



Ōtorohanga District Council

# MINUTES

25 June 2020

10am

**ŌTOROHANGA DISTRICT COUNCIL**

25 June 2020

Minutes of an Ordinary meeting of the Ōtorohanga District Council held in the Council Chamber, 17 Maniapoto Street, Ōtorohanga.

Tanya Winter  
**CHIEF EXECUTIVE**

**MINUTES**

**PRESENT**

**IN ATTENDANCE**

**APOLOGIES**

**REFLECTION / PRAYER / WORDS OF WISDOM (HIS WORSHIP THE MAYOR)**

**DECLARATION OF CONFLICTS OF INTEREST**

**CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL 26 MAY 2020**

**RECEIPT OF MINUTES ŌTOROHANGA COMMUNITY BOARD 3 JUNE 2020**

**REPORTS**

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## **PRESENT**

His Worship the Mayor MM Baxter, Councillors K Christison, B Ferguson, R Johnson, K Jeffries, RA Klos and A Williams

## **IN ATTENDANCE**

Ms. T. Winter (Chief Executive), Messrs., A Loe (Group Manager Environment), R, Brady (Group Manager Engineering), G Bunn (Group Manager Corporate), B O'Callaghan (Finance Manager) and CA Tutty (Governance Supervisor)

His Worship declared the meeting open and welcomed those present.

He extended a special welcome to newly elected Ōtorohanga Ward member Mr. Rodney Dow, who will be sworn in at Council's meeting to be held on 21 July 2020.

## **REFLECTION / PRAYER / WORDS OF WISDOM**

Councillor Jeffries recited both in Maori and English the following:

May the calm be widespread,

May the sea glisten like the greenstone,

And may the shimmer of summer ever dance across your pathway.

## **DECLARATION OF CONFLICTS OF INTEREST**

His Worship asked members whether they had any declarations of conflicts of interest.

No declarations of conflicts of interest were received.

## **CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 16 JUNE 2020**

**RESOLVED** that the minutes of the meeting of the Ōtorohanga District Council held on 16 June 2020, as circulated, be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

## **COUNCILLOR FERGUSON / COUNCILLOR JEFFRIES**

Councillor Williams referred to page 6 of the minutes, the 'Councillor Update' under her name and clarified the second bullet point in that the Joint Committee recommended to the Waikato Regional Council three business case studies which were approved as part of their Long Term Plan".

## **ITEM 83 CHIEF EXECUTIVE REPORT 26 MAY – 24 JUNE 2020**

The Chief Executive referred to her report highlighting the following:

- a) Following the move to Alert Level 1, all staff are currently back in the Office however, staff are on alert ready to transition back should the need arise.
- b) With reference to the Long Term Plan this will be a massive project with Roadshows being held around the District to obtain feedback.

Councillor Klos referred to the use of Technology for meetings and expressed concern as to how poorly served members are with the introduction of Zoom meetings.

The Chief Executive replied that Council will continue to meet in person however, local authorities have been given provision to meet remotely currently up to 24 September 2020.

**Resolved** that the Chief Executives report for the period 26 May to 24 June 2020 be received.

## **HIS WORSHIP / COUNCILLOR JOHNSON**

#### ITEM 84 ŌTOROHANGA KIWI HOUSE LOAN AGREEMENT

The Group Manager Corporate referred members to his report advising that Council received submissions on a \$2 million loan to the Ōtorohanga Kiwi House at its meeting held 16 June 2020.

He said 17 submissions were received with 16 in support of the loan and 1 submission indicating that the loan should be deferred until there is more certainty around international tourism as a result of the COVID-19 pandemic.

Council has indicated that they were in support of advancing a \$2m loan to the Ōtorohanga Kiwi House now and this report relates to the approval and conditions of the loan.

His Worship reported there may be two additional resolutions to those detailed in the report regarding an appointment of a Trustee to the Trust and to give delegated authority to the Chief Executive and Mayor to finalise the terms and conditions of the loan agreement.

During discussion the following matters were raised-

- a) Assurance be obtained from DOC that they will continue with the breeding and housing of Kiwi.
- b) Assurance from DOC that there is no intention to review how Kiwi are managed in New Zealand.
- c) DOC commissions rest on facilities being up to date for animal welfare.
- d) When asked individual members expressed support for the recommendations and the additional two resolutions.

**Resolved** that

- 1) After consideration of submissions received Council resolves to support the proposed redevelopment of the Ōtorohanga Kiwi House with a \$2 million Loan
- 2) The Loan terms and conditions be adopted as detailed below;
- 3) As a condition of the Loan, provision is made in the Ōtorohanga Kiwi House Charitable Trust deed for Council to appoint a Trustee to the Trust, and that this process is completed by 31 December 2020.
- 4) The Chief Executive and Mayor be given delegated authority to finalise the Terms and Conditions of the Loan agreement, if, in the opinion of the Chief Executive and Mayor, the conditions vary from what was originally intended by Council, a report would come to Council to approve those changes.

#### Ōtorohanga Kiwi House Loan Agreement Terms

Item	Term	Comment
Entity	Ōtorohanga Kiwi House Charitable Trust (OKH)	
Amount	\$2M	
Term	10 years from first draw down (expected 2 July 2020)	Draw down to repay Ōtorohanga Zoological Society (OZS) BNZ loan and remove guarantee
Interest Rate	2.95% per annum	
Repayment	Start 1 July 2022, interest and principle as scheduled	First 2 years no payments. Loan Schedule with repayment dates for 8 years will be attached to the Loan Agreement.
Security	None	The assets are all on council reserve land and would have little value if business fails.  The leases (when updated – but currently) have no rights of transfer without council's approval.  Until assets transfer From OZS then OKH have no assets.

Ranking	This loan ranks behind a loan of up to \$1 million pledged by The Ōtorohanga Charitable Trust.	This is in the event of the business failing. There is no security anyway. Both loans would be paid as per scheduled otherwise.
Loan to BNZ and Guarantee	OZS BNZ loan guaranteed by Council to be repaid on 2 July 2020 and Council's Guarantee extinguished.	Note funds must be paid to OKH first. May need separate MOU to ensure that OKH repay OZS loan.
Use of funds	The loan may only be used for the capital costs of the redevelopment as outlined in the Kiwi House Business Case dated May 2020.	The funds must not be used for operational costs
Drawdowns	Funds will only be released quarterly based on capital estimates for the forthcoming 3 months.	
<b>Accountability Clauses</b>		
Transfer of Assets	Formal confirmation that the assets and liabilities of OZS have transferred to OKH and any assets or liabilities remaining in OZS.	
Quarterly report to The Chief Executive	<ol style="list-style-type: none"> <li>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 Quarter starting for the Quarter ended 30 September 2020</li> <li>2. Updated forecast of income and capital expenditure for next Quarter. - within 10 working days of each Quarter</li> <li>3. Income and expenditure statement on operating income and expenditure - within 10 working days of each Quarter</li> <li>4. Analysis of visitor numbers for the quarter compared to projected for that quarter, and the same period of the previous year - within 10 working days of each Quarter</li> </ol>	<p>This information would be reviewed by GM Corporate.</p> <p>This information might be commercial and confidential, subject to LGOIMA.</p> <p>Public statements / reports on the performance of the OKH by Council should be available to the OKH 5 days prior to becoming public.</p>
Audited Financial Statements	Presented by OKH to Council Annually no later than 30 June of each year in Public meeting. (Assume March balance date)	

## **HIS WORSHIP / COUNCILLOR FERGUSON**

### **ITEM 85 ANNUAL PLAN 2020/21**

The Finance Manager presented the 2020/21 Annual Plan and highlighted the following changes from the 2018 - 2028 Long Term Plan.

- Land Transport – a reduction and reallocation of capital expenditure and associated decreases in revenue. This decrease and reallocation relates to moving some projects forward and doing them in years prior to when they were identified in the Long Term Plan.
- Water Supply – an increase in capital expenditure, this relates to planned work at the Tihiroa Water Treatment Plant as well as pipeline renewals and the replacement of the Kawhia Clarifier Tank.
- Sewerage Treatment and Disposal – an increase in capital expenditure for the construction of a fence around the treatment ponds and the coagulation trial and AMD treatment.
- Flood Protection and Control Works – increased capital expenditure for relining the discharge pipe at the Huiputea Flood Station.
- Stormwater Drainage – The inclusion of \$50,000 for development renewals.

- Community Services – repairs to the outdoor swimming pool and the installation of the heating in the Pensioner Housing and new capital items that were not in the 2018 – 2028 Long Term Plan.
- Additional Reserve improvements have been identified, including piping some open drains. These were also not included in the 2018 – 2028 Long Term Plan.
- Regulatory Services – Increases in the costs of the Environmental Health, Building Control and Environmental Services Managers functions. The Building Control increase relates to increased staff training requirements arising from Central Government Legislation.
- Environmental Health increase relates to increased costs of meeting the requirements of the various legislation covered by these acts, including increased resource requirements.
- Increase also relates to additional staffing resources, including moving the Economic and Community Development Manager from the Governance and Leadership group of activities.
- Community Development – the removal of the sales of properties associated with the development proposed in previous years.
- Governance and Leadership – inclusion of budget within the Corporate Planning function to enable additional work towards the next Long Term Plan review, including increased Community consultation.
- An amount of \$500,000 has been put aside for COVID-19 Economic Recovery requirements as may be needed. This is funded from existing Council reserves and does not have a rates impact.
- Additional costs in Democratic Process relate to the move to a pool for paying Councillors as determined by the Remuneration Authority.

The Finance Manager informed members that the average rate increases for the 2020/21 year are as follows:

Rural Area – 1%

Ōtorohanga Community – 2.49%

Kawhia / Aotea Community – 1.71%

Overall (District) – 1.43%

He also reported that there has been no changes to Council's Fees and Charges.

During discussion the following issues were raised:

- No provision for future developments.
- To be more proactive in regards to recycling.

**Resolved** that the Annual Plan 2020-21 be adopted.

**COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON**

The Group Manager Corporate expressed his personal thanks to the Finance Manager for the extraordinary amount of work and time put in the preparation of the Annual Plan particularly during the COVID-19 lockdown.

His Worship endorsed the comments.

## **ITEM 86 RATES RESOLUTION 2020/21**

The Group Manager Corporate informed members that following on from the Annual Plan resolution gives Council the authority to set the rates for the forthcoming year.

**Resolved** that

the Ōtorohanga District Council sets the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2020 and ending on 30 June 2021.

All rates and amounts are plus GST at the prevailing rate. (The prevailing rate is currently 15%)

### **1. ŌTOROHANGA DISTRICT**

#### **a. General Rate**

A General Rate set under section 13 of the Local Government (Rating) Act 2002 of 0.0005989 cents in the dollar on the capital value of all rating units.

#### **b. Uniform Annual General Charge**

A Uniform Annual General Charge of \$399.87000 per rating unit, set under section 15 of the Local Government (Rating) Act 2002.

### **2. ŌTOROHANGA RURAL**

#### **a. Rural Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000340 cents in the dollar on the capital value of all rating units within the Ōtorohanga District with the exception of the Ōtorohanga Community and Kawhia Community areas.

#### **b. Separate Uniform Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$170.13000 per rating unit on all rating units within the Ōtorohanga District with the exception of the Ōtorohanga and Kawhia Community areas.

### **3. ŌTOROHANGA COMMUNITY**

#### **a. Ōtorohanga Community Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- i. a rate of 0.0005864 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0002346 cents in the dollar of capital value on every rating unit in the “residential” category.

#### **b. Ōtorohanga Community Uniform Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$207.61000 per rating unit on all rating units within the Ōtorohanga Community area

### **4. KAWHIA COMMUNITY**

#### **a. Kawhia Community Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0003643 cents in the dollar of capital value on all rating units within the Kawhia Community area.

#### **b. Kawhia Community Uniform Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$117.16000 per rating unit on all rating units within the Kawhia Community area

## 5. TARGETED LOAN RATES

### a. Ōtorohanga Sewage Treatment Loan Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- i. a rate of 0.0002105 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0000842 cents in the dollar of capital value on every rating unit in the “residential” category.

### b. Ōtorohanga Water Supply Loan Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- i. a rate of 0.0000211 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0000105 cents in the dollar of capital value on every rating unit in the “residential” category.

### c. Kawhia Water Supply

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000794 cents in the dollar of capital value on all rating units within the Kawhia Community area.

### d. Arohena Rural Water Supply

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000538 cents in the dollar of capital value on all rating units within the Arohena Rural Water Supply Area.

### e. Aotea Erosion Protection

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$367.71000 per rating unit on all rating units within the Aotea Community.



## 6. TARGETED RATES

### a. Roading

- i. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 made of 0.0007330 cents in the dollar of capital value on all rating units within the Ōtorohanga District.
- ii. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$322.63000 per rating unit on all rating units within the Ōtorohanga District.

### b. Security Patrol

- i. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0006493 cents in the dollar of capital value on all rating units within the "Security Patrol Area" in the Ōtorohanga Community.
- ii. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$379.70000 per rating unit on all rating units within the "Security Patrol Area" in the Ōtorohanga Community.

### c. Ōtorohanga CBD Development Rate

- i. A Targeted Rate of 0.0000941 cents in the dollar on the capital value of all rating units in the "commercial" category of the Ōtorohanga Community.
- ii. A Uniform Targeted Rate of \$181.62000 per rating unit on each rating unit in the "commercial" category of the Ōtorohanga Community.

### d. Aotea Erosion Targeted Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$85.02000 per rating unit on all rating units within the Aotea Community.

### e. District Halls

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 for all rating units within the defined hall areas as follows:

HALL SEPARATE RATING DISTRICT	RATE IN \$	RATING SYSTEM	UNIFORM ANNUAL CHARGE	
Arohena	0.0000050	capital value	\$45.00	Per rating unit
Kio Kio	0.0000090	capital value	\$20.00	Per rating unit
Tokenui Crossroads	-		\$20.00	Per rating unit
Puketotara/ Ngutunui	0.0000030	capital value	\$9.00	Per rating unit
Otewa	-		\$18.00	Per rating unit
Honikiwi	0.0000130	capital value	-	

## 7. TARGETED REFUSE RATES

### Ōtorohanga Community

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$106.29000 per separately used or inhabited part on all rating units within the Ōtorohanga Refuse Collection Area.

### Kawhia Community

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$230.59000 in respect of each separately used or inhabited part of a rating unit in the Kawhia Refuse Collection Area.

## **8. TARGETED WATER RATES**

### Kawhia Community

- c. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$447.50000 on every separately used or inhabited part of a rating unit, which receives an ordinary supply of water within the Kawhia Community.

## **9. TARGETED SEWERAGE RATES**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$320.49000 for the first water closet or urinal and \$0 for the second to fourth, \$44.44000 for subsequent closets or urinals, on every separately used or inhabited part of a rating unit connected, either directly or through a private drain to the Ōtorohanga Community Sewerage Scheme.

## **10. TARGETED RATES FOR EXTRAORDINARY WATER SUPPLY**

### Ōtorohanga Community

- a. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.50 per cubic metre of water consumed, for each rateable rating unit connected to the Ōtorohanga Community Water Supply.
- b. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$100.00 per meter for each separate rating unit whether rateable or non-rateable receiving a supply from the Ōtorohanga Community Water Supply.

### Kawhia Community

- a. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.01 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, within the Kawhia Community on a metered supply.
- b. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.01 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, outside the Kawhia Community on a metered supply, with a minimum charge of \$447.50.
- c. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$102.22 per meter for each separate rating unit whether rateable or non-rateable receiving an extraordinary supply from the Kawhia Community Water Supply.
- d. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$10.22 cents per cubic metre of water consumed between the period of 20 December 2020 and 20 February 2021, for each rating unit meeting the Peak Season Metered Water Charges criteria, within the Kawhia Community on a metered supply.

## **11. RURAL WATER SUPPLIES**

- a. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.65 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Arohena Rural Water Supply Area.
- b. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$595.18 per meter within the Arohena Rural Water Supply Area.
- c. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.48 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Ranginui Rural Water Supply Area.
- d. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$1,800.00 for the first meter per property within the Ranginui Rural Water Supply Area.
- e. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.29 per cubic metre of water consumed, whether rateable or non-rateable, within the Tihiroa Rural Water Supply Area.

- f. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$500.00 per meter within the Tihiroa Rural Water Supply Area.
- g. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.80 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Waipa Rural Water Supply Area.
- h. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$200.00 per meter within the Waipa Rural Water Supply Area

**That** the Council adopt the definitions for its differential categories set out in the funding impact statement contained in the 2020/21 Annual Plan as its differential rating categories for the year.

**That** with the exception of water by meter charges for those connected to the Ōtorohanga Community Water Supply, all rates will be payable in two equal instalments with the due dates for payment being:

Instalment One	28 August 2020
Instalment Two	29 January 2021

**That** water by meter charges for those connected to the Ōtorohanga Community Water Supply, will be payable in four instalments with the due dates for payment being:

Instalment One	20 November 2020
Instalment Two	20 February 2021
Instalment Three	20 May 2021
Instalment Four	20 August 2021

**That** the Council apply the following penalties as follows:

- a. A charge of 5 percent on so much of any instalment, excluding metered water charges, that has been assessed after 1 July 2020 and which is unpaid after the due dates below:

Instalment One	25 September 2020
Instalment Two	26 February 2021

- b. A charge of 5 percent on so much of any metered water charges, excluding for those connected to the Ōtorohanga Community Water Supply, that have been assessed after 1 July 2020 and which is unpaid after the due dates below:

Instalment One	25 September 2020
Instalment Two	26 February 2021

- c. A charge of 5 percent on so much of any metered water charges for those connected to the Ōtorohanga Community Water Supply, that have been assessed after 1 July 2020 and which is unpaid after the due dates below:

Instalment One	20 November 2020
Instalment Two	20 February 2021
Instalment Three	20 May 2021
Instalment Four	20 August 2021

- d. A charge of 5 percent on so much of any rates, excluding metered water charges, assessed before 1 July 2020 that remain unpaid on 1 August 2020

- e. A further amount of 5 percent on any rates, excluding metered water charges, to which a penalty has been added under (d) if rates remain unpaid on 1 February 2021.

**That** rates shall be payable at any of the following places:

- a. The council offices, 17 Maniapoto Street, Ōtorohanga
- b. Using online banking or direct debit facilities established by the Council

**COUNCILLOR JOHNSON / COUNCILLOR CHRISTISON**

**ITEM 87 KAWHIA WATER SUPPLY FUTURE PROOFING – AQUIFER ASSESSMENT**

The Group Manager Engineering referred members to his report and asked if there were any questions on it's content.

**Resolved** that

1. Council approve funding 25% of the cost of the aquifer assessment of the Kawhia and surrounding aquifers being the amount of \$17 840.75 allocated to the cost center for the Kawhia Water Supply.
2. Council notes that this expenditure is not budgeted for however there is a surplus of \$100,000 in the Kawhia Water Supply account that this would be funded from.

**COUNCILLOR JEFFRIES / COUNCILLOR WILLIAMS**

**ITEM 88 PLANNING REPORT FOR JANUARY TO MARCH 2020**

The Group Manager Environment referred members to his report and asked whether there were any questions on it's content.

**Resolved** that the Planning Report for January to March 2020 be received.

**HIS WORSHIP / COUNCILLOR JOHNSON**

**ITEM 89 ANIMAL CONTROL OFFICER REPORT FOR JANUARY TO MARCH 2020**

The Group Manager Environment referred members to his report and asked whether there were any questions on its content.

**Resolved** that the report submitted by the Group Manager Environment on Dog and Animal Control activities for the third quarter of the 2019/2020 financial year be received.

**COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON**

**COUNCILLOR UPDATE**

COUNCILLOR KLOS

- Rural Intersection Lighting – in particular - Seafund/Lethbridge Roads
- Funds for rural sports activities

COUNCILLOR FERGUSON

- Recent Grant and Awards Committee meeting in respect to the Creative Communities Scheme – Grant for Young Animators to be held at the Ōtorohanga Club during the School Holidays.

COUNCILLOR CHRISTISON

- Attended the Ōtorohanga District Development Board meeting.
- Attended the Health and Welfare support meeting – no rise in domestic violence during lockdown.

COUNCILLOR WILLIAMS

- WCDEDM Group Controller sent an email providing an update on the intended expansion of Managed Isolation Facilities. He included the planned use of two Hotels in Hamilton and the continued use of a Hotel in Rotorua.  
It will require support from Waikato CDEM Group Managers, primarily from the full time CDEM staff, at this stage, not local staff.

**MEETING CLOSURE**

The meeting closed at 11.25am