



**Ōtorohanga**

*District Council*

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

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# OPEN AGENDA

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## 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

**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, 20 June 2023 commencing at 10.00am.

Tanya Winter

**CHIEF EXECUTIVE**

15 June 2023

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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**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).

Should an apology be received, the following recommendation is made: That Ōtorohanga District Council receive and accept the apology from ... for ... (non-attendance, late arrival, early departure).

**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 ...

Should Council resolve to discuss a late item, the following recommendation is made: That Ōtorohanga District Council 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 16 May Council meeting is attached on the following page.

**Staff recommendation**

That the unconfirmed open minutes of the Ōtorohanga District Council meetings held on 16 May 2023, having been circulated, be taken as read and confirmed as a true and correct record of the meeting.

**RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI****Ōtorohanga Community Board**

The unconfirmed minutes of the Ōtorohanga Community Board meeting held on 6 June are attached on the following page.

**Staff recommendation**

That the unconfirmed open minutes of the Ōtorohanga Community Board's meeting held on 6 June 2023, be received.

**Kāwhia Community Board**

The unconfirmed open minutes from the Board's meeting held on 1 June are also included.

**Staff recommendation**

That the unconfirmed open minutes of the Kāwhia Community Board's meeting held on 1 June, be received.

## 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](mailto: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.

At the finalisation of this agenda no requests have been received.

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

His Worship will provide a verbal update.

## PUBLIC EXCLUDED | TAKE MATATAPU

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

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

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## INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

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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
C18	14/12/22	<p>That Ōtorohanga District Council:</p> <p>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.</p> <p>b Confirm the leadership role of the Kāwhia Community Board in the development of the draft Kāwhia/Aotea Concept Plan.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>All parts of the resolution have been met.</p> <p>It is recommended that this resolution be removed from the Register.</p>
C28	21/02/23	<p>That Ōtorohanga District Council:</p> <p>a Confirm the Ōtorohanga Town Concept Plan prioritised action plan (document number 676308), noting the budget cap of \$700,000 for 2023 and that each action (project) will be</p>	<p>Ross McNeil is responsible for overseeing delivery of the overall Action Plan.</p> <p>Sahndra Cave has been appointed in a part-time two-</p>

		<p>scoped, costed and an appropriate communications/engagement plan developed.</p> <p>b Acknowledge the need to appoint a programme coordinator to oversee the delivery of the action plan, with the Chief Executive authorised to make that appointment.</p>	<p>year role as Community Projects Lead, responsible for assisting in the delivery of key projects in the Action Plan.</p> <p>It is recommended that this resolution be removed from the Register.</p>
C32	21/02/23	<p>That Ōtorohanga District Council approve a review of the Road Naming Policy to be commenced in 2023.</p>	<p>The review has not yet commenced.</p>
C55	16/05/23	<p>That the Ōtorohanga District Council:</p> <p>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.</p> <p>b. Agrees to fund the additional costs (\$17,000/year) associated with the lease of 88 Maniapoto Street for a period of 3 years making their total grant from Council \$36,000.</p> <p>c. Notes that this extra funding has been included in the 2023/24 Annual Plan with further funding to be considered in the Long Term Plan 2024-34.</p>	<p>Staff have written to the Support House confirming the outcome from the May Council meeting.</p> <p>A new lease will be drawn up for the period covered in the resolution with the lease conditions to be consistent with the newly adopted Occupancy Policy.</p> <p>Council’s solicitor will be preparing the lease documents.</p>
C56	16/05/23	<p>That the Ōtorohanga District Council</p> <p>a. Review the Local Easter Sunday Shop Trading Policy with a view to continuing the existing Policy without change.</p> <p>b. Approve the Statement of Proposal for public consultation in accordance with the special consultative process of the Local Government Act.</p>	<p>Submissions close on Friday, 23 June.</p> <p>It is recommended that this resolution be removed from the Register.</p>
C57	16/05/23	<p>That the Ōtorohanga District Council:</p> <p>a. Confirm the following as members of the Community Advisory Group for the Ōtorohanga Rural Concept Plan: Lizzie Te Brake, Robbie Sherriff, Keri Taylor, Andrew Jolly, Kevin Hickey, Liz Cowan, Rosemary Davison, Lorraine Fox, Ian Clark, Nick Riley, Bev Bayley, Craig Vanner and Alison or David Sellars.</p> <p>b. Note that other members of the rural community will be co-opted onto the Rural Advisory Group.</p> <p>c. Note that the Ōpārau District and matters relating to Kāwhia and Aotea harbours will be considered as part of the Kāwhia/Aotea Concept Plan.</p>	<p>All parts of the resolution have been met.</p> <p>It is recommended that this resolution be removed from the Register.</p>

C58	16/05/23	<p>That Ōtorohanga District Council approve the Draft Interim Speed Management Plan for public consultation from 1 June to 30 June 2023 with the following amendments:</p> <ul style="list-style-type: none"> <li>a. Inclusion of an option for Ouruwhero Road with a 50km proposed speed limit ending 1.25kms north of Kakamutu Road.</li> <li>b. All urban schools to be consistent with 30km speed limit.</li> <li>c. All rural schools to be consistent with 40km/100km variable speed limit.</li> </ul>	<p>Submissions close on Friday, 30 June 2023.</p> <p>It is recommended that this resolution be removed from the Register.</p>
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**Staff recommendation**

That the Ōtorohanga District Council confirm the removal of resolutions C18, C28, C56, C57 and C58 from the Register.

## PUBLIC EXCLUDED | TAKE MATATAPU

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## CLOSING FORMALITIES

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

### 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.