



Ōtorohanga District Council

MINUTES

16 February 2021

1PM

ŌTOROHANGA DISTRICT COUNCIL

16 February 2021

Minutes of an Ordinary meeting of the Ōtorohanga District Council held St David's Church,
Cnr Ranfurly and Turongo Street, Ōtorohanga on Tuesday 16 February 2021 commencing at 1pm

Tanya Winter
CHIEF EXECUTIVE

MINUTES

PRESENT

IN ATTENDANCE

REFLECTION / PRAYER / WORDS OF WISDOM (HIS WORSHIP THE MAYOR)

DECLARATION OF CONFLICTS OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL – 15 DECEMBER 2020

RECEIPT OF MINUTES ŌTOROHANGA COMMUNITY BOARD – 2 DECEMBER 2020

REPORTS

ITEM 142	HIS WORSHIP THE MAYOR – VERBAL REPORT	1
ITEM 143	DISTRICT LIBRARY REPORT	2
ITEM 144	RECOMMENDATIONS FROM COMMUNITY BOARDS & COMMITTEES OF COUNCIL	2
ITEM 145	FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020	4
ITEM 146	OLDER PERSONS HOUSING POLICY	3
	COUNCILLOR UPDATE	4

PRESENT

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

IN ATTENDANCE

Ms. T. Winter (Chief Executive), Messrs. R. Brady (Group Manager Engineering), G Bunn (Group Manager Corporate), A Loe (Group Manager Environment), B O'Callaghan (Finance Manager), CA Tutty (Governance Supervisor) and Ms. T Ambury (Community and Economic Development Manager)

His Worship declared the meeting open and welcomed those present.

REFLECTION / PRAYER / WORDS OF WISDOM

Councillor Dow recited the following -

Envision yourself succeeding.

Imagine what you are going to accomplish, and

then take the steps to actually achieve what you want to do.

Keep your eyes on the prize at all times, and don't let any missteps discourage you in any way.

Focus on the future and all you can do to make it unforgettable.

You are irreplaceable and incredible, and there is no one else like you.

Great things are coming your way – all you have to do is believe in yourself....

And go for it!

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 at the commencement of the meeting.

CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 15 DECEMBER 2020

Resolved that the Minutes of the meeting of the Ōtorohanga District Council held on 15 December 2020, as circulated, be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

HIS WORSHIP / COUNCILLOR JOHNSON

Councillor Jeffries referred to the Reflection / Prayer / Words of Wisdom and requested that the second sentence be amended to read 'the other Wolf is filled with love, joy, truth and peace'.

Councillor Jeffries also highlighted the misspelling of 'unanimously' on page 3.

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 2 DECEMBER 2020

Resolved that the Minutes of the meeting of the Ōtorohanga Community Board held on 2 December 2020, as circulated, be received.

COUNCILLOR DOW / COUNCILLOR FERGUSON

ITEM 142 HIS WORSHIP THE MAYOR – VERBAL REPORT

His Worship reported on activities he has participated in since the last meeting, these being –

- Met with new Police Area Commander – Will Loughrin and new Senior Sergeant Jimmy Walker.
- Visited Waikeria Prison (top Jail) to discuss the recent riot and damage to the prison.
- Attended with Councillor Williams and Chief Executive to the opening of the new bridge at Oparau. celebrating the efforts of Tame Pokaia in gaining access to landlocked Maori Land. Councillor Jeffries was also in attendance at the opening.
- Long Term Plan Workshops.
- Citizen Meeting
- Community Recovery Road Trip with MSD and MTFJ to Hauraki, Waitomo and South Waikato Councils.
- Opening of Ōtorohanga Employment Hub.
- Attended St. John Service Awards.
- Attended Nehenehenui RMC meeting.

RESOLVED that His Worship the Mayor’s verbal report be received.

HIS WORSHIP / COUNCILLOR JOHNSON

ITEM 143 DISTRICT LIBRARY REPORT

The Group Manager Corporate introduced the new Library Manager, Heather Taylor to members. He reported that Heather had commenced employment with Council in mid-January 2021 and with her comes a wide range of Library skills.

The Group Manager Corporate welcomed Heather to Council.

Ms. Taylor presented highlights of her report, in particular noting the amazing work carried out by staff members Molly and Fiona prior to the arrival of the new Library Manager.

Ms. Taylor informed members as part of consideration for forward planning she is keen to take Library services out into the rural communities.

His Worship welcomed Ms. Taylor to Council and wished her all the best for the future.

RESOLVED that the Library Managers quarterly report be accepted.

COUNCILLOR WILLIAMS / COUNCILLOR JEFFRIES

ITEM 144 RECOMMENDATIONS FROM COMMUNITY BOARDS AND COMMITTEES OF COUNCIL

RECOMMENDATIONS FROM RISK AND ASSURANCE COMMITTEE

The Chief Executive referred members to the recommendations from the Risk and Assurance Committee. She said it is important for both staff and Elected Members to be familiar with the financial policies attached.

The Chief Executive asked members whether they had any questions in respect to the proposed Financial Policies.

Councillor Jeffries queried the following:

- Chief Executive and Mayor’s sensitive expenditure approval whether this has been disclosed to the risk and assurance committee.

The Chief Executive replied that the Chair of Committee has suggested this be done so in the future, to date there has been no expenditure.

- Gifts & Koha to external parties – does Council have a policy should these exceed \$300. The Chief Executive replied that once the amount exceeds \$300, it is classified as a “fee for service”.

- Gift register – should this be reviewed by the Risk and Assurance Committee?
The Chief Executive replied that at the present time there is no gift register however this will be available via Council’s website or available on request.
- Staff Purchasing Policy – the process and how staff and Elected Members are advised of any items for sale.
- The Chief Executive replied that Elected Members are not advised; this has been forwarded to staff only.
- In reply to Councillor Klos in relation to the standard of dress the Chief Executive replied that this is to be no less appropriate than that worn by Elected Members.

RESOLVED that Council adopts the following financial policies being;

- a) Sensitive Expenditure Policy
- b) Entertainment & Hospitality Policy
- c) Gifts & Koha Policy
- d) Professional Memberships Policy
- e) Staff Purchasing Policy
- f) Staff Support and Welfare Expenditure Policy
- g) Travel and Accommodation Policy

COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON

ITEM 146 OLDER PERSONS HOUSING POLICY

The Community and Economic Development Manager referred members to her report on the draft Older Persons Housing Policy for Council’s consideration and discussion.

She highlighted the following items –

- a) ‘Older Persons’ are those persons aged 60 years and over.
- b) Extra income – whether tenant’s income must not exceed 20% above their regular gross superannuation?
- c) Whether the Policy is reviewed every five years or earlier.

RESOLVED that

1. The draft Older Persons Housing Policy as attached in this report is adopted by Council as a draft, and that on adoption of the draft Policy a public notification period is given of one month to allow members of the public, iwi and stakeholders the opportunity to submit in respect of the draft Older Persons Housing Policy to assist Council in their policy setting and decision making process as per the Local Government Act 2002.
2. At the completion of the submission period, staff report back to Council for consideration a summary of the submissions and how any concerns raised through the submission process have been addressed within the policy development before Council adopts the final Older Persons Housing Policy.

HIS WORSHIP / COUNCILLOR CHRISTISON

ITEM 145 FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020

The Finance Manager summarised the financial report for the period ending 31 December 2020 and asked members whether they had any questions on its content.

Councillor Jeffries asked whether these financial reports be submitted to the Risk and Assurance Committee prior to Council in future.

The Chief Executive replied that the goal is to provide monthly financial reporting to Council with a quarterly report including the Capital Works Programme and non-financial performance measure reporting going to the Risk and Assurance Committee.

RESOLVED that the Financial Report for the year ended 31 December 2020 be received.

COUNCILLOR JEFFRIES / COUNCILLOR DOW

COUNCILLOR UPDATE

COUNCILLOR WILLIAMS

- Delegated to attend the blessing and opening of the Wintec Training Centre – great support for Council.
- Civil Defence Foundation Training.

COUNCILLOR JOHNSON

- Reported on the 100% improvement carried out at the Waipa Gorge Reserve.
- Improved condition of Huddle Road with good grading being carried out and appropriate supply of metal, requested that these comments be passed on to staff.
- Reminded members of the forthcoming Kiwitown Piston Festival.

COUNCILLOR CHRISTISON

- Business as usual

COUNCILLOR DOW

- Attended the LTP Workshops.
- Attended the Kawhia Kai Festival.
- Attended the Regional Transport Committee Meeting.
- Attended the Mayors Taskforce for Jobs.

COUNCILLOR KLOS

- Extended her thanks to those staff members who deliver Council Documents to her residence.
- Concern at the lack of Police coverage in the rural areas. She outlined a critical incident at a rural School where no Ōtorohanga police were available or members of the Schools Board of Trustees. His Worship suggested that discussion be held with NZ Police over the incident and the Board of Trustees of the School should have a plan in place covering such incidents. Reported that all rural school students were provided with Laptops during the COVID-19 lockdown however, a number of homes do not have internet available. She said this issue impacts on the Districts ratepayers.

COUNCILLOR FERGUSON

- Business as usual
- Extended his thanks to Council's Chief Executive and Finance Manager for undertaking a catch-up session with him on the Long Term Plan.

COUNCILLOR JEFFRIES

- Council Workshop & Meeting
- Aotea Ratepayers Meeting.
- Meeting at Hauturu Hal to discuss ongoing problem with roaming dogs.
- Opening of new bridge at Oparau.
- LTP Workshop
- Kawhia Kai Festival
- CDEM Workshop / Joint LTP Workshop with Community Board members.
- Blessing/initiating solar energy power at Kawhia School.
- Exhibition opening – ‘The Old Post Office’ gallery.

MEETING CLOSURE

The meeting closed at 2.15pm