



Ōtorohanga

District Council

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

OPEN MINUTES

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 21 March 2023 commencing at 10.00am.

Tanya Winter
CHIEF EXECUTIVE

10 May 2023

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

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PUBLIC EXCLUDED

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WORKSHOPS

The following workshops were held:

Long Term Plan strategic direction Open

Annual Plan 2023/24 update Public excluded

District revaluation Public excluded

Monthly discussion with the Chief Executive Public excluded

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; Waipā Councillor Roy Johnson (via Zoom); 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, Manager Property Trish Ambury (for item 28), Manager Community Development & Wellbeing Nicky Deeley (for items 29-32), and Executive Assistant D Dowd.

COMMENCEMENT OF MEETING

His Worship the Mayor declared the meeting open at 10.00am.

OPENING PRAYER/REFLECTION/WORDS OF WISDOM

Council’s Iwi Relations Advisor, C Temese provided the opening karakia. Councillor Tamaki provided the following reflection: *“Yesterday when Max messaged me to see if I wanted to do the words of wisdom, I was quite excited, but it made me do two things. It made me reflect on our uncertainty that we face in our everyday lives, but it also made me reflect on the opportunities that we can create too. And so, there’s been lots of opportunities and there’s been lots of uncertainties, but I think after the week of Matatini, if you ever have the opportunity, go on and have a look at M9 (m9aotearoa.co.nz). They are a group of people that reflect how our world is today, if you look at the messages. One of the young fellows that I felt quite inspired by, his name was Te Aorere Pēwhairangi and he is the mokopuna of one of the greatest female orators New Zealand has ever known, Ngoi Pēwhairangi. He came up with the whakatauākī around, I believe, some of the things we can use today in our hui. His whakatauākī is ‘he matenga poto, he oranga roa’ which translates to ‘short term sacrifices for long term goals’. So, as we embark on our hui today te iwi, let’s be brave, let’s make some of those sacrifices whether they be big or whether they be small, for the future of our local government.”*

APOLOGIES

There were no apologies.

LATE ITEMS

There were no late items.

DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared.

PUBLIC FORUM

John Oliver and Colin Murphy

Mr Murphy spoke on the private discussions had been held between the two parties on using 9.3 hectares of the Murphy’s property on the corner of Ouruwhero and Otewa Roads for a community amenity including the Riding for Disabled (RDA).

Mr Oliver spoke on his intent to purchase the land (approximately \$500,000) and gift the land to Ōtorohanga District Council to be used in perpetuity for community and recreational use with favouritism given to the RDA. The RDA have viewed the land and intend to build a large indoor arena. He advised there would be no tags or covenants associated with the land.

In response to a query from Councillor Dow on why the land was not to be gifted direct to the RDA, Mr Murphy noted the land would be retained for the community of which the RDA would be part of. Mr Oliver commented that the President of RDA New Zealand visited the site and confirmed the RDA are proceeding with the indoor arena project. The RDA had engaged a consultancy firm to produce a feasibility study which would be available in June.

In response to a further query from Councillor Dow, Mr Murphy spoke on the rationale for the preferred timing (mid-May).

In response to a query from Councillor Johnson, Mr Oliver advised that there were options for a management structure and that once the land was gifted, Council would be in a better position to determine the most appropriate structure.

In response to a query from Councillor Christison, Mr Murphy commented on the normal land management approach to matters such as weed control noting about a third of the land would be used. The RDA would have the opportunity to winter graze their horses and produce hay feed.

In response to a query from Deputy Mayor Williams, Mr Oliver noted the RDA required four hectares of land for their operation including the proposed indoor arena. He advised the local RDA didn’t have enough funding for their plans so were relying on other people to help them. The RDA President was very positive, and the national body had organised and paid for the feasibility study.

In response to a query from Councillor Jeffries, Mr Oliver confirmed he had had indirect conversations with other groups who wanted to undertake equestrian based or other activities such as vintage vehicle shows, an arboretum or a community garden.

In response to a query from Councillor Prendergast, Mr Oliver commented that the RDA business case would likely include how to gain funding from other activities.

Mayor Max advised that another person, Tame Pokaia, had requested to be heard at the Public Forum but had been delayed in arriving. The public forum would be paused until his arrival.

CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 21 FEBRUARY 2023

RESOLVED C37: That the open minutes of the Ōtorohanga District Council meeting held on 21 February 2023 having been circulated be taken as read and confirmed as a true and correct record of that meeting.

Councillor Prendergast | Councillor Tamaki

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 6 MARCH 2023

RESOLVED C38: That the open minutes of the Ōtorohanga Community Board meeting held on 6 March 2023 having been circulated be received.

Councillor Christison | Councillor Dow

RECEIPT OF MINUTES – KĀWHIA COMMUNITY BOARD – 2 MARCH 2023

RESOLVED C39: That the open minutes of the Kāwhia Community Board meeting held on 2 March 2023 having been circulated be received.

Councillor Jeffries | His Worship the Mayor

HIS WORSHIP THE MAYOR’S VERBAL REPORT

His Worship provided an update on his activities since the last meeting:

- Hosted a visit from American educators making a film for ‘Go To Science’ on New Zealand fauna for elementary students in the United States. He facilitated a visit to the Ōtorohanga Kiwi House.
- Attended Chairperson training then met with residents who had several concerns on 27 February.
- Holidayed in the South Island but also worked from hotels while travelling.
- Attended the Risk and Assurance Committee meeting on 6 March.
- Hosted the Citizenship Ceremony on 7 March along with Deputy Mayor Williams.
- Met with The Lines Company on ways to work together on power saving and alternative power options such as solar on 8 March.
- North King Country Development Trust AGM meeting on 9 March.
- Attended the Tuia wananga on 10 March at Tokanui along with Deputy Mayor Williams.
- Attended the KIWITOWN PISTON FESTIVAL on 11 March.
- Met with Local Government Minister McAnulty to discuss the community resilience programme funding options.
- Attended hui in Wellington for the community resilience coordinators on 20 March then met with Local Government New Zealand and then met with one of the officials from the Ministry for Social Development.

DECISION REPORTS

Item 28: Ōtorohanga District Occupancy Policy and Community Occupancy Guidelines

Council's Manager Property, T Ambury noted the Policy and Guidelines had been workshopped several times with councillors and took the report as read.

In response to a comment from Councillor Johnson, Council's Group Manager Business Enablement, G Bunn noted there had been a historical agreement around the recreation reserve and Paewhenua Hall but staff would need to seek the original lease details from central Government.

Councillor Johnson spoke around the lack of value to community groups such as Ōtorohanga Riding for Disabled and Menz Shed of the annual \$350 fee. Councillor Christison proposed no fee be charged. Councillors Dow and Hughes spoke in support of removing the \$350 fee. Deputy Mayor Williams queried if changes needed to be made to existing budgets if the fee was removed. Council's Chief Executive T Winter acknowledged there was an administrative staff cost. She noted it was Council's role to determine if the fee was fair and reasonable.

RESOLVED C40: That Ōtorohanga District Council adopt the Ōtorohanga District Occupancy Policy (document number 680498) and the Community Occupancy Guidelines (document number 680496) with amendments as agreed.

His Worship the Mayor | Councillor Christison

INFORMATION ONLY REPORTS

Item 29: Ōtorohanga Support House Whare Awhina six month report 1 July to 31 December 2022

Council's Manager Community Development & Wellbeing, N Deeley outlined Council's funding contribution of \$19,000 per annum to offset the lease of 120 Maniapoto Street. The Ōtorohanga Support House have requested Council also meet the lease of 88 Maniapoto Street for which a report would be presented to a future Council meeting. Council's Group Manager Community & Strategy, N Gower confirmed the lease arrangement of 88 Maniapoto Street would be included in that report.

Ōtorohanga Support House Chairperson, G Withers noted the foodbank, family support and counselling services were progressing as normal. She advised the Support House have small offices and facilities and were 'bursting at the seams'. She noted 88 Maniapoto Street was a large open space at this time it could only be used as storage so a three year lease would enable development of the space as funding applications needed to prove security of tenure.

In response to a query from Councillor Dow, Mrs Withers advised their preference would be a 5 year lease.

In response to a query from Councillor Christison on why the Support House could pay the lease when granted but were seeking relief now, Mrs Withers advised the funding had not changed since the lease was granted however more people were seeking assistance.

RESOLVED C41: That Ōtorohanga District Council receive the report titled 'Support House six month report for 1 July 2022 – 31 December 2022' (document number 680254) from Nicky Deeley, Manager Community Development and Wellbeing.

Councillor Jeffries | Councillor Hughes

PUBLIC FORUM CONTINUED**Tame Pokaia**

Mr Pokaia advised he was the kaumatua of Hamilton City Council and Te Pūkenga (NZ Institute of Skills & Technology) as well as being a translator for the Māori King. He spoke on the unlocking of access to whenua Māori in 2021 via a new bridge. He said they tried to oppose the new bridge as there was an existing bridge nearby, but they were refused access. The new bridge was built reluctantly and was formally opened with many whanau in attendance. Flooding from Ōpārau Stream was impacting the new bridge but not the older bridge which was located higher. The flooding damaged the railing and approaches, so he contacted the engineers to see if there was an insurance period. Mr Pokaia spoke on his dealings with the Council throughout the process. He asked if the local Council could assist in the repairs and if not, then it would be recorded through the public forum that Council couldn't help.

Item 30: Waikato Regional Council EnviroSchools Programme six month report 1 July 2022 to 31 December 2022

Council's Manager Community Development & Wellbeing, N Deeley took the report as read noting that Council had increased the budget per annum. She noted there were three full EnviroSchools and two Friends of EnviroSchools which were the introductory phase of the scheme.

In response to a query from His Worship, Ms Deeley confirmed that the two Friends of EnviroSchools were progressing towards becoming full EnviroSchools.

Councillor Jeffries queried if the Council staff actively approached schools and Council's Group Manager Strategy & Community, N Gower commented that it was staff's role to help make the linkages between schools and EnviroSchools. She offered to let EnviroSchools know that Kāwhia may be interested.

RESOLVED C42: That Ōtorohanga District Council receive the report 'Waikato Regional Council EnviroSchools Programme six month report 1 July to 30 December 2022' (document number 680263) from Nicky Deeley, Manager Community Development and Wellbeing.

Councillor Johnson | Councillor Tamaki

Item 31: Sport Waikato annual report 1 July to 31 December 2022

Council's Manager Community Development & Wellbeing, N Deeley took the report as read noting a small error in the title which stated 'annual report' but should read 'six month report'.

In response to a query from Deputy Mayor Williams on the weekly newsletter but only quarterly reporting back to local bodies, Council's Group Manager Strategy & Community, N Gower commented staff would take the query back to Sport Waikato.

RESOLVED C43: That Ōtorohanga District Council receive the report titled 'Sport Waikato six month report – 1 July 2022- 31 December 2022 (document number 680261) from Nicky Deeley, Manager Community Development and Wellbeing.

Councillor Dow | Councillor Prendergast

Item 32: Hamilton & Waikato Tourism six month report – 1 July to 31 December 2022

Council’s Manager Community Development & Wellbeing, N Deeley took the report as read noting the entity was funded through a public/private partnership including six local authorities. In response to a query from Councillor Jeffries on the FIFA Women’s Cup, Council’s Group Manager Strategy & Community, N Gower commented staff would take the query back to Hamilton & Waikato Tourism.

RESOLVED C44: That Ōtorohanga District Council receive the ‘Hamilton & Waikato Tourism six month report – 1 July- 31 December 2022 (document number 680258) from Nicky Deeley, Manager of Community Development and Wellbeing.

His Worship the Mayor | Councillor Hughes

Item 33: Co-Lab draft statement of intent 2023/24 and half yearly report to 31 December 2022

Council’s Chief Advisor, R McNeil took the report as read noting the planning and accountability requirements were contained in the Statement of Intent. He advised Council had the opportunity to provide feedback to the company’s Board of Directors.

His Worship the Mayor queried if Council staff were happy with the performance of Co-Lab. Council’s Chief Executive, T Winter replied that she had been the lead chief executive for one of the projects, being learning and development for all staff across councils. During the project Ms Winter worked with Co-Lab business analyst and Board. She commented that as a small council, Ōtorohanga District Council were still determining the opportunities on offer through Co-Lab as they arose but factoring in limitations relating to staff skills, availability and time. She noted recruitment for a new business improvement role was underway and would allow Council to take advantage of any identified opportunities. Ms Winter spoke in support of continuing with Co-Lab.

In response to a query from Councillor Christison on page 115 of the agenda on CR4, Ms Winter advised she had not been involved in that project. Mr McNeil noted the project was still in the development stage.

In response to a query from Councillor Jeffries on Co-Lab’s commentary around 3 Waters, Ms Winter commented it started at the Waikato Chief Executive Forum which she chairs. She advised larger councils had raised concerns that some of their 3 Waters staff that weren’t being offered automatic employment in the new entities and were being lost to private organisations. The project was around keeping existing waters staff although she noted that all of Ōtorohanga District Council’s waters staff would be offered employment in the new entities.

RESOLVED C45: That Ōtorohanga District Council:

- a Receives the draft Co-Lab Statement of Intent for 2023/24 (document number 680293) and endorses the direction set therein, subject to the following feedback (if any) for the company’s Board of Directors;
- b Receives the Co-Lab half yearly report (document number 680292) for the period ended 31 December 2022.

Councillor Jeffries | Councillor Hughes

Item 34: Financial report for the month ending 28 February 2023

Council's Finance Manager, B O'Callaghan took the report as read noting capital projects were discussed in a separate report. Councillor Jeffries raised concern that the capital projects budget was underspent by \$7.6m.

RESOLVED C46: That Ōtorohanga District Council receive the report titled 'Financial report for the month ending 28 February 2023' (document number 680286) from Brendan O'Callaghan, Finance Manager.

Councillor Jeffries | Councillor Johnson

Item 35: Capital projects report for the month ending 28 February 2023

Council's Group Manager Engineering & Assets, M Lewis took his report as read noting the weather experienced over the previous four months had impacted the construction period. He advised forecasting expected budgets to be reasonably close to budget apart from roading 'minor improvements' which was underspent and would need to be carried over to the next financial year. He noted the 3 Waters reform had impacted staff who needed to continually reprioritise information requests and business as usual workloads.

Mr Lewis noted the wastewater upgrade was out for tender and was approximately a three million dollar project which will have a big impact on capital budgets once physical works commence. He noted the water main renewal project was underway with the next stage the rising water main on Main North Road. This was approximately a one million dollar project and would also reduce the current underspend.

He advised the Pirongia West slip geotechnical reports had just been received and early indications showed the repair may not be as extensive as originally expected. This project may be eligible for one hundred percent funding under Waka Kotahi's emergency repairs subsidy. Staff were preparing the application for both the Pirongia West slip and the Harbour Road slip.

Mr Lewis referred to the table outlining the status of capital projects and noted the application for the Aotea seawall consent has been accepted.

In response to a query from Councillor Dow, Mr Lewis advised that all the pipe had been pre-purchased so delays would not be experienced due to prioritisation to flood affected areas for this financial year. He noted it may be an issue in the next financial year.

In response to a query from Councillor Johnson on 3 Waters reform, Mr Lewis clarified that Waipā District Council was assisting Ōtorohanga District Council as they had additional staff capacity in their transition team available. In response to an additional query, Mr Lewis spoke on the water clarifier at the Ōtorohanga water treatment plant and noted the change in the chemical used over the summer months was successful.

In response to a query from Councillor Jeffries on Okupata Road's condition and suitability as a main route if State Highway 31 was closed, Mr Lewis undertook to follow up with roading staff. Councillor Dow advised Waka Kotahi at the Waikato Regional Transport Committee indicated that with climate change their network would 'go down' which meant local roads would need more resilience to enable detours where necessary.

In response to a query from Councillor Hughes, Mr Lewis advised the Waipā rural water scheme project was on track.

In response to a query from His Worship on carryovers expected and potentially increasing issues with suppliers and contractors, Mr Lewis advised the skills shortage and recruiting issues experienced by Council were also being experienced by contractors.

RESOLVED C47: That Ōtorohanga District Council receive the report titled ‘Capital projects report for the month ending 28 February 2023’ (document number 664558) from Mark Lewis, Group Manager Engineering and Assets.

Councillor Prendergast | Councillor Dow

Item 36: Civil defence emergency management report for 1 July 2022 to 28 February 2023

Council’s Civil Defence Officer, D Simes took the report as read and noted the discussion on roading alternate routes in the previous Item. He advised a regional workshop was to be held on priority road routes on 28 March noting connectivity and resilience were national priorities.

Mr Simes noted the national 24/7 capability around alerting and reporting. He also noted the Get Ready website was used to assist in preparations for Cyclone Gabrielle.

For the Western Waikato he noted frequent requests were being received for surge support for recent weather events. He spoke to the two activations, one being Auckland Anniversary weekend and again for Cyclone Gabrielle when the emergency operating center (EOC) was established in the Ōtorohanga District Council Chambers. The EOC was staffed from Waipā, Ōtorohanga and Waitomo councils. Mr Simes spoke on the learnings from the activations which included resolving IT issues across the three councils and ensuring staff were cross-trained for different functions with the EOC.

Deputy Mayor Williams spoke on the level of organisation provided through civil defence emergency management.

In response to a query from Councillor Jeffries regarding the Mayoral Relief Fund, Mr Simes confirmed the Government could provide one hundred thousand dollars to be distributed by the Mayor and/or Council. Following an additional query, Mr Simes then spoke on the process for reviewing community response plans.

RESOLVED C48: That Ōtorohanga District Council receive the report titled ‘Civil defence emergency management report for 1 October 2022 to 28 February 2023’ (document number 680330) from A Loe, Group Manager Regulatory & Growth.

Councillor Jeffries | His Worship the Mayor

RESOLUTION REGISTER

RESOLVED C49: That Ōtorohanga District Council receive the staff updates on the Resolution Register.

His Worship the Mayor | Councillor Prendergast

COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL

Councillor Johnson represented Council at the 25 year Fire Service Award to local volunteer firefighter Brian King. He also attended (and was one of the organisers for) the Piston Festival which raised \$3,800 dollars in gold coin donations for the Otorohanga Riding for Disabled.

Councillors Prendergast and Tamaki attended the Local Government New Zealand Rural and Provincial meeting in Wellington with the Chief Executive. Councillors Prendergast and Hughes attended the Risk and

Assurance Committee meeting with His Worship. Councillors Prendergast, Tamaki and Johnson attended the Citizenship Ceremony hosted by His Worship and Deputy Mayor Williams. Councillor Prendergast also attended the North King Country Development Trust annual general meeting, and she noted an upcoming strategy session to be held at their next meeting.

Councillor Tamaki attended the District’s Poukai and was honoured to host Deputy Mayor Williams and the Chief Executive at her home Maraē’s Poukai. She attended the yearly regatta at Ngāruawāhia along with approximately 60,000 other Māori. Deputy Mayor Williams also attended the unveiling of the tukutuku panels at the Council building’s entranceway. She was a speaker to the Ōtorohanga Lyceum Club’s meeting and attended the Local Government New Zealand Zone 2 meeting.

Councillor Christison attended the Ōtorohanga District Development Board meeting and with Councillor Hughes attended the Ōtorohanga Community Board meeting. Councillor Jeffries attended the Kāwhia Community Board meeting. Councillor Dow presented Council’s submission on the Water Services Entity Bill. Councillors Dow and Hughes attended the Waikato Regional Transport Committee. Councillor Jeffries participated in a meeting between the Kāwhia Community Hall Committee with Kāwhia Community Board Chairperson, G Good and Council staff.

Members also attended an elected member’s workshop on 14 May. Waipā District Council chairs and deputy chairs joined Ōtorohanga’s chairs and deputy chairs for a chairperson training day held in the Chambers.

The meeting adjourned for the lunch break and recommenced at 1.10pm.

ITEM 37: RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED C49: That the 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:	
Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	Section 7(2)(i)
Good reason to withhold exists under section 9 Local Government Official Information and Meetings Act 1987.	Section 9(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:	
Section	Interest
7(2)(1)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

9(2)(a)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Councillor Prendergast Councillor Hughes	

The public were excluded from the meeting at 1.12pm and readmitted at 1.24pm.

CLOSING PRAYER/REFLECTION/WORDS OF WISDOM

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

MEETING CLOSURE

His Worship declared the meeting closed at 1.28pm.