

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, 22 October 2024 commencing at 10.00am.

Tanya Winter, Chief Executive

17 October 2024



OPEN TO THE PUBLIC AGENDA

Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter
Deputy Chairperson and 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
Wharepūhunga 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 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
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes (24 September)	Te whakaū i ngā meneti	6
Receipt of Minutes (OCB 7 and KCB 3 October)	Te rironga o ngā meneti	22
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	38

Decision reports	Ngā pūrongo whakatau	
Item 179	2023/24 Annual Report Adoption	39
Item 180	Consideration of a new Multi-use Sports Park – Ōtewā Road, Ōtorohanga, and Adoption of the Draft Ōtorohanga Reserves Strategy and Management Plan for Consultation	42
Item 181	Kerbside refuse and recycling collection review	48
Item 182	Carryovers – 2023/24 to 2024/25	87
Item 183	Application for Temporary Road Closure – Elevate Ōtorohanga Christmas Parade 2024	92
Item 184	Confirmation of the Road Naming and Numbering Policy	95

Information only reports	Ngā pūrongo mōhiohio anake	
Item 185	Thrive Ōtorohanga Youth Trust Annual Report for 1 July 2023 to 30 June 2024	123
Item 186	Waikato Regional Council Enviroschools Programme Annual Report - 1 July 2023-30 June 2024	133

Item 187	Finance Report to 30 September 2024	137
Item 188	Maru Energy Trust end of year report for 2023/24	142

Public excluded**Take matatapu**

There are no reports.

Other business**Ētahi atu take**

Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	148
Resolution Register	Rēhita tatūnga	148

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	151
Meeting closure	Katinga o te hui	151

Workshops**Hui awheawhe**

1	Waikato Water Done Well	Open to the public
2	Regional Infrastructure Fund	Open to the public
3	Monthly discussion with the Chief Executive	Public not permitted

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 17 October 2024.

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.

No requests to be heard had been received at the finalisation of this agenda.

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 24 September 2024 (document number 782379).

Ōtorohanga District Council

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 24 September 2024 commencing at 10.00am.

Tanya Winter, Chief Executive

3 September 2024



OPEN MINUTES

Ōtorohanga District Council membership

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

Opening formalities		Page
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 (27 August 2024)	Te whakaū i ngā meneti	5
Receipt of Minutes (ŌCB 2 September 2024)	Te rironga o ngā meneti	5
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	6

Decision reports	Ngā pūrongo whakatau	Page
Item 169	Adoption of the Ōtorohanga District Council Local Alcohol Policy 2024	6
Item 170	Trading and Events in Public Places Policy	7
Item 171	Approve the road name "Prescott Rise" for a private accessway	8
Item 172	Application for Temporary Road Closure – Kāwhia Rowing Regatta Club 115 th Annual New Year's Regatta	8

Information only reports	Ngā pūrongo mōhiohio anake	Page
Item 173	Regional Infrastructure Technical Specification Version 2 Consultation	9
Item 174	Capital Projects Report for the month ending 30 August 2024	9
Item 175	Finance Report to 31 August 2024	9

Public excluded	Take matatapu	Page
Item 176	Resolution to exclude the public for Item PE16	10

Information only reports	Ngā pūrongo mōhiohio anake	Page
Item 177	Ōtorohanga Support House Whare Āwhina Annual Report for 1 July 2023 – 30 June 2024	10
Item 178	Elevate end of year report for 2023/24	11

Decision reports	Ngā pūrongo whakatau	Page
Item 169	Adoption of the Ōtorohanga District Council Local Alcohol Policy 2024	12

Other business	Ētahi atu take	Page
Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	13
Resolution Register		14

Closing formalities		Page
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	14
Meeting closure	Katinga o te hui	14

Workshops	Hui awheawhe	Status
1	Review of Kerbside Services Report	Open
2	NZTA Final Funding Decision	Open
3	Monthly discussion with the Chief Executive	Public excluded

These unconfirmed Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Chief Executive, Tanya Winter on 3 October 2024.

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**

ŌDC's Chief Executive, Tanya Winter, led Council in reciting the opening karakia.

His Worship the Mayor offered three "Words of Wisdom":

- Complaining about a problem without proposing a solution is called whining.
- The fact we don't know our due date on death should be an incentive to live every day to our highest potential.
- Don't offer a lecture to a person who needs a hug.

Apologies**Ngā hōnea**

Resolved C265: That Ōtorohanga District Council receive and accept the apology for non-attendance from Councillor Willison and for lateness from Councillor Christison.

His Worship the Mayor | Deputy Mayor Williams

Public forum**Hui tūmatanui****Mrs Elizabeth Cowan on behalf of Ōtorohanga Museum**

Mrs Cowan gave an update on the initiatives and projects undertaken at the Ōtorohanga Museum in the last year. These were detailed in a handout distributed at the meeting along with a photographic presentation. Mrs Cowan acknowledged the Ōtorohanga Museum Committee members in attendance along with two past Committee members. She asked Council to include the Museum in its long term planning as it's a really important cultural and community facility.

Councillor Christison joined the meeting at 10.02am.

Ms Rebecca Ngapo (Ōtorohanga Museum Creative Hub)

Ms Ngapo asked Council to consider relocating Rewarewa School to the Ōtorohanga Museum complex so it can be used as a home for the Ōtorohanga creative community and also to assist with preservation of a historic building.

Councillor Jeffries thanked both presenters for their work and for helping to preserve New Zealand's history. He asked if there was room at the Museum site for the school building and what the relocation

costs would be. Mrs Cowan said there is room for the school building at the Museum complex although the preferred site is located on a soakage field which would need to be moved. She said she had no idea on costs.

Councillor Christison commended the presenters for their passion and hard work in looking after our treasures and for bringing this option to Council.

His Worship the Mayor thanked everyone for attending and reiterated the sentiments already expressed about the massive voluntary effort put into the Museum precinct. He said he was enormously proud of the work the volunteers do there.

The public forum presenters left the meeting at 10.28am.

David Hall (submitter 3 on the draft Local Alcohol Policy Review) joined the meeting at 10.07am.

Late items

Ngā take tōmuri

There were no late items.

Declaration of conflict of interest

Te whakapuakanga pānga taharua

No conflicts were declared.

Confirmation of minutes

Te whakaū i ngā meneti

Resolved C266: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 27 August 2024 (document number 780055).

Councillor Jeffries | Councillor Prendergast

Receipt of Minutes

Te rironga o ngā meneti

Resolved C267: That Ōtorohanga District Council receive the unconfirmed Minutes of the meeting of the Ōtorohanga Community Board held on 2 September 2024 (document number 777335).

Councillor Christison | Councillor Hughes

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

His Worship the Mayor spoke about his attendance at the tangi for Kīngi Tūheitia on 2 September, along with a delegation from other local councils. He said the rest of the month had been taken up with closing down work on Mayors Taskforce for Jobs and visiting mayors around the country.

Resolved C268: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Deputy Mayor Williams

Decision reports**Ngā pūrongo whakatau****Item 169 – Adoption of the Ōtorohanga District Council Local Alcohol Policy 2024**

ŌDC's Policy Advisor, Andrew Loe, spoke to the staff report and noted that the draft policy, prepared for consultation, contained no substantive amendments to the current Local Alcohol Policy. Six submissions had been received and three submitters were attending the meeting to speak in support of their submissions.

Jennifer Lamm, Alcohol Health Watch, 10.32am (via Zoom)

Ms Lamm commended ŌDC for reviewing its Local Alcohol Policy and providing the public with the opportunity to make submissions. She said alcohol related harm places a burden on individuals, whānau and communities and costs NZ \$9.1 million annually. She said the Local Alcohol Policy could help by reducing the density and trading hours of licenced premises and she asked for greater consistency with other Local Alcohol Policies across the region and the country. Ms Lamm recommended that off licences in Ōtorohanga District close at 9.00pm in line with other premises in the region.

Paul Radich, General Distributors, 10.39am (via Zoom)

Mr Radich said General Distributors wished to call attention to just one aspect of the draft Policy relating to the criteria for sensitive sites. He asked for more surety about what qualifies as a sensitive site and for an explanation on the criteria used.

In answer to a query from Councillor Jeffries, Mr Loe said proximity to sensitive sites would relate solely to new premises and would not be retrospective. Councillor Prendergast asked if alterations to an existing premises would change that. Mr Loe said an amendment to an existing licence could result in a resource consent process.

Mr Radich said his concern was around interpretation of the Policy by both the District Licensing Committee and Licensing Inspector and that going through a hearing was a very expensive exercise. For example, if temporary health related activities were conducted in the Countdown Supermarket carpark, would that impact on the licence? He said he accepted the draft Policy as it stands but would appreciate clarity on how it is to be applied so there is no confusion.

David Hall, NZ Police 10.50am (in person)

Mr Hall said he agreed with the earlier submission from Alcohol Health Watch and that reviewing the Policy was a great opportunity to take back some control. He said the NZ Police submission was focussed on three issues; site location, trading hours and trading time. He said site location should be 360 degrees, and not just front-facing, to cover any ancillary activities that surround a licenced premises. He said NZ Police also recommended a closing time of 9.00pm for off licences and that personal observation and experience has shown having them open until 11.00pm or later is of no benefit.

His Worship the Mayor asked if Ōtorohanga District's opening hours were in line with neighbouring territorial authorities. He said if off licences in Ōtorohanga were to close early then people would be tempted to drive to other districts to obtain alcohol. Mr Hall said NZ Police were making the same recommendations to neighbouring councils to try and keep all policies in alignment.

In answer to a question from Councillor Jeffries, Mr Hall said Police supported the liquor ban in Kāwhia but enforcing it was sometimes tricky because of safety considerations. He said stopping the purchase of alcohol by under-age people was well managed in Ōtorohanga.

David Hall left the meeting at 11.12am.

Following discussion on the points raised in the submissions, and general consensus being reached by Council, Mr Loe suggested leaving the item on the table until later in the meeting when he would come back to Council with some draft wording for inclusion in the recommendation.

Resolved C269: That Item 169 – Adoption of the Ōtorohanga District Council Local Alcohol Policy 2024 lie 'on the table' until staff have provided further information.

His Worship the Mayor | Councillor Johnson

His Worship the Mayor adjourned the meeting for a short break at 10.20am and recommenced at 10.32am.

Item 170 – Trading and Events in Public Places Policy

ŌDC's Group Manager Regulatory and Growth, Tony Quickfall, said a targeted campaign had been run on the proposed Policy with just one submission received. Staff feedback had also been incorporated in the proposed Policy.

In answer to a question from Councillor Johnson, Mr Quickfall said the forms accompanying the proposed Policy had been removed based on legal advice. They will not form part of the Policy and will be replaced with a simple online approval form

Resolved C270: That Ōtorohanga District Council endorse, subject to minor formatting or corrections, the Trading and Events in Public Places Policy (document number 778622).

Councillor Jeffries | Councillor Hughes

His Worship the Mayor adjourned the meeting for a short break at 11.43am and recommenced at 11.48am Councillor Dow did not rejoin the meeting.

Item 171 – Approve the road name ‘Prescott Rise’ for a private accessway

ŌDC’s Policy Advisor, Andrew Loe, took the staff report as read and offered to take questions.

Councillor Dow rejoined the meeting at 11.49am.

In answer to a question from Councillor Dow, Mr Loe said he had received written confirmation from a member of Mr Prescott’s family that the name “Prescott Rise” was acceptable to them. ŌDC’s Tanya Winter said another consultation process would need to be run if the name “Pat Prescott Rise” was now the family’s preference. Councillor Christison said the process had been going on long enough, and “Prescott Rise” was the recommendation from the Ōtorohanga Community Board so it was best to move on forward on that basis.

Resolved C271: That the Ōtorohanga District Council pursuant to Section 319(1)(j) of the Local Government Act 1974, approve the road name, ‘Prescott Rise’ for the access lots within the Broadview Estate subdivision on Main North Road, Ōtorohanga shown as Lots 18 and 19 LT 377702 on the attached Digital Title Plan (Appendix A) of the staff report.

Councillor Jeffries | Councillor Prendergast

Item 172 – Application for Temporary Road Closure – Kāwhia Rowing Regatta Club 115th Annual New Year’s Regatta

ŌDC’s Manager Roading, Paul Strange, said the Kāwhia Rowing Regatta is an annual event held on New Year’s Day. The report sought Council’s approval to undertake the road closure process.

Councillor Jeffries said the cost of paying for temporary road closures was killing off a lot of community events. ŌDC’s Tanya Winter said Council could choose to waive the application fees for this event but that would set a precedent for all community-run events.

In answer to a question from Councillor Dow, Mr Strange said State Highway 31 ends 320 metres before the intersection with Jervois Street but Council has an obligation to administer that stretch of road under the terms of it’s Memorandum of Understanding with Waka Kotahi.

Resolved C272: That the Ōtorohanga District Council:

- a. 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 **Jervois Street** from the intersection of **Tainui Street** and **Omimiti Street, Kāwhia** on **Wednesday 1 January 2025 from 6am – 5pm**.
- b. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

Councillor Jeffries | Councillor Hughes

Information only reports**Ngā pūrongo mōhiohio anake****Item 173 – Regional Infrastructure Technical Specification Version 2 Consultation**

ŌDC's Group Manager Engineering and Assets, Mark Lewis, said the information report was to inform Council that a consultation on the Regional Infrastructure Technical Specification (RITS) will start in October and will be driven by CoLab. Following the consultation, a final version of the RITS will be brought back to Council for adoption.

Resolved C273: That the report 'Regional Technical Specification Version 2 Consultation' (document number 779010) from Mark Lewis, Group Manager Engineering and Assets be received.

Councillor Dow | His Worship the Mayor

Item 174 – Capital Projects report for the month ending 30 August 2024

ŌDC's Manager Projects, Robbie Whiteman, took his report as read adding that the physical works for the Waipā Rural Water Supply have now achieved contractual completion. In answer to question from Mayor Baxter, Mr Whiteman said the defects liability for these works would be six months.

Councillor Jeffries asked how much of the \$730,000 funding for the Kāwhia Seawall would be diverted to the Aotea Seawall? Mr Whiteman said the final calculations were still to be determined but it's likely around \$60 - \$70,000 would be diverted to the Aotea Seawall resource consent.

In answer to a question from Councillor Hughes, ŌDC's Mark Lewis said disposal to land (from the Wastewater Treatment Plant desludging) is no longer available to Council.

Resolved C274: That the Ōtorohanga District Council receive the report titled 'Capital Projects Report for the month ending 30 August 2024' (document number 780084) from Robbie Whiteman, Manager Projects.

Councillor Prendergast | Councillor Johnson

Item 175 – Finance Report to 31 August 2024

ŌDC's Manager Finance, Brendan O'Callaghan took his report as read.

Resolved C275: That the Ōtorohanga District Council receive the report titled 'Financial Report for the month ending 31 August 2024' (document number 779716) from Brendan O'Callaghan, Manager Finance.

Councillor Jeffries | Councillor Williams

The meeting adjourned for the lunch break at 12.32pm and recommenced at 1.01pm.

Public excluded reports**Take Matatapu****Item 176 – Resolution to exclude the public for Item PE16: Ōtorohanga Kiwi House Progress Report**

Resolved C276: 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
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Item PE15: Ōtorohanga Kiwi House progress report	Section 9(2)(b)(ii)	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;
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His Worship the Mayor | Councillor Tamaki

The public were excluded at 1.03pm and re-admitted to the meeting at 1.27pm.

Information only reports**Ngā pūrongo mōhiohio anake****Item 177 – Ōtorohanga Support House Whare Āwhina Annual Report for 1 July 2023 – 30 June 2024**

Manger of the Ōtorohanga Support House Whare Āwhina (ŌSHWA), Dot Ngarotata, attended the meeting for this item.

ŌDC’s Manager Community Development and Wellbeing, Nicky Deeley, took the report as read but noted the reference to Community Luncheons on page 158 of the agenda should be replaced with “Elevate Business Breakfast”.

Mrs Ngarotata provided a verbal update to Council on the work undertaken by ŌSHWA.

Mayor Baxter thanked Mrs Ngarotata for sharing ŌSHWA's experiences over the last year and he asked how she managed the mental health of her staff. Mrs Ngarotata said hauora is an important part of the ŌSHWA team and a professional supervisor is brought in to help manage that on a regular basis.

In answer to a question from Councillor Jeffries, Mrs Ngarotata said ŌSHWA provides a whānau-centric model of service provision, with referrals coming from various avenues, but they also travel to outlying areas to offer help.

Mayor Baxter thanked the ŌSHWA team for what they do. He said their work is a must-have in the community. Councillor Jeffries also thanked ŌSHWA for their great work and their enthusiasm for it. Councillor Christison said she encouraged everyone to visit the Support House to meet the staff and see their set-up.

Resolved C277: That Ōtorohanga District Council receive the report 'Ōtorohanga Support House Whare Āwhina Annual Report for 1 July 2023 – 30 June 2024' (document number 778580) from Nicky Deeley, Manager Community Development and Wellbeing.

His Worship the Mayor | Councillor Williams

Item 177 – Elevate end of year report for 2023/24

Marain Hurley and Michelle Hollands from Elevate attended the meeting for this item.

ŌDC's Group Manager Strategy and Community, Nardia Gower, took her report as read but noted that Elevate has asked for its request in item 4.6 (to register the Kiwiana assets on Council's list of assets) to be removed from the report.

In answer to a question from Councillor Prendergast, Mrs Hurley said Elevate's greatest success over the last year was increasing its business membership model which is now sitting at 82 members. Their goal is to reach 100 by the end of 2024. Ms Hollands said finalisation of the retail project was another big achievement along with facilitation of the housing project.

Mayor Baxter thanked Elevate for a comprehensive update on the diverse array of initiatives that it is involved in.

Resolved C278: That Ōtorohanga District Council receive the report 'Elevate end of year report for 2023/24' (document number 778766) from Nardia Gower, Group Manager Strategy and Community.

His Worship the Mayor | Councillor Dow

Item 169 – Adoption of the Ōtorohanga District Council Local Alcohol Policy 2024 (continuation of discussion held earlier in the meeting)

Resolved C279: That the Ōtorohanga District Council:

- a. Receive and consider the submissions made on the draft Policy.
- b. Finalise the content of the Ōtorohanga District Council Local Alcohol Policy 2024 (document number 773174) including the following amendments:

1. Include under Definitions:

Definition of Health Facilities – a location where health care is provided including hospitals, medical clinics, outpatient care, and alcohol and drug addiction clinics.

In response to concerns raised by General Distributors Ltd, the following clause is added to clause 2(d):

- a) Location of premises holding off-licences by reference to proximity to facilities of a particular kind or kinds -

- Renewal of a licence shall be unaffected simply on the grounds that such a facility later moves to a site which borders an existing licensed premises;

or

- The facility already bordered the existing licensed premises

or

- **The facility is operating on a temporary basis, or the activity is of a temporary nature.**

2. Figure One “Directly Borders” – the following diagram will supersede the diagram in the proposed Local Alcohol Policy as it is a better illustration of this rule.

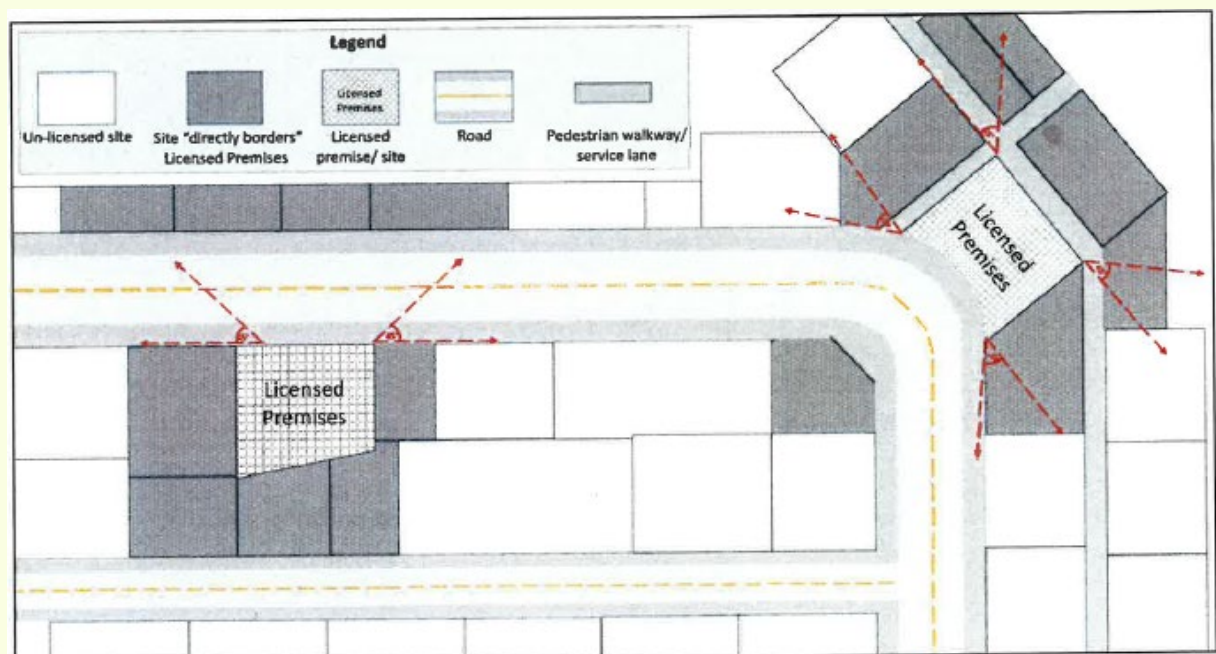


Figure 1: Diagram of Directly Borders – Indicative only.

3. Remote and online sales with courier delivery is an increasingly common method of selling alcohol. Licence conditions need to be able to help safeguard against abuse. The following clause is to be included in part 2(h):

Discretionary conditions – remote sellers

The outside of the delivery package must contain the following words

Courier Warning

1. Contains alcohol

2. Do not leave destination without proof of delivery

- c. Publicly notify the approved Policy for adoption 30 days later in accordance with section 80 of the Sale and Supply of Alcohol Act 2012 (the Act).
- d. Notes that the Policy will come into force on the day that the Ōtorohanga District Council Local Alcohol Policy 2024 is adopted

His Worship the Mayor | Deputy Mayor Williams

His Worship the Mayor noted that Andrew Loe was due to retire from work at Ōtorohanga District Council later in the week. He thanked Andrew for his contribution over 17 years and said he had always enjoyed working alongside Andrew and getting his opinion. He wished Andrew the very best for his retirement.

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

Councillor Johnson said it had been a privilege to attend the tangi for Kīngi Tūheitia on 2 September. He listened to the “Back to Basics” webinar run by Taituarā on 17 September and noted the change of direction for councils with their discretionary spending. He said Beattie Home is currently going really well and full to capacity, with the biggest burden being on office staff who are struggling to finish auditing requirements.

Councillor Prendergast attended the planting of the kahikatea seedlings on Huipūtea Reserve on 29 August which had been a moving occasion. She attended the Waikeria Prison building project meeting on 11 September – the work is well advanced with the code of compliance stage well underway. This is planned for commissioning in November and the first prisoners arriving in July 2025. She also listened to the Taituarā webinar on 17 September and noted there were no surprises. She will be attending the Finance Essentials course which is being run by the Institute of Directors on 9 October.

Councillor Tamaki also attended the planting ceremony on 29 August and said it was nice to see some of those rākau coming back to the Reserve. The tangi for Kīngi Tūheitia had been a very busy time and she will be attending a hui this week on what representation for Maniapoto will look like in terms of the

Kīngitanga. This weekend Te Nehenehenui are holding a Kapa Haka festival along with Rangioawhia whānau.

Deputy Mayor Williams also attended the plantings at Huipūtea Reserve on 29 August. She also attended the Joint Cttee for Civil Defence on 9 September where Andrew Loe’s service had been acknowledged.

Councillor Christison attended the Ōtorohanga Community Board meeting on 2 September along with various Elevate meetings. She said she had been privileged to plant the kahikatea saplings at Huipūtea Reserve on 29 August.

Councillor Dow attended the Regional Transport Committee meeting as well as the Taituarā webinar on “Back to Basics”. He has also completed a first aid course.

Councillor Hughes attended the Ōtorohanga Community Board meeting on 2 September.

Councillor Jeffries attended a meeting at the Kāwhia Community Centre on 28 August for an update on wandering stock and boy racer issues in Aotea and Kāwhia where there was good representation from Police and Waka Kotahi. He attended a Housing Committee meeting on 2 September and on 11 September he attended a workshop at the Kāwhia Community Centre on Māori engagement. On 14-17 September he attended Kāwhia Kai Festival meetings – it is hoped this will be held on 8 February 2025 at Maketu Marae (awaiting confirmation). He also attended the Taituarā webinar on 17 September.

Resolution Register

Resolved C280: That Ōtorohanga District Council confirm the removal of Resolutions C254, C256, C257 and C258 from the Register.

Deputy Mayor Williams | Councillor Christison

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

ŌDC’s Tanya Winter led the assembled gathering in a recital of the karakia in Te Reo Māori.

Meeting closure

Katinga o te hui

His Worship the Mayor declared the meeting closed at 2.32pm.

Workshops

Hui awheawhe

Workshop 1 – Review of Kerbside Services Report

ŌDC's Manager Community Facilities, Jared le Fleming, spoke to his PowerPoint presentation.

Councillor Tamaki left the workshop at 2.43pm.

Workshop 2 – NZTA final funding decision

ŌDC's Manager Roading, Paul Strange, spoke to his PowerPoint presentation.

Discussion 1 – Monthly discussion with the Chief Executive (public excluded)

The meeting day ended at 4.50pm.

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

The unconfirmed Minutes of the meetings of the Ōtorohanga Community Board and the Kāwhia Community Board are attached on the following page.

Staff recommendation

That Ōtorohanga District Council receive the unconfirmed Minutes of the meeting of the Ōtorohanga Community Board held on 7 October 2024 (document number 785606) and the unconfirmed Minutes of the meeting of the Kāwhia Community Board on 3 October 2024 (document number 785422).

Ōtorohanga Community Board

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 7 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 October 2024



OPEN MINUTES

Ōtorohanga Community Board membership

Chairperson	Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Board Member	Kat Brown-Merrin	Attended
Board Member	Jo Butcher	Attended
Board Member	Tori Muller	Attended via Zoom

Ōtorohanga District Council senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Support (Acting)	Billy Michels	Apology
Group Manager Engineering & Assets (Acting)	Jared le Fleming	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology

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	5
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes (2 September 2024)	Te whakaū i ngā meneti	4

Decision reports	Ngā pūrongo whakatau
There are no reports.	

Information only reports	Ngā pūrongo mōhiohio anake
There are no reports.	

Public excluded	Take matatapu
There are no reports.	

Other business	Ētahi atu take	
Board Member updates		5
Board projects		5
Community Board discretionary fund		6
Resolution Register		5

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakatauki

6

Meeting closure

Katinga o te hui

6

Workshops/briefings

There were no scheduled workshops or briefings.

This Minute was prepared by Manager Governance, Kaia King and approved for distribution by Acting Group Manager Engineering & Assets, Jared le Fleming on 10 October 2024.

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

Chairperson Christison declared the meeting open at 4.00pm.

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

Councillor Hughes provided the following words of wisdom: *“Stay away from those people who try to disparage your ambitions. Small minds will always do that, but great minds will give you a feeling that you can become great too.”* Mark Twain.

Apologies**Ngā hōnea**

There were no apologies as all members were present.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no conflicts declared.

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

Resolved O88: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 2 September 2024 (document number 777335).

Deputy Chairperson Coventry | Board Member Butcher

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Public excluded**Take matatapu**

There were no reports.

Board Member updates**Ngā kōrero hou a ngā Kaikaunihera**

There were no updates provided.

Board projects**Project 2: Ōtorohanga hauora and connectivity trail and Project 4: Ōtorohanga dog park**

There were no updates provided on either project.

Resolution Register

Resolved O89: That the Ōtorohanga Community Board approve the removal of Resolutions O82 and O86 from the Register.

Councillor Hughes | Board Member Brown-Merrin

Chairperson Christison adjourned the meeting at 4.04pm to await the arrival of the public forum speaker and recommenced at 4.26pm upon their arrival.

Public forum**Hui tūmatanui****Louise Collingwood and Claire Reeve on behalf of the Ōtorohanga Group Day**

The speakers spoke on their event and the current financial commitments. They requested a grant from the Board of \$300 including GST to cover the cost of engraving the trophies. The event is in November, so a decision was requested before the Board next meets in early November.

Resolved O90: That the Ōtorohanga Community Board receive the request for funding from Ōtorohanga Group Day and note it will be considered as part of the Community Board discretionary fund item.

Councillor Hughes | Deputy Chairperson Coventry

Community Board discretionary fund

Resolved O91: That the Ōtorohanga Community Board grant a one-off amount of \$300 including GST for the Ōtorohanga Group Day event to be held in November 2024.

Board Member Butcher | Board Member Brown-Merrin

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakatauki

Deputy Chairperson Coventry provided the closing prayer.

Meeting closure

Katinga o te hui

Chairperson Christison declared the meeting closed at 4.58pm.

Workshops/briefings

There were no workshops or briefings.

OPEN MINUTES



Kawhia Community Board

Te Poari Hapori o Kawhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on Thursday, 3 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

9 October 2024

Elected Member attendance register

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended
Member	Dave Walsh	Attended
Member	Richard Harpur	Attended
Member	Councillor Kit Jeffries	Apology

Quorum

A majority of members (including any vacancies).

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended (Zoom)
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology
Manager Community Facilities	Jared le Fleming	Attended
Manager Roading	Paul Strange	Attended

Order of business

Opening formalities

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	4
Apologies Ngā hōnea	4
Public forum Hui tūmatanui	4
	<ul style="list-style-type: none"> • Steven Morris 4 • Jeanette Schollum 4 • Horahaere Scott 5 • Les Phillips 5
Late items Ngā take tōmuri	5
Declaration of conflict of interest Te whakapuakanga pānga taharua	6
Confirmation of minutes Te whakaū i ngā meneti	<ul style="list-style-type: none"> • 1 August 2024 6

Decision reports | Ngā pūrongo whakatau

Item 26 Street tree removal in Kāwhia	6
Item 27 Aotea Sharing Shed	7

Information only reports | Ngā pūrongo mōhiohio anake

Item 28 Initial seismic assessment of Kāwhia Community Centre	7
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Public excluded | Take matatapu

No reports.

Board projects

Project 1: Kāwhia storyboards	8
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Other business | Ētahi atu take

Board Member updates	8
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Order of business

Community Board discretionary fund	8
Kāwhia Reserve fund	9
Resolution register	9

Closing formalities

Closing prayer Karakia	9
Meeting closure Katinga o te hui	9

Workshops | Hui awheawhe

No workshops

These unconfirmed Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall, on 9 October 2024.

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.01pm.

Chairperson Good acknowledged the recent passing of Kīngi Tūheitia and the ascension of Kuini Ngā Wai Hono I te Pō. He also noted that this was the first meeting with ŌDC's Tony Quickfall in attendance as the staff support person now that Andrew Loe has retired.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided the opening karakia.

Apologies | Ngā hōnea

Resolved K75: That the Kāwhia Community Board receive and accept the apology from Councillor Kit Jeffries for non-attendance.

Chairperson Good | Deputy Chairperson Whiu

Public forum | Hui tūmatanui

Chairperson Good welcomed everyone to the public forum. He drew attention to the rules around speaking at the public forum, as provided in the agenda, and asked everyone to respect the tikanga of the hui. He also reminded those present that the hui was being live streamed.

Steven Morris – Misuse of vehicles on public roads in Kāwhia, 4.05pm

Mr Morris read from a letter that he had written for a previous Kāwhia Community Board meeting expressing his concern about the misuse of vehicles on public roads and reserves in Kāwhia. He asked for a meeting to be convened for all interested parties to try and achieve an outcome that would put an end to the problem. He said stricter rules were required to stop this activity which would give the Police power to issue warnings to rule breakers.

Chairperson Good thanked Mr Morris for his presentation and said the Community Board would look into his request.

Jeanette Schollum – Kāwhia Museum update, 4.11pm

Ms Schollum provided an update on the upgrade work recently undertaken at the Kāwhia Museum and outlined the next stages of its refurbishment. She said it would be transformed over the next six months and she invited everyone present to call in and see what is being achieved.

Ms Schollum said the Museum's constitution has been transformed, which is a requirement for it to become an incorporated society. Te Tiriti o Waitangi is embedded in the new constitution and reflected in

shared governance, kaupapa and practices. The Museum Committee now has members from Ngāti Mahuta, Ngāti Hikairo, Ngāti Maniapoto and Ngāti Te Wehi.

Ms Schollum said the Museum also houses the Kāwhia Information Centre under an agreement with Elevate (formerly Ōtorohanga District Development Board) and this funding allows the Museum to be open for 20 hours during the week using paid staff. The Museum is covered by volunteers on weekends.

Ms Schollum said when the upgrade work has been completed the Committee would need to have some courageous conversations to move them towards a strategic plan for Te Whare Taonga o Kāwhia.

Deputy Chairperson Whiu thanked Ms Schollum for being the driving force behind much of the mahi undertaken at the Museum. Chairperson Good thanked Ms Schollum and said she would be missed.

Horahaere Scott – Kāwhia lawnmowing contract, 4.21pm

Ms Scott said she was concerned, as a Kāwhia resident, to learn that Ray and Mere Turner had lost the lawnmowing contract and that it had been awarded to someone from outside of Kāwhia. She said the Turners had done a wonderful job and their workmanship was immaculate. She asked the Community Board to look after its local people.

Chairperson Good said local authorities are bound by law and processes are in place for contracts of a certain value. He said the decision was out of the Board's hands. Board Member Walsh said the contract is performance based and the standard of work from the new contractors would be monitored by Council.

Les Phillips and Hano Ormsby – Funding request for Kāwhia Kai Festival, 4.32pm

Mr Phillips said a committee had recently been set up to try and reinstate the Kāwhia Kai Festival. He said it had had been an iconic event in Kāwhia until it was stopped due to COVID-19 restrictions. It is hoped to hold the Festival on 8 February 2025 at Maketū Marae as part of Waitangi Weekend celebrations. Mr Phillips asked the Community Board to support the event with a grant of \$2,000.

Deputy Chairperson Whiu asked for an explanation of what the grant would be used for should it be successful. Hano Ormsby said the grant would go towards costs involved with administration, toilets and waste management. He said a gold coin donation would be required for entry and it is hoped to have around 40 stalls (the stallholders would all be charged).

In answer to a question from Board Member Walsh, Mr Ormsby said the committee had also applied to ŌDC for funding and there were funding applications in progress with other organisations.

In answer to a question from Chairperson Good, Mr Ormsby said the committee was opposed to charging an entry fee as they want to make it an affordable family experience. Deputy Chairperson Whiu said when she had sat on the organising committee for the former Kāwhia Kai Festival they had put a charge on the gate which meant they didn't need to apply for funding the following year. Mr Ormsby said the Festival is starting from scratch following the break after COVID but the committee is confident it will raise \$12,000 - \$15,000 by the end of the year.

Chairperson Good thanked Les Phillips and Hano Ormsby for picking up the flame again for the Festival.

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

Chairperson Good declared a conflict of interest with item 27 on the agenda (Aotea sharing shed).

Resolved K76: That Kāwhia Community Board receive the declaration of a conflict of interest from Chairperson Good for item 27 and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Chairperson Good | Deputy Chairperson Whiu

Confirmation of minutes | Te whakaū i ngā meneti

Resolved K77: That the open minutes of the Kāwhia Community Board meeting held on 1 August 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Harpur | Deputy Chairperson Whiu

Matters arising:

In answer to a question from Board Member Walsh, Deputy Chairperson Whiu confirmed that the storyboards would be in both English and Māori.

Deputy Chairperson Whiu said the reference to "Pākehā stories" (page 11 in the agenda) was incorrect and should be amended to "European stories".

Decision reports | Ngā pūrongo whakatau**Item 26 – Street tree removal in Kāwhia**

ŌDC's Manager Roading, Paul Strange, took the report as read and invited questions.

Board Member Harpur said he had no issue with the trees being removed but wasn't in favour of a gravel or concrete pathway. He asked if the area could be grassed until a decision had been made about the seawall. Board Member Walsh said a path was a better way of defining the edge and Chairperson Good said cyclists and people pushing prams use the pathway. Mr Strange said gravel would be cheaper for Council to maintain than grass.

Board Member Whiu asked if mana whenua had been consulted on the proposal. Mr Strange advised that had not happened yet but would be. Chairperson Good said staff are recommending a three-week consultation period to obtain feedback before a final decision is made.

Resolved K78: That the Kāwhia Community Board approve option 2; a three-week consultation on the removal of the 10 pohutukawa trees planted on the top of the seawall along Pouewe Street, Kāwhia and staff provide a further report with the submissions for a final decision on the removal of the trees once submissions are considered.

Board Member Walsh | Board Member Harpur

Item 27 – Aotea Sharing Shed

As Chairperson Good had declared an interest in item 27 he stood aside at 4.47pm and Deputy Chairperson Whiu took over the Chair for this item.

ŌDC's Manager Community Facilities, Jared le Fleming took the report as read adding that the Aotea Ratepayers Association would be covering the cost of installing, maintaining and operating the sharing shed at no cost to Council. In answer to a question from Board Member Harpur, Mr le Fleming said the final position for the sharing shed would be agreed with Council's input.

Resolved K79: That the Kāwhia Community Board approve option 1; the Aotea Ratepayers Association to install a sharing shed on Lawton Drive under the following conditions:

- The shed structure is installed in line with the existing bollards and has a small concrete base to eliminate small, grassed areas that are difficult to maintain.
- Should the shed fall into disrepair, become untidy or a safety hazard, and the Aotea Ratepayers Association fail to remedy the issues, Council reserves the right to remove the structure.
- Aotea Ratepayers Association will be responsible for all maintenance and repairs to the structure, day to day operations, e.g. cleaning, removal of graffiti, removal of old produce and unwanted items in and around the shed.

Board Member Walsh | Board Member Harpur

Chairperson Good took over the Chair at 5.01pm

Information only reports | Ngā pūrongo mōhiohio anake**Item 28 – Initial seismic assessment of Kāwhia Community Centre**

ŌDC's Group Manager Regulatory and Growth, Tony Quickfall, took the report as read and invited questions.

Chairperson Good said that, having read the report, he felt the moderate risk category for the Hall was acceptable. Mr Quickfall confirmed that the Hall is safe and Board Members did not see any necessity in undertaking a further detailed seismic assessment of the Hall.

Resolved K80: That the Kāwhia Community Board receive the report 'Initial seismic assessment of Kāwhia Community Centre' (document number 778042) from Andrew Loe, Policy Advisor.

Chairperson Good | Deputy Chairperson Whiu

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Kāwhia storyboards

Deputy Chairperson Whiu said she had recently spoken to Frank Thorne and the storyboards are a work in progress. It's now coming to the stage of what they will look like and she said she would bring some more information on that back to the Community Board.

Other business | Ētahi atu take

Board Member updates

Board Member Harpur said he had attended the Kāwhia forestry public meeting which had provided some good information. He said the new Health Centre is doing a wonderful job and Mike Edwards would like to attend a future Board meeting to provide an update. The Health Centre would like to set up a community garden using raised boxes somewhere in the town. Chairperson Good advised Board Member Harpur to speak to ŌDC's Jared le Fleming about a potential location for these. In answer to a query from Board Member Harpur about roadside rubbish on the state highway, Chairperson Good said it was best to raise that query through Antenno as it related to a contract issue.

Board Member Walsh provided an update on the Kāwhia Sports Club (issues relating to the lease and construction). He said the project had been held up for a long time but seems to be progressing. He asked if a decision had been made to make the Kāwhia Community Hall a civil defence gathering point. ŌDC's Tony Quickfall said it had been identified as an alternative centre and he offered to bring back a report to the Board on Kāwhia civil defence centres.

Deputy Chairperson Whiu thanked the team at ŌDC for support with the resource consent process and other issues involved with getting back into their home after the house fire. She said she had attended the blessing of the whenua at TKI before the felling of the trees. She also attended the AGM at Te Whare Taonga o Kāwhia and has been busy working on the Tainui Games 2025 which is a big tribal event involving a lot of the marae in the Kāwhia harbour. She said she was pleased to report that the two road signs are now up at the Kāwhia/Ōtorohanga turnoff. One further sign is still to go up on the corner of State Highway 39.

Chairperson Good attended the tangi for Kīngi Tūheitia on behalf of the Kāwhia Community Board. He also attended the LGNZ conference in Wellington with Councillor Jeffries which he said had been an interesting experience.

Community Board discretionary fund

The Kāwhia Kai Festival Committee had applied for a grant of \$2,000 from this fund during the public forum. Chairperson Good said he recommended approving the grant of \$2,000 including GST.

Deputy Chairperson Whiu said she supported giving the Committee some pūtea towards the event but she said she would have preferred more detail in the application about what the funds would be used for.

There was discussion around having some criteria for funding applications which board members agreed with.

Board Member Wash said he agreed with giving the Committee some funding to kick off the event but they shouldn't keep coming back each year. He suggested giving them a grant of \$1,000 for now. Board

Member Harpur said he wanted to give them the \$2,000 they had asked for but with a request for clarity on what it will be used for.

Resolved K81: That the Kāwhia Community Board grant the Kāwhia Kai Festival \$1,000 inclusive of GST from the Discretionary Fund.

Board Member Walsh | Deputy Chairperson Whiu

Board member Harpur asked for his abstention to be recorded.

Board Member Harpur said there should be an expectation to report back to the Board when funding is provided for an event.

Kāwhia Reserve fund

ODC staff are drafting guidelines for the allocation of the Kāwhia Reserve Fund. A copy of the guidelines will be presented to the Board for review at a future meeting.

Resolution register

No changes were made to the Register.

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Whiu led the meeting with a closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good declared the meeting closed at 5.45pm.

Workshops | Hui awheawhe

No workshops.

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**

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 179 2023/24 Annual Report Adoption

To Ōtorohanga District Council

From Brendan O’Callaghan, Manager Finance

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To adopt the 2023/24 Annual Report.

2. Executive summary | Whakarāpopoto matua

2.1. The Annual Report 2023/24 audit by Deloitte has been completed. This report gives Council the opportunity to adopt the Annual Report.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council adopts the 30 June 2024 Annual Report (document number 785888) and authorises the Mayor to sign the associated Representation Letter.

4. Context | Horopaki

4.1. The audit has now been completed, subject to final clearance processes, and so Council is able to adopt the final 2023/24 Annual Report.

Annual Report Document

4.2. The Annual Report document attached as appendix 1 is the latest draft document as at the time, and there may be a few further changes that will be tabled at the meeting.

New Accounting Standards

4.3. During the year there were no new accounting standards that Council was required to apply to this Annual Report document.

Audit Opinion

4.4. From a discussion with Deloitte, there are no issues that have been identified by the Office of the Auditor General that require any emphasis within the audit report.

4.5. Deloitte presented their report on the audit as part of the Risk and Assurance Committee agenda item and a verbal update on the discussion and the recommendation from the Committee. Members of the Committee can update the rest of Council on this discussion at the meeting.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. This item has been assessed as of low significance in accordance with our significance and engagement policy, and so therefore no engagement is required.

Impacts on Māori

- 5.2. 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

- 5.3. The risks associated with this decision are deemed to be low.

Policy and plans

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

Legal

- 5.5. There are no legal considerations around this matter, outside of the legislative requirements to produce and adopt an Annual Report each financial year.

Financial

- 5.6. As this is a financial decision, all the financial considerations are included in the discussion in the report.

6. Discussion | He kōrerorero

Option 1: Adopt the Annual Report

- 6.1. This decision means that the Council will comply with legislative requirements to adopt the Annual Report.

Option 2: Do not adopt the Annual Report

- 6.2. This will mean that the Council will not adopt the Annual Report. This will mean that additional work will be required, depending on the reasons for not adopting, to get the Annual Report to a point where Council is willing to adopt it.

Recommended option and rationale

- 6.3. To adopt the Annual Report and approve the signing of the associated Representation Letter.
- 6.4. No significant issues have been identified as a part of the audit process, and the Annual Report presents a fair and accurate record of the actual results for the 2023/24 financial year.
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7. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Annual Report 2023/24 (provided separately)	785888

Item 180 Consideration of a new Multi-use Sports Park – Ōtewā Road, Ōtorohanga, and Adoption of the Draft Ōtorohanga Reserves Strategy and Management Plan for Consultation

To Ōtorohanga District Council

From Ross McNeil, Chief Advisor

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

- 1.1. To consider and provide direction on the potential for a multi-use sports park on land to be gifted to Council on Ōtewa Road, Ōtorohanga.

2. Executive summary | Whakarāpopoto matua

- 2.1. In July 2024 Council agreed in principle to accept (as a gift) a 9.3 ha land block on Ōtewa Road for the purposes of a Rural Park. The Gifters of the land have a clear vision for the Rural Park, which they see being of community benefit and developed independently of Council. At that meeting Council agreed to explore the development of a Sports Park and part of the Rural Park. The Sports Park concept was seen as an option for future-proofing active recreation space for the community.
- 2.2. The process involved the development of concept plans to test if a Sports Park could be incorporated within the available land and, if so, completing an assessment to test its feasibility. The feasibility assessment would consider such things as ownership, development, management, operation, costings and funding for a Sports Park.
- 2.3. The concept plans process has confirmed that it is not possible to accommodate a sports park component without significantly compromising the Rural Park vision. Staff have explored whether additional land could be gifted or purchased, but neither are currently possible. Accordingly, this report recommends that no further work is undertaken on a new Sports Park at this time, but leaves the door open to revisit this should circumstances change.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a) Receives the concept plans document relating to a proposed Rural Park on Ōtewa Road incorporating a multi-use Sports Park component.
- b) Confirms that the concept of a multi-purpose Sports Park is not progressed at this time and no further work be undertaken on this project, but notes that the Sports Park concept may be revisited in the future if circumstances warrant.
- c) Confirms that the proposed draft Ōtorohanga Reserves Strategy and Management Plan, as presented to June 2024 Council meeting, be adopted for consultation, with the feedback/submission period running from 1 November 2024 to 24 January 2025 and all feedback/submissions be considered in February 2025 by a joint meeting of the Ōtorohanga District Council and Ōtorohanga Community Board, supported by mana whenua representatives.

4. Context | Horopaki

- 4.1. At its July 2024 meeting Council agreed (in principle) to accept the gift of land (approx. 9.3ha) on Ōtewa Road for the establishment of a Rural Park reflecting the vision of the those gifting the land. The receiving of the gifted land will be covered by an agreement with the Gifters. The Mayor, Deputy Mayor and Chief Executive have delegated authority to approve the terms and conditions of any agreement and, if so satisfied that Council's position is appropriately assured, to proceed with accepting the land gift. A draft agreement is currently with Council's legal advisor for review. The underlying assumption being that the development of the land (for a Rural Park) would be community-led, with Council playing a relatively low-key role (i.e. enabler only as landowner).
- 4.2. At the same meeting Council agreed to explore the potential for incorporating a multi-use sports park as part of the rural park concept. This would be considered through the development of concept plans for the site and, if necessary, the completion of a feasibility study (covering scope, development, management/operation, costs and funding arrangements and responsibilities). The underlying assumption here being that the development of a Sports Park would likely be Council-led, given that the provision of space for sports fields is an existing Council core function.
- 4.3. Resilio Limited, who are assisting with the development of the Ōtorohanga Reserves Strategy and Management Plan, were engaged to develop the concept plans for the property.

5. Discussion | He kōrerorero

- 5.1. The approach to developing concept plans for the Ōtewa property has included the following considerations:
 - Reflecting the Rural Park vision of the Gifters, which centres around equestrian activities and accommodating the Ōtorohanga Riding for the Disabled group.

- Drawing on the scope of the development scenarios reflected in the proposed Ōtorohanga Reserves Strategy and Management Plan (i.e. a future-proofing approach).
 - Testing the opportunity for securing additional land.
 - Exploring the nature/extent of any compatibility issues between equestrian activities and field/court sports activities.
 - Consider accessibility of the site from Ōtorohanga town.
 - Explore a range of scenarios to help establish an optimum layout/use for the site.
 - Check in with Ōtorohanga Sports Clubs/Groups about the concept of a multi-use Sports Park on the property.
 - Identify other sites in New Zealand which can be used as a relevant comparison/benchmark.
- 5.2. Having regard to the above matters, Resilio have developed a series of options and presented a preferred option (attached as Appendix 1).
- 5.3. The assessment/evaluation undertaken by Resilio has concluded that a full future-proofed multi-use Sports Park cannot be accommodated on the subject site without totally compromising the rural park vision of the Gifters. Consequently, staff have explored with the Gifters the possibility of securing additional land. We are advised that the acquisition or gifting of further land is not an option.
- 5.4. The sports groups engaged as part of the Ōtorohanga Reserves Strategy project have been contacted and asked for their views on the idea of a multi-use Sports Park on Ōtewa Road. This was important because these groups could be significantly affected by any plans to establish a new sports park. The consensus feedback was that these groups supported Council exploring options for future community sports/recreation space, but were concerned that this should not impact on their short/medium-term plans. Most groups had already indicated a need for short/medium term development/investment to continue their activities on either Island Reserve or the Ōtorohanga Domain.
- 5.5. In light of the above progressing with a feasibility study would now seem redundant, however, that is a decision for Council to make. While the Gifters' vision is for a rural equestrian park, they accept that this may not eventuate or, if it does, it may not last in perpetuity. For that reason, the draft agreement between Council and the Gifters provides Council with scope that if the intended purpose for which the land was gifted no longer applies then the land can be used for such other purpose(s) as Council may decide at the time. The expectation being that the land would continue to provide community benefit, whether directly or indirectly.
- 5.6. The process for completing the Ōtorohanga Reserves Strategy and Management Plan was paused as consideration was given to a new Sports Park opportunity. Subject to Council agreeing with the outcome of the process of considering a new Sports Park, the process for consulting on and finalising the proposed draft Ōtorohanga Reserves Strategy and Management Plan can be restarted. A recommendation to that effect is presented for Council consideration.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. The development of concept plans, as a first step to testing the feasibility of a new sports park on Ōtewa Road, does not in itself trigger any need or requirement for community consultation/engagement. The process to date has engaged key stakeholders (Ōtorohanga sports clubs). However, should Council decide to proceed further, such as completing a feasibility study on the project, then that process would likely require wider stakeholder and community engagement, given such a project would be expected to be led by Council.

Impacts on Māori

- 6.2. No specific impacts on Iwi/mana whenua were anticipated from this initial consideration of establishing a new sport park on Ōtewa Road. However, if further work, such as completing a feasibility study, is contemplated then Iwi/Māori would be engaged/consulted along with other stakeholders and the wider community.

Risk analysis: Council's top risks

- 6.3. Testing the feasibility of a new multi-use Sports Park is intended to specifically identify and assess the development, management/operating, ownership and funding risks associated with such a proposal. This intersects several of Council's strategic risks – notably organisational capability/capacity, programme delivery and financial loss and aligns with Council's general desire to effectively manage/mitigate risk.
- 6.4. A full feasibility assessment has not yet been undertaken but would need to be if further work on a Sports Park concept was to be progressed.

Risk analysis: Other considerations

- 6.5. There is a significant reputational risk for Council in continuing to commit resourcing/funding to investigating a new Sports Park when:
- The process for developing the Ōtorohanga Reserves Strategy has not identified the need for such a development/facility.
 - Committing further resourcing/funding may distract from known priorities and agreed programmes.

- 6.6. This may be viewed as a 'nice to have' project rather than a 'must have' project.

Policy and plans

- 6.7. The proposed Rural Park is flagged in the Ōtorohanga Rural Concept Plan, albeit to be led by the community (rather than Council). Any change to that, such as Council taking a major role (i.e. resourcing/funding), would likely trigger a need for consideration through an annual plan or long-term plan process, which would ensure there is opportunity for the community to participate in the decision-making process. Similarly, if the Sports Park was to be progressed, it would be expected to follow a similar planning and engagement process before any final decisions could be made.

- 6.8. Assuming the gift of land for a Rural Park is completed as expected, that land could be managed within the context of a yet-to-be developed Reserves Management Plan, along with other areas used for recreational purposes across the District (i.e. the areas covered by the Rural and Kāwhia/Aotea/Ōpārau Concept Plans). Not classifying that land (or any other recreation land) as 'reserve' under the Reserves Act 1977 would not be an impediment to this approach.

Legal

- 6.9. There are no specific legal requirements regarding the preparation or consideration of the concept plans as presented. However, as previously stated further work (e.g. feasibility assessment) would be required and stakeholder/community views sought and considered if Council wished to progress this project. Any decision(s) to progress would need to be taken in accordance with the requirements of the Local Government Act 2002 (LGA).

Financial

- 6.10. Funding for the preparation of concept plans for a multi-use Sports Park was approved by Council at its July meeting. This included the option to proceed with the development of a feasibility study should that be required. The recommendation of this report is not to proceed further.
- 6.11. Should Council wish to explore a multi-use sports park at a future time for this location or in another location, then funding would be required to enable that. If this was to occur, then that could be funded/resourced through a future annual plan or long-term plan process.

Options Analysis

Option 1: Council does not progress the concept of a new multi-use Sports Park on Ōtewa Road (or any other location) at this time but may revisit this at some future date should circumstances warrant that.

- 6.12. Rationale for Option 1:
- A multi-use Sports Park cannot be accommodated on the 9ha site without fully compromising the Rural Park vision of the land Gifters.
 - Additional gifted land is not an option and there is no land immediately adjoining the site that is available for purchase.
 - Limits further resourcing/expenditure on a project for which there has not been any substantial need demonstrated (i.e. nothing to indicate that the existing reserve areas of Island Reserve and Ōtorohanga Domain cannot meet the long-term needs of the community).
 - Enables the process for adopting the Ōtorohanga Reserves Strategy and Management Plan to proceed.
 - Leaves the door open to reconsider a multi-use sports park on the Ōtewa Road property if the Rural Park does not proceed or cannot be sustained.

Option 2: Council continues to explore the opportunity for a new multi-use Sports Park on Ōtewa Road or at some other location.

6.13. Rationale for Option 2:

- Having a feasibility assessment available to support a future multi-use Sports Park should that be a priority.

Recommended option and rationale

- 6.14. Option 1: Council does not progress the concept of a new multi-use Sports Park on Ōtewa Road (or any other location) at this time but leaves the door open to revisit this proposal at some future date should circumstances warrant that.
- 6.15. This option reflects the fact that a multi-use Sports Park will not fit on the proposed site without completely compromising the Rural Park vision of the landowners/Gifters and no additional land is immediately available to provide the required space. Significant further work and cost is required to fully assess the feasibility of developing a new Sports Park and to test/confirm that such a development would be the best option for meeting the long-term active recreation needs of the community.
- 6.16. The proposed Ōtorohanga Reserves Strategy and Management Plan reflects the current and expected future needs of local sports groups. The consensus feedback on the Sports Park concept was that these groups supported Council exploring options for future community sports/recreation space, but were concerned that this should not impact on their short/medium-term plans. While no costings have been prepared for a Sports Park it is acknowledged that such a development will be expensive and could be beyond the ability of the community (collectively) to fund.
- 6.17. Any decision now to not progress work on a new multi-use Sport Park will not prevent consideration of this concept in the future, should circumstances warrant that.
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Item 181 Kerbside refuse and recycling collection review

To Ōtorohanga District Council

From Jared le Fleming, Manager Community Facilities

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To present the Kerbside Collection Review Report and seek a decision on future kerbside collection services.

2. Executive summary | Whakarāpopoto matua

- 2.1. Council’s current Refuse and Recycling Contract is due to finish in June 2025.
- 2.2. Following a report carried out by consultants Morrison Low on our current kerbside collection services, two main points have been discussed. Firstly, the current kerbside services we provide and options going forward having regard to the National Waste Strategy. Secondly, the option of jointly procuring a new kerbside waste/recycling collection contract with Waitomo District Council (WDC).
- 2.3. Our current kerbside collection services will not meet the diversion targets set out in the Government’s National Waste Strategy, so a change in kerbside services is necessary.
- 2.4. A shortlist of kerbside services options are assessed in the report taking into consideration the likelihood in achieving targets for reduction in waste to landfill, kerbside diversion and emission reductions, together with the expected costs to households.
- 2.5. The recommended services option will meet the current diversion standards and allow scope to increase services following consultation that could be carried out as part of the 2027-37 LTP.
- 2.6. Joint procurement is more complex than a stand-alone (individual council) tender process and would need collaboration from WDC and our current contractor.
- 2.7. To jointly procure a new contract with WDC, ŌDC would need to extend our current contract for a further year to align with WDC’s contract end date. This extension may come with a cost increase to cover increasing maintenance on the contractor’s ageing vehicles.
- 2.8. The review report estimates that joint procurement could save \$100,000 to \$150,000 per year for each council.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) Approve a phased approach to service delivery change, being:
 - 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.
 - 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.
- 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.
- 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).

4. Context | Horopaki

- 4.1. ŌDC and WDC entered into a joint project to carry out a review of our current kerbside collection services. This review was prompted by proposed changes set out in the new National Waste Strategy. Consultants Morrison Low were engaged to carry out the review, which was substantially funded by the Ministry for the Environment. The review report is attached as Appendix 1.
- 4.2. The National Waste Strategy proposed standards are outlined below.
- 4.3. On 1 February 2024, councils must collect the materials listed in the standard in its kerbside recycling and organics collection service.
- 4.4. On 1 January 2027, councils must provide kerbside recycling collection services, including mixed recycling and glass, to all households in their urban areas, defined as townships with more than 1,000 residents (not yet mandated).
 - 1 January 2027, councils within 150km of an existing organics processing facility (listed in the standard) are required to provide kerbside organics collection services to all households in their urban areas, as defined above.
- 4.5. On 1 January 2030, all councils must provide kerbside organics collection services to urban households (not yet mandated).
- 4.6. In addition to these service standards, it is proposed that councils will be required to meet minimum diversion standards for their kerbside collection services (NB these standards are not mandated yet):

- 30% diversion by July 2026
 - 40% diversion by July 2028
 - 50% diversion by July 2030.
- 4.7. ŌDC currently provides recycling collection services which comply with the mandatory collection materials. As both councils are within the 150km range of a regional organics processing facility, both are required to introduce a collection service for organics by 1 January 2027. Given the date to introduce mandatory services has been delayed, it is likely that this introduction date will also be delayed, and we have presented proposed kerbside service changes based on a July 2030 start date.
- 4.8. Earlier this year staff held a workshop to discuss the initial findings of the review. At this workshop we discussed the long list of options available and agreed on a shortlist of options. The shortlist included four options for kerbside collection services (reference section 5 in the review report).
- 4.9. Morrison Low then took this shortlist to form the basis of the final report and carry out more in-depth analysis of the shortlisted options i.e. costings. An overview of this was shared with elected members at a workshop in September 2024.
- 4.10. Council's current Refuse and Recycling Contract was due to expire in June 2023. Council resolved to extend the contract for a further two years under the existing terms and conditions which included an increase to the annual costs.
- 4.11. A major factor in extending the contract was to allow Council time to incorporate the changes signalled by Central Government (through the National Waste Strategy) in the new contract.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. Kerbside waste collection is a significant service offering from Council and any change to that could trigger a requirement to consult/engage with the likely affected communities. The nature and scope of any potential service changes will determine what is consulted on, when and how best to do that.
- 5.2. The Government has mandated some service standards (e.g. type of recyclables that must be collected and when) and is expected to mandate other service standards (e.g. collection of food waste and the start date). As these changes are imposed, Council has no ability to consult with our communities but has and will communicate changes so residents are appropriately informed.
- 5.3. There are, however, options around how these mandated services are provided and whether there is a change to the way the kerbside refuse (rubbish) collection services are provided and how they are funded. For example, the options presented include the use of crates or wheelie bins for recycling, and the option of continuing with the user pays rubbish bag service or shifting to a rate funded service using wheelie bins. Some of these are significant matters which will require community engagement, the outcome of which will inform the service standards to be reflected in a new contract for kerbside collection services.

- 5.4. The assessment of kerbside services completed by Morrison Low considered a wide range of options, with the preferred (recommended) option being a phased approach based on continuing with existing services (with the addition of a second recycling crate just for glass) and after five years shifting to a fortnightly integrated service covering rubbish and recycling and a weekly food waste collection.
- 5.5. The proposed change to the current recycling collection (adding a separate bin for glass) is not considered significant given there is no change in the level of service and the projected cost (\$10/annum) is relatively low. On that basis a consultation process is not required. If this change was to occur, then a good communications plan will be needed to ensure that residents understand and adopt the change from the outset.
- 5.6. The proposal to shift to a fully integrated rubbish and recycling collection service after five years (starting 2030) coincides with the expected (mandatory) introduction of food waste collection. At this stage, subject to Government mandating, Council will only be required to provide these recycling services in Ōtorohanga township (due to minimum population thresholds). Given recycling services are also currently provided in Kāwhia, Council will likely want to explore with the Kāwhia community whether these new service arrangements are also to be provided in Kāwhia. Either way, where and how these recycling services are to be provided, and their likely cost, are matters that Council will be required to consult on.
- 5.7. In addition, the proposal to integrate rubbish collection into a rates-funded kerbside service from 2030 is a major change and something that Council will be required to consult the community on. As with the recommended recycling service changes, the 2030 suggested timing enables Council to include costed options for rubbish and recycling services in its draft 2027 LTP and seek community feedback on those. This timing should have provided the Government with sufficient time to finalise the mandatory service elements and timing. If, following the 2027 LTP process, Council confirms its intentions around new service arrangements for recycling and rubbish collection, the 2030 LTP process would finalise the arrangements, including cost (rating) requirements.
- 5.8. The assessment report completed by Morrison Low signals the opportunity to explore/undertake a joint service contract procurement process with WDC on the basis of economies of scale delivering significant cost savings to both councils. If Council was to consider a joint procurement arrangement with WDC then consultation information and timings would benefit from being aligned/coordinated.

Impacts on Māori

- 5.9. No specific impacts on iwi/mana whenua (over and above those affecting the general community) are anticipated from these proposals. That said, a number of marae are located near the current (and likely future) areas to be serviced by recycling and rubbish collections. There may be a desire to explore including these properties within the serviced areas, along with other properties. The consultation to be undertaken as part of the 2027 LTP process provides the opportunity to explore and finalise what areas/properties are covered by kerbside recycling and rubbish collection services.

Risk analysis: Strategic Risk

- 5.10. The review of kerbside services has identified and tested options, including high level consideration of practicality/feasibility of procurement and delivery, cost and funding and associated risks. The

substantive change in service delivery warrants detailed consideration and assessment of risk. This intersects several of Council's strategic risks – notably organisational capability/capacity, programme delivery and financial loss and aligns with Council's general desire to effectively manage/mitigate risk.

- 5.11. The proposed timing (2030) of the major new service delivery arrangements (i.e. integrated kerbside rubbish and recycling, including food waste) means the 2027 LTP process can be used to define the detailed options, establish the cost and funding arrangements, assess the associated risks and establish appropriate management/mitigation measures. The details can then be finalised through the procurement (contracting) process and signed off through the 2030 LTP process ahead of an expected commencement from/after 1 July 2030.
- 5.12. The review identifies the option of a joint procurement process with WDC for finalising the separate kerbside service delivery contracts for each council, on the basis that significant cost savings can be expected given the increased scale available to tenderers (i.e. two contracts running simultaneously). A larger service base generally means increased resourcing (people and plant), which increases capacity to deal with unforeseen issues such as breakdowns and staff absences.
- 5.13. Each council's current contracts expire at different times – ŌDC in June 2025 and WDC in June 2026. It is suggested that ŌDC look to extend its existing kerbside contract with EnviroNZ and this is currently being investigated. Negotiations with EnviroNZ would be required to agree to terms, conditions and costs. It is to be expected that costs covering a one-year extension will be higher than the current contract pricing. Council could follow a fair value process to ensure pricing was reasonable in the circumstances. EnviroNZ also delivers the WDC contract so it is likely a one-year extension for ŌDC will be the best option for both parties, given EnviroNZ will be expected to tender for these services.
- 5.14. While a joint procurement arrangement is attractive, in that substantial savings can be expected, an agreement between the two councils will be required to commit to and complete the joint process. Discussions in this regard are currently underway.

Risk analysis: Other considerations

- 5.15. The provision of existing kerbside recycling services is mandated by Government, so Council is obligated to continue delivering those services. Extending the scope and coverage of those services beyond what is stipulated is a discretionary matter for Council. While the provision of additional services, particularly food waste collection, has been signalled by Government this has not yet been legally mandated. On that basis, and to provide sufficient time to get the best delivery arrangement in place, limit cost and risk while securing the best price/value from a tenderer, a 5 + 5 year contract arrangement has been proposed. This ensures continuity of service until the expected date by which food waste collection is required to start, and signals to prospective tenderers from the outset what the expected service changes will be and when they are expected to take effect. This approach would also provide council(s) with the opportunity not to increase service offerings if the expected Government mandates do not eventuate or change in nature. The provisions of the contract, whether a joint arrangement or not, will need to safeguard Council's interests and minimise risk (having regard to best value for ratepayers).

Policy and plans

- 5.16. The review of kerbside recycling/rubbish collection services and the options and recommendations arising from that work do align with Council's Waste Management and Minimisation Plan (WMMP), which was adopted in April 2024. However, there is a timing discrepancy with the WMMP advocating that substantive changes to kerbside rubbish and recycling services would take effect from 2026. The recent review of kerbside services sets out the case for the substantive changes taking effect in 2030.
- 5.17. The substantive changes arising from the WMMP and review of kerbside services can only be given effect to via an Annual Plan or LTP process. Subject to Council supporting the recommendations in this report, the proposed service change options will be advanced through the 2027 LTP process and the final details confirmed in the 2030 LTP.

Legal

- 5.18. Council is legally obligated to give effect to the Government-mandated kerbside recycling services, of which scope and timing mandates (e.g. for food waste collection) are expected within the next six to nine months. The review of kerbside services acknowledges and takes account of these expected mandates.
- 5.19. As stated earlier, Council can only give effect to substantive changes in kerbside services through an Annual Plan or LTP process.
- 5.20. The delivery of kerbside services is currently undertaken via a contract with EnviroNZ. That contract is due to expire in June 2025, after being extended for two years following legal advice confirming Council could do that. It was anticipated that Council would go out to the market with a new contract proposal before 2025 so a new contract could be in place from 1 July 2025. However, the review indicates that significant financial benefits could be obtained if a joint contract involving WDC could be established. WDC's existing contract (also with EnviroNZ) expires in June 2026. WDC would need to agree to a joint procurement arrangement for the delivery of kerbside services for both councils and that option is currently being discussed. If a joint contract involving both councils was the preferred approach, then ŌDC would need to cover the 2025/26 year. One option is to extend the existing contract with EnviroNZ. The legal advice staff have received confirms Council can legally extend the contract for one more year.

Financial

- 5.21. Funding for the ongoing delivery of kerbside recycling services is provided in the current LTP. The funding level is based on current service standards, although a small increase in budget is needed to fund the proposed additional crate for glass recycling. It is currently unclear if the cost of extending the existing contract a further year can be accommodated within the existing budget. That will need to be explored as part of the feasibility process and, if necessary, amended through the forthcoming Annual Plan process. The funding required to support the substantial changes proposed from 2030 can be progressed through a future LTP process.

6. Discussion | He kōrerorero

6.1. The findings in the review report highlight two main discussion points. Kerbside collection services provided and the Refuse and Recycling Contract procurement.

Kerbside collection services.

6.2. This discussion is around the various collection options available at the kerbside. These options are guided by the National Waste Strategy diversion targets and standardised kerbside materials standards.

- Four shortlisted options were agreed upon at an elected member workshop. These options were brought forward into the report for further assessment.
- The shortlist assessment of the options considers the likelihood in achieving targets for reduction in waste to landfill, kerbside diversion, and emission reductions together with the expected costs to households.
- The four shortlisted options are discussed further in section 7 of this report.

Contract Procurement.

6.3. This discussion is around pros and cons of and opportunity for extending our current contract for a further year (to June 2026). This would align our contract renewal with WDC's contract and would give us the option to jointly procure the new contract.

6.4. Procuring services jointly across both councils would provide sufficient scale for any contractor to spread costs and utilisation of vehicles, labour and other overheads more effectively across a larger number of households therefore reducing the cost per household. The review report estimates that a material financial benefit is available to both councils, in the order of \$100,000-\$150,000 for each council per year.

6.5. Following procurement, the councils would retain separate contracts (not a joint contract) to enable separate administration, service changes and Council-specific variations once the contract was in place.

6.6. Extending the current contract may come with a cost increase for the extension period to cater for extended maintenance on the machinery provided by the contractor.

6.7. A joint procurement tender document would be complex and may require external help to prepare. Tendering alone will have savings as the procurement could be carried out by Council staff utilising the national online portal (GETS).

7. Kerbside Services Options

7.1. The four shortlisted options are outlined below.

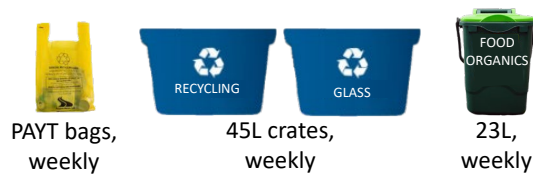
Configurations of options

Option	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT (Pay as you throw) refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, Food Organic (FO) service	Refuse bins, recycling bin, glass crate, FO service	Refuse bins, recycling bin, glass crate, FO + Green Organics (FOGO) service
Refuse services	PAYT refuse bags and private services available	No change, maintain the status quo	Introduce refuse bins concurrently with the organics service, limited size options with fortnightly collections	Introduce refuse bins concurrently with the organics service, limited size options with fortnightly collections
Recycling services	One 45L recycling crate, limited uptake of a second crate	Add an additional crate per household to encourage increased diversion, allowing additional volume for paper and cardboard	Introduce a 240L mixed recycling bin and retain current 45L crate for glass, fortnightly collections	Introduce a 240L mixed recycling bin and retain current 45L crate for glass, fortnightly collections
Organics services	Green waste drop-off only	Introduce a 23L FO service to the current collection areas with the option to only service urban centers considered	Introduce a 23L FO service to the current collection area with the option to only service urban centers considered	Introduce an 80L FOGO service with to the current collection areas with the option to only service urban centers considered

Option 1



Option 2



Option 3



Option 4



Option 1: Status quo

7.2. This option does not achieve any of the Government’s NZWS targets and proposed mandatory service requirements, so is not recommended.

Option 2: Modified Status Quo – additional recycling crate for glass

- 7.3. This meets the current targets for reduced waste disposal to landfill and proposed mandating of kerbside organics collection.
- 7.4. It does not meet the proposed future biogenic methane or proposed mandatory kerbside diversion targets
- 7.5. Introducing a second recycling crate only increases costs by \$10 per household per year, while a FO service is expected to cost around \$80 per household per year across both councils.

Option 3: Integrated Rubbish and Recycling Service, including food waste collection

- 7.6. This involves substantial change moving from refuse bags to wheelie bins. This change would require a shift from user charges for rubbish collection to rates funding for both rubbish and recycling collection. This shift in service and cost would require public consultation.
- 7.7. The estimated cost to households for moving from PAYT bags or private collections would be expected to decrease costs to households by an average of \$90 per year because it will be more cost effective to provide a rubbish collection as part of an integrated service.
- 7.8. Changing from bags to bins can have adverse effects on private bin operators as those in the collection areas are likely to stop the private collections as the Council service would be paid for in their rates. This transition has occurred in other areas where a user pays rubbish service has become part of a rates funded integrated kerbside service.

Option 4: Integrated Rubbish and Recycling, including combined food waste and green waste collection

- 7.9. With similar outcomes to option 3, with the only difference being the increase from food only to food and garden organics collection. This change would see a household cost from the FO service to the FOGO service increased by \$60 per year. Given the limited benefits provided by the FOGO service relative to the FO service, the additional cost would not be justified.

Recommended option and rationale

- 7.10. Option 2 (Modified Status Quo – additional recycling crate for glass) is the recommended option in the short term (five years).
- 7.11. This option allows for minimal service delivery changes while meeting the current diversion targets. This will also give Council time to consult as part of the 2027 LTP process around the possibility of moving to option 3 (Integrated Rubbish and Recycling Service, including food waste collection) to increase our waste diversion rates.

8. Refuse and Recycling Contract Procurement Options**Option 1: Tender the contract alone**

- 8.1. This option would be carried out by Council staff and the new contract would start at the end of the current contract date (i.e. from July 2025).

- 8.2. Tendering alone will mean we do not need to extend the current contract which could have cost implications. Timeframes to complete this process are tight, but achievable.
- 8.3. A smaller stand-alone procurement may attract smaller operators to the tender process.
- 8.4. The smaller contract may not see the same cost-saving benefits from a large contract through the economies of scale.

Option 2: Extend current contract and jointly procure new contract

- 8.5. Extending our current contract for one year (to 30 June 2026) would align our contract end date with WDC and allow us to carry out a joint procurement tender process.
- 8.6. This may result in a cost increase to cover additional maintenance as the current contractor’s vehicles are near the end of life.
- 8.7. The review report estimates that joint procuring could result in annual savings in the order of \$100,000-\$150,000 for each council.
- 8.8. Joint procurement involves a more complex tender process that would require external support.
- 8.9. This joint approach would require an agreement with WDC soon to provide confidence to extend our current contract.
- 8.10. A larger joint procurement option may make the contract options too big for smaller operators.
- 8.11. Following the joint procurement each council would retain separate contracts.

Recommended option and rationale

- 8.12. Option 2 - extend current contract to 30 June 2026 and jointly procure new contract with WDCD.
- 8.13. Although this option requires more collaboration with our current contractor and WDC the estimated yearly cost savings of between \$100,000 and \$150,000 per council are quite significant and outweigh the expected additional short-term resourcing and cost involved.

9. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Waitomo/Ōtorohanga Kerbside Feasibility Report	



Document status

Job #	Version	Written	Reviewed
2904-01	Draft	Darren Tiddy	Alice Grace
2904-01	Final	Darren Tiddy	Alice Grace



Waste Services

Joint Feasibility Assessment

August 2024

Contents

Executive Summary	3
Proposed kerbside standardisation	3
Recommended future services	4
Environmental impacts	5
Financial impacts of service change	5
Next steps	5
1 Introduction	6
2 Review Methodology	6
3 Current State	6
3.1 Strategic context	7
3.2 Current services	9
3.3 Kerbside collection areas	9
3.4 Current kerbside volumes and diversion	10
3.5 Diversion potential	11
4 Longlist Assessment	12
4.1 Assessment criteria	12
4.2 Assumptions	12
4.3 Options assessed	13
4.4 Shortlisted options	14
5 Shortlist Assessment	16
5.1 Kerbside volumes and diversion	16
5.2 Emission reduction	17
5.3 Financial impacts	17
5.3.1 Cost to the Councils	17
5.3.2 Costs to households	18
6 Summary and recommended option	18
6.1 Summary of shortlist options	18
6.2 Recommended option	19
7 Implementation	20
7.1 Commercial case – procurement considerations	20
7.2 Management case – project execution considerations	21
7.3 Implementation programme – next steps	22
Appendix A Longlist Assessment	23
Appendix B Kerbside volume and diversion	25
Appendix C Emission reduction	26
Appendix D Council capital and operating costs	27
Appendix E Household costs	28

Tables

Table 1	Summary of current kerbside collection arrangements	9
Table 2	Summary of current kerbside volumes and diversion (data from 2022/23)	11
Table 3	Kerbside diversion potential from 2023 waste assessments	11
Table 4	Summary of kerbside collection options assessed	14
Table 5	Configurations of shortlisted options	15
Table 6	Risks and mitigation for implementation the recommended option	21

Figures

Figure 1	Waste Hierarchy and connection to the three NZWS targets	7
Figure 2	Graphical illustration of the shortlisted groupings	15

Executive Summary

Morrison Low were commissioned by Ōtorohanga and Waitomo District Councils to provide a joint feasibility assessment of potential changes to both Councils' solid waste services and facilities. Changes to these services are required to meet the Government's proposed mandatory kerbside collection requirements released alongside the latest New Zealand Waste Strategy (NZWS). Changes are needed to align with both Councils' updated strategic direction, objectives and targets, set out in their updated Waste Management and Minimisation Plans (WMMPs). Both Councils have had community requests for improved solid waste services which are addressed in these WMMPs. Both Councils have also recently adopted new Long Term Plans (LTPs) for the period 2024-2032.

This feasibility assessment covers options for kerbside collection services and considers the impacts of the changes on both Councils' network of transfer stations and drop-off sites. It also assesses the feasibility of conducting a joint procurement for solid waste services.

The feasibility assessment follows a streamlined business case approach, based on the Treasury's Better Business Case model. As such, it considers what services could be delivered and the associated benefits (e.g. waste diversion and carbon emission reduction impacts), as well the financial, commercial (e.g. procurement) and management (e.g. implementation) implications of the proposed changes.

Proposed kerbside standardisation

To support the achievement of the NZWS 2030 targets, the Government has proposed national standards for kerbside collection services. At this stage there is no certainty on the proposed service requirements or timeframes. If the changes come into effect in their current form the following services would be required:

- By 1 February 2024, councils must only collect the materials listed in the standard in its kerbside recycling and organics collection service. This has already been implemented and is outside the scope of this assessment.
- By 1 January 2027, councils must provide kerbside recycling collection services, including mixed recycling and glass, to all households in their urban areas, defined as townships with more than 1,000 residents.
- By 1 January 2027, councils within 150km of an existing organics processing facility (listed in the standard) are required to provide kerbside organics collection services to all households in their urban areas, as defined above.
- By 1 January 2030, all councils must provide kerbside organics collection service to urban households.

Both Councils currently provide recycling collection services which comply with the mandatory collection materials. As both Councils are within the 150km range of a regional organics processing facility, both are required to introduce a collection service for organics by 1 January 2027. Given the date to introduce mandatory services has been delayed, it is likely that this introduction date will also be delayed, and we have presented proposed kerbside service changes based on a July 2030 start date.

In addition, the proposed mandatory service requirements will mean that councils will be required to meet a minimum diversion standard of 50% for their kerbside collection services from 2030.

Recommended future services

Based on the assessment of options undertaken in this feasibility assessment, the recommendation is to implement changes to the kerbside collection service in a staged way starting with:

- Phase 1: Introducing an additional recycling crate in July 2025, at the start of the Councils' next kerbside collection contract, to increase diversion.



- Phase 2: Following consultation with the community and receiving further clarification from the Government on signalled targets and mandatory services, implement a:
 - A fortnightly recycling collection service in a 240L recycling bin and retaining a crate for glass, commencing either July 2028 or July 2030. This will replace the existing weekly crate recycling service.
 - Weekly food-only organics collection service (FO) to urban households only, using a 23L bin, commencing July 2030. This will be a trial to understand presentation rates and interest from the wider community to extend the service to include all townships in the current collection area.
 - A fortnightly refuse collection, using a 140L bin, commencing in July 2030. This will replace the existing weekly pre-paid bag collection service.



This second phase of changes to the collection services will ensure the Councils meet the proposed mandatory collection requirements and also meet the minimum kerbside diversion standard of 50%.

Environmental impacts

The recommended future kerbside service incentivises waste reduction and an increase in the diversion of recyclable and compostable materials. The service is expected to reduce waste to landfill by more than 40% and increases the proportion of material diverted at the kerbside from less than 20% now to nearly 60% in 2030.

The reduction in waste to landfill results in a significant reduction in greenhouse gas emissions. Overall, the introduction of the recommended kerbside service changes results in a 30% reduction in greenhouse gas emissions.

Financial impacts of service change

The cost of the recommended future collection services, once fully implemented, is \$370 (incl. GST) per household per year. Households across both Councils currently pay an estimated \$330-\$580 (incl. GST) per year for their kerbside collection services. Consequently, a substantial increase in the levels of service can be achieved without substantially increasing the total household cost.

It is important to note that changing from the current user charges for refuse (pre-paid council bags or private collections) to rates funded refuse collections results in an increase in rates that is offset by a reduction in user charges. This change is challenging to communicate to the community and many territorial authorities have found this a difficult transition. Clear communication and consultation with elected members and the community is required to help the community understand the trade-offs that are being balanced by taking this approach.

Next steps

It is anticipated that clarification from the Government will be received during 2024 on the mandatory service requirements and minimum diversion targets. Based on this, the recommended next steps for the Councils are:

- Ōtorohanga extends their waste service contract from June 2025 to June 2026 to align with Waitomo's contract
- Consultation with elected members in July to August 2024.
- Public consultation on Phase 1 of the recommended option in late 2024.
- Plan for and commence procurement for new solid waste contracts from August 2024.
- Issue a joint RFP for new collections contract across both districts by March 2025.
- Evaluate and award the contract by May 2025 with a commencement date and roll-out of a second recycling crate from July 2026.
- Consult with the community on Phase 2 introducing refuse, recycling and organics bins alongside the 2027 Long Term Plan and agree on a variation with the existing contractor or procure new contract to commence July 2030.

1 Introduction

Morrison Low were commissioned by Ōtorohanga and Waitomo District Councils to provide a joint feasibility assessment of potential changes to both Councils' solid waste services and facilities. Changes to these services are required to meet the Government's proposed mandatory kerbside collection requirements released alongside the latest New Zealand Waste Strategy (NZWS). Changes are needed to align with both Councils' updated strategic direction, objectives and targets, set out in their updated Waste Management and Minimisation Plans (WMMPs). Both Councils have had community requests for improved solid waste services which are addressed in these WMMPs. Both Councils have also recently adopted new Long Term Plans (LTPs) for the period 2024-2032.

This feasibility assessment covers options for kerbside collection services and considers the impacts of the changes on both Councils' network of transfer stations and drop-off sites. It also assesses the feasibility of conducting a joint procurement for solid waste services.

The feasibility assessment follows a streamlined business case approach, based on the Treasury's Better Business Case model. As such, it considers what services could be delivered and the associated benefits (e.g. waste diversion and carbon emission reduction impacts), as well the financial, commercial (e.g. procurement) and management (e.g. implementation) implications of the proposed changes.

2 Review Methodology

The following steps have been completed in undertaking this feasibility assessment:

- Review of background information relating to existing services, costs and service delivery challenges, and national and local drivers.
- Workshop with key staff from both Councils to discuss current services and agree strategic objectives for the feasibility assessment.
- Analysis of options for kerbside collections and the associated processing and disposal options.
- Workshops with elected members from each Council to discuss potential future options.
- Review of shortlisted options with staff from each Council and development of costs, waste diversion and greenhouse gas emission reduction impacts from the service changes, from which a preferred option for each Council has been identified.
- Review of service delivery options for the preferred collection approach, followed by a review of funding mechanisms and implementation timeframes.
- Documentation of the review findings in this feasibility report.

3 Current State

This section documents the drivers for changes to the Councils' solid waste collection services, both national and local. It then documents the Councils' current services, waste diversion achieved and current levels of collaboration between the two Councils.

3.1 Strategic context

The provision of kerbside collection services is primarily guided by the New Zealand Waste Strategy (NZWS), supported by legislation such as the Local Government Act (2002) and the Waste Minimisation Act (2008). The latest NZWS was released in March 2023 and sets national direction for waste management and resource recovery, with Councils required to respond to the national direction with actions presented in their respective Waste Management and Minimisation Plans (WMMPs).

The Councils' own strategies and plans also guide what actions are to be taken for the provision of kerbside collection services in their districts. Both Ōtorohanga and Waitomo District Councils completed Waste Assessments in 2023 and have draft WMMPs for 2024-2030 that are based on their Waste Assessments. The Councils consulted on their WMMPs during the development of this feasibility report. Other policies and plans that the Councils have that inform their kerbside collection services, include their Long Term Plans, revenue and financing policies and solid waste Asset Management Plans.

New Zealand Waste Strategy

The NZWS vision is that by 2050 New Zealand is a low-emissions, circular economy. A circular economy is one where resources are kept in circulation for as long as possible and disposal as waste is minimised. In considering actions to move towards a circular economy, Councils are required to consider the waste hierarchy, shown in the figure below.

The NZWS includes specific targets linked to this waste strategy, with these connections also shown in the diagram below. The targets are:

- Reduce waste generation by 10% by 2030 (target 1)
- Reduce waste disposal by 30% by 2030 (target 2)
- Reduce biogenic methane emissions from landfill by 30% by 2030 (target 3)

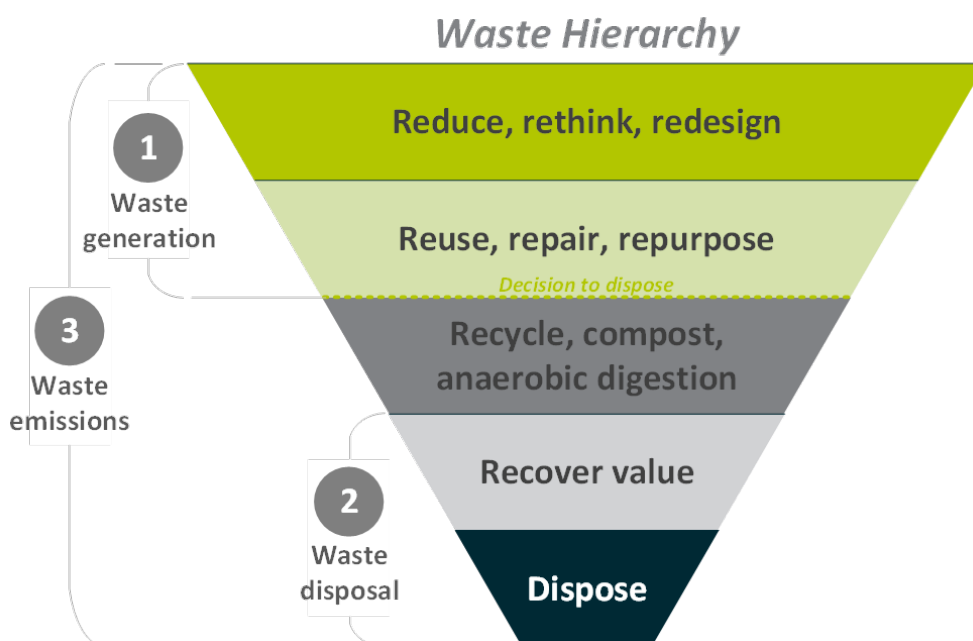


Figure 1 Waste Hierarchy and connection to the three NZWS targets

Kerbside Standardisation

To support the achievement of the 2030 targets, the Government has proposed national standards for kerbside collection services. At this stage there is no certainty on the proposed service requirements or timeframes. If the changes come into effect in their current form the following services would be required:

- By 1 February 2024, councils must only collect the materials listed in the standard in its kerbside recycling and organics collection service.
- By 1 January 2027, councils must provide kerbside recycling collection services, including mixed recycling and glass, to all households in their urban areas, defined as townships with more than 1,000 residents.
- By 1 January 2027, councils within 150km of an existing organics processing facility (listed in the standard) are required to provide kerbside organics collection services to all households in their urban areas, as defined above.
- By 1 January 2030, all councils must provide kerbside organics collection service to urban households.

The standardisation of materials was mandated and introduced as planned on 1 February 2024. The three remaining elements of the kerbside standards, relating to the mandatory kerbside collection of recyclables and organics, have not yet been mandated. This means the dates by which councils will be required to introduce these kerbside services are likely to change (but the requirement to make the changes will occur at some point).

Both Councils currently provide recycling collection services which comply with the mandatory collection materials. As both Councils are within the 150km range of a regional organics processing facility, both are required to introduce a collection service for organics by 1 January 2027.

Minimum diversion standards

In addition to the kerbside standards, it is proposed that councils will be required to meet minimum diversion standards for their kerbside collection services:

- 30% diversion by July 2026
- 40% diversion by July 2028
- 50% diversion by July 2030

These minimum diversion standards are also yet to be mandated by the Government and may be subject to change. As will be detailed in later sections, calculating the current kerbside diversion rates for each Council is a challenge because neither has sufficient information on the volume of private refuse collections. Without this data, accurate diversion rates cannot be calculated. However, it would be fair to assume that with the current kerbside collection service in place, neither Council currently achieves the 30% kerbside diversion rate required by July 2026.

3.2 Current services

A summary of both Council's current kerbside collection services is provided below.

Table 1 Summary of current kerbside collection arrangements

Description	Ōtorohanga District Council	Waitomo District Council
Collection contract	EnviroNZ contract extended to Jun-25	EnviroNZ contract extended to Jun-26
Scope of collections	Collections from Ōtorohanga and the rural settlements of Kāwhia and Aotea	Collection from Te Kūiti and the rural settlements of Waitomo, Piopio and Mōkau
Refuse	PAYT (pay as you throw) bags collected weekly, \$4.80 (incl. GST) per bag – \$250-\$500 per household per year ^A , or \$680+ per year for a private wheelie bins ^B	PAYT bags collected weekly, \$4.80 (incl. GST) per bag – \$250-\$500 per household per year ^A Limited private services available
Recycling and glass	45L recycling crates sorted kerbside, collected weekly	45L recycling crate sorted kerbside, collected weekly
Organics	No kerbside service, greenwaste drop-off at Ōtorohanga recycling centre	No kerbside service, greenwaste drop-off at Te Kūiti landfill
Disposal	Waitomo Landfill in Te Kūiti	Waitomo Landfill in Te Kūiti
Rates	Refuse Uniform Rate: Ōtorohanga: \$147.29 (incl. GST) Kāwhia: \$347.78 (incl. GST)	Solid Waste Rate: \$242 (incl. GST) ^C Plus Solid Waste Collection: Te Kūiti: \$73, Waitomo ward: \$74, Mokau: \$154, Piopio: \$158 (all incl. GST)
Overall household cost	\$397-\$646 in Ōtorohanga (incl. GST) ^D \$597-\$847 in Kāwhia/Aotea (incl. GST) ^D	\$565-\$815 in Te Kūiti/Waitomo (incl. GST) ^D \$646-\$900 in Piopio/Mokau (incl. GST) ^D

Notes:

A Cost based on 1-2 refuse bags per household per week.

B Cost based on private service provider in Ōtorohanga: 120L fortnightly \$682/year (billed \$56.83/month), other options include 120L weekly for \$880/year, 240L fortnightly for \$898/year and a 240L weekly for \$1,365/year.

C The solid waste rate covers the operating cost of the Waitomo Landfill and includes refuse disposal costs.

D Cost range includes 1-2 PAYT bags per household per week and current rates, excludes private refuse collections.

3.3 Kerbside collection areas

The Ōtorohanga and Waitomo Districts are largely rural and cover an area of 1,976 and 3,534 square kilometres respectively.

Ōtorohanga District

Ōtorohanga District has a population of 10,900 and approximately 3,500 rate-paying households.

Approximately one-third of the population live in the town of Ōtorohanga, one-third in the Kāwhia-Tihiroa ward (which includes the small towns of Kāwhia and Aotea), and one-third in the remaining rural area.

Kerbside collection areas are currently as follows:

- Ōtorohanga: 1,047 households
- Kāwhia-Aotea: 525 households
- **Total serviced: 1,572 households**
- Outside current collection areas: 1,928 households

Waitomo District

Waitomo District has a population of 9,700 and approximately 3,300 rate-paying households. Approximately half the population live in or near the town of Te Kūiti. Waitomo District has several small townships, with kerbside services provided in Mokau and Piopio.

Kerbside collection areas are currently as follows:

- Te Kūiti: 1,989 households
- Waitomo ward (surrounding Te Kūiti): 550 households
- Mokau town: 280 households
- Piopio town: 226 households
- **Total serviced: 3,045 households**
- Outside current collection areas: 255 households

Mandatory collection areas

The national kerbside collection standards require collections be provided to townships with more than 1,000 residents. Only Ōtorohanga and Te Kūiti meet this requirement with a combined 3,036 households. However, as summarised above, both Councils currently provide kerbside collections to a broader area, covering an additional 1,581 households.

Services to areas outside collection areas

Settlements that do not receive collection services are those not on collection routes or not large enough to enable efficient collection. These settlements have access to a network of transfer stations and drop-off facilities. Ōtorohanga has two rural transfer stations and four recycling drop-off facilities, while Waitomo has six rural transfer stations.

3.4 Current kerbside volumes and diversion

A summary of kerbside volumes and diversion are provided in the table below, based on collections in 2022/23 and are compared against national averages on a per household basis. The diversion rates achieved cannot be reliably calculated because the refuse volumes from households that use a private refuse collection service instead of the council bags are not known. While the diversion achieved by each Council is not able to be calculated accurately, it is likely that it is below the 50% target.

Table 2 Summary of current kerbside volumes and diversion (data from 2022/23)

Council	Ōtorohanga District Council ¹	Waitomo District Council ²	National average
Households serviced	Ōtorohanga: 1,047 Kāwhia-Aotea: 525 Total: 1,572	Te Kūiti: 1,989, Waitomo: 550, Mokau: 280, Piopio: 226 Total: 3,045	-
Refuse – PAYT bags	359 tonnes 228 kg/hh/yr	416 tonnes 137 kg/hh/yr	286 kg/hh/yr
Refuse – bins	Private refuse collection volumes unknown	Private refuse collection volumes unknown	446 kg/hh/yr ^A 294 kg/hh/yr ^B 268 kg/hh/yr ^C
Recycling and glass	285 tonnes 181 kg/hh/yr	580 tonnes 190 kg/hh/yr	97 kg/hh/yr ^D 182 kg/hh/yr ^E 235 kg/hh/yr ^F
Organics	No current kerbside collection	No current kerbside collection	FO: 170 kg/hh/yr FOGO: 810 kg/hh/yr

Notes:

- A Rates funded 140L refuse bin, collected weekly or fortnightly, with no separate organics collection.
- B Rates funded 140L refuse bin, collected weekly, with a separate organics collection.
- C Rates funded 140L refuse bin, collected fortnightly, with a separate organics collection.
- D Rates funded 45L crate for recyclables and glass, collected weekly.
- E Rates funded 45L crates (2 or more) for recyclables and glass, collected weekly.
- F Rates funded 240L recycling bin and 45L glass crate, collected fortnightly.

3.5 Diversion potential

Regardless of the diversion calculations above, both Councils have potential to increase their kerbside diversion. The table below summarised diversion potential in kerbside refuse using recent waste SWAP audits. Food organics represent the highest diversion potential, and it is worth considering divertible materials which are not recycled or disposed in kerbside refuse. Often kerbside crate collections have a low mixed recyclables to glass ratio, with much lower proportions of paper and cardboard suggesting they may be burnt. There are opportunities to increase diversion of recyclables and organics.

Table 3 Kerbside diversion potential from 2023 waste assessments

Diversion potential	Ōtorohanga District Council	Waitomo District Council
Recyclables	15%	5%
Food organics	40%	40%
Other compostable organics	9%	5%
Total	64%	50%

¹ Ōtorohanga District Council Waste Assessment prepared November 2023

² Waitomo District Council Waste Assessment prepared September 2023

4 Longlist Assessment

4.1 Assessment criteria

Strategic objectives

Based on the strategic context and current state presented in the previous section, objectives have been developed for the review of kerbside collection services across both Councils. These objectives consider the strategic direction set by the Government (mandatory services and NZWS) and the Councils (through their WMMPs) and consider the needs of the community and the Councils when delivering waste services. These objectives were developed and agreed through workshops with the Councils' waste services staff.

The strategic objectives agreed with the Councils' staff are to:

- Meet Government's mandatory service requirements.
- Meet waste minimisation and carbon reduction targets in NZWS and WMMP.
- Keep services simple and easy to use for the community.
- Provide safe services.

Options for kerbside collection services are assessed against these objectives on a "Yes, No, Partial" basis. Options that do not meet the strategic objectives are not considered further in the assessment. However, for comparison purposes, the status quo is continued even if it does not meet all the objectives.

Critical success factors

In addition to the strategic objectives, options are evaluated against a list of Critical Success Factors (CSF). These CSF are common to all business cases that use Treasury's BBC approach and represent attributes essential to successful delivery of service changes. The CSF are:

- Strategic fit and business needs - alignment with LTP and other council and regional strategic plans.
- Potential value for money - right solution, right time and at the right price.
- Supplier capacity and capability - sustainable arrangement if services are out-sourced (external).
- Potential affordability - are there any funding constraints.
- Potential achievability - ability and skills to deliver the intended programme (internal).

Again, the options are assessed on a "Yes, No, Partial" basis. The options that meet the most CSF and strategic objectives are shortlisted for further assessment.

4.2 Assumptions

In developing options for both Councils, the following assumptions have been used for all kerbside collection options considered:

- Kerbside collections are required for urban households only. Preference would be to retain rural households in the current collection area. For organics, the assessment includes consideration of collections from the urban areas (Ōtorohanga and Te Kūiti) only and collection from the Councils' current collection areas, which goes beyond Ōtorohanga and Te Kūiti.

- Households outside the current collection areas would retain access to the RTS and drop-off facilities. Note, in the case for organics, rural properties tend to have on-property solutions for this material.
- Solutions for collection points to enable collections along high-speed, difficult access and private roads, and for collections from multi-unit developments (MUDs, e.g. retirement villages) would be managed on a case-by-case basis as part of implementation.
- Kerbside collections for schools, marae, and businesses (where it meets their needs) are possible, but a decision can be made at a later time.
- Kerbside collections could be delivered through private services, Council services, or a combination of Council and private services. Where Council services are provided, they would be funded through rates.
- Services delivered through private service models would require some control via bylaw to ensure mandatory service requirements and mandatory diversion targets are met.
- Once the collection methodology is selected, the Councils may decide to deliver services in-house or via out-sourced contracts, with this confirmed through a Section 17A service delivery review.
- Refuse collected via Council collections would be delivered to the Waitomo Landfill in Te Kūiti or a regional landfill such as Hampton Downs.
- Mixed recycling collected via Council collections would be delivered to a regional recyclables processing facility, such as the Hamilton Material Recovery Facility (MRF).
- Colour-sorted glass collected via Council collections would be delivered to local glass bunkers and transported to the Visy glass furnace in Auckland or it could be transported to the same regional processing facility as the mixed recycling, with glass bunkers also located at that facility.
- Organic material collected at kerbside could be taken to one of the regional composting facilities, at Hampton Downs or Tirohia, or the Reporoa digester, or Ruapehu District Council's organics processing facility in Taumarunui.
- The decision on disposal and processing facilities will ultimately be determined through procurement of the Councils' kerbside collection services.

4.3 Options assessed

The longlist of kerbside collection service options considered for refuse, recycling and organics, is provided in the table in Appendix A. The options are assessed against the strategic objectives, as well as critical success factors. The most viable options have been taken forward into the shortlist assessment, where they have been combined into overall kerbside collection service offerings. The status quo, although not viable, has also been taken forward for comparison.

In developing the list of kerbside collection service options, consideration has been given to the scope of services, service solution, service delivery, implementation timeframes and funding. Further details on these five aspects are provided in the table below.

Table 4 Summary of kerbside collection options assessed

Description	Assessment
<p>Scope of services (what)</p>	<p>The extent of services. What geographic areas are included in the service (urban, townships, rural), what customers are included (residents, businesses, non-for-profit).</p> <p>For Waitomo and Ōtorohanga, extending kerbside services further into the rural area would not be economical, and therefore the current extent of services was retained in this assessment for refuse and recycling collections.</p> <p>For organics collections, two options were considered: retaining the current extent of collections and limiting collections to the mandatory urban collection area (those with more than 1,000 people i.e. Ōtorohanga and Te Kūiti).</p>
<p>Service solution (how)</p>	<p>The type of services delivered. This includes collection methodologies for refuse, recycling and organics. The range of collection methodologies considered is provided in Appendix A.</p>
<p>Service delivery (who)</p>	<p>The way in which the service is provided. Delivery options include in-house staff, out-sourced contracts, shared services with neighbouring councils, partnerships with the private sector or community groups, council-controlled organisations (CCOs).</p> <p>The status quo is both private and Council services for kerbside refuse collections, and Council services for recycling collections. Council services are currently outsourced with neither Council seeking a change in this service delivery approach. On this basis, organics services would also continue to be outsourced.</p>
<p>Implementation timeframes (when)</p>	<p>When the changes to services will be made. Consideration has been given to the expiry date of the Councils' kerbside collections contracts and how these align with the draft implementation dates proposed by Government. As the implementation dates are not yet mandated by Government, these dates do not need to drive the Councils' implementation dates. There are also cost pressures on households currently, which the Councils are seeking to ease by delaying additional costs for their districts.</p> <p>Ideally all services would be changed when a new contract commences, for the Councils this would be July 2026. However, to ease financial pressure on households and given the standardised services have yet to be mandated, there is the option to delay the introduction of organics services and make service changes. Both are considered in this assessment.</p>
<p>Funding</p>	<p>How the services will be funded in future. Options include rates, user charges, waste levy funding. The use of these funding options is linked to the collection methodology and therefore funding options have not been separately considered in this options assessment. The status quo is a mix of user charges (for pre-paid council refuse bags or private bins) and rates (for recycling services and broader waste services). Rates would also be used for a council-led bin collection service for refuse and for an organics collection service.</p>

4.4 Shortlisted options

The options shortlisted from the longlist assessment are detailed in the table below and illustrated graphically after the table. Options for refuse, recycling and organics have been grouped into four overall service offerings.

Table 5 Configurations of shortlisted options

Option	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service	Refuse bins, recycling bin, glass crate, FO service	Refuse bins, recycling bin, glass crate, FOGO service
Refuse services	PAYT refuse bags and private services available	No change, maintain the status quo	Introduce refuse bins concurrently with the organics service, limited size options with fortnightly collections	Introduce refuse bins concurrently with the organics service, limited size options with fortnightly collections
Recycling services	One 45L recycling crate, limited uptake of a second crate	Add an additional crate per household to encourage increased diversion, allowing additional volume for paper and cardboard	Introduce a 240L mixed recycling bin and retain current 45L crate for glass, fortnightly collections	Introduce a 240L mixed recycling bin and retain current 45L crate for glass, fortnightly collections
Organics services	Green waste drop-off only	Introduce a 23L FO service to the current collection areas with the option to only service urban centres considered	Introduce a 23L FO service to the current collection area with the option to only service urban centres considered	Introduce an 80L FOGO service with to the current collection areas with the option to only service urban centres considered

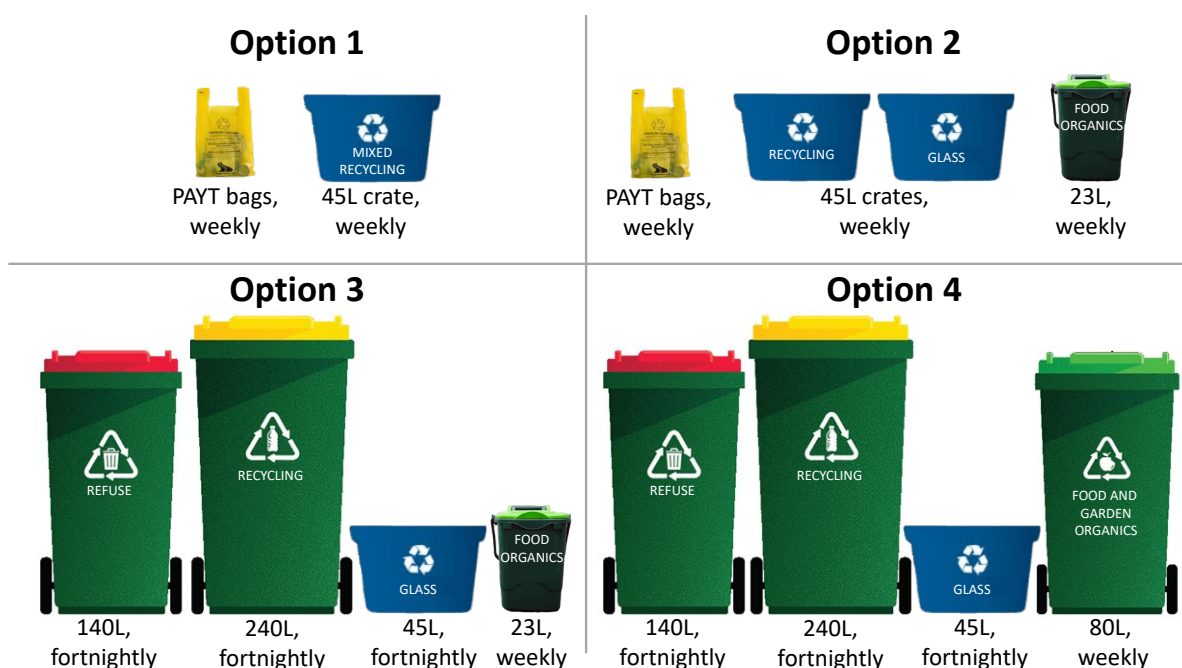


Figure 2 Graphical illustration of the shortlisted groupings

5 Shortlist Assessment

The four shortlisted options have been further assessed in terms of waste volume and diversion, emission reduction, and cost. The lack of private refuse data requires an assessment of expected refuse volumes, modelled on national averages based on the specific configuration of the collection service.

Detailed summary tables are provided for both Councils at the back of this report, for volume and diversion in Appendix B, for emission reduction in Appendix C, and for both Councils, costs and household costs in Appendices D and E respectively. The assessment for organics included two different scopes; a full scope of service where organics collections apply to all households that currently receive a kerbside recycling service, and for urban households only as described in the NZWS. For the purposes of reporting the shortlist assessment findings, there was little difference in the expected volume, diversion, emission reduction and cost between the two scope options. The full scope of service is reported here, with the urban only option detailed further in implementation considerations.

5.1 Kerbside volumes and diversion

In this section the tonnes of waste collected and diverted is assessed for each of the four options:

- **Option 1:** the current estimated diversion rate is less than 20%. Without changes to the refuse, recycling and organics collections neither Council will expect to achieve the 50% diversion target or the 30% reduction in waste to landfill target.
- **Option 2:** by adding a second recycling crate to capture more volume and introducing a FO service, the diversion rate would expect to increase to around 45%, below the 50% kerbside diversion target. A reduction in waste to landfill of 35% is expected, meeting the 30% reduction target.
- **Option 3:** moving to Council provided refuse service provides significant behaviour change by limiting the size and collection frequency, while providing maximum volume for recycling and an option to divert food organics (FO) for all households within the collection service. This option results in a kerbside diversion rate of nearly 60% and a reduction in refuse to landfill of more than 40%, exceeding both targets.
- **Option 4:** as with the previous option, high diversion rates and reduction in organics to landfill is achieved by increasing the Councils' control over refuse collections and providing maximum volume recyclable and both food and garden organics (FOGO). This option results in a kerbside diversion rate of 77%. While the organics volumes increase drastically between the FO service in Options 2 and 3 to the FOGO service in Option 4, it is possible that garden organics (GO) will not be counted in the diversion standard as the Government's focus is on removal of food waste from landfill. However, even in this case, the diversion rate would be 58%, exceeding the diversion standard of 50%.

It is worth noting here, the key difference between the FO and FOGO service is that while both encourage the diversion of food organics away from the refuse stream, the FOGO service tends to draw in additional materials that would not have otherwise gone to landfill and is currently managing through other methods, e.g. taking it to green waste drop-off points or using in on their own properties.

There are limited benefits in the FOGO service over the FO service with regards to diversion. This is because garden organics (GO) is expected to make up 85% of the total organics volume, the additional processing cost will require assessment against the benefits provided in achieving diversion and emission reduction targets.

5.2 Emission reduction

Emissions from the kerbside collections include those from the vehicles performing the service, the processing facilities, and the disposal facilities which include greenhouse gas emissions from landfills. Here the default emissions factor for landfills is used, which is 1.023 tonnes CO₂_{eq} per tonne of refuse and used by the Waitomo Landfill. Disposal to a regional facility with a unique emission factor would reduce landfill emissions, however this assessment assumes disposal at Waitomo Landfill.

The emission reduction expected is in the range of 25-30% for the shortlisted options. Through the provision of additional services means that transportation emissions from collections is expected to increase marginally. These emissions are offset entirely by the reduction of emissions through the diversion of organics from landfill. The NZWS has a target of reducing biogenic methane from waste by 30% which is likely to be achieved by options 3 and 4, with no additional benefits between FO and FOGO since they divert the same volume of organics from landfill, with no change to emissions from composting garden organics. The limited control over the refuse in option 2 will not likely achieve the target.

5.3 Financial impacts

5.3.1 Cost to the Councils

The capital costs, operating costs and funding requirements for the four options is assessed for the shortlisted options. Capital costs associated with the service include the purchase of new bins and crates, which are amortised over ten years, reflected in operating costs as annual asset depreciation. New collection vehicles for the service are generally provided by the collection contractor and therefore appear as operating costs and not capital costs to the Councils.

Operating costs include the kerbside collection cost such as labour, vehicle depreciation, plant operating costs and fuel, bin repairs and replacement, contractor overheads and a profit margin by the contractor. Disposal or processing costs are also included in the operating cost and include the gate rates associated with disposing refuse to landfill or the acceptance of recycling, glass and organics at processing facilities. The recycling revenue is from the sale of the recycling commodities to end markets and offsets some of the operating costs. Council administration costs are also included in the operating costs and cover the Council's costs to manage the contracts.

The costs to the Councils are as follows:

- **Option 1:** the status quo requires no new assets, therefore no capital funding or associated depreciation is required. Private refuse services have no costs to the Councils, but households do incur service costs (discussed further below). Cost associated with compliance and monitoring for the private service, or potential loss of Central Government funding if targets are not achieved, have not been included in the assessment. The kerbside collection costs are higher than the current contract values, reflecting the current cost of providing these services that we have seen in other parts of New Zealand.
- **Option 2:** capital costs associated with additional recycling crates and new organics bins are included in the assessment, and the associated additional operating costs. The additional crates increase the volume of recyclables collected and processed, increasing operating costs, but are partially offset by additional recycling revenue.

- **Options 3 and 4:** the addition of multiple bins for refuse, recycling and organics increases the capital and operating costs substantially for both options 3 and 4, partially offset by further increases in recycling revenue. These costs need not all be incurred concurrently (discussed further in the implementation section that follows). The increase from option 3 to 4 represents the additional cost from a FO to FOGO service.

5.3.2 Costs to households

When assessing the financial impacts of changes to kerbside collection services, there is a need to consider the costs on a per household basis in addition to the costs to Council (covered in the previous section). Household costs include the costs they incur through rates for Council-provided services, the costs they pay to Council in user charges (e.g. to purchase bags) as well as the user charges they pay for private services (e.g. for private wheelie bins).

The following costs are inclusive of GST:

- **Option 1:** the status quo base cost for kerbside recycling would be expected to increase to around \$80 per household if averaged across both Councils. Where Council bags are used, households typically pay between \$250-\$500 per year. Private collection services are more expensive.
- **Option 2:** introducing a second recycling crate only increases costs by \$10 per household, while a FO service is expected to cost around \$80 per household across both Councils.
- **Option 3:** the cost to households for moving from PAYT bags or private collections would be expected to decrease costs to households by \$90 or more per year. However, this would require a shift from moving from user charges to rates funding which, despite the benefits, can be a challenge to get acceptance from ratepayers and elected members.

6 Summary and recommended option

6.1 Summary of shortlist options

The shortlist assessment of the options considers the likelihood in achieving targets for reduction in waste to landfill, kerbside diversion, and emission reductions together with the expected costs to households. A summary of the outcomes for each option is provided, followed by our recommended option:

- **Option 1:** the status quo is lowest cost option for low waste generators (which tend to be smaller households that use one or fewer refuse bags per week), however it is expensive for average and high waste generators (households that use more than one refuse bag per week or have a private collection service). Option 1 does not achieve any of the Government's NZWS targets and proposed mandatory service requirements. This option is therefore not recommended.
- **Option 2:** involves the least change for the community and has lower rates increase than options 3 and 4. Adding an additional recycling crate adds \$10 to rates per household. It meets the targets for reduced waste disposal to landfill and proposed mandating of kerbside organics collection, but does not meet the reduction in biogenic methane or proposed mandatory kerbside diversion targets. Focusing on the urban areas only for food organics collections is currently assessed as marginally more expensive, however a trial organics process in urban areas could be used to meet mandatory requirements and reduce rates costs below the \$80 per household.

- **Option 3:** involves substantial change introducing a refuse bin collected fortnightly, a large recycling bin and a FO bin with the crate retained for glass. This represents substantial change for the community which need not be implemented at once and can be staged. Overall, this full suite of kerbside collections would cost less than the status quo for most households and will achieve all the targets for reduction in waste to landfill, kerbside diversion, and emission reductions.
- **Option 4:** with similar outcomes to option 3, noting the difference in household cost from the FO service to the FOGO service increased by \$60. The limited benefits provided by the FOGO service relative to the FO service, the additional cost would not be justified.

6.2 Recommended option

Overall, **Option 3** is the recommended option. There would be benefit in the Councils moving towards Option 3 in a phased way over time, so that the community has an opportunity to further consider the benefits of the options and the cost impacts on rates can be delayed.

There is a clear implementation pathway available for Option 3. Firstly, introducing Option 2 by adding a second crate to all kerbside collections in the short term as a first step towards Option 3. The benefit to this pathway is that it would allow the current service to be retained for a period of around five years, this suits the current ages of the collection vehicles. The procurement of services can include provision for this change, with a term of contract that reflects this (e.g. a 5+5+5 contract would allow for changes after an initial five-year period to transition from Option 2 to Option 3 and allows for new vehicles to be depreciated over a ten-year period by the contractor).

The next phase would be to consult on the introduction of new refuse, recycling, and organics bins. The introduction of a 240L recycling bin means the second crate would be retained for glass collections. Refuse and organics collection should be implemented together, with organics collections on a trial basis to urban households only an option. In summary, the recommended option includes:

- **Refuse collections:**
 - Continue with weekly collection of pre-paid refuse bags initially (and private collections),
 - Introduce rates-funded 140L bins, collected fortnightly later (assume after five years).
- **Recycling collections:**
 - Initially, introduce an additional 45L recycling crate and then introduce a 240L mixed recycling bin at a later stage (assume two to five years) and repurpose new crates for glass and older crates towards end of useful life, both collected fortnightly.
- **Organics collections:**

While awaiting confirmation of mandatory organics collection from Government:

 - During procurement, assess organics collections as provisional for a weekly 23L food organics (FO) bin.
 - When introduced, provide organics service to urban areas only initially on a trial basis with smaller vehicles to reduce costs and assess presentation rates, look to expand to the whole collection area in future if there is sufficient demand from the community.
 - Households retain the option to drop off garden organics at the various transfer stations in their districts.

- **Rural services:**

- Retain access to the network of rural drop-off sites and transfer stations for residents outside the collection area.

7 Implementation

7.1 Commercial case – procurement considerations

The two Councils have the same collection contractor, EnviroNZ, with contracts due to expire 30 June 2025 for Ōtorohanga and 30 June 2026 for Waitomo. The collection days are set to enable collection vehicles to be shared across the two collection areas. The Councils are currently benefiting from the economies of scale because of this arrangement and therefore it is recommended that the Councils jointly procure their next collection contracts to continue to benefit from this arrangement. Following procurement, the Councils would retain separate contracts (not a joint contract) to enable separate administration, service changes and Council-specific variations once the contract was in place. To enable this, Ōtorohanga are currently looking to negotiate a one-year extension to their current contract for alignment.

In our experience procuring services jointly across both Councils would provide sufficient scale for any contractor to spread costs and utilisation of vehicles, labour and other overheads more effectively across a larger number of households therefore reducing the cost per household. We estimate that a material benefit is available to both Councils, in the order of \$100,000-\$150,000 for each Council per year.

For councils with a small population base, like Waitomo and Ōtorohanga, there is benefit in combining all waste services into two contracts: collections, transfer station and drop-off site operations and haulage. Processing and disposal can also be included in these contracts, however a more detailed assessment of this should be undertaken as part of the procurement planning phase to test whether there are facilities the Councils would prefer to specify and seek direct pricing from.

Experience from across New Zealand has shown that procurement of waste services contracts generally requires 18 months to two years to complete, including:

- Procurement planning and development of Request For Proposal (RFP) documentation: 3-4 months.
- RFP period: 2-3 months.
- Evaluation and award: 2-3 months.
- Mobilisation: 9-12 months.

Mobilisation periods had increased to 18 months due to supply chain challenges and labour shortages following the Covid-19 pandemic, but recent supplier market feedback (May 2024) has indicated that for smaller contracts such as this, 9-12 months is realistic again.

Further details on the procurement process would be outlined in a future procurement plan, which would include:

- A staged introduction would require a change in collection vehicles part way through contract.
- Term of contracts – 5-15 years to align vehicle depreciation.
- A 5+5+5 contract or similar would allow changes introduced at Year 5.

- If the Councils cannot agree costs for service change, then going back to market is an option.
- Include a variation clause for the introduction of service changes.

7.2 Management case – project execution considerations

The staged approach not only spreads the level of change and cost on ratepayers, but also spreads the management load on Council staff. The following factors reduce the resources required to implement the changes required by:

- Staging the implementation, starting with a new contract followed by the introduction of new services over time and with more certainty.
- Provide organics to urban households only at first, with a decision to expand or retain taken later.
- Uncertain Government direction and therefore put off cost increases.
- Consultation with elected members and the community on services changes, which may not be applicable for the interim additional crate but are recommended for more substantial changes by introducing refuse, recycling and organics bins.
- Resourcing for service changes and roll out, as above, less so for the interim additional crate but for the second stage resourcing to manage communication with the community and to ensure bin deliveries run smoothly would put pressure on the current resources.
- Above certain risks have been highlighted, mitigation measures to address these are provided in the risk table below.

Table 6 Risks and mitigation for implementation the recommended option

#	Risk	Mitigation
1	Change management for the community	Change for the community is managed through a staged implementation plan allowing for the community to receive adequate information over a period of five years (as part of each Council’s LTP process)
2	Change management for Council resources	Change for Council’s current and future resources will also benefit from a staged implementation plan allowing for work packages to be spread out over a five-year period and for communications and roll-out of new services to be focused
3	Impact on rates	The recommended option will increase rates over the proposed five-year period together with an increase in levels of service, these increases can be spread over time and communicating the reduction in user charges will be an important factor
4	Achieving targets and signalled mandatory services	There is uncertainty with Central Government’s position for targets and the signalled services required by all territorial authorities, the staged implementation approach allows time to see where these decisions go
5	Health and safety risks	There is an increasing focus on health and safety risks for refuse bag and crate collections, particularly along on high-speed roads, with a preference to move to bin collections from a safety and staffing perspective

7.3 Implementation programme – next steps

Based on the shortlist assessment outcomes and preferred option section, there is a clear recommendation in the service solution; Option 3 with a staged implementation to address key challenges.

The commercial case shows few barriers to implementation, rather the focus is on the management case which looks at when these changes should occur, what resources are available to manage them, and what the rate payers are willing to pay over a period of time. The increased levels of service this option includes would not increase costs as the rates rise percentage may suggest because user charges are being offset, however those user charges can vary substantially from household to household and therefore a definitive savings cannot be assumed.

This need to balance procurement timeframes, rates, and possibly waiting to see what legislation changes occur and hope they suit an extended implementation timeframe, are all needed to be considered. On balance, our recommendation is the staged approach, introduce recycling services by July 2026 and the refuse and organics collections later, between 2028 and 2030. This stages the rates increase and provides adequate time for procurement. The risk is not achieving the diversion targets and here the assumption is that the Ministry for the Environment and Central Government will defer some of those requirements and timelines on the back of the cost-of-living challenges being faced by many across the country.

The following table provides an indicative timeline for implementing the recommended option:

Description	Timeline
Consultation on the recommended option with elected members	July to August 2024
Consultation on the recommended option with the community following further announcements from Central Government on mandatory services	Late 2024
Procurement planning and RFP documentation for the chosen collection service	August to December 2024
Obtain direction from Government on mandatory services	Anticipate announcement during 2024
RFP period, after summer holiday period	February to March 2025
Proposal evaluation and award	April to May 2025
Mobilisation period for new contracts, 12 months	July 2025 to June 2026
Commence new contracts with existing refuse collection service and enhanced recycling collection service with an additional crate	July 2025
Consult community on introduction of refuse, recycling and organics bin collection services, alongside 2027 Long Term Plan	May 2027
Agree variation with existing contractor or procure new contract	July 2028 to June 2030
Introduce refuse, recycling and/or organics bin collection services	July 2030, at the earliest

Appendix A Longlist Assessment

Options	Rubbish Collection					Recycling and Glass Collection					
	1A	1B	1C	1D	1E	2A	2B	2C	2D	2E	2F
Description of Option:	Status quo: PAYT bags, weekly collection.	140L bin, fortnightly collection (rates funded).	Bin size choice 80/140/240L, fortnightly collection (rates funded, charge varies with bin size).	PAYT 140L bin, weekly collection (user pays 'bin tags' funded).	Opt out: No Council rubbish collection (private services only).	Status quo: 45L crate (ODC) / multiple crate(s) (WDC), weekly collection, kerbside sort.	Modified status quo (ODC only): one/two crates for recyclables and one crate for glass, weekly collection, kerbside sort.	240L mixed recycling bin and 45L glass crate, fortnightly collection.	240L mixed recycling bin fortnightly collection, and glass bin 80L fortnightly or 140L four weekly collection.	240L commingled recycling and glass bin, fortnightly collection.	Opt out: no Council service, require private collectors to include recycling via bylaw.
Strategic Investment Objectives											
Meet Government's mandatory service requirements	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Partial
Meet waste minimisation and carbon reduction targets in NZWS and WMMP	Yes	Yes	Yes	Partial	Partial	Partial	Yes	Yes	Yes	Yes	Partial
Keep services simple and easy to use for the community	Yes	Partial	Partial	Partial	Partial	Yes	Partial	Partial	Partial	Partial	Partial
Provide safe services	Partial	Yes	Yes	Yes	Yes	Partial	Partial	Yes	Yes	Yes	Partial
Critical Success Factors: As these CSFs are crucial (not just desirable) any options that score a 'no' are automatically discounted from further analysis:											
Strategic fit and business needs - Alignment with LTP and other council and regional strategic plans	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	No
Potential value for money - right solution, right time at the right price	Yes	Yes	Yes	Partial	No further assessment	Yes	Yes	Yes	Yes	Yes	No further assessment
Supplier capacity and capability - is it a sustainable arrangement (external)	Partial	Yes	Yes	Partial		Partial	Partial	Partial	Partial	No	
Potential affordability - are there no funding constraints	Yes	Partial	Partial	Partial		Yes	Yes	Yes	Yes	No further assessment	
Potential achievability - ability and skills to deliver (internal)	Yes	Yes/Partial	No	No		Yes	Yes	Yes/Partial	Yes/Partial		
Overall Assessment:											
Overall Assessment:	Preferred	Possible	Discard	Discard	Discard	Possible	Possible	Possible	Possible	Discard	Discard
Comments:	Bag service presents H&S risks and some contractors won't tender for bag collections.	One bin size is simple and cost-effective to implement but for a small proportion of the community one bin size would need to meet their needs.	Bin size choice increases cost and requires additional Council administration.	Bin tag systems are complex to manage and fraud is difficult to control, requiring additional Council administration.	Rubbish collection is a service the community expects.	Contractors may prefer bins to crates given H&S concerns, but these operational matters can be managed. One or two crates can limit volumes and therefore waste minimisation.	Additional volume increases waste minimisation and H&S concerns not addressed.	Bins provide additional volume, increasing waste diversion and reduces H&S risks moving to only one crate for glass.	Bins provide additional volume. H&S risks with crates addressed but reduces procurement options by having mixed-colour glass.	Commingled mixed recycling and glass requires a MRF capable of accepting glass with the nearest option in Auckland.	Recycling collections is a service the community expects.

Options	Organics Collection				Rural Services			
	3A	3B	3C	3D	4A	4B	4C	4D
Description of Option:	Status quo: No kerbside service, green waste drop off at nominated facilities.	23L bin food organics (FO) only, weekly collection.	Combined food organics and green organics (FOGO) 80L bin, weekly collection.	Opt out: no Council service, require private collectors to include organics via bylaw.	Status quo: Collections to rural settlements and on arterial routes, drop off at RTS outside collection routes.	Kerbside collections to urban centres only, RTS and drop-off for all rural areas.	Extend collections to all district households.	Urban organics collection only: current refuse and recycling collections, organics collection to urban households only.
Strategic Investment Objectives								
Meet Government's mandatory service requirements	No	Yes	Yes	Partial	Yes	Yes	Yes	Yes
Meet waste minimisation and carbon reduction targets in NZWS and WMMP	No further assessment	Yes	Yes	Partial	Yes	Partial	Yes	Yes
Keep services simple and easy to use for the community		Partial	Yes	Partial	Yes	No	Yes	Yes
Provide safe services		Partial	Yes	Partial	Yes	No further assessment	Partial	Yes
Critical Success Factors: As these CSFs are crucial (not just desirable) any options that score a 'no' are automatically discounted from further analysis:								
Strategic fit and business needs - Alignment with LTP and other council and regional strategic plans		Yes	Yes	No	Yes		Partial	Yes
Potential value for money - right solution, right time at the right price		Partial	Yes	No further assessment	Yes		No	Yes
Supplier capacity and capability - is it a sustainable arrangement (external)		Yes	Yes		Yes		No further assessment	Yes
Potential affordability - are there no funding constraints		Partial	Partial		Yes			Yes
Potential achievability - ability and skills to deliver (internal)		Yes	Yes		Yes			Partial
Overall Assessment:								
Overall Assessment:	Discard	Possible	Preferred	Discard	Preferred	Discard	Discard	Possible
Comments:	This option does not meet national or Council strategic objectives.	FO collections align with high density urban areas and require additional resources such as a runner to collect, adding cost and H&S risks.	FOGO collections in a small wheelie bin provide levels of service with comparable costs to FO collections.	This option does not align with Council's strategic direction.	The status quo for kerbside collections is the preferred option.	Aligning collections with the StatsNZ definition of urban-rural would represent a reduced level of service for the community, making it more difficult to manage their waste.	Extending collections to all households in the Districts would not be financially sustainable.	Introducing organics collections to the urban areas only does not reduce current levels of service and meets mandatory requirements. It also introduces some complexity having different services offered.

Appendix B Kerbside volume and diversion

The following table summarises the kerbside volume and diversion (in tonnes per annum):

Options	Ōtorohanga District Council				Waitomo District Council			
	Option 1	Option 2	Option 3	Option 4	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, FO service ^A	Refuse bins, recycling bin, glass crate, FOGO service ^A	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, and FO service ^A	Refuse bins, recycling bin, glass crate, and FOGO service ^A
Refuse collection (tonnes)	630	420	350	350	1,220	810	690	690
Recycling collection (tonnes)	120	220	360	360	230	440	710	710
Organics collection (tonnes)	-	120	120	840	-	240	240	1,630
Total collection (tonnes)	750	760	830	1,550	1,450	1,490	1,640	3,030
Total diversion (tonnes and %)	120 (16%)	340 (45%)	480 (58%)	1,200 (77%) ^B	230 (16%)	680 (46%)	95 (58%)	2,340 (77%) ^B
Meets 50% kerbside diversion target?	No	No	Yes	Yes	No	No	Yes	Yes
Reduction to landfill (tonnes and %)	-	220 (33%)	280 tonnes (44%)	280 (44%)	-	410 (34%)	530 (43%)	530 (43%)
Meets 30% reduction in waste to landfill target?	No	Yes	Yes	Yes	No	Yes	Yes	Yes

Notes:

A Organics collections assessed for all current households that receive the recycling service.

B Diversion based on FOGO service, if GO is removed from the calculation diversion would be similar to that of Option 3, around 58%.

Appendix C Emission reduction

The following table summarises the emission reduction calculations for shortlisted options (in CO_{2eq} per annum):

Options	Ōtorohanga District Council				Waitomo District Council			
	Option 1	Option 2	Option 3	Option 4	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, FO service ^A	Refuse bins, recycling bin, glass crate, FOGO service ^A	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, and FO service ^A	Refuse bins, recycling bin, glass crate, and FOGO service ^A
Collection emissions (tonnes CO_{2eq})	20	30	30	30	40	50	50	50
Processing and disposal emissions (tonnes CO_{2eq})	650	480	440	440	1,250	920	860	860
Total emissions (tonnes CO_{2eq})	670	510	470	470	1,290	970	910	910
Emission reduction (tonnes CO_{2eq} and %)	-	160 (25%)	200 (30%)	200 (30%)	-	320 (25%)	380 (30%)	380 (30%)
Meets 30% reduction in biogenic methane from waste target?	No	No	Yes	Yes	No	No	Yes	Yes

Notes:

A Organics collections assessed for all current households that receive the recycling service.

Appendix D Council capital and operating costs

The following table summarises the shortlisted options: capital and operating costs

Options	Ōtorohanga District Council				Waitomo District Council			
	Option 1	Option 2	Option 3	Option 4	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, FO service ^A	Refuse bins, recycling bin, glass crate, FOGO service ^A	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, and FO service ^A	Refuse bins, recycling bin, glass crate, and FOGO service ^A
Capital costs (at commencement)	\$0	\$86,000	\$225,000	\$234,000	\$0	\$168,000	\$436,000	\$452,000
Bins and crate	\$0	\$86,000	\$225,000	\$234,000	\$0	\$168,000	\$436,000	\$452,000
Operating costs (per annum)	\$122,000	\$256,000	\$566,000	\$667,000	\$236,000	\$495,000	\$1,095,000	\$1,294,000
Kerbside collections	\$112,000	\$201,000	\$302,000	\$322,000	\$217,000	\$389,000	\$584,000	\$624,000
Disposal and processing	\$20,000	\$58,000	\$265,000	\$345,000	\$38,000	\$113,000	\$513,000	\$668,000
Recycling revenue	-\$10,000	-\$18,000	-\$30,000	-\$30,000	-\$19,000	-\$36,000	-\$57,000	-\$57,000
Annual asset depreciation	\$0	\$15,000	\$29,000	\$30,000	\$0	\$29,000	\$55,000	\$59,000

Notes:

A Organics collections assessed for all current households that receive the recycling service.

Appendix E Household costs

The following table summarises the household costs across both districts (note all costs include GST)

Options	Ōtorohanga District Council				Waitomo District Council			
	Option 1	Option 2	Option 3	Option 4	Option 1	Option 2	Option 3	Option 4
Description	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, FO service ^A	Refuse bins, recycling bin, glass crate, FOGO service ^A	Status quo: PAYT refuse bags, recycling crate, no organics	Modified status quo: PAYT refuse bags, additional recycling crate, FO service ^A	Refuse bins, recycling bin, glass crate, and FO service ^A	Refuse bins, recycling bin, glass crate, and FOGO service ^A
User charges								
PAYT refuse bags	\$250-\$500 ^B	\$250-\$500 ^B	-	-	\$250-\$500 ^B	\$250-\$500 ^B	-	-
Targeted rates								
Refuse collections	-	-	\$160 ^C	\$160 ^C	-	-	\$160 ^C	\$160 ^C
Recycling collections	\$80	\$90	\$130	\$130	\$80	\$90	\$130	\$130
Organics collections	-	\$80 ^D	\$80 ^D	\$140 ^D	-	\$80 ^D	\$80 ^D	\$140 ^D
Total Household cost	\$330-\$580	\$420-\$670	\$370	\$430	\$330-\$580	\$420-\$670	\$370	\$430

Notes:

- A Organics collections assessed for all current households that receive the recycling service. See note D for collection cost impacts.
- B Status quo rubbish collection based on 1-2 bags per household per week and bag price \$4.80 (incl. GST).
- C Rates-funded refuse service includes savings in disposal costs once organics collections are introduced (approx. \$50 per household).
- D Collecting organics from urban households may increase the targeted rate for households across both districts by around \$10-\$20 per year for the FO and FOGO service.

Item 182 Carryovers – 2023/24 to 2024/25

To Ōtorohanga District Council

From Brendan O’Callaghan, Manager Finance

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To seek approval for project budgets to be carried over from the 2023/24 financial year to the 2024/25 financial year.

2. Executive summary | Whakarāpopoto matua

2.1. Staff recommend that some project budgets be carried over. Some of these budgets relate to work in progress at year end and others relate to projects that were not commenced.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council approve the carrying over of \$5,565,222 to the 2024/25 financial year for the following projects:

Council building chamber air-conditioning – \$40,000	Ōtorohanga wastewater mains renewals – 3,968,930	Ōtorohanga stormwater consent renewal - \$200,000
Kāwhia stormwater consent renewal - \$200,000	Ōtorohanga public conveniences interior upgrade - \$10,000	Aotea seawall resource consent renewal - \$200,000
Organisational development - \$184,539	IT equipment hardware and software - \$46,808	IT equipment intrant development and HRIS - \$121,060
Council building courtyard upgrade - \$20,000	Arohena rural water consent compliance - \$50,000	Waipa rural water mains renewals - \$10,000
Ranginui rural water reservoir roof - \$15,000	Tihiroa rural water Cannon Rd mains renewals - \$313,885	Library building lighting - \$30,000
Ōtorohanga wastewater wetland refurbishment - \$60,000	Ōtorohanga refuse resource recovery centre - \$75,000	Swimming pools renewals - \$20,000

4. Context | Horopaki

- 4.1. Every year Council sets its budgets as part of the Annual Plan or Long Term Plan process. Included in these budgets is capital projects that Council is planning to undertake during that year.
- 4.2. For a number of reasons, some projects are not able to be completed within the year they are budgeted for. As these projects have been commenced but not completed by year end, they are carried over as work in progress in the accounting system. As such, the costs are carried over into the following year. This first group of projects represent those where the budget will need to be carried over to cover those costs.
- 4.3. A large number of these projects are intended to be multi-year projects, and so the carryover of the unspent budget is reasonable for these projects.

Item #	Project	2023/24 Budget	Amount of WIP	Budget to Carry Over	Funding Source	Reason for Carryover
1	Council building – chamber air-conditioning	40,000	40,750	40,000	Depreciation cash reserves	Work was still being completed at 30 June 2024.
2	Ōtorohanga wastewater – mains renewals	5,087,592	2,879,710	3,968,930	Internal loan funding	One separable portion completed at year end, remaining portions carried over into 2024/25.
3	Ōtorohanga stormwater resource consent renewal	200,000	172,832	200,000	Internal loan funding	Consent process still ongoing at year end.
4	Kāwhia stormwater resource consent renewal	200,000	107,310	200,000	Internal loan funding	Consent process still ongoing at year end.
5	Ōtorohanga public conveniences – interior upgrades	10,000	4,829	10,000	Depreciation cash reserves	Work was still being completed at 30 June 2024

6	Aotea seawall resource consent renewal	200,000	98,211	200,000	Internal loan funding	Consent process still ongoing at year end.
TOTALS		5,737,592	3,303,642	4,618,930		

4.4. There are also some projects where a budget has been provided but the project has not been started, or the full budget has not been spent but the remainder could be used for other projects. These items are in the table below.

Item Number	Budget Item	2023/24 Budget	2023/24 Spending	Budget to Carry over	Funding Source	Reason for Carryover
7	Organisational development	242,187	57,648	184,539	District rates balance – previously fully funded	Not fully spent
8	IT equipment – hardware & software	143,000	96,192	46,808	Depreciation cash reserves	Cover replacements in the current year
9	IT equipment – website development	240,000	118,940	121,060	Depreciation cash reserves	Cover intranet development and HRIS system
10	Council building – courtyard upgrade	30,000	0	20,000	Depreciation cash reserves	Project not commenced
11	Arohena rural water - renewals	50,000	0	50,000	Depreciation cash reserves	To cover consent condition upgrades
12	Waipa rural water – sundry renewals	10,000	0	10,000	Water charges from scheme users	To be used towards mains replacement
13	Ranginui rural water – reservoir roof replacement	15,000	0	15,000	Depreciation cash reserves	Project not commenced
14	Tihiroa rural water – treatment upgrade	650,000	336,115	313,885	Depreciation cash reserves	To cover Cannon Road water main renewal
15	Library – building renewals	97,900	16,590	30,000	Depreciation cash reserves	To cover new lighting
16	Ōtorohanga wastewater – sundry renewals	98,500	20,913	60,000	Depreciation cash reserves	Wetland refurbishment compliance requirements

17	Ōtorohanga refuse – Resource Recovery Centre	75,000	0	75,000	Depreciation cash reserves	Project delayed pending result of Waste Management Minimisation Plan
18	Swimming Pools – Sundry renewals	60,000	37,633	20,000	Depreciation cash reserves	To cover upgrades resulting from pool review
TOTALS		1,711,587	684,031	946,292		

4.5. A comparison of the amount of carryovers to the previous three financial years was undertaken, to provide further context to the extent of carryovers. This is presented in the table below.

Year	Total Capital Budget (including PY carryover)	Budget Carried Over	Percentage of Total Capital	Percentage of Carry Over related to WIP projects
2020/21 – 2021/22	\$10,914,732	\$1,126,074	10.3%	78.3%
2021/22 – 2022/23	\$13,374,074	\$3,387,391	25.3%	81.9%
2022/23 – 2023/24	\$20,046,922	\$10,249,087	51.1%	78.3%
2023/24 – 2024/25	\$17,386,354	\$5,565,222	32.0%	83.0%

4.6. As can be seen above, the percentage of total capital that the current year carryovers represent has decreased from the prior year. The amount of carryover that specifically relates to projects that were in progress at year end is slightly up on the last three years. This reflects that more projects are underway but not completed at year end compared to previous years, or those projects that have not been commenced are of a lower dollar value than in previous years.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

5.1. The projects in this report are considered to be of low significance and thus have a low need for engagement. This is because the projects have previously been consulted on as part of the Long Term Plan/ Annual Plan process.

Impacts on Māori

5.2. As these are budgets for existing projects, the impacts on Māori would have been considered as part of the original budgeting process.

Risk analysis

- 5.3. Given that these projects have previously been provided for in budgets, there is a minimal risk associated with the carryover of those budgets.

Policy and plans

- 5.4. These projects fit within various Council plans, including the Long Term Plan 2021-31 and various Asset Management Plans.

Legal

- 5.5. There are no legal issues related to this report.

Financial

- 5.6. As these projects have previously been provided for, and the report is only carrying that budget over to complete the projects, there are no other financial considerations.

6. Discussion | He kōrerorero**Option 1: Approve the carryovers as listed**

- 6.1. This would mean that all the budgets as listed above would be carried over to either cover the costs of the work in progress carried over, or to be made available for other projects.

Option 2: Approve some carryovers

- 6.2. Council may decide to carry over budget for some projects but not others. The effect of this would be that the projects where the budget is not carried over would not be able to be undertaken during the current year, and if there is a need for them, they would either need a report brought to Council or to be included in a future Annual Plan or Long Term Plan.

Option 3: Don't approve the carryovers

- 6.3. If Council decides not to approve any carry overs, it will mean any expenditure carried over as work in progress would have to be funded from the current year existing budgets. This could mean that for some activities the capital budget for the year could be completely used by works commenced last year, resulting in potential overspending if current year projects are still required to be completed.

Recommended option and rationale

- 6.4. The recommendation is to approve the carryovers as listed in the staff recommendation. Given that the work in progress projects were identified as part of the Long Term Plan and/or Annual Plan and have therefore been factored into funding calculations for that period, and that the projects were commenced and on-going at year end, carrying over the budgets for these projects make sense.
- 6.5. For those budget carryovers that do not apply to a specific project, or where the project was not commenced prior to year-end, these budgets are being carried over as they are being targeted to a specific project in the current financial year.

Item 183 Application for Temporary Road Closure – Elevate Ōtorohanga Christmas Parade 2024

To His Worship the Mayor and Councillors of Ōtorohanga District Council

From Paul Strange, Roading Manager

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To consider an application for road closures within the Ōtorohanga District to enable Elevate Ōtorohanga to hold the annual Christmas Parade.

2. Executive summary | Whakarāpopoto matua

- 2.1. An application has been received from Elevate Ōtorohanga (Ōtorohanga District Development Board) for road closures within the Ōtorohanga Township on 6 December 2024 from 5pm – 8pm.
- 2.2. Elevate Ōtorohanga are in the process of obtaining consents from business of the affected areas, indicating agreement for the road closures.
- 2.3. The proposed event was advertised on 5 September and no objections were received. Objections closed on 19 September.
- 2.4. This event is important to our small town, it is a display of community engagement and celebration for the benefit and enjoyment of children and families of our District-wide community. As well as the economic returns for our local retail and hospitality businesses.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a) 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, Maniapoto Street, (from Te Kanawa Street to Ranfurly Street) Tūrongo Street, (from Kakamutu Road to Balance Street), Pine Street, Wahanui Crescent, Whittington Lane, Cowley Lane and Ranfurly Street, on Friday 6th December 2024 from 5pm – 8pm.
- 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. As Maniapoto Street is designated State Highway 3, Council still need to approve the closure of the road for the event to take place. The actual road closure approval will still need to be sort by Elevate through the standard corridor access request from NZTA with an approve Traffic Management Plan.
- 4.3. If approved, the application process includes the following conditions are met:
 - Applicant to pay for all advertising costs to the appropriate newspapers. Public notice advertisements are to be published in the Waitomo 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 \$2,000,000. 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 have complete rite of passage at all times during closure.
 - Applicant to liaise with all necessary emergency services.
 - Applicant to liaise with all bus companies to ensure they have alternative access to bus stops.

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. Individual properties affected will be mail dropped 10 days before the event.

Impacts on Māori

- 5.3. 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

- 5.4. The applicant 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

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

Legal

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

Financial

- 5.7. This is a cost neutral to Council.

6. Discussion | He Kōrerorero**Option 1: Council approve the temporary road closure**

- 6.1. This is a community event held in the district which provides entertainment and promotes the district. Participants and spectators will visit the district and spend money with local businesses.
- 6.2. The location of the event is central in Ōtorohanga Town and will attract numerous visitors to town for the evening.

Option 2: Council decline the temporary road closure

- 6.3. The opportunity to provide entertainment and district promotion would be lost along with associated increased spending within the district.

Recommendation option and rationale

The preferred option is that Council grant approval. The reason for this is because the Christmas Parade is very important to the community of Otorohanga.

Item 184 Confirmation of the Road Naming and Numbering Policy

To Ōtorohanga District Council

From Tony Quickfall, Group Manager Regulatory and Growth

Type **DECISION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To confirm the proposed Road Naming and Numbering Policy (the Policy) following a review of the Ōtorohanga District Council (Council) Road Naming Policy 2019.

2. Executive summary | Whakarāpopoto matua

2.1. Council has a Road Naming Policy adopted in 2019 under the provisions of the Local Government Act 2002 (the Act).

2.2. In February 2023, Council resolved to have staff review the Road Naming Policy 2019 due to issues that arose during the approval process for proposed road names in the new subdivision located between Harpers Avenue and Thomson Avenue.

2.3. The draft policy was consulted on and submissions have been received and analysed.

2.4. This report presents the *final* policy to Council for confirming.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council –

- a. Confirm the Road Naming and Numbering Policy 2024 (document number 779342), and
- b. Grant the Kāwhia and Ōtorohanga Community Boards delegated authority to approve road names within their community boundaries (ref. SO 374676 & SO 374679).

4. Context | Horopaki

4.1. The purpose of the Road Naming and Numbering Policy (the Policy) is to ensure that new road names and addresses are allocated consistently throughout the Ōtorohanga district whilst meeting legislative, Land Information New Zealand, New Zealand Post and emergency services requirements. It details the methodology that Council will use to name roads and address properties.

- 4.2. Council adopted the Road Naming Policy in 2019. However in February 2023, following approval of new road names in Ōtorohanga, it also resolved to “approve a review of the Road Naming Policy to be commenced in 2023”.
- 4.3. The policy states all formed legal roads, new private roads and private rights-of-way servicing six or more address sites are required to be named.
- 4.4. Under Section 319 of the Local Government Act 1974 (general powers of councils in respect of roads) territorial authorities are authorised to name or alter the name of any road and to allocate property numbers.
- 4.5. Australian New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing details the procedure for consistent naming and numbering practices across the country. The Policy incorporates and is consistent with both documents.
- 4.6. The draft policy was consulted on and submissions received.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. In commencing the policy review, staff received feedback from councillors, board members and developers to identify the following issues and shortcomings with the current policy:
 - Infrequent and minimal need for new road names.
 - Responsibility for implementation by staff has been inconsistent.
 - Consultation requirements are poorly defined and confusing for applicants.
 - Excessive detail required for applications.
 - Poor linkage to other consenting process.
 - Excessive and prolonged approval process.
 - Policy is too “wordy”.
 - List or No list options.
- 5.2. Elected members discussed a review of the current Road Naming Policy at a workshop held in Ōtorohanga on 12 March and provided direction on the content of a revised policy which was tabled at the April meetings of the Kāwhia Community Board and Ōtorohanga Community Board.
- 5.3. The revised policy incorporated the following changes:
 - Emphasis on front ending road name selection with project approval.
 - Staff identify early the requirement to provide names for accessways and public roads.
 - Simplify the policy content and the application process (inc. application form).
 - Clearly lay out consultation requirements for applicants.
 - Consistent staff responsibility for review.
 - One step final approval by Council or Community Board (delegation may be required).
 - A list of suitable names.

- 5.4. Following discussion on the revised policy, elected members provided direction for the final draft:
- The streamlined Policy and application process gained approval.
 - The delegation to Community Boards for the approval of urban road names was accepted as being a desirable outcome. A formal delegation to the Community Boards will be required.
 - A list of suitable names will be compiled containing road names submitted by iwi and members of the public.
 - An applicant can still submit a preferred name and an optional alternative; however they would be free to choose names from the list and the approving committee could use the list if they considered any proposed name was not suitable.

Community Consultation

- 5.5. When these changes had been made to the final draft of the revised policy it was circulated to iwi for comment and posted on Council's website for community feedback. The community consultation ran from 25 July to 15 August with four submissions being received on the revised policy. The submissions are attached as Appendix 2.
- 5.6. The submissions all contain a strong message that early engagement with tangata whenua and kaitiaki Māori must be an essential step in a road naming process. Policy 3.2 states that an 'Application for Road Name' should be submitted with the resource consent application. This will allow staff to consider a naming proposal and circulate it with the consent documents to iwi authorities. Early consideration and sign off on proposed road names will ensure there are no delays with approvals at the end of the subdivision project.
- 5.7. One submission (Maria Rauhihi) sought to change the name of Adams Road. This submission is out of scope as the consultation was on the policy, rather than changing any existing road names. The process for changing road names is contained within the policy itself.

Iwi/Māori Consultation

- 5.8. Iwi authorities were advised of the policy review and asked if they wished to provide input. Feedback received emphasised the strength of connection that Māori place names provide and a strong interest in consultation on wider naming protocols outside of the scope of this Policy.

Risk analysis

- 5.9. Matters addressed in the content of this Policy are not identified as one of Council's top risks. No financial or legislative risks have been identified during the review of this policy.

Policy and plans

- 5.10. The Policy is not inconsistent with other Council policies and plans.

Legal

- 5.11. The Local Government Act 1974, Part 21, Sections 319, 319A and 319B authorises Council to name roads and allocate property numbers to areas of land or buildings. While there is no statutory requirement to have a naming policy, this Policy is an operational document to provide guidance to

staff, residents and developers for standard and consistent allocation of road names and property numbers.

Financial

5.12. The cost of undertaking this policy review will be absorbed into current operational budgets.

6. Discussion | He kōrerorero

6.1. There are two options available to Council for consideration.

Option 1: Confirm the Road Naming and Numbering Policy 2024

6.2. The review process has resulted in a revised policy which incorporates community and iwi/Māori feedback and changes designed to improve the road naming process. Adopting this option will require an accompanying resolution to delegate the authority to name urban roads to the relevant Community Board.

Option 2: Decline the proposal (do nothing)

6.3. Maintain the status quo and keep with the existing policy. The existing policy is more prescriptive and has a more detailed assessment process for new names which may be preferred to the new policy. However in light of the direction proved in February 2023 this option is not recommended.

Recommended option and rationale

6.4. To recommend to Council that the Road Naming and Numbering Policy is approved (Option 1) and Community Boards are granted delegated authority to name urban roads.

7. Appendices | Ngā apitihanga

Number	Title	Document number
1	Road Naming and Numbering Policy 2024	779341
2	Submissions on Road Naming and Number Policy	779052



POLICY

ROAD NAMING AND NUMBERING POLICY

Proposed Policy September 2024

[Approval and review details](#)

Approval authority	Otorohanga District Council	Effective date	To be confirmed
Administrator	Group Manager Engineering and Assets	Next review date	To be confirmed

[Version History](#)

Date	Version	Changes	By	Date Adopted
24 Sept 2024	1.0	Proposed policy presented for approval	Policy Advisor	

Purpose

The purpose of the **Road Naming and Numbering Policy** (Policy) is to ensure that new road names and addresses are allocated consistently throughout the Otorohanga district whilst meeting legislative, Land Information New Zealand, New Zealand Post and emergency services requirements. It formalises and refines the methodology that has been used by Council in the past to name roads and address properties.

Scope

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development, or the formation of existing unformed legal road and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

Importance

Emergency services, postal services and the community at large rely on accurate and unambiguous property identification. It is important that addresses are issued correctly in the first instance, as badly assigned addresses can cause severe problems and are costly to rectify.

Policy Statement

In the process of receiving information and submissions and managing personal information while implementing the provisions of this policy, Council employees and contractors will always respect the privacy of individuals and communicate in a courteous and professional manner.

Reporting and Records management

No additional reporting is required over and above those identified in this policy.

Staff must retain all records relevant to administering this policy in a recognised Council recordkeeping system.

Legislation and Standards

3.1 Local Government Act 1974. Part 21 – Section 319 General powers of Councils in respect of roads.

- (1) The council shall have power in respect of roads to do the following things: (j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road:
- (2) 319A Naming of roads If the council names any road for the first time, or alters the name of a road, the council must as soon as practicable send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General.
- (3) 319B Allocation of property numbers

(1) For electoral, postal, and other purposes the council may allocate a number to any area of land or building or part of a building within its district and may change the number allocated to any such area of land or building.

(2) The council shall comply with any request from a Chief Surveyor to allocate a number to or change the number of any area of land or building or part of a building in its district.

(3) The principal administrative officer shall advise the Chief Surveyor of the land district in which the land or building is situated of the numbers allocated under subsection (1) or subsection (2).

This policy must be read in conjunction with:

AS/NZS 4819:2011 Geographic information – Rural and urban addressing (the Standard).

Otorohanga District Council Operative District Plan.

Waikato Regional Infrastructure Technical Specification (RITS) – section 3 Transportation.

3. ROAD NAMING

3.1 Roads to be named

Roads are named to ensure ease of identification for the Council, the general public and essential services such as emergency, postal and courier services. All formed legal roads must be named. An unformed road may be named if an address needs to be issued along that road. New private roads and private rights-of-way servicing six or more address sites are required to be named. In this instance the address numbers are assigned from the road onto which the private road or right-of-way connects. When developers apply to name a private road or right-of-way they become responsible for the cost and erection of signage. All named private right of ways will use a road type listed in Tables A3.2 and A3.3.

Note: Otorohanga District Council has no responsibility for the future maintenance or upkeep of any private road or private right-of-way however all new signage must be erected by Council staff or approved contractors to ensure installation complies with height and set back standards.

3.2 Road naming process

The process followed by Council for assigning a new road name is summarised in Appendix 1. An 'Application for Road Naming' should be submitted with the resource consent application documents. The application must propose a name for each new road. The developer could consult with a local historian, local community group, members of the public or Iwi if they are having difficulty choosing a road name. Alternatively, a list of suitable names with a local connection is available to assist applicants. It is recommended that alternative names are provided should one of the 'first choice' names be declined. A report presenting the application for a road name is submitted to Council for rural roads or the community board for urban roads. Council or the community board will consider the application and accept or decline the road name, or it may decide on another name. In some situations, the Council or community board may consider that it would be prudent to consult

more widely with the affected community on the suggested road name(s). When Council agrees that consultation is appropriate a consultation strategy will be prepared.

3.3 Selection of road name

Road names need to be unique, clear and unambiguous. Short names that consist of a single word are preferred.

A road name **must**:

- be shorter, rather than longer, especially where the road itself is short.
- be less than 15 characters in length, however in exceptional circumstances longer road names may be allowed.
- be of a practical length in comparison to the length of the road, to enable the name to be easily displayed on a road map.
- share a common theme if more than one road needs to be named, for example, naming roads in a new subdivision.
- be easily pronounced and spelt, or in the instance of a Maori name, become familiar and easy to use over time. Maori names may require diacritical marks such as macrons to preserve the correct meaning.
- be spelt with characters from the standard alphabet.
- if containing a number, have the number written in full.
- The possessive 's' is discouraged in road names.

A road name **must not**:

- duplicate or closely resemble, in either spelling or pronunciation, another existing road name in the Otorohanga district, or the name of a reserve or park.
- duplicate or closely resemble a proposed road name that has been submitted to Council for consideration.
- duplicate the name of a park or reserve unless the road is in close proximity to the park or reserve in question. Close proximity means adjacent to, parallel with or adjoining the road.
- include an apostrophe, unless forming part of an eponymous name (eg O'Connor), or a full stop.
- be an abbreviation or contain an abbreviation eg 'Mount' not 'Mt', except that 'St' shall be used for 'Saint'.

The Council in determining a suitable road name will take into account any additional relevant factors such as names that:

- give special recognition to the Tangata Whenua of the Otorohanga District. (If a name is chosen in Te Reo then Iwi must be consulted).
 - are in memory or honour of local residents who have made a significant contribution to the community.
 - are in memory or honour of other events which have had a significant impact on the community.
 - reflect the nature of topographical features in the vicinity.

3.4 Road type

A road name must consist of a name followed by a road type. The road type must be selected from the list in Appendix 3 and must reflect the functions and characteristics of the road based on actual fact at the time the application is made. Consideration will not be given to any potential development which may have an effect on the road type, unless Council has already received written application for such development to take place.

Council reserves the right to require the use of a different road type if it believes that the type suggested is not suitable.

3.5 Road names for State Highways

Although State Highways are owned and managed by New Zealand Transport Agency, Council is still responsible for addressing properties off State Highways. Where possible, State Highways have been given appropriate local names, for example along State Highway 3 due to its length, the road has been broken into several sections for easier management and administration purposes ie Otorohanga Road, Main North Road, Te Kuiti Road. Where a property along a State Highway falls into an urban area, it will be numbered in accordance with the address numbering rules in section 4 of this policy. Where the property falls in the rural area, section 4.8 of this policy, 'Special Provisions for Rural Address Numbering', will be applied.

3.6 Changing Road names

Council does not encourage the changing of road names because of the cost of the procedure and the inconvenience caused to the public. A name change will only be made if Council considers that there is a very good reason to change the name, that the change will result in a clear benefit to the community and the owners of land fronting the road are generally in agreement with the proposal. Reasons for changing road names may include:

- correcting a spelling mistake
- eliminating the duplication of a name in spelling or sound
- eliminating confusion arising from road layout changes
- where road development has caused a road to no longer be continuous and the resultant segments need to be renamed
- geographical corrections
- issues of cultural sensitivity

Council will only institute a name change if a budget is available to meet the costs or suitable arrangements have been made by private parties to meet the costs. These costs may include:

- providing property owners of the affected road with reasonable costs for replacement letterbox numbers (a maximum dollar value will be set by Council at the time of the road name change taking effect).
- providing residents of the affected road with change of address forms.
- notifying emergency services and other affected organisations of the change of road name.

Where an owner or occupier of a property in a particular road, a member of the public or a group within the community seek to have a road name changed, in addition to the above criteria Council will only consider initiating the change if:

- the request takes the form of a petition signed by at least 80% of the owners whose properties front the road.
- the name suggested by the applicants must be acceptable to Council in terms of the criteria for naming new roads.
- the applicants or petitioners agree to meet all costs and disbursements incurred by Council (including costs of signs, renumbering, administration etc).

Decisions to change road names will be made by Council. Consequential changes to property numbers (where necessary) will be undertaken by Council in line with the arrangements laid out in this Policy.

3.7 Existing Roads found to be unnamed

If Council becomes aware that an existing, formed road in the district does not have a name, Council will first investigate that the road is in fact unnamed by checking with Land Information New Zealand. The procedure that follows will depend on the situation.

If there is a commonly used name then the local residents and other affected parties will be invited to comment on the suitability of the commonly used name.

If there is no commonly used name or disagreement about the commonly used name then the community board or Council will instruct staff to develop a list of suitable names and request feedback or comment to determine the community's preference.

Council staff will, after taking into account the views of residents, affected parties and the wider community, recommend a preferred name to the community board or Council. Council staff will check the preferred name for duplication with other road names in the district.

If the community board or Council decide the name is suitable it can be adopted as the commonly used name for the road.

Residents of unnamed private roads and private rights-of-way servicing six or more address sites may make application for a road name in accordance with sections 3.1 and 3.2 of this policy.

Council will provide and erect signs and signposts for newly named existing public and private vehicular access ways that are not part of a recent subdivision.

4. ADDRESS NUMBER ASSIGNMENT

4.1 Application of address numbering

The Council assigns an address number to any area of land, building or part of a building within the district. When combined with the road name and locality (eg suburb, town) the address should be unique.

4.2 Address based on access

Addresses are assigned based on the main access to the site. Particular attention must be paid when numbering corner sites, sites that boundary a private road or private right-of-way or when numbering a new subdivision. If some flats use a different entrance, especially a different street, then it is acceptable to assign a different number and street name within the same group of properties or the same parcel.

4.3 Assigning a number

Address numbers are issued in accordance with the conventional numbering method of odd numbers on the left and even numbers on the right. In an urban area and where practicable, numbering shall occur from the end of the road closest to the town's centre. Where this is not practical ie where the road runs parallel to the town centre, roads will be numbered from north to south or east to west. In a rural area numbering shall commence from the end of the road that is closest to the nearest emergency services depot. Refer to section 4.8 for specific provisions on numbering in rural areas. For numbering around a cul-de-sac refer to diagram 5.3.

4.4 Shared access – bar numbering

Address sites that share access, for example properties accessed from a private rights-of-way or a multi-unit development, will be numbered utilising a bar numbering system. The number before the bar will depict the location of the property along the shared access, while the number after the bar will depict the location of the private road or right of way in relation to the public road. The number before the bar will be assigned in the direction of the road numbering, therefore the conventional numbering method of odd numbers on the left and even numbers on the right will not apply. Where the bar number system is used the base number cannot be assigned singularly. For example, 37, 1/37, 2/37 is not permissible; the correct numbering would be 1/37, 2/37, 3/37. However, an address site that is already using the base number on its own may retain the number provided it is in order. For more detail on addressing multi-unit and multi-level sites refer to section 5.10 of the Standard.

Note: Otorohanga District Council has no responsibility for the signage, maintenance or upkeep of any private right of way.

4.5 Numbers unavailable – alpha suffix numbering

Where there is no available number and providing the main access to the site is not shared, an alpha suffix will be used. Alpha suffixes shall start at A and should not extend beyond E. Only when there is no other logical numbering alternative and to avoid renumbering existing sites should alpha suffixes extend beyond E. Like the bar numbering system it is not permissible to use the base number singularly if the same number is being used with an alpha suffix. For example 29, 29A, 29B is not permissible; the correct numbering would be 29A, 29B, 29C. However, an address site that is already using the base number on its own may retain the number provided it is in order.

4.6 Other numbering rules

- Address number ranges will not be allocated. An address range may be held on the Council's electronic files but a principal address will be allocated to the property and primarily used.
- Additional urban address numbers, based on the frontage allowed for normal house block properties, will be allocated or reserved for larger address sites in accordance with their development potential. A reasonable surplus of unused address numbers is a more manageable outcome than a shortfall.
- Corner address sites are addressed depending upon which road provides the main access to the dwelling. An address number on the other road will be reserved for that site if future development is likely.
- Numbers shall be allocated to the full expected potential development of each site.
- Reserves ie green spaces, may be allocated a street number for administrative purposes.

4.7 Renumbering

Existing street numbering anomalies may be corrected to conform with this policy where practicable. Council will inform all identified affected parties prior to modifying any street numbers. When Council chooses to renumber a street the residents affected by the renumbering will be given at least 90 days' notice before the renumbering takes place. Residents affected by the renumbering will also be provided with mail redirection forms and Council will pay reasonable costs associated with the renumbering. (A maximum dollar value will be set by Council at the time the renumbering takes place.)

4.8 Special provisions for rural address numbering

The Rural Address Property Identification system (RAPID) is used when issuing rural addresses. This system assigns a number using the distance measured from the start of the road to the main vehicle access of the property. General numbering rules still apply such as odd numbers on the left, even numbers on the right, bar numbering etc.

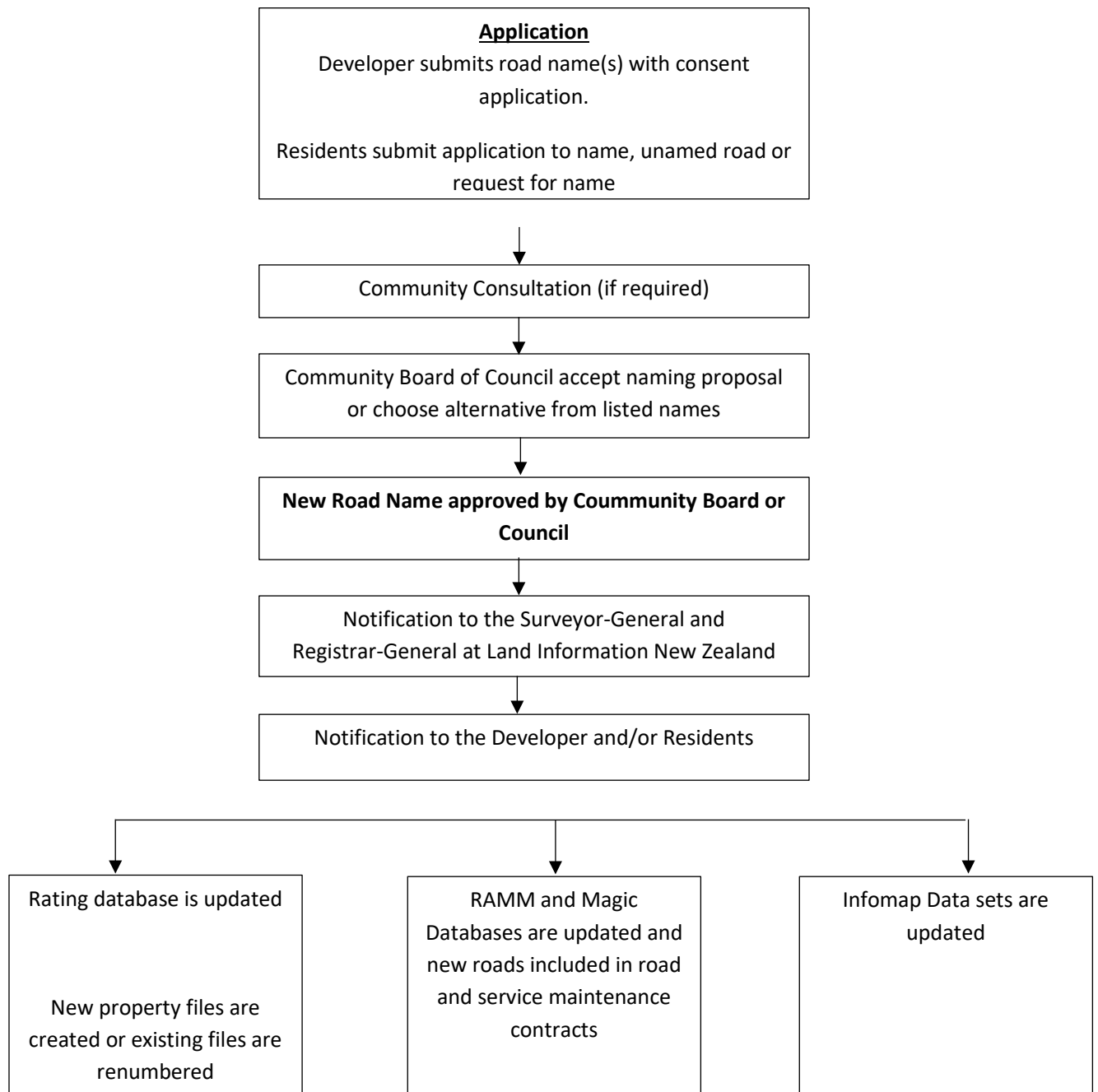
Rural RAPID address numbers shall be calculated by dividing the distance in metres, from the start of the road to the main vehicle access, by ten and rounding to a whole number, and adjusting that number by one to obtain an even or odd number, whichever is required. Where a site does not have a main vehicle access the same method can be applied, except that the distance from the start of the road to any point along the road frontage of the site can be measured. When an access point is created a new rural number should be assigned to replace the previous number.

The start of the road is the end that is closest to the nearest emergency services depot. This way, emergency services will find it less difficult to find and locate rural properties. RAPID numbers will only be allocated to rural properties outside of the urban boundary of townships as defined in the Otorohanga District Plan.

Changes to RAPID numbers are discouraged as it reflects the distance along the road and any changes to the number may compromise the integrity of the numbering system.

Rural Delivery (RD) numbers are assigned by New Zealand Post and are used for postal purposes only. The RAPID number is independent of the RD number.

Appendix 1 – Process followed by Council for new road names



Appendix 2 – Application for Road Name

A3.1

Suffix	Definition
Alley	A usually narrow roadway in a city or town
Arcade	A covered walkway with shops along the side
Avenue	A generally broad straight roadway with trees or other objects at regular intervals
Boulevard	A broad main street often planted with trees and grass plots
Circle	A roadway that forms a circle or short roadway bounded by a circle
Close	A short enclosed road. Cul-de-sac
Court	A short enclosed road. Cul-de-sac
Crescent	A crescent or half-moon shaped street rejoining the road from which it starts
Crest	A roadway running along the top or summit of a hill
Esplanade	A level roadway along the coast, lake or a river
Drive	An especially scenic road or street. A main connecting route in a subdivision or suburb
Glade	A roadway usually in a valley of trees
Glen	A roadway through a narrow valley
Green	A roadway often leading to a grassed public space
Grove	A road that often features a group of trees standing together
Heights	A roadway traversing high ground
Lane	A narrow way, path, country road or street. A narrow passage between hedges or buildings, an alley
Loop	A roadway that diverges from and rejoins a main thoroughfare
Mall	A wide walkway usually with shops along the sides
Mews	A roadway in a group of houses

Parade	A public promenade or roadway with good pedestrian facilities along the side
Place	A short sometimes narrow enclosed roadway. Cul-de-sac
Quay	A roadway along the waterfront
Ridge	A roadway along the top of a hill
Rise	A roadway going to a higher place or position
Road	An open roadway primarily for vehicles. Defined in Local Government Act 1974, Sec 315
Square	A roadway which forms a square or a roadway bounded by four sides.
Steps	A walkway consisting mainly of steps
Street	A township carriageway that has buildings usually on both sides. General usage
Terrace	A roadway usually with houses on either side raised above the road level
Track	A narrow country road that may end in pedestrian access
Vale	A roadway along low ground between hills
View	A roadway commanding a wide panoramic view across the surrounding areas
Walk	A thoroughfare with restricted vehicle access used mainly by pedestrians
Way	A winding or curved track or path for passing along

A3.2 Suitable suffixes for particular road types:

Road Type	Suffix
Cul-de-sac (<i>short dead-end street with turnaround at the end</i>)	Close, Court, Place
Wide spacious street	Avenue, Boulevard, Parade

A3.3 Suitable suffixes for private roads and private ways categorised by road types:

Road Type	Suffix
Narrow road and right of way	Lane, Track, Way
Associated with high ground	Crest, Heights, Rise, Ridge, View
Associated with low ground	Glade, Glen, Grove, Vale
Tree lined road	Glade, Grove

SUBMIT A SUITABLE ROAD NAME

I wish to submit the names below for inclusion on the list of Suitable Road Names

Before making this application, please read the Road Naming and Numbering Policy to view criteria for suitable road names ref. 3.3 Selection of Road Name.

Applicant Details:

Name: _____

Address: _____

Email Address: _____

Phone: _____

Proposed Road Name/s

Background

(Details to support your choice, origins, themes from existing road names, links to the town or district, attach additional pages if required.)

Appendix 3 – Road Names

A list of suggested names provided by Iwi or members of the community.

These road names are not pre-approved as some names may not be suitable in context or certain locations. Final approval is at the discretion of Council or the relevant Community Board.

Road name suggestions (example)

Celie

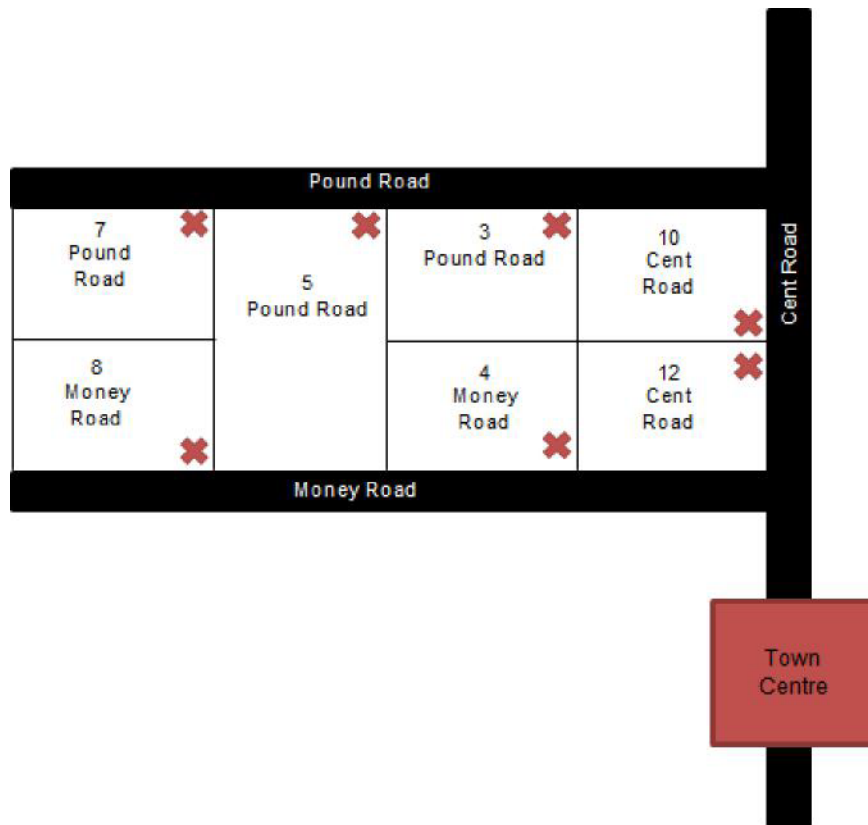
Orsogna


Santerno

These names are battle honours conferred upon the NZ Division during WWII. They continue the theme of existing street names in Otorohanga – Sangro Crescent and Gradara Avenue.

Appendix 4 – Diagrams

5.1 Address based on access

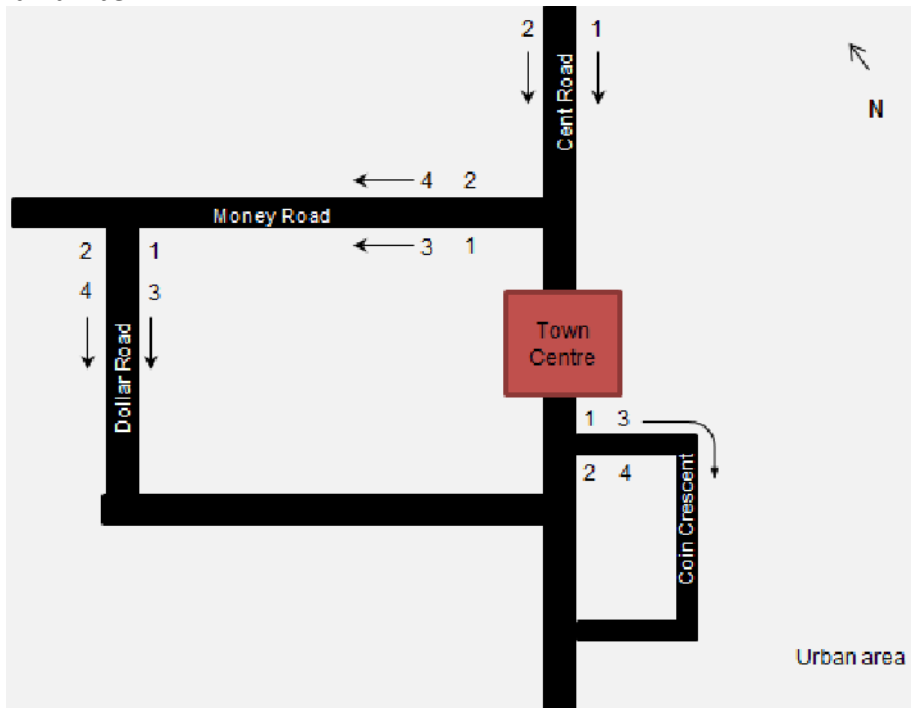


 Main access to property

Key points:

- Addresses are assigned based on the main access to the property

5.2 Assigning a number

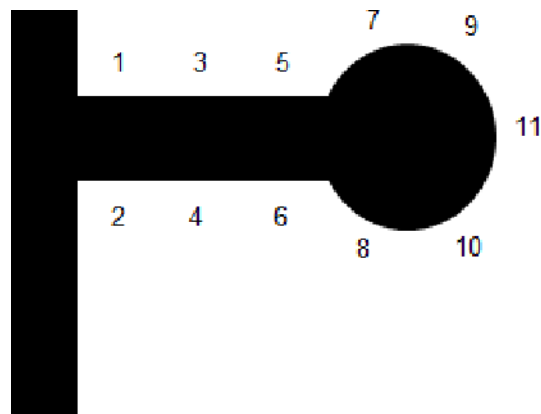


Money Road and Coin Crescent are numbered from the point closest to the town centre. Dollar Road and Cent Road are numbered from north to south because it is too difficult to determine the end of the road that is closest to the town centre.

Key points:

- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

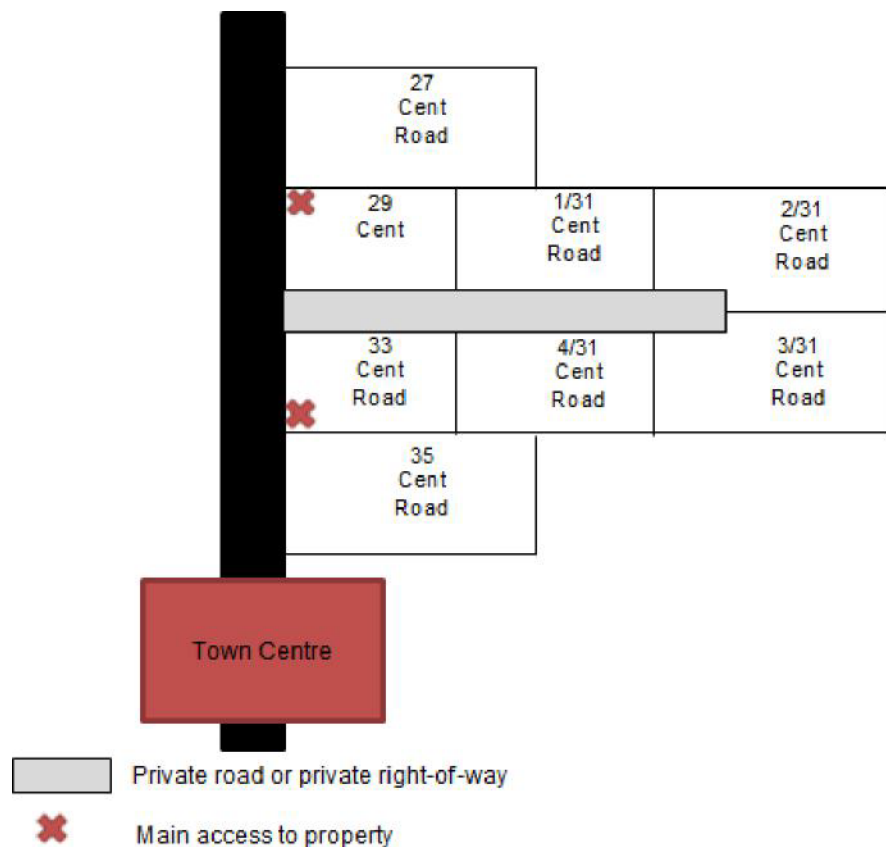
**5.3 Numbering
around a cul-de-sac**



Key points:

- Begin numbering closest to town centre
- If impractical, north to south or east to west
- Odd numbers on left
- Even numbers on right

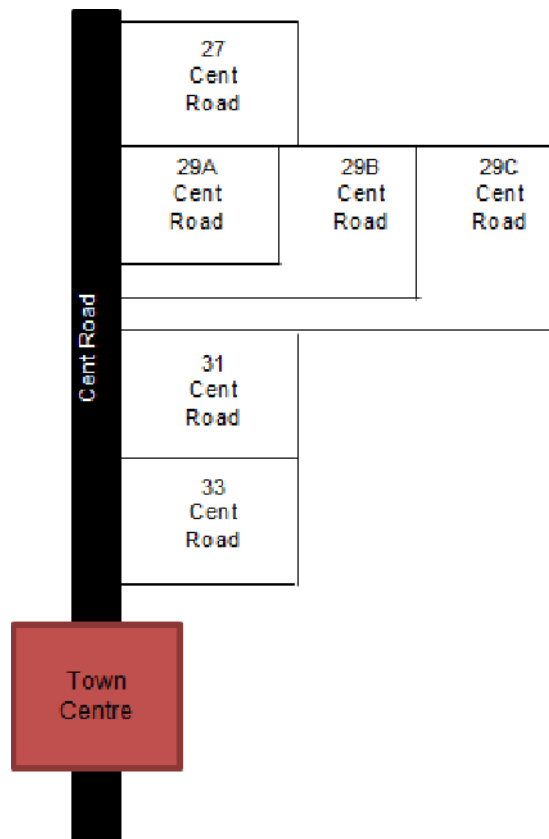
**5.4 Shared access
– bar numbering**



Key points:

- Private roads and private right-of-ways are not required to be named
- Properties that share a private road or right-of-way are numbered from the public road to which the private road or right-of-way connects
- Numbering is allocated based on the main access to the property
- Bar numbering is assigned in the direction of the road numbering
- All named private right of ways will use the road type Way, Lane, Mews or Court.

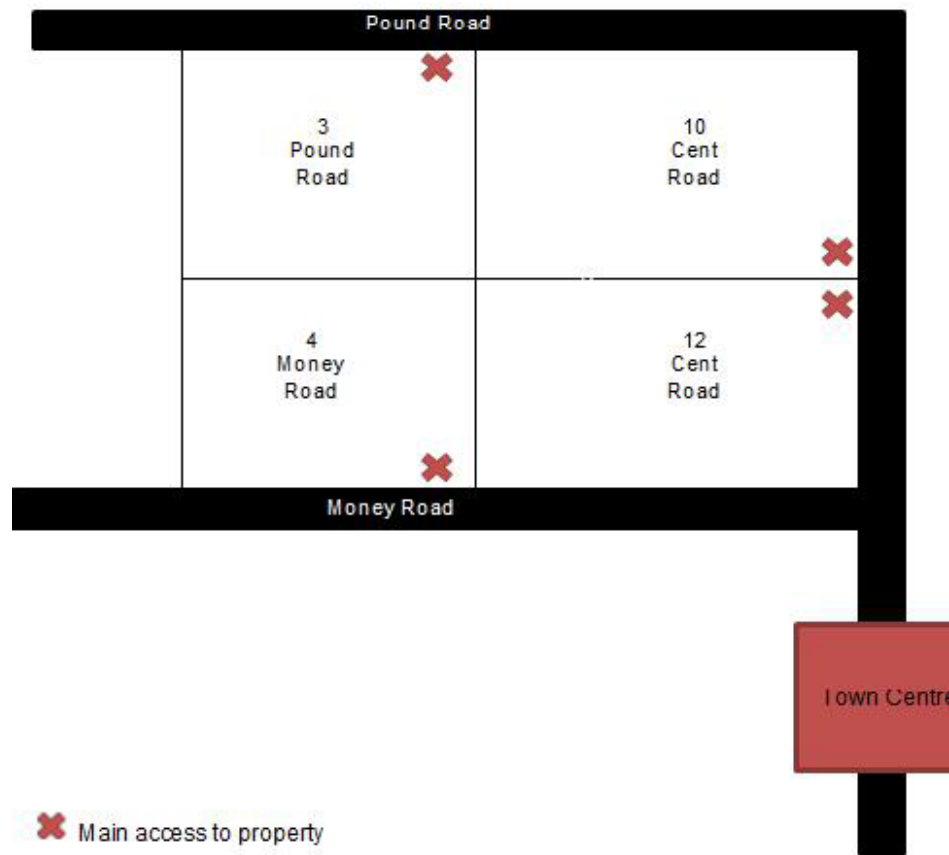
**5.5 Numbers
unavailable – alpha
suffix numbering**



Key points:

- Use alpha-suffixes where there are no available numbers
- Do not use the base number singularly eg 29, 29A, 29B, must be 29A, 29B, 29C unless an address site is already using the base number, provided it is in order.

5.6 Corner address sites

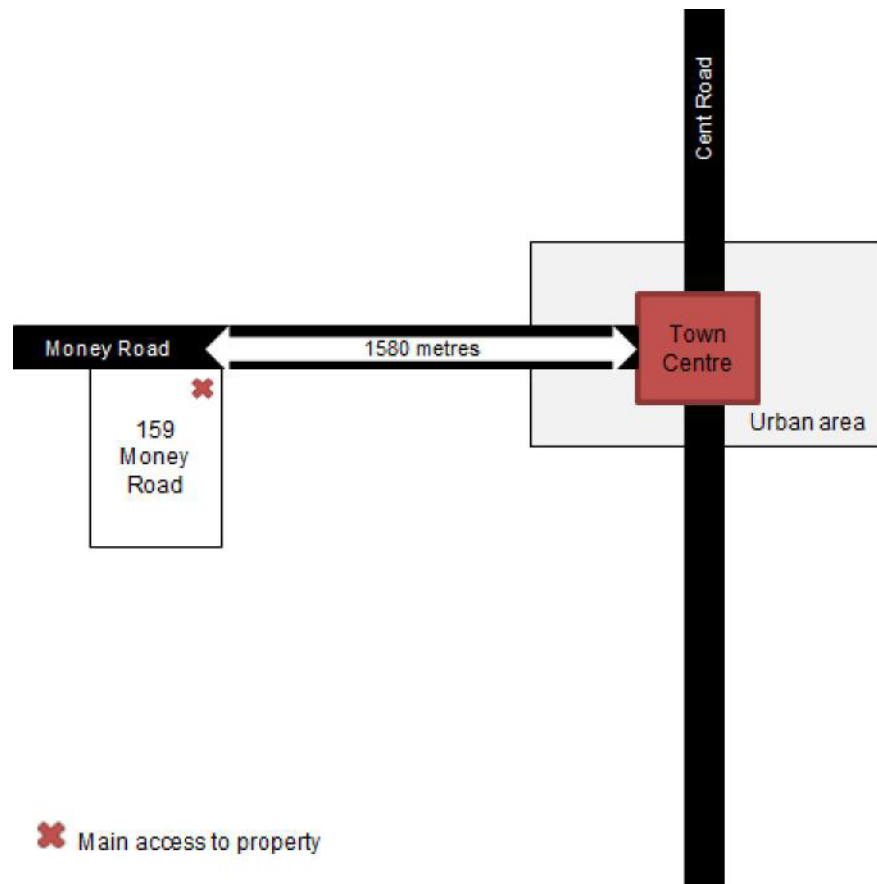


The addresses 1 Pound Road and 2 Money Road are reserved for future development.

Key points:

- Reserve address numbers for future development

5.7 RAPID numbering



Key points:

- Begin measuring from the start of road at the point closest to the town centre
- If impractical, north to south or east to west
- Measure in metres to main vehicle access and divide by 10
- Odd numbers on left – adjust number by one if necessary
- Even numbers on right – adjust number by one if necessary.

APPENDIX 2

SUBMISSIONS ON ROAD NAMING AND NUMBERING POLICY

Submissions on Road Naming and Numbering Policy

Candida Hamana

The Road Naming & Numbering Policy that is currently out for consultation doesn't link to larger parcels of whenua such as subdivisions or in the case of townships policies for naming "suburbs". I recommend that the ODC develops a naming protocol in our district for subdivisions/suburbs that is inclusive of the voices of tangata whenua and those who kaitiaki the whenua where subdivisions or suburbs are proposed.

Maria Rauhihi

I have been to the Otorohanga Council, I have spoken to two people that are on the council, who have I have seen at Poukai either at Parawera or Kawhia, the same story that I am telling you now. For years, our Road has been named ADAMS ROAD and yet when my parents were alive and us growing up as kids, the road was named KIRI Road named after our tupuna. The Otorohanga Council did not come to see my whanau, my father is the uri of that tupuna KIRI-UPOKOITI hence the name KIRI, we also have a mountain on that road name UPOKOTOKI. These names are important to our people and our tribe RAUKAWA. I have never been contacted on this matter after seeing and speaking to two members on the Council. I hope something gets done.

Thea King

I wish to recommend that when ODC carry out any naming of streets, roads, subdivisions, suburbs, and the like, that ODC consult accurately and include the voices of the local Māori recognised as mana whenua and kaitiaki, who hold enduring geneological connection/whakapapa to the whenua and hold accurate and intimate historical knowledge of the district. This group is separate to those who represent marae and should not be overlooked.

Kahotea Marae

c/- The Secretary, C Hamana

We have considered the ODC Road Naming & Numbering Policy. We are aware that the Naming and Number Policy doesn't connect to a wider Policy for protocols on naming larger parcels of whenua such as subdivisions or in the case of "suburbs" within townships. We recommend that the ODC also develops a naming protocol in our district for subdivisions and suburbs that is inclusive of the voices of not only marae and iwi but also local tangata whenua and those whanau maori who kaitiaki the whenua where subdivisions or suburbs are proposed. The ODC may also consider the Ōtorohanga Town Concept Plan (ŌTCP Final – Part 2, page 190) that has a focus on naming in partnership with Mana Whenua in a broader sense than just road names. With regard to "partnership with Mana whenua" and consultation. Again, we recommend the ODC is inclusive of all those kaitiaki maori who connect to the whenua where "naming" is required.

Information only reports**Ngā pūrongo mōhiohio anake**

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 185 Thrive Ōtorohanga Youth Trust Annual Report for 1 July 2023 to 30 June 2024

To Ōtorohanga District Council

From Nicky Deeley, Manager of Community Development

Type **INFORMATION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To provide an end of year report for 2023/24 on Thrive Ōtorohanga Youth Trust (Thrive) activities as per their service level agreement with Ōtorohanga District Council.

2. Executive summary | Whakarāpopoto matua

- 2.1. Council committed \$30,000 per annum to Thrive for the first three years of the 2021-2031 Long Term Plan. This funding supports Thrive’s mission to deliver programs that empower youth / rangatahi by fostering wellbeing, positive mindsets, and helping them reach their full potential within the community
- 2.2. Thrive provides four key programs focused on mentoring, outdoor activities, and helping students transition through various stages of development. Thrive’s 2023/24 end-of-year report is attached as Appendix 1. Thrive staff will be attending the Council meeting to share insights into their achievements.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report “Thrive Ōtorohanga Youth Trust Annual Report for 1 July 2023 – 30 June 2024” (document number 785977) from Nicky Deeley, Manager of Community Development and Wellbeing.

4. Discussion | He kōrerorero

- 4.1. Council committed \$30,000 per annum across the first 3 years of the 2021-2024 Long Term Plan as an operational grant to Thrive to deliver outcomes for youth as per their service level agreement:
 - a) To provide a seamless and integrated series of programmes, which effectively transition youth /rangatahi through all stages of their development.
 - b) To empower the youth / rangatahi of Ōtorohanga district to achieve their potential by reinforcing positive mindsets and fostering wellbeing, thereby enabling them to thrive and contribute to the welfare of our local community and Aotearoa New Zealand.

4.2. Thrive delivers four key programs to achieve these outcomes:

- **True North** a mentoring program mainly for Years 7 to 10 students assisting them to transition from our coastal schools to secondary school
- **Verge** catering for primary school students and youth with a focus on rock climbing
- **Thrive Hub** now working mainly with referred senior primary school children and available to mentor senior students at Otorohanga College
- **MPowA** assisting school-leavers to transition to further education, training or employment.

4.3. The end-of-year report for 2023/24 on the activities of XX is included with this report. Staff from XX will be present at the Council meeting to discuss the outcomes.

4.4. The Council will continue to provide an annual operational grant of \$30,000 to Thrive Ōtorohanga for the first three years of the 2024-34 Long-Term Plan (LTP).

4.5. The Manager Community Development attends regularly meetings with Thrive staff.

5. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Thrive Report - July 2023 to June 2024	

Thrive Otorohanga Youth Trust Community Partner Funding Grant

Annual report on progress to Otorohanga District Council as at June 30, 2024

Executive Summary

Thrive Otorohanga Youth Trust (Thrive), formerly known as The Harvest Centre Charitable Trust, has served the Otorohanga Community since 2008 and underwent considerable review and an associated name-change in 2015. Thrive receives funding from a range of agencies, including Otorohanga District Council and Otorohanga Community Trust as well as donations from individual members and businesses within the Otorohanga community. Peter Coventry continues to be Thrive's CE with support from the Thrive Board and Thrive Advisory Board.

Our Vision

To provide a seamless and integrated series of programmes, which effectively transition youth/rangatahi through all stages of their development.

Our Mission

To empower the youth/rangatahi of Otorohanga and surrounding districts from all cultures to achieve their potential by reinforcing positive mind-sets and fostering well-being; enabling them to thrive and contribute to the welfare of our local community and Aotearoa New Zealand.

Our Values

We are motivated by Christian principles and values, especially compassion/aroha, relationship/whanaungatanga, respect/mana, and contributing/manaakitanga.

Community Strength Model

Thrive staff implement a community strength model which aims to:

- Connect and engage youth through relationship or referrals
- Develop life skills through training and education
- Improve well-being
- Reduce youth offending
- Encourage youth to engage in further education, training or employment

Thrive's four programmes which have contributed to a seamless approach to youth welfare and development in Otorohanga until June 2024 have been:

- **True North - a mentoring program mainly for Years 7 to 10 students assisting them to transition from our coastal schools to secondary school**
- **Verge catering for primary school students and youth with a focus on rock climbing**
- **Thrive Hub now working mainly with referred senior primary school children and available to mentor senior students at Otorohanga College**
- **MPowA assisting school-leavers to transition to further education, training or employment.**

Summary of Thrive activities July 2023 to June 2024

True North

Staff member Bradley Hamilton

July- Dec 23

Participation: Kawhia School: 12 students in years 7 & 8. Sometimes the whole school.

Otorohanga College: Students with diverse needs in Years 9 and 10 (numbers vary)

Hauturu School: 10 Students Year 7&8

Otewa School: 7 Students Y7&8

Tahaaroa, Kinohaku, Piripiri: 14 students Y7&8

Goals

- Building strong relationships with Y7 and Y8 students through a range of mentoring strategies to assist transition to Otorohanga College
- Aiding identified students in the classroom with numeracy and literacy.
- Improving their personal skills and confidence,
- Improving student engagement in the class room.
- Setting and achieving goals
- Helping students overcome challenges that they face in the classroom and at home, enabling them to be themselves and have a positive attitude to school.

Main aspects of the programme

- Engage the kids with three main Pillars: Belonging, Respect and Giving Back.
- Sport - teaching and learning through sport
- Leadership courses at Otorohanga College
- Mentoring 1:1

Coastal schools July to December 2023 – Brad's report

Since starting in this role at the start of July 2023, I have had time to look into how I can work with the kids at these schools and the different ways I can interact with them all as they will all have different needs from each other. We have been pretty lucky in getting Hauturu, Kinohaku and Tahaaroa schools back on board and involved with in the True North programme. I have been mentoring at Kawhia and Hauturu schools weekly where I have spent time with the kids getting to know them and have them open up to me talking about troubles they have had at school and as well as in home. Otewa School came on board at the start of term 3 where I spent a day a week there, hanging out with students, playing games and chatting with them as well. I have also been attending the coastal schools Manual days every Wednesday at Otorohanga South School.

My main goal for True North is to be able to create a bond with the kids and to help them make the transition into college that much easier, having a face that they remember and

trust is something that is key for me and for them to have some goals that they want me to try and help them achieve. I've had positive feedback from schools who have said that having a positive male influence has really helped some of the kids especially the boys who have had a change in behaviour since they've been able to chat to me and not feel judged or made fun of when they talk to me.

January to June 2024

Participation:

Otorohanga College: Students with diverse needs in Years 9 and 10 (numbers vary)
Coastal Schools. 32

-Kawhia School: 12 students in years 7 & 8.

-Hauturu School: 10 Students Year 7&8, can include whole school during breaks

-Tahaaroa, Kinohaku, Piripiri- 10 students Y7&8

Coastal Schools – Brad's report

Hauturu- The principal at Hauturu school is very appreciative of my time. When I go out there, the kids have been having fun playing outside and chilling with me, having chats about what they've been up to and how things are going. Also going to South school on Wednesdays when they have their manual days with Kawhia enhances our relationships and helps them to engage in learning.

Kawhia- Things are still going good at Kawhia. I have been spending Thursday mornings during their first break playing games with the kids such as basketball, touch and other games they have made up. I have had chats with the kids about how school and home life is going.

Piripiri, Taharoa, Kinohaku- I have been going down to South school when they have been having their manual days which seems to be going ok. I will try and get to them more frequently as well when I have time.

Term one was a really good term with all the kids, they have gotten into things really well to start off the year. There have been some students 'pushing the buttons' of teachers and myself but I have just chatted with them and let them know that the behaviour isn't good and need to tone it down a little bit and have some respect for their teachers and myself. This has been working and helping them to keep focused on their learning.

True North Review

As this is Brad's first full year in his role as Thrive's True North mentor, we plan to survey staff and students across the programme towards the end of this year about the ongoing outcomes of True North mentoring and support in both college and primary schools.

Future development

Jenny's changing role means that True North-type programmes are expanding into other primary schools. See Thrive Hub report.

Thrive Hub

Staff member Jenny Edwards

July 2023 to December 2023

Participation: 43 students in Years 12 and 13

Main aspects of work:

- Walking alongside Year 12 and 13 students
- Helping them work towards gaining their NCEA L1, L2, or L3
- Providing a safe, non-judgemental environment for authentic conversations
- Working alongside/liaison with staff to ensure students gain their NCEA L1, 2 or 3
- Where needed, work one on one with students in an academic role.
- Help students interpret and plan what is required to do their best in their subjects.
- Chat about goals, plans for the year – goals for each term; the year; 5 years etc.
- Listening ear and pointing students in the right direction – guiding them to whom they are best to speak with about the situation.
- Being accountable to the Senior Leadership Team at Otorohanga College.

Specific tasks - Jul to Dec '23:

Met regularly with year 12 girls – Te Rere Mai – encouraging them, setting goals, etc.

Supported students when they had their NCEA Exams

Organised a 4 way tug of war competition for year 9s and 10s in last week of school.

CACTUS Term 3 (July to September)

- CACTUS stands for Combined Adolescent Challenge Training Unit
- It focuses on building positive relationships with young people and their families through working together on challenging physical and mental tasks.
- It is run in association with the Police
- In Otorohanga it took place early on Tuesday and Thursday mornings for 8 weeks)

During this time, Jenny prepared breakfast for 13 students which included shopping; setting up College kitchen and dining supervision

She was a support person for “The Longest Day “– ensuring participating students were eating and drinking plenty.

Comments from students:

General comments: *“Thanks for helping me with this.”*

As you can imagine, most young people don't say “thank you” much. It's not until the end of year surveys are completed that you see the appreciation. The 2023 end -of- year survey showed considerable appreciation for Jenny's role

Comments from staff at Otorohanga College

Thank you for what you do for our “kids”. They are lucky to have you.

Thank you so much for your support.

January to May 2024

Ōtorohanga College:

- Walking alongside year 13 students
- Helping them work towards gaining their NCEA L2, or L3
- Providing a safe, non-judgemental environment for authentic conversations
- Working alongside staff to ensure students gain their NCEA L2 or 3
- Where needed, work one on one with students in an academic role.
- Help students interpret and plan what is required to do their best in their subjects.
- Chat about goals, plans for the year – goals for each term; the year; 5 years etc.
- Listening ear and pointing students in the right direction – guiding them to whom they are best to speak with when situations arise.
- Being accountable to the Senior Leadership Team at Otorohanga College.

May to June 2024

Ōtorohanga South School

- Mentoring/coaching 2 year 6 students
- Being a support for 1 year 8 student during break time

Ōtorohanga Primary School

- Meeting with Principal to see how Thrive can support the school.
- From July, mentor/coach year 7&8 students – building a team/good sportsmanship mindset.

MPOWA

- Re-evaluating.
- Being a support in the well being sector for students who finish school.
- Student from a local primary school – teacher emailed this comment.
“I like it when Jenny comes in. She’s fun.”

Future Planning.

Changing Jenny’s role to include more primary school students – in response to demand- and to take over Carole’s MPOWA role with senior College students is a work in progress

MPOWA

Staff member: Carole Coventry

Main aspects of the programme

MPOWA programme supports school leavers.

MOU with the Ōtorohanga College means that when students sign out of school, they have a safety net for future planning

Support is provided for job applications, CV preparation and study options.

CV support has been a popular area for assistance

Using the tools on Careers New Zealand website helps students navigate their way with career options. This is all part of the MPOWA experience.

The doors are always open for the young people to return for more guidance.

Summary

Since 2008, **nearly 1000** students have been enrolled with the MPOWA programme – **support is available to all school leavers from age 16 through to sign off at 20.**

July – December 2023

Participation. MPOWA student numbers on the database have fluctuated around **50**, with newcomers adding and those over the age of 20 exiting the programme.

July 2023 School Leaver connections with **15** students

August 2023 Posted **14** School Leaver Information packs to students

September 2023 **14** students – sending messages and phoning to offer wellbeing support and receive updates on student's welfare.

October 2023 I was able to meet the current Year 13 students on Tuesday 10th October, to introduce myself and the MPOWA service to the students. The year 13 Dean, Nikita Dorne, was welcoming and **appreciative of the support extended to her students as they prepare to leave school shortly.**

January – June 2024

There are currently 64 students.

2	registered in Apprenticeship
13	full/part time employment
14	Study
25	Currently engaged in connection with Jenny.
10	Not engaging due to outdated contact information

Future Direction

Jenny is now co-ordinating the MPOWA programme and has begun engaging with the school leavers.

Verge – Rock-wall climbing

Staff member Julian Pope.

Total participation: 1755 children and young people

Verge programmes:

The Lions Reach Awards (259 student students) is a rock-climbing incentive award that is freely available to 15 schools (including a college) within the wider Ōtorohanga District funded and volunteered by the Ōtorohanga Lions Club.

Main points:

- Much enjoyed by students and schools who participate and learn new skills
- Participating schools continue to make bookings
- Finding transport to bring the students in is still concern for outlying schools

After School Climbing for Years 1-13, Tuesday/Wednesday/Thursday from 3:30pm-5:30pm during the school term **(251 people of all ages)**

Main points:

- Participation has markedly increased in the first 6 months of 2024
- Provides a safe and encouraging environment for indoor rock climbing
- Parents and caregivers also participate as belayers
- Keeping the climbers and belayers engaged and safe are keys to the programme
- Teaching new skills, communication and encouraging progress is part of this.

Thrive School Holiday Climbing for all ages during the 2 weeks of the July, October and April school holidays. **(610 children)**

Main points:

- Numbers have markedly increased
- Provides a safe and encouraging environment for indoor rock climbing
- Parents and caregivers also participate as belayers
- Keeping the climbers and belayers engaged and safe are keys to the programme
- Teaching new skills, communication and encouraging progress is part of this.

NOTE: We had 156 climbers through in the July Holidays just gone

Bookings and casual nights (Thursdays 6-9pm). (635 all ages)

Results and community impact Seeing the confidence levels change in just an hour or two of climbing is awesome to witness and young and old surprise themselves as to what they can achieve if they focus and have a positive “can do” attitude.

Health and Safety

- There is a continual need to inspect and upgrade rock-wall equipment to meet health and safety requirements
- The rock-wall is regularly inspected by qualified external personnel and is continually certified as meeting all safety requirements.

Thrive Governance and Management

Thrive Board

The board meets each month to review progress in each of our programmes, ensure we are meeting our legislative requirements and discuss future plans. Currently, the board chair is on leave. There are 2 long-standing trustees and a member of our advisory board also attends board meetings. The board is seeking to appoint new trustees who have a passion for Thrive's mission, vision and values.

Advisory Board

The Thrive board meets with our advisory board as needed. The advisory board includes representative from local government, business, education, police and the Maori community.

Strategic Plan Review

In the light of current transitions in staff roles for Jenny (Thrive Hub) and Carole (MPOWA and administration), the Thrive board and staff plan to review our strategic plan and job descriptions before the end of 2024.

Policy Review

Thrive has a comprehensive policy document which includes policies relating to health and safety, employment and other legislative requirements. These policies are systematically reviewed through the year. Thrive's policy document is available on request.

Community Presentation

This is an ongoing development area. A recent early morning coffee morning meeting was well attended by local business people and donors. Currently Peter (CE) and Carole (MPOWA and admin) are working with the ODC community programmes facilitator to improve Thrive's social media presence and profile. We seek to keep our website updated. Further information is presented at www.thriveoto.co.nz

Annual Report and financial accounts.

These are available on request.

Item 186 Waikato Regional Council EnviroSchools Programme Annual Report -
1 July 2023- 30 June 2024

To Ōtorohanga District Council

From Nicky Deeley, Manager Community Development and Wellbeing

Type **INFORMATION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To provide an end of year update for 2023/24 on the Waikato EnviroSchools programme (the Programme) as per the partnership agreement between Ōtorohanga District Council and the Waikato Regional Council (WRC).

2. Executive summary | Whakarāpopoto matua

- 2.1. This report is accompanied by the Programme’s Annual Report 1 July 2023- 30 June 2024 (Appendix 1) which show the full years activities against EnviroSchool’s aim to integrate environmental education into the whole of school life.
- 2.2. The Programme supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to connect with their environment and their communities, and how to be actively involved in social, cultural, economic, and environmental change.
- 2.3. Five Ōtorohanga district schools are participating in the Programme; three as full EnviroSchools and two as Friends of EnviroSchools. The ‘Friends of’ status is a partial membership while they work towards becoming full a scheme member.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report “Waikato Regional Council EnviroSchools programme Annual Report 1 July 2023 - 30 June 2024” (document number 778580) from Nicky Deeley, Manager of Community Development and Wellbeing.

4. Discussion | He kōrerorero

4.1. This report is accompanied by the Programme’s Annual Report 1 July 2023- 30 June 2024 (Appendix 1) which show the full years activities against EnviroSchool’s aim to integrate environmental education into the whole of school life.

- 4.2. WRC delivers the Programme on behalf of Toimata Foundation recognising that Enviroschools is further supported by a network of stakeholders and partners, with Council’s making up the core of the network.
- 4.3. Participating schools are assigned an Enviroschools facilitator and have access to a suite of resources, professional development, and networking opportunities. In return for a school’s commitment, the Enviroschools programme offers to:
 - Engage as a whole school/centre in a journey towards sustainability
 - Enable tamariki and students to take action on real-life meaningful projects
 - Share successes and challenges with the Enviroschools network
 - Participate in networking events and professional development opportunities
 - Look beyond the school or centre gate and engage whānau and community in the learning and action journey
- 4.4. The values and community outcomes held by Enviroschools for schools and young people in our district include; Cultural, Social and Economic Sustainability, Waste Reduction & Zero Waste, Biodiversity & Biosecurity Action, Water health & conservation, Kai/Food production & distribution, Energy conservation & action and Ecological Building.
- 4.5. Currently Ōtorohanga district has three schools that are full Enviroschools and two that are Friends of Enviroschools (FoE). The Friends status acts as a steppingstone to becoming an Enviroschool. The five schools they are working with are;
 - Kio Kio School (Full)
 - Ngutunui School (Full)
 - Ōtorohanga Primary(Full).
 - Korakonui School (FoE)
 - Ōtorohanga College (FoE potentially becoming Full in 2025)
- 4.6. The Enviroschools programme supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to connect with their environment and their communities, and how to be actively involved in social, cultural, economic, and environmental change.
- 4.7. Through the Long Term Plan (LTP) 2024-2034 process, Council agreed to fund Enviroschools \$6,000 per annum for three years to continue their work.

5. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Enviroschools Report	N/A

Enviroschools- Ōtorohanga District

Six Monthly Report on the Delivery of the Enviroschools Programme in Ōtorohanga for first six months of the 2023/2024 Financial Year



This report provides the Ōtorohanga District Council with an update on the delivery of the Enviroschools Programme for the period from 1 July 2023 to 31 December 2024.

The Enviroschools Programme supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to be connected with their environment and their communities, and how to be actively involved in social, cultural, economic and environmental change. The programme is guided by Māori perspectives and respect for the diversity of people and cultures is actively celebrated.

Where the programme is embedded, it is resilient in the face of challenges. An Enviroschools journey for schools is not based on linear growth as it can include highs and lows, and sometimes appears to regress followed then by reengagement. Evidence has shown that when the programme is developed as 'Whole School Approach' then these periods of hiatus can bring stronger engagement across the school and community over the long term.

Enviroschools Programme in Ōtorohanga District



Facilitator: **Anna Cunningham**

Students reached: **273**

3 Number of Enviroschools

Percentage of schools that are Enviroschools: **25%**

Friends of Enviroschools: **2**

Year levels reached through Enviroschools: **1-6**

Value of Enviroschools for Ōtorohanga District Council

The annual contribution of \$6,000 provided by the Ōtorohanga District Council supports the facilitation of the Programme to achieve several outcomes for the district, schools and young people to directly align with the community outcomes for the district, including:

- **Cultural, Social and Economic Sustainability**
- **Waste Reduction & Zero Waste**
- **Biodiversity & Biosecurity Action**
- **Water health & conservation**
- **Kai/Food production & distribution**
- **Energy conservation & action**
- **Ecological Building action**

Regional Update

- 9 Enviroschools awarded WRC Enviroschools grant funding in October towards school projects that align with the Enviroschools guiding principles.
- We farewelled Cami Carty-Melis from the facilitation team and welcomed Sara Taylor who will be facilitating in Matamata-Piako, South Waikato, Waipa and Waitomo districts
- [Kauri Protection education programme](#) was launched to the Waikato Enviroschools network featuring an immersive 360-degree simulated world illuminating the cultural, spiritual and ecological significance of our kauri trees and forests.
- The first Ecological Building professional development event for teachers and Building challenge for students was introduced to celebrate World Outdoor Classroom day in November
- Facilitators joined the WRC Science team's training to build their skills and knowledge of water testing techniques.

Stories from Ōtorohanga District from the Programme

Kio Kio School Waste Audit

Kio Kio's Enviroteam (year 7 and 8 students) undertook a waste audit of a day's worth of the waste created by their school. The waste in both the landfill and recycling bins in each area of the school was bagged up at the end of the day and labelled. During the audit, each bag was emptied out and sorted. Students took note of what was being thrown away and how successful the recycling (mostly paper) was.

It was noticed that in most areas of the school, there was not a clear separation between landfill and recycling. The Enviroteam suggested that maybe what could be recycled and what couldn't was not clearly understood by staff and students. They discussed ways of creating more awareness about what should and shouldn't go in the bins. Ideas included labeling the bins, making posters and talking about it in assembly. They also discussed having an award for the best class (e.g. best waste separation) – which the Enviroteam was excited about and how it was important to make it easy for people to make the correct choice.

There was a small amount of food found in the landfill bins – including citrus peel, apple cores and eggshells. The school has compost bins so each class could have a food scraps bin in order to keep organic waste out of landfill. There were six disposable coffee cups found and a discussion was held on the amount of waste that would be created if this was a daily occurrence. The alternative suggested by the Enviro Team was for teachers to use re-usable coffee cups. During the Audit, Kevin Jones (principal), Karen Coleman (DP and Enviro lead) and Emma (yr 7/8 teacher) popped in to see the progress. All were interested in the student's findings and opportunities to improve the waste sorting at the school.



Enviroschools- Ōtorohanga District

Six Monthly Report on the Delivery of the Enviroschools Programme in Ōtorohanga for last six months of the 2023/2024 Financial Year



This report provides the Ōtorohanga District Council with an update on the delivery of the Enviroschools Programme for the period from 1 January 2024 to 30 June 2024.

The Enviroschools Programme supports and empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides relevant life contexts for learners to be connected with their environment and their communities, and how to be actively involved in social, cultural, economic and environmental change. The programme is guided by Māori perspectives and respect for the diversity of people and cultures is actively celebrated.

Where the programme is embedded, it is resilient in the face of challenges. An Enviroschools journey for schools is not based on linear growth as it can include highs and lows, and sometimes appears to regress followed then by reengagement. Evidence has shown that when the programme is developed as 'Whole School Approach' then these periods of hiatus can bring stronger engagement across the school and community over the long term.

Enviroschools Programme in Ōtorohanga District



Facilitator: **Anna Cunningham**

Students reached: **234**

3 Number of Enviroschools

Percentage of schools that are Enviroschools: **25%**

Friends of Enviroschools: **2**

Year levels reached through Enviroschools: **1-6**

Value of Enviroschools for Ōtorohanga District Council

The annual contribution of \$6,000 provided by the Ōtorohanga District Council supports the facilitation of the Programme to achieve several outcomes for the district, schools and young people to directly align with the community outcomes for the district, including:

- Cultural, Social and Economic Sustainability
- Waste Reduction & Zero Waste
- Biodiversity & Biosecurity Action
- Water health & conservation
- Kai/Food production & distribution
- Energy conservation & action
- Ecological Building action

Regional Update

- 13 Enviroschools awarded WRC funding in April for school projects that align with the Enviroschools guiding principles.
- Students from 8 secondary schools attended a 3 day Climate Summit held by WRC at Aratiatia Community Marae [Taking action today to carve out a better tomorrow | Waikato Regional Council](#)
- Third annual [interschool Mara Kai Challenge](#) held for 6 school teams and in-school events across the region
- Teacher professional development was enabled at two [Nature Connection](#) events and via "Enviroschools 101" zoom series
- Facilitators attended Coaching and mentoring training with NZ Coaching and Mentoring Centre build their skills to better support teachers and Envirogroups. We welcomed Rachael Cheesman to the facilitation team who will be facilitating in Thames Coromandel and Waikato districts and launching WRC's Freshwater Guardians Biosecurity resource

Stories from Ōtorohanga District from the Programme

Ngutunui Enviro School's Rocky Shore study- Ngarunui Beach

Facilitator Anna started the students off with a Rocky Shore Survey using the Marine Meter Squared methodology (mm2.net.nz). One meter squared quadrats mad of rope were laid out amongst the rocks, and students used the MM2 data sheets to record the species found and the quadrat and the type of ground surfaces. Each group had a Rocky Shore identification guide, so students could match the pictures on the guide to what they were seeing.

Once the groups had finished the survey, they were tasked with completing a scavenger hunt, which had been adapted from the MM2 website. This encourages students to explore the wider area, looking for different shapes, textures, and signs of animal life. After these activities, the students walked back along the beach collecting any litter that they came across.



Kio Kio Camp - Nature Explorations

The camp for Kio Kio School's Rimu class (year 3 & 4) was at Te Kauri Lodge this year, nestled in a stunning scenic reserve near Kawhia. The learning for the camp was planned to be around ecological aspects of the bush (pests, systems etc) and beach care (visit to Kawhia hot pools). Facilitator Anna ran some nature connection activities at camp. Students rotated around three activities - meet a tree, sky walking and a scavenger hunt. These activities are all designed to encourage the students to slow down, explore the ngahere using all of their senses, and maybe notice something that they hadn't noticed before. A large spider was found by one student which some students were fascinated by and some very scared of! It was identified using the iNaturalist app to show that it definitely wasn't poisonous, which allowed some students to get closer to it and marvel at it's beauty. Activities like this are great for mental and physical health, as well as learning.

Item 187 Finance Report to 30 September 2024

To Ōtorohanga District Council

From Brendan O’Callaghan, Manager Finance

Type **INFORMATION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To provide a snapshot of progress against the 2024/25 budget.

2. Executive summary | Whakarāpopoto matua

2.1. The Financial Report for the month ended 30 September 2024 shows the operating surplus being down \$541k, because of the timing of subsidy income and other expenses.

2.2. Capital expenditure and loan repayments were under budget by \$2.0M. This predominately relates to the timing work in progress carried over from the prior year, where the budget has not yet been carried over.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 30 September 2024’ (document number 785926) from Brendan O’Callaghan, Finance Manager.

4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses					
For the Period Ending September 2024					
	Actual	Budget	Variance		Full Year Budget
Revenue					
Rates income	7,661,047	7,630,062	-30,985	0%	15,260,320
Contributions	0	429	429	0%	10,001
Water by Volume Rates	229,598	232,500	2,902	1%	2,238,000
Subsidies and Grants	763,775	2,070,863	1,307,088	171%	8,346,698
Other Income	325,283	291,836	-33,447	-10%	1,793,376
Other gains/(losses)	0	0	0	0%	0
Total Revenue	8,979,703	10,225,690	1,245,987		27,648,395
Expenses					
Employee Benefit Expenses	1,529,206	1,510,651	-18,555	-1%	7,192,546
Depreciation and Amortisation	802,482	802,482	0	0%	7,068,676
Other Expenses	2,325,984	3,200,440	874,456	27%	14,158,631
Finance Costs	143,526	-7,613	-151,139	1985%	221,123
Total Expenditure	4,801,199	5,505,960	704,761		28,640,976
Operating Surplus/(Deficit)	4,178,504	4,719,730	541,226		-992,581

4.1. Overall there is a net surplus to the end of September of \$4,178,504, compared to the budgeted surplus of \$4,719,730. The variance in the surplus against budget is due to:

- a) Operating Revenue is down on budget by \$1.2M, due to \$1.3M down on budget in subsidies and grants. This is offset by \$33k over budget in other income and \$31k over budget in rates income.
 - Subsidies and grants is down on budget by \$1.3M due to the timing of roading claims compared to the budget, with the timing of raising the claim for the end of September being after the writing of this report. This means that an approximate amount for September has been included.
- b) Operating expenses is down on budget by \$705k, with other expenses being \$874k under budget and finance costs being \$151k over budget.
 - Other expenses is down due to the timing of expenditure, particularly in the roading maintenance area, as well as the reversing of prior year accruals such as the audit fees.

4.2. Finance costs is over budget due to the reversal of the prior year interest accrual.

Statement of Financial Position			
For the period ending September 2024			
	Actual	Full Year Budget	YTD Last Year
Assets			
Current Assets			
Cash and Cash Equivalents	3,336,176	3,169,964	914,067
Trade and Other Receivables	1,822,461	2,295,270	2,903,096
Inventory	34,785	30,910	47,410
Property Inventory	0	0	0
Loan Receivable	0	0	0
Total Current Assets	5,193,422	5,496,144	3,864,572
Non-current Assets			
Investments	7,774,788	7,847,284	7,799,282
Property, Plant and Equipment	408,431,065	405,131,826	392,391,452
Intangible Assets	109,085	157,214	5,179
Loan Receivable	1,467,937	1,750,000	5,183,905
Total Non-current Assets	417,782,875	414,886,324	405,379,819
Total Assets	422,976,297	420,382,468	409,244,390
Liabilities			
Current Liabilities			
Trade and Other Payables	1,293,752	2,714,958	1,411,611
Provisions	1,088	829	1,017
Employee Benefit Liabilities	393,474	401,309	357,569
Income in Advance	187,818	741,189	784,259
Development and Financial Contributions in Advance	566,872	540,623	529,213
Total Current Liabilities	2,443,004	4,398,908	3,083,670
Non-current Liabilities			
Provisions	11,943	15,886	13,030
Employee Benefit Liabilities	34,008	46,305	26,791
Borrowings	10,447,613	6,222,612	6,447,613
Total Non-current Liabilities	10,493,563	6,284,803	6,487,434
Total Liabilities	12,936,567	10,683,711	9,571,104
Net Assets	410,039,729	409,698,757	399,673,287
Equity			
Retained Earnings	169,883,289	164,002,307	163,955,855
Reserve Funds	3,103,513	3,023,221	2,953,952
Revaluation Reserves	237,052,927	242,673,229	232,763,479
Total Equity	410,039,729	409,698,757	399,673,286

4.3. Overall, the balance sheet shows a healthy position at the end of September, with total current assets of \$5.19M, against total current liabilities of \$2.44M, giving a working capital of \$2.75M.

4.4. Current borrowings sit at \$10.4M, which is attributable to the timing of some capital purchases against the timing of rates income being received. Further discussion of the debt profile is later in this report.

Combined Cost of Service Statement For the Period Ending September 2024				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Operating Revenue				
Activity Revenue	1,025,927	2,362,699	1,336,772	10,140,074
Targeted Rates	3,335,803	3,577,325	241,522	8,927,635
Development Contributions	0	429	429	10,001
General Rates	4,192,117	4,285,237	93,120	8,570,685
Other General Sources	1,299,276	1,743,909	444,633	12,902,812
	9,853,123	11,969,599	2,116,476	40,551,207
Operating Expenditure				
Trusted Leadership and Relationships	1,918,472	2,831,394	912,922	15,608,368
Strong Communities	507,078	589,694	82,616	2,173,230
Vibrant Places and Spaces	518,071	760,430	242,359	3,523,041
Sustainable Development and Public Safety	211,156	425,788	214,632	2,388,361
Resilient Infrastructure: Land Transport	1,344,013	1,954,849	610,836	11,878,280
Resilient Infrastructure: Water Supply	572,533	554,152	-18,381	3,144,137
Resilient Infrastructure: Wastewater	250,251	216,323	-33,928	1,424,444
Resilient Infrastructure: Stormwater	55,502	56,835	1,333	341,712
Resilient Infrastructure: Flood Protection	128,314	37,100	-91,214	320,744
Responsible Waste Management	14,573	149,238	134,665	813,906
	5,519,963	7,575,803	2,055,840	41,616,223
Funding Required				
Capital Renewals	2,732,278	3,560,225	827,947	10,678,064
Capital Growth	25,897	84,861	58,964	424,997
Capital Level of Service	2,993,333	94,007	-2,899,326	280,007
Loans Repaid	163,257	171,825	8,568	1,112,822
	5,914,765	3,910,918	-2,003,847	12,495,890
Funding Applied				
Funding from Depreciation Reserves	0	15,249	15,249	5,700,479
Loans Raised	0	558,573	558,573	5,146,292
Capital Income	2,598	2,499	-99	59,996
Transfer to and from Balance	1,579,007	-1,059,199	-2,638,206	2,654,139
	1,581,605	-482,878	-2,064,483	13,560,906

- 4.5. In the Combined Cost of Services statement, overall operating revenue is \$2.12M under budget. This predominately relates to Activity Revenue, which is a result of the timing of claims from NZTA. The bulk of the rest of the variance relates to Other General Sources, which relates to staff charging, which is down due to the timing of projects.
- 4.6. Operating expenditure is \$2.1M under budget, with this being spread across all the budget areas. This is due to the timing of budgets and associated projects.
- 4.7. Capital expenditure and loan repayments were over budget by \$2.0M. The bulk of this is related to work in progress carried over from the prior year, which was not included last month as the end of year processes had not identified it all yet. The associated budgets for this work in progress is not included, but the results of the report presented this month will be incorporated in this report for next month.

Statement of Cashflows		
For the Period Ending September 2024		
	Actual	Full Year Budget
Cash flows from operating activities		
Receipts from rates revenue	7,284,490	17,481,000
Receipts from other revenue	3,596,640	10,098,000
Interest received	24,272	15,000
Dividends received	7,370	10,000
Payments to suppliers and employees	- 7,741,918	- 21,710,000
Interest paid	- 143,526	- 221,000
Net cash provided by Operating Activities	3,027,328	5,673,000
Cash flows from investing activities		
Proceeds from Sale of Property, Plant and Equipment	18,138	60,000
Purchase property, plant and equipment	- 2,598,004	- 13,155,000
Purchase of investments	- 100,000	250,000
Purchase of intangible assets	- 283,482	37,000
Net cash (used in) Investing Activities	- 2,963,348	- 12,808,000
Cash flows from financing activities		
Proceeds from borrowings	1,000,000	5,775,000
Repayment of borrowings	-	-
Net cash provided by/(used in) Financing Activities	1,000,000	5,775,000
Net (decrease)/increase in cash, cash equivalents and bank overdrafts	1,063,980	- 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	3,336,176	3,169,000

4.8. This cashflow statement shows the cashflows in and out for the period to 30 September 2024. As can be seen, net cash flow from operating activities has been positive, mostly due to the rates income received by the due date of 30 August 2024. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of September. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts.

Current Debt Profile

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

Amount	Term	Maturity Date	Interest Rate
\$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%

Item 188 Maru Energy Trust end of year report for 2023/24

To Ōtorohanga District Council

From Nardia Gower, Group Manager Strategy and Community

Type **INFORMATION REPORT**

Date 22 October 2024



1. Purpose | Te kaupapa

1.1. To present the end of year report and outcomes from Maru Energy Trust (the Trust) for 2023/2024.

2. Executive summary | Whakarāpopoto matua

2.1. The Trust, established by The Lines Company in 2018, provides insulation and heat pumps to vulnerable homeowners in the King Country and central North Island as part of the Warmer Kiwi Homes programme. The Trust’s mission is to improve housing conditions and reduce energy poverty by creating warmer, drier homes.

2.2. In 2023, the Ōtorohanga District Council granted the Trust \$30,000 to assist with insulation and heating efforts. The Trust's outcomes for the year are detailed in the attached 2023/24 end-of-year report (Appendix 1).

2.3. Further annual funding has been committed through the Long Term Plan 2024-34.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the Maru Energy Trust end of year report 2023/24 attached as appendix 1 of the staff report.

4. Context/Discussion | He kōrerorero

4.1. The Trust is a not-for-profit charitable trust, established in 2018 by The Lines Company. As part of the Government’s Warmer Kiwi Homes programme the Trust supports homeowners in the Lines Company’s network region of King Country and central North Island to insulate their homes, area shown in image below:



- 4.2. The Trust's mission is to create warmer, drier, healthier homes that consume less energy, helping to reduce energy poverty. This is achieved by providing ceiling and underfloor insulation and/or heat pumps to vulnerable homeowners.
- 4.3. Homeowners may qualify for the programme if they meet the following criteria:
- Own and live in a home built before 2008 AND have a Community Services card or SuperGold Combo card;
 - OR
 - Own and live in a home in an area identified as low income;
 - OR
 - Are referred by the Healthy Homes Initiative.
- 4.4. Ōtorohanga District has approximately 3900 homes with around 2391 built before 2008.
- 4.5. The Waikato Housing Initiative Dashboard (based on 2018 Census data) estimates:
- 29.2% of our community live in damp dwellings
 - 21.4% of our community live in mouldy dwellings
- 4.6. It is important to note that the Trust's services do not cover the entire Ōtorohanga District, as they are limited to areas within The Lines Company's network. Northern and western areas of the district are served by Waipā Networks.
- 4.7. In September 2023 Council resolved to provide the Trust a one-off grant of \$30,000 for the 2023/24 year as unbudgeted expenditure, to assist eligible Ōtorohanga District homeowners to insulate their homes.

- 4.8. The Trust’s end-of-year report for 2023/24, detailing its outcomes, is included in Appendix 1, including a letter of support from the Ōtorohanga Support House – Whare Āwhina.
- 4.9. The Trust employs local tradespeople to carry out repairs and wood burner assessments. The heat pump provider for the Ōtorohanga District is a local company.
- 4.10. The Trust employs one staff member responsible for promoting the programme and engaging with homeowners across the region.
- 4.11. Under the Long Term Plan 2024-34, Council has committed to funding the Trust for the first three years of the plan.

5. Appendices | Ngā apitihanga

Number	Title	Document number
1	Maru Trust 2023/24 end-of-year report	

1 October 2024

Otorohanga District Council
17 Maniapoto Street
Otorohanga

To His Worship Mayor Baxter and Councillors

Thank you for the opportunity to present to council, and for the generous funding which Council has contributed towards Maru Energy Trust's insulation and heat pump programme for Otorohanga District homeowners.

Included in this report are statistics for the Otorohanga District, homeowners' feedback, statistics for the Trust's Kahumoe Kaupapa – PJ Project and a letter from the Manager of Otorohanga Support House.

Insulation: 1 July 2023 – 30 June 2024:

11 properties installed (ceiling and/or underfloor)
1 property currently in progress
5 properties assessed as compliant for insulation

Heat Pumps: 1 July 2023 – 30 June 2024:

10 properties installed
4 properties currently in progress
4 properties ineligible

Ineligibility reasons: 1 not vulnerable; 1 heat pump operable; 1 gas heater operable, 1 wood burner can be repaired at a reasonable cost.

Otorohanga District Statistics since Maru Energy Trust's inception. February 2019 30 September 2024.

Insulation: 58

Heat Pumps: 32

Kahumoe Kaupapa – PJ Project: 108 pairs of adults and children's pyjamas were gifted to Otorohanga Support House staff who distributed them on our behalf. We were fortunate to again receive a generous donation from the Otorohanga Charitable Trust for this project.

Homeowners Feedback:

It was amazing to learn that Maru Trust were there to help local people. I live in Whakatane and was advocating for my elderly Mum who lives in Otorohanga. Honestly you made it so simple and easy, everything was hassle-free, I loved working with Maru Trust, and to think this was absolutely free too thanks to Maru. Once the insulation was done, Mum's power bill dropped and you could feel the change in temperature, it was so much warmer. She also had a heat pump installed which has been a blessing especially on those cold King Country winter nights. Her health has improved a lot. Thank you from myself and my extended whanau for looking after Mum.

Sherie, on behalf of her Mum, Otorohanga

I am most satisfied with the whole transaction, yes the provider was a bit slow but I didn't expect it yesterday. All services done professionally, very pleased.

Wayne, Otorohanga

After 40 years in a 1960s house with minimal insulation and a small open fire for heating, the difference is outstanding. My elderly father said: 'It's warm everywhere, I can walk around, and it feels comfortably warm in every room!' A big thanks to the Maru Trust for making this happen especially in an area of the North Island that regularly sees below freezing temperatures in winter (ice frozen on the *inside* of bedroom windows sometimes).

Many thanks

Julie, on behalf of her Dad, Otorohanga

Our heat pump is the best! It is even better than I imagined, and we are so grateful. Maru Trust was wonderful to deal with, and what they are doing for the Otorohanga community is certainly a very good thing.

Gloria, Otorohanga

We look forward to speaking to Council about Maru on the 22nd of October. Please do not hesitate to contact Jo Meads if you require any more information.

Yours faithfully



Maru Energy Trust



120 Maniapoto St Ōtorohanga, 3900
Phone: 07 873 8156
Email: manager@otosupport.nz
counselling@otosupport.nz
family@otosupport.nz

30/9/2024

To whom it may concern,

Since 2018, Maru Energy Trust and Ōtorohanga Support House Whare Āwhina have collaborated closely to ensure that families in the community are well informed and supported in accessing the fantastic opportunities Maru provides for homeowners to enjoy insulated, warm and healthy housing.

In addition, Maru Energy Trust, with assistance from the Ōtorohanga Charitable Trust, contributes to our community by donating new winter pajamas for the Ōtorohanga Support House to distribute to families during the chilly winter months. This initiative from Maru has been highly successful and is deeply appreciated by families in our community.

Kind regards,

Dot Ngarotata

Manager

Public excluded**Take matatapu**

There are no reports.

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**Rēhita tatūnga**

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

#	Date	Resolution	Staff update
C232	25/06/24	That the Ōtorohanga District Council: <ol style="list-style-type: none"> Confirm the Draft Ōtorohanga Reserves Strategy/Reserves Management Plan be presented for consideration at a future meeting of the Ōtorohanga District Council, Request the Chief Executive explore the opportunity raised by Councillor Dow, reporting back to the Ōtorohanga District Council meeting in July 2024 for consideration of potential inclusion in the Draft Ōtorohanga Reserves Strategy/Reserves Management Plan before it is approved for community consultation. 	<p>A report on the multi-purpose park proposal along with consideration of land to be gifted is the subject of a separate report on this agenda.</p> <p>Staff recommend this Resolution be removed from the Register.</p>
C147	25/06/24	That Ōtorohanga District Council: <ol style="list-style-type: none"> Approve the Arohena Rural Water Scheme (comprising of three separate water supplies: Huirimu, Kahorekau and Taupaki) to remain under permanent Boil Water Notices. Authorise the Chief Executive to use Section 131 of Local Government Act to initiate a process that would close down the drinking water component of the Arohena Rural Water Supply Scheme and enable the three supplies to continue as a non-drinking water supplies. 	<p>Staff recommend this Resolution remain on the Register until the process to close down the drinking water component has been initiated.</p>
C255	27/08/24	That Ōtorohanga District Council: <ol style="list-style-type: none"> Receives the report titled ' Waikato Water Done Well – Proposal' from the Waikato Water Done Well Project 	<p>Staff recommend this resolution remain on the register until it</p>

Team (document number 776676) and the accompanying technical report (document number 776675).

comes back to a future Council meeting.

- b. Agrees to the vision, outcomes and success measures for the Waikato being adopted in principle. These are set out in section 3 of the technical report.
- c. Agrees to being a participating council that will co-design an aggregated model for the delivery of water services staged by function and governed by a professional board from the outset. Stage 1 will be the establishment of an entity providing functional services to participating councils. The end point as Stage 2 (to deliver on the vision, outcomes and success measures) is an aggregated, fully regulated water services entity.
- d. Advises the Joint chairs of the Waikato Joint Mayors and Chairs Forum of their decision.
- e. Instructs the Chief Executive to negotiate a proposed Heads of Agreement (HoA) to bring back for Council approval by the end of October 2024 (with the intention of the HoA being signed in November 2024). Noting that the HoA is a non-binding agreement between participating councils, entered into on a good faith basis to show a commitment to progress in the manner proposed and that the framework will inform the development of more formal documentation.
- f. Notes that, if Council does not confirm ŌDC as a participating council in the proposed aggregated model, it will exit the Waikato Water Done Well workstream but be kept informed of the work underway.
- g. Instructs the Chief Executive to investigate the stand alone option for Ōtorohanga District Council to continue to delivery water services and to provide the assessment prior to Council signing the HoA.

C270 24/09/24 That Ōtorohanga District Council endorse, subject to minor formatting or corrections, the Trading and Events in Public Places Policy (document number 778622).

Staff recommend this Resolution be removed from the Register.

- C271 24/09/24 That the Ōtorohanga District Council pursuant to Section 319(1)(j) of the Local Government Act 1974, approve the road name, 'Prescott Rise' for the access lots within the Broadview Estate subdivision on Main North Road, Ōtorohanga shown as Lots 18 and 19 LT 377702 on the attached Digital Title Plan (Appendix A) of the staff report.
- The naming will be progressed in accordance with operational processes.
Staff recommend this Resolution be removed from the Register.
- C272 24/09/24 **Kāwhia Rowing Regatta Club 115th Annual New Year's Regatta**
- That the Ōtorohanga District Council:
- a. 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 Jervis Street from the intersection of Tainui Street and Omimiti Street, Kāwhia on Wednesday 1 January 2025 from 6am – 5pm.
- b. Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.
- The Temporary Road Closure will be progressed in accordance with operational processes.
Staff recommend this Resolution be removed from the Register.
- C279 24/09/24 That the Ōtorohanga District Council:
- a. Receive and consider the submissions made on the draft Policy.
- b. Finalise the content of the Ōtorohanga District Council Local Alcohol Policy 2024 (document number 773174) including the following amendments:
- Refer to Minutes for full resolution.
- The Policy is now in the 30 day period.
Staff recommend this resolution remain until the end of the notification period.

Staff recommendation

That Ōtorohanga District Council confirm the removal of Resolutions C232, C270, C271 and C272 from the Register.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakatauki

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

Following a short break, workshops will commence. Please refer to the order of agenda for details.