

# 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, 26 November 2024 commencing at 10.00am.

Tanya Winter, Chief Executive

20 November 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 manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

## For use in blessing food

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

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

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
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	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes (22 October 2024)	Te whakaū i ngā meneti	6
Receipt of Minutes (ŌCB 4 November and KCB 7 November 2024)	Te rironga o ngā meneti	19
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	35

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 191 Adoption of Schedule of Meetings for 2025		36
Item 192 Ōtorohanga Outdoor Fitness Station – Waipā Esplanade		40
Item 193 Ōtorohanga District Council Strategic Risk Register October 2024		46
Item 194 Consideration of Ōtorohanga District Council as an Anchor Organisation (Te Punga o Te Hapori – Anchor of the Community)		56

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
Item 195 Economic Wellbeing Implementation Plan 2024		71
Item 196 2023/24 Annual Satisfaction Survey Results		77
Item 197 Finance Report to 31 October 2024		126

**Public excluded****Take matatapu**

Item 198	Resolution to exclude the public for Item PE18 – Chief Executive annual performance review	132
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**Other business****Ētahi atu take**

Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	134
Resolution Register	Rēhita tatūnga	134

**Closing formalities****Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	138
Meeting closure	Katinga o te hui	138

**Workshops****Hui awheawhe**

1	Ōtorohanga District Council logo	Open to the public
2	Water Reform: Department of Internal Affairs perspective	Open to the public
3	Policy Review: Class 4 Gambling Policy	Open to the public
4	LGNZ Electoral Reform	Open to the public
5	Te Nehenehenui Joint Management Agreement schedules	Public not permitted
6	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 20 November 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](https://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.

**Mr Bruce Bolt has requested to be heard on the Rewarewa Recreational Reserve and the old School Building.**

**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 22 October 2024 (document number 789436).

# Ōtorohanga District Council

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 22 October 2024 commencing at 10.00am.

Tanya Winter, Chief Executive

19 November 2024



## OPEN TO THE PUBLIC MINUTES

### Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson/ Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Rodney Dow	Apology
Ōtorohanga Councillor	Katrina Christison	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Attended (from 10.07am)
Waipā Councillor	Roy Johnson	Attended
Wharepūhunga Councillor	Cathy Prendergast	Attended

### Ōtorohanga District Council senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Support (Acting)	Brendan O'Callaghan	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Attended

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
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	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes (27 August 2024)	Te whakaū i ngā meneti	4
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	5

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 179	2023/24 Annual Report Adoption	5
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	6
Item 181	Kerbside refuse and recycling collection review	6
Item 182	Carryovers – 2023/24 to 2024/25	7
Item 183	Application for Temporary Road Closure – Elevate Ōtorohanga Christmas Parade 2024	8
Item 184	Confirmation of the Road Naming and Numbering Policy	9

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
Item 185	Thrive Ōtorohanga Youth Trust Annual Report for 1 July 2023 to 30 June 2024	9
Item 187	Finance Report to 30 September 2024	10



**Public excluded****Take matatapu**

There are no reports.

**Other business****Ētahi atu take**

Councillor updates

Ngā kōrero hou a ngā Kaikaunihera

10

**Information only reports****Ngā pūrongo mōhiohio anake**

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

10

**Other business****Ētahi atu take**

Resolution Register

Rēhita tatūnga

11

**Information only reports****Ngā pūrongo mōhiohio anake**

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

11

**Closing formalities****Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

11

Meeting closure

Katinga o te hui

11

**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

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

His Worship the Mayor declared the meeting open at 10.01am.

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

His Worship the Mayor led Councillors in reciting the karakia provided in the agenda. He then provided the following words of wisdom: “Don’t give somebody a lecture when all they need is a hug”.

**Apologies****Ngā hōnea**

Resolved C281: That Ōtorohanga District Council receive and accept the apology from Councillor Rodney Dow for non-attendance.

His Worship the Mayor | Councillor Johnson

**Public forum****Hui tūmatanui**

No requests to be heard had been received.

**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 C282: 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).

Councillor Hughes | Councillor Prendergast

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

Resolved C283: 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).

Councillor Christison | Councillor Jeffries

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

His Worship the Mayor was away on holiday for a week. He also attended the final Mayors Taskforce for Jobs meeting in Wellington and hosted the Citizenship Ceremony for new Ōtorohanga Citizens. He attended the Waikato Regional Growth Summit and chaired the Chief Executive Review Committee meeting.

Resolved C284: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Councillor Johnson

**Decision reports****Ngā pūrongo whakatau****Item 179 2023/24 Annual Report Adoption**

ŌDC's Brendan O'Callaghan (Manager Finance) outlined the changes made due to the final audit since the agenda was distributed.

*Councillor Roy Willison joined the meeting at 10.07am.*

Councillor Jeffries spoke on the Risk and Assurance Committee meeting held the previous day and noted Matt Laing was being rotated out as required with a new Director being assigned. He advised the Committee was comfortable with the report and had made a recommendation to Council to adopt.

Resolved C285: 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.

Councillor Jeffries | Councillor Johnson

Councillor Jeffries spoke on the management responses to the Audit report. The Committee agreed that the actions arising from previous audits not yet completed was acceptable and that Council staff would be firmer in response back to Deloitte.

**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**

ŌDC's Ross McNeil (Chief Advisor) noted the heads of agreement was with the Gifters and staff were awaiting a response. He spoke on the work undertaken on a multi-use sports park which showed the concept was not currently viable and was reflected in the staff recommendation. He noted the second portion of the staff recommendation was to progress to public consultation on the draft Strategy and Plan.

Councillor Christison queried if the consultation document would include information on funding to ensure the public are aware that Council isn't funding the project. Staff confirmed this would be included. Councillor Johnson queried if councillors would see the consultation document prior to release. Mr McNeil noted the documentation had not changed since it was presented to Council previously.

Councillor Christison requested a link to documents presented previously be included for future reports.

Resolved C286: 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.

His Worship the Mayor | Deputy Mayor Williams

**Item 181 Kerbside refuse and recycling collection review**

ŌDC's Jared le Fleming (Manager Community Facilities) outlined the staff report touching on the review and a possible joint procurement contract.

Councillor Johnson queried page 48, point 2.7 relating to the extension of the existing contract and if the additional cost was budgeted for. Mr le Fleming advised cost increases had been budgeted for but until further discussions were held the final cost was unknown.

Councillor Johnson then queried the additional crate for glass. Mr le Fleming advised there was only one glass recycler which was based in Auckland. He noted refuse per tonne was increasing when going to landfill and glass was heavy, so the cost increased.

Councillor Johnson queried if food waste would be mechanised, and Mr le Fleming noted this would be driven by the contractor.

Councillor Jeffries queried the contract was only for the Ōtorohanga community or if it included Kāwhia. Mr le Fleming advised it was for both. He also noted there would be further discussions on the inclusion of Kāwhia for food waste collection.

Resolved C287: 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).

Councillor Jeffries | Councillor Prendergast

### **Item 182 Carryovers – 2023/24 to 2024/25**

ŌDC's Brendan O'Callaghan (Manager Finance) took the report as read. Deputy Mayor Williams queried if Council could resolve to carry over only some projects. Mr O'Callaghan advised staff were recommending all be carried over, but Council could choose to carryover only some projects.

Councillor Jeffries queried the table in point 4.3 relating to the Ōtorohanga Wastewater budget renewal. Mr O'Callaghan advised the project was across two financial years and has three separate portions of which one had been completed and capitalised in the 23/24 financial year.

Councillor Prendergast referred to page 89 and the Arohena water cash reserves. Mr O'Callaghan noted every activity that has capital assets funds the relevant depreciation.

Councillor Jeffries queried point 4.4, item 7 organisational development which was purely funded via rates. Mr O'Callaghan advised this budget item was set up prior to the commencement of the current Chief Executive. He advised this item was not included in the current financial year budget.

Councillor Johnson queried the depreciation of the Waipa rural water scheme and Mr O’Callaghan advised the scheme did not have depreciation as the water was treated through the Ōtorohanga plant.

Councillor Jeffries queried point 6.1 and the use of funds being used on other projects being conditional on ŌDC approval. Mr O’Callaghan noted there was only the Tihiroa Rural Water Supply project which was determined to be unviable and the reallocation of the IT budget to allow for an intranet and HR software.

Resolved C288: 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 intranet 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

Councillor Prendergast | Councillor Jeffries

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

ŌDC’s Paul Strange (Manager Roding) outlined the staff report noting the event has been held over previous years with no major issues arising. Councillor Jeffries queried the public liability insurance requirement of \$2 million and the need for a higher level. His Worship the Mayor stated that staff could look into the requirements.

Resolved C289: 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.

Councillor Tamaki | Deputy Mayor Williams

**Item 184 Confirmation of the Road Naming and Numbering Policy**

ŌDC's Tony Quickfall took the report was read but noted the removal of the form and a small change to part a of the staff recommendation to include the wording 'subject to minor formatting'.

Resolved C290: 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).

Councillor Prendergast | Councillor Hughes

His Worship the Mayor adjourned the meeting at 10.45am for a short break and recommenced at 11.02am.

**Information only reports****Ngā pūrongo mōhiohio anake****Item 185 Thrive Ōtorohanga Youth Trust Annual Report for 1 July 2023 to 30 June 2024**

ŌDC's Nicky Deely (Manager Community Development & Wellbeing) outlined the Trust's purpose. Thrive's Peter Coventry spoke to a PowerPoint presentation. His Worship the Mayor acknowledged the work undertaken by Thrive with very limited resources.

Councillor Prendergast commented on the growth of the program and queried the zoning requirements. Councillor Tamaki queried how the Thrive team incorporated cultural aspects into their activities. Mr Coventry advised this was a focus area for the current workplan.

Councillor Hughes queried the extent of follow through once kids with mental health issues are identified. Mr Coventry spoke on their intervention of three attempted suicides over the years. The goal was to get them to professional help as soon as possible.

Resolved C291: 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.

Councillor Jeffries | Deputy Mayor Williams

**Item 187 Finance Report to 30 September 2024**

ŌDC's Brendan O'Callaghan (Manager Finance) provided a summary of the report. Councillor Jeffries commented on operating expenditure on page 140 and if there was a requirement for resilient infrastructure legally. Mr O'Callaghan stated this was in the Long Term Plan which required activities to be grouped.

Resolved C292: 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.

His Worship the Mayor | Councillor Jeffries

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

Elected Members attended a monthly workshop day. Councillors Hughes, Johnson, Prendergast, Tamaki and Deputy Mayor Williams joined His Worship the Mayor for the Citizenship Ceremony. Councillors Christison and Hughes attended the Ōtorohanga Community Board meeting. Councillors Jefferies, Prendergast and Hughes joined His Worship the Mayor for the Risk and Assurance Committee meeting. Councillor Prendergast attended the Elevate business breakfast, an Institute of Directors Finance Essentials course and the meeting of the North King Country Development Trust.

Councillors Jeffries joined Deputy Mayor Williams and staff in a meeting with a concerned resident. Councillors Tamaki, Christison and Willison attended the Grants and Awards Committee meeting. Deputy Mayor Williams met with the Fijian Under 20 Women's Rugby team. Councillor Willison was busy with the Kīngitanga. Councillor Tamaki has been working with the Kāwhia Hub on extending their services and also Te Kauri Lodge. She attended a hui on building capacity for mana whenua to protect taonga.

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

ŌDC's Nicky Deely (Manager Community & Wellbeing) outlined the Enviroschools Programme within the Ōtorohanga district. Enviroschool's Michelle Daly spoke to a PowerPoint presentation.

Resolved C293: 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.

Councillor Tamaki | Deputy Mayor Williams



**Resolution Register****Rēhita tatūnga**

Resolved C294: That Ōtorohanga District Council confirm the removal of Resolutions C232, C270, C271 and C272 from the Register.

His Worship the Mayor | Councillor Johnson

His Worship the Mayor adjourned the meeting at 12.08pm for the lunch break and recommenced the meeting at 12.49pm.

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

ŌDC's Nardia Gower advised of an omission in the report on spend noting the unspent portion from 22/23 was carried forward to the 23/24 financial year. Maru's Brian Hannah provided an overview of the activities undertaken. In response to a query, Mr Hannah advised any funds provided by the Council were ringfenced and spent within the district. He said the Trust were focussed on being more efficient and reaching a greater number of residents. Deputy Mayor Williams queried, and Mr Hannah confirmed the requirement for the applicant needing to be the homeowner.

Councillor Jeffries queried the extent of the boundaries for the program when the majority of Kāwhia was under a different electricity network company. Mr Hannah confirmed the boundaries were defined by The Lines Company boundaries.

Resolved C295: That Ōtorohanga District Council receive the Maru Energy Trust end of year report 2023/24 attached as appendix 1 of the staff report.

His Worship the Mayor | Councillor Prendergast

**Public excluded****Take matatapu**

There were no reports.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

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

**Meeting closure****Katinga o te hui**

His Worship the Mayor declared the meeting closed at 1.13pm.

**Workshops**

**Hui awheawhe**

1. Waikato Water Done Well
2. Regional Infrastructure Fund

**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 4 November 2024 (document number 789213) and the unconfirmed Minutes of the meeting of the Kāwhia Community Board on 7 November 2024 (document number 787676).

# 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, 4 November 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

19 November 2024



## OPEN TO THE PUBLIC

### Attendance Record

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

### Senior staff in attendance

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

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
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	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes	Te whakaū i ngā meneti	4

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 34    Ōtorohanga Fitness Station		5

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
There were no reports.		

<b>Other business</b>	<b>Ētahi atu take</b>	
Board Member updates		6
Board projects		6
Discretionary Fund		6
Resolution Register	Rēhita tatūnga	6

<b>Public excluded</b>	<b>Take matatapu</b>	
There were no reports.		

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

<b>Workshops</b>	<b>Hui awheawhe</b>
There were no scheduled workshops.	

This Open Minute was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering and Assets, Mark Lewis on 18 November 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**

Deputy Chairperson Coventry provided the opening prayer.

Chairperson Christison provided the following quote from Mother Theresa “I can do things you cannot, you can do things I cannot; together we can do great things”.

**Apologies****Ngā hōnea**

Resolved O92: That Ōtorohanga Community Board receive and accept the apology from Councillor Steve Hughes for non-attendance.

Deputy Chairperson Coventry | Board Member Brown-Merrin

**Public forum****Hui tūmatanui**

No requests to be heard had been received.

**Late items****Ngā take tōmuri**

There were no late items.

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

There were no declarations made.

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

Resolved O93: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 7 October 2024 (document number 785606).

Deputy Chairperson Coventry | Board Member Butcher

Board Member Muller joined the meeting at 4.02pm.

## Decision reports

## Ngā pūrongo whakatau

### Item 34 - Ōtorohanga Outdoor Fitness Station – Waipā Esplanade

ŌDC's Manager Community Facilities, Jared le Fleming took the report as read noting that should the Board resolve Option 1, the recommendation to Ōtorohanga District Council (ŌDC) would include a provision to approve the construction of the fitness equipment on Council reserve land. He advised this would be required as the reserve funds, under ŌDC control would be used for ongoing maintenance costs.

Deputy Chairperson Coventry, referring to the map on page 15, queried the impact of flooding. Mr le Fleming advised the location was not in the flood area and would also be built up slightly to assist.

Board Member Butcher queried if staff had been in contact with Ōtorohanga College to see if they were looking to install a similar project on their site, with the intention to ensure linkages. Mr le Fleming advised the College were in the early planning stages and the project was not yet confirmed. ŌDC's Mark Lewis noted that if the staff recommendation was delayed and aligned with the College project there would potentially be a significant time period before installation.

Board Members Brown-Merrin and Muller both spoke in support of the project proceeding without further delays.

Resolved O94: That Ōtorohanga Community Board:

- a. Approve the amount of \$50,000 plus GST (where applicable) be allocated from the Ōtorohanga Community Board Reserve Fund to construct a fitness station as stated in option 1, subject to Ōtorohanga District Council approval of recommendation b) and c).
- b. Recommend Ōtorohanga District Council approve funding of an additional \$2,500 plus GST (where applicable) per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c. Recommend Ōtorohanga District Council approve the addition of the Fitness Station to the Council asset register and included in the annual depreciation calculations, currently estimated at \$2,500 plus GST (where applicable) per annum.
- d. Recommend Ōtorohanga District Council grant approval for the construction of the proposed fitness station on its reserve land.

Board Member Muller | Board Member Brown-Merrin

Mr Lewis advised staff would provide regular updates to the Board on the progress of the installation.



## Information only reports

## Ngā pūrongo mōhiohio anake

There are no reports.

## Board Member updates

Deputy Chairperson Coventry advised there was feedback on the community regarding the state of the Council building on Maniapoto Street but noted a project was underway to address the matter.

## Board projects

### Project 2: Ōtorohanga hauora and connectivity trail

Chairperson Christison noted that with the resolution made for Item 34 and the timeframe for installation, there would be no further additions made to the Trail in the current Triennium. She queried how the current Board could encourage the incoming Board following the Local Government Elections in October 2025 to continue the project. ŌDC's Manager Governance, Kaia King noted the Board could make a resolution recommending the incoming Board revisit the project.

Resolved O95: That the Ōtorohanga Community Board recommend to the 2025-28 Triennium's Ōtorohanga Community Board to relook at the Board project: Ōtorohanga Hauora and Connectivity Trail and pursue further options as appropriate.

Board Member Butcher | Deputy Chairperson Coventry

### Project 4: Ōtorohanga dog park

Chairperson Christison noted the project was still waiting on the finalisation of the Ōtorohanga Reserves Management Strategy which was currently out for consultation.

## Discretionary fund

Board Member Butcher queried if the Ōtorohanga Christmas Parade organisers required funding to ensure the Parade was achieved. Chairperson Christison adjourned the meeting so any need could be established. She then recommenced the meeting and advised that they did not need additional funding.

In response to a comment from Chairperson Christison, Board Member Butcher proposed the Board consider contributing to the Ōtorohanga Support House.

Resolved O96: That the Ōtorohanga Community Board grant \$700 excluding GST to the Ōtorohanga Support House to assist with the Holiday Period.

Board Member Brown-Merrin | Deputy Chairperson Coventry

**Resolution Register****Rēhita tatūnga**

There were no outstanding Resolutions.

**Public excluded****Take matatapu**

There were no reports.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

Deputy Chairperson Coventry provided a closing prayer.

**Meeting closure****Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.40pm.

**Workshops****Hui awheawhe**

There were no workshops held.

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 7 November 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

15 November 2024



## OPEN TO THE PUBLIC

### Kāwhia Community Board membership

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

### Senior staff in attendance

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

**Opening formalities**

Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	5
Notice of Motion	Councillor Kit Jeffries	16

**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.

**Other business****Ētahi atu take**

Board Member updates	17
Board projects	17
Community Board discretionary fund	17
Resolution Register	17

### **Closing formalities**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	18
Meeting closure	Katinga o te hui	18

### **Workshops/briefings**

Workshop 1: Waikato Catchment Management Plan (presented by Waikato Regional Council)	Open
Workshop 2: Waikato Coastal Plan (presented by Waikato Regional Council)	Open

This Open Minute was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 15 November 2024.

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

Deputy Chairperson Whiu declared the meeting open at 4.00pm.

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

Deputy Chairperson Whiu provided the opening karakia.

**Apologies****Ngā hōnea**

Resolved K82: That Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Councillor Jeffries | Board Member Harpur

**Public forum****Hui tūmatanui****Michael Edmonds**

Mr Edmonds outlined the background to how the Ware Hauora's services were introduced. He provided a PowerPoint presentation. Responding to a query from Board Member Harpur, Mr Edmonds advised the funding was set in 12 month contracts and was currently secured to 30 June 2025. The funding was provided by Waikato Tainui, the Ministry of Social Development and the Ministry of Health. He noted further options were being explored. Board Member Walsh queried the ongoing viability with a move to Kāwhia-run services and Mr Edmonds expressed his desire to assist the Kāwhia community to ensure a sustainable model, funded directly and led by Kāwhia whanau. In response to a query from Councillor Jeffries, Mr Edmonds advised the health services were in partnership and collaboration with Dr John Burton.

**Horahaere Scott**

Ms Scott outlined an initiative of the Māori Women's Welfare League to plant pīngao (golden sand sedge) between Te Papa o Karewa and Tangi Te Korowhiti. Pīngao has been planted on the coast to assist with erosion. It is also used for weaving and this planting site would be harvested for weaving. She sought Board support for the area to be planted out. This would be done in conjunction with Te Taio o Kāwhia Moana.

In response to a query from Board Member Harpur, Ms Scott advised the Horahaere nurse had an excellent number of plants. Board Member Walsh noted this would improve an area that often looked messy.

Councillor Jeffries queried the status of the land and ŌDC's Tony Quickfall advised staff would need to confirm and provide approval for the planting of the area.

The Board agreed in principle to the planting of pīngao between Te Papa o Karewa and Tangi Te Korowhiti subject to approval by ŌDC staff.

## Late items

## Ngā take tōmuri

There were no late items.

## Declaration of conflict of interest

## Te whakapuakanga pānga taharua

Board Member Walsh advised of a conflict of interest with the Notice of Motion lodged by Councillor Jeffries, and he declared he would stand aside for all discussion and any decision arising from that discussion.

## Confirmation of minutes

## Te whakaū i ngā meneti

Resolved K84: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 3 October 2024 (document number 785422) subject to the amendment on page 12 where the question of Board Member Harpur was incorrectly noted as Board Member Walsh.

Board Member Harpur | Board Member Walsh

Councillor Jeffries advised the Kāwhia Kai Festival had been postponed until 2026 and did not require the grant given at the previous meeting. (Refer to Discretionary Fund item below).

## Notice of Motion

Councillor Jeffries provided the background to the Motion. He noted the Kāwhia Sports Club were hampered by the lack of a formal lease to engage contractors etc. Councillor Jeffries apologised for the delays in resolving the lease.

Resolved K85: That the Kāwhia Community Board recommends the following to Ōtorohanga District Council:

- a. Approval from Council for the Kāwhia Sports Club (KSC) to rebuild on the previously occupied area of land on the Kāwhia Domain, as specified in the 25 September 2024 site plan, be granted;

- b. Granting of a new lease to the KSC be approved, in accordance with the relevant provisions of Council's Occupancy Policy;
- c. Council be requested to action granting the new lease at the earliest opportunity; and
- d. A draft Memorandum of Understanding (MoU), that clarifies the roles and responsibilities of the KSC and Council in relation to the rebuild, be prepared by Council and presented to the KSC for its consideration and adoption.

Councillor Jeffries | Deputy Chairperson Whiu

Board Member Walsh spoke to the lease providing background and why the absence of a current lease was holding the project up and the cost escalations while the lease was being addressed.

## 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

Board Member Harpur spoke on the construction of the pataka kai which has been built and is pending painting. He noted the proposed community garden site had been identified.

Deputy Chairperson Whiu noted the two new Kāwhia signs had been installed.

Councillor Jeffries commented on the boat incident on the Kāwhia Bar and Board Member Walsh provided commentary on the recent movement of the boat channel. Councillor Jeffries advised Ōtorohanga District Council had adopted the 23/24 Annual Report and noted changes to kerbside refuse collections would be promoted by Council in due course.



## Board projects

### Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised the designs were being shortlisted and would be presented to the Board.

## Community Board discretionary fund

Councillor Jeffries advised the Kāwhia Kai Festival was now postponed until February 2026 and therefore did not require the grant at this time. ŌDC's Manager Governance, Kaia King advised a formal resolution of the Board would be needed to rescind the Resolution.

Resolved K86: That the Kāwhia Community Board rescind Resolution K81 granting \$1,000 including GST for the Kāwhia Kai Festival due to its postponement until February 2026.

Board Member Walsh | Board Member Harpur

## Resolution Register

Resolved K87: That the Kāwhia Community Board confirm the removal of resolutions K78 and K79 from the Register.

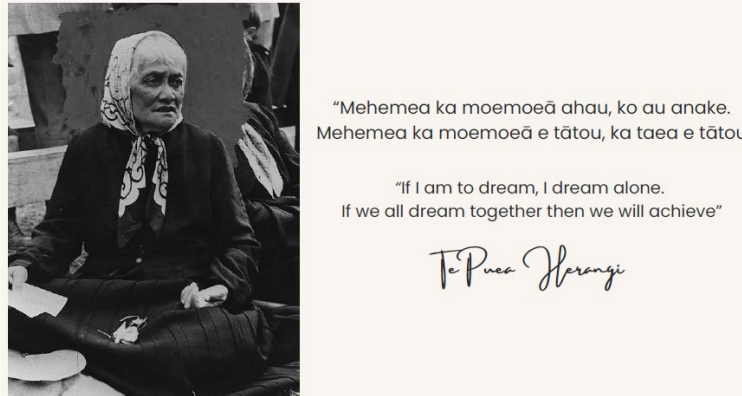
Board Member Harpur | Councillor Jeffries

Councillor Jeffries raised the ongoing matter of car/boat trailer parking at the Karewa boat ramp and queried if Board Members would support a resolution to ensure the matter was retained on the Resolution Register. ŌDC's Manager Governance, Kaia King advised this would need to be discussed outside the current meeting and if desired, a Board Member could lodge a Notice of Motion at least five working days prior to the next agenda distribution date. This would allow members of the public and the Board to consider the proposal prior to the meeting.

## Closing prayer/reflection/words of wisdom

## Karakia/huritao/whakataukī

Deputy Chairperson Whiu read the korero in the presentation from Michael Edmonds noting the importance of working together.



Deputy Chairperson Whiu led the Board to recite the karakia in Te Reo and then in English.

## Meeting closure

## Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 4.55pm.

## Workshops/briefings

### Workshop 1 Waikato Catchment Management Plan

Paul Smith from Waikato Regional Council spoke to a PowerPoint presentation.

### Workshop 2 Waikato Coastal Plan

Chris Straite from Waikato Regional Council spoke to a PowerPoint presentation.

**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 191** Adoption of Schedule of Meetings for 2025

**To** Ōtorohanga District Council  
**From** Kaia King, Manager Governance  
**Type** **DECISION REPORT**  
**Date** 26 November 2024



**1. Purpose | Te kaupapa**

1.1. To present a proposed Schedule of Meetings for 2025 for adoption.

**2. Executive summary | Whakarāpopoto matua**

- 2.1. It is good practice for Ōtorohanga District Council (ŌDC) to adopt a schedule of meetings (Schedule) before the commencement of a calendar year so the business of ŌDC can be conducted in an orderly and transparent manner, and to allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.
- 2.2. Additional dates are also included due to the desire to conduct business openly and transparently. The proposed Schedule outlines all anticipated formal meetings and workshops. This Schedule can be amended by direction from the Chairperson, formal resolution or notification by the Chief Executive.
- 2.3. Council staff are looking at opportunities to hold one or two ŌDC meetings offsite and will provide a verbal update to the meeting.
- 2.4. The triennial local government election is set to be held on 11 October therefore no meeting dates have been proposed following this date.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That Ōtorohanga District Council:

a) Adopt the following Schedule of Meetings for 2025:

<b>February</b>	3	Ōtorohanga Community Board	Community Board
	10	Chief Executive Review Committee	Committee
	11	Workshop and briefing day	Workshop day
	13	Kāwhia Community Board	Community Board

	25	Ōtorohanga District Council	Council
<b>March</b>	3	Ōtorohanga Community Board	Community Board
	6	Kāwhia Community Board	Community Board
	10	Risk and Assurance Committee	Council Committee
	11	Workshop and briefing day	Workshop day
	25	Ōtorohanga District Council	Council
<b>April</b>	3	Kāwhia Community Board	Community Board
	7	Ōtorohanga Community Board	Community Board
	15	Workshop and briefing day	Workshop day
	29	Ōtorohanga District Council	Council
	30	Grants and Awards Committee	Council Committee
	30	Creative Communities Scheme Committee	Grants Sub-Committee
<b>May</b>	5	Ōtorohanga Community Board	Community Board
	8	Kāwhia Community Board	Community Board
	13	Workshop and briefing day	Workshop day
	30	Ōtorohanga District Council	Council
<b>June</b>	4	Chief Executive Review Committee	Council Committee
	5	Kāwhia Community Board	Community Board
	9	Ōtorohanga Community Board	Community Board
	9	Risk and Assurance Committee	Council Committee
	10	Workshop and briefing day	Workshop day
	24	Ōtorohanga District Council	Council
<b>July</b>	3	Kāwhia Community Board	Community Board
	7	Ōtorohanga Community Board	Community Board
	8	Workshop and briefing day	Workshop day
	29	Ōtorohanga District Council	Council
<b>August</b>	4	Ōtorohanga Community Board	Community Board

	7	Kāwhia Community Board	Community Board
	12	Workshop and briefing day	Workshop day
	26	Ōtorohanga District Council	Council
<b>September</b>	1	Ōtorohanga Community Board	Community Board
	2	Chief Executive Review Committee	Council Committee
	4	Kāwhia Community Board	Community Board
	9	Workshop and briefing day	Workshop day
	15	Risk and Assurance Committee	Council Committee
	23	Ōtorohanga District Council	Council
<b>October</b>	1	Grants and Awards Committee	Council Committee
	1	Creative Communities Scheme Committee	Grants Sub-Committee
	2	Kāwhia Community Board	Community Board
	6	Ōtorohanga Community Board	Community Board
b) Delegates to the Chief Executive the ability to alter the Schedule of ordinary meetings in consultation with the relevant Chair as required.			

#### 4. Context | Horopaki

- 4.1. Ōtorohanga District Council (ŌDC) must hold meetings for the good governance of the Ōtorohanga District. Every meeting of ŌDC and its committees must be open to the public. Meetings must be called and conducted in accordance with legislation.
- 4.2. The Chief Executive must give notice in writing to each member of the local authority of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless ŌDC has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.
- 4.3. Where ŌDC adopts a meeting schedule it may cover any period considered appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment.
- 4.4. The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.
- 4.5. The proposed dates for the Risk and Assurance Committee have been agreed with the independent Chairperson. Additional meetings may be required for the Annual Plan, Long Term Plan or Annual

Report but these will depend on the availability of ODC's auditors and the finalisation of the relevant processes.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matters in this report have a low level of significance.

### Impacts on Maori

- 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. There are no known significant risks associated with the staff recommendation for this matter.

### Policy and plans

- 5.4. There are no relevant policies or plans.

### Legal

- 5.5. Clause 19 (6) Schedule 7 of the Local Government Act 2002 (LGA) states that a local authority may adopt a schedule of ordinary meetings for a period considered appropriate and that this schedule may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule, or the amendment.
- 5.6. A Schedule of Meetings would allow public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.

### Financial

- 5.7. The cost of ŌDC's governance structure is provided for in existing budgets.

## 6. Discussion | He kōrerorero

### Option 1: Adopt the proposed meeting schedule

- 6.1. This option is consistent with the standard approach within New Zealand local government and provides both elected members and members of the public with confirmation of dates.

### Option 2: Do not adopt a meeting schedule

- 6.2. To not adopt a meeting schedule for 2025 provides a monthly administrative burden to send the notification and may cause members of the public to be unaware of any specific meeting if they miss the public notice in the newspaper.

### Recommendation option and rationale

- 6.3. To adopt the 2025 Schedule of Meetings to allow staff to make the appropriate arrangements.

**Item 192** Ōtorohanga Outdoor Fitness Station – Waipā Esplanade

**To** Ōtorohanga District Council  
**From** Jared le Fleming, Manager Community Facilities.  
**Type** **DECISION REPORT**  
**Date** 26 November 2024



**1. Purpose | Te Kaupapa**

1.1. To seek approval for the installation of fitness equipment on Waipā Esplanade following the recommendation from Ōtorohanga Community Board.

**2. Executive summary | Whakarāpopoto matua**

- 2.1. One of the projects for 2024 initiated by the Ōtorohanga Community Board (ŌCB) is to create and install outdoor exercise equipment on Te Ara a Waiwaiā i O-rāhiri. (Ōtorohanga Stopbank Shared Pathway) Upon request from the board staff work alongside the board to explore options and prepare a report to approve the construction of an outdoor fitness station on the small vacant area adjacent to the entrance of the pathway on Waipā Esplanade.
- 2.2. On 4 November 2024 Ōtorohanga Community Board (ŌCB) passed a resolution to utilise funds from the ŌCB Reserve Fund to construct the fitness station and this report is to seek approval from Ōtorohanga District Council (ŌDC) for the land use and the maintenance and depreciation costs associated with the fitness station.
- 2.3. The equipment will be located beside the carpark at the end of Waipā Esplanade, which is ŌDC road reserve. The aerial picture in 4.8 of this report indicates the location and is highlighted in purple.
- 2.4. The fitness station would be comprised of 13 different exercise stations outlined in section 4.4, with the layout shown in section 4.8.
- 2.5. The capital expenditure will be funded from the ŌCB Reserve Fund and is subject to ŌDC approval to use the land and approve the funding of operational expenditure such as depreciation and maintenance.
- 2.6. Although approval of the capital expenditure is within the board’s delegation approval of operating costs and land use are within council delegation.



### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

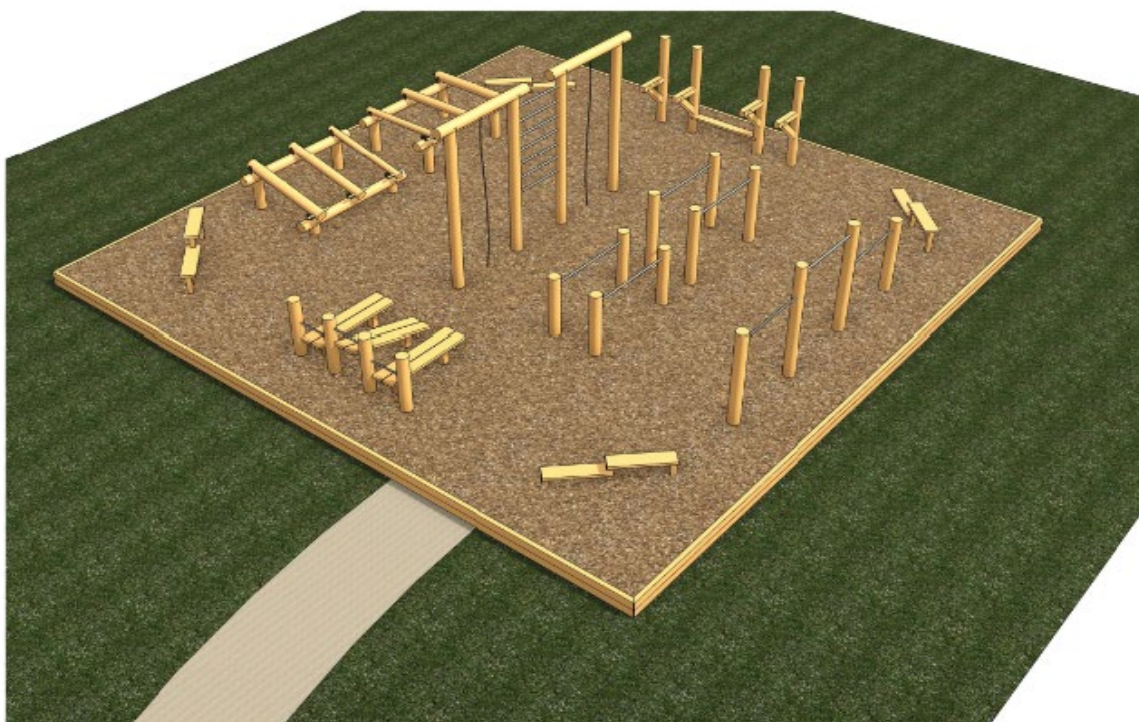
- a) Approve the recommendation from the Ōtorohanga Community Board to grant approval for construction of the fitness station on Waipā Esplanade.
- b) Approve the recommendation from the Ōtorohanga Community Board to increase funding of an additional \$2,500 per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c) Approve the recommendation from the Ōtorohanga Community Board for the addition of the fitness station to the Council asset register and included in the annual depreciation calculations, currently estimated at \$2,500 per annum.

### 4. Context | Horopaki

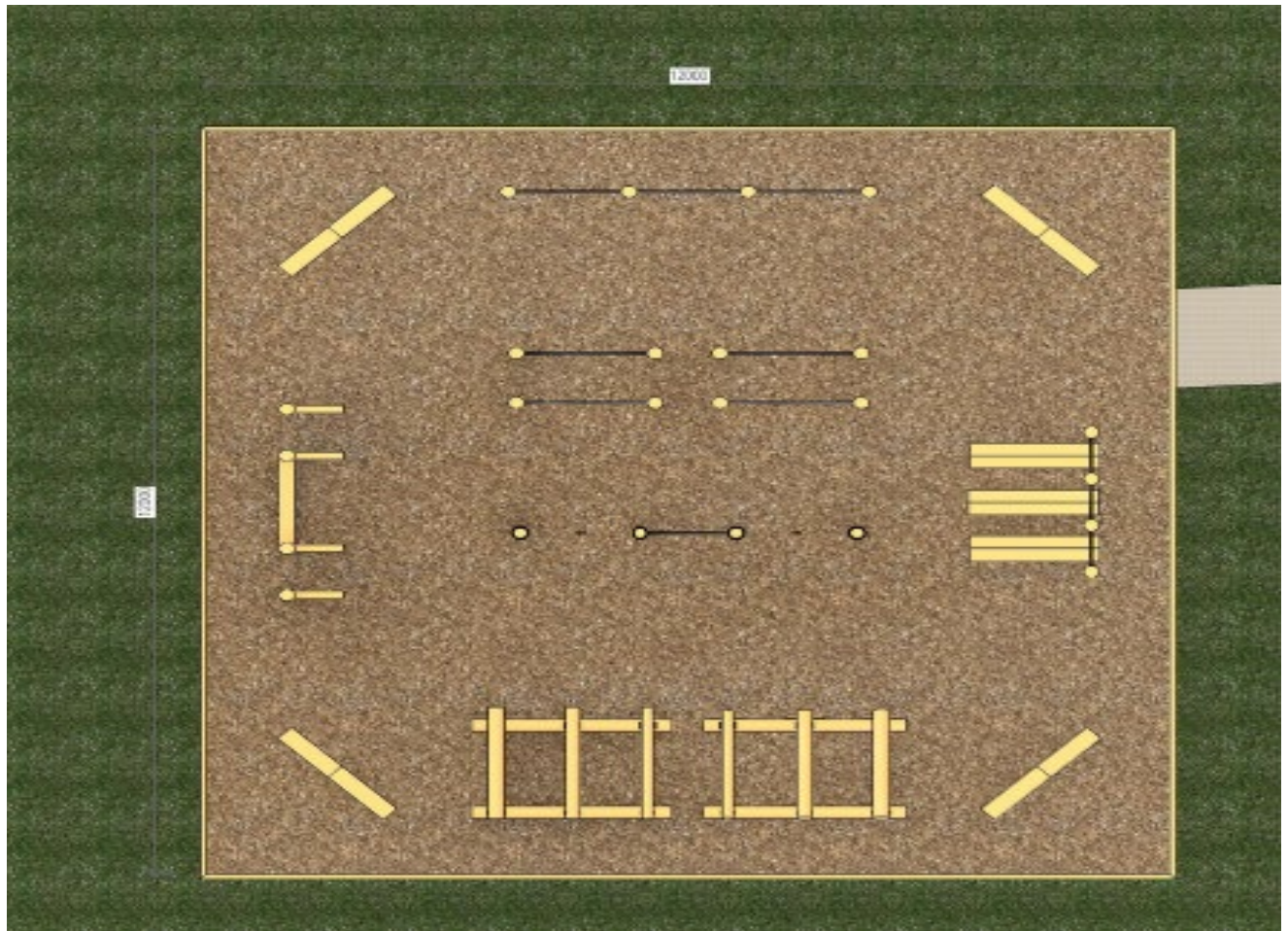
- 4.1. The construction of fitness equipment at the entrance of Te Ara a Waiwaiā i O-rāhiri is a board initiated project which involves the installation of an outdoor fitness station on the grassed area beside the carpark at the end Waipā Esplanade. This area is designated road reserve and administered by ŌDC, the area is highlighted in purple in the aerial picture in 4.8 of this report.
- 4.2. This is the preferred location as this area is not currently utilised, it is easily accessed with carparking available, and this area links directly to the pathway.
- 4.3. The fitness station will be constructed of solid timber with a mulch base and is relatively low maintenance.
- 4.4. The list below outlines the individual fitness stations that would be encompassed in the overall fitness station. A concept picture of the planned layout is shown in 4.8 of this report.
  - 3 x chin up bars - 3 different height step up benches - various heights from 150-650mm (each corner)
  - 3 x Ab benches - 2 flat and 1 declined.
  - Shoulder press - 3 different SED pole sizes.
  - Bent over row - 3 different SED pole sizes.
  - Dip area - 1 bench dip & 2 hanging dips different heights.
  - 2 x rope climb and 1 x ladder climb.
  - 2 x parallel dip bars - different heights.
- 4.5. All equipment would be added to ŌDC's asset register and would be maintained and depreciated within the Parks and Reserves budgets.
- 4.6. On 4 November 2024 a report was taken to the board for approval of the capital expenditure and location of the fitness station, discussions around the location and the risks of flooding were raised

however, it is believed that this area has a low risk of flooding as the area is raised above normal ground level.

- 4.7. Following discussions ŌCB passed a resolution to utilise funds from the ŌCB Reserve Fund to construct the fitness station and seek approval from Ōtorohanga District Council (ŌDC) for the use of the land and the operational expenditure.







## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

5.1. This fitness station is of low significance and therefore consultation is not required.

### Impacts on Māori

5.2. The installation of the planned fitness station is not believed to have any impact on Māori and will provide an area for outdoor exercise for all the community.

5.3. The area identified for installation is not recorded as having any cultural significance.

### Risk analysis

5.4. As there are currently no specific New Zealand Standards for outdoor exercise equipment, staff would ensure that the fitness station would be built in line with the Playground Equipment and Surfacing Standards NZS 5828.

5.5. To minimise risks ŌDC staff would carry out routine inspections in conjunction with their playground inspections.

5.6. To mitigate the risk of damage due to flooding the playground will be built on the high section of the grassed area.

**Policy and plans**

5.7. The installation of the fitness equipment aligns with ŌDC’s current policy and plans. This fitness station also aligns with the draft Ōtorohanga Reserve Management Plan.

**Legal**

5.8. The proposed location is designated road reserve. The land classification would not be changed and will continue to be road reserve. Although currently there are no plans to extend the road, it should be noted that should this area ever be needed for roading the fitness station may need to be relocated.

5.9. There are currently no New Zealand Standards for outdoor exercise equipment. The Playground Equipment and Surfacing Standards NZS 5828 would be used as guide in the design of the equipment.

5.10. This equipment will be exempt from needing a building consent provided it is signed off by an Engineer as stated in schedule one of the Building Act.

**Financial**

5.11. The cost to construct the fitness station is \$50,000 plus GST which will be funded from the Ōtorohanga Community Board Reserve Fund. This will cover site preparation, materials and construction of the equipment, the timber surround and the mulch for the base, and staff time to manage the build.

5.12. The table below shows a breakdown of the build costs. Including staff time and a contingency sum.

Site Preparation	\$3,000
Build Costs	\$31,000
Softfall	\$4,000
Engineer	\$3,000
Staff Time	\$2,000
Contingency	\$7,000
<b>Total Cost</b>	<b>\$50,000</b>

5.13. The expenditure of \$50,000 from the ŌCB reserve fund would leave a remaining balance of \$70,700.

5.14. As the equipment is proposed to be added to ŌDC’s asset register, ŌDC will need to consider future depreciation, which is calculated at approximately \$2,500 per annum.

5.15. Funding of an additional \$2,500 per year will be required to be added to the Ōtorohanga Parks and Reserves operating budget to maintain the additional assets. This will cover softfall top ups, staff inspections, repairs and maintenance.

## 6. Discussion | He kōrerorero

### **Option 1: Approve the installation of a fitness station and associated operational costs**

- 6.1. ŌCB have approved the capital expenditure and recommended that ŌDC approve the land use and operational expenditure needed to maintain and depreciate the asset.
- 6.2. This would give the public access to a free exercise station and will link well with the pathway.
- 6.3. A free fitness station will help encourage the public to be active.
- 6.4. As this is a free fitness station it may have a negative effect on local gym memberships as this will be a free alternative.

### **Option 2: Decline the request to use the land and fund the operational costs.**

- 6.5. Without the approval of the land use and the operational expenditure the project would not continue.

### **Recommended option and rationale**

- 6.6. Option 1 is the recommended option.
- 6.7. A free fitness station can have a positive impact on the community, helping encourage exercise and helping keep the community active.

**Item 193** Ōtorohanga District Council Strategic Risk Register October 2024

**To** Ōtorohanga District Council

**From** Graham Bunn, Group Manager Business Enablement

**Type** **DECISION REPORT**

**Date** 26 November 2024



## 1. Purpose | Te kaupapa

1.1. To adopt the annual update of Ōtorohanga District Council’s Strategic Risk Register as endorsed by the Risk and Assurance Committee.

## 2. Executive summary | Whakarāpopoto matua

2.1. The Strategic Risk Register covers risks relating to Ōtorohanga District Council and is compiled from data sourced through:

- consultation with key stakeholders,
- review of previously identified risks, and,
- researching risks identified by comparative local government authorities.

2.2. The Risk and Assurance Committee’s last review of the Strategic Risk Register was in 2023, and it has now been reviewed taking into regard the above matters. This has resulted in a consolidation of some risks (from 11 to 7) and a refinement of the risk descriptions and mitigation/management actions.

2.3. The revised Strategic Risk Register is appended to this report and has been endorsed by the Risk and Assurance Committee subject to a review of Risk appetite (acceptable level of risk) from 2023 by Council’s Leadership Team. This review has taken place and is included in the Risk Register as Current Target Risk and Risk Appetite.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council Strategic Risk Register October 2024 is adopted.

## 4. Context | Horopaki

4.1. The Strategic Risk Register supports the ongoing development and review of the Council’s corporate objectives. This has been implemented to ensure that:

- strategic Risks are identified,
- strategic Risks are assessed,

- the effectiveness of existing controls is evaluated,
  - residual risk is assessed,
  - risk treatment options are considered, and
  - actions are determined and prioritised.
- 4.2 Risks in the Strategic Risk Register are assessed for both their likelihood and their impact if they were to happen, which are then combined to give each risk a severity score. Once all ongoing and planned mitigating actions are taken into consideration, each risk's "residual severity score" is recorded. The higher the severity score, the more significant the expected risk impact is.
- 4.3 Since the Risk and Assurance Committee's last review of the Strategic Risk Register in 2023 the Leadership Team have undertaken a review of the Register. This review has had regard to:
- the relevance and significance of the risk,
  - whether the likelihood and impact of risks have changed,
  - the nature and effectiveness of measures/actions that have been undertaken to mitigate/manage the risk having regard to Council's risk appetite, and
  - whether there are any emergent (new) risks that need to be addressed.
- 4.4 In completing the review, the Leadership Team are satisfied that the mitigation/management actions in place, underway or proposed will be effective in managing risks within Council risk appetite levels.
- 4.5 The review has focused on those risks assessed to have a high or extreme inherent risk. This has resulted in some risks 'dropping off' the register. Note that these risks are still given attention in the organisation. The review process has also identified opportunities to consolidate risks, but without losing any key risk attributes or elements. For example, inflationary (cost) pressure was presented as a separate risk area in 2023 but as these impacts relate primarily to the capital programme it is suggested they are better reflected as part of that strategic risk area.
- 4.6 In understanding this review consideration has been given to the approach taken by other similar councils, particularly Rangitīkei District Council. In conjunction with the review an opportunity to work more closely with a specialist risk advisor through a local councils' shared service arrangement (CoLab) has been taken.
- 4.7 Subsequent to the endorsement of Strategic Risks by the Risk and Assurance Committee in October, Council's Leadership Team considered Council's risk appetite, and this is reflected in the updated Strategic Risk Register in Appendix 1.
- 4.2. Appendix 1 is split into three tables as follows:
- Table 1 - The target risk level and risk appetite statement for each Strategic Risk along with a suggested response to contemporise where the organisation is now. Both the target risk and risk appetite map directly across from what Council adopted last year, noting that the mitigated risk (2024) and target risk (2023) differ for four of the Strategic Risks.

- Table 2 - The mapped changes in the risk ratings for each Strategic Risk as a consequence of the measures in place (i.e. from the unmitigated Inherent Risk (A) to the Mitigated Risk (B)).
- Table 3 – The risk commentary (supporting the Strategic Risks) as recently endorsed by the Risk and Assurance Committee.

4.3. In discussing the risk appetite, the LT considered the following questions:

- Does the current mitigated risk level reasonably reflect where we are at?*
- Is the target risk level (2023) still appropriate?*
- Is the risk appetite statement a reasonable way of describing what Council is willing to accept?*
- Are the response statements an effective way of closing the loop (i.e. the general course of action, particularly where there is a gap to close between mitigated risk level and target risk level)?*

4.4. The revised version of the Strategic Risk Register is attached as Appendix 1. Appendix 2 contains the Risk Register as it was last reviewed by the Committee in 2023








4.5. Subject to Council’s confirmation of the Strategic Risk Register, the Risk and Assurance Committee intends to conduct a rolling ‘deep dive’ assessment of the Register over the next 12 months. This will involve a detailed assessment of two risks per meeting, where the Committee will test whether: the evaluation of each risk is adequate; the likelihood and consequence analysis is still current; the existing mitigations are having an impact; further mitigations are required.

## 5. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Ōtorohanga District Council Strategic Risk Register October 2024	
2	Ōtorohanga District Council Strategic Risk Register 2023	



## Ōtorohanga District Council Strategic Risks Summary – Risk Appetite - DRAFT – November 2024

	STRATEGIC RISKS	INHERENT RISK	CURRENT MITIGATED RISK	CURRENT (2023) TARGET RISK	CURRENT (2023) RISK APPETITE	SUGGESTED RESPONSE
	1. Iwi Liaison and obligation to honour Te Tiriti o Waitangi	Extreme	Moderate	Minor (Low)	Minor effect on the nature/quality of Council's relationship(s) with Iwi/mana whenua	Continue planned approach
	2. Organisational Capability/ Capacity*	High	Moderate	Minor (Low)	Minor impact on the quality/delivery of activities or services	Maintain existing controls. Continue planned approach
	3. Capital programme delivery failure	High	Moderate	Moderate	Delay in delivering infrastructure upgrades may elevate risk of service disruption	Maintain existing controls
	4. Financial loss (internal)	High	Low	Minor (Low)	Minimal financial loss sustained	Maintain existing controls
	5. Effects of climate change	Extreme	Moderate	Moderate	Widespread damage to local environment and/or infrastructure taking up to 2 years to recover. Critical service disruption for a least 1 week	Continue planned approach
	6. Health, safety and wellbeing of our people	Extreme	Moderate/High	Minor (Low)	Minor injury and/or wellbeing issues	Continue planned approach
	7. Compliance with changes to governmental legislation*	Extreme	Moderate	Minor (Low)	Minor impact on programmes/ budgets (due to unplanned changes)	Review and adjust programme/budget as needed

\*Risk subject to a 'deep dive' review by the Risk & Assurance Committee in Dec 2024

**Change from Inherent Risk (A) to Mitigated Risk (B) based on control actions/measures taken**

Likelihood/ Frequency	Consequence to Council				
	Insignificant	Minor	Moderate	Major	Significant
Almost Certain	Low	Moderate	High <b>7B</b>	Extreme <b>1A, 5A</b>	Extreme <b>7A</b>
Likely/Probable	Low	Moderate	Moderate <b>5B</b>	High <b>2A, 3A</b>	Extreme <b>6A</b>
Possible	Low	Low	Moderate <b>1B, 2B, 3B,</b>	Moderate <b>6B</b>	High <b>4A, 6B (Critical Hazards)</b>
Unlikely	Minimal	Low	Low <b>4B</b>	Moderate	Moderate
Highly Unlikely	Minimal	Minimal	Low	Low	Low

**Strategic Risks**

1. Iwi Liaison and obligation to honour Te Tiriti o Waitangi
2. Organisational Capability/ Capacity
3. Capital programme delivery failure
4. Financial loss (internal)
5. Effects of climate change
6. Health, safety and wellbeing of our people
7. Compliance to changes to governmental legislation

**Risk Commentary (as endorsed by Risk & Assurance Committee – October 2024)**

RISK	WHAT IS THE RISK (AND ITS CONSEQUENCES)?	HOW TO ADDRESS THE RISK?
<p>1. Iwi liaison and commitment/obligation to Te Tiriti o Waitangi</p>	<ul style="list-style-type: none"> <li>- Elected members and staff are unclear as to the appropriate processes and pathways in the expression of Treaty partnership, causing offence and disrespect to the original customs and tikanga (protocol) of the whenua (land) and the desire/obligation of councils to uphold those.</li> <li>- Uninformed decision making that does not uphold the obligatory role as stewards of Treaty partnership.</li> <li>- Māori Advisory having no presence in governance and leadership spaces</li> <li>- Leaders making decisions void of subject matter expertise</li> <li>- An unfounded negative approach to Treaty partnership</li> </ul>	<p>Current strategies to address this risk include:</p> <ul style="list-style-type: none"> <li>- Formalised partnership agreements between Iwi and Council</li> <li>- Iwi induction pathway alongside mana whenua for all new staff.</li> <li>- Facilitate more Council business on local marae or Māori community group settings</li> <li>- Maintain an Iwi/Māori Advisor within Council staff with appropriate delegation and role clarity.</li> <li>- Regular dialogue at Strategic/Governance level between Council and Iwi</li> <li>- Maintaining Māori wards.</li> <li>- Develop/Maintain the frameworks, policies and guidelines relating to Māori engagement/ responsiveness and assist staff in the implementation of those.</li> </ul>
<p>2. Organisational capability / capacity</p>	<ul style="list-style-type: none"> <li>- Council doesn't have the appropriate composition and number of skilled staff required to fulfil current and future commitments, e.g. inability to attract talent, failure to appropriately train existing staff, inability to retain skilled staff, failure to undertake appropriate workforce planning.</li> <li>- An associated risk comes from a change in Elected Members and the potential loss of knowledge and experience.</li> </ul>	<p>Current strategies include:</p> <ul style="list-style-type: none"> <li>- Having a culture and employee experience that attracts a high calibre of applications and increases the retention of staff. This includes mechanisms for meaningful staff feedback such as staff surveys and exit interviews.</li> <li>- A learning and development programme that targets future skill requirements and enables staff to grow in the areas that we need them to.</li> <li>- Identify key roles and develop succession and/or continuity plans for those roles and functions.</li> <li>- Undertake strategic workforce planning to identify skills and numbers required. A high quality and comprehensive orientation and induction for all new staff and for Elected Members after the triennial elections.</li> <li>- Realignment project has increased organisational staffing capability/capacity in line with Council priorities; Comprehensive induction programme underway for new Council following elections.</li> <li>- Council has undertaken a major recruitment programme. There are still a few vacancies, but most significant roles have been filled.</li> </ul>

RISK	WHAT IS THE RISK (AND ITS CONSEQUENCES)?	HOW TO ADDRESS THE RISK?
3. Programme delivery failure	<p>Council is unable to achieve its capital works programme because of:</p> <ul style="list-style-type: none"> <li>- Lack of overall capacity in the market to deliver nationally and regionally</li> <li>- Lack of capacity and capability of staff to deliver capital programme</li> <li>- Uncertainty around processing timeframes from other agencies regarding resource consents and other approvals</li> <li>- The increasing dominance of larger contractors</li> <li>- The cost of delivery is higher than allocated budget (materials and land value prices greatly exceed inflation)</li> <li>- The impact of an unexpected event e.g. pandemic, natural disaster or other adverse occurrence</li> <li>- This situation may lead to failure of major infrastructure, failure to deliver our capital programme, reduction in investment and frustration in the community</li> </ul>	<p>Current strategies to address these risks:</p> <ul style="list-style-type: none"> <li>- Capital works to be prioritised, realistic and achievable</li> <li>- Ongoing forecasting of delays or potential issue</li> <li>- Strategies for staff attraction, retention</li> <li>- Efficient Project Management framework based on best practice with standard templates to achieve consistent quality of project management</li> <li>- Establish/maintain good relationships with local iwi and hapu</li> <li>- Establish/maintain good relationship with the regional council and seek early feedback on project approach</li> <li>- Establish/maintain early engagement and a future programme of works with contractors</li> <li>- Establish/maintain mutually beneficial and long-lasting relationships with contractors</li> <li>- Consider alternative procurement strategies</li> <li>- Regular review of capital expenditure by Leadership Team (LT) and reported to Council meetings</li> <li>- Transparent reporting to Council with early notice of significant potential time or cost overruns</li> </ul>
4. Financial loss (internal)	<ul style="list-style-type: none"> <li>- Council's financial projections, in terms of operating expenditure and revenue, prove substantially incorrect or insufficient; or</li> <li>- Council's projections highlight financial problems that are not properly addressed. This could require a substantial increase in rates and increase the level of borrowing.</li> </ul>	<p>The following initiatives are in place:</p> <ul style="list-style-type: none"> <li>- The Long Term Plan 2024-34 and subsequent Annual Plans demonstrate Council will achieve a sustainable balanced budget.</li> <li>- Ongoing financial management and oversight is a critical responsibility of the LT.</li> <li>- Budget managers proactively take responsibility for continually managing their respective budgets and provide forecast information.</li> <li>- Maintain external stakeholder relationships with key funding partners.</li> <li>- Maintain resilience with all financial systems, processes and controls.</li> <li>- Current and accurate asset and infrastructure management information is maintained.</li> <li>- Requests for significant unbudgeted expenditure are thoroughly scrutinised and</li> </ul>

RISK	WHAT IS THE RISK (AND ITS CONSEQUENCES)?	HOW TO ADDRESS THE RISK?
		<p>considered by LT.</p> <ul style="list-style-type: none"> <li>- Rates modelling is effective and well informed.</li> <li>- Ensure the impact of Three Waters Reforms is maintained and fully understood.</li> <li>- Ensure appropriate insurance cover is maintained.</li> </ul>
5. Effects of climate change	<p>Council does not take sufficient steps to mitigate and respond to the impacts of climate change which could negatively impact the Ōtorohanga community.</p>	<ul style="list-style-type: none"> <li>- Climate change impacts are factored into some asset management activities, such as stop banks and flood control.</li> <li>- ŌDC has commercial insurance cover on above and below ground council owned infrastructure and assets. However, no overall risk or response strategy/plan to date in respect of climate change adaptation.</li> <li>- CDEM plans are in place for natural disasters which may be exacerbated by climate change</li> <li>- A Climate Change Response framework has been agreed and a Corporate Mitigation/Response Plan is in place. A Community focused Response Plan (Adaptation) is to be developed once a District-level risk assessment has been completed.</li> </ul>
6. Health, safety and wellbeing	<ul style="list-style-type: none"> <li>- Staff, contractors, volunteers or visitors to ŌDC worksites are fatally or seriously harmed due to a hazard and/ or loss of control within the work environment. This includes harm to mental health and wellbeing.</li> <li>- An associated risk is damage to Council plant or property as a result of a hazard/loss of control.</li> </ul> <p>ŌDC's most critical hazards are those where the potential consequences (based on the worst credible scenario) remain significant, even with controls in place. Examples of critical hazards include driving, working around vehicles and machinery, working alone and violent/aggressive behaviour.</p>	<ul style="list-style-type: none"> <li>- The Leadership Team have an unrelenting focus on the health, safety and wellbeing of staff, contractors, volunteers and visitors and are committed to establishing and maintaining a strong health and safety culture within the organisation. This commitment is visibly expressed through ŌDC's Health, Safety and Wellbeing Leadership Charter and improvement programme.</li> <li>- Active employee participation frameworks are in place to encourage employee engagement and leadership in health, safety and wellbeing matters.</li> <li>- Risks to health, safety and wellbeing are identified.</li> <li>- Risk control methods are in place, and these are regularly reviewed and verified. This includes maturing H&amp;S approach/culture; Flexible working arrangements; Major investment in physical work environment; Regular staff wellbeing surveys</li> <li>- ŌDC has sufficient dedicated resources to deliver quality health, safety and wellbeing frameworks and practices throughout ŌDC</li> </ul>

RISK	WHAT IS THE RISK (AND ITS CONSEQUENCES)?	HOW TO ADDRESS THE RISK?
<p>7. Compliance with changes to government legislation</p>	<ul style="list-style-type: none"> <li>- New or amended legislation, reforms, regulations or policy statements cause changes that negatively impact affordability:</li> <li>- Ratepayers' ability to pay.</li> <li>- For Council to deliver services it can afford or resource appropriately.</li> <li>- The speed of change and the cumulative effects may detract from achieving statutory requirements (e.g. the long-term plan) and meeting community expectations.</li> <li>- The change is of a magnitude that considerably impacts Council (Three Waters, Resource Management Act, Future of Local Government)</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain active participation in sector discussions at all levels</li> <li>- Submissions by Council are made to Central Government policy and/or legislative amendments.</li> <li>- Maintain positive engagement with Local and Central Government politicians, officials and lobby groups e.g. Federated Farmers.</li> <li>- Early assessment of likely impact of confirmed changes so that appropriate planning, mitigation and communication can take place.</li> </ul>

Appendix 2

ŌTOROHANGA DISTRICT COUNCIL – Top Risks and Management Response – July 2023

Risk Area	Nature of the Risk	Base Risk Profile (no controls)		Initial/Raw Risk Rating	Current Risk Profile (with controls in place)		Residual Risk	Risk Trend	Target Risk Profile (Council Risk Appetite)		Gap? (Residual Appetite)	Comment
		Likelihood	Consequences		Likelihood	Consequences			Consequences	Impact		
Climate Change Response	Failure to prepare for climate change impacts	Almost Certain	Major	Critical	Likely	Major	High		Moderate	Widespread damage to local environment and/or infrastructure taking up to 2 years to recover. Critical service disruption for a least 1 week	Y	Climate change impacts factored into some asset management activities, but no overall strategy/plan as yet. Climate change risk response summary considered and endorsed by Audit & Risk Committee
Cyber Attack	Failure to protect information	Almost Certain	Major	Critical	Possible	Moderate	Medium		Moderate	Loss of access to critical systems and/or data for up to 1 week	N	Information security programme improvement plan in place. There have been a number of initiatives put in place to reduce risk from/ consequences of cyber-attack.
Organisational Capability/Capacity	Inadequate staffing and/or elected member capability or capacity to meet statutory requirements and/or deliver on Council's objectives	Almost Certain	Major	Critical	Possible	Moderate	Medium		Minor	Minor impact on the quality/delivery of activities or services	Y	Realignment project has increased organisational staffing capability/capacity in line with Council priorities; Comprehensive induction programme underway for new Council following elections. Council has undertaken a major recruitment programme. There are still some vacancies, but most significant roles have been filled.
Health, Safety and Wellbeing	Failure to embed a health & safety culture and provide a wellbeing-focused work environment	Almost Certain	Major	Critical	Likely	Moderate	Medium		Minor	Minor injury and/or wellbeing issues	Y	Maturing H&S approach/culture; Flexible working arrangements; Major investment in physical work environment; Regular staff wellbeing surveys
Financial Loss (Internal)	Risk to financial sustainability and credibility	Possible	Major	High	Unlikely	Moderate	Low		Minor	Minimal financial loss sustained	N	Internal controls in place, including delegation restrictions; independent authorisation and payment requirements; audit review
Programme Delivery (supply chain/contractor availability)	Failure to deliver the programme of capital works	Almost Certain	Major	Critical	Likely	Major	High		Moderate	Delay in delivering infrastructure upgrades may elevate risk of service disruption	Y	Procurement arrangements in place to allow for fixed price contracts; shared procurement/service collaborations; Projects can be reassessed for priority
Inflation/Costs (macro-economic factors)	Risk that inflation/supply constraints make service/ programme delivery unaffordable/unachievable	Almost Certain	Major	Critical	Likely	Major	High		Moderate	Annual cost/price increases in the order of 10-20%	Y	Procurement arrangements in place to allow for fixed price contracts; shared procurement/service collaborations; etc
Consent Renewal /National Standards requirements (substantially increased)	Risk that new resource consent requirements/ national standards for Council activities/operations are unachievable/ unaffordable	Likely	Major	High	Possible	Major	High		Moderate	Increased risk of non-compliance with new standards/requirements resulting in formal investigation by regulatory body. Fines and/or prosecution may result	Y	3 Waters will become the responsibility of the new Water Services Entity from July 2026. Consent renewals underway for urban stormwater system and sea wall infrastructure/operation.
Sector Reform (incl. uncertainty/change of Government)	Failure to prepare for Government reform and policy changes	Possible	Major	High	Possible	Moderate	Medium		Minor	Minor impact on programmes/ budgets (due to unplanned changes)	Y	Sector advocacy/support agencies active in this space, with regular communication; Staff/Council responding as appropriate; Uncertainty remains given 2023 national elections could see a change in Government, and significant policy change;
Business Continuity	Failure to prepare for and respond to business disruption events	Almost Certain	Major	Critical	Possible	Moderate	Medium		Moderate	Some impact on activity/service delivery, with 1 critical service or several non-critical services undeliverable for up to 1 week	N	COVID business continuity plans in plans; Cloud-based systems operational. After lock-downs from Covid and building upgrade, Council is in a strong position to respond to any business interruption. All systems are in the cloud and Council can convert to a remote working environment relatively seamlessly.
Iwi Relationships	Failure to establish/sustain productive relationships with iwi organisations/mana whenua groups	Likely	Major	High	Possible	Moderate	Medium		Minor	Minor effect on the nature/quality of Council's relationship(s) with Iwi/mana whenua	Y	Appointment of Kaitakawaenga - Iwi Relations Advisor has strengthened internal capacity/capability to engage with Iwi/mana whenua. Establishment of a Māori Ward with two iwi elected members has strengthened Council governance capacity/capability. Mana whenua recognised and engaged as partners on key community projects (e.g. Concept Plans).

**Item 194** Consideration of Ōtorohanga District Council as an Anchor Organisation (Te Punga o Te Hapori – Anchor of the Community)

**To** Ōtorohanga District Council

**From** Ross McNeil, Chief Advisor

**Type** **DECISION REPORT**

**Date** 26 November 2024



### 1. Purpose | Te kaupapa

1.1. To consider and adopt the Anchor Organisation Framework and associated work programme.

### 2. Executive summary | Whakarāpopoto matua

2.1. Anchor Organisations (AOs) are rooted in local communities and can improve local economic and social wellbeing in the way they spend, employ and use their land and assets. AOs are defined by four key elements:

- Important presence in place
- Permanence (unlikely to ‘up sticks’ and move)
- Usually have a public or social purpose
- Focused on building community wealth.

2.2. Ōtorohanga District Council (Council/ŌDC) has previously endorsed the concept of being an AO as a way of strengthening its local governance role and fulfilling its statutory purpose to ensure the wellbeing of its communities.

2.3. To provide direction and clarity on its role as an AO a draft framework (Te Punga o te Hapori – Anchor of the Community) and 5-year work programme has been developed for Council consideration and adoption.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a) Confirms its role as an Anchor Organisation for its communities and adopts the Te Punga o te Hapori (Anchor of the Community) framework and 5-year work programme.
- b) Requests the Chief Executive report on implementation progress at least annually.



## 4. Context | Horopaki

- 4.1. At its August 2023 public workshop session Council were briefed on and discussed the concept of Anchor Organisations (then referred to as Anchor Institutions). The concept arose in the US and was subsequently developed further in the UK as a way for councils to empower local communities and lift economic and social wellbeing.
- 4.2. By way of a definition, Anchor Organisations (AOs) are rooted in local communities and can improve local economic and social wellbeing in the way they spend, employ and use their land and assets. AOs are defined by four key elements:
  - Important presence in place
  - Permanence (unlikely to 'up sticks' and move)
  - Usually have a public or social purpose
  - Focused on building community wealth.
- 4.3. In addition to local government, when applying this definition to an Aotearoa New Zealand (NZ) context, Iwi/manua whenua organisations/entities stand out as meeting all the attributes of AOs. While this is unique internationally, the fact that every community in NZ is likely supported by at least two AOs is powerful, particularly if councils and iwi are working together on improving community wellbeing. Add to that the presence in many communities of other agencies promoting health/social and economic wellbeing. While not typically seen as meeting the definition of AO, some businesses (particularly multi-generation family-owned) operate and invest in communities in way that promotes broader wellbeing outcomes beyond their direct economic activity.
- 4.4. Also in 2023, the concept of AOs was being embedded in the Future for Local Government (FfLG) report as a way of lifting local governance in and for communities, alongside local government's role as a place-shaper. Essentially, the FfLG Independent Panel saw local government acting as AOs in local communities as a powerful enabler of wellbeing for those communities.
- 4.5. The direction provided by Council included applying an AO lens to the development of the 2024-34 Long Term Plan (LTP) and connecting with Waipā District Council, who were progressing the development of a framework and action plan to guide their AO activities. In addition, notwithstanding the current Government's position on the FfLG review, Council members have signalled a desire to progress the recommendations arising from the FfLG review where Council is able to do so of its own accord.
- 4.6. In early 2024 a preliminary AO framework was shared with Council in a workshop session. That framework was referred to as Te Punga o te Hapori (The Anchor of the Community), which has subsequently been reflected in the Chief Executive's performance measures (KPIs) (i.e. finalising the framework and preparing an implementation plan). Subsequently, through the Leadership Team, the initial draft framework has been refined and a proposed implementation plan (work programme) prepared (see Appendix 1).

## 5. Discussion | He kōrerorero

5.1. While it can be argued that all of Council's activities and services contribute to community wellbeing, the proposed Te Punga o te Hapori (TPOTH) framework and implementation plan focus directly on those areas and actions where Council can apply the principles of and act as an AO. This aligns well with the direction and priorities set in the recently adopted LTP. Specifically, TPOTH has a strong economic and social focus having regard to 7 themes:

1. **Procurement** – Directing organisation purchase of goods and services towards local businesses.
2. **Employment** – Creating employment opportunities for residents.
3. **Workforce Development** – Taking action to meet the workforce needs of our communities.
4. **Cluster Anchor** – Council-led initiatives stimulate the growth of related businesses and institutions (organisations) within our communities.
5. **Community Collaboration** – Provision of enhanced community participatory processes, community wellbeing programmes and civic learning programmes.
6. **Development** – Applying regulatory controls in a way that enables appropriate growth and development.
7. **Community Assets & Infrastructure** – Providing resources (land, buildings, community facilities) and expertise to build community capacity.

As TPOTH is aspirational, the extent to which these themes are given effect to will be a function of particular circumstances and organisational needs. For example, it is highly unlikely that only residents will be employed ŌDC or that all goods and services can be purchased locally.

5.2. In most respects both the framework and implementation plan bring together many of the activities and projects already in train albeit now with an AO lens applied. Being mindful of resourcing limitations, the proposed work programme is selective, in the sense of signalling actions that are both meaningful and achievable, and spans five years. The first year is about establishing the foundations of being an AO, with specific attention on:

- procurement (analysing current spend and reviewing policies and processes to refocus on local suppliers)
- embedding and growing the anchor organisation concept
- maintaining existing initiatives that support local economic and social outcomes (e.g. shared services, implementing the Economic Wellbeing Strategy and supporting the local housing initiative). Noting that many of the actions in TPOTH will be advanced through the Economic Wellbeing Strategy Implementation Plan.

5.3. Both the proposed framework and work programme are adaptive, so that as circumstances (e.g. resourcing, policies, priorities, etc) change – whether local, regional or national – the actions that underpin Council's local governance role can be adjusted accordingly. For example, as central Governments change Council's actions may be modified to better align with/benefit from national policy and priority opportunities. Importantly, ŌDC's ability to press ahead with its TPOTH programme

should not be overly impacted during those periods where Government policies and/or priorities are not well aligned with locally agreed priorities.

- 5.4. Council's direction and priorities are mandated under a 'community-first' philosophy, and together with our partners, stakeholders and communities, the approach espoused through TPOTH just makes good sense in promoting and lifting community wellbeing through empowering and supporting local communities. Fundamentally, this approach is in line with Council fulfilling its purpose under the Local Government Act 2002 (LGA) and reflects the key findings and recommendations arising from the Future for Local Government review (i.e. local government needs to adapt to a changed/changing context). Unsurprisingly, there is close alignment between the focus and direction recommended in the FfLG final report and that proposed by the TPOTH framework and implementation plan.

## 6. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. The essence of TPOTH is about the focus Council brings to its activities rather than what it does, so there are no significant new activities proposed as part of the framework and action plan. On this basis what is proposed does not trigger any need or requirement for community consultation/engagement in the short-term. However, some of the initiatives flagged in years 4 and 5 do have the potential to carry a resourcing commitment. If that commitment was likely to significantly impact on budgets and/or services, then that could be assessed as part of a future annual plan or LTP process, including being consulted on if necessary.

### Impacts on Māori

- 6.2. Iwi organisations/entities are considered anchor organisations, and the proposed framework and work programme reflects the benefit of a collaborative approach. This is consistent with the approach currently being taken by Council staff on matters of mutual interest/benefit to iwi/mana whenua. To this end the concept of TPOTH has been shared/discussed with Te Nehenehenui senior management team.

### Risk analysis: Council's top risks

- 6.3. Progressing TPOTH does present some risks, notably Council's capacity and capability to deliver the work programme. For that reason, the programme is spread across five years, with scope, if desired, to review resourcing levels as part of a future annual plan or LTP process. That said some of the key actions are already factored into approved work programmes (e.g. District Plan review, supporting the implementation of the Ōtorohanga Housing Strategy and implementing the Economic Wellbeing Strategy). Overall, the proposed work programme can be considered 'indicative', with the option to 'flex' the timing of actions to suit prevailing circumstances – noting that only a few of the actions are dependent on other actions being completed first.
- 6.4. As previously indicated, the principles and action of TPOTH align with Council's commitment to work with Iwi/mana whenua.

**Risk analysis: Other considerations**

- 6.5. While the overall responsibility for delivering TPOTH sits with Council, there are some actions that are best progressed in collaboration with other organisations. There is a risk that these other organisations (e.g. Iwi, key businesses, community organisations) are not willing or able to be involved (e.g. timing not suitable). In these cases, Council can choose to go it alone or adjust the timing to better suit partner organisations.
- 6.6. Realigning Council's procurement arrangements is key enabler of TPOTH, and assuring its integrity and robustness is an important consideration. Therefore, the review of Council's Procurement Policy and processes will likely be overseen by the Risk and Assurance Committee.

**Policy and plans**

- 6.7. The proposals inherent within TPOTH are consistent with the direction and priorities set in the LTP. One of the key areas of opportunity sits with realigning Council's procurement policies and processes, and this is reflected as a priority in the TPOTH framework and programme.

**Legal**

- 6.8. There are no specific additional legal requirements regarding the adoption and implementation of TPOTH. Council may choose to establish partnership agreements for some work areas, although these will be non-binding on the parties involved. However, other elements will be subject to separate statutory requirements (e.g. review of the District Plan).

**Financial**

- 6.9. At this stage no significant additional funding is required for TPOTH as most of the immediate actions involve staff time. Should that change and cannot be accommodated within existing budgets, a request for funding may be made to Council (either as a one-off request or as part of an annual plan or LTP process).

**Options Analysis****Option 1: Council adopts Te Punga o te Hapori (Anchor Organisation) framework and 5-year work programme.**

- 6.10. Rationale for Option 1:
- Aligns with the direction and priorities confirmed by Council in the LTP and supports Council's statutory purpose under the LGA.
  - Consistent with a commitment Council has already made and reflected in the Chief Executive's KPIs.
  - Signals Council is committed to local governance and realising the significant community wellbeing benefits inherent in being an anchor organisation for the community (i.e. supports and enables Council's statutory purpose).
  - Aligns with the key findings and recommendations from the Future for Local Government review.
  - The proposed work programme can flex to suit changing circumstances, such as resourcing pressures and partner availability.

- Effectiveness of the programme can be assessed through regular reviews (at least annually) and changes made as necessary.

**Option 2: Council defers adoption of Te Punga o te Hapori framework and work programme to incorporate substantial amendments.**

6.11. Rationale for Option 2:

- Deferring adoption will allow time to research and incorporate substantial changes that better reflect Council’s intentions and aspirations as an Anchor Organisation.

**Recommended option and rationale**

- 6.12. Option 1: Council adopts Te Punga o te Hapori (Anchor Organisation) framework and 5-year work programme.
- 6.13. This supports Council’s critical local governance role and commitment to continue working to lift community wellbeing.

**7. Appendices | Ngā āpitihanga**

Number	Title
1	Te Punga o te Hapori (Anchor Organisation) framework and 5-year work programme

# Ōtorohanga DC - Te Punga o te Hapori – The Anchor of the Community – Anchor Organisation Framework DRAFT



**This framework defines the seven areas of focus (components) for ŌDC as an Anchor Organisation.**

- 1. Procurement**
- 2. Employment**
- 3. Workforce Development**
- 4. Cluster Anchor**
- 5. Community Collaboration**
- 6. Development**
- 7. Community Assets & Infrastructure**

**These components are the basis on which the draft 5-year work programme (below) has been developed.**

**Ōtorohanga DC Te Punga o te Hapori – The Anchor of the Community – 5 Year Work Programme (2024/25 - 2028/29)**  
**DRAFT**

Framework Component	Project	Initiative	Action	Resource Required	Benefits		Wellbeings Targeted	Measures	
					Community	Council			
<b>Procurement</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10- 40hrs H = 40-100 hrs VH = >100hrs	Local Procurement	Direct Council purchasing of goods & services towards local businesses	Review Council's Procurement Policy to reflect Anchor Organisation lens (incl Social Procurement)	L	Local employment opportunities increase as local suppliers have more work	Reputational – local money being seen to be spent locally.	Economic	Procurement Policy review completed	
			Analyse Council current spending and establish ongoing monitoring and reporting arrangements, including the benefits realised	M	Skills development and increasing career pathways within local businesses due to more work being offered	Financial savings as locally- based suppliers/contractors have less establishment/ transport costs which are passed on through pricing	Social		Supplier Survey: 50% aware of local contribution requirement for procurement
			Anchor Organisation lens reflected in Council's Contracting Principles, with these principles applied to all Section 17A reviews	L	Stimulates spend in local economy across all industry sectors as more \$\$ available locally	Lower carbon footprint through sourcing local (lower transportation costs)	Environmental		
			All Council's procurement documentation (Tender, RFP, etc) references requirement to consider local suppliers	M	Development of closer purchaser/supplier relationships	Development of closer purchaser/supplier relationships	Cultural		
			Staff Training is provided to educate/raise awareness of the importance/benefit of local spend	L		Faster response/action times using locally based suppliers/ contractors			

Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Procurement</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Local Procurement	Upskill local suppliers in tender preparation	Workshop(s) to train local suppliers on tender preparation	M	Less time taken between tender notification and contract award times impacts positively on local business sustainability  Improved tender preparation and writing skills in local businesses  Improved or Enhanced relationships between Council and local businesses  If businesses are applying for multiple tenders, early notification allows them to focus on other tender opportunities.	Improved/enhanced relationships between Council and local businesses  Less internal time taken in reviewing/ awarding tenders – reduced operational costs	Economic  Social	Reduction in Tender Processing and/or contract award times (date closed: date awarded)
			Work with CoLab and partner councils to deliver operational and capital savings <sup>1</sup>	Exploring opportunities for collaboration with CoLab and partner councils through the provision of shared services underway e.g. Regulatory Services; Professional Services Panel (PSP); etc	M-H	Larger contracts more attractive to local businesses – increased revenue and increased security of income.	Savings on services rates/ hour achieved through economies of scale purchasing when sharing services	Economic

<sup>1</sup> Already doing



Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Employment</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Creating employment opportunities for residents	Direct Council purchasing of goods & services towards local businesses	All Council procurement documentation, where appropriate, includes requirement to consider local employment through contracting and supply chain	L	Local employment opportunities increase as local suppliers have more work	Reputational – local money being seen to be spent locally.	Economic	Supplier Survey: 50 % aware of local contribution requirement for procurement
			Skills development and increasing career pathways within local businesses due to more work being offered			Social		
		Offer Work Experience opportunities in partnership with local schools, local tertiary institutions and skills/training organisations	Council will develop policies that encourage the employment of residents within Council. This may include opportunities for cadets, interns and/or work experience	M	Local students experience what it means to ‘work’ in a real-world environment that is safe and supportive	Reputation enhanced as Council seen to provide tangible support in local employment for taiohi/youth	Economic	Work experience placements/year
		Students gain an insight into the activities and function of Council, increasing their knowledge and awareness	Potential for Council to identify suitable candidates for future employment		Social			
Council will advocate to other local Anchors the community wellbeing benefits of employing residents	Establish a local Anchor Organisation forum	M	Local employment opportunities increased	Improved relationships between Council and other Anchor Organisations	Economic	Increase in local employment figures		
Council offers a high-quality work environment	Develop and adopt a ‘High Quality Employer’ framework to attract and retain local talent	H	Local workforce can access a quality work environment	Lower staff turnover/higher staff satisfaction	Economic	% residents employed at ŌDC		
					Operational savings as less spent on recruitment	Social		

Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Workforce Development</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Meeting the workforce needs of our communities	Facilitate connections between employers, education providers, skills training organisations and industry representatives to ensure there is a skilled workforce available to meet the demand for roles in particular industries	Work with partners to identify and reduce skills gaps in the local economy	H	Locally based skills training opportunities that meet the needs of local industry Local industries have increased talent pool from which to select employees Local workforce have skills to meet local industry needs Skilled workers can find jobs in the District without having to relocate elsewhere	Enhanced relationships between Council and business support ecosystem (employers, skills training organisations, schools and tertiary institutions)  Council as an employer can source skilled workforce locally	Economic Social Cultural	Number of programmes offering skills development
		Enhance and develop leadership and strategic skills in the local business community through mentorship	Council LT/Managers offer mentorship opportunities	H-VH	Local business people gain invaluable leadership and strategic skills that would otherwise not be available easily/readily Local businesses enabled to deal with issues from a more strategic perspective	Enhanced relationships with local businesses  Council staff gain valuable mentor experience, as well as a greater one on one understanding of local business issues	Economic Social	Mentor opportunities provided
		Enable taiohi/youth to successfully transition into local employment or higher education	Working with partners to develop strategies for engaging with taiohi/youth to identify/explore pathways and overcome barriers to employment	H	Local taiohi/youth determine their own pathways into employment or higher education 'Local solutions for local people, by local people' Create and develop relationships within the community Less youth-related crime and social issues	Enhanced relationships with taiohi/youth and community support agencies	Social Cultural Economic	Proportion of taiohi/youth in employment and higher education

Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Cluster Anchor</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Council-led initiatives to stimulate the growth of related businesses and organisations within our communities	Advocate development of business clusters	Work with other Anchor Organisations on their role in funding and/or supporting research into developing clusters e.g. aquaculture, horticulture and carbon farming; ecotourism; construction  <i>AOs include other councils, JMA partners, Tertiary education</i>	<b>H-VH</b>	Naturally occurring clusters are formalised and guided in their future development by informed research	Enhanced relationships with industry and business	Economic Social Environmental Cultural	# research projects completed
		Progressing the implementation of the Economic Wellbeing Strategy	<b>Develop and adopt EWS implementation plan</b>		<b>M</b>	Partners/stakeholders have input into development of EWS implementation plan so that community priorities are appropriately reflected	Clear guidelines for Council in supporting and funding programmes and initiatives supporting the local economy	Economic Social Cultural Environmental
		Ensure land availability for development	<b>Progress review of District Plan</b> (Note: 2-4 year process)	<b>VH</b>	Ready supply of appropriately zoned land (timeliness and amount of land available) ensures business growth	Increased revenue from Development Contributions and rates revenue	Economic	Area of land available and ready for development (hectares)
		Promote Cluster SMEs	<b>Establish annual event to showcase SMEs</b>	<b>M</b>	Local SME's gain exposure to wider business community locally and regionally	Enhanced relationships with wider business community	Economic	# of SMEs participating
		Work with CoLab and partner councils to deliver savings <sup>2</sup>	<b>Exploring opportunities for collaboration with CoLab and partner councils through the provision of shared services underway e.g. Regulatory Services; Professional Services Panel (PSP); etc</b>	<b>M-H</b>	Larger contracts more attractive to local businesses – increased revenue and increased security of income.	Savings on services rates/ hour achieved through economies of scale purchasing when sharing services	Economic	Comparison between Services Rates/hour \$\$ (Market vs PSP)

<sup>2</sup> Already doing

Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Community Collaboration</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Complete</b>  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Community Anchor Organisation awareness	Introduce the concept of Anchor Organisations to internal and external stakeholders	Workshop Anchor Organisation draft framework and plan concept with Elected Members in Q4 2024	L	Understanding Council's role as a civic leader	Council acknowledged as a strong civic leader, facilitator and enabler.	Economic	Anchor Organisation Framework and Implementation Plan adopted
			Soft roll out to internal and external stakeholders to commence in Q4 2024/Q1 2025		Council is seen as a desirable employer  Ōtorohanga District is seen as a desirable place to live	Council, through relationships with other local Anchor Organisations, shares in sustaining and growing the Ōtorohanga community  Enhanced relationships with Mana whenua  Staff understand Council's role as an Anchor of the Community	Social  Cultural  Environmental	
	Alternative/enhanced community participatory processes, community wellbeing programmes and civic learning programmes	Identify/connect with Community Anchors	Identification, development and implementation of 'Community Anchors' – key community-based organisations with whom Council can connect to deliver programmes	M	Local solutions for local people, by local people'	Enhanced community relationships that achieve real results for communities	Social	# community programmes delivered through Community Anchor/Council partnerships
					Local Community Anchors have knowledge, connections and competencies that Council may be unaware of	Greater level of involvement by community anchors in the development of plans/policies /project so they are fit for purpose in the community based on feedback received	Cultural	
					Community projects delivered by community-led organisations (in partnership with Council			
External Communications Strategy and Customer Experience Strategy	Community Investment	Develop external Communications Strategy	Done	Improved communications and customer experience	Improved communications enabling better understanding by Council of community issues	Social	Communications and Customer Experience Strategies adopted	
		Develop Customer Experience Strategy	M		Reduced staff stress levels as reduced incidences of irate customers	Cultural		
	Community Investment	Exploration of a Community Investment Programme to facilitate partner investment in community projects	H	More connected community as partners and community are intimately involved in projects of importance to them  More effective use of key funding partners, with a clear pipeline of work to deliver community projects	Council supporting Community-led and delivered projects  Less reliance on Council for funding and delivery of projects with a high community priority  Enhanced relationships with Community Anchors	Social  Cultural  Environmental  Economic	# of community-led projects completed	

Framework Component	Project	Initiative	Action	Resource Level	Benefits		Wellbeings Targeted	Measures
					Community	Council		
<b>Community Assets and Infrastructure</b>  <b>Timing</b> Year 1 (24/25) Year 2 (25/26) Year 3 (26/27) Year 4 (27/28) Year 5 (28/29)  <b>Resourcing Level</b> L = up to 10hrs M = 10-40hrs H = 40-100 hrs VH = >100hrs	Providing community resources (land, buildings, community facilities) and expertise to build capacity	Community land and assets (community halls, clubrooms, reserves) made available for community programmes	Scoping work to develop Council policy encouraging highest and best use of community land and assets	M	Increased return on community assets through greater/more appropriate utilisation  Stimulates opportunities for Community organisations to consolidate/combine	Property portfolio reviewed to rationalise Council property holdings.  Decreased operational costs as under-utilised assets re-appropriated or disposed of partnership approach to facility provision reduces cost to Council	Economic Social Cultural Environmental	Increase ROA based on % time community halls/clubrooms booked/ used  Sales/Disposal of surplus land Investment into organisation owned facilities
		Ensure a range of land use options are available to meet community needs	Progress review of District Plan to ensure flexibility, including enabling affordable housing and papakainga provision  Explore Council involvement in future housing initiatives program (locally/regionally) <sup>3</sup>	VH  M-H	Community organisations can deliver community programmes utilising community owned land and buildings  Contributes towards the development of a 'sense of place' and belonging  Affordable housing opportunities available  Development of Marae-based housing initiatives encourages the return of urban Māori to their whenua	Enhanced relationships within the community  Progress on Affordable Housing objectives  Satisfies JMA partnership accountabilities in relation to supporting Māori housing objectives	Social Cultural Economic	# community programmes being delivered on community owned land/buildings  Progress on Affordable Housing Initiatives  JMA Partnership accountabilities

<sup>3</sup> Already underway

**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 195** Economic Wellbeing Implementation Plan 2024

**To** Ōtorohanga District Council

**From** Nardia Gower, Group Manager Strategy and Community

**Type** **INFORMATION REPORT**

**Date** 26 November 2024



## 1. Purpose | Te kaupapa

1.1. To present the Economic Wellbeing Strategy Implementation Plan (EWSIP) for endorsement.

## 2. Executive summary | Whakarāpopoto matua

2.1. Following the adoption of the Economic Wellbeing Strategy (EWS) by Ōtorohanga District Council (ŌDC) in June 2024, staff committed to presenting an implementation plan that prioritises actions, specifies agency roles, and outlines funding mechanisms. The EWSIP, created through a co-design process via an online survey, incorporates key actions for the first three years of the Long Term Plan (LTP) and integrates initiatives from the Te Punga o te Hapori (Anchor Organisation) plan and other ŌDC projects.

2.2. The EWSIP:

- Identifies lead and partner agencies for each action.
- Specifies the responsible ŌDC staff for each action.
- Clarifies funding sources, noting that some actions may require additional partner funding for future stages.

2.3. ŌDC staff have secured commitments from key partners, including the Ōtorohanga Employment group, with further discussions scheduled with Elevate to confirm participation.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council endorse the Economic Wellbeing Implementation Plan 2024 report and attached Economic Wellbeing Implementation Plan.

## 4. Discussion | He kōrerorero

4.1. When ŌDC adopted the LTP 21-31 it confirmed the development of an Economic Development Strategy. Through conversations with communities in the development of other plans, such as the concept plans, the need to broaden the scope from economic development to economic wellbeing became apparent.

- 4.2. Economic wellbeing considers the wellbeing of people, culture, environment, and ecology as key parts of a thriving economy. This approach represents a shift from traditional economic development, which primarily emphasises growth, to a more inclusive focus on sustainability and resilience.
- 4.3. The EWS was created through a co-design process that engaged over 100 individuals and organisations throughout the district. It was further strengthened by input from a dedicated mana whenua advisory group. This collaborative process resulted in the formation of a Strategic Vision, a set of Mātāpono/Principles, and Four Pou (Pillars) under which key challenges and strategic actions are outlined.
- 4.4. The vision articulated in the EWS is: *“The people and environments across Ōtorohanga district thrive, with opportunities for everyone to live their best lives.”*
- 4.5. Following the adoption of the EWS in June 2024, staff committed to presenting the Council with an implementation plan. This plan outlines prioritised actions, identifies which actions involve other agencies/organisations, and specifies the roles of ŌDC and partners in implementation and funding.
- 4.6. To align with the development process of the EWS, a submitter recommended that the implementation plan also be created through co-design. This was undertaken by way of an online survey.
- 4.7. The EWSIP, attached as Appendix 1, summarises the initial actions planned for the first three years of the LTP. This plan also integrates relevant activities from Te Punga o te Hapori (Anchor Organisation) implementation plan and other ŌDC plans and projects.
- 4.8. Key features of the EWSIP include:
- Identification of the lead and partner agencies for each action.
  - Assignment of ŌDC staff responsible for ŌDC’s role, whether as the lead or a supporting party.
  - Clarification of funding sources, noting that while some initial costs may be covered by ŌDC, additional funding from partners may be required for subsequent stages of projects.
- 4.9. ŌDC staff have engaged with the Ōtorohanga Employment Hub, which has had its role confirmed in the EWSIP. Further discussions have taken place with Elevate’s Economic Development Manager, who will present the EWSIP to the Board for discussion, followed by a joint meeting to finalise their participation in various actions.
- 4.10. Council is currently recruiting a .5FTE Manager Economic Development and Wellbeing Manager to lead, support and/or facilitate initiatives within the EWSIP working collaboratively with key stakeholders and partners.
- 4.11. As this is a new plan, it is expected to undergo continuous review over the next three years, allowing for adjustments as new partners are identified and actions evolve. A comprehensive review will be conducted as part of the development of the 2027-2037 LTP, at which time any significant changes or resource implications will be brought before the Council for decision-making.
- 4.12. Unaddressed actions from the EWS will be evaluated for future inclusion during this comprehensive review.
- 4.13. Progress on the EWSIP will be presented to ŌDC at least annually.



4.14. The EWS can be found on our webpage <https://engage.otodc.govt.nz/economic-wellbeing-strategy> or as a separate attachment to this agenda.

**5. Appendices | Ngā apitihanga**

Number	Title	Document number
1	Economic Wellbeing Strategy Implementation Plan	

## Economic Wellbeing Implementation Plan 2024

POU	Action PINK - Prioritised by community GREY - Prioritised by Council / Already committed to ** Directly from Te Puna o te Hapori	Additional information for actions	Action Lead	Who in Council if Council involved	Partners/Support	Starting Timeframe	Funding	Links to other Documents/ Plan/ Strategies
THRIVING COMMUNITIES	Work with other agencies to improve access to the services that they need including health, mental health, education, public transport options, wherever they live.	Include another listed Economic Wellbeing Strategy (EWS) action: - Working with local marae and communities to ensure our kaumatua /older people have access to services that support their economic wellbeing	Council	Economic Wellbeing Manager	Otorohanga Support House (ŌSHWA) Medical Centre Otorohanga College Thrive Waikato Regional Council Wintec OEH	2025 -2026	Staff time	
THRIVING COMMUNITIES	Develop, with key local businesses, a 'High Quality Employers' framework to attract and retain local talent		Otorohanga Employment Hub (ŌEH)	Economic Wellbeing Manager	Council Elevate	2026 - 2027	MTFJ	Te Punga o te Hapori
THRIVING COMMUNITIES	Encourage organisations that are delivering similar outcomes to work more closely together so that resources can be shared/aggregated to improve the outcomes for the whole community (including preparation for civil emergencies)		Council	Economic Wellbeing Manager	TBD	2025 -2026	Staff time	
THRIVING COMMUNITIES	**Establish annual event to showcase Small to Medium Enterprises (SME's)		Elevate	Economic Wellbeing Manager	Council	2027 - 2028	Annual Funding	Te Punga o te Hapori
THRIVING COMMUNITIES	Support the delivery of those actions identified through the district Housing Plan that Council can contribute to	**Review District Plan to ensure flexibility, including enabling affordable housing and papakainga provision **Explore Council involvement in future housing initiatives program (locally/ regionally)	Council	GM's - Strategy and Community / Business Enablement / Regulatory and Growth	Community Housing Group incl. Elevate and Te Nehenehenui	2024-2025	Long Term Plan which includes staff time and specific project budgets	Community Led Housing Plan Te Punga o te Hapori
THRIVING COMMUNITIES	Involve our communities in long term planning and preparation for climate impact as we create our first climate change response plan		Council	Chief Advisor		2024-2025	Specific Project Budget - LTP approved	
THRIVING COMMUNITIES	Work with Elevate to define and support their deliverable 'A district that has a strong, unique brand and is promoted well in supporting current and future economic activity and outcomes' to ensure a strong marketing strategy for tourist attraction is developed and delivered with a focus on regional, national and global exposure		Council	Economic Wellbeing Manager	Elevate	2024-2025	Economic Wellbeing Budget	
THRIVING COMMUNITIES	Undertake a stocktake of, and build on, the current cache of high-quality images and videos that can be used for marketing		Council	Economic Wellbeing Manager and Manager Communications	Elevate	2024-2025	Economic Wellbeing Budget	
THRIVING COMMUNITIES	Facilitate a networking event where tourism businesses can collaborate and create packages (e.g., accommodation + activities)		Elevate	Economic Wellbeing Manager	Council	2024-2025	Annual Funding	
THRIVING COMMUNITIES	Facilitate a capability-building event targeted at the tourism industry		Elevate	Economic Wellbeing Manager	Council	2024-2025	Annual Funding	
THRIVING COMMUNITIES	Explore opportunities for collaboration/joint marketing with WDC and Waitomo operators to create a broader tourism circuit that encourages longer stays		Elevate	Economic Wellbeing Manager	Council	2024-2025	Annual Funding	
THRIVING COMMUNITIES	Investigate data collection providers to measure year on year impact and understand visitor demographics, preferences, and behaviours, allowing for more targeted marketing and service improvements		Council	Economic Wellbeing Manager	Elevate	2024-2025	Economic Wellbeing Budget	
THRIVING COMMUNITIES	**Identification, development and implementation of 'Community Anchors' – key community-based organisations with whom Council can connect to deliver programmes		Council	Economic Wellbeing Manager	Elevate	2025 -2026	Staff time	Te Punga o te Hapori

SKILLS + EDUCATION	Continue to work with and support Ōtorohanga College to prepare local school leavers for success, including linking with local career path ways, for example, the agricultural sector and the Ōtorohanga Timber Company.		Otorohanga Employment Hub	Economic Wellbeing Manager	Otorohanga College, Council,	Ongoing	MTFJ	
SKILLS + EDUCATION	Identify opportunities and advocate for services that will support rangatahi/ youth and help to improve their future wellbeing including social services, mental health services, skills development and employment opportunities.		Otorohanga Employment Hub	Economic Wellbeing Manager	Thrive / Council Otorohanga College	Ongoing	MTFJ	
SKILLS + EDUCATION	Work with the primary sector to market the advantages of working in the agriculture industry and related sectors		Otorohanga Employment Hub	Economic Wellbeing Manager	Council / Elevate	2025 -2026	MTFJ / Annual Funding / Economic Wellbeing Budget	
SKILLS + EDUCATION	**Working with partners to develop strategies for engaging with taiohi/youth to identify/explore pathways and overcome barriers to employment		Otorohanga Employment Hub	Economic Wellbeing Manager	Council Otorohanga College	2025 -2026	Staff time MTFJ	Te Punga o te Hapori
SKILLS + EDUCATION	Work with Māori partners to understand where we can incorporate a Māori world view in our activities through the development of the Māori Engagement Framework.		Council	Kaitakewainga	Iwi partners	2024-2025	Specific Project budget	
SKILLS + EDUCATION	Build capability of local suppliers in Council tender process and preparation		Council	Business Improvement Analyst		2024-2025	Economic Wellbeing Budget	
SKILLS + EDUCATION	**Council will develop policies that encourage the employment of residents within Council. This may include opportunities for cadets, interns and/or work experience		Council	Economic Wellbeing Manager	Otorohanga Employment Hub	2026 - 2027	Staff time / budget	Te Punga o te Hapori
SKILLS + EDUCATION	**Work with partners to identify and reduce skills gaps in the local economy	Links to recruitment framework	Otorohanga Employment Hub	Economic Wellbeing Manager	Council Elevate	2027 - 2028	Staff time	Te Punga o te Hapori
SKILLS + EDUCATION	**Council LT/ Managers offer mentorship opportunities		Council	Economic Wellbeing Manager	Otorohanga Employment Hub	2027 - 2028	Staff time	Te Punga o te Hapori
STRONG TOWN + STRONG RURAL COMMUNITIES	Continue to support the redevelopment of the Ōtorohanga Kiwi House	Note this doesn't explicitly mean financially	Council	GM Business Enablement	Kiwi House	Ongoing	Staff time	
STRONG TOWN + STRONG RURAL COMMUNITIES	Increase our focus on intra-regional collaboration (with our neighbouring districts and Waikato Regional Council) to identify where we can collaborate more on programmes and advocacy	**Exploring opportunities for collaboration with CoLab and partner councils through the provision of shared services underway e.g. Regulatory Services; Professional Services Panel (PSP); etc	Council	Economic Wellbeing Manager	Waipa DC Waitomo DC	Ongoing	Staff time	Te Punga o te Hapori
STRONG TOWN + STRONG RURAL COMMUNITIES	Work with the Ministry for the Environment, local agencies and external providers to provide training to enable transitioning to a circular economy.		Council	Economic Wellbeing Manager	MfE Otorohanga Employment Hub Wintec Elevate	2025 -2026	Staff time	
STRONG TOWN + STRONG RURAL COMMUNITIES	Support Te Nehenehenui, Maniapoto Pact Trust, Raukawa, Ngāti Hikairo and Tainui Kāwhia Incorporation and Waikato-Tainui, to achieve their aspirations when able and needed and also learn from their successes.		Council	Economic Wellbeing Manager	Te Nehenehenui, Maniapoto Pact Trust, Raukawa, Ngāti Hikairo, Tainui Kāwhia Incorporation, Waikato-Tainui	Ongoing	Staff time	
STRONG TOWN + STRONG RURAL COMMUNITIES	Link with Waikato-Tainui to understand and support the delivery of Whakatapuranga 2050 and the related five year plans as they relate to our district.		Council	Economic Wellbeing Manager	Waikato-Tainui	2024-2025	Staff time	
STRONG TOWN + STRONG RURAL COMMUNITIES	Continue to facilitate the development of a multi-purpose community hub in Ōtorohanga township that focuses on arts, connectivity, social services, and civic participation.		Council	Chief Advisor	ŌSHWA The Otorohanga Club The Library	2024-2025	Concept Plan	
STRONG TOWN + STRONG RURAL COMMUNITIES	**Exploration of a Community Investment Programme to facilitate partner investment in community projects		Council	Economic Wellbeing Manager		2026 - 2027	Staff time for business case	Te Punga o te Hapori
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Develop Council policy encouraging highest and best use of community land/assets	**Scoping work to develop Council policy encouraging highest and best use of community land and assets	Council	GM Business Enablement		2025 -2026	Staff time	Te Punga o te Hapori

INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Carry out systematic reviews of our processes, systems, planning rules and policies to become more enabling for business and more customer centric to line up our statutory and non-statutory tools to support economic wellbeing		Council	Economic Wellbeing Manager		2025 -2026	Staff time	
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Improve our direct relationships with businesses throughout the district and to understand how to work better for and with our business communities and where Council-owned infrastructure can further enable economic wellbeing		Council	Economic Wellbeing Manager		2024-2025	Staff time	
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	**Analyse Council's current spending and establish ongoing monitoring and reporting arrangements, including the benefits realised		Council	GM Business Enablement		2024-2025	Staff time	Te Punga o te Hapori
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	**Work with other Anchor Organisations on their role in funding and/or supporting research into developing clusters e.g. aquaculture, horticulture and carbon farming; ecotourism; construction	Anchor Organisation's include other councils, JMA partners, Tertiary education	Council	Economic Wellbeing Manager	Elevate	2028 - 2029	Staff time	Te Punga o te Hapori
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Identify other funding sources for infrastructure provision, especially any funding that may become available through central government and support others in applying for that funding		Council	GM Assets and Infrastructure		Ongoing	Staff time	
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Identify the specific problems and aspirations for wastewater infrastructure across our district, especially where it impacts the health of our waterways and harbours (Kāwhia) and work with others to plan for and address the issues		Council	GM Assets and Infrastructure		Ongoing	Staff time Project budget	
INFRASTRUCTURE, PLANNING + OUR ENVIRONMENT	Develop a Social Procurement Policy to increase our ability to create better outcomes through our purchasing of goods and services and advocate for other businesses to create their own	**Review Council's Procurement Policy to reflect Anchor Organisation lens (incl Social Procurement) **All Council's procurement documentation (Tender, RFP, etc) references requirement to consider local suppliers **Anchor Organisation lens reflected in Council's Contracting Principles, with these principles applied to all Section 17A reviews **Staff Training is provided to educate/raise awareness of the importance/benefit of local spend **All Council procurement documentation, where appropriate, includes requirement to consider local employment through contracting and supply chain	Council	GM Business Enablement		2025 -2026	Staff time	Te Punga o te Hapori

**Item 196** 2023/24 Annual Satisfaction Survey Results

**To** Ōtorohanga District Council

**From** Nardia Gower, Group Manager Strategy and Community

**Type** **INFORMATION REPORT**

**Date** 26 November 2024



## 1. Purpose | Te kaupapa

1.1. To inform elected members on the results of the 2023/24 Annual Resident, Annual Library, Annual Older Persons’ Housing, and Annual Iwi Relationship surveys.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council (ŌDC) through the Long Term Plan (LTP) 21-31 agreed to performance measures that required undertaking annual surveys of residents, tenants in ŌDC housing, library users and Iwi leaders.
- 2.2. The 2023/24 year completes the first three years of the LTP 21-31.
- 2.3. The surveys seek to establish levels of satisfaction with and perceptions of ŌDC’s services, assets, performance, and quality of relationships.
- 2.4. This information report is supported by the 2023/2024 Annual Survey Report and Improvement Plan (the Report) attached as Appendix 1 and presents results of the following four surveys:
- Annual Resident Survey
  - Annual Library Survey
  - Annual Housing for Older Persons’ Survey
  - Annual Iwi Relationship Survey.
- 2.5. The Report notes that while most areas showed steady performance, there was a decline in satisfaction regarding Council communication and the variety of parks and reserves.
- 2.6. Along with satisfaction levels, open ended questions are asked of submitters seeking recommendations on how ŌDC might consider improving an asset or service. Council’s responses to this feedback including actions for improvement are, for the first time, included within the Report.
- 2.7. An updated format of year-on-year data presentation, now excludes "I don’t know" responses to align with the approach used in Annual Reports.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the 23/24 Annual Satisfaction Survey Results report and the attached 2023/2024 Annual Survey Report and Improvement Plan

### 4. Discussion | He kōrerorero

4.1. Through the LTP 21-31, performance measures were agreed that required undertaking annual surveys of residents, tenants in ŌDC housing, library users and Iwi leaders. ŌDC's achievement against these measures is reported in its Annual Reports. Specifically, the performance measures are:

- Percentage of residents satisfied with ŌDC communication, as measured by the annual residents' survey.
- The level of satisfaction with the weekly kerbside collection services, as measured by the annual residents' survey.
- Percentage of residents satisfied with the variety and quality of parks/reserves, as measured by the annual residents' survey.
- Percentage of tenants satisfied with the comfort and safety of the unit, as measured by the annual housing for older persons' survey.
- Percentage of library users satisfied with library services, as measured by the annual library survey.
- Iwi leaders rate their relationship with ŌDC as good or better, as measured by the annual Iwi relationship survey.

4.2. While the number of required measures is six, the opportunity provides ŌDC a platform to engage on wider issues seeking levels of satisfaction with and perceptions of ŌDC's services, assets, performance, and quality of relationships.

4.3. To meet the targeted responses from distinct groups, four separate annual surveys are conducted:

- Annual Resident Survey
- Annual Library Survey
- Annual Housing for Older Persons' Survey
- Annual Iwi Relationship Survey

4.4. This survey completes the first three years of the LTP 21-31.

#### **Annual Survey Report**

4.5. The Report outlines the methodology, margin of error, data results, and qualitative feedback from the four surveys conducted.

4.6. For the first time, the improvement plan has been integrated into the report. This approach aims to make it easier for the community to review collective feedback and Council's response.

- 4.7. A notable change is reflected on page 8 of the report, where the 'Year-on-Year' data comparison excludes "I don't know" responses for consistency with what is presented in the Annual Report. Historical results have been recalculated and a footnote included in the Report for transparency.
- 4.8. Two areas showed a decrease in satisfaction: communication and the variety of parks and reserves. Below is a breakdown of the "unhappy to very unhappy" ratings and supporting comments:

Category	Number of Submissions (Unhappy to Very Unhappy)	Improvement suggestions
Variety of Parks and Reserves	7 out of 134	Improved lighting (1), skatepark upgrades (2), bike tracks (2), fenced dog park (1), off-road vehicle tracks (1)
Satisfaction with Council Communication	20 out of 130	Better response to queries (2), phone answering improvements (1), water rates billing (1), increased letterbox drops (2), more direct engagement ie: visibility and face to face (2), general communication enhancements (2)
<i>Total number of responses vary as not all submitters answer every question.</i>		

- 4.9. These responses along with those from satisfied residents have been addressed in the Report.
- 4.10. Year on Year response numbers and margin of error (MoE) data for the each of the annual surveys is provided in the table below.

Survey	23/24 Number of submitters	23/24 Margin of Error	22/23 Number of submitters	22/23 Margin of Error	21/22 Number of submitters	21/22 Margin of Error
Resident Survey	136	8%	144	8%	46	14%
Library Survey	121	9%	81	10%	99	9%
Housing for Older Person Survey	16	16%	11	19%	14	19%
Iwi Relationship Survey	7	29%	8	33%	10	19%

- 4.11. There was a marked increase in the number of responses to the Library Survey which is indicative of the increase in active users.
- 4.12. To increase participation from Council's tenants of our Older Persons' Housing, Customer Experience staff visited each complex offering morning tea and support to complete the survey.
- 4.13. This year the Iwi Relationship Survey was sent to a smaller group of recipients who have had a direct relationship with Council in the past 24 months. The reduced number of email recipients explains the MoE discrepancy compared to previous years. Collecting feedback in this format continues to be a challenge and we are exploring alternatives.
- 4.14. Following Council's receipt of the Report it will be made available on the ŌDC website and shared through various communication channels. Respondents who provided email addresses will be notified directly.

### Ongoing Annual Resident Survey

- 4.15. An updated set of performance measures, adopted in the LTP 24-34, will guide annual residents' surveys through until at least 27/28. These are:
- 4.16. Community rate their trust in ŌDC as average or better, as measured by the annual resident's survey (new LTP performance measure although already sought in the Annual Resident Survey)
- Percentage of residents satisfied with ŌDC communication, as measured by the annual residents' survey
  - Percentage of residents satisfied with the variety and quality of parks/reserves, as measured by the annual residents' survey
  - Percentage of tenants satisfied with the comfort and safety of the unit, as measured by the annual housing for older persons' survey.
  - Percentage of library users satisfied with library services, as measured by the annual library survey
  - Iwi leaders rate their relationship with ŌDC as good or better, as measured by the annual Iwi relationship survey.
- 4.17. The kerbside rubbish and recycling collection measure in the LTP 24-34 has shifted to compliance with the National Waste Strategy, monitored through the contractor's monthly report and will be publicly reported through Council's Annual Report. Community satisfaction with this service may still be captured in annual surveys.

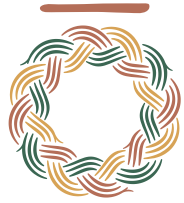
### Areas for Survey Improvement

- 4.18. Issues identified include the mistaken inclusion of "Harper Ave Playground" in the resident survey which is in fact a greenspace, and a conditional logic error in the library survey. Both will be rectified in future iterations.
- 4.19. Recurring themes from past surveys (21/22 and 22/23) include:
- Waste management improvements
  - Enhanced parks and reserves
  - Better communication
  - Greater promotion of library services.
- 4.20. Tangible improvements often align with longer-term projects, such as the Waste Minimisation Plan and Reserves Management Strategy, which extend beyond the annual survey cycle. Increasing the Communication Team budget was approved in the adoption of the LTP 24-34.
- 4.21. Staff propose a pre-survey promotion next year to showcase actions taken based on previous feedback.



## 5. Appendices | Ngā apitihanga

Number	Title	Document number
1	2023/2024 Annual Survey Report and Improvement Plan	



WEAVING THE  
FUTURE, TOGETHER  
**KOTAHITANGA**  
ŌTOROHANGA DISTRICT COUNCIL

ŌTOROHANGA DISTRICT COUNCIL

# ANNUAL SURVEY REPORT AND IMPROVEMENT PLAN

2023-2024



Te Kaunihera ā-Rohe o  
**Ōtorohanga**  
District Council  
Where kiwi can fly





# OUR ANNUAL SURVEYS

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Ōtorohanga District Council took an exciting new direction with the 2021-31 Long Term Plan (LTP), placing greater emphasis on community wellbeing, building relationships, and making Ōtorohanga an even better place to live, work, and enjoy.

We've been achieving this by deepening our engagement with iwi and the wider community, while adopting a more forward-thinking approach within our organisation. Working together with all parts of our community and planning for future development has been a key focus, all while preserving what makes Ōtorohanga such a special place.

As we weave our future together in the spirit of kotahitanga, alongside our partners and community, it is important that we take a moment to reflect on how we're doing.

This report marks the third Annual Resident and Iwi Leaders Surveys. These surveys are designed to listen to the people of Ōtorohanga District and our Iwi partners, helping us understand how satisfied you are with Council services, assets, performance, and the strength of our relationships. Your feedback is essential in helping us prioritise the improvements that matter most to you.

We'll be using this feedback to track trends and outcomes year by year, to ensure we're moving in the right direction. You can learn more about the goals of this survey below.

## WE CONDUCT FOUR KEY SURVEYS EACH YEAR:

- Annual Resident Survey
- Annual Library Survey
- Annual Housing for Older Persons Survey
- Annual Iwi Relationship Survey

# OUR SURVEY OBJECTIVES

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## OBJECTIVE ONE

To provide a clear and comparable understanding of how our community feels about Council's relationships, services, assets, and overall performance.

## OBJECTIVE TWO

To identify the key areas where Council can focus on making improvements that matter most to our community.

## OBJECTIVE THREE

To track changes in satisfaction over time, helping us measure progress and align our efforts with the goals set out in the Long Term Plan.



## ANNUAL SURVEY REPORT AND IMPROVEMENT PLAN 2023-2024

# OUR SURVEY METHOD

We collected feedback through a variety of methods to ensure everyone had the chance to participate. The survey was available online, with the full version also printed in the King Country News, and hard copies of both the Annual Residents' Survey and Library Survey were provided at our libraries and the Customer Experience Centre at our main office. The survey ran for four weeks, from 1 August to 31 August 2024.

For residents living in Council's 'Housing for Older Persons' units, we delivered hard copies of the survey directly. Our friendly Customer Experience team also visited each complex, meeting with residents face-to-face to support them in sharing their thoughts with us.

The Iwi Relationship Survey was sent via email to a group of 17 iwi leaders, ensuring their voices were included in our feedback process.



# THE MARGIN OF ERROR

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The margin of error (MOE) helps us understand how closely the survey results reflect the views of our entire community. It's a useful tool to gauge the accuracy of the survey. A smaller margin of error means we can be more confident that the results represent the overall population, while a larger margin suggests the results may be less reflective of everyone's views.

Generally, a margin of error between 4% and 8% at a 95% confidence level is considered acceptable.

## MARGIN OF ERROR FOR EACH SURVEY

The Annual Resident Survey was open to all age groups, though we recognise that those under 14 are less likely to participate. This year, we were pleased to see a submission from a resident under 16. In previous years, the youngest group of submitters was 16-20 (2022-2023) and 20-25 in the first year. While these are still small numbers, it's encouraging to see younger residents getting involved and contributing to shaping their community.

To calculate the margin of error (MOE) for the survey, we used the 2024 projected population data from Statistics New Zealand for residents aged 15 and over, which totals 8,700 people. With 136 submissions received, the margin of error for the Resident Survey is 8%.

**Library Survey:** This survey targets active library users—those who have used their library card within the last two years. From a total of 1,340 active users (as of June 2022-2024), we received 121 submissions, resulting in a 9% margin of error. To ensure reliable insights, Council aims for a minimum of 122 submissions from our library users.

**Housing for Older Persons Survey:** This survey was delivered to 28 occupied units, with 16 tenants providing feedback—giving a margin of error of 16%. While we aim for at least 24 responses, we're pleased to note an increase from the 11 submissions received last year. To further encourage participation, our Customer Experience team visited each complex, offering morning tea and support to residents as they completed the survey.

**Iwi Relationship Survey:** Sent to a group of 17 Iwi leaders via email, we received 7 responses, resulting in a 29% margin of error. Ideally, we aim to gather at least 16 submissions from this group to better reflect their views.





# YEAR ON YEAR COMPARISON

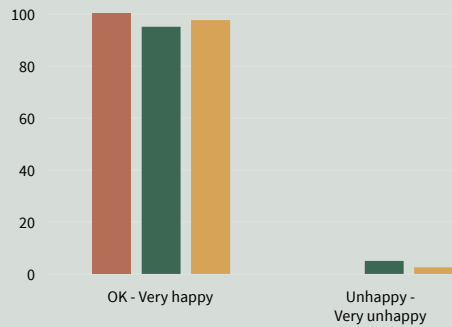


# YEAR ON YEAR COMPARISON

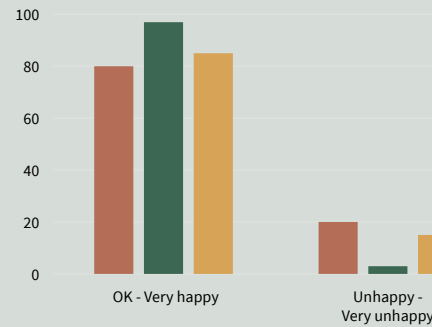
## COMBINED SATISFACTION RATING ACROSS BOTH KĀWHIA AND ŌTOROHANGA

2021-2022 Year 2022-2023 Year 2023-2024 Year

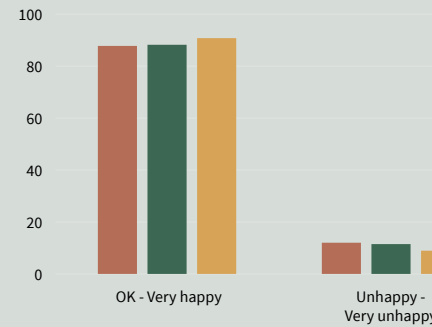
### KERBSIDE RUBBISH & RECYCLING



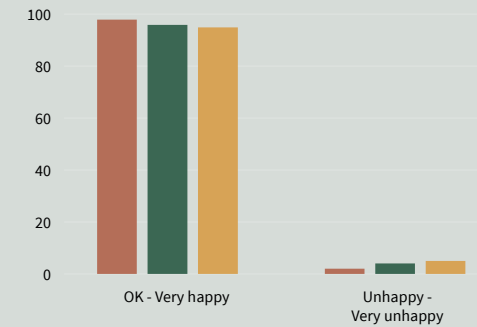
### COMMUNICATION



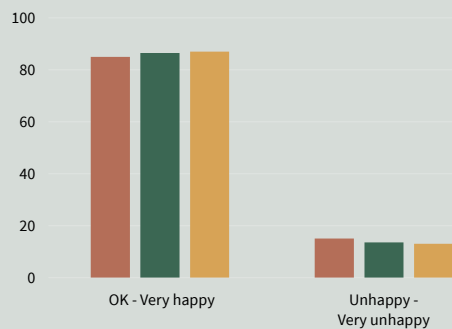
### QUALITY OF PARKS AND RESERVES



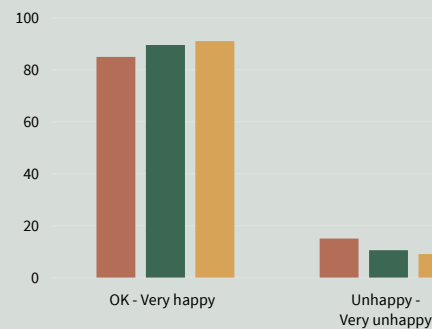
### VARIETY OF PARKS AND RESERVES



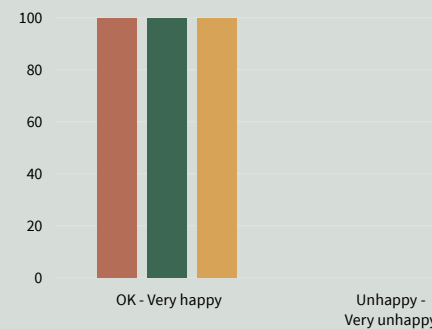
### LEVEL OF TRUST IN ŌDC



### OVERALL ŌDC PERFORMANCE



### TRUST OF ŌDC BY IWI LEADERS



### LIBRARIES



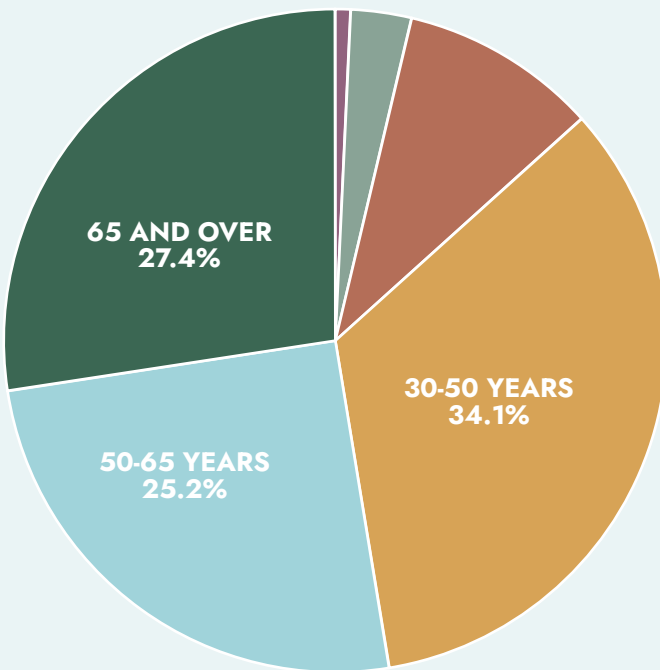
The year-on-year comparison data on this page has been updated from previous reports, which included 'I don't know' responses. To align with our audited Annual Report, we have removed those responses and adjusted the metrics. This approach provides council with a clearer and more accurate understanding of residents' sentiments.

A photograph of two men in a rural setting. The man on the left is wearing a dark polo shirt and sunglasses, with his hand to his face. The man on the right is wearing a blue plaid shirt, a tan bucket hat, and is holding a long-handled tool, possibly a shovel or a hoe, near a wooden fence. The background shows a green field with a fence and trees under a blue sky.

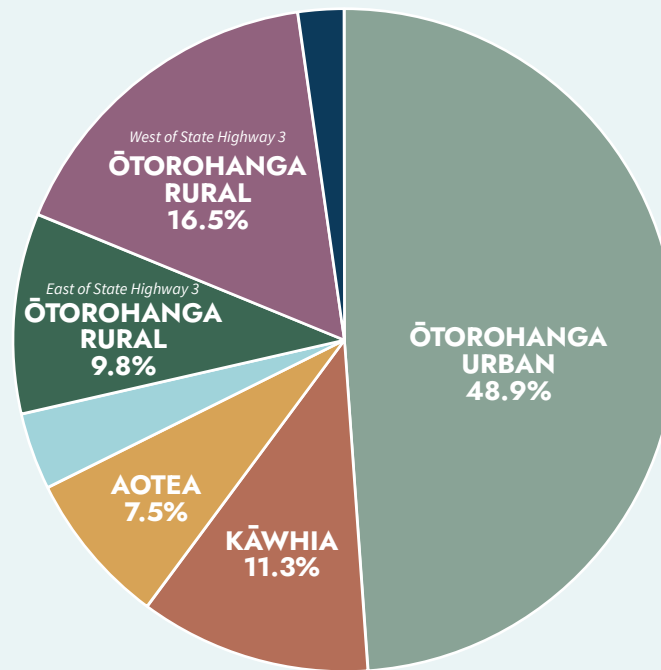
# ANNUAL RESIDENT SURVEY

# SURVEY DEMOGRAPHICS

## WHICH AGE GROUP ARE YOU IN?



## WHICH COMMUNITY DO YOU PRIMARILY LIVE IN?





# KERBSIDE COLLECTION RUBBISH AND RECYCLING

## THEMED RESPONSES TO KERBSIDE COLLECTION RUBBISH AND RECYCLING

Your feedback has reflected a desire for improved waste collection practices, more recycling transparency, and better infrastructure, with a strong preference for moving towards a bin-based system. These themes have been consistently highlighted in previous annual surveys. We're actively working on improving in a number of these areas, though some suggestions are not feasible. Some improvements are ongoing practices, while others are longer-term projects.

### TRANSITION TO WHEELIE BINS OVER BAGS:

A significant number of respondents suggested replacing the current yellow bags with wheelie bins. This change is seen as a solution to issues like wind blowing bags around and making a mess and would offer a more durable and convenient system.

- “An option for bins rather than bags would be great.”



### RECYCLING AND WASTE SORTING CONCERNS:

Several respondents raised concerns about the actual recycling process, questioning whether recyclables are properly sorted or end up in the landfill. There is a need for more transparency and education on how recycling is handled.

- “Often recyclables are just thrown straight in with the rubbish.”
- “I was told it's a waste of time separating recycling as cans and plastic get thrown in together and buried.”



### IMPROVE RUBBISH COLLECTION PRACTICES:

Respondents mentioned the need for better care in handling rubbish and recyclables, particularly ensuring that dropped or blown items are picked up and that collection times are more consistent.

- “Make sure that any rubbish dropped or glass smashed is cleared right then and there.”



## INTRODUCE ADDITIONAL COLLECTION SERVICES:

Some respondents suggested offering additional services, such as whiteware, or inorganic collections, and options for composting or garden waste collection.

- “Offer an annual inorganic collection, so residents can clean up their properties without unmanageable cost.”
- “Have a composting container for collecting and open this up for people’s gardens.”

“Have a whiteware collection twice a year “

## COST OF RUBBISH BAGS:

The high cost of rubbish bags was a common concern, as was the cost associated with replacing stolen bins. Respondents would like to see lower bag prices.

“Reduce the bag cost.”

## WHAT WE'RE DOING ABOUT IT:

**Transition to Wheelie Bins Over Bags:** As part of our Waste Management and Minimisation Plan (WMMP), we are exploring the potential of replacing rubbish bags with wheelie bins in Ōtorohanga and Kāwhia. Should this investigation receive support from elected members, we will engage in a formal consultation with you to gather broader feedback. This will include details on costs, benefits, and any potential drawbacks.

**Recycling and Waste Sorting Concerns:** To address concerns about recycling going to landfill, our communications team will work with the waste minimisation officer to launch an education campaign. This will help explain the recycling process and where your recyclables actually go.

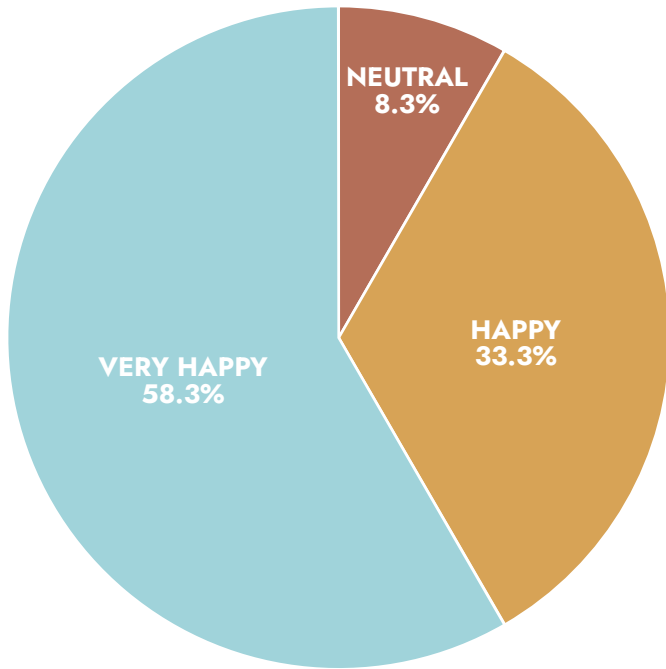
**Improve Rubbish Collection Practices:** We work closely with our contractors to ensure they deliver the best service possible. However, if rubbish bags or bins are overfilled or break, it isn't the contractor's responsibility to clean up. If you have concerns, we encourage you to use our 'Service Request' system. We'll be stepping up our efforts to promote this process in 2024-2025.

**Introduce Additional Collection Services:** Central Government has provided national guidelines that standardise what can be collected kerbside. This means that the collection of items like whiteware is not possible. For more information on what can and can't be picked up from your kerb head to <https://environment.govt.nz/what-you-can-do/campaigns/recycle/recycle-item/>. Our waste minimisation officer will explore other ways to support you in reducing, reusing, and recycling waste, including the possibility of one-off disposal days for specific items.

**Cost of rubbish bags:** While we understand the desire to reduce the cost of rubbish bags, recent increases in landfill levies by Central Government mean that we can't lower these fees. Waste services rely on funding, and the "user-pays" model ensures fairness.

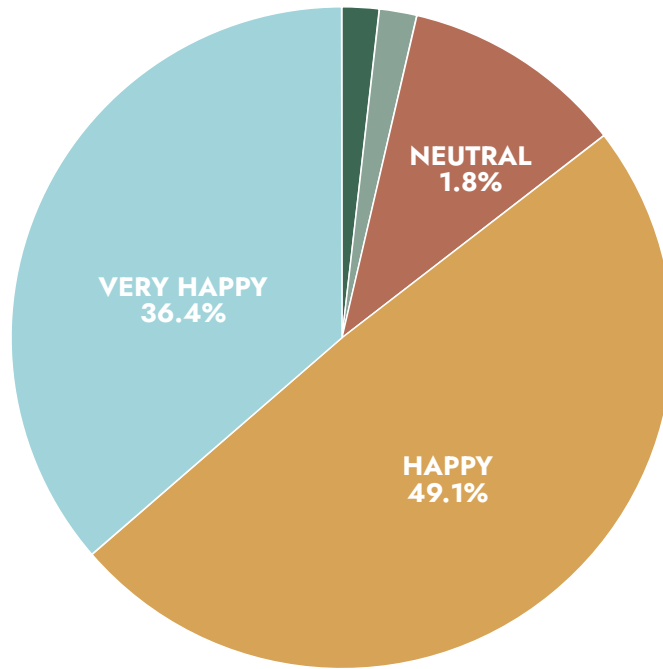
WE'RE LISTENING   
[www.otodc.govt.nz/contact-us](http://www.otodc.govt.nz/contact-us)

HOW SATISFIED ARE YOU WITH THE SERVICE OF KĀWHIA KERBSIDE COLLECTION IN THE LAST YEAR?



- Unhappy 0%
- Very unhappy 0%

HOW SATISFIED ARE YOU WITH THE SERVICE OF ŌTOROHANGA KERBSIDE COLLECTION IN THE LAST YEAR?



- Unhappy 1.8%
- Very unhappy 1%



# COMMUNICATION

## THEMED RESPONSES TO COMMUNICATION

Through your feedback, we've heard that you want more regular updates, better communication, and timely responses. These are important priorities for us, and we're making sure to address them.

## INCREASE TRANSPARENCY AND UPDATES ON COUNCIL PROJECTS AND DECISIONS:

You've told us that you want more clarity and regular updates on key decisions, financial matters, and council projects. You are looking for more information, particularly around how public funds are being used and what progress is being made on infrastructure development.

"Any financial decisions made need to be clearer."

- "Updates on projects that contribute to the success of the plans for the district."
- "What Council is doing in regards to rates and managing costs in a recession."

## MORE PROMOTION OF POSITIVE STORIES AND ACHIEVEMENTS:

You want to hear more about the good things happening in our community. You asked us to share more about our successes and the positive work we're doing, ensuring the community is aware of all the great things happening.

- "I want to hear more about the things you are proud of and the good work you are doing in the community."
- "All the good news stories."

## EXPAND USE OF COMMUNICATION CHANNELS:

To ensure everyone stays informed, you suggested we expand the ways we communicate, including more webinars, emails, and even direct text messaging. It's also important to make sure our communication is accessible to different groups, especially those who may not engage with digital platforms.

- "More webinars."
- "More regular emails."
- "Direct text messaging."

"Many older residents miss out because so much is on devices they don't relate to."

## IMPROVE RESPONSIVENESS AND FOLLOW-UP ON INQUIRIES:

We heard your concerns about Council's responsiveness to inquiries. You mentioned the need for quicker and more transparent follow-up, especially on service requests and issues like roadworks.

- "Council response to queries or concerns is not managed or communicated well."

"If a customer wants something, make sure you follow up with them."

## COMMUNICATE MORE ON LOCAL INFRASTRUCTURE AND ROADWORKS:

You asked for more timely information about roadworks, including specific details on delays, closures, and plans for rural roads and other infrastructure projects. You want to know about disruptions before they happen and what the plans are for addressing them.

- "Roading—anything that will delay traffic or moving livestock."
- "More information on Facebook about roadworks."

## WHAT WE'RE DOING ABOUT IT:

### Increase Transparency and Updates on Council Projects and Decisions

Council decisions are made available through the formal minutes of our meetings, which are uploaded to our website as soon as they're prepared. For decisions likely to attract public interest, a media release will be issued. You can also follow the livestream of our meetings on Council's YouTube channel, with recordings available on our website afterward. As part of our Communication and Engagement Strategy, we will continue to post pre- and post-meeting updates across Facebook and Instagram.

### More Promotion of Positive Stories and Achievements

We want to make sure you hear about the positive things happening at Council. We'll continue using the following platforms to share good news:

- Social Media (Facebook and Instagram)
- Newspaper – including the Āmio newsletter
- E-Newsletter (with our expanded database)

Our partner, Elevate, is developing a Promotions and Events Strategy, and already promote a "What's On" guide available on their website [www.otorohanga.co.nz](http://www.otorohanga.co.nz). We'll be running a campaign to raise awareness about where you can find the latest updates on events.

### Expand Use of Communication Channels

We're committed to using a wide range of platforms to keep you informed, including:

- Our website
- Social Media (Facebook and Instagram)
- Newspaper – including the Āmio newsletter
- E-Newsletter (we're expanding our database)
- Antenno app
- Flyers for key projects
- Posters

### New initiatives for 2024/25

- We'll run a campaign promoting the various platforms where you can find important information.
- We'll grow our email database to provide monthly e-newsletters.
- We're exploring ways to allow you to subscribe to updates on specific topics that interest you.
- We're investigating how to better engage absentee property owners.
- We'll investigate the cost/outcome benefit of enhancing our presence on LinkedIn and YouTube.

To ensure you're well informed about Council projects, we'll ensure each project has a communication plan that includes regular updates,

as well as an end-of-project summary. We'll also be consulting the community on potential webinar topics to make sure we're covering the issues that matter to you.

### Improve Responsiveness and Follow-Up on Inquiries

We acknowledge that our response times and handling of service requests need improvement. That's why our Service Request Implementation Programme is already in progress to ensure quicker and more effective responses.

**WE'RE LISTENING**   
[www.otodc.govt.nz/contact-us](http://www.otodc.govt.nz/contact-us)

### Communicate More on Local Infrastructure and Roadworks

Increasing the visibility of our infrastructure projects is a key part of our Communication and Engagement Strategy. We'll be using our website, Āmio, Antenno, and social media to keep you informed about Council's activities across the district.



**How could Council improve the way it communicates?**

"I think Council does a great job with communication. Its up to people at the other end to participate in communication as well- its a two way street."

"Ensure that all absentee property owners are also being communicated with"

"More regular emails"

"I feel like communication is consistent and relevant across all channels - great job!"

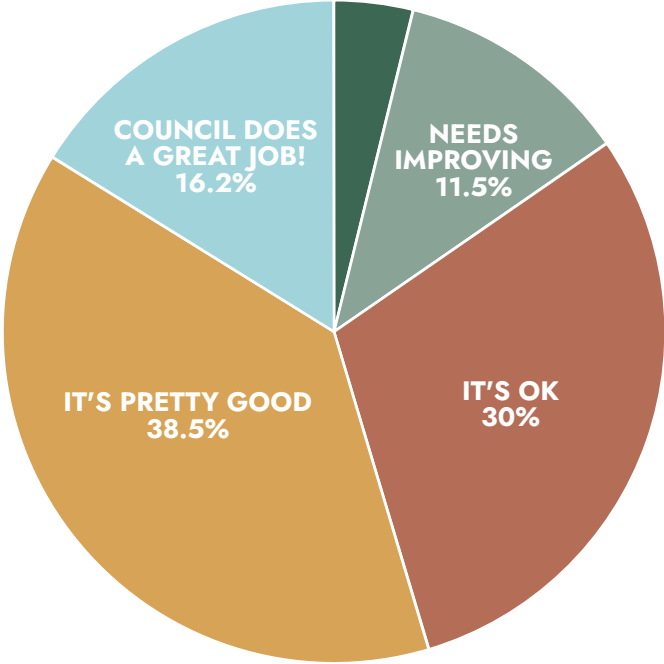
"Regular public sessions around the District & communities are always well received and need to continue. Make it easier for members of the public to attend Council meetings by holding those meetings at key locations within the District - e.g. marae, local halls."

"Many older residents miss out on news etc about Council because so much these days is on devices and they simply can't relate to this form of communication."

"Ability to subscribe to certain topics."



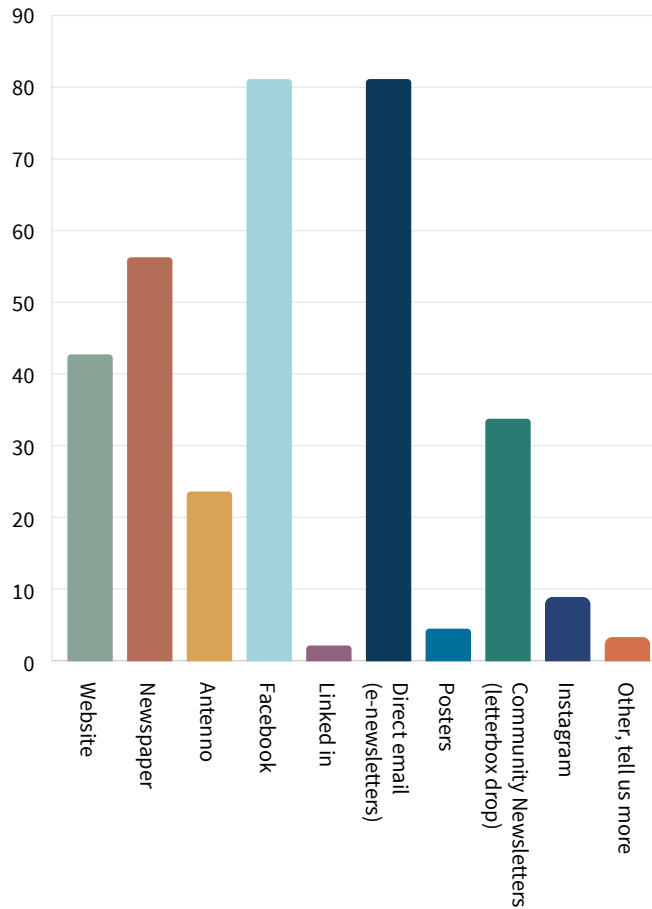
**DO YOU THINK ŌTOROHANGA DISTRICT COUNCIL COMMUNICATES WELL WITH THE COMMUNITY?**



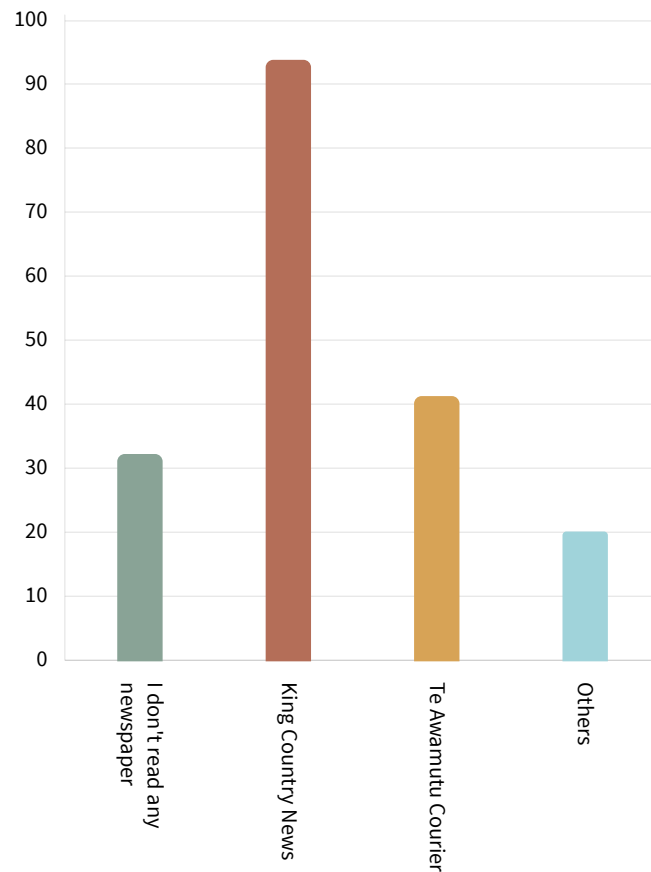
● Not at all

3.8%

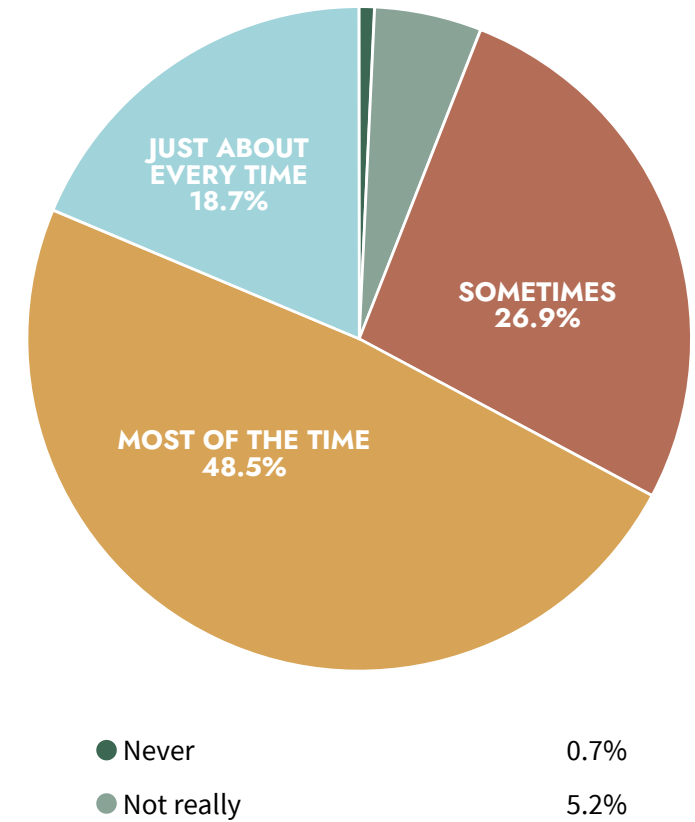
### WHAT ARE YOUR PREFERRED WAYS OF RECEIVING COUNCIL COMMUNICATION (UP TO THREE)?



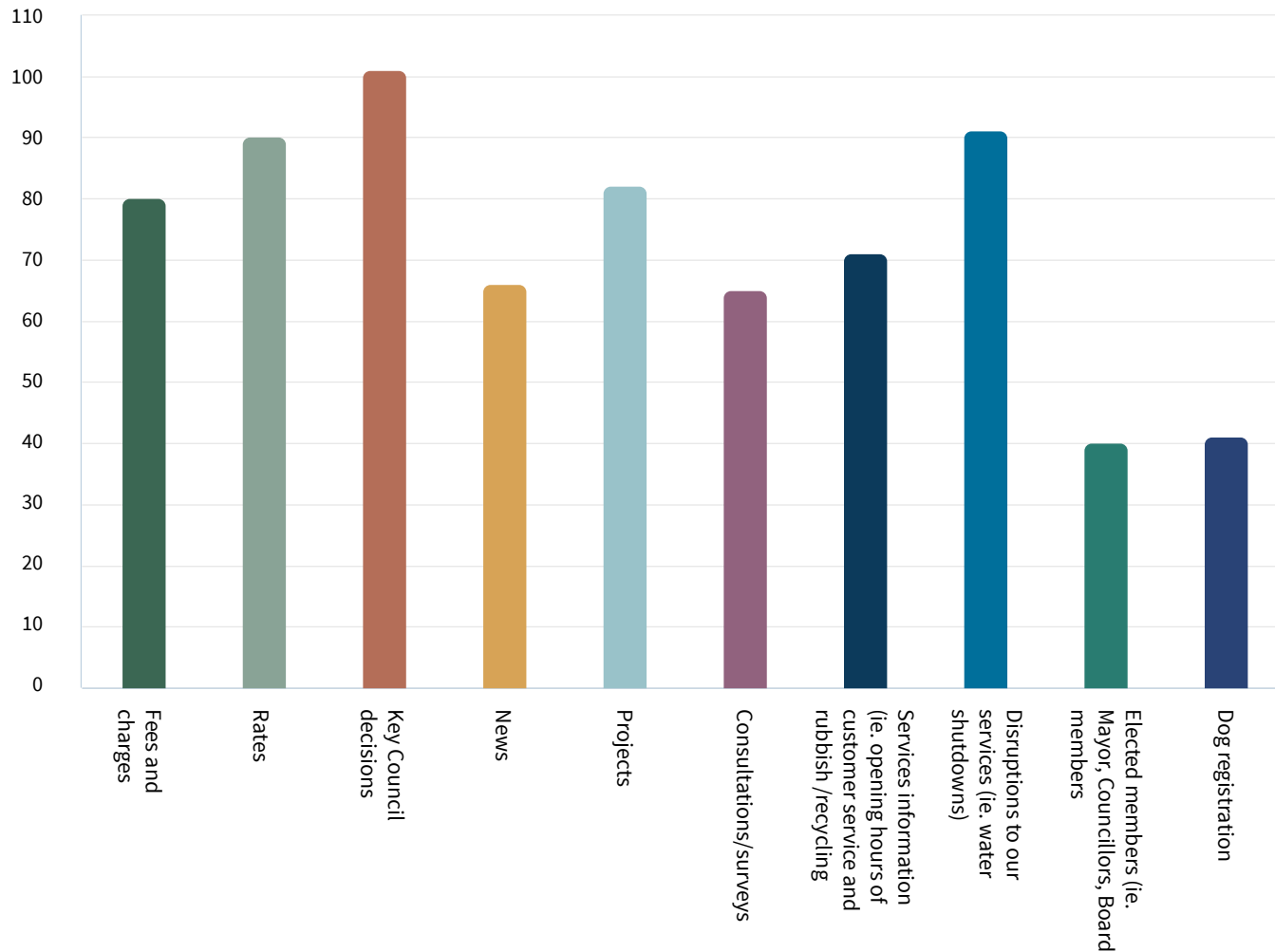
### WHICH OF THE FOLLOWING NEWSPAPERS DO YOU READ (SELECT ALL THAT APPLY)



### CAN YOU GET/FIND COUNCIL INFORMATION WHEN YOU NEED IT?



## WHAT INFORMATION IS MOST IMPORTANT TO YOU AND YOU WANT TO RECEIVE COMMUNICATIONS ABOUT?



What other topics are important for you to know more about and would like Council to include in future communications?

“Updates on projects that contribute to the success of the plans for the district”

“I want to hear more about the things you are proud of and the good work you are doing in the community. I don’t think you’re vocal enough about the good stuff”

“For Aotea the recent sea wall work, it is an important community asset. How did it go, did everything planned get done, was it achieved within budget?”







# PARKS AND RESERVES

## THEMED RESPONSES TO PARKS AND RESERVES

### How could we improve the VARIETY and QUALITY of parks or reserves?

Your feedback highlights just how much our community values the variety and upkeep of our parks and reserves. You've shared some great ideas on how we can make these spaces even better, with a focus on accessibility, safety, and enhancing the overall recreational experience.

## VARIETY OF PARKS:

### DOG-FRIENDLY AND SPECIALISED SPACES:

There's been a strong request for more dog-friendly areas, including well-fenced dog exercise parks. Some of you also suggested introducing specialised spaces, such as dirt bike parks, off-road vehicle areas, and locations for activities like parkour or motorbiking.

- "I think youth and older people need spaces to ride motorbikes, to ride horses, to ride push bikes. We need to address the enthusiasm youth have for motorbikes and provide an off-road dirt bike park."

"Well fenced dog area to exercise dogs."

## EXTENSION AND CONNECTIVITY:

Residents want to see more walkways and pathways connecting our green spaces, providing opportunities for biking, walking, and enjoying the outdoors. There were also ideas for new recreational features like pump tracks for kids.

- "Better pump track for kids."
- "Invest in a bike track for young children."

"An extension for the walkway, potentially along the river towards Te Kuiti or Te Awamutu."

## PROMOTING EXISTING PARKS:

Some of you weren't aware of all the parks and reserves available in the district. You've asked for better promotion of these hidden gems to showcase the variety we already have.

- "I don't think the variety needs improvement, but perhaps you could publicise the variety we do have some more? There are a few parks and reserves listed above that I didn't know existed and would be keen to visit with some more information about them."

## QUALITY OF PARKS:

### MAINTENANCE AND SAFETY:

Ensuring our parks are safe and well-maintained is a priority for you. This includes regular maintenance, better lighting, weed control, and making sure our playgrounds are safe for children.

- "Make them more user-friendly, perhaps for people in wheelchairs and older people."

"Make them safer after dark."

### FACILITIES AND AMENITIES:

You've asked for more amenities in our parks, including water fountains, public toilets, picnic areas with shade, rubbish bins, and better parking facilities. There's also a desire for improved landscaping to make our parks more enjoyable for everyone.

- "It's great that Windsor park is now having a toilet installed. This has been a very long time coming."
- "Have a water fountain and toilet on the walkway/cycle track."
- "More shade in summer, shade cover maybe."
- "More tree planting and enhancement to make it more pleasant for family picnics or just a pleasant place to sit or walk."

## UPGRADING OLDER PARKS:

You said you would like to see our older parks refreshed with new equipment, fresh paint, and beautification efforts. Modernising play equipment, especially for teenagers, was also a popular request.

- “There is a playground area on Panera Street that is in disrepair. Council has found it difficult to take ownership for the necessary remedial work.”
- “By making the skatepark better/more exciting.”

“Update play equipment, oil the squeaky swings.”

## WHAT WE’RE DOING ABOUT IT:

We’re already working on many of these themes, which have also been raised in our concept plan projects. Our priority projects, including the Town and Rural Reserve Management Plans and the Sports Hub Plan, will take your feedback into account as we plan for the future of our recreational spaces.

### Promoting Existing Parks

In response to your request for better promotion of our fantastic parks, we’ll be running a campaign to shine a spotlight on these spaces and ensure everyone knows what’s available.

### Maintenance and Safety

Council has a schedule of general maintenance for our parks and playgrounds that includes painting of play equipment and weed control. We also adhere to the national regulation for playground inspection. If there are times you think we have missed the mark on controlling vegetation, or you notice some squeaky equipment, please let us know through the service request system. That way we know exactly where and what the problem is and can get straight on it.

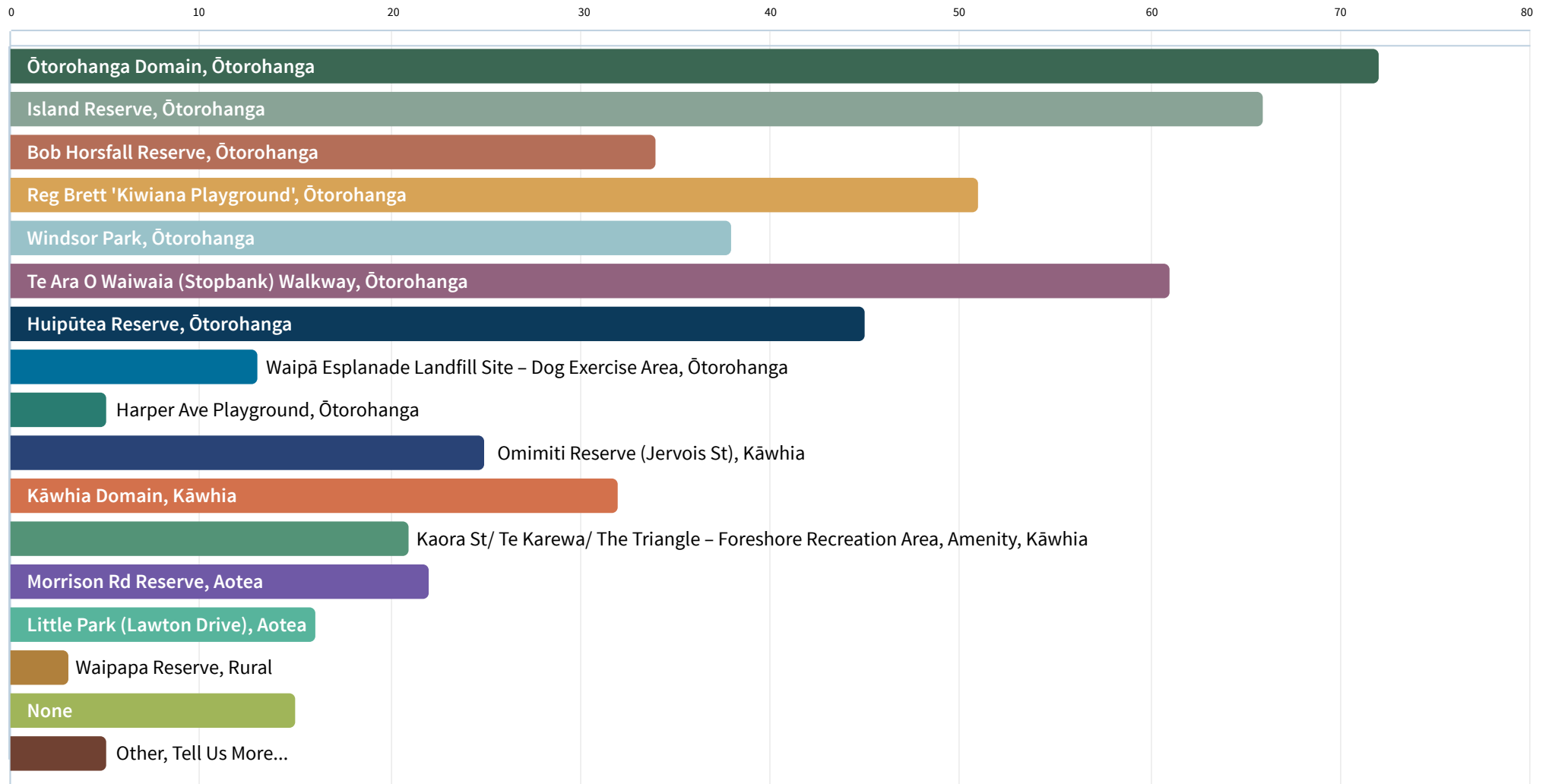
Our parks and reserves are all well maintained and great family spaces - punching above our weight for a small town!”

“The Hub for sports at the Island Reserve is a great idea, keeping sports in town and nesting them together will be good for the community.”

**WE’RE LISTENING**  
[www.otodc.govt.nz/contact-us](http://www.otodc.govt.nz/contact-us)

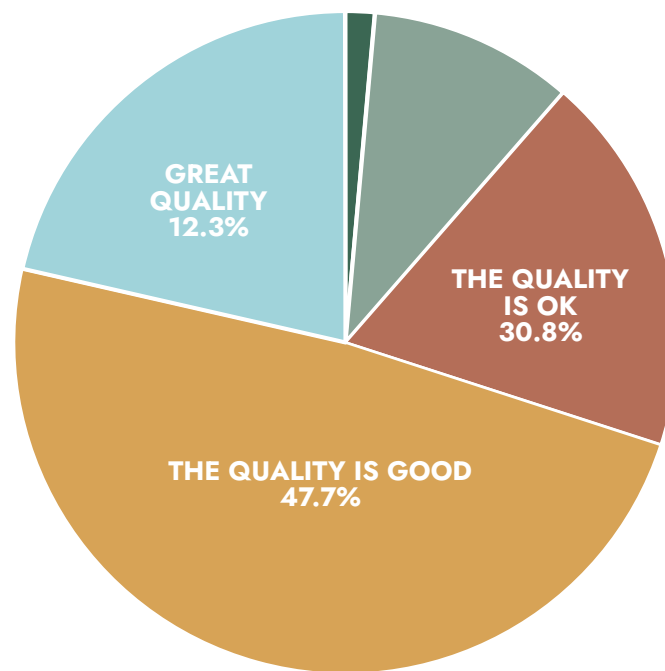
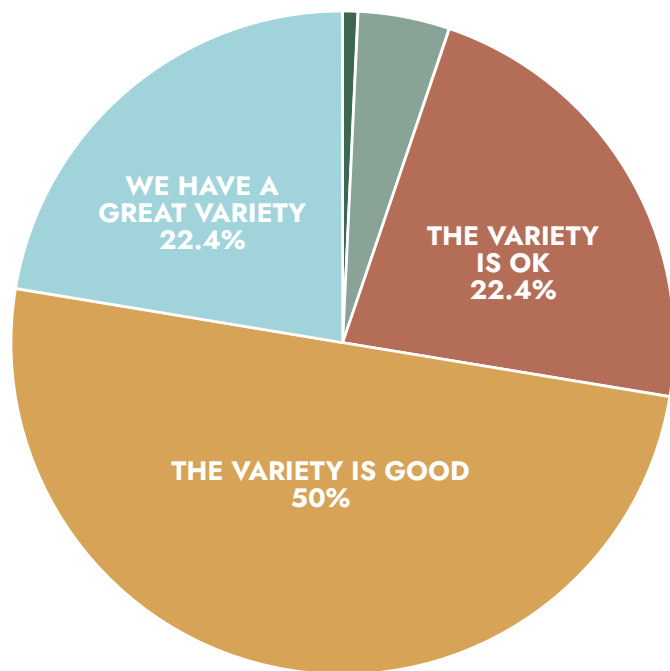


**PLEASE SELECT ALL THE COUNCIL PARKS AND RESERVES YOU HAVE VISITED IN THE LAST 12 MONTHS.**



**DO YOU THINK THAT THE ŌTOROHANGA DISTRICT HAS A GOOD VARIETY OF PARKS AND RESERVES?**

**DO YOU THINK THAT THE ŌTOROHANGA DISTRICT HAS A GOOD QUALITY OF PARKS AND RESERVES?**



● Not at all 0.7%  
 ● It could be better 4.5%

● Not at all 0.8%  
 ● It could be better 8.5%





# TRUST

## THEMED RESPONSES TO TRUST

The overall response to the community's trust in Council was encouraging, with many positive comments highlighted in the survey's free-text section. However, there are still areas where we can improve, particularly around financial transparency and decision-making processes. Your feedback reflects a mix of trust, based on clear communication and personal experiences, alongside concerns in areas where some feel we could do better.

## TRANSPARENCY AND COMMUNICATION:

Trust in Council is closely tied to how open and transparent we are when communicating decisions and updates. We noted you appreciate our efforts to keep the community informed, even when delivering difficult news. However, there were also concerns that communication can sometimes feel less open.

- Positive: "This Council is very transparent with the community about its decisions and the reasons behind them."
- Less Positive: "Lack of open and transparent communication. Not replying to queries and service requests."

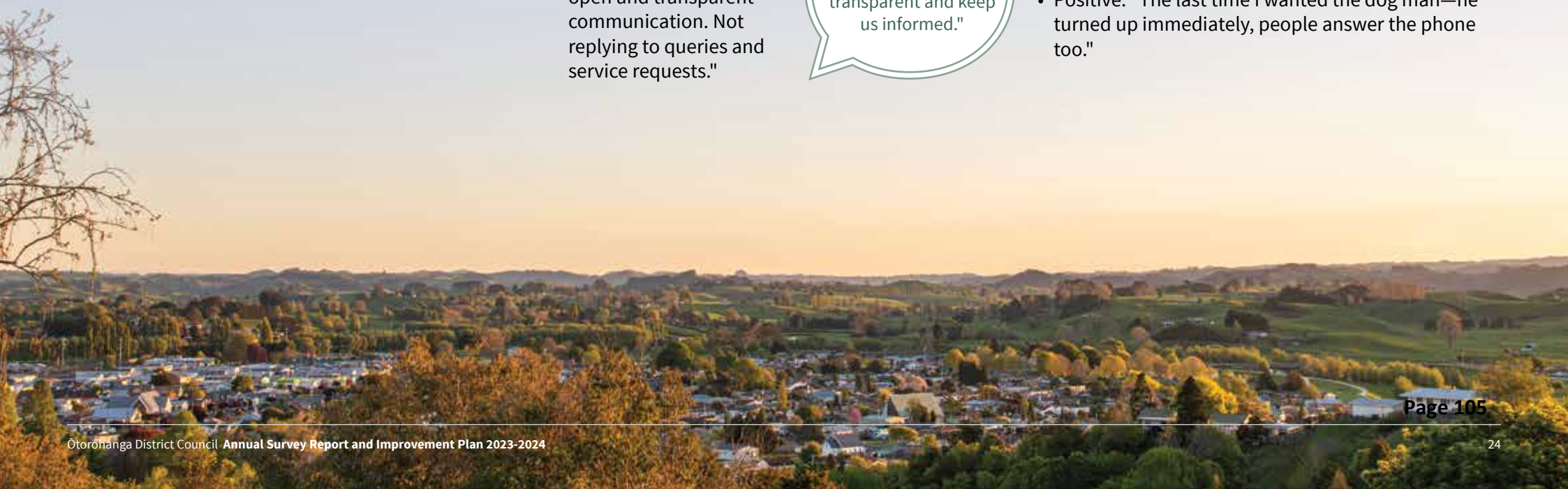
*Positive:*  
"Council seems to be working hard to be transparent and keep us informed."

## POSITIVE PERSONAL INTERACTIONS AND RESPONSIVENESS:

Many of you build trust in Council through positive personal interactions with our team. Friendly, helpful, and responsive service was often mentioned as a reason for confidence in us. However, some expressed concerns about inconsistency, particularly around follow-up on queries and decision timelines.

- Positive: "I always have good results from the communications I have with the team at ŌDC."
- Positive: "The last time I wanted the dog man—he turned up immediately, people answer the phone too."


*Less Positive:*  
"Decisions made get changed and timeframes are too long for action to happen."



## CONCERNS ABOUT DECISION-MAKING AND PRIORITIES:

While many of you trust the Council's decision-making and financial management, others raised concerns about how decisions are made, particularly around the perceived use of public consultations and project priorities. There's a feeling that, at times, these processes aren't fully transparent or reflect the community's input.

- Positive: "I think we have a much better reputation and relationship with our community than other councils in the Waikato."
- Less Positive: "A lot of money doesn't [go] on public consultations, but Council already knows what they are going to do."



*Less Positive:*  
"Too much money spent on consultations for unimportant things."

## WHAT WE'RE DOING ABOUT IT:

While we're grateful for the positive feedback, it's important that we also address the areas where you've voiced less positive sentiments.

### **Lack of open and transparent communication. Not replying to queries and service requests**

We recognise this concern, and you can read more about how we're addressing this in the communication section of this report. We're committed to ensuring that all your queries are acknowledged and responded to in a timely manner. [www.otodc.govt.nz/contact-us/fix-report-a-problem](http://www.otodc.govt.nz/contact-us/fix-report-a-problem)

### **Decisions made get changed and timeframes are too long for action to happen.**

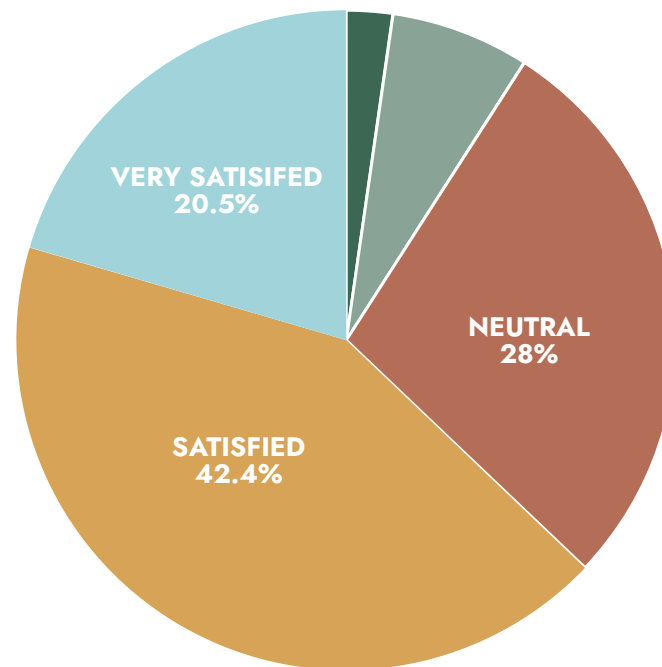
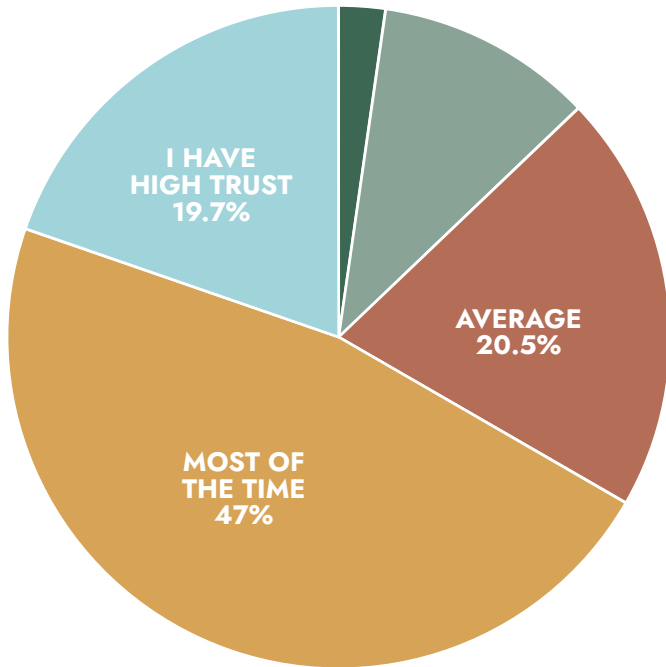
As a small council delivering many of the services that larger councils do, we are proud of how much we achieve. However, we sometimes face pressure to meet all our commitments within set timeframes, and on occasion, deadlines may need to be extended to ensure the best outcome for the community. We know this can be frustrating, but we'll do our best to keep you informed when things change.

### **Money spent on consultations**

It is important that we include our community in decisions we make for the wellbeing of our generations today and those to come. As we work through our 2024-34 Long Term Plan, we continue to weave the future together—Kotahitanga. The feedback on our approach has been overwhelmingly positive. We remain conscious of our budget and work hard to make consultations as cost-effective as possible, using online platforms, social media, and community networks to ensure we get the best value for our engagement efforts.

**HOW MUCH DO YOU TRUST THE  
ŌTOROHANGA DISTRICT COUNCIL?**

**HOW SATISFIED ARE YOU WITH  
THE OVERALL PERFORMANCE OF  
ŌTOROHANGA DISTRICT COUNCIL IN  
THE LAST YEAR?**



- Not at all 2.3%
- Only a little bit 10.6%

- Very unsatisfied 2.3%
- Unsatisfied 6.8%



# ANNUAL LIBRARY SURVEY



# THEMED RESPONSES

## THEMED RESPONSES TO LIBRARY

Our library is a cherished and well-used community hub, and the overwhelming positive feedback reflects the dedication and passion of our library team. Over the past year, we've made great strides in promoting what the library has to offer, including its programmes, but we know there's still more work to do—and we're excited about how we can continue to improve. We also received some fantastic new suggestions for expanding our collection, which the team is grateful for. It's also been encouraging to see the success of our adult programmes, with requests for even more in the future.

"I use the rural delivery service, there was no section of your survey to cover that service. I have been unwell for 18 months and unable to travel into the library, and without the wonderful women at Ōtorohanga library telling me about that service, it would have been a very miserable time indeed. One day I will be able to use your facilities in full again, but until then, I am beyond grateful for the rural service!"

## EXPAND AND DIVERSIFY THE COLLECTION:

You asked for a broader range of books, especially in genres like Christian fiction, children's chapter books, Māori culture (raranga), New Zealand and Pacific authors, biographies, and even access to Native Land Court minutes. There's also interest in expanding our e-book and digital collections.

"Advertise new books and ones that may be of interest to many people"

- "Boost books from New Zealand and Pacific authors."
- "Access to Native Land Court Minutes (1880s-90s) for King Country."
- "The more e-books the merrier! Libby is a fantastic service."

## IMPROVE DIGITAL RESOURCES AND SUPPORT:

Some respondents found it difficult to navigate or use our online resources. There were suggestions for offering instructional sessions on using digital platforms and improving the website's user-friendliness, visibility, and search functions.

"It is too hard to find what I am looking for, Library hours aren't convenient"

- "I find [the online resources] hard work, not user friendly."

- "Don't know how to use them. Need an instruction class and explanation on what it's about."
- "Could the website be more modern and easier to navigate?"

## ENHANCE COMFORT AND SEATING OPTIONS:

Feedback highlighted a need for more comfortable seating, particularly for older patrons. Suggestions included higher seats, additional couches for reading, and improvements to seating in the children's section.

- "More couches or places to read."
- "Higher seats for older people, or put blocks under existing sofas."
- "The kids section needs improvement."

## IMPROVE LIGHTING AND ATMOSPHERE:

Some of you mentioned that the library, particularly in Kāwhia, feels a bit dark and less inviting. Improving the lighting and overall atmosphere would make the space more welcoming and enjoyable for visitors who like to stay a while.

"I use it regularly - for the research material I'm looking for"

- "Kāwhia is what it is, but unsure if the lighting has been looked at. It is adequate."



### INCREASE STUDY AND WORKSPACES:

There were several requests for more study desks and quiet workspaces. During busy times, the library can feel crowded, so creating additional spaces for study or reading would benefit patrons.

- “More study desks if possible.”

### PROMOTE LIBRARY PROGRAMMES, ACTIVITIES, AND OFFERS:

Some respondents indicated they weren't aware of the library's programmes and activities. Increasing promotion through social media, newsletters, and in-library displays would help raise awareness and boost participation.

- “I didn't know we had programmes until I saw a poster. Could there be more awareness on social media of what is coming up?”
- “I would appreciate a monthly update by email as to what is being offered.”

"Loved the authors night"

“Encouraging schools to visit regularly so that children get accustomed to what literacy and knowledge options the Library offers”

### INCREASE THE NUMBER OF PROGRAMMES FOR ADULTS:

While our children's programmes were praised, you expressed interest in more activities for adults. Suggested programmes included arts and crafts, music, skill-building workshops, and other engaging events for the adult community.

- “Perhaps more programmes for adults to learn new skills, like arts and crafts, music, etc.”
- “The kids programmes are great, but I wish there were more activities for adults

“Adding a self checkout would help when there is a line of people waiting to be served.” / “When taking a book out it's still very pleasant to be served and have a small conversation with a real person unlike libraries where you do your own book check out. For some people this may be the only person they speak to all day”

“It is super great to see the planning that goes into Storytime for our young tamariki. And how the ladies are involving the community when delivering a nationally recognised theme such as Matariki, Mothers and Father's Day.....”

“Please keep open every day - some things cannot be measured in money value - books and love of book - (and where they are available) are the future of our generations.

“Please open for a late night (maybe until 7pm) so that people who work until 5pm can still visit the library”

“The staff are always so happy and cheerful not to mention helpful! The children feel confident to approach a staff member themselves when they need help and that says everything!”

## WHAT WE'RE DOING ABOUT IT:

### **Expand and Diversify the Collection**

Our library team has taken note of the valuable collection suggestions you've made. These will be considered as part of the purchasing process in the coming years. Additionally, staff will investigate whether Native Land Court minutes can be obtained and made accessible to the community.

### **Improve Digital Resources and Support**

Over the past year, we've researched successful digital programmes from other libraries. Starting in 2024/25, we'll begin introducing these new initiatives. We'll also be utilising DORA (Digital On Road Assistance) to deliver a two-week digital assistance programme across the district. One-on-one support will continue for those needing help with our online services, including apps, and group "How To" sessions will be rolled out throughout 2024/25.

### **Enhance Comfort and Seating Options**

We've made this a priority for 2024/25. Our staff will explore repurposing or purchasing additional furniture to improve the comfort and functionality of the library space.

### **Improve Lighting and Atmosphere**

This feedback is particularly relevant to our Kāwhia library, which underwent a makeover during the 2023/24 year. Our staff will look into further improvements to enhance the atmosphere, while

acknowledging the space limitations of this treasured library.

### **Increase Study and Workspaces**

The library's programme room will be better promoted as an overflow space for study and reading when not in use. We will also explore the possibility of purchasing additional furniture to accommodate more patrons.

### **Promote Library Programmes, Activities, and Offers**

In 2023/24, we implemented a promotions plan that has led to a noticeable increase in awareness and participation in library programmes. We'll continue using platforms such as:

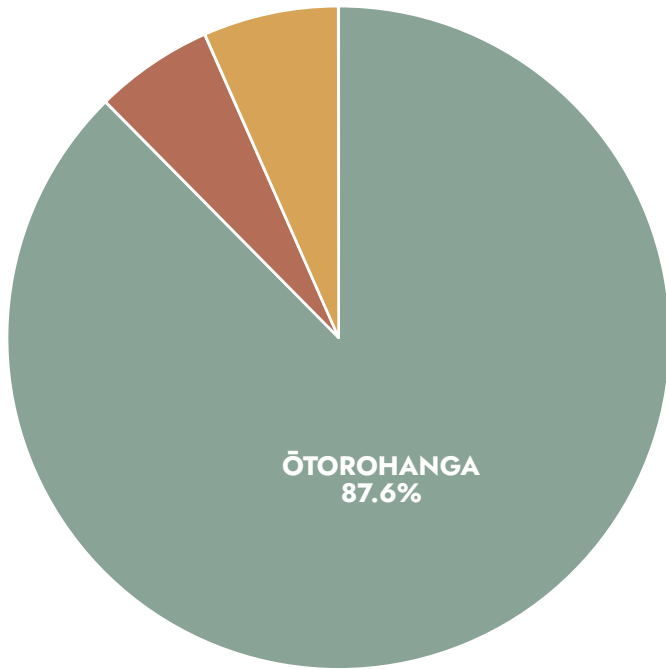
- Āmio newsletters (digital and in King Country News)
- Social media
- Antenno app
- Website
- Direct engagement with schools, preschools, and Beattie Home
- Posters and flyers

We'll also seek further support from the communications team to enhance our efforts in this area.

### **Increase the Number of Programmes for Adults**

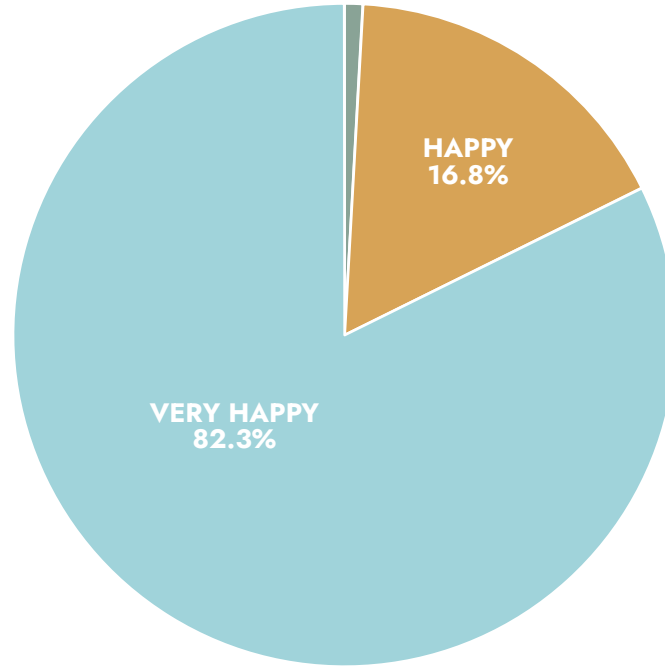
Over the past year, we've delivered two author events, an adult reading programme, and the Local Family History programme. Expanding on these offerings is a key focus for 2024/25, and we're excited to deliver more adult-focused activities.

**WHICH LIBRARY, IF ANY, DO YOU USE MOST OFTEN?**



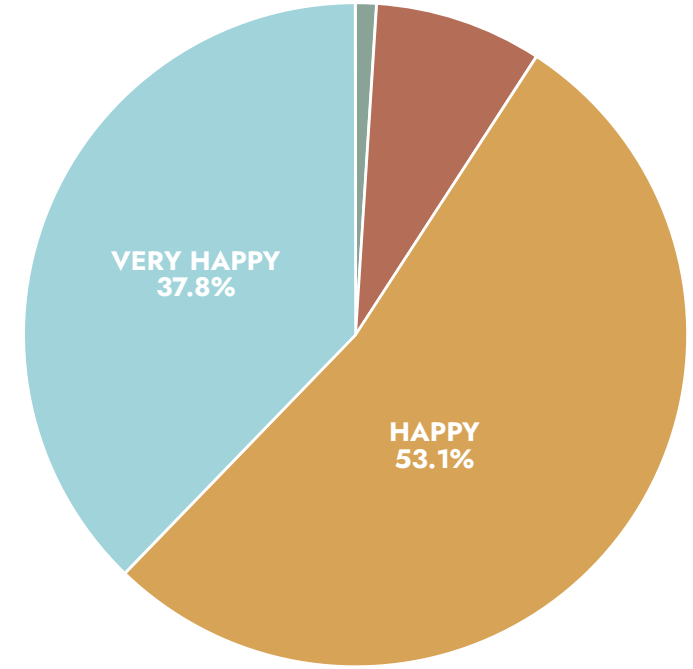
- Kāwhia 5.8%
- I don't use the library 6.6%

**HOW HAPPY ARE YOU WITH THE SERVICE YOU RECEIVE FROM STAFF?**



- Very Unhappy 0%
- Unhappy 0.9%
- Neutral 0%

**HOW DO YOU RATE THE COLLECTION OF BOOKS, MAGAZINES, DVD'S AND OTHER MATERIALS?**

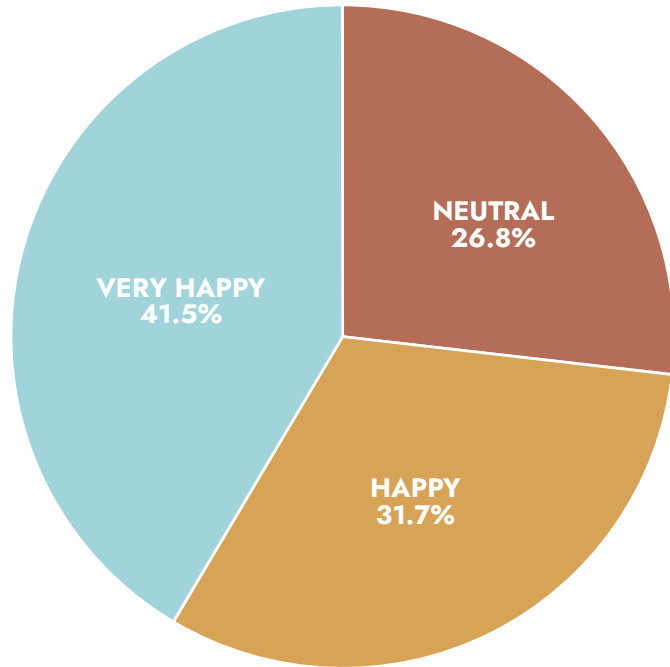


- Very Unhappy 0%
- Unhappy 1%
- Neutral 8.2%

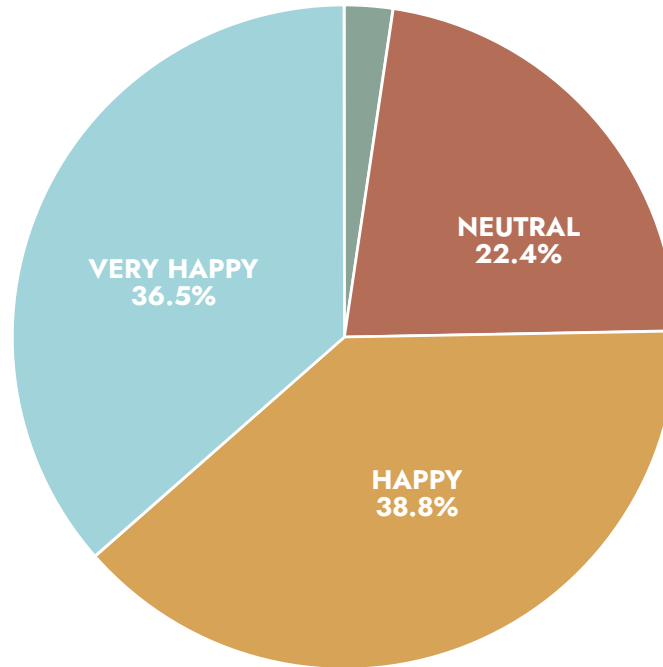


HOW DO YOU RATE THE LIBRARY PROGRAMMES OFFERED? FOR EXAMPLE CLASSES, HOLIDAY PROGRAMMES, STORYTIME, AFTERSCHOOL PROGRAMME ETC.

HOW DO YOU RATE OUR ONLINE RESOURCES? FOR EXAMPLE, THE LIBRARY WEBSITE, APPS, EBOOKS, DIGITAL NEWSPAPERS AND MAGAZINES, DIGITAL RESOURCES...



● Very Unhappy 0%  
 ● Unhappy 0%



● Very Unhappy 0%  
 ● Unhappy 2.4%



# ANNUAL HOUSING FOR OLDER PERSONS SURVEY

# RESPONSES

## RESPONSES

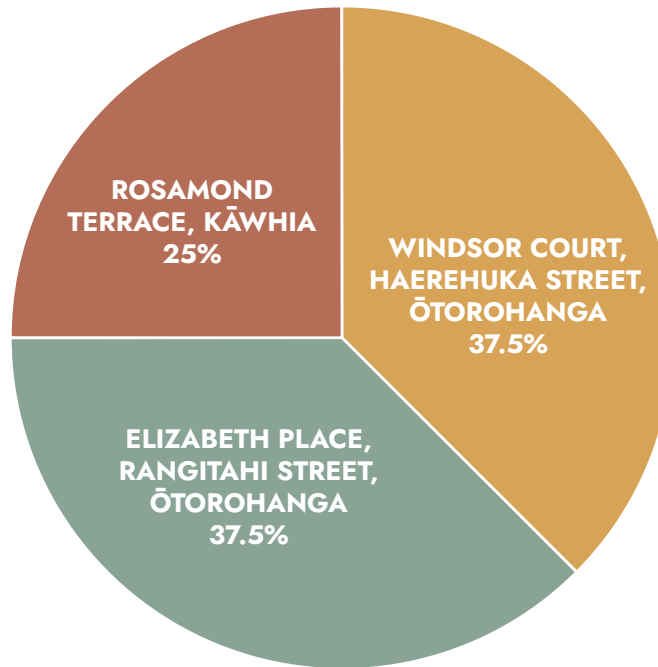
While there were no specific themed responses for Older Persons Housing in this year's survey, a number of comments we received were actually service request items. Our staff have processed these accordingly, but it has highlighted that some of our tenants may not always remember how to let us know when something needs fixing.

To make it easier for our tenants to reach out, we're creating handy fridge magnets with our contact details, so help is always just a phone call away. These magnets will be distributed alongside a letter outlining all the different ways tenants can lodge a service request. We also encouraged anyone needing help with the digital options to visit the library, where our friendly team is available to assist.

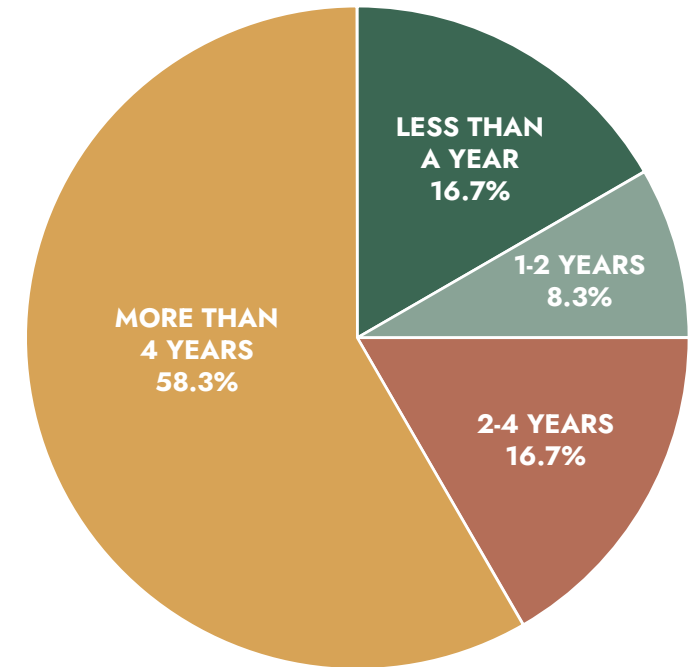
"Most comfortable dwelling in my life"

"Love living in this unit. It is safe and quiet nice people lovely to look over at the park nice and warm with the new heater."

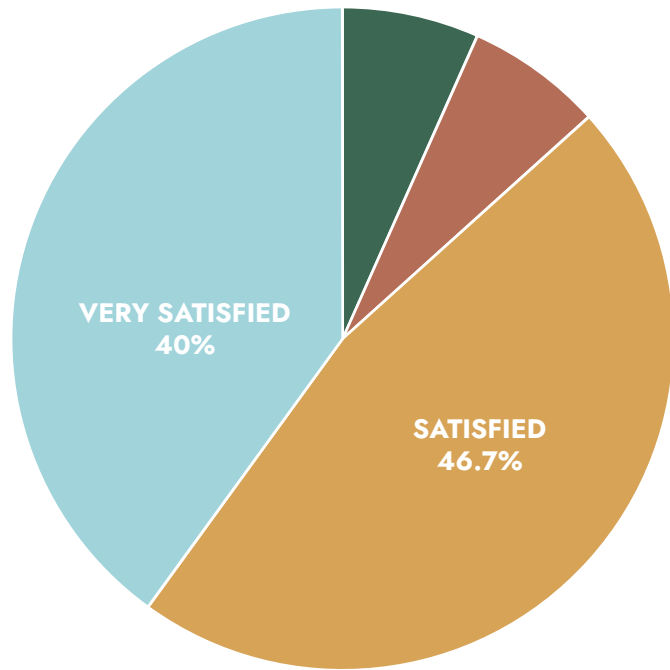
## WHICH OF THE HOUSING COMMUNITIES DO YOU LIVE IN?



## HOW LONG HAVE YOU LIVED IN COUNCIL'S OLDER PERSONS HOUSING?

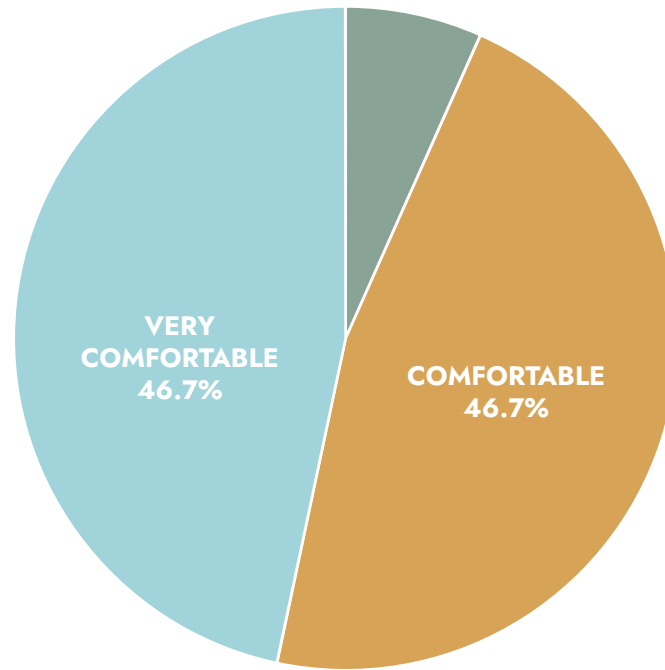


**HOW SATISFIED ARE YOU WITH THE OVERALL CONDITION OF YOUR HOUSING UNIT?**



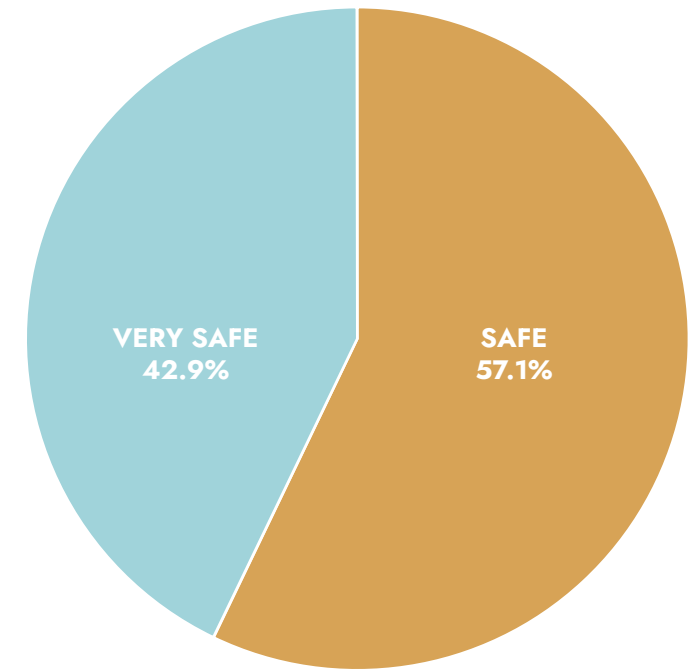
● Very unsatisfied	6.7%
● Unsatisfied	0%
● Neutral	6.7%

**HOW COMFORTABLE IS YOUR UNIT?**



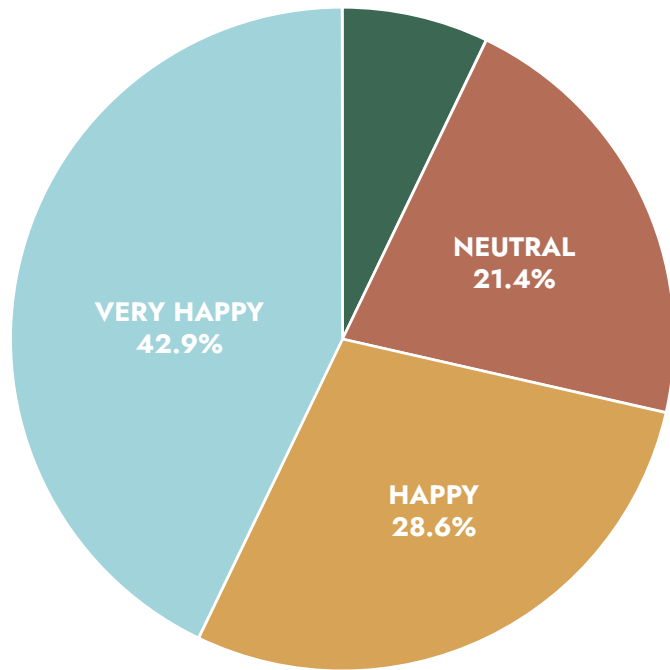
● Very uncomfortable	0%
● Uncomfortable	6.7%
● Average	0%

**TO WHAT LEVEL DO YOU THINK YOUR UNIT IS SAFE?**



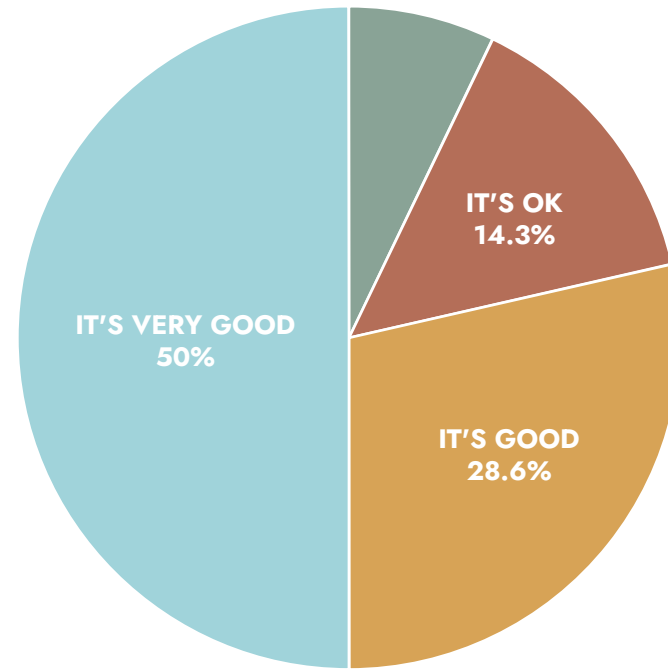
● Very unsafe	0%
● Unsafe	0%
● Average	0%

IF YOU HAVE MADE A MAINTENANCE REQUEST IN THE PAST YEAR, HOW HAPPY WERE YOU WITH THE RESPONSE TIME?



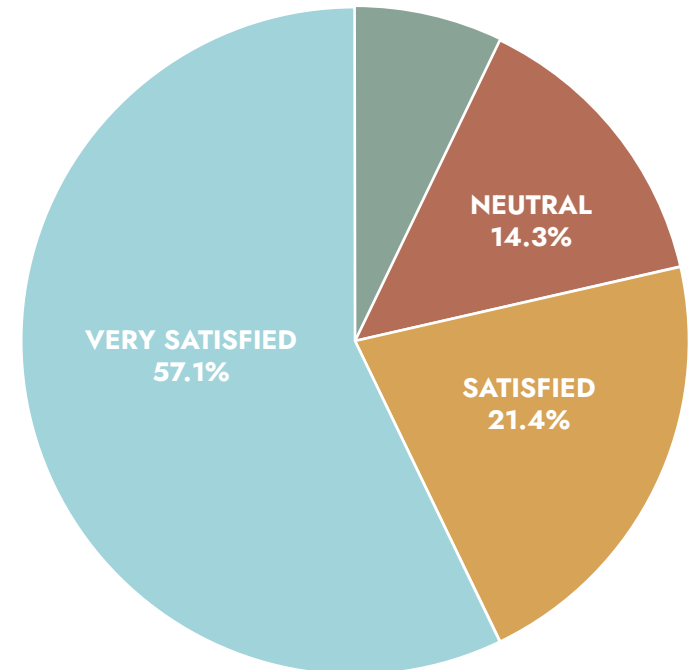
- Very unhappy 7.1%
- Unhappy 0%

TO WHAT LEVEL DO YOU THINK THAT THE UNIT IS WARM, DRY AND WEATHERTIGHT?



- It's not at all 0%
- It could be much better 7.1%

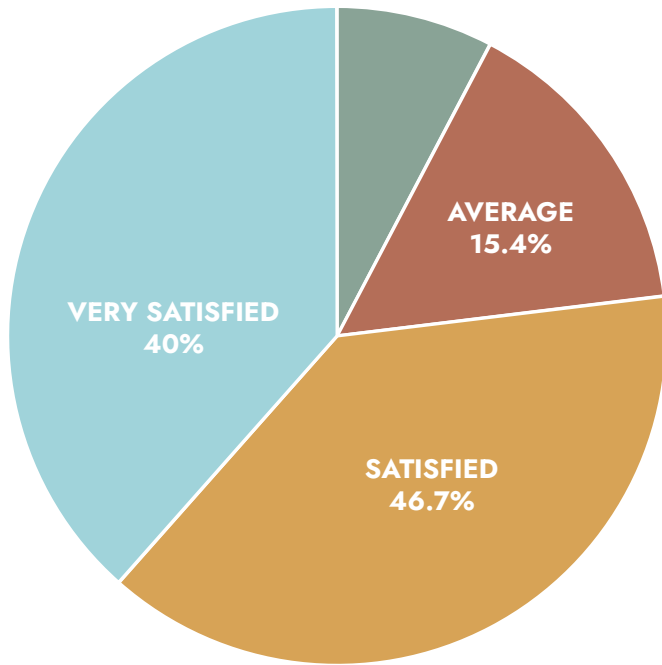
HOW SATISFIED ARE YOU WITH THE LAWNS AND GARDENS OF COMMUNAL AREAS?



- Very unsatisfied 6.7%
- Unsatisfied 0%



## HOW SAFE DO YOU FEEL IN YOUR HOUSING COMMUNITY?



- Very unsafe 0%
- Unsafe 7.7%





# ANNUAL IWI RELATIONSHIP SURVEY



# THEMED RESPONSES

Council, both elected members and staff, have been focused on building authentic and enduring relationships with iwi and Māori. Our achievements so far stem from a two-pronged approach: first, fostering trust and understanding through meaningful engagement with iwi and Māori communities, and second, creating a more inclusive environment for our kaimahi (staff) and manuwhiri (visitors).

While we've made positive strides, it's important to continue this journey and strengthen these relationships. This ongoing commitment was reaffirmed in our 2024-34 Long Term Plan, where we further emphasised our dedication to working in partnership with iwi/Māori.

## THEMED RESPONSES TO IWI RELATIONSHIP

The following themes reflect a strong foundation of trust and engagement between Council and iwi/hapū communities, with clear opportunities to deepen collaboration and support.

## STRONG ENGAGEMENT AND RELATIONSHIPS WITH IWI AND HAPŪ:


Council was acknowledged for the genuine, meaningful efforts to engage with iwi and hapū, resulting in positive relationships built on trust, openness, and a willingness to work together.

- “ŌDC has made a genuine effort to engage in a meaningful way with iwi and hapū within the Ōtorohanga District both coastal and inland communities.”
- “There is good faith, a willingness to work together, and share. The connection and updates of what is happening in the local area are very good.”
- “Engagement has been open and insightful regarding all things LTP, infrastructure needs, housing.”

## VALUE OF MĀORI LEADERSHIP AND REPRESENTATION:

The involvement of Māori Councillors, the establishment of Māori Wards, and the role of the Kaitakawaenga – Iwi Relations Advisor were all valued. Respondents appreciated the inclusion of Māori leadership and input, though some called for broader engagement with more members of the Māori community.

- “Having a Kaitakawaenga – Iwi Relations Advisor shows commitment to building a strong



"The current Mayor has always engaged with Māori, especially Rangatahi. These are our future leaders. Tuia initiative is a great example of this. Having a Kaitakawaenga – Iwi Relations Advisor also shows commitment of building a strong relationship within the Māori community."

relationship within the Māori community.”

- “The current Mayor has always engaged with Māori, especially rangatahi, and they are our future leaders.”
- “I struggle with the term ‘Iwi Leader,’ but I trust the current Mayor and the Māori Councillors to guide the council.”

## POSITIVE ENGAGEMENT WITH COUNCIL LEADERSHIP:

Respondents spoke positively about Council leadership, especially the Mayor and Chief Executive, noting their visibility, approachability, and integrity when engaging with the Māori community.

- “The Mayor, CE, and Kaitakawaenga Māori are visible at kaupapa in our community.”
- “The CEO (Tanya) is a great face of the Council and builds trust through actions.”
- “I have seen the Mayor engage well with Māori, and this builds trust in Council's approach.”

## INCLUSION AND CO-DESIGN IN DECISION-MAKING:

There was positive feedback about Council's commitment to involving iwi in decision-making processes, particularly through co-designing projects and seeking iwi input on key matters like Reserves Management and Māori Wards.

- "It was a positive process that iwi were invited to come in and share their views, and it was great to see elected members listen."
- "Full engagement on Reserves Management design, and supportive of manawhenua decisions."

## OPPORTUNITIES FOR IMPROVEMENT:

### SUPPORT IWI CAPACITY TO ENGAGE:

Some respondents highlighted that iwi may face capacity challenges in engaging with Council and suggested that Council provide budget or resources to support iwi participation.

- "A budget line to support iwi engagement may help facilitate what outcomes Council is looking for and enable iwi to respond."

## BROADER COMMUNICATION AND ENGAGEMENT:


To maintain the positive momentum, respondents suggested continuing regular communication and updates with iwi and hapū, ensuring that stakeholders are kept informed of project updates, workplans, and priorities.

- "Continue to ask questions of each other about alignment and timing of workplan priorities."

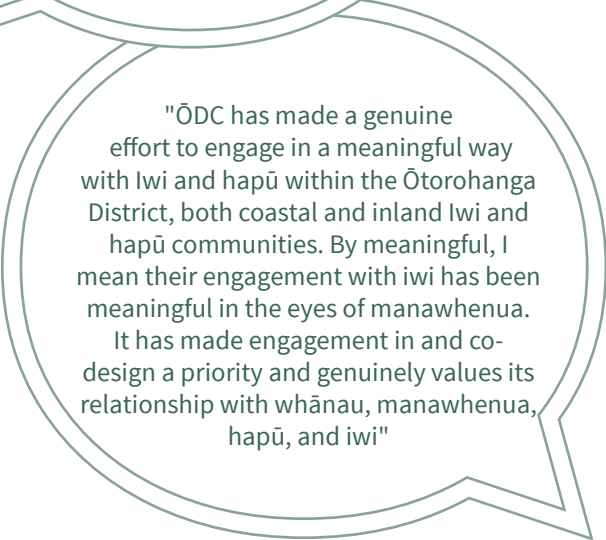
## FURTHER OPPORTUNITIES FOR FACE-TO-FACE INTERACTION:

There was also interest in creating more opportunities for face-to-face engagement with councillors and staff, including chances for iwi to present their initiatives and priorities.

- "It would be good to meet councillors and have an opportunity to present to them, our mahi."



"ŌDC are proactive with engaging us, through hui, regular comms, on opportunities and work programmes that will benefit our community and Maniapoto. There has been integrity in the relationship with senior leaders at ŌDC and ŌDC senior leaders are also visible at our kaupapa. There is good faith, a willingness to work together, and share."



"ŌDC has made a genuine effort to engage in a meaningful way with iwi and hapū within the Ōtorohanga District, both coastal and inland iwi and hapū communities. By meaningful, I mean their engagement with iwi has been meaningful in the eyes of manawhenua. It has made engagement in and co-design a priority and genuinely values its relationship with whānau, manawhenua, hapū, and iwi"

What advice can you share to help us improve?

" I think it is helpful to have good robust processes in place with plenty of perseverance from staff required in working with iwi who may struggle with capacity to do the work from time to time. I think where possible a budget line to support Iwi engagement may help facilitate what outcomes Council is looking for and enable iwi to respond"

"It would be good to meet councillors and have an opportunity to present to them, our mahi, or even a kaitahi at some point."

"Continue to ask questions of each other about alignment and timing of workplan priorities and how we can help each other."

## WHAT WE'RE DOING ABOUT IT:

### Support Iwi Capacity to Engage:

We acknowledge the capacity challenges for iwi engagement and will prioritise discussions around financial recompense for the knowledge and expertise that iwi, Māori, and mana whenua bring to the table. This is an important consideration moving forward.

### Broader Communication and Engagement:

Council senior staff and project leads will continue to meet regularly with iwi entities to align shared priorities. We will maintain the practice of sharing our three-year work plan, providing a high-level snapshot of current and upcoming projects.

### Further Opportunities for Face-to-Face Interaction:

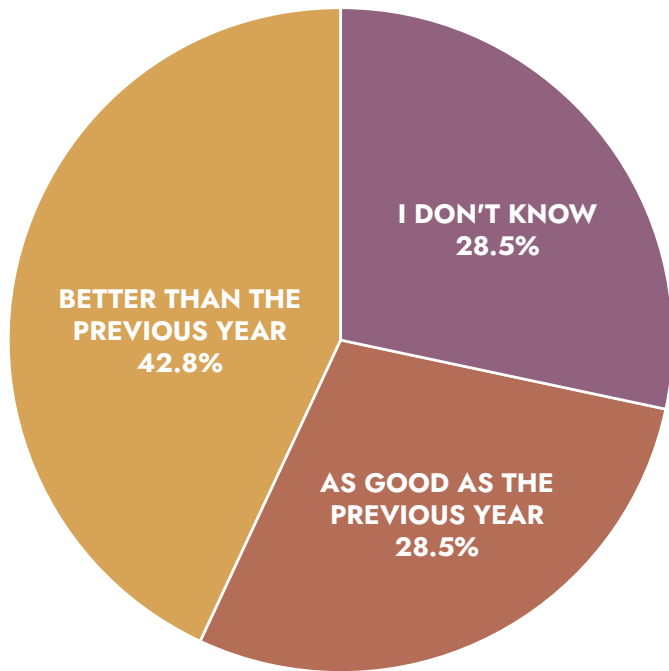
We will ensure that opportunities for elected members to attend iwi events, such as AGMs or specific hui, are shared. Additionally, we will consider periodic invitations for iwi entities to host or meet with elected members to foster deeper connections and share each other's priorities.

What's your reason for your ratings?

"Early consultation on council matters. Council supports mana whenua position on Māori Wards, full engagement on Reserves Management design. Supportive of manawhenua decisions regarding Hui pūtea. Council developing a Māori Engagement Framework Strategy. Manawhenua on the evaluation panel."

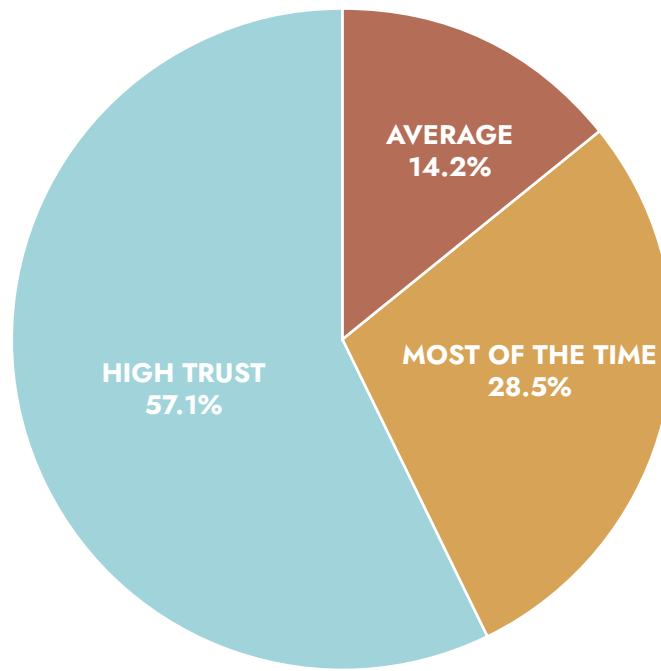
"As above, the Mayor, CE and Kaitakawaenga Māori are visible at kaupapa in our community. At our bi-monthly executive hui, there is full presentation from Tanya and the executive team and a commitment to sharing with high integrity, trust, and good faith, to work together on matters that will provide economic and community uplift for the people in the district."

### HAS COUNCIL IMPROVED ITS RELATIONSHIPS WITH IWI LEADERS COMPARED TO LAST YEAR?



● Worse than previous year 0%

### HOW MUCH DO YOU TRUST THE ŌTOROHANGA DISTRICT COUNCIL?

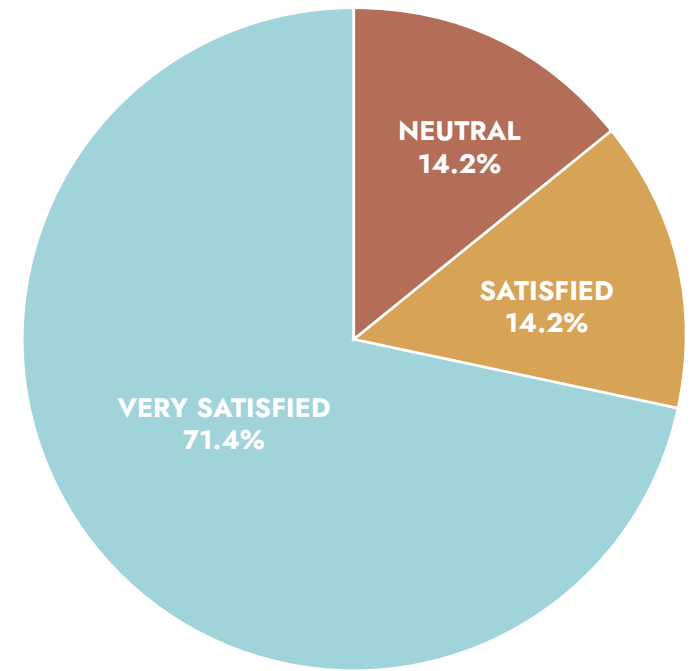


● No trust 0%

● Only a little bit 0%

### HOW DO YOU FEEL ABOUT THE ŌTOROHANGA DISTRICT COUNCIL

(THIS INCLUDES MAYOR, COUNCILLORS, COMMUNITY BOARDS AND STAFF) ARE DOING IN BUILDING AND MAINTAINING AUTHENTIC, STRONG, AND PRODUCTIVE RELATIONSHIPS WITH IWI LEADERS REPRESENTING MANA WHENUA ACROSS THE ŌTOROHANGA DISTRICT AREA)



● Very unsatisfied 0%

● Unsatisfied 0%



WEAVING THE  
FUTURE, TOGETHER  
**KOTAHITANGA**  
ŌTOROHANGA DISTRICT COUNCIL

# WE'RE LISTENING

Whether you need to ask a question, make a request, pass on a compliment or complaint about any of our services, or reach an Elected Member - here's how!

## HERE ARE ALL OF THE WAYS YOU CAN CONTACT US:

-  **Online** - [www.otodc.govt.nz](http://www.otodc.govt.nz)
-  **Lodge a Service Request** - [www.otodc.govt.nz/contact-us/fix-report-a-problem](http://www.otodc.govt.nz/contact-us/fix-report-a-problem)
-  **Phone** - 0800 734 000
-  **Email** - [info@otodc.govt.nz](mailto:info@otodc.govt.nz)
-  **Antenno App** - [www.otodc.govt.nz/contact-us/antenno-app](http://www.otodc.govt.nz/contact-us/antenno-app)
-  **In person** – 17 Maniapoto Street, Ōtorohanga
-  **Post** - PO Box 11, Ōtorohanga 3940
-  **Elected Members** - [www.otodc.govt.nz/about-council/mayor-councillors-and-boards](http://www.otodc.govt.nz/about-council/mayor-councillors-and-boards)
-  **Follow us on Social Media** - [www.facebook.com/OtorohangaDistrictCouncil](http://www.facebook.com/OtorohangaDistrictCouncil)

# WEAVING THE FUTURE, TOGETHER KOTAHITANGA

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0800 734 000 or 07 873 4000 | [www.otodc.govt.nz](http://www.otodc.govt.nz)



Te Kaunihera ā-Rohe o  
**Ōtorohanga**  
District Council  
*Where kiwi can fly*

**Item 197** Finance Report to 31 October 2024

**To** Ōtorohanga District Council

**From** Brendan O’Callaghan, Manager Finance

**Type** **INFORMATION REPORT**

**Date** 26 November 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 31 October 2024 shows the operating surplus being down \$625k, because of the timing of subsidy income and other expenses.

2.2. Capital expenditure and loan repayments were under budget by \$2.5M. This predominately relates to the timing of capital work during the year, due to waiting for final funding decisions.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 31 October 2024’ (document number 789272) from Brendan O’Callaghan, Finance Manager.



#### 4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses					
For the Period Ending October 2024					
	Actual	Budget	Variance		Full Year Budget
<b>Revenue</b>					
Rates income	7,661,365	7,630,062	-31,303	0%	15,260,320
Contributions	3,520	429	-3,091	-721%	10,001
Water by Volume Rates	213,480	232,500	19,020	8%	2,238,000
Subsidies and Grants	1,730,312	2,531,272	800,960	32%	8,346,698
Other Income	485,748	381,856	-103,892	-27%	1,793,376
Other gains/(losses)	0	0	0	0%	0
<b>Total Revenue</b>	<b>10,094,425</b>	<b>10,776,119</b>	<b>681,694</b>		<b>27,648,395</b>
<b>Expenses</b>					
Employee Benefit Expenses	2,048,559	2,063,923	15,364	1%	7,192,546
Depreciation and Amortisation	1,069,976	1,069,976	0	0%	7,068,676
Other Expenses	4,332,384	4,505,687	173,303	4%	14,158,631
Finance Costs	151,876	20,297	-131,579	-648%	221,123
<b>Total Expenditure</b>	<b>7,602,795</b>	<b>7,659,883</b>	<b>57,088</b>		<b>28,640,976</b>
<b>Operating Surplus/(Deficit)</b>	<b>2,491,629</b>	<b>3,116,236</b>	<b>624,607</b>		<b>-992,581</b>

4.1. Overall there is a net surplus to the end of October of \$2,491,629, compared to the budgeted surplus of \$3,116,236. The variance in the surplus against budget is due to:

- a. Operating Revenue is down on budget by \$682k, due to \$801k down on budget in subsidies and grants. This is offset by \$104k over budget in other income and \$31k over budget in rates income.

Subsidies and grants is down on budget by \$801k due to the timing of roading claims compared to the budget, with the timing of raising the claim for the end of October being after the writing of this report. This means that an approximate amount for October has been included.

- b. Operating expenses is down on budget by \$57k, with other expenses being \$173k under budget and finance costs being \$132k 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.

<b>Statement of Financial Position</b>			
<b>For the period ending October 2024</b>			
	<b>Actual</b>	<b>Full Year Budget</b>	<b>YTD Last Year</b>
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	2,745,776	3,169,964	-1,988,426
Trade and Other Receivables	1,744,932	2,295,270	2,633,800
Inventory	34,785	30,910	47,981
Property Inventory	0	0	0
Loan Receivable	0	0	0
<b>Total Current Assets</b>	<b>4,525,493</b>	<b>5,496,144</b>	<b>693,355</b>
<b>Non-current Assets</b>			
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	5,705,644
<b>Total Non-current Assets</b>	<b>417,782,875</b>	<b>414,886,324</b>	<b>405,901,558</b>
<b>Total Assets</b>	<b>422,308,368</b>	<b>420,382,468</b>	<b>406,594,913</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	1,305,449	2,714,958	1,041,119
Provisions	1,088	829	1,017
Employee Benefit Liabilities	404,202	401,309	351,628
Income in Advance	412,827	741,189	784,259
Development and Financial Contributions in Advance	566,872	540,623	526,240
<b>Total Current Liabilities</b>	<b>2,690,438</b>	<b>4,398,908</b>	<b>2,704,262</b>
<b>Non-current Liabilities</b>			
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
<b>Total Non-current Liabilities</b>	<b>10,493,563</b>	<b>6,284,803</b>	<b>6,487,434</b>
<b>Total Liabilities</b>	<b>13,184,001</b>	<b>10,683,711</b>	<b>9,191,696</b>
<b>Net Assets</b>	<b>409,124,367</b>	<b>409,698,757</b>	<b>397,403,217</b>
<b>Equity</b>			
Retained Earnings	168,967,927	164,002,307	161,685,786
Reserve Funds	3,103,513	3,023,221	2,953,952
Revaluation Reserves	237,052,927	242,673,229	232,763,479
<b>Total Equity</b>	<b>409,124,367</b>	<b>409,698,757</b>	<b>397,403,217</b>

4.3. Overall, the balance sheet shows a healthy position at the end of October, with total current assets of \$4.53M, against total current liabilities of \$2.69M, giving a working capital of \$1.84M.

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 October 2024				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
<b>Operating Revenue</b>				
Activity Revenue	2,215,929	2,913,128	697,199	10,140,074
Targeted Rates	3,560,694	3,577,325	16,631	8,927,635
Development Contributions	3,520	429	-3,091	10,001
General Rates	4,193,762	4,285,237	91,475	8,570,685
Other General Sources	2,054,989	2,657,212	602,223	12,902,812
	12,028,895	13,433,331	1,404,436	40,551,207
<b>Operating Expenditure</b>				
Trusted Leadership & Relationships	2,830,046	4,315,206	1,485,160	15,608,368
Strong Communities	655,612	754,003	98,391	2,173,230
Vibrant Places and Spaces	758,954	1,045,970	287,016	3,523,041
Sustainable Development and Public Safety	358,731	633,055	274,324	2,388,361
Resilient Infrastructure: Land Transport	3,023,447	2,723,147	-300,300	11,878,280
Resilient Infrastructure: Water Supply	639,735	757,802	118,067	3,144,137
Resilient Infrastructure: Wastewater	316,389	296,426	-19,963	1,424,444
Resilient Infrastructure: Stormwater	68,223	70,184	1,961	341,712
Resilient Infrastructure: Flood Protection	131,267	123,425	-7,842	320,744
Responsible Waste Management	26,415	231,923	205,508	813,906
	8,808,819	10,951,141	2,142,322	41,616,223
<b>Funding Required</b>				
Capital Renewals	2,801,632	4,669,042	1,867,410	11,364,872
Capital Growth	25,897	105,694	79,797	424,997
Capital Level of Service	2,984,649	3,441,055	456,406	4,758,881
Loans Repaid	163,257	256,666	93,409	1,112,822
	5,975,436	8,472,457	2,497,021	17,661,572
<b>Funding Applied</b>				
Funding from Depreciation Reserves	0	20,332	20,332	5,700,479
Loans Raised	0	744,764	744,764	5,146,292
Capital Income	48,462	3,332	-45,130	59,996
Transfer to and from Balance	2,706,898	5,221,839	2,514,941	7,819,821
	2,755,360	5,990,267	3,234,907	18,726,588

- 4.5. In the Combined Cost of Services statement, overall operating revenue is \$1.4M under budget. This 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 under budget by \$2.5M. The bulk of this is related to capital renewals, which is due to the timing of some larger projects, particularly in the roading space, which were delayed while the outcome of the NZTA funding review was undertaken.

Statement of Cashflows		
For the Period Ending October 2024		
	Actual	Full Year Budget
<b>Cash flows from operating activities</b>		
Receipts from rates revenue	7,946,507	17,481,000
Receipts from other revenue	4,240,155	10,098,000
Interest received	59,449	15,000
Dividends received	7,370	10,000
Payments to suppliers and employees	- 9,619,187	- 21,710,000
Interest paid	- 151,895	- 221,000
<b>Net cash provided by Operating Activities</b>	<b>2,482,399</b>	<b>5,673,000</b>
<b>Cash flows from investing activities</b>		
Proceeds from Sale of Property, Plant and Equipment	48,462	60,000
Purchase property, plant and equipment	- 2,676,616	- 13,155,000
Purchase of investments	- 100,000	250,000
Purchase of intangible assets	- 280,665	37,000
<b>Net cash (used in) Investing Activities</b>	<b>- 3,008,819</b>	<b>- 12,808,000</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	1,000,000	5,775,000
Repayment of borrowings	-	-
<b>Net cash provided by/(used in) Financing Activities</b>	<b>1,000,000</b>	<b>5,775,000</b>
Net (decrease)/increase in cash, cash equivalents and bank overdrafts	473,580	- 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	2,745,776	3,169,000

4.8. This cashflow statement shows the cashflows in and out for the period to 31 October 2024. As can be seen, net cash flow from operating activities has been positive, mostly due to the rates income received. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of October. 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%

**Public excluded****Take matatapu**

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

**Item 198** Resolution to exclude the public for Item PE18 – Chief Executive annual performance review

**To** Ōtorohanga District Council

**From** Kaia King, Manager Governance

**Type** **DECISION REPORT**

**Date** 26 November 2024



**1. Purpose | Te kaupapa**

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

**2. Executive summary | Whakarāpopoto matua**

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

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That 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:

<b>General subject of each matter to be considered</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>	<b>Interest</b>
Item PE18: Chief Executive annual performance review	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.



## 4. Context

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

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

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

### Impacts on Māori

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

### Risk analysis

- 5.3. This report seeks to reduce the risks associated with protecting the privacy of a person.

### Policy and plans

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

### Legal

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

### Financial

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

## 6. Discussion | He kōrerorero

### Option 1: To exclude the public from the meeting

- 6.1. This option seeks to reduce the risk of privacy breaches by the holding of the whole or the relevant part of the proceedings of the meeting in public.

### Option 2: To decline to exclude the public

- 6.2. This option would not mitigate the risk of privacy breaches and may potentially expose Ōtorohanga District Council to greater risk.

### Recommendation option and rationale

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

## 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
C147	25/06/24	<p>That Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>Approve the Arohena Rural Water Scheme (comprising of three separate water supplies: Huirimu, Kahorekau and Taupaki) to remain under permanent Boil Water Notices.</li> <li>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.</li> </ol>	<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	<p>That Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>Receives the report titled 'Waikato Water Done Well – Proposal' from the Waikato Water Done Well Project Team (document number 776676) and the accompanying technical report (document number 776675).</li> <li>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.</li> <li>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.</li> <li>Advises the Joint chairs of the Waikato Joint Mayors and Chairs Forum of their decision.</li> <li>Instructs the Chief Executive to negotiate a proposed Heads of Agreement (HoA) to bring back for Council</li> </ol>	<p>Staff recommend this resolution remain on the register until it comes back to a future Council meeting.</p>

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.

C279	24/09/24	<p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a. Receive and consider the submissions made on the draft Policy.</li> <li>b. Finalise the content of the Ōtorohanga District Council Local Alcohol Policy 2024 (document number 773174) including the following amendments: <u>Refer to Minutes for full resolution.</u></li> </ul>	<p>The Policy is now in force.</p> <p>Staff recommend this Resolution be removed from the Register.</p>
C285	22/10/24	<p>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.</p>	<p>This Resolution has been actioned.</p> <p>Staff recommend this Resolution be removed from the Register.</p>
C286	22/10/24	<p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a. Receives the concept plans document relating to a proposed Rural Park on Ōtewa Road incorporating a multi-use Sports Park component.</li> <li>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.</li> <li>c. Confirms that the proposed draft Ōtorohanga Reserves Strategy and Management Plan, as presented to June</li> </ul>	<p>The draft Strategy and Management Plan was released for consultation on 1 November.</p> <p>Staff recommend this Resolution be removed from the Register.</p>

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.

- C287 22/10/24 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).
- We are currently in negotiations with our contractor for the 1 year contract extension.  
 Staff recommend this resolution remain until the contract extension has been confirmed.
- C288 22/10/24 That Ōtorohanga District Council approve the carrying over of \$5,565,222 to the 2024/25 financial year for the following projects: (refer to the Minutes)
- This Resolution has been actioned.  
 Staff recommend this Resolution be removed from the Register.
- C289 22/10/24 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
- This road closure will now proceed as an operational matter.

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.

Staff recommend this Resolution be removed from the Register.

b) Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

C290 22/10/24 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).

This Resolution has been actioned.

Staff recommend this Resolution be removed from the Register.

**Staff recommendation**

That Ōtorohanga District Council confirm the removal of Resolutions C279, C285, C286, C288 and C289 from the Register.

**Closing prayer/reflection/words of wisdom**

**Karakia/huritaō/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.*