

OPEN AGENDA



Ōtorohanga District Council

Te Kaunihera ā-Rohe o Ōtorohanga

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council will be held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 27 February 2024 commencing at 10.00am.

Tanya Winter
CHIEF EXECUTIVE

21 February 2024

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
Wharepūhanga Councillor	Cathy Prendergast

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council'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.

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WORKSHOPS | HUI AWHEAWHE

Please note that workshops will not be livestreamed but are open to the public to attend where indicated.

Topics raised in the public forum (if required)	Open
Monthly discussion with the Chief Executive	Public excluded ¹

PLEASE NOTE

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 Council resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

¹ Withheld under the Official Information Act 1982 in accordance with clause s9(2)(g)(i).

OPENING FORMALITIES

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/HURITAO/WHAKATAUKĪ

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).

Under delegated authority, His Worship the Mayor granted Wharepūhanga Councillor Cathy Prendergast's request for a leave of absence for the February meeting.

Should a further apology be received, the staff recommendation is shown below.

Staff recommendation

That Ōtorohanga District Council receive and accept the apology from for ... (non-attendance, early departure, late arrival).

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 the local authority. Requests to attend the public forum must be to the Manager Governance (governance@otodc.govt.nz) at least **two working days before the meeting**. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.

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 debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

Speakers

- **Jeanette Schollum (Kawhia Museum entryway request for funding)**
- **Kingi Wetere (speed limit on Ouruwhero Road)**

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 ...and confirm the order of the meeting as indicated in the agenda with the late item ... 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.

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 Council's Conflicts of Interest Register.*

CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI

The unconfirmed minutes of the 12 December 2023 ŌDC meeting is attached on the following page.

Staff recommendation

That Ōtorohanga District Council, confirm as a true and correct record of the meeting, the unconfirmed open minutes of the Ōtorohanga District Council meeting held on 12 December 2023.



Ōtorohanga

District Council

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OPEN MINUTES

Ōtorohanga District Council Te Kaunihera ā-Rohe o Ōtorohanga

Chairperson

Deputy Chairperson and Kāwhia Tihiroa Councillor

Kāwhia Tihiroa Councillor

Kio Kio Korakonui Councillor

Ōtorohanga Councillor

Ōtorohanga Councillor

Rangiātea Councillor

Rangiātea Councillor

Waipā Councillor

Wharepūhunga Councillor

His Worship the Mayor, Max Baxter

Deputy Mayor, Annette Williams

Kit Jeffries

Rodney Dow

Katrina Christison

Steve Hughes

Jaimee Tamaki

Roy Willison

Roy Johnson

Cathy Prendergast

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 12 December 2023 commencing at 10.00am.

Tanya Winter

CHIEF EXECUTIVE

13 December 2023

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Apologies Ngā hōnea	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes (21 November 2023) Te whakaū i ngā meneti	5
Receipt of minutes Te rironga o ngā meneti	5
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Speaker/s: Wayne Brewer and John McRae from Tainui Kāwhia Incorporated - Plans for the forest once harvested.	5
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CLOSING FORMALITIES

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Meeting closure Katinga o te hui	8

WORKSHOPS | HUI AWHEAWHE

Long Term Plan budgets	Open
Monthly discussion with the Chief Executive	Public excluded ¹

ATTENDANCE REGISTER

Elected members present

Deputy Mayor Annette Williams and Councillors Katrina Christison, Rodney Dow, Steve Hughes, Kit Jeffries, Roy Johnson, Cathy Prendergast, and Jaimee Tamaki (until 11.08am).

Elected members absent

His Worship the Mayor Max Baxter and Councillor Roy Willison.

Council staff present

Chief Executive Tanya Winter, Group Manager Business Enablement Graham Bunn, Group Manager Strategy & Community Nardia Gower, Group Manager Regulatory & Growth Tony Quickfall, Group Manager Engineering & Assets Mark Lewis, Manager Finance Brendan O'Callaghan, Executive Assistant Day Dowd, and Manager Governance Kaia King.

¹ Withheld under the Official Information Act 1982 in accordance with clause s9(2)(g)(i).

WORKSHOPS | HUI AWHEAWHE

Multi-purpose hub

Presenters: Ross McNeil and Adele Hadfield (Veros). Presentation available upon request.

OPENING FORMALITIES

Commencement of meeting | Te tīmatanga o te hui

Deputy Mayor Williams declared the meeting open at 10.00am.

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

ŌDC’s Cassidy Temese provided the opening karakia.

Deputy Mayor Williams provided the following words of wisdom: *“If we are all in agreement on the decision - then I propose we postpone further discussion of this matter until our next meeting to give ourselves time to develop disagreement and perhaps gain some understanding of what the decision is all about.”* Alfred P. Sloan

Apologies | Ngā hōnea

Resolved C147: That Ōtorohanga District Council receive and accept the apologies from His Worship the Mayor, Max Baxter and Councillor Roy Willison for non-attendance and the apology for early departure from Councillor Jaimee Tamaki.

Councillor Jeffries | Councillor Prendergast

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 C148: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the unconfirmed open minutes of the Ōtorohanga District Council meeting held on 21 November 2023.

Councillor Hughes | Councillor Johnson

RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI

Both Board minutes were not available and will be presented at the February meeting.

PUBLIC FORUM | HUI TŪMATANUI

Speaker/s: Wayne Brewer and John McRae from Tainui Kāwhia Incorporated - Plans for the forest once harvested.

HIS WORSHIP THE MAYOR'S VERBAL REPORT | TE PŪRONGO Ā-WAHA A TE KAHIKA

His Worship was an apology so will provide an update at the February meeting.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU**Item 100: Ngāti Te Wehi Marine and Coastal Area Act (2011) claim for customary marine title and protected customary rights at Aotea harbour – letter of support**

ODC's Cassidy Temese acknowledged David Apiti's attendance. He also acknowledged the apologies from Ōkapu Marae Chair Miki Apiti, and Harry Clatworthy of Te Mata Law who presented to an ŌDC workshop in November 2023. Mr Temese spoke to the letter noting that it did not preclude any other claims at Aotea harbour.

Councillor Jeffries queried the extent of the map provided which includes Albatross Point, the foreshore and out to Kārewa/Gannet Island, querying if there were any fishing restrictions proposed for the area. Mr Temese advised that the map was from the original application, but the Court area was reduced to the Aotea Harbour.

Resolved C149: That the Ōtorohanga District Council approve the draft letter of support (document number 728530) to Ngāti Te Wehi and their right to claim for recognition of customary marine title and protected customary rights under the Marine and Coastal Area Act (2011) claim at Aotea harbour.

Councillor Jeffries | Councillor Tamaki

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 101: Community Facilities quarterly update

ODC’s Jared le Fleming took the report as read and in response to a query from Councillor Christison, he advised the contractor had removed the larger rubbish from the fill and ODC’s community facilities team removed the smaller rubbish.

In response to a query from Councillor Jeffries, Mr le Fleming advised staff were considering options for screening between the Kāwhia Cemetery and the recycling centre. The hard compacted clay base was a key consideration. In response to a second query, he advised a community awareness campaign on recycling would commence in the New Year as the promotional material was only just received from central Government.

Resolved C150: That the Ōtorohanga District Council receive the report titled ‘Community Facilities quarterly report’ (document number 727359) from Jared le Fleming, Manager Community Facilities.

Councillor Prendergast | Councillor Christison

Item 102: Better Off Fund update

ŌDC’s Sashtree Montgomery and Nardia Gower noted the Ōtorohanga College hostel closure was announced after the report was prepared. The planned work to be undertaken in 2024 included a hostel feasibility plan.

Resolved C151: That the Ōtorohanga District Council receive the report ‘Better Off Fund update’ (document number 728147) from Sashtree Montgomery, Community Programmes Coordinator.

Councillor Dow | Councillor Jeffries

Item 103: Concept plans – Development and implementation update

ŌDC’s Ross McNeil outlined the projects contained in the report and in response to a query from Councillor Jeffries, he advised the draft Long Term Plan includes an amount of funding following rough order costing but would be allocated as the projects and initiatives were refined.

Resolved C152: That the Ōtorohanga District Council receive the report titled ‘Concept Plans – Development and implementation update’ (document number 728059) from Ross McNeil, Chief Advisor.

Councillor Johnson | Councillor Tamaki

Item 104: Civil Defence Emergency Management (CDEM) quarterly update

ŌDC’s Andrew Loe took the report as read and in response to a comment from Councillor Dow, he advised CDEM local staff had recently undertaken a desktop exercise to discuss contingencies in the event of a forest fire at Kāwhia. He stated the messaging has always been to be prepared for any emergency rather

than a specific event. Should an event occur, the community will be advised what actions to take (or not take) from the controlling body e.g. FENZ, NZ Police, Western Waikato Emergency Operations Centre.

Resolved C153: That the Ōtorohanga District Council receive the report of titled ‘Civil Defence Emergency Management Quarterly Report’ (document number 727597) from A Loe, Policy Advisor.

Councillor Prendergast | Councillor Hughes

OTHER BUSINESS | ĒTAHI ATU TAKE

Councillor updates | Ngā kōrero hou a ngā kaikaunihera

Councillor Tamaki was invited to participate in the interview panel for the CDEM Alternate Controller. She spoke on the Ōtorohanga College hostel closure ceremony for which she needed to leave the meeting to attend.

Councillor Tamaki departed the meeting at 11.08am.

Elected Members attended a series of workshops relating to the draft Long Term Plan, economic wellbeing strategy among others. A delegation also travelled to Te Kūiti for the Te Nehenehenui Joint Management Agreement signing along with Waitomo, Waipā and Waikato district councils and Waikato Regional Council.

Councillor Dow attended the Waikato Regional Transport Committee and the Te Kūiti High School career speed date event. Councillor Prendergast also attended the Waikeria Prison long service awards evening and had assisted the ŌDC Waters team with an issue at Arohena. Together with His Worship and Councillors Hughes and Jeffries, she also attended the Risk and Assurance Committee meeting.

Councillor Johnson was kept busy with three District Licensing Committee hearings. Deputy Mayor Williams attended the Waikato Mayoral Forum and with Councillor Tamaki joined the Local Government New Zealand online special general meeting in relation to the Future by Local Government proposals.

Councillor Jeffries attended the Waipā Networks function at The Sands of Kāwhia and the Kāwhia Fire Brigade annual general meeting. Councillor Christinson joined the Ōtorohanga Christmas Parade as part of the ŌDC team dressed in the ‘baked beans’ outfit. She also was recently appointed to the Ōtorohanga Community Board chairperson role following Kat Brown-Merrin’s resignation.

Resolutions register

ŌDC’s Tanya Winter spoke to items C32, C55, C80 and C113.

Resolved C154: That Ōtorohanga District Council confirm the removal of Resolutions C32, C126, C127, C128 and C135 from the Register.

Councillor Prendergast | Councillor Dow

PUBLIC EXCLUDED | TAKE MATATAPU

Item 105: Resolution to exclude the public for Item PE9: Chief Executive recruitment

Resolved C155: That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

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

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE9: Chief Executive recruitment	9(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Councillor Jeffries Councillor Dow		

CLOSING READMITTANCE OF THE PUBLIC

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

Councillor Dow provided the closing karakia.

Meeting closure | Katinga o te hui

Deputy Mayor Williams declared the meeting closed at 11.44am.

WORKSHOPS | HUI AWHEAWHE

Monthly discussion with the Chief Executive (public excluded)

Presenter/s: Tanya Winter

Long Term Plan budgets (open to the public)

Presenter/s: Brendan O’Callaghan, Graham Bunn, Nardia Gower and Mark Lewis.

The workshop session ended at 4.44pm.

RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI

Ōtorohanga Community Board

The confirmed Minutes from December 2023 and the unconfirmed Minutes from February 2024 are presented for receipt.

Kāwhia Community Board

The confirmed Minutes from December 2023 and the unconfirmed Minutes from February 2024 are presented for receipt.

Staff recommendation

That Ōtorohanga District Council receive:

- a. the confirmed open minutes of the Ōtorohanga Community Board's meeting held on 4 December 2023;
- b. the unconfirmed open minutes of the Ōtorohanga Community Board's meeting held on 7 February 2024;
- c. the confirmed open minutes of the Kāwhia Community Board's meeting held on 7 December 2023;
- d. the unconfirmed open minutes of the Kāwhia Community Board's meeting held on 8 February 2024.



Ōtorohanga

District Council

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OPEN MINUTES

Ōtorohanga Community Board Te Poari Hapori o Ōtorohanga

Membership:	Chairperson	Upoko	Kat Brown-Merrin
	Deputy Chairperson	Upoko Tiriwā	Peter Coventry
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Jo Butcher
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Tori Muller
	Councillor – Ōtorohanga	Kaikaunihera – Ōtorohanga	Katrina Christison
	Councillor – Ōtorohanga	Kaikaunihera – Ōtorohanga	Steve Hughes

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 4 December 2023 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

12 December 2023

ORDER OF BUSINESS

OPENING FORMALITIES

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Apologies Ngā hōnea	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes (2 October 2023) Te whakaū i ngā meneti	4

PUBLIC FORUM | HUI TŪMATANUI

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

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INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

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PUBLIC EXCLUDED | TAKE MATATAPU

No reports.

BOARD PROJECTS

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Project 4: Ōtorohanga Dog Park	6

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[Meeting closure | Katinga o te hui](#)

WORKSHOPS | HUI AWHEAWHE

There were no workshops scheduled.

ATTENDANCE REGISTER

Elected members present

Katrina Christison, Peter Coventry, Kat Brown-Merrin, Jo Butcher, and Tori Muller.

His Worship the Mayor Max Baxter.

Elected members absent

None

Senior Council staff present

Chief Executive Tanya Winter, Group Manager Business Enablement Graham Bunn, Group Manager Regulatory & Growth Tony Quickfall, Group Manager Engineering & Assets Mark Lewis.

OPENING FORMALITIES

Commencement of meeting | Te tīmatanga o te hui

Outgoing Chairperson Brown-Merrin declared the meeting open at 4.00pm.

Apologies | Ngā hōnea

Resolved O58: That the Ōtorohanga Community Board receive and accept the apology from Councillor Steve Hughes for non-attendance.

Chairperson Brown-Merrin | Deputy Chairperson Coventry

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 O59: That the open minutes of the Ōtorohanga Community Board meeting held on 2 October 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Deputy Chairperson Coventry | Councillor Christison

PUBLIC FORUM | HUI TŪMATANUI

No members of the public had requested to be heard.

Chairperson Brown-Merrin stood down as Chairperson. ODC's Graham Bunn (as Deputy Electoral Officer) assumed the Chair for the following item.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 22: Ōtorohanga Community Board Chairperson role

ODC's Graham Bunn took the report as read and called for nominations to the role of Chairperson.

A nomination was received from Board Member Muller for Katrina Christison. The nomination was seconded by Deputy Chairperson Coventry.

Resolved O60: That Ōtorohanga Community Board appoints Councillor Katrina Christison as the chairperson of the Ōtorohanga Community Board.

Board Member Muller | Deputy Chairperson Coventry

Chairperson Christison assumed the Chair for the remainder of the meeting.

Incoming Chairperson Christison thanked Kat Brown-Merrin for her work as Chairperson over the previous year. Chairperson Christison spoke to her enthusiasm for the role and the support of the Board.

Item 23: Meeting dates for 2024

ODC’s Mark Lewis took the report as read noting three dates were on different days of the week to the normal Monday due to public holidays.

Resolved O61: That the Ōtorohanga Community Board adopt the following meeting schedule for 2024 to provide the Ōtorohanga community certainty of the timing to engage and provide input into the matters contained in the agendas.

Wednesday 7 February (due to Waitangi Day)	Tuesday 4 June (due to King’s Birthday)	Monday 7 October
Monday 4 March	Monday 1 July	Monday 4 November
Tuesday 2 April (due to Easter Monday)	Monday 5 August	Monday 2 December
Monday 6 May	Monday 2 September	

Board Member Brown-Merrin | Board Member Butcher

His Worship departed the meeting at 4.20pm.

Item 24: Road naming recommendation – Kōtare Lane

ODC’s Jaime McLellan advised the name was consistent with ODC’s Road Naming Policy and the report sought a recommendation to ŌDC. He noted the right of way serviced six properties.

Resolved O62: That the Ōtorohanga Community Board recommends that pursuant to Section 319 (1)(j) of the Local Government Act 1974 the Ōtorohanga District Council resolves that the access lots within the North King Country Developments Limited subdivision on Harper Avenue, Ōtorohanga shown as Lots 205 & 206 LT 589746 on the attached draft Title Plan (Appendix A) being a private Right of Way access to be named Kōtare Lane.

Deputy Chairperson Coventry | Board Member Butcher

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 25: Ōtorohanga town concept plan – Implementation plan update – November 2023

ODC’s Ross McNeil took the report as read and in response to a query from Board Member Butcher, he advised that the scoping and needs assessment reinforced the need for a central CBD location. He noted the project had identified a range of options from status quo, repurposing existing buildings, to a new facility.

Resolved O63: That the Ōtorohanga Community Board receive the report titled ‘Ōtorohanga Town Concept Plan – Implementation Plan Update November 2023’ (document number 726942) from Ross McNeil, Chief Advisor.

Board Member Brown-Merrin | Board Member Muller

PUBLIC EXCLUDED | TAKE MATATAPU

There are no reports.

BOARD PROJECTS

Project 1: Picnic in the Park

Board Member Muller spoke on the delay from December to February/March/April due to the availability of the food trucks. She was hopeful that a community member or group would like to pick the event up but noted the large requirement for volunteer support.

Project 2: Ōtorohanga Hauora and Connectivity Trail

Board Member Butcher spoke on the proposed outdoor exercise area on the Ōtorohanga College grounds and any impact on the requirement for the Trail project.

Project 4: Ōtorohanga dog park

Board Member Butcher noted the dog park project was on hold due to the review of the reserve management plan.

OTHER BUSINESS | ĒTAHI ATU TAKE

Board Member updates

Chairperson Christison spoke on the Ōtorohanga Kai Forest project noting the ŌDC residents survey confirmed the community would like to see edibles in the town’s green spaces.

Community Board discretionary fund

No further grants were made.

Resolution Register

There were no resolutions outstanding from previous meetings.

CLOSING FORMALITIES

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.26pm.

WORKSHOPS | HUI AWHEAWHE

There were no workshops.

OPEN MINUTES



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Wednesday, 7 February commencing at 4.00pm.

Tanya Winter, Chief Executive

9 February 2024

Elected member attendance

Chairperson	Upoko	Councillor Katrina Christison	Attended
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	Attended
Member	Mema	Kat Brown-Merrin	Attended
Member	Mema	Jo Butcher	Attended
Member	Mema	Councillor Steve Hughes	Attended
Member	Mema	Tori Muller	Attended

Quorum

A majority of members (including any vacancies).

Order of business

Opening formalities

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	4
Apologies Ngā hōnea	4
Public forum Hui tūmatanui	4
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 December 2023
	4

Decision reports | Ngā pūrongo whakatau

No reports.	
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Information only reports | Ngā pūrongo mōhiohio anake

Item 26: Ōtorohanga town concept plan – Implementation plan update	5
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Public excluded | Take matatapu

No reports.	
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Board projects

Project 1: Picnic in the park	5
Project 2: Ōtorohanga hauora and connectivity trail	5
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	

Order of business

Other business | Ētahi atu take

Board Member updates	6
Community Board discretionary fund	6
Resolution register	6

Closing formalities

Closing prayer Karakia	6
Meeting closure Katinga o te hui	6

Workshops | Hui awheawhe

There were no workshops scheduled.	
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Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

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

Chairperson Christison provided the following words of wisdom: *“Unity is strength ... when there is teamwork and collaboration, wonderful things can be achieved”*. Mattie Stepanek

Apologies | Ngā hōnea

There were no apologies as all members were present.

Public forum | Hui tūmatanui

No requests to be heard had been received prior to the meeting.

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 O64: That the open minutes of the Ōtorohanga Community Board meeting held on 4 December 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Brown-Merrin | Board Member Butcher

Decision reports | Ngā pūrongo whakatau

There were no reports.

Information only reports | Ngā pūrongo mōhiohio anake

Item 26: Ōtorohanga town concept plan – Implementation plan update

Council’s Chief Advisor, Ross McNeil took the report as read speaking to the engagement sessions to be held. He commented on the two surveys on the proposed multi-purpose hub. Feedback closed recently and staff were currently analysing the feedback. Sports group meetings were being held in conjunction with the local Sport Waikato representative.

O65: That the Ōtorohanga Community Board receive the report titled ‘Ōtorohanga Town Concept Plan – Implementation Plan update’ (document number 738420) from Ross McNeil, Chief Advisor.

Councillor Hughes | Board Member Coventry

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Picnic in the park

Board Member Muller advised the Board had decided to hold one event per year due to the workload involved. A potential date of 22 March was being confirmed with the event focusing on children and families.

Project 2: Ōtorohanga hauora and connectivity trail

Board Member Butcher advised a project report would be tabled at the future Board meeting. There had been multiple meetings due to the linkage to the Reserve Management Plans review project and the need to ensure the right processes were followed on both projects.

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Board Member Butcher advised the project was also being worked on alongside the Reserve Management Plans review project.

Other business | Ētahi atu take

Board Member updates

Board Member Muller queried the district's signage and the updating of signs with appropriate macrons, including the Ōtorohanga District Council and library buildings. Group Manager Engineering and Assets, Mr Lewis undertook to provide the Board with the timings.

Board Member Butcher suggested the old wire fence from the railway crossing to along the bypass needed to be replaced. Mr Lewis undertook to discuss with staff and provide a response to the Board.

Chairperson Christison queried the maintenance/replacement programme for the picnic tables by the Ōtorohanga public toilets and Mr Lewis advised a templated picnic table was being used across the district. He undertook to discuss with staff where those picnic tables were on the replacement schedule and provide a response to the Board. Mr Lewis noted the templated picnic tables were being made locally.

Board Member Coventry noted the Year 9 intake for Ōtorohanga College was higher than recent years and Chairperson Christison noted the Ōtorohanga District Development Board were working with the College to hold a 'career speed dating' event for students.

Community Board discretionary fund

No further grants were made at the meeting.

Resolution register

Members discussed the importance of ensuring the macron was included on the street sign for Kōtare Lane (Resolution O61).

Closing formalities

Closing prayer | Karakia

Board Member Muller provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.27pm.

Workshops | Hui awheawhe

There were no workshops scheduled.



Otorohanga

District Council

*Otorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

OPEN MINUTES

Kāwhia Community Board Te Poari Hapori o Kāwhia

Membership:	Chairperson	Upoko	Geoff Good
	Deputy Chairperson	Upoko Tiriwā	Hinga Whiu
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Dave Walsh
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Richard Harpur
	Councillor – Kāwhia-Tihiroa	Kaikaunihera - Kāwhia-Tihiroa	Kit Jeffries

Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday 7 December 23 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

12 December 23

ORDER OF BUSINESS

OPENING FORMALITIES

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakatauki	4
Apologies Ngā hōnea	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes (7 September 2023) Te whakaū i ngā meneti	4

PUBLIC FORUM | HUI TŪMATANUI

Speaker: Annie Mahara: Musical Day event series	4
Speaker: Vanessa Rotohiko: Coastal Trust Restoration Conference 2024	4

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 20: Meeting dates for 2024	5
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INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 21: Kāwhia/Aotea/Ōpārau Concept Plan – Project update November 23	5
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PUBLIC EXCLUDED | TAKE MATATAPU

No reports

BOARD PROJECTS

Project 1: Kāwhia storyboards	5
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OTHER BUSINESS | ĒTAHI ATU TAKE

Board Member updates	6
Community Board discretionary fund	6
Resolutions register	7

CLOSING FORMALITIES

Closing prayer/reflection/words of wisdom Karakia/huritao/whakatauki	7
Meeting closure Katinga o te hui	7

WORKSHOPS | HUI AWHEAWHE

Kāwhia Community Hall booking process

7

ATTENDANCE REGISTER**Elected members present**

Geoff Good, Hinga Whiu, Dave Walsh, Richard Harpur, and Kit Jeffries.

Elected members absent

None.

Senior Council staff present for meeting

Policy Advisor Andrew Loe, Group Manager Business Enablement Graham Bunn, Group Manager Regulatory & Growth Tony Quickfall, Chief Executive Tanya Winter (via Zoom), and Chief Advisor Ross McNeil (via Zoom).

OPENING FORMALITIES**Commencement of meeting | Te tīmatanga o te hui**

Chairperson Good declared the meeting open at 4.00pm.

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

Deputy Chairperson Whiu provided an opening karakia.

Apologies | Ngā hōnea

Resolved K41: There were no apologies as all members were present. Apologies were tendered from His Worship

Chairperson Good | Councillor Jeffries

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 K42: That the open minutes of the Kāwhia Community Board meeting held on 7 September 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Deputy Chairperson Whiu | Chairperson Good

PUBLIC FORUM | HUI TŪMATANUI

Speaker: Annie Mahara: Musical Day event series

Speaker: Vanessa Rotohiko: Coastal Trust Restoration Conference 2024

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 20: Meeting dates for 2024

Resolved K43: That the Kāwhia Community Board adopt the following meeting schedule for 2024 to provide the Kāwhia and Aotea communities certainty of the timing to engage and provide input into the matters contained in the agendas.

Thursday 8 February	Thursday 6 June	Thursday 3 October
Thursday 7 March	Thursday 4 July	Thursday 7 November
Thursday 4 April	Thursday 1 August	Thursday 5 December
Thursday 2 May	Thursday 5 September	

Board Member Walsh | Board Member Harpur

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 21: Kāwhia/Aotea/Ōpārau concept plan – Project update November 2023

ODC's Ross McNeil highlighted the draft concept plan was under development and would include design concepts for Omimiti and Aotea Beach reserves. The draft concept plan will be workshopped with the Board in February 2024 ahead of formal approval from Ōtorohanga District Council to commence public consultation. Submissions made during the consultation phase will be considered at a joint meeting of Ōtorohanga District Council and Kāwhia Community Board to be held in Kāwhia. Final adoption of the concept plan is anticipated in June 2024.

Resolved K44: That the Kāwhia Community Board receive the report titled 'Kāwhia/Aotea/Ōpārau Concept Plan – project update November 2023' (document number 727673) from Ross McNeil, Chief Advisor.

Deputy Chairperson Whiu | Board Member Harpur

PUBLIC EXCLUDED | TAKE MATATAPU

There were no reports.

BOARD PROJECTS

Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised the project was continuing to make progress. She advised project member Frank Thorne would provide a full update to the Board in February 2024.

OTHER BUSINESS | ĒTAHI ATU TAKE

Board Member updates

Board Member Walsh spoke on the Kāwhia Sports Club rebuild project noting the Club were seeking a second quote as part of the project.

Board Member Harpur had been contacted from community members about trees overhanging the roads causing cars with boats to veer across the centre line to avoid. Mr Harpur commented on the Long Term Plan workshops held with all elected members which included proposed fees and charges. He expressed a desire to see boat ramp changes and wharf charges to increase revenue into Kāwhia. Board Member Walsh spoke on the out-of-town visitors who used the boat ramp noting they frequently stay at the campground and spend money within the town.

Councillor Jeffries spoke on the Long Term Plan and concept plan workshops. He expressed concern at the rate implications and spoke to the proposed fees and charges. He had attended various meetings including with Waipa Networks and noted Ngāti Te Wehi presented to ŌDC on their recent MACA claim. He also met with Kāwhia Tainui Inc. and attended the Kāwhia Fire Brigade annual general meeting.

Chairperson Good thanked ŌDC for including the community boards in the Long Term Plan discussions and spoke in support of the assistance ŌDC provided its pensioners in ŌDC housing following the recent rent increase. He reiterated the need for the local community to report to the Police any 'boy racer' incidents.

Deputy Chairperson Whiu acknowledged the great work of the Kāwhia Fire Brigade during the recent house fire she experienced. She spoke on the Hikoi tours around Kāwhia with different groups noting most stayed at Maketu Marae. She also noted wananga sessions were held at Te Kauri Lodge. She commented on the Move Your Tianna event planned by Nin Duggan for 2024 and the tribal events for Waikato Tainui.

Community Board discretionary fund

Chairperson Good spoke to the Board on Annie Mahara's request for funding (in the Public Forum).

Deputy Chairperson Whiu expressed concern about the Board being the first option for funding. Board Member Harpur also spoke against the Board being the first option but noted the request was a group of locals providing, and another group of locals, enjoying this event.

Members spoke in support of providing the cost of the hire of the Kāwhia Community Hall up to 15 bookings noting that any further bookings required should not be funded through the Board.

Resolution K45: That the Kāwhia Community Board approve the payment of up to \$300 from the Kāwhia Community Board Discretionary Fund to Ōtorohanga District Council for the cost of the hire of the Kāwhia Community Hall for weekly community social events for 15 weeks at Kawhia Hall under the processes and approvals established by Ōtorohanga District Council.

Chairperson Good | Deputy Chairperson Whiu

Resolution register

K46: That the Kāwhia Community Board confirm the removal of Resolution K34 from the Register.

Chairperson Good | Board Member Walsh

CLOSING FORMALITIES**Closing prayer/reflection/words of wisdom | Karakia/huritao/whakataukī**

Deputy Chairperson Whiu provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good declared the meeting closed at 5.00pm.

WORKSHOPS | HUI AWHEAWHE**Kāwhia Community Hall booking process**

Presenter/s: Graham Bunn and Rebecca Griffin.

Following the close of the meeting the Board retired to the Sands Hotel where a presentation was made to Alan Rubay, Sandra Drummond, and Ross Dockery to acknowledge the many years of volunteer community service managing the Kāwhia Community Hall.

OPEN MINUTES



Kawhia Community Board

Te Poari Hapori o Kawhia

Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 8 February commencing at 4.00pm.**

Tanya Winter, Chief Executive

12 February 2024

Membership

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

Quorum

A majority of members (including any vacancies).

Order of business

Opening formalities

Commencement of meeting Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī	4
Apologies Ngā hōnea	4
Public forum Hui tūmatanui	• Nin Duggan 4
Late items Ngā take tōmuri	4
Late item: Request for funding from Nin Duggan	5
Declaration of conflict of interest Te whakapuakanga pānga taharua	5
Confirmation of minutes Te whakaū i ngā meneti	• 7 December 2023 5

Decision reports | Ngā pūrongo whakatau

No reports.	
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Information only reports | Ngā pūrongo mōhiohio anake

Item 22: Background on Mayors Task Force for Jobs Community Employment Programme	5
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Public excluded | Take matatapu

No reports.	
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Board projects

Project 1: Kāwhia storyboards	6
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Other business | Ētahi atu take

Board Member updates	6
Community Board discretionary fund	7
Resolution register	7

Order of business

Closing formalities

Closing prayer Karakia	7
Meeting closure Katinga o te hui	7

Workshops | Hui awheawhe

There are no workshops scheduled.	
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Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Deputy Chairperson Whiu declared the meeting open at 4.01pm.

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

Deputy Chairperson Whiu provided the opening karakia.

Apologies | Ngā hōnea

Resolved K47: That the Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Councillor Jeffries | Board Member Walsh

Public forum | Hui tūmatanui

Nin Duggan and Kelly Isherwood

Mobile gym: Ms Duggan outlined a proposal for a purpose-built gym and café for Kāwhia. She noted that once the proposal was socialised with the community, funding applications would commence. In response to a query from Board Member Harpur, Ms Duggan advised the gym would be an extension of the fitness trail. In response to a query from Board Member Walsh, Ms Duggan stated a collaboration with the Kāwhia Sports Club would be an option for consideration.

Request for funding: Ms Duggan advised the toilets were delivered prior to the Move Your Tinana event. This was an unexpected cost with the toilets having to be re-delivered when the rescheduled event occurred. She requested a grant for the cancelled event toilet costs of \$862.00 including GST which was due for payment.

Late items | Ngā take tōmuri

Resolved K48: That the Kāwhia Community Board accept the late item raised by Nin Duggan in the public forum due to the urgency of obtaining a decision on a grant of \$862 including GST before the Board meets in March.

Board Member Walsh | Councillor Jeffries

Late item: Request for funding from Nin Duggan

Deputy Chairperson Whiu adjourned the meeting at 4.27pm and recommenced at 4.29pm to seek advice on a potential resolution from staff. Board Member Harpur noted his concerns on the Board's fund being a first rather than last resort for funding but noted his support for this request. Councillor Jeffries noted the organisers did not have time to make an application to the community grant schemes. Board Member Walsh noted bad weather had caused the event cancellation.

Resolved K49: The Kāwhia Community Board approve a grant of \$862 including GST from the Board's Discretionary Fund requested by Nin Duggan for the Move Your Tinana toilet costs associated with the rescheduled event.

Deputy Chairperson Whiu | Board Member Harpur

Declaration of conflict of interest | Te whakapuakanga pānga taharua

No declarations were made.

Confirmation of minutes | Te whakaū i ngā meneti

Resolved K50: That the open minutes of the Kawhia Community Board meeting held on 7 December 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Harpur | Board Member Walsh

Decision reports | Ngā pūrongo whakatau

There are no reports.

Information only reports | Ngā pūrongo mōhiohio anake**Item 22: Background on Mayors Task Force for Jobs Community Employment Programme**

Council's Chief Advisor, Ross McNeil outlined the Programme then introduced Elle Freestone from The Employment Hub. Ms Freestone outlined the delivery of the Programme within the Ōtorohanga District, focussing on the Kāwhia area.

Resolved K51: That the Kāwhia Community Board receive the report 'Item 22 - Background on Mayors Task Force for Jobs Community Employment Programme' (document number 734098) from Nardia Gower, Group Manager Strategy and Community.

Deputy Chairperson Whiu | Board Member Harpur

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Kāwhia storyboards

Frank Thorne joined the meeting via Zoom to provide an update on the project. He advised the narratives and translation for 12 sites has been completed. The finalisation of photographs, both historical and contemporary, was in progress with permissions for usage being sought. Once finalised the team will present to the Board.

Other business | Ētahi atu take

Board Member updates

Board Member Walsh advised the Kāwhia Sports Club building contract had been confirmed with Total Span Sheds. He noted this was a two-stage project with the structure then fitout.

Mr Walsh spoke on the need for seating around Omiti Reserve and Council's Chief Advisor, Ross McNeil suggested Board Members look at the working draft Kāwhia/Aotea/Ōpārau concept plan. (Note, Mr McNeil provided a copy of the working draft concept plan to Board Members after the meeting).

Mr Walsh then queried if the Board should request an update on the Pohutukawa tree project and the Board agreed that an offer would be made to speak to the next Board meeting to the parties involved.

Mr Walsh noted the dogs on beach signage was not located where people walk onto the beach.

Board Member Harpur spoke on the importance of logging service requests on the Council website or by calling the Council office to ensure requests were being captured and updates or work undertaken.

Councillor Jeffries spoke on the Long Term Plan workshops, tri-Council social evening and the Police presence in the area. He also commented on a complaint regarding the speed of traffic on Waiwera Street with a request for speed hump installation. Mr Jeffries commented staff might consider what mitigation may be suitable.

Community Board discretionary fund

Following the grant made at the meeting, the Board now has \$3,950.44 excluding GST available to grant.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/12/23	K45	Ōtorohanga District Council for Annie Mahara	Hall hire for weekly community social events	\$300
08/02/24		Nin Duggan for Move Your Tinana event	Temporary toilet delivery costs	\$862.00
				\$1,162.00

Resolution register

Resolved K52: That the Kāwhia Community Board confirm the removal of Resolution K34 from the Register.

Councillor Jeffries | Board Member Walsh

Closing formalities**Closing prayer | Karakia**

Deputy Chairperson Whiu provided some closing words then the closing karakia.

Meeting closure | Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 5.11pm.

Workshops | Hui awheawhe

There are no workshops held.

HIS WORSHIP THE MAYOR'S VERBAL REPORT | TE PŪRONGO Ā-WAHA A TE KAHIKA

His Worship will provide an update to be tabled at the meeting.

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 106: Road Naming (Kōtare Lane)

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Jaime M^cLellan, Land Development Officer

Date: 27 February 2024

Relevant community outcomes: Liveable Responsible Connected



1 Purpose | Te Kaupapa

1.1 To seek a decision for the allocation of a road name for a private access within Ōtorohanga.

2 Executive Summary | Whakarāpopoto Matua

2.1 Stage 1 of the Northern King Country Developments Limited (NKCD) subdivision created 6-lots with a shared access onto Harper Avenue, Ōtorohanga. This access is eligible for a private road name.

2.2 The developer has applied to name the private road. The application suggests three possible names. Out of the three names that the developer nominated, Kōtare Lane is their preferred name.

2.3 As the NKCD subdivision lies within the Ōtorohanga ward, the road naming application was referred to the Ōtorohanga Community Board for consideration, in accordance with Council’s Road Naming Policy. On 4 December 2023, the Board made the following resolution:

RESOLVED: That the Ōtorohanga Community Board recommends to Ōtorohanga District Council that pursuant to Section 319 (1)(j) of the Local Government Act 1974 the Ōtorohanga District Council resolves that the access lots within the North King Country Developments Limited subdivision on Harper Avenue, Ōtorohanga shown as Lots 205 & 206 LT 589746 on the attached draft Title Plan (Appendix A) being a private Right of Way access to be named Kōtare Lane.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council resolve, pursuant to Section 319 (1)(j) of the Local Government Act 1974, that the access lots within the North King Country Developments Limited subdivision on Harper Avenue, Ōtorohanga shown as Lots 205 and 206 LT 589746 on the attached draft Title Plan (Appendix A) being a private Right of Way access be named Kōtare Lane.

4 Context | Horopaki

4.1 The NKCD subdivision on Harper Avenue, Ōtorohanga, received approval to create 128 new residential lots, three new public roads and nine access-lots, all within the urban area.

4.2 In February 2023, Council and the Board considered an application to name the three new public roads within Lot 200. Council accepted the Board’s recommendations to name the roads; Wilshier Drive, Anderson Place, and Rothery Place (Resolution O10 and C26).

- 4.3 The subdivision is progressing well. Stage 1 has been completed and new titles have been issued for 63 residential lots. Council has received several building consent applications for new dwellings within Stage 1. The approved survey plans granted Rights of Way over all the access-lots, which connect every rear lot within the subdivision to a formed public road. The Rights of Way are supported by legal documentation that will be registered against the respective titles.
- 4.4 Included in the nine access-lots are two parcels described as Lots 205 & 206 LT 589746, which comprise the subject site. These two parcels form a contiguous access that will provide Rights of Way to the six property parcels, described as Lots 40, 44-48 LT 589746.
- 4.5 Council has since received an application from NCKD to name the private access within Lots 205 & 206 (Stage 1). The developer requests that the Council select one of the following three names, which are listed in order of preference: Kōtare Lane, Totara Lane, and Tui Lane.
- 4.6 The proposed names comprise native birds and trees that are commonly found within the subdivision. The developer asked that the Māori name for kingfisher be accepted as the preferred road name, as several kingfishers were observed near the wetlands and around the wider subdivision in recent months. The word kingfisher translates to Kōtare in Māori.
- 4.7 The names requested by the developer have been checked by Council staff to ensure there are no other identical or similar road names in existence within the area. There are 31 other roads across the country with the name Kōtare. The closest Kōtare Lane is in Gisborne, with Kotare Grove in Cambridge. There is a Totara Lane in Fielding, three roads named Totara Drive in Hamilton, and a Totara Place in Te Awamutu. There is a Tui Lane in Orewa and Tui Crescent in Te Awamutu. None of these are considered to have any potential to cause confusion on address searches as they are well outside the Ōtorohanga district.
- 4.8 If Council approve the new road name, then staff will proceed through the road naming process with Land Information New Zealand.
- 4.9 All future correspondence, rating, etc will then be referenced to the new road name, and property numbers will be issued. New road name blades will be erected by Council once approved.

5 Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1 The subdivision has already been consented and approved through the Resource Management Act (RMA) process. The application does not affect a public road vested in Council or garner the interests of the wider community in any way. Accordingly, no further engagement is necessary or required.

Impacts on Māori

- 5.2 The subdivision has met all the necessary requirements around considering impacts on Māori. Staff consider the proposal set out in this report does not have a direct impact on cultural wellbeing, sites of significance or waterways.

Risk analysis

- 5.3 This is little or no risk with this matter as the proposed road name is consistent with Council's Policy.

Policy and plans

- 5.4 In July 2019, Council adopted its first Road Naming Policy with its purpose to be an operational policy that specifies Council's requirements for the naming of roads and vehicle accesses within the District. The Policy is currently under review following the recommendations of Council and the Board under Resolution O10 and C26.
- 5.5 The Policy must be read in conjunction with the Rural and Urban Addressing Standards - AS/NZS 4819:2011. This Standard promotes the naming of private Right of Ways to create a unique location and ensure the effective allocation of addresses with unique numbering. According to the Standards, any private access serving five or more lots requires a name.
- 5.6 This proposal has been assessed and deemed to meet all the relevant policy criteria and addressing standards.

Legal

- 5.7 Pursuant to Section 319 (1)(j) of the Local Government Act 1974 the Ōtorohanga District Council have the powers and obligation to name local roads and allocate property numbers along the new roads.

Financial

- 5.8 The formed access within Lots 205 and 206 will be maintained by the owners of Lots 40, 44-48 under their private Right of Way agreement.
- 5.9 Other than providing new road (street) name signs (blades) there are no other financial implications to approving this proposal.

6 Discussion | He Kōrerorero

Option 1: To approve the name of the new road as per the staff recommendation.

- 6.1 This will create a new road name within the Ōtorohanga urban area that is consistent with the Rural and Urban Addressing Standards (AS/NZS 4819:2011) and Council's Policy.

Option 2: To not approve the name of the new road as per the staff recommendation.

- 6.2 The private access to Lots 40, 44-48 would each be allocated a unique number with an address along Harper Avenue. This would deny the developer an opportunity for local place making. This approach is inconsistent with the Rural and Urban Addressing Standards (AS/NZS 4819:2011) and Council's Road Naming Policy.

7 Recommendation option and rationale

- 7.1 To name the private Right of Way access 'Kōtare Lane' in accordance with the Ōtorohanga Community Board's recommendation.

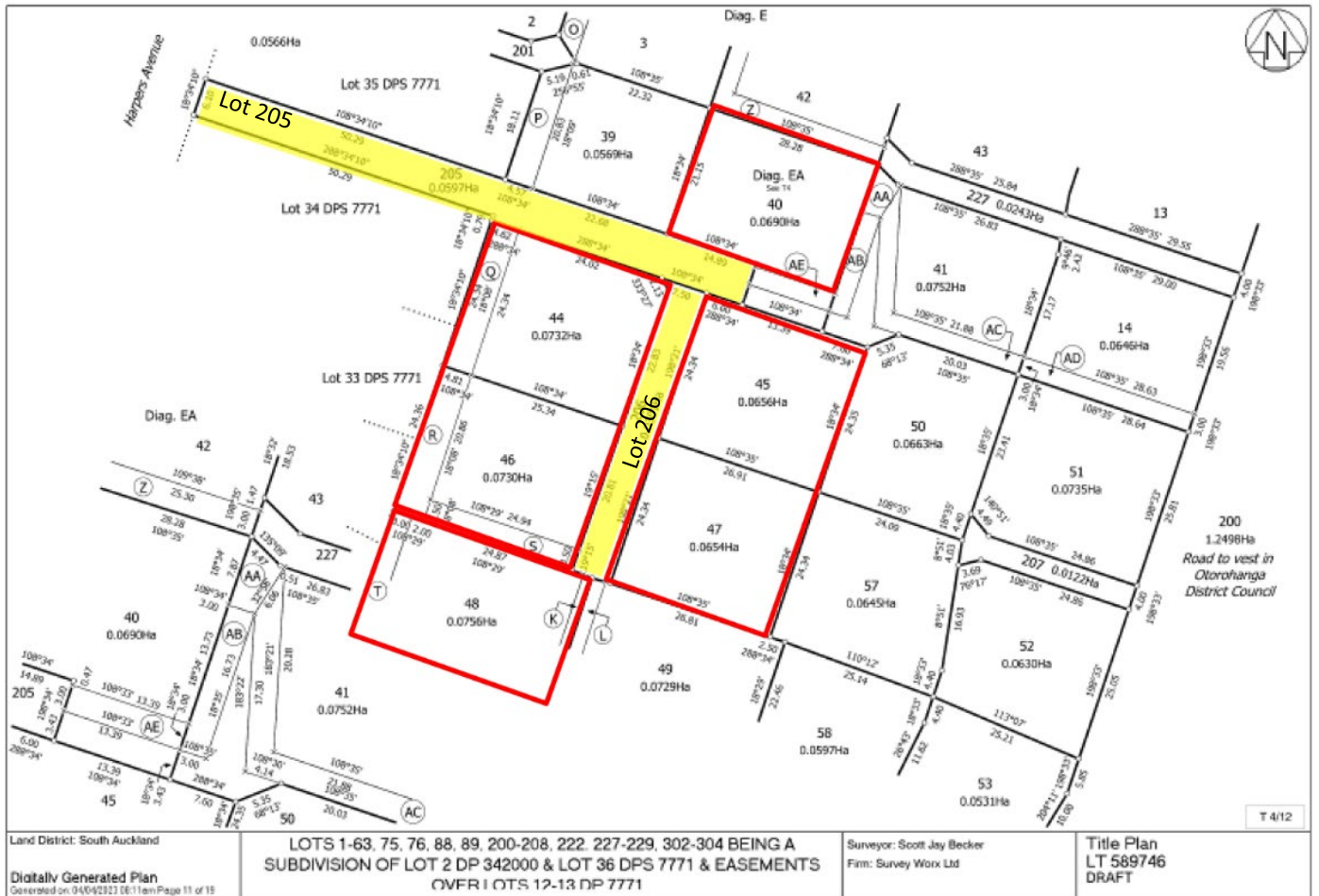
Rationale

- 7.2 The recommendation is consistent with the Policy and Standards for road naming and urban addressing.

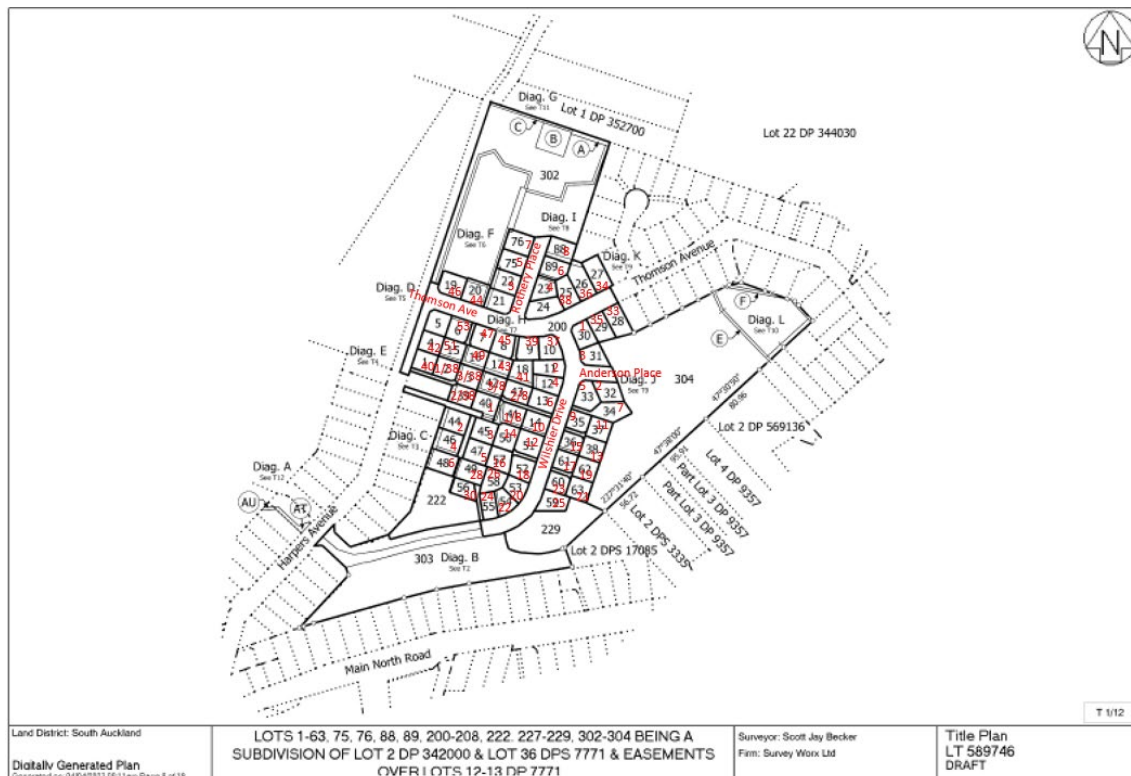
8 Appendices | Ngā Āpiti hanga

Appendix #	Name
1	Survey Plan – Lots 40, 44, 45, 46, 47 & 48
2	Survey Plan – Lots 1-63

Appendix 1 – Survey Plan – Lots 40, 44, 45, 46, 47 & 48



Appendix 2 – Survey plan – Stage 1 – Lots 1-63



Item 107: Consultation - Draft Waste Management and Minimisation Plan

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Jared le Fleming, Manager Community facilities,

Date: 27 February 2024

Relevant community outcomes: Engaged Liveable Enduring



1 Purpose | Te Kaupapa

1.1 To seek approval to undertake public consultation on the Draft Waste Management and Minimisation Plan (WMMP) as required by the Waste Minimisation Act 2008 (WMA).

2 Executive Summary | Whakarāpopoto Matua

2.1 The Waste Management and Minimisation Plan (WMMP) sets out Ōtorohanga District Council’s (Council’s) plans to minimise and manage the waste in our district.

2.2 In December Council passed a resolution to renew our current WMMP which will allow us to align the new WMMP with Te rautaki para (the new national Waste Strategy) and our Waste Assessment which was received by Council in December 2023.

2.3 This proposed WMMP sets the priorities and strategic framework for managing waste in the Ōtorohanga District.

2.4 The WMMP covers all solid waste in the district, whether it is managed by Council or not. This does not necessarily mean that Council is going to have direct involvement in the management of all waste – but there is a responsibility for Council to at least consider all waste in our district, and to suggest areas where other groups, such as businesses or householders, could take action themselves to reduce and/or better manage waste.

2.5 The WMA requires that public consultation is undertaken in accordance with the Special Consultative Procedure of the Local Government Act 2002 when a WMMP is created, reviewed, or revoked, so applies in this case.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That Ōtorohanga District Council approve the Statement of Proposal ‘Review and Update of the Waste Minimisation and Management Plan 2018 – 2024’ for public consultation from 1 March to 31 March 2024 in accordance with the Local Government Act 2002.

4 Background

- 4.1 Our current WMMP was adopted by Council on 24 July 2018. The WMA requires Council to complete a Waste Assessment which includes a WMMP review at least every six years.
- 4.2 In December 2023 a Waste Assessment was presented to Council. The resolution was made to receive the Waste Assessment and to renew our current WMMP.
- 4.3 The Waste Assessment provides an initial step towards the development of a WMMP by Council and sets out the information necessary to identify the key issues and priority actions that will be included in the draft WMMP.
- 4.4 Section 51 of the WMA outlines the requirements of a waste assessment, which must include:
- a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's area.
 - a forecast of future demands
 - a statement of options available to meet the forecast demands with an assessment of suitability of each option.
 - a statement of the territorial authority's intended role in meeting the forecast demands
 - a statement of the territorial authority's proposals for meeting the forecast demands
 - a statement about the extent to which the proposals will protect public health and promote effective and efficient waste management and minimisation.

5 Context | Horopaki

5.1 The WMA came into effect on 25 September 2008 and represents Government's approach to managing and minimising waste. The WMA recognises the need to focus efforts higher in the waste hierarchy in terms of reducing and recovering waste earlier in its life cycle, shifting the focus away from treatment and disposal.

5.2 The structure of the proposed WMMP is set out in three parts,

Where are we now: This part contains the background information that has informed the development of our WMMP. Most of this information is contained in the Waste Assessment.

Where do we want to go: This contains the core elements of the strategy including vision, goals, objectives, and targets. It essentially sets out what we are aiming to achieve, and the broad framework for working towards the vision.

How are we going to get there: The action plan sets out the proposed specific actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also sets out how we will monitor and report on our actions and how they will be funded.

5.3 A WMMP must meet requirements set out in the WMA, including to:

- Consider the ‘Waste Hierarchy’ which sets priorities for how we should manage waste.
- Ensure waste does not create a ‘nuisance’.
- ‘Have regard to’ Te rautaki para (the New Zealand Waste Strategy) and other key government policies, which emphasise a circular economy for waste.
- Consider the outcomes of the ‘Ōtorohanga District Waste Assessment’.
- Follow the Special Consultative Procedure set out in the Local Government Act 2002.

6 Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1 Consultation on the WMMP will be conducted under Section 82 of the Local Government Act 2002 – Principals of Consultation and in line with Council’s Significance and Engagement Policy. The proposed consultation period will run for one month from 1 March 2024.

Impacts on Māori

6.2 Iwi, hapū, marae, and hāpori Māori will have an opportunity to provide input on the draft plan as part of the consultive process and within the consultation period.

Risk analysis

6.3 The risk to Council if we do not go to consultation is that we will fail to meet the legal requirements under the WMA 2008.

Policy and plans

6.4 This proposal supports Te rautaki para (the New Zealand Waste Strategy) and also takes into consideration the Waste Hierarchy. Once adopted, the proposed WMMP will replace the current WMMP

Legal

6.5 Following the Council's resolution to review the current WMMP, the WMA 2008 requires Council to carry out the Special Consultative Procedure of the Local Government Act 2002 and then adopt the revised WMMP.

Financial

6.6 The WMMP includes potential funding sources for each of the actions noted. Budgets to deliver the activities will be developed through the Annual Plan and Long Term Plan.

7 Discussion | He Kōrerorero

Option 1: Adopt the Draft Waste Management and Minimisation Plan and proceed to public consultation.

7.1 Following the decision to adopt the Waste Assessment and renew the current WMMP, the WMA 2008 requires that public consultation in accordance with the Special Consultative Procedure of the Local Government Act 2002 is undertaken when a WMMP is created, reviewed, or revoked.

Option 2: Do not approve the Consultation process for the Draft Waste Management and Minimisation Plan

7.2 The WMMP will not be able commence consultation which will prevent Council from adopting a new WMMP in line with the requirements set out in the Waste Minimisation Act 2008.

Recommendation option and rationale

7.3 Option 1 – Adopt the draft Waste Management and Minimisation Plan and proceed to public consultation.

Rationale

7.4 This ensures Council can meet its requirements in accordance with the Special Consultative Procedure required when a WMMP is created, reviewed, or revoked.

7.5 Failure to consult on the WMMP will result in Council being unable to meet the legislative requirements as stated in the Waste Minimisation Act 2008.

8 Appendices | Ngā ĀpitiHanga

Appendix #	Name
1	Statement of Proposal
2	Draft Waste Management and Minimisation Plan 2024



Review and Update of the Waste Minimisation and Management Plan 2018 – 2024

Statement of Proposal

February 2024

STATEMENT OF PROPOSAL

BACKGROUND

The Waste Management and Minimisation Plan (WMMP) sets out Ōtorohanga District Council's (Council's) plans to minimise and manage the waste in our district.

This proposed WMMP sets the priorities and strategic framework for managing waste in the Ōtorohanga District.

Our current WMMP was adopted by Council on 24 July 2018. The Waste Minimisation Act (WMA) requires Council to complete a Waste Assessment which includes a WMMP review at least every six years.

The Waste Assessment received by Council in December provides an initial step towards the development of a new/updated WMMP and sets out the information necessary to identify the key issues and priority actions that will be included in the draft WMMP.

REASONS FOR THE PROPOSAL

In December 2023 the Council received the Waste Assessment and passed a resolution to renew our current WMMP which will allow us to align the new WMMP with Te rautaki para (the new national Waste Strategy) and our Waste Assessment.

Following the Council resolution to renew the current WMMP, the WMA requires that public consultation is undertaken in accordance with the Special Consultative Procedure of the Local Government Act 2002 when a WMMP is created, reviewed, or revoked, so applies in this case.

LEGISLATIVE REQUIREMENTS

A WMMP must meet requirements set out in the WMA, including to:

- Consider the 'Waste Hierarchy' which sets priorities for how we should manage waste.
- Ensure waste does not create a 'nuisance'.
- 'Have regard to' Te rautaki para (the New Zealand Waste Strategy) and other key government policies, which emphasise a circular economy for waste.
- Consider the outcomes of the Ōtorohanga District Waste Assessment.
- Follow the Special Consultative Procedure set out in the Local Government Act 2002 before a new/updated WMMP can be adopted.

RECOMMENDED OPTION

Ōtorohanga District Council supports the renewal of the existing Waste Management and Minimisation Plan and will notify a Statement of Proposal for community consultation on the proposed Waste Management and Minimisation Plan 2024.

This ensures Council can meet its requirements in accordance with the Special Consultative Procedure required when a WMMP is created, reviewed, or revoked.

CONSULTATION AND SUBMISSIONS

In renewing this Plan, Council must use the Special Consultative Procedure set out in section 83 of the Local Government Act 2002.

Anyone can make a submission on the renewal of the Waste Management and Minimisation Plan 2024; we encourage you to tell us your views. A submission form will be included with the Statement of Proposal.

Copies of the Statement of Proposal are available on the Ōtorohanga District Council website <https://www.otodc.govt.nz/>, and engagement platform 'Connecting Ōtorohanga' (<https://engage.otodc.govt.nz/>). Hard copies are available from the Council Office, 17 Maniapoto St, Ōtorohanga during opening hours. For any queries, please phone 07 873 4000 or email info@otodc.govt.nz.

When you complete the submission form, email, or write to us, please indicate if you wish to speak at the hearing, and we will send you more details closer to the time. Submissions on the review will be received from 1 March until 5.00pm on 31 March 2024. Submissions may be provided to Council in the following manner – post, hand delivery or email.

Details of each of these methods are as follows:

Email:

info@otodc.govt.nz

Post:

WMMP Renewal
Ōtorohanga District Council
PO Box 11
Ōtorohanga 3940

Hand Delivery:

Ōtorohanga District Council
17 Maniapoto St
Ōtorohanga 3940

KEY DATES

<u>Date</u>	<u>Step</u>
1 March	Submissions open
31 March (5.00pm)	Submissions close
9 April	Council hearing of submissions
23 April	Council decision on renewal of WMMP

2024

**DRAFT Waste Management and Minimisation
Plan**

**Prepared by Ōtorohanga District Council
January 2024**

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Foreword

Introduction

A new plan for our community

This Waste Management and Minimisation Plan (WMMP) sets out Council's plans to minimise and manage the waste in our district. Council has a key role in collecting, sorting, and transferring waste, but we will need to work in partnership with our community, businesses and industry to achieve our goals.

Managing waste and ensuring good outcomes for the community can be a complex task. We need to look after the environment, take care of people's health, and make sure that this is done at an acceptable cost to the community. To achieve these outcomes will require all parts of the community to work together.

The Council has a statutory role in managing waste – we are required under the Waste Minimisation Act 2008 (WMA) to promote effective and efficient waste management and minimisation within Ōtorohanga. One of the key ways we do this is to adopt a Waste Management and Minimisation Plan (WMMP). We also have obligations under the Health Act 1956 to ensure that our waste management systems protect public health.

This WMMP sets the priorities and strategic framework for managing waste in Ōtorohanga. Once the plan is adopted, the actions will be carried forward into our long term and annual plans to ensure we have the resources to deliver the plan's goals and objectives.

In line with the requirement of section 50 of the WMA, our WMMP needs to be reviewed at least every six years.

The structure of our plan

This plan is in three parts

Where are we now: This part contains the background information that has informed the development of our WMMP. Most of this information is contained in the Waste Assessment, which is included in the appendix.

Where do we want to go: This contains the core elements of the strategy including vision, goals, objectives, and targets. It essentially sets out what we are aiming to achieve, and the broad framework for working towards the vision.

How are we going to get there: The action plan sets out the proposed specific actions to be taken to achieve the goals, objectives, and targets set out in Part A. Part B also sets out how we will monitor and report on our actions and how they will be funded.

1.0 Where are we now

- There is currently not enough information available to calculate an overall figure of waste to landfill for the district, as so much of it is out of council's control.
- Council provides kerbside collection services only to householders in the main townships; and with 69% of the district living rurally, there is little information on this large quantity of household waste.
- A waste audit of kerbside waste in 2020 showed that nearly half the waste sent to landfill in the kerbside collections was made up equally of paper and food/garden waste – two materials that shouldn't go to landfill and could instead have been recycled or composted.

1.1 What is waste and why is it a problem?

Most of the things we do, buy, and consume generates some form of waste. This not only costs money when we have to throw things away but also, if we don't manage the waste properly, it can cause problems with the environment and with people's health.

In this WMMP, terms like 'rubbish', 'recycling', and 'waste' will be used that may not be familiar to you or may mean something different to the way they are used here. Definitions are provided at the end of this draft WMMP in Appendix 1.

Our WMMP covers all solid waste in the district, whether it is managed by council or not. This does not necessarily mean that the council is going to have direct involvement in the management of all waste – but there is a responsibility for the council to at least consider all waste in our district, and to suggest areas where other groups, such as businesses or householders, could take action themselves.

1.2 What informs our plan?

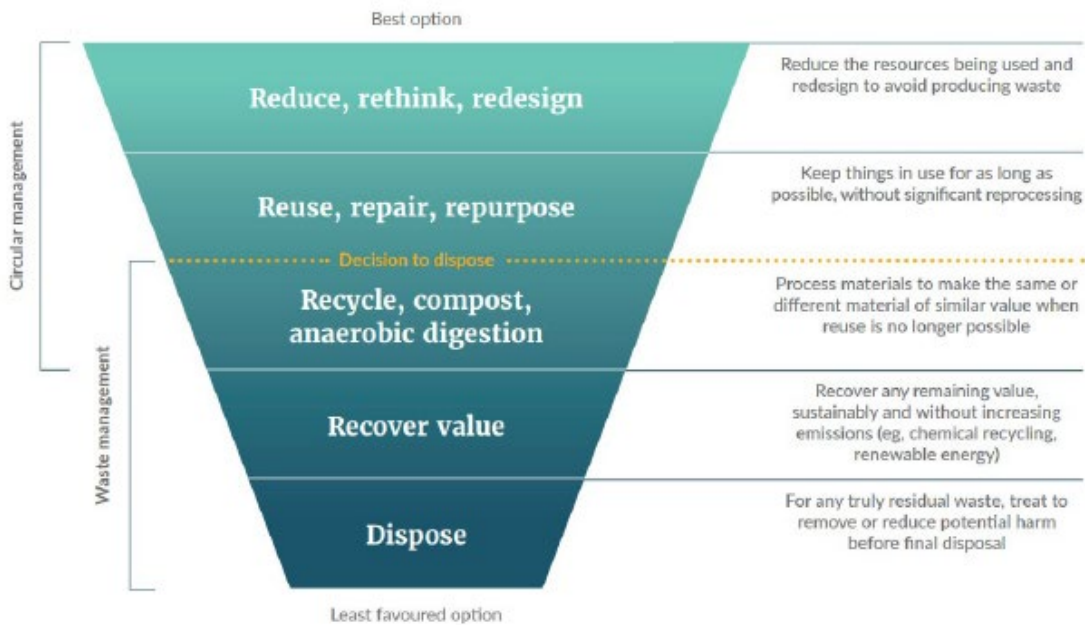
The plan must meet requirements set out in the Waste Minimisation Act, including to:

- Consider the 'Waste Hierarchy' which sets priorities for how we should manage waste (see figure 1).
- Ensure waste does not create a 'nuisance'.
- 'Have regard to' Te rautaki para (the New Zealand Waste Strategy) and other key government policies, which emphasise a circular economy for waste.
- Consider the outcomes of the 'Ōtorohanga District Waste Assessment'.
- Follow the Special Consultative Procedure set out in the Local Government Act (2002).

1.2.1 The waste hierarchy

The 'waste hierarchy' refers to the idea that reducing, reusing, recycling, and recovering waste is preferable to disposal (which in New Zealand usually means a landfill). The waste hierarchy can be shown like this:

Figure 1 - The Waste Hierarchy



Source: www.mfe.govt.nz

1.2.2 Other relevant strategies and plans

As well as aligning to Council's LTP and Annual Plans, the WMMP must also support or align with other strategies and plans. Most importantly, this includes Te rautaki para (the New Zealand waste strategy).

Te rautaki para has a clear circular economy focus – this means that instead of the more commonplace process of making something, using it, and then either recycling it or sending it to landfill – we manage things in a circular way, as the diagram below shows.

Figure 2 - The Circular Economy



Source: www.mfe.govt.nz

1.2.3 Ōtorohanga District Council's strategic framework and community outcomes

Ōtorohanga is a fabulous district and we want to ensure that everyone who calls this place home is nurtured and enabled to be their best. We want the district to be dynamic, inclusive and unique - a place where kiwi can fly and this means focusing on people, place and partnerships to achieve the outcomes:



These community outcomes underpin what we are all working to achieve as a district, and various strategies (including this Plan) aim to deliver these outcomes. Waste management is a specific part of Council's sustainability theme; specifically "implementing better waste management to contribute to the national goal of a circular economy"; while widely supporting all three themes of resilience (climate adaptation/mitigation), sustainability (environmental protection and emissions reduction) and transformation (improving service delivery and looking to the future).

Other key documents that feed into the strategic direction of council include:

- Asset Management Plans
- Ōtorohanga Town Concept Plan
- Kāwhia, Aotea, Ōpārau Concept Plan and Rural Concept Plan
- Wellbeing Strategy

1.3 A new waste strategy

Since Ōtorohanga's last WMMP was adopted, in 2018, central government has made progress on a number of waste issues:

- A new national waste strategy has been adopted, in 2023 – Te rautaki para – with a focus on a 'circular economy'.
- New Zealand's first emissions reduction plan has been completed, with the second in development – this has implications for waste, as organic waste like food and garden waste going to landfill creates greenhouse gas emissions.
- Legislation relating to waste is under review.
- The landfill levy has been increased and applies to a wider range of landfills than previously.
- Rules have been introduced for household kerbside collections, known as 'kerbside standardisation' – this puts certain requirements on Council relating to provision of household kerbside recycling and food scraps collections.
- Standards have also been set relating to how well household kerbside collections perform.
- Several 'product stewardship' programmes are being developed for things like tyres, farm plastics and chemicals, and e-waste (amongst others)
- Many products have been banned completely, such as plastic supermarket bags and produce bags.

Many of these changes have significant implications for the way that we manage our waste in Ōtorohanga and are going to mean changes to the way we have done things in the past.

1.4 A circular economy and te ao Māori approach

Ōtorohanga District Council recognises the importance of Te Tiriti o Waitangi as the founding document of Aotearoa/New Zealand, which establishes a relationship between the Treaty partners, these being Iwi/Māori and the Crown. We also recognise that not only is there an obligation on Council to engage with Iwi/Māori, but that it makes good sense to do so. By working in partnership with Iwi/Māori we want to ensure that everything we do is aimed at supporting the wellbeing of everyone in our community. Council has an appointed Iwi Liaison as a part of this partnership.

1.5 Ōtorohanga's current waste situation

There is insufficient information available to calculate an overall figure for landfill disposal for Ōtorohanga district, as such a large proportion of the landfill waste is out of council's control; collected at kerbside by private operators and/or handled at privately-run transfer stations, or managed on site within the large rural population. The disposal rate of domestic kerbside refuse for Ōtorohanga has been calculated to be 58kg per capita per annum. This figure is only based on the data available, which is only for council's bag-based household kerbside rubbish collection.

Over half of the surveyed rubbish the district sent to landfill didn't need to go there – about half of it was garden waste or food scraps that could have been composted, and another 15% could have been recycled through the recycling collection or at transfer stations.

Organic waste (food scraps, garden waste, cardboard, timber, etc) going to landfill creates greenhouse gases, and much of this could instead be made into a useful compost product.

Compared to other districts, Ōtorohanga doesn't send that much waste to landfill. However, this is typical for a district with a large rural population, and little significant commercial operations. What we do know is that a large part of what is going to landfill doesn't need to be there.

1.6 Future demands and gaps

Like the rest of New Zealand, waste quantities in Ōtorohanga district are likely to keep increasing as the population and economy grows. This growth, along with several changes in the way waste is managed due to government policies and changes in the types of wastes we create, mean that improvements could be made to the way waste is managed, or could be managed in the future, in the Ōtorohanga district. The main areas where we could improve our effectiveness and efficiency in managing and minimising waste:

- Diverting more organic waste from landfill, where it creates greenhouse gases and could instead be turned into a useful product;
- Central government rules mean changes will need to be made to kerbside recycling collections, and Council will need to introduce a household kerbside food scrap collection to some areas;
- Central government has also set some targets for the district to achieve in diverting household kerbside waste through recycling and food scraps collections;
- The landfill that the district's waste currently goes to is an unlined facility and none of the gases created are captured;
- Council doesn't have much control over how the private sector handles waste, and doesn't have enough information to know whether this is working well or not – this includes other types of landfills, transfer stations, and how rural areas are managing waste (both farms, and rural households);
- There is no facility to reuse, recover or recycle construction/demolition waste, nor many other difficult materials like textiles;
- Recycling has to be sent out of the district to be sorted and sold;
- In the past, mana whenua has not been involved much in waste management and minimisation;
- Disaster waste management is becoming an increasing issue across the country and there needs to be some plans in place;
- Additional waste minimisation education could help address many of the issues above.

Addressing these issues is a key focus of the WMMP.

2.0 Where do we want to go?

2.1 Our Vision for the future

This section sets out what we want to try and achieve through our plan.

The vision for the Ōtorohanga district is:

“Through our focus on People, Places and Partnerships we will achieve a sustainable, low waste Ōtorohanga District, improving wellbeing for te tangata me te taiao - for people and environment’

2.1.1 Objectives

Our vision will be realised through achieving a set of objectives outlined below:

- 1) To promote the concept of waste minimisation and circular economy to encourage individuals, households, and businesses to take responsibility for their consumption and waste. Providing leadership, information, and support to all groups.
- 2) To actively encourage community participation in all waste reduction and circular economy activities.
- 3) To target specific components of the waste stream in all sectors of the community and achieve optimum reduction, re-use, and recycling of them. Implementing the kerbside standardisation for recycling and food waste collections.
- 4) To understand our waste stream to enable measurement of changes and the effectiveness of reduction initiatives.
- 5) To progressively extend the range of waste stream components targeted and facilitate their reduction, re-use, or diversion to recycling.
- 6) To ensure that the costs of waste disposal are progressively apportioned to those who generate the waste.

2.1.2 Targets

The targets will be calculated once the action plan has been agreed.

3.0 How will we get there?

The Action Plan sets out how Ōtorohanga could work towards the vision, goals, and objectives, and address the key issues and future demand. These are clear, practical initiatives that could be implemented, either by Council, the community, or jointly. While the action plan forms part of the WMMP, it is intended to be a useful 'living' document that can be regularly updated to reflect current plans and progress (under the Act, the plans can be updated without triggering the need for a formal review of the WMMP, as long as the changes are not significant and do not alter the direction and intent of the strategy as set out in Part A).

In some cases, further research might be required to work out the costs and feasibility of some projects. This might change how, when, or if they are implemented. Completing some other actions might depend on changing contractual arrangements with providers or setting up new contracts. These types of arrangements can be unpredictable, and this also might impact the nature, timing or cost of these projects.

3.1 Council's Intended Role

The Council intends to oversee, facilitate, and manage a range of programmes and interventions to achieve effective and efficient waste management and minimisation within the district. The council will do this through our internal structures responsible for waste management. We are responsible for a range of contracts, facilities, and programmes to provide waste management and minimisation services to the residents and ratepayers of Ōtorohanga district.

3.2 Summary of actions and proposed methods for achieving waste management and minimisation

Regulation

Ref	Option	Issues Addressed	Impact on Current/Future Demand Alignment with Te rautaki para	Council's Role
R1	Introduce a local solid waste management bylaw that enables private waste operators to be licensed and, as a licence condition, require provision of data to Council and consenting to having waste audited	General lack of data	<p>Having access to better data enables better management of waste streams and future identification of issues</p> <p>Preventing the use of 240L wheeled bins for household rubbish collections will improve waste diversion</p> <p>Te rautaki para goal 1 priority 1.1</p>	Regulator

3.2.1 Measuring and Monitoring

Ref	Option	Issues Addressed	Impact on Current/Future Demand	Council's Role
			Alignment with Te rautaki para	
M1	Increase monitoring and surveying of rural wastes; e.g. quantities and material types	More understanding and proactive management required for rural wastes – both from rural households, and from agricultural properties	Better understanding across the board of non-household waste management and opportunities to move up the hierarchy Te rautaki para goal 1, priority 1.5; goal 2, priority 2.4	Regulator, Provider
M2	Undertake SWAP audits at RTS	General lack of data	Closer monitoring will ensure that users are being charged appropriately; that materials comply with acceptance criteria, and that Council can fulfil central government reporting requirements accurately Te rautaki para goal 1, priority 1.5; goal 2, priority 2.4	Regulator, Provider

3.2.2 Education and Engagement

Ref	Option	Issues Addressed	Impact on Current/Future Demand	Council's Role
			Alignment with Te rautaki para	
EE1	More proactive and frequent general awareness raising and education about waste issues through a number of avenues	Support action on many other issues Additional waste minimisation education	<p>Need for education/ engagement (i.e. demand) is proactively identified and addressed</p> <p>Increased responsibility taken by various sectors for waste management within the community.</p> <p>Better understanding across the board of non-household waste management and opportunities to move up the hierarchy</p> <p>Te rautaki para goal 1 priority 1.5; goal 3 priority 3.1 and 3.2</p>	Provider

EE2	Continue to seek wider engagement with industry, community, and other agencies through the central north island waste liaison group (e.g. C&D, health, retail, industry)	Improve the management of specific materials, moving up the hierarchy, by engaging with the sources – C&D waste, non-household recyclables, agricultural wastes, vapes, etc.	Improved understanding of needs in the region and service gaps, and who is best to address them.	Facilitation/Leadership, Funder, Provider
		Kerbside diversion performance standards and reporting requirements set by central government require changes in management for wastes outside Council's direct control	Collaborate with the community and industry would improve their engagement, understanding, and awareness of waste issues, and enable closer relationships with other agencies such as Te Whatu Ora	Council could initiate groups and facilitate, possibly with low-level funding for project work
		Reduced influence over the management of some wastes resulting from the new private RTS		Council could provide options that support these other sectors in moving up the hierarchy
		Proactive disaster and medical waste management	Increased responsibility taken by various sectors for waste management within the community.	Ideally this would continue to be progressed through the CWJC.
			Better understanding across the board of non-household waste management and opportunities to move up the hierarchy.	

Te rautaki para goal 1,
priority 1.5; goal 2, priority 2.4

3.2.3 Collection & Services

Ref	Option	Issues Addressed	Impact on Current/Future Demand Alignment with Te rautaki para	Council's Role
CS1	Extend kerbside recycling collection to offer three crates per household, implement by 2026	Limited capacity in the kerbside recycling collection	Maximises the effectiveness of kerbside recycling collection Te rautaki para goal 2, priority 2.1; goal 5 priorities 5.2 and 5.3	Provider
CS2	Consider the options available for a household kerbside food scraps or food and garden organics (FOGO) collection service and implement the preferred option by late 2026	Compliance with central government requirements for kerbside standardisation and performance targets Reduce organic waste going to landfill	Kerbside services would be aligned with central government's kerbside standardisation requirements	Provider

			Te rautaki para goal 2, priority 2.1; goal 5 priorities 5.2 and 5.3	
CS3	Consider the options available for kerbside rubbish collection services, and implement the preferred option by 2026	<p>Low Council market share</p> <p>Lack of data on household waste quantities and flows</p>	<p>Maximises the effectiveness of diversion services</p> <p>Provides Council with more understanding of kerbside diversion</p> <p>Te rautaki para goal 2, priority 2.1; goal 5 priorities 5.2 and 5.3</p>	Provider
CS4	Work with product stewardship providers to encourage better service provision and awareness raising for key rural waste materials such as farm waste (containers and wrap), textiles, polystyrene	<p>Management of specific materials needs to be improved, especially moving up the hierarchy, by engaging with the sources – C&D waste, non-household recyclables, agricultural wastes, medical wastes etc. and reducing environmental harm</p> <p>Other materials going to landfill such as cardboard, paper, and textiles from both residential and ICI sources</p>	Te rautaki para goal 2, priority 2.3, 2.4; goal 4 priority 4.1; goal 5 priority 5.3; goal 6 priority 6.1;	Facilitation – ideally as a sub-regional initiative

3.2.4 Infrastructure

Infrastructure options have been categorised into infrastructure that addresses a specific material (such as C&D, or organic waste) and then into progressively increasing levels of alignment with circular economy principles and achieving a Circular Resource Network.

Ref	Option	Issues Addressed	Impact on Current/Future Demand Alignment with Te rautaki para	Council's Role
IN1	Establish a community resource recovery park in Ōtorohanga by 2025	Provide diversion options for a range of materials that can't be captured through kerbside recycling or food scraps collection – e.g. green waste, reusable or untreated timber, reusable building and household items, batteries, hazardous waste, plastic wrap, e-waste, etc.	Enable the district to divert a range of materials that are reuseable, recoverable, or recyclable; but are not suitable for kerbside collection Te rautaki para goal 2, priority 2.3 and 2.4; goal 4 priority 4.1; goal 5 priority 5.3	Provider
IN2	Work sub-regionally to identify appropriate organic waste processing options, e.g. vermicomposting or anaerobic digestion for food scraps, or aerobic composting for FOGO	Supports the implementation of household kerbside food scraps collections (by providing a processing outlet for the collected material) Diverting organic wastes from Class 1 landfill disposal	Enable the district to divert a range of materials that are reuseable, recoverable, or recyclable; but are not suitable for kerbside collection	Strategic and/or facilitation/leadership and/or funder and/or provider

Te rautaki para goal 2,
 priority 2.3 and 2.4; goal 4
 priority 4.1; goal 5 priority 5.3

3.2.5 Leadership and Management

Ref	Option	Issues Addressed	Impact on Current/Future Demand	Council's Role
			Alignment with Te rautaki para	
LM1	Advocate to central government for extended producer responsibility	Implementation of product stewardship addresses problem waste streams at the source, such as vape waste	Using the provisions in the WMA will help to ensure that the true cost of waste management of a product is reflected in its price. Product stewardship schemes for difficult waste streams such as e-waste and tyres will help Council provide management options for these waste streams.	Facilitate/leadership - advocate to central government for stronger regulation and extended producer responsibility. Work with other councils and agencies to support similar lobbying efforts.

			Te rautaki para goal 1 priority 1.1; goal 4 priorities 4.1, 4.2 and 4.3; goal 5 priorities 5.1 and 5.3; goal 7 priority 7.1	
LM2	Respond to central government consultations, engagements, technical advisory groups, and information sharing opportunities via the CNIWLG	Ōtorohanga-specific issues are considered and reflected in national strategies, plans, regulation, and actions	Ensures that central government work supports local/regional work, and that local/regional issues are recognised.	Facilitate/leadership - advocate to central government
			Te rautaki para goal 1; goal 2 priorities 2.1 and 2.4	
LM3	Work with mana whenua, community groups, and the private sector sub-regionally to progress opportunities for increased waste reduction and diversion	TAs, mana whenua, community groups and the private sector working together will increase waste reduction and diversion	Encourage the community to be more involved in waste minimisation, and potentially reduce waste and increase waste diversion.	Facilitate/leadership, funder: coordinate and support initiatives.
			Te rautaki para goal 1 priority 1.5; goal 2 priority 2.4; goal 4; goal 5 priorities 5.2, 5.3 and 5.4; goal 7 priority 7.1	

LM5	Support regional and national initiatives and organisations campaigning for better waste management and minimisation such as WasteMINZ sector groups and the TAO Waste Manifesto via CNIWLG	Waikato-specific issues are considered and reflected in industry work programmes and Waikato councils are aware and informed of work at the national scale	Ensures that national scale work supports local/regional work, and that Waikato councils are well positioned to make the most of opportunities from these national initiatives and organisations Te rautaki para goal 1 priorities 1.1 and 1.5; goal 2 priorities 2.1, 2.2 and 2.3; goal 4 priorities 4.1, 4.2 and 4.3; goal 5 priorities 5.1 and 5.3; goal 7 priority 7.1	Facilitate/leadership: be involved, coordinate and support initiatives.
LM6	Support regional and national projects improving waste management planning in disaster situations	Proactive planning in place for disaster waste	Proactive planning in place for disaster waste Te rautaki para goal 1 priority 1.5	Facilitate/leadership - provide information as requested, and any other input required.
LM7	Support national sector organisations in lobbying for better vocational training and to encourage new recruits to the sector	Relevant issues relating to staff and vehicle resources are incorporated in national-level work and addressed at a national level	Ensures that Waikato-focused issues are incorporated in national-level work on these issues	Facilitate/leadership – provide support and information to national sector organisations.

Te rautaki para goal 1
priority 1.5; goal 2 priority 2.1;
goal 5 priority 5.2

3.3 Funding the Plan

The Waste Minimisation Act 2008 (s43) (WMA) requires that the Councils include information about how the implementation of this Plan will be funded, as well as information about any grants made and expenditure of waste levy funds.

3.3.1 Funding local actions

There are a range of options available to local councils to fund the activities set out in this plan. These include:

- Uniform annual general charge (UAGC) - a charge that is paid by all ratepayers
- User Charges - includes charges for user-pays collections as well as transfer station gate fees
- Targeted rates - a charge applied to those properties receiving a particular council service
- Waste levy funding - The Government redistributes funds from the waste levy to local authorities on a per capita basis. By law 50% of the money collected through the levy must be returned to councils. This money must be applied to waste minimisation activities
- Waste Minimisation Fund - Most of the remaining 50% of the levy money collected is redistributed to specific projects approved by the Ministry for the Environment. Anyone can apply to the WMF for funding for projects
- Sale of recovered materials - The sale of recovered materials can be used to help offset the cost of some initiatives
- Private sector funding - The private sector may undertake to fund/supply certain waste minimisation activities, for example to look to generate income from the sale of recovered materials etc. Council may look to work with private sector service providers where this will assist in achieving the WMMP goals.

Funding considerations take into account a number of factors including:

- Prioritising harmful wastes;
- Waste minimisation and reduction of residual waste to landfill;
- Full-cost pricing - 'polluter pays';
- Public good vs. private good component of a particular service;
- That the environmental effects of production, distribution, consumption and disposal of goods and services should be consistently costed, and charged as closely as possible to the point they occur to ensure that price incentives cover all costs;
- Protection of public health;
- Affordability; and
- Cost effectiveness.

The potential sources of funding for each of the actions are noted in the WMMP. Budgets to deliver the activities set out in this plan will be carefully developed through our Annual Plan and Long Term Plan processes. The approach taken will be to implement as many of the activities as possible while

controlling costs and, where possible, taking advantage of cost savings and efficiencies. It is anticipated that by setting appropriate user charges, reducing costs through avoided disposal, more efficient service delivery from joint working, and targeted application of waste levy money, the increased levels of waste minimisation as set out in this WMMP will be able to be achieved without overall additional increases to the average household cost.

3.3.2 TA Waste levy funding

Council receive, based on population, a share of national waste levy funds from the Ministry for the Environment.

The WMA requires that all waste levy funding received by Councils must be "spent on matters to promote waste minimisation and in accordance with their WMMP".

Waste levy funds can be spent on ongoing waste minimisation services, new services, or an expansion of existing services. The funding can be used on education and communication, services, policy research and reporting, to provide grants, to support contract costs, or as infrastructure capital.

We intend to use our waste levy funds for a range of waste minimisation activities and services as set out in the Action Plan.

In addition, we may make an application for contestable waste levy funds from the Waste Minimisation Fund, either separately, with other Councils, or with another party. The Waste Minimisation Fund provides additional waste levy funds for waste minimisation activities.

3.4 Monitoring, Evaluating, and Reporting Progress

3.4.1 Monitoring and Reporting

Monitoring will be carried out by Council staff to oversee the development and implementation of the WMMP. Reporting will be included in the Community Facilities Manager's quarterly Community Facilities Report to Council or appropriate alternative.

This WMMP contains four key actions with timeframes (in the infrastructure and services sections), as well as a set of waste minimisation targets (refer section 4.3).

Each of these actions and targets will be reported against in terms of progress regularly.

Appendix

A.1.0 Glossary of Terms

Term	Definition
C&D Waste	Waste generated from the construction or demolition of a building including the preparation and/or clearance of the property or site. This excludes materials such as clay, soil and rock when those materials are associated with infrastructure such as road construction and maintenance, but includes building-related infrastructure.
Cleanfill	A cleanfill (properly referred to as a Class 4 landfill) is any disposal facility that accepts only cleanfill material. This is defined as material that, when buried, will have no adverse environmental effect on people or the environment.
Disposal	final deposit of waste into or onto land, or incineration
Diverted Material	Anything that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Domestic Waste	Waste from domestic activity in households.
ETS	Emissions Trading Scheme
Food waste	Any food scraps – from preparing meals, leftovers, scraps, tea bags, coffee grounds
Green waste	Waste largely from the garden – hedge clippings, tree/bush prunings, lawn clippings

Hazardous waste	Waste that can cause harm or damage, to people or the environment, like strong chemicals. Shouldn't go in to landfills.
ICI	Industrial, Commercial, Institutional
Landfill	Tip or dump. A disposal facility as defined in S.7 of the Waste Minimisation Act 2008, excluding incineration. Includes, by definition in the WMA, only those facilities that accept 'household waste'. Properly referred to as a Class 1 landfill
LGA	Local Government Act 2002
LTP	Long Term Plan
Managed Fill	A disposal site requiring a resource consent to accept well-defined types of non-household waste, e.g. low-level contaminated soils or industrial by-products, such as sewage by-products. Properly referred to as a Class 3 landfill.
MfE	Ministry for the Environment
MGB	Mobile garbage bin – wheelie bin.
MRF	Materials Recovery Facility
MSW	Municipal Solid Waste
New Zealand Waste Strategy	A document produced by the Ministry for the Environment in 2010. Currently being reviewed.
NZWS	New Zealand Waste Strategy
Putrescible, garden, greenwaste	Plant based material and other bio-degradable material that can be recovered through composting, digestion or other similar processes.

Recovery	<p>extraction of materials or energy from waste or diverted material for further use or processing; and</p> <p>includes making waste or diverted material into compost</p>
Recycling	The reprocessing of waste or diverted material to produce new materials
Reduction	<p>lessening waste generation, including by using products more efficiently or by redesigning products; and</p> <p>in relation to a product, lessening waste generation in relation to the product</p>
Reuse	The further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose
RRP	Resource Recovery Park
RTS	Refuse Transfer Station
Rubbish	Waste, that currently has little other management options other than disposal to landfill
Service Delivery Review	As defined by s17A of the LGA 2002. Councils are required to review the cost-effectiveness of current arrangements for meeting the needs of communities within its district or region for good-quality local infrastructure, local public services, and performance of regulatory functions. A review under subsection (1) must consider options for the governance, funding, and delivery of infrastructure, services, and regulatory functions.
TA	Territorial Authority (a city or district council)
Transfer Station	Where waste can be sorted for recycling or reprocessing, or is dumped and put in to larger trucks for transport to landfill

Treatment	<p>means subjecting waste to any physical, biological, or chemical process to change its volume or character so that it may be disposed of with no or reduced adverse effect on the environment; but</p> <p>does not include dilution of waste</p>
WA	<p>Waste Assessment as defined by s51 of the Waste Minimisation Act 2008. A Waste Assessment must be completed whenever a WMMP is reviewed</p>
Waste	<p>Means, according to the WMA:</p> <p>Anything disposed of or discarded, and</p> <p>Includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste); and</p> <p>To avoid doubt, includes any component or element of diverted material, if the component or element is disposed or discarded.</p>
Waste Assessment	<p>A document summarising the current situation of waste management in a locality, with facts and figures, and required under the Waste Minimisation Act.</p>
Waste Hierarchy	<p>A list of waste management options with decreasing priority – usually shown as ‘reduce, reuse, recycle, reprocess, treat, dispose’</p>
WMA	<p>Waste Minimisation Act (2008)</p>
WMMP	<p>A Waste Management and Minimisation Plan as defined by s43 of the Waste Minimisation Act 2008</p>
WWTP	<p>Wastewater treatment plant</p>
Zero Waste	<p>A philosophy for waste management, focusing on Council/community partnerships, local economic development,</p>

and viewing waste as a resource. Can also be a target (but not in this case).

Item 108: Long-Term Plan timeline options

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Graham Bunn, Group Manager Business Enablement

Date: 27 February 2024

Relevant community outcomes: Responsible Sustainable Progressive



1 Purpose | Te Kaupapa

1.1 To confirm the time frame for the preparation and adoption of Ōtorohanga District Council’s 24-34 Long Term Plan.

2 Executive Summary | Whakarāpopoto Matua

2.1 With the proposed repeal of the 3 waters legislation and the requirement to now include 3 Waters (water, wastewater, and stormwater) in the Long-Term Plan, Council has been given options on delivery and consultation on our 2024-34 Long Term Plan.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council:

- a Include 3 Water’s in the draft 2024-34 Long Term Plan
- b Align with the legislated time frames by adopting a final 2024-34 Long Term Plan by the end of June 2024.
- c Reserve the right to change timeframes if new legislation necessitates this.

4 Context | Horopaki

4.1 Subsequent to the proposed legislation to repeal the three waters bill we have been directed to now include 3 Waters in our Long-Term Plan post the current 2 year provision. This means revision of both the Infrastructure and Financial Strategies and creating a 3 Waters Asset Management Plan. Council has been given options on delivery and consultation on our 2024-34 Long-Term Plan.

4.2 The options are:

- i Put 3 Water’s back in AND stick with the legislated time frames adopting by the end of June 2024.
- ii Put 3 Water’s back in BUT delay adoption by 3 months waiting for the legislative amendments adopting by end of September 2024.
- iii Hybrid – Consult with 3 Water’s out, the re-consult post legislative amendments.

4.3 There are risks and ramifications with each option that are discussed in 5.2.

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 recommendation(s) in this report has/have a low level of significance. Given the low level of significance determined, the engagement level is low. No engagement is required.

Impacts on Māori

5.2 This is an administrative decision and there is no requirement to engage with Iwi.

Risk analysis

OPTION	INVOLVES	RISKS/ RAMIFICATIONS
A) Waters in AND Stick to current time frame	Prepare and consult on ‘Water’s In’ LTP. This doesn’t currently comply with schedule 1AA of the LGA because the government has yet to change current Affordable Waters legislation, albeit signalled to happen.	<ul style="list-style-type: none"> • Currently unlawful – but a high degree of certainty as to signalled legislative amendments. • Will remove need to an LTP amendment if we decide to progress with ‘Waters Out’ LTP consultation (Option C). • Staff are under pressure to re-introduce 3 Waters info into documentation.
B) Water’s in BUT delay adoption for 3 months.	Waiting for legislative amendments, THEN consult on ‘Water’s In’ LTP. Evokes Section 50, Local Government Rating Act (LGRA)	<ul style="list-style-type: none"> • Timing issue with audit. • Ramifications of a Section 50 LGRA limited rates in = limited payments out.
C) Hybrid – Consult twice	Prepare and consult with Waters Out ahead of legislative amendment, then pivot and reconsult post legislative amendments with Water’s In.	<ul style="list-style-type: none"> • Increased cost – including resourcing • Consultation/ Engagement fatigue • Potentially better to opt for ‘Water’s In’ LTP only.

Policy and plans

5.3 Staff confirm that the recommendations in this report comply with Council’s Policies and Plans.

Legal

- 5.4 Staff confirm that the recommendations in the report comply with the Council’s legal and policy requirements.

Financial

- 5.5 There are financial implications if Council delays the adoption of the Long-Term Plan by 3 months. These have been included the disadvantages under Option 2 in 6.6.

6 Discussion | He Kōrerorero

There are 3 Options available, but Option C, Hybrid – Consult twice wasn’t considered as this would add significant cost and additional resources.

Option 1: Water’s in AND Stick to current time frame

- 6.1 Prepare and consult on ‘**Water’s In**’ LTP. This doesn’t currently comply with schedule 1AA of the LGA because the Government has yet to change current Affordable Waters legislation, albeit signalled to happen. The disadvantage of this option is the significant pressure adding Waters back in puts the organisation under. The Infrastructure Strategy, Financial Strategy and Asset Management Plans all need to be re-worked, with minor tweaks to other documents. The advantage is that Council’s Long Term Plan is adopted on time and rates for the 2024-25 year can be struck.

Option 2: Water’s in BUT delay adoption for 3 months

- 6.2 Waiting for legislative amendments, THEN consult on ‘**Water’s In**’ LTP. Evokes Section 50, Local Government Rating Act (LGRA).

Recommendation option and rationale

- 6.3 The recommendation is Option 1, Water’s in AND Stick to current frame.
- 6.4 This Option is the status quo, which would keep to existing timeframes for Consultation, Audit and adoption of the Long-Term Plan by 30 June 2024.
- 6.5 The alternative, Option 2 delays the adoption of the Long-Term Plan for up to 3 months. This would have several implications and would mean that Council would have to use Section 50 of the LGRA to set Rates for the 2024/25 as there would be no adopted Long-Term Plan or Rates Resolution.
- 6.6 Section 50 of the LGRA provides for a one-off exception where there is a delay in the usual rates process. A rates invoice based on previous years rates of up to 25% can be issued. This only relates to invoicing, not to setting or assessing of rates. It is not clear that Section 50 provides for addition of penalties.

Disadvantages of using Option 2

- If used, balance of rates recovered through remaining 24/25 instalments (once rates assessed)

- Potential technical issues
- Cannot strike rates as no Long Term Plan adopted
- Using Section 50 of the LGRA only gives the ability to invoice up to 25% of the previous year's rates and is limited to those rates that were assessed in the previous financial year.
- As Council can only invoice 25% of the previous year's rates we would have a cashflow issue and would be required to borrow to make up the shortfall incurring significant interest costs.
- Three-year contracts dependent on Long Term Plan decisions would be delayed affecting external organisations.
- Council would have a condensed period for the collection of the balance of rates after the Long Term Plan is adopted, which would impact our residents.
- Council would be operating with no approved budget until Long Term Plan is adopted.
- It would delay both the preparation and auditing of the Annual Report.

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 109: Coalition Government Policy and Legislation Update

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Tony Quickfall, Group Manager Regulatory and Growth

Date: 27 February 2024

Relevant community outcomes: Resilient Sustainable Thriving



1 Purpose | Te Kaupapa

1.1 To provide an update on the new Government’s key legislation changes.

2 Executive Summary | Whakarāpopoto Matua

2.1 The coalition Government has introduced a “100-day plan” setting out its proposal for policy and legislation changes in the first 100 days of office (ending 8 March 2024). Various additional longer-term policy and legislation changes have been announced by new ministers, and further announcements are expected over the coming months.

2.2 Aside from the repeal of RMA and 3 Waters, many of these changes will directly impact council functions. The extent of impacts is not yet known due to the announcements being statements of intent, without any substance or certainty around timeframes.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council receive the report titled ‘Coalition Government Policy and Legislation Update’ (document number 739122) from Tony Quickfall, Group Manager Regulatory and Growth.

4 Discussion | He Kōrerorero

4.1 Government made election commitments to various legislation changes, including priority changes within its first 100 days. Many of these actions are to commence or begin work.

4.2 In addition, new ministers have made announcements over their forward work programme including policy and legislation changes.

4.3 Significantly, the substance of many of the proposed changes are unknown, with the changes being simple statements of intent. While staff can identify those changes that are most likely to have some impact on Council, the extent and nature of those impacts is impossible to forecast where these changes are “statements of policy intent”, and where no substance or timeframes have been announced.

4.4 The key changes that may impact our council, and current status, are summarised in Tables 1 and 2 as follows. Where the status is “unknown”, this refers to there being no official publicly available updates.

Table 1: Coalition Government’s First 100 Days¹

	Change	Current status	Impact for ŌDC	Impact Rank
1	Introduce legislation to repeal the Water Services Entities Act 2022 ²	Repeal legislation enacted by 23 Feb 2024	3 Waters is retained as a council function (or combined with other councils).	High
2	Begin work to enable more houses to be built, by implementing the Going for Housing Growth policy and making the Medium Density Residential Standards optional for councils	Underway	Incentivised/de-regulated housing	High
3	Begin work on a new government policy statement reflecting the new Roads of National Significance and new public transport priorities	Underway	Roading and public transport re-prioritisation	Medium
4	Stop blanket speed limit reductions and start work on replacing the Land Transport Rule: Setting of Speed Limits 2022.	Underway	Changes to setting of speed limits, developing speed management plans is no longer mandatory for Regional Transport Committees and the NZTA	Medium
5	Begin work on a National Infrastructure Agency	Unknown	Unknown	Medium
6	“Begin to cease implementation” of new National Policy Statement Indigenous Biodiversity (Significant Natural Areas) and seek advice on operation of the areas	Unknown	Unknown (they have not proposed to repeal the NPS, only “cease implementation”)	Medium
7	Begin efforts to double renewable energy production, including drawing up a national policy statement on renewable electricity generation.	In progress, stocktake of renewable energy controls (RMA plans and resource consents) is underway	Prioritising renewable electricity generation	Low
8	Meet with councils and communities to establish regional requirements for recovery from Cyclone Gabrielle and other recent major flooding events	Unknown	Relationship building	Low
9	Repeal the Fair Pay Agreement legislation	Repealed	Revert to status quo	Low
10	Introduce legislation to restore 90-day trial periods for all businesses	Completed, 90-day trial is back in force	New staff are subject to 90-day trial	Low
11	Start work to improve the quality of regulation	Unknown	Unknown	low
	Repeal the Spatial Planning and Natural and Built Environment Act	Repealed	RMA (status quo) applies	Low (status quo)

¹ <https://www.beehive.govt.nz/release/coalition-government-unveils-100-day-plan>

² <https://www.beehive.govt.nz/release/government-repeal-three-waters-legislation>

	Change	Current status	Impact for ŌDC	Impact Rank
12	Take policy decisions to amend the Overseas Investment Act 2005 to make it easier for build-to-rent housing to be developed in New Zealand	Unknown	Incentivised housing	Low
13	Repeal the Clean Car Discount scheme by 31 December 2023	Repealed	Fleet discounts no longer apply	Low
14	Begin work on delivering better public services and strengthening democracy	Unknown	Unknown	Low
15	Establish a priority one category on the social housing waitlist to move families out of emergency housing into permanent homes more quickly	Unknown	Families who have been in emergency housing for more than 12 weeks at the front of the queue for a social house	Low
16	Commission an independent review into Kāinga Ora's financial situation, procurement, and asset management	Review is underway	Unknown	Low

Table 2: Coalition Government’s Longer Term Policy Changes

	Change	Status/Timeframe	Impact	Impact Rank
1	RMA reform 2.0 (replace the RMA with new legislation that prioritises private property rights)	Unknown	Unknown	High
2	Building control: introduce options for new residential houses to not need building consent if they self-insure	Unknown	Unknown but an area of risk around council liability for any future unconsented building failure	High
3	Housing: amend the Building Act and RMA to allow granny flats or other small structures up to 60m ² without building consent (only an engineers’ report)	Unknown	Potential increase in second units <60m ² . Potential council liability risk for any future building failure.	High
2	Local Water Done Well – Bill # 1	Mid 2024	Mandate council plan for water service delivery (approved by Minister) and introduce process for Council Controlled Organisations.	High
3	Local Water Done Well – Bill # 2	Introduce end 2024 Pass mid 2025	0. set out long-term requirements for financial sustainability, provide economic regulation regime and a new range of structural and financing tools, incl. new type of financially independent council-controlled organisation 1. establish "regulatory backstop powers", to be used when required to ensure effective delivery of financially sustainable or safe water services 2. will make necessary amendments to the water regulator's legislation to ensure	High

	Change	Status/Timeframe	Impact	Impact Rank
			the regulatory framework is fit for purpose and workable for drinking water suppliers	
4	Introduction of Road User Charges on EVs and PHEVs	In progress Timeframe unknown	Cost increase for council’s PHEV fleet	Medium
5	Housing: portion of GST collected on new residential builds shared with councils	Unknown	Potential new funding source for council (value unknown)	Medium
6	Housing: Require zoning and for 30 years’ worth of housing demand	Unknown	Review and update the district plan	Medium
7	Housing: introduce \$1B Build For Growth fund (pay councils \$25,000 for every house delivered above the 5-year average)	Unknown	Potential new funding source for council (value unknown)	Medium
8	Reform Infrastructure Funding and Financing Act	Unknown	Potential new revenue and funding sources for council	Medium
9	Treaty Principles Bill	In progress	Changes to treaty principles and how we apply these in our work	Medium
10	Replace the National Policy Statement for Freshwater Management	Underway By mid-2025	Unknown	Low
11	Introduce fast track resource consents	In progress	Priority infrastructure projects can choose a fast track resource consenting pathway	Low

5 Local Water Done Well (formerly 3 waters)

5.1 The Minister of Local Government (Simeon Brown) provided a media release on Feb 12³ on the 3 waters replacement programme (known as “Local Water Done Well”). The key points of this are set out as follows:

5.2 The coalition will pass a Bill repealing Labour's scheme by 23 February. After repeal the Government will start implementing its own programme through two further Bills. This includes greater central Government oversight over what councils do, requirements for councils to ringfence funding for water infrastructure, and strict rules for water quality.

5.3 The first of the planned Bills will be passed by mid-2024. This will:

- require councils to prepare water service delivery plans
- include transitional economic regulation
- include requirements for establishing Council Controlled Organisations

5.4 The second Bill will be introduced in December 2024 and passed by mid-2025. This will:

³ [Government releases plans to repeal, replace Three Waters - including new advisory group | Newshub](#)

- set out provisions relating to long-term requirements for financial sustainability, provide for a complete economic regulation regime, and a new range of structural and financing tools, including a new type of financially independent council-controlled organisation
- establish "regulatory backstop powers", to be used when required to ensure effective delivery of financially sustainable or safe water services
- make necessary amendments to the water regulator's legislation to ensure the regulatory framework is fit for purpose and workable for drinking water suppliers.

5.5 A Technical Advisory Group (TAG) has been established to contribute expert advice to the Minister and the Department of Internal Affairs as the policy and legislation is developed and implemented. The TAG members are Andreas Heuser, the managing director of Castalia, Raveen Jaduram, the director of the New Zealand Infrastructure Commission, Wendy Walker, the chief executive of the Porirua City Council, Mark Reese, a partner at Chapman Tripp, and Simon Weston, the chief executive of Whangārei District Council.

5.6 The new water quality regulator Taumata Arowai will be kept and supported by an independent water infrastructure regulator within the Commerce Commission. These will monitor council investment, ensure water pricing remains fair, and set standards for water infrastructure.

5.7 Within a year of repealing Labour's legislation:

- councils will need to deliver a plan (for Minister of Local Government sign off) for how they will transition their water services to a new model that meets water quality and infrastructure investment rules, while being financially sustainable in the long-term
- there will be a regulatory backstop, allowing the Government to step in if a council was unable to deliver on its plan
- neighbouring councils could also choose to form a Regional Council Controlled Organisation that would be a standalone entity with the ability to access long-term borrowing without it impacting council balance sheets

6 What's next and Long Term Plan

6.1 There is significant uncertainty over the impacts of these changes. Given this, staff are maintaining an active "watching brief" on the Government's work programme and will provide updates to council on any significant announcements or where significant impacts become apparent.

6.2 As far as possible, funding impacts of confirmed or imminent changes have been captured in the 2024 Long Term Plan (LTP) inputs. Any confirmed changes that are announced after the 2024 LTP consultation document is finalised may need to be addressed by way of council submitting on its own LTP, with any longer-term funding impacts addressed in the 2025 Annual Plan.

Item 110: Roothing Activity Update – February 2024

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Richard Shailer, Acting Roothing Manager

Date: 27 February 2024

Relevant community outcomes: Connected Liveable Resilient



1 Purpose | Te Kaupapa

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

2 Executive Summary | Whakarāpopoto Matua

2.1 Our roads connect our community.

2.2 This report will cover various aspects of the roading infrastructure over the last quarter, including maintenance activities, capital projects, safety initiatives, budget allocations, and environmental considerations. It will also discuss how external factors such as weather impacts our forward works programming.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council receive the report titled ‘Roothing Activity Update – February 2024 (document number 740162) from Richard Shailer, Acting Manager Roothing.

4 Discussion | He Kōrerorero

Road Maintenance Contract

4.1 Refelected on the work our maintenance contractor has put through over the last couple of months, we are confident to say that they are approximately fifty percent through our maintenance programmes and budget for the 23/24 year which means we are right on track to deliver our activity plan.

4.2 The pre-seal repairs were completed early at the start of the year and now are moving onto safety improvements on Huirimu, Waipapa, Te Tahi and Honikiwi Roads. Vegetation control is always a challenge this time of year and with some recent rain events several areas experienced a flush in growth which our mowing contractors are diligently working towards keeping under control.

4.3 A few minor slip events also occurred in January/December which the teams are busy finishing off reinstating.

4.4 Cannon Road temporary repairs have been completed. Stabilisation to be completed shortly.

Budget utilised: \$3.3M
Budget Remaining: \$3.5M

Area Wide Treatments

4.5 Both Mangamāhoe and Turitea roads rehabilitation works have performed well over the winter holding period and staff are now undertaking the remainder of the project.

4.6 Turitea was completed and sealed in December 2023.

4.7 Mangamāhoe tie-ins are planned for stabilisation mid-February with the remainder of the sealing programmed for end of February.

*Percent Complete: 95% Complete
Budget Utilised: \$1.28M
Budget Remaining: \$118k*

Reseals

4.8 The reseals are progressing well with the remainder programmed to be completed early March 2024. Council staff have invested a lot more time this season ensuring contract quality and performance. Staff believe this will provide a good result for our road users.

*Percent Complete: 50%
Budget Estimate: \$1.6M*

District Wide Line Marking

4.9 Awaiting completion of the 23/24 reseals and second coat chip sealing.

Unsealed Bulk Metalling

4.10 The roading team are working towards preparing next year’s bulk metaling contract to go out to market mid-year.

Budget Estimate: TBC

Urban Footpath Renewals

4.11 Footpath conditions assessments and defects list has been prepared for maintenance contractor to programme.

*Percent Complete: 0%
Budget Remaining: \$ 180k*

Street Light Maintenance & Renewals

4.12 Currently the street light maintenance is being undertaken as a limited-service contract while the next maintenance contract is being prepared. Council staff aim to have the next maintenance contract out to market by within the first quarter of 2024.

Stormwater Resilience

- 4.13 The purpose of this project is to reduce the risk of flooding in urban and low-laying areas by investing in upgrading drainage systems, increasing the capacity to handle excess water, and managing stormwater runoff effectively.
- 4.14 Stormwater resilience initiatives safeguard critical infrastructure such as roads, bridges, utilities and buildings from erosion and damage caused by excessive water flow and flooding, ultimately reducing maintenance costs and enhancing the longevity of these assets. Currently the roading team are undertaking culvert inspections to determine the physical attributes like depth of invert and condition assessment. This coupled with the Lidar data for catchment areas released by Waikato Regional Council will provide a culvert renewals programme to undertake next year. This project relies heavily on that Lidar information but there have been continued delays in updating the data which may affect the overall delivery of the project.

Low-Cost Low-Risk

- 4.15 Both stormwater upgrades and area wide treatments are being costed as part of ŌDC's scoped resilience projects. The roading team have also just completed two urban stormwater resilience projects on Limestone Drive and Merrin Ave. As part of the upcoming construction season, the team will continue to utilise this subsidised activity by including Huirimu Road and Stormwater Improvements to the programme.

Seal Extensions

- 4.16 Following a previous ŌDC resolution to not proceed with the Huirimu Seal extension in its entirety, the roading team has rescoped this project to include a one-hundred-meter (100m) section of unsealed road at the intersection of Huirimu and Waipapa roads to have the chip seal extended. As part of this rescope the roading team have also included several culvert upgrades that were triggered by the original design scope. These activities will take place after the scheduled maintenance work.

Item 111: Ōtorohanga District Development Board Six Month Report 1 July - 31 December 2023

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Nardia Gower, Group Manager Strategy and Community

Date: 27 February 2024

Relevant community outcomes: Welcoming Thriving Prosperous



1 Purpose | Te Kaupapa

1.1 To provide a six-month update on the Ōtorohanga District Development Board’s activities for the period 1 July - 31 December 2023.

2 Executive Summary | Whakarāpopoto Matua

2.1 This report is accompanied by the Ōtorohanga District Development Board (ŌDDB) six-month report for 1 July - 31 December 2023.

2.2 The ŌDDB has received a total annual operational grant of \$212,000 for the 2023/2024 year as signalled in the Long Term Plan 2021-2031 (LTP) and 3-year service agreement with Council. An additional \$50,000 was granted following a successful request for increased funding through the annual plan process in 2022.

2.3 Representatives from the ŌDDB will attend the meeting to speak to their attached report.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council receive the report titled ‘Ōtorohanga District Development Board Six Month report 1 July - 31 December 2023’ (document number 739969) from Nardia Gower, Group Manager Strategy and Community.

4 Discussion | He Kōrerorero

4.1 The ŌDDB has received funding from Ōtorohanga District Council (Council) since its incorporation in 1996.

4.2 Council committed \$212,000 per annum across the first three years of the 2021-2024 LTP as an operational grant to ŌDDB, which is funded from district wide rates, to deliver the following expected outcomes as outlined through their service agreement:

- A district that has a strong, unique brand and is promoted well in supporting current and future economic activity and outcomes.

- To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.
 - To promote constructive relationships locally, regionally, and nationally.
- 4.3 Through the 2022/23 Annual Plan process, Council agreed to increase the annual operational grant by \$50,000 per annum for years two and three of the current LTP.
- 4.4 Council staff worked with the ŌDDB to co-create their 2023/24 workplan so that outcomes align to Council’s economic development goals while still allowing for the Board’s autonomy to decide activities of their own aspiration. This workplan was presented to Council at its May 2023 meeting.
- 4.5 While maintaining respect for the autonomy of the ŌDDB, staff of both Council and ŌDDB continue to strengthen operational relationships. ŌDDB represents the district’s interest with regional economic agencies and, to ensure that Council remains connected with activity and to provide support, Council’s Group Manager Strategy and Community, Nardia Gower, attends:
- ŌDDB Board meetings
 - Fortnightly meetings with the Economic Development Manager, Michelle Hollands
 - The emerging housing group meetings, a focus section of the ŌDDB’s Vision Ōtorohanga Plan.

5 Appendices | Ngā Āpitihanga

Appendix #	Name
1	Ōtorohanga District Development Board Six Month report to Ōtorohanga District Council for 1 July - 31 December 2023

**Ōtorohanga District Development Board
Half Year Report to Ōtorohanga District Council
December 2023**

Council 6-month report

Message from the Chair

On behalf of the Board of the ŌDDB I would like to thank the ŌDC, Councillors and Senior Staff, for their ongoing partnership with the ŌDDB. It's been a busy time for the Board and staff of the ŌDDB as we have spent time working on our focused strategic direction and continuing our day-to-day operations.

The year end 2023 has seen success for many of our key initiatives, importantly the launch of our new Business Membership Model, enhances our ability to provide ongoing support for business via workshops and networking. The revitalisation of our main street now sees us with a large portion of our main street businesses painted or confirmed to be painted prior to the conclusion of this project in June 2024. Our support of Housing in the Economic Development area of our work has seen significant Central Government Investment provided to the region with much to come for this work in 2024.

Marain Hurley, Chairperson, ŌDDB



Some Imagery from our key successes for the year end December 2023.

Priority One: District Development and Promotion

Agreed Key Outcomes

1. Business Owners recommend to one another that they have a relationship with the ŌDDDB (NPS).
2. The ŌDDDB is recognised by business owners as a resource of quality resources and expertise to support business success.
3. The ŌDDDB has implemented a Business Membership Model with Businesses beginning to sign up as members with the ŌDDDB.
4. Members of the ŌDDDB actively engage in activity including workshops, breakfasts, and events.

Update on Key Outcomes

- 1-2. The District Development Board is yet to measure business owner perspectives on performance. We agreed to collaborate with Council to confirm our survey question in June but as yet have not confirmed this approach. We will look to do this in the next few months to understand more on both perspectives on our provision of business support and opportunities for new offerings in the upcoming year.
3. Our Business Membership Model was launched in October 2024 and we currently have 63 members heading into the New Year. A profile of these members includes:
 - a. Small Businesses Members – 40
 - b. Large Businesses Members - 19
 - c. Not-for-Profit / For Purpose Members - 4The intention is to host an Economic and Business Forum later in 2024 to showcase the work that the ŌDDDB does and to host quality speakers and presenters on topics that matter to our business and community. In designing this forum we will connect with our larger employers to understand their topics of interest and also connect with our agriculture sector, our largest economic sector, to build and establish relationships not already in place.
4. During the period July to December 2023 the ŌDDDB has hosted 14 workshops, breakfasts and events as listed on page? below
5. We have also provided concepts, ideas and communications to support business outcomes via our monthly e-newsletters.
6. The ŌDDDB because of its registered not-profit status, may act as an umbrella organisation to support other groups in our community to assist them in achieving their aspirations in championing community activities. Funding applications and fundraising the ŌDDDB has supported includes:
 - 6.1 Business Membership Model - \$14,260
 - 6.2 Retail Revitalisation Project \$39,021.00
 - 6.3 Art Conduit \$8,450.00
 - 6.4 Picnic & Pistons/Truck & Ute \$4,879.00

6.5 Ōtorohanga Kai Forest \$5,136.02

6.6 Kawhia Fitness Trail \$375.00

6.7 The Ōtorohanga Support House - Whare Awhina application for Housing Innovation Funding supporting two Housing Support roles over the upcoming three years

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

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

7.2 Ōtorohanga Christmas Parade 2022 and 2023 was organised by the Kiwiana group. 100% funded by the group through submitting funding requests and applications to external sources. Kiwiana are grateful to Inframax Ltd for the donation (discount) towards the cost of TMP in 2022 and at **no cost** in 2023.

7.3 ŌDDB have been working with the Kiwiana group. Plans are in progress for upgrades on some tired Kiwiana features in 2024 -2025 Year. Such as Paint the Kiwis, clean repair and Renew Lampost Icons x11. Plans are progressing to design and add a mural to the Village Green Wall. Local Artist Daniel Ormsby will design a mural that is Iwi sensitive.

Business Support: Operational Actions and Activities to Achieve Key Outcomes: Activities Achieved

Exceeding Plan	Meeting Plan	Meeting Plan (slower than expected)	Not being achieved
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Action/Activity	Target v Actual	Delivery Summary
Resources are available (material and online) that are simple, modern, relevant and easily utilised	Material is available Material is not yet online	Business planning templates continue to be available for business on enquiry and have been shared via our monthly emails to the business database. The ŌDDB website is currently being revamped and due to be launched in Qtr 2 2024. The website is being designed to link and host resources to support businesses.
Business Leaders Group established – providing programme feedback, advocacy and support to ŌDDB	Target 3 meetings Delivered 2 meetings	A formal business leaders group has not been established in 2023. Two meetings were held informally with business leaders to design the business membership model. In 2024, the need to establish this group will be considered alongside other techniques to receive feedback from our business community including workshops and business membership models, via a survey and also via business engagement in ŌDDB activities.
Youth in Business Group established – providing future thinking and support to ŌDDB	Target 3 meetings No formal meetings held	While no targeted Youth Business Group has been established the ŌDDB has strengthened its partnership with the college and in December 2023 we initiated a plan for a <u>Career</u> Speed Dating Program to assist youth in Ōtorohanga through reaching out to Ōtorohanga College. The college responded favourably and agreed to dedicate the program to 100 Year 9 students. It is ODDB's intention to invite and seek assistance from OEH in launching this program mid 2024 year.

<p>Business Workshops</p>	<p>Target 8 workshops in the full year end</p> <p>Delivered 14 events in 6 months July to December 2023</p>	<p>2 general workshops 2 Digital Boost workshops 3 breakfasts 7 other network functions</p> <p><u>General Workshops</u> September 12th Adapting to Change (19 registered and 6 attended) November 2nd Get Ahead with Gen Z (20)</p> <p><u>Digital Boost</u> Our Digital programme has been a huge success in the community with 30 businesses (15 from both Kāwhia and Ōtorohanga) joining in a series of in-person workshops to develop and implement Digital Strategies. These sessions have included: August 29th A Business Story September 4th An Introduction to AI Final reporting & programme completion</p> <p><u>Other Network Functions</u> July 19th Annual Farmers Night & EXPO September 5th INCITE 2024 September 27th Kawhia meeting and lunch at Maketu Marae October 25th Business Breakfast at the College October 14th Election Day Rail trip October 17th First Aid Course December EAT-SHOP-WIN shopping local promotion December Santa's Grotto December 1st Christmas Parade December 6th EOY Function</p>
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Mentoring	5-10 business owners/year	Planning continues to establish a Mentoring Programme for business leaders in our District. We are actively working with Mentoring New Zealand and the King Country Development Trust to establish this programme in 2024.
Funding Resources for Business	Knowledge resource and connection for business owners to obtain funding	We continue on a positive relationship with Soda Inc and share with businesses information we have on Grants, Scholarships and Funding Information. Soda Inc. deliver the Regional Business Partner Programme and provide subsidies for businesses with leadership training. Group training solutions are also available that we actively aim to bring to businesses in our district.
New Business Support	Target 10 new businesses per/year Delivered support to 24 new businesses	<p>24 new business owners since February to December 2023. 8 of these took advantage of ODDB's \$250 advertising subsidy (\$2000). This subsidy assists new businesses in partnership with King Country News (discounted rates) to advertise their start-up advertising as a new business.</p> <p>Through our extended range of business workshops, delivery of the Digital Boost Programme and the Retail Revitalisation programme we have been able to connect with an extended range of businesses than we have in the past.</p> <p>In addition to generic support, we are currently working with a member of the community to establish the Ōtorohanga Arts Conduit. This local artists brought together to showcase their work in a retail gallery and provide opportunities for community education programmes and workshops.</p>

Events and District Promotion: Operational Actions and Activities to Achieve Key Outcomes: Activities Achieved

Exceeding Plan	Meeting Plan	Meeting Plan (slower than expected)	Not being achieved
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Action/Activity	Target v Actual	Delivery Summary
Business Awards (Bi-Annual)		The delivery of a business awards ceremony has not been on the ŌDDB workplan as we have focused our efforts on supporting businesses and launching our membership model.
New Resident Welcome		We provide an information sheet, available at the i-site for new residents who come into the i-site. This has a range of contact details for key local services, a phone book and copy of King Country News.
Christmas Festival		We conducted a survey completed in March 2023 asking businesses what they wished to see for the Christmas Festival. We had a very good response from both business owners and the general public. In 2023, the ŌDDB along side Project Kiwiana delivered a Christmas Parade and Santa Grotto for the benefit of the community. This Christmas Parade had 21 floats registered with some have multiple vehicles and the Parade was well attended by the community. The Santa grotto opened Friday afternoons and Saturdays throughout December with approximately 150 children visiting Santa.
Arts Festival		This is being explored as part of the establishment of the Arts Conduit
Information Connector – tourism advocate and booking support		<p>Visitor numbers to the isite have been up consistently for the same periods in the last two years as have sales and bookings for tourism and transport services nationwide.</p> <p>Promotion of local events to attract visitors to the region through eventfinda, social media and our website.</p> <p>Isite continues to work with Busit providing Bee cards for purchase and information to assist the community in using these services.</p> <p>A new website is underway to promote the district as a desirable place to visit, work and live.</p>

Economic Development: Operational Actions and Activities to Achieve Key Outcomes: Activities Achieved

Exceeding Plan	Meeting Plan	Meeting Plan (slower than expected)	Not being achieved
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Action/Activity	Target v Actual	Delivery Summary
Vision Otorohanga Partnership Plan		<p>Vision Ōtorohanga was initially envisaged as a plan to build a view of the key drivers of economic and community development.</p> <p>During 2023 support for ŌDC’s community engagement and the development of the Community Housing Plan has superseded the establishment of the town vision. With the Long-Term Plan 2024-34 now in development the future vision and outcomes for economic and community development is considered to be better led by council as part of that process, with ŌDDB as a support agency. We look forward to understanding in partnership more on our role for the future.</p>
Housing Plan		<p>The Housing Plan, established by a community group and led by the ŌDDB remains in draft form. Public consultation has been completed and Council is leading the connection for consultation with Iwi, Hapu and Marae, this is hoped to occur in the first half of 2024. Specific targets will be developed for this important plan in early to mid-2024.</p> <p>Early achievements have been the ŌDDB led application and successfully funding of two newly established roles with the support house. These roles and administrative costs are funded for a period of three years and will support the Support House to grow its focus and capacity to support those with immediate housing concerns in our District.</p> <ol style="list-style-type: none"> 1. Partnership with Iwi 2. Finalising the draft plan 3. Recruiting for the Support House Roles 4. Establishing targets and planning for affordable housing
Cycleway Project		<p>Since our last report a community working group has been established to support this project with a view to drafting a Cycling Plan to consult with the community in the first six months of 2024. The forest block on Waitomo Valley Road was purchased by a private investor and continues to be a focus for Economic</p>

		Development alongside the Ōtorohanga to Waitomo Cycleway and aspirations for a forest trail ride in Kawhia.
Retail Revitalisation Project	32 complete 6 quoted and in partnership	Ador shoes, Anne Laws & Associates, Appliance Plus, Bridgids, Burger Bar, Cutthroat Brothers, DM Jewellery, Draggin Vape, Flying Horse, Hello Rosie, i-SITE, Kiwiana Crafts, Kiwitown Liquor Centre, Kiwitown Mitre10, Little Scissors, McKenzie Strawbridge, Murray Hunts Flooring Xtra, My Fitness Bank, Otorohanga Country Fresh, Otorohanga Physiotherapy, Otorohanga Physiotherapy 74, Paper Plus, Peter Burtons, Powerhouse, Ray White, RWR Tattoos, Sonnys Takeaways, Tandoor Tavern, The Cutting Floor, Turko Kebabs, VJ Williams, ZB Builders RRP Facebook group https://www.facebook.com/groups/1851753098512670 currently has 399 avid followers watching the progress.
Arts Conduit		Over the last 6 months the ŌDDB has been working with the community to explore the possibilities of an Arts Conduit. An initiative to bring the arts community together to provide workshops, employment and exhibition opportunities for local artists and those in the community wishing to explore their creative side. The ŌDDB is working through the establishment of this project and look positively towards launch of Ōtorohanga Arts Conduit late February-2024 to support the community. We hope that this will support the Economic Wellbeing Strategy outcomes yet to be finalised.
Economic Development Forum		In 2024 we will look to work with the community to co-design of an economic forum for the District. The structure and format of this is yet to be defined but the aim will be to bring quality speakers to our community that align with our key economic sectors to supporting networking and new knowledge.
Promotional and Events Strategy		As part of the design of the 2022-2024 ŌDDB workplan the intent was to partner with council to support the establishment and delivery of a Promotional and Events Strategy. This project was put on hold with the delivery of the Economic and Wellbeing Strategy. In the meantime, the ŌDDB has continued to advertise to the community upcoming events and activities.

Organisational Excellence Operational Activities and Actions

Exceeding Plan	Meeting Plan	Meeting Plan (slower than expected)	Not being achieved
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Action/Activity	Target v Actual	Delivery Summary
Governance Quality – the ŌDDDB recruits, trains and develops quality Board members, completed quality meetings	Update from Chair Board matters Jan December2023	<p>Currently the ŌDDDB has 9 Board members, having recruited 2 new board members representing Kāwhia/Aotea and surrounding district.</p> <p>During the 2023 year a job descriptions was put in place for all board members as well as ensuring induction and information packs for new board members.</p> <p>An open Governance Workshop was hosted in April 2023 and facilitated by Community Waikato Support with good attendance from the community and the ŌDDDB Board.</p> <p>The last six months has seen us develop a new strategy and brand for the ŌDDDB. We look forward to partnering with the ŌDC to confirm any additional strategic priorities following the completion of the Economic and Wellbeing Strategy.</p>
Health and Safety		<p>The ŌDDDB partnered with OSHBox to develop and implement Health and Safety Policies and Procedures. These policies have guided the delivery of events and welfare. Business and Event co-ordinators are responsible for updating and reporting to ŌDDDB monthly meetings. Staff Performance /Evaluations Reviews completed in January 2024 in conjunction with individual staff. ŌDDDB’s management continues to review performance, address issues, offers assistance and training to reach targets at 6 weekly meetings.</p> <ul style="list-style-type: none"> • Local Business Co-ordinator • Events Marketing Co-ordinator
Communications, marketing, re-brand, website, e-newsletters, social media		<p>Our communications plan includes the following activities/initiatives:</p> <ul style="list-style-type: none"> • E-newsletters sent to Businesses monthly with 289 subscribers receiving this every month. • Our business database has 250 businesses listed. • Social Media – completed training and now deliver business profiles with a focus on building our District’s Story and promoting our businesses. • In 2024 there will be a Social Media Plan developed to align to our new strategy.

		<ul style="list-style-type: none"> • In the last 6 months the ŌDDDB has made the decision to re-brand. We are currently designing a new website to support our Brand launch and preparing our brand communications strategy. We can't reveal our new name just yet although we are excited to do so when the time is right to share with our community. • Maea Media have produced two promotional video focusing on industry – Proud to be in business and one focusing on our main street businesses
Funding		<p>Part of our strategy has been to explore sustainable funding solutions and generate new revenue streams to support the ŌDC financial investment in our organisation and also to support delivery of our work in the community. New funds we have diversified with in the last 6 months include:</p> <ul style="list-style-type: none"> ▪ Business Membership Model - \$14,260 ▪ Retail Revitalisation Project \$ 39,021.00 ▪ Art Conduit \$8,450.00 ▪ Picnic & Pistons/Truck & Ute \$ 4,879.00 ▪ Ōtorohanga Kai Forest \$ 5,136.02 ▪ Kawhia Fitness Trail \$375.00 ▪ The Ōtorohanga Support House - Whare Awhina application for Housing Innovation Funding supporting two Housing Support roles over the upcoming three years Project Kiwiana Ōtorohanga Christmas Parade 100% donation for TMP from Inframax Ltd value \$9,300. OCB donation \$3,500.

Item 112: Financial report for the month ending 31 January 2024

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Brendan O'Callaghan, Manager Finance

Date: 27 February 2024

Relevant community outcomes: Prosperous Engaged Enduring



1 PURPOSE | TE KAUPAPA

1.1 To provide a snapshot of progress against the 2023/24 budget.

2 EXECUTIVE SUMMARY | WHAKARĀPOPOTO MATUA

2.1 The Financial Report for the month ended 31 January 2024 shows the operating surplus being up by \$2.0M, because of increased subsidy income and reduced spending.

2.2 Capital expenditure and loan repayments were under budget by \$1.3M. This relates to the timing of loan raising, which is done at year end, as capital expenditure was up on budget.

3 STAFF RECOMMENDATION | TŪTOHUTANGA A NGĀ KAIMAHI

That the Ōtorohanga District Council receive the report titled 'Financial report for the month ending 31 January 2024' (document number 739954) from Brendan O'Callaghan, Finance Manager.

4 DISCUSSION | HE KŌRERORERO

Statement of Comprehensive Revenue and Expenses						
For the Period Ending January 2024						
	Actual	Budget	Variance			Full Year Budget
Revenue						
Rates income	13,700,963	13,723,513	22,550	0%	●	13,797,880
Contributions	0	4,274	4,274	0%	●	10,001
Water by Volume Rates	1,036,757	985,158	-51,599	-5%	●	1,994,455
Subsidies and Grants	3,580,713	2,130,090	-1,450,623	-68%	●	5,829,621
Other Income	532,264	1,202,494	670,230	56%	●	2,200,293
Other gains/(losses)	0	0	0	0%	●	0
Total Revenue	18,850,697	18,045,529	-805,168			23,832,250
Expenses						
Employee Benefit Expenses	3,041,652	3,808,143	766,491	20%	●	6,452,369
Depreciation and Amortisation	3,997,161	3,997,161	0	0%	●	6,852,276
Other Expenses	6,417,630	6,863,411	445,781	6%	●	13,363,099
Finance Costs	61,094	69,282	8,188	12%	●	190,146
Total Expenditure	13,517,537	14,737,997	1,220,460			26,857,890
Operating Surplus/(Deficit)	5,333,160	3,307,532	-2,025,628			-3,025,640

- 4.1 Overall, there is a net surplus to the end of January of \$5,333,160, compared to the budgeted surplus of \$3,307,532. This large surplus figure is due to the second instalment of rates for the year being invoiced in January, and the income recorded. The variance in the surplus against budget is due to:
- 4.1.1 Operating Revenue is up on budget by \$805k, due to \$670k under budget in other income, offset by \$1,451k over budget in subsidies and grants.
- Other income is down, mostly in the user charges, particularly in regulatory income. This is due to the timing of the budget allocation versus the actual timing of invoicing.
 - Subsidies and grants is up on budget by \$1,451k due to the timing of roading claims, with roading capital expenditure being up on budget year to date.
- 4.1.2 Operating expenses is down on budget by \$1,220k, with other expenses being down on budget by \$446k and employee benefit expenses being \$766k under budget.
- Employee Benefit Expenses is down due to the budgeted costs having been spread throughout the year, which includes budgets for some roles that have not been filled as at January.
 - Other expenses are down on budget by \$446k, particularly in some projects such as the Annual Report and Kāwhia/Aotea/Ōpārau and Rural Concept Plans.

Statement of Financial Position			
For the period ending January 2024			
	Actual	Full Year Budget	YTD Last Year
Assets			
Current Assets			
Cash and Cash Equivalents	230,055	4,528,626	413,968
Trade and Other Receivables	7,148,667	2,230,591	7,163,451
Inventory	59,311	30,038	86,080
Property Inventory	0	0	0
Total Current Assets	7,438,033	6,789,255	7,663,499
Non-current Assets			
Investments	7,799,282	631,321	683,320
Property, Plant and Equipment	392,391,452	388,937,554	387,296,717
Intangible Assets	5,179	55,012	10,139
Total Non-current Assets	400,195,914	389,623,887	387,990,177
Total Assets	407,633,947	396,413,142	395,653,676
Liabilities			
Current Liabilities			
Trade and Other Payables	760,112	2,652,540	525,884
Provisions	14,047	16,715	14,997
Employee Benefit Liabilities	26,791	435,000	24,741
Income in Advance	487,848	720,300	1,017,964
Total Current Liabilities	1,288,798	3,824,555	1,583,586
Non-current Liabilities			
Provisions	14,047	16,715	14,997
Employee Benefit Liabilities	26,791	435,000	24,741
Borrowings	9,447,613	447,613	4,447,613
Total Non-current Liabilities	9,488,451	899,328	4,487,351
Total Liabilities	10,777,249	4,723,883	6,070,937
Net Assets	396,856,698	391,689,259	389,582,738
Equity			
Retained Earnings	161,139,267	163,566,534	164,178,034
Reserve Funds	2,953,952	2,973,112	2,886,683
Revaluation Reserves	232,763,479	225,149,613	222,518,021
Total Equity	396,856,698	391,689,259	389,582,738

4.2 Overall, the balance sheet shows a healthy position at the end of January, with total current assets of \$7.4M, against total current liabilities of \$1.3M, giving a working capital of \$6.1M. A large reason for this increase is due to outstanding trade receivables being higher than the outstanding trade and other payables. This is a result of the second instalment rates being recorded in trade and other receivables.

Combined Cost of Service Statement				
For the Period Ending January 2024				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Operating Revenue				
Activity Revenue	4,112,977	3,332,584	-780,393	8,029,914
Targeted Rates	7,266,884	7,196,150	-70,734	8,205,468
Development Contributions	0	4,274	4,274	10,001
General Rates	7,470,836	7,512,521	41,685	7,586,867
Other General Sources	3,464,084	7,365,975	3,901,891	11,028,567
	22,314,781	25,411,504	3,096,723	34,860,817
Operating Expenditure				
Land Transport	5,245,342	6,060,343	815,001	11,432,602
Water Supply	1,482,439	2,603,137	1,120,698	4,417,845
Sewerage Treatment and Disposal	486,925	526,291	39,366	989,935
Flood Protection and Control Works	189,537	260,427	70,890	400,261
Stormwater Drainage	152,398	193,293	40,895	314,700
Community Services	1,670,298	2,653,336	983,039	4,436,693
Regulatory Services	517,797	1,400,299	882,502	2,330,311
Community Development	621,763	371,521	-250,242	639,126
Governance & Leadership	2,986,272	3,977,992	991,720	6,442,501
	13,352,770	18,046,639	4,693,869	31,403,974
Funding Required				
Capital Renewals	5,411,900	5,204,698	-207,202	9,337,750
Capital Growth	400	108,338	107,938	150,000
Capital Level of Service	3,998,507	3,699,689	-298,818	7,898,596
Loans Repaid	0	1,716,071	1,716,071	2,478,782
	9,410,807	10,728,796	1,317,989	19,865,128
Funding Applied				
Funding from Depreciation Reserves	0	3,256,386	3,256,386	5,582,376
Loans Raised	0	1,023,043	1,023,043	1,753,788
Capital Income	48,988	60,419	11,431	90,000
Transfer to and from Balance	399,808	-975,917	-1,375,725	8,982,121
	448,796	3,363,931	2,915,135	16,408,285

- 4.3 In the Combined Cost of Services statement, overall operating revenue is \$3,097k under budget. This predominately relates to Other General Sources, which is a result of internal charges not being as high due to combination of the timing of projects and the timing of the budget allocation. Also affecting this is savings made in those overhead activities, resulting in less internal charges being required.
- 4.4 Operating expenditure is \$1,318k under budget, with this being spread across all the budget areas. This is due to the timing of projects, particularly in the road and asset maintenance areas, as well as items such as the long term plan and Kāwhia/Aotea/Ōpārau and Rural Concept Plans. There are also savings in some activities due to savings, such as in salaries for those roles where vacancies still exist.

Item 113: Ōtorohanga Kiwi House Progress Report

To: His Worship the Mayor and Councillors of Ōtorohanga District Council

From: Graham Bunn, Group Manager Business Enablement

Date: 27 February 2024

Relevant community outcomes: Engaged Proud Empowered



1 Purpose | Te Kaupapa

1.1 To provide an update on the redevelopment of the Ōtorohanga Kiwi House and compliance with the accountability conditions for the \$2 million loan approved by Council in 2020.

2 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council receive the report titled ‘Ōtorohanga Kiwi House Progress Report’ (document number 739773) from Graham Bunn, Group Manager Business Enablement.

3 Background

3.1 Council previously resolved to support the redevelopment of the Kiwi House with a \$2 million loan. Council has advanced the full \$2 million to the Ōtorohanga Kiwi House Charitable Trust as at 31 January 2024. This is broken down as follows –

3 Jul 2020	\$335,718.72	To repay existing loan between the Ōtorohanga Zoological Society and the Bank of New Zealand
21 Sep 2020	\$649,529.94	Loan advance for projected Capital Expenditure to 30 November 2020 to complete stage 1 of the redevelopment and stage 2 costs (breakdown attached).
20 Dec 2022	\$500,000.00	Loan advance for projected Capital Expenditure to 31 December 2022 to complete stage 1 & 2 of the redevelopment (breakdown attached).
2 Mar 2023	\$514,751.34	Loan advance for projected Capital Expenditure to 31 May 2023 to complete stage 1 & 2 of the redevelopment (break down attached).

3.2 There was a variation to the Term Loan agreement in 2022 extending the loan to twelve years and the interest free period to four years. The interest rate is to be reviewed with the rate to be determined by reference to the Local Government Funding Agency fixed rate for the balance of the term. The revised conditions of the loan are included in the Accountability Clauses in the table below.

3.3 The attached report from the Ōtorohanga Kiwi House Charitable Trust gives an update on progress to date for the redevelopment including an analysis of visitor numbers for the Reporting Period 1 June 2020 to 31 December 2023.

3.4 Project costs to 31 December 2023 are also attached along with a Profit and Loss Statement for the period 1 May 2023 to 31 December 2023.

4 Accountability Clauses

Item	Term	Comment
Transfer of Assets	Formal confirmation that the assets and liabilities of Ōtorohanga Zoological Society (ŌZS) have transferred to Ōtorohanga Kiwi House (ŌKH) and any assets or liabilities remaining in ŌZS.	
Six Monthly report to the Chief Executive	<ol style="list-style-type: none"> 1. Provide an income and expenditure update on the capital expenditure, grants, loans, and other funding available to the redevelopment project compared to forecast - within 10 working days of each six-monthly period starting for the period ended 31 May 2022. 2. Updated forecast of income and capital expenditure for the next six-month period - within 10 working days of each period end. 3. Income and expenditure statement on operating income and expenditure - within 10 working days of each six-month period. 4. Analysis of visitor numbers for the six-month period compared to projected for that same period, and the same period of the previous year - within 10 working days of each six-month period. 	<p>This information would be reviewed by Group Manager Business Enablement.</p> <p>This information might be commercial and confidential, subject to LGOIMA.</p> <p>Public statements / reports on the performance of the ŌKH by Council should be available to the ŌKH 5 days prior to becoming public.</p>
Audited Financial Statements	Presented by ŌKH to Council annually no later than 31 August of each year in public meeting. (Assume May balance date).	

5 Discussion | He Kōrerorero

5.1 The Ōtorohanga Kiwi House Charitable Trust has drawn down all the \$2 million Loan from Ōtorohanga District Council (ŌDC).

5.2 It has also received the \$2 million Grant from the Provincial Growth Fund. As part of the co-funding arrangement with ŌDC, the loan from Council was used first to fund the redevelopment project.

- 5.3 The Council loan funding and Provincial Growth Funding has been applied to the development, with confirmation from funders to complete the project still pending.
- 5.4 The interest free period for the loan finishes on 30 June 2024.
- 5.5 Council met with representatives of the Ōtorohanga Kiwi House (ŌKH) and Stephen Hamilton from Horwath HTL on 19 December 2023, after concerns that OKH were not meeting the conditions of the loan. This was also reflected as an Audit Management Letter point resulting from the Audit of Council’s 30/6/23 Annual Report. Council has engaged Horwath HTL to undertake a new Business Case for the Ōtorohanga Kiwi House that will hopefully address these concerns.
- 5.6 The Business Case will form the basis for a report to Council’s Risk and Assurance Committee in March 2024 and the outcome may result in a recommendation to Council for a revision of the terms of the existing loan agreement with ŌKH.

6 Appendices | Ngā Āpitihanga

Appendix #	Name
1	Ōtorohanga Kiwi House Charitable Trust Report to Ōtorohanga District Council 1 June-31st December 2023

Ōtorohanga Kiwi House Charitable Trust Report to Ōtorohanga District Council



Prepared by	Jo Russell, General Manager Tim Jones, Osbornes CA	Reporting Period	<i>1st June 2023- 31st December 2023</i> This is a 7 month period intended to give Council more up to date information.
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- 1. Number of full-time equivalent (FTE) employees currently being employed:** 16.8 FTE (5 staff employed on fixed term in relation to the Development project).
- 2. Number of full-time equivalent (FTE) employees employed at the same time of the previous year:** FTE 16.23
- 3. Number of visitors, per month, for the current reporting period:**
An average of 3693 visitors per month in the 7 months YTD this financial year compared to an average of 2593 per month for the same period in the previous year.

	2020-2021	2021-2022	2022-2023	2023-2024
June	1071	1254	1363	2480
July	3166	2011	1783	4192
August	951	463	1431	2637
September	1292	274	1877	2967
October	2103	192	2956	3194
November	1342	81	3422	4304
December	1202	560	5322	6077
January	2422	1709	7411	
February	752	469	4647	
March	729	437	4769	
April	2272	1998	4964	
May	846	973	2081	
Annual total:	18148	10421	42026	25851

4. Ōtorohanga Kiwi House Financial Performance:

Please see the attached profit and loss report for the 7 month period of the 2023-2024 financial year YTD (YE May 31st) in *Appendix 1*. Final audited accounts for the 2021-2022 financial year have been completed and we will forward them to Council staff as soon as we have approved these as a Trust. The final audited accounts of the 2022-2023 financial year are underway.

The final month of the Wildlife Institution Relief Fund (WIRF) grant is included in this financial year. We are no longer requiring government support for our operating costs this year.

Our current admissions figures are at 54% of our forecasted visitation target for the 2023-2024 based on 47,600 visitors. This is with our busiest period over the next 5 months still to come. Our target was based on the June

2023 Tourism Export Council forecast for the return of international visitor to NZ, 82-85% YE 2024, 95% YE 2025.

We are working with Stephen Hamilton to reassess the assumptions underlying the initial forecasts and business model in the 2017 report. In the mean time we continue to work towards the model outlined below.

In 2026 we will expect to pick up Year 2 of the Horworth projections (26.8% increase) given the launch of the new facilities, marketing lead in time to Inbound Tourism Operators, and international tourism operating at pre-Covid capacity. This will also coincide with the launch of carbon zero itinerary tours with other local operators within the western pattern of tourism travel in the Central North Island. The subsequent year is the equivalent of Year 3 in the Horworth projections with a 5.4% increase expected. Discussions with other tourist attractions in the area suggest that these are conservative projections. These projections do not rely on the uptake of the Chinese visitor market which is more volatile. Instead, these visitor numbers can be sourced from the already available visitor numbers accessing the Waitomo caves attractions.

Year End	2024	2025	2026	2027
Forecast Annual Visitor Numbers to the OKH	47,600	54,300	68,852	72,570

6. Sustainability of infrastructure:

We have spent \$17091.65 on repairs and maintenance of the OKH during this period. This was mainly routine maintenance and replacement of nocturnal house growlights, kitchen taps, predator proof fence gate repairs and a replacement pump.

Employee Skill Levels:

We have development plans in place for all staff. Key areas for development are listed below. Please note that the Zoo industry has a component of industry qualification as part of the Zoo and Aquarium Association (ZAA) Animal Welfare Accreditation Programme. This is not recognised by NZQA standards yet but is supported by the Department of Conservation Species Recovery Programmes. Many of our staff have already completed high levels of qualification in NZQA recognised areas so are now working on these specialist programmes.

- *Administrator 1:* ZAA Studbook and Species co-ordinator training and studbook migration, ZAA Advocacy Messaging Training – continues
- *Administrator 2:* First Aid, systems review to meet external audit standards - continues
- *Administrator 3:* Construction Passport, NZ Diploma in Construction (Quantity Surveying) - continues
- *Host 1 and 2:* ZAA Advocacy Messaging training - continues
- *Keeper 1:* Kiwi accreditation for handling adults and chicks: Trainer level (ongoing), Wildlife Banding Qualification: Level 2
- *Keeper 2-5:* Kiwi Handling Accreditation (ongoing), Wildlife Banding Qualification: Level 1 (ongoing)
- *Trainee Keeper 1:* ZAA Advocacy Messaging Training, Kiwi Handling Accreditation, Wildlife Banding Qualification: Level 1
- *Environs 1-2:* First Aid, Chainsaw Course and ATV training
- *Builder 1-3:* Tracks and Rollers Certification, NZS3604 20011, Light Timber Frame Building Standard and NZ Building Code Clauses 1992, Construction Passport, continued
- *Builder 4:* BCITO Carpentry Apprenticeship Programme continued, Tracks and Rollers Certification, NZS3604 20011 Light Timber Frame Building Standard and NZ Building Code Clauses 1992 and Construction Passport.

Employment of Local Workforce:

All staff currently employed live within 20 minutes drive from the organisation. We continue to train a student host as part of an Ōtorohanga College Gateway programme.

Biodiversity Endangerment/Disruption:

The Ōtorohanga Kiwi House currently holds a Department of Conservation Authority to Hold Wildlife till March 31 2028. There have been no concerns raised regarding the Ōtorohanga Kiwi House wildlife authority. We continue to participate in 7 species recovery programmes and are the sole facility for the Māhoenui Giant Weta Species breed for release programme. We are excited to announce we have successfully hatched over 50 Māhoenui Giant Wētā nymphs to date and are in the process of raising these for release to the wild at Maungatautari later this year. The aim of the programme is to breed 3000 for release over the next 3-4 years which will hopefully lead to this species no longer being categorised as *critically endangered* (same threatened species level as kakapo). We can not thank the Ōtorohanga District Council enough for the loan which has enabled us to build a facility to carry out this work.

We have maintained 'predator free' status in our main park over this period and have had limited incursions from

mice due to construction work. Monitoring of insects and lizards in the park over this period has shown a slight drop in biodiversity likely due to mouse incursions related to the Development project. This will be ongoing throughout the project due to the number of movements of materials onto the site.

Concern over the potential of starling flocks to introduce Avian Influenza to our collection and community have escalated our plans to reduce and deter these populations. As Avian Influenza has now reached Antarctica we are now working closely with the Department of Conservation, the Zoo and Aquariums Association, and MPI to set up systems to identify outbreaks in the Maniapoto area early, remove fallen animals safely, and reduce large flocks or populations within urban and high risk areas as a preventative measure.

Visitor Satisfaction Levels Improving:

Our visitor satisfaction rating for this period on Google was 4.58/5 average from 305 reviews. This is an improvement on the previous year. The staff are engaging well with visitors about the construction work going on around the park. We have been trialing groups through our 'Back of House' experience which has received excellent feedback.

7. Overview of business performance

We are on track to reach our admission and income targets for the year. With support of the Ōtorohanga District Development Board grant, we have developed some excellent marketing tools for the new products as we bring these online. We are still in the process of setting up a new website and an online booking system that will include back of house tours as our previous system was not fit for our new experiences post redevelopment.

We continue to work closely with Tourism NZ and Hamilton Waikato tourism to highlight our upcoming new products, and direct marketing to Inbound Tour Operators. We have hosted a number of international media productions throughout this period.

The Ōtorohanga Kiwi House Charitable Trust Trustees are listed below. We are in the process of recruiting a seventh Trustee.

Chairperson: Tim Jones, Director Osbornes CA

Kaumātua: Dr. Tom Roa, Professor Waikato University, Te Pua Wananga o te Ao

Secretary: Monica Clark (co-opted)

Treasurer: Cherie Kerrison, CEO Directors Institute Waikato, ex Managing Director JB Hifi NZ

Members:

Kim Ingham, Property Developer, Chair of the Ōtorohanga Charitable Trust

Ray Scrimgeour, Manager Waikato Operations, Department of Conservation

Andrea Lockwood, Early Childhood Educator, trustee for Ōtorohanga Charitable Trust

Robbie Neha, Freelance TV and Film Producer

8. Overview of Redevelopment Project

We have yet to lodge engineer certified 'as built' for Zone 1 with Council as our engineer has been unwell. We will have these lodged by the end of March 2024.

Zone 4 the Animal Nutrition and Enrichment Centre is awaiting final fit out and inspection. This will be fully operational by the end of March and will add significantly to the visitor engagement both on site and through a virtual portal once the new website is completed.

Zone 3 Kea and Wetland habitats building platforms have been prepared under engineering supervision. The Kea habitat has been tendered and we are finalising agreements with contractors. There has been a delay in tiltslab and steelwork manufacture which we believe we can make up during the construction programme.

We are finalising the Living Building and Community Challenge Vision and Masterplans for certification in April. Once certified we will be promoted by the International Living Futures Institute as an emerging Living Community and Living Building/s.

Please see the attached Project Costs Overview in *Appendix 2*

Please see the attached Project Schedule in *Appendix 3*

9. Development Grant Funding Schedule

We continue to engage with Strategic Grants Ltd to provide extra capacity for the organisation in applying for grants related to the development project. We are working with the Waikato Regional Council to carry out a full application to the Regional Economic Development Fund. We have received \$125,000 to date in private donations towards Zones 2-5 of the project to date. We have applications underway to a number of Trusts and potential

partners for financial and product sponsorship. We are not able to list the majority of these funders publicly at this stage.

Grant	Application amount	Applications Open	Applications Close	Decision Announced	Money Becomes Available	Application Writer
Trust Waikato Significant Capital Grant Round (\$3 million pool)	\$500,000	June 2024	tba	tba	tba	Strategic Grants Ltd
Waikato Regional Council Regional Economic Development Fund	\$500,000	underway	tba	tba	tba	OKH Development Team
Lotteries Significant Projects Fund	\$1,600,000	Fund on hold till July 2023	tba	tba	tba	Strategic Grants Ltd
Ōtorohanga Charitable Trust	tba	Application under review	tba	tba	tba	OKH Development Team
Ōtorohanga Lions Club	tba	Application underway	tba	tba	tba	OKH Development Team
The Lines Company	tba	Application under review	tba	tba	tba	OKH Development Team

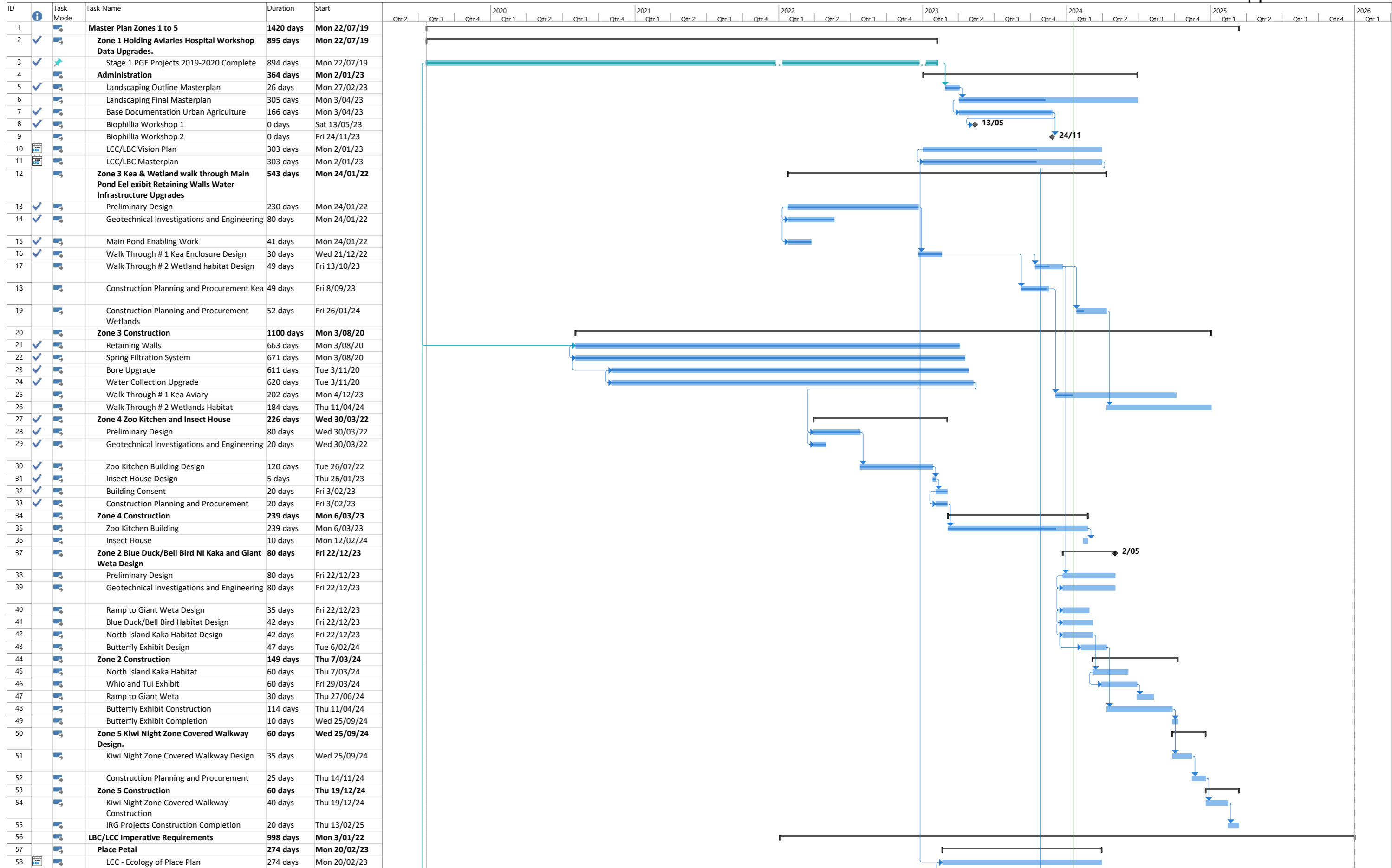
Profit and Loss

Ōtorohanga Kiwi House Charitable Trust For the 7 months ended 31 December 2023

	JUN-DEC 2023	JUN-DEC 2022
Trading Income		
Adopt a Bird	2,021.82	1,913.12
Conference Room Rental	4,502.85	3,641.30
Donations (278/10)	210.09	1,462.00
Grants/Specified Donations	30,000.00	-
Income - Kiwi Donation Box	1,256.00	264.20
Income - Weka Box	626.70	142.10
Income - Wishing Well	90.10	153.50
Interest - BNZ	5,814.72	433.06
IRD UOMI Interest	-	0.15
Membership Donation	5.00	40.00
Membership Subscriptions	2,943.44	2,186.90
Other Income	358.26	-
Sales - Food & Drinks	11,199.90	7,221.26
Sales - Retail	93,130.04	57,350.69
Ticket Sales - KiwiHouse	408,165.26	283,919.47
Till Overs & Unders	(69.55)	-
Total Trading Income	560,254.63	358,727.75
Cost of Sales		
Conference Room Expenses	-	33.90
Freight - In/Out shop	248.77	108.44
Packaging & Labels	260.88	135.00
Purchases - Food & Drinks	6,427.04	5,142.41
Purchases - Retail	52,153.74	34,102.27
Total Cost of Sales	59,090.43	39,522.02
Gross Profit	501,164.20	319,205.73
Other Income		
Otorohanga Employment Hub Grant	962.17	12,900.90
WIRF Grant Funding	21,666.66	175,833.32
Total Other Income	22,628.83	188,734.22
Operating Expenses		
Accident Compensation Levy - Park	9,538.30	9,870.10
Accountancy Fees	2,400.00	1,750.00
Adopt a Bird Expenses	168.02	645.76
Advertising	22,195.00	745.00
Animal Food Dry Goods Expenses	9,291.54	9,007.37
Animal Food Live Food Expenses	3,290.49	1,801.20
Animal Food Perishables	21,786.77	21,345.00
Animal General Expenses	7,819.22	2,564.85

	JUN-DEC 2023	JUN-DEC 2022
Animal Health Emergency Expenses	2,296.59	3,439.09
Animal Health Expenses	-	402.50
Animal Health Routine Expenses	1,675.19	3,399.61
Animal Health Transfer Expenses	547.20	(5,235.99)
Audit Fee	34.78	34.78
Bank Charges	72.20	70.90
Cleaning & Laundry	1,553.45	1,341.51
Computer Expenses	3,744.59	643.61
Depreciation Aviaries & Pens	7,642.87	7,893.57
Depreciation on Buildings	6,831.94	7,130.76
Depreciation on Motor Vehicles	32.62	42.92
Depreciation on Office/Library	-	0.01
Depreciation on Plant and Machinery	2,702.26	3,693.16
Development Staff Expenses	3,598.41	-
Donations (326)	(190.60)	-
Eftpos Equipment Hire	264.60	262.80
Eftpos/Card Fees	7,711.76	3,845.82
Freight & Cartage	764.53	17.39
Grant Management	11,220.00	5,025.00
HR Services	3,154.40	-
Insurance	11,335.79	6,795.61
Inward Animal Emergencies	695.31	-
IRD Penalties	-	152.33
Koha/Gifts	443.10	-
Licences - Park	7,657.95	1,754.43
Light, Power & Heating - Park	14,111.26	12,639.45
Office Supplies, Rations & First Aid	1,849.88	2,476.21
Otorohanga Employment Hub - Volunteer Expenses Support	-	11,218.50
Pest Control & Traps	165.04	350.81
Petrol/Diesel	1,129.07	1,285.28
Postage	86.96	-
Printing, Photocopier & Stationery	1,931.82	1,214.42
Protective Clothing	2,852.65	1,236.39
R & M Aviaries & Cages	8,590.71	333.14
R & M Buildings - Park	1,584.78	192.62
R & M Displays, Signs	-	126.42
R & M Drainage, Pumps, Ponds	2,339.50	471.87
R & M Grounds, Gardens - Park	81.70	886.85
R & M Kitchen, Hospital	3,081.50	469.01
R & M Machinery, Tools & Equipment - Park	1,413.46	1,728.96
R & M Machinery, Tools & Equipment - Shop	-	55.25
R & M Paths, Bridges, Fences	4,084.56	9.13
Rates - Park	316.35	306.00
Ripley Jones Reserve Expenses	148.21	-
Secretarial Support	1,652.17	750.00

	JUN-DEC 2023	JUN-DEC 2022
Security	230.37	41.73
Staff Training	817.01	548.25
Subscriptions	406.25	2,923.33
Telephone, Tolls & Internet	1,782.84	2,018.85
Travel & Accommodation	3,491.45	-
Uniforms	1,551.08	4,413.35
Vehicle Expenses	299.91	2,654.26
Wages - Park	268,237.72	238,418.86
Wages - PAYE	109,069.20	89,817.12
Wages - Shop	26,005.30	23,709.27
Waste Disposal	2,241.78	2,849.53
Water - Park	203.48	144.00
Total Operating Expenses	610,034.29	491,727.95
Net Profit	(86,241.26)	16,212.00



Project: Otorohanga Kiwi House Date: Thu 18/01/24	Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
	Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline		Progress	
	Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

OTOROHANGA KIWI HOUSE CHARITABLE TRUST MASTER PROGRAMME REV 3

ID	Task Mode	Task Name	Duration	Start	2020				2021				2022				2023				2024				2025	2026				
					Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4		
59		LCC Equity Narrative	274 days	Mon 20/02/23																										
60		LCC Habitat Exchange Receipt	274 days	Mon 20/02/23																										
61		LCC Ecology of Place Narrative Documentation	274 days	Mon 20/02/23																										
62		LCC Ecology of Place Results	274 days	Mon 20/02/23																										
63		Water Petal	107 days	Fri 10/11/23																										
64		LCC Stormwater Irrigation Potable Water Use Documentation	89 days	Fri 10/11/23																										
65		LCC Net Positive Water & Water resiliency Documentation	89 days	Fri 10/11/23																										
66		LBC Potable Water Use Reduction Documentation	89 days	Fri 10/11/23																										
67		LBC Net Positive Water Narrative Documentation Diagrams	89 days	Fri 10/11/23																										
68		LCC Water Treatment and Use Documentation	102 days	Fri 10/11/23																										
69		LBC Completed Water Supply and Use Table	107 days	Fri 10/11/23																										
70		Energy Petal	526 days	Fri 1/12/23																										
71		LCC Energy Resilience Embodied Carbon Documentation	74 days	Fri 1/12/23																										
72		LBC LCA Results Documentation	74 days	Fri 1/12/23																										
73		LBC Embodied Carbon Reduction and Offset Documentation	74 days	Fri 1/12/23																										
74		LBC Energy Resilience Documentation	74 days	Fri 1/12/23																										
75		LCC Energy use and Submetering Documentation Data	74 days	Fri 1/12/23																										
76		LBC Energy Use and Submetering Data Narratives.	459 days	Thu 21/03/24																										
77		Health and Happiness Petal	998 days	Mon 3/01/22																										
78		LBC CDPH Compliance Cleaning Product/IAQ Monitoring Documentation	998 days	Mon 3/01/22																										
79		LBC Access to Daylight & Occupant Control Strategy Documentation and Calculations	998 days	Mon 3/01/22																										
80		LBC IAQ Test Results	998 days	Mon 3/01/22																										
81		LCC Healthy Neighbourhood Design Documentation Health and Wellness Education Plan and Disaster Response Plan.	285 days	Thu 2/02/23																										
82		LCC Community Initiatives Documentation and Perservation Plan	285 days	Thu 2/02/23																										
83		LBC Post Occupancy Evaluation	726 days	Mon 20/02/23																										
84		LBC Access to Nature Narrative Documentation	726 days	Mon 20/02/23																										
85		LBC Healthy Interior Environment Documentation	541 days	Fri 10/11/23																										
86		Materials Petal	546 days	Mon 3/01/22																										
87		LCC Living Materials Plan/Materials Conservation Plan	546 days	Mon 3/01/22																										
88		LCC Materials Petal Living Economy Tracking Narratives and Documentation	546 days	Mon 3/01/22																										
89		LBC Construction Waste Diversion Documentation/ Materials Tracking Table	546 days	Mon 3/01/22																										
90		Equity Petal	493 days	Thu 1/02/24																										
91		LCC Human Scale and Humane Palces Narratives Maps and Documentation	41 days	Thu 1/02/24																										
92		LCC/LBC Solar Shading Narrative Calculations and Diagrams	493 days	Thu 1/02/24																										
93		LCC Universal Access Supporting Documentation	493 days	Thu 1/02/24																										
94		LBC Universal Access Diverse Stakeholder Narratives Calculations and Documentation	493 days	Thu 1/02/24																										
95		Beauty Petal	493 days	Thu 1/02/24																										
96		LCC/LBC Final Biophillic Framework and Plan	41 days	Thu 1/02/24																										
97		LCC/LBC Biophillic Results/Narrative Public Arts Narrative	493 days	Thu 1/02/24																										
98		LCC/LBC Inspiration & Education Documentation	493 days	Thu 1/02/24																										

Project: Otorohanga Kiwi House
Date: Thu 18/01/24

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline		Progress	
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

**Ōtorohanga Kiwi House Charitable Trust
Development Project Costs To Date 31/12/2023**

Costs by Zone**Preliminary Planning**

Preliminary Planning	\$213,693.58
	\$213,693.58

Zone 1

Stage 1 Accreditation Upgrades	\$32,805.28
Stage 1 Concrete Works Yard	\$12,386.90
Stage 1 Data Supply to the Park	\$46.40
Stage 1 Keeper Complex	\$2,744.07
Stage 1 Kitchen Refurbishment	\$32,396.96
Stage 1 Kiwi Nursery Pens	\$2,082.18
Stage 1 Large Holding Aviaries x2	\$522,620.33
Stage 1 Lean-to Building	\$8,038.32
Stage 1 Medium Holding Aviaries x 2	\$521,758.44
Stage 1 Retaining Wall 1	\$15,009.66
Stage 1 Retaining Wall 2	\$26,626.51
Stage 1 Stormwater, Pump, Bore Project	\$42,382.26
Stage 1 Tiltslab Predator Proof fencing	\$3,360.36
Stage 1 Tree Removal, Earthworks	\$22,482.64
Stage 1 Weta and Hospital Project	\$428,114.54
Stage 1 Workshop 1 Refurbishment	\$84,056.76
Stage 1 Workshop 2 Building	\$6,087.33
	\$1,762,998.94

Zone 2

Stage 1 transfer costs to Stage 2	\$64,237.41
Stage 1 Transfer Costs to Stage 2 Wages and Salary	\$222,987.87
Stage 2 Antipodes Island Enclosure	\$37,365.24
Stage 2 Butterfly House Enclosure	\$6,193.83
Stage 2 Kaka Aviary	\$45,521.04
Stage 2 Walk Through 3	\$564.51
Stage 2 Weta Ramp/Retaining Wall 3	\$18,381.64
Stage 2 Whio Enclosure	\$5,753.83
	\$401,005.37

Zone 3

Development Stage 3	\$317,504.34
Stage 3 Eel Pond Enclosure	\$240.00
Stage 3 Kea Enclosure	\$120,596.00
Stage 3 Main Pond Refurbishment	\$115,663.96
Stage 3 Walk Through 2	\$134,572.38
	\$688,576.68

Zone 4

Development Stage 4	\$167,585.15
Stage 4 Animal Nutrition and Enrichment Centre	\$595,676.18
	\$763,261.33

Zone 6

Stage 6 New Nocturnal House	\$86.96
Stage 6 Night Tramp Tunnel	\$86.96
	\$173.92

Zone 7

Stage 7 New Visitor Centre	\$1,069.56
	\$1,069.56

Total Costs of Zones	\$ 3,830,779.38
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Stakeholder Funds Spent

IRG	\$1,777,505.71
ODC Loan	\$1,930,452.36
OKHCT	\$122,821.30
Total Funds Spent by Stakeholder	\$3,830,779.37

OTHER BUSINESS | ĒTAHI ATU TAKE

COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL

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

RESOLUTION REGISTER

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

#	Date resolved	Resolution	Staff update
C55	16/05/23	That the Ōtorohanga District Council: a) Agrees to a 3-year lease with the Ōtorohanga Support House for the exclusive use of 88 and 120 Maniapoto Street from 1 July 2023 to 30 June 2026 with a two-year extension to be given at the landlord’s discretion.	The lease has been drafted and is awaiting signatures.
C80	18/07/23	That Ōtorohanga District Council, following the consideration of the submissions received on the Draft Interim Speed Management Plan (DISMP): a) Direct the DISMP to be updated with the five amendments outlined below: (refer to Minutes for full resolution). b) Request the Amended DISMP be presented to the Council’s August meeting for consideration.	The Draft DISMP project has been put on hold pending the introduction of amendment legislation by the National Government.
C113	19/09/23	That Ōtorohanga District Council does not adopt the Final Draft Interim Speed Management Plan (FDISMP) as presented and that a new FDISMP that meets the legislative requirements relating to speed limits around schools and marae is brought back to the October 2023 Ōtorohanga District Council meeting.	
C149	12/12/23	That the Ōtorohanga District Council approve the draft letter of support (document number 728530) to Ngāti Te Wehi and their right to claim for recognition of customary marine title and protected customary rights under the Marine and Coastal Area Act (2011) claim at Aotea harbour.	The letter was provided to Ngāti Te Wehi. It is recommended this resolution be removed from the Register.

Staff recommendation

That the Ōtorohanga District Council confirm the removal of C149 from the Register.

PUBLIC EXCLUDED | TAKE MATATAPU

There are no reports.

CLOSING FORMALITIES

CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ

The Chairperson will invite a member to provide the closing words.

MEETING CLOSURE | KATINGA O TE HUI

The Chairperson will declare the meeting closed.

WORKSHOPS | HUI AWHEAWHE

Workshops will commence following a short break following the meeting closure. Refer to the Order of Agenda for a list of workshops expected to be held.