



**Otorohanga**

*District Council*

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

# OPEN MINUTES

## ŌTOROHANGA DISTRICT COUNCIL

**16 AUGUST 2022**

### **Members of the Ōtorohanga District Council**

His Worship the Mayor, MM Baxter

Deputy Mayor, R Johnson

Councillor K Christison

Councillor B Ferguson

Councillor K Jeffries

Councillor R Dow

Councillor RA Klos

Councillor A Williams

For all meeting queries, please contact Council's Manager Governance ([governance@otodc.govt.nz](mailto:governance@otodc.govt.nz)).

Open minutes of an ordinary meeting of the Ōtorohanga District Council held in the St David’s Community Hall, corner Ranfurly and Turongo streets, Otorohanga on Tuesday, 16 August 2022 commencing at 10.00am.

Tanya Winter  
**CHIEF EXECUTIVE**

17 August 2022

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**PRESENT**

His Worship the Mayor M Baxter and councillors A Williams, B Ferguson, K Christison, R Johnson, K Jeffries, and R Klos.

**IN ATTENDANCE**

Present: G Bunn (Group Manager Business Enablement), N Gower (Group Manager Strategy & Community), M Lewis (Group Manager Engineering & Assets) and D Dowd (Executive Assistant)

Via Zoom: T Winter (Chief Executive), B O’Callaghan (Manager Finance) and K King (Manager Governance).

**VISITORS**

Item 271: Michelle Hollands and Elle Freestone (Ōtorohanga District Development Board)

Item 272: Mathew Cooper and Robbie Matthews (Sport Waikato)

**COMMENCEMENT OF MEETING**

His Worship the Mayor, M Baxter declared the meeting open at 10.00am.

**APOLOGIES**

An apology for non-attendance had previously been received from Councillor Dow for non-attendance. Councillor Jeffries tendered an apology for early departure at the meeting.

**RESOLVED:** That Ōtorohanga District Council receive and accept the apology from Councillor Dow for non-attendance and the apology for early departure from Councillor Jeffries.

His Worship the Mayor | Councillor Christison

**KARAKIA**

His Worship provided an opening karakia.

**REFLECTION / PRAYER / WORDS OF WISDOM**

His Worship provided these words of wisdom:

*The greatest leader is not necessarily the one who does the greatest things. He or she is the one who gets the people to do the greatest things.*

*Ronald Reagan*

*Hire character, train skill.*

*Peter Schutz*

**LATE ITEMS**

There were no late items.

**CONFIRMATION OF ORDER OF MEETING**

No changes were made to the order on the agenda.

**DECLARATION OF CONFLICTS OF INTEREST**

No declarations were made.

**PUBLIC FORUM**

No members of the public had requested to be heard.

**CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL**

**RESOLVED:** That the open minutes of the Ōtorohanga District Council meeting held on 19 July 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Johnson | Councillor Williams

**RECEIPT OF MINUTES – KĀWHIA COMMUNITY BOARD**

There were no minutes to receive for August as the meeting was cancelled due to a lack of business.

**RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD**

There were no minutes to receive for August as the meeting was cancelled due to a lack of business.

## MAYOR'S VERBAL REPORT

His Worship spoke on the following activities undertaken:

- 19 July - Palmerston North LG conference
- 20 July - Chaired the Mayors Taskforce for Jobs annual general meeting
- 21/22 July –National conference 21/22 and spoke to attendees on social cohesion
- 25 July –Trevor Skilton on the history of roading in Ōtorohanga district
- 26 July – Met with consultant Philip Jones on the review of Council's Finance department
- 27 July –Better Off Funding wananga
- 28 July – Local Government New Zealand annual general meeting
- 30 July – Festival for the Future inspiring leaders prizegiving
- 2 August – Mayors Taskforce for Jobs zoom meeting on the Community Resilience Programme
- 3 August – Chief Executive's Review Committee meeting
- 4 August – Mayors Taskforce for Jobs zoom meeting with Minister Louise Upston
- 4 August – Ōtorohanga town concept plan meeting
- 5 August – Ōtorohanga town concept plan business breakfast
- 8 August – Three waters update and advice meeting
- 9 August – Catchup with Malcolm Reynolds on three waters
- 10 August – Mayors Taskforce for Jobs weekly catchup
- 15 August – Waikato Plan leadership meeting with Dame Margaret Wilson as Chair.

**RESOLVED:** That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, M Baxter.

His Worship the Mayor | Councillor Jeffries

## ITEM 270: CAPITAL PROJECTS REPORT FOR THE MONTH ENDING 30 JUNE 2022

Council's Group Manager Engineering & Assets, M Lewis noted 50% of the capital projects were completed by the end of June with a further 30% expected to be complete by the end of August. Delays were experienced due to the widespread COVID challenges of material and labour shortages. To counter this situation, for a recent project Council pre-purchased the materials to ensure they were available for the contract commencement.

Mr Lewis advised capital works should be viewed as a three year programme rather than conforming to a set financial year. He also noted the Stimulus Fund programme was now complete which would allow staff to focus on the capital programme.

Mr Lewis noted key projects for the 2022/23 year included Ōtorohanga cemetery expansion earthworks, Mangamahoe and Turitea road rehabilitation and the new wastewater sewer main. In response to a query, he advised an options report for the road rehabilitation had just been received and was being reviewed by staff. In response to a further query, he advised some budget from the 2021/22 financial year had been carried forward to the 2022/23 financial year for the rehabilitation.

Mr Lewis commented on the table of projects included in the report noting it would be refreshed for the next meeting with the 2022/23 projects.

**RESOLVED:** That Ōtorohanga District Council receive the report titled ‘Capital projects report for the month ending June 2022 (document number 646252) from Mark Lewis, Group Manager Engineering and Assets.

Councillor Johnson | Councillor Klos

**ITEM 271: ŌTOROHANGA DISTRICT DEVELOPMENT BOARD SIX MONTH REPORT 1 JANUARY TO 30 JUNE 2022**

Council’s Group Manager Strategy & Community, N Gower noted the report focussed on the relationship between Council and the Development Board and apologised for the housing data which was referred to but inadvertently missed from the report.

In response to a query, the Development Board’s Ms Holland spoke on the difference between a Tier 1 and 2 iSite noting Ōtorohanga will be put forward as a provisional Tier 2 site. She advised the new branding and plan will be released in September. The Development Board will assess the plan and finalise a position.

In response to another query, Ms Freestone commented on the relationship The Employment Hub had with Ōtorohanga College. The Hub is working with the College on a CV workshop for year 12 and 13 students who were intending to leave school in 2022. She advised the Hub are a conduit between employers and students seeking work experience or after school jobs. His Worship noted the signage on The Hub needed to acknowledge central Government’s support.

Members discussed the opportunities to assist businesses with the district including Sands of Kāwhia and the new chicken farm at Arohena. Members also discussed district security noting a community meeting to be held with Ōtorohanga business owners on the current security contract arrangement.

**RESOLVED:** That Ōtorohanga District Council:

- a Receive the report ‘Ōtorohanga District Development Board six month report 1 January to 30 June 2022’ (document number 646271) from Nardia Gower, Group Manager Strategy and Community
- b Receive the Ōtorohanga District Development Board six month report to Ōtorohanga District Council for 1 January to 30 June 2022 (document number 646268).

Councillor Williams | Councillor Jeffries

**ITEM 272: SPORT WAIKATO SIX MONTH REPORT 1 JANUARY TO 30 JUNE 2022**

Sport Waikato’s M Cooper noted the last twelve months had been challenging for sport and recreation but clubs within the Ōtorohanga district had enabled these activities to continue during the pandemic. He advised Sport Waikato had moved from being generalist to a subject matter model in 2021 to influence change within the Waikato region.

Mr Cooper noted the challenge of keeping kids in sports as they moved from intermediate to college and into the workforce. One key focus area was a more sustainable approach by training teachers how to encourage sports outside the classroom. Another key focus area was to lift the standard of coaching and promote the role of parents on the side-lines.

Mr Cooper advised \$6,300 was provided to clubs in the Ōtorohanga district from Sport New Zealand’s Activity Fund. He spoke on the importance of enabling travel funding, particularly for rural communities. He noted the lower level grades didn’t want to have to travel as the focus was more on enjoyment rather than competition.

Mr Cooper commented on the District Advisor Group who are a cross-section of community and sporting voices with youth representation as well. The Group discuss the current state of sport and recreation, and the needs of the community. There is a Group for the Ōtorohanga District and also a King Country Advisory Group who are looking at cross-district opportunities. Sport Waikato’s R Matthews worked alongside Council during the development of the Ōtorohanga Town Concept Plan to ensure sport and recreation opportunities were incorporated.

**RESOLVED:** That Ōtorohanga District Council:

- a Receive the report ‘Sport Waikato annual report – 1 January to 30 June 2022’ (document number 646286) from Nardia Gower, Group Manager Strategy and Community
- b Receive the Sport Waikato Six Month report to Ōtorohanga District Council for 1 January – 30 June 2022 (document number 646284).

His Worship the Mayor | Councillor Jeffries

*Item 276 was taken before Item 273 due to staff availability.*

**ITEM 276: CIVIL DEFENCE EMERGENCY MANAGEMENT QUARTERLY REPORT**

Council’s Civil Defence Officer, D Simes noted the civil defence emergency management (CDEM) legislative review by central Government was in a consultation phase. Under the proposed changes, the National Emergency Management Agency (NEMA) was able to be more directive on operational and training decisions throughout the country.

Mr Simes noted that NEMA has won its appeal for a dismissal of charges in relation to the 2019 Whakaari/White Island volcanic eruption. The Judge’s decision stated section 36(2) of the Health and Safety at Work Act 2015 did not apply to the allegations brought by WorkSafe.

Mr Simes spoke to the recently conducted assessment undertaken by all Waikato councils as agreed via the key performance indicator in their various Long Term Plans. The assessment reviews the capability and readiness of council’s emergency operations centres (EOC). He noted the strength of the shared service agreement with Waipā and Waitomo councils ensured the independently assessed score was in the higher level of the ‘advancing’ bracket. The Western Waikato EOC ranked in the top two in the Waikato.

Mr Simes advised an operational plan was being scoped to gather the information in the Western Waikato area plans held by each council and combine the top five highest risk hazards into a single document. In response to a query, Council’s T Winter advised the Waikato Regional Council held significant hazard maps and also maintained a hazards portal, especially for coastal areas likely to be inundated.

In response to a query around flooding, Mr Simes advised the Regional Council had monitors in the river and a three level alert system. When the first alert level is reached, civil defence staff commenced monitoring the situation. When the second alert level was reached, civil defence staff initiated planning for evacuations and other likely measures required. He noted fire, police and ambulance were the first responders whereas the role of CDEM was to coordinate across the agencies and in particular the welfare function which was unique to CDEM to assist in the management of people and companion animals.

Members noted the increase in civil defence related communication and Mr Simes commented on the communications programme which ensures consistency from national, regional to local media. A good resource for households is available at [www.getready.govt.nz](http://www.getready.govt.nz).

**RESOLVED:** That Ōtorohanga District Council receive the report titled ‘Civil Defence Emergency Management quarterly report’ from Dave Simes, Operations Manager – Emergency Management.

Councillor Ferguson | Councillor Williams

**ITEM 273: HAMILTON & WAIKATO TOURISM END OF YEAR REPORT 1 JULY 2021 TO 30 JUNE 2022**

Council’s Group Manager Strategy & Community, N Gower acknowledged the appointment of Nicola Greenwell as the new Chief Executive of Hamilton & Waikato Tourism (H&WT). In response to a query, Ms Gower noted central Government had acknowledged that as the border opened, and tourist numbers increased there will be greater demand on commercial accommodation which would impact their availability for emergency accommodation.

Ms Gower advised Council, the Ōtorohanga District Development Board and the iSite all work closely with H&WT.



**RESOLVED:** That Ōtorohanga District Council:

- a Receive the report ‘Hamilton & Waikato Tourism end of year report – 1 July 2021 to 30 June 2022’ (document number 646267) from Nardia Gower, Group Manager Strategy and Community
- b Receive the Hamilton & Waikato Tourism End of Year report to Ōtorohanga District Council for 1 July 2021 – 30 June 2022 (document number 646256).

His Worship the Mayor | Councillor Ferguson

**ITEM 274: THRIVE ŌTOROHANGA ANNUAL REPORT 1 JULY 2021 TO 30 JUNE 2022**

Council’s Group Manager Strategy & Community, N Gower took the report as read. In response to a query, His Worship advised Thrive Ōtorohanga had two mentors and two counsellors and were looking at funding options for the mentors which are not currently fully funded.

**RESOLVED:** That Ōtorohanga District Council:

- a Receive the report ‘Thrive Ōtorohanga annual report 1 January to 30 June 2022’ (document number 646280) from Nardia Gower, Group Manager Strategy and Community
- b Receive the Thrive Ōtorohanga end of year report 2021-2022 report to Ōtorohanga District Council for 1 July 2021 – 30 June 2022 (document number 646279).

Councillor Jeffries | Councillor Williams

**ITEM 275: WAIKATO REGIONAL COUNCIL ENVIROSCHOOLS PROGRAMME SIX MONTH REPORT 1 JANUARY TO 30 JUNE 2022**

Council’s Group Manager Strategy & Community, N Gower noted that Council had indicated support through the Long Term Plan and had increased funding to allow more schools to be involved in the programme. She noted that due to staff changes and vacancies, a collaborative approach with Enviroschools had only recently been initiated to encourage participation.

She advised ‘Friends of Enviroschools’ were schools who have expressed interest but to timing or absence of a whole school approach, were not able to fully participate. In those cases, Enviroschools might work with one class.

**RESOLVED:** That Ōtorohanga District Council:

- a Receive the report ‘Waikato Regional Council Enviroschools Programme six month report 1 January to 30 June 2022’ (document number 646255) from Nardia Gower, Group Manager Strategy and Community

- b Receive the Waikato Regional Council - Enviroschools reports to Ōtorohanga District Council for 1 July to 31 December 2021 and 1 Jan – 30 June 2022 (document number 646253).

Councillor Williams | Councillor Johnson

**COUNCILLOR VERBAL UPDATE**

Councillors provided the following updates:

- Councillor Klos had liaised with the Wharepūhunga ward to encourage people to stand in the local government elections.
- Councillor Williams attended a resource management session, the Risk and Assurance Committee meeting, the Better Off Funding workshop and the Chief Executive’s Review Committee workshop and meeting.
- Councillor Johnson attended the Three Waters community meeting, the Better Off Funding workshop and an Ōtorohanga Town Concept Plan session.
- Councillor Jeffries attended the Risk and Assurance Committee meeting, the Better Off Funding workshop, the Chief Executive’s Review Committee workshop and an Ōtorohanga Town Concept Plan session.
- Councillor Christison congratulated new Principal Lyndsay Kurth on the appointment at Ōtorohanga College.

*Councillor Jeffries left the meeting at 12.02pm.*

**RESOLUTION TO EXCLUDE THE PUBLIC**

That the Ōtorohanga District Council:

- a Exclude the public from the following parts of the proceedings of this meeting namely,
- b The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Item 278: Recommendation by the Chief Executive’s Review Committee	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	Section 7(2)(a)

**c** 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 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item Number	Section	Interest
45	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

**D**

*The public were excluded from the meeting at 12.03pm.*

**READMITTANCE OF THE PUBLIC**

The public were readmitted to the meeting at 12.16pm.

**CLOSURE OF MEETING**

There being no further business His Worship the Mayor declared the meeting closed at 12.17pm.