolution K81 rescinded	-1,000
5/12/24	K94	Annie Mahara	Hall hire for Operation Kai 4 All	417.40
			Total granted	\$417.40
			Total remaining	\$4,582.60

Resolution Register

Previous resolutions of the Kāwhia Community Board which are not yet finalised are outlined below.

Resolution #	Date	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	There are two phases of this project. The first is the development of an asset management plan for the wharf structure. This has been developed and is contained within the infrastructure Asset Management Plan and is currently being reviewed. Once completed, the Plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further discussions are anticipated in 2025 about ongoing charges and funding.
05/12/24	K91	That the Kāwhia Community Board: a) receives the feedback from the community from the consultation period and b) approves the removal of 12 trees including 10 Pōhutukawa along the seawall to the left of Pouewe St on the main entrance to Kāwhia as identified in the October 2024 report (document number 781672). c) Requests the trees are identified via marking for community awareness prior to their removal. d) Requests the wood is offered to local marae and the community for re-use.	The removal of the trees is planned for after the holiday period. It is recommended that this Resolution be retained until the trees have been removed and an update provided to the Board.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Chairperson Good provided closing words of wisdom.

Meeting closure

Katinga o te hui

Chairperson Good declared the meeting closed at 5.33pm.

Workshops/briefings

Workshop	Draft Annual Plan 2025/26
Briefing	Tree removal
Workshop	Kāwhia boat park
Discussion	Topics raised in the public forum

His Worship the Mayor's verbal report**Te pūrongo ā-waha a te kahika**

His Worship will provide a verbal update at the meeting.

Staff recommendation

That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

Decision reports**Ngā pūrongo whakatau**

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Item 218 Application for temporary road closure – Ōtorohanga and Kāwhia ANZAC parades

To Ōtorohanga District Council

From Paul Strange, Manager Roading

Type **DECISION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. To consider an application for road closures within the Ōtorohanga and Kāwhia townships to enable the communities to hold the annual ANZAC parades.

2. Executive summary | Whakarāpopoto matua

2.1. An application has been received from Ōtorohanga District Council for road closures/disruptions within the Ōtorohanga and Kāwhia townships to enable the communities to hold the annual ANZAC parades affecting:

- Ōtorohanga township: affecting State Highway 3, Turongo Street, Kakamutu Road, Tuhoro Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Whanau Crescent, Gradara Avenue, Cowley Lane, Hunter Lane and Pine Street.
- Kāwhia township: affecting Pouewe Street, Jervois Street and Tainui Street
- Date: 25 April 2025
- Time: Ōtorohanga 5.45am - 6.45am and 9.30am - 11.00am
- Time: Kāwhia 12.45pm – 1.45pm

2.2. The proposed events were advertised on 6 February. Objections closed on 5 March and no objections were received.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Maniapoto Street SH 3 (from SH31/3 to intersection of Huiputea Drive), Kakamutu Road (from SH3 to Turongo Street), Gradara Avenue (from Kakamutu Street to Summit Drive), in Ōtorohanga on 25 April 2025 between 4.00am and 1.00pm. Noting this will also affect traffic on SH3, SH31, Turongo Street, Kakamutu Road, Tuhoro

Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Whanau Crescent, Gradara Avenue, Cowley Lane, Hunter Lane and Pine Street

- b. Approve the Temporary Road Closure, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Pouewe Street and Jervois Street in Kāwhia on 25 April 2025 between 12.00pm and 2.30pm. Note this will affect traffic in and out of Kāwhia.
- c. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

4. Context | Horopaki

- 4.1. This event is an annual event and provides an opportunity to reflect on aspects of our history in the district.
- 4.2. If approved, the application process includes the following conditions are met:
 - Public notice advertisements are to be published in the King Country News, Council’s website and Facebook page.
 - Applicant is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures. A subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
 - Applicant is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures.
 - Emergency Services always have right of passage.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. Roothing is defined as a significant activity. However, as this is a discretionary activity with a low cost it is assessed as not significant and that community engagement as defined by the legal requirements is sufficient.
- 5.2. If approved this event will be publicly advertised.
- 5.3. Individual properties affected will be mail dropped 10 days before the event.

Impacts on Māori

- 5.4. Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

Risk analysis

- 5.5. Ōtorohanga District Council has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for Council.

Policy and plans

- 5.6. Staff confirm that the recommendation in this report complies with Council's Policies and Plans.

Legal

- 5.7. The road closure is being dealt with under the provisions of the Tenth Schedule of the Local Government Act 1974 for this event.

Financial

- 5.8. ANZAC related costs, including road closures, are funded from operational budgets.

6. Discussion | He kōrerorero**Option 1: Council approve the temporary road closures**

- 6.1. ANZAC Day services have been held consistently, excluding over the COVID period. There is an expectation from the Returned Services Association and the public that these services will continue to be held in the same format including the routes taken.

Option 2: Council decline the temporary road closures

- 6.2. Negative feedback from the public and RSAs would likely be received as no public consultation has been held on any changes to the routes that trigger the requirement for the proposed road closures.

Recommended option and rationale

- 6.3. The preferred option is that Council grant approval.

Item 219 Application for temporary road closure: Hamilton Car Club – Ngutunui Hillclimb

To Ōtorohanga District Council

From Paul Strange, Manager Roading

Type **DECISION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. To consider an application for road closures within the Ōtorohanga District to enable the Hamilton Car Club to hold the annual Ngutunui Hillclimb.

2. Executive summary | Whakarāpopoto matua

2.1. An application has been received from Hamilton Car Club for road closures/disruptions within the Ōtorohanga District to enable the club to hold the Ngutunui Hillclimb affecting:

- Pekanui Road from its intersection with Ngutunui Road to its intersection with Okupata, Pirongia West and Te Rauamoia Roads, ‘T’ intersection.
- Date: 4 May 2025. Time: 7.30am – 4.00pm.

2.2. The proposed closures were advertised on 20 February 2026 and no objections were received.

2.3. The event works with Ngutunui School to provide hosting for the event. This generates local interest and provides additional income to the school.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a. Approve the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of **Pekanui Road** from its intersection with Ngutunui Road to its intersection with Okupata, Pirongia West and Te Rauamoia Roads, ‘T’ intersection on **4 May 2025 between 7.30am and 4.00pm**. Noting this will also affect traffic on Scott Road (no exit) and Okupata, Pirongia West and Te Rauamoia Roads.
- b. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

4. Context | Horopaki

- 4.1. This event is an annual event and provides an opportunity to attract interest in the district.
- 4.2. Hamilton Car Club has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. They are prepared to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965. Hamilton Car Club are in the process of obtaining consents from residents of the affected areas, indicating agreement for the road closures.
- 4.3. Hamilton Car Club are hosting the event at Ngutunui School and this provides the school with a fundraising opportunity and a change for the community to come together socially.
- 4.4. If approved, the application process includes the following conditions are met:
 - Applicant to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.
 - Applicant to pay a bond of \$5,000.00, this bond can be waived at the discretion of the Group Manager Engineering & Assets on application. The said bond is returnable after post event drive over, undertaken by Council's Roading Team.
 - Applicant to pay for all advertising costs to the appropriate newspapers. Public notice advertisements are to be published in the King Country News, Council's website and Facebook page.
 - Applicant is responsible for obtaining public liability insurance, (and paying the cost thereof), to a minimum value of \$10,000,000. This is required to indemnify Council against any damage to the property because of rally activities during the road closure period.
 - Applicant is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures. A subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
 - Applicant is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures.
 - All gates and entranceways are to be taped, and to ensure its removal thereafter.
 - Signs advising of the road closures are to be erected at the start and end of the closed portions of the roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure.
 - Emergency Services always have right of passage.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. Roothing is defined as a significant activity. However, as this is a discretionary activity with a low cost it is assessed as not significant and that community engagement as defined by the legal requirements is sufficient.
- 5.2. If approved this event will be publicly advertised.
- 5.3. Individual properties affected will be mail dropped 10 days before the event.

Impacts on Māori

- 5.4. Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

Risk analysis

- 5.5. Ōtorohanga District Council has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for ŌDC.

Policy and plans

- 5.6. Staff confirm that the recommendation in this report complies with ŌDC's Policies and Plans.

Legal

- 5.7. The road closure is being dealt with under the provisions of the Tenth Schedule of the Local Government Act 1974 for this event.

Financial

- 5.8. Staff confirm that the recommendation has no financial impact to ŌDC.

6. Discussion | He kōrerorero

Option 1 – ŌDC to approve the rally

6.1. Advantages:

- a) A sporting event is held in the district which provides entertainment and promotes the district. Rally participants and spectators will visit the district and spend money with local businesses.
- b) Funds will be raised for the benefit of the local Ngutunui School.
- c) The location of the rally is such that only a relatively small number of local residents are inconvenienced as any traffic passing through the district would not use these roads.

6.2. Disadvantages:

- a) Inconvenience to local residents and road users.
- b) The possibility of some damage to the road or adjacent property.

Option 2 - Council to decline the rally

6.3. Advantages:

- a) No inconvenience to local residents and road users.
- b) No possibility of any damage to the road or adjacent property.

6.4. Disadvantages:

- a) The opportunity to provide entertainment and also promote the district is lost.
- b) An opportunity to for increased spending in the district is lost.
- c) No funds will be raised for the benefit of the local Ngutunui School.

Recommended option and rationale

6.5. The preferred option is that ŌDC grant approval.

6.6. The reason for this is because the benefits outweigh the negatives and the track record of holding the Hillclimb on these roads is such that no damage to the roads or safety concerns were raised by residents the last time the rally was held.

Information only reports**Ngā pūrongo mōhiohio anake**

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Item 220 Roothing Activity quarterly update – March 2025

To Ōtorohanga District Council

From Paul Strange, Manager Roothing

Type **INFORMATION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. This report serves as a comprehensive overview of the state of our district’s road network, highlighting key developments, challenges, and progress made in maintaining and improving our vital transportation network.

2. Executive summary | Whakarāpopoto matua

- 2.1. Our roads connect our community.
- 2.2. This report will cover various aspects of the roading infrastructure for 2024/25; including maintenance activities, capital projects, budget allocations, and environmental considerations. Staff will also give a brief report on the priorities for 2026/27.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Roothing Activity Update – March 2025’ (document number 810454) from Paul Strange, Manager Roothing.

4. 2024/25 Financial summary

Activity	Budget	Year-to date actual spend
Subsidised maintenance and renewals	\$10,203,000	31 Jan 2025 \$5,687,000
		Provisional 28 Feb 2025 \$6,550,000
Road safety promotion, education and advertising	\$108,700	31 Jan 2025 \$63,250

- 4.1. Significant achievements in 2024/25 as at 28 February:
- Ngutunui Road pavement rehabilitation completed \$825,000.
 - Aotearoa Road pavement rehabilitation complete \$619,000.
 - Waipapa Road pavement rehabilitation underway \$600,000 – three sites.

- Drainage and culvert upgrades \$378,000 spent, 10 culverts upgraded, including major culverts on Bayley Road and Cannon Road replaced. 38.4kms of reseal sites had new water tables.
- Large tree trimming programme completed which has received some great praise but also some negative feedback on tidiness of trimming. \$340,000 spent.
- Huiputea Drive, 17 March Asphalt Cement (AC) resurfacing \$158,000.
- Reseals \$650,000. 15.4kms completed as at 28 Feb (24/25 programme 1.84M, 38.4kms)
- Metal road resurfacing completed in area nine and area three. Ngutunui and Wharepūhanga area \$575,000.
- Minor events (slips and washouts) \$210,000 all work completed. No significant sites.

5. 2024/25 Work programme

Road maintenance contract

- 5.1. Overall, our maintenance and renewal programmes and budgets for the 2024/25 year have been rescoped with some adjustments to accommodate reduced NZTA funding.
- 5.2. The pre-seal repairs for 2024/25 are completed, and staff are about to start pre-reseal repairs for next summer’s reseals.
- 5.3. Safety improvements - none planned as none budgeted.
- 5.4. Vegetation control is on track with a high cut mow completed.
- 5.5. No new slip events of note.
- 5.6. Cannon Road culvert permanent repairs have been completed.

Pavement rehabilitation

Road	Start ¹	End	Budget	Status
Harbour Road	6.80	7.80	\$380k	Deferred
Ngutunui Road	1.22	3.78	\$825k	Complete
Okupata Road	0.30	1.10	\$380k	Deferred
Aotearoa Road	7.00	8.40	\$619k	Complete
Waipapa Road	11.59	11.98	\$122k	Starting March, one lane only
Waipapa Road	13.80	14.37	\$252k	Starting March
Waipapa Road	15.51	16.08	\$270k	Starting March

- 5.7. Staff are planning to overspend the annual budget (adjust from next year) to reduce the chance of Waipapa Road becoming slippery over winter. All roads above are causing current operational issues

¹ Start and end align with rapid numbers.

and increasingly unsafe surfaces in adverse weather. Waipapa Road has the higher traffic volume and higher speeds.

- 5.8. Note that \$2M was removed from this area in the 2021/24 period to manage budgets. This has created a backlog staff will need to manage.

Reseals

- 5.9. Chipseals: 38.4kms were programmed. 15.4kms were completed as at 28 February. The contractor has left the district and will return late March to complete the programme. Planned completion is expected by 18 April.
- 5.10. Asphalt surfacing is planned for the rail underpass at Huiputea Drive on 17 March. Works will be disruptive and need planning to reduce impacts. This is the only HGV (over 44 tonne) route through Ōtorohanga. Stormwater improvements to control gravel and silt entering the system have been completed, however sealing the adjacent carpark will improve amenity and result in less gravel entering the stormwater system. Asphalt being completed via Inframax and the maintenance contract.
- 5.11. New reseal contractor HEB has settled into the work well and staff are pleased with the work quality.
- 5.12. Resealing was also completed at the Ōtorohanga Cemetery.



District wide line marking

- 5.13. Full network remark last completed in June/ July 2024, and next remark planned May 2025.

Unsealed bulk metalling

- 5.14. Work is completed in area nine and area three. Ngutunui and Wharepūhunga area \$575,000.

Urban footpath renewals

- 5.15. Footpath conditions assessments and defects list have been prepared for maintenance contractor to programme urgent repairs.
- 5.16. Footpath renewal programme was developed to encourage replacement of longer lengths of footpath and upgrading of paths in areas of greatest need. This was workshopped at the Kāwhia and Ōtorohanga Community Board meetings in June 2024. The reduced NZTA funding has resulted in the planned annual renewal programme of \$400,000 being resized to \$125,000. Staff have identified a backlog of

around \$800,000. Staff will also need to revisit with the Community Boards, as the LTP indicated a much-improved service, which cannot now be delivered.

Streetlight maintenance and renewals

- 5.17. Currently streetlight maintenance is being undertaken as an “on request” service with The Lines Company. Staff have spent under \$447 YTD so consider the cost of a tender to be unnecessary.
- 5.18. Staff have approval from NZTA to install Ōtorohanga icons and decorative LED lighting on the State Highway Streetlights (Maniapoto St). Obtaining NZTA traffic management approval is ongoing.

Bridges

- 5.19. Bridge inspections underway, no urgent issues to date.
- 5.20. Staff are currently reviewing the posted bridges within the district on 50MAX restrictions on the network. The initial findings have shown that there will need to be some changes to the posting of bridges. Once the review is completed a report will be brought to Council.
- 5.21. At this time the likely outcome is:
- Four bridges will be below 44 tonnes (including Loop Road culvert).
 - 17 bridges restricted to 44 tonnes (including Harbour Road- Waiharakeke, Waipapa Road- Mangawhio, Te Kawa Road - Waipa River, Ngutunui Road - large ARMCO culvert).
 - 14 bridges restricted to 45/46 tonnes (further investigation to see if these are able to take 50MAX with 10km/hr speed limit).
 - Two bridges restricted to 50MAX with 10km/hr speed limit.
 - Total 37 restricted bridges with the rest of the network 50MAX capable (86 bridges and 81 underpasses)

Drainage and stormwater resilience

- 5.22. Planning is underway for 20 culvert and two major culvert renewals in 2025/26.
- 5.23. A Cannon Road culvert failed without warning and was replaced. It was over 4.5m deep.
- 5.24. A Bayley Road culvert replaced (1200mm pipe).
- 5.25. An application for additional resilience funding with NZTA was made.
- 5.26. Planned water table renewal on all rural reseal sites. This will cause some issues with landowner mown rural berms but will reduce pavement failure in future. Staff will only recut the areas where it is needed to improve drainage if the berm is mown.
- 5.27. Emerging issues with two timber barrel culverts that are in poor condition, in Loop Road 1800mm pipe and Landing Road 1500mm pipe, very deep. Investigating options for replacement but could be \$100,000 each.



- 5.28. Hopefully staff can reline the Landing Road culvert with a heavy duty MDPE pipe for \$30,000 but the downside is it will reduce capacity but prevent total failure.
- 5.29. Last year's 93 culvert renewals have resulted in a noticeable reduction in callouts during storms. Staff targeted the worst performing areas for these culvert renewals and also improved roadside drainage in these same areas.
- 5.30. Future stormwater resilience will focus on critical infrastructure such as road culverts and bridges from erosion and damage caused by excessive water flow and flooding, ultimately reducing maintenance costs and enhancing the longevity of these assets.

Issues on the network

- 5.31. Some bleeding sites, which were successfully gritted and have much improved texture. Notably Ōtewā Road and Te Kawa Road.
- 5.32. Waipapa Road has three sites likely to become very slippery in the wet. Staff are stretching the pavement rehabilitation budget to permanently fix them in March/April 2025 and deferring two sites at Okupata and Harbour Roads which appear more stable and have less traffic and travelling at lower speeds.
- 5.33. A Cannon Road culvert failed without warning in December. Armco culvert.
- 5.34. Timber stave (barrel) culverts are in very poor condition on Loop Road and Landing Road. Staff don't know enough about these culvert types to be able to predict their rate of deterioration.
- 5.35. Some trees on the network have developed Dutch Elm Disease and need to be managed. This is an emerging issue.

- 5.36. Te Puia Road, Kāwhia. There is an issue with boy racers (antisocial car behaviour) in Kāwhia that is causing some concern. NZ Police are involved.
- 5.37. Pohutukawa trees at Kāwhia. In alignment with our public consultation, 10 Pohutukawa trees are to be removed at the entrance to Kawhia on 21 March. Given the public interest staff need to be careful when considering tree planting in road reserve, as they can cause issues when they mature.

Speed Management

- 5.38. The Speed Management Plan was considered and approved by Council in March 2024. The Speed Management Plan has been given final approval by the NZTA / MOT Director. Staff are working through the process of adding these to the National Speed Limit Register (a centralised map of all speed limits).
- 5.39. All school speed limits need to be implemented by June 2026. All urban schools must have 30km/hr and 60km/hr for rural schools.
- 5.40. The schools will require variable limits 30 minute before the beginning of the school day and 30 mins after the end of the school day. Staff are awaiting guidance but anticipate that static signs will be suitable for our traffic volumes however, Ngutunui School may require electronic variable speed signs. There is no consultation required, but staff will need to communicate the changes to stakeholders. No funding path available from NZTA at the current time. Estimated cost of the signage is \$50,000, are large part of this being the electronic signs.
- 5.41. Upcoming Proposed Temporary Road Closures
- Hamilton Car Club Ngutunui Hill Sprint, Pekanui Road. Sunday 4 May 2025.
 - ANZAC Day 2025, 25 April. Ōtorohanga and Kāwhia.

NZTA updates

- 5.42. NZTA has announced they will receive applications for additional funding for Resilience Projects. Applications closed 25 February and will be announced in May. Staff have applied for \$400,000 for 2024/25 and 620,000 for 2025/26 based on Councillors previously agreed “local share” direction.

Seal extensions

- 5.43. Although staff continue to receive requests for seal extensions, no requests have been approved as per Council direction.

Item 221 Ōtorohanga District Development Board Six Month Report 1 July - 31 December 2024

To Ōtorohanga District Council

From Nardia Gower, Group Manager Strategy and Community

Type **INFORMATION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

- 1.1. To provide a six-month update on the Ōtorohanga District Development Board’s (operating as Elevate) activities for the period 1 July - 31 December 2024.

2. Executive summary | Whakarāpopoto matua

- 2.1. This report is accompanied by Elevate’s six-month report for 1 July - 31 December 2024 (attached as Appendix 1) and provides an update on Elevate activities and financial performance for the six-month period.
- 2.2. Ōtorohanga District Council (Council) approved funding Elevate a total annual operational grant of \$290,000 for the first three years of 2024-2034 Long Term Plan (LTP).
- 2.3. Elevate’s report demonstrates continued delivery of economic development initiatives aligned with its service agreement with Council, including supporting local businesses through mentoring, capability-building programmes, and networking opportunities.
- 2.4. Elevate and Council staff maintain a close working relationship, with structured engagement ensuring mutual support, and alignment with Council priorities including the Economic Wellbeing Strategy Implementation Plan.
- 2.5. Following the sale of the Ōtorohanga Information building, Elevate is exploring relocation options. Two long-standing staff members have resigned, and recruitment efforts are underway to ensure delivery of Elevate’s strategic plans. While Council has traditionally operated a high-trust model with Elevate, assurance has been sought regarding the affordability of Elevate’s Information Services. Elevate has confirmed that relocation costs are within its financial capacity.
- 2.6. A review of Elevate’s financial statements shows no areas of concern, with expenditures aligned to planned outcomes.
- 2.7. Representatives from Elevate will attend the meeting to speak to their attached report.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled 'Ōtorohanga District Development Board Six Month report 1 July - 31 December 2024' (document number 811298) from Nardia Gower, Group Manager Strategy and Community.

4. Discussion | He kōrerorero

4.1. Elevate has received funding from Council since its incorporation in 1996.

4.2. As part of the LTP, Council committed an annual operational grant of \$290,000 to Elevate for the first three years. This funding, sourced from district-wide rates, is allocated to achieve the following key outcomes as outlined in Elevate's service agreement:

1. Strong Local Businesses Driving Economic Resilience

Local businesses are provided access to resources, mentoring, and capability-building opportunities to help them grow and innovate. Businesses are empowered to be key drivers of economic growth and community resilience, creating jobs and opportunities that strengthen the district.

2. Enhanced Community Wellbeing

Community wellbeing is created through key economic drivers that enhance quality of life and foster a strong, inclusive community including:

- Community Connection
- Education
- Employment
- Warm, safe, affordable housing,

3. Sustainable Economic Prosperity Supporting the Community

Steady and sustainable economic prosperity is achieved by harnessing opportunities to diversify the district's economic base, foster entrepreneurship, and support existing businesses and sectors. A circular economy is embraced by local businesses to enhance our environment and support local employment.

4. Vibrant Tourism Sector with Local Benefits

The district's strong brand and tourism sector is well promoted locally, nationally and globally, showcasing our unique attractions and events. Tourism operators are supported through targeted marketing initiatives, capacity-building programmes, and partnerships that enhance their ability to deliver high-quality visitor experiences while positively impacting the environment and local economy.

Alignment with Council Strategies

- 4.3. Council staff have contributed to Elevate's 2025 Work Plan (attached as Appendix 2) to ensure its alignment with the Economic Wellbeing Strategy Implementation Plan¹. While Elevate retains autonomy in determining its own initiatives, the collaboration ensures a cohesive approach to economic wellbeing within the district.

Strengthening the Council-Elevate Relationship

- 4.4. The operational relationship between Council and Elevate remains strong. To maintain alignment and coordination, the following engagement mechanisms are in place:
- Ōtorohanga District Development Board Meetings – attended by Council's Group Manager Strategy and Community, as required.
 - Fortnightly Meetings – between Council's Group Manager Strategy and Community and Elevate's Economic Development Manager.
- 4.5. Council has recently employed an Economic Wellbeing Manager to lead Council-driven initiatives within the Economic Wellbeing Strategy and ensure that Council's economic responsibilities and relationships are effectively managed. As this is a new role for Council, careful consideration is being taken to avoid duplication of Elevate's work. Instead, efforts are focused on ensuring that both organisations deliver their respective outcomes while supporting each other in achieving shared economic objectives.

i-SITE Update and Future Planning

- 4.6. As directed by Council in the LTP, staff and Elevate explored options for the ongoing delivery of the Ōtorohanga Information Centre. The Group Manager Strategy and Community developed a draft business case proposing that the information service be brought in-house as a self-service kiosk system. This scaled-back service model was based on data from the Economic Wellbeing Strategy, which indicates that tourism is a relatively low GDP contributor within the district. The intention was that, if approved, the proposal would be presented to Council for a final decision. After careful consideration, the Elevate Board decided to maintain delivery of the service.
- 4.7. The Ōtorohanga Information Centre is currently undergoing significant changes due to two key developments:
- Building Sale: The premises leased by Elevate to house the Information Centre has been sold. Elevate is actively exploring alternative locations for relocation.
 - Staffing Changes: Two long-serving staff members have resigned. To maintain operations, Waitomo i-SITE staff, alongside a local temporary staff member, have provided interim support.
- 4.8. Elevate is currently evaluating potential new locations for ELEVATE Information Services. Considerations include visitor convenience, operational feasibility, and integration with broader economic initiatives.

- 4.9. In response to recent staff resignations, Elevate is developing updated position descriptions to attract and recruit new team members. These roles will encompass both information operations and additional responsibilities aligned with Elevate’s broader economic development objectives.
- 4.10. As directed by Council in the LTP, staff and Elevate explored options for the ongoing delivery of the Information Centre. The Group Manager Strategy and Community developed a draft business case proposing that the information service be brought in-house as a self-service kiosk system. This scaled-back service model was based on data from the Economic Wellbeing Strategy, which indicates that tourism is a relatively low GDP contributor within the district. The intention was that, if approved, the proposal would be presented to Council for a final decision. After careful consideration, the Elevate Board decided to maintain delivery of the service.

Financial Performance

- 4.11. Ōtorohanga District Council has historically operated a high-trust funding model with Elevate and has not required formal budget forecasts. However, given the expected expenses associated with Elevate’s relocation, Council’s Group Manager Strategy and Community has sought assurance from Elevate that these costs are within their financial means. Elevate has confirmed that the relocation process is being managed within their existing budget, ensuring no additional financial strain on Council funding allocations.
- 4.12. Elevate’s Profit and Loss Statement for the six-month period from June to December 2024 is attached as Appendix 3.
- 4.13. A review of financial records indicates that there are no areas of concern.
- 4.14. The organisation remains financially stable, with funding allocations and expenditure aligning with expected outcomes.

5. Appendices | Ngā āpitihanga

Number	Title
1	Elevate’s six-month report for 1 July - 31 December 2024
2	Elevate’s 2025 Work Plan
3	Elevate’s Profit and Loss Statement for the six-month period from June to December 2024

ⁱ Page 71 of <https://www.otodc.govt.nz/assets/Documents/Meetings/Council/Agenda-ODC-26-November.pdf>

ELEVATE Ōtorohanga Report to Ōtorohanga District Council December 2024



Message from the Chair

On behalf of the Board of ELEVATE Ōtorohanga I would like to thank the Ōtorohanga District Council, Councillors and Senior Staff, for their ongoing support and partnership.

Since June 2024 the staff and Board of ELEVATE Ōtorohanga have continued to strengthen our brand and membership and the implementation of our Economic and Business Support Strategy.

As at December 2024 we have over 82 local business members that we have supported via a range of workshops, breakfasts and the provision of our Economic Forum. Our Inaugural Economic Development Forum was held on October 31st at the Ōtorohanga Club with 110 participants sharing in a day filled with insight, learning and networking.

Our leadership continues to facilitate the District's Housing Kaupapa, with plans in 2025 to 2026

Our Service Level Agreement with Council 2024-2027 is confirmed and signed, with the finalisation of the Economic Wellbeing Strategy the final consideration to our work going forward. As an organisation, we continue to strive to remain nimble and connected to our community, innovative and independent in our work as we support the elevation and promotion of the Ōtorohanga District Community.

Again, we thank you for your support.

Marain Hurley, Chairperson, ELEVATE Ōtorohanga



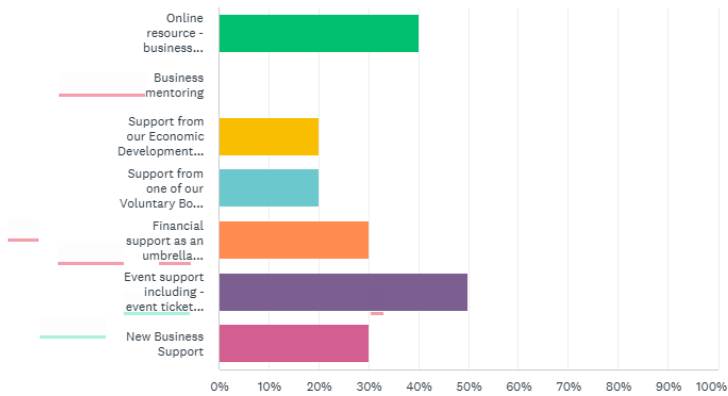
Report on our Key Service Level Agreement Priorities – June to December 2024

Priority One: District Development and Promotion

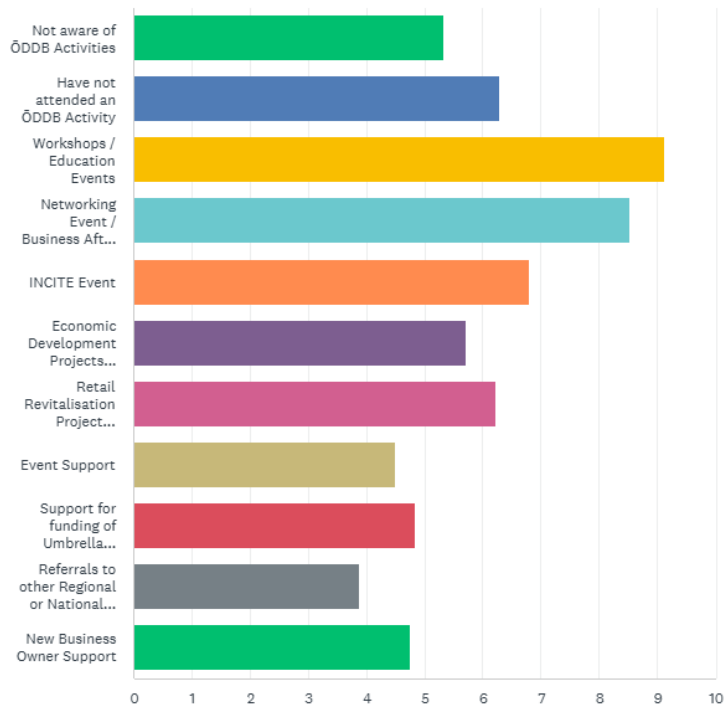
Agreed Key Outcome	Six-month Update
<p>Business Owners recommend to one another that they have a relationship with ELEVATE (NPS).</p>	<p>Our survey of business owners, including our members, was completed in June 2024. 35 businesses responded to the survey and feedback included:</p> <ul style="list-style-type: none"> ● 66% of respondents were limited companies (9% NFP and 26% Sole Traders) ● 65% had 1-5 employees (11% 6-10 employees, 20% 11-50 employees and 3% 50+) ● 14% were Māori owned ● 92% of respondents were company owners ● 56% were aware of ELEVATE’s membership model ● 50% were current members ● Key reasons noted for membership included: <ul style="list-style-type: none"> ○ Connection and networking ○ Contributing to an important organisation ○ Support with advocacy and leadership ○ Education and workshops for business development ● Those who were not members were keen to learn more with the key reason for not being a member being the size of business and cost/time needed ● 23% of respondents had attended at least one Elevate event, 40% had attended between 2 and 5 events, 6% had attended 5 or more events in the last year ● When asked what events or activities respondents had been involved with ELEVATE the following applied:

Have you accessed any of the ÖDDB's support services below, tick yes for those you have utilised over the last 5 years

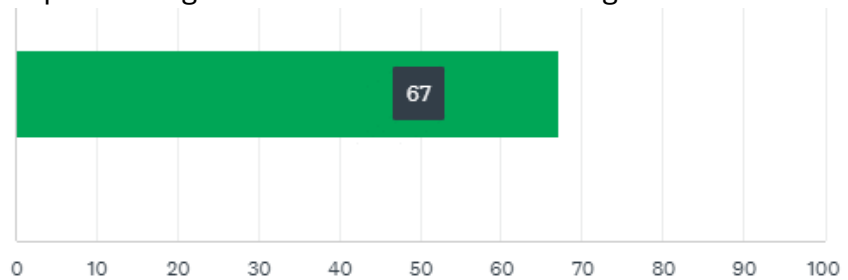
Answered: 10 Skipped: 25

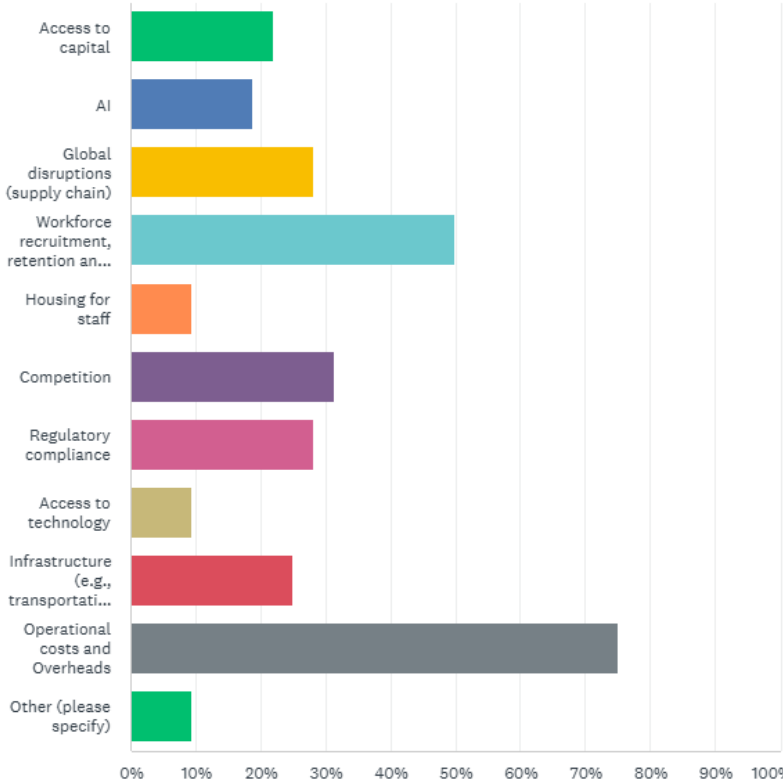


- When asked to rank Elevate's services respondents noted the following:



- Respondents gave ELEVATE and overall rating of 67 out of 100



	<ul style="list-style-type: none"> ● Notes made on how to improve this rating included: <ul style="list-style-type: none"> ○ Stronger connection to businesses outside the mainstreet ○ Connection to rural businesses ○ Strengthened visits to businesses ○ Checking that all businesses receive updates and notice of events ● Respondents considered the following the greatest challenges to business:  <table border="1"> <caption>Greatest Challenges to Business</caption> <thead> <tr> <th>Challenge</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Access to capital</td> <td>22%</td> </tr> <tr> <td>AI</td> <td>18%</td> </tr> <tr> <td>Global disruptions (supply chain)</td> <td>28%</td> </tr> <tr> <td>Workforce recruitment, retention an...</td> <td>50%</td> </tr> <tr> <td>Housing for staff</td> <td>10%</td> </tr> <tr> <td>Competition</td> <td>32%</td> </tr> <tr> <td>Regulatory compliance</td> <td>28%</td> </tr> <tr> <td>Access to technology</td> <td>10%</td> </tr> <tr> <td>Infrastructure (e.g., transportati...</td> <td>25%</td> </tr> <tr> <td>Operational costs and Overheads</td> <td>75%</td> </tr> <tr> <td>Other (please specify)</td> <td>10%</td> </tr> </tbody> </table>	Challenge	Percentage	Access to capital	22%	AI	18%	Global disruptions (supply chain)	28%	Workforce recruitment, retention an...	50%	Housing for staff	10%	Competition	32%	Regulatory compliance	28%	Access to technology	10%	Infrastructure (e.g., transportati...	25%	Operational costs and Overheads	75%	Other (please specify)	10%
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<p>ELEVATE is recognised by business owners as an organisation providing quality resources and expertise to support business success.</p>	<p>Our Business Member Program was launched in October 2023, and as at end of December 2024 we have 82 members.</p> <p>A profile of these members includes</p> <p>Business Type:</p> <ul style="list-style-type: none"> ● Small Businesses Members – 58 ● Med/Large Businesses Members - 19 ● Not-for-Profit / For Purpose Members – 5 ● Au Gratis – ODC – 1 <p>Grand Total Gross Amount of Contributions \$13K</p>																								

<p>Members of Elevate actively engage in activities including workshops, breakfasts, and events.</p>	<p>As a new membership model, we are yet to analyse the relationship between being a paid member of our organisation and direct engagement in activities and resources we provide.</p> <p>Our survey revealed at a high level that many of those who are engaged attend between 2 and 5 events annually.</p> <p>Our goal is to have all members attend at least one event annually and that members are well informed of what is on offer.</p>
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Priority Two: Business Support

Agreed Key Outcome	Six-month Update																				
<p>Business Support Resources are available (material and online) that are simple, modern, relevant and easily utilised</p>	<p>Business planning templates continue to be available for business on enquiry and continue to be shared via our monthly newsletter emailed to the business database.</p> <p>In July 2024 we launched our new look website and resources to support business have been loaded to the website, including links to organisations who hold nationally recognised resources (i.e. Community Waikato, MBIE and Soda Inc).</p>																				
<p>Do A Business Leaders Group is established – providing programme feedback, advocacy and support to Elevate.</p>	<p>A formal business leaders’ group has not been established. A “Think Tank” group is on our board’s work plan for 2024-2025 year. Board members regularly engage with business leaders to gain informal feedback. In the coming year, we intend to initiate this idea.</p>																				
<p>A Youth in Business Group is established – providing future thinking and support to Elevate.</p>	<p>While no targeted Youth Business Group has been established ELEVATE has strengthened and maintained a strong partnership with the College over the past six months. Our board are exploring the idea of setting up a group of “Young Elevators” in the future. We will continue to work with the college on opportunities and plan to repeat our Speed Dating Career Program in 2025-2026.</p>																				
<p>A targeted 8 business Workshops are provided in the full year</p>	<p>In the six months to December we exceeded the half year target of 4 events hosting 10 events/workshops/networking opportunities. These included</p> <table border="0"> <tr> <td>July 25th</td> <td>Business at 5</td> </tr> <tr> <td>July 3rd</td> <td>Brand Launch Breakfast</td> </tr> <tr> <td>September 18th</td> <td>First Aid Course</td> </tr> <tr> <td>September 25th</td> <td>Business Breakfast at the College</td> </tr> <tr> <td>October 10th</td> <td>Business at 5</td> </tr> <tr> <td>October 31st</td> <td>Economic Forum</td> </tr> <tr> <td>Nov-Dec</td> <td>Christmas Lucky Shopper</td> </tr> <tr> <td>November 26th</td> <td>EOY Christmas Function for Businesses</td> </tr> <tr> <td>December 5th</td> <td>Christmas Parade</td> </tr> <tr> <td>December 6th – 20th</td> <td>Every Saturday Santa’s Grotto</td> </tr> </table>	July 25th	Business at 5	July 3rd	Brand Launch Breakfast	September 18th	First Aid Course	September 25 th	Business Breakfast at the College	October 10th	Business at 5	October 31st	Economic Forum	Nov-Dec	Christmas Lucky Shopper	November 26 th	EOY Christmas Function for Businesses	December 5 th	Christmas Parade	December 6 th – 20 th	Every Saturday Santa’s Grotto
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<p>6 -14 businesses are supported by Mentors</p>	<p>During 2024 ELEVATE formed a partnership with Business Mentoring New Zealand (BMNZ) and North King Country Development Trust (NKCDT) to offer a Mentoring program across the two districts.</p> <p>BMNZ offered 6 free places to successful mentee applicants valued at \$295 each for 12-month period. The feedback received from mentees late last year was excellent. Mentees were matched with Mentors, some face to face introductions, followed by online monthly meeting with mentors.</p>
<p>Elevate supports businesses to find funding opportunities to grow their business</p>	<p>We continue on a positive relationship with Soda Inc and share with businesses information we have on Grants, Scholarships and Funding Information. Soda Inc. deliver the Regional Business Partner Programme and provide subsidies for businesses with leadership training. Group training solutions are also available that we actively aim to bring to businesses in our district.</p>
<p>A target of 10 new businesses to the district are supported annually</p>	<p>From July 1 to December 2024, ELEVATE had 14 new businesses start up under their own entity, some were transferred or bought out from previous owners that had retired or relocated.</p>
<p>Arts Conduit</p>	<p>The Ōtorohanga Creative Conduit was successfully supported in its establishment during 2024. The Conduit now an entity on its own brings artists together to showcase their work and to provide opportunities for community education programmes and workshops.</p>

Priority Three: Events & District Promotion

Agreed Key Outcome	Six-month Update
Provision of Bi-annual Business Awards	Not applicable to December 2024 – possible to be included as part of INCITE later in 2025
Provision of New Resident Welcome	ELEVATE provides an information and welcome pack to new residents in our town and district. This has a range of contact details for key local services, a phone directory and a copy of King Country News.
Delivery of Christmas Festival	In December 2024, ELEVATE alongside Project Kiwiana delivered a Christmas Parade and Santa Grotto for the benefit of the community. This Christmas Parade had 23 floats registered; some had multiple vehicles. The Parade attracted the best attendance in recent years not only local spectators and people from neighbouring towns along with international visitors came to watch. The judges Barbara Kuriger our local MP and Vesta Gribben CEO of Inframax awarded 5 winning places with cash prizes valued at \$1,000. The Santa grotto opened on Saturdays throughout December with approximately 200 children visiting and receiving goodie bags from Santa compliments of ELEVATE’s Kiwiana group.
Delivery of the Arts Festival	ELEVATE supported the ARTBEAT Ōtorohanga 2024 event on November 23-24. This 2-day event was open to the public and was an opportunity to celebrate the diversity and creativity of our district and allowed local artists, musicians, and performers showcasing their talent.
Information Connector – Tourism Advocacy and Booking Support	<p>Kāwhia Information Services: ELEVATE confirmed SLA with Kāwhia Regional and Gallery, operating as “Kāwhia Information Centre”. This agreement aligns with ELEVATE and ŌDC’s SLA 2024-2027, that supports and contributes towards staff wages (minimum wage). The purpose is to provide information and tourists services at Kāwhia Information Centre. The sum \$23,074.00 was contributed in 2023-24 year. This changes annually as at April 1 and is driven by minimum wage government legislation.</p> <p>Ōtorohanga Information Services: Visitor numbers have been up consistently for the same periods in the last two years as have sales and bookings for tourism and transport services nationwide.</p>

Ōtorohanga Information Services Stats July – Dec 2024

Services	\$Value Incl. GST
Travel Bookings	\$13,121
Merchandise Sales	\$1,523

Ōtorohanga Information Services: ELEVATE provides the promotion of local events to attract visitors to the district through eventfinda, social media and our website. Information Services continues to work with Busit providing Bee cards for purchase and information to assist the local community in using these services.

Website Update: www.otorohanga.co.nz The website is up and running, showcasing both ELEVATE and the District. The aim is to promote Ōtorohanga as a place to Live, Work and Visit.

We have created pages dedicated to attracting visitors to come, visit and stay for longer, highlighting the uniqueness and beauty of the district. We have highlighted the successes of ELEVATE and the role we play in the community to help our businesses to thrive and attract new businesses to the District. We have a comprehensive directory of all local businesses, with our Business Membership Members highlighted. The directory is regularly updated to ensure listing details are current and that new business entrants are added.

Priority Four: Economic Development

Agreed Key Outcome	Six-month Update
Facilitation of a Community led Housing Plan	<p>ELEVATE, via its Economic Development Manager continues to facilitate the Community Led Housing Plan: Homes for our Community.</p> <p>The plan includes four pillars to support community housing outcomes and is currently with key community, regional and national stakeholders for Endorsement.</p> <p>Following this endorsement process the community group intends to bring key leaders and organisations together in early 2025.</p> <p>A regular update by and to all partnering organisations is in development.</p>
Retail Revitalisation	<p>60% or 37 buildings painted in CBD Ōtorohanga. RRP Facebook group currently has 400 avid followers watching the progress. This is a closed group that can be found on RRP Ōtorohanga Facebook page.</p> <p>We are presently working with two central businesses to get them across the line. In the next 6 months we should complete this project.</p>
Economic Development Forum	<p>On the 31st of October 2024 ELEVATE hosted the Inaugural Economic Development Forum. The event saw 110 participants come together to share, learn and hear from a range of engaging speakers. This event was a great success for ELEVATE and in addition to the learning and networking opportunities raised circa \$2.5K for our organisation to support its delivery.</p>
Promotional and Events Strategy	<p>As part of the design of the ELEVATE 2022-2024 workplan, the intent was to partner with the council to support the establishment and delivery of a Promotional and Events Strategy.</p> <p>This project was put on hold with the delivery of the Economic and Wellbeing Strategy. In the meantime, ELEVATE has continued to advertise to the community upcoming events and activities.</p> <p>We have now confirmed our role in the delivery of outcomes for the Economic and Wellbeing Strategy.</p>

Priority Five: Governance and Organisational Excellence

Agreed Key Outcome	Six-month Update
<p>Governance Quality – the ELEVATE recruits, trains and develops quality Board members, completed quality meetings</p>	<p>December 2024 Update: Currently ELEVATE Ōtorohanga has 8 Board members, with a diverse range of backgrounds and skill sets.</p> <p>Our Board prepares a calendar of meeting dates at the beginning of the year. Monthly meetings are scheduled for the last Wednesday of the month and are held in ŌDC, Tere Waitomo Room. We are grateful to ŌDC for the use of this room at no cost.</p> <p>Meeting Agendas are prepared and distributed to all board members 5 days in advance. Meeting minutes are recorded along with all governance, legal documents i.e. contracts and agreements are stored in ELEVATE Ōtorohanga Google Drive.</p>
<p>Health and Safety</p>	<p>ELEVATE utilises OSHBox operational manuals and policies to manage our Health and Safety Policies and Procedures. These policies have guided the delivery of events and welfare. Our Business and Event co-ordinators are responsible for updating and reporting to ELEVATE monthly meetings.</p>
<p>Communications, marketing, re-brand, website, e-newsletters, social media</p>	<p>Our communications plan includes the following activities/initiatives and was shared with the following businesses as at December 2024:</p> <ul style="list-style-type: none"> ● E-newsletters sent to Businesses monthly with 304 subscribers receiving this every month. ● Our business database has 257 businesses listed. ● Social Media –Facebook Ōtorohanga District and Ōtorohanga Information Centre pages ● Our website www.otorohanga.co.nz is a simple, clean and clear overview of our District. We continue to update the website as a live and ongoing project and welcome feedback and ideas on what more can be done.
<p>Funding</p>	<p>Part of our strategy continues to be to explore sustainable funding solutions and generate new revenue streams to support and diversify our revenue. New funds that have diversified within the last 6 months include:</p> <p>July to December 2024 as reported in P&L for the 6 -month period.</p> <p>Sponsorship & Partnership Agreements confirmed and funds received</p>

	<ul style="list-style-type: none"> - Inframax Construction Ltd 3-year to the value of \$15,000 at \$5,000 per annum - The Lines Company Ltd 3-year to the value of \$15,000 at \$5,000 per annum - Ōtorohanga Lions sponsor of the Christmas Lucky Shopper promotion 2024 at \$5,000. <p>Business Membership Model - \$13k</p> <p>Project Kiwiana - Ōtorohanga Christmas Parade 100% donation for TMP from Inframax Ltd value \$9,300.</p> <p>Retail Revitalisation Project – Tagged funds \$34k as at Dec 2024. Contributions will continue to be distributed to Business/Landlord owners based on the size of their buildings once the painting job is complete.</p> <p>In addition, because of our registered not-profit status, we act as an umbrella organisation to support other community groups and help them achieve their own aspirations. Funding applications that we have supported include:</p> <ul style="list-style-type: none"> - Art Conduit \$4256 - Picnic & Pistons/Truck & Ute \$2000 - Ōtorohanga Kai Forest \$ 3588 - Kawhia Fitness Trail \$375.00 - Ōtorohanga Christmas Club \$2780.76
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Kiwiana

Background: ŌDDB in agreement with the sub-committee Project Kiwiana Committee (October 2014) is responsible for the R&M management of Large Assets i.e. the many Kiwiana iconic features and items throughout Ōtorohanga that resulted in Ōtorohanga being proclaimed as the Kiwiana town of NZ.

ELEVATE remains the conduit of annual rated funds from ŌDC to PK for R&M at \$15k + GST.

ŌDDB trading as ELEVATE is the legal entity and parent of the Kiwiana group of six, which includes Marain Hurley (Chair), Bev Moloney, Michelle Erikson (Treasurer), Katrina Christison, Vanessa Drinkwater (Secretary) and Tamara Martini.

The Ōtorohanga Christmas Parade 2024 was organised by the Kiwiana group. 100% funded by the group through independently submitting funding requests and successful applications to external sources. Kiwiana are grateful to Inframax Ltd for continuing to support the Ōtorohanga Christmas to provide for TMP at **no cost**.

Plans are in progress for upgrades on some of the tired Kiwiana features and structures in 2025- 2026 Year.

Toilet Walls: Kiwiana has completed the Project and installed 2 Vinyls 1-4U at a cost of \$4,550 on the exterior walls of the toilets that were reclad and reskimmed at the Jim Barker Memorial Playground.

Annual R&M is ongoing:

- ✓ All existing mural walls and features, structures will be cleaned and spider-treated prior annually or as required as follows.
- ✓ Sir Ed Hillary Walkway, Walls and Tile Floor, Exterior of Display Modules (soft Wash)
- ✓ Icon Mural Wall - Mitre 10
- ✓ Sponsor Wall – Appliance Plus
- ✓ Henshaw Cartoon Wall -The Thirsty Weta
- ✓ Kiwiana Sign – Left on the South end of Maniapoto St - outside Subway
- ✓ The Pukeko – Lake Huiputea
- ✓ Ōtorohanga District Council – “Ōtorohanga, It’s our Story” Wall
- ✓ Kiwiana Mural Wall – Ōtorohanga Club

Work In progress:

1. New Lampost Icons x6 await approval from ŌDC to install at Kiwiana’s cost. We aim to work together with the installation of coloured lights (ŌCB) and fabric flags (RSA) on a pulley system. Council envisage that the Kiwiana icons would sit above the flags so that the flags can be raised and lowered unimpeded. There may be an opportunity for us to work together and get one traffic management plan and share some other costs.

2. Kiwiana received a quote dated 24th June 2024 from Gray Construction. Quote 3168 \$4,504.00+GST to Fabricate Mounting Frames and Install x6 Kiwiana Icon Signs. Gray Construction as at February 2025 advised all are ready to go. Kiwiana has tagged funds to cover this cost. This quote is currently pending acceptance as Kiwiana waits for further instructions from the Manager of Roading at ŌDC who is seeking advice from Waka Kotahi.

3. Later this year, plans will progress to design and add murals to the Village Green Wall. Kiwiana has tagged funds to cover this project through a successful funding application to ŌDC's Creative Grants Fund and a successful request received from the Ōtorohanga Charitable Trust. Kiwiana intend to engage local Māori artist Daniel Ormsby and will outline in his brief that we expect him to consult with mana whenua and demonstrate that successful consultation has occurred.

Our VISION

“A vibrant and connected Ōtorohanga community where whanau and business thrive.”

Our STRATEGIC GUIDING PRINCIPLES

We invest our time and resources into strategic projects that:

- Grow the presence and profile of our District and community.
- Leverage economic outcomes.
- Build connections and partnerships.
- Retain and attract talented individuals.
- Support business capability and growth.
- Provide independent advocacy.
- Enhance environmental sustainability and community well-being.



“We work on behalf of our moral owners who are the people of the Ōtorohanga District

Mahia te mahi, he painga mo te iwi”

Our STRATEGIC PRIORITIES

A Vibrant Community – sharing our district and community’s story and success.

Business Success – supporting business to create positive and meaningful connections and providing business development opportunities and promotion.

Growing our Economy – leveraging our natural advantages to champion sustainable growth throughout our district.

Organisational Excellence - A professional and sustainable organisation

How we MEASURE OUR SUCCESS

A Vibrant Community	Business Success	Growing our Economy	Organisational Excellence
New businesses to the district report that they are supported in their planning for opening and introduction to the community.	By year end 100 businesses in the Ōtorohanga District are members of the ELEVATE (Year Start 80)	ELEVATE is viewed as a trusted leading organisation, partner and advocate for organisations to establish and deliver plans and projects of economic value (including the ŌDC)	Board members and staff report the availability and delivery of quality induction processes and professional development programmes
New residents in the community are welcomed and provided with introductory information that supports their introduction to the community.	65% of members are engaged in at least one networking or education opportunity	ELEVATE is recognised for its ability to facilitate and connect economic conversations and learnings at both a District and Regional level (Forum, Housing etc.)	Board members report strong governance systems via an annual Board review process
Ōtorohanga businesses and initiatives are celebrated and shared using a variety of media channels including regional promotion.	Members have access to online resources to enhance business capability and growth	ELEVATE is regarded for its ability to leverage local investment, bringing Regional or National investment to support key economic projects.	The organisation is financially sustainable with diverse funding revenue (YE June 2025 25% income outside ŌDC funding)
The main Ōtorohanga retail precinct is a source of pride in our community. ELEVATE is recognised for its role in ensuring this pride.	Members report they feel connected and are visited by representatives of ELEVATE	Our District is promoted and connected through the provision of information services, destination planning and support and our online presence – our website and social media.	There exists a clear strategy and operating plan including a financial and communications plan that is reviewed and reported against.
Activities and events are provided and promoted in the community for their ability to unite and connect residents.			

Our PLAN to June 2025



Priority Area	A Vibrant Community	Business Success	Growing our Economy	Organisational Excellence
Focus	Sharing our Ōtorohanga District story and success to visitors, business and residents	Supporting business to create positive and meaningful connections and providing business development opportunities and promotion	Leveraging our natural advantages to champion sustainable growth throughout our district	A professional and sustainable organisation
Key Activities	<ul style="list-style-type: none"> • New businesses to the district are supported in their planning and introduction to the community. • ELEVATE is connected to regional initiatives that support and promote businesses in the community and bring business to the district. <ul style="list-style-type: none"> - Airport Innovation opportunity – Kiwihouse - Provision of an event to celebrate small to medium enterprises (Economic Wellbeing Strategy) - Facilitate a networking event where tourism businesses can collaborate and create packages (e.g., accommodation + activities) (Economic Wellbeing Strategy) as well as providing support for capability building - Supporting a Tourism Strategy, led by council 	<ul style="list-style-type: none"> • Recruit a restructure staffing team • Delivery of a business support programme including 6 events to June 30, 2025, with a mixture of BA5, workshops and breakfast • Business members are visited personally once each to strengthen insights, connections and opportunities for our local businesses to prosper. • Business resources are reviewed to ensure up to date information is available for business owners to plan for business growth. • The INCITE event is being planned with an investigation of the inclusion of some award categories for businesses. • The business membership model continues to build financial sustainability and diversity of income for ELEVATE. 	<ul style="list-style-type: none"> • Regular meetings are planned with Senior Council staff • Council reports are complete, and SLA targets are met • ELEVATE has provided thought pieces and advocacy on future economic development opportunities, policy and plans for the District. • ELEVATE has begun planning to support community connections to elected member candidates, to deliver a hosted candidate event. • Leadership is provided to support housing and commercial land development in the district, sufficient to support economic growth. <ul style="list-style-type: none"> - Delivery of a Housing Developers Forum - Delivery of regional and national leaders meeting • Support is provided for the continued upgrade of the 	<ul style="list-style-type: none"> • ELEVATE has: <ul style="list-style-type: none"> - Strong governance and governance systems. - Financial sustainability across work programmes. - Diversification of funding. - A clear communication plan in action. • ELEVATE has: <ul style="list-style-type: none"> - Strong external relationships at a governance level and established connections for feedback from: <ul style="list-style-type: none"> - Business Leaders (via a leaders’ forum). - Youth in the community (via the College).

Priority Area	A Vibrant Community	Business Success	Growing our Economy	Organisational Excellence
	<ul style="list-style-type: none"> - Explore opportunities for collaboration/joint marketing with Waitomo District Council and Waitomo operators to create a broader tourism circuit that encourages longer stays (Economic Wellbeing Strategy) - Completion of the RRP and development of a retail vacancy plan • Extension of the “What’s on Guide” online and on social media. 		<p>Otorohanga Club and other facilities of community / economic value.</p> <ul style="list-style-type: none"> • ELEVATE continues to strengthen relationships with other EDAs at regional and national forums. • ELEVATE facilitates opportunity to leverage local funding with regional and national funds. 	

Profit and Loss

Otorohanga District Development Board For the 6 months ended 31 December 2024

	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	YEAR TO DATE
Trading Income							
Admin Sales	-	17.39	-	42.17	25.21	1.74	86.51
Business Breakfast Income	-	-	478.22	-	-	-	478.22
Business Membership	-	600.00	500.00	2,350.00	8,300.00	1,150.00	12,900.00
Commission - Transport Companies	-	-	14.35	-	-	-	14.35
Commission on Merchandise Purchases	-	-	54.57	-	-	-	54.57
Community Promotions	-	-	-	-	3,925.00	-	3,925.00
Donations Received	-	3,043.48	4,347.83	9,347.83	-	8,695.66	25,434.80
I-Site Rent Received	150.00	100.00	150.00	200.00	100.00	-	700.00
Interest Received (P&L)	281.45	307.75	226.53	171.22	121.19	56.06	1,164.20
Kiwiana - Interest Received (P&L)	24.03	19.83	14.00	12.08	15.37	19.90	105.21
Merchandise Sales	248.16	127.47	320.33	64.00	276.91	487.05	1,523.92
Operational Grant	145,000.00	-	-	-	-	-	145,000.00
Shows Sales	-	-	-	65.00	337.50	-	402.50
Ticket Sales	1,093.03	1,172.51	2,033.04	4,001.01	2,882.17	1,537.38	12,719.14
Workshops - Income	-	-	1,356.53	5,739.18	8.69	-	7,104.40
Total Trading Income	146,796.67	5,388.43	9,495.40	21,992.49	15,992.04	11,947.79	211,612.82
Cost of Sales							
Cost of Goods Sold	203.56	92.83	273.00	37.96	170.89	381.48	1,159.72
Merchandise Purchases	-	-	(15.93)	-	-	-	(15.93)
Opening Stock	(73.24)	-	101.12	-	-	-	27.88
Total Cost of Sales	130.32	92.83	358.19	37.96	170.89	381.48	1,171.67
Gross Profit	146,666.35	5,295.60	9,137.21	21,954.53	15,821.15	11,566.31	210,441.15
Other Income							
Humanitix - Booking Fees	15.14	(37.95)	7.56	4.18	-	-	(11.07)
Members subscription	-	-	-	-	4.35	-	4.35
Otorohanga Creative Conduit	1,028.25	660.87	1,302.57	1,365.24	(100.00)	-	4,256.93
Pistons & Picnic Festival	-	-	-	-	-	2,000.00	2,000.00
Total Other Income	1,043.39	622.92	1,310.13	1,369.42	(95.65)	2,000.00	6,250.21

	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	YEAR TO DATE
Operating Expenses							
Accident Compensation Levies	226.82	-	-	-	-	-	226.82
Accountancy Fees	-	-	191.99	-	-	198.00	389.99
Administration Expense	-	-	86.96	27.39	-	-	114.35
Advertising/Marketing	767.03	-	348.32	62.55	-	-	1,177.90
Audit Fees	-	-	-	-	-	3,100.00	3,100.00
Bank Charges	41.74	41.74	46.68	47.44	89.48	61.32	328.40
Board Honoraria	10,813.78	-	-	-	-	10,813.74	21,627.52
Business Breakfast Expenses	-	-	608.70	-	-	-	608.70
Business Membership Expenses	11.26	509.00	-	7.03	-	-	527.29
Business Promotion	-	250.00	630.41	316.34	1,151.30	336.96	2,685.01
Computer Expenses	-	19.50	-	-	-	-	19.50
Conference & Training Expenses	-	500.00	-	-	-	-	500.00
Consultancy Fees & Contractor Payments	606.25	157.50	210.00	-	-	-	973.75
Contracting Expenses	7,455.00	3,625.50	1,069.30	17,569.50	1,791.50	166.50	31,677.30
Eftpos Fees	41.94	41.94	41.94	41.94	41.94	41.94	251.64
Electricity	-	-	-	-	-	2,950.88	2,950.88
Entertainment Expenses	-	-	-	-	856.09	-	856.09
General Repairs & Maintenance	-	-	-	-	100.00	-	100.00
Kawhia Visitor Programme	2,006.33	2,006.33	2,006.33	2,006.33	2,006.33	2,006.33	12,037.98
Kiwiana - Annual Grant	-	-	-	-	-	13,309.85	13,309.85
Kiwiana - Christmas Parade Expenses	-	-	-	-	160.48	1,503.27	1,663.75
Kiwiana - Flag Replacement	-	126.84	88.17	-	-	-	215.01
Kiwiana - Module & Panel Repairs	-	-	-	-	-	3,956.96	3,956.96
Kiwiana - Santa & Christmas Gift Bag Expenses	-	-	-	239.25	199.43	144.48	583.16
Kiwiana - Walkway & Module Cleaning	1,320.00	-	-	-	-	-	1,320.00
Meeting Expenses	-	47.83	-	-	-	-	47.83
Otorohanga Christmas Club	850.28	-	-	45.61	412.71	723.42	2,032.02
Otorohanga Creative Conduit Expenses	2,261.48	3,157.36	3,730.55	1,779.54	1,531.18	626.09	13,086.20

	JUL 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	YEAR TO DATE
Otorohanga Kai Forest Expenses	-	243.66	315.12	45.15	-	-	603.93
Papers Subscriptions & Licences	607.30	206.52	274.50	19.50	19.50	19.50	1,146.82
Photocopier Lease	43.00	43.00	43.00	43.00	43.00	43.00	258.00
Piston Festival	-	-	-	557.16	-	-	557.16
Postage, Stationery & Photocopying	-	15.55	-	7.82	14.86	-	38.23
Printing	55.00	55.00	55.00	66.90	55.00	57.33	344.23
Rates	47.87	-	-	370.00	-	-	417.87
Rebranding	1,965.56	50.00	1,590.71	-	-	-	3,606.27
Rent - Information Centre	2,398.33	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	7,398.33
Retail Revitalisation Project Expenses	150.00	-	-	-	-	-	150.00
Salary & Wages	3,283.01	15,840.57	5,816.41	4,696.80	4,696.80	5,941.54	40,275.13
Sundry Expenses	-	189.22	44.35	93.04	218.26	211.30	756.17
Telephone & Internet	327.17	333.31	332.03	-	664.03	345.00	2,001.54
Ticket payments	1,099.31	838.96	641.96	3,281.89	2,532.33	948.17	9,342.62
Travelling Expenses	224.39	-	-	-	-	-	224.39
Uniforms	-	-	28.96	-	-	-	28.96
Websites	5,497.60	179.32	-	-	-	-	5,676.92
Workshops - Expense	17.57	-	365.21	14,063.47	2,591.29	-	17,037.54
Total Operating Expenses	42,118.02	29,478.65	19,566.60	46,387.65	20,175.51	48,505.58	206,232.01
Net Profit	105,591.72	(23,560.13)	(9,119.26)	(23,063.70)	(4,450.01)	(34,939.27)	10,459.35

Item 222 Update Report on the Mayor's Task Force for Jobs Community Employment Programme 1 July 2024 – 10 March 2025

To Ōtorohanga District Council

From Nardia Gower, Group Manager Strategy and Community

Type **INFORMATION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. To provide an Update Report (June 2024 – February 2025) on outcomes and activities of the Mayor's Task Force for Jobs Community Employment Programme.

2. Executive summary | Whakarāpopoto matua

- 2.1. This report provides an update on the Mayor’s Task Force for Jobs (MTFJ) Community Employment Programme (CEP) for 2024/25. The programme, which has been active in Ōtorohanga since November 2020, aims to support sustainable employment outcomes within the district.
- 2.2. ArkTalent, led by Elle Freestone, has been delivering the CEP under the Ōtorohanga Employment Hub (ŌEH) branding since July 2023, following an open procurement process.
- 2.3. The national CEP funding structure was changed in 2023, reducing the total funding pool. For the 2023/24 year, Ōtorohanga District Council (ŌDC) received \$325,000 to achieve 38 sustainable job placements. For 2024/25, funding was reduced to \$260,000, with a target of 30 sustainable placements.
- 2.4. Funding has been secured for the 2025/26 financial year under a tiered allocation system, with ŌDC categorized as a Tier 2 recipient. However, ArkTalent has indicated that it will not renew its contract beyond June 2025, necessitating a new procurement process for service delivery.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Update Report for the Mayor's Task Force for Jobs Community Employment Programme 1 July 2024 – 10 March 2025’ (document number 811398) from Nardia Gower, Group Manager Strategy and Community.

4. Discussion | He kōrerorero

Delivery history

- 4.1. The CEP has been operating in Ōtorohanga since November 2020. Initially, from 2020 to mid-2023, the programme was delivered by the Ōtorohanga District Development Board (ŌDDB) through a subcontract with Elle Freestone under the ŌEH branding.
- 4.2. In early 2023, ŌDDB decided to discontinue programme delivery beyond 30 June 2023. Following an open procurement process, ŌDC awarded the contract to ArkTalent, with Elle Freestone continuing to lead the programme under the established ŌEH branding.
- 4.3. ŌDC supports the CEP operationally by providing a vehicle with associated running costs being an operational expense of the programme.

Funding and financial overview

- 4.4. The Ministry of Social Development (MSD) funds the national CEP through MTFJ, which then allocates funding to participating councils. Previously, funding was allocated annually, leading to sector-wide challenges in staff retention. In 2023, MTFJ secured two years of consecutive funding, although at a reduced level.
- 4.5. The below table summarises the level of funding received each year along with target placement numbers against outcomes achieved.

Year	Funding Received	Target Placements	Achieved Placements	Sustainable (3+ months)	Driver's Licenses	Apprenticeships
2020/21	\$500k	50	76	71	22	21
2021/22	\$500k + \$250k	50	109	91	18	27
2022/23	\$460 + \$150k	50 + 30 additional	80	32	6	6
2023/24	\$325k	38	60	33	10	10
2024/25	\$260k	30	41 (as of 10 March)	40	2	2
Total	\$2.445M	248	386	342	145	66

Future funding and delivery

- 4.6. MTFJ has indicated that funding for 2025-26 has been secured, with a tiered approach system applied to participating councils.

Tier	\$	# Outcomes	Number of Councils	Total spend
1	\$280,000	39	3	840,000
2	\$220,000	31	14	3,080,000
3	\$180,000	25	14	4,500,000
4	\$130,000	18	6	780,000

4.7. Ōtorohanga District has been placed in Tier 2, with MTFJ stating that funding allocations are based on:

- POU 1: Need – level of unmet need, population, NEETs, similar MSD services
- POU 2: Performance - proven performance (for example past CEP outcomes)
- POU 3: MTFJ alignment – Mayoral leadership/UVP visibility & impact
- POU 4: Council engagement – effective council engagement and implementation

4.8. The MTFJ CEP National Allocation Summary is attached as Appendix 2.

4.9. ArkTalent has notified Council that they will not be renewing their contract beyond June 2025. As a result, ŌDC will begin a procurement process to identify a new service provider for the CEP in the coming weeks.

5. Appendices | Ngā āpitihanga

Number	Title
1	MTFJ Update of outcomes for 1 July 2024 to 10 March 2025
2	MTFJ CEP National Allocation Summary

Mayors Taskforce for Jobs Rural Employment Programme

Ōtorohanga Employment Hub

Elle Freestone, Project Navigator

Council Report 1 July 2024 to 10 March 2025

The F25 Mayors Task Force for Jobs Community Employment Programme (MTFJ programme) supports youth aged 16 to 25, people facing challenges finding employment. The MTFJ membership has grown from 23 councils in 2020 to 39 rural and regional councils across Aotearoa New Zealand in 2025. This is a two-year contract, in partnership with the Ministry of Social Development and ends June 2025.

The Ōtorohanga Employment Hub has delivered results exceeding MTFJ contract's target. From November 2020 the MTFJ CEP has:

- Place 386 locals placed into employment resulting in 341 sustainable employment outcomes (with 20 in the pipeline)
- 145 drivers' licences for clients moving into employment
- Supported 66 apprenticeships
- Delivered \$2,445,000 in funding into Ōtorohanga District. This has covered work readiness support, post-placement support, industry training, employer support, and local initiatives.

MTFJ Rural Employment Programme 1 July 2024 to 10 March 2025

- F25 contractual agreement of 30 placements ŌEH was completed in November 2024 seven months ahead of schedule. To date there have been 62 employment outcomes, 34 NEET (Not in Employment, Education or Training), 17 Disadvantaged, 4 part-time outcomes. This includes 2 apprenticeships. At present there are 42 sustainable employment outcomes (employed three months or more) this number continues to grow as clients reach and exceed the days in employment. The contract ends on 30 June 2025.
- The F25 contract of \$260K, was reduced by \$65K from the previous year. This reduction impacted on services that had been previously offered. Apprentice Evenings have ceased. The Kāwhia satellite site has closed and the ŌEH retaining two staff.
- The ŌEH team meets fortnightly with the Pathways Manager and Co-Ordinator and have created a successful partnership in continually supporting school leavers into employment.
- The partnership with Outward Bound School. ŌEH organised the first Waikato based MTFJ cohort (14 attendees) in July 2024. This will now be available annually and has attracted interest from a sponsor to fund attendance. This will be confirmed next month.
- ŌEH maintain a working relationship with MSD and the two Work and Incomes Te Kuiti and Te Awamutu. The partnership between ŌEH and all areas of Work and Income/MSD is very much valued.
- ArkTalent has successfully delivered the MTFJ CEP contract F24 and F25, unfortunately ArkTalent will not be renewing for the F26 contract.

In closing we would like to thank Ōtorohanga District Council for the ongoing belief and support in this programme. The Mayors Task Force for Jobs, Ministry of Social Development funding MTFJ CEP. We acknowledge that our success has come from our clients, the Ōtorohanga and Kāwhia community and local employers who have trusted the service provided at the Ōtorohanga Employment Hub.

“Ehara taku toa i te toa takitahi, engari kē he toa takitini”
Success is not the work of an individual, but the work of many

National Allocation Summary:

Council	\$ Amount	Outcomes	Council	\$ Amount	Outcomes	Council	\$ Amount	Outcomes
Central Otago	\$130,000	18	Taupo	\$180,000	25	Otorohanga	\$220,000	31
Kaikoura	\$130,000	18	Thames Coromandel	\$180,000	25	Rangitikei	\$220,000	31
Mackenzie	\$130,000	18	Timaru	\$180,000	25	Ruapehu	\$220,000	31
Waimate	\$130,000	18	Waikato	\$180,000	25	South Taranaki	\$220,000	31
Waitaki	\$130,000	18	Wairoa	\$180,000	25	Southland	\$220,000	31
Westland	\$130,000	18	Waitomo	\$180,000	25	Tararua	\$220,000	31
Buller	\$180,000	25	Western Bay	\$180,000	25	Waimakariri	\$220,000	31
Clutha	\$180,000	25	Ashburton	\$220,000	31	Whanganui	\$220,000	31
Gore	\$180,000	25	Carterton/ Wairarapa	\$220,000	31	Far North	\$280,000	39
Grey	\$180,000	25	Central Hawkes Bay	\$220,000	31	Horowhenua	\$280,000	39
Hurunui	\$180,000	25	Gisborne	\$220,000	31	South Waikato	\$280,000	39
Opotiki	\$180,000	25	Hauraki	\$220,000	31			
Stratford	\$180,000	25	Kawerau	\$220,000	31			



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA



MTFJ
MAYORS TASKFORCE FOR JOBS

Item 223 Six Monthly Performance Report for the period 1 July to 31 December 2024

To Ōtorohanga District Council

From Nardia Gower

Type **INFORMATION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. To present the Six-Monthly Performance Report (Appendix 1) on progress with the 2024/34 Long Term Plan (LTP) non-financial performance measures for the period 1 July to 31 December 2024 which incorporates the Financial Report for the month ended 28 February 2025.

2. Executive summary | Whakarāpopoto matua

- 2.1. As at the end of February 2025, Ōtorohanga District Council (Council) is in a financially sound position and its working capital is healthy.
- 2.2. In general, good progress is being made with the LTP performance measures. This is despite the first six months of the 2024/25 financial year being characterised by an inordinate amount of change as a consequence of the introduction of new or amended policies by central government.
- 2.3. It is anticipated that these pressures will continue for the next six months and beyond as Council navigates the new directions and policy requirements affecting the local government sector.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Six Monthly Performance Report 1 July to 31 December 2024’ incorporating the Financial Report for the month ending 28 February 2025’ (document number 811397).

4. Discussion | He kōrerorero

4.1. The Six Monthly Performance Report is an accountability document for Council fulfilling a new key performance indicator (KPI) set by governance for the Chief Executive. This report tracks the non-financial performance measures in the 2024/34 Long Term Plan (LTP) for the period 1 July to 31 December 2024. For completeness, the report also incorporates the Financial Report for the month ending 28 February 2025. Together, the non-financial and financial information provide a snapshot of progress to date with implementation of year one of the 2024/34 LTP enabling both governance and management, where necessary, to address issues before situations become critical.

- 4.2. Key points to note from the Six Monthly Report are that, as at the end of February 2025, Council is in a financially sound position and its working capital is healthy. In general, good progress is being made with the LTP performance measures. This is despite the first six months of the 2024/25 financial year being characterised by an inordinate amount of change as a consequence of the introduction of new or amended policies by central government.
- 4.3. Highlights for the period include:
- a) Council received a grade of Mauri Ora in its recent Te Korowai report formerly known as CouncilMARK where the equivalent grade is an 'A' rating-
 - b) A new on-line building control programme (Objective Build) was progressed and went live on 12 February 2025
 - c) A regulatory shared services agreement was recently signed between ourselves, Waitomo and Waipā districts and a joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services is also to be explored.
 - d) Recycling volumes for the July to December period show a 20% increase over the same period for the previous year – well above the 10% target.
- 4.4. Since the LTP was adopted in June 2024, Council has been required to revisit previous decisions, respond to new legislative requirements and manage cuts in anticipated funding. Specific changes that have impacted Council's work programmes have included the following:
- a) Reinstatement of the ability to hold polls on Māori wards (30 July 2024)
 - b) A shortfall in the expected funding allocations from New Zealand Land Transport Agency (NZTA) - Waka Kotahi for the next three years (formal advice received August 2024)
 - c) Enactment of the Water Services Preliminary Arrangements Act (September 2024) requiring all councils to have developed water services delivery plan (WSDP) by 3 September 2025 which outlines, amongst other matters, council's intended water services delivery and implementation arrangements for the district.
- 4.5. Although having to take on additional workload, staff have managed to maintain existing LTP programmes. In land transport, however, adjustments have had to be made because of lower funding than anticipated from NZTA. The funding shortfall has largely affected walking, cycling, road safety projects/services and low cost/low risk new works. This situation will be ongoing as the shortfall also affects the next two financial years.
- 4.6. In addition to the new policy directions that have affected the local government sector in the past six months, more change is expected with substantive legislative reform signalled in relation to resource management (RMA) and building control. Preliminary work was started on the 10 year review of Ōtorohanga's District Plan and this work has now been placed on hold until a clearer picture emerges on the reform of New Zealand's planning laws and regulations. Changes are also signalled for other areas such as bylaw legislation animal management (cat microchipping) and emergency management.

4.7. The 2024/34 LTP has a total of 48 non-financial performance measures. While 75% of performance measure are on track or still yet to be measured, 25% are ‘not on track’ or ‘on hold’. The reasons for this are twofold:

- a) A number of measures have been directly impacted by the matters discussed in 4.4 to 4.6 above
- b) Others have been deemed as ‘not on track’ due to delays in the actual recording of data for response times. The service may have been provided on time, but delivery has been recorded as complete at a later date. Systems have been set up for ease of capture of this information by operators and further training will be held to ensure that data entry is timely and accurate.

5. Appendices | Ngā āpitihanga

Number	Title
1	Six Monthly Performance Report 1 July to 31 December 2024



WEAVING THE
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ŌTOROHANGA DISTRICT COUNCIL SIX MONTHLY PERFORMANCE REPORT

1 JULY TO 31 DECEMBER 2024

MARCH 2025





SIX MONTHLY REPORT - 1 JULY TO 31 DECEMBER 2024

CONTENTS

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INTRODUCTION

This report has been prepared to provide Council with an overview of progress to date with implementation of year one of the 2024/34 Long Term Plan (LTP). A key performance indicator (KPI) set by governance for the Chief Executive, the report is intended to track performance to date and, if required, address issues before they become critical.

SCOPE

The focus of this report is on informing progress with the non-financial performance measures in the LTP for the first six months of the 2025/26 financial year (1 July to 31 December 2024). For completeness, we have also incorporated the monthly financial report for the year to date (ie. month ending 28 February 2025). Together, this information aids our understanding of how well we are tracking toward achieving our community outcomes (refer Figure 1).

LIMITATIONS

Data for 12 of the measures used in the LTP is not available at this time. Some of these measures are collected annually and timed to coincide with publication of the Annual Report (eg. Annual Residents' Survey results). In three instances the measures used are bi-annual or tri-annual and will only be reported in the year in which results are available.

Several measures report on work undertaken in the previous financial year or straddling financial years (eg. accountability reports from recipients of Council funding). This means that the performance reported is retrospective rather for the current reporting period.

FIGURE 1: COMMUNITY OUTCOMES





STRUCTURE

PERFORMANCE STATUS

Throughout this report the following categories are used to report on the progress with the performance measures:

C	Completed
OT	On Track
NOT	Not On Track
OH	On Hold
NYM	Not Yet Measured ¹

WHOLE OF ORGANISATION

The 2024/34 LTP has a total of 48 non-financial performance measures. A summary of how overall performance is tracking for the first six months of the 2024/25 year is presented in graphic form supplemented by key observations on highlights or matters that have affected Council’s work programmes in general over the past six months (Points of Note).

A pie graph is also provided in this section to show the proportion of measures used to track progress with our community outcomes for People, Place and Partnerships. It should be noted that while most activities contribute in some way toward the achievement of all three community outcomes areas, this is not always reflected in the suite of performance measures we apply to specific groups of activities. For example, activities undertaken in the Trusted Leadership and Relationships Group has measures which focus on People and Partnerships while Resilient Infrastructure’s measures focus on People and Place. This is despite both these groups of activities being contributors in real terms all of the community outcomes – it is simply that the contribution is not formally measured.

¹ Includes the performance measures discussed in the Limitations section that are reported Annually, Bi-annually or Tri-annually.

GROUPS OF ACTIVITIES

ŌDC’s activities are organised under the following six groups of activities:

- Trusted Leadership and Relationships
- Strong Communities
- Vibrant Places and Spaces
- Sustainable Development and Public Safety
- Resilient Infrastructure
- Responsible Waste Management

For each group the following information is provided:

- A pie graph showing overall performance for July to December 2024
- The group’s contribution to the measurement of the community outcomes is also presented in pie graph form
- Points of note provide brief information on activity highlights or matters of interest. Commentary on specific events or issues that have arisen since the LTP was adopted are included as some of these matters have required staff to reprioritise resources and adjust work programmes. Where this has occurred an indication of whether business as usual has been affected or, alternatively, the steps taken to mitigate the effect of these unanticipated events are outlined.
- A table showing progress to date against the specific long term plan performance measures for the year to date is included at the end of each group of activities.

FINANCES

The final section of the report covers the financials for the year to date (ie. month ending 28 February 2025).



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NON-FINANCIAL PERFORMANCE MEASURES OVERVIEW

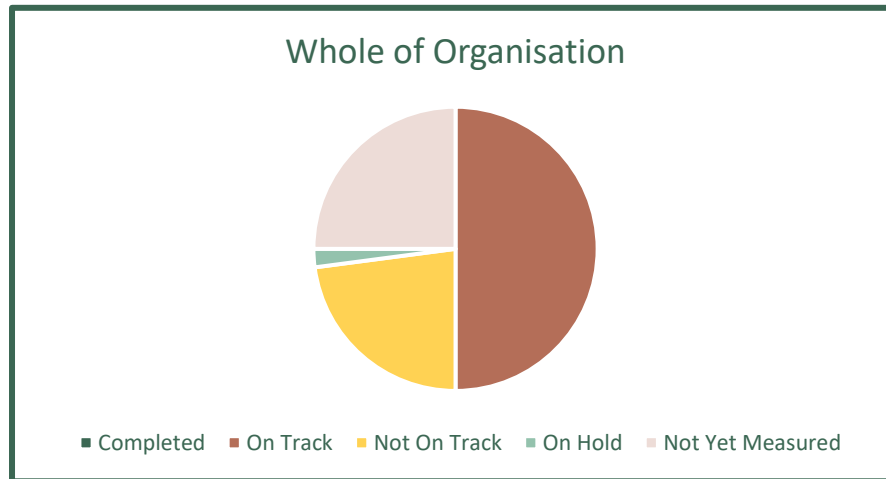


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WHOLE OF ORGANISATION OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



COMMUNITY OUTCOMES - PROPORTION OF MEASURES



POINTS OF NOTE

HIGHLIGHTS

- Council received an 'A' rating of in its most recent CouncilMARK Report which equals Mauri Ora (the highest grade under the Te Korowai Framework).
- The new on-line building control programme (Objective Build) went live on 12 February 2025.
- A regulatory shared services agreement was recently signed between ourselves, Waitomo and Waipā districts giving the partners the ability to call on one another for regulatory functions when additional capacity is needed or to offer spare capacity when available. In addition, a joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services is also to be explored.

- Recycling volumes for the July to December period shows a 20% increase above the same period for the previous year – well above the 10% target.

CENTRAL GOVERNMENT POLICY CHANGES

- Since the LTP was adopted in June 2024, the local government sector has been undergoing an inordinate amount of change as a consequence of the introduction of new or amended policies by central government. These changes have involved revisiting previous decisions made by Council, new legislative requirements and cuts in anticipated funding. New policy directions that directly impacted Council's work programmes have included the following:
 - Reinstatement of the ability for to hold polls on Māori wards (30 July 2024)



- A shortfall in the expected funding allocations from New Zealand Land Transport Agency (NZTA) - Waka Kotahi for the next three years (formal advice received August 2024). This shortfall has largely affected walking, cycling, road safety projects/services and low cost/low risk new works.
- Enactment of the Water Services Preliminary Arrangements Act in September 2024 requiring all councils to have developed water services delivery plan (WSDP) by 3 September 2025 which outlines, amongst other matters, council's intended water services delivery and implementation arrangements for the district. Furthermore, council's must have consulted on their preferred arrangement prior to submitting their WSDP to the Minister of Local Government.
- The changes to date have placed councils and staff under an enormous amount of pressure and there is more to come with substantive legislative reform and changes expected in relation to resource management (RMA) and building control. Changes are also signalled for other areas such as bylaw legislation animal management (cat microchipping) and emergency management.
- Staff have continued to progress work programmes despite the additional load, although in the land transport area adjustments have had to be made to the programme to because of funding being lower than anticipated. The main activities to be affected largely relate to the footpath programme and road safety.

PERFORMANCE MEASURES

- While 75% of performance measure are on track or still yet to be measured, almost 25% are not on track.
- A small number of these measures are affected by the matters discussed in the previous section relating to central government policy changes. However, a number have been deemed as not on track due to delays in the actual recording of data for response times. The required service may have been provided on time but it has been recorded as complete at a later date. Systems have been set up for ease of capture of this information by operators and further training will be held to ensure that data entry is timely and accurate to avoid this problem in the future.



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TRUSTED LEADERSHIP AND RELATIONSHIPS



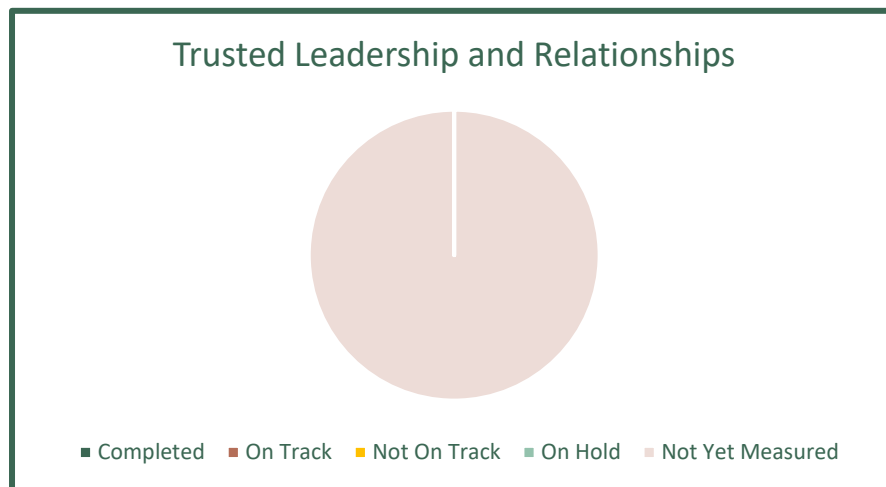
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TRUSTED LEADERSHIP AND RELATIONSHIPS

OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- Work is continuing on the development of the Māori Engagement Framework and completion is expected in the 2024/25 year.
- An unexpected additional to the work programme has been the requirement to decide whether to retain or disestablish the Rangiātea Māori ward. Having decided to retain the ward a binding poll will be required as part of the 2025 election.
- Council received an 'A' rating of in its most recent CouncilMARK Report which equals Mauri Ora (the highest grade under the Te Korowai Framework).



TRUSTED LEADERSHIP AND RELATIONSHIPS RESULTS 1 JULY - 31 DECEMBER 2024

TRUSTED LEADERSHIP AND RELATIONSHIPS					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
GOVERNANCE	Visible, transparent trusted Council	Overall trust in Council	24/25 = ≥ 65% Average or better 26/34 = ≥ 70% Average or better	NYM	✓	✓				✓
IWI LIAISON	Work with Māori leaders ² to build/maintain strong, productive relationships.	Māori leaders rate their relationship with Council as good or better ³ .	24/26 = ≥ 70% Good or better 26/34 ≥ 75% Good or better	NYM	✓	✓			✓	✓
SUPPORT SERVICES • Communications and engagement • Customer experience • People and capability • Information services • Financial management ⁴	The community have access to timely and accurate information.	Residents satisfied with Council communication	≥ 80%	NYM	✓					✓

KEY: Completed On Track Not On Track On Hold Not Yet Measured

² Māori leaders includes, but is not limited to, iwi, hapū, marae and hapori Māori.

³ As measured by an annual iwi relationships survey.

⁴ Specific measures are not included here as financial management is required to comply with a raft of industry best practice standards, legislative requirements and the activity itself is subject to third party audits. These matters are publicly reported on through a variety of statutory documents.





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STRONG COMMUNITIES

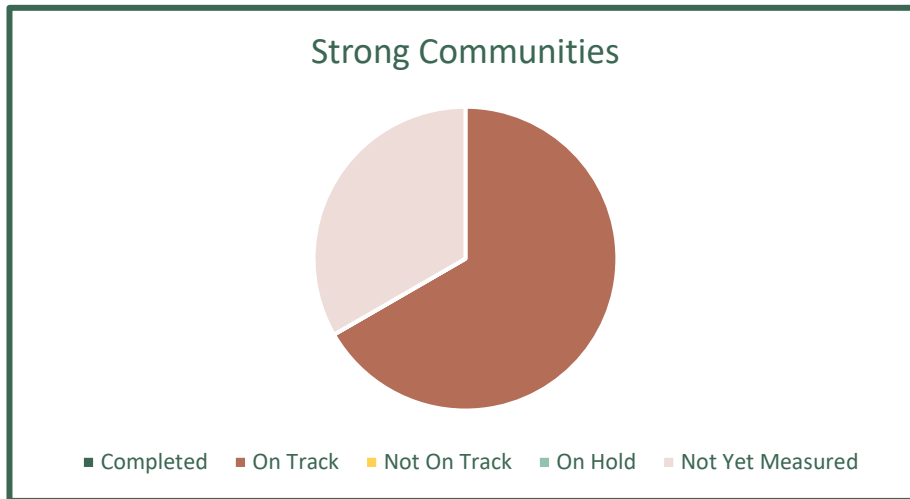


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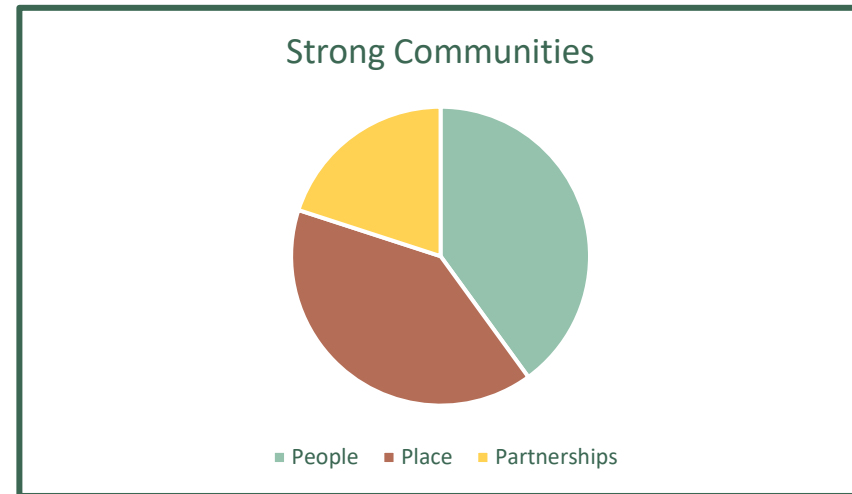


STRONG COMMUNITIES OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- Council is considering the addition of the Ōtorohanga Museum and/or Creative Waikato as a new community service provider.
- As part of the work programme to strengthen the emergency management system, a new Emergency Management Bill is expected to be introduced in the second half of 2025. A discussion document for public feedback is to be released shortly and the anticipated changes are likely to impact the delivery of emergency management services by councils.



STRONG COMMUNITIES

RESULTS 1 JULY - 31 DECEMBER 2024

STRONG COMMUNITIES					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
COMMUNITY DEVELOPMENT AND EMPOWERMENT COMMUNITY SERVICE PROVIDERS AND CONTESTABLE GRANTS	Improved community wellbeing through the provision of financial support for social, cultural and recreational purposes.	Community groups/organisation and individuals funded by Council fulfil their funding obligations	Achieved	OT	✓	✓	✓	✓	✓	✓
ECONOMIC DEVELOPMENT AND WELLBEING	Implementation of economic wellbeing strategy.	Economic wellbeing service providers funded by Council fulfil their funding obligations.	Achieved	OT	✓	✓	✓	✓	✓	✓
LIBRARIES, LEARNING AND DEVELOPMENT	Library services and activities meet community needs	Users satisfied with library services.	≥ 90% satisfaction	NYM	✓		✓			
		Increasing participation in Library programmes and activities, and service users.	≥ 40,000 participants	OT	✓	✓	✓			
CIVIL DEFENCE AND EMERGENCY MANAGEMENT (CDEM)	Council and the community well prepared for a civil defence emergency	Percentage scored in an emergency response annual evaluation exercise	>60% (advancing)	NYM	✓			✓		✓
		Community response plans in place for Kāwhia and Ōtorohanga reviewed every 3 years.	Three yearly (due 2026/27)	OT	✓			✓		

KEY: Completed On Track Not On Track On Hold Not Yet Measured



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VIBRANT PLACES AND SPACES



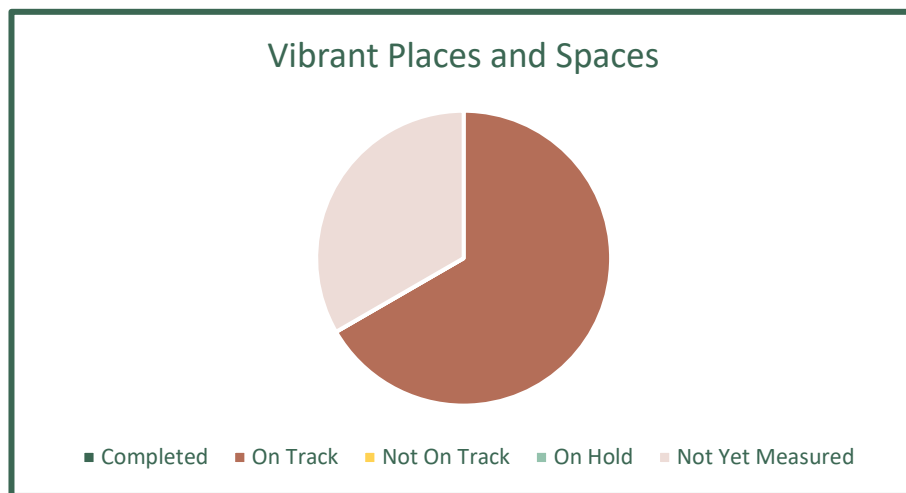
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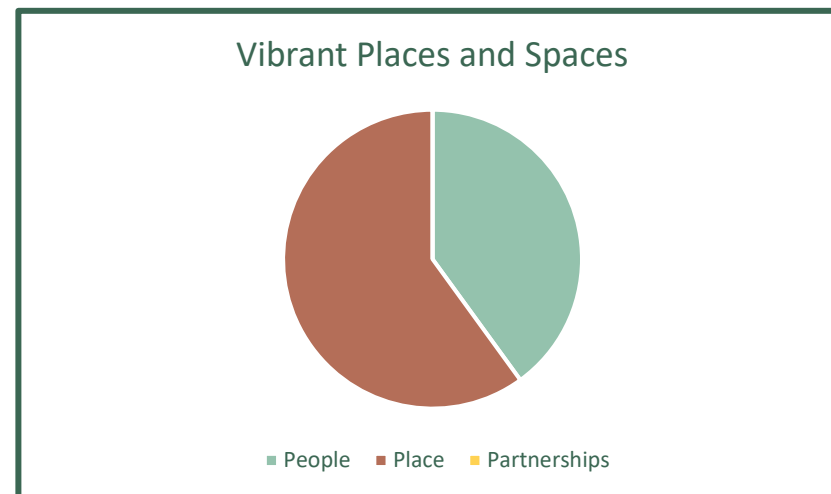
VIBRANT PLACES AND SPACES

OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- A Reserves Management Strategy has been drafted and consultation opened 1 November 2024.



VIBRANT PLACES AND SPACES

RESULTS 1 JULY - 31 DECEMBER 2024

VIBRANT PLACES AND SPACES					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
PARKS AND RESERVES AND COUNCIL OWNED PROPERTY	Parks and reserves meet resident's needs.	Residents satisfied with parks/reserves: <ul style="list-style-type: none"> Variety Quality 	≥ 90% Satisfaction combined average	NYM		✓	✓			
	Provision of clean, well maintained public toilets.	Number of complaints per annum in relation to cleanliness and maintenance.	<12 Complaints per annum	OT	✓	✓	✓			
CEMETERIES	Well maintained cemeteries.	Number of complaints per annum in relation to grounds maintenance.	<5 Complaints	OT	✓		✓			
SWIMMING POOLS	Provision of community swimming pool facilities, safe for users and staff.	Swimming pools maintain PoolSafe Accreditation and compliance with pool water quality standard	≥ 95% Compliance	OT			✓	✓		
OLDER PERSON'S HOUSING	Housing units that are well maintained, safe and fully utilised.	Tenants satisfied with of their unit: <ul style="list-style-type: none"> Comfort Safety 	>95% Satisfaction combined average	NYM	✓		✓			
		Percentage occupancy rate for elder person's housing: <ul style="list-style-type: none"> Ōtorohanga Kāwhia 	>95% Combined average	OT			✓			

KEY: Completed On Track Not On Track On Hold Not Yet Measured



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SUSTAINABLE DEVELOPMENT AND PUBLIC SAFETY



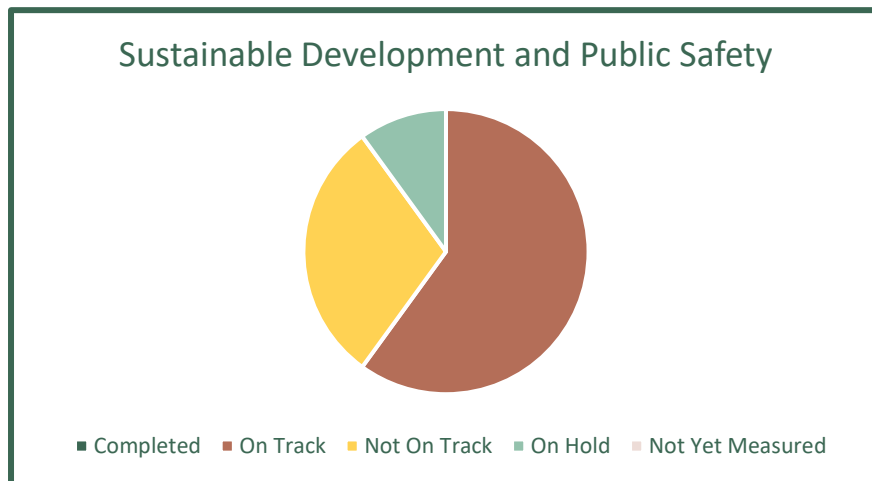
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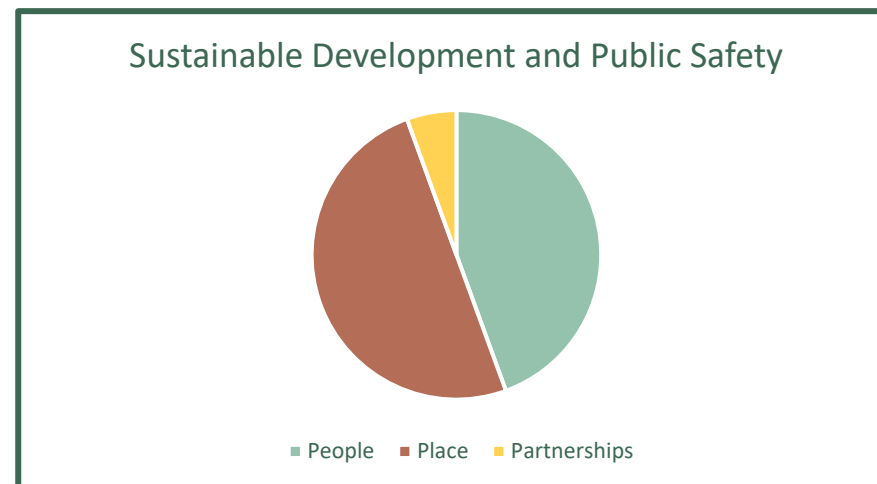
SUSTAINABLE DEVELOPMENT AND PUBLIC SAFETY

OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- The current coalition Government has embarked on a number of legislative reforms and changes affecting resource management (RMA) and building control. Changes are also signalled for other regulatory areas such as bylaw legislation and animal management (cat microchipping). The impact of these changes varies from minor to substantive noting that RMA and Building Control reform are ‘once in a generation’ entire system resets. Staff have already flagged the likelihood of unbudgeted transitional costs associated with the reforms and have outlined to Council an intended approach making best use of ŌDC’s limited resources and capacity.
- Staff, as per the LTP, were in the process of scoping and project planning for our 10 yearly (statutory) review of the ŌDP, due to commence 2025.

This has now been put on hold awaiting the outcome for the RMA replacement legislation.

- The new on-line building control programme (Objective Build) went live on 12 February 2025.
- Staff have been progressing an update of the Development Contributions Policy. Recent government announcements indicate a major revamp in this area and the possible introduction of development levies in late 2025 for enactment in 2026. The ODC review will continue at this stage.
- A regulatory shared services agreement was recently signed between ourselves, Waitomo and Waipā districts. It gives the partners the ability to call on one another for regulatory functions when additional capacity is needed or to offer spare capacity when available.



SUSTAINABLE DEVELOPMENT AND PUBLIC SAFETY
RESULTS 1 JULY - 31 DECEMBER 2024

SUSTAINABLE DEVELOPMENT AND PUBLIC SAFETY					COMMUNITY OUTCOMES					
					PEOPLE		PLACE		PARTNERSHIPS	
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
RESOURCE MANAGEMENT	Maintained and updated District Plan	Ōtorohanga District Plan is maintained, reviewed, and updated in accordance with legislation.	100% Compliance	OH		✓	✓	✓		
	Processing of all applications within agreed timeframes.	Resource consent applications processed and decisions issued within statutory timeframes.	100% Compliance	OT		✓	✓			
BUILDING CONTROL	Buildings safe and fit for purpose.	Building consent applications processed within 20 working days.	100% Compliance	OT		✓	✓			
	Required safety inspections of swimming pools and associated barriers completed.	All registered private swimming pools inspected at least every three years.	> 33% Pools inspected/year ⁵	OT			✓	✓		
	Required standards for processing and issuing building consents met.	Retention of BC accreditation.	Achieved	OT						✓
ANIMAL CONTROL	Timely provision of animal control services supporting	Known dogs in the district are registered.	≥ 98% Registered	NOT 90.3%		✓	✓			

⁵ As an annual average over 3-year period.



SUSTAINABLE DEVELOPMENT AND PUBLIC SAFETY					COMMUNITY OUTCOMES					
					PEOPLE		PLACE		PARTNERSHIPS	
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
	animal welfare and community safety.	Complaints about dog attacks and wandering stock on public roads responded ⁶ to within two hours.	100% Compliance	NOT ⁷		✓	✓			
ENVIRONMENTAL HEALTH, PUBLIC AMENITY AND SAFETY	Public sale and supply of alcohol is undertaken safely and responsibly and a high level of food safety is maintained by food premises.	All venues selling or supplying alcohol and all food premises monitored for compliance with statutory requirements.	100% Compliance	OT		✓	✓			
	Timely response to excessive noise complaints.	All excessive noise complaints investigated within two hours of the complaint being received.	95% Compliance	NOT ⁸		✓	✓			
	Respond to public nuisance complaints.	Investigate ⁹ complaints within five working days of receiving a complaint ¹⁰ .	90% Compliance	OT		✓	✓			

KEY: Completed On Track Not On Track On Hold Not Yet Measured

⁶ 'Responded to' means acknowledged and investigated.

⁷ For the period 1 July to 31 December 2024, 100% of complaints within Ōtorohanga township were responded to within two hours and 80% in Kāwhia.

⁸ July-December 2024 we achieved 100% for phone complaints, 85% for walk-ins or email (due to not going through a service request).

⁹ "Investigate" means acknowledging the complaint, triaging and assessing if a response and any enforcement is required.

¹⁰ Covers complaints made under the following bylaws/legislation:

- Dangerous and Insanitary Building Policy 2022
- Keeping of Stock, Poultry and Bees Bylaw 2009
- Liquor Control Bylaw 2007
- Stock Movement Bylaw 2014
- Structures and Works in Public Places Bylaw 2015
- Trade Waste Bylaw 2000
- Freedom camping legislation



WEAVING THE
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RESILIENT INFRASTRUCTURE



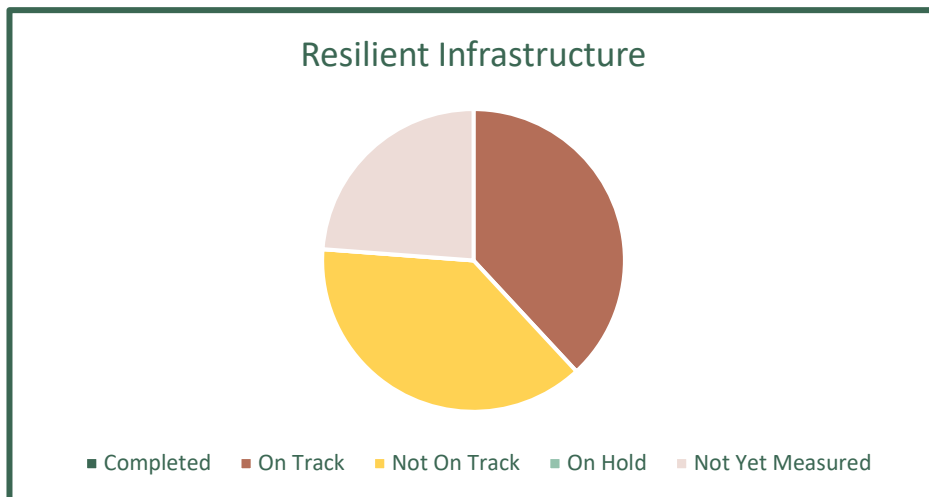
Te Kaitiaki ō-Rohe o
Ōtorohanga
District Council
Where kiwi can fly



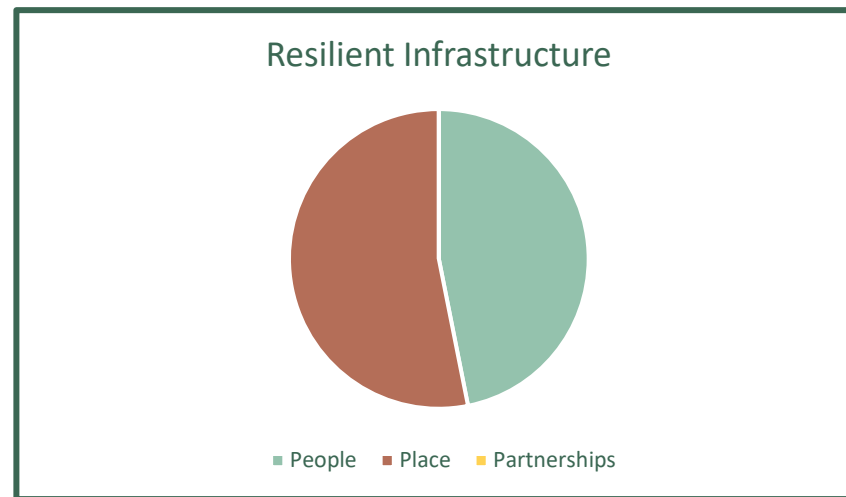
RESILIENT INFRASTRUCTURE

OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- In August 2024 we were formally advised by NZTA that our funding allocations for 2024/25 to 2026/27 would be less than anticipated. This has affected our ability to deliver on aspects of our planned works programme, in particular footpaths, road safety promotion and new works (low risk/low cost).
- New Drinking Water Quality Assurance Rules (DWQAR) introduced by Taumata Arowai came into force on 14 November 2022. Internal Affairs has updated the mandatory performance measures to align with the new rules and these came into effect on 21 August 2024. The new measures are reported on in this document.

- The Water Services Preliminary Arrangements Act was enacted on 2 September 2024 and requires all councils to have developed and consulted on a Water Services Delivery Plan (WSDP) by 3 September 2025. A one-off, the WSDP is a transitional requirement outlining a council's intended water services delivery and implementation arrangements for their district. Preparation of the WSDP and associated community consultation requirements are substantive and the decision making intergenerational. This work is in addition to business as usual
- Thirty eight per cent of the performance measures for Resilient Infrastructure are currently showing as 'not on track'. This is in part due to delays in recording of data for response times rather than actual service delivery. Systems have been set up for ease of capture of this information



and further training will be held to ensure that data entry is timely and accurate.

RESILIENT INFRASTRUCTURE

RESULTS 1 JULY - 31 DECEMBER 2024

RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
LAND TRANSPORT	Provision of a safe local transport network for users and the community.	Change from the previous financial year in the number of fatalities and serious injury crashes on the local road network(M) ¹² .	Fatalities/ serious injuries ≤ previous year	NYM				✓		
	Road and footpath networks which support usability and user comfort.	Percentage of footpaths whose condition meets the standard of 3 or better (minor cracking only) (M) ¹³ .	24/5 = 80% 25/6 = 85% 26/7 = 90%	NOT		✓	✓			
		Average quality of ride on a sealed local road network, measured by smooth travel exposure value of 150 or better (M).	97%	NYM		✓	✓			
		Percentage of the sealed local road network resurfaced(M).	8%	NYM		✓	✓			
	Customer service requests dealt with promptly and appropriately.	Percentage of customer service requests for roads and footpaths responded ¹⁴	90%	NOT 84.5%	✓					

¹¹ (M) = Mandatory Measure

¹² Expressed as a number.

¹³ Full wording: The percentage of footpaths within a territorial authority district that fall within the level of service or service standard for the condition of footpaths that is set out in the territorial authority's relevant document (such as its annual plan, activity management plan, asset management plan, annual works program or long term plan).

¹⁴ Responded to means acknowledgment by the Roading Team.



RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
		to within 5 working days or less (M) ¹⁵ .								
WASTEWATER	Safe, reliable wastewater treatment and disposal system which minimises public health risks and environmental impact.	Number of dry weather sewerage overflows from the Ōtorohanga sewerage system, per 1000 connections (M) ¹⁶	0 Overflows	NO 3.8		✓	✓	✓		
		Compliance with consents for discharge from the Ōtorohanga sewerage system (M) ¹⁷ :	0 Non-compliance actions	OT		✓	✓	✓		
		Median response time for sewerage overflow callouts due to a blockage or other fault in the Ōtorohanga sewerage system (M) ¹⁸ .	Arrive on site < 50 Mins Resolution < 24 Hrs	NOT 20hrs, 49 mins OT	✓	✓	✓	✓		

¹⁵ Full wording: The percentage of customer service requests relating to roads and footpaths to which the territorial authority responds within the time frame specified in the long term plan.

¹⁶ Full wording: The number of dry weather sewerage overflows from the territorial authority's sewerage system expressed per 1000 sewerage connections to that sewerage system.

¹⁷ Full wording: Compliance with the territorial authority's resource consents for discharge from its sewerage system measured by the number of: (a) abatement notices, (b) infringement notices, (c) enforcement orders, (d) convictions received by the territorial authority in relation to those resource consents.

¹⁸ Full wording: Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured: (a) Attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site, (b) Resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault.



RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
		Number of complaints, per 1000 sewage connections, about (M) ¹⁹ : <ul style="list-style-type: none"> • Odour • System faults • Blockages. 	24/5 = <15 Complaints	OT	✓	✓	✓	✓		
WATER SUPPLY	Provision of potable ²⁰ water within specified areas via a safe and reliable treatment and supply system	The extent to which the Council's drinking water supply complies with (M): <ul style="list-style-type: none"> • Bacterial Compliance Criteria²¹ • Protozoal Compliance Criteria²² 	Complies Complies	NYM NYM	✓ ✓	✓ ✓	✓ ✓			
		Number of complaints received, per 1000 connections, about (M) ²³ : <ul style="list-style-type: none"> • Water clarity • Water taste • Water odour • Water pressure or flow • Continuity of supply 	≤ 5 Complaints	NOT 9 Ōto 27 Rural/ Kāwhia	✓ ✓	✓ ✓				

¹⁹ (M) Full wording: The total number of complaints received by the territorial authority about any of the following (expressed per 1000 connections to the territorial authority's sewerage system): Sewerage odour, sewerage system faults, sewerage system blockages, territorial authority's response to issues with its sewerage system.

²⁰ Note: Ranginui RWS is a non-potable supply.

²¹ (M) Full wording: The extent to which the local authority's drinking water supply complies with: (a) part 4 of the drinking water standards (bacteria compliance criteria); and (b) part 5 of the drinking water standards (protozoal compliance criteria).

²² Ibid.

²³ As recorded in the request for service system.



RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
		Median response times for call-outs in response to a fault or unplanned interruption the network (M) ²⁴ : Urgent Call-outs: • Attendance ²⁵ • Resolution ²⁶ Non-Urgent Call-outs: • Attendance ²⁷ • Resolution ²⁸	< 1.5 Hours < 18 Hours < 1.5 Hours < 18 Hours	NOT 22hrs 36min 22hrs 54min 23hrs 40min 23hrs 58min	✓					
	Water supply and demand managed to ensure prudent use of water.	The percentage of real water loss from the Council's networked reticulation system (M) • Ōtorohanga • Kāwhia	<25% <25%	NOT 26% 30%				✓		
		Average consumption of drinking water per day per resident within the Ōtorohanga District (M) .	< 300 Litres/ person/day	NOT 301 Lt/per day				✓		

²⁴ **(M)** Full wording: Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response time measured.

²⁵ **(M)** Full wording: Attendance for urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.

²⁶ **(M)** Full wording: Resolution of urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.

²⁷ **(M)** Full wording: Attendance for non-urgent call-outs: from the time the local authority receives notification to the time that service personnel reach the site.

²⁸ **(M)** Full wording: Resolution of non-urgent call-outs: from the time the local authority receives notification to the time service personnel confirm resolution of the fault or interruption.



RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
					PEOPLE		PLACE		PARTNERSHIPS	
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
STORMWATER	Provision of a safe and reliable stormwater system which minimises flooding and environmental impact.	Number of flooding events in the district and, for each flooding event, the number of habitable floors affected per 1000 properties connected (M) ²⁹ .	0 Habitable floors affected by flood events	OT			✓	✓		
		Compliance with consents for discharge from the stormwater system (M) ³⁰ :	0 Non-compliance actions	OT		✓	✓	✓		
		Median response time ³¹ to attend to a flooding event (M) ³² .	< 4 hours 30 minutes	OT	✓					
		Number of complaints received, per 1000 properties connected, about the performance of the stormwater system (M) ³³ .	≤ 2 Complaints	OT	✓	✓	✓	✓		
FLOOD PROTECTION	The Ōtorohanga Flood Protection Scheme well managed, maintained and operated.	Maintenance, repairs and renewal undertaken to approved standards (M) ³⁴ .	Achieved	OT		✓	✓	✓		

²⁹ (M) Full wording: (a) The number of flooding events that occur in a territorial authority district. (b) For each flooding event, the number of habitable floors affected. (Expressed per 1000 properties connected to the territorial authority's stormwater system.)

³⁰ (M) Full wording: Compliance with the territorial authority's resource consents for discharge from its stormwater system, measured by the number of: (a) abatement notices, (b) infringement notices, (c) enforcement orders, (d) convictions received by the territorial authority in relation to those resource consents.

³¹ Measured from the time of notification until service personnel arrive on site.

³² (M) Full wording: The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site.

³³ As recorded in the request for service system

³⁴ (M) Full wording: The major flood protection and control works that are maintained, repaired and renewed to the key standards defined in the local authority's relevant planning documents (such as its activity management plan, asset management plan, annual works program or long term plan).



RESILIENT INFRASTRUCTURE					COMMUNITY OUTCOMES					
					PEOPLE		PLACE		PARTNERSHIPS	
ACTIVITY	LEVEL OF SERVICE	MEASURE ¹¹	TARGET	STATUS AS AT 31 DEC 2024	Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
	Coastal structures well managed, maintained and renewed.	Maintenance, repairs and renewal undertaken to approved standards (M) ³⁵ .	Achieved	OT			✓	✓		

KEY: Completed On Track Not On Track On Hold Not Yet Measured

³⁵ (M) Full wording: The major flood protection and control works that are maintained, repaired and renewed to the key standards defined in the local authority’s relevant planning documents (such as its activity management plan, asset management plan, annual works program or long term plan).



WEAVING THE
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RESPONSIBLE WASTE MANAGEMENT



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District Council
Where kiwi can fly



RESPONSIBLE WASTE MANAGEMENT

OVERVIEW

MEASURES – PROGRESS TO DATE (31 DECEMBER 2024)



CONTRIBUTION TO COMMUNITY OUTCOMES MEASURES



POINTS OF NOTE

- Four of the Government’s five waste minimisation policies were put on hold in December 2024³⁶.
- A joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services is to be explored.
- A Waste Minimisation Co-ordinator has been appointed.
- Recycling volumes for the July to December period shows a 20% increase above the same period for the previous year – well above the 10% target.

³⁶ The cancelled policies include: Mandatory kerbside composting for all urban areas; mandatory kerbside recycling for all urban areas; requiring schemes to report on materials diverted from landfill; performance standard for council recycling and composting schemes.



RESPONSIBLE WASTE MANAGEMENT
RESULTS 1 JULY - 31 DECEMBER 2024

RESPONSIBLE WASTE MANAGEMENT					COMMUNITY OUTCOMES					
ACTIVITY	LEVEL OF SERVICE	MEASURE	TARGET	STATUS AS AT 31 DEC 2024	PEOPLE		PLACE		PARTNERSHIPS	
					Connected, empowered, engaged communities	Welcoming, proud, thriving communities	Vibrant, diverse, liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships	Aspirational, united, responsible leadership
WASTE MANAGEMENT AND MINIMISATION	A reliable weekly household kerbside rubbish and recycling collection service in Aotea, Kāwhia and Ōtorohanga.	Kerbside collection services comply with National Waste Strategy.	Achieved	OT	✓		✓	✓		
	Waste minimisation to be actively promoted.	Increase in recycling volumes over previous year.	10% Increase	OT	✓		✓	✓		

KEY: Completed On Track Not On Track On Hold Not Yet Measured



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

FINANCES

AS AT 28 FEBRUARY 2025



SUMMARY

The Financial Report for the month ended 28 February 2025 shows an operating surplus of \$3.9M, up on budget by \$868k, because of the timing of operating expenditure, capital expenditure and loan repayments

DISCUSSION

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES					
For the Period Ending February 2025					
	ACTUAL	BUDGET	VARIANCE		FULL YEAR BUDGET
REVENUE					
Rates income	15,200,589	15,212,941	12,352	0%	15,260,320
Contributions	5,280	3,151	-2,129	-40%	10,001
Water by Volume Rates	922,735	1,053,600	130,865	14%	2,238,000
Subsidies and Grants	4,388,531	4,479,916	91,385	2%	8,346,698
Other Income	1,083,487	859,700	-223,787	-21%	1,793,376
Other gains/(losses)	6,060	0	-6,060	-100%	0
Total Revenue	21,606,681	21,609,308	2,627		27,648,395
EXPENSES					
Employee Benefit Expenses	4,226,194	4,854,358	628,164	15%	7,192,546
Depreciation and Amortisation	5,267,558	4,633,728	-633,830	-12%	7,068,676
Other Expenses	8,028,747	9,025,132	996,385	12%	14,562,478
Finance Costs	154,402	34,087	-120,315	-78%	221,123
Total Expenditure	17,676,902	18,547,305	870,403		29,044,823
Operating Surplus/(Deficit)	3,929,780	3,062,003	-867,777		-1,396,428

Overall, there is a net surplus to the end of February of \$3,929,780, compared to the budgeted surplus of \$3,062,003. The variance in the surplus against budget is due to:

- Operating Expenses are down on budget by \$870k, with other expenses being under budget by \$996k and employee benefit expenses being \$628k under budget. This is offset by depreciation being \$634k up on budget, and finance costs being \$120k up on budget.
 - Other expenses is down due to the timing of expenditure, as well as the reversing of prior year accruals such as the audit fees.
 - Employee benefit expenses is under budget due to a couple of vacancies held through the beginning of the year that were budgeted for a full year.
 - Depreciation is over budget due in part to the impact of the revaluation of the land and buildings as at 30 June 2024, as well as the timing of some capital projects being capitalised.
 - Finance costs is over budget due to the reversal of the prior year interest accrual.



STATEMENT OF FINANCIAL POSITION			
For the Period Ending February 2025			
	ACTUAL	FULL YEAR BUDGET	YTD LAST YEAR
CURRENT ASSETS			
Cash and Cash Equivalents	5,215,301	3,169,964	4,741,518
Trade and Other Receivables	3,107,677	2,295,270	3,646,114
Inventory	56,861	30,910	74,252
Total Current Assets	8,379,839	5,496,144	8,461,884
NON-CURRENT ASSETS			
Investments	7,774,788	7,847,284	7,799,282
Property, Plant and Equipment	408,813,313	405,131,826	392,391,452
Intangible Assets	101,969	157,214	5,179
Loan Receivable	1,497,937	1,750,000	1,705,644
Total Non-current Assets	418,188,008	414,886,324	401,901,558
TOTAL ASSETS	426,567,847	420,382,468	410,363,442
CURRENT LIABILITIES			
Trade and Other Payables	1,116,149	2,714,958	748,671
Provisions	1,088	829	1,017
Employee Benefit Liabilities	327,426	401,309	0
Income in Advance	408,908	741,189	520,169
Development and Financial Contributions in Advance	564,626	540,623	530,087
Total Current Liabilities	2,418,197	4,398,908	1,799,944
NON-CURRENT LIABILITIES			
Provisions	11,943	15,886	13,030
Employee Benefit Liabilities	34,008	46,305	26,791
Borrowings	12,447,613	6,222,612	9,447,613
Total Non-current Liabilities	12,493,563	6,284,803	9,487,434
TOTAL LIABILITIES	14,911,760	10,683,711	11,287,378
NET ASSETS	411,656,087	409,698,757	399,076,063
EQUITY			
Retained Earnings	171,499,647	164,002,322	163,358,632
Reserve Funds	3,103,513	3,023,221	2,953,952
Revaluation Reserves	237,052,927	242,673,229	232,763,479
TOTAL EQUITY	411,656,087	409,698,757	399,076,063

Overall, the balance sheet shows a healthy position at the end of February, with total current assets of \$8.38M, against total current liabilities of \$2.42M, giving a working capital of \$5.96M.

Current borrowings sit as \$12.4M, which is up \$2M on the end of October 2024. This increase is due to short term borrowings taken for cashflow purposes because of roading work being bought forward due to favourable weather. This is due to be repaid in March 25. Further discussion of the debt profile is later in this report.

COMBINED COST OF SERVICE STATEMENT				
For the Period Ending February 2025				
	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	FULL YEAR BUDGET
OPERATING REVENUE				
Activity Revenue	5,471,365	5,339,616	-131,749	10,140,074
Targeted Rates	7,613,140	7,743,235	130,095	8,927,635
Development Contributions	5,280	3,151	-2,129	10,001
General Rates	8,355,888	8,523,306	167,418	8,570,685
Other General Sources	6,549,607	8,446,055	1,896,448	12,902,812
	27,995,281	30,055,363	2,060,082	40,551,207
OPERATING EXPENDITURE				
Trusted Leadership & Relationships	8,945,559	10,184,370	1,238,811	15,608,368
Strong Communities	1,420,837	1,521,070	100,233	2,173,230
Vibrant Places and Spaces	1,984,876	2,353,966	369,090	3,523,041
Sustainable Development and Public Safety	1,330,003	1,544,692	214,689	2,388,361
Resilient Infrastructure: Land Transport	6,554,657	7,540,512	985,855	11,878,280
Resilient Infrastructure: Water Supply	1,710,171	2,104,593	394,422	3,144,137
Resilient Infrastructure: Wastewater	828,489	826,170	-2,319	1,424,444
Resilient Infrastructure: Stormwater	248,494	240,569	-7,925	341,712
Resilient Infrastructure: Flood Protection	239,404	349,872	110,468	320,744
Responsible Waste Management	359,199	558,601	199,402	813,906
	23,621,690	27,224,415	3,602,725	41,616,223
FUNDING REQUIRED				
Capital Renewals	5,217,149	6,990,778	1,773,629	11,364,873
Capital Growth	25,897	189,026	163,129	424,997
Capital Level of Service	3,855,503	4,074,226	218,723	4,758,881
Loans Repaid	663,923	767,672	103,749	1,112,822
	9,762,471	12,021,702	2,259,231	17,661,573
FUNDING APPLIED				
Funding from Depreciation Reserves	0	40,664	40,664	5,700,479
Loans Raised	0	1,489,528	1,489,528	5,146,292
Capital Income	81,118	6,664	-74,454	59,996
Transfer to and from Balance	4,892,809	7,653,898	2,761,089	7,819,821
	4,973,928	9,190,754	4,216,826	18,726,588

In the Combined Cost of Services statement, overall operating revenue is \$2.06M under budget. This relates to Other General Sources, which relates to staff charging, which is down due to the timing of projects and the vacancies being held at the beginning of the year, as well as other savings throughout the year.

Operating expenditure is \$3.60M under budget, with this being spread across all the budget areas. This is due to the timing of budgets and associated projects, as well as the reduced staff charging costs aligned to the reduced income.

Capital expenditure and loan repayments were under budget by \$2.26M. The bulk of this is related to capital renewals, which is due to the timing of some larger projects, such as in roading.



STATEMENT OF CASHFLOWS		
For the Period Ending February 2025		
	ACTUAL	FULL YEAR BUDGET
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from rates revenue	14,608,991	17,481,000
Receipts from other revenue	8,202,711	10,098,000
Interest received	83,704	15,000
Dividends received	7,370	10,000
Payments to suppliers and employees	(16,502,811)	(21,710,000)
Interest paid	(154,402)	(221,000)
Net cash provided by/(used in) Operating Activities	6,245,561	5,673,000
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from Sale of Property, Plant and Equipment	81,118	60,000
Purchase of property, plant and equipment	(5,926,153)	(13,155,000)
Purchase of investments	(130,000)	250,000
Purchase of intangible assets	(327,422)	37,000
Net cash provided by/(used in) Investing Activities	(6,302,457)	(12,808,000)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from borrowings	3,000,000	5,775,000
Prepayment of borrowings	-	-
Net cash provided by/(used in) Financing Activities	3,000,000	5,775,000
Net (Decrease)/increase in cash, cash equivalents and bank overdrafts	2,943,105	(1,360,000)
Cash, cash equivalents and bank overdrafts at the beginning of the year	2,272,196	4,529,000
Cash and cash equivalents at the end of the period	5,215,301	3,169,000

This cashflow statement shows the cashflows in and out for the period to 28 February 2025. As can be seen, net cash flow from operating activities has been positive, mostly due to the rates income received. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of February. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts.

Receipts from rate revenue has increased substantially from January 25, from \$8.98M to \$14.61M. This is due to the due date for second instalment payments being 28 February 2025, so a large amount of payments were received towards the end of February.



CURRENT DEBT PROFILE

Current LGFA borrowing at the end of February has the following maturity profile.

AMOUNT	TERM	MATURITY DATE	INTEREST RATE
\$2,000,000	3 months	18 March 2025	4.46%
\$6,000,000	6 months	14 March 2025	4.86%
\$2,000,000	12 months	15 September 2025	4.27%
\$2,000,000	15 April 2026	15 April 2026	4.50%



Councillor updates on meetings attended on behalf of Ōtorohanga District Council

Ngā kōrero hou a ngā Kaikaunihera

All councillors will be invited by the Chairperson to provide a verbal update to the meeting.

Resolution Register

7Rēhita tatūnga

Previous resolutions of Ōtorohanga District Council which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
C287	22/10/24	<p>That Ōtorohanga District Council:</p> <p>a. Approve a phased approach to service delivery change, being:</p> <p>i. Phase 1, approve the changes set out in option 2, adding an additional recycling crate for glass only with the option of adding a food waste collection following further direction from Central Government.</p> <p>ii. Phase 2, changing to the services set out in option 3, replace the recycling crate with a 240L mixed recycling bin and replace the refuse bags with a 140L bin. Phase 2 will be determined through the 2027-37 Long-Term Plan process having regard to the Government mandates.</p> <p>b. Approve an extension to the current Refuse and Recycling Contract for one year from 1 July 2025 to 30 June 2026 under the existing terms and conditions. Any increase in cost will be brought to Council for a decision through the 2024-25 Annual Plan process.</p> <p>c. Agree to explore a joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services in line with recommendation a).</p>	<p>We are currently in negotiations with our contractor for the 1 year contract extension.</p> <p>Staff recommend this resolution remain until the contract extension has been confirmed.</p>
C331	25/02/25	<p>Item 209 – Draft Ōtorohanga Reserves Strategy and Management Plan</p> <p>That having considered the recommendations from the Hearings Panel, and the subsequent matters raised by the Ōtorohanga Sports Club at the Public Forum, the Ōtorohanga District Council:</p>	<p>A meeting with Island Reserve user groups/clubs has been arranged. A similar meeting will be scheduled for Ōtorohanga Domain.</p>

1. Confirms the following changes be made to the draft Ōtorohanga Reserves Strategy:
 - a. That the Ōtorohanga 'Village Green' be included in the Strategy.
 - b. That specific cultural and heritage items/places, such as the Memorial Park guns, Village Green carvings/pou and the historic waka at Ōtorohanga Museum, be reflected as icons on the relevant maps in the Strategy.
2. Confirms that further discussions be held with the relevant clubs and organisations to:
 - a. Optimise the future configuration of the Ōtorohanga Domain, including the use of the Ōtorohanga Netball courts area; and,
 - b. Optimise the future configuration of Island Reserve, having regard to the future of the grandstand and noting the establishment of new courts for Ōtorohanga Netball as a priority action.
3. Confirms that an updated draft Ōtorohanga Reserves Strategy and Management Plan reflecting matters covered by 1 and 2 above be referred to the Hearings Panel for consideration prior to its recommendation to Council for adoption.
4. Notes that work on naming protocols is underway and that the naming of Reserves in the Strategy is aligned with the work undertaken as part of the development of the Ōtorohanga Town Concept Plan.

C332 25/02/25

Item 210 – Joint Submission on Local Water Done Well Bill #3

That Ōtorohanga District Council:

- a) Receives the report 'Joint Submission on Local Water Done Well Bill #3' (document number 807131) and the Joint Submission from the participating Waikato Water Done Well participating councils (document number 807130)
- b) Ratify the approval of the Joint Submission on behalf of Council by the Chief Executive (following consultation with the Mayor)

There is no further action required for this Resolution.

Staff recommend this Resolution be removed from the Register.

c) Note the overview of Bill#3 as set out in Appendix One to this report.

C333 25/02/25

Item 211 – Local Water Done Well Option Analysis Process

There is no further action required for this Resolution.

That Ōtorohanga District Council receive the report ‘Local Water Done Well Option Analysis Process’ (Document number 807066) and confirm:

Staff recommend this Resolution be removed from the Register.

a. The objectives for water services outlined in Appendix One;

b. The critical success factors, evaluation criteria in Appendix Two, and the following weightings for each criterion:

Criterion	Weighting %
Financial sustainability	22
Community Connectiveness	17
Operational Effectiveness	19
Uphold partnerships	13
Regional Leverage	11
Maintain Viability	17
Total	100

C334 25/02/25

Item 212 – Local Water Done Well Communications and Engagement Plan

Staff recommend this resolution remain on the Register until the consultation period has closed and a Hearing held.

That Ōtorohanga District Council endorse the Local Water Done Well Communication and Engagement Plan dated February 2025 (document number 805826) noting that:

a) The alternative consultation mechanisms provided for in Sections 61-64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 will be applied

b) Engagement with the community will be led by the Mayor and Elected Members using the tactics outlined in the Communication and Engagement Plan

c) Consultation will adhere to the Principles of Consultation as per the Local Government Act 2002, Section 82

d) Consultation will be for a period of one month from notification of Council's decision on its preferred option for the delivery of water services

e) The public will be given the opportunity to present their views to Council, in person, at a hearing

C335	25/02/25	Item 213 – Elections 2025 – Order of candidate names on voting papers	The Electoral Officer has been advised of the Resolution.
		That Ōtorohanga District Council resolve in accordance with Section 31 of the Local Electoral Regulations 2001, that for the next three years including the 2025 Local Body Election and any By-elections within that time if required, the names of the candidates are arranged in random order.	Staff recommend that this Resolution be removed from the Register.

Staff recommendation

That Ōtorohanga District Council confirm the removal of Resolutions C332, C333 and C335 from the Register.

Public excluded**Take matatapu**

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 224 Resolution to exclude the public for Item PE22 - Waitomo Energy Services Customer Trust – Election of Trustees

To Ōtorohanga District Council

From Kaia King, Governance Manager

Type **DECISION REPORT**

Date 25 March 2025



1. Purpose | Te kaupapa

1.1. To exclude the public from parts of the proceedings of the Ōtorohanga District Council meeting.

2. Executive summary | Whakarāpopoto matua

2.1. All formal meetings are open to the public however, there are some parts of the meeting where the public can be excluded. Council must provide a good reason if to exclude the public from a Council or committee meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE22 - Waitomo Energy Services Customer Trust – Election of Trustees	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

4. Context | Horopaki

- 4.1. Public excluded agendas and minutes are not available to the public. Where possible, Council will release public information which has been considered during the public excluded part of a meeting.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. No community consultation is required under the Significance and Engagement Policy.

Impacts on Māori

- 5.2. Staff consider this report does not have a direct impact on Iwi/Māori greater than any other member of the public.

Risk analysis

- 5.3. This report seeks to reduce the risks associated with privacy information breaches.

Policy and plans

- 5.4. There are no policies or plans relevant to this report.

Legal

- 5.5. Resolutions to exclude the public are made under Section 48 of the Local Government Official Information and Meetings Act 1987.

Financial

- 5.6. There are no financial impacts resulting from the recommendation.

6. Discussion | He kōrerorero

Option 1: To exclude the public from the meeting

- 6.1. This option seeks to reduce the risk of privacy information breaches by the holding of the relevant part of the proceedings of the meeting with the public excluded.

Option 2: To decline to exclude the public

- 6.2. This option may potentially expose Ōtorohanga District Council to greater risk of information breaches.

Recommended option and rationale

- 6.3. To exclude the public for the parts of the meeting outlined in the recommendation.
-

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure

Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops

Hui awheawhe

Please refer to page 3 of the agenda for further information.