



**Otorohanga**

*District Council*

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

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# OPEN MINUTES

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Minutes of an ordinary meeting of the Otorohanga District Council held in the Council Chambers, Otorohanga District Council, 17 Maniapoto Street, Otorohanga on Wednesday, 14 December 2022 commencing at 10.00am.

Tanya Winter  
**CHIEF EXECUTIVE**

15 December 2022

## **Otorohanga District Council**

### **Te Kaunihera ā-rohe o Otorohanga**

Chairperson

Deputy Chairperson and Kāwhia-Tihiroa Councillor

Kāwhia-Tihiroa Councillor

Kio Kio-Korakonui Councillor

Otorohanga Councillor

Otorohanga Councillor

Rangiātea Councillor

Rangiātea Councillor

Waipā Councillor

Wharepūhanga 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

Quorum: A majority of members (including any vacancies)

Meeting frequency: Monthly or as required

**ORDER OF BUSINESS**

Commencement of meeting	4
Opening prayer/reflection/words of wisdom	4
Apologies	4
Late items	4
Declaration of conflicts of interest	5
Public forum	5
Confirmation of minutes – Ōtorohanga District Council – 1 November 2022	5
Receipt of minutes – Ōtorohanga Community Board – 2 November 2022	5
Receipt of minutes – Kāwhia Community Board – meeting cancelled	5
His Worship the Mayor’s verbal report	5
<b>DECISION REPORTS</b>	
Item 11: 2021/22 Annual Report adoption	6
Item 12: Confirmation of the Dangerous and Insanitary Buildings Policy 2022	6
Item 13: Kāwhia/Aotea and Ōtorohanga rural concept plans – proposed scope and process	7
Item 14: Elected Member remuneration – distribution of pool 2022-25	9
Item 15: Elected Members Allowances and Reimbursements Policy	9
Item 16: Appointment of independent Chair to the Risk and Assurance Committee	9
<b>INFORMATION ONLY REPORTS</b>	
Item 17: Capital projects report for the month ending 30 November 2022	9
Item 18: Financial report for the month ending 30 November 2022	10
<b>PUBLIC EXCLUDED</b>	
No reports	
<b>OTHER BUSINESS</b>	
Councillor updates on meetings attended on behalf of Ōtorohanga District Council	10
Closing prayer/reflection/words of wisdom	11
Meeting closure	11

## **WORKSHOPS**

The following workshops were held at the conclusion of the meeting:

Workshop 4: Future for Local Government	Open
Workshop 5: Te Tiriti o Waitangi   The Treaty of Waitangi	Open

**PRESENT**

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; and Wharepūhanga Councillor Cathy Prendergast.

**IN ATTENDANCE**

Chief Executive Tanya Winter, Group Manager Engineering & Assets Mark Lewis, Group Manager Business Enablement Graham Bunn, Group Manager Strategy & Community Nardia Gower, Group Manager Regulatory & Growth Andrew Loe, Chief Advisor, Ross McNeil, Finance Manager Brendan O'Callaghan, Iwi Relations Advisor Cassidy Temese, and Manager Governance Kaia King.

**COMMENCEMENT OF MEETING**

His Worship the Mayor declared the meeting open at 9.59am.

Council's Kaitakawaenga - Iwi Relations Advisor, C Temese provided the opening karakia.

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM**

Councillor Johnson provided the following words of wisdom:

*This year I've learnt to take each day as it comes and readjust my lens to look for the bigger picture.  
I've learnt that if you think you have it bad there are always people much worse off  
They need positivity and encouragement – just as we do.  
For them like us they don't have a year's end or a beginning,  
It's just a going on...  
But when it is at its most difficult  
There is something we can all be thankful for.  
We are all on the same team  
And we are doing this for each other.  
And together we can achieve our bigger picture.*

**APOLOGIES**

No apologies were received as all members were present.

**LATE ITEMS**

There were no late items.

**DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts declared.

**PUBLIC FORUM**

No members of the public had requested to be heard.

**CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 1 NOVEMBER 2022**

**RESOLVED C14:** That the open minutes of the Ōtorohanga District Council meeting held on 1 November 2022 having been circulated be taken as read and confirmed as a true and correct record of that meeting.

Councillor Tamaki | Councillor Dow

**RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 5 DECEMBER 2022**

**RESOLVED C15:** That the open minutes of the Ōtorohanga Community Board meeting held on 5 December 2022 having been circulated be received.

Councillor Hughes | Councillor Christison

**RECEIPT OF MINUTES – KĀWHIA COMMUNITY BOARD – 2 DECEMBER 2022**

The Board meeting was cancelled due to the loss of a prominent Kāwhia local identity.

**HIS WORSHIP THE MAYOR'S VERBAL REPORT**

His Worship the Mayor provided an update on his activities since the last meeting. He attended meetings with central Government Ministers and various Ministries. He also met with local business owners to discuss their safety concerns. Regionally he attended the Waikato Mayoral Forum and the Future for Local Government sessions. His Worship acknowledged staff for the work undertaken during the year and thanked Councillors for starting the triennium on a positive note and working together for a common cause.

**ITEM 11: 2021/22 ANNUAL REPORT ADOPTION**

Council's Finance Manager, B O'Callaghan advised the Annual Report was reviewed by the Risk and Assurance Committee who subsequently recommended the Report for adoption. He noted there were several changes since the agenda was distributed. One of the changes was minor performance measure amendments for clarity. Other changes related to formatting and minor editorial errors. As part of the audit process an independent review was undertaken of water quality data and some minor amendments were required.

Councillor Jeffries in his capacity as the Deputy Chairperson of the Risk and Assurance Committee spoke to the amendments providing confirmation that the Committee were comfortable with the changes. He noted the Deloitte audit report included a number of recommended actions and the Committee agreed to develop a work programme to resolve those matters.

Mr O'Callaghan spoke to page 41 of the agenda relating to valuations and fair value assessments. Roading and three waters re-valuations were undertaken and the resulting increase in valuations would have an impact on this financial year and subsequent years. The increase in this financial year is unbudgeted. An option would be to not include in the current financial year's accounts but this would cause a higher rate impact in future years.

Council's Chief Executive, T Winter advised the draft Annual Plan for 2023/24 which although year 3 of the Long Term Plan would not be business as usual. She indicated that workshops would be undertaken in the New Year to discuss options.

Mr O'Callaghan noted the Deloitte audit report reiterated three water reforms may impact the accounts going forward. The first Bill of the reforms is pending royal assent.

In response to a query by Councillor Johnson, Mr O'Callaghan advised the valuation increases were mostly caused by material cost changes. In response to a query from Deputy Mayor Williams, he also agreed to add an explanatory note to the operations control benchmark graph on page 147.

Ms Winter advised the Representation Letter is a statement that the financials and information provided in the Annual Report is correct. There are two in effect, one from the Chief Executive to the Council advising the Report is correct and the second from the Mayor on behalf of Council to Deloitte confirming the same. These are both combined into the one letter.

**RESOLVED C16:** That Ōtorohanga District Council:

- a Adopt the 2021/22 Annual Report (document number 664626); and,
- b Authorise His Worship the Mayor to sign the associated Representation Letter (document number 664625).

Councillor Jeffries | Councillor Prendergast

**ITEM 12: CONFIRMATION OF THE DANGEROUS AND INSANITARY BUILDINGS POLICY 2022**

Council's Group Manager Regulatory and Growth, A Loe took the report as read then summarised that the report sought to confirm the draft Policy that was approved for public consultation in the previous

triennium. The draft Policy took in account changes to the Building Act. The draft Policy was required to go through the special consultative process. Mr Loe advised no submissions were received.

In response to a query from Councillor Jeffries, Mr Loe advised the Policy was for buildings that are so degraded that they pose a real threat to occupants or the public. Buildings that have issues relating to lack of maintenance or deficient materials are probably better addressed using the remedies available through the Tenancy Act.

**RESOLVED C17:** That Ōtorohanga District Council:

- a Confirms the Dangerous and Insanitary Buildings Policy 2022 (document number 650516) and,
- b Withdraws the Dangerous and Insanitary Buildings Policy 2006.

Councillor Johnson | Councillor Christison

**ITEM 13: KĀWHIA/AOTEA AND ŌTOROHANGA RURAL CONCEPT PLANS – PROPOSED SCOPE AND PROCESS**

Council’s Chief Advisor, R McNeil outlined the concept plan projects. Unlike the Ōtorohanga Town Concept Plan there was no list of pre-determined projects so the focus for the Kāwhia/Aotea and Rural area plans would be determined by those communities through the engagement process. These concept plans would be developed in partnership with mana whenua and supported by separate community advisory groups.

He noted the report to the Kāwhia Community Board was not considered as the meeting was cancelled due to the loss of a prominent kaumatua. The Chair of the Board had indicated informally there were no concerns by members with the staff recommendation.

Mr McNeil advised there was no promises made to the consultants who undertook the Ōtorohanga town concept plan development. He recommended the appointment process was undertaken via a Request for Proposal from selected providers.

In response to a query on resourcing by His Worship, Mr McNeil noted there were two components, one being internal staff support and the other being the external consultant team. Requirements will be specified in the initial letter to the selected providers.

In response to a query from Councillor Jeffries, he noted community communication would commence early in the New Year. Ms Winter noted it was important for the Kāwhia Community Board to provide a leadership role for the community and encourage community participation.

**RESOLVED C18:** That Ōtorohanga District Council:

- a Confirm the initial project plans for the development of the Kāwhia/Aotea and Ōtorohanga Rural Concept Plans as presented, noting that the project plans will be finalised by staff following the appointment of project consultants.
- b Confirm the leadership role of the Kāwhia Community Board in the development of the draft Kāwhia/Aotea Concept Plan.

- c Confirm the establishment and terms of reference for separate Community Advisory Groups to support the development of the Kāwhia/Aotea and Ōtorohanga Rural Concept Plan.
- d Authorise the Ōtorohanga District Council Chief Executive to proceed with the Kāwhia/Aotea and Ōtorohanga Rural Concept Plan projects in general accordance with this report and the initial project plans as presented.
- e Confirm the appointment of consultants to support the Concept Plan projects be determined by the Chief Executive, in accordance with Council’s procurement policy, and with support from a procurement panel comprising representation from the Kāwhia Community Board, elected Council, mana whenua and Council staff.

Councillor Johnson | Councillor Jeffries

**ITEM 14: ELECTED MEMBER REMUNERATION – DISTRIBUTION OF POOL 2022-25**

Council’s Group Manager Business Enablement, G Bunn provided a presentation (document number 665219) on the Remuneration Authority and how the governance pool is determined by the Authority. In response to a query from Councillor Jeffries, Mr Bunn noted all papers relating to remuneration matters were available on the Authority’s website. He outlined the expense allowances determined by the Authority and advised of the Authority’s determination for 2022/23.

Mr Bunn noted the increase in the number of Councillors with the introduction of the Rangiaētea Māori Ward was offset by the increase in the governance pool as determined by the Authority.

**RESOLVED C19:** That Ōtorohanga District Council approves the distribution of the following remuneration for additional duties from the Governance Pool:

Deputy Mayor	35% of Mayoral Salary	\$ 12,756
Council Representative on OCB	Two Representatives at 50% of a OCB Board Members Salary (\$3,684 per Member). Note; this has to come out of the pool.	\$ 7,367
Council Representative on KCB	One Representative at 50% of a KCB’s Board Members Salary. Note; this now has to come out of the pool.	\$ 1,029
Risk and Assurance Deputy Chair	One Representative at 20% of a Base Councillor’s Salary	\$ 4,971
Risk and Assurance Committee Member	Two Representatives at 10% of a Base Councillor’s Salary (\$2,486 per Member)	\$ 4,971
Grants and Awards Chair	10% of a Base Councillors Salary	\$ 2,486
Grants and Awards Committee Member	Three Representatives at 7.5% of a base Councillors Salary (1,864 per Member)	\$ 5,593
<b>Total</b>		<b>\$ 39,173</b>

His Worship the Mayor | Councillor Johnson



**ITEM 15: ELECTED MEMBERS ALLOWANCES AND REIMBURSEMENTS POLICY**

Council's Group Manager Business Enablement, G Bunn advised the Remuneration Authority sets a maximum of what can be paid for allowances and reimbursements. He noted all Councillors were provided with a Council provided laptop for the first time in the new triennium. The Policy was updated to reflect this change and also the new Determination.

**RESOLVED C20:** That Ōtorohanga District Council adopt the Elected Members Allowances and Reimbursements Policy (document number 664632).

Councillor Jeffries | Councillor Prendergast

**ITEM 16: APPOINTMENT OF INDEPENDENT CHAIR TO THE RISK AND ASSURANCE COMMITTEE**

Council's Group Manager Business Enablement, G Bunn advised the previous Independent Chair stood down for the new triennium due to limited capacity. He noted a slight change to the staff recommendation to allow for the full Risk and Assurance Committee to undertake the applicant evaluation.

**RESOLVED C21:** That Ōtorohanga District Council:

- a Authorise the Chief Executive to undertake a targeted approach to the appointment of Risk and Assurance Independent Chair and ensure that suitable applicants are sought out that exhibit the necessary skillset.
- b Delegate to the Risk and Assurance Committee and the Chief Executive to evaluate and make a recommendation back to Council for appointment.

Councillor Jeffries | Councillor Prendergast

**ITEM 17: CAPITAL PROJECTS REPORT FOR THE MONTH ENDING 30 NOVEMBER 2022**

Council's Group Manager Engineering and Assets, M Lewis noted the capital works programme is slightly behind due to resourcing challenges. He anticipated the programme would be back on track in the New Year. He advised the final payment had been requested for the Stimulus Fund and the completion of that body of work allowed staff to re-focus on the Long Term Plan programme of work. Staff workloads are also impacted by requests for information relating to the 3 Waters transition project. The local transition team are to be briefed on the changes made in the first of the 3 Waters Bills. He noted the second and third Bills were introduced into Parliament which has information on asset ownership and rural water scheme ownership transfer.

Mr Lewis noted the rehabilitation projects were due to commence in January. In February the water main renewal project would recommence on Main North Road.

In response to a query from Councillor Jeffries, Mr Lewis spoke on additional fire hydrants at Kāwhia noting they were a simple installation. In response to a further query from Councillor Jeffries, he advised the results of the wastewater testing would be provided in a report in the New Year.

**RESOLVED C22:** That Ōtorohanga District Council receive the report titled 'Capital projects report for the month ending 30 November 2022' (document number 664558) from Mark Lewis, Group Manager Engineering and Assets.

Councillor Dow | Councillor Willison

### **ITEM 18: FINANCIAL REPORT FOR THE MONTH ENDING 30 NOVEMBER 2022**

Council's Finance Manager, B O'Callaghan took the report as read and focussed on the operating surplus with the reduction in income. This was due to the timing of claims and payments. The expenses were under budget due to staff vacancies and the backdating of the Governance Pool following Council's resolution earlier in the meeting.

**RESOLVED C23:** That Ōtorohanga District Council receive the report titled 'Financial report for the month ending 30 November 2022' (document number 664619) from Brendan O'Callaghan, Finance Manager.

Coucillor Prendergast | Councillor Jeffries

### **COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL**

Many councillors attended the CoLab shared regional induction, and the Future for Local Government Review Panel session. Many also attend the Ōtorohanga Christmas Parade.

Councillor Jeffries, in his role as Deputy Chairperson, assumed the Chair for the Risk and Assurance Committee meeting and Councillor Christison chaired the Ōtorohanga Community Board in the absence of both the Chairperson and Deputy Chairperson. Councillor Christison also chaired both the Grants and Awards Committee and the Creative Communities Scheme Committee.

Councillors Tamaki and Willison attended the Te Maruata Whānui hui in Wellington. This hui was specifically for Māori elected members. They also attended tangi for several prominent kaumatua in the district since the last meeting. Councillor Tamaki was confirmed as Deputy Co-Chair for the Te Nehenehenui Joint Committee. A delegation from Council also joined Maniapoto for the formal Crown apology.

Deputy Mayor Williams stood in for Mayor Baxter and represented Council at the Waikato Regional Airport Limited annual general meeting and the official opening following the terminal upgrade. Deputy Mayor Williams also represented Council at the Waikato Civil Defence Emergency Management Joint Committee meeting.

Councillors Jeffries and Johnson participated in several webinars and Zoom meetings to maintain their knowledge of various aspects of local government. Councillor Prendergast and Mayor Baxter joined staff at a dispute resolution meeting with a local resident.

**CLOSING PRAYER/REFLECTION/WORDS OF WISDOM**

Council's Kaitakawaenga - Iwi Relations Advisor, C Temese provided the closing karakia.

**MEETING CLOSURE**

His Worship the Mayor declared the meeting closed at 12.14pm.