



**Ōtorohanga**

*District Council*

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

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# OPEN MINUTES

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Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 22 November 2022 commencing at 10.00am.

Tanya Winter  
**CHIEF EXECUTIVE**

11 December 2022

## 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

Wharepūhanga 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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**WORKSHOPS**

*Please note that workshops were not livestreamed but were open to the public to attend in the Council Chambers where indicated.*

Workshop 1: Waka Kotahi New Zealand Transport Agency speed management plan	Open
Workshop 2: Future for Local Government draft report	Open
Workshop 3: Register of pecuniary interests	Open

**COMMENCEMENT OF MEETING**

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

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM**

Councillor Willison provided the opening karakia (prayer).

Deputy Mayor Williams provided the following words of wisdom:

“We need strong leadership and partnerships that embrace the principles, rights and obligations embedded within Te Tiriti o Waitangi. We need to rebuild trust and confidence in local democracy where people can meaningfully contribute to decision-making. We need councils championing and activating wellbeing, drawing on their resources, influence, and proximity to communities. We need local and central government thinking and acting differently about opportunities and possibilities – they must be willing to innovate, value and trust others, and to use their collective resources and strengths for the benefit of communities. This is the wero (challenge) our draft report lays down.”

Jim Palmer – Chair, Future for Local Government Review Panel

**APOLOGIES**

There were no apologies as all members were present.

**LATE ITEMS**

There were no late items.

**DECLARATION OF CONFLICTS OF INTEREST**

No declarations were made.

**PUBLIC FORUM**

No members of the public had requested to be heard at the finalisation of the agenda.

**CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 1 NOVEMBER 2022**

**RESOLVED C5:** That the open minutes of the Ōtorohanga District Council meeting held on 1 November 2022 having been circulated be taken as read and confirmed as a true and correct record of that meeting.

Councillor Dow | Councillor Prendergast

There were no matters arising.

**RECEIPT OF MINUTES – OTOROHANGA COMMUNITY BOARD – 2 NOVEMBER 2022**

**RESOLVED C6:** That the open minutes of the Ōtorohanga Community Board meeting held on 2 November 2022 having been circulated be received.

Councillor Hughes | Councillor Christison

**RECEIPT OF MINUTES – KĀWHIA COMMUNITY BOARD – 3 NOVEMBER 2022**

**RESOLVED C7:** That the open minutes of the Kāwhia Community Board meeting held on 3 November 2022 having been circulated be received.

Councillor Jeffries | His Worship the Mayor

**HIS WORSHIP THE MAYOR'S VERBAL UPDATE**

His Worship provided the an update on his activities throughout the election and post-election period. He attended many events as part of the Council organised induction programme as well as tangi for prominent community members and other community events.

**ITEM 5: COUNCIL COMMITTEES, APPOINTMENTS AND DELEGATIONS**

Council's Group Manager Business Enablement, G Bunn outlined the legislative power available to the Mayor to establish committees and appoint members. He advised His Worship the Mayor had exercised this power.

Mr Bunn advised delegations to committees however must be made by resolution of Council. He took the staff recommendation as read.

**RESOLVED C8:** That Ōtorohanga District Council:

- a Receives His Worship the Mayor’s memorandum included as appendix 1 of this report establishing Council committees and their chairs pursuant to section 41A of the Local Government Act 2002; and,
- b Delegates, pursuant to clause 32 of Schedule 7 to the Local Government Act 2002, to each committee established under a above as follows:

Committee	Delegation
Risk and Assurance Committee	<p>Power to act:</p> <ul style="list-style-type: none"> <li>a Receive and consider audit reports.</li> <li>b Receive and consider staff reports on audit, internal control, and risk management related matters.</li> <li>c To approve the Auditors engagement and arrangement letters.</li> <li>d To deal with any other matter requested of the Committee by Council or any of its other Committees.</li> </ul> <p>Power to recommend:</p> <ul style="list-style-type: none"> <li>e Make recommendations to Council on financial, internal control and risk management policy and procedure matters as appropriate.</li> </ul>
Chief Executive Review Committee	<p>Power to act:</p> <ol style="list-style-type: none"> <li>1. To decide all matters arising under Section 42 and Clauses 33, 34, 35 and 36 of Schedule 7 of the Local Government Act 2002 and all matters arising from Council’s employment agreement with the Chief Executive, except for:                             <ul style="list-style-type: none"> <li>i The appointment of a Chief Executive; and</li> <li>ii The re-appointment of a Chief Executive for a second term under Clause 34 of Schedule 7 of the Local Government Act 2002; an</li> <li>iii The termination of employment of the Chief Executive.</li> </ul> </li> <li>2. Lead the annual review of the Chief Executive’s performance in accordance with the process set out in the Chief Executive’s employment contract, ensuring involvement of the full Council.</li> <li>3. To decide whether to use an external consultant for the purpose of fulfilling these delegations, and, if so, the selection of an external consultant. It is expected that this is done in consultation with Chief Executive.</li> <li>4. To handle all routine Chief Executive contract/employment matters not dealt with by the Mayor.</li> </ol> <p>Power to recommend:</p> <ol style="list-style-type: none"> <li>5. To make recommendations to Council on the initial employment, re-employment, remuneration, resignation, or dismissal of the Chief Executive.</li> <li>6. In association with the annual performance review, to undertake a review of the Chief Executive’s remuneration package and make recommendations to Council on an annual basis.</li> <li>7. To recommend to Council any professional/personal development opportunities for the Chief Executive.</li> </ol>

<p>Grants and Awards Committee</p>	<p>Power to act:</p> <ol style="list-style-type: none"> <li>1 To determine all matters pertaining to the allocation of funding of the SPARC Rural Travel Fund, Creative Communities NZ Scheme and any other Council grants or awards that Council establishes.</li> <li>2 To co-opt iwi and/or community representatives as necessary to ensure compliance with the terms of externally funded schemes.</li> <li>3 To co-opt community representatives if required for any other Council grants or awards that Council establishes.</li> </ol> <p>Power to recommend:</p> <ol style="list-style-type: none"> <li>1. To recommend to Council the criteria and allocation process for any other Council grants or awards that Council establishes.</li> </ol>
<p>Councillor Jeffries   Councillor Johnson</p>	

**ITEM 6: APPOINTMENTS TO EXTERNAL ORGANISATIONS, COMMITTEES AND GROUPS**

Council’s Group Manager Business Enablement, G Bunn advised several external organisations had requested Council representation. He referred members to the organisations listed in the staff recommendation.

**RESOLVED C9:** That Ōtorohanga District Council:

a Appoints the following members to organisations, committees, or groups requiring Council representation by constitution or legislation:

Organisation/Committee/Group	Representatives
Ngā Wai o Waipā Co-Governance Forum	Appointee: Councillor Jaimee Tamaki Alternate: Councillor Katrina Christison
Te Nehenehenui Joint Committee	Appointee: Councillor Jaimee Tamaki Alternate: Councillor Katrina Christison
Raukawa Charitable Trust and Ōtorohanga District Council Joint Management Committee	Appointee: Councillor Cathy Prendergast Alternate: Councillor Roy Johnson
Waikato Regional Transport Committee	Appointee: Councillor Rodney Dow Alternate: Councillor Steve Hughes
North King Country Development Trust	Appointee: Councillor Cathy Prendergast Alternate: Councillor Kit Jeffries
Waikato Region Civil Defence Emergency Management Group Joint Committee	Appointee: Councillor Annette Williams Alternate: Councillor Kit Jeffries

b Appoints the following members to other organisations, committees, or groups who have requested Council representation:

Organisation/Committee/Group	Representative
If established, Waikato Regional Council passenger transport committee (Regional Connections)	Appointee: Councillor Rodney Dow

Committee):	Alternate: Councillor Steve Hughes
If established, Waikato Regional Council west coast zone	Appointee: Councillor Kit Jeffries Alternate: Councillor Annette Williams
Happy Valley Nutrition Liaison Group	Appointee: Councillor Rodney Dow Alternate: Councillor Katrina Christison
Waikeria Liaison Group	Appointee: Councillor Cathy Prendergast Alternate: His Worship the Mayor
Waikeria Community Impact Forum	Appointee: Councillor Cathy Prendergast Alternate: His Worship the Mayor
Ōtorohanga District Development Board	Appointee: Councillor Katrina Christison Alternate: Councillor Roy Johnson
Tihiroa Rural Water Supply Scheme Committee	Appointee: Annette Williams Alternate: His Worship the Mayor, Max Baxter
Arohena Rural Water Supply Scheme Committee	Appointee: Councillor Cathy Prendergast Alternate: His Worship the Mayor, Max Baxter
Ranginui Rural Water Supply Scheme Committee	Appointee: Councillor Cathy Prendergast Alternate: His Worship the Mayor, Max Baxter
Waipā Rural Water Supply Scheme Committee	Appointee: Councillor Roy Johnson Alternate: His Worship the Mayor, Max Baxter
Councillor Jeffries   Councillor Dow	

**ITEM 7: FUNDING FOR COLLABORATIVE PUBLIC TRANSPORT SERVICES - TE KUITI TO HAMILTON**

Council’s Chief Executive, T Winter outlined the proposal prepared by Waikato Regional Council.

Waikato Regional Council staff member, M Tamura advised the service would be available for any member of the public. He noted Waikato University would contribute to the fare cost for their students via the ‘V’ card. The cash fare price was indicated to be \$6 one way (or \$4 with a ‘V’ card) with a maximum of \$36 per week for an adult. In response to a query, Mr Tamura advised the service would expect around 30 passengers per day.

In response to a further query, Mr Tamura advised Waikato Regional Council would provide promotion which was already included in the cost of service as a small administration charge. The Regional Council would take the lead role in promoting the service.

Members discussed a possible impact on local businesses due to the improved connectivity providing access to a wider locality. Mr Tamura spoke on future funding should the trial be successful. Regular updates on the trial would be provided to Council.

**RESOLVED C10:** That Ōtorohanga District Council:



- a Support an 18 month trial period from 13 February 2023 to enable a daily bus service to be established between Te Kuiti and Hamilton (with stops in Ōtorohanga), and Tokoroa and Hamilton;
- b Approve the allocation of up to \$9,700 for the 2022/23 financial year; and,
- c Approve the inclusion of a budget of up to \$24,000 in the draft Annual Plan for 2023/24.

Councillor Dow | Councillor Jeffries

**ITEM 8: COUNCIL AND COMMITTEE MEETING DATES**

Council’s Group Manager Business Enablement, G Bunn took the report as read.

**RESOLVED C11:** That Ōtorohanga District Council:

- a Adopt the meeting schedule for Ōtorohanga District Council from December 2022 to the end of 2023 as follows:

Meeting	2022	2023
Ōtorohanga District Council	14 December	21 February 21 March 18 April 16 May 20 June 18 July 15 August 19 September 17 October 21 November 12 December

- b Adopt the following committee meeting schedule for December 2022.

Committee	December 2022
Risk and Assurance Committee	To be confirmed
Grants and Awards Committee	9 December
Creative Communities NZ Scheme Sub-Committee	5 December
Chief Executive’s Performance Committee	Not required

Councillor Christison | Councillor Dow

**ITEM 9: FINANCIAL REPORT FOR THE MONTH ENDING 31 OCTOBER 2022**

Council's Finance Manager, B O'Callaghan outlined the report and advised the draft Annual Report was on track for adoption at Council's December meeting. Council's Chief Executive, T Winter spoke on the vacancies and recruitment underway.

**RESOLVED C12:** That Ōtorohanga District Council receive the report titled 'Financial report for the month ending 31 October 2022' (document number 660696) from Brendan O'Callaghan, Finance Manager.

His Worship the Mayor | Councillor Jeffries

**ITEM 10: UPDATED CODE OF CONDUCT TEMPLATE**

Council's Group Manager Business Enablement, G Bunn spoke to the report noting the Code would be presented for adoption at the December meeting. Council's Chief Executive, T Winter advised the major changes include an explicit description of unacceptable behaviours and an amended approach to investigating and assessing alleged breaches. In the past breaches have been laid on the Chief Executive for investigation. The amendments improve the process and encourage that an independent investigator is used.

**RESOLVED C13:** That Ōtorohanga District Council receive the report titled 'Code of Conduct' (document number 66539) from Kaia King, Manager Governance.

His Worship the Mayor | Councillor Tamaki

**COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL**

Councillor Jeffries attended the Risk and Assurance Committee meeting and a Ōtorohanga housing plan meeting.

Councillor Hughes spoke in the intensive induction and attending the Ōtorohanga Community Board swearing in ceremony followed by informal meetings of the Board.

Councillor Dow commented on the induction and associated bus tours. He noted the increase in the number of buses stopping in the town.

Councillor Christison attended informal Ōtorohanga Community Board catchups and the induction events.

Councillor Williams spoke on the induction programme and events attended in her deputy mayor role.

Councillor Willison commented on his gratitude for being part of the Council and spoke on the future of the Ōtorohanga College hostel. Councillor Tamaki also spoke on the hostel.

Councillor Prendergast spoke on the induction programme focussed on team building. She advised Councillors of an opportunity to visit Waikeria Prison.

Councillor Johnson commented on the Ōtorohanga Golf Club tournament where he spoke in his former role as Deputy Mayor. He urged attendees to come back and visit with their families. He also took His Worship through Beattie Home and offered to arrange a similar tour for other interested councillors.

His Worship the Mayor thanked staff for organising the induction programme and bus tours.

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

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

### **MEETING CLOSURE**

His Worship the Mayor declared the meeting closed at 11.23am.

### **WORKSHOPS**

The following workshops were held:

- Workshop 1: Waka Kotahi New Zealand Transport Agency speed management plan
- Workshop 2: Future for Local Government draft report
- Workshop 3: Register of pecuniary interests

The workshop session ended at 2.27pm.