

# OPEN AGENDA



## Ōtorohanga District Council

## Te Kaunihera ā-Rohe o Ōtorohanga

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council will be held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Tuesday, 21 May 2024 commencing at 10.00am.**

Tanya Winter, Chief Executive

14 May 2024

### Membership

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

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy; however, attendees are advised they may be recorded as part of the general meeting proceedings.

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**WORKSHOPS | HUI AWHEAWHE**

Please note that workshops will not be livestreamed but are open to the public to attend where indicated.

Better Off Fund – request received from the Department of Internal Affairs	Open
Costs of Community Boards	Open
Trading in public places	Open
Mangatutu Reserve update	Open
Monthly discussion with the Chief Executive	Public excluded <sup>1</sup>

**PLEASE NOTE**

The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

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

## OPENING FORMALITIES

### COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

### OPENING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ

### APOLOGIES | NGĀ HŌNEA

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s). If an apology is received, the staff recommendation is shown below.

*That Ōtorohanga District Council receive and accept the apology from ... for ... (non-attendance, late arrival, early departure).*

### PUBLIC FORUM | HUI TŪMATANUI

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority. Requests to attend the public forum must be to the Manager Governance ([governance@otodc.govt.nz](mailto:governance@otodc.govt.nz)) at least **two working days before the meeting**. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

At the finalisation of this agenda, no requests had been received.

### LATE ITEMS | NGĀ TAKE TŌMURI

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 saying the reasons why the item was not on the agenda and why it cannot be dealt with at a later meeting as a full agenda item. It is important to note that late items can only be dealt with when exceptional circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item ... due to ...and confirm the order of the meeting as shown in the agenda with the late item ... to be heard ...*

**DECLARATION OF CONFLICT OF INTEREST | TE WHAKAPUAKANGA PĀNGA TAHARUA**

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

Should any conflicts be declared the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from ... for item ... and direct the conflict to be recorded in Council's Conflicts of Interest Register.*

**CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI**

The unconfirmed minutes of the 23 April 2024 meeting are attached on the following page.

**Staff recommendation**

That Ōtorohanga District Council, confirm as a true and correct record of the meeting, the unconfirmed open minutes of the Ōtorohanga District Council meeting held on 23 April 2024.

# OPEN MINUTES



## Ōtorohanga District Council

## Te Kaunihera ā-Rohe o Ōtorohanga

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held at the Kahotea Marae, 50 Kahotea Road, Ōtorohanga on **Tuesday, 23 April 2024 commencing at 10.00am.**

Tanya Winter, Chief Executive

25 April 2024

### Elected Member attendance record

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson and Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Rodney Dow	Attended
Ōtorohanga Councillor	Katrina Christison	Apology
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Attended
Waipā Councillor	Roy Johnson	Attended
Wharepūhanga Councillor	Cathy Prendergast	Attended

### Quorum

A majority of members (including any vacancies).

### ŌDC's Senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Engineering & Assets	Mark Lewis (Acting Chief Executive)	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Attended

These Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 26 April 2024.

**ORDER OF BUSINESS**

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**PUBLIC EXCLUDED | TAKE MATATAPU**

No reports.

**CLOSING FORMALITIES**

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**WORKSHOPS | HUI AWHEAWHE**

There are no scheduled workshops.



**OPENING FORMALITIES**

**COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI**

His Worship the Mayor declared the meeting open at 10.01am. He thanked Kahotea Marae for the formal welcome and for hosting the Ōtorohanga District Council meeting.

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ**

Councillor Tamaki provided the opening karakia.

**APOLOGIES | NGĀ HŌNEA**

Resolved O187: That Ōtorohanga District Council receive and accept the apologies from Councillors Katrina Christison and Roy Willison for non-attendance.

His Worship the Mayor | Councillor Tamaki

**PUBLIC FORUM | HUI TŪMATANUI**

No requests had been received.

**LATE ITEMS | NGĀ TAKE TŌMURI**

There were no late items.

**DECLARATION OF CONFLICT OF INTEREST | TE WHAKAPUAKANGA PĀNGA TAHARUA**

There were no conflicts declared.

**CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI**

Resolved O188: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the unconfirmed open minutes of the Ōtorohanga District Council meetings held on 26 March 2024 and 4 April 2024.

Councillor Jeffries | Councillor Johnson

**RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI**

Resolved O189: That Ōtorohanga District Council receive the unconfirmed Minutes of the Ōtorohanga Community Board’s meeting on 2 April 2024, and the unconfirmed Minutes of the Kāwhia Community Board’s meeting on 4 April 2024.

Councillor Dow | Councillor Jeffries

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

His Worship the Mayor, the Chief Executive and Group Manager Strategy & Community attended the Ōtorohanga Business Development Board’s breakfast and spoke on the draft Long Term Plan and the two concept plans. His Worship joined the ŌDC delegation to the Ōrākau commemorations. He chaired the extra-ordinary ŌDC meeting, elected member workshop and spoke to a meeting at Beattie Home. He travelled to Wellington for a Mayors Taskforce for Jobs meeting followed by the Local Government New Zealand (LGNZ) Combined Sector meeting then the LGNZ Rural and Provincial meeting.

His Worship joined staff at the draft Long Term Plan/concept plan community days in Ōtorohanga and Arohena. He attended the shearing championship in Te Kuiti, and the Chiefs rugby game. He met with representatives from the Ōtorohanga Kiwi House and joined the Waikato Regional Airport Limited’s shareholders Zoom meeting, and the Mayors Taskforce for Jobs meeting via Zoom.

Resolved O190: That the verbal update from His Worship the Mayor be received.

His Worship the Mayor | Councillor Dow

**DECISION REPORTS | NGĀ PŪRONGO WHAKATAU**

**Item 124: Ōtorohanga multi-purpose community hub – Feasibility study**

ŌDC’s Ross McNeil was joined by Adele Hadfield and Chase Cahalane from Veros (via Zoom).

Mr McNeil acknowledged ŌDC’s partners in the project noting their representatives, Robert Prescott from Ōtorohanga Support House and Jock Gollan from the Ōtorohanga Club, were in attendance.

Mr McNeil outlined the three options resulting from the initial consultation and the associated costs. He noted that Veros had recommended in their report that the project be progressed in two stages, commencing with the funding plan before the stages commence. Mr McNeil outlined the slight change to the project steps recommended by staff.

His Worship acknowledged the report from Veros and the participation of mana whenua.

Councillor Prendergast acknowledged the comments made around the progress. She referred to point 6.4 and the reference to land costs and GST and sought to confirm there were no land costs. Mr McNeil confirmed there were no land costs.

Councillor Dow referred to Option 2 of the report and the reference to new civic spaces. Mr McNeil stated the preferred costs was to work with the Ōtorohanga Club. Councillor Dow stated the recommendation Option 2 had an ‘A’ and ‘B’. Mr McNeil stated the preference was Option 2A.

Councillor Jeffries referred to 6.3, 6.4 and 6.5. He queried if the report had an option to commence with 6.4, then community services hub then the library hub. Mr McNeil stated the best value was to move ahead with all three elements as they weren’t so critically aligned that one project couldn’t be advanced faster than the others. He noted this would be explored as part of the funding plan.

Councillor Jeffries then referred to page 36 of the Veros report referencing the ‘user pays’ comment and queried if the user charges would be developed during the funding plan. Mr McNeil confirmed this would be an element of the plan.

Councillor Jeffries referred to page 39 of the Veros report and the level of detail for the costings and queried if there had been any consideration of using solar energy. Mr McNeil advised the costings were at a high level and if ODC supported the staff recommendation, the detail would be included.

Deputy Mayor Williams endorsed the previous comments on the participation of the community.

Resolves O191: That the Ōtorohanga District Council:

- a. Receives the Feasibility Report on an Ōtorohanga Multi-Purpose Community Hub completed by Veros, dated March 2024.
- b. Endorses the Network Community Hub concept as reflected by Option 2 in the Feasibility Report, being:
  - i. A Library, Arts & Connection Hub – based on developing the current Ōtorohanga Library site.
  - ii. A Community Services Hub – based on developing the current Ōtorohanga Support House Whare Āwhina site.
  - iii. A Civic Hub – based on developing the current Ōtorohanga Club hall facility, in agreement with the Ōtorohanga Club as owners of the property.
- c. Directs the Chief Executive to work with the relevant project partners on refining the proposals, including (but not limited to) undertaking the appropriate due diligence, consideration of partner agreements and assessment of funding opportunities and requirements (capital and operating), and report on progress to Council via the Ōtorohanga Community Board.
- d. Approves a budget of up to \$50,000, funded from the Concept Plans implementation budget, to progress the work identified in c. above, with a final report on this work to be considered by Council before any decisions are made to proceed further with the project.

His Worship the Mayor | Councillor Dow

**Item 125: Waikato Biodiversity Accord**

ŌDC’s Tony Quickfall was joined by Judy van Rossem from Waikato Regional Council and Angus McKenzie from Place Group Environmental. Ms van Rossem spoke to a presentation.

Councillor Prendergast queried the implications for private landowners. Ms van Rossem advised this would assist landowners to cooperate together to build incentives in conjunction with the Waikato Regional Council. In response to a second query, she confirmed this would not be compulsory for landowners.

Mr Quickfall noted the Ōtorohanga District Plan was due to be reviewed commencing in 2025.

His Worship the Mayor queried if there would still be priority catchments and the subsidy for riparian planting on water edges but planting further back from the water edge was not seen as a priority. Ms van Rossem noted the Accord would facilitate those types of discussions.

Deputy Mayor Williams queried where the existing Accords stood in relation to the Waikato Biodiversity Accord. Ms van Rossem noted other organisations could join as the Strategy was built.

Resolved O192: That the Ōtorohanga District Council:

- a Agree to becoming a signatory to the Waikato Biodiversity Accord, subject to:
  - i Waipā District Council, Waitomo District Council, mana whenua iwi, QEII National Trust, Department of Conservation and Waikato Regional Council all becoming signatories; and
  - ii The inclusion of the following amended principle and new objective that limits Council’s cost and resourcing commitments to Council’s staffing capacity and budget:
 

*Amended Principle: Coordinate efforts across jurisdictional boundaries, integrating resources, funding, and actions for greater impact on biodiversity conservation and enhancement while working within resource and financial constraints.*

*New Objective: An Efficient and Effective Strategy process and implementation, that recognises the varying capacity of Accord partners and stakeholders to participate; and*
- b Authorise the Chief Executive to assess and accept any further inconsequential amendments to the Accord that may be put forward from other stakeholders; and
- c Require the Chief Executive to review Council’s signatory status of the Waikato Biodiversity Accord, following clear Government direction on its review of the National Policy Statement Indigenous Biodiversity.

Councillor Hughes | Councillor Jeffries

**Item 126: Annual report on dog control policy and practices**

ODC’s Tony Quickfall and Jo Kete spoke to the report.

Councillor Jeffries referred to his earlier email to staff querying the statistics which showed 46 dogs unaccounted for. He also queried the 26 impounded stock and if they were returned to their owners. Ms Kete stated the system had been updated to provide better reporting. She noted the majority of the 46 dogs were rehomed or euthanised. She noted the impounded stock process meant it was likely they were returned home or auctioned off if unclaimed. Councillor Jeffries then noted the roaming stock issue (cattle and horses) in the Aotea community. Mr Quickfall advised staff were aware of the issue and had met with the principal owners of the stock. He advised discussions were ongoing.

Councillor Tamaki queried if the unregistered dogs were being followed up. Ms Kete stated there would be a drive to ensure dogs were registered from 1 July. Councillor Prendergast queried if a dog being registered after two years of non-registration would need to also pay for those two years as well as the current year. Ms Kete advised only the current year’s payment would be required.

Resolved O193: That Ōtorohanga District Council receives the 'Animal Education and Dog Control Act 1996 Section 10A report' (appendix 1).

Councillor Jeffries | Councillor Tamaki

**Item 127: Ōtorohanga District Economic Wellbeing Strategy – Adoption of draft for consultation**

ODC’s Nardia Gower spoke to the report. She advised that following ŌDC’s workshop on 9 April, the Strategy was shared with the Ōtorohanga Development Board and Hamilton Waikato Tourism. She stated changes were made following feedback from those organisations. Ms Gower noted the staff recommendation was for hearings in early June but if the level of submissions allowed, then the hearings could be held in the week commencing 27 May to allow for any changes to be made to the draft Long Term Plan.

Councillor Dow queried the existing budgets for the Ōtorohanga District Development Board and Hamilton Waikato Tourism. Ms Gower advised the funding was three yearly in alignment with the Long Term Plan.

Councillor Jeffries commented on the consultation period and confusion in the community due to the multiple consultations in progress. Deputy Mayor Williams acknowledged staff’s work to separate the different consultations.

Councillor Tamaki noted the translations were not consistently shown throughout the document.

Resolved O194: That the Ōtorohanga District Council approve the proposed draft Ōtorohanga District Economic Wellbeing Strategy for community engagement/consultation for a two-week period starting Monday 6 May 2024, with feedback/submissions considered by Council in early June 2024.

Councillor Johnson | Councillor Hughes

**Item 128: Waste Management and Minimisation Plan 2024 – Summary of submissions and adoption**

ODC’s Jared le Fleming took the report as read but provided a brief overview of the progress to date. He noted ten submissions were received during the consultation period.

Resolved O195: That the Ōtorohanga District Council adopt the Waste Management and Minimisation Plan 2024 (document number 750361).

Councillor Prendergast | Councillor Dow

**Item 129: Submission – Fast Track Approvals Bill**

ODC’s Tony Quickfall took the report as read. Councillor Dow advised he did not support the submission.

Resolved O196: That the Ōtorohanga District Council retrospectively confirm the submission (included as Appendix 2) lodged in respect to the Fast Track Approvals Bill noting that the timing for submissions did not allow Council the opportunity to formally consider the submission prior to the closing date.

Deputy Mayor Williams | Councillor Johnson

Councillor Dow recorded his vote against.

**Item 130: Adoption of the Mayoral Disaster Relief Fund Policy**

ODC’s Andrew Loe noted a small inclusion to the Policy was made following the Risk and Assurance Committee to appendix 2. Councillor Jeffries noted the Kāwhia Community Board had considered the Policy and supported it.

Resolved O197: That Ōtorohanga District Council adopt the Mayoral Disaster Relief Fund Policy (document number 727419).

His Worship the Mayor | Councillor Jeffries

**INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE**

**Item 131: Community Facilities activity update for the month ending 31 March 2024**

ODC’s Jared le Fleming noted the Ōtorohanga Pool Complex Operation and Management contract was out for tender. He noted the Kāwhia and Ōtorohanga mowing contracts were due for renewal and would be considered by the community boards.

Councillor Dow referred to the Windsor Park toilet and queried if it would be open 24 hours a day. Mr le Fleming advised the public toilets on Wahanui Crescent were the 24 hour toilets for Ōtorohanga.

Deputy Mayor Williams referred to the asset management plan and if the plan would be accessible to the community. Mr le Fleming advised this would be available once it was refined.

Councillor Jeffries noted the historic ‘Papa o Karewa’ tree had a limb supported by a pole and quotes were being sought from carvers to decorate the pole. A funding application was underway for this project.

Resolved O198: That the Ōtorohanga District Council receive the report titled ‘Community Facilities Activity Update for the Month Ending 31 March 2024’ (document number 750047) from Jared le Fleming, Manager Community Facilities.

Councillor Prendergast | Councillor Tamaki

**Item 132: Financial report for the month ending 31 March 2024**

ŌDC’s Graham Bunn was joined by Brendan O’Callaghan via Zoom.

Mr Bunn noted the net surplus was due to the timing of the second rates instalment. He noted operating revenue was up on budget. He referred to a query from Councillor Jeffries via email and advised the budget deficit was increased due to the concept plans budgets being carried over.

Resolved O199: That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 31 March 2024’ (document number 750672) from Brendan O’Callaghan, Finance Manager.

Councillor Jeffries | Deputy Mayor Williams

**OTHER BUSINESS | ĒTAHI ATU TAKE**

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

Councillors Johnson and Prendergast joined Mayor Baxter and Deputy Mayor Williams for the draft Long Term Plan community open day at Arohena. Councillor Prendergast joined Deputy Mayor Williams for the open day at Kāwhia and Ōtorohanga.

Councillor Prendergast also joined Mayor Baxter for the Ōtorohanga Kiwi House meeting. Councillors Prendergast and Tamaki joined delegation to the Ōrākau commemorations. Mayor Baxter was joined by Deputy Mayor Williams and Councillor Prendergast for the Ōtorohanga Development Board’s Business Breakfast.

Councillors Prendergast attended several meetings for the North King Country Development Trust to organise the Mentors Evening.

Deputy Mayor Williams joined Mayor Baxter for the Local Government New Zealand (LGNZ) Combined Sector meeting then the LGNZ Rural and Provincial meeting. Councillors attended the extra-ordinary Ōtorohanga District Council meeting on 4 April.

Councillor Tamaki joined the Te Nehenehenui joint management agreement committee for a tour of the area covered by the agreement. Deputy Mayor Williams joined Councillor Prendergast for a 'Women in Politics' evening held in Cambridge.

Councillor Christison was joined by Councillors Dow and Tamaki for ODC's Grants and Awards Committee meeting. Councillors Christison and Tamaki also attended the Creative Communities Scheme Committee.

Councillor Dow was on the Hearings Panel for the Waikato Transport Committee. Councillor Jeffries attended the Aotea Ratepayers meeting and the Kāwhia Community Board meeting. He joined a Zoom meeting with the Ōtorohanga Housing Committee and LGNZ's Zoom meeting about online harassment. Councillors Christison and Hughes attended the Ōtorohanga Community Board meeting.

His Worship hosted the Citizenship Ceremony with support from Councillor Prendergast in the absence of Deputy Mayor Williams. The Ceremony was followed by the Elected Members workshop day.

Councillor Hughes provided some words of wisdom from author Douglas Adams: "A common mistake that people make when trying to design something completely foolproof is to underestimate the ingenuity of complete fools."

#### **RESOLUTION REGISTER**

Resolved O200: That Ōtorohanga District Council confirm the removal of Resolutions C173, C174, C175, C176, C177 and C186 from the Register.

His Worship the Mayor | Councillor Prendergast

#### **PUBLIC EXCLUDED | TAKE MATATAPU**

There are no reports.

#### **CLOSING FORMALITIES**

##### **CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ**

Councillor Tamaki noted ŌDC's Chief Executive was graduating while the ŌDC meeting was in progress. She then provided closing words and a closing karakia.



**MEETING CLOSURE | KATINGA O TE HUI**

His Worship the Mayor declared the meeting closed at 11.51am and thanked our Kahotea Marae hosts for their hospitality.

**WORKSHOPS | HUI AWHEAWHE**

There were no scheduled workshops.

**RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI**

**Ōtorohanga Community Board**

The unconfirmed Minutes of the Board's meeting on 6 May 2024 is on the following pages.

**Kāwhia Community Board**

The unconfirmed Minutes of the Board's meeting on 2 May 2024 is on the following pages.

**Staff recommendation**

That the Ōtorohanga District Council receive the unconfirmed minutes of the Ōtorohanga Community Board's meeting held on 6 May 2024, and the Kawhia Community Board's meeting held on 2 May 2024.

# OPEN MINUTES



## Ōtorohanga Community Board

## Te Poari Hapori o Ōtorohanga

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Monday, 6 May 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

8 May 2024

### Membership

Chairperson	Upoko	Councillor Katrina Christison	Attended
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	Attended
Member	Mema	Kat Brown-Merrin	Attended
Member	Mema	Jo Butcher	Attended
Member	Mema	Councillor Steve Hughes	Attended
Member	Mema	Tori Muller	Attended

### Quorum

A majority of members (including any vacancies).

### Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended
Chief Advisor	Ross McNeil	Attended

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis.

## Order of business

### Opening formalities

Commencement of meeting   Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī	4
Apologies   Ngā hōnea	4
Public forum   Hui tūmatanui	4
Late items   Ngā take tōmuri	4
Declaration of conflict of interest   Te whakapuakanga pānga taharua	4
Confirmation of minutes   Te whakaū i ngā meneti	2 April 2024 4

### Decision reports | Ngā pūrongo whakatau

Item 28: Removal of Trees at Ōtorohanga Girl Guide Hall and Ōtorohanga Medical Centre	5
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### Information only reports | Ngā pūrongo mōhiohio anake

No reports	
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### Public excluded | Take matatapu

No reports.	
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### Board projects

Project 1: Picnic in the park (project closed)	
Project 2: Ōtorohanga hauora and connectivity trail	6
Project 3: Ōtorohanga kai forest (project closed)	
Project 4: Ōtorohanga dog park	6

## Order of business

### Other business | Ētahi atu take

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Community Board discretionary fund	7
Resolution register	7

### Closing formalities

Closing prayer   Karakia	7
Meeting closure   Katinga o te hui	7

### Workshops | Hui awheawhe

Ōtorohanga mowing contract areas	7
Ōtorohanga reserves management strategy and reserve management plans	7

## Opening formalities

### Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

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

Board Member Butcher provided the following words of wisdom:

- “Children don’t quit after a failed first attempt. Just look at how they learn to walk. However, most adults fear stepping out of their comfort zones in life, especially if the first attempt wasn’t successful. Keep the childhood gift alive of not being hindered by fear of failure. Your confidence will soar”.
- “He toka tū moana | As durable as a rock pounded by the surf.”

### Apologies | Ngā hōnea

There were no apologies as all Members were present.

### Public forum | Hui tūmatanui

No requests to be heard had been received.

### Late items | Ngā take tōmuri

There were no late items.

### Declaration of conflict of interest | Te whakapuakanga pānga taharua

Jo Butcher advised as previously stated, she was a member of the Ōtorohanga Railway Station 100 years event organising group and would withdraw from any discussions and decisions relating to that group.

### Confirmation of minutes | Te whakaū i ngā meneti

Resolved O71: That the open minutes of the Ōtorohanga Community Board meeting held on 2 April 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Deputy Chairperson Coventry | Board Member Brown-Merrin

## Decision reports | Ngā pūrongo whakatau

### Item 28: Removal of Trees at Ōtorohanga Girl Guide Hall and Ōtorohanga Medical Centre

ŌDC’s Jared le Fleming outlined the report and advised the staff recommendation to undertake public consultation was due to the age of the trees. He noted it was possible members of the community had information on the history of those trees that staff might be unaware of.

Board Member Butcher queried why staff had not considered the removal of the elm in light of the recent discovery of Dutch elm disease in Te Awamutu. Mr le Fleming advised the disease shows up quickly in the trees and staff had no concerns with the current state of the tree’s health.

In response to a query from Deputy Chairperson Coventry, Mr le Fleming advised the Ōtorohanga Medical Centre had been in touch with St Mary’s School about the tree located on their land. Staff had no further involvement as the tree was on private property.

Chairperson Christison requested staff consider engaging the contractor to remove the trees as soon as the consultation period is completed, subject to no objections being received. Mr le Fleming confirmed staff could action this request.

Resolved O72: That the Ōtorohanga Community Board:

- a. Approve a three-week public consultation on the removal of the two Oak trees on Council land as shown in point 6.3 of the report; and
- b. Following the completion of the consultation period, on the provision there are no objections to the removal of the trees, Ōtorohanga Community Board approve the removal the two Oak trees.

Councillor Hughes | Board Member Muller

## Information only reports | Ngā pūrongo mōhiohio anake

There were no reports.

## Public excluded | Take matatapu

There were no reports.

## Board projects

Project 1: Picnic in the park (project closed)

**Project 2: Ōtorohanga hauora and connectivity trail**

Board Member Butcher advised the plans and locations for two stations were nearing final approval. She stated one station was to be located by the pump station near Ōtorohanga Groundspread and the other at Alex Telfer Drive (Kakamutu Road end) before the Bob Horsfall Reserve entrance. She advised the Board of a Waikato Regional Council requirement to have any structures 10 or more meters away from the base of the Te Ara a Waiwaiā walkway. This meant that the Phillips Avenue end of the walkway was unable to be used.

ŌDC’s Mark Lewis advised a report will be prepared by ŌDC’s Jared le Fleming for the Board’s consideration. ŌDC’s Tanya Winter commented that ongoing costs including maintenance and depreciation would be included in the report.

**Project 3: Ōtorohanga kai forest (project closed)**

**Project 4: Ōtorohanga dog park (project on hold)**

Board Member Butcher advised she was still in discussions with Resilio and iwi, but the project was effectively on hold at this time.

**Other business | Ētahi atu take**

**Board Member updates**

Board Member Butcher and Chairperson Christison attended the Ōtorohanga Kiwi House opening of the Zone 1 redevelopment. They both spoke to ŌDC’s Tony Quickfall at the opening about the number of drivers parking in the bus parking on Maniapoto Street. They sought the realignment of the signage to be visible to approaching traffic rather than facing directly into the street as currently located. Board Member Butcher also sought the addition of two new ‘No dog’ signs in the middle of Maniapoto Street in addition to the existing signage at each end. ŌDC’s Mark Lewis advised staff would consider if any enforcement actions were appropriate.

Deputy Chairperson Coventry queried the lack of yellow rubbish bags available for purchase at the supermarket. ŌDC’s Jared le Fleming noted these were still available to purchase from local dairies. He advised the issue related to the bags being back ordered with the supplier but until the delivery, bags from Taupo had been made available to the supermarket for purchase. These bags would be collected in lieu of the normal bags until the supply was re-established.

Board Member Muller had lodged a service request after noticing skid marks from motorbikes along the Te Ara a Waiwaiā walkway. She also commented on the intersection of Turongo and Te Kanawa streets and the tendency for drivers turning into Turongo to cut the corner which created a hazard for pedestrians. ŌDC’s Mark Lewis advised staff will look into mitigation options.

Chairperson Christison sought in installation of the 1km markers along the Te Ara a Waiwaiā walkway which was originally requested in November 2022. ŌDC’s Tanya Winter noted the need to install solid posts rather



than plastic markers which can be easily damaged. She advised staff would include this on the work program.

In response to a query from Councillor Christison, Mr Lewis advised the information signage for the Te Ara a Waiwaiā walkway would be installed. These would not be as large as first anticipated but of a design that can be added to in the future. This installation is to complete the project as agreed with the Waikato River Authority.

**Community Board discretionary fund**

Chairperson Christison referred to the request for funding by Trish Fisher for the Ōtorohanga Railway Station 100 years event at the previous month’s public forum. She noted no decision was made at the meeting as a number of Board Members were absent. Members spoke in favour of a grant.

Resolved O73: That the Ōtorohanga Community Board grant the sum of \$3,000 excluding GST from their Discretionary Fund to Trish Fisher for the Ōtorohanga Railway Station 100 years event.

Board Member Brown-Merrin | Councillor Hughes

**Resolution register**

There were no outstanding Resolutions.

**Closing formalities**

**Closing prayer | Karakia**

Deputy Chairperson Coventry provided a closing prayer.

**Meeting closure | Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.32pm.

**Workshops | Hui awheawhe**

<b>Ōtorohanga mowing contract areas</b>	Open to the public	Jared le Fleming
<b>Reserve Management Strategy update</b>	Open to the public	Ross McNeil

The meeting day concluded at 5.20pm.

# OPEN MINUTES



## Kawhia Community Board

## Te Poari Hapori o Kawhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 2 May commencing at 4.00pm.**

Tanya Winter, Chief Executive

3 May 2024

### Elected Member attendance register

Chairperson	Upoko	Geoff Good	Attended
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	Apology
Member	Mema	Dave Walsh	Attended
Member	Mema	Richard Harpur	Attended
Member	Mema	Councillor Kit Jeffries	Attended

### Quorum

A majority of members (including any vacancies).

### Senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Apology
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology
Policy Advisor	Andrew Loe	Attended

## Order of business

### Opening formalities

Commencement of meeting   Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī	4
Apologies   Ngā hōnea	4
Public forum   Hui tūmatanui <ul style="list-style-type: none"> <li>• Annie Mahara and Nedracita Dunn</li> <li>• Kelly Dockery and Hano Ormsby</li> <li>• Jeanette Schollum and Gaylene Kanawa</li> </ul>	4
Late items   Ngā take tōmuri	6
Declaration of conflict of interest   Te whakapuakanga pānga taharua	6
Confirmation of minutes   Te whakaū i ngā meneti <ul style="list-style-type: none"> <li>• 4 April 2024</li> </ul>	6

### Decision reports | Ngā pūrongo whakatau

No reports.	
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### Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
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### Public excluded | Take matatapu

No reports.	
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### Board projects

Project 1: Kāwhia storyboards	6
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### Other business | Ētahi atu take

Community Board discretionary fund	7
Board Member updates	7

**Order of business**

Resolution register

7

**Closing formalities**

Meeting closure | Katinga o te hui

8

**Workshops | Hui awheawhe**

Kāwhia mowing contract areas

8

## Opening formalities

### Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.01pm.

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

Public forum member Hano Ormsby provided the opening karakia.

### Apologies | Ngā hōnea

Resolved K59: That the Kāwhia Community Board receive and accept the apology from Hinga Whiu for non-attendance.

Chairperson Good | Councillor Jeffries

### Public forum | Hui tūmatanui

#### *Kāwhia Fitness Trail*

Jeanette Schollum and Gaylene Kanawa spoke to the project's development over the last three years including the design work undertaken by a consultant. They have liaised with ŌDC staff who have approved the design presented to the meeting. They sought approval from the Board for the location and overall design.

They advised the next stage of the project would be community and affected party consultation lead by ŌDC staff with support from the Trail project team. Once the consultation period has closed, a report will be presented to the Mayor and Councillors at an ŌDC meeting for formal approval for the use of the public land. Following the formal approval, fundraising will commence. They advised that approval had been given from Waikeria Prison to build the equipment once the materials have been purchased by the Trail project team. Due to the timings, it is anticipated implementation will be in 2024/25.

In response to a query from Councillor Jeffries, Ms Schollum advised the Trail project was included in the Kāwhia/Aotea/Ōpārau concept plan that was out for public consultation.

In response to a query from Board Member Walsh, Ms Kanawa advised small signs will be at all pieces of equipment with the exercises that can be done for that item. She expected improvements over time based on community feedback.

In response to a query from Board Member Harpur, Ms Kanawa advised the focus over the next few months would be on obtaining quotes from suppliers for the required materials.

*Pouewe (behind the old Kāwhia Post Office)*

Annie Mahara and Nedracita Dunn spoke on behalf of the Kāwhia Maori Women's Welfare League. They spoke to the area known as Pouewe and the recent redevelopment of the site. The area has historical significance with expectant mothers bathing in the hot water springs at the mouth of the Pouewe Stream to assist with the birthing process.

They sought in principle approval from the Board for the installation of a 'Mother/Child figure' stone artwork to adorn the area. They intended to seek support from the local community for the boxing/concrete platform for the artwork to be displayed upon. Board Member Walsh offered to create the platform.

ŌDC's Andrew Loe advised staff would look to relocate the community noticeboard from the area as it was a proposed site for the Kāwhia storyboard project.

*Social community events at the Kāwhia Community Hall*

Annie Mahara spoke to the success of the social events held at the Hall. She thanked the Board for its December 2023 grant to offset the Hall hire costs and also the local community member who donated to cover the hire of extra sessions. She advised the last event would be held the following week.

In response to a comment from Chairperson Good, Ms Mahara spoke on the reinvigoration of badminton and table tennis using the equipment found in the back of the Hall by some local residents. Every Mondays there is badminton and on Tuesday's it is table tennis.

*Kaora planting proposal*

Kelly Dockery and Hano Ormsby spoke on behalf of Te Taio o Kāwhia Moana's Kaora planting proposal. The proposal was to beautify the area and replant with 200 native plants. They advised it was a multi-phase project of which the Kaora proposal was phase one. They noted there was some urgency to secure the native plants as most nurseries had plants already reserved for the current planting season, but Smart Plants in Te Kuiti had the right sized plants available in the quantities required. They noted the area was currently being used to dump grass clippings and suggested signs be erected to discourage this activity (service request 2401569).

In response to a query from Board Member Walsh, Ms Dockery advised the local nurseries did not have the stock available for the project's requirements.

In response to a query from Councillor Jeffries on the status of the reserve, ŌDC's Andrew Loe thought the area between the trees was a registered wahi tapu site and if so, would require an accidental discovery plan.

In response to a further query from Councillor Jeffries, Ms Dockery confirmed Te Taiao o Kāwhia Moana would be responsible for the ongoing maintenance of the site.

**Late items | Ngā take tōmuri**

Resolved K60: That the Kāwhia Community Board accept the late item relating to the request for funding from Kelly Dockery for the Kaora Planting proposal due to the urgency of securing native plants for the current planting season to be discussed in the agenda item 'Community Board Discretionary Fund'.

Chairperson Good | Councillor Jeffries

**Declaration of conflict of interest | Te whakapuakanga pānga taharua**

There were no conflicts declared.

**Confirmation of minutes | Te whakaū i ngā meneti**

Resolved K61: That the open minutes of the Kawhia Community Board meeting held on 7 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Chairperson Good | Board Member Harpur

**Decision reports | Ngā pūrongo whakatau**

There were no reports.

**Information only reports | Ngā pūrongo mōhiohio anake**

There were no reports.

**Public excluded | Take matatapu**

There were no reports.

**Board projects****Project 1: Kāwhia storyboards**

This project was led by Board Member Whiu who was an apology for non-attendance.



## Other business | Ētahi atu take

### Community Board discretionary fund

Chairperson Good spoke in support of the request for funding in the public forum for the Kaora Planting proposal noting the need to purchase the plants for the current planting season. Board Member Harpur spoke against a requirement that the grant be subject to ŌDC staff approval or further mana whenua consultation.

Resolved K62: That the Kāwhia Community Board grant Kelly Dockery, on behalf of Te Taiao o Kāwhia Moana, \$800.00 excluding GST for the Te Taio o Kāwhia Moana Kaora planting proposal.

Chairperson Good | Board Member Harpur

Chairperson Good spoke on the need to formalise the Board's support of the Kāwhia Fitness Trail.

Resolved K63: That the Kāwhia Community Board expresses its continued support of the Kāwhia Fitness Trail project.

Chairperson Good | Board Member Harpur

### Board Member updates

Councillor Jeffries spoke on the Local Government New Zealand meeting via Zoom on bullying and harassment of Council staff and elected members throughout the country.

Board Members expressed thanks to Theresa Armstrong and Tracey Kerr for organising a well-attended ANZAC Day service noting the large amount of work required to host the event. They thanked the people who prepared the cenotaph area and installed the poppies for the Kāwhia service and the organisers of the Aotea sunset service. Councillor Jeffries, on behalf of the Board, thanked Chairperson Good for being the Master of Ceremonies for the two services.

In response to a comment from Board Member Harpur, Chairperson Good advised the squeaky wheel on the flagpole would have the bush replaced with a nylon version prior to the 2025 service by the Kāwhia organising team.

Chairperson Good noted the good attendance by the community, and Board Members, for the ŌDC open day on 20 April. He noted submissions on the Kāwhia/Aotea/Ōpārau concept plan, the Rural concept plan, and the draft Long Term Plan close on Monday, 6 May.

### Resolution register

Councillor Jeffries spoke on the number of commercial fishing trawlers operating from Kāwhia and Members then discussed the other commercial vessels e.g. charter boats using the wharf. Members noted

the future maintenance requirements for the Kāwhia wharf and the need to ensure all commercial vessels are paying equitably.

In response to a query from Councillor Jeffries, ŌDC's Andrew Loe suggested a workshop could be held to discuss all aspects of the matter. This workshop has been tentatively scheduled for July 2024. No changes were made to the Register shown below.

Resolution #	Date resolved	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: <ul style="list-style-type: none"> <li>a) costs required to maintain the wharf asset</li> <li>b) the setting of fair and reasonable fees and charges and how these will be collected</li> <li>c) who pays.</li> </ul>	An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood.

## Closing formalities

### Meeting closure | Katinga o te hui

Chairperson Good closed the meeting 'in harmony' at 5.03pm.

## Workshops | Hui awheawhe

### Kāwhia mowing contract areas

ŌDC's Mark Lewis and Jared le Fleming provided an overview of the contract tender process and the mowing areas included.

The session concluded at 5.37 pm.

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

His Worship will provide a verbal update.

## DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 133: Temporary road closure application for the Targa NZ 2024 Rally**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Paul Strange, Manager Roading

**Date:** 21 May 2024

**Relevant community outcomes:** Connected Resilient Liveable



**1 Purpose | Te Kaupapa**

1.1 To consider whether to commence advertising proposed road closures within the Ōtorohanga District to enable the Ultimate Rally Group to hold the Targa NZ rally OR to suggest the applicant modify the application to reduce the impact to the local community.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 An application has been received from Ultimate Rally Group (the Group) for road closures to hold the Targa NZ rally 2024. The rally operates over Waitomo and Ōtorohanga districts. The proposed closures are extensive and affect a significant area of our rural community. The effects on Harbour Road, especially after the SH31 closures, is of concern.

2.2 The following roads are affected:

- Hauturu and Waitomo Valley Roads.
- Mangamahoe, Honikiwi and Turitea Roads (affecting no exit roads - Te Raumauku and Bromley Roads).
- Kāwhia Harbour Road (affecting no exit roads - Te Kauri, Berntsen, Kihi, Rakanui, Whenuaapo, Owhiro and Waipuna Roads, and also Hauturu Road).
- Barber Road.
- Ōtewā, Tauraroa Valley, Maihihi, Paewhenua, and Mangatutu Roads (affecting no exit roads - Pukemapou, Millard, Wall, Grice, and also Lurman Road).
- Bayley, Ngaroma, and Wairehi Roads (affecting no exit roads - Wynyard, Tolley, Waipai Roads and Hingaia, Ngaroma, Mangawhio, Aotearoa and Taupaki Roads).
- Aotearoa and Kahorekau Roads.

2.3 It is considered that the advertisement of these proposed closures would generate some community interest, and therefore an early indication from Council is recommended.

- 2.4 The Group is working with the groups indicated below to enable start, finish, breaks between stages, and service areas including providing lunches, snacks, tea, and coffee with appropriate payment. It also creates local interest in the event.
- 2.5 The Group is working with the following groups within the Ōtorohanga district: Ōtorohanga Playcentre, Ōtorohanga Kindergarten, Ōtorohanga Rugby, Hopscotch Pre-school, Hauturu School, Kinohaku School, Kāwhia School, Ōtorohanga Primary School, Ōtorohanga Football Club, Maihihi School, Arohena School and the Lions.
- 2.6 The Group is working with the following groups outside the Ōtorohanga district: Waitomo Caves School, Te Kuiti Scout Group, Te Kuiti Croquet Club, Te Kuiti Squash Club, Te Kuiti Rotary Club, Pirongia Scout Group, Piripiri School, Waitomo Rugby & Sports Club, Rangitoto School, and the Lions.

### 3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council approve, in accordance with Sections 319(h) and 342, and Section 11 of the Local Government Act 1974, the advertising seeking community feedback of the proposed Temporary Road Closure of the following roads:

- a Hauturu and Waitomo Valley Roads on Friday 25 October 2024 from 8.00am - 12 noon.
- b Mangamahoe, Honikiwi and Turitea Roads on Friday 25 October 2024 from 8.40am - 4.40pm (affecting no exit roads - Te Raumauku and Bromley Roads).
- c Kāwhia Harbour Road on Friday 25 October 2024 from 9.55am - 5.55pm (affecting no exit roads - Te Kauri, Berntsen, Kihī, Rakanui, Whenuaapo, Owhiro and Waipuna Roads, and also Hauturu Road).
- d Barber Road on Saturday 26 October 2024 from 8.10am - 12.10pm.
- e Ōtewā, Tauraroa Valley, Maihihi, Paewhenua, Maihihi, and Mangatutu Roads on Saturday 26 October 2024 from 9.25am - 1.25pm (affecting no exit roads - Pukemapou, Millard, Wall, Grice, and Lurman Road).
- f Bayley, Ngaroma, and Wairehi Roads on Saturday 26 October 2024 from 10.15am - 5.40pm (affecting no exit roads - Wynyard, Tolley, Waipai Roads and Hingaia, Ngaroma, Mangawhio, Aotearoa and Taupaki Roads).
- g Aotearoa and Kahorekau Roads on Saturday 26 October 2024 from 12.15am - 4.15pm.

### 4 Context | Horopaki

- 4.1 The proposed closures are extensive and affect a significant area and rural community however this is an annual event and provides an opportunity to attract interest in the district.
- 4.2 If approved, the application process includes the following conditions are met:
- Applicant to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.

- Applicant to pay a bond of \$5,000.00, this bond can be waived at the discretion of the Group Manager Engineering and Assets on application. The said bond is returnable after post-event drive over, undertaken by Council's Roading Team.
- Applicant to pay for all advertising costs to the appropriate newspapers. Public notice advertisements are to be published in the Waitomo News, Council's website, and Facebook page.
- Applicant is responsible for obtaining public liability insurance, (and paying the cost thereof), to a minimum value of \$10,000,000. This is required to indemnify Council against any damage to the property because of rally activities during the road closure period.
- Applicant is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures. A subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
- Applicant is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures.
- All gates and entranceways are to be taped, and to ensure its removal thereafter.
- Signs advising of the road closures are to be erected at the start and end of the closed portions of the roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure.
- Emergency Services always have complete right of passage.

## 5 Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1 Roading is defined as a significant activity. However, as this is a discretionary activity with a low cost, it is assessed as not significant and that community engagement as defined by the legal requirements is sufficient.
- 5.2 The proposed event is to be advertised with an objection period of 28 days. Once the objection period closes a further report will be presented to Council for final approval. A further advertisement will be placed once approved.
- 5.3 If approved, individual properties affected will be mail-dropped 10 days before the event.

### Impacts on Māori

- 5.4 Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

**Risk analysis**

- 5.5 The Group has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for Council.

**Policy and plans**

- 5.6 Staff confirm that the recommendation in this report complies with Council’s Policies and Plans.

**Legal**

- 5.7 The road closure is being dealt with under the provisions of the Tenth Schedule of the Local Government Act 1974 for this event.

**Financial**

This is cost neutral to Council.

**6 Discussion | He Kōrerorero**

**Option 1: Council to approve the advertising of the proposed event as received from the applicant**

- 6.1 This is a community event held in the district which provides entertainment and promotes the district. Participants and spectators will visit the district and spend money with local businesses.
- 6.2 The location of the event is over a wide rural area and will affect a large rural community. It will attract visitors.

**Option 2: Council ask applicant to modify application to reduce the impact to the local community**

- 6.3 The event still occurs but impacts to the rural community are reduced.
- 6.4 Limit closures to four hours with a break of one hour.

**Option 3: Council decline the event**

- 6.5 The opportunity to provide entertainment and district promotion would be lost along with associated increased spending within the district.

**Recommendation option and rationale**

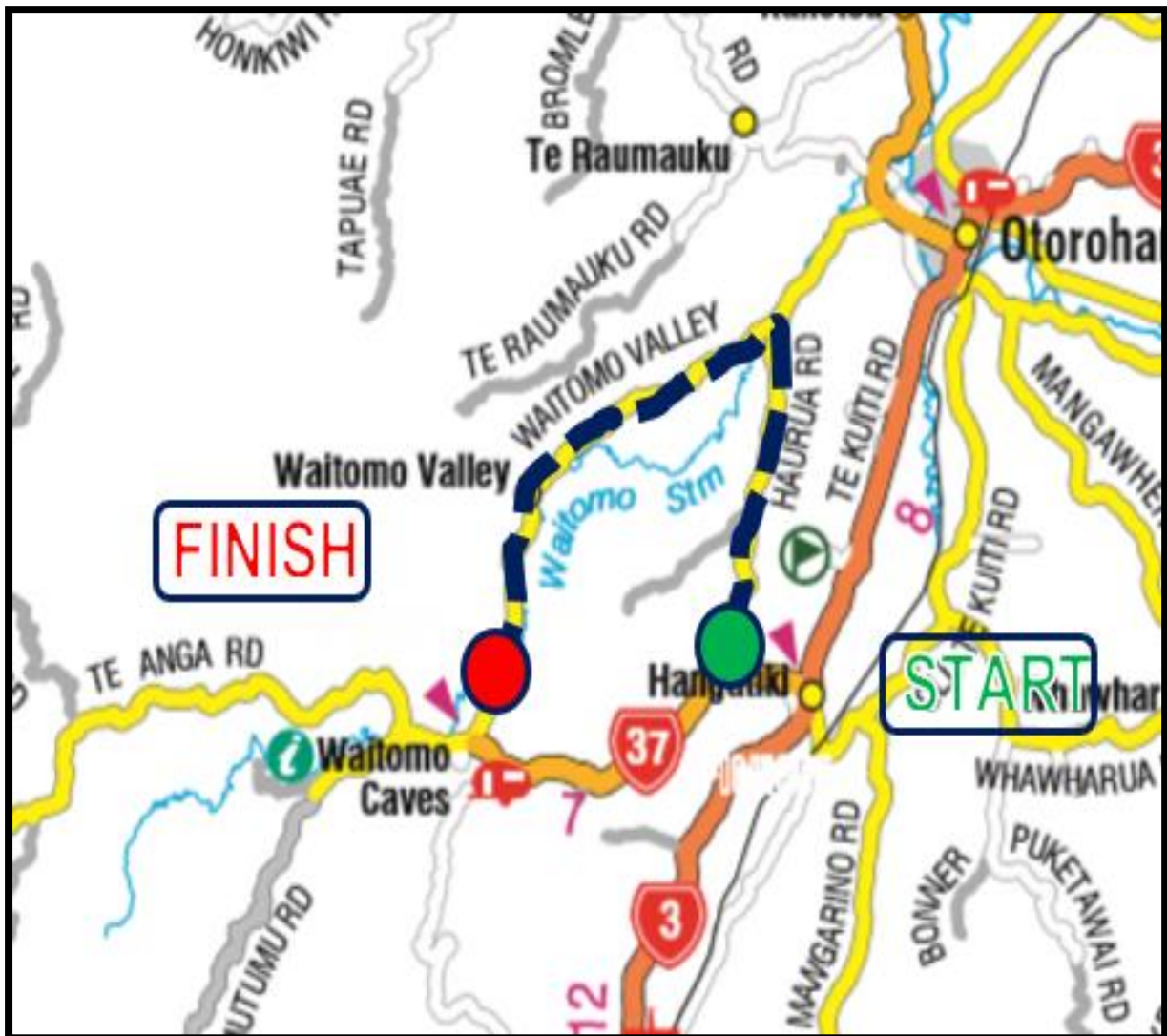
- 6.6 The preferred option is option 1: that Council grant approval.
- 6.7 The reason for this is because the benefits outweigh the negatives.

## 7 Appendices | Ngā ĀpitiHanga

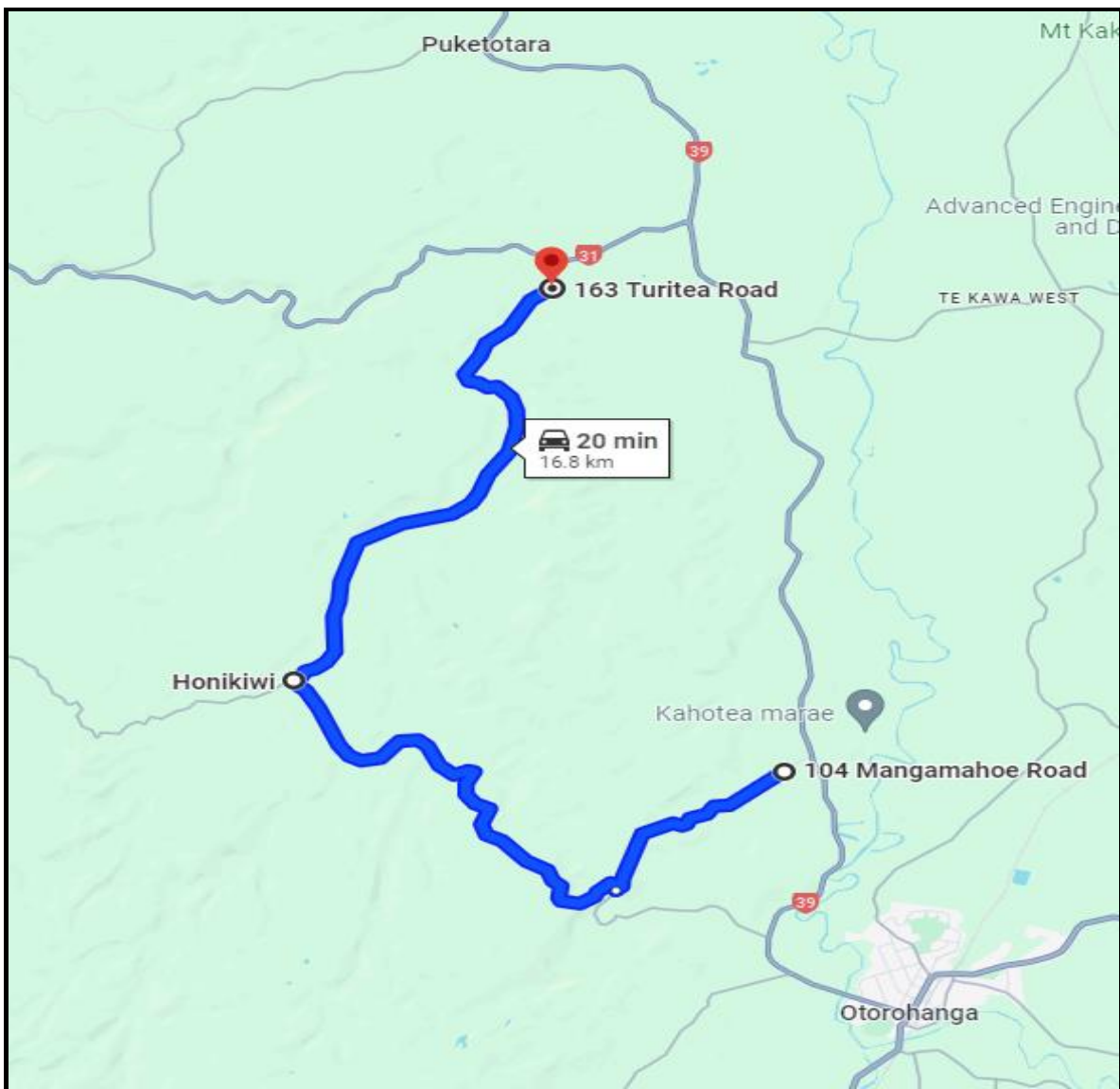
Appendix #	Name
1	Maps of affected routes



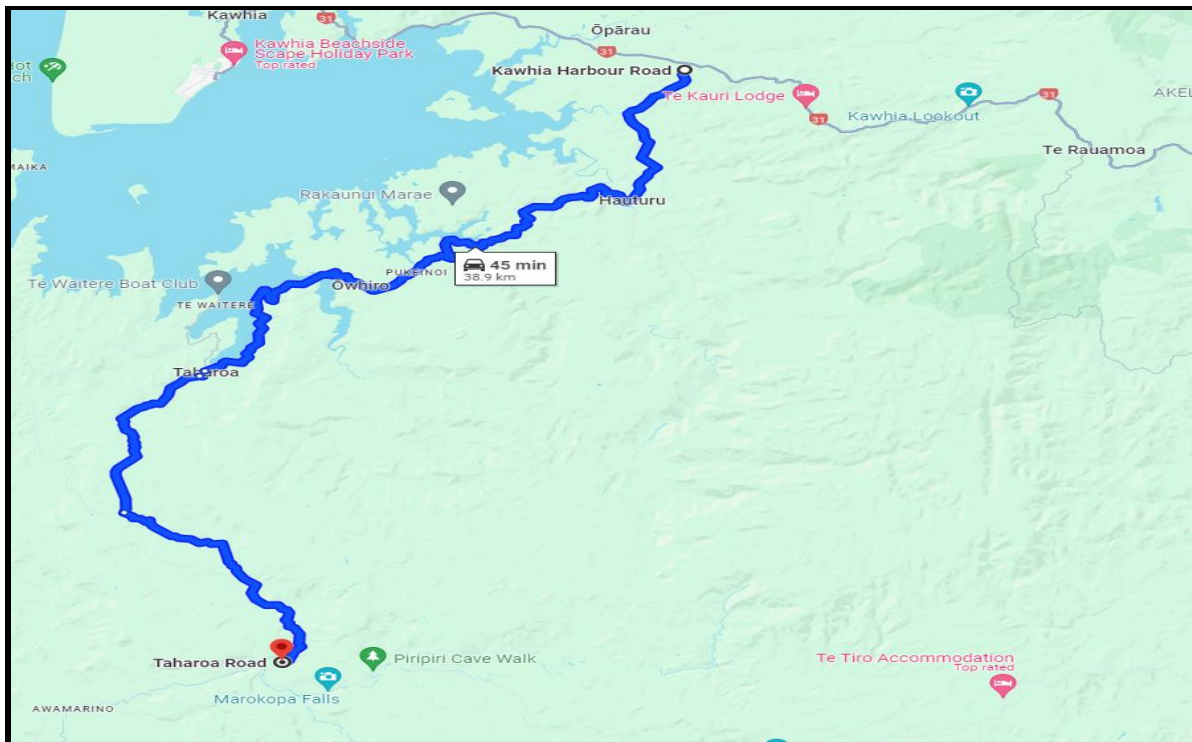
Stage Name:	<b>SS1-HAURUA-WAITOMO VALLEY ROADS</b>
Road Closure:	<b>8:00am – 12:00noon   Friday 25 October 2024</b>
RCA:	<b>Waitomo District Council</b> <b>Otorohanga District Council</b>
Start:	On Haurua Road, 250mtrs from its intersection with Waitomo Caves Road
	Past Waihohonu Road (no exit)
	Left into Waitomo Valley Road
Finish:	On Waitomo Valley Road, at the One-way Bridge by Woodlyn Park??



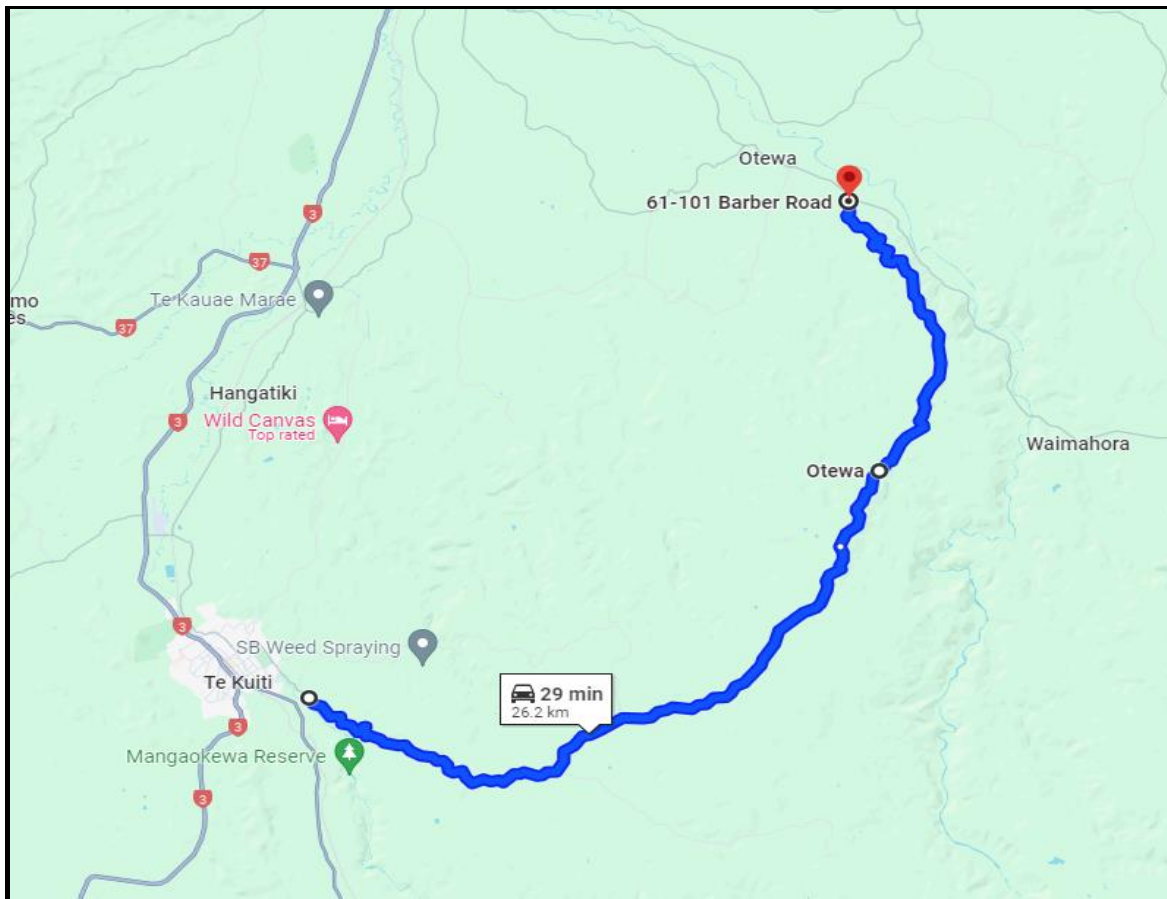
Stage Name:	<b>SS2 &amp; SS5- MANGAMAHOE-HONIKIWI RD</b>
Road Closure:	<b>8:40am – 4:40pm   Friday 25<sup>th</sup> October 2024</b>
RCA:	<b>Otorohanga District Council</b>
Start:	<b>Start: On Mangamakoe Road 250/mtrs from its intersection with Kawhia Road (SH31/39)</b>
	Right into Honikiwi Road
	Past Te Raumauku Road (no exit)
	Past Bromley Road (no exit)
	Right into Turitea Road
Finish:	<b>On Turitea Road 350mtrs from its intersection with Kawhia Road (SH31)</b>



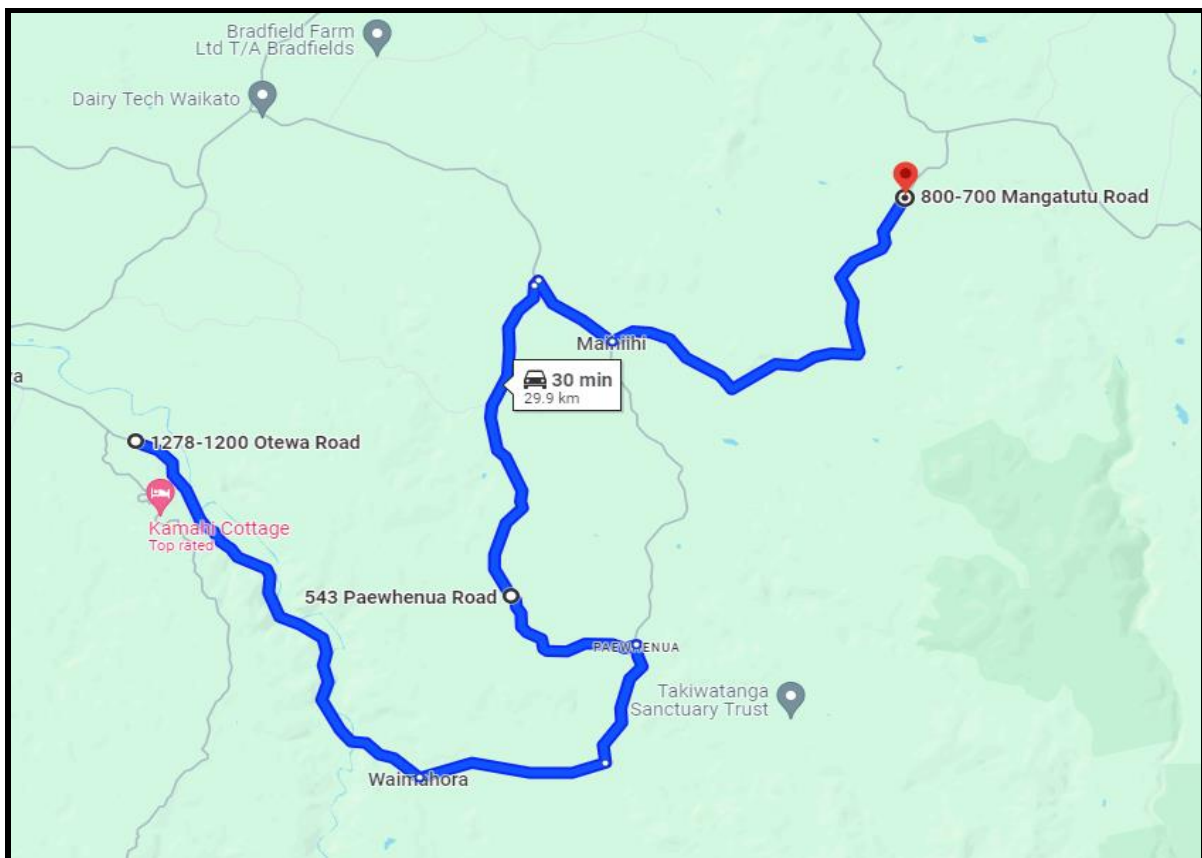
<b>Stage Name:</b>	<b>SS3 &amp; SS6 – KAWHAI HARBOUR ROAD</b>
<b>Road Closure:</b>	<b>9:55am – 5:55pm   Friday 25<sup>th</sup> October 2024</b>
<b>RCA:</b>	<b>Otorohanga District Council Waitomo District Council</b>
<b>Start:</b>	<b>Start: On Kawhai Harbour Road 350mtrs from its intersection with Kawhia Road (SH31)</b>
	Past Te Kauri Road (no exit)
	Past Bermtsen Road (no exit)
	Past Kihi Road (no exit)
	Past Hauturu Road
	Past Rakaunui Road (no exit)
	Past Whenuaapo Road (no exit)
	Past Owhiro Road (no exit) and Waipuna Road (no exit)
	Past Waitaumanu Way (no exit)
	Past Kowhainui Road (no exit)
	Past Willow Point Road (no exit)
	Past Brown Road (no exit)
	Left into Te Waitere Road
	Left into Taharoa Road
	Past Taumatotara West Road (no exit)
	Past Taumatotara East Road (no exit) (no exit)
<b>Finish:</b>	<b>On Taharoa Road 350mtrs from its intersection with Marokopa Road and Te Anga Road</b>



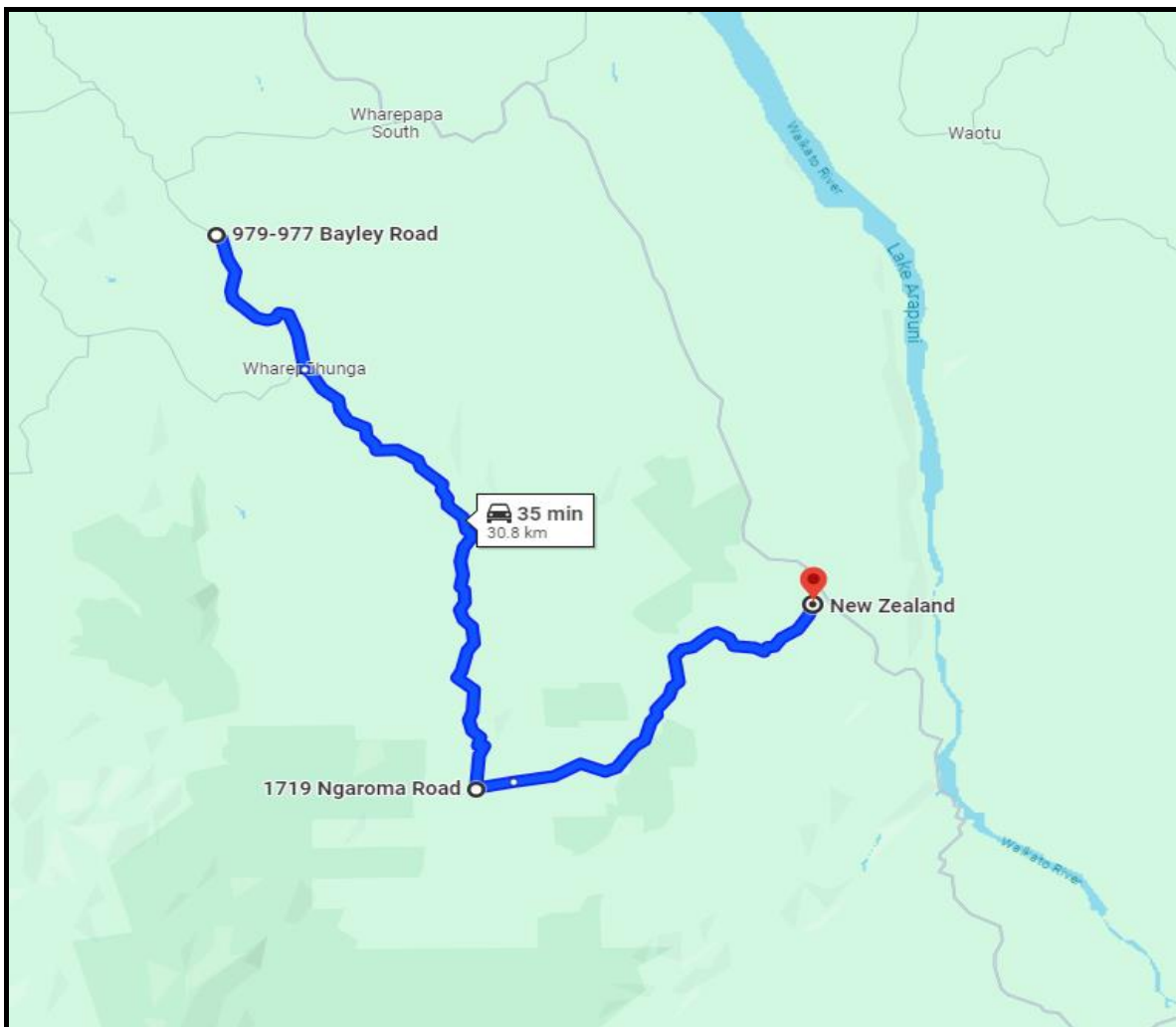
<b>Stage Name:</b>	<b>SS8 – RANGITOTO-BARBER ROAD</b>
<b>Road Closure:</b>	<b>8:10am – 12:10am   Saturday 26<sup>th</sup> October 2024</b>
<b>RCA:</b>	<b>Waitomo District Council Otorohanga District Council</b>
<b>Start:</b>	<b>Start: On Rangitoto Road 150mtrs past Number 87 – Te Kuiti Meat Processors</b>
	Past Tate Road (no exit)
	Past Ahoroa Road
	Past Ngapeke Road
	Past Pururu East Road (no exit) and Pururu West Road (no exit)
	Past Thompson Road (no exit)
	Right into Barber Road
<b>Finish:</b>	<b>On Barber Road with its intersection with Otewa Road</b>



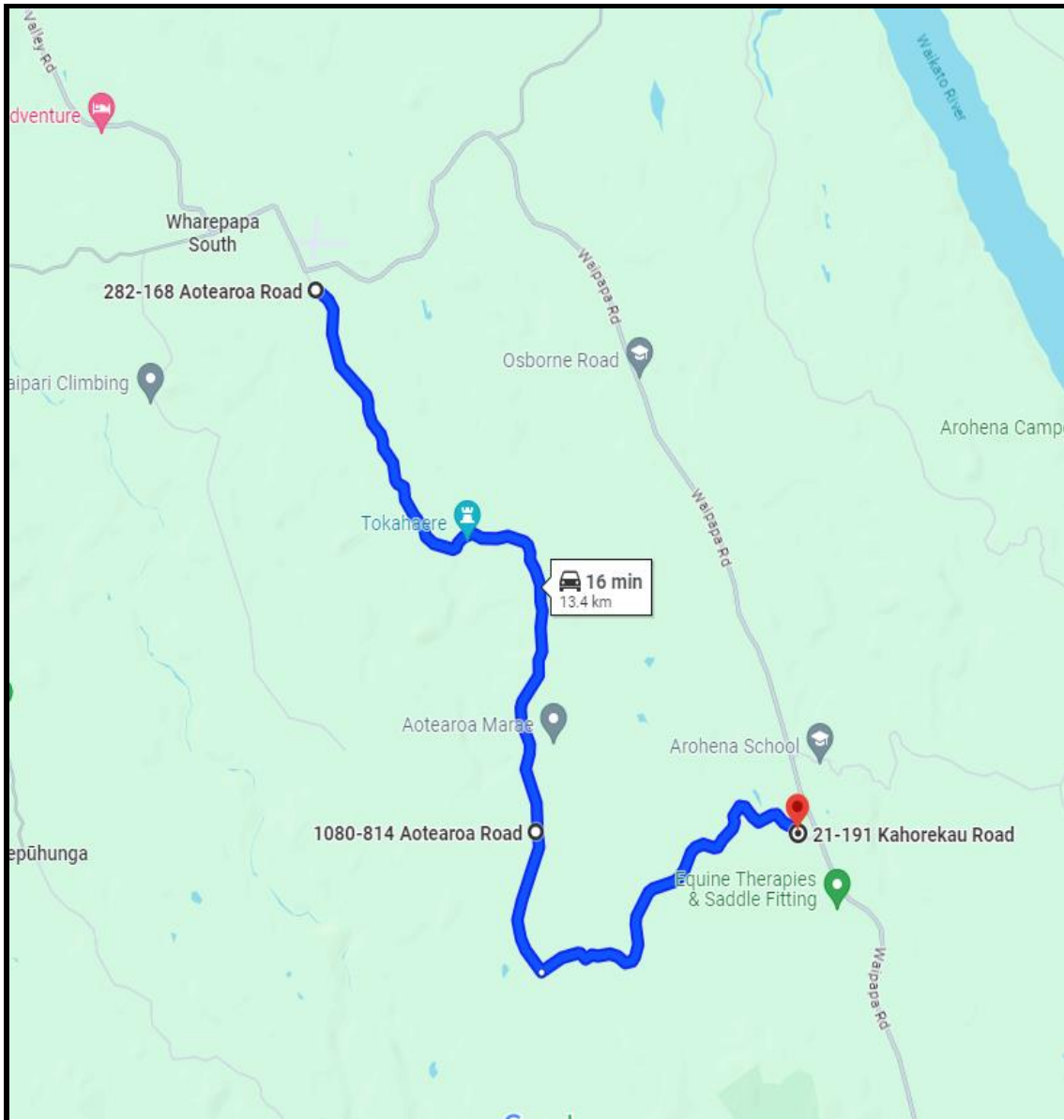
<b>Stage Name:</b>	<b>SS9 – OTEWA- PAEWHENUA- MANGATUTU</b>
<b>Road Closure:</b>	<b>9:25am – 1:25pm   Saturday 26<sup>th</sup> October 2024</b>
<b>RCA:</b>	<b>Otorohanga District Council</b>
<b>Start:</b>	<b>Start: On Otewa Road with its intersection with Barber Road</b>
	Left into Tauraroa Valley Road
	Left into Maihihi Road
	Left into Paewhenua Road
	Past Lurman Road
	Right into Maihihi Road
	Left into Mangatutu Road
	Past Pukemapou Road (no exit)
	Past Millard Road (no exit)
	Past Wall Road (no exit)
	Past Grice Road (no exit)
	Past Pukemapou Road (no exit)
<b>Finish:</b>	<b>On Mangatutu Road 350mtrs from its intersection with Wharepuhunga Road</b>



<b>Stage Name:</b>	<b>SS10 &amp; SS13–BAYLEY/NGAROMO/WAIREHI</b>
<b>Road Closure:</b>	<b>10:15am – 5:40pm   Saturday 26<sup>th</sup> October 2024</b>
<b>RCA:</b>	<b>Otorohanga District Council</b>
<b>Start:</b>	<b>On Bayley Road, at its intersection with Loop Road</b>
	Past Hingaia Road
	Past Wynyard Road (no exit)
	Left into Ngaroma Road
	Past Tolley Road (no exit)
	Straight into Wairehi Road
	Past Mangawhio Road
	Past Waipari Road – (track with a gate)
	Past Aotearoa Road
	Past Taupaki Road
<b>Finish:</b>	<b>On Wairehi Road, 250mtrs from its intersection with Waipapa Road</b>



Stage Name:	<b>SS11 – AOTEAROA-KAHOREKAU ROAD</b>
Road Closure:	<b>12:15am – 4:15pm   Saturday 26<sup>th</sup> October 2024</b>
RCA:	<b>Waipa District Council Otorohanga District Council</b>
Start:	<b>On Aotearoa Road, 250mtrs from its intersection with Waipapa Road</b>
	Left into Kahorekau Road
Finish:	<b>On Kahorekau Road, 250mtrs from its intersection with Waipapa Road</b>



<b>Stage Name:</b>	<b>SS12- PUKEWHAU-MANGARE ROAD</b>
<b>Road Closure:</b>	<b>12:35pm – 4:35pm   Saturday 25<sup>th</sup> October 2024</b>
<b>RCA:</b>	<b>Otorohanga District Council Waipa District Council</b>
<b>Start:</b>	<b>On Pukewhau Road, 250mtrs from its intersection with Waipapa Road</b>
	Left into Mangare Road
	Past Landing Road (no exit)
<b>Finish:</b>	<b>On Mangare Road, 250mtrs from its intersection with Rotongata Road</b>





**Item 134: Application for Temporary Road Closure – Ōtorohanga Railway Station 100 Year Anniversary**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Paul Strange, Manager Roading

**Date:** 21 May 2024

**Relevant community outcomes:** Connected Resilient Liveable



**1 Purpose | Te Kaupapa**

1.1 To consider an application for road closures within the Ōtorohanga District to enable the community to celebrate the Ōtorohanga Railway Station 100 year anniversary.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 An application has been received from Trish Fisher, representing an informal group ‘Ōtorohanga Railway Station 100-years event volunteer group’ for road closures on Wahanui Crescent (the section of Wahanui Crescent that lies adjacent to the railway lines) on Saturday 8 June 2024 from 7am - 2pm.

2.2 Trish Fisher is in the process of obtaining consents from affected areas parties, indicating agreement for the road closures.

2.3 The Traffic Management Plan will include provision for the bus routes and stops to be relocated into the main street.

2.4 The proposed event was advertised on 18 April and no objections have been received to date. Objections close on 11 May. Staff will provide a verbal update to the meeting.

**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Ōtorohanga District Council:

- a Approve the Temporary Road Closure, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, for the section of **Wahanui Crescent** that lies adjacent to the railway lines on Saturday 8 June 2024 from 7am – 2pm in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974.
- b Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.

## 4 Context | Horopaki

- 4.1 This event is a one off to celebrate the 100 year centenary of the Ōtorohanga Railway station.
- 4.2 If approved, the application process includes the following conditions are met:
- a. Applicant to pay for all advertising costs to the appropriate newspapers. Public notice advertisements are to be published in the Waitomo News, Council’s website and Facebook page. Trish Fisher will be invoiced for the advertisements.
  - b. Applicant is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures. A subsequent mail-drop is to be completed no later than 10 full days before the proposed closures.
  - c. Applicant is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures.
  - d. All gates and entranceways are to be taped, and to ensure its removal thereafter.
  - e. Emergency services always have complete right of passage.

## 5 Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1 Roothing is defined as a significant activity. However, as this is a discretionary activity with a low cost it is assessed as not significant and that community engagement as defined by the legal requirements is sufficient.
- 5.2 Individual properties affected will be mail dropped 10 days before the event.

### Impacts on Māori

- 5.3 Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

### Risk analysis

- 5.4 Trish Fisher has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for Council.

### Policy and plans

- 5.5 Staff confirm that the recommendation in this report complies with Council’s Policies and Plans.

### Legal

- 5.6 The road closure is being dealt with under the provisions of the Tenth Schedule of the Local Government Act 1974 for this event.

**Financial**

5.7 This is cost neutral to Council.

**6 Discussion | He Kōrerorero****Option 1: Council approve the temporary road closure**

6.1 This is a community event held in the district which provides entertainment and promotes the district. Participants and spectators will visit the district and spend money with local businesses.

6.2 The location of the event is central in Ōtorohanga Town. It is central but not on a busy traffic route. It will attract visitors.

**Option 2: Council decline the temporary road closure**

6.3 The opportunity to provide entertainment and district promotion would be lost along with associated increased spending within the district.

**Recommendation option and rationale**

6.4 The preferred option is that Council grant approval. The reason for this is because the benefits outweigh the negatives.

**Item 135: Appointment of Ōtorohanga District Alternate Local Controller**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Andrew Loe, Local Controller

**Date:** 21 May 2024

**Relevant community outcomes:** Connected Resilient Responsible



**1 Purpose | Te Kaupapa**

1.1 To seek Ōtorohanga District Council’s (ŌDC) endorsement for the appointment of Tony Quickfall as an Civil Defence Emergency Management Alternate Local Controller for Ōtorohanga District.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 The retirement of ŌDC’s Local Controller is imminent, and the Chief Executive has implemented a succession plan resulting in the Waikato Civil Defence Emergency Management (CDEM) Joint Committee approving the appointment of Tony Quickfall as a Local Controller (Tier 2).

2.2 A final step in this process is to request the endorsement of ŌDC for this appointment. This succession will provide a seamless transition following the departure of the current Local Controller in September 2024.

**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Ōtorohanga District Council endorse the appointment of Tony Quickfall as a Civil Defence Emergency Management Alternate Local Controller for Ōtorohanga District with immediate effect.

**4 Context | Horopaki**

4.1 Through the Waikato CDEM Group Plan, the Waikato CDEM Joint Committee recognises the importance of the Local Controller function to the effective management of CDEM and requires each territorial authority to formally endorse (by way of ŌDC resolution) all Tier 1 and Tier 2 local controllers (refer to appendix 1) as a Local Controller for that territorial authority.

4.2 The Waikato CDEM Group Controllers Policy outlines the decision making related to the selection, appointment process, which includes that ŌDC endorse the proposed Local Controller.

**Functions of Local Controllers**

4.3 Local Controllers are appointed to provide for any situation where an emergency or incident occurs within one or more territorial authorities, and to ensure that effective response operations can be carried out through the Waikato Region during a State of Emergency.

4.4 The Local Controllers must, during a State of Emergency for the area for which they are authorised, direct and coordinate the use of personnel, materials, information, services, and other resources made available by departments, CDEM Groups and other persons.

4.5 Other functions may include:

- Acting as an advisor to the Group Controller.
- Training and mentoring.
- Maintaining relationships with the Chief Executive, Mayor, Councillors, partner agencies and iwi, and monitoring and auditing response capability through exercise.

#### **Powers of Local Controllers**

4.6 The powers of Local Controllers under section 27(1) of the Civil Defence Emergency Management Act 2002 (the Act) are similar to Group Controllers with the following critical differences:

- Local Controllers are authorised to exercise the functions and powers only within the territorial authority(s) to which they are appointed; and
- Local Controllers must follow any directions given by the Group Controller during an emergency.

#### **Selection and appointment**

4.7 The Local Controller position for Ōtorohanga District Council has been held for more than a decade by the writer, ably supported by Local Controllers from Waipā and Waitomo district councils. This arrangement of mutual support is detailed in a Shared Service Agreement to which all three councils are signatories.

4.8 A succession plan for this position has required the Chief Executive to identify a suitably qualified replacement willing to accept the responsibilities that the role entails and commit to completing the prerequisite training. The recruitment of Tony Quickfall as Group Manager Regulatory and Growth presented ŌDC with a candidate that met these criteria.

4.9 The Waikato CDEM Controllers Policy outlines the process to be followed in the selection and appointment of a Controller. The pathway to appointing a Local Controller is detailed:

- ŌDC identifies the need for a replacement Local Controller to be appointed - complete.
- Potential Controller identified – Tony Quickfall, Group Manager Regulatory and Growth
- Candidate assessed against selection criteria in Group Controller Policy - complete.
- Candidate completes Response and Recovery Aotearoa New Zealand (RRANZ) Leadership Development Programme - complete
- Joint Committee approves the appointment of Local Controller - complete
- Seek ŌDC endorsement for Local Controller – **we are at this stage now**
- Chief Executive formally advises candidate of appointment - TBC

## 5 Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1 This decision is not a significant decision in terms of ŌDC’s Significance and Engagement Policy. There is no requirement to consult with the community on this decision.

### Impacts on Māori

- 5.2 The matters set out in this report do not have a direct impact on iwi, however the RRANZ course includes a mandatory cultural competency component which ensures the Local Controller has the necessary training and contacts for iwi involvement, both during an emergency event and for relationship building outside of events.

### Risk analysis

- 5.3 The Civil Defence Emergency (CDEM) Act 2002 requires local authorities to provide planning and preparation for emergencies, including the provision of a Controller in the event of an emergency.
- 5.4 The retirement of the current Local Controller is a foreseeable event and if arrangements to appoint a timely replacement are not completed, ŌDC will not be meeting its obligations under section 17 of the CDEM Act 2002.

### Policy and plans

- 5.5 This appointment covers one of ŌDC’s responsibilities under the Civil Defence Emergency Act 2002:
- 17(1)(b) “take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, ..... for effective civil defence emergency management in its area”*

### Financial

- 5.6 Any costs resulting from this appointment will be covered by operational budgets. CDEM training is provided to ŌDC by Western Waikato Emergency Operation Area staff (the shared service) supported by staff from Waikato Group Emergency Management Office. ŌDC is required to cover staff time and travel to training events.

### Controller financial delegations

- 5.7 The Waikato Regional Emergency Management Group Plan 2018-2023 provides the following commentary on Controller Financial Delegations:

*The existence of a declaration of an emergency is not necessarily an indication of the size or complexity of an incident, merely the fact that certain powers may or may not be required by a Controller. Noting this, reimbursement of costs from the New Zealand government for certain response actions (e.g. provision of welfare) does not require a declaration of a state of emergency nor does the lack of a*

*declaration negate the appointment of a Controller to manage the emergency (noting that for a Controller to use powers a declaration must be in force).*

*When formally placed in control of an event by the relevant local authority’s Chief Executive Officer, a Controller is accountable for the actions carried out and the expenses incurred, regardless of whether they are using the powers conferred upon by the CDEM Act 2002 or not. Where placed in control of an event, councils must provide Local and Group Controllers with uncapped financial delegations to manage emergency events (as defined in the act), declared or otherwise, within their area. This delegation should apply to all Tier 1 and 2 Controllers and the specific Tier 3 Controller in the case of a council where they exist. This does not limit the right of a council to impose a lower delegation for business as usual activities.*

*However, to ensure oversight of expenditure during an emergency, each Controller is required, over and above any local finance protocol, to report ongoing total expenditure to the applicable Chief Executive Officer and, in the case of Local Controllers, to the Group Controller at predefined increments.*

5.8 ŌDC should note that where placed in control of an event, ŌDC must provide Local and Group Controllers with uncapped financial delegations to manage emergency events (as defined in the Civil Defence Emergency Management Act 2002), declared or otherwise within their area as provided for in ŌDC’s Delegations Register.

5.9 ŌDC has committed to the uncapped financial delegation to a Controller when placed in control of an event. A copy of ŌDC’s Financial Delegations to the Controller is attached as Appendix 2.

## **6 Discussion | He Kōrerorero**

### **Option 1: Do nothing**

6.1 This is not recommended.

### **Option 2: Endorse the appointment of Tony Quickfall as an Alternate Local Controller for Ōtorohanga District Council**

6.2 It is recommended that this option be pursued.

### **Option 3: Not endorse the appointment of Tony Quickfall as an Alternate Local Controller for Ōtorohanga District Council**

6.3 This is not recommended.

### **Recommendation option and rationale**

6.4 To endorse the appointment of Tony Quickfall as an Alternate Local Controller for Ōtorohanga District Council.

### **Rationale**

6.5 ŌDC has an obligation through the Shared Service Agreement to ensure that at least one Local Controller is appointed pursuant to the CDEM Act 2002 and in accordance with the requirements set by the Waikato CDEM Group Plan. Although the position of Local Controller is currently filled, the role

holder has signalled his retirement and ŌDC management are implementing a succession plan that will provide a seamless handover.

**7 Appendices | Ngā ĀpitiHanga**

Appendix #	Name
1	Tiers of Controllers
2	Controller Financial Delegations



## APPENDIX 1

### TIERS OF CONTROLLERS

Tier 1	Controllers approved to act as Controller for all Local Authority and as Group Controller, including leading a Centralised Emergency Coordination Centre (ECC), through the Civil Defence Emergency Management (CDEM) Group Response Framework.
Tier 2	Controllers approved to act as Controller for any Group member Local Authority. Tier 2 Controllers can lead multi-district emergencies within any established shared service/ Emergency operating area.
Tier 3	Controllers approved to act as Controller for specified Local Authority(s) only. Tier 3 Controllers can only lead multi-district emergencies within their own shared service/Emergency operating area.

## APPENDIX 2: CONTROLLER FINANCIAL DELEGATIONS

### PART D: Statutory and Other Delegations from the Chief Executive to Staff

#### Sub-Part 4 – Operational Delegation

Delegations	Limitations	Position
Authority, in conjunction with any one of the Group Managers, to authorise and approve any expenditure in an emergency.	In accordance with Council’s Procurement Policy.	Local Civil Defence Controller
Financial delegation for an undeclared civil defence emergency.	In an undeclared emergency, where the Civil Defence Local Controller is formally placed in control of an emergency by the Chief Executive, the financial delegation is uncapped.	Local Civil Defence Controller
Financial reporting for a civil defence undeclared emergency.	In an undeclared emergency, where the Civil Defence Local Controller is formally placed in control of an emergency by the Chief Executive, the Civil Defence Local Controller is required to present incremental reporting to the Chief Executive and Group Controller every <b>\$250,000</b> of expenditure incurred when exercising this delegation to ensure there is appropriate oversight.	Local Civil Defence Controller
Financial delegation for a Declared civil defence emergency.	In a Declared emergency, where the Civil Defence Local Controller is acting in accordance with the Civil Defence Emergency Management Act 2002, the financial delegation is uncapped.	Local Civil Defence Controller
Financial reporting for a Declared civil defence emergency	In a Declared emergency the Civil Defence Local Controller is required to present incremental reporting to the Chief Executive and Group Controller for every <b>\$500,000</b> of expenditure incurred when exercising this delegation to ensure there is appropriate oversight.	Local Civil Defence Controller

**Item 135: Kāwhia and Ōtorohanga community boards’ involvement in the Ōtorohanga District Economic Wellbeing Strategy**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Nardia Gower, Group Manager Strategy and Community

**Date:** 21 May 2024

**Relevant community outcomes:** United Engaged Responsible



**1 Purpose | Te Kaupapa**

1.1 To approve the Kāwhia and Ōtorohanga community boards’ involvement in the Hearing, Deliberation and Adoption process as outlined in **Appendix 1** for the Ōtorohanga District Economic Wellbeing Strategy (EWS).

**2 Executive Summary | Whakarāpopoto Matua**

- 2.1 At the 26 March 2024 meeting Council resolved to include the Kāwhia and Ōtorohanga community boards’ involvement in the 2024-2034 Long Term Plan (LTP) Hearing, Deliberation and Adoption process.
- 2.2 Council adopted the draft EWS for public consultation at the 23 April 2024 Council meeting. The consultation period is open from 6 May to 20 May 2024.
- 2.3 The report recommending Council adopt the draft EWS for consultation stated that the EWS hearings would be held in early June, however staff verbally signalled the opportunity to coincide the EWS hearing with the LTP hearing subject to the number of submitters to each.
- 2.4 A total of 31 LTP submissions were received for Council’s consideration, with 14 submitters requesting to speak, including (to date) three that have also requested to speak to their EWS submission.
- 2.5 While the EWS consultation is still open at the time of writing this report only the three above mentioned submitters have requested to speak to their EWS submission.
- 2.6 Due to the number of submissions and dual submitters speaking to both the LTP and EWS, hearings for each will take place on the same day/week unless a significant number of submissions are received by the closing date of 20 May.
- 2.7 Staff therefore recommend Council resolve to also approve both Boards’ involvement in the Hearing, Deliberation and Adoption for the EWS.

### 3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council approves the Kāwhia and Ōtorohanga community boards' involvement in the Hearing, Deliberation and Adoption process as outlined in Appendix 1 for the Economic Wellbeing Strategy.

### 4 Context | Horopaki

- 4.1 When Council adopted the 2021-2031 Long Term Plan it confirmed the development of an Economic Development Strategy. Through conversations with communities in the development of other plans, such as the concept plans, the need to broaden the scope from economic development to economic wellbeing became apparent.
- 4.2 Economic wellbeing considers the wellbeing of people, culture, environment, and ecology as key parts of a thriving economy. It's a shift in thinking from economic development, which is primarily focused on growth.
- 4.3 Work began on the EWS in September 2023 with the appointment of Veros to assist in its development, and involved a co-design process with community, iwi, and businesses across the district.
- 4.4 The result has culminated in the development of a Strategic Vision, Mātāpono/Principles, and Four Pou/Pillars under which sit the key challenges and strategic actions.
- 4.5 Council adopted the Draft EWS for public consultation at the 23 April Council meeting, which is open from 6 May to 20 May 2024.

### 5 Considerations | Ngā whai whakaarotanga

#### Significance and engagement

- 5.1 It is not a requirement within Council's Significance and Engagement Policy to include community boards in the hearing, deliberation, and adoption process of the EWS.

#### Impacts on Māori

- 5.2 There are no impacts on Māori to Council approving/not approving the recommendation.

#### Risk analysis

- 5.3 Risk analysis of either approving/not approving the recommendation is assessed as low due in part to the level of involvement of the Boards have had in the development of the EWS. While the community boards, as a group, have not been directly involved in the EWS development, several individual Board members partook in community workshops along with Council workshops where the EWS has been discussed.

#### Policy and plans

- 5.4 This decision is not inconsistent with any existing Council policy or plan.

**Legal**

5.5 There is no legal impact to Council approving/not approving the recommendation as set out in the appendix. However, it is worth highlighting that only Councillors can make decisions that impact the Long Term Plan such as changes in funding arrangements arising from the adoption of the EWS.

**Financial**

5.6 There are no financial impacts to approving/not approving the recommendation.

**6 Discussion | He Kōrerorero**

6.1 At the time of writing this report the EWS consultation is still open. To date there are three submitters, listed below, who have requested to speak to the LTP and EWS, and as such are using the one hearing opportunity to speak to both:

- Nicola Greenwell - Hamilton Waikato Tourism
- Michelle Hollands – Ōtorohanga District Development Board
- Tracy Hampton - Waikato Screen NZ.

6.2 At the time of writing this report no other EWS submitters have requested to speak at hearings.

**Option 1:**

6.3 Approve the ‘Kāwhia and Ōtorohanga Community Boards’ involvement in the hearing, deliberation, and adoption of the EWS.

**Option 2:**

6.4 Do not approve the ‘Kāwhia and Ōtorohanga Community Boards’ involvement in the hearing, deliberation, and adoption of the EWS.

**Recommendation option and rationale**

6.5 Option 1 “Approve the ‘Kāwhia and Ōtorohanga Community Boards’ involvement in the hearing, deliberation and adoption of the EWS”.

6.6 At the meeting held 26 March 2024 Council approved the community boards involvement in the LTP hearing, deliberation, and adoption. It is therefore logical that the community boards are also involved in the EWS consultative process.

**7 Appendices | Ngā Āpitihanga**

Appendix #	Name
1	Elected member roles during the Hearings, Deliberations and Adoption process

**Appendix 1: Elected member roles during the Hearing, Deliberation and Adoption process**

	<b>Hearings</b>	<b>Deliberations</b>	<b>Adoption</b>
Mayor & Councillors	Hear verbal submissions. Consider all submissions made. Provide collective direction to staff on any additional information or changes needed to inform the Deliberations.	Consider the draft EWS. Formally resolve any amendments required prior to final adoption.	Consider the amended draft EWS. Adopt the final EWS (subject to any minor editorial amendment).
Community Board Members		Provide verbal input into the discussions. No role in resolving decisions i.e. move or second.	Welcome to attend meeting in public gallery.

## INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 137: Roading activity update – May 2024**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Paul Strange, Roading Manager

**Date:** 21 May 2024

**Relevant community outcomes:** Connected Liveable Resilient



**1 Purpose | Te Kaupapa**

1.1 This report serves as a comprehensive overview of the state of our district’s road network, highlighting key developments, challenges, and progress made in maintaining and improving our vital transportation network.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 Our roads connect our community.

2.2 This report will cover various aspects of the roading infrastructure over the last quarter, including maintenance activities, capital projects, safety initiatives, budget allocations, and environmental considerations. It will also discuss how external factors such as weather impacts our forward works programming.

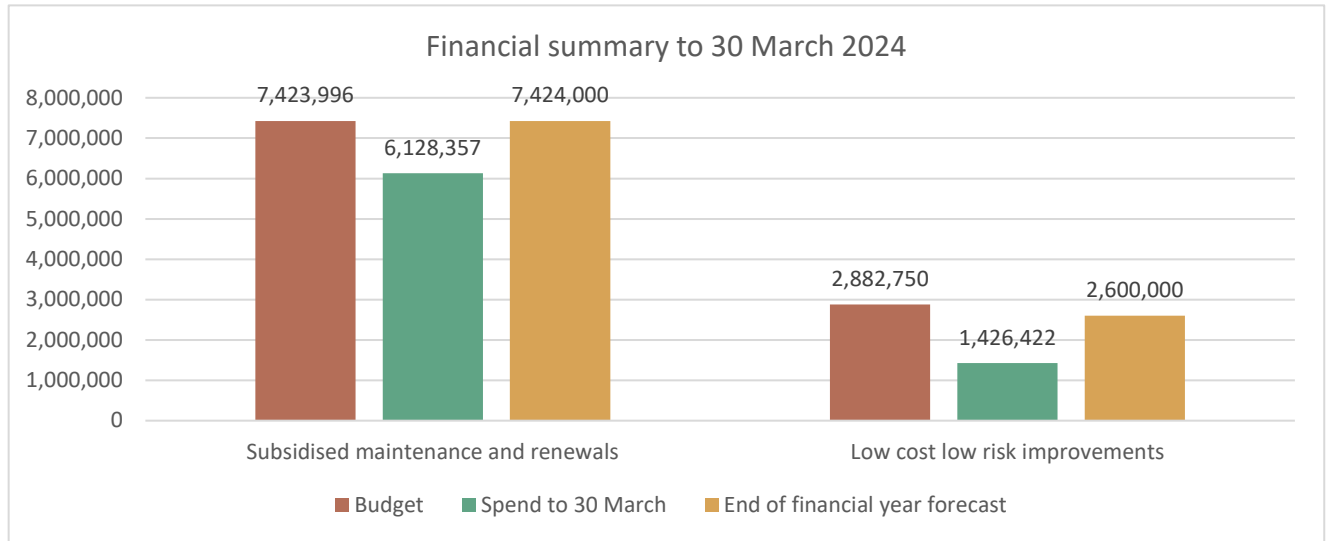
**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Ōtorohanga District Council receive the report titled ‘Roading Activity Update – May 2024’ (document number 753377) from Paul Strange, Manager Roading.



**4 Activity overview**

**Financial summary**



**Remaining significant low cost/ low risk items**

- 4.1 Leithbridge bridge deck \$500,000, planned completion mid-July.
- 4.2 Culvert upgrades \$500,000, planned completion 30 June 2024.
- 4.3 Minor works \$400,000, it is unlikely all this budget will be spent before 30 June (refer to point 5.25 below).

**Speed management**

- 4.4 The Ōtorohanga District Interim Speed Management Plan was considered and approved by Council in March 2024. The Speed Management Plan is being amended to reflect Council’s resolutions. The plan will then be forwarded to the NZTA (Waka Kotahi)/Ministry of Transport Director for final approval.

**Upcoming proposed temporary road closures**

- Ōtorohanga Train Station 100 year event – May report.
- TargaNZ Rally 2024 – May and July reports.
- Hamilton Car Club Rally Sprint - Hoddle and Tauaroa Valley Roads, 18 August 2024 - June report.

**NZTA (Waka Kotahi) updates**

- 4.5 2023/24 year end – no ability to carry forward any unspent funding into their 2024-27 funding period.
- 4.6 2024/25, 25/26 and 27/28 budgets are yet to be approved by NZTA. Early indications are that our Maintenance and Renewal bid is not under large risk, but all Low Cost/ Low Risk bids are very vulnerable. This is not an issue for Ōtorohanga District Council, as our Maintenance and Renewals cover our core business.

4.7 Consultation for NZTA Emergency Works Investment Policies closes 19 June 2024. [Emergency works investment policies consultation \(nzta.govt.nz\)](https://www.nzta.govt.nz/emergency-works-investment-policies-consultation)

4.8 Key changes proposed are:

- Increased event severity to qualify from 1:10 to 1:20 year event.
- Reduced FAR subsidy from +20% to +10%.
- Provision for bespoke FAR for extreme events (via Crown funding).
- Changes to Economic Transport Infrastructure Policy (considering different levels of service and managed retreat).

## 5 Network activities

### Road maintenance contract

5.1 Overall, our maintenance and renewal programmes and budgets for the 2023/24 year is on track to deliver our activity plan. The financial reporting in this report is to end of April 2024.

5.2 The pre-seal repairs for 2024/25 are 60% completed, which puts us well placed for next summer's reseals.

5.3 Safety improvements on Huirimu, Waipapa, Te Tahi and Honikiwi Roads are complete.

5.4 Vegetation control is on track with a high cut mow programmed in July 2024.

5.5 Slip events from January/December are complete. No new slip events of note.

5.6 Cannon Road permanent repairs have been completed.

### Area wide treatments

5.7 Turitea was completed and sealed in December 2023, and a second coat seal applied in April 2024.

5.8 Mangamāhoe tie-ins were completed in April. Work quality is an issue which will be addressed next summer.

5.9 Honikiwi Road minor overlay completed and sealed April 2024.

5.10 Ōtewā Road (two sections) will be signed up and speed limited until we can start overlay works around October 2024. Planned 2023/24 overlay deferred as too late in season to do quality work.

### Reseals

5.11 The chipseals were completed in early April 2024. Council staff have invested a lot more time this season ensuring contract quality and performance. Staff believe this will provide a good result for our road users. We are also looking to address earlier defects from previous years.

5.12 Asphalt surfacing was planned for the rail underpasses at Ōtewā Road and Huiputea Drive.

- Ōtewā Road is planned before July 2024. Works will be disruptive and needs planning to reduce impacts, however site is too close to homes to do night works.
- Huiputea Road will not proceed until next summer. Stormwater improvements are required to control gravel and silt entering the system which will limit the flooding in the underpass. The gravel overflow carpark will need to be reshaped and only cars allowed on it.

5.13 New contract required for 2024/25 season. Planning three year total contract period to enable consideration of merged Maintenance and Reseal contract from July 2027.

**District wide line marking**

5.14 Remarking started in May and should be completed by end of June.

**Unsealed bulk metalling**

5.15 The contract will be rolled over as the current contract (Inframax) is performing well and the rates are lower than market expectations. Quality has been good.

**Urban footpath renewals**

5.16 Footpath conditions assessments and defects list has been prepared for maintenance contractor to programme urgent repairs.

5.17 Footpath renewal programme is being developed to encourage replacement of longer lengths of footpath and upgrading of paths in areas of greatest need. This is being workshopped at the Kāwhia and Ōtorohanga Community Boards in June. The draft Long Term Plan 2024-34 has limited funding, so any programme will need to be modest.

**Street light maintenance & renewals**

5.18 Currently the street light maintenance is being undertaken as an 'on request' service with The Lines Company. We have spent under \$5,000 YTD so consider the cost of a tender to be unnecessary.

5.19 The LED streetlights were installed en-masse in Ōtorohanga in 2018 and should last between 60,000 to 80,000 hours. Streetlights usually operate around 4,000 hours per year, so we can expect minimal lamp failures until year 15 (2033) and programme bulk replacement at 64,000 hours (2034/35) or shortly after.

**Bridges**

5.20 Leithbridge Bridge deck replacement is underway, with precast concrete deck units ordered for delivery in June and installation late June. Bridge will be rated to 50 MAX upon completion.

5.21 A report to Council on posted bridges and heavy vehicle routes is planned for July 2024.

**Stormwater resilience**

- 5.22 The rural stormwater resilience study was producing limited value, so resource has been directed to culvert replacements based on inspection and likelihood of blockage or inundation. We plan to replace 100 smaller 225mm and 300mm culverts with 375 and 450mm culverts and have completed 52 to date. Remaining are on track to be completed by 30 June.
- 5.23 Future stormwater resilience will focus on critical infrastructure such as roads, bridges, utilities and buildings from erosion and damage caused by excessive water flow and flooding, ultimately reducing maintenance costs and enhancing the longevity of these assets.

**Low-cost low-risk**

- 5.24 Both stormwater upgrades and area wide treatments are well on track as part of Council's scoped resilience projects.
- 5.25 Speed management planned works have been reduced. Refer to point 4.4 above.

**Seal extensions**

- 5.26 Following a previous Council resolution to not proceed with the Huirimu Road seal extension, we have rescoped this project to improve safety at the intersection of Huirimu and Waipapa roads to have the chip seal extended 100 metres. One culvert was also replaced. These works are complete.

**Item 138: Financial Report for the month ending 30 April 2024**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Brendan O’Callaghan, Manager Finance

**Date:** 21 May 2024

**Relevant community outcomes:** Prosperous Engaged Enduring



**1 Purpose | Te Kaupapa**

1.1 To provide a snapshot of financial progress against the 2023/24 budget.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 The Financial Report for the month ended 30 April 2024 shows the operating surplus being up \$826k, because of the timing of subsidy income and other expenses.

2.2 Capital expenditure and loan repayments were under budget by \$990k. This predominately relates to the timing of some of the capital expenditure.

**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 30 April 2024’ (document number 755063) from Brendan O’Callaghan, Finance Manager.

4 Discussion | He Kōrerorero

Statement of Comprehensive Revenue and Expenses					
For the Period Ending April 2024					
	Actual	Budget	Variance		Full Year Budget
<b>Revenue</b>					
Rates income	13,696,398	13,782,492	86,094	1%	13,797,880
Contributions	30,685	10,001	-20,684	-207%	10,001
Water by Volume Rates	1,054,563	1,209,183	154,620	13%	1,994,455
Subsidies and Grants	5,478,205	4,795,982	-682,223	-14%	5,829,621
Other Income	1,395,196	1,670,084	274,888	16%	2,200,293
Other gains/(losses)	0	0	0	0%	0
<b>Total Revenue</b>	<b>21,655,047</b>	<b>21,467,742</b>	<b>-187,305</b>		<b>23,832,250</b>
<b>Expenses</b>					
Employee Benefit Expenses	4,639,056	5,406,586	767,530	14%	6,452,369
Depreciation and Amortisation	5,710,230	5,710,230	0	0%	6,852,276
Other Expenses	10,534,006	10,625,706	91,700	1%	13,282,175
Finance Costs	409,153	188,504	-220,649	-117%	190,146
<b>Total Expenditure</b>	<b>21,292,444</b>	<b>21,931,026</b>	<b>638,582</b>		<b>26,776,966</b>
<b>Operating Surplus/(Deficit)</b>	<b>362,603</b>	<b>-463,284</b>	<b>-825,887</b>		<b>-2,944,716</b>

4.1 Overall there is a net surplus to the end of April of \$362,603, compared to the budgeted deficit of \$463,284. This large surplus figure is due to the second instalment of rates for the years being invoiced, and the income recorded. The variance in the surplus against budget is due to:

4.1.1. **Operating Revenue** is up on budget by \$187k, due to \$682k up on budget in subsidies and grants, offset by \$275k under budget in other income. This represents a total of 0.87% of the year to date budget over, compared to 4.7% to the end of March.

- Other income is down, mostly in the user charges, particularly in regulatory income. This is due to the timing of the budget allocation versus the actual timing of invoicing.
- Subsidies and grants is up on budget by \$682k due to the timing of roading claims compared to the budget, with roading operating expenditure being up on budget year to date.

4.1.2. **Operating expenses** is down on budget by \$639k, with employee benefit expenses being \$768k under budget and finance costs being \$221k over budget. This represents 2.9% of the year to date budget, compared to 6.0% in March 2024.

- Employee Benefit Expenses is down due to the budgeted costs having been spread throughout the year, while several roles were unfilled for a number of months at the beginning of the year.
- Finance costs relates to the interest due on the loans that were taken during the year, which were unbudgeted.

<b>Statement of Financial Position</b>			
<b>For the period ending April 2024</b>			
	Actual	Full Year Budget	YTD Last Year
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	5,033,999	4,528,626	-636,026
Trade and Other Receivables	1,258,705	2,230,591	3,634,854
Inventory	75,010	30,038	89,800
Property Inventory	0	0	0
<b>Total Current Assets</b>	<b>6,367,714</b>	<b>6,789,255</b>	<b>3,088,628</b>
<b>Non-current Assets</b>			
Investments	7,799,282	631,321	583,320
Property, Plant and Equipment	392,391,452	388,937,554	387,296,717
Intangible Assets	5,179	55,012	10,139
<b>Total Non-current Assets</b>	<b>400,195,914</b>	<b>389,623,887</b>	<b>387,890,177</b>
<b>Total Assets</b>	<b>406,563,628</b>	<b>396,413,142</b>	<b>390,978,804</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	1,145,913	2,652,540	335,435
Provisions	14,047	16,715	14,997
Employee Benefit Liabilities	310,913	435,000	308,937
Income in Advance	485,778	720,300	1,333,223
<b>Total Current Liabilities</b>	<b>1,956,651</b>	<b>3,824,555</b>	<b>1,992,593</b>
<b>Non-current Liabilities</b>			
Provisions	14,047	16,715	14,997
Employee Benefit Liabilities	310,913	435,000	308,937
Borrowings	9,447,613	447,613	4,447,613
<b>Total Non-current Liabilities</b>	<b>9,772,573</b>	<b>899,328</b>	<b>4,771,548</b>
<b>Total Liabilities</b>	<b>11,729,224</b>	<b>4,723,883</b>	<b>6,764,140</b>
<b>Net Assets</b>	<b>394,834,404</b>	<b>391,689,259</b>	<b>384,214,664</b>
<b>Equity</b>			
Retained Earnings	159,116,973	163,566,534	158,809,960
Reserve Funds	2,953,952	2,973,112	2,886,683
Revaluation Reserves	232,763,479	225,149,613	222,518,021
<b>Total Equity</b>	<b>394,834,404</b>	<b>391,689,259</b>	<b>384,214,664</b>

4.2 Overall, the balance sheet shows a healthy position at the end of April, with total current assets of \$6.4M, against total current liabilities of \$2.0M, giving a working capital of \$4.4M. A large reason for this increase is the timing of the receipt of money from NKC Developments and rates income, compared to the timing of payments of expenditure and loan repayments.

Combined Cost of Service Statement				
For the Period Ending April 2024				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
<b>Operating Revenue</b>				
Activity Revenue	6,873,252	6,466,066	-407,186	8,029,914
Targeted Rates	7,283,072	7,420,196	137,124	8,205,468
Development Contributions	30,685	10,001	-20,684	10,001
General Rates	7,467,889	7,571,479	103,590	7,586,867
Other General Sources	5,513,517	10,268,517	4,755,000	11,028,567
	27,168,416	31,736,259	4,567,843	34,860,817
<b>Operating Expenditure</b>				
Land Transport	8,489,518	9,313,466	823,948	11,432,602
Water Supply	2,718,979	3,379,768	660,789	4,417,845
Sewerage Treatment and Disposal	770,898	846,525	75,627	989,935
Flood Protection and Control Works	253,406	342,287	88,881	200,261
Stormwater Drainage	241,794	273,350	31,556	314,700
Community Services	2,828,120	3,808,100	979,980	3,671,693
Regulatory Services	1,291,905	2,090,338	798,433	2,330,311
Community Development	958,671	584,592	-374,079	639,126
Governance & Leadership	4,820,823	5,400,452	579,629	6,442,501
	22,374,113	26,038,878	3,664,765	30,438,974
<b>Funding Required</b>				
Capital Renewals	6,880,834	7,932,787	1,051,953	13,891,751
Capital Growth	552	133,340	132,788	250,000
Capital Level of Service	4,845,806	4,650,911	-194,895	3,364,596
Loans Repaid	2,451,530	2,451,530	0	2,478,782
	14,178,722	15,168,568	989,846	19,985,129
<b>Funding Applied</b>				
Funding from Depreciation Reserves	4,651,980	4,651,980	0	7,670,276
Loans Raised	0	1,461,490	1,461,490	8,773,788
Capital Income	45,208	69,170	23,962	90,004
Transfer to and from Balance	4,687,232	3,288,547	-1,398,685	-970,782
	9,384,420	9,471,187	86,767	15,563,286

- 4.3 In the Combined Cost of Services statement, overall operating revenue is \$4.6M under budget. This predominately relates to Other General Sources, which is a result of internal charges not being as high due to combination of the timing of projects and the timing of the budget allocation. This is offset by activity revenue being up on budget, mostly due to subsidies.
- 4.4 Operating expenditure is \$3.7M under budget, with this being spread across all the budget areas. This is due to the timing of projects, particularly in the road maintenance and asset maintenance areas, as well as items such as the Long Term Plan and Kāwhia/Rural Town Concept Plans.
- 4.5 Capital expenditure and loan repayments were under budget by \$990k. The bulk of this is related to capital projects and relates to the timing of projects compared to the budgeted timing.



**Item 139: Better Off Fund update - May 2024**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Sashtree Montgomery, Community Programmes Coordinator

**Date:** 21 May 2024

**Relevant community outcomes:** Thriving Sustainable Resilient



**1 Purpose | Te Kaupapa**

1.1 To provide an update on the projects funded by the Better Off Fund (BOF).

**2 Executive Summary | Whakarāpopoto Matua**

2.1 Ōtorohanga District Council (ŌDC) secured \$2.66 million from the Government's \$2 billion fund for community development, focusing on transitioning from 3 Waters. Approved initiatives were:

- Mauri o Waiwaiā I te Awa o Waipā – Tōkiti Phase 1,
- Kāwhia seawall defence,
- Ōtorohanga College Improvements, and
- Ōtorohanga Ora contestable fund.

**3 Background**

3.1 In April 2022 the then Labour-led Government offered a total \$2 billion to councils nationally to invest in their communities as they transition out of delivering 3 Waters (stormwater, wastewater, drinking water) and increase focus on wellbeing, climate resilience and community development.

3.2 ŌDC was allocated \$10.65 million which was offered over two tranches, with a first tranche total of \$2.66 million and the second \$7.99 million. In April 2023 the Government changed their proposal resulting in tranche 2 being removed from offer for all councils.

3.3 The Government guidelines for applying to the BOF included community and iwi engagement to decide on projects to be funded. In July 2022 staff facilitated a wānanga/workshop involving representatives of council, community boards, iwi members and Ōtorohanga District Development Board. Through the workshop a large number of potential projects were put forward and a dragon's den style exercise with 'dot democracy' voting identifying the top seven.

3.4 Staff then developed each of the top seven ideas along with project briefs which were presented to a smaller working group who, through another dot democracy vote, determined four priority projects which were recommended to, and subsequently approved by, ŌDC at the September 2022 meeting.

3.5 The priority projects were submitted to Department of Internal Affairs (DIA) and were approved as follows:

a	Mauri o Waiwaiā I te Awa o Waipā – Tōkiti Phase 1	\$100,000
b	Kāwhia Seawall Defense	\$730,000
c	Improving Ōtorohanga College -	\$1,640,000
d	Ōtorohanga Ora – Contestable Fund	\$130,000

3.6 The four recommended projects total \$2,600,000. Staff recommended that ŌDC apply for the surplus \$60,000 as a staffing budget to administer the BOF, oversee the projects, and undertake the reporting back to the Government, which was also approved by the Department of Internal Affairs (DIA).

#### 4 Project Updates for May 2024

##### New Central Government direction

4.1 In April 2024 the new National/Act/NZ First Coalition Government announced the replacement of the previous government’s Affordable Water Reform (3 Waters) with Local Water Done Well (LWDW) plan.

4.2 The current government states LWDW will provide affordable, sustainable water services while keeping local control of water assets, but with strict quality and investment requirements.

4.3 Recent DIA correspondence sent to all councils on 18 April 2024 recommends they consider redirecting unspent/uncommitted Better Off Funds to projects that support Local Water Done Well. This letter is attached as Appendix 1.

4.4 Staff will hold a briefing with ŌDC to discuss options following this meeting.

##### PROJECT: The Mauri o Waiwaiā I te Awa o Waipā

4.5 Tōkihi Phase 1 is an externally led project to focus on connecting and restoring iwi to their roots and identity for the benefit of generations to come through environmental health redress, local historical education, connection to the awa through waka ama, and enhanced wellbeing. While some of the funding is to support up to six targeted marae, other project outcomes have a wider community focus.

4.6 This project aligns to community aspirations to care for the environment, and to protect and celebrate the districts history which have been identified in the development of the Long Term Plan and concept plans.

##### Progress to date

4.7 Te Kotahitanga marae has held three wānanga to co-design their individual delivery of the project as it relates to te taio (environment) and kaikōrero (stories). Tōkihi project managers have presented the project to other marae, and to some of them twice due to the creation of new post settlement structures and a change in committee members. To date four of the intended six marae are connected to the project, with one of the four committed to the delivery.

4.8 Working with post settlement structures the project is focusing on creating sustainable governance models for each participating marae along with framework development for succession planning.

4.9 Key BOF milestone dates have been extended due to marae governance structure changes and weather events affecting the district, the completion date of the project is now June 2025.

**Funding**

4.10 ŌDC committed \$100,000 through the BOF with the project receiving additional co-funding of \$177,000 collectively from Waikato River Authority and Waikato Regional Council.

4.11 There have been no claims on the ŌDC BOF funds to date.

**PROJECT: Kāwhia Seawall Defense**

4.12 Kāwhia Seawall Defense is an internal project to remediate and enhance the seawall. This was a staff recommendation in the first BOF wānanga. The seawall covers approximately the 1km area of coastline from Omimiti Reserve through to the Kāwhia Boat ramp near the entrance to the Maketu Marae.



4.13 The life expectancy of this seawall is 20 years which is approaching. Consents will be due for renewal in the next five years. This means the work is a necessity.

4.14 Any work done in the coastal area requires resource consent from the Waikato Regional Council (WRC), and any existing structures are also under the monitoring of resource consents.

4.15 This project was identified in the 2021-2031 Long Term Plan (LTP), with BOF support accelerating and enhancing the current plan. Detailed project information was presented to ŌDC in November 2023 and a summarised update in the March 2024 meeting.

**Progress to date**

4.16 In 2008 a report was commission by ŌDC from Tonkin & Taylor to inspect and recommend a renewal maintenance programme for the sea wall defences. The report detailed a set of recommendations on

work needed with a life expectancy of 20 years given the harsh conditions and ever-changing environment. Staff are currently in the project scoping phase to assess, repair, upgrade, and renew the resource consent for the Kāwhia Seawall based on the 2008 Tonkin & Taylor report.

- 4.17 A project name change from "Kāwhia Seawall" to "Coastal Defence Structures" has been submitted to DIA to allow the funding to support all coastal area's, including Aotea, if required. Staff are awaiting final approval of this request.

**Funding**

- 4.18 The total project has been funded \$730,000 through BOF with no claims to date, however staff expect to lodge a claim of \$7000 in May 2024 for staff project management time.

**PROJECT: Improving Ōtorohanga College**

- 4.19 'Improving Ōtorohanga College' is an externally led project. Outcomes include support for curriculum, infrastructure upgrades, staffing and a feasibility study of the hostel.

- 4.20 The community's desire for continued support of the college has been identified in the development of all concept plans, the economic wellbeing strategy, and the 2024-2034 LTP.

**Progress to date**

- 4.21 The College conducted a student survey to ascertain what the students wanted to learn through modules not included in the regular curriculum. Based on the feedback more than 10 new modules have been delivered to date under the following subjects:

- Mechanics
- Hospitality
- Art Modules
- Digitech
- Information Technology
- Agriculture & Horticulture
- Physical Education & Health
- Food Technology
- Wood Technology

- 4.22 Resources to effectively educate students in various subjects have been purchased including equipment specifically to support the arts, technology, hostel feasibility study, music, photography, hall lighting and sound system, physical education, along with technology hubs to support general learning.

- 4.23 Work yet to be completed:

- Hall kitchen
- Design a leadership development programme for students
- Delivering modules
- Building infrastructure upgrades
- Continued employment of learning support staff
- Further technology upgrades

- 4.24 In 2023 the College completed the feasibility study for the Hostel and made the ultimate decision to close the hostel from 2024 onwards. The Ministry of Education now run regular buses to and from local education providers for impacted families and students.

**Funding**

4.25 The total project is \$1.64 million. The College claims on a regular basis with a total of \$641,143 claimed to date. ŌDC have paid the College \$505,761 with a pending invoice of \$135,381 to be paid in May 2024.

**PROJECT: Ōtorohanga Ora**

4.26 Ōtorohanga Ora is a 2-year contestable fund to increase community wellbeing by seeking kaupapa Māori seasonal events and/or initiatives significant to Māori and open to the wider community.

4.27 The initiative uses a bicultural framework, with criteria and accountability that aligns with the BOF.

4.28 The Ōtorohanga Ora criteria, guidelines and terms of reference were co-developed by staff and the Rangiataea Ward Councillors and were presented to ŌDC in the December 2023 meeting.

4.29 The community’s requests for increased events and environmental initiatives have been captured in public engagement sessions for the 2024-2034 LTP, all three concept plans, and the Economic Wellbeing Strategy.

**Progress to date**

4.30 The criteria, objectives and terms of reference are available on ŌDC’s website under grants and funding. Applications opened in January 2024 and will remain open year-round with deliberation periods throughout the year.

4.31 There are currently quarterly funding rounds as identified below, although staff are considering a more flexible approach:

- Raumati (Summer) Period: 1 January – 31 March
- Ngahuru (Autumn) Period: 1 April – 30 June
- Hotoke (Winter) Period: 1 July – 30 September
- Koanga (Spring) Period: 1 October – 31 December

4.32 The fund has been presented to local marae groups in person through a scheduled campaign and through our main engagement and communications platforms.

4.33 There is currently one application received with staff supporting the development of two other project ideas.

**Funding**

4.34 This project is funded \$130,000 over two years with a minimum of four projects per year, with \$30,000 of the allocation tagged for administration support.

**5 Appendices | Ngā Āpitihanga**

Appendix #	Name
1	Department of Internal Affairs correspondence dated 18 April 2024



18 April 2024

Tanya Winter  
Chief Executive  
Ōtorohanga District Council  
[tanya@otodc.govt.nz](mailto:tanya@otodc.govt.nz)

Tēnā koe Tanya

### **Transitioning Better Off and Council Transition Support funding arrangements to support Local Water Done Well – next steps**

Earlier this month the Minister of Local Government provided an update about the next stage of Local Water Done Well (LWDW).

This included Cabinet decisions in relation to how current Better Off and Council Transition Support arrangements would be retained to support the implementation of LWDW.

Following the Minister's announcement you would have received an email from Michael Lovett, Department of Internal Affairs Deputy Chief Executive Local Government branch, outlining these decisions and indicating that the Department would be in touch with further information.

#### **Better Off funding**

Cabinet has directed the Department to work in partnership with Crown Infrastructure Partners and councils to:

- Review the status of current Better Off projects, including expenditure incurred to date and currently committed expenditure; and
- Identify, by mutual agreement, if any opportunities exist for your council to redirect unspent Better Off funding to increase investment in water infrastructure or to help establish new water services delivery organisations.

Given the direction received from Cabinet, and recognising the need for increased investment in water infrastructure as identified through councils' long-term planning, we encourage councils to consider reprioritising remaining funding that is not already allocated for water infrastructure where this is possible.

We note that councils have active projects underway and have made commitments for future spend based on receiving Better Off funding from the Department. We would therefore like to work through the specific circumstances of your Better Off project portfolio with you.

#### ***Current status of your Better Off funding***

Your maximum funding amount under the Better Off funding agreement is \$2.660 million, of which \$0.282 million has been paid (or is currently due and payable by the Department). This leaves \$2.378 million in remaining Better Off funding.

***Reviewing current Better Off projects and identifying redirection opportunities – council action required***

We would like to hear from you about whether you see any opportunities to redirect any of your unspent Better Off funding, to increase investment in water infrastructure or to help establish new water services delivery organisations.

To help inform your initial thoughts, please find attached (in Schedule 1) your council's current Better Off projects. This Schedule also includes an indicative view, based on the information the Department holds, on where there may be opportunities to investigate potential redirection of funding.

Please let us know your thoughts, or let us know if you would like to set up a time to discuss with the Department, by emailing [waterreformfunding@dia.govt.nz](mailto:waterreformfunding@dia.govt.nz) by 17 May 2024.

We have provided a copy of this letter to your council's appointed relationship manager at Crown Infrastructure Partners, who will also be in touch with your council's nominated Better Off contact to provide further information as required.

Once we have received your initial position on potential redirection opportunities, we would like to discuss this with you and mutually agree your remaining Better Off programme by 30 June 2024.

Any mutually agreed changes will be confirmed through a formal contract variation when the Local Government Water Services (Transitional Provisions) Bill passes into law, which is expected around mid-2024.

I would like to reiterate that any potential redirection of Better Off funding would only occur where agreed to by your council.

In the meantime:

- For existing Better Off projects, the Department will continue to pay claims as these are submitted by councils in accordance with the terms of the Better Off funding agreement.
- Any project substitution requests (or other changes to project scopes) that increase allocations of funding to non-water activities will not be approved by the Department and Crown Infrastructure Partners until we have agreed your remaining Better Off programme.

**Council Transition Support funding**

Cabinet has also agreed that current Council Transition Support funding will be retained but that remaining funding be used by councils for work relating to LWDW. This includes supporting the establishment of new water services delivery organisations, or other planning work to support the transition to LWDW.

Existing Council Transition Support funding contracts are for establishment and transition activities relating to the previous Government's Three Waters Reform programme. The repeal of the Water Services Entities Act 2022 earlier this year removed the legislative basis for carrying out the permitted funding activities under existing contracts.

### ***Current status of your Council Transition Support funding***

Your maximum funding amount under the current Council Transition Support funding agreement is \$575,000, of which you have been paid \$350,000. There is \$225,000 unpaid funding remaining.

### ***New Council Transition Support funding agreement – council action required***

The Department is currently developing a new funding agreement which will allow any unpaid funding from the original arrangement to be used for LWDW activities.

To access this funding under the new arrangement, your council will need to advise the Department of the LWDW activities and timeframes for which this funding will be used.

Note that the end date under the new funding agreement will be 30 June 2025, to enable the remaining unspent funding to be applied to LWDW activities in the next financial year, including the preparation of Water Services Delivery Plans and investigating new organisational structures for water services delivery.

We will also add including water services in long term planning processes as a permitted funding activity, in line with previous communications to you.

If your council has incurred costs on Three Waters transition activities up to 31 March 2024 that exceed the amount of funding already paid to you, please let us know by emailing [waterreformfunding@dia.govt.nz](mailto:waterreformfunding@dia.govt.nz).

We will ensure that the new funding agreement enables you to be paid for these eligible costs incurred (even though they relate to historical Three Waters transition activities), however the total funding available will not exceed the total funding amount under the original funding agreement.

### ***Next steps***

Our Grants and Funding Team will send you the new funding agreement later this month.

Nāku noa, nā



Hamiora Bowkett  
Executive Director, Water Services Policy  
Department of Internal Affairs



## SCHEDULE 1: YOUR BETTER OFF PROJECTS

The following table sets out the current status of your Better Off projects, based on the Department's records.

Status of Better Off projects (from the Department of Internal Affairs records)					
Project	Project classification	Contract value	Paid (or payment request submitted)	Remaining	Notes
Te Mauri o Waiwai I te Awa o Waipā - Tōkihi Phase 1	Community services	\$100,000	\$10,000	\$90,000	Confirm whether your council would like to investigate any redirection opportunity
Ōtorohanga Ora	Community services	\$130,000	\$18,000	\$112,000	
Kāwhia Seawall Defences	Climate change & natural hazards	\$730,000	\$0	\$730,000	
Ōtorohanga College	Community services	\$1,640,000	\$253,815	\$1,386,185	
Programme Management Costs	Governance & Administration	\$60,000	\$0	\$60,000	
<b>Total</b>		<b>\$2,660,000</b>	<b>\$281,815</b>	<b>\$2,378,185</b>	

Your maximum funding amount under the Better Off funding agreement is \$2.660 million, of which \$0.282 million has been paid (or is currently due and payable by the Department). This leaves \$2.378 million in remaining Better Off funding.

We would like to discuss this with your council to confirm whether you would like to redirect any unspent funding from any projects not yet completed. Any such redirection would only occur with the mutual agreement of your council.

OTHER BUSINESS | ĒTAHI ATU TAKE

COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL

All councillors will be invited by the Chairperson to provide a verbal update to the meeting.

RESOLUTION REGISTER

Earlier resolutions of the Ōtorohanga District Council which are not yet finalised are outlined below.

#	Date resolved	Resolution	Staff update
O191	23/04/24	<p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a. Receives the Feasibility Report on an Ōtorohanga Multi-Purpose Community Hub completed by Veros, dated March 2024.</li> <li>b. Endorses the Network Community Hub concept as reflected by Option 2 in the Feasibility Report, being:                             <ul style="list-style-type: none"> <li>i. A Library, Arts &amp; Connection Hub – based on developing the current Ōtorohanga Library site.</li> <li>ii. A Community Services Hub – based on developing the current Ōtorohanga Support House Whare Āwhina site.</li> <li>iii. A Civic Hub – based on developing the current Ōtorohanga Club hall facility, in agreement with the Ōtorohanga Club as owners of the property.</li> </ul> </li> <li>c. Directs the Chief Executive to work with the relevant project partners on refining the proposals, including (but not limited to) undertaking the appropriate due diligence, consideration of partner agreements and assessment of funding opportunities and requirements (capital and operating), and report on progress to Council via the Ōtorohanga Community Board.</li> <li>d. Approves a budget of up to \$50,000, funded from the Concept Plans implementation budget, to progress the work identified in c. above, with a final report on this work to be considered by Council before any decisions are made to proceed further with the project.</li> </ul>	<p>The project is progressing as resolved.</p> <p>It is recommended this Resolution be removed from the Register.</p>
O192	23/04/24	<p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a. Agree to becoming a signatory to the Waikato Biodiversity Accord, subject to:                             <ul style="list-style-type: none"> <li>i. Waipā District Council, Waitomo District Council, mana whenua iwi, QEII National Trust, Department of Conservation and Waikato Regional Council all becoming signatories; and</li> <li>ii. The inclusion of the following amended principle and new objective that limits Council’s cost and resourcing commitments to Council’s staffing capacity and budget:                                     <p>Amended Principle: Coordinate efforts across jurisdictional boundaries, integrating resources, funding, and actions for greater impact on biodiversity conservation and enhancement while working within resource and financial constraints.</p> </li> </ul> </li> </ul>	<p>It is recommended this Resolution be removed from the Register.</p>

New Objective: An Efficient and Effective Strategy process and implementation, that recognises the varying capacity of Accord partners and stakeholders to participate; and

b Authorise the Chief Executive to assess and accept any further inconsequential amendments to the Accord that may be put forward from other stakeholders; and

c Require the Chief Executive to review Council’s signatory status of the Waikato Biodiversity Accord, following clear Government direction on its review of the National Policy Statement Indigenous Biodiversity.

O193	23/04/24	That Ōtorohanga District Council receives the 'Animal Education and Dog Control Act 1996 Section 10A report' (appendix 1).	It is recommended this Resolution be removed from the Register.
O194	23/04/24	That the Ōtorohanga District Council approve the proposed draft Ōtorohanga District Economic Wellbeing Strategy for community engagement/consultation for a two-week period starting Monday 6 May 2024, with feedback/submissions considered by Council in early June 2024.	It is recommended this Resolution be removed from the Register.
O195	23/04/24	That the Ōtorohanga District Council adopt the Waste Management and Minimisation Plan 2024 (document number 750361).	It is recommended this Resolution be removed from the Register.
O196	23/04/24	That the Ōtorohanga District Council retrospectively confirm the submission (included as Appendix 2) lodged in respect to the Fast Track Approvals Bill noting that the timing for submissions did not allow Council the opportunity to formally consider the submission prior to the closing date.	It is recommended this Resolution be removed from the Register.
O197	23/04/24	That Ōtorohanga District Council adopt the Mayoral Disaster Relief Fund Policy (document number 727419).	It is recommended this Resolution be removed from the Register.

**Staff recommendation**

That Ōtorohanga District Council confirm the removal of Resolutions C191, C192, C193, C194, C195, C196, and C197 from the Register.

## PUBLIC EXCLUDED REPORTS | TAKE MATATAPU

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 140: Resolution to exclude the public for Item PE12: Ōtorohanga Kiwi House loan and Item PE13: Tender award – Ōtorohanga swimming pool management (C1142)**

**To:** His Worship the Mayor and Councillors of Ōtorohanga District Council

**From:** Kaia King, Manager Governance

**Date:** 21 May 2024

**Relevant community outcomes:** Engaged Empowered Responsible



**1 Purpose | Te Kaupapa**

1.1 To exclude the public from parts of the proceedings of the Ōtorohanga District Council meeting.

**2 Executive Summary | Whakarāpopoto Matua**

2.1 All formal meetings are open to the public however, there are some parts of the meeting where the public can be excluded. Council must provide a good reason if to exclude the public from a Council or committee meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Ōtorohanga District Council exclude the public from the following parts of the proceedings of this meeting confirming:

- 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 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and,
- b The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE12: Ōtorohanga Kiwi House loan	Section 9(2)(b)(ii)	Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;

<p>Item PE13: Tender award – Section 9(2)(b)(ii) Ōtorohanga swimming pool management (C1142)</p>	<p>Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information;</p>
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**4 Context | Horopaki**

4.1 Public excluded agendas and minutes are not available to the public. Where possible, Council will release public information which has been considered during the public excluded part of a meeting.

**5 Considerations | Ngā whai whakaarotanga**

**Significance and engagement**

5.1 No community consultation is required under the Significance and Engagement Policy.

**Impacts on Māori**

5.2 Staff consider this report does not have a direct impact on Iwi/Māori greater than any other member of the public.

**Risk analysis**

5.3 This report seeks to reduce the risks associated with protecting the privacy of a person.

**Policy and plans**

5.4 There are no policies or plans relevant to this report.

**Legal**

5.5 Resolutions to exclude the public are made under Section 48 of the Local Government Official Information and Meetings Act 1987.

**Financial**

5.6 There are no financial impacts resulting from the recommendation.

**6 Discussion | He Kōrerorero**

**Option 1: To exclude the public from the meeting**

6.1 This option seeks to reduce the risk of commercial information breaches by the holding of the relevant part of the proceedings of the meeting with the public excluded.

**Option 2: To decline to exclude the public**

6.2 This option may potentially expose Ōtorohanga District Council to greater risk of commercial information breaches.

**Recommendation option and rationale**

6.3 To exclude the public for the parts of the meeting outlined in the recommendation.

## CLOSING FORMALITIES

### CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ

The Chairperson will invite a member to provide the closing words and/or karakia.

### MEETING CLOSURE | KATINGA O TE HUI

The Chairperson will declare the meeting closed.

## WORKSHOPS | HUI AWHEAWHE

Workshops will begin following a short break following the meeting closure. Refer to the Order of Agenda for a list of workshops expected to be held.