

## Ōtorohanga District Council

# MINUTES

28 SEPTEMBER 2021

10.02AM

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

His Worship the Mayor MM Baxter  
Councillor K Christison  
Councillor B Ferguson  
Councillor R Johnson (Deputy Mayor)  
Councillor C Jeffries  
Councillor R Dow  
Councillor RA Klos  
Councillor A Williams

Meeting Secretary: Mr. CA Tutty (Governance Supervisor)

**ŌTOROHANGA DISTRICT COUNCIL**

**28 September 2021**

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chamber, 17 Maniapoto Street Ōtorohanga on Tuesday 28 September 2021

**Tanya Winter**  
**CHIEF EXECUTIVE**

**ORDER OF BUSINESS:**

PRESENT

IN ATTENDANCE

APOLOGY

REFLECTION / PRAYER / WORDS OF WISDOM

DECLARATION OF CONFLICTS OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL 17 AUGUST 2021

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL RISK & ASSURANCE 1 SEPTEMBER 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD 5 AUGUST 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD EXTRAORDINARY MEETING 16 AUGUST 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD 2 SEPTEMBER 2021

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## **PRESENT**

His Worship the Mayor MM Baxter, Councillors R Johnson (Deputy Mayor) K.Christison, B.Ferguson, R Dow , C Jeffries, RA Klos and A Williams.

## **IN ATTENDANCE**

Ms T Winter (Chief Executive) (present) via Zoom Messrs. G Bunn (Group Manager Business Enablement), A Loe (Group Manager Regulatory & Growth), M Lewis (Acting Group Manager Engineering & Assets), B O'Callaghan (Finance Manager) R McNeil (Strategic Advisor) C Tutty (Governance Supervisor) and Ms T Ambury (Property Manager)

His Worship declared the meeting open and welcomed those present to the September meeting of Council.

## **REFLECTION / PRAYER / WORDS OF WISDOM**

His Worship recited the following Words of Wisdom

You came into our lives on day, so happy and so smart.

Our constant companion, loyal and loving from the start.

You brought such love and laughter into our happy home.

With you sitting by my side, I never felt alone.

Now you have left us, it's almost more than I can bear.

The house seems so empty without you standing there.

You no longer greet me as I walk through the door.

You're not there to make me smile, to make me laugh anymore.

Just for now I need time to mourn, my broken heart to mend.

Some might say 'it's just a dog' but I know I've lost a faithful friend.

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## **DECLARATION OF CONFLICTS OF INTEREST**

His Worship asked members whether they had any declarations of conflicts of interest.

No declarations of conflicts of interest were received.

## **PUBLIC FORUM**

No members of the public were present in the public forum section of this meeting.

## **CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL – 17 AUGUST 2021**

**Resolved** that the minutes of the meeting of the Ōtorohanga District Council held 17 August 2021 be confirmed and the resolutions contained therein be adopted.

## **COUNCILLOR KLOS / COUNCILLOR FERGUSON**

**CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL - RISK & ASSURANCE COMMITTEE –  
1 SEPTEMBER 2021**

**Resolved** that the minutes of the meeting of the Ōtorohanga District Council – Risk & Assurance Committee held 1 September 2021 be confirmed and the resolutions contained therein be adopted.

**COUNCILLOR JEFFRIES / COUNCILLOR WILLIAMS**

**RECEIPT OF MINUTES — ŌTOROHANGA COMMUNITY BOARD – 5 AUGUST 2021**

**Resolved** that the minutes of the meeting of the Ōtorohanga Community Board held 5 August 2021 be received.

**COUNCILLOR CHRISTISON / COUNCILLOR DOW**

**RECEIPT OF MINUTES — ŌTOROHANGA COMMUNITY BOARD EXTRAORDINARY MEETING –  
16 AUGUST 2021**

**Resolved** that the minutes of the Extraordinary meeting of the Ōtorohanga Community Board held 16 August 2021 be received.

**COUNCILLOR JOHNSON / COUNCILLOR CHRISTISON**

**RECEIPT OF MINUTES — ŌTOROHANGA COMMUNITY BOARD – 2 SEPTEMBER 2021**

**Resolved** that the minutes of the meeting of the Ōtorohanga Community Board held 2 September 2021 be received.

**COUNCILLOR DOW / COUNCILLOR CHRISTISON**

**ITEM 188 HIS WORSHIP THE MAYOR — VERBAL REPORT**

His Worship reported on activities he has participated in since the last meeting of Council, these being: —

- Ōtorohanga District Council Risk and Assurance Committee Meeting.
- Maniapoto Maori Trust Board Hui
- Mayor’s Taskforce for Jobs Zoom Meeting
- 3 Waters Reform meeting.
- Waikato Plan Leadership Committee Meeting
- Mayor’s Taskforce for Jobs Core Group Meeting.
- Waikato Mayoral Forum.
- Mayors Taskforce for Jobs and MSD meeting.
- Ōtorohanga District Council Councillor Update

**Resolved** that His Worship the Mayor's verbal report be received.

**HIS WORSHIP / COUNCILLOR CHRISTISON**

### ITEM 189 3 WATER REFORM – POSITION STATEMENT

The Acting Group Manager Engineering & Assets referred members to his report and asked that this be taken as read. He reported that at the beginning of August 2021 Central and Local Government agreed to pause on taking decisions on the 3 Waters Reform next steps to enable Local Government time to consider the reform proposals.

Councils were given eight weeks to consider the impact on the Reforms on them and their communities and given an opportunity to provide feedback.

He said the purpose of this report is to capture the concerns raised by Elected Members, Iwi and key stakeholders as a Position Statement to be provided to Central Government.

No decision is sought at this time on whether the Ōtorohanga District Council should opt in or out of the 3 waters reform proposal. He said depending on how the government process proceeds, Council may be asked to make this decision at a later date.

He asked members whether they had any questions on the content of the report and the position statement presented.

During a lengthy discussion the following issues were raised -

- a) Council has engaged to a limited degree with Iwi and Rural Water Supply Scheme members on the proposal.
- b) There will be a huge duplication of views and conflicting ones across the sector.
- c) Current proposal concerning water and wastewater, as to stormwater, there is some uncertainty whether this is included.
- d) Any government structure will not please everyone.
- e) Currently private water supplies are not the key focus – however private supplies supplying others will be subject to the regulations.
- f) With regards to small water supplies, a subcommittee could be formed to represent them.
- g) Whatever decision is made on Three Water Reform Council will still need the existing number of staff in other areas.
- h) With regards to private water supplies, this is just a proposal to provide guidelines and a list of acceptable standards that will be required to be met.
- i) With respect to governance / representation, small water supplies will need to have a link of governance from grassroots to central government.
- j) Council needs to see value in going with the proposal.
- k) Regulators are already in place.
- l) There will be no ownership by Iwi in the proposal.
- m) Ōtorohanga has not made a decision to opt in or out of the proposal.
- n) The level of enforcement is going to lift, so the investment we are making will help us meet the compliance requirements.
- o) Concerns expressed about the matter of democracy.
- p) This District does need better water quality and wastewater disposal.
- q) Hopfully central government will listen to this Councils needs.

The Chief Executive then recited amendments to the position statement.

**Resolved** that Council

- 1) Receives the report by the Acting Group Manager of Engineering & Assets
- 2) Adopts the amended Position Statement on 3 Waters Reform as Ōtorohanga District Council's feedback on the impacts on the reform.
- 3) Authorises Council's Chief Executive to forward the amended Position Statement to the Minister of Local Government.

**COUNCILLOR JEFFRIES / HIS WORSHIP**

**ITEM 190 ŌTOROHANGA TOWN CONCEPT PLAN – PROPOSED SCOPE, PROCESS, ROLES & RESPONSIBILITIES**

The Strategic Advisor referred members to his report and highlighted the following key points –

- 1) this plan provides a blueprint to guide future development of a defined urban area, typically with a focus on the central retail / commercial area.
- 2) The plan processes are widely used to identify, analyse, prioritise and reflect a community's aspirations, whether they be areas for future growth, major community projects, enhancement of public places / spaces or the movement / connectivity of people within communities inherent in these initiatives are processes to identify or enable.

The Strategic Advisor informed members that the plan assumes that the Ōtorohanga Town Concept Plan will be adopted by Council prior to the 2022 Local Government Elections.

He then outlined the project roles and responsibilities and proposed terms of reference following the formation of a Community Steering group.

Councillor Klos requested that liaison be carried out with people who have disabilities to ensure that matters such as parking and seating is suitable for their needs.

Members were informed that Council's Strategic Advisor will take up the position of Project Manager for the Ōtorohanga Town Concept Plan.

**Resolved** that the Ōtorohanga District Council:

1. Receives this report 'Ōtorohanga town concept plan – proposed scope, process, roles & responsibilities';
2. Confirms the initial project plan for the development of the Ōtorohanga Town Concept Plan as presented;
3. Confirms the leadership role of the Ōtorohanga Community Board in the development of the draft Ōtorohanga Town Concept Plan;
4. Confirms the establishment and terms of reference for a Community Steering Group to support the development of the Ōtorohanga Town Concept Plan;
5. Instructs the Ōtorohanga District Council Chief Executive to proceed with the Ōtorohanga Town Concept Plan project in general accordance with this report and the initial project plan as presented.
6. Confirms that the appointment of Consultants to support the Ōtorohanga Town Concept Plan project be determined by the Chief Executive, with support from a procurement panel comprising representation from the Ōtorohanga Community Board, elected Council and Council staff.

**HIS WORSHIP / COUNCILLOR CHRISTISON**

#### **ITEM 191 ŌTOROHANGA DISTRICT OCCUPANCY POLICY AND COMMUNITY OCCUPANCY GUIDELINES**

Council's newly appointed Property Manager Ms. Trish Ambury referred members to her report and advised that –

The draft Ōtorohanga District Occupancy Policy has been developed to

- a) Set out the framework for decision making regarding occupancy agreements for all of Council owned properties, including Community Groups occupying Council property classified for community use.
- b) provide direction to staff managing Council occupancies and clarity to occupiers/potential occupiers of Council property to ensure this service;
  - aligns with best practice
  - occurs in a consistent, efficient, effective manner
  - is transparent, fair and accountable
  - maximises economic return in commercial properties
  - maximises community benefit in community properties

The Property Manager advised that this Policy and Guidelines will not apply to Council's older persons housing.

During discussion the following items were raised –

- a) Reference to the five year term of lease with no right of renewal – staff will be discussing with the lessee prior to the five year period expiring.
- b) Revenue Policy – there are a number of Council properties that Council receives no income from.
- c) Sound methodology will address present situation.
- d) Revenue projection meets budgets – staff to consider suitable financial modelling.

**Resolved** that the draft Ōtorohanga District Occupancy Policy along with the draft Ōtorohanga District Community Occupancy Guidelines as attached in this report is adopted by Council, subject to;

- a. undergoing a public notification period of one month inviting feedback on the draft Policy and draft Guidelines.
- b. any known affected parties, including current occupiers of Council property being informed of the draft Policy and draft Guidelines being open for feedback.
- c. staff reporting back to Council post the notification period closing, with a summary of any feedback received along with any suggested amendments to the draft Policy or draft Guidelines as a result of the feedback process.

#### **COUNCILLOR CHRISTISON / COUNCILLOR FERGUSON**

#### **ITEM 192 FINANCIAL REPORT FOR THE MONTH ENDING 31 AUGUST 2021**

The Finance Manager referred members to his report and asked that this be taken as read.

He said Staff are still in the process of completing the Annual Report and aiming for 11<sup>th</sup> of October 2021.

The Finance Manager reported that Council's surplus as at 31 August 2021 is 4.7 Million Dollars, Council has no debt and is in a healthy situation.

**Resolved** that the Financial Report for the month ended 31 August 2021 be received.

#### **COUNCILLOR JEFFRIES / COUNCILLOR WILLIAMS**

### **ITEM 193 LAND AND BUILDINGS VALUATION**

The Finance Manager referred members to his report providing the results of the Land and Buildings valuation as completed by Quotable Value.

He reported that Deloitte have discovered an error affecting six of Council's properties being the three housing for the elderly complexes, Council's main administration building, property at 120 Maniapoto Street and the Depot in Progress Drive. The error has resulted in the land value of these properties being included in the building valuation, effective double counting this. Written confirmation from Deloitte who are happy this has been resolved by QV and that they are confident this error has not occurred with any other assets.

The quarterly values have decreased except that of the main administration building. He said however, the results of the valuations appear reasonable.

**Resolved** that Council adopts the valuation of the Land and Buildings.

**COUNCILLOR DOW / COUNCILLOR JEFFRIES**

### **ITEM 194 PLANNING REPORT FOR APRIL TO JUNE 2021**

The Group Manager Regulatory & Growth referred members to his report on Resource Consents and planning approvals granted during the period 1 April to 30 June 2021.

The Group Manager Regulatory & Growth advised that there have been a large number of subdivisions particularly in rural areas and that there is a large number of vacant sections which people are holding onto.

During discussion the following items were highlighted –

- further development in the village of Arohena – becoming quite a community.
- Outline given as to when the development contribution applies.

**Resolved** that the Planning Report for April to June 2021 be received.

**COUNCILLOR KLOS / COUNCILLOR WILLIAMS**

### **ITEM 195 ANIMAL CONTROL OFFICERS REPORT FOR APRIL TO JUNE 2021**

**Resolved** that the report on Dog and Animal Control activities for the second quarter of 2021 be received.

**COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON**

### **COUNCILLOR UPDATE**

#### **Councillor Johnson**

- Liaison with the Waipa Rural Water Supply Committee
- Updated members on the new Dementia unit at Beattie Home

#### **Councillor Klos**

- Good news that the requirement of the Boil Water notice has been removed by the Arohena School.
- Concerned that farm workers are not being given the opportunity to obtain the COVID-19 vaccination.

#### **Councillor Jeffries**

- Took part in the KCB discussion
- Mayoral Catch Up
- Ōtorohanga District Council Risk and Assurance Committee Meeting.
- Kai Festival Committee Meeting – Resolved that the 2022 Festival be postponed.
- Outlined a serious incident which took place at the Tom French Grove Reserve – His Worship to have discussions with NZ Police Area Commander.



**Councillor Williams**

- Received daily updates regarding Civil Defence.
- 3 Waters Discussion.
- Ōtorohanga District Council Risk and Assurance Committee Meeting.
- Various other catchups.

**MEETING CLOSURE**

The meeting closed at 12.15pm