



Ōtorohanga

District Council

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

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, 20 June 2023 commencing at 10.00am.

Tanya Winter

CHIEF EXECUTIVE

30 June 2023

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Monthly discussion with the Chief Executive Public excluded¹

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

Present

His Worship the Mayor Max Baxter, Deputy Mayor Annette Williams, Kit Jeffries, Rodney Dow, Steve Hughes, Jaimee Tamaki, Roy Willison, Roy Johnson and 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, Acting Manager Rooding Richard Shailer (item 51), Manager Community Facilities Jared le Fleming (item 53), Manager Projects Robbie Whiteman (item PE5), Manager Assets & Technical Support Emma Good (item PE5), Executive Assistant David Dowd, and Manager Governance Kaia King.

OPENING FORMALITIES

Commencement of meeting | Te tīmatanga o te hui

His Worship the Mayor declared the meeting open at 10.02am.

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

Councillor Willison provided the opening karakia. Councillor Dow provided the following words of wisdom. *“Don’t try and find problems to fit solutions. Do try and find solutions for problems.”*

Apologies | Ngā hōnea

RESOLVED C62: That Ōtorohanga District Council receive and accept the apology from Councillor Christison for late arrival.

His Worship the Mayor | Councillor Dow

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

There were no declarations.

Confirmation of Minutes | Te whakaū i ngā meneti

RESOLVED C63: 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.

Councillor Tamaki | Councillor Hughes

Receipt of Minutes | Te rironga o ngā meneti

Ōtorohanga Community Board – 6 June 2023

RESOLVED C64: That the unconfirmed open minutes of the Ōtorohanga Community Board’s meeting held on 6 June 2023, be received.

Councillor Hughes | Councillor Dow

Kāwhia Community Board – 1 June 2023

RESOLVED C65: That the unconfirmed open minutes of the Kāwhia Community Board’s meeting held on 1 June 2023, be received.

Councillor Jeffries | Councillor Dow

PUBLIC FORUM | HUI TŪMATANUI

No members of the public had requested to be heard.

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

His Worship provided an update on his activities since the last meeting. This included activities in his role as Chair of Mayors Taskforce for Jobs, guest spot on Maniapoto FM, acting as Master of Ceremonies for community events, representing Ōtorohanga at the NZ Environment Trust awards, a LGNZ Combined Sector meeting, Festival for the Future event and he met with the Ministry of Social Development. Mayor Baxter liaised with Charities Services NZ and Waitomo District Council and worked with Greg Tims to commence the end of first term Chief Executive Review.

PUBLIC EXCLUDED | TAKE MATATAPU

Item 48: Resolution to exclude the public

RESOLVED C66: That Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting namely, 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
Contract award	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act.	7(2)(i)

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
Item PE5: Ōtorohanga wastewater upgrade – contract award	7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

His Worship the Mayor | Councillor Dow

The public were excluded from the meeting at 10.09am and readmitted at 10.17am.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 49: Annual Plan 2023/24 and rates resolution

Council’s Manager Finance took the report as read noting the report sought the adoption of both the Annual Plan and the rates resolution. Council’s Chief Executive spoke on the decision made in the public excluded session and suggested recommendation ‘a’ be changed to reflect the extra funding required and also any required minor editorial amendments.

RESOLVED C67: That the Ōtorohanga District Council:

- a Adopt the Annual Plan 2023/24 including the decision Council made in public excluded to award the Ōtorohanga wastewater upgrade contract with extra funding of \$1,350,591.37 excluding GST, and any minor editorial amendments.
- b Sets the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2023 and ending on 30 June 2024.

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 0.0007984 cents in the dollar on the capital value of all rating units.

b. *Uniform Annual General Charge*

A Uniform Annual General Charge of \$405.08000 per rating unit, set under section 15 of the Local Government (Rating) Act 2002.

2. 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 0.0007045 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0002818 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 \$98.32000 per rating unit on all rating units within the Ōtorohanga Community area.

3. KĀWHIA COMMUNITY

a. *Kāwhia Community Targeted Rate*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0002835 cents in the dollar of capital value on all rating units within the Kāwhia Community area.

b. *Kāwhia Community Uniform Targeted Rate*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$76.90000 per rating unit on all rating units within the Kāwhia Community area.

4. 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 0.0001928 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0000771 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 0.0000605 cents in the dollar of capital value on every rating unit in the “commercial” category.
- ii. a rate of 0.0000302 cents in the dollar of capital value on every rating unit in the “residential” category.

c. *Kāwhia Water Supply*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000773 cents in the dollar of capital value on all rating units within the Kāwhia Community area.

d. *Arohena Rural Water Supply*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000362 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 \$320.71000 per rating unit on all rating units within the Aotea Community.

5. TARGETED RATES

a. *Roading*

- i. A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 made of 0.0005376 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 \$272.75000 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 0.0005563 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 \$494.42000 per rating unit on all rating units within the “Security Patrol Area” in the Ōtorohanga Community.

c. *Aotea Erosion Targeted Rate*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$206.71000 per rating unit on all rating units within the Aotea Community.

d. *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	0.0000100	capital value	\$45.00	Per rating unit

Kio Kio	0.0000060	capital value	\$20.00	Per rating unit
Tokanui Crossroads	-		\$20.00	Per rating unit
Puketotara/ Ngutunui	0.0000090	capital value	\$12.00	Per rating unit
Otewa	-		\$25.00	Per rating unit
Honikiwi	0.0000130	capital value	-	

6. TARGETED REFUSE RATES

a. *Ōtorohanga Community*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$128.08000 per separately used or inhabited part on all rating units within the Ōtorohanga Refuse Collection Area.

b. *Kāwhia Community*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$302.42000 in respect of each separately used or inhabited part of a rating unit in the Kāwhia Refuse Collection Area.

7. TARGETED WATER RATES

a. *Kāwhia Community*

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$644.34000 on every separately used or inhabited part of a rating unit, which receives an ordinary supply of water within the Kāwhia Community.

8. TARGETED SEWERAGE RATES

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$504.68000 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.

9. TARGETED RATES FOR WATER SUPPLY

a. *Ōtorohanga Community*

i. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.71 per cubic metre of water consumed, for each rateable rating unit connected to the Ōtorohanga Community Water Supply.

ii. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$171.00 per meter for each separate rating unit whether rateable or non-rateable receiving a supply from the Ōtorohanga Community Water Supply.

b. *Kāwhia Community*

i. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.50 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, within the Kāwhia Community on a metered supply.

ii. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.50 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, outside the Kāwhia Community on a metered supply, with a minimum charge of \$644.34.

iii. 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 Kāwhia Community Water Supply.

iv. 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 2023 and 20 February 2024, for each rating unit meeting the Peak Season Metered Water Charges criteria, within the Kāwhia Community on a metered supply.

10. RURAL WATER SUPPLIES

- i. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.72 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Arohena Rural Water Supply Area.
- ii. 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.
- iii. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.59 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Ranginui Rural Water Supply Area.
- iv. 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.
- v. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.51 per cubic metre of water consumed, whether rateable or non-rateable, within the Tihiroa Rural Water Supply Area.
- vi. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$750.00 per meter within the Tihiroa Rural Water Supply Area.
- vii. A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.10 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Waipa Rural Water Supply Area.
- viii. A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$325.00 per meter within the Waipa Rural Water Supply Area

c Adopt the definitions for its differential categories set out in the funding impact statement contained in the 2023/24 Annual Plan as its differential rating categories for the year.

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

Instalment One	25 August 2023
Instalment Two	23 February 2024

e Sets 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	24 November 2023
Instalment Two	23 February 2024
Instalment Three	24 May 2024
Instalment Four	30 August 2024

f Sets the following penalties will apply as follows:

i A charge of 10 percent on so much of any instalment, excluding metered water charges, that has been assessed after 1 July 2023 and which is unpaid after the due dates below:

Instalment One	25 August 2023
Instalment Two	23 February 2024

ii A charge of 10 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 2023 and which is unpaid after the due dates below:

Instalment One	23 February 2024
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Instalment Two 30 August 2024

- iii A charge of 10 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 2023 and which is unpaid after the due dates below:

Instalment One 24 November 2023

Instalment Two 23 February 2024

Instalment Three 24 May 2024

Instalment Four 30 August 2024

- iv A charge of 10 percent on so much of any rates, excluding metered water charges, assessed before 1 July 2023 that remain unpaid on 1 July 2023

- v A further amount of 10 percent on any rates, excluding metered water charges, to which a penalty has been added under (d) if rates remain unpaid on 1 January 2024.

- g Confirm rates shall be payable at any of the following places:

- i The council offices, 17 Maniapoto Street, Ōtorohanga or any temporary Council offices as they are established.

- ii Using online banking or direct debit facilities established by the Council.

His Worship the Mayor | Councillor Prendergast

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 50: Financial report for the month ending 31 May 2023

Council’s Manager Finance outlined the report. Council’s Chief Executive spoke to the short term cash flow requirements and the LGFA facility to borrow funds at an interest rate of 5.8% which was significantly lower than the equivalent overdraft facility interest rates.

RESOLVED C68: That the Ōtorohanga District Council receive the report titled ‘Financial report for the month ending 31 May 2023’ (document number 695458) from Brendan O’Callaghan, Finance Manager.

Councillor Jeffries | Councillor Johnson

Item 51: Roading activity update – May 2023

Council’s Acting Manager Roading noted the preceding twelve months’ projects were hampered by weather systems. He advised the Roading Team remained focused on resilience and sight line clearing with all planned reseals completed. Mr Shailer commented on the interim speed management plan consultation process noting all Ōtorohanga District schools had been visited by staff to discuss the proposals.

In response to a query from His Worship, Mr Shailer spoke on the yet to be released new standard and the removal of COPTTM as the industry guide and standard for operational management of all roading sites. Council’s Group Manager Engineering & Assets noted staff could look at options such as alternate routes instead of increasing traffic management plans which would increase site safety and enable works to progress at pace.

In response to a query from Councillor Johnson, Mr Shailer advised there were approximately 8,500 culverts with 2,000 identified for inspection and fit for purpose assessment.

In response to a query from Councillor Dow, Mr Shailer advised the paint markings were renewed in alignment with existing markings unless there was a request to review. In response to a further query from Councillor Dow, Mr Shailer advised a stormwater analysis needed to be completed before the Huiputea Drive reseal project could proceed.

RESOLVED C69: That the Ōtorohanga District Council receive the report titled 'Roading Activity Update for the month ending 31 May 2023 (document number 696357) from Richard Shailer, Acting Manager Roading.

Councillor Dow | Deputy Mayor Williams

Item 52: Three Waters activity update – May 2023

Council’s Manager Projects summarized the report noting the impact of unseasonal wet weather on physical works. In response to a query from Councillor Jeffries, Mr Whiteman advised a letter drop to all affected parties within the construction zone for the Kāwhia watermain renewal as well as notice boards at each end of the site.

RESOLVED C70: That the Ōtorohanga District Council receive the report titled 'Three Waters activity report - May 2023 (document number 696363) from Robbie Whiteman, Manager Projects.

Councillor Prendergast | Councillor Willison

Item 53: Community Facilities activity update – May 2023

Council’s Manager Community Facilities spoke to the report. In response to a query from His Worship, Mr le Fleming noted the installation of a public toilet in Windsor Park was needed in part due to the success of the Jim Barker Playground but also the increasing number of events being held there.

In response to a query from Councillor Dow, Mr le Fleming noted the de-sludging at Lake Huiputea was undertaken by a slow aeration process and other manual options would create significant damage. This process was similar to the process used at the wastewater treatment plant.

RESOLVED C71: That the Ōtorohanga District Council receive the report titled 'Community Facilities Activity Update for the month ending 31 May 2023 (document number 696358) from Jared le Fleming, Manager Community Facilities.

Councillor Hughes | Councillor Prendergast

Item 54: Kāwhia/Aotea and Ōtorohanga Rural concept plans: project update June 2023

Council’s Chief Advisor outlined the report noting mana whenua had held a second hui where staff were invited to engage at marae and hapū level. Staff were considering the logistical options.

In response to a query from Councillor Johnson, Mr McNeil confirmed there were two advisory groups in addition to the mana whenua advisory group. Both groups had held one meeting and were well attended. Following the current round of consultation, the groups will meet to discuss the feedback on overall themes, issues and concerns, and community aspirations.

RESOLVED C72: That the Ōtorohanga District Council receive the report titled ‘Kāwhia/Aotea and Ōtorohanga Rural Concept Plans: Project Update June 2023’ (document number 696602) from Ross McNeil, Chief Advisor.

Councillor Johnson | Councillor Jeffries

OTHER BUSINESS | ĒTAHI ATU TAKE

Councillor updates on meetings attended on behalf of Ōtorohanga District Council

Councillor Prendergast attended the North King Country Development Trust meeting, and Councillor Hughes and Deputy Mayor Williams attended the official launch of the new bus service to Hamilton. Councillors Tamaki and Jeffries spoke on their respective attendance at a wide range of community events. Councillor Dow and Deputy Mayor Williams attended the Ōtorohanga District Development Board business breakfast. Mr Dow also attended the Waikato Regional Transport Committee meeting and Council’s Grants and Awards Committee meeting along with Councillors Christison and Tamaki.

Councillors attended the elected member workshop on the Ōtorohanga District Plan.

Resolution register

RESOLVED C73: That Ōtorohanga District Council confirm the removal of resolutions C18, C28, C56, C57 and C58 from the Register.

His Worship the Mayor | Deputy Mayor Williams

PUBLIC EXCLUDED | TAKE MATATAPU

Item 55: Resolution to exclude the public

RESOLVED C74: That Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting namely, 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
Shareholder feedback	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	7(2)(h)
Process confirmation	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	7(2)(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 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
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Item PE6: Review of Waikato Regional Airport Limited	7(2)(h)	To enable commercial activities to be carried out without prejudice or disadvantage.
Item PE7: Chief Executive’s first term of employment review	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

His Worship the Mayor | Councillor Dow

The public were excluded from the meeting at 11.58am and readmitted at 12.16pm.

During Item PE7, all staff were also excluded from the meeting.

CLOSING FORMALITIES

Meeting closure | Katinga o te hui

His Worship the Mayor declared the meeting closed at 12.19pm.

WORKSHOPS | HUI AWHEAWHE

Monthly discussion with the Chief Executive

Public excluded

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