



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Agenda

**ŌTOROHANGA DISTRICT COUNCIL**

26 August 2025

**Notice is hereby given** that an ordinary meeting of the Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 26 August 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

19 August 2025

## OPEN TO THE PUBLIC AGENDA

### Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams
Kāwhia Tihiroa Councillor	Kit Jeffries
Kio Kio Korakonui Councillor	Rodney Dow
Ōtorohanga Councillor	Katrina Christison
Ōtorohanga Councillor	Steve Hughes
Rangiātea Councillor	Jaimee Tamaki
Rangiātea Councillor	Roy Willison
Waipā Councillor	Roy Johnson
Wharepūhanga Councillor	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 ŌDC'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.

## For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

## For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	7
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	7
Apologies	Ngā hōnea	7
Public forum	Hui tūmatanui	7
Petition		8
Late items	Ngā take tōmuri	33
Declaration of conflict of interest	Te whakapuakanga pānga taharua	33
Confirmation of minutes	Te whakaū i ngā meneti	34
Receipt of Minutes	Te rironga o ngā meneti	68
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	89

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 269 Submissions and Staff Recommendations: Bylaw Reviews (Keeping of Stock, Poultry and Bees Bylaw; Structures and Works in Public Places Bylaw)		90
<i>Note one submitter has requested to be heard.</i>		
Item 270 Delegations in the Interregnum Period		127
Item 271 Re-appointment of Mr Roy Johnson to the Ōtorohanga District Licensing Committee		130
Item 272 Application for Temporary Road Closure – Targa NZ 2025		134
Item 273 Ōtorohanga Historical Society – Request for Assistance with Rewarewa Schoolhouse Relocation Costs		145



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

Item 274	Annual report on Dog Control policy and practices	167
Item 275	Riskpool update and Call to Members	174
Item 276	Heavy freight road classification	182
Item 277	Roading Activity quarterly update – August 2025	187
Item 278	Regulatory and Growth Group – 6 Monthly Report	200
Item 279	Service providers 12-month reports for 2024-2025	220
Item 280	Elevate's 12-month report 2024-25 and workplan for 2025/2026	317
	<i>Note representatives from Elevate will be in attendance.</i>	
Item 281	Finance report to 31 July 2025	346

**Other business****Ētahi atu take**

Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	353
Resolution Register	Rēhita tatūnga	353

**Public excluded****Take matatapu**

There are no reports.

**Closing formalities****Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	359
Meeting closure	Katinga o te hui	359

**Workshops****Hui awheawhe**

1	Monthly discussion with the Chief Executive	Public not permitted
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This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 19 August 2025.

**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/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

**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).

That Ōtorohanga District Council receive and accept the apology from Councillor Roy Johnson for non-attendance.

**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 Council. Requests to attend the public forum must be made to on the form available on Council's website: [otodc.govt.nz/about-council/meetings/speak-at-public-forum](https://otodc.govt.nz/about-council/meetings/speak-at-public-forum). Alternatively, please call 07 873 4000.

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 debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No members of the public had requested to speak.

## Petitions

Petitions may be presented to the local authority or any of its committees, local boards or community boards, as long as the subject matter falls within the terms of reference of the intended meeting.

Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

A petition has been received titled 'Ōtorohanga logo change' and is attached on the following page. The petition will be formally presented with Mr Ian Clark requesting to be heard.

A petitioner who presents a petition may speak for 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise.

### Staff recommendation

That the Ōtorohanga District Council receive the petition 'Ōtorohanga logo change'.





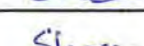











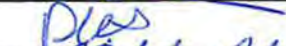
# Otorohanga Logo Change !

## To the Otorohanga Mayor, CEO and District Council

We, the undersigned ratepayers and residents of Otorohanga District ask the Mayor and CEO on behalf of the Otorohanga District Council to explain how the Kiwiana logo was altered without public consultation.

Otorohanga is widely known, proclaimed and registered as the "Kiwitown of New Zealand and gateway to Waitomo Caves".

Signed by:

Name	Contact	Signature
Shane Phillips	0274286244	
Andy Butts	0275704002	
Bruce Collinson-Smith	021314382	
Scott Ormsby	0210590245	
Zane Loring	0212303544	
Seth Gray	02040643951	
Bennett Sanson	0273427113	
Loree Phillips	0274452624	
Doug Willis	0272115405	
Sharon Sweeney	0225254368	
Chrissy Woodward	0274226047	
David Sisley	0211403534	
Hayden Ayres	0275823200	
Robert Phillips	0273229052	
Ross Thompson	0272704811	
Dylan Henning	0224917108	
Duncan Coull	0274727110	





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Signed by:

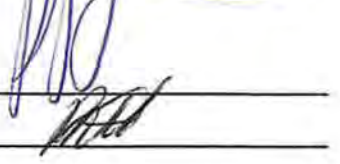

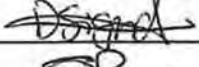

Name	Contact	Signature
Marion Wall	0275800980	Wall
Janelle King	027419246	J King
Sharon Giddens	8728661	Sharon Giddens
Shirley Harper	0276950490	Shirley Harper
Todd Ormsby	0275548248	Todd Ormsby
John Kaati	021567505	J R Kaati
Lewana & Michael Gray	021646555	L D Gray
GRAHAM LAMONT	79 PHILLIPS AVE	Graham Lamont
Natalie Southgate	0223003438	N Southgate
Trish Baigent	0274058588	T Baigent
Lavie Cavan	0272809273	L Cavan
JOHN MILNE	02738495	J Milne
Jean Roberts	078738361	J Roberts
Rebekah Riding	018736917	R Riding
Cole Brooks	0275108399	C Brooks
Shunt Ormsby	0211363475	S Ormsby
Carlisle Ormsby	"	C Ormsby
Mike Galvin		027 2734112
Nikki Lorn	022634715	N Lorn
SUEY PETERSEN	0210714250	S Petersen
Danae Lupton	0212029749	D Lupton
Pauline Tane	0212674134	P Tane
Rod Shaw	072809153	R D Shaw
Charlie Holmes	027 2735064	C Holmes
Rae Udy	027 349 1135	R Udy

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Signed by:

Name	Contact	Signature
Richie Koroheke	07873 4004 work	
Darren Speight	07873 4004	
Seyan Ferguson	027 5511621	
Rochelle Burmester	027 3059239	
Tom Roberts		
Darren Robinson	022 131 4515	DJ Robinson
Dain Signal	0274308724	
Sharon Ritche	078734004.	





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Signed by:

Name	Contact	Signature
Jocelyn Horsfall RNZSI Stockman	0211565065	Jocelyn Horsfall RNZSI Stockman
Christine Roach	021 205 6289	Christine Roach
Braedyn Roach	021 387 556	B. Roach
Wendy Collins	021 5200016	Wendy Collins
Dianne Foreman	027 255 0781	D. Foreman
Wayne Foreman	021 263 5560	W. Foreman
Mark Mankuka	021 387 556	Mark Mankuka
Manga Roach	027 431 9959	M. Roach
Bill Miller	07 873 8214	B. Miller

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Signed by:

Name

Contact

Signature

Jo Harty  
Pete Wells

0276648374  
0276965617

Jo Harty  
P. Wells

Peter Wells 0276965617

Karen Lennox 0275594468

Peter Wells  
Karen Lennox





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Signed by:

Name	Contact	Signature
Bm mcleod	0276493493	Bm mcleod
C Pedersen	021567550	C. A. Pedersen
J McKenzie	0275445553	J. McKenzie
L Vanderspeijl	0274147289	L. Vanderspeijl
T Green	0273535777	T. Green
K. Gower	0274744346	K. Gower
Jo-Ann Muller		Jo-Ann Muller
Kevin Muller		Kevin Muller
Tish Waller	0276746614	Tish Waller
Jan White		Jan White
Amber-gail Wright	0273337113	Amber-gail Wright
Jaydan Carseldine	0272710177	Jaydan Carseldine
Dawn Roberts	0274105902	Dawn Roberts
Nicola Spicer	0273595861	Nicola Spicer
Ivan der Pasch	0211342246	Ivan der Pasch
Jessica Stanton	0276322405	Jessica Stanton

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Signed by:

Name	Contact	Signature
D. Mary Cawte	cawtedm@gmail.com	[Signature]
Judy Brown		[Signature]
Helen Browne	browneh@xtra.co.nz	[Signature]
Beverley Corley		[Signature]
Elaine Teale	elaine.teale@gmail.com	[Signature]
Tracy Colby	07 873 6800	[Signature]
Robert Short	027 240 8652	[Signature]
Catherine Short	bandcshort@gmail.com	[Signature]
Murray Loewenthal	murray.loewenthal@gmail.com	[Signature]
Heather Loewenthal	" "	[Signature]
John Carson		[Signature]
Tony Beachy		[Signature]
Del Brinkley		[Signature]
Clare Sherrington		[Signature]
Marty Graham		[Signature]
John Oliver		[Signature]
Carey Sanson	carey@lisa.sanson@xtra.co.nz	[Signature]
Ailsa Sanson	" "	[Signature]
John & Judy Appleton		[Signature]
Mike & Pauline Masters		[Signature]



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Signed by:

Name	Contact	Signature
Monica Harper	0210796993	[Signature]
JOHN HARPER	0210529196	[Signature]
Chris Tappin	0212078886	[Signature]
Rosemary Briggs	0272778718	[Signature]
ELIC HEARFIELD	0210387911	[Signature]
Kevin Hearfield	021038911	[Signature]
Pauline West	0272676018	[Signature]
Kevin West	0210621646	[Signature]
Joan Whillow	9737722	[Signature]
Monique Bains	0211625090	[Signature]
Noor Bains	0211625090	[Signature]
Bashi Singh	0210702278	[Signature]
Leah Pavea	0274872448	[Signature]
Mike Eskine	021-922903	[Signature]
J J Harfield	027671490	[Signature]
Sharon Pavea	8938280	[Signature]
Stephanie Josling	0275555703	[Signature]
Richard Gibson	021400764	[Signature]
Peter Harper	0274292162	[Signature]
Linla Harty	0972488444	[Signature]
Edward Harty	0221271136	[Signature]
Carla Mangles	0274284930	[Signature]
Kerry Harty	0272946215	[Signature]
Caleb Harty	0276648375	[Signature]
Jo	11	[Signature]



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Signed by:

Name	Contact	Signature
Robin Jaques	0273895689	R. Jaques
Ray Hally	0272723273	Ray Hally
James Church	021442230	James Church
Mike Lyle	07040185743	Mike Lyle
HANDEY		HANDEY
Louise	0272050140	Louise
Jan	02040840552	Jan
Bev	0274959680	Bev
Kim	02102601466	Kim
Caul Tait	0276294930	Caul Tait
Torren Walk	021867736	Torren Walk
Phailin Hly		Phailin Hly
Krittaya		Krittaya
Christine	02793470129	Christine
Pau	021906753	Pau
Nigel Walker	0274507569	Nigel Walker
Nadia Thompson	0273756510	Nadia Thompson
Lee Kuruangi	0215786685	Lee Kuruangi
Dudley	0274737868	Dudley





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Signed by:

Name

Contact

Signature

Cynthia Chaffey

0274738315

Kerry Holt

027294624

GRANT MATTHEWS

021871779

Ayumi Thirkell

0275472769

Brian Pitts-Brown

08-843 7204

Jean Pitts-Brown

" "

Ayumi Thirkell

Brian Pitts-Brown

J. Pitts-Brown





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Signed by:

Name	Contact	Signature
Marjorie Carr	0274491038	<i>M. Carr</i>
Elizabeth Marshall	021982090	<i>E. Marshall</i>
Mary Dircombe	078736614	<i>M. Dircombe</i>
Jerry Bennett	021449023	<i>J. Bennett</i>
DAVID EASTWOOD	021993097	<i>D. Eastwood</i>
Diane & Colin	0210340846	<i>D.M. Murphy</i>
Nigel Rawlings	0774767360	<i>N. Rawlings</i>
Corin Payne	0274940458	<i>C. Payne</i>
Brian Rawlings	0272405854	<i>B. Rawlings</i>
Jim Pegg	078731869	<i>J. Pegg</i>
ALAN NEUSTROSK	02102629812	<i>A. Neustrosk</i>
Ben Cooper	"	<i>B. Cooper</i>
Opal Gordon	0210493241	<i>O. Gordon</i>
Diane Shaitel	0272450810	<i>D. Shaitel</i>
Judy Appleton	02724434	<i>J. Appleton</i>
Rika Cowan	072809106	<i>R. Cowan</i>
Annie Reeve	078737896	<i>A. Reeve</i>
Brian & Sue Day	0212791044	<i>B. Day</i>
Brian Day	0274485812	<i>B. Day</i>
Pauline Masters	0274582227	<i>P. Masters</i>
Michael Masters	0274582227	<i>M. Masters</i>
KAREN KILMARTIN	0211791001	<i>K. Kilmartin</i>
Kathleen Radke	0211321422	<i>K. Radke</i>
Wendy Andrews	0210396816	<i>W. Andrews</i>



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Signed by:

Name	Contact	Signature
Julie Gordon	0277858832	Julie Gordon
Rob Gordon	0274964150	Rob Gordon
TREVOR CRONIN		Trevor Cronin
Mary Pye		Mary Pye
Mike Clapcott	078730822	Mike Clapcott
Sarah & John Oliver	078738815	Sarah & John Oliver
Graham & Wendy Anderson	078731875	Graham & Wendy Anderson
Allan Johnston		Allan Johnston
JANE CLAPCOTT		Jane Clapcott
Aileen Berrigan	8737721	Aileen Berrigan
ANNE BEECHING	021 917 7594	Anne Beeching
Jeanette LeComte		Jeanette LeComte
Peter LeComte	078738524	Peter LeComte
Sue Frederiksen	0273890996	Sue Frederiksen
Bernie McDowell	078738780	Bernie McDowell

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Signed by:

Name	Contact	Signature
Rex Starling	0274309764	Rex Starling
Noel Hurley	0274116900	N. Hurley
Malcolm Lister	0211134327	M. Lister
Owen Watson	0274874570	O. Watson
Annie Williams	021653151	A. Williams
Bernie & Dawn McDowell	0210510300	B. McDowell
Gracie Wisniewsky	07 873 6272	G. Wisniewsky
Ross Cumpstone	0274809974	R. Cumpstone
Heather Pantin-Lewis	0212995859	H. Pantin-Lewis
Phil Hathaway	021837424	P. Hathaway
Clare Hathaway	0221837424	C. Hathaway
Bev van der Heyden	0273409089	B. van der Heyden
Kewin Johns	0223097280	K. Johns
Gwenda Bryant	0273107388	G. Bryant
Jonny Atwell	0212746116	J. Atwell
Mark Gibson	0277865208	M. Gibson



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Signed by:

Name	Contact	Signature
Jodie Ross		Jodie Ross
EMILY		EMILY
Brie McDonald		Brie McDonald
KATRINA GANLEY		KATRINA GANLEY
Alan Cox		Alan Cox
Malcolm Tait		Malcolm Tait
Sarah Church		Sarah Church
Tracy Kyle		Tracy Kyle
Gail Lynn Fitness		Gail Lynn Fitness
VAUGHAN ORMSBY		VAUGHAN ORMSBY
Anna-Maree Lawry		Anna-Maree Lawry
Paye Lawry		Paye Lawry
Zoe Maupherson		Zoe Maupherson
Tracey Kennedy		Tracey Kennedy
Reiden Maupherson		Reiden Maupherson
BETTY GILANT		BETTY GILANT
OWEN HARPER		OWEN HARPER
Toby Dampney		Toby Dampney
Dick Sears		Dick Sears
Ralph Celis		Ralph Celis
Takesha Willis		Takesha Willis
Filma Clark		Filma Clark
Clint Dibble		Clint Dibble
Richard Cooper		Richard Cooper
B.M. Anselme		B.M. Anselme



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Signed by:

Name	Contact	Signature
Andrew Ormsby	027 554 8249	[Signature]
Gaylene Ormsby	027 554 8247	[Signature]
Vanessa Martin	027 824 8759	[Signature]
Leanne Massey	027 477 2032	[Signature]
Joellen O'Sood		[Signature]
Noem Burmester	021-063 0305	[Signature]
David + Jenny Hughes	021 136 3455	[Signature]
Colin Beston	027 878 7641	[Signature]
Shiela + Malcolm Lister	021 113 4327	[Signature]
Trish Scott	027 926 2606	[Signature]
Malcolm Rogers	027 294 6683	[Signature]
Jill Hume	027 449 1070	[Signature]
Janet Beeston	027 878 7787	[Signature]
Michael Henderson	027 412 0062	[Signature]
Kelvin Graham	027 270 1998	[Signature]
Mike Turner	027 518 2044	[Signature]
Jane Telfer	01 813 8379	[Signature]
Pat Alderson		[Signature]
Ross Gower	029 873 7381	[Signature]
Chris Hickman	021 158 9303	[Signature]
Dan Hickman		[Signature]
Tanya Shaw	027 570 9626	[Signature]
Phil Blundell	027 249 4977	[Signature]
Wayne Fields	027 888 9820	[Signature]



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Signed by:

Name	Contact	Signature
CYNTHIA DOW	0274916453	LM Dow
Marianne Walton	027 271 2552	M Walton
Wilma Butcher	021 02595092	WJ Butcher
SANDRA TEMBERTON	0274187323	S Temberton
Gyverne Apperley	0211825386	G Apperley
Colin Taylor	021 081 07004	C Taylor
Janice Taylor	021 081 07004	J Taylor
LINDSAY TAPP	087110747	L Tapp
Lorene Rawlings	0210647118	L Rawlings
Neville Rawlings	0273305299	N Rawlings
Lise Fox	021 062253	L Fox
Sally Fox	02108330602	S Fox
Jocelyn Helt	0211662777	J Helt
Ruth Helt		R Helt
Jan Kimber		J Kimber
Maudie Annan	021 134 2690	M Annan
Michelle Erikson	0224115381	M Erikson
Keray Murphy	0275752441	K S. Murphy
Carol Hynes	0220989330	C Hynes
Marion Harknell	01 973 8243	M Harknell
Jacqui Burnett	021 463266	J Burnett
Shane Burrett	0278361879	S Burrett
Rick Rawles	021 298 3127	R Rawles
HEATHER RAWLES	0274752131	H Rawles



## To the Otorohanga Mayor, CEO and District Council

We, the undersigned ratepayers and residents of Otorohanga District ask the Mayor and CEO on behalf of the Otorohanga District Council to explain how the Kiwiana logo was altered without public consultation.

Otorohanga is widely known, proclaimed and registered as the "Kiwitown of New Zealand and gateway to Waitomo Caves".

Signed by:

Name	Contact	Signature
Chloe Wain	N/A	Chloe Wain
Merv Cow	027 3331942	Merv Cow
Ashley Blackler	020 414 30058	Ashley Blackler
Sigrid Rattay	021 906753	Sigrid Rattay
Peter KEM-Bell	021565159	Peter KEM-Bell
Danny Moloney	0210701576	Danny Moloney
Shona Martin	0275374561	Shona Martin
Aileen Martin	02707070590	Aileen Martin
Cheryl Edwards	0273591548	Cheryl Edwards
Paul Edwards	078737193	Paul Edwards
Kerry Murphy	078737327	Kerry Murphy
Wayne McGough	078738841	Wayne McGough
Clare Beck	0273836214	Clare Beck
Viv Southall	0277708180	Viv Southall
Sue Tucker	027 8639436	Sue Tucker



**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 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special 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 .... 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.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

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 Ōtorohanga District Council's Conflicts of Interest Register.*

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

The unconfirmed Minutes of the ordinary meeting are on the following pages.

**Staff recommendation**

That Ōtorohanga District Council confirm as a true and correct record, the open Minutes of the meetings held on:

- a) 23 July 2025 (document number 843882); and
- b) 29 July 2025 (document number 842213); and
- c) 12 August 2025 (document number 842918).





TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## **ŌTOROHANGA DISTRICT COUNCIL EXTRA-ORDINARY MEETING**

23 July 2025

Open Minutes of an extra-ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Wednesday, 23 July 2025 commencing at 1.00pm.

Tanya Winter, Chief Executive

15 August 2025

### Ōtorohanga District Council attendance

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson/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	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Attended
Waipā Councillor	Roy Johnson	Attended
Wharepūhunga Councillor	Cathy Prendergast	Attended

### Senior staff in attendance

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



<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 259 Approval of Waikato Waters Ltd incorporation documentation		4

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	10
Meeting closure	Katinga o te hui	10

These open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 15 August 2025.

**Commencement of meeting****Te fīmatanga o te hui**

His Worship the Mayor declared the meeting open at 1.00pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

His Worship the Mayor led the meeting in a recitation of the karakia provided in the agenda.

**Apologies****Ngā hōnea**

There were no apologies.

**Late items****Ngā take tōmuri**

There were no late items.

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

There were no Conflicts declared.

**Decision reports****Ngā pūrongo whakatau****Item 259: Approval of Waikato Waters Ltd incorporation documentation**

ŌDC's Graham Bunn acknowledged the contributions of various individuals to the Waikato Waters Ltd (WWL) project. He noted WWL represented the largest regional collaboration in New Zealand to date aimed at improving water service delivery under new legislation. The initiative has been recognised by the Minister of Local Government and is expected to deliver greater resilience, financial flexibility, workforce development, and a stronger regional voice.

Mr Bunn noted that ŌDC would gain the right to appoint representatives to the Shareholders Forum and participate in decisions during WWL's startup and transition phases. He explained that the agreement was developed collaboratively by the Chief Executives of seven councils. A decision was needed before the ordinary Council meeting on 29 July, as WWL had to be incorporated before the first Shareholders Forum on 28 July. The urgency was driven by central government deadlines for lodging the Water Service Delivery Plan and ensuring WWL was ready for initial council transitions.

Mr Bunn confirmed that ŌDC had undertaken extensive community consultation to support informed decision-making. The WWL model respects Māori cultural values and existing relationships. He noted the operational strategy was based on financial modelling from national and international examples, suggesting that a regional collaborative approach could be more cost-effective than maintaining the current system.

Mr Bunn noted analysis suggested that, despite some risks, joining Waikato Waters Ltd offered long-term benefits in terms of expenditure control and debt management when compared to the current model. By signing the incorporation documents, Ōtorohanga District Council commits to transferring its water assets and becoming a Stage Two shareholder by 1 July 2027. Exiting the organisation at a later stage would likely result in substantial costs and a loss of influence.

His Worship the Mayor read out the staff recommendation and suggested an addition as part d) acknowledges that the final Shareholders Agreement presented does not contain a clause as proposed by Resolution C395, part b)ii) *'Transitioning to becoming a Stage Two shareholder for the delivery of water supply and wastewater services in 2027/28 on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model'*. He then moved the staff recommendation with the addition of part d) and Deputy Mayor Williams seconded the motion.

Councillor Dow spoke against the motion noting elected members made the decision to proceed due to the ability to ensure that the District would be no worse off. He expressed disappointment but stated he acknowledged the decision made previously and the staff recommendation to sign the Shareholders Agreement.

ŌDC's Tanya Winter noted the Council was presented with the information available at the time, particularly during the consultation phase when the Shareholders Agreement included certain provisions. Those provisions have since been removed or changed. She acknowledged that if elected members had known about these changes earlier, they might have voted differently. But now, with updated information and legal advice in hand, this was the moment to reconsider. If anyone wished to

change their position, this was the time to do so—because ŌDC are about to make a formal decision on signing the Shareholders Agreement and associated documentation.

His Worship noted it was prudent to act with foresight and ensure that the interests and autonomy of the district are protected. He advised that although specific names cannot be disclosed, the shortlist of candidates for Chair and Director roles on the Transition Board had been reviewed. He said the calibre of the individuals—many of whom are well-regarded in the public sector—provided confidence in their capacity to lead the transition effectively. Of those shortlisted, three would ultimately form the operational board. The quality and commitment of the applicants offer assurance that council representation during this critical period will be both competent and principled.

Councillor Christison stated she would have requested a comparisons on water use charges compared to the other partner councils at the previous meeting if the ‘no worse off’ hadn’t been promoted.

Councillor Prendergast referred to the resolution and noted that several questions had been raised during its consideration. Specifically, attention was drawn to page 28 regarding the transfer of shares and the potential for other entities to acquire shareholding status at a later stage. Clarification was sought as to whether these entities referred exclusively to councils joining at a later date. His Worship stated no other types of entities were being considered.

In response to a second query, ŌDC’s consultant Legal Advisor, Simon Vannini from Simpson Grierson clarified that a single Statement of Expectations would be prepared for the new board to work through during the establishment phase of the company. Once the company becomes operational, new Statement of Expectations would be issued by the shareholder group as required. Ms Winter confirmed that the intention behind the Statement of Expectations was to provide the newly formed board with a framework to guide its initial operations and strategic direction.

Councillor Prendergast raised concerns regarding the long-term implications of the resolution, noting that Ōtorohanga District Council may not exist in its current form in ten years’ time. The discussion referenced potential structural changes, such as amalgamations involving other councils and questioned how such changes would be managed within the shareholder framework.

Mr Vannini responded providing further commentary on the procedural complexity of incorporating additional councils over time. It was noted that such changes would not occur automatically and would require formal approval from the current shareholder group. This reinforces the importance of maintaining clear governance protocols and ensuring that all participating councils retain control over future membership decisions.



Councillor Jeffries raised several points requiring clarification. He noted that while the proposal appeared generally sound, there remained unresolved questions—particularly regarding the financial implications. Specific reference was made to costs associated with the process. Clarification was sought on whether the Council would be fully committing to these costs and whether any of them would be recoverable. Ms Winter responded by confirming that the costs of engaging external consultants—used to support both the analysis of Waikato Waters Ltd and the in-house status quo model—had been covered by the Department of Internal Affairs (DIA) Transition Fund. However, she noted that internal staff time had not yet been accounted for. She advised that following the decision, a process would be implemented to begin tracking internal time and costs. Chief Executives from the participating councils were scheduled to meet the following week to agree on a consistent approach for accounting from "day zero" through to the establishment of the new entity. This would include internal contributions to both the setup of Waikato Waters Ltd and the transition process over the coming years. She advised once the entity is operational, councils would begin claiming back eligible costs. She also noted that five of the seven councils had already appointed a Transition Manager.

Councillor Jeffries raised the issue of debt transfer, seeking clarification on what would be included. It was noted that net debt encompasses internal loans, deficits, depreciation, operating reserves, and any actual or accrued items such as work in progress. Further, he inquired about the impact of actual transactions on the Council's balance sheet, including contingent liabilities and other financial implications. Mr O'Callaghan confirmed that inclusion of work in progress would depend on the nature of its funding and spoke on the possible impact on the balance sheet.

Councillor Williams emphasised the importance of viewing the matter as an opportunity, noting that all parties had contributed equally to the discussion. She stated that the documentation, while potentially presenting disadvantages, was consistent with standard shareholder agreements and did not differ materially in that regard. She further noted that it was essential for all parties to act in good faith. Once a decision is made, it must be followed through with active participation; opting out after the fact would undermine the integrity of the process and the collective commitment required for success.

Councillor Dow referred to page 24 of the documentation and expressed concern regarding the 20% contingency provision. Ms Winter clarified that the contingency could only be utilised with the approval of the Shareholders Representative Forum.

Councillor Dow then referred to page 67, raising concerns about stormwater charges, suggesting that the entity could impose charges at its discretion. His Worship the Mayor responded by noting that the

matter would be managed in collaboration with professional directors and the Shareholders Representative Forum. Ms Winter added that stormwater services were intended to remain in-house.

Councillor Dow questioned whether, in cases where local stormwater entered the wastewater system, the Council could still be charged. Mr Lewis explained that the only stormwater that would enter the wastewater system would be through infiltration. He confirmed that the Council would not be charged for stormwater entering the sewer system. He referenced a recent issue involving water entering ponds and clarified that some infiltration through the ground is unavoidable. He further noted that it is not possible to completely separate stormwater infiltration from wastewater, as outlined on page 69 of the Shareholders Agreement.

Mr Lewis spoke on the provision of stormwater services. Currently, all stormwater-related work is managed internally by council staff. He noted ŌDC's intention was to retain stormwater services in-house.

Mr Lewis confirmed WWL had the capability to deliver stormwater services on behalf of councils and some councils would transfer stormwater under formal agreements. It was acknowledged that some councils intend to transfer stormwater responsibilities immediately. In such cases, provisions must be clearly outlined within the relevant transfer agreements to ensure clarity and alignment with the broader service delivery framework.

Councillor Tamaki noted the importance of establishing clear procedures, particularly given the current absence of formalised arrangements. While the Council may be operating with limited influence at present, the structure allows for strategic flexibility and breathing room, especially in terms of relationship-building. She also emphasised that effective collaboration and relationship-building among smaller councils would be essential as while financial scale may favour larger entities, smaller councils possess agility, which should be recognised as a strategic advantage.

Resolved C404: That Ōtorohanga District Council:

- a) **NOTES** that as part of implementing the WWDW Decision, Waikato Waters Limited is required to be incorporated as a limited liability company, with Council being one of the shareholding councils
- b) **APPROVES:**
  - i) The incorporation of Waikato Waters Limited with Ōtorohanga District Council being one of the shareholders of that company; and

- ii) The Shareholders' Agreement and Constitution for Waikato Waters Limited, as attached respectively as appendices 2 and 3 to this report (**Incorporation Documents**)
- c) **DELEGATES** authority to the Mayor and Chief Executive on behalf of Council to:
  - i) Approve non-material amendments to the Incorporation Documents prior to Waikato Waters Limited being incorporated, and sign such documents, including the Incorporation Documents, as required, to incorporate Waikato Waters Limited and confirm Council's shareholding status in Waikato Waters Limited.
  - ii) Approve any amendments to the Incorporation Documents after Waikato Waters Limited's incorporation if necessary to reflect the final form of, and ensure compliance with, the Local Government (Water Services) Act 2025 when enacted, and to sign/execute such documents as required to give effect to such amendments;
- d) **NOTES** that the Shareholders' Agreement provides for the establishment of the Shareholders Representative Forum (**SRF**) which has authority to make decisions on behalf of the applicable shareholding councils in relation to Waikato Waters Limited, as set out in more detail in the Incorporation Documents;
- e) **APPOINTS:**
  - i) The Mayor as Council's representative to the SRF; and
  - ii) The Deputy Mayor as Council's alternate representative on the SRF; and
- f) **DELEGATES** to the Mayor, or in the Mayor's absence, the Deputy Mayor, full authority to make decisions on behalf of Ōtorohanga District Council at meetings of the SRF subject to such decisions being within scope of, and in compliance with, the functions and authority of the SRF as set out in the Incorporation Documents.
- g) **ACKNOWLEDGES** that the final Shareholders Agreement presented does not contain a clause as proposed by Resolution C395, part b)ii) *'Transitioning to becoming a Stage Two shareholder for the delivery of water supply and wastewater services in 2027/28 on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model'.*

His Worship the Mayor | Deputy Mayor Williams

Councillors Christison, Dow and Hughes requested their vote against the motion be recorded.

**Closing prayer/reflection/words of wisdom**

**Karakia/huritao/whakataukī**

His Worship the Mayor led the meeting in a recitation of the karakia provided in the agenda.

**Meeting closure**

**Katinga o te hui**

His Worship the Mayor declared the meeting closed at 1.38pm.





TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## **ŌTOROHANGA DISTRICT COUNCIL**

29 July 2025

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 29 July 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

1 August 2025

### Ōtorohanga District Council membership

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson/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	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Attended (from 10.31am)
Waipā Councillor	Roy Johnson	Attended
Wharepūhunga Councillor	Cathy Prendergast	Attended

### ŌDC senior staff in attendance

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

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Petition		5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes (24 June)	Te whakaū i ngā meneti	6
Receipt of Minutes (KCB 3 July)	Te rironga o ngā meneti	7
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	7

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 260 Application for Temporary Road Closure – Hamilton Car Club Annual Rally Sprint, Hoddle Road, Ōtorohanga		7
Item 261 Adoption of Ōtorohanga Reserves Strategy and Reserves Management Plan		8
Item 262 Adoption of Proposed Aotea and Kāwhia Plan (Better Places Together)		9
Item 263 Adoption of the Ōtorohanga Library Strategy and three-year Action Plan		10
Item 264 Submission to Ministry of Housing and Urban Development: Going For Housing Growth		10
Item 265 Adoption of updated Procurement Policy		11



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

Item 266	Concept Plans Implementation Update - July 2025	12
Item 267	Water Services Report to 30 June 2025	13

**Other business****Ētahi atu take**

Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	14
Resolution Register	Rēhita tatūnga	14

**Public excluded****Take matatapu**

Item 258	Resolution to exclude the public for Item PE25: Contract C1160 Unsealed Road Metalling Contract Award	15
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**Closing formalities****Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	16
Meeting closure	Katinga o te hui	16

**Workshops****Hui awheawhe**

1	Monthly discussion with the Chief Executive	Public not permitted
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These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Acting Chief Executive, Graham Bunn on 1 August 2025.

**Commencement of meeting****Te tīmatanga o te hui**

His Worship the Mayor declared the meeting open at 10.08am.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

His Worship the Mayor led the meeting in a recitation of the karakia provided in the agenda.

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

There were no speakers.

**Petitions**

His Worship the Mayor advised that petitioners had a speaking time of 5 minutes, however he sought approval from ŌDC to extend the time allowed due to the environmental significance of the area subject to the petition. The petition presented was supported by 687 signatures with strong ties to the Kāwhia community.

Resolved C405: That the Ōtorohanga District Council approve an extension of speaking time to 10 minutes (excluding questions) for the petition 'Protecting Kāwhia Harbour'.

His Worship the Mayor | Deputy Mayor Williams

Rahui Papa, Maea Marshall, Horahaere Scott and Jack Cunningham spoke on behalf of Te Taiao o Kāwhia Moana and the Onepū Charitable Trust. They advocated for the protection of Kāwhia Harbour from the significant environmental challenges facing the area—from dune disturbance and damage to native planting, to the impact of vehicles on dotterel nesting grounds and shellfish beds.

Resolved C406: That the Ōtorohanga District Council receive the petition 'Protecting Kāwhia Harbour' endorsed by Te Taiao o Kāwhia Moana & Onepū Charitable Trust.

His Worship the Mayor | Councillor Christison

Councillor Jeffries queried how many Kāwhia residents were included in the 687 signatures. Ms Scott noted that there were landowners who had batches or homes that due to work lived in other areas such as Hamilton and as such had provided that address, but it did not mean they were not part of the Kāwhia community. She also said that many people lived outside Kawhia but still whakapapa or connect to Kawhia.

Councillor Willison joined the meeting at 10.31am.

Councillor Jeffries spoke in support but noted that an alternative access was required before closing the harbour to vehicles.

His Worship the Mayor adjourned the meeting at 10.43am for a short break to allow the petitioners to exit the Chambers. The meeting recommenced at 10.50am.

## Late items

## Ngā take tōmuri

There were no late items.

## Declaration of conflict of interest

## Te whakapuakanga pānga taharua

There were no Declarations made.

## Confirmation of minutes

## Te whakaū i ngā meneti

Resolved C407: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 24 June 2025 (document number 833758).

Councillor Prendergast | Councillor Hughes



**Receipt of Minutes****Te rironga o ngā meneti**

Resolved C408: That Ōtorohanga District Council receive following unconfirmed Minutes from the Kāwhia Community Board meeting on 3 July 2025 (document number 833963).

Councillor Jeffries | Councillor Dow

**His Worship the Mayor's verbal report****Te pūrongo ā-waha a te kahika**

His Worship the Mayor attended the farewell for staff member, Ross McNeil. He attended the pōwhiri at Maketū Marae for the new Kāwhia police officer. He chaired two extra-ordinary ŌDC meetings for Local Water Done Well and the first Shareholders Forum of the newly incorporated Waikato Water Limited.

Resolved C409: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Councillor Johnson

**Decision reports****Ngā pūrongo whakatau****Item 260 - Application for Temporary Road Closure - Hamilton Car Club Annual Rally Sprint, Hoddle Road, Ōtorohanga**

ŌDC's Paul Strange, Manager Roading noted the Rally was an annual event that had been presented for consideration in the preceding years. In response to a query from Councillor Jeffries, Mr Strange advised that ŌDC staff visually check event organisers have public liability insurance.

Resolved C410: That Ōtorohanga District Council:

- a) Approves the temporary road closures within the Ōtorohanga District, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, for the Hamilton Car Club 2025 Gravel Rally Sprint on Sunday, 17 August 2025, for the following roads:

- i) Hoddle Road, from its intersection with Maihihi Road to its intersection with Tauraroa Valley Road
- ii) Tauraroa Valley Road, from its intersection with Hoddle Road to its intersection with Maihihi Road

For the closure period of 7:00am to 5:00pm.

- b) Authorises public notification of the approved road closures as required by the Local Government Act 1974.
- c) Notes that approval is conditional upon compliance with closure processes.

Councillor Prendergast | Councillor Willison

### **Item 261 - Adoption of Ōtorohanga Reserves Strategy and Reserves Management Plan**

ŌDC's Sahndra Cave, Community Projects Lead noted the Plan applied specifically to Parks and Reserves with the Ōtorohanga town area. Ms Cave acknowledged the focus on constraining expenditure and noted the Plan provided a coordinated, clear and prioritised direction to the community.

Councillor Dow queried the \$600k budgeted in the Long Term Plan and, for example, what the next steps for the Ōtorohanga Netball Club would be to progress their move to the Island Reserve. Ms Cave advised the projects were prioritised by the Ōtorohanga Community Board. She noted staff would try to seek external funding and partnerships to progress projects. For the Netball Club, Ms Cave advised the next step would be for the Club to develop a detailed plan of the facilities needed. Once completed, staff were available to assist in the lodgement of grant applications.

Councillor Dow queried the Huiputea Reserve and KiwiRail's land. Ms Cave advised there was a strip of land adjacent to the railway tracks that was owned by KiwiRail. She noted staff had approached KiwiRail previously, but they were not interested in selling the land. Councillor Dow queried if the land was subject to a Treaty claim and Ms Cave advised that to her knowledge, it was not.

Councillor Christison referred to the multiple ownership of the Island Reserve land and queried a budget and timeline to progress. Ms Cave advised staff were in discussions with the whanau who owned the land. Staff had also received legal advice to ensure the matter was resolved appropriately. Councillor Christison noted the Plan had references to weaving nature throughout the town and commented that the existing planting needed to be adequately maintained before new plantings were

installed. Councillor Christison queried if the Naming Protocol was incorporated in the Plan and Ms Cave advised it was a separate document.

Resolved C411: That the Ōtorohanga District Council adopt the Draft Ōtorohanga Reserves Strategy and Reserves Management Plan.

His Worship the Mayor | Councillor Prendergast

### **Item 262 - Adoption of Proposed Aotea and Kāwhia Plan (Better Places Together)**

ŌDC's Sahndra Cave, Community Projects Lead noted the Plan had been through a robust process with community consultation in conjunction with the Kāwhia Community Board. In response to a query from Councillor Jeffries, Ms Cave advised the next step would be to bring the Plan back to the Board for further discussion on setting the priorities for implementation and determining which projects should be progressed first. She noted staff would bring this before the Board prior to the Local Government Election in October. Referring to clause 6.7 of the staff report, Ms Cave responded to Councillor Jeffries advising the Aotea Ratepayers Society had expressed interest in providing support to deliver key projects in the Aotea community.

ŌDC's Tanya Winter spoke on the concerns raised by the Kāwhia Fitness Trail group at the Kāwhia Community Board meeting on the location of the container gym. She noted the locations on the plan were indicative as final locations had not yet been confirmed. Ms Cave confirmed discussions would be held to finalise the location of the container gym. Councillor Christison queried if an agreement would be in place to ensure that the container would not be left to ŌDC to remove should there be no requirement for it. Ms Cave advised a written agreement would need to be in place before the container was installed.

Councillor Tamaki noted there needed to be scope for Māori-based businesses to be able to be involved in some of the projects outlined in the Plan.

Resolved C412: That the Ōtorohanga District Council adopts the proposed draft Aotea & Kāwhia Plan (document number 840724).

His Worship the Mayor | Councillor Tamaki



**Item 263 - Adoption of the Ōtorohanga Library Strategy and three-year Action Plan**

ŌDC's Heather Taylor, Manager - Libraries spoke to the staff report outlining the key areas of focus over the next three years. In response to a query from Councillor Christison, Ms Taylor confirmed the Library staff had a growing connection with the Māori Womens Welfare League. Councillor Johnson spoke in support of the Action Plan. In response to a query from Councillor Hughes, Ms Taylor confirmed Library staff were liaising with the Ōtorohanga College librarian on collaborative activities.

Councillor Jeffries queried if the school holidays programs were intended to continue and Ms Taylor confirmed this was a focus area for Library staff and the programs would continue subject to student support. Councillor Prendergast queried collaboration with Waikeria Prison and Ms Taylor advised the connection was growing with Prison staff reviewing the Library's deleted stock for items to add to their collection.

Resolved C413: That Ōtorohanga District Council adopt the Ōtorohanga Library Strategy (document number 838503) and 3-year Action Plan (document number 838506).

Councillor Jeffries | Councillor Johnson

**Item 264 - Submission to Ministry of Housing and Urban Development: Going for Housing Growth**

ŌDC's Tony Quickfall spoke on the Ministry's intention to remove the zoning between rural and urban areas which was not in alignment with the best planning practice. He noted this practice transitioned from "building in and up" to urban sprawl while encouraging unplanned build encroachment into productive land. He recommended ŌDC submit against this proposal, noting the matter had been workshopped with elected members previously.

Councillor Christison sought clarification on whether the removal would make it easier for a retiring farmer on the boundary of town to subdivide and Mr Quickfall responded noting there was a difference between planned and unplanned growth. He commented that the risk was around unplanned growth which would not be included in the forecasting and infrastructure plans feeding into the Long Term Plan. He advised that farmers wanting to develop also still have the ability to lodge private plan changes to rezone.

Resolved C414: That the Ōtorohanga District Council lodge the proposed submission on the Ministry of Housing and Urban Development 'Going for Housing Growth' Pillar 1 programme identifying key areas of concern as set out in Appendix 1.

Councillor Dow | Councillor Jeffries

### **Item 265 - Adoption of updated Procurement Policy**

ŌDC's Rebecca Griffin, Business Improvement Analyst spoke to the staff report. In response to a query from His Worship, Ms Griffin noted the only changes from the previous policy were in the Foreword and sections 5 and 13. These were amended to provide for local procurement to be included as a consideration during the procurement process. ŌDC's Tanya Winter previous direction from Council was to focus on the lowest price conforming tender, therefore a formal decision was required to include a local lens. In response to a second query from His Worship, Ms Griffin stated there had been no major changes signalled in the Government review.

Councillors Dow and Johnson spoke in support of the addition. Councillor Christison queried if All of Government (AOG) suppliers were considered before local suppliers. Ms Griffin noted there was a contract hierarchy and AOG were considered first due to financial prudence. Ms Winter noted AOG suppliers tended to be national and at a significantly lower cost than could be matched by local suppliers.

In response to a query from Councillor Jeffries, Ms Griffin advised there was a separate Delegations Register with a full financial section. She advised the process around purchase orders was explicit and must be approved by a staff member of a higher rank. Ms Winter noted ŌDC delegate responsibility to the Chief Executive who in turn delegates to staff. She noted an exception was if delegations were provided in legislation, for example in the regulatory area which stipulates who has the right to sign things off. Councillor Jeffries requested an insertion to the document referencing the Delegations Register.

Councillor Tamaki queried if staff were able to help local suppliers and Ms Griffin advised part of the implementation plan was to commence activities such as workshops for local businesspeople, website improvements and noted staff were working with Elevate. In response to a query from Councillor Christison, Ms Griffin advised that when staff design the 'request for tender' document, weighting is given consideration and adjusted appropriately within the parameters of the Policy.

Resolved C415: That Ōtorohanga District Council:

- a) **adopts** the updated Ōtorohanga District Council Procurement Policy dated June 2025 (document number 828428) with immediate effect; and,
- b) **delegates** to the Chief Executive the authority to adjust the Procurement Policy, if necessary, to reflect the outcome of the Government review of its procurement rules.

His Worship the Mayor | Councillor Prendergast

## Information only reports

## Ngā pūrongo mōhihio anake

### Item 266 - Concept Plans implementation update - July 2025

ŌDC's Sahndra Cave, Community Projects Lead update on priority projects on concept plans as prioritised by the community boards. In response to a comment from Councillor Christison, Ms Cave agreed that staff would approach the Ōtorohanga Club's new committee and provide an overview the Ōtorohanga Town Concept Plan. In response to a query from Councillor Christison, ŌDC's Graham Bunn provided an update on the progress of an agreement with the landowners where vehicle and boat parking is currently situated at the Kāwhia boat ramp. He confirmed any agreement would be presented to ŌDC for consideration prior to signing.

Councillor Christison referred to her earlier comment on weaving nature throughout the town and that the existing planting in areas such as Bob Horsfall and Rotary parks needed to be adequately maintained before new plantings were installed. She then queried if the naming protocol was for new or existing places. Ms Cave advised the protocol was outside the road naming policy and was for areas such as public spaces. She noted a hui was held with mana whenua in 2024 and that the development of the protocol was mana whenua led so no timeframe had been agreed to date.

In response to a query from Councillor Jeffries, Ms Cave advised the funding allocated in the Long Term Plan was not broken down into specific amounts for specific areas however to date all three concept plan areas had projects funded.

Resolved C416: That the Ōtorohanga District Council receives the report titled 'Concept Plans implementation update - July 2025'.

Councillor Tamaki | Councillor Jeffries



**Item 267 - Water Services report to 30 June 2025**

ŌDC's Kumar Sevaratnam, Manager Waters spoke to the staff report noting the increased sampling of water supplies and subsequent increased reporting by the Asset Management Team through to Taumata Arowai.

Councillor Prendergast queried the progress to close the drinking water components of the Arohena supplies ((Kahorekau, Huirimu and Taupaki) and ŌDC's Mark Lewis advised staff had a good working relationship with Taumata Arowai and had been focussed on the impact on Arohena School. Staff were intending to visit the individual properties affected over the coming weeks.

Councillor Hughes queried the recent failure of several electrical components across the schemes and Mr Sevaratnam advised the components had been installed more than ten years previously and upon failure had been replaced by a different component, variable speed drives. Councillor Hughes then queried if there had been any issues with water meter failure within the Ōtorohanga township noting Watercare had a bad failure rate with their meters. Mr Sevaratnam spoke on the use of smart water meters at the property versus water flow meters which were in the water treatment plant. Staff were focussed on ensuring the right data was captured for water loss calculations.

Councillor Jeffries queried the budget overrun for the Kahorekau weir as noted in point 4.28 of the staff report and Mr Lewis stated the project had been expanded in scope as the access track had to be improved to allow materials to be brought onsite. In response to a second query, Mr Lewis advised the carry over schedules would be presented in September for consideration.

Councillor Tamaki queried why gravel was removed from the river and Mr Sevaratnam explained that the removal was around the pump intake so ensure the pump isn't drawing gravel and also at the weir to provide flood protection capacity.

Councillor Christison queried the compliance of stormwater in Ōtorohanga and Kāwhia and Mr Sevaratnam advised the last non-compliance was due to works not yet being completed. He noted there was an application, but approval had not yet been granted for maintenance work. Mr Lewis advised an interim consent had been issued with increased requirements, but staff had requested approval from Waikato Regional Council to delay works until the final consent was issued. This would allow a planned approach to all improvements rather than an ad hoc upgrade program.

Resolved C417: That the Ōtorohanga District Council receive the report titled 'Water Services Report to 30 June 2025' (document number 806502).

His Worship the Mayor | Councillor Jeffries

## **Councillor updates on meetings attended on behalf of Ōtorohanga District Council**

## **Ngā kōrero hou a ngā Kaikaunihera**

Deputy Mayor Williams and Councillors Christison and Tamaki attended the Local Government New Zealand annual conference with His Worship the Mayor. Councillor Christison also attended the Elevate town security meeting. Elected Members attended two extra-ordinary ŌDC meetings on Local Water Done Well. Councillors Hughes, Jeffries, and Prendergast attended the farewell for ŌDC staff member Ross McNeil.

Councillor Jeffries attended the annual general meeting of the Kāwhia Sports Club and an informal discussion session for the Kāwhia Community Board. He attended the Kāwhia candidates evening, a North King Country Justice of the Peace meeting and an Ōtorohanga Reserves Strategy and Management Plan meeting. Councillors Jeffries and Willison attended the Powhiri for the new Kāwhia police officer at Maketū Marae. Councillor Willison attended two meetings in relation to the Kāwhia seawall.

Councillor Johnson attended two District Licensing Committee meetings and Councillor Prendergast attended a meeting of the North King Country Development Trust. Councillor Tamaki attended the Waikato Water Limited Shareholders Forum meeting and the monthly Te Maruata hui, a rural health hui and a workshop on hauora service providers for rangitahi. She attended the Ōtorohanga Ora Committee grants meeting.

## **Resolution Register**

## **Rēhita tatūnga**

ŌDC's Tanya Winter, Chief Executive outlined the Register noting that Resolution C395 was incorrectly noted as being recommended for removal.

Resolved C418: That Ōtorohanga District Council confirm the removal of Resolutions C363, C391, C392, C393, C394, C396, C397 and C399 from the Register.

Councillor Hughes | Deputy Mayor Williams

Resolution made in a public excluded session

There were no resolutions released from previous meetings.

His Worship the Mayor adjourned the meeting for the lunch break at 12.20pm and recommenced at 1.02pm.

Public excluded

Take matatapu

Item 258 Resolution to exclude the public for Item PE25: Contract C1160 Unsealed Road Metalling Contract Award

Resolved C419: 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 268 - Tender award	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

His Worship the Mayor | Deputy Mayor Williams



The public were excluded from the meeting at 1.03pm and readmitted to the meeting at 1.19pm.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

His Worship the Mayor led the meeting in a recitation of the karakia provided in the agenda. Deputy Mayor Williams provided closing words of wisdom from the Dalai Lama: "If you think you are too small to make a difference, try sleeping with a mosquito".

**Meeting closure****Katinga o te hui**

His Worship the Mayor declared the meeting closed at 1.20pm.

**Workshops****Hui awheawhe**

The monthly discussion with the Chief Executive was held from 1.20pm to 2pm.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## **ŌTOROHANGA DISTRICT COUNCIL EXTRA-ORDINARY MEETING**

12 August 2025

Open Minutes of an extra-ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 12 August 2025 commencing at 11.00am.

Tanya Winter, Chief Executive

18 August 2025

### Ōtorohanga District Council attendance

Chairperson	His Worship the Mayor, Max Baxter	Apology
Deputy Chairperson/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	Attended
Ōtorohanga Councillor	Steve Hughes	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Roy Willison	Absent
Waipā Councillor	Roy Johnson	Apology
Wharepūhunga Councillor	Cathy Prendergast	Attended

### ŌDC senior staff in attendance

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



<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 268 - Water Services Delivery Plan adoption		4

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
There were no reports.		

<b>Public excluded</b>	<b>Take matatapu</b>	
There were no reports.		

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 18 August 2025.

**Commencement of meeting****Te fīmatanga o te hui**

Deputy Mayor Williams declared the meeting open at 11.02am.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Deputy Mayor Williams led the meeting in a recitation of the karakia provided in the agenda.

**Apologies****Ngā hōnea**

Resolved C420: That Ōtorohanga District Council receive and accept the apology from His Worship the Mayor and Councillor Roy Johnson for non-attendance.

Deputy Mayor Williams | Councillor Tamaki

**Late items****Ngā take tōmuri**

There were no late items.

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

There were no Declarations made.

**Decision reports****Ngā pūrongo whakatau****Item 268 Water Services Delivery Plan adoption**

ODC's Mark Lewis took the report as read but spoke on the proposal to adopt the Plan. He noted it was the final part of the work undertaken over the previous 18 months. He acknowledged the team who prepared the Plan for consideration. Mr Lewis advised the Plan had to be submitted to the Department of Internal Affairs (DIA) by 3 September, but the intention was to submit this week.

He noted it was the mechanism to provide confirmation that ŌDC can meet the regulatory requirements in the required timeframe. He noted Parts A and B were consistent across the partner councils. He commented the Plan had a heavy financial component. He noted the Plan would be provided on ŌDC's website. He advised it was a one-off Plan rather than an iterative document and would be replaced by Waikato Waters Limited (WWL) strategic documents. He advised ŌDC would need to prepare a water services strategy for stormwater which was being retained in-house.

Councillor Jeffries sought clarification if WWL would need to adhere to ŌDC's financial projections. Mr Lewis advised the Statement of Expectation would include ring-fencing around investment which was based on ŌDC's Long Term Plan in the short term. Councillor Jeffries referred to the 'Key SHA enduring content' (page 23) and the financial security to be provided by councils and if that would affect ŌDC's credit rating and ability to borrow. ŌDC's Tanya Winter commented that with the creation of the CCOs, the Local Government Funding Agency had created a debt cap that was separate to individual councils' debt.

Councillor Jeffries referred to page 25 under the heading Billing Arrangements, second paragraph, querying if it included recovery of administrative costs. Ms Winter advised the chief executives were discussing that matter but had not yet been confirmed. Councillor Jeffries referred to page 30 under the heading Consultation and Engagement and sought clarification on cost recovery. Ms Winter commented that if ŌDC stayed in WWL but in the future decided to withdraw, the other councils could require ŌDC to stay in until Stage 2 as ŌDC was factored into the establishment costs. Mr Lewis indicated the costs could be substantial. Councillor Jeffries queried the 'no worse off' and Ms Winter advised the new Board would be providing a Statement of Expectation for consideration.

Councillor Jeffries referred to page 41 and the graphs on water loss. He indicated the reduction in water loss in Kāwhia was well done. In response to a further query, ŌDC's Brendan O'Callaghan, Manager Finance noted the statement of existing assets, included the work on the Arohena rural water supply scheme upgrades to bring up to compliance. The Scheme could become stock only and therefore would not require those upgrades.

Councillor Jeffries referred to page 119 and the table querying if both Ōtorohanga and Kāwhia needed water meter replacement. Mr O'Callaghan advised it was only Ōtorohanga as the Kāwhia meters were new. Ms Winter advised the partner councils chief executives had discussed bulk buying water meters which would provide significant savings. WWL would be able to take advantage of bulk buying opportunities. Opportunities would also be explored with other council controlled organisations (CCOs).

Councillor Dow noted the Plan was over 200 pages and if the other partner councils were similar, could the DIA approve some but reject others. Mr Lewis stated the DIA had the ability to question the Plans however it was likely their focus would be on councils who had not joined a combined CCO. ŌDC's consultant Anne McLeod, advised CoLab had provided drafts of Parts A and B to the DIA and had used the feedback to inform the final draft Plan.

Councillor Tamaki queried if ŌDC staff were comfortable with the level of obligation to mana whenua and Te Mana o te Wai. Mr Lewis advised the Shareholders Agreement contained the binding agreement and the Plan only touched on those aspects that related to the Plan.

Councillor Hughes queried if there was a limit for ŌDC's guarantee of the district's debt once transferred to WWL. Mr O'Callaghan noted he was unsure if the timeframe was included in the Shareholders Agreement. Ms Winter stated staff would provide further information on that point. ŌDC's Graham Bunn advised that through the Local Government Funding Authority (LGFA), all councils were mutually liable if a council defaults on its debt.

Councillor Christison queried current service request reporting accuracy, and smart meter project listed in the Significant Capital Projects on page 119. Mr Lewis stated service requests were an on-going challenge with ŌDC's Water Manager focussed on improving system responses. Ms Winter advised that at this stage there was no functionality to provide the correct reporting from the system. She was meeting with the provider to discuss resolution of the matter. She spoke on the need for ensuring the partner councils were able to provide the correct information to Waikato Water Limited. Mr Lewis advised the smart meter project did not proceed for the Tihiroa rural water scheme as planned.

Resolved C421: That Ōtorohanga District Council:

- a) Notes that the Chief Executive is satisfied that, to the best of her knowledge, the information contained in the Ōtorohanga Water Service Delivery Plan (the Plan) complies with the Local Government (Water Services Preliminary Arrangements) Act 2024 and is true and accurate.
- b) Adopts the Plan, attached as Appendix 1 to this report and instructs the Chief Executive to certify and submit the Plan to the Secretary for Local Government.
- c) Authorises the Chief Executive to make minor changes to the Plan, if required, prior to its submission.

Councillor Jeffries | Councillor Prendergast



**Closing prayer/reflection/words of wisdom**

**Karakia/huritao/whakataukī**

Deputy Mayor Williams led the meeting in a recitation of the karakia provided in the agenda.

**Meeting closure**

**Katinga o te hui**

Deputy Mayor Williams declared the meeting closed at 11.41am.

**Receipt of Minutes****Te rironga o ngā meneti**

The unconfirmed Minutes of the meetings of the Kāwhia Community Board are attached on the following page. The meeting of the Ōtorohanga Community Board was cancelled.

**Staff recommendation**

That Ōtorohanga District Council receive following unconfirmed Minutes:

- a) the Kāwhia Community Board meeting on 7 August 2025 (document number 843360)
- b) the Ōtorohanga Community Board meeting on 4 August 2025 (document number 842810).



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# Open Minutes

## **Kāwhia Community Board**

7 August 2025

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Centre, 141 Jervois Street, Kāwhia on Thursday, 7 August 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 August 2025

## Kāwhia Community Board attendance

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended online
Ōtorohanga District Councillor	Kit Jeffries	Attended
Board Member	Richard Harpur	Attended
Board Member	Dave Walsh	Apology

## Senior staff in attendance

Chief Executive	Tanya Winter	Did not attend
Group Manager Business Enablement	Graham Bunn	Attended online
Group Manager Engineering & Assets	Mark Lewis	Did not attend
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Did not attend



**Opening formalities**

Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	7

**Decision reports****Ngā pūrongo whakatau**

Item 38	Kāwhia Community Centre fees and charges waiver criteria and requirements	7
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Public excluded****Take matatapu**

There are no reports.

**Other business****Ētahi atu take**

Board Member updates	9
Board projects	10

Kāwhia General Reserve Fund	10
Kāwhia Discretionary Fund	10
Kāwhia Community Centre hire charge waivers	11
Resolution Register	11

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### Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	12
Meeting closure	Katinga o te hui	12

### Workshops/briefings

Monthly discussion on items raised in public forum or outstanding matters.	Open
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These open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 13 August 2025.

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Good declared the meeting open at 4.00pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Deputy Chairperson Whiu provided some opening words followed by a karakia.

**Apologies****Ngā hōnea**

Resolved K122: That Kāwhia Community Board receive and accept the apology from Board Member Walsh for non-attendance.

Chairperson Good | Board Member Harpur

Chairperson Good offered congratulations and thanks to those Board Members who had put themselves forward for re-election. And he welcomed the new Board Member who had attended the meeting in the public forum. He said he looked forward to working with the Community Board over the next three years.

**Public forum****Hui tūmatanui**

Horahaere Scott spoke on behalf of the Onepū Charitable trust beach patrol and specifically about the proposed signage for the beach. She said she was disappointed with the photograph used in the pānui sent out about beach access at the boat ramp as it didn't relate to the kaupapa being talked about. She said the photograph was taken from the wharf, not the boat ramp, and she stressed the importance of using the correct photograph to reflect the kaupapa. She said she had a number of suitable photographs on file that could have been used.

Ms Scott said she was also disappointed that she hadn't seen the updated wording for the sign "Taihoa e Haere" as that alteration should have been communicated to Maketū Marae and to herself prior to approval by the Community Board.

Ms Scott asked the Community Board to support Tainui Kāwhia Inc (TKI) with its alternate accessway and to ask ŌDC to either change or remove the Bylaw that allows vehicle access onto the beach. She said the Board should be concerned about pollution, destruction and safety issues on the beach and

that there had been two instances where the public had chopped out the bank to allow vehicles to have access. She said there should be no vehicle passage across Māori owned land, only human access.

ŌDC's Tony Quickfall said if Ms Scott was able to provide a high resolution original photograph of vehicles on the beach then that could be used for the sign provided the vehicle owner could not be identified from the photograph. In answer to a question from Ms Scott, Mr Quickfall said the signs had not been printed so there was still time to make changes.

With respect to supporting the TKI alternate accessway, Mr Quickfall said this would be subject to a three-stage process. The first stage is investigation by consultants, which is underway, and a report due end August. ŌDC will then discuss the report with TKI to identify costs and what contribution TKI and ŌDC could make. The report will be presented to the Kāwhia Community Board and then onto ŌDC for a funding decision. If ŌDC decides to fund the work, it will be part of next year's Annual Plan considerations. Mr Quickfall said ŌDC is unable to change the Bylaw until that decision has been made.

Councillor Jeffries said a group from ŌDC will be meeting with TKI on 19 August to look at strategic outcomes, not just the beach access.

Chairperson Good said the Community Board would be unable to make a call on the beach access until the consultant's report has been received by ŌDC.

Board Member Whiu said she understood Ms Scott's frustration at not seeing the updated wording for the sign, which had been signed off by the Board on 25 March. She said we need to communicate better. Mr Quickfall said he would double check but believed the updated wording had been sent to Maketū Marae at that time. He apologised if that had not been communicated to Ms Scott.

## **Late items**

## **Ngā take tōmuri**

There were no late items.

## **Declaration of conflict of interest**

## **Te whakapuakanga pānga taharua**

Councillor Jeffries said he had an interest in the funding request for the Kāwhia Kai Festival. He said he would appreciate the opportunity to answer any questions but would not take part in the vote.



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

Resolved K123: That Kāwhia Community Board confirm as a true and correct record of the meeting; the open Minutes of the meeting held on 3 June 2025 (document number 833963).

Chairperson Good | Board Member Harpur

Referring to page 14 in the agenda, Chairperson Good said it should be clarified that Aotea Ratepayers had not asked for the relocation of the speed bumps on Pouewe and Jervois Streets to Aotea. Councillor Jeffries said he understood the Board had agreed to the removal of two speed humps as it was felt just one was sufficient.

Also on page 14 in the agenda, Board Member Harpur said he didn't believe he had said anything about removal of the seawall and it was probably the trees on the seawall that he had referred to.

Referring to page 12 in the agenda, Councillor Jeffries said Pipi Barton was liaising directly with Gaylene Kanawa and Jeanette Schollum regarding the proposed fitness trail.

**Decision reports****Ngā pūrongo whakatau****Item 38 - Kāwhia Community Centre fees and charges waiver criteria and requirements**

ŌDC's Graham Bunn said ŌDC had delegated authority to the Kāwhia Community Board to waive Kāwhia Community Centre fees and charges for some non-profit community groups who regularly use the Centre and provide significant benefit to the Kāwhia community. He said the Board had met informally to consider the criteria for waiving those fees and the report had captured the outcome of that discussion.

Councillor Jeffries said the criteria proposed in the report was sound. He said users should be made aware that the onus of leaving the hall in a clean and tidy condition is on them. He said there had been some discussion about whether it was necessary for someone to check on the Centre after it's been used to make sure it's been left in a pristine condition. Board Member Harpur said he was happy to do that if ŌDC was prepared to give him the entry code to the Centre.

Chairperson Good commended ŌDC staff for the report which he said was an accurate reflection of discussion at the workshop. He said waiving the fees wouldn't cost too much and it would be good to give back to the community.

In answer to a question from Councillor Jeffries, Mr Bunn said ŌDC could arrange for a new schedule of fees and charges for hire of the Centre to be pinned to the window. Board Members to let ŌDC staff know if that is required.

Resolved K124: That the Kāwhia Community Board:

- a) Advise that all applications for a waiver of the Kāwhia Community Centre fees and charges must be submitted for consideration by the Board as an agenda item at the next available meeting.
- b) Determine that the following criteria be used in assessing any applications from community groups for a Kāwhia Community Centre fees and charges waiver:
  - i) must be recognised, non-profit volunteer run that are Kāwhia/Aotea based.
  - ii) must be providing a service that benefits the Kāwhia/Aotea communities e.g. health, wellness, youth development etc.
  - iii) must be using the Centre on a regular weekly basis.
- c) Advise that community groups who receive a fees and charges waiver for the Kāwhia Community Centre must abide by the following requirements:
  - i) Must leave the hall in a clean, swept condition, including the toilet area.
  - ii) Cannot re-allocate their booking to any other group or person.
  - iii) Must relinquish or choose to pay for any booking that has been requested by a fee-paying individual or group.
  - iv) Cannot use the Centre for profit-making purposes.
  - v) Will be responsible for any damage caused by attendees/participants.
  - vi) Must maintain an on-site event attendance register detailing attendance numbers for their bookings.
  - vii) Will be required to provide a short verbal or written update to the Board at their November and March meetings except as agreed and confirmed in writing.
- d) Advises that the Kāwhia Community Board reserve the right to rescind the waiver at their discretion.

Board Member Harpur | Board Member Whiu

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

There were no reports.

**Public excluded****Take matatapu**

There were no reports.

**Board Member updates****Ngā kōrero hou a ngā Kaikaunihera**

Board Member Whiu said she had attended the pōwhiri at Maketū Marae on 21 July for the new Kāwhia Police Constable which had received a great turn out from the community. She said a joint collaboration between Kāwhia and Kaiewe Māori Woman's Welfare League had catered for the pōwhiri. She thanked everyone for attending for Constable David Kraay and his whānau. She said the 'slow down' sign had been installed just before the garage and she had been working on the narrative for the sign at Omimiti Reserve. She noted she would be stepping down from membership of the local COGS allocation committee after serving two terms and would be happy to nominate a member of the Board if they wished to take that role on. Nominations close 25 August.

Councillor Jeffries said he had attended a celebration to mark Sandra Drummond's birthday on 5 July. On 7 July he had attended an information evening in Kāwhia, hosted by ŌDC's Chief Executive Tanya Winter, for anyone considering standing in the local government elections. On 8 July he attended the Reserve Strategy and Management Plan hearing at ŌDC and on 21 July he also attended the pōwhiri at Maketū Marae for Constable David Kraay. He attended the Extra-ordinary Council meeting at ŌDC on 23 July and the monthly Council meeting on 29 July. During the month he also attended the AGMs of Rūnanga Ngāti Hikairo and the Kāwhia Museum.

Chairperson Good said he had attended the Board's informal workshop on 14 July which had been followed by 'Tea with Tanya' for potential Council or Community Board candidates. He attended the Kāwhia Kai Festival meeting on 15 July and had been impressed with the organisation and solid backing for that event. He attended a meeting hosted by Te Taiao o Kāwhia Moana on 18 July and noted the impressive turnout when they presented their petition on the protection of Kāwhia Harbour to ŌDC on 29 July. He attended the NZ Police community meeting which was very well attended with over 50

members of the community and where there had been a solid and robust debate around known issues. He also attended the pōwhiri for the new Police Constable on 21 July and said he had been impressed with the way in which Kāwhia had welcomed its new police officer. He especially thanked Board Member Whiu and her husband Lloyd for organising that event. He said he had received an invitation to attend the Prizegiving ceremony at Kāwhia Kura at the end of the year.

## **Board projects**

### **Project 1: Kāwhia Storyboards**

Frank Thorne joined the meeting remotely at 4.37pm to provide an update on the Kāwhia Storyboards.

Mr Thorne said he was currently exploring Storyboard pros and cons including ongoing maintenance requirements. He said he had recently shared some information with Board Member Whiu about low-maintenance story markers being used by a neighbouring council which were constructed from stainless steel and mounted on old railway sleepers. He said he hoped to be able to share more information on that design at the next Board meeting.

## **Kāwhia General Reserve Fund**

It was noted the Kāwhia General Reserve Fund had a balance of \$201,022.66 as at 30 June 2025.

Chairperson Good noted a mistake in the agenda which said the Reserve Fund should only be used to fund expenditure within the ŌCB area (this should be the KCB area).

## **Community Board Discretionary Fund**

Chairperson Good said two applications for funding had been received, the first being a request from the Kāwhia Māori Woman's Welfare League for \$500 to cover the cost of kai for the pōwhiri held for the new Kāwhia Police Constable. Following discussion it was confirmed that the Board has already approved funding for this event (refer resolution K120) and it appeared to be a double up.



The other funding request was from the 2026 Kāwhia Kai Festival organising committee. It was noted the Board granted them \$1,000 last year but it was refunded as the festival didn't go ahead. They have asked for a grant of \$1,000 for the 2026 Festival.

Board Member Whiu said it would be good if the committee could provide a five-year strategic plan to show how it aimed to become self-sustainable and not asking the Community Board for funding every year. Board Member Harpur said he supported the grant of \$1,000. He said the organising committee was asking for something to kick start the event, which may help to allay Board Member Whiu's concerns about it becoming an annual funding request.

Resolved K125: That the Kāwhia Community Board grant \$1,000 to the 2026 Kāwhia Kai Festival.

Chairperson Good | Board Member Harpur

### Kāwhia Community Centre hire charge waivers

Board Members were advised that the following non-profit community groups have received hire charge waivers for the 2025/26 financial year:

- a) **Operation Kai 4 All** – weekly hire of the Board/Supper Room (and kitchen) for the purpose of free food distribution services for those in need (volunteer run); and,
- b) **Kāwhia Hauora Club** – hire of the main hall at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,
- c) **Strength training exercise class** – weekly hire of the main hall for the purposes of assisting those with mobility issues and fall prevention (volunteer run).

Resolution K124 (page 8 in these minutes) confirmed the criteria and requirements for future waiver requests.

### Resolution Register

Resolved K126: That the Kāwhia Community Board approve the removal of Resolutions K101, K102, K103 and K119 from the Register.

Chairperson Good | Board Member Harpur

## **Closing prayer/reflection/words of wisdom**

## **Karakia/huritao/whakataukī**

Deputy Chairperson Whiu gave a closing karakia.

## **Meeting closure**

## **Katinga o te hui**

Chairperson Good declared the meeting closed at 5.01pm.

## **Workshops/briefings**

Monthly discussion with staff on items raised in public forum or outstanding matters.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## ŌTOROHANGA COMMUNITY BOARD

4 August 2025

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 4 August 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 August 2025

### Ōtorohanga Community Board attendance

Chairperson	Councillor Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Attended
Board Member	Kat Brown-Merrin	Attended
Board Member	Jo Butcher	Attended
Board Member	Councillor Steve Hughes	Attended
Board Member	Tori Muller	Attended via Zoom
His Worship the Mayor	Max Baxter	Attended

### ŌDC senior staff in attendance

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



<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	6

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>
There are no reports.	

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>
Item 37     Ōtorohanga Girl Guide Hall maintenance update to July 2025	6

<b>Other business</b>	<b>Ētahi atu take</b>
Board Member updates	7
Board projects	7
Discretionary Fund	7
Resolution Register	Rēhita tatūnga 7

<b>Public excluded</b>	<b>Take matatapu</b>
There are no reports.	

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	8
Meeting closure	Katinga o te hui	8

Workshops	Hui awheawhe	
Monthly discussion with staff		Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 12 August 2025.

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Christison declared the meeting open at 4.05pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Chairperson Christison provided the following words of wisdom: *Great communities don't just happen. They're built by people who believe in connection, collaboration, and shared growth.*

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

June Bentley spoke on the Ōtorohanga community centre as part of the Ōtorohanga Town Concept Plan. She suggested Ōtorohanga District Council consider purchasing the Wintec building on Maniapoto Street for this centre. Board Member Butcher queried if there was a group or organisation who would also promote this option. Ms Bentley advised it came up as her background was in this area. His Worship the Mayor spoke in response to a query noting there was pressure from the community on reducing rates increases and rates capping. He suggested the idea be considered by the incoming Council.

**Late items****Ngā take tōmuri**

There were no late items.

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

There were no Declarations made.

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

Resolved O108: That Ōtorohanga Community Board confirm as a true and correct record, the open Minutes of the meeting held on 09 June 2025 (document number 828147).

Deputy Chairperson Coventry | Board Member Butcher

**Decision reports****Ngā pūrongo whakatau**

There were no reports.

**Information only reports****Ngā pūrongo mōhiohio anake****Item 37 - Ōtorohanga Girl Guide Hall maintenance update to July 2025**

ŌDC's Jared le Fleming provide an overview of the staff report noting the 2018 report undertaken on the building. He noted the actions undertaken in response were outlined in point 4.3 of the staff report.

Councillor Hughes queried if the seismic report was being undertaken in August and Mr le Fleming confirmed the work was about to commence. Councillor Hughes queried the usage of the building in days per year. Mr le Fleming commented it would be two to three days per week but only for minimal hours.

Board Member Butcher noted the other halls in the district were private whereas the Girl Guide Hall was a public facility. She had received feedback from users that the inside of the Hall was not conducive with windows not closing, curtains broken and could not be closed and bar heaters on walls. She noted windows in the toilets would not fully close and condensation was seen in the main Hall. The kitchen has a tiny benchtop fridge, the stove looked ok, but the windows were louvers and couldn't close properly. She stated this was the community hall and was shocking. She had to ask Council three times to move rubbish that was blocking a fire exit door. She suggested the Board consider using their Fund to provide for essential maintenance.

Mr le Fleming advised the mains would need to be upgraded to supply power to air-conditioning units. Condensation was a known factor for concrete buildings and there was no one solution. He advised the windows would be assessed and repaired if required. He stated an empty fridge was expensive to run and a larger fridge would be inappropriate for the venue. Chairperson Christison queried if the curtains could be repaired. Mr le Fleming stated the curtains were next on the maintenance list once the toilets were fixed as they were leaking. Chairperson Christison queried if the incoming Board could be presented a report on options for heating and cooling including the requirement of upgrading the power mains. Mr Lewis stated that the seismic assessment will inform a strategic discussion on the future of the Hall. He suggested that the Hall be reconsidered following the assessment, but that staff could progress minor maintenance matters in the interim.



Resolved O109: That the Ōtorohanga Community Board receive the report 'Ōtorohanga Girl Guide Hall maintenance update to July 2025' (document number 841771).

Board Member Butcher | Councillor Hughes

## Board Member updates

Board Member Butcher spoke on the community service work undertaken in Rotary Park and Bob Horsfall Reserve.

Councillor Hughes spoke on the recent animal skin draped off the bridge at the south end of town and next to the playground. He expressed concern after the after hours service did not result in a timely removal. The skin was removed by Councillor Dow. He also expressed concern following the recent assault in the same area.

Deputy Chairperson Coventry spoke on the need to concrete the gradients on the stop bank walkway noting the recent weather had scoured the hills and was a health and safety concern for cyclists.

## Board projects

### Project 4: Ōtorohanga dog park

Board Member Butcher outlined working group project team who were meeting to progress the project.

## Discretionary Fund

Board Member Butcher spoke on the need to widen the two blue seats at the bus stop opposite the ŌDC building. ŌDC's Mark Lewis advised staff would assess if the work could be undertaken via a maintenance budget.

## Resolution Register

## Rēhita tatūnga

Resolved O110: That the Ōtorohanga Community Board approve the removal of Resolution O104 from the Register.

Deputy Chairperson Coventry | Board Member Brown-Merrin

**Public excluded****Take matatapu**

There were no reports.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakatauki**

Deputy Chairperson Coventry provided a closing prayer.

**Meeting closure****Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.50pm.

**Workshops****Hui awheawhe****Monthly discussion with staff**

Mr Lewis spoke on the need to reconsider the location of the proposed first component of the fitness exercise area due to recent flooding of the area. Members discussed proposed options, and staff were directed to assess the suitability of the preferred alternate site and provide a report to ŌDC's September meeting for consideration.

Mr Le Fleming advised the restoration of the Pou in the Village Green was being progressed. The original carvers would work on their individual Pou, but this needed fine weather as the Pou would need to be laid down for access. He noted the two Sisters would also be cleaned but this required a special process as it was Hinuera stone.

Mr le Fleming noted the second artillery gun had been removed for restoration and a roof would be installed on the first gun that had been restored. Information plaques would also be installed.

Chairperson Christison queried if the Board's Property Reserve Fund would be used to assist in the relocation of the Rewarewa School building. Mr Lewis advised the work required was a water network extension and could be loan funded although it was not a project in either the Long Term or Annual Plans at present. He noted all water assets were being transferred to Waikato Water Limited in 2027.

The session ended at 5.27pm.

**His Worship the Mayor's verbal report****Te pūrongo ā-waha a te kahika**

His Worship will provide a verbal update at the meeting.

**Staff recommendation**

That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

**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.

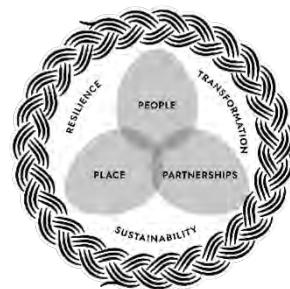
**Item 269** Submissions and Staff Recommendations: Bylaw Reviews  
(Keeping of Stock, Poultry and Bees Bylaw; Structures and Works  
in Public Places Bylaw)

**To** Ōtorohanga District Council

**From** Tony Quickfall, Group Manager Regulatory and Growth

**Type** **DECISION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te Kaupapa

- 1.1. To report on submissions received on two bylaw reviews that have been consulted on, and to make recommendations relating to the submissions and bylaw amendments.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council (ŌDC) has undertaken public consultation on two bylaws that have been reviewed, being the Keeping of Stock, Poultry and Bees Bylaw; and the Structures and Works in Public Places Bylaws.
- 2.2. These bylaws require minor amendments to update them. At the meeting in June 2025, ŌDC endorsed consultation on the amendments. Both bylaws<sup>1</sup> were released for consultation in accordance with the Local Government Act requirements, and consultation was open from 30 June 2025 to 8 August 2025.
- 2.3. Submissions are summarised as follows (refer Appendix 1 for full summary).

### Keeping of Stock, Poultry and Bees Bylaw

- Two submissions received
- One neutral, one opposed
- One submitter has requested to be heard (Natalie Southgate).

<sup>1</sup> Refer to page 227 of the agenda for the report and track changed bylaws.

<https://www.otodc.govt.nz/assets/Documents/Meetings/Council/2025/Agenda-ODC-24-June.pdf>



### Structures and Works in Public Places Bylaw

- No submissions were received.

2.4. Staff have reviewed the submissions and recommend that both bylaws be confirmed with the proposed amendments that were consulted on and recommend no further amendments in response to submissions received.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- Do not accept** the submission from Companion Animals NZ on the Keeping of Stock, Poultry and Bees Bylaw, seeking a new “Keeping of Animal’s” bylaw relating to cat control; and
- Do not accept** the submission from Nathalie Southgate on Keeping of Stock, Poultry and Bees Bylaw, opposing the bylaw; and
- Approve** the proposed changes to the Keeping of the Stock, Poultry and Bees Bylaw (including renaming to “Animal Nuisance Bylaw”) and to the Structures and Works in Public Places Bylaw, as publicly notified for consultation on 30 June 2025; and
- Approve** all such additional minor changes, limited to formatting, grammar and spelling, as are necessary prior to the amended bylaws coming into effect.
- Re-confirm** the amended bylaws be publicly notified on 8 September 2025 and come into effect on 15 September 2025.

### 4. Context | Horopaki

4.1. ŌDC has consulted on minor amendments to two bylaws which required a statutory review. The nature of the amendments are minor, and the Statement of Proposal for both bylaws confirmed the bylaws are reasonably necessary to manage nuisance effects from the bylaw subject matter.

4.2. Two submissions were received on the Keeping of Stock, Poultry and Bees bylaw and no submissions received on the Structures and Works in Public Places Bylaw. A summary of these submissions and staff recommendations are summarised in Appendix 1, with the submissions included in Appendix 2.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. The bylaw review has been undertaken in accordance with Local Government Act requirements relating to bylaw reviews and have been consulted on.

### Impacts on Māori

- 5.2. There are no impacts on Māori arising from the recommended bylaw amendments.

### Risk analysis

- 5.3. The recommended amendments are minor in nature and there are no risk considerations related to confirming the recommended amendments.

### Policy and plans

- 5.4. Policy considerations were presented at ŌDC's June 2025 with the staff recommendation to endorse the proposed amendments for consultation. There are no new policy considerations.

### Legal

- 5.5. The bylaw review process, consideration of submissions and recommendations are in accordance with the requirements of the Local Government Act 2002. There are no other legal considerations.

### Financial

- 5.6. There are no financial impacts or consideration arising from the staff recommendations.

## 6. Discussion | He kōrerorero

### Option 1: Accept Staff recommendations and confirm the Bylaws as amended

- 6.1. Both bylaws have been through a public consultation process, and submissions have been analysed. The staff recommendations provide for minor updates to the bylaws which make them "fit for purpose" and clarify and correct some minor changes. Staff do not recommend any further amendments in response to submissions received.
- 6.2. Option 1 would enable the bylaws to be confirmed as operative until the next statutory review in 5 2030 (5 years).

### Option 2: Do not accept staff recommendations and retain the Bylaws as they exist

- 6.3. This option would mean that the bylaws remain out of date and retain some content that may be incorrect, ambiguous or lack clarity.

**Option 3: Make additional or alternative amendments to the Bylaws**

6.4. This option provides for ŌDC to apply additional, or alternative amendments to those recommended by staff. Any additional or alternative amendments would require staff to analyse any amendments and provide a separate report back to ŌDC on the implications, risks and consequences of different amendments.

**Recommendation option and rationale**

6.5. Option 1 (accept staff recommendations) is recommended for reasons set out above.

**7. Appendices | Ngā āpitihanga**

Number	Title
1	Summary of submissions received and staff recommendations
2	Copies of submissions received
3	Structures and Works in Public Places Bylaw
4	Animal Nuisance Bylaw

## Appendix 1: Summary of Submissions and Staff Recommendations

### Keeping of Stock, Poultry and Bees

Submitter	Submission	Status	Relief Sought
<b>Companion Animals NZ</b>	Seek a new bylaw which includes various controls on the keeping of cats	Neutral Does not wish to speak in support of their submission (confirmed via email)	Create new "Keeping of Animals" bylaw which

#### Staff recommendations and reasons:

##### The issue

The submitter does raise some valid points around a generally emerging issue relating to cats in Aotearoa. It is acknowledged that there is an increasing interest in some councils around regulatory controls on cats to manage these issues, as well as some private developers (e.g. "no cats" covenants). However, it would be a stretch to say that "cat management bylaws are now becoming mainstream" (submission, page 2).

The issue of cat bylaws is not new and comes up from time to time. Staff have consistently advocated that cat management is best addressed nationally through regulation (similar to the Dog Control Act), if the problem exists nationally as submitted. This would create consistency of approach and a national mandate, and our local MP (Barbara Kuriger) has advised there is in fact a proposal for national cat legislation. ŌDC staff also question, especially in the current political environment to de-regulation, whether Councils are the most appropriate agency for regulating the control of cats, and whether this should be one of Council's core functions. Staff consider that if cat-control is indeed a national issue, then it is best addressed by empowering a national agency to regulate and manage.

##### Bylaw making

Existing legislation requires that a new general bylaw must meet certain criteria. The purposes for a general bylaw are:

- protecting the public from nuisance;
- protecting, promoting, and maintaining public health and safety;
- minimising the potential for offensive behaviour in public places.

Bylaw making is a 3-step process:

- Before commencing the process for making a bylaw, the Council must first determine whether regulatory control is necessary to meet one of the defined purposes of a bylaw.
- If regulatory control is deemed necessary, Council must then determine the most appropriate way of addressing the perceived problem. Options include a non-enforceable policy, a bylaw, or a rule in the district plan.
- If a local authority has determined that a bylaw is the most appropriate way of addressing the perceived problem, it must, before making the bylaw, determine whether the proposed bylaw—
  - is the most appropriate form of bylaw; and
  - gives rise to any implications under the [New Zealand Bill of Rights Act 1990](#).

For ŌDC to introduce a new bylaw with controls on cats, we must first undertake: an analysis of the actual problem to be controlled (problem scale, extent and impact - as it relates to Ōtorohanga District); whether regulatory control is deemed necessary; the options for control; and whether a bylaw is the most appropriate way to address the "perceived" problem.

Submitter	Submission	Status	Relief Sought
<p>The submission does not provide this level of analysis for Ōtorohanga District, and it would almost certainly be ultra vires (beyond Council's powers) to introduce a new bylaw on the strength of the submission.</p> <p><u>Enforceability</u></p> <p>A bylaw as proposed would not be enforceable. The advice from our Animal Control Officers is that only SPCA have regulatory powers to seize and impound cats under the Animal Welfare Act 1999. For example, Ruapehu District Council has a cat bylaw, but their Council staff are unable to (legally) implement and enforce. As a <i>general</i> bylaw, there are also issues around enforcement options (even if Council had powers to enforce):</p> <ul style="list-style-type: none"> <li>The Local Government Act does not (currently) allow simple infringements. This is a legislative failure, and councils have long advocated for the ability to undertake simple infringements.</li> <li>Without an infringement regime, enforcement of a general bylaw is limited to legal prosecution through the District Court. This is a major impediment to the effectiveness of general bylaws.</li> </ul> <p><u>Resourcing</u></p> <p>Finally, ŌDC does not currently have staff, resources or budget to:</p> <ul style="list-style-type: none"> <li>undertake the necessary analysis of the perceived problem, options and alternatives;</li> <li>prepare a new cat control bylaw;</li> <li>administer, or implement (which would necessitate additional staff and the development of a cattery for impounded cats)</li> </ul> <p>For these reasons, staff <b>recommend to reject</b> the submission from Companion Animals NZ seeking a new "Keeping of Animals bylaw to control cats.</p>			
Natalie Southgate	Disagree with the proposal.	Oppose  Has indicated they do wish to speak in support of their submission (via email)	Not specified.
<p>The submitter did not initially provide any details of their submission (i.e. the issue) and any changes requested. Natalie was emailed and phoned on 11 August requesting additional information in order for her submission to be valid. Additional information was emailed (refer appendix 2), which forms the basis of her submission. Her concerns are: bylaw to stay the same; not cause a nuisance, "new" proposed bylaw is confusing and not well thought out; discuss with experienced beekeeper.</p> <p>Insufficient supporting information has been provided by this submitter at the time of preparing this report to justify any changes to the bylaw, as proposed, or an alternative to what is proposed. Staff note that this is not a "new" bylaw but are proposed amendments to an existing bylaw.</p> <p>In respect of discussing with an experienced beekeeper:</p> <ul style="list-style-type: none"> <li>the amendments to beekeeping are based on a similar bylaw at Waipā District Council</li> </ul>			



Submitter	Submission	Status	Relief Sought
	<ul style="list-style-type: none"> <li>the changes proposed in the ŌDC bylaw, have been tested through a public hearing at Waipā District Council involving expert evidence from a bee expert (Dr Mark Goodwin) and evidence from professional / expert beekeepers, who supported Waipā District Council's beekeeping provisions recommended to be adopted in the ŌDC bylaw.</li> <li>King Country News, as part of an article (July 10 2025) reported in the proposed bylaw. The interviewed Mountain View Honey's beekeeper Lindy Bennett, who is quoted as: <i>"Overall, the guidance notes look solid and cover the key things hobbyist beekeepers need to know. It's great to see something being put in place to encourage responsible beekeeping in town — especially as more people get interested in keeping a hive or two in their backyard."</i> In the same article the submitter opposing the changes, who is reported as raising funds to install hives at Ōtorohanga Primary School, is credited with commenting that requiring beekeepers to manage the flightpath of bees is silly. This appears misinformed as there is no proposal for beekeepers to manage flightpaths.</li> </ul>		
Based on this analysis, staff are comfortable that the proposed changes relating to managing bee nuisance are best practice and have been tested through a separate public process with expert evidence.			
For these reasons, staff <b>recommend to reject</b> the submission from Natalie Southgate opposing the changes to the bylaw.			

## Structures and Works in Public Places

No submissions received

## **Appendix 2 Copies of submissions received**

### **Companion Animals NZ**

## Natalie Southgate

	Respondent No: 1	Responded At: Jul 03, 2025 13:59:53 pm
	Login: [REDACTED]	Last Seen: Jul 03, 2025 13:59:53 pm
	Email: n/a	IP Address: n/a

Q1. Name	Natalie Southgate
Q2. Postal address	85 phillips ave Ōtorohanga
Q3. Email address	[REDACTED]
Q4. Contact phone number	[REDACTED]
Q5. Do you wish to speak to an Elected Member about your submission?	Yes
Q6. Do you agree with our proposed changes to the Bylaw?	No
Q7. Do you have any further suggestions or recommendations for changes to the Bylaw?	Yes.

**From:** natalie Southgate <[REDACTED]>  
**Sent:** Wednesday, 13 August 2025 8:35 am  
**To:** Tony Quickfall <[tonyq@otodc.govt.nz](mailto:tonyq@otodc.govt.nz)>  
**Cc:** Kaia King <[kaia@otodc.govt.nz](mailto:kaia@otodc.govt.nz)>  
**Subject:** Re: Bylaw Submission - keeping of animals FURTHER INFO REQUIRED

My suggestion is for the bylaw to remain the same.  
 To not cause a nuisance.  
 Every situation is different.  
 The new proposed bylaw is confusing and not well thought out.  
 At the very least I suggest a conversation with an experienced beekeeper.  
 Natalie.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# BYLAW STRUCTURES AND WORKS IN PUBLIC PLACES

ŌTOROHANGA DISTRICT COUNCIL

Date 26 August 2025



# STRUCTURES AND WORKS IN PUBLIC PLACES BYLAW 2025

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# ŌTOROHANGA DISTRICT COUNCIL STRUCTURES AND WORKS IN PUBLIC

Pursuant to Part 8 of the Local Government Act 2002, the Local Government Act 1974, and the Bylaws Act 1910, the Ōtorohanga District Council **MAKES THE ŌTOROHANGA DISTRICT STRUCTURES AND WORKS IN PUBLIC PLACES BYLAW (AS AMENDED 2025):**

## PURPOSE:

To address issues related to the construction, maintenance and demolition of structures in or adjacent to public places that are not addressed by the Building Act, Building Regulations, other legislation or the Ōtorohanga District Plan. Provisions of the Bylaw include:

- Placement and minimum height requirements for verandahs, balconies and awnings extending over public places and allowing council to remove such structures if they do not comply with this bylaw.
- Allowing temporary removal of verandahs, balconies and awnings to enable construction work to occur beneath or near to them.
- Maintenance requirements for verandahs, balconies and awnings over public places.
- Establishing conditions on the use of public places during construction, excavation and demolition activities in order to protect public safety.
- Provisions for street damage deposit charges.

Notes in italics are not parts of this bylaw but are intended to explain the contents of the bylaw or give further information on matters within the bylaw.





## 1. SHORT TITLE

This amended Bylaw shall be cited and referred to as "The Ōtorohanga District Structures and Works in Public Places Bylaw 2025".

## 2. INTERPRETATION

In this Bylaw, except where inconsistent with the context:

**Authorised Officer** means any officer of the Ōtorohanga District Council authorised to carry out or exercise the duties of an officer under this bylaw.

**Applicant** in relation to any street damage deposit means any person who pays a street damage deposit.

**Architectural Feature** means any part of a building or any attachment to a building extending out from the external building line over land owned, under the control or managed by the council.

**Awning** means a lightweight structure with either a permanent covering material or a moveable canvas, plastic or similar material that may be erected in situations where district plan rules do not require verandahs.

**Balcony** means a platform enclosed by a railing or balustrade projecting from or recessed into the face of a wall of a building or structure and constructed to take all loads imposed upon it.

**Building work** means the same as in section 7 of the Building Act 2004.

**Council** means the Ōtorohanga District Council.

**Ōtorohanga District** means the area known as the Ōtorohanga District comprising the area delineated on SO Plan 58012 deposited with the Chief Surveyor of the South Auckland Land District and as may be amended from time to time by due legal process;





#### **Public place -**

- a. means a place-
  - i. that is under the control of the council; and
  - ii. that is open to, or being used by, the public, whether or not there is a charge for admission; and
- b. includes-
  - i. road, whether or not the road is under the control of the council; and
  - ii. any part of a public place.

**Vehicle crossing** means a formed access for vehicles to enter or leave private land from or to a road.

**Verandah** includes a porch, portico, shade, or covering (but does not include an awning) over any public place for the purpose of shade or shelter, together with any supports.

**Structurally sound** means in a sufficiently sound state so as to not be assessed as meeting the definition of being a 'Dangerous Building' as defined in the Building Act 2004 when that assessment is made in accordance with relevant Council policies and procedures.

### **3. VERANDAHS, BALCONIES AND AWNINGS**

#### *Requirements for Verandahs*

- 3.1 The Ōtorohanga District Plan may require owners to build verandahs over the footpath as part of the construction or modification of buildings in various parts of urban areas. A resource consent as well as a building consent may be required for any verandah, balcony or awning attached to a building especially if this protrudes over a public place. In areas where the District Plan requires the construction of verandahs on new buildings, existing buildings will be required to retain verandahs in the future.

#### *Permission from an authorised officer*

- 3.2 Despite the provisions of clause 3.1, no person shall erect, cause to be erected or altered, any verandah, balcony or awning over any public place except with the permission of an authorised officer. An authorised officer may impose conditions relating to the materials to be used in





construction and design of the structure to ensure the public place is protected and that maintenance and cleaning operations in the public place are not hindered.

#### *Waterproof Junctions*

- 3.3 The junctions between a new verandah and any adjoining existing verandah shall be made waterproof.

#### *Minimum height*

- 3.4 The minimum height of any part of the underside of a verandah, balcony, or awning shall be three metres above the finished surface level of the public place beneath it. District plan requirements may also set a maximum height for the verandah.

#### *Width*

- 3.5 Every verandah, balcony or awning extending over a public place shall be of the suspended type. A verandah, balcony or awning over a footpath shall not be closer to the kerb line than 500 millimetres, measured as a vertical line drawn from the face of the kerb, unless an authorised officer specifically approves its design.

#### *Standing on verandahs*

- 3.6 No person shall stand on any verandah erected over a public place except where the verandah has been specifically designed and certified accordingly to be weight bearing, or for the purpose of inspection, maintenance or egress in the case of fire.

#### *Maintenance of verandah, balcony or awning*

- 3.7 Any verandah, balcony or awning over a public place, including all elements used to attach it to the building or otherwise support it, shall be maintained in a clean, waterproof and structurally sound condition and in a state of good repair by the owner of the building.

#### *Disposal of stormwater*

- 3.8 Any verandah or balcony must be designed to collect any stormwater runoff and dispose of it into an acceptable drainage outlet approved by Council. No gutter or catchment attached to a verandah may be closer to the kerb line than 500 millimetres, measured as a vertical line drawn from the face of the kerb, unless an authorised officer specifically approves its design. All stormwater collected by the gutter shall be conveyed by pipework back to the front of the building and into a vertical pipe to a drain within the building line or directly attached to the front of the building.

#### *Lamps and gas appliances*

- 3.9 No person shall erect or suspend from any verandah, balcony or from the face of any building any





lamp or gas appliance over or across any public place except with the permission of an authorised officer. The height of any such lamp or gas appliance shall be not less than 3 metres above the public place below.

#### *Lighting*

- 3.10 All owners of properties with verandahs shall ensure that sufficient lighting is provided at the property owner's expense to adequately illuminate the areas beneath the verandahs to ensure visibility of potential hazards for pedestrians at all times.

#### *Maintenance of Lighting*

- 3.11 Where lighting is provided on a verandah or the building to which it is attached to achieve the purpose of clause 3.9, the owner shall ensure that such lighting is installed and maintained so as to be safe and operational at all times. Safety shall include the avoidance of adverse glare or distraction for vehicle users.

#### *Removal of non-complying structures*

- 3.12 Where any verandah, balcony or awning does not comply with the provisions of this bylaw the council may serve a notice in writing requiring the owner of the building to which the verandah, balcony or awning is attached to clean, repair, alter or remove the verandah, balcony or awning so that it complies with this bylaw and/or the relevant requirements of any applicable district plan rule or building safety standard

#### *Failure to comply with notice*

- 3.13 Where any person fails to comply with any notice under clause 3.11 within the time specified in the notice an authorised officer may have the verandah, balcony or awning cleaned, repaired, altered or removed, as the case may be. The cost incurred in doing so shall be recoverable by the council as a debt from the owner.

#### *Release of removed structures*

- 3.14 Any verandah, balcony or awning removed by the council shall be released to the owner upon payment of the costs incurred in its removal, transport and storage.

#### *Temporary removal for works*

- 3.15 An authorised officer may, by written notice to the owner of a building with a verandah, balcony or awning over a public place, require the temporary removal of that verandah, balcony or awning, to enable construction work to take place near to or beneath that structure. The





removal and reinstatement of the verandah, balcony or awning and the building consent for such work shall be at the cost of the person or organisation responsible for the work requiring such removal and reinstatement. Where written notice is given to an owner under this clause the owner must apply for any building consent necessary under the Building Act 2004 for the building work involved in removing and reinstating the verandah, balcony or awning. Such an application must be made within one month of receiving notice under this clause and is to be made in accordance with specifications for that building and as contained in the notice to the owner.

#### *Reduction of width*

- 3.16 The council may require a reduction of the width of any verandah or awning before its reinstatement, if any activities within the public place necessitate such a reduction or it is needed to comply with the council's district planning or bylaw requirements.

#### *Certain Provisions not Retrospective*

- 3.17 Clauses 3.4, 3.5 and 3.8 shall not apply to particular aspects of a verandah or associated feature that can be demonstrated to have been in existence as at 1 January 2015 and for which the property owner had not been previously requested by Council to remedy that aspect.

## 4. PROJECTIONS FROM BUILDINGS

#### *Projection - architectural features*

- 4.1 Architectural features at a height of not less than 3 metres above the level of a formed footpath, or 4.5 metres above ground level where no footpath has been formed, may project over a public place with the approval of an authorised officer.

#### *Hoisting materials*

- 4.2 Nothing may be fitted to any building for the hoisting of materials of any nature over a public place except with the permission of an authorised officer.

#### *Windows over public places*

- 4.3 No opening portion of a window, which opens out over a public place, shall be less than 2.5 metres above the public place except with the permission of an authorised officer.

#### *Maintenance of building projections*

- 4.4 Any projections from buildings over a public place, including all elements used to attach it to the





building or otherwise support it, shall be maintained in a clean and structurally sound condition and in a state of good repair by the owner of the building.

#### *Foundation projections*

- 4.5 No foundation shall project beyond the boundary or building line under a public place. An authorised officer may permit a projection, if it is considered that the projection will not injuriously prejudice the installation of underground services of any nature, and the projection does not exceed 200 millimetres, where the depth below ground level to the top of the projection exceeds 2 metres.

#### *Certain Projection Provisions not Retrospective*

- 4.6 Clauses 4.1, 4.2, 4.3 and 4.5 shall not apply to particular aspects of a projection or associated feature that can be demonstrated to have been in existence as at 1 January 2015 and for which the property owner had not been previously requested by Council to remedy that aspect.

## 5. CONSTRUCTION WORK IN PUBLIC PLACES

#### *Surface water run-off*

- 5.1. Every person undertaking building work shall at all times, from the commencement of construction or commencement of site works until building work is completed, ensure that adequate provision to the satisfaction of an authorised officer is made for the protection of other land (including streams, roads, and drains) from surface water run-off.

#### *Clean road*

- 5.2. A person in charge of a construction or demolition site or conducting construction or demolition works on a site shall, if required by an authorised officer, ensure that mud and dirt and other debris is removed from vehicles prior to their departure from the site if there is a likelihood of that debris being deposited in any public place.





## 6. PUBLIC SAFETY

### *Consent*

- 6.1. No person shall, for the purpose of carrying out any excavations, demolition, construction, building or building maintenance work, obstruct, operate on, over, or under, or deposit material on any footpath, carriageway or other public place except pursuant to a consent issued by an authorised officer.

### *Conditions*

- 6.2. Any consent issued in accordance with clause 6.1 including any consent for a safety fence, hoarding, gantry, scaffolding or other safety issues shall be issued subject to any conditions, restrictions and limitations as an authorised officer considers necessary or desirable to ensure the safety and convenience of the public and the protection of any public place.

## 7. DEMOLITION

- 7.1 Every person carrying out the demolition or removal of a building or part thereof above a plane of 45 degrees from the boundary of a public place shall comply with the following requirements:
- a. One storey only at a time shall be demolished or removed commencing from the uppermost level,
  - b. No material shall be stored or stacked upon any floor of the building,
  - c. All material shall be lowered to the ground as soon it has been displaced,
  - d. No external wall or part thereof abutting on any street or public place shall be demolished or removed except at such time and under such conditions as an authorised officer may approve,
  - e. No material shall be thrown onto any street or public place.

### *Dust removal*

- a. Water shall be sprayed upon all displaced materials for the purpose of preventing or lessening the diffusion of dust arising from any demolition activity,
- b. A ball and crane or other mechanically-assisted demolition methods shall not be used on any building closer than the height of the building from the street frontage or within 12 metres of the street boundary (whichever is the greater) unless approval has been obtained from an





authorised officer to close the public place adjacent to the work. The authorised officer may specify the amount of public place to be closed off to allow the work to be carried out without endangering public safety. Where an authorised officer so approves, the contractor shall pay supervisory and any traffic management costs incurred by the council to maintain public safety,

- c. No portion of a building closer than its height from the public place shall be left standing when it is no longer stable unless arrangements have been made to the satisfaction of an authorised officer for the protection of the public in such circumstances,
- d. Where required by an authorised officer, demolition work shall be carried out under the supervision and control of a Chartered Professional Engineer and the confirmation of an Engineer's appointment shall be submitted by the applicant prior to the issue of a demolition permit,

#### *Footpath protection*

- e. A hoarding or gantry shall be erected to the requirements of Clause F5 of the New Zealand Building Code where in the opinion of an authorised officer there is a need to safeguard people or other property from demolition activities occurring on any land,

#### *Further requirements*

- f. The owner of any site shall comply with any requirements of an authorised officer during the progress of demolition or removal work, in connection with:
  - i. the safety and convenience of the public
  - ii. the protection of adjacent buildings, and
  - iii. the protection of the surface of the street and any other public place.

#### *Dispensations*

- 7.2 An authorised officer may in an appropriate case dispense with compliance with any of the requirements of clause 7.1.

## 8. PROTECTION OF PUBLIC DURING BUILDING OPERATIONS OR MAINTENANCE

- 8.1 No person shall erect any building or undertake maintenance on any part of a building adjacent to any public place if there is a likelihood of objects falling onto the public place until there has been erected a fence or hoarding or gantry or barrier so as to shut off and render safe the pedestrian and





vehicular traffic using or which may use the adjacent parts of the public place. No such fence, hoarding, gantry or barrier shall be erected without first having obtained a building consent.

*Site fences, hoardings and gantries erected pursuant to clause 8.1 above shall comply with the requirements of Clause F5 of the New Zealand Building Code. Acceptable Solution F5/AS1 provides one acceptable solution to the requirements of F5.*

- 8.2 Where permission has been given for construction or maintenance of a verandah or other structure to be erected over a public place the necessary work shall be carried out at such times and in such a manner as an authorised officer shall approve having regard to the conditions of pedestrian and vehicular traffic. Where an authorised officer does not authorise the complete closure of the footpath affected then operations shall proceed over half of the footpath width at a time, with the remainder of the footpath being protected with an adequate hoarding, to the satisfaction of an authorised officer.

## 9. LIFTING MATERIAL AND EQUIPMENT OVER PUBLIC PLACES

### *Hoisting materials*

- 9.1 The design of new buildings and their method of construction shall be carried out so far as is practicable to provide for the unloading and hoisting of materials and equipment on and over the building site itself and clear of any public place.

### *Permission to hoist*

- 9.2 No person shall undertake the mechanical hoisting of building materials or equipment from or over any public place without a consent from an authorised officer. Permission may be refused if an authorised officer is of the opinion that it is unnecessary for the air space above the public place to be used because building materials and equipment can reasonably be unloaded on or over the site from vehicles driven onto the building site and clear of the street, or that the building can reasonably be designed or redesigned so as to provide for off-street unloading operations during its construction.

### *Conditions*

- 9.3 An authorised officer in granting a consent pursuant to clause 9.2 may impose such conditions as are necessary to ensure the safety of the public, including persons on the public place who are engaged in the hoisting operations. The following conditions shall apply to every consent:
- a. Areas over which or from which hoisting is to be carried out must be coned, roped, fenced or barricaded off as directed by an authorised officer,







### *Gantry*

- b. A clearly defined and fully protected gantry type throughway or bypass, substantially constructed, must be provided for pedestrian use, over any footpath alongside any public place from which materials and equipment are to be hoisted. This protected throughway shall be to the approval of an authorised officer, and it shall extend along the full length of the frontage of the site. Where it is required by an authorised officer the protected throughway shall extend beyond the frontage of the building to provide radial protection to the footpath,
- c. Crane jibs may swing over unprotected public roadways and footpaths but not the loads hanging from them. The load must be luffed back over footpath gantries as soon as practicable and before clewing the jib so that loads are not at any time suspended over unprotected areas. No vehicle which is being unloaded from a coned off area shall move away until its last load has been hoisted clear of the roadway,
- d. The lifting or lowering of materials or equipment on trays without sides is prohibited. The tray must be enclosed on all sides to a height not less than the height of the load.

### *Insurance*

- 9.4 Insurance cover shall be taken out by the consent applicant for any construction work that may affect public safety indemnifying the council for a minimum amount of \$2,000,000 or as determined by an authorised officer, in respect of any claims for injury or damage to persons or property, such cover to be with a registered insurance office and in a form satisfactory to an authorised officer. An authorised officer may reduce or waive this requirement in the case of minor works when the risk is considered minimal.

## 10. STREET DAMAGE DEPOSIT CHARGE

### *Building work may require street damage deposit charge*

- 10.1 An authorised officer may require that a person pays to council a street damage deposit charge prior to undertaking any building work.

### *Use of deposit*

- 10.2 An authorised officer may apply the street damage deposit charge payable under clause 10.1 towards any inspection fees charged by the council and unpaid, and towards the cost of any work or repair carried out by the council, during, or at the completion of building work, site work or excavation work





to reinstate the road reserve to at least as good a state of repair as that which immediately preceded the commencement of the work.

#### *Waiving of deposit*

- 10.3 An authorised officer may waive the requirement for the payment of a street damage deposit charge in whole or in part, where he or she determines that the building work, site work or excavation work proposed is unlikely to cause damage to the road reserve.

#### *Refunding deposit*

- 10.4 At the completion of building work and after the issue of final certification for the building work undertaken, the council shall refund any street damage deposit charge paid, less any deductions for inspection fees incurred and unpaid and any costs incurred by the council, including any reasonable administrative costs, to repair any damage to the road reserve arising from any building work, or site work.
- 10.5 If a street damage deposit charge is not sufficient to cover the inspection fees charged and the cost of any work undertaken by the council, including any reasonable administrative costs, to repair any damage to the road reserve arising from any building work or site work, the applicant will be liable for the balance.

#### *Warranty Period*

- 10.6 If the council identifies any defects within the warranty period in the repairs to the road reserve undertaken by the applicant, the council may repair the defect and recover the costs incurred, including any reasonable administration costs, from the applicant.

#### *Recovery of Debt*

- 10.7 Any amount owing by the applicant to the council may be recovered by the council from that person or entity as a debt due in any court of competent jurisdiction.

## 11. SETTING OF FEES AND CHARGES

- 11.1 The council may prescribe fees and charges for authorities, approvals, permits and consents under this bylaw in accordance with section 150 of the Local Government Act 2002.

*Fees, including the street damage deposit charge, lease fees and licence and permit fees, may be set as part of the council's long-term plan or annual plan*





## 12. OFFENCES AND PENALTIES

Every person who fails to comply with the requirements of this Bylaw commits an offence and is liable, on summary conviction, to a fine not exceeding \$20,000 (as set out in Section 242 of the Local Government Act 2002); and/or other infringement fines as set out in relevant legislation.

## 13. OTHER REQUIREMENTS

The provisions of this Bylaw do not remove the need for any consent required under the Resource Management Act 1991 or the Building Act 2004 and do not provide relief from responsibility for compliance with all other relevant statutes, regulations and bylaws.





THE RESOLUTION BY WAY OF SPECIAL  
CONSULTATIVE PROCEDURE TO AMEND THIS  
BYLAW was passed by THE ŌTOROHANGA  
DISTRICT COUNCIL at

a meeting of the Ōtorohanga District Council held on [INSERT DATE] and confirmed at a subsequent meeting of the Council held on, [INSERT DATE] by a resolution passed by the Council on, [INSERT DATE] the said Bylaw came into effect on.[INSERT DATE OF RESOLUTION]

This Bylaw confirmed by Council on

D A T E

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive

\_\_\_\_\_  
Date



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL





TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# BYLAW ANIMAL NUISANCE

ŌTOROHANGA DISTRICT COUNCIL

Date 26 August 2025



# ŌTOROHANGA DISTRICT COUNCIL

## ANIMAL NUISANCE BYLAW 2025

Pursuant to Sections 145 and 146 of the Local Government Act 2002 and Section 64 of the Health Act 1956, Ōtorohanga District Council makes and ordains this Bylaw.

### 1. TITLE

This Bylaw shall be cited and referred to as the “Ōtorohanga District Council Animal Nuisance Bylaw 2025”.

### 2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to:

- (a) Protect the public from nuisance; and
- (b) Regulate the keeping of stock, poultry and bees; and
- (c) Protect, promote and maintain public health and safety.

2.2 This Bylaw applies only in the Kāwhia/Aotea Township Boundary and the Ōtorohanga Township Boundary with the exception of Clauses 6.6 and 6.7 which apply district wide.

### 3. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

“**Authorised Officer**” means any person appointed by the Council as an Enforcement Officer under the Local Government Act 2002 or a Dog Control Officer under the Dog Control Act 1996 and includes any other person authorised by Council to administer or enforce this Bylaw.

“**Council**” means the Ōtorohanga District Council.

“**Poultry**” includes turkeys, geese, ducks, pigeons, ostrich, emu, rhea, and domestic fowl and pets of all descriptions.

“**Stock**” includes horses, cattle, deer, asses, mules, sheep, pigs, goats, llamas, alpacas, or farmed animals of any description.





**“Kāwhia Township”** means the area within the Kāwhia Township Boundary (including Aotea Village) as shown on the map in the First Schedule to this Bylaw.

**“Nuisance”** means the keeping of any stock, poultry, or bees in such numbers, or in such a manner or condition, so as to be dangerous or offensive or injurious to the health of any person.

**“Occupier”** includes an owner, tenant, licensee, invitee or any agent, manager or other person apparently acting in the general management of any premises.

**“Ōtorohanga Township”** means the area within the Ōtorohanga Township Boundary, as shown on the map in the Second Schedule to this Bylaw.

## 4. KEEPING OF STOCK

- 4.1 No person shall keep any stallion (including any proud-cut stallion) within the Kāwhia Township or Ōtorohanga Township.
- 4.2 No person shall keep any stock within the Kāwhia Township or Ōtorohanga Township which, in the opinion of the Authorised Officer, is or is likely to, cause a nuisance.
- 4.3 Any person who is keeping stock in contravention of clause 4.2 may be required by the Authorised Officer to remove the stock, reduce the number of stock, or to improve or modify the conditions within which those stock are being kept, so as to prevent any nuisance which is being created.

## 5. KEEPING OF POULTRY

- 5.1 No person shall keep any rooster within the Kāwhia Township or Ōtorohanga Township.
- 5.2 No person shall keep any poultry in such numbers or conditions within the Kāwhia Township or Ōtorohanga Township which, in the opinion of the Authorised Officer, is, or is likely to, cause a nuisance.
- 5.3 Any person who is keeping poultry in contravention of clause 5.2 may be required by the Authorised Officer to remove the poultry, reduce the number of poultry, or to improve or modify the conditions within which those poultry are being kept, so as to prevent any nuisance which is being created.

## 6. KEEPING OF BEES (refer guidance note, Schedule 1)

- 6.1 No person may keep bees in the Kāwhia Township or Ōtorohanga Township if the manner in which the bees are kept causes or is likely to cause a nuisance or a threat to public health or safety.
- 6.2 A person must not keep bees on a property in the Kāwhia Township or Ōtorohanga Township unless that person complies with the following conditions:





- (a) either: beehives must be placed no closer than 25 metres from the property boundary; or beehives must be separated from the property boundary by a solid fence 1.8 metres or taller on that boundary; and
  - (b) a suitable water source must be provided near the beehives that is directly accessible to the bees at all times.
- 6.3 The requirements of clauses 6.2(a) and 6.4(b) do not apply where:
  - (a) the beehive is located on or above the first storey of a building; or
  - (b) the person has obtained written approval from an authorised officer that the requirements do not apply, which may be subject to such conditions as the authorised officer considers appropriate.
- 6.4 Any person who receives approval under clause 6.3(b) must comply with all conditions of that approval.
- 6.5 The Council may, in accordance with section 150 of the Act, prescribe fees for any application for approval under clause 6.3(b).
- 6.6 No person shall keep any bees on any road or road reserve that is under the control of Ōtorohanga District Council, without written approval from Ōtorohanga District Council.
- 6.7 No person shall keep any bees, on, adjacent to, or in close proximity to any road or road reserve, and which, in the opinion of the Authorised Officer, is, or is likely to, cause a nuisance.
- 6.8 Any person who is keeping bees in contravention of the relevant clauses may be required by the Authorised Officer to remove the bees, reduce the number of bees, or to improve or modify the conditions within which those bees are being kept, so as to prevent any nuisance which is being created.
- 6.9 A person issued with a written notice under clause 6.8 must comply with the steps specified in that notice within the specified timeframe.

## 7. WANDERING AND UNLAWFULLY TETHERED STOCK

- 7.1 Any wandering or unlawfully tethered stock within the Kāwhia Township or Ōtorohanga Township shall be subject to the provisions of the Impounding Act 1955 or any replacement legislation.





## 8. DISPOSAL OF DEAD STOCK AND POULTRY

- 8.1 The owner of any dead stock or poultry shall dispose of the carcasses of such stock or poultry promptly, and in an appropriate manner having regard to the nature of the particular stock or poultry being disposed of.

## 9. OFFENCES AND PENALTIES

- 9.1 Any person who does, or causes or allows to be done, anything in contravention of this Bylaw, or who omits to neglects to do, or knowingly permits to remain undone, any matter or thing required under this Bylaw, commits an offence, and shall be liable to a fine not exceeding \$20,000.00 pursuant to the Local Government Act 2002,; and or infringement fines pursuant to relevant legislation.







## SCHEDULES

1. Beekeeping Guidance Notes
2. Kāwhia Township Map
3. Ōtorohanga Township Map

**THIS BYLAW WAS CONFIRMED BY COUNCIL ON [INSERT DATE]**

**THE RESOLUTION BY WAY OF SPECIAL CONSULTATIVE PROCEDURE TO AMEND THIS BYLAW** was passed by **THE ŌTOROHANGA DISTRICT COUNCIL** at a meeting of the Ōtorohanga District Council held [INSERT DATE]

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive

\_\_\_\_\_  
Date



## Beekeeping Guidance Notes

Beekeepers have a legal obligation to register their apiary under the Biosecurity (National American Foulbrood Pest Management Plan) Order 1998. Registration of apiaries is intended to protect honeybees from American foulbrood disease. The register also allows the Ministry for Primary Industries to carry out surveillance for exotic pests and diseases of honeybees and respond to an incursion. Registration codes are required to be displayed in a visible manner in each apiary, usually on a beehive. Further information on American foulbrood disease can be found at [www.afb.org.nz](http://www.afb.org.nz). Beekeepers are also required to comply with the on-going management requirements as provided in the AFB Pest Management Plan and are required to provide evidence of this compliance where required. Honey and bee products that are produced for commercial purposes are subject to additional legal requirements and information on these requirements is available on the Ministry for Primary Industries website. Apiculture New Zealand Incorporated provides a Code of Conduct for beekeepers.

### Flight path management

Honeybees will fly at head height for some distance from their hives unless their surrounding environment directs their flight path upwards. Honeybees can be encouraged to fly above head height if a flyway barrier, two or more metres tall, is placed 1-2 metres out from the front of the hive entrance. It is important that flightpaths are not directed across public pathways on private and public land. Barriers that can be used include shrubs or trees, a wall, a hedge or a fence.

### Swarming/seasonal build up

Swarming is the natural means of dispersal of honeybee colonies. Beekeepers can undertake responsible bee management practices to minimise the occurrence of swarms in urban areas. These practices can include re-queening on an annual basis, taking a nucleus colony out of populous hives (artificial swarming) and re-queening colonies that have been started from swarms. Honeybee colonies are more likely to swarm if there are limited cells in the hive for the worker bees to store honey and pollen. Responsible bee management practices include providing plenty of room for the queen to lay eggs and for the bees to store honey.

### Water provision

Providing a source of clean water may reduce the number of bees foraging elsewhere for water and creating a nuisance to neighbours, especially if they own a swimming pool.

### Bee excrement management

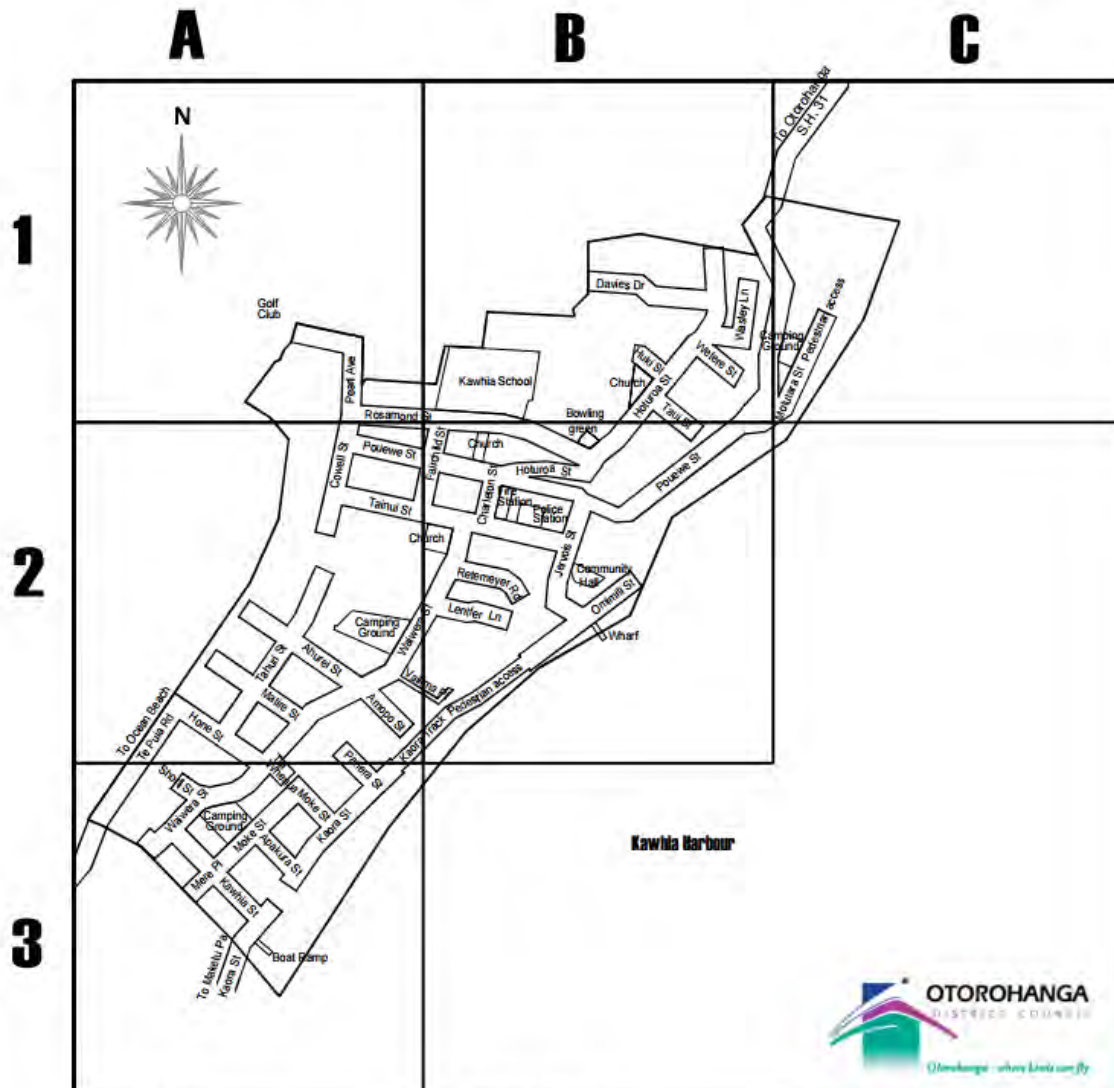
Like other animals, bees excrete waste products. Honeybees going on orientation, foraging or cleaning flights often excrete after exiting the hive. This can leave distinct trails of excrement within a 500-metre radius of the hive and can cause a nuisance to neighbours. The colour of the excrement is typically yellow to brown. The excrement may be hard to remove from clothing, vehicles and buildings. Hives can be re-positioned on the property or rotated to provide flight paths in a direction away from neighbouring properties.

### Beehives on buildings

Where beehives are to be located at or above the second storey of a building, for example, a roof top or balcony, the structure of the building at that location should be strong enough to support the additional weight and that the weight of the beehives should be distributed across weight bearing beams.



# Kawhia Township



## Street Index

### Road Grid Ref

Ahurei Street	A2
Amopo Street	A2
Apakura Street	A3
Charleton Street	B2
Cowell Street	A2
Davies Drive	B1
Fairchild Street	A2, B2
Hone Street	A2
Hoturoa Street	B1, B2
Huki Street	B1
Jervois Street	B2

## Street Index

### Road Grid Ref

Kaora Street	A3
Kaora Track	A2, B2
Kawhia Street	A3
Lentfer Lane	B2
Maire Street	A2
Mere Place	A3
Moke Street	A3
Motutara Street	C1
Omimiti Street	B2
Panera Street	A2, A3
Pearl Avenue	A1
Pouewe Street	B1, B2, A1

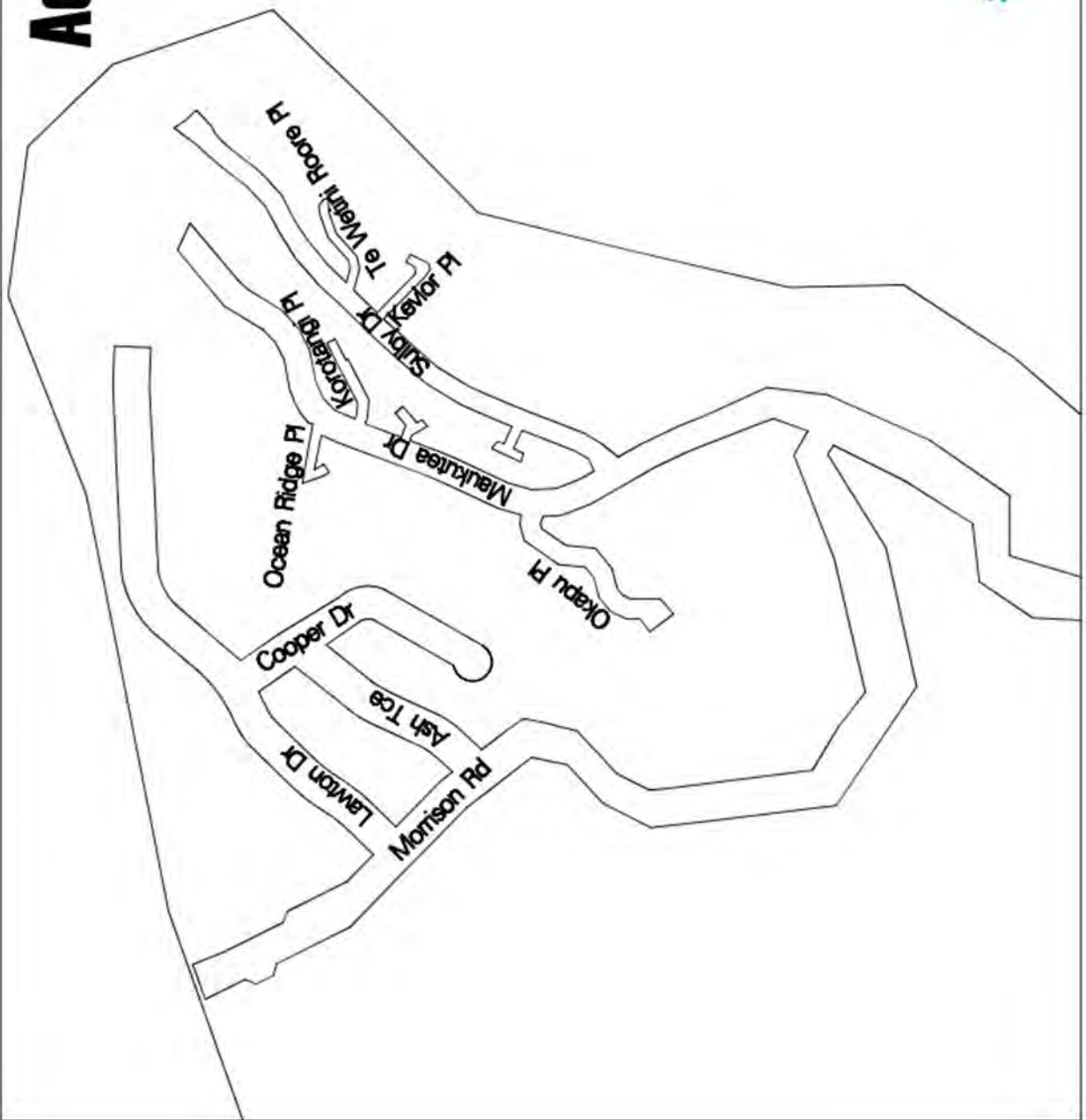
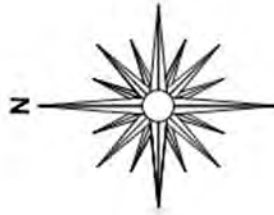
## Street Index

### Road Grid Ref

Retemeyer Road	B2
Rosamond Terrace	A1, A2, B2
Short Street	A3
Tahuri Street	A2
Tainui Street	A2, B2
Tauki Street	B1
Te Puia Road	A2, A3
Tui Whenua Street	A3
Waiwera Street	A3, A2, B2
Wasley Lane	B1
Wetere Street	B1



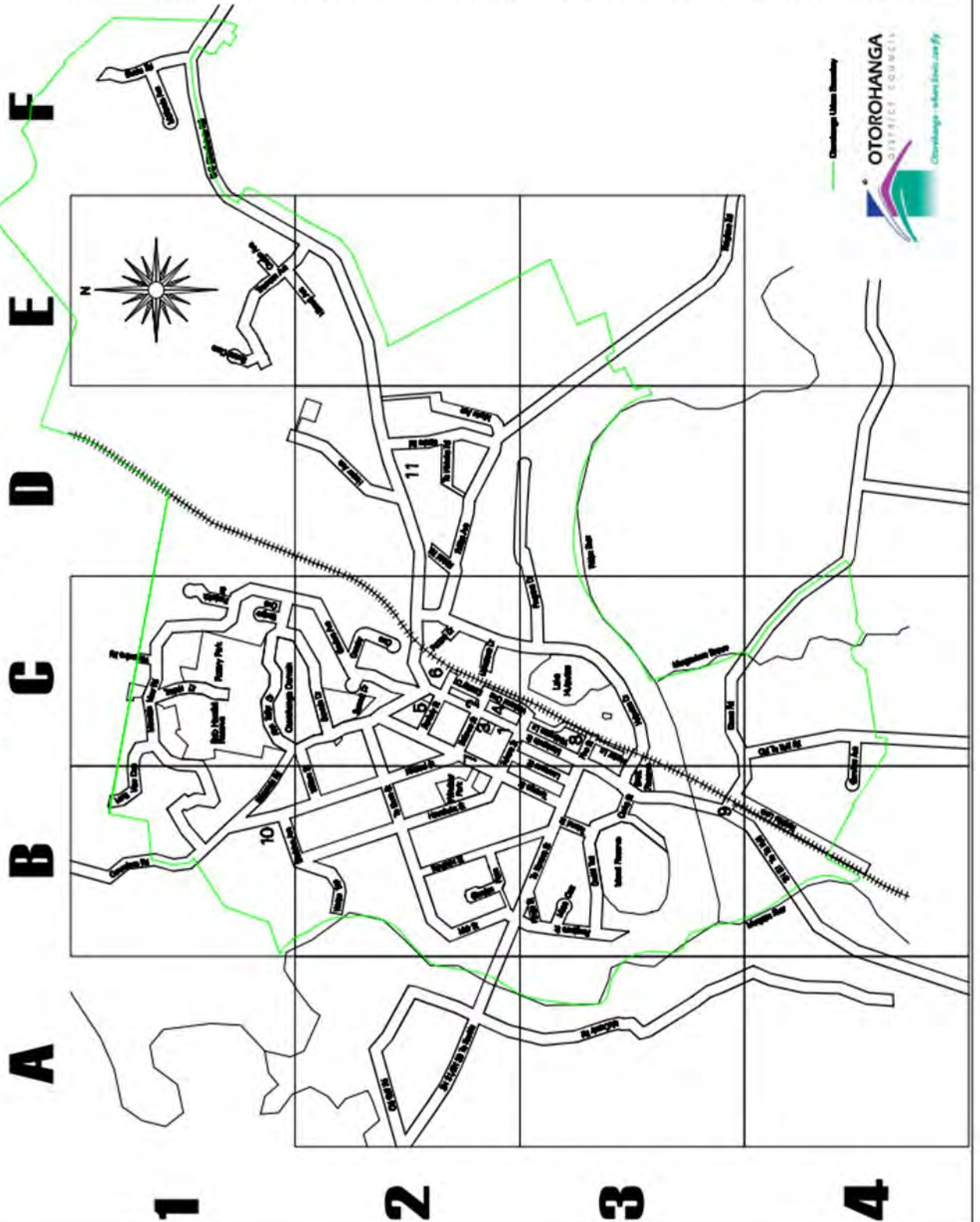
# Aotea Township







# Otorohanga Township



Street Index	Road Name	Grid Ref
	Alex Talfer Dr	C1
	Balcone St	C2
	Bledisloe Ave	B1, B2
	Block Rd	F1
	Clarke St	B3
	Cowley Ln	C2
	Crudden Ave	B1
	Domin Dr	C1, C2
	Factory Dr	C2
	Farm View Ln	B4
	Frederick St	C1
	Glen View Ave	B4, C4
	Glendon Pl	B2
	Gradiers Ave	C1, C2
	Haerahu St	B2
	Harper Ave	D2
	Hillcrest Ave	B1, B2
	Kinewai St	B1, B2, C2
	Kupatua Dr	B1, B2, C2
	Kuntar Ln	C3
	Karakuru Rd	C3
	Karakuru Rd	C3
	Kibikiki Rd	D2
	Lawrence Ave	C2, B1, C1
	Lawrence Ave	B3, C3
	Lawrence Dr	B3
	Long View Cres	C2
	Macrae Cres	B3
	Maui St	B2
	McDermott Ave	F1
	McDermott Ave	D2
	Mountain View Rd	B1, C1
	Old Te Kuiti Rd	C4
	Orakiri Tce	B3
	Orakiri Tce	C2
	Orakiri Tce	B3, C3, D4
	Orakiri Tce	B1
	Orakiri Tce	B3
	Phillips Ave	C2, D2
	Pine St	C3
	Progress Dr	C3, D3
	Randall St	C2
	Rangitahi St	B3
	Rangitahi St	B2, B3
	Rangitahi St	C1
	Sunset Cres	C2
	Sunset Cres	B1
	Sunset Cres	B2, C2
	Te Kawa St	D2
	Te Kawa St	B1, B2
	Te Kawa St	C1
	Thompson Ave	B2, B3, C2
	Thompson Ave	B3
	Turono St	C1
	Turono St	B2, B3, C2
	Turono St	B3
	Turono St	C1
	Wagonline Rd	C1
	Wagonline Rd	C2, C3
	Wagonline Rd	B2, C2
	William St	B2, C2
	Whittington Ln	C3







TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

**Item 270** Delegations in the Interregnum Period

**To** Ōtorohanga District Council

**From** Graham Bunn, Group Manager Business Enablement

**Type** **DECISION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To approve delegations to the Chief Executive Officer (or Acting Chief Executive Officer) in the Interregnum Period.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The interregnum period is the period between the discharge of the current Ōtorohanga District Council and the swearing in of the new ŌDC. It is anticipated to occur between 11 October and 4 November 2025.
- 2.2. Neither outgoing nor incoming elected members can act in their capacity as members of the Council from the day after the declaration of the electoral result until the new Council is sworn in at the first meeting of the Council.
- 2.3. ŌDC must provide for the effective and efficient conduct of the ŌDC's business during the interregnum. It is proposed that delegations provided to Chief Executive (or Acting Chief Executive) be put in place from polling day (11 October) and during the interregnum. In 2022, ŌDC approved these recommended delegations to the Chief Executive.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council approve the following delegations:

- a) **Delegates**, subject to the limitations set out in clause 32(1) of the Seventh Schedule to the Local Government Act 2002, all of its responsibilities, duties, and powers from 11 October 2025 until the inaugural meeting of Ōtorohanga District Council, to the Chief Executive (or Acting Chief Executive) to attend to those matters that cannot reasonably await the first

meeting of the new Council. Where the Mayor elect is known, this will be in consultation with the Mayor-elect.

- b) **Confirms** these delegations expire on the convening of a valid meeting of Ōtorohanga District Council following the 2025 Election.

## 4. Context | Horopaki

- 4.1. Elected members and standing committees (that have not been constituted to survive the triennium) are discharged from office from the date that the Returning Officer publicises the official results of the elections.
- 4.2. Elected members cannot act in any capacity from the date they are discharged until they have made their statutory declarations at the inaugural ŌDC meeting which is tentatively set down for 4 November 2025.
- 4.3. The Civil Defence Emergency Management Group continues during the interregnum (section 12 Clause (2) of the Civil Defence Emergency Management Act 2002); therefore, no delegations are required for the interregnum.
- 4.4. The Chief Executive is on annual leave from 14 to 20 October, hence why this report includes delegations to the Acting Chief Executive.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matter(s) in this report has/have a low level of significance. Given the low level of significance determined, no engagement is required.

### Impacts on Maori

- 5.2. 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

- 5.3. ŌDC has a statutory duty to comply with the legislation.

### Policy and plans

- 5.4. The proposal is not inconsistent with other ŌDC's policies and plans.

**Legal**

- 5.5. The ŌDC must provide for the effective and efficient conduct of the ŌDC's business during the interregnum.

**Financial**

- 5.6. There are no financial implications.

**6. Discussion | He kōrerorero****Option 1: Delegate authority for the Interregnum**

- 6.1. It is proposed that ŌDC delegate to the Chief Executive (or Acting Chief Executive) responsibilities, duties, and powers (except those that cannot be delegated) in respect of urgent matters for the period in question subject to certain conditions.
- 6.2. This option is consistent with ŌDC's decision in previous interregnum periods.

**Option 2: Make no delegations for the Interregnum**

- 6.3. If no delegations are made, then the Chief Executive will be required to call an extraordinary ŌDC meeting at 72 hours' notice if there are matters that require urgent decisions during the interregnum. The Mayor-elect and Councillors-elect would be sworn in, and then ŌDC could consider the urgent business.
- 6.4. This option is premised on a clear election result with no recounts being requested.

**Recommended option and rationale**

- 6.5. The disadvantages of Option Two mean that ŌDC cannot adequately provide for the efficient and effective conduct of ŌDC's affairs. Therefore, it is recommended that Option 1 is supported, and the delegations are made.
-

**Item 271** Re-appointment of Mr Roy Johnson to the Ōtorohanga District Licensing Committee

**To** Ōtorohanga District Council

**From** Tony Quickfall, Group Manager Regulatory & Growth

**Type** **DECISION REPORT**

**Date** 29 July 2025



## 1. Purpose | Te kaupapa

- 1.1. To re-appoint Mr Roy Johnson to the Ōtorohanga District Licensing Committee following this term of Ōtorohanga District Council (ŌDC).

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Councillor Johnson has advised that he will not be seeking re-election in the 2025 local body elections. He is currently ŌDC's appointed representative and deputy chairperson on the Ōtorohanga District Licensing Committee, which makes decisions on issuing alcohol licenses for the District.
- 2.2. Like many District Licensing Committee members, Councillor Johnson is part of a "pool" across Ōtorohanga and Waipa District Licensing Committee. He has expressed an interest in continuing on the District Licensing Committee. Appointments are made for a period of 5 years, and the current District Licensing Committee appointments terminate on 30 November 2026, after which new appointments will be made. This will be by way of a separate report prior to the end of the current District Licensing Committee term.
- 2.3. As Councillor Johnson is deputy chairperson, and a deputy chairperson must also be an elected member of a territorial authority, it is proposed that he be re-appointed as an Independent Commissioner and alternate chairperson of the ŌDC District Licensing Committee. In accordance with the Sale and Supply of Alcohol Act 2012, the appointment of an alternate chairperson must be made by the Chief Executive of the territorial authority, at the request of the territorial authority (ŌDC).



### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) **Re-appoint** Mr Roy Johnson as member of the Ōtorohanga District Licensing Committee; and
- b) **Request** the Ōtorohanga District Council Chief Executive to appoint Mr Johnson as Commissioner of the Ōtorohanga District Licensing Committee to act as alternate Chairperson if the incumbent Chairperson is unavailable or has a conflict of interest; and
- c) **Confirm** the period of the re-appointment to be from 11 October 2025 to the end of the current term of the District Licensing Committee, being 30 November 2025.

### 4. Context | Horopaki

- 4.1. In November 2021, ŌDC formally approved the appointment of a District Licensing Committee and an Independent Commissioner Chair, pursuant to the Sale and Supply of Alcohol Act 2012. The Ōtorohanga District Licensing Committee is independent but shares a pool of members across Waitomo, Ōtorohanga and Waipā district councils. The District Licensing Committees determine all applications for alcohol licences and managers' certificates filed within the district. District Licensing Committee appointments are for the maximum term of five years.
- 4.2. Councillor Johnson is current Deputy Chair of the ŌDC District Licensing Committee and has expressed an interest in continuing on the ŌDC District Licensing Committee, following the completion of this term of Council and with Councillor Johnson not standing for re-election.
- 4.3. Under the Sale and Supply of Alcohol Act 2012, each licensing committee consists of members appointed by the territorial authority for that territorial authority's district. Ōtorohanga, Waipa and Waitomo Councils individually appointed the same pool of members and Chairperson, with their own elected members as Deputy Chairs. A territorial authority must appoint 1 member as the chairperson and that person must be a member of that territorial authority or (as in our case) a commissioner appointed to the licensing committee (with the chairperson appointment being made by the local authority Chief Executive).
- 4.4. A territorial authority **may** appoint a member of that territorial authority to be *deputy* chairperson, and act in place of the chairperson, if the chairperson is unable to act because of illness or absence from New Zealand, or for other sufficient reason. While acting in place of the chairperson, the deputy chairperson is a member of the committee and has all the powers and duties of the chairperson.

- 4.5. A territorial authority must not approve a person unless that person has experience relevant to alcohol licensing matters.
- 4.6. Note that the appointment of a deputy chairperson is discretionary, and a *deputy* chairperson **must** also be an elected member of a territorial authority. If the Chair is unavailable, and there is any matter where the Deputy cannot act (such as a conflict of interest), the Act does not allow committee members to deal with applications on their own, and offers no remedy until the Chairperson, or Deputy is able to act.
- 4.7. However, the Act provides for the appointment of a non-elected Commissioner as an *alternate* chairperson to the incumbent chairperson. This appointment is made by the local authority Chief Executive based on the request of the local authority.

## **5. Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

- 5.1. This decision does not meet ŌDC's threshold for being a significant decision under the Significance and Engagement Policy.

### **Impacts on Maori**

- 5.2. There are no impacts on Māori arising from this decision.

### **Risk analysis**

- 5.3. Mr Roy Johnson is of good standing, is a trained and qualified mediator, and is an experienced member of the District Licencing Committee. There are no known risks arising from his re-appointment as an independent commissioner member.

### **Policy and plans**

- 5.4. This appointment is consistent with ŌDC's combined Alcohol Policy and Bylaw.

### **Legal**

- 5.5. There are no legal ramifications from this reappointment.

### **Financial**

- 5.6. There are no financial ramifications from this reappointment.

## 6. Discussion | He kōrerorero

### Option 1: Appoint Mr Roy Johnson

- 6.1. This option ensures continuity of decision-making and representation of local (Ōtorohanga) interests in ŌDC District Licencing Committee decisions. Re-appointment of Mr Johnson as a member, rather than deputy chairperson, means there would be no deputy chairperson on the District Licencing Committee. However, re-appointing Mr Johnson (by ŌDC) as member and as alternate Commissioner chairperson (by ŌDC's Chief Executive) would mean he could act as chairperson if needed, and there is no need to deputise an elected member.

### Option 2: Do not appoint Mr Johnson

- 6.2. If Mr Johnson was not re-appointed, other members of the list of District Licencing Committee would have an increased role in making decisions. While all members of the District Licencing Committee have been appointed based on skills and suitability, there are no other local (Ōtorohanga) members. The absence of a local member would result on other members from the wider pool of members having to familiarise themselves with local context when making decisions. In addition, there would be no cover for the incumbent Commissioner chairperson should they not be available as chair.

### Recommended option and rationale

- 6.3. For the reasons set out, Option 1 is recommended.

**Item 272 Application for Temporary Road Closure – Targa NZ 2025**

**To** Ōtorohanga District Council

**From** Paul Strange, Manager Roothing

**Type** **DECISION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To consider an application for temporary road closures within the Ōtorohanga District to enable URG Promotions to hold the **Targa NZ 2025 Rally**.

## 2. Executive Summary | Whakarāpopoto matua

- 2.1. An application has been received from **URG Promotions** for temporary road closures within the Ōtorohanga District to enable the running of the **Targa NZ 2025 Rally**. The rally is to be held on the 16th of October 2025 and run from 10am until 7.05pm. The following roads are proposed to be closed:

- a) SS11 Mangare Road, Pukewhau Road 10.00am -3.00pm
- b) SS12 Wairehi Road, Ngaroma Road and Bayley Road 10.40 -3.10pm
- c) SS13 Mangatutu Road, Maihihi Road, Tauraroa Valley Road and Ōtewā Road 12.40pm - 5.10pm
- d) SS14 Mangamahoe Road, Honikiwi Road, Turitea Road and Kāwhia Road (Highway 31) (NZTA managed) 1.30pm -6.00pm
- e) SS15 Harbour Road, Te Waitere Road and Taharoa Road (Waitomo district). 2.30pm -7.05pm

- 2.2. URG Promotions is in the process of obtaining consent from residents of the affected areas. The proposed event was advertised on 19 May 2025, and four objections were received by the closing date of 10 July 2025.

- 2.3. Objections are included in appendix 2.

- 2.4. Staff have considered the objections and require URG to acknowledge the objections and work with the objectors to seek suitable compromise where possible.
- 2.5. School buses will need to be notified of SS13, SS14 and SS15, and URG will need to reach an agreement of how the school bus will be accommodated.

### 3. Staff Recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) **Approves** the temporary road closures within the Ōtorohanga District, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, for the following stages of the Targa NZ 2025 Rally to be held on Thursday, 16 October 2025:
- SS11 – Mangare Road from its intersection with Rotongata Road to Pukewhau Road ending 300m before the intersection with Waipapa Road. Time: 10:00am – 3:00pm
  - SS12 – Wairehi Road from 3km south of its intersection with Waipapa Road, continuing via Ngaroma Road and Bayley Road, ending 100m before the intersection with Loop Road. Time: 10:40am – 3:10pm
  - SS13 – Mangatutu Road from 200m south of its intersection with Wharepūhunga Road, continuing via Maihihi Road and Tauraroa Valley Road, ending at No. 935 Ōtewā Road. Time: 12:40pm – 5:10pm
  - SS14 – Mangamahoe Road from 400m west of its intersection with Kāwhia Road (SH39), via Honikiwi Road and Turitea Road, ending on Kāwhia Road (SH31), excluding all sections under NZTA control. Time: 1:30pm – 6:00pm
  - SS15 – Harbour Road, Te Waitere Road and Taharoa Road (Waitomo district). Time 2.30pm – 7.05pm
- b) **Notes** that approval excludes any parts of the proposed route that fall under the control of the New Zealand Transport Agency (Waka Kotahi), including portions of State Highway 31 and State Highway 39, which require separate NZTA approval.
- c) **Notes** that approval is also limited to roads within the Ōtorohanga District, and that the closure of any parts of SS15 within the Waitomo District must be approved by Waitomo District Council.



- d) Authorises public notification of the approved road closures in accordance with the Local Government Act 1974.
- e) Notes that approval is conditional upon compliance with closure processes.

#### 4. Context | Horopaki

- 4.1. This is an annual community motorsport event that draws local interest and visitors to the district. URG Promotions has revised the route and requested new road closures for 2025 and has submitted the necessary application for temporary road closures.
- 4.2. The event includes a full TMP prepared by a qualified STMS and TTM and includes mobile installation of traffic controls, signage at entry points and intersecting roads, and continuous monitoring of traffic management devices. All affected property owners will be advised in writing no later than 10 days before the event.
- 4.3. Community groups are engaged with the event through support and catering arrangements. These groups get supported through venue hire plus whatever they can make from catering and raffles. URG have not been able to confirm which schools and clubs they are working with at this stage.

**If approved, the application process includes the following conditions to be met:**

- 4.4. Applicant to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.
- 4.5. Applicant to pay a bond of \$5,000.00, this bond can be waived at the discretion of the Group Manager Engineering & Assets on application. The said bond is returnable after post event drive over, undertaken by Council's Roding Team.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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.
- 4.9. 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.

- 4.10. All gates and entranceways are to be taped, and to ensure its removal thereafter.
- 4.11. 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.
- 4.12. Emergency Services always have right of passage.
- 4.13. School buses will need to be notified of SS13, SS14 and SS15, and URG will need to reach an agreement of how the school bus will be accommodated. This will include a letter for all parents of affected students, on the alternative arrangements (if any).

## **5. Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

- 5.1. Roothing is defined as a significant activity. However, as this is a discretionary and low-cost activity, it is assessed as not significant and the legal requirements for community engagement have been satisfied.

### **Impacts on Māori**

- 5.2. 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**

- 5.3. The event is covered under the Tenth Schedule of the Local Government Act 1974. No material risks to Council are identified. Emergency services retain full right of passage and access is managed in accordance with the approved TMP.

### **Policy and plans**

- 5.4. The proposal aligns with Council's existing policies and plans.

### **Legal**

- 5.5. This is addressed under the Tenth Schedule of the Local Government Act 1974.

### **Financial**

- 5.6. Staff confirm that the recommendation has no financial impact to ŌDC.

## 6. Discussion | He kōrerorero

### Option 1 – ŌDC to approve the Temporary Road Closure:

- 6.1. Approval will allow the event to proceed, supporting community engagement and promoting the district. The event includes partnerships with local schools and clubs and brings additional economic activity.

### Option 2 - ŌDC to decline to the Temporary Road Closure

- 6.2. Declining the application may prevent the event from taking place in Ōtorohanga, resulting in loss of community involvement and district promotion.

### Recommended option and rationale:

- 6.3. That ŌDC approves the application. The event is well planned, risk-managed, and aligns with ŌDC's community and engagement goals. The benefits to the district outweigh any temporary inconvenience.

## 7. Appendices | Ngā āpitihanga

Number	Title
1	Road closures requested in application
2	Objections received

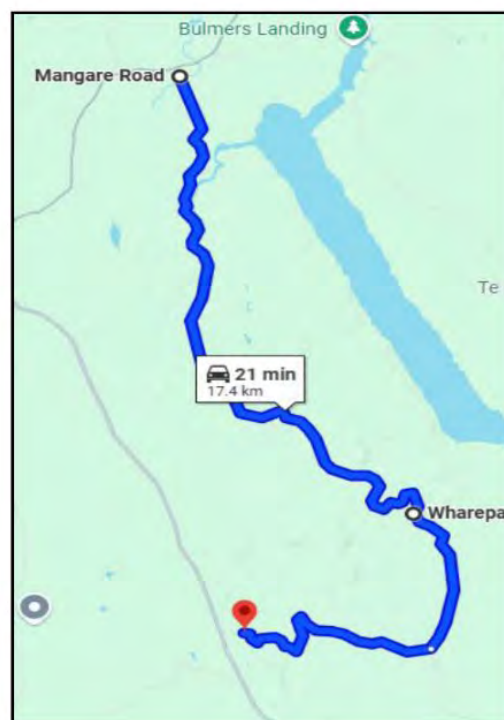
## Appendix 1: Road closures requested in application

Stage	Start Location	End Location	Date	Time
<b>SS11</b>	Mangare Rd from Rotongata Rd	Pukewhau Rd 300m before Waipapa Rd	16 Oct 2025	10:05am – 2:35pm
<b>SS12</b>	Wairehi Rd from 3km past Waipapa Rd	Bayley Rd 100m before Loop Rd	16 Oct 2025	10:40am – 3:10pm
<b>SS13</b>	Mangatutu Rd from Wharepūhanga Rd	Ōtewā Rd near No. 935	16 Oct 2025	12:40pm – 5:10pm
<b>SS14</b>	Mangamahoe Rd from SH39 via Turitea Rd to SH31	Kāwhia Rd 100m before Ngutunui Rd	16 Oct 2025	1:30pm – 6:00pm
<b>SS15</b>	Harbour Rd from Kāwhia Rd	Taharoa Rd 150m before Te Anga & Marokopa Rd	16 Oct 2025	2:35pm – 7:05pm

SS11 Start on Mangare Road 250mtrs from its intersection with Rotongata Road – Past Landing Road (no exit) – Right onto Pukewhau Road at the intersection with Huirimu Road. Finish On Pukewhau Road 300m from intersection with Waipapa Road.

Date: 16 October 2025

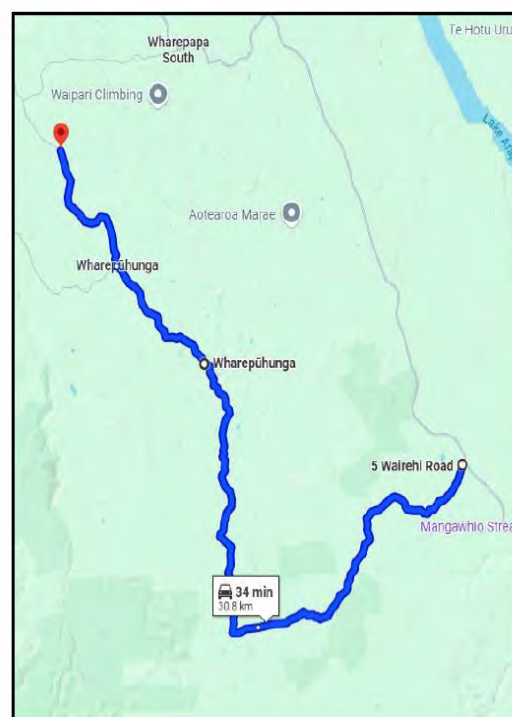
Time 10.05am – 2.35pm



SS12 Start: on Wairehi Road 3000mtrs from its intersection with Waipapa Road – Past Taupaki Road, Past Aotearoa Road onto Ngaroma Road past Waipari and Mangawhio Roads intersection past Tolley Road 9 no exit) Right onto Bayley Road past Wynyard Road past Hingaia Road. Finish On Bayley Road 100m from its intersection with Loop Road

Date: 16 October 2025

Time 10.40am – 3.10pm





SS13 Start: on Mangatutu Roads 200 meters from its intersection with Wharepūhunga Road – Past Pamotumotu Road (no exit) - Past Grice Road (no exit) - Past Wall Road (no exit) - Past Millard Road (no exit) - Past Pukemapou Road (no exit) - Left onto Maihihi Road - Past Hoddle Road - Past Paewhenua Road - Right onto Tauraroa Valley Road - Right onto Ōtewā Road – Past Waimahora Road (no Exit) - Past Barber Road - Past Tahaia Road. Finish At house number 935 Ōtewā Road

Date: 16 October 2025

Time 12.40pm – 5.10pm



SS14 Start: on Mangamahoe Road 400mtrs from its intersection with Kāwhia Road (Highway 39) Right onto Honikiwi Road – Past Te Raumauku Road (no exit) – Past Bromley Road (no exit) - Right onto Turitea Road – Left onto Kāwhia Road (Highway 31) – Past Hikurangi Road (no exit). Finish On Kāwhia Road 100m before the intersection with Ngutunui Road.

*NOTE Ōtorohanga District Council cannot approve the section of this closure on SH39.*

Date: 16 October 2025

Time 1.30pm – 6.00pm



SS15 Start: On Harbour Road 400m from its intersection with Kāwhia Road – Past Te Kauri Road (no exit) - Past Berntsen Road (no exit) – Past Kihi Road (no exit) – Past Hauturu Road – Past Rakaunui Road (no exit) – Past Whenuaapo Road (no exit) – Past Waipuna Road (no exit) – Past Owhiro Road (no exit) – Waitaumanu Way (no exit) – Past Kowhainui Rise (no exit) – Past Willow Point Road (no exit) – Past Brown Road – Left onto Te Waitere Road – Left onto Taharoa Road – Past Taumatatotara West Road (no exit) – Past Taumatatotara East Road (no exit) Finish: On Taharoa Road 150m before the intersection with Te Anga And Marokopa Road.

Date: 16 October 2025

Time 2.35pm – 7.05pm



## Appendix 2: Objections received

Date	Name	Comment/s	Staff comments
30/06/2025	Mike Benseman	I wish to express my objection to the road closure as I wish to access my property on those dates. Also, will the rally be resealing the road afterwards if was to go ahead? The roads belong to the majority that pay for them and pay the upkeep not a select few. They need to use racetracks not public roads.	Limited inconvenience
2/07/2025	Tim Benseman	I object to the rally as I plan to visit my cousin through our October on Harbour Road.	Limited inconvenience
10/07/2025	Kim Burmester	I'm writing to oppose this part of Honikiwi road been closed, there are multiple factors. The Ōtorohanga government is all for "rangitahi" and their future - this closer will likely see more kids out of school within the affected areas there are a lot of family home's affected by the closure. This closure will also affect some local businesses that bring services/ money into our community. How are they to run/Operate their business if you close the road? Last year the stress I put on my own livestock an my neighbours which is huge concern, who fits the bill for these animals or damaged? I feel that this needs to move further up Honikiwi road where there are bigger farms where	Targa rally have made arrangements for the school bus to not be impeded by the rally.  Local businesses may continue to operate, however cannot use the road during the closure.  Stock could be moved further away from the closed road if required.  There should be some consideration of roads being rested from rallying.

Date	Name	Comment/s	Staff comments
		owners can protect the behaviours of their animals as under the animal welfare act 1999 an move them to the back of the farm or simple choose another area in the Ōtorohanga community there are roads around the community that all back on to each other.	
10/07/2025	Rochelle Burmester	Regarding the Annual Targa Rally event on Honikiwi Road. I object to this proposed event happening. I am not interested in our road been closed and been imprisoned for this day. This is very upsetting to see our neighbour's horse been spooked and running wild at every car that went passed last event. This is very inconvenient for all on this road 16th Oct 1.30 to 6.00pm. Last thing u want to do after a day at work is wait another hour for your road to be open. No be able to send your child to school due to inconvenient times with school finishing at 3pm that's another three hour wait! We have a lot more people living up this road now. It's time for a rethink on this and not just the same old thing everytime. Have the starting point removed from Mangamahoe road and take it out to the Honikiwi Hall if this road needs to be used.	Targa rally have made arrangements for the school bus to not be impeded by the rally. Local businesses may continue to operate, however cannot use the road during the closure. Stock could be moved further away from the closed road if required. There should be some consideration of roads being rested from rallying. Advance notice to residents should enable forward planning.

**Item 273** Ōtorohanga Historical Society – Request for Assistance with Rewarewa Schoolhouse Relocation Costs

**To** Ōtorohanga District Council

**From** Sahndra Cave, Community Projects Lead

**Type** **DECISION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te Kaupapa

- 1.1. To consider the request from Ōtorohanga Historical Society (ŌHS) for assistance from Ōtorohanga District Council (ŌDC) with Rewarewa Schoolhouse relocation costs.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. In April 2025, ŌDC agreed to give the ŌHS first right to relocate the Schoolhouse to the Museum site.
- 2.2. ŌHS has since responded and requested that ŌDC:
  - a) remove the Golden Elm tree on the proposed site;
  - b) provide a grant to cover consent costs; and
  - c) fund a solution to the septic system prior to public use of the building
- 2.3. Estimated costs for these requests are as follows. Removal of the mature Golden Elm tree (estimated \$4,000 including traffic management), fund building and resource consent costs (estimated upward of \$13,000), and connect the Museum site to the mains wastewater network (estimated \$30,000).
- 2.4. The Schoolhouse project aims to create an arts and creative space at the Museum but faces constraints due to existing wastewater infrastructure, site limitations (including potential underground stormwater conflicts), and funding challenges.
- 2.5. The Museum's aging septic system restricts visitor capacity and future facility growth, and the site requires a pumped connection to the mains network.



- 2.6. This report assesses funding options ranging from fully funding all costs to declining all requests. The recommended approach is to fund only the mains wastewater connection, addressing a critical infrastructure risk and supporting future facility growth.
- 2.7. Even if the Schoolhouse relocation does not proceed, this upgrade will improve the Museum site's wastewater resilience and capacity, reduce the risk of costly system failures and enable future development opportunities. Funding is available from the *development sundry budget* within the *wastewater account*, allowing the work to proceed without requiring additional rates increases.
- 2.8. ŌHS would retain responsibility for tree removal and consent costs, with eligibility to apply for a Community Grant to assist with these expenses.
- 2.9. This recommendation respects previous ŌDC decisions limiting direct funding for the Schoolhouse project, while strategically investing in essential infrastructure that supports long-term operational sustainability and community benefits.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a) Facilitate the connection of the Museum site to the mains wastewater system and cover the associated costs, funded through the *development sundry budget* in the *wastewater account*, subject to confirmation that no significant conflicts exist with underground stormwater infrastructure that would prevent or substantially increase the cost of the works.
- b) Declines the request for funding the removal of the Golden Elm Tree and advise ŌHS to seek assistance through the Ōtorohanga Community Grant or other funding sources.
- c) Declines the request to fund building and resource consent costs and advise ŌHS to seek assistance through the Ōtorohanga Community Grant or other funding sources.
- d) Require ŌHS to undertake a pre-application meeting with ŌDC's planning team prior to lodging any resource consent application, to clarify consent requirements, identify potential issues, and streamline the approval process.
- e) Agree to consider future funding opportunities for the Museum as part of the next Annual Plan process and the subsequent Long Term Plan (LTP) review.

## 4. Context | Horopaki

### Rewarewa Schoolhouse

- 4.1. The Rewarewa Schoolhouse was originally opened in 1917, relocated to its current site in 1939, and ceased operating as a school in 1973. Since that time, the building has had intermittent use and maintenance, primarily driven by community members. The site is classified as a Local Purpose Reserve, and while it holds local heritage value for some residents, it is not formally listed as a historic building.
- 4.2. Over the years, multiple ŌDC reports have noted ongoing challenges in managing the site, stemming from community disagreements and the absence of a unified plan for its future. In recent years, the building has remained locked and largely underutilised. A 2024 condition assessment identified several maintenance concerns, including potential roof leaks, evidence of rodent activity, and the need for both internal and external repainting to address weathering and general wear. Priority maintenance costs have been estimated at \$40,000 (excluding GST). Community views on the building's future remain divided, with some supporting its retention for heritage reasons, and others favouring relocation or divestment.

### Ōtorohanga Museum

- 4.3. The Ōtorohanga Museum sits on ŌDC-owned reserve land on Kakamutu Road and is operated by ŌHS.
- 4.4. ŌHS was established in October 1974 as a community response to residents losing many taonga, records, and documents during the Waipā awa/river flood of 1958.
- 4.5. ŌHS is not-for-profit and governs the Museum operation which aims to protect valued taonga and unique local histories in a safe environment, and to provide the museum as a place where the community's history is preserved and accessible to everyone.
- 4.6. ŌDC maintains the exterior of the Museum buildings, while ŌHS maintains the interior. The Museum currently operates on a septic system with one toilet, used by staff and visitors.

## 5. Discussion | He kōrerorero

- 5.1. At its 29 April 2025 meeting, ŌDC considered a staff report on the future of the Schoolhouse and resolved (C361) *to confirm that, subject to specific conditions, no further ŌDC funding or staff time be allocated to the building on its current site*<sup>1</sup>.

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<sup>1</sup> [Open-Minutes-ODC-29-April-2025-confirmed.pdf](#)

- 5.2. ŌDC agreed to give ŌHS the first right to remove the building to the Ōtorohanga Museum site, provided confirmation of acceptance was received by 31 July 2025 and removal completed by 31 July 2026. If declined, the Schoolhouse would be offered to the public for purchase and removal.
- 5.3. A letter has since been received from ŌHS confirming acceptance of the offer, but requesting that ŌDC:
- a) remove the Golden Elm tree located on the proposed relocation site;
  - b) provide a grant to cover building and resource consent costs; and
  - c) provide and fund a solution to the septic tank system prior to public use of the relocated building.
- 5.4. ŌHS proposes relocating the Rewarewa Schoolhouse to the Museum site to create an arts and creative space for local artists and workshops, and to host Te Reo Māori classes, aligning with community needs identified in the multipurpose community hub feasibility study.<sup>2</sup>
- 5.5. This report aims to assess these requests in the context of:
- a) Prior ŌDC resolutions limiting funding and staff involvement with the Schoolhouse project<sup>3</sup>,
  - b) The financial constraints of ŌHS,
  - c) The Museum's role as custodian of important district heritage artifacts, and
  - d) The implications for ratepayers and ŌDC's strategic priorities.

### **Removal of the Golden Elm tree**

- 5.6. The Golden Elm tree on the Museum site is not a Notable tree.
- 5.7. As per ŌDC's Tree Policy the Ōtorohanga Community Board would need to approve removal of the tree.
- 5.8. ŌHS have received two quotes for removal of the Golden Elm tree with costs ranging from \$1,720 to \$1,800 (excluding GST). These quotes do not include Traffic Management, which will be required and is estimated at between \$2,000-\$3,000.
- 5.9. ŌHS have advised that once the tree is felled, the Lions will collect the wood for distribution as firewood.

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<sup>2</sup> [Ōtorohanga Multipurpose Community Hub feasibility study | Ōtorohanga District Council](#)

<sup>3</sup> [Open-Minutes-ODC-29-April-2025-confirmed.pdf](#)

5.10. While ŌHS has stated to staff that the tree root system is infiltrating the stormwater system, ŌDC staff have previously had this assessed and it is believed to be a removed Oak tree that was causing the damage.

### **Building and Resource Consents**

5.11. Without a pre-application meeting or detailed plans, the resource consent costs are estimates based on reasonable assumptions and may vary once the full assessment is completed.

5.12. Notwithstanding 5.11, resource consents are required for the following aspects of the project:

- a) The relocation of a second-hand (school) building (having not previously been used as a dwelling);
- b) Establish a building on land that has previously been filled;
- c) Any of non-compliances with the Operative Ōtorohanga District Plan or National Environmental Standards identified by the consultant Planner, assisting ŌHS with their application.

5.13. Building Consent is required for a relocated building requiring:

- a) New stormwater disposal and/or drainage
- b) New wastewater drainage
- c) New foundations
- d) (Note: Engineering approval required for the foundations in accordance with our building over services policy)
- e) (Note: Building consent is not required for the existing structure).

5.14. Building consent costs are estimated to be **\$3,200**.

5.15. Resource consent costs are estimated to **start at around \$13,000**.

5.16. Actual costs could be higher if the consent process requires limited or public notification, and a hearing, which would depend on whether the application raises concerns from immediate neighbours or others. The application must address potential effects on these neighbours.

5.17. In addition to ŌDC costs, the applicant will incur external resource consent expenses. These include scoping, estimated at \$1,500–\$2,000; preparation of the application by a planning consultant, estimated at \$5,000–\$6,000; a stormwater assessment, estimated at \$6,000–\$7,000; and a geotechnical assessment, estimated at \$4,000–\$5,000.

5.18. In total the consent costs to ŌDC if approved could be **\$13,000 or higher**, excluding item 5.17 above.

### **Grant to cover building consent costs and tree removal**

5.19. The Ōtorohanga Community Grant offers up to \$5,000 per year for community projects, with applications considered twice annually. For ŌHS, the next round is April 2026. Tree removal, building consent, and resource consent costs outlined in this report are eligible under the grant guidelines (Appendix 2); however, the \$5,000 limit would not cover all of these costs.

### **Septic tank system solution**

5.20. The proposed location for the Schoolhouse is on the septic soakage field that services the Museum.

5.21. The Museum's septic system is functional but limits the number of toilets and restricts future facility expansion. Currently, school groups visit occasionally; however, the Museum wishes to significantly increase these educational visits. To accommodate this growth and provide a better visitor experience, additional toilets and upgraded facilities are considered desirable.

5.22. The Museum site is situated in a low-lying area, which complicates wastewater connection as a pump is required to transfer waste uphill to the mains system.

5.23. The estimated cost for the mains wastewater connection is **approximately \$30,000**. This estimate is based on preliminary high-level information and including but not limited to:

- a) Installation of a 3,000L re-purposed Glendon Place pump chamber at a to-be-determined location. Note: The pump station is still in use and won't be available until our renewals programme is complete.
- b) Onsite drainage work to disconnect the existing septic tank and connect it to the new pump chamber.
- c) Installation of a re-purposed power cabinet, pump controls, and telemetry sourced from Glendon Place.
- d) Directional drilling of a 63mm PE line (~80m) from the pump chamber to the manhole on Kakamutu Road.
- e) Drainage work around the manhole and temporary measures as required.

5.24. There are some uncertainties to note:

- a) A large stormwater line may intersect the proposed schoolhouse site; CCTV inspection is planned to determine its condition and assess whether building over it is feasible. Should the



proposed site not be suitable a secondary site option may have other considerations and or limitations.

- b) The current power supply capacity at the Museum is unknown, and its ability to support the wastewater pumps and the power to the Schoolhouse Building remains to be confirmed.

5.25. The proposed pump station location should be selected to maximise long-term benefits, supporting future development in the area. A wastewater extension will provide capacity to service the proposed development and any future re-development of the Museum; with some surplus capacity should any adjacent facilities or properties undertake development that requires a connection to ŌDC's reticulated network.

5.26. The pump station and extended sewer network would be managed by ŌDC's water team as part of the broader infrastructure network.

### **Museum funding - future considerations**

5.27. The Museum has indicated financial hardship; ŌDC recently granted operational funding to cover wages<sup>4</sup>, and without external assistance, large capital works —such as the Rewarewa Schoolhouse relocation project— are likely to be unaffordable.

5.28. The Museum houses important heritage artefacts, contributing to district cultural preservation and education.

5.29. The Ōtorohanga Museum is a valued community asset that regularly seeks financial support from ŌDC to maintain operations and pursue capital projects (refer Appendix 3). While this report addresses specific infrastructure needs, the Museum's ongoing funding requirements are likely to continue. It is recommended that ŌDC consider future funding opportunities for the Museum through the next Annual Plan and Long Term Plan (LTP) processes, ensuring that any support aligns with strategic priorities, budget constraints, and wider community needs.

## **6. Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

6.1. This matter is not considered significant under the ŌDC's Significance and Engagement Policy, and therefore consultation is not required. Given the level of impact of this report's decision on the matter, it will require an engagement level of 'inform'.

<sup>4</sup> [Minutes-ODC-10-December-2024.pdf](#)

### Impacts on Maori

- 6.2. One of the potential future uses of the relocated schoolhouse is to host Te Reo Māori classes, which could provide a positive cultural benefit. It has been determined that this decision has a low impact in terms of statutory requirements and does not require specific engagement with Māori under the current process.

### Risk analysis

- 6.3. Matters being considered in this report are not identified as impacting on any of ŌDC's top risks.
- 6.4. Funding the wastewater connection could set a precedent for other community facilities on ŌDC land or ŌDC owned properties who seek infrastructure upgrades.
- 6.5. ODC's previous resolution was intended to limit expenditure on the Schoolhouse; reversing this could undermine prior decision-making consistency.
- 6.6. The ongoing staff commitment to the Schoolhouse project risks diverting limited ŌDC resources - both time and funding - away from community-endorsed priority initiatives identified in the district's three active concept plans. These plans, developed through extensive community consultation and prioritised by community boards, represent carefully assessed local priorities to ensure effective use of resources.
- 6.7. Recent activity responding to ŌHS's requests for the Rewarewa project has already required **over 22 hours of staff time** gathering information, obtaining quotes, and preparing advice. If this level of involvement continues without reprioritisation or additional funding, it could impact ŌDC's capacity to deliver other planned projects and business-as-usual activities, as continued support for ŌHS's requests remains outside current strategic and financial frameworks.
- 6.8. The Museum's septic system is ageing, and a failure could require costly remedial action. Such an event would not only impact operational budgets but could also disrupt Museum operations, particularly if closure is required while repairs are undertaken.

### Policy and plans

- 6.9. The Museum site is part of a Local Purpose Reserve under ŌDC management.
- 6.10. The proposal aligns partially with aspirations in the multipurpose community hub concept planning, though no budget is currently allocated specifically for this project.
- 6.11. The Rewarewa Schoolhouse relocation is not included in any adopted ŌDC plans nor budgeted.

## Legal

6.12. While ŌDC is not legally required to fund the wastewater connection, the Reserves Act 1977 allows the Council, as the administering body, to make improvements at its discretion.

## Financial

6.13. The following table identifies the estimated costs for the three areas funding has been requested for.

***Please refer to 5.11 regarding resource consent estimates.***

Item	Low Price (excluding GST)	High Price (if known)
Tree Removal	\$1,720.00	1,800.00
Traffic Management	\$2,000.00	3,000.00
Building Consent	\$3,173.48 (based on estimated building value of \$50,000)	Unknown
Resource Consent	\$12,700.00 (excluding external costs to be covered by ŌHS as listed in item 5.17)	Unknown
Connection to Mains Wastewater	\$30,720.00	Unknown
<b>TOTAL</b>	<b>\$51,593.48</b>	<b>Unknown</b>

6.14. Aside from the wastewater connection, there is currently no allocated budget for these expenses; should ŌDC approve funding, the costs would need to be met through reserves or unbudgeted expenditure, reallocation of existing budgets, or approval of new capital expenditure.

## 7. Options analysis | Tātari kōwhiringa

7.1. The following options are presented for consideration:

**Option 1: Fund all requests including mains wastewater connection, tree removal and building consent and resource consent costs**

7.2. This approach would fully support the ŌHS project and enable the relocation of the Schoolhouse without delay. It would require significant unbudgeted expenditure and may set a precedent for future funding requests from other community organisations for their facilities.

**Pros**

- Enables immediate progress on the Schoolhouse project.
- Contributes to cultural, educational, and community benefits.

**Cons**

- Significant unbudgeted expenditure, potentially over \$50,000.
- Sets a precedent for other community organisations seeking similar funding.
- Inconsistent with previous ŌDC resolution limiting involvement.

**Option 2: Decline all requests for funding, as per previous ŌDC Resolution**

7.3. This option maintains consistency with past decisions and avoids unbudgeted capital expenditure. However, it would halt the project unless external funding is sourced and does not address the ongoing risk from the Museum's aging septic system.

**Pros**

- Upholds previous ŌDC decisions.
- Preserves limited ŌDC funds for strategic, community-endorsed priorities.

**Cons**

- Halts the Schoolhouse project unless external funding is secured.
- Missed opportunity to expand Museum facilities and services.
- Does not address wastewater system risk or provide capacity for future growth.

**Option 3: Provide funding for mains wastewater connection; recommend ŌHS seek Community Fund contribution towards tree removal and consent costs**

7.4. This option addresses the Museum's wastewater limitations, mitigating environmental and operational risks, while enabling future facility expansion. Upgrading to mains wastewater would also provide capacity for growth in the surrounding area. Other costs (tree removal, consents) would remain ŌHS's responsibility and could be considered via the Community Fund.

**Pros**

- Reduces reliance on the Museum's aging septic system, mitigating potential environmental hazards and costly maintenance issues, thereby protecting ŌDC assets and public health.
- Supports sustainable growth in the surrounding area by providing wastewater infrastructure capacity, aligning with ŌDC's broader infrastructure and community development strategies.
- Aligns with prior resolutions by funding a strategic asset while requiring ŌHS to secure other funding.
- Delivers infrastructure benefits beyond the Schoolhouse project, supporting long-term Museum operations.

**Cons**

- Tree removal and consent costs remain unfunded, requiring ŌHS to apply for partial funding elsewhere.

**Option 4: Fund tree removal only**

7.5. This would remove the immediate physical obstacle to relocation but would not address wastewater connection or consent requirements.

**Pros**

- Removes immediate physical obstacle to relocation.
- Lower cost than infrastructure funding.

**Cons**

- Does not address wastewater or consent requirements.

**Option 5: Provide a grant for building consent/resource consent costs only**

7.6. This reduces the initial financial burden on ŌHS and enables the consent process to proceed but leaves infrastructure and site preparation costs unresolved.

**Pros**

- Supports the regulatory pathway for relocation.

**Cons**

- Infrastructure and site readiness issues remain unresolved.
- Risk of consents lapsing if other works are delayed.

**Other Options**

7.7. ŌDC may choose to recommend a combination of options 3, 4 and 5.

## 8. Recommendation option and rationale

### **Option 3: Provide funding for mains wastewater connection; recommend ŌHS seek Community Fund contribution towards tree removal and consent costs**

- 8.1. This option addresses a significant infrastructure need by replacing the Museum's aging septic system with a connection to the mains network, reducing the risk of system failure and ensuring reliable wastewater management for decades to come.
- 8.2. The wastewater extension will service the proposed Schoolhouse relocation and any future redevelopment of the Museum, with surplus capacity to accommodate potential growth from adjacent facilities or properties requiring connection to the ŌDC reticulated network.
- 8.3. The upgrade aligns with ŌDC's infrastructure strategy and community wellbeing priorities, enabling the Museum to expand its facilities, host larger visitor numbers (including school groups and community events), and support heritage and educational outcomes without being constrained by wastewater capacity.
- 8.4. Funding is financially achievable, with available *development sundry budget* within the *wastewater account* that can be used without requiring an increase to rates. Tree removal and consent costs remain eligible for partial funding through the Ōtorohanga Community Fund.
- 8.5. This approach upholds previous ŌDC resolutions to limit direct funding for the Schoolhouse relocation, while delivering a strategic infrastructure investment that benefits the wider community. It also supports ŌDC's policy of directing ad-hoc community project costs through the Grants Committee rather than approving them on a case-by-case basis.
- 8.6. By retaining ŌHS responsibility for securing contributions towards tree removal and consent costs, this option encourages prudent financial management and aligns with the level of support typically available to other community organisations.
- 8.7. Limiting ŌDC funding to this essential infrastructure element minimises the risk of setting a precedent for full project funding, focuses resources on strategic priorities, and delivers long-term operational and community benefits.
- 8.8. Even if the Schoolhouse relocation project does not proceed, the mains wastewater connection will enhance the resilience, capacity, and operational sustainability of the Museum site and surrounding properties, avoiding potentially costly emergency repairs or limitations on future development.



## 9. Appendices | Ngā āpitihanga

Number	Title
1	Letter from Ōtorohanga Historical Society received 23 July 2025
2	Community Grant Fund Guidelines
3	Ōtorohanga Historical Society Funding by ŌDC



Ōtorohanga Historical Society  
PO Box 75  
Ōtorohanga 3900

CEO  
Ōtorohanga District Council  
PO Box 11  
Ōtorohanga

Cc Mayor Max Baxter  
Chairperson Katrina Christison

Dear Tanya

#### **Relocation of Rewarewa School**

I am pleased to advise that at a special meeting held on 21 July 2025 the committee of the Society unanimously agreed to the following motion:

That the Ōtorohanga Historical Society agrees to accept the relocation of the Rewarewa school on condition that the council removes the golden elm tree on the site.

The committee also agrees

1. that the council is requested to provide a grant for building and resource consent fees for the relocation and
2. that the council is requested to provide and pay for a solution to the noncompliant septic tank system before the public use of the relocated building.

Please feel free to contact me to discuss if you wish. We look forward to the decision of the Council on this matter.

Kind regards

Maggie Hughes  
President.

# THE ŌTOROHANGA COMMUNITY GRANT FUND GUIDELINES - 2025

## 1. Introduction and Purpose

The Ōtorohanga District Community Grants Fund (the Fund) is a contestable fund for community groups and organisations which was established in 2021.

The Fund was established through the Long Term Plan (LTP) 2021-2031 process and replaced other previous funds such as Sundry Grants, Sport Support and other funds that have been previously given out on a case-by-case basis by Council.

The Fund provides community assistance for the 'not for profit' sector to create a strong social, environmental, economic and cultural base and to meet local needs, contributes to the achievement of Council's Community Outcomes and supports Council's priorities.

The Guidelines set out the funding criteria and allocation process for the Fund and help ensure the distribution of funding:

- Is appropriately targeted
- Occurs in a consistent, efficient and effective manner
- Is fair and transparent; and
- Promotes accountability

These Guidelines were revised and amended through a Grants Committee workshop and Council resolution in 2025.

## 2. Policy Considerations

An overarching Grants Policy is currently being developed for all the grants administered by Council. This will include, but will not be limited to, the Fund.

While the existence of a Grants Policy will clarify Council's community funding strategy, these guidelines represent the primary basis on which applications to the Fund are determined.

### 3. Definitions

#### **Long Term Plan (LTP)**

Council's adopts a Long Term Plan (LTP) every three years as defined by the Local Government Act 2002.

#### **Capital Expenditure**

Expenditure that results in the procurement and ownership of an asset, whose purpose or use will provide benefits to the applying organisation for a period greater than one year.

#### **Operating Expenditure**

Expenditure that supports the day-to-day operation of a community group/organization.

#### **Community Organisation**

A not-for-profit group or organisation that has the primary objective to provide programmes, services, facilities or activities that benefit the social, cultural, economic and environmental wellbeing of communities in the Ōtorohanga District.

#### **Umbrella**

A formally registered group (charity, non-profit, society, trust or a formally registered business) who acts as a referee for an applicant.

### 4. What can be funded

The following costs will be considered for the Fund:

- Expenditure to support or obtain resources for a project or initiative
- Capital expenditure for grant requests up to \$5,000

### 5. What will not be funded?

The following will not be considered for the Fund:

- Projects that have been completed
- Costs that occur before the Committee deliberation meeting
- Loan /debt repayment
- Wages or salary
- Organisations yet to fulfil their funding obligations from a previous funding round
- Where an organization already has a funding arrangement or service

agreement with Council to deliver services unless the project application falls outside of their service level agreement (SLA).

## 6. Funding Considerations

Applications will be considered that:

- Align with and support Council's vision and community outcomes
- Get the community involved across a diverse range of people
- Advance collaboration across community sectors

## 7. Applicants – Eligible

### **Not-for-profit incorporated organisations**

These include Charitable Trusts, Trusts, Incorporated Society and Māori Trust Boards. These groups are a recognised legal entity and are referred to collectively as 'community organisations'. Most community organisations have a formal legal structure and founding documents (e.g. a constitution).

### **Groups or individuals with no formal legal structure/status**

These may apply for grants but must have an 'umbrella' in place.

This umbrella is a referee for the project and must be either; a registered organisation *or* a registered business.

The umbrella referee agrees to receive any successful funds in their bank account and then either transfer to the successful applicants bank account or administer the grant on their behalf. The umbrella referee would be legally accountable to Council for the expenditure of the grant.

**Note:** A maximum of one successful application, per annum, per applicant will apply.

## 8. Applicants – Not eligible

- For-profit organisations- unless applying for a project with community benefit
- Applicants who require an agreed 'umbrella referee' but do not have one
- Political organisations
- Social clubs

- Internal applicants (such as departments of Council or subcommittee of Council)
- Other local authorities, government agencies or public sector entities
- Applicants with outstanding projects from previous Council funding rounds
- Applicants who were successful in the most recent previous round (applicants cannot receive funding twice in a year).

## 9. Making an application

All applications:

- Can be submitted all year round
- Must be made via the appropriate Community Grants Application Form
- Must be complete with all necessary information attached
- Incomplete applications may be deemed ineligible and therefore may not be considered for funding.
- Applications will be tagged towards the nearest funding deliberation round

All applications must include the following:

- Proof of legal entity, governance structure and charter/constitution, or an agreed umbrella.
- The group or applicants latest confirmed annual financial accounts
- Verified bank account details for the applicant organisation
- Information about other support (funding, in-kind, etc) that the applicant has received from other sources generally, and other support or funding sought in relation to the application
- Disclosure of any other monies, grants, benefits or assistance the group receives from Council, including but not limited to; rates, water charges, insurances, reduced rental.

## 10. Level of Financial Reserves

It is acknowledged that it is prudent for organisations to carry financial reserves for their operations. However, if an organisation is carrying reserves greater than a year of operating costs with funding not tagged for special projects, Council may not approve a grant to the organisation.



## 11. When to apply

- Funding is open all year round.
- Funding availability will be advertised on Council's website, Facebook Page and in the local newspaper.
- Extensions of time will not be granted, and late/incomplete applications will not be retained/held over for a future funding round.

## 12. Funding Allocation

The total funding assistance provided to the community through the Fund is confirmed by Council at adoption of the Long-Term Plan and through the subsequent Annual Plan reviews. This amount will be stated on Council's website. The level of funding available is at the sole discretion of Council, and not all funds available in a funding round must be allocated.

## 13. Decision Making

Applications will be determined by Council's Grants and Awards Committee through a contestable comparative assessment process, where the relative merits of applications are considered, having regard to the relative benefits of each proposal. In this context contestable means that:

- Applications are invited all year round
- Committee deliberations to allocate funding are held twice a year
- Application cut-off dates for each deliberation meeting are publicly available
- Any eligible applicant has an equal opportunity to be considered for a grant
- Clearly defined processes will be applied to the consideration of all applications; and
- Final allocation decisions are made in a public Grants and Awards Committee meeting.

## 14. Funding Obligations

- Funding must be used for the purpose for which it was approved, and any specific conditions met.
- Should an applicant wish to amend a project after receiving the funds, but before they do the work, they must notify the Grants Manager before proceeding.
- Smaller requested changes to the project that do not affect its core purpose may be approved by the Grants Manager, and larger requested changes will be referred to the Grants Committee for consideration.
- Should requested changes not be approved by the Grants Committee, the applicant can either deliver the project as originally intended or return the funds.
- Projects must be completed within 12-months from receiving the grant, unless otherwise agreed.
- Successful applicants will be required to submit an Accountability Report upon completion of the project or initiative, with the timeframe for submission of the report specified in the funding confirmation letter.
- Failure to adequately account for the use of a past grant will be sufficient cause for any subsequent application to be declined.
- Using a grant for any purpose other than that approved may result in future applications being declined.
- Council reserves the right to request the repayment of any funds allocated to a group or organisation where grant misuse is identified.

Council reserves the right to conduct audits on grants received by organisation.

## **ŌTOROHANGA HISTORICAL SOCIETY FUNDING**

Since the Ōtorohanga Community Grant Fund inception in 2021, ŌHS have been allocated:

\$2,875 for lighting (Round 1 2024/25)

\$5,000 for heat pumps (Round 1 2023/24)

\$5,000 for RSA Display Cabinets (Round 1 2022/23,

\$5,000 for Mobile Display Boards (Round 1 2021/22).

In addition ŌHS was granted the maximum allowance of \$10,000K from the Ōtorohanga Ora Fund for heat pumps for Te Waonui o Tāne/ The Waka House.

Within the Creative Communities Scheme the ŌHS received:

\$1,200 for kids club (R2, 2024/25),

\$1,554 for a photography exhibition (R1 2024/25)

ŌHS has an application for \$1,367.65 for a photography exhibition within this current grants round ( R1 2025/26).

Future projects which have been raised by the ŌHS as an issue but do not yet have projected costs, include the professional object conservation of the waka.

**Information only reports****Ngā pūrongo mōhiōhio 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 274 Annual report on Dog Control policy and practices**

**To** Ōtorohanga District Council

**From** Pete Crocker Animal Education & Control Officer

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To seek approval of the Territorial Authority report on dog control policies and practices, prior to being made publicly available.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Section 10A of the Dog Control Act 1996 requires Territorial Authorities to report on dog related activity and policy annually, and to publicly notify this “10A” report on the Ōtorohanga District Council (ŌDC) website and in at least one newspaper circulating in the district.
- 2.2. The report covers the period of 1 July 2024 to 30 June 2025.
- 2.3. As of 30 June 2025, Ōtorohanga District had 2,091 known dogs.
- 2.4. Animal Control Officers undertook 431 service requests relating to both dogs and stock during this period.
- 2.5. Animal Control Officers undertook 417 proactive jobs during this period
- 2.6. For a full summary of Animal Control activity, refer to Appendix 1.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the ‘Dog Control Policy and Practices Section 10A report’ noting the report will be published on the ŌDC website and in the King Country News in accordance with Section 10A of the Dog Control Act 1996.

## 4. Context | Horopaki

- 4.1. This report is a legislative requirement under the Dog Control Act 1996.
- 4.2. Section 10A, subsection 1 requires Territorial Authorities in respect of each financial year, to report on the administration of:
  - a) It's dog control policy adopted under section 10
  - b) And it's dog control practices
- 4.3. The report must include, in respect of each financial year, information relating to –
  - a) the number of registered dogs in the territorial authority district:
  - b) the number of probationary owners and disqualified owners in the territorial authority district:
  - c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification was made:
  - d) the number of dogs in the territorial authority district classified as menacing under section 33A and 33C and the relevant provision the classification was made:
  - e) the number of infringement notices issued by the territorial authority:
  - f) the number of dog related complaints received by the territorial authority in the previous year and the nature of these complaints:
  - g) the number of prosecutions taken by the territorial authority under this act:
- 4.4. The territorial authority must –
  - a) Give public notice, as defined in Section 5(1) of the Local Government Act 2002, of the report; and
  - b) Make the report publicly available, as described in Section 5(3) of the Act (on Council's website and in a newspaper circulating in the district).

## 5. Considerations | Ngā whai whakaarotanga

- 5.1. This is a statutory requirement to publicise ŌDC's actions to meet its duties under the Dog Control Act 1996.

### Significance and engagement

- 5.2. This report will be publicly notified in accordance with the Dog Control Act 1996 and does not trigger ŌDC's Significance and Engagement Policy.



### Impacts on Maori

5.3. There will be no impact on Maori resulting from this report.

### Risk analysis

5.4. No specific risks have been identified by this report.

### Policy and plans

5.5. This report is not inconsistent with ŌDC's policies and procedures.

### Legal

5.6. It is a statutory requirement to prepare this report.

### Financial

5.7. This report has been prepared within operational budgets and there are no additional financial considerations.

## 6. Appendices | Ngā āpitihanga

Appendix	Name
1	Dog Control Policy and Practices Section 10A



# Council Report

To: Chief Executive  
From: Regulatory and Growth  
Subject: **Ōtorohanga Dog Control Policy and Practices**  
Date: 2024-2025

## Purpose of the Report

To seek adoption of the Territorial Authority report on dog control policy and practices, prior to being made publicly available.

## Summary of Key Points

Section 10A of the Dog Control Act 1996 requires Territorial Authorities to report on its dog control policy and practices each financial year

The report covers periods between 1 July to 30 June

That the Chief Executive as delegated by Council;

- Receives the report
- Approves the report for publication in accordance with the Dog Control Act 1996

## Appendix

Appendix 1 - Summary of activity

## Legislative requirement

Section 10A of the Dog control Act 1996, subsection 1, requires Territorial Authorities to report on their dog control policy and activities annually. The report must be adopted by Council and made publicly available.

## Summary of Activity

As at 30 June 2025 Ōtorohanga District had 2091 registered dogs

As at 30 June 2025 91.4% of dogs were registered

As at 30 June 2025 there are 38 menacing dogs

As at 30 June 2025 there are 4 Dangerous dogs

For June 2024-25 period there were 431 service requests responded to

For June 2024-25 there were 112 dogs impounded

Report approved for publication

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Tanya Winter

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Date:



## **Appendix 1**

The information provided below sets out the statistical information required by Section 10(A)(2) of the Dog Control Act 1996

Number of Registered Dogs in the Ōtorohanga District Council	
	2024/2025
Number of dogs registered	2091

Disqualified and Probationary owners	
	2024/2025
Disqualified	0
Probationary	0
Total:	0

Infringements and Prosecutions	
	2024/2025
Number of infringements issued	1
Number of prosecutions taken for the period	1
Total:	2

Dangerous and menacing dog with classification under the Act		
		2024/2025
Dangerous	31(1)(b) Sworn evidence	0
Dangerous	31(1)(c) Owner admits	0
Menacing	33A(1)(b)(i) Observed behaviour	1
Menacing	33C(1) Schedule 4 (breed/type)	0
	Total:	1



General		
Description	Subcategory description	2024/2025
General enquiries		60
S.O.P Property Visits		19
Two Dog Property Visits		1
Dog Complaints		347
Barking Dogs		39
Welfare Calls		24
SPCA Assistance		9
Police Assistance		11
Lost Dogs		28
Microchipping		33
Urban Patrols		135
Rural Patrols		96
School Patrols		135
Rubbish Patrols		48
Education Talks		3
Advice Given		35
Stock Complaints		84



Offenses		
Description	Subcategory description	2024/2025
Attack	Historic attack dog v animal	12
	Historic attack dog v person	1
	Urgent attach dog v animal	2
	Urgent attack dog v person	4
	Serious injury	0
Rushing Dogs		9
Roaming Dogs		144
Impounded	Dogs impounded	112
	Dogs impounded - Registered	15
	Dogs impounded - Unregistered	97
	Impounded Dogs Released	51
	Impounded Dogs Destroyed	61
	Impounded Stock	0
Written/Verbal Warnings		20
Infringement Notices Issued		1

**Item 275** Riskpool update and Call to Members

**To** Ōtorohanga District Council

**From** Graham Bunn, GM Business Enablement

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To provide an update on the current state of Riskpool and the need for Riskpool to make further calls on members.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Riskpool is a mutual liability fund created by New Zealand councils in the late 1990s to provide affordable, shared liability cover. It stopped taking new members in 2017 and is now in a managed wind-down, settling historic claims and recovering funds from reinsurers.
- 2.2. Ōtorohanga District Council (ŌDC) has received an unbudgeted call of \$19,380.77 (excl. GST) in August 2025 to help cover Riskpool's operating costs and legal fees. This brings total unbudgeted calls from Riskpool since 2012 to \$151,242.41 (excl. GST).
- 2.3. Riskpool is currently involved in significant litigation over "mixed defect" building claims, with two trials scheduled for September 2025.
- 2.4. Staff are actively monitoring developments and will provide updates as more information becomes available.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the report titled 'Riskpool update and Call to Members' (document number 843305) from Graham Bunn, Group Manager Business Enablement.



## 4. Discussion | He kōrerorero

### History and snapshot

- 4.1. Riskpool was a mutual liability fund set up by and for New Zealand local authorities, formed in response to a lack of affordable insurance for councils in the late 1990s. By pooling funds, councils could secure liability cover at a lower cost and with more tailored terms.
- 4.2. Over 20 years, Riskpool paid out approximately \$178.7 million in claims against \$147.5 million in contributions.
- 4.3. Membership also came with risk — if claims exceeded the fund's reserves, member councils could be required to make additional payments ("calls").
- 4.4. In 2017, due to a combination of increased claims (particularly from leaky building cases) and a more stable commercial insurance market, Riskpool closed to new members and moved into wind-down mode. Councils, including Ōtorohanga, have since returned to commercial insurance arrangements.
- 4.5. Appendix 1 contains a snapshot outlining Riskpool's history, current domestic litigation, reinsurance recovery, calls on members for funding and the proposed variation to the Riskpool Trust Deed.

### Latest update

- 4.6. As noted in Riskpool's July update, Riskpool anticipated the need to make a further call on members in August 2025 to fund deficits in previous Fund Years.
- 4.7. Riskpool has carried out a review of its current and future liabilities and a call for \$3.7 million is necessary across the membership. The amount of the call for ŌDC will be \$19,380.77 (excluding GST). That funding will cover:
  - i. Operational costs for the financial year 2025/26; and
  - ii. Legal and advisory fees relating to reinsurance recovery and domestic litigation
- 4.8. The cost to ŌDC of the latest call of \$19,380.77 is unbudgeted. It will be charged to the Building Control account which is consistent with previous calls and will show as a separate line item. The Building Control account is funded from District Wide Rates. This latest call will bring the total amount of unbudgeted calls from Riskpool for the period 15/8/12 - 20/8/25 to \$151,242.41 (excluding GST).
- 4.9. As Riskpool was established as a mutual fund, and all members are jointly liable, if ŌDC choose not to pay the latest call, we would potentially face legal proceedings.

## Current claims and liabilities

- 4.10. Following the Supreme Court's decision in Local Government Mutual Funds Trustee Ltd vs Napier City Council, which addressed how claims involving a mix of weathertightness and non-weathertightness defects are treated under the Scheme, several stayed proceedings against Riskpool have recommenced.
- 4.11. Two large cases are listed for trial in September 2025. These trials will be significant in clarifying the scope of Riskpool's historic obligations and interpretation of past Scheme terms. Riskpool is working closely with their working advisers to ensure these cases are ready for trial.
- 4.12. At the same time, Riskpool is actively pursuing cover for liabilities arising out of domestic litigation through ongoing dialogue with reinsurers and brokers in London. Reinsurance is the primary source of funds for claims that Riskpool accepts. If there is delay in reinsurers paying a claim or if reinsurers refuse to pay, then the cost of that claim falls on Riskpool's membership.
- 4.13. Getting reinsurers to pay their share of claims can take a long time. This is because there are usually several reinsurers involved for any given year, and the contracts are under English law, which adds extra steps and complexity.
- 4.14. Because of this, Riskpool has hired specialist lawyers to help work with the insurance markets and secure cover for both current and future claims.
- 4.15. Overall, across all years of the scheme, Riskpool has paid out more in claims and expenses than it has collected from members. In the past, this gap has been covered by a temporary loan from Civic Financial Services. There are still several open claims from different years that will need to be paid.
- 4.16. Once Riskpool has met the obligations noted above there will be a process of finalising each Fund Year. This will entail:
- a) Continuing to operate Riskpool until all claims are settled.
  - b) Issuing further calls upon members for Fund Years still in deficit. The quantum of future calls will depend on the outcome of outstanding mixed defect claims and the reinsurers' position.
  - c) For Fund Years in surplus either:
    - i) Returning funds to members, or
    - ii) Offsetting against later Fund Years in deficit.

## ŌDC's current and potential future exposure

- 4.17. While the exact figure cannot be determined at this stage, the residual risk to ŌDC includes:

- a) Further calls in future years to cover deficits in specific fund years (especially if litigation or reinsurance recovery is unsuccessful).
- b) Possible cash flow impacts if calls are required at short notice.

4.18. At present, there are several open claims and reinsurance recoveries still in progress. Outcomes are expected to be clearer after:

- a) September 2025 mixed claim trials.
- b) Progress in reinsurance recovery negotiations (English law governs the contracts, adding complexity and potential delays).

### Key Risks

Risk Type	Description	Potential Impact on ŌDC
Financial	Additional calls on members beyond current forecasts	Higher unbudgeted costs, impact on rates or reserves
Legal	Adverse court rulings on mixed claims	Significant increase in liabilities
Reinsurance	Recovery delayed or unsuccessful	Members must fund claims in full
Governance	Need to vote on Trust Deed changes	Potential changes in member obligations
Reputational	Public perception of paying for historic liabilities	Resident concern and scrutiny

### Next steps and timeline

Date	Event	Significance for ŌDC
Aug 2025	Payment of \$19,380.77 call	Unbudgeted cost; impact on Building Control account
Aug 2025	Consultation of draft amendments to Trust Deed	Consideration to submit
Sep 2025	Mixed claim trials	May influence size of future calls
Late 2025/early 2026	Further reinsurance recovery updates	Could offset future liabilities or reduce calls
Ongoing until wind-up	Calls for fund years in deficit or return of surplus funds	Positive or negative financial impact

4.19. Staff are actively monitoring the situation and will update Councillors as new developments emerge.

## 5. Appendices | Ngā āpitihanga

Number	Title
1	History and Snapshot of Riskpool

## **Snapshot of Riskpool - July 2025**

### **1. History of Riskpool**

- Established in 1997 by local authorities and Civic Assurance (now Civic Financial Service Ltd) to provide collective risk protection to local government entities in New Zealand.
- Formed in response to an unreliable and expensive commercial insurance market, particularly after the withdrawal of key insurers from local government liability cover.
- Structured as a not-for-profit mutual fund, with a board of trustees acting in the best interests of members.
- Key achievements include:
  - i. The Riskpool Scheme ran for 20 years and has returned \$178.7 million in claims to its members in comparison to \$147.5 million in contributions over that period.
  - ii. Strategic litigation management to prevent adverse precedent and promote legal clarity.
  - iii. Providing cover to local councils at a time of record litigation.
  - iv. Securing ground-up reinsurance out of London.
- Since 2017, Riskpool has been in a managed wind-down phase, focused on legacy claims, reinsurance recovery, and trust governance.

### **2. Ongoing Domestic Litigation**

- The Supreme Court's decision in Local Government Mutual Funds Trustee Ltd v Napier City Council [2023] NZSC 97, addressed the treatment of claims against Riskpool that involve a mixture of non-weathertightness and weathertightness defects (mixed claims).
- At present, there are a number of mixed claims against Riskpool. Two of these claims go to trial in September 2025.
- The Board is working closely with its legal advisers to ensure the efficient preparation for trial. These cases are important in clarifying the scope of Riskpool's historical obligations and the interpretation of past Scheme terms. Riskpool is keeping reinsurers updated on the progress of the domestic litigation.

### **3. Reinsurance**

- Reinsurance is the primary source of funds for claims that Riskpool accepts. If there is delay in reinsurers paying a claim or if reinsurers refuse to pay, then the cost of that claim falls on Riskpool's membership. The process of ensuring the reinsurers meet their indemnity obligations can be protracted, with multiple reinsurers in the "tower" for any fund year.
- The relevant reinsurance contracts are governed by English Law, with disputes to be resolved in the English commercial court in London. This adds complexity and potential delay to any resolution.
- Riskpool is engaging with London-based brokers and counsel, as well as NZ-based legal advisers, to proactively pursue recovery under existing reinsurance contracts.
- Litigation in the English courts remains a possibility and successful recovery is critical to reducing the scale of any further member calls.

### **4. Future Calls to Members**

- Riskpool is actively working to expedite the process of managing legacy claims however, progressing claims and meeting liabilities in the short term involves costs that must be funded. As a result, members' future financial exposure remains uncertain.
- Many Member Councils operate under tight fiscal constraints, and advance warning of any call for funding is essential.
- As indicated in Riskpool's update to members in May 2025, a further call is anticipated in August 2025, in the region of \$3.3 to \$3.7 million in total (and not per Council). This call will fund:
  - i. Operational costs for FY 2025/26.
  - ii. Legal and advisory fees relating to reinsurance recovery and domestic litigation.
- Contributions will be apportioned according to deficits in fund years, which may differ from the March 2025 call.



## **5. Proposed Amendments to the Trust Deed**

- The Riskpool Trust Deed dates from 1997, with further amendments having been made in 2007.
- As part of Riskpool's ongoing governance review, deficiencies in the current Trust Deed have been identified that require correction to bring the governance framework into line with best practice.
- A restated and modernised deed is now proposed. Key proposed changes include:
  - i. introducing clear indemnity provisions for the trustee company and its directors;
  - ii. clarifying the trustee company and its directors' powers in relation to the Scheme; and
  - iii. modernising technical provisions to reflect Riskpool's current structure.
- These proposed changes are essential to support effective governance as Riskpool moves toward wind-up.
- Under the Trust Deed, the proposed amendments must be approved by 90% of Riskpool's Members, before they can take effect.
- A draft Amended Trust Deed and supporting materials will be circulated to all members when Riskpool begins its formal consultation on amendments to the Trust Deed in August 2025.

Stephen Ferson  
*Acting General Counsel*  
*Local Government Mutual Funds Trustee Ltd (Riskpool)*

**Item 276** Heavy freight road classification

**To** Ōtorohanga District Council

**From** Paul Strange, Roding Manager

**Type** **DECISION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To obtain approval for the classification of the Ōtorohanga District roading network to accommodate heavy freight, ensuring alignment with network planning and transport efficiency.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. In New Zealand, roads are not approved for High Productivity Motor Vehicles (HPMVs) by default and require explicit permission from the relevant local authority. Conversely, roads are generally approved for 50MAX vehicles (up to 50 tonnes) unless specifically restricted by local authorities or subject to bridge posting limits.
- 2.2. Ōtorohanga District Council (ŌDC) recently updated its Bridge postings to include 23 bridges and large culverts, which is the only 50MAX restriction on our network.
- 2.3. Staff are recommending allowing HPMV access on selected routes where there is a clear benefit to the Ōtorohanga District or local industry.
- 2.4. This report is not seeking to restrict any 50MAX access to the network other than what is already in place because of the posted bridge limits.
- 2.5. Staff also recommend that future network improvements consider expanding the roading network where feasible, to accommodate additional heavy freight routes. This should be integrated into future asset management planning to ensure strategic alignment and long-term efficiency.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) **APPROVES** High Productivity Motor Vehicle (HPMV) access to Huiputea Drive, Progress Drive, Ōtewā Rd (part), Old Te Kuiti Road and Turongo Street.
- b) **ENDORSES** the prioritisation of bridge upgrades and targeted pavement improvements within future asset management planning, where feasible to extend the 50MAX and HPMV network.

### 4. Context | Horopaki

- 4.1. High Productivity Motor Vehicles (HPMV) were introduced in New Zealand in 2010 to increase the efficiency of freight transport by allowing heavier and longer vehicles on specific, approved routes. No consideration of HPMV approved routes has been undertaken by ŌDC in a formal way, with previous approvals being issued ad-hoc and without strategic oversight.
- 4.2. This report confirms that ŌDC has considered HPMV routes and sought to provide clarity to the freight industry on available routes, while confirming its commitment to manage and strengthen the roading network within available funding.

### 5. Considerations | Ngā whai whakaarotanga

#### Significance and engagement

- 5.1. Under ŌDC's Significance and Engagement Policy, roading is classified as a Significant Activity, which means decisions affecting the network—such as regulating HPMV access—require careful consideration. This particular decision will be communicated to the industry through established NZTA mapping systems. Given the minimal impact on the wider community, formal public consultation is not required.

#### Impacts on Māori

- 5.2. There are no specific implications for Iwi/Māori.

#### Risk analysis

- 5.3. This decision aims to reduce risk to the roading network of widespread deterioration and safeguard the community's ability to fund asset renewals. Providing long-term clarity on HPMV access supports informed decision-making within the freight industry.

**Policy and plans**

- 5.4. The Ōtorohanga District roading programme is guided by the Infrastructure Strategy (IS), Land Transport Asset Management Plan and levels of service in the 2024/34 LTP. The recommended decision aligns with existing policies and plans.

**Legal**

- 5.5. There are no legal implications. The Land Transport Rule Vehicle Dimensions and Mass 2016 sets limits on vehicle sizes and mass (weight) in New Zealand and also prescribes the process for exceptions of different classes of vehicles.

**Financial**

- 5.6. While there are no immediate financial impacts, expanded HPMV access could lead to future costs from increased damage to roading network.

**6. Discussion | He kōrerorero**

- 6.1. All roads in NZ are considered approved for 50MAX unless restricted by the local authority or have bridge posting limits. Bridge postings apply only to the bridge itself.
- 6.2. ŌDC recently updated its Bridge postings to include 23 bridges and large culverts and this has been implemented across the network, advertised and features on NZTA freight maps.
- 6.3. Unlike 50MAX, HPMV access is not automatically granted. Roads are not approved for HPMV unless specifically permitted by the local authority.
- 6.4. ŌDC has previously indicated that many routes without bridges could be suitable for HPMV access. No formal approval was given, nor consideration of wider impacts to budget and additional maintenance requirements on the pavements.
- 6.5. Staff recommend limiting HPMV access to selected routes where the benefits are greatest. However, ŌDC may choose to expand access more broadly to support freight productivity.
- 6.6. It is important that ŌDC gives the freight industry a clear stable message on suitable vehicles so the industry can make sound financial decisions.
- 6.7. ŌDC should also consider upgrades to bridges and restricting culverts that are currently posted, be upgraded where feasible to accommodate 50MAX and HPMV. This is particularly important on State Highway detour routes.
- 6.8. Importantly, HPMV access is still available across the district via individual vehicle permits.

## 7. Options Analysis

	Roads included	Advantages	Disadvantages
<b>Option 1</b> <b>Limited HPMV access</b>	<ul style="list-style-type: none"> <li>Huiputea Drive</li> <li>Old Te Kuiti Rd</li> <li>Progress Dr</li> <li>Tūrongo St</li> </ul>	<ul style="list-style-type: none"> <li>Allows inter-regional freight on SH3.</li> <li>Limits trucks in the main street.</li> <li>Allows access to major factories.</li> <li>Limits ODC risk and \$ exposure as tonnage on roads is same.</li> <li>LTP budget alignment.</li> <li>Enables improvements to focus on 50MAX restrictions.</li> <li>Limits HPMV improvements to state Highway detours.</li> </ul>	<ul style="list-style-type: none"> <li>Limited opportunities for local freight productivity improvement</li> </ul>
<b>Option 2</b> <b>Moderate HPMV access</b>	<ul style="list-style-type: none"> <li>Most Collector Roads (without restricted bridges)</li> <li>Eg Wharepūhunga Rd/ Kio Kio Station Rd/ Ouruwhero Rd/ Ōtewā Rd</li> </ul>	<ul style="list-style-type: none"> <li>Improved opportunities for local freight productivity improvement.</li> <li>Allows freight access to wider network.</li> <li>Collector Roads are generally better built, quality roads.</li> </ul>	<ul style="list-style-type: none"> <li>Exposes ODC to risk and \$ increase from damage to roading network</li> <li>It is difficult to reverse HPMV when freight or forestry industry has invested.</li> <li>Existing LTP budgets would struggle to cope.</li> </ul>
<b>Option 3</b> <b>Unrestricted HPMV access</b>	<ul style="list-style-type: none"> <li>Most local Roads (without bridges)</li> </ul>	<ul style="list-style-type: none"> <li>Allows unrestricted access apart from bridges</li> <li>Improved freight and industry productivity.</li> </ul>	<ul style="list-style-type: none"> <li>Exposes ODC to large risk and \$ increase from damage to roading network</li> <li>Existing LTP budgets are not developed to cope.</li> </ul>

### Recommendation

7.1. Staff recommendation is option 1 because:

- It enables strong inter-regional freight connections and enables Ōtorohanga heavy freight based industries to remain well connected and competitive.
- It provides guidance to staff on ŌDC bridge improvements to reduce 50MAX restrictions and open up HPMV where feasible for State Highway detours.

- c) It enables sound future asset management, and budgeting and aligns with current LTP forecasts.
-



**Item 277**      Roothing Activity quarterly update – August 2025

**To**              Ōtorohanga District Council

**From**          Paul Strange, Manager Roothing

**Type**          **INFORMATION REPORT**

**Date**          26 August 2025



**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. This report will cover the year end position of the roading infrastructure for 2024/25.
- 2.2. This report will also cover priorities for 2025/26, including maintenance activities, capital projects, budget allocations, and environmental considerations.

**3. Staff recommendation | Tūtohutanga a ngā kaimahi**

That the Ōtorohanga District Council receive the report titled ‘Roothing Activity quarterly update – August 2025’ (document number 844002) from Paul Strange, Manager Roothing.

**4. 2024/25 financial summary**

	Budget	Year-end actual spend
Subsidised maintenance and renewals	\$10,203,000	\$10,464,718 Overspend \$136,000 June 2025 storm to be refunded. Overspend \$125,718 mostly drainage works.
Road safety promotion, education and advertising	\$108,700	\$67,750

4.1. Significant achievements in 2024/25:

- Ngutunui Road pavement rehabilitation completed \$866,000.
- Aotearoa Road pavement rehabilitation complete \$649,000.
- Waipapa Road (three sites) pavement rehabilitation complete \$579,000.



- Drainage and culvert upgrades \$580,000 spent, 1238 metres of pipe replaced, with 83 culverts upgraded, including major culverts on Bayley Road, Pukewhau Road and Cannon Road replaced. We also installed 359metres of subsoil drainage and 38.4kms of reseal sites had new water tables.
- Large tree trimming programme completed which has received some great praise but also some negative feedback on tidiness of trimming. \$340,000 spent.

- Huiputea Drive, 17 March Asphalt Cement (AC) resurfacing \$134,000 spent.
- Reseals \$1,898,000 spent. 30.45kms completed (24/25 programme 1.84M, 38.4kms). Unit costs were a bit higher than hoped.
- Metal road resurfacing completed in area nine and area three. Ngutunui and Wharepuhunga area \$575,000 spent and 44.36kms completed.
- Minor events (slips and washouts) \$392, 000 completed. The district had a significant event in June 2025, with \$136,000 spent on cleanup by 30 June. Staff obtained \$515,000 (2025/26) for the storm event and will claw back \$136,000 spent in 2024/25.

## 5. 2025/26 Work programme

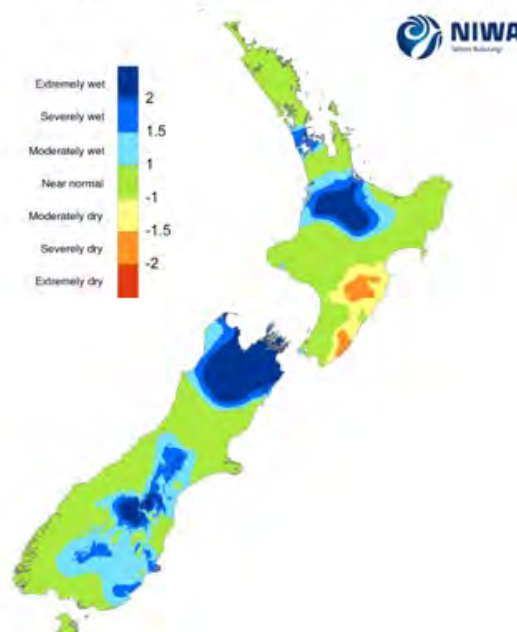
### Our network activities

#### *June 2025 Storm Event*

- 5.1. Heavy rain started on 11 and 12 of June which caused major damage, but subsequent heavy rain on 19, and 27 and 28 June and 3 July has added to the slip cleanup.

#### Last 30 days Standardised Precipitation Index (SPI)

SPI for 9am 30/05/2025 to 9am 29/06/2025



- 5.2. Damage was mostly in the western side of the district and included:

- a) Around 150-200 small slips.
- b) 2 major dropouts on Harbour Road.



- c) A lahar (mudslide) on Okupata Rd when a farm dam failed.
- d) Damage to a large ARMCO culvert on Raglan Road.
- e) Large slip on Ōtewā Road.

5.3. The clean-up and repair have been estimated at \$515,000. (\$136,000 spent before 30 June).

5.4. This funding has been approved by NZTA, with local share being funded by reserves.

**Raglan Road ARMCO culvert repair**



**Ōtewā Road slip**





**Harbour Road Dropout 10.47**



**Harbour Road Dropout 7.66**



### Okupata Road Mudslide



Before

After

### Road maintenance contract

- 5.5. Overall, the maintenance and renewal programmes and budgets for the 2025/26 year have been rescoped with some adjustments to accommodate reduced NZTA funding.
- 5.6. The pre-seal repairs for 2025/26 are substantially complete and will restart in October. Next seasons pre-reseal repairs will be started late summer.
- 5.7. Safety improvements - none planned as none budgeted.
- 5.8. Vegetation Control - The new season of high-cut mowing is now underway. This year, we've observed unusual growth patterns due to the warmer temperatures experienced during late autumn and early winter.
- 5.9. Slip cleanup from June 2025 event completed, and two dropout sites on Harbour Road are being repaired.
- 5.10. Landing Road culvert permanent repairs have been completed.

### Pavement rehabilitation

	Start	End	Length	Estimate	
Harbour Road	6.80	7.80	1454m	\$380k	Deferred
Okupata Road	0.32	1.08	755m	\$400k	
Lethbridge Road	0.00	0.41	405m	\$80k	Bridge approaches
Old Te Kuiti Road	5.36	8.13	2768m	Not confirmed	Available \$740k – unlikely to do whole length.
Ōtewā Road	0.88	1.10	227m	\$80k	
Ōtewā Road	5.73	6.00	270m	\$100k	



5.11. All roads above are causing current operational issues and increasingly unsafe surfaces in adverse weather. Harbour Road is not deteriorating, so staff are able to defer works. One of the storm dropouts is also with this site.

5.12. ŌDC staff are undertaking test pits, pavement depth, and soil strength testing to confirm designs and estimates.



5.13. Note that \$2M was removed from this area in the 2021/24 period to manage budgets. This has created a backlog staff need to manage.

### **Reseals**

5.14. Chipseals: 37.3 kms programmed.

5.15. Asphalt surfacing:-none planned.

5.16. New reseat contractor HEB has settled into the work well and staff are generally pleased with the work quality.

5.17. There have been some issues with stripping, which although unsightly is repairable. Bleeding is a far more damaging and costly to repair. HEB will be repairing these stripping defects at no cost to ŌDC. Notably Ngutunui Road is in poor condition, but Waitomo Valley Road, Puketawai Rd, Bailey Rd are also affected.





**District wide line marking**

5.18. Full network remark last completed in May/June 2025. New contract required.

**Unsealed bulk metalling**

5.19. New contract awarded to Inframax. Budget is \$575,000. Work is planned for Eastern network - Arohena area.

**Urban footpath renewals**

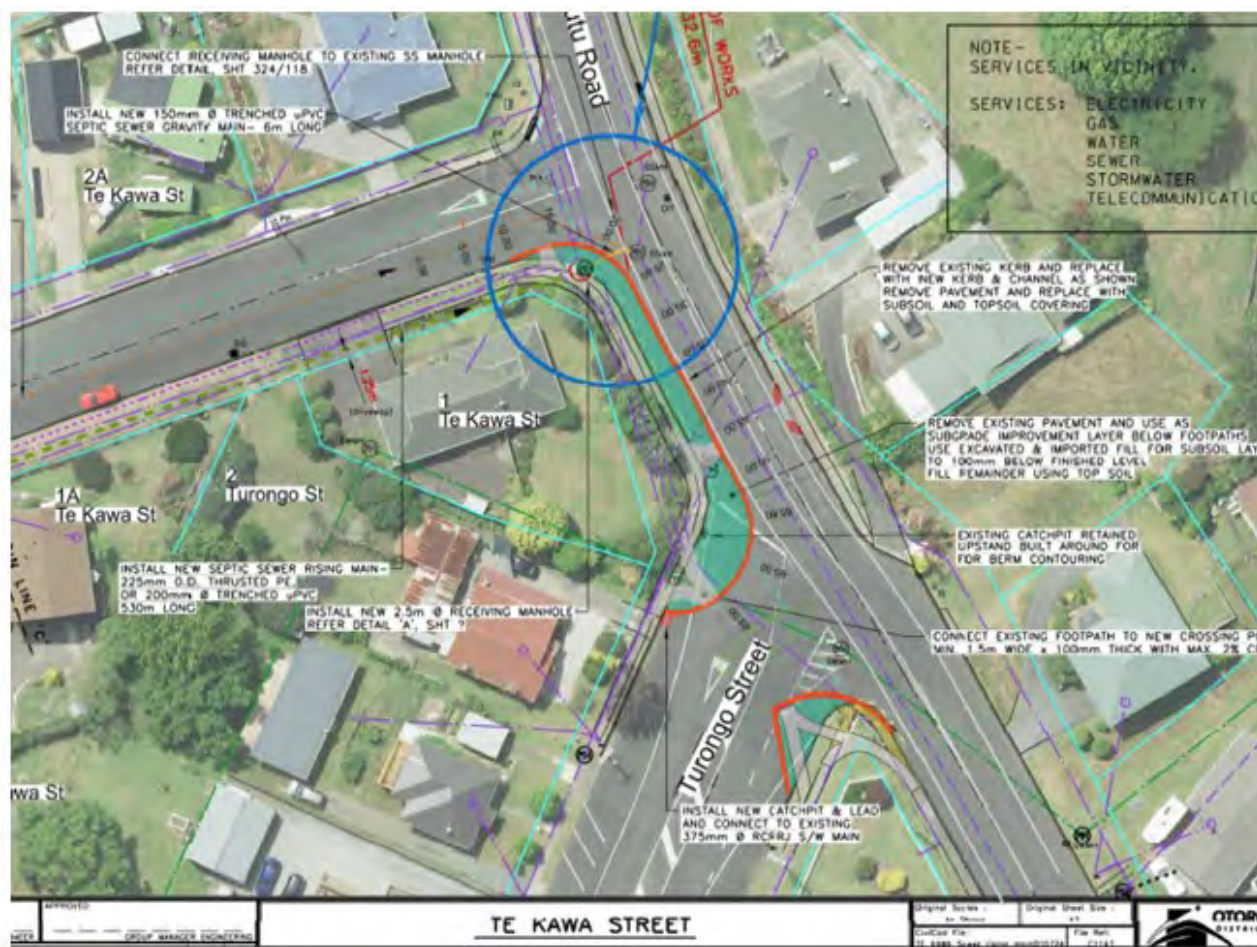
5.20. Footpath conditions assessments and defects list have been prepared for maintenance contractor to programme urgent repairs.

5.21. Footpath renewal programme was developed to encourage replacement of longer lengths of footpath and upgrading of paths in areas of greatest need. This was workshopped at the Kāwhia and Ōtorohanga Community Board meetings in June 2024. The reduced NZTA funding has resulted in the planned annual renewal programme of \$400,000 being resized to \$125,000. We have identified a backlog of around \$800,000. Staff will also need to revisit with the Community Boards, as the LTP indicated a much-improved service, which cannot now be delivered.

5.22. Renewal work on kerbing on Haerehuka Street about to start (for pre-reseal this summer).

5.23. Renewal work on footpaths included Ahurei Street (Kāwhia), pedestrian crossing at Te Kanawa Street and Kakamutu Street crossing improvements. Staff also undertook some footpath patching on Main North Road.

## Kakamutu St Crossing improvements – proposed



## Streetlight maintenance and renewals

5.24. Currently streetlight maintenance is being undertaken as an “on request” service with The Lines Company. Staff have budgeted to spend \$10,000 in 2025/26 (spent \$687 in 24/25) so consider the cost of a tender to be unnecessary.

5.25. Ōtorohanga Kiwiana icons and decorative LED lighting on the State Highway Streetlights (Maniapoto Street) have been installed.

## Bridges

5.26. Bridge inspections complete, no urgent issues to date.

5.27. Staff have reviewed all bridges for Bridge Posting (load capacity). Twenty three bridges required posting as follows:

Bridge No:	Road Name	Bridge Name	RP Start (m)	Recommended Posting			
				% Class 1	Gross (T)	Axles (T)	Speed (kph)
17	Honikiwi	Mulligan	14210		48	8.2	30
24	Harbour	Waiharakeke	17742		44	8.2	30
26	Te Kauri	Waiinomia	361		44	8.2	30
30	Hauturu	Kaimango	4780	100	44	8.2	30
31	Hauturu	Wills	6788		44	8.2	30
33	MacFarlane	Armstrong	113	60	26	5	30
38	Moerangi	Makomako	11616	60	26	5	30
46	Carlin Road	Carlin	135		48	8.2	30
47	Ngutunui	Ngutunui	66590		44	8.2	30
53	Cannon	Cannon	160		48	8.2	30
81	Tauraroa Vly	Craddock	1915		48	8.2	30
86	Rangiatea	Wooster	2682		44	8.2	30
89	Ngapeke	Ngapeke	1178		44	8.2	30
93	Mangatutu	Mangatutu	8638		44	8.2	30
104	Te Kawa	Wāipa River	13846		44	8.2	30
108	Kio Kio Station	Drain	2366		44	8.2	30
120	Loop	Woodstave	233	65	30	5	30
129	Wairehi	Aotearoa Jctn	4145	70	32	6	30
132	Pukewhau	Pukewhau	1480		44	8.2	30
135	Mangare	Mangare No 2	9215		42	8.2	30
150	Waipapa	Mangawhio	23167		44	8.2	30
154	Tahae	Tahae	1042		44	8.2	30
173	Ranginui North	Ranginui	255		44	8.2	30

5.28. Mangare Rd (no2) bridge deck replacement is being investigate and costed.

### Drainage and stormwater resilience

5.29. A full network inspection and data collection project has been completed. Staff now have 5850 culverts on the network.

5.30. Some fun facts about our culverts.

Material	Number	Length	Size
Aluminium	162	2064m	200-750mm
ARMCO	134	1751m	300-3000mm
Concrete	4524	56729m	100-1800mm
Earthenware (old)	74	823m	150-450mm
HDPE (polyethylene)	179	4523m	375-1200mm
PVC	194	3036m	100-600mm

Material	Number	Length	Size
Steel	566	7283m	175-4000mm
Wood	6	74m	225-1500mm
Other (AC, Iron)	11	89m	150-450mm
<b>TOTAL</b>	<b>5,850</b>	<b>76.36km</b>	

Note there are now 5 wooden and 180 HDPE culverts – after the Landing Road job.

- There are 132 culverts smaller than 200mm – this is grossly undersized.
- There are 1531 culverts 200-250mm – this is undersized.
- This is the long term challenge, to keep replacing 100 culverts every year.
- Undersized culverts require constant frequent maintenance clearing and will still block when you need them.
- ŌDC's target is in 20 years there will only be 300mm or larger culverts left.

5.31. Staff are planning 70 culvert and 8 major culvert (3 mini-bridges and 5 large culverts) renewals in 2025/26.

5.32. Newman Road mini-bridge planned.

5.33. Rangiātea Road mini-bridge (posted) planned.

5.34. Loop Road mini-bridge (posted) planned.

5.35. Landing Road culvert complete, re-sleeved deep wooden culvert.



5.36. Application for additional resilience funding approved by NZTA. Honikiwi Slips and Rangiātea Culvert with NZTA.

- 5.37. Planned water table renewal on all rural reseal sites. This will cause some issues with landowner mown rural berms but will reduce pavement failure in future. Staff will only recut the areas where needed to improve drainage if the berm is mown.
- 5.38. Culvert replacement of 93 culverts in 2023/24 and 83 culverts in 2024/25 renewals have resulted in a noticeable reduction in callouts during storms. Staff will continue to target the worst performing areas for these culvert renewals and improved roadside drainage in these same areas.
- 5.39. Future stormwater resilience will focus on critical infrastructure such as road culverts and bridges from erosion and damage caused by excessive water flow and flooding, ultimately reducing maintenance costs and enhancing the longevity of these assets.

### **Emerging issues**

- 5.40. NZTA have indicated that they are planning significant works on SH31 (to Kāwhia). This may result in detours or increased traffic on the network for 2-3 months. This will affect Okupata and Pekanui Roads.
- 5.41. Staff have arranged a “hi-cut” of vegetation along the detour route, but the 5.5kms of metal road on Okupata Road will be problematic. Staff also have a rehabilitation on Okupata Rd, which will need to be co-ordinated.

### **Issues on the network**

- 5.42. Some bleeding sites, which were successfully gritted and have much improved texture. Notably Otewa Road and Te Kawa Road. Repairs overdue from 2023/24 reseals, but in hand.
- 5.43. Some stripping issues with new reseals (2024/25) will be fixed by contractors HEB at no cost to ŌDC. Stripping is considered a fixable condition, whereas bleeding is more problematic.
- 5.44. Old Te Kuiti Road and Ōtewā Road has sections likely to be very slippery in the wet. Staff are stretching the pavement rehabilitation budget to permanently fix them in summer 2025/26 and deferring Harbour Road which appear more stable and have less traffic and travelling at lower speeds.
- 5.45. Two dropouts on Harbour Road occurred during the storms in June 2025 and are programmed for repair in September.
- 5.46. Timber stave (barrel) culverts are in very poor condition on Loop Road and Landing Road. Staff don’t know enough about these culvert types to be able to predict their rate of deterioration. Both are being replaced. Landing Road has been completed.
- 5.47. No further encounters with Dutch Elm Disease in roadside trees.

5.48. Pohutukawa trees at Kāwhia. The removal of the trees is to be scheduled for September after the first attempted was prevented by the public entering the worksite.

### **Speed Management**

5.49. All school speed limits need to be implemented by June 2026. All urban schools must have 30km/hr and 60km/hr for rural schools.

5.50. The schools will require variable limits 30 minute before the beginning of the school day and 30 mins after the end of the school day. Staff are awaiting guidance but anticipate that static signs will be suitable for our traffic volumes however, Ngutunui School may require electronic variable speed signs. There is no consultation required, but staff will need to communicate the changes to stakeholders. Funding path emerging from NZTA. Estimated cost of the signage is \$50,000, a large part of this being the electronic signs.

### **Upcoming Proposed Temporary Road Closures**

5.51. Hamilton Car Club Hoddle Road Rally. Hoddle Road. Sunday 4 May 2025.

5.52. Targa Rally 2025. Various Roads.

5.53. Preparing Reports for closures for Kawhia Christmas Parade, Ōtorohanga Christmas Parade, Kawhia Regatta and Kāwhia Kai festival. These are likely to need approval prior to elections.

### **NZTA updates**

5.54. NZTA has approved \$275,000 additional funding in 2025/26 for Resilience Projects. The funding was approved for Rangiātea Culvert upgrade and slip resilience works in Honikiwi area. Staff had applied for \$1.02M based on ŌDC's previously agreed "local share" direction, however the funding environment is still constrained.

5.55. NZTA approved \$520,000 additional funding for the storm event June 2025. Our local share will be funded from previously held back local share. This leaves around \$200,000 of previously held back local share for future storm events or other funding opportunities (\$500,000 subsidised work).

### **Seal Extensions**

5.56. Although staff continue to receive requests for seal extensions no requests have been approved as per ŌDC's direction and budgets.

**Item 278** Regulatory and Growth Group – 6 Monthly Report

**To** Ōtorohanga District Council

**From** Tony Quickfall, Group Manager Regulatory and Growth

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1 Purpose | Te kaupapa

1.1 To provide a six-monthly update on the operations activity under the Regulatory and Growth Group.

## 2 Executive Summary | Whakarāpopoto Matua

2.1 The Regulatory and Growth Group activity undertakes operations in the following areas:

- a) District Planning (resource consents and district plan)
- b) Building Control
- c) Animal Control
- d) Environmental Health
- e) Regulatory Compliance and Enforcement
- f) Bylaws.

2.2 While this Group also covers Civil Defence and Emergency Management (CDEM), this is reported on separately.

2.3 This report provides a six month update for the period January 2025 to July 2025.

## 3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga District Council receive the report titled “Regulatory and Growth Group – 6 Monthly Report”.

## 4 Animal Control Shared Services

4.1 The Animal Control Shared Service with Waitomo District Council continues to be effective. Under this agreement, ŌDC funds a full time role within the Waitomo Animal Control Team.



- 4.2 The Waitomo Animal Control Office (ACO) team operates across both districts effectively as one single team, while retaining individual council branding and identity. Waitomo District Council recently employed a graduate ACO to provide additional capacity. Staff continue to also work closely with the Waipā District Council ACO team.

## 5 Regulatory Shared Services

- 5.1 In January 2025, ŌDC, Waipā District Council and Waitomo District Council Chief Executives signed an over-arching regulatory shared services agreement between all 3 councils.
- 5.2 The service covered by this agreement covers all regulatory services during normal business hours, except for Animal Control which has its own separate shared services agreement. Under this agreement, any one of the three councils can request additional regulatory support from any of the other councils, on a cost recovery basis. Any council can also offer spare capacity to any of the other councils.
- 5.3 ŌDC have drawn on this agreement over the last period as follows:
- a) Ongoing, as requested support for ŌDC Environmental Health from Waipā District Council, particularly relating to food and alcohol licensing. This includes providing operational cover for times that ŌDC's Environmental Health Officer is on leave or sick.
  - b) Overload building consent processing provided by Waitomo District Council.
  - c) ŌDC has not had any requests for support from other councils.
- 5.4 Staff are currently progressing shared service policy advice to assist with ŌDC bylaws (provided by Waitomo District Council) and potential shared service support for Waikeria Stage 2 building consent inspections and processing, potentially provided by Waipā District Council).

## 6 National Direction & Legislation

- 6.1 The coalition Government's legislative reforms programme continues "at pace". By way of summary, for the regulatory and growth group these reforms are geared around the principles of:
- a) Replacing the red tape (and green tape) with "red carpet"
  - b) Enjoyment of private property rights
  - c) Enabling primary production, including mining
  - d) "Double bottom line" of environmental limits and private property rights.

- 5.1 An updated summary of the key changes is shown in Table 1. Note this is limited to ŌDC's regulatory functions and excludes other legislative change that may affect ŌDC's broader operations.

**Table 1: Summary of key regulatory legislation changes**

Area	Change	Timeframe/status	Anticipated Impact
<b>Resource management</b> (confirmed)	<b><u>Phase 1: Fast Track Act (RMA bill #1)</u></b>	Enacted, being implemented	Minor
	<b><u>Phase 2: RMA amendment bill #2</u></b> (consent processing and strengthened monitoring and enforcement powers – includes a <b>stop on Council plan changes</b> )	Awaiting third reading, expected to be enacted late 2025	Minor to moderate
	Phase 2: National directions package (MfE) 7 new national directions and updates to 14 exiting national directions	Consultation concluded. First changes expected to be in force end 2025	Major, new national rules and mandatory plan changes anticipated
	Phase 2: Going for Housing Growth (MinHUD) Pillar 1, freeing land for urban development Pillar 2, improvements to infrastructure funding and financing tools to support urban growth, replacing development contributions with development levys <a href="#">Summary</a> Pillar 3, providing incentives for communities and councils to support growth	Pillar 1 consultation closed. Pillar 2 and 3 consultation not yet started.	Moderate to major
	<b><u>Phase 3: RMA replacement</u></b> <b>3 new Acts</b> Planning Act: Enabling property rights Natural Resources Act: Managing resources including new enforcement powers Enforcement Act: replace all council's enforcement powers with a centralised agency that has regional presence (Environmental Protection Agency)	Bills expected to be introduced late 2025 for a and b. Enforcement Act expected 2026.	Major (once in generation whole system reset). Reduced resource consents, property rights enabled. Unitary plan for each region to replace district and regional plans.
<b>Building control</b> (confirmed)	1. Promoting accountability <ul style="list-style-type: none"> <li>Strengthening the registration and licensing regime for builders.</li> </ul>	Underway	Moderate

Area	Change	Timeframe/status	Anticipated Impact
NOTE: Minister announcement 28 July on pausing major changes to the Building Code (new 3 year cycle of major updates)	<ul style="list-style-type: none"> <li>Improving consumer protection measures in the BA.</li> <li>Ensuring regulators have the power to hold people to account through licensing, complaints and disciplinary procedures.</li> <li>Introducing new penalties.</li> </ul>		
	2. Remote Inspections: <ul style="list-style-type: none"> <li><a href="#">Increasing the use of remote inspections to speed up the approval process and reduce delays<sup>1</sup>.</a></li> </ul>	Legislation/regulations expected 2025	Moderate
	3. Minor Variations to Building Plans: <ul style="list-style-type: none"> <li><a href="#">Allowing minor changes to building plans without needing to apply for a building consent amendment<sup>1</sup>.</a></li> <li><a href="#">Introducing new regulations to define 'minor customisation' for plans and specifications<sup>1</sup>.</a></li> </ul>	Legislation/regulations expected 2025	Moderate
	4. Modern Methods of Construction: <ul style="list-style-type: none"> <li><a href="#">Supporting the use of modern construction methods (e.g. offsite manufacturing &amp; prefabrication) to enhance innovation and efficiency<sup>2</sup>.</a></li> </ul>	Legislation/regulations expected 2025	Moderate
	5. Product Certification Framework: <ul style="list-style-type: none"> <li><a href="#">Strengthening the product certification framework (CodeMark) to improve trust and confidence in building products<sup>2</sup>.</a></li> </ul>	Legislation/regulations expected 2025	Minor
	6. Opt-in self-certification and transfer of liability from councils	Legislation/regulations expected 2025	Major
	7. Building Consent System Reform: <ul style="list-style-type: none"> <li><a href="#">Simplifying the building consent process: reduce inefficiencies and inconsistencies across</a></li> </ul>	Ministerial paper on preferred option signalled mid-2025	Major (once in generation whole system reset)

Area	Change	Timeframe/status	Anticipated Impact
	<a href="#">different Building Consent Authorities (BCAs)<sup>1</sup>.</a> <ul style="list-style-type: none"> <li>o <a href="#">Voluntary consolidation: Allowing councils to collaborate on building control functions<sup>1</sup>.</a></li> <li>o <a href="#">Regional BCAs: Proposing the establishment of regional BCAs to replace the current 66 BCAs<sup>1</sup>.</a></li> <li>o <a href="#">Single point of contact: Introducing a single point of contact for builders to submit plans<sup>1</sup>.</a></li> </ul>		
	8. Building consent exemption for minor additional units (granny flats)	Expected early 2026	Moderate
	9. Specified product exemptions	In place – a list of specified alternative products released 28 July 2025	Moderate
<b>Planning and Building Other</b>	1. Removal of small sheds setbacks.	Expected late 2025	Moderate
	2. “Economic zoning” (specific economic zones with their own enabling rules)	Expected 2025/26	Unknown
<b>Self-contained motor vehicles</b> (confirmed)	Extension of phase out for un-certified self-contained motor vehicles	In progress	Minor
<b>Local Government Act Systems Improvement Bill</b>	Civil Defence included as a “core council service” NOTE: Substantive amendments are not covered in this report	Bill being consulted on	Minor (in respect of Civil Defence change)
<b>LIMS</b> (confirmed)	Changes to the Local Government Official Information and Meetings Act requiring hazard information to be provide on LIMS	Enacted	Minor
<b>Cat micro-chipping</b> (signalled)	Legislation requiring microchipping of domestic cats	Unknown	Unknown

Area	Change	Timeframe/status	Anticipated Impact
<b>Bylaw legislation</b> (signalled)	Review of bylaw legislation	Unknown	Moderate
<b>Alcohol control</b> (signalled)	Private members' bill to remove restrictions on selling alcohol on Good Friday and Easter Sunday	Unknown	Minor

5.3 In terms of certainty and confidence around legislative changes, staff's assessment is indicated in the following table.

**Table 2: Confidence level**

Certainty of change	General form of change		
	Known	Mostly known	Unknown
<b>Certain</b>		National directions	
<b>Almost certain</b>		RMA reform <sup>1</sup> Going for housing growth Pillar 1 (freeing up land for urban development) Various building and planning changes	Going for housing growth <sup>1</sup> Pillar 2 (infrastructure to enable urban growth) and Pillar 3 (incentives to support growth) Building reform
<b>Probable</b>			Bylaw reform
<b>Possible</b>			Cat microchipping Alcohol trading
<b>Unlikely</b>			

## Impacts

6.2 A summary of legislative change impacts is as follows:

### **Short term impacts**

6.3 Monitoring and keeping abreast of the various changes and workstreams as they progress and are refined.

6.4 Prioritising effort in terms of workshops, submissions etc.

6.5 Input into sector, cluster groups and professional bodies on collaborative sector feedback/submissions.

<sup>1</sup> This is "almost certain" as there is no Bill at the time of writing, and the legislation is likely to transcend a general election cycle.

- 6.6 Responding to potential public confusion / queries from media coverage of anticipated changes, not yet in force.
- 6.7 Reputational damage for Local Government in the sense of implementation expectations (financial impacts and capacity to implement).

***Medium term and transitional impacts***

- 6.8 Understanding and mapping out the legislative and mandated changes (i.e. “what does it all mean? How will we implement? What do we do first?”)
- 6.9 Assessing our response and workforce capability.
- 6.10 Planning and programming our capacity and adjusting or increasing budgets to transition mandated changes.

***Long term impacts***

- 6.11 Whole-of-system reform, RMA and Building.
- 6.12 Workforce capacity, upskilling, training – alignment with other councils.
- 6.13 Redefining what we know and ensuring regulatory compliance with novel, new and unfamiliar legislation.
- 6.14 Structural review of how we deliver core functions and review of fees (i.e. for RMA, review how we deliver with one single regional unitary plan and reduced resource consent fees; for building control, review how we deliver if Building Consent Authorities are separated from councils and reduced building fees).
- 6.15 Transitioning and implementing whole-of-system change.

***Our approach***

- 6.16 Given the scale and pace of change, our approach continues to be:
  - a) Monitor and review as legislative certainty increases.
  - b) Assess updates and opportunities for input/submissions case by case, against our realistic capacity to participate.
  - c) Report to and brief ŌDC on significant changes or impacts.
  - d) Utilise sector and professional body invitations for consultation opportunities (e.g. LGNZ, Taituara, and professional bodies like NZ Planning Institute and Building Officials Institute of NZ).
  - e) Prioritise effort based on mandatory changes, impacts, and implementation deadlines.

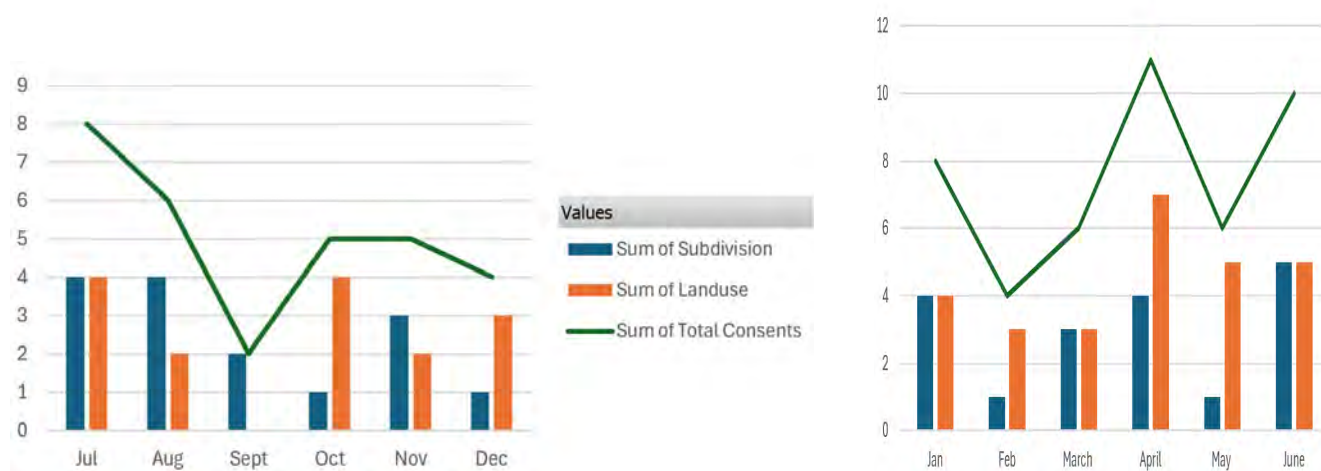
- f) Undertake business planning adjustments in 2026 Annual Plan and 2027 LTP (time, scope, resourcing/workforce and budgets) around implementing legislative change.

## 7 District Planning – Resource Consents

7.1 A total of 39 consents were received during the reporting period (1 January to 30 June 2025). All were processed within the required statutory timeframe. The statistics for resource consents are shown in Tables 3 and 4.

7.2 In general terms, consent numbers have been steady, averaging between 1-2 per week.

**Figure 1: Consent numbers 2024/25**



7.3 The projections, from the six-months leading, indicate an increase in the number of consent numbers on the previous year for both land use and subdivision applications.

**Table 3: Resource Consent Statistics – Land use consents**

Period	Applications received	Consents granted	Consents declined	Notified consents	Timeframe compliance	Notes
1 January - 30 June 2025	^28	27*	0	#1	100%	*1 await a decision # Received in 2024
2024/25 - last 12-months	43	42*	0	0	100%	
2024	28	28	0	0	86%	

^ Applications received for processing \* Does not include applications received, pending a decision.

7.4 The land use consents include seven approvals for Deemed Permitted Boundary Activities. Other notable land use consents include three terraced housing blocks (containing a total of 11 units)



adjacent the Waipa River esplanade (re-consented after the original consent issued in 2019 had lapsed), and a commercial workshop (1,200m<sup>2</sup>) opposite Gold Pine on Main North Road, as detailed in Table 5.

**Table 4: Resource Consent Statistics – Subdivision consents**

Period	Consents received	Consents granted	Consents declined	Notified consents	Rural lots created	Urban lots created	Timeframe compliance
1 Jan- 30 June 2025	^18	13*	0	0	12	Oto - #14 Kawhia - 0	100%
2024/25 last 12-months	33	24	0	0	12	Oto - 4 Kawhia - 0	100%
2024	24	24	0	0	30	Oto – 4 Kawhia - 0	72%

^ Applications received for processing \* Does not include applications received, pending a decision. #Includes 11 lots (9 additional) re-consented from 2019.

- 7.5 Stage one of the 'Westridge' subdivision, by North King Country Developments Ltd, is a 'green-fields' development that can accommodate growth within Ōtorohanga urban area for the next 1-2 years to meet the demand for residential development. In addition to the 'green-fields' development, there has been a small but steady number of infill subdivision and development within the township.
- 7.6 Within the Kāwhia urban area, there are opportunities to development a small number of 'green-field' sites and re-develop 'brown-field' sites (i.e. containing development). Recent examples include a new dwelling next to the fire station on Pouewe Street, and the re-development of a residential property on Kaora Street. This said, the minimum lot sizes, coupled with the wastewater disposal regulations, restrict potential subdivision and development within Kāwhia.
- 7.7 The Countryside Living Policy Area (CSLA) extends around the fringe of the two main urban areas. The CSLA provides for rural-residential subdivision to create 'life-style' sections just outside of Ōtorohanga and Kāwhia. Outside of the urban areas and CSLA, there are a number of provisions which entitle rural landowners to subdivide by way of:
- The relocation of parcel boundaries for titles within farm holdings,
  - The protection of significant features, indigenous vegetation, wetlands, and rivers to gain environmental benefit lots.

- c) Provision for one additional rural lot on sections over 20-hectares on titles created before September 2010.

**Table 5: Major Resource Consents – Lodged / Granted & In Progress**

Ref. No.	Applicant / Agent	Address	Proposal	Status / Key points
RM240026	Department of Corrections (DoC)	Waikeria Road	Waikeria Prison Expansion -Enabling Earthworks	Land use consent granted – 12/8/24 Commenced earthworks – Jan 2025
RM250015	Triple H Developments	53 Te Kawa Street	Replace a consent to construct 11 residential units with concurrent cross-lease subdivision	Land use consent granted – 10/6/25
RM250032	Shed It on behalf of Landmore Agri	3 Main North Road	A new 1,200m2 workshop, warehouse, office, and retail building and associated carparking.	Application received – 21 May 2025 Further information requested - 16/7/25

- 7.8 Earlier this year, the Department of Corrections commenced preparatory earthworks for the second stage of the prison expansion. At the time of drafting this report, staff were expecting to receive an outline plan for the vertical build, ahead of the building consent application.

## 8 District Planning – Ōtorohanga District Plan (ŌDP)

### District Plan issues/fixes

- 8.1 The ŌDP provisions continue to support and enable sustainable development, whilst managing environmental effects. Staff maintain a register for minor changes and corrections to keep abreast of legislative changes, the introduction of new National Environmental Standards and Policy Statements.

### Statutory District Plan Review

- 8.2 Staff were in the process of scoping and project planning for our statutory review of ŌDP, required under the RMA commence in 2025. This was put on hold awaiting the outcome for the RMA “phase 3” (RMA replacement legislation).

- 8.3 The Minister of RMA reform, Chris Bishop, has since issued a directive in July 2025 for councils to suspend 10 yearly plan reviews, and to prevent new plan changes from being notified - unless they met certain exemptions, such as for natural hazard management or Treaty settlements. This directive comes under the Resource Management (Consenting and Other System Changes) Amendment Bill. Councils are also required to withdraw proposed plan changes that had yet to reach the hearing stage.
- 8.4 This simplifies ŌDC's decision around our district plan review by removing the need for a review or to undertake other plan changes. This means that ŌDC's current (operative) district plan will now be replaced and updated as part of a Waikato combined regional unitary plan which is signalled as part of the RMA replacement Planning Act. Exemptions include private plan change requests (which ŌDC must still process) and any changes to plans that are directed through the national direction or RMA reform programme.

## 9 Building Control

### Building Activity

- 9.1 There has been an increase of new dwellings from 10-24 and rural commercial buildings from 4 to 8 compared to the previous 6 months. Otherwise, table 6 statistics show other types of building work being similar to the previous 6 months. Staff note there are positive signs of a recovering economy which will drive interest rates downwards and should lead to an upturn in consent numbers and subsequent growth during 2025. Staff continue to receive building consents from across the sector of new buildings, additions and alterations with the bulk of the consents associated with the new dwellings and the farming sector. The new residential subdivision has helped with growth, but we expect to see this rise in the remaining 6 months of 2025.

### Waikeria

- 9.2 Stage 1 has now been completed with all building receiving Code Compliance Certificates with the last building signed off on the 09 July.
- 9.3 Stage 2, extension of additional accommodation blocks are expected to begin in October 2025 for the driven pile building consents.
- 9.4 Corrections staff have also given notice of a rebuild/reconfiguration of older, smaller prisons units to the south of the main complex to house women prisoners for the short term.

## Objective Build

- 9.5 ŌDC's new on-line building control programme called Objective Build went live on 10 February 2025. Apart from some initial teething issues, the programme is up and running and staff are becoming familiar with its use. It seems to have been well received by customers.

## IANZ Audit

- 9.6 IANZ are due for their 2 yearly audit on the week of the 18 August. Waikato Co-Lab in conjunction with ŌDC's consultant building Quality Manager have carried out a mock IANZ audit on the week of the 28 July. This will allow any changes to the shared (Waikato group) Quality Assurance manual and Council "desk files" to be resolved prior to the IANZ audit.

## Staffing

- 9.7 There have been several challenges around staffing over the last period. ŌDC management explored the potential for building alignment with Waitomo District Council, along the lines of having one building manager across both councils. Following consultation with staff at both councils, this proposal was not advanced. This process unfortunately delayed the replacement of a Senior Building Control Officer vacancy for several months – this position has now been filled with a new Building Control Officer who started on 4 August. The shortfall in capacity meant that during the last period ŌDC called on support from both Waitomo District Council and consultants to assist with ŌDC capacity constraints, for both inspections and processing.

## Other matters

- 9.8 ŌDC continues to work closely with CoLab and our fellow Building Consent Authorities (BCAs) across the region on a range of matters including legislative reform, quality control, capacity and workforce, consultant procurement and a regional "overload" building consent processing hub being set up by CoLab.

## Statistics

- 9.9 Refer to Tables below.

**Table 6: Type/Number building consent applications - Building work 1 July to 30 December**

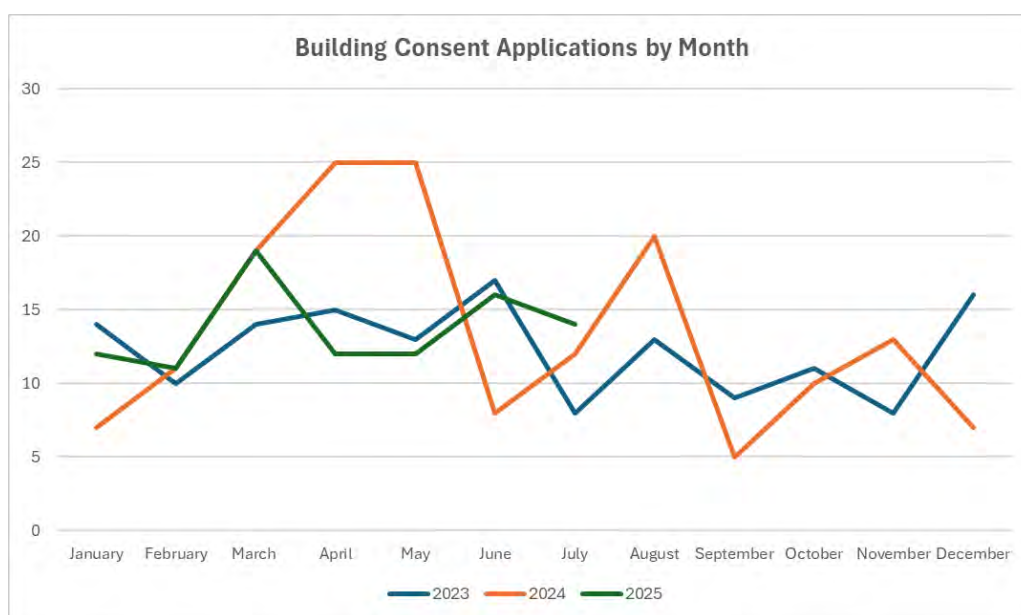
Description of building	01 July – 30 December 2024		01 Jan – 30 June 2025	
	No	Value \$	No	Value \$
New dwellings	10	4,640,678	24	12,206,766
Relocated dwellings Residential additions, Garages, Carports, Fires	52	3,140,105	50	2,711,293

Milking sheds Farm buildings	4	1,403,687	8	2,433,000
Commercial and Industrial buildings, educational and marae including additions and alterations	4	1,120,000	4	2,045,750
Waikeria Expansion Project	2	400	2	800,000
<b>Total</b>	<b>72</b>	<b>10,304,870.00</b>		<b>20,196,809</b>

**Table 7: Inspections undertaken**

	2024	2025
Residential 1	241	181
Residential 2	12	13
Residential 3	31	5
<b>Total Residential</b>	<b>284</b>	<b>198</b>
Commercial 1 & 2	71	62
Commercial 3	57	53
<b>Total Commercial</b>	<b>128</b>	<b>115</b>
<b>Total</b>	<b>412</b>	<b>313</b>

**Figure 2: Building Consent Applications**



Total Number of Building Consents by financial Year:

2022/2023 183

2023/2024 160

2024/2025 163

**Table 8: Swimming Pool Inspections**

<b>Total number of Active Swimming Pools</b>	<b>198</b>		
<b>Swimming Pool and Fence Inspections</b>	<b>2022/ 2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Swimming Pools listed as Active to be inspected each year</b>	70	72	56
<b>Total number of Inspections Carried out following 3rd year Swimming Pool Licence expiry</b>	<b>92</b>	<b>80</b>	<b>15</b>
<b>All inspections have been carried out; however, some pools (16) do not require inspections as they are spa pools.</b>			

## 10 Animal Control

10.1 The last six months have been business as usual with a focus on public engagement and trying to change how people perceive Animal Control. There seemed to be a reluctance by members of public to contact ŌDC and report dog related issues. There has been an improvement, and staff are starting to see a change with an increase in the requests for service.

10.2 As well as public engagement, the education of dog owners has been a priority concentrating on registering dogs and the need to desex dogs. The past six months have seen an increase in dogs being signed over or abandoned. Out of the 112 dogs impounded this year 65% have been surrendered or abandoned, of these 48 were puppies under 3 months old.

10.3 The shared service with Waitomo works well with staff providing good cover and back up where needed. The after-hours arrangement with Animal Control staff provides excellent service to members of public.

10.4 Dog registrations are as follows:

**Table 9: Dog registrations at 30 June 2025**

No. of dogs registered	2,091
No. of dogs unregistered	1,365
No. of dangerous dogs	4
No. of menacing dogs	34
No. of owners with unregistered dogs	773
No. of disqualified owners	0
No. of probationary owners	0
Total no. of current dog owners	1,304

## 11 Environmental Health

- 11.1 This activity covers legal requirements under the Health Act 1956, Food Act 2014 and Sale and Supply of Alcohol Act 2012 and related Regulations under those Acts.
- 11.2 In terms of the District Licensing Committee, incumbent ŌDC councillor Roy Johnson is not standing for re-election. To ensure continuity of the DLC, staff are separately recommending that Mr Johnson continue on the DLC as independent commissioner.

### Environmental Health Service

- 11.3 Food and Alcohol licensing activities is a part of the Regulatory and Growth. A back up for the team covered under the Western Waikato Regulatory Shared Services Agreement.
- 11.4 In general, the last 6 months have been pacing similarly as the same previous period of time. Some legislation changes have occurred, including more informal alcohol hearings procedures, the revocation of the health hairdressing regulations and the adding of the food administration levy.

### Food licensing

**Table 10: Food Licensing**

Period	Registrations received (New and Renewal)	Registrations issued	Timeframe compliance	Note
Jan 2025 to Jun 2025	Total 23; 11 5 7	Total 23; 11 5 7	100%	Ōtorohanga Kawhia Rural



<b>1 July 2024 to 30 Dec 2024</b>	Total 23; 15 4 4	Total 23; 15 4 4	100%	Ōtorohanga Kawhia Rural
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**Table 11: Current, new and closed or suspended food businesses**

Current operators	Total food business 31 Dec 2024	New business	Business suspended or surrendered	Notes
<b>51</b>	51	Total 7 3 (2 rural, 1 Kawhia) 4 (2 OTO and 2 in rural)	Total 8 2 (Ōtorohanga) 3 (1 Ōtorohanga, 1 Kawhia, 1 rural)	First 6m 2025 Last 6m of 2024

## Alcohol Licensing

- 11.5 The requirements for licences and manager's certificates, and the criteria to be considered for granting them, are set out in the Sale and Supply of Alcohol Act and Regulations. ŌDC appointed a joint District Licensing Committee (DLC) in 2016, which covers Waitomo, Ōtorohanga and Waipā districts. The DLC has ŌDC's authority to receive, process, investigate and determine all applications for licences and managers' certificates within the district.
- 11.6 Currently 22 licence premises operate within the Ōtorohanga district, and 65 managers' certificates are registered with Ōtorohanga Council as of 23 July 2025.

**Table 12: Alcohol licensing applications statistics**

Period	Application received	Licence issued	Licence in processing	Notes
<b>1 Jan 2025 to 30 Jun 2025</b>	Total 30; 20 6 4	25	5	Ōtorohanga Kawhia Rural
<b>1 July 2023 to 30 June 2024</b>	Total 35 25 8 2	33	2	Ōtorohanga Kawhia Rural

## Hairdressers, Offensive Trades, Funeral Directors and Camping Grounds

- 11.7 Government has repealed the registration requirements for hairdressers. Six out of seven hairdressers have paid the 2025 annual registration. Information of the fee refund procedure has

been sent to all hairdressers who paid their registration fees (\$340 annual registration). Staff informed the sole hairdresser who has not paid their registration fee that the fee is no longer required.

**Table 13: Hairdressers (HD)\*, Offensive Trades (OT)\*, Funeral Directors (FD) and Camping Grounds (CG)**

Period	Licence operation	in Licence application	Licenses issued	Notes
Jan 2025 – July 2025	Total 18; 6 1 7 4	Total 18; 6 1 7 4	Total 18; 6 1 7 4	CG FD HD OT
2024	Total 18; 6 1 7 4	Total 18; 6 1 7 4	Total 18; 6 1 7 4	CG FD HD OT

(\*) Hairdressers' licensing ceased from 31 July 2025

(\*) Offensive Trades licensing is done by Council's Engineering & Assets

## 12 Compliance and Enforcement

- 12.1 This activity covers compliance and enforcement in respect of, noise, litter, camping and planning breaches (resource consents and district plan). A summary of compliance activity is included in Appendix 1.
- 12.2 Active enforcements are underway with one dog registration remaining unpaid and an RMA abatement notice for the same property remaining unpaid. These have been filed with the District Court for enforcement (effectively turning an infringement into a Court fine).
- 12.3 Staff continue to respond to compliance and enforcement issues on an "as needed/as available" and priority basis, in accordance with ŌDC's "light touch" Compliance and Enforcement Policy. Many of compliance issues can be complex covering different areas of council, and all usually involve considerable investigative time.
- 12.4 Our shared services agreement with Waipā and Waitomo councils means staff can call on Waipā District Council enforcement staff to support and assist with any significant non-compliances, subject to their availability. Staff called on Waipā District Council's enforcement staff officer, under

the shared services agreement, to assist with enforcement relating to an animal sanctuary. This arrangement demonstrated the value of council shared services in providing backup and support for operational matters. Parking across the district continues to remain unenforced in accordance with previous ŌDC direction.

## 13 Bylaws and Statutory Policies Programme

13.1 ŌDC staff are working on the following bylaws and statutory policies.

**Table 14: Bylaw Reviews**

Bylaw	Review due	Status	Consult
Review: Trade Waste Bylaw 2000	2010	Renewal underway	2025/26
Review: Stock Movement Bylaw 2014	2024	Review underway	2025/26
Review: Structures and Works in Public Places Bylaw 2015	2025	Review underway	2025
Review: Keeping of Stock, Poultry and Bees 2015	2025	Review underway	2025
Review: Water Servies Bylaw 2013	2023	DEFERRED TO WAIKATO WATERS	TBC
Review: Traffic Bylaw 2015	2025	Project planning underway	TBC
New Alcohol Fees and Charges Bylaw	N/a, new bylaw	Project planning underway	2026
Investigate Freedom Camping Bylaw (action form the Town Concept Plans)	N/a, new bylaw	Project planning underway	2026, if confirmed
Development Contributions Policy	2025	Review completed, new policy is live	n/a

13.2 As statutory documents, these need to follow a public consultation process. Staff have budget to bring in additional resource (if needed) to assist with the bylaw and policy work programme, under either the shared service agreement with Waitomo and Waipā councils, or via a consultancy.

## 14 Appendices | Ngā Āpitihanga

### Appendix # Name

1 Compliance and Enforcement Stats

## Appendix 1: Compliance and Enforcement Stats Summary

Period	Noise complaints		Litter complaints		Camping complaints		Planning Complaints		Warnings		Abatement notices		Enforcement Order/Prosecution	
1 January 2025 to 30 June 2025	Ōtorohanga	15	Ōtorohanga	6	Ōtorohanga	0	Ōtorohanga	0	Noise	0	Noise	0	Noise	0
	Kawhia	4	Kawhia	0	Kawhia	0	Kawhia	0	Camping	0	Camping	0	Camping	0
	Rural	2	Rural	25	Rural	0	Rural	0	Litter	2	Litter	1	Litter	1
									Planning	1	Planning	1	Planning	0
									Animal	1	Animal	1	Animal Control	1
									Meth	1	Control		Building	0
									Building	2				
									(NTF)	1				
1 July 2024 to 31 December 2025	Ōtorohanga	40	Ōtorohanga	5	Ōtorohanga	1	Ōtorohanga	0	Noise	0	Noise	0	Noise	0
	Kawhia	1	Kawhia	1	Kawhia	0	Kawhia	0	Camping	0	Camping	0	Camping	0
	Rural	1	Rural	12	Rural	0	Rural	0	Litter	1	Litter	0	Litter	0
									Planning	0	Planning	1	Planning	0
											Animal Control	2	Animal Control	0
													Building	1

## **Enforcement 1 January 2025 – 30 June 2025**

### ***Planning /Animal Control***

Abatement notice - 15 October 2024, further Abatement notice sent 20 December 2024 – Infringement Notice sent 14 February 2025 – ONGOING.

### **Building**

Notice to Fix – November 2024 – Phillips Ave - non-complying residential activity associated with the construction of prefabricated units, and a second dwelling to the rear of the site. Ongoing.

**Item 279** Service providers 12-month reports for 2024-2025

**To** Ōtorohanga District Council

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

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive the 12-month reports from Ōtorohanga District Council (ŌDC) funded service providers for 2024-2025.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. This report presents the 12-month performance results for 2024/25 from ŌDC-funded service providers, as committed through the 2024–2034 Long Term Plan (LTP) and subsequent Annual Plan decisions. These partnerships contribute to the community outcomes of People, Place and Partnerships by delivering services and programmes that support economic development, youth wellbeing, environmental sustainability, sport and recreation, heritage preservation, and employment opportunities.
- 2.2. Over the reporting period, ŌDC maintained funding agreements with Maru Energy Trust, Waikato Screen, Enviroschools, Thrive, Ōtorohanga Support House Whare Āwhina, Sport Waikato, the Ōtorohanga Historical Society, the Driver Licence Programme, and the Mayor’s Task Force for Jobs – Employment Programme. In addition, ŌDC approved unbudgeted funding to the Ōtorohanga Historical Society for museum staffing and provided a one-off grant to Waikato Screen for industry-standard location photography to promote the district as a filming location.
- 2.3. The attached appendices provide the detailed 12-month reports from each provider, outlining their activities, results, and contributions to ŌDC’s strategic outcomes.



### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report 'Service providers 12-month reports for 2024-2025' and accompanying reports from:

- Maru Energy Trust
- Waikato Screen
- Enviroschool
- Thrive
- Ōtorohanga Support House Whare Āwhina (ŌSWHĀ)
- Sport Waikato
- Ōtorohanga Historical Society
- Ark Talent – Mayors Task Force for Jobs (MTFJ)

### 4. Discussion | He kōrerorero

- 4.1. Through the 2024-2034 LTP ŌDC confirmed funding to several external agencies for the first three years of the LTP (2024/25-2026/27). These allocations support the community outcomes of People, Place and Partnerships<sup>1</sup>. Funding beyond 2026/27 will be considered during the development and adoption of the 2027–2037 LTP.
- 4.2. This report provides a summary of each funded agency and programme, including the annual funding allocation, and is accompanied by the agency's 12-month report from 1 July 2024 to 30-June 2025, which are attached as appendices.
- 4.3. In addition to the LTP allocations, ŌDC granted unbudgeted funding to the Ōtorohanga Historical Society for the period January to June 2025 to cover staffing costs associated with opening the Ōtorohanga Museum to the public. The report from the Historical Society reflects this shorter funding period.
- 4.4. ŌDC also agreed to continue funding the Driver Licence Programme up to \$70,000, funded from rates, following a reduction in NZTA's allocation in November 2024. This report highlights the outcome of the programme.
- 4.5. As signalled in the LTP, ŌDC has continued to support delivery of the Mayor's Task Force for Jobs Employment Programme. The 12-month report for this programme is included.

<sup>1</sup> <https://engage.otodc.govt.nz/ltp> Page 15 of LTP Volume 1

## Maru Energy Trust (the Trust)

4.6. This report is accompanied by the Trust's 12-month report for 1 July 2024-30 June 2025 (attached as Appendix 1). ODC committed \$30,000 per annum, funded by district-wide rates, to assist with the Trust's insulation and heating initiatives.

4.7. The Trust is a not-for-profit charitable trust, established in 2018 by The Lines Company. As part of the Government's 'Warmer Kiwi Homes' programme, the Trust supports homeowners in the Lines Company's network region of King Country and central North Island to insulate their homes, area shown in image below:



4.8. The Trust's services do not cover the entire Ōtorohanga district, as they are limited to areas supplied by The Lines Company. Northern and western areas of the district are served by Waipā Networks.

4.9. The Trust's mission is to create warmer, drier, healthier homes that use less energy, helping to reduce energy poverty. This is achieved by providing ceiling and underfloor insulation and/or heat pumps to vulnerable homeowners.

#### 4.10. Homeowners may qualify for the programme if they:

- Own and live in a home built before 2008 AND have a Community Services card or SuperGold Combo card; OR
- Own and live in a home in an area identified as low income; OR
- Are referred by the Healthy Homes Initiative.

4.11. Ōtorohanga District has approximately 3,900 homes with around 2,391 built before 2008.

4.12. The following data is based on 2023 Census data<sup>2</sup>:

- 21.5% of our community live in damp dwellings
- 16.4% of our community live in mouldy dwellings.

4.13. ŌDC's Cheryl Reynolds, Manager Economic Wellbeing, is the relationship manager for Maru.

### **Waikato Screen**

4.14. This report is accompanied by the Waikato Screen's 12-month report for 1 July 2024 to 30 June 2025 (attached as Appendix 2). ŌDC committed \$3,000 per annum, funded by district-wide rates, to assist with the organisations goal of fostering economic and cultural growth through the screen industry.

4.15. In April 2024, a one-off grant of \$3,000 was provided from the Community Development budget to produce industry-standard location photographs showcasing the Ōtorohanga District at its best. The images were completed in early 2025 and are now used by Waikato Screen to promote the district to potential film and television productions. Highlights can be viewed on the Waikato Screen website<sup>3</sup>, and the photographs are also available for ŌDC's use.

4.16. Waikato Screen is the regional body that supports film and television production and connects directly with the national and international film industry - relationships that are not readily available to ŌDC or the public.

4.17. The organisation focuses on attracting film productions by promoting the district as a filming location and as a supplier of production services, such as crew accommodation, tradespeople, and catering.

4.18. Staff regularly receive specific location requests and are working with Waikato Screen to develop a comprehensive Ōtorohanga filming directory.

4.19. Ms Reynolds, is the relationship manager for Waikato Screen.

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<sup>2</sup> <https://2023census-statsnz.hub.arcgis.com/apps/78c63a59bd1f47d7974df27af1353efd/explore>

<sup>3</sup> <https://www.waikatoscreen.nz/waikato-film-locations/>

### **Enviroschool Programme (the Programme)**

4.20. This report is accompanied by the Enviroschools 12-month performance report for the period 1 July 2024 to 30 June 2025 (attached as Appendix 3). ŌDC has committed \$6,000 per annum, funded from ŌDC's Waste Levy, to support the Programme's aim of integrating environmental education into all aspects of school life.

4.21. Waikato Regional Council delivers the Enviroschools Programme on behalf of the Toimata Foundation, with additional support from a network of stakeholders and partners. Local councils form the core of this network.

4.22. Participating schools are assigned an Enviroschools facilitator and have access to resources, professional development, and networking opportunities. In return for their commitment, schools and centres are supported to:

- Engage as a whole school/centre in a journey towards sustainability
- Enable tamariki and students to take action on real-life meaningful projects
- Share successes and challenges with the Enviroschools network
- Participate in networking events and professional development opportunities
- Look beyond the school or centre gate and engage whānau and community in the learning and action journey.

4.23. The values and community outcomes promoted through the Enviroschools Programme in the Ōtorohanga district include: cultural, social and economic sustainability; waste reduction and zero waste; biodiversity and biosecurity action; water health and conservation; kai/food production and distribution; energy conservation and action; and ecological building.

4.24. Currently Ōtorohanga district has three schools that are full Enviroschools and two that are Friends of Enviroschools (FOE). The FOE status acts as a stepping stone to becoming an Enviroschool. The five participating schools are;

- Kio Kio School (Full)
- Ngutunui School (Full)
- Ōtorohanga Primary(Full)
- Korakonui School (FoE)
- Kāwhia School (FoE )

4.25. The Enviroschools programme empowers children and young people to plan, design and implement sustainability actions that are important to them and their communities. It provides real-world contexts for learners to connect with their environment and their communities, and to actively participate in social, cultural, economic, and environmental change.

4.26. ŌDC's Jane Shaw, Waste Minimisation Co-ordinator, is the relationship manager for Enviroschools and meets regularly with Michelle Daly, Senior Education Advisor for WRC .

## **Thrive**

4.27. This report is accompanied by Thrive's 12-month report for the period 1 July 2024- 30 June 2025 (attached as Appendix 4). ŌDC has committed \$30,000 per annum, funded by district-wide rates, to Thrive in delivering outcomes for youth as per their service level agreement:

- To provide a seamless and integrated series of programmes, which effectively transition youth /rangatahi through all stages of their development.
- To empower the youth/rangatahi of Ōtorohanga district to achieve their potential by reinforcing positive mindsets and fostering wellbeing, thereby enabling them to thrive and contribute to the welfare of our local community and Aotearoa New Zealand.

4.28. Thrive delivers four key programs to achieve these outcomes:

- True North - a mentoring program mainly for Years 7 to 10 students assisting them to transition from our coastal schools to secondary school
- Verge - catering for primary school students and youth with a focus on rock climbing
- Thrive Hub - now working mainly with referred senior primary school children and available to mentor senior students at Otorohanga College
- MPowA - assisting school-leavers to transition to further education, training or employment.

4.29. Nicky Deeley, ŌDC's Manager of Community Development and Wellbeing, meets regularly with Thrive staff to review progress and maintain the relationship on behalf of ŌDC.

## **Ōtorohanga Support House Whare Awhina (ŌSHWĀ)**

4.30. This report is accompanied by the ŌSHWĀ 12-month report for 1 July 2024- 30 June 2025 (attached as Appendix 5). ŌDC committed \$36,000 per annum, funded by district wide rates, for the exclusive use of 88 and 120 Maniapoto Street, which are council owned premises.

- 4.31. The current lease agreement is from 1 July 2023 to 30 June 2026, with a two-year extension to be given at ŌDC's discretion, as the landlord. The funding provided is equal to the market rent for the properties, effectively negating the rental cost for ŌSHWĀ.
- 4.32. ŌDC's funding to ŌSHWĀ is provided solely to cover the lease of the premises. It is not tied to the delivery of any specific council-directed services or programmes. The scope and nature of services delivered by ŌSHWĀ are determined independently by the organisation and may also be supported through other grants or funding sources.
- 4.33. ŌSHWĀ provides a wide range of services to the community, including budgeting, financial and debt support; counselling; social services access; family harm support; medical referrals and advocacy; health transport; employment referrals; parenting programmes; foodbank access; housing and emergency housing support; justice of the peace services; and probation services.
- 4.34. The organisation is managed by Dot Ngarotata, who maintains regular contact with Ms Deeley.

### **Sport Waikato**

- 4.35. This report is accompanied by the Sport Waikato 12-month report for 1 July 2024- 30 June 2025 (attached as Appendix 6). The report outlines activities and outcomes aligned with the Moving Waikato Regional Strategy for Sport and Recreation, which is underpinned by three key focus areas noted in 4.37.
- 4.36. ŌDC committed \$35,000 per annum, funded by district wide rates, for contracted services to support outcomes in play, active recreation, and sport in the Ōtorohanga District. A further \$3,380 per annum as a contribution for the delivery of the Waikato Regional Active Spaces Plan.
- 4.37. The contracted services include the delivery of the *Moving Waikato* Regional Strategy, with the following objectives:
- Our People: More adults, more children 'Out there and active'
  - Building Communities: Helping communities to help themselves
  - Regional Leadership: Leading and delivering change.
- 4.38. The Sport Waikato Regional Connectivity Coordinator (West), Robbie Matthews, operates from ŌDC premises one day each week. Robbie works closely with Ms Deeley, to review projects, outcomes, activities, and challenges, as reflected in the attached report.



4.39. Ms Matthews has also provided input and support into the development of the Reserve Management Strategy and continues to contribute to the development of the Sports Hub Project alongside council staff.

### **Ōtorohanga Historical Society (ŌHS)**

4.40. In December 2024 ŌDC considered a funding request from ŌHS following the unsuccessful application to the Lotteries Grants Board for wage-related expenses. ŌDC approved unbudgeted expenditure of \$29,005 from the General District Reserve Fund to provide for two staff, working a combined total of 35 hours per week, for a six-month period<sup>4</sup>.

4.41. The mission of ŌHS is to protect valued taonga and unique local histories in a safe environment, and to create a place where the community's history is preserved and accessible to everyone.

4.42. This report is accompanied by the ŌHS six-month report for 1 January 2025- 30 June 2025 (attached as Appendix 7). The attached report outlines activities undertaken during the reporting period. While not clear in ŌHS report ŌDC staff can confirm that their delivery aligns with the agreed outcomes to:

- Employ sufficient staff to cover opening hours and visitor engagement (Thursday, Friday, Saturday, 12.00pm–3.00pm)
- Maintain care standards for collection items
- Provide clear, accurate, and engaging interpretation.

4.43. Through the 2025/26 Annual Plan ŌDC committed to fund ŌHS \$58,010 for one year.<sup>5</sup> Consideration of any continued funding will form part of the 2026/27 Annual Plan process.

4.44. As a new community service provider ŌDC staff will work with the ŌHS board to produce a more detailed report for 2025/26 that speaks to deliverables sought through their service level agreement.

4.45. Ms Deeley is the relationship manager for this service.

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<sup>4</sup> <https://www.otodc.govt.nz/assets/Documents/Meetings/Council/2024/Minutes-ODC-10-December-2024.pdf> Page 9

<sup>5</sup> <https://www.otodc.govt.nz/assets/Documents/Annual-Plans/2025-2026-Annual-Plan.pdf> Page 7

## Driver Licence Programme

4.46. For the 2024/25 year, ŌDC engaged both Number 12 (based in Te Kuiti) and the Ōtorohanga Employment Hub (ŌEH) to deliver the Driver Licence Programme for Ōtorohanga youth. Funding was used to assist with costs associated with licence tests, driving lessons, and defensive driving courses, with the level of support varying for each learner. Both organisations worked closely with Ōtorohanga College, with Number 12 focusing primarily on learner licences and ŌEH focusing on restricted and full licences.

4.47. The results achieved during the reporting period were:

License	Number	Ōtorohanga Employment Hub
Learners	42	-
Restricted	13	30
Full	7	3

4.48. ŌDC has confirmed funding for the programme up to \$70,000, funded by district-wide rates, for the 2025/26 year.

4.49. ŌDC's Group Manager Strategy and Community, Nardia Gower, is the contract manager for this programme delivery.

## Mayors Task Force for Jobs (MTFJ) – Employment Programme (EP)

4.50. This report is accompanied by the MTFJ -EP report 12-month for 1 July 2024- 30 June 2025 (attached as Appendix 8).

4.51. The programme has been active in Ōtorohanga since November 2020 and aims to support sustainable employment outcomes within the district.

4.52. ArkTalent, led by Elle Freestone, has delivered the EP under the ŌEH branding since July 2023.

4.53. In 2023, the national EP funding structure was revised. ŌDC received \$260,000, on which they achieved 80 placements on an initial 30 placement contract – 50 placements over the target.

4.54. The 24/25 funding represented a reduction from the previous year's allocation of \$325,000 to achieve 38 placements.

4.55. An additional \$50,000 in funding was secured during the year to deliver 10 more placements.

4.56. Funding for the 2025/26 year has again been reduced, with ŌDC deemed a tier 2 council equating to a contract value of \$220,000 to deliver 27 job placements. The tiers are based on the number of registered 18 – 24 year-old MSD clients. The criteria for placements have also changed:

TIER TWO	Number	Notes
OUTCOMES: Total Employment Placements (minimum)	27	
Placements which must be MSD main benefit clients	23	At least 80% (19) of these should be aged 18-24 years old At least 70% (16) of these must remain off benefit for 182 days
Placements which can be others (must be NEET or at risk of NEET)	4	At least 80% (3) of these should be aged 16-24 years old At least 70% (3) of these must remain in employment for 182 days

4.57. This means that, apart from the four placements available to non-MSD clients, any individual seeking support through ŌEH for assistance who is not registered with MSD, must first register.

4.58. Additionally, ŌEH must also obtain MSD approval before working with MSD clients.

4.59. Ark Talent chose not to renew its contract beyond June 2025. Following a procurement process James Towers Ltd. was appointed to deliver the programme. Mr Towers and his team are experienced MTFJ providers, already delivering the programme in both Rangitikei and Ruapehu districts.

4.60. To ensure continuity, Ms Freestone has agreed to work for James Towers Ltd for the first five months of the contract. In January 2026, Tayla Barclay – a long-standing ŌEH team member – will return from maternity leave to lead the programme. This arrangement is expected to minimise disruption for the community. The ŌEH will continue to operate from its current location on reduced days, reflecting the funding changes.

4.61. The programme is overseen by Ms Gower who contract manages the operational aspects and reporting requirements to the national MTFJ office. As the name of the programme suggests, the Mayor plays a key role in its success, meeting regularly with the local delivery team and employers to support outcomes and maintain strong community and business engagement.

## 5. Appendices | Ngā āpitihanga

#	Title
1	Maru Energy Trust 12-month report 1 July 2024 – 30 June 2025
2	Waikato Screen 12-month report 1 July 2024 – 30 June 2025
3	Enviroschool 12-month report 1 July 2024 – 30 June 2025
4	Thrive 12-month report 1 July 2024 – 30 June 2025
5	Ōtorohanga Support House Whare Āwhina 12-month report 1 July 2024 – 30 June 2025
6	Sport Waikato 12-month report 1 July 2024 – 30 June 2025
7	Ōtorohanga Historical Society 12-month report 1 July 2024 – 30 June 2025
8	Mayors Task Force for Jobs 12-month report 1 July 2024 – 30 June 2025



# APPENDIX 1

Maru Energy Trust

12-month report

1 July 2024 – 30 June 2025

13 August 2025

Ōtorohanga District Council  
17 Maniapoto Street,  
Ōtorohanga

*Reporting Period, 31 June 2024 – 31 June 2025*

Dear Mayor Baxter and Councillors,

On behalf of Maru Energy Trust (Maru), we sincerely thank you for your generous grant of \$30,000 per annum.

This funding has enabled us to support vulnerable homeowners in the Ōtorohanga region by providing free ceiling and underfloor insulation, and/or heat pumps.

Our Annual Plan for the current financial year sets targets of 584 insulation installations and 145 heat pump installations across four district councils within The Lines Company network region.

We are increasing our efforts to target the Ōtorohanga region through social media campaigns and local newspaper advertising. On Tuesday, 4 August, the government announced changes to deprivation zones, expanding eligibility from zones 7–10 to 5–7. While this change will positively impact the number of eligible homeowner households for both the Warmer Kiwi Homes programme and Maru's services, it also means that Maru will now need to cover 50% of insulation costs for clients in zones 5–7. This will result in an increased financial contribution from Maru, but we remain committed to supporting as many vulnerable households as possible.

We acknowledge that the current uptake numbers in the Ōtorohanga region are lower than anticipated. However, we are actively working to increase engagement and awareness through targeted marketing efforts. We are confident that these initiatives, combined with the expanded eligibility criteria, will lead to a significant increase in referrals and installations over the coming months.

We continue to maintain strong partnerships with both government and non-government organisations, which play a vital role in generating referrals and supporting our mission.



The following table provides a summary of our current expenditure for the financial year.

#### Heat Pumps

Ōtorohanga	Since Inception <b>36</b>	June 2024 - June 2025 <b>7</b>	Funds Spent <b>\$4,859</b>
In progress	<b>4</b>	<i>We have committed to \$6003 spend</i>	

#### Insulation

Ōtorohanga	Since Inception <b>61</b>	June 2024 - June 2025 <b>6</b>	Funds Spent <b>\$3,258</b>
In progress	<b>2</b>	<i>We have committed to \$1342 spend</i>	

Below are the number of pyjamas gifted to individuals and whānau in the Ōtorohanga district.

#### Kahumoe Kaupapa – PJ Project

Ōtorohanga	<b>262</b>
------------	------------

As requested, I have included the statistics across the district council regions Maru service, from its inception to date.

#### Heat Pumps

Council	Quantity	Council	Quantity
Waitomo	166	Waitomo	307
Ruapehu	181	Ruapehu	371
Taupō	136	Taupō	258

#### Insulation

We are proud of the impact Maru Energy Trust continues to make in The Lines Company's Network region. Your support is helping us achieve our mission of creating warmer, drier, healthier whare.

Thank you once again for your generous contribution and ongoing support.

Ngā mihi nui,

Renee Parkes

Team Lead - Kaiārahi o Maru



## APPENDIX 2

Waikato Screen

12-month report

1 July 2024 – 30 June 2025

# 2025

Reporting Period  
1 April 2024 -  
31 March 2025



## WAIKATO SCREEN ANNUAL ACCOUNTABILITY REPORT FOR ŌTOROHANGA DISTRICT COUNCIL

### Improving Lives

Enhancing lives through economic development, training, cultivating creative communities, and supporting opportunities for Waikato's film industry, local businesses and our region's people.

### Film Friendly

Develop & maintain partnerships with film industry, professionals, iwi & government

### Showcase

Market the region highlighting the region's premium film locations, showcase our talent and regional infrastructure and film friendliness to attract national and international productions

## Priorities

### FACILITATE



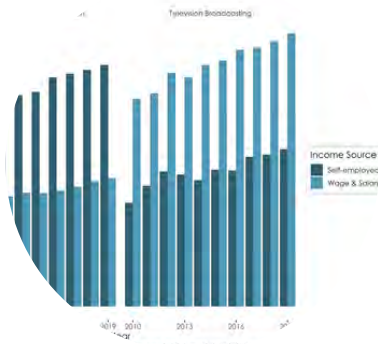
provide industry information, advice, knowledge, and connections

### TALENT & SECTOR DEVELOPMENT



develop the Waikato film industry to grow the screen sector to provide employment

### ADD VALUE



through increased film production, encouraging business and employment growth, boosting our regional economy

### WORK WELLNESS



operate within our values and lead with kindness

## The role of Waikato Screen:

The mission of Waikato Screen is to foster strategic connections within the global and local film industry alongside government entities and key stakeholders in the Waikato region. Waikato Screens' key function is to create economic and community benefits for the Waikato Region through:

- Attracting national and international productions to the region
- Facilitate on-the-ground logistical support
- Connect productions with local crew, suppliers, and services
- Showcase the region's locations and manage filming impact, connect & upskill the local industry
- Hosting an extensive location library and crew directory, critical for pre-production planning
- Coordination of permitting across multiple districts with productions



## Introduction

Waikato Screen is the Regional Film Office serving the Waikato region, operating as a non-profit entity with a strong focus on economic and community development through screen production. Our work directly contributes to increased filming activity, regional visibility and meaningful employment outcomes.

Ōtorohanga District is one of our popular locations for commercials due to its variety of landscapes and it is known for its production-friendly approach. Through facilitation, iwi engagement and infrastructure support, Waikato Screen ensures that productions bring direct and lasting benefits to local communities and businesses.

## 2024-25 Regional Highlights

The Waikato region hosted several major productions across the year creating local economic benefits, including:

### Minecraft

This blockbuster movie which generated just under a billion dollars from the box office, was proudly filmed in Huntly. Not only has Huntly been on screens around the globe the initial prediction of a \$150,000 spend blew out to an estimated **\$1 million delivered directly to the district** through this film. Talent and crew were taken not only from our database but also from the 10 roles that were filled from Huntly's local iwi trust board. Minecraft has been a success for not only Huntly, but our region and our country.

### The Gone - Season 2

'**The Gone**' was back for a second season with a darker, more thrilling storyline. The series was left once again with a cliff-hanger ending, creating the potential for a third series. Filmed, mostly within Te Aroha as the spotlight location, doubling as the fictitious town 'Mt Affinity', accommodation, businesses and local crew were utilised not only locally in Matamata-Piako, but surrounding districts, including Hauraki & TCDC, also benefited from the 6 weeks of location filming. This mid-sized production was warmly welcomed back by local businesses that have openly spoken of their appreciation for the elevated economic stimulus that a **million-dollar production** brings.

### East of Eden (Netflix)

Famously in the starring role in 1955 'James Dean' played the lead character in this John Steinbeck classic that now has come to New Zealand shores for filming. The newly adapted 7-episode **Netflix** series did some location filming in Thames (TCDC). Due to the town's historic nature and unique 18th-century architecture, Thames offers an array of stunning locations for period filming. With 5 days of pre-production and 250 crew, the **East of Eden** production descended on Thames for 3 days of filming. Using as many local businesses as possible that ventured as far as Whitianga, this production had an **estimated local spend of near \$400,000** into the Thames-Coromandel economy. With major costumes and props, this filming, supposedly under wraps, created a lot of public excitement, of which I am sure many will look forward to seeing where Thames will feature in **East of Eden** being released in early 2026.

### Waitomo Confidential International Production

A **major international feature film shoot** is valued conservatively on the RFONZ industry calculator at \$1.3 million. This shoot had major preproduction with a unit of 20 set workers preparing the shoot area for 3 weeks in advance. A crew of 350 visited Waitomo for 4 days of shooting, with some crew members staying either side of the shoot to experience some of the local tourism attractions. The economic areas impacted mostly were Waitomo Village, Piopio, Te Kuiti and Ōtorohanga. The financial information directly from the production has not been made available, but there has been an indication that our spend estimation is too light, as the overall budget for this blockbuster is \$100 million.

### Mr Beast visits Waitomo

American popular internet sensation **Mr Beast** filmed '**7 Days Stranded in a Cave**' in the Waitomo caves system. A conservative estimated spend of \$100,000 was associated with local spend. Known for his generosity, he gifted the local cave guide **\$50,000** for looking after his team. This was excellent exposure and marketing of the Waitomo area and caves as a tourist spot, which has been viewed 157 million times.

*These productions contribute directly to local spending in accommodation, catering, and transport, while increasing the region's exposure to international markets.*

#### Other Regional Filming Activity

- documentary
- short films
- commercials
- social media content
- corporate
- music videos
- indie films
- travel program

Other support enquiries include;

- recce (famils) for NZ Feature Film, TV commercials, corporate commercials
- pitches for New Zealand Film Commission (NZFC) international enquiry
- location searches
- connecting crew to work and database
- locations for our database

#### Digital Screen Tourism - *The Minecraft Movie*

A landmark achievement this year was the filming of The Minecraft Movie (Warner Bros.), within the Waikato region, in Huntly. Segments within the film also featured a caving system which has now been recreated inside the popular Minecraft Game. As a condition of the NZFC New Zealand Screen Production Rebate, game makers Majong teamed with Warner Bros and Tourism New Zealand to create an Aotearoa Universe, which features our very own Waitomo Caves as one of New Zealand's prime locations to visit. The Minecraft Game is played by 204 million monthly users globally, now offering unprecedented exposure for our region, positioning Waitomo as a prime example of the popular digital screen tourism.

#### Ōtorohanga District Specific

In 2025 Waikato Screen assisted, facilitated and supported Ōtorohanga in;

- We supported a large international feature film in Waitomo that used Ōtorohanga accommodation, restaurants and businesses.
- We did pitch both Waitomo and Ōtorohanga for a New Zealand feature film
- We held a Māori Filmmakers Hui, in which Ōtorohanga people were specifically invited and we had a strong Maniapoto attendance
- We are working regularly with Leon Hemara, Robbie Neha and Baylee Rangitawa
- We have supported the He Koniahi podcast project with support and connecting to guest speakers
- We did a presentation to Ōtorohanga College on careers in the film industry
- Our new website showcases an extensive location gallery and continues to represent the Ōtorohanga district
- Waikato (including Ōtorohanga) was represented in LA when Waikato Screen represented the region with the delegation formed by the New Zealand Film Commission, promoting New Zealand as a filming destination.
- We are currently working on Maniapoto iwi engagement with Ngati Maniapoto

### **Return on Investment**

**Ōtorohanga District Council Contribution: \$3,000**

**Economic Return in District: \$20,000** (minimum estimate)

**This represents \$6.67 for every dollar invested. This underlines the value that a small funding contribution delivers through production spend and regional visibility.**

**A further \$3000 investment was spent on building incredible imagery to promote the district for global attraction and shared resources of photography to showcase your unique locations.**

## Deliverables Overview

### Website Feature & Maintenance

- Locations in Otorohanga featured in our database of 600+ listings
- Photographer shot Otorohanga specific locations (also allowing councils' use of imagery)
- Ongoing maintenance of our crew and business directory
- Upgraded production tools for use by national and international productions

### (b) Networking & Industry Engagement

- Supported 41 regional production and crew enquiries (8% increase)
- 35 productions used our facilitation services in 2024/25
- Continued delivery of workshops, Q&A events, and regional networking to build industry connectivity

### (c) Film Permit Support & Iwi Engagement

- Facilitated permitting processes with multiple council departments for multiple productions throughout the region
- Continued engagement with iwi in the district, upholding cultural protocols and ensuring respectful production practices
- Held regional Maori filmmakers Hui, having representation from Maniapoto, Tainui, Raukawa and Hauraki

### (d) Stakeholder Collaboration & Attraction

- Partnered with NZ Film Commission and attended National conferences and events, including EDNZ speaker for the screen sector, International representation showcasing our region and meeting US producers in LA, USA.
- Collaborated with industry guilds and the RFONZ network to position the Waikato as film-ready

### (e) Image Library Management

- Maintained and expanded visual assets showcasing Waitomo as a filming destination

### (f) Showreel Development

- Promoted our regional showreel with highlights from Waitomo District.

### (g) Crew Directory

- 135 professionals registered (66% increase from last year)
- Active referrals of local crew to incoming productions

### (h) Production Facilitation Support







- Travel logistics, location scouting and recees, connecting local businesses & services providers and general on-the-ground support for major productions, including the Waitomo shoot

### (i) Operational Delivery

- Services delivered on time and within budget
- Ongoing collaboration across council and building on our iwi partners
- Creating a Return on Investment



## ▲ Joint Service Agreement Performance Targets 1 April 2024 – 31 March 2025

Measure		Result
 <b>Enquiries</b> The number of enquiries from production companies received grows year on year	➔	We had an <b>8% increase</b> on enquiries from last year with <b>41 enquiries</b> received. Enquiries consisted of production support, location searches, crew requests, service providers connection. We had an increase of pitches requesting location submissions for <b>NZFC, Netflix and NZ feature films</b> through <b>RFONZ</b> . Our automated crew sign up increased from <b>84 – 135</b> which is a significant increase.
 <b>Filming</b> The number of productions filmed in the Waikato grows year on year	➔	<b>35 Productions</b> were recorded using Waikato Screens services. <b>7 Feature Films / 5 TVC's / 1 Drama Series / 4 International Streaming / 2 Travel Show / 2 Documentary's / 2 Documentaries, / 1 Music Videos / 5 Indie / 3 Internet / 3 Corporate Videos.</b> Most notable productions included <b>Netflix, East of Eden, The Gone Season 2, a multi-million Hollywood feature film</b> in Waitomo, and an increase of internet filming including influencer <b>Mr Beast</b> visting Waitomo and international TVC's from China and The Netherlands. The confidential feature film last in last report (now public knowledge) created huge media with <b>MINECRAFT</b> spotlighting Huntly, with over <b>\$1M</b> spend during the 4-day shoot.
 <b>Communications and Marketing</b> Create a marketing and communications plan to promote the Waikato as a destination for film within the first year of this agreement	➔	Last year we were proud to launch our comprehensive website promoting Waikato as a filming destination. With over 600 location images showcasing a Waikato's visually diverse scenery, also featuring local crew and business directory, we are now open for international recognition. Our quarterly newsletter signup increased by 260 readers in the last year with over 660 receiving our latest news. This is sent to screen industry personnel and stakeholders. Our marketing & communications are across social media platforms including Instagram, Facebook and LinkedIn with campaigns like 'Magic Mondays' & 'Spotlight on Crew' featuring Waikato locations and crew.
 <b>Training and networking</b> Host three training and/or networking events for the industry annually	➔	Last year we hosted our inaugural Māori Film Makers Hui, connecting our regions Māori talent, gaining an insight on filming from a Māori world view and gaining direction on meaningful iwi engagement. We hosted 7 Q&A events during the year with producers and directors from The Gone, Ka Whawahi Tonu, HomeKills, The Gone, The Rule of Jenny Penn, Punch, Loop Track. We hosted 2 upskilling workshops in Cinematography & Indie Film Making. We part sponsored a lighting workshop with 2113 Creative, presented to 5 high school 'Introductions to the Screen Sector'
 <b>Recce/famils</b> Organise at least one group recce/famil annually	➔	We undertook 6 recces including showcasing the Hamilton Gardens to LA based award-winning cameraman Baz Idoine, Cynthia Pusheck & Women in Film and Media Tema Staig. We undertook recce showcasing Waikato and Waitomo to an Australian Director and award-winning Emma Slade for a New Zealand feature film, location recce for The Gone, 2 TVC's for a 1 Dutch and 1 Chinese production company and showcased multiple homes for a short film to award winning producers. We have been invited to partake in showcasing the Waikato to top Indian producer and directors and plan on taking 16 producers, directors and location scouts for 2 days to showcase our region – if funding allows.
 <b>Representation</b> Represent Waikato Screen NZ at industry forums (at least one per year) and at the annual Regional Film Offices of New Zealand	➔	Erin Griffiths represented Waikato Screen joining the NZFC's 'Kia Ora LA' delegation, promoting the Mighty Waikato for the first time, as a filming destination to top American production companies. Tracy Hampton was a key speaker at the New Zealand Economic Development Conference. We represented our region at the Regional Film Office NZ Annual Hui, promoted the Waikato at the Big Screen Symposium, were table speakers for the South Waikato's International Women's Day event, represented Waikato Screen at Misty Flicks Film Festival and did a joint film tour with the HOMEKILLS movie. Waikato Screen also judged, sponsored and MC'd for the Raglan RAFFA Awards.



# Post-production Economic Analysis & Community Benefits Update

The estimated economic benefits from productions we supported in our region amounted to approximately \$6,586,450. This figure represents only the projects directly assisted by our office, not the entire screen sector's activity.

The return on investment from our 6 contributing Territorial Authorities totalling \$70,000 delivers \$6,454,450.00 back into our communities, which is an 8.4% increase on last year.

**The GDP measure from Infometrics shows our sector at \$54 million for 2023.**

**All council investment (including Waikato Regional Council) totaling \$220,000 would have a \$30 return for every dollar invested.**

Standout productions filmed in our region included Minecraft (Huntly), Netflix 'East of Eden' (Thames and Pokeno), The Gone: Season 2 (Te Aroha) and confidential 20th Century production (Waitomo) hosting approximately 350 crew. This created an economic overflow into the Otorohanga district. All 9 districts from Waikato benefited economically from screen production in 2025.

We have seen the direct success of the **MINECRAFT MOVIE** on the world stage and now released on August 1<sup>st</sup> is **Apple +, CHIEF OF WAR**, in which an estimated 380 million invested, with a second series in consideration.

Further economic information provided from productions such as Minecraft, Chief of War, Beyond Goodbye and Celebrity Treasure Island was in excess of the 2023-24 financial estimates and have now been updated.

Notable PRODUCTION	Size	Local Jobs	Cultural Engagement	Spend
MINECRAFT	250	36	HIGH	\$852,682
The Gone	80	50	HIGH	\$1,050,000
East of Eden	250	22	MID	\$360,000
Waitomo Production	350	TBC	HIGH	\$1,320,000
Waka Kotahi TVC	150	0	MID	\$150,000

It is important to acknowledge is the impact of screen tourism with successful filming in our region. With the Minecraft Movie's phenomenal success, it **now features Waitomo Caves as a destination in the Minecraft game**, creating significant exposure to the area into the foreseeable future. There has been a positive community buzz within Huntly due to its association with this movie.

Statistics of production spend can be elusive, with this being private information of production companies and minimal available from government reports. The new RFONZ Calculator has been used to obtain more accurate data for our collection for location filming. We will continue to improve data collection as we see the growth in the sector continue.

The success of filming in the region brings direct benefits to Ōtorohanga District, as we build on our film-friendly reputation on a global scale.

\*\* Please see Appendix A for full financials



## Key Performance Indicators

Over the past 12 months, Waikato Screen NZ has achieved significant deliverables and achievements, solidifying our presence and influence as the Regional Film Office for the Waikato. We have seen a rise in our business engagement.

KPI	2023/24	2024/25	% Change
Production Enquiries	38	41	↑ 8%
Productions Assisted	28	35	↑ 25%
Crew Registrations	84	140	↑ 66%
Newsletter Subscribers	400	680	↑ 70%
Social Media Reach	–	5,000+ weekly	New KPI

## Talent Development & Community Engagement

**This year saw further investment in building a competitive, skilled local workforce:**

- Workshops, Q&A nights and on-set training opportunities
- Growth of our industry database to support producer-crew connectivity
- Engagement with training and upskilling facilities and organisations for collaboration
- 10 students from 5 schools visited the Minecraft set, giving a behind-the-scenes experience of a major production

We also launched the Waikato Screen Māori Filmmakers Group and began our Tainui iwi engagement framework, aimed at supporting long-term partnerships and increased Māori participation in the industry.

## Challenges & Looking Forward

While the majority of councils are now funding Waikato Screen, we are actively working to re-engage with those who supported our early development and to explore new funding channels.

For Year Three, our focus is on:

- Attracting more productions to the region
- Launching a paid membership model to ensure long-term financial sustainability
- Deepening iwi and community partnerships
- Delivering more workshops, training, and networking
- Elevating the region's visibility as a key player in New Zealand's screen sector

## Attraction

Our focus in the upcoming year is to continue to promote the Waikato Region for our diverse range of screen productions, including television commercials (TVCS), series, streaming content and feature films. This includes continued connections to scouts, producers and directors. Connecting at networking events and promoting at industry fairs is vital. We intend to host a major recce (famil) for directors, producers and location scouts to showcase locations, crew, iwi and film-friendly councils - if our budget allows.

## Film Friendly

We will continue to improve processes for all councils within our remit. We are looking to implement uniform protocols using an appropriate software that will assist with the permitting process. This will make us film-friendly by having one process and will also allow us to collate clear information on filming happening in our region and a consistent measure of the screen impact.

## Iwi Engagement

We are moving forward with iwi engagement by initiating discussions with the four main iwi associated with the Tainui waka. These early conversations mark a significant step in building strong, collaborative relationships rooted in mutual respect and shared aspirations. Our aim is to ensure that iwi perspectives are meaningfully integrated throughout the process, sights of significance are protected, and we are committed to continuing open and respectful dialogue as this engagement progresses.



2025-2026 Waikato Screen NZ Focus



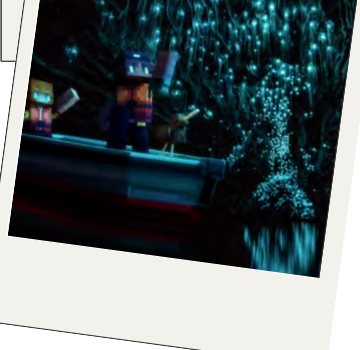

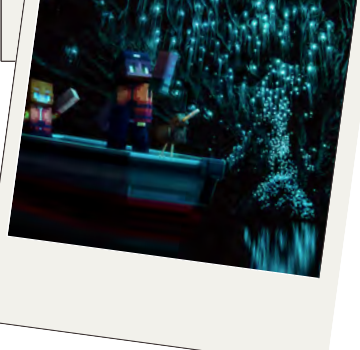
Income potential - generated from the Waikato Screen NZ membership, sponsorship streams for 25/26 - to be launched in Sept 2025

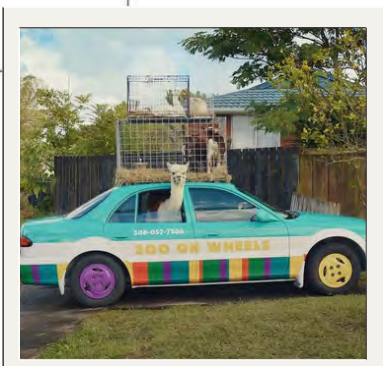
The projected revenue from the Website Business Services Members, Crew Tiered Listings, and Advertising and Sponsorship opportunities provides a promising indication of potential income generation, with the platform set to launch and go live in June 2025. The integrated payment system, housed directly within the website, ensures smooth and efficient transactions.

Revenue Projection Examples			
Revenue Stream	Low Estimate	Mid Estimate	High Estimate
Small Local Businesses (30)	\$2,850	\$4,750 (50)	\$7,600 (80)
Larger Business Suppliers (20)	\$3,580	\$5,370 (30)	\$7,160 (40)
Nationwide Corporations (10)	\$2,240	\$3,360 (15)	\$4,480 (20)
Premiere Crew Listings (50)	\$1,600	\$2,560 (80)	\$4,000 (125)
Executive Crew Listings (30)	\$2,040	\$3,400 (50)	\$5,780 (85)
Talent Database Members (100)	\$2,000	\$3,000 (150)	\$4,000 (200)
Key Sponsorship (2)	\$3,600	\$5,400 (3)	\$7,200 (4)
Website Advertisers (20)	\$2,400	\$3,600 (30)	\$4,800 (40)
Total Estimated Revenue	\$20,310	\$31,440	\$45,020

Our Advisory Board

Many of you will know our professional advisory board. We meet quarterly as a board and our team are able to consult and provide advice in their speacialised areas as and when required. .

	Deserae Frisk	Chairperson	Waikato Champion Project management
	Mark McCabe	Advisory Board Member	Business advice Financial advice
	Esmae McKenzie-Norton	Advisory Board Member	Strategy and planning Economic Development, Government
	Michelle Paki	Advisory Board Member	Cultural Advisor Environmental Advisor Business Advisor
	Toby Adams	Advisory Board Member	Waikato Champion Government Relationship Building Financial Prudence Governance



Facebook -  
616  
followers



Instagram -  
345  
followers



Linkedin -  
179  
followers



## Conclusion – Waikato Screen Year Two Summary (2024/25)

Ōtorohanga District's landscapes continue to inspire filmmakers from around the world. With your investment, we've seen great economic returns and direct community benefits. Waikato Screen thanks Ōtorohanga District Council for your support, and we look forward to further success together as we embark on Year Three of our screen sector strategy.

We look forward to strengthening our partnerships and driving even greater outcomes for your district in the year ahead, ensuring the Waikato remains at the forefront of New Zealand's screen sector.

If you have any further inquiries about our impact and future plans, we welcome discussions and collaborations to drive Waikato's screen sector forward.

### **Ehara taku toa, he takitahi, he toa takitini**

My success should not be bestowed onto me alone, as it was not individual success but success of a collective



**Profit & Loss Budget Variance 24/25 Income/ proposed budget**

Waikato Screen NZ Limited

For the year ended 31 March 2025

Account	YTD 2024/2025	2024/ 2025 Budget	Variance
<b>Trading Income</b>			
Hauraki DC	7,500	7,500	0
Otorohanga DC	6,000	6,000	0
Wel Energy Trust Grant	20,000	20,000	0
South Waikato DC	4,597	4,597	0
Thames/ Coromandel DC	15,500	15,500	0
Waikato District	28,500	28,500	0
Waipa DC	500	500	0
Waitomo DC	8,000	8,000	0
Waikato Regional Council	150,000	150,000	0
income applied in advance	45,000	45,000	0
Grants applied in advance	65,000	65,000	0
<b>Total Trading Income</b>	<b>350,597</b>	<b>350,597</b>	<b>0</b>
<b>Cost of Sales</b>			
Purchases	843	0	(843)
<b>Total Cost of Sales</b>	<b>843</b>	<b>0</b>	<b>(843)</b>
<b>Gross Profit</b>	<b>349,754</b>	<b>350,597</b>	<b>843</b>
<b>Other Income</b>			
Interest Received (NZ)	2,136	0	(2,136)
Workshop Income	1,242	0	(1,242)
<b>Total Other Income</b>	<b>3,379</b>	<b>0</b>	<b>(3,379)</b>
<b>Operating Expenses</b>			
ACC Levies	598	2,400	1,802
Accountancy Fees	2,609	2,500	(109)
Advisory Board Costs	1,250	1,200	(50)
Bank Fees & Charges	25	350	325
Big Screen Symposium	708	2,100	1,392
Computer Expenses	500	2,500	2,000
Contingency	0	4,000	4,000
Courses & Professional Development	52	800	748
Depreciation	349	0	(349)
Domain - website	0	200	200
Events / Industry Forums	374	4,500	4,126
Film nights / Festivals	100	1,800	1,700
Insurance	1,549	1,500	(49)
Iwi Engagement	0	5,000	5,000
Legal Fees	452	2,400	1,948
Local Workshops	1,945	6,000	4,055
Marketing	0	200	200
Marketing / Printing	37	800	763
Marketing Design	446	1,000	554
Meeting Costs	856	1,000	144
Membership Fees	534	1,800	1,266
Motor Vehicle - Fuel & Oil	0	1,700	1,700
Motor Vehicle - Parking	136	300	164
Networking/ Industry Functions	3,796	6,000	2,204
Office Usage & Expenses	6,732	5,000	(1,732)
Photography / Licences	3,400	4,800	1,400
Postage & Courier	0	100	100
Printing & Stationery	600	381	(219)
Recce's - Attraction/ Marketing with Producers	125	7,600	7,475
RFONZ Hui	2,827	2,500	(327)
Lookbook/ Production Guide	0	800	800
Showreel	2,410	2,500	90
Software (Adobe Suite/ Google Office)	0	800	800
Stakeholders reporting expenses	13	1,000	987
Subscriptions & Licences	1,177	400	(777)
Telephone - Mobile	1,475	1,000	(475)
Telephone & Internet	1,341	3,500	2,159
Travel - National	15,921	14,000	(1,921)
NZFC LA Showcase INTL	8,811	10,000	1,189
Website Development	10,568	9,000	(1,568)
Website Hosting	185	500	315
<b>Human Resources</b>			
Film Office Manager	79,976	80,000	24
Showcase & Film Facilitation	84,454	80,000	(4,454)
Talent & Sector Development Roles	34,644	45,756	11,112
<b>Total Human Resources</b>	<b>199,074</b>	<b>205,756</b>	<b>6,682</b>
Admin/ employee contribution / contract allowance	19,864	24,000	4,136
Late Payment Penalties	89	0	(89)
RFONZ secretary annual contribution	2,865	1,410	(1,455)
<b>Total Operating Expenses</b>	<b>293,795</b>	<b>345,097</b>	<b>51,302</b>
<b>Net Profit</b>	<b>59,337</b>	<b>5,500</b>	<b>(53,837)</b>



# Profit & Loss Budget Variance 25/26 Income/ proposed budget

Waikato Screen NZ Limited  
For the year ended 31 March 2026



Account	YTD 2025/2026	2025/ 2026 Budget	Varia
<b>Trading Income</b>			
Hamilton City Council	10,000.00	10,000.00	0.00
Hauraki DC	0.00	7,500.00	7,500.00
Otorohanga DC	0.00	3,000.00	3,000.00
Wel Energy Trust Grant	50,000.00	50,000.00	0.00
South Waikato DC	4,403.00	14,403.00	10,000.00
Thames/ Coromandel DC	0.00	15,500.00	15,500.00
Waikato District	0.00	28,500.00	28,500.00
Waitomo DC	0.00	6,500.00	6,500.00
Waikato Regional Council	150,000.00	150,000.00	0.00
Grants applied in advance	0.00	35,000.00	35,000.00
Screen rights Grant	0.00	50,000.00	50,000.00
<b>Total Trading Income</b>	<b>214,403.00</b>	<b>370,403.00</b>	<b>156,000.00</b>
<b>Gross Profit</b>	<b>214,403.00</b>	<b>370,403.00</b>	<b>156,000.00</b>
<b>Other Income</b>			
Interest Received (NZ)	207.67	0.00	(207.67)
Workshop Income	0.00	1,000.00	1,000.00
<b>Total Other Income</b>	<b>207.67</b>	<b>1,000.00</b>	<b>792.33</b>
<b>Operating Expenses</b>			
ACC Levies	575.41	1,800.00	1,224.59
Accountancy Fees	513.00	2,500.00	1,987.00
Advisory Board Costs	254.52	1,400.00	1,145.48
Bank Fees & Charges	10.16	350.00	339.84
Big Screen Symposium	2,729.38	2,000.00	(729.38)
Computer Expenses	147.00	1,800.00	1,653.00
Contingency	0.00	3,000.00	3,000.00
Courses & Professional Development	0.00	400.00	400.00
Domain - website	0.00	200.00	200.00
Events / Industry Forums	85.51	4,000.00	3,934.49
Film nights / Festivals	0.00	1,800.00	1,800.00
Insurance	0.00	1,500.00	1,500.00
Iwi Engagement	0.00	4,217.00	4,217.00
Legal Fees	0.00	2,400.00	2,400.00
Local Workshops	1,115.03	4,000.00	2,884.97
Marketing	0.00	600.00	600.00
Marketing / Printing	0.00	500.00	500.00
Marketing Design	156.52	500.00	343.48
Meeting Costs	336.17	1,800.00	1,463.83
Membership Fees	267.80	1,500.00	1,232.20
Motor Vehicle - Fuel & Oil	0.00	500.00	500.00
Motor Vehicle - Parking	31.30	200.00	168.70
Networking/ Industry Functions	1,682.97	4,000.00	2,317.03
Office Usage & Expenses	2,150.00	8,000.00	5,850.00
Photography / Licences	1,800.00	1,800.00	0.00
Postage & Courier	0.00	100.00	100.00
Printing & Stationery	40.00	409.00	369.00
Recce's - Attraction/ Marketing with Producers	0.00	5,000.00	5,000.00
RFONZ Hui	0.00	2,000.00	2,000.00
Screen Rights project fee	0.00	50,000.00	50,000.00
Showreel	0.00	2,544.00	2,544.00
Software (Adobe Suite/ Google Office)	0.00	800.00	800.00
Stakeholders reporting expenses	0.00	1,200.00	1,200.00
Subscriptions & Licences	500.33	500.00	(0.33)
Telephone - Mobile	750.00	1,800.00	1,050.00
Telephone & Internet	149.00	3,500.00	3,351.00
Travel - National	5,961.27	14,000.00	8,038.73
Website Development	0.00	3,000.00	3,000.00
Website Hosting	51.90	500.00	448.10
<b>Human Resources</b>			
Film Office Manager	24,608.00	80,000.00	55,392.00
Showcase & Film Facilitation	28,705.85	80,000.00	51,294.15
Talent & Sector Development Roles	6,052.34	37,000.00	30,947.66
<b>Total Human Resources</b>	<b>59,366.19</b>	<b>197,000.00</b>	<b>137,633.81</b>
Admin/ employee contribution / contract allowance	6,112.00	35,566.00	29,454.00
RFONZ secretary annual contribution	1,717.27	1,717.00	(0.27)
<b>Total Operating Expenses</b>	<b>86,482.73</b>	<b>370,403.00</b>	<b>283,920.27</b>
<b>Net Profit</b>	<b>128,127.94</b>	<b>1,000.00</b>	<b>(127,127.94)</b>



## APPENDIX 3

Enviroschool

12-month report

1 July 2024 – 30 June 2025



# Enviroschools

Enviroschools has a kaupapa of **creating a healthy, peaceful, sustainable world through learning and taking action together.**

Our aim is to  
***“To foster a generation of people who instinctively think and act sustainably.”***



Enviroschools Guiding  
Principles Ngā Mātāpono

## Empowered Learners

Enviroschools Guiding  
Principles Ngā Mātāpono

## Te Ao Māori

Enviroschools Guiding  
Principles Ngā Mātāpono

## Learning for Sustainability

Enviroschools Guiding  
Principles Ngā Mātāpono

## Respect for Diversity

Enviroschools Guiding  
Principles Ngā Mātāpono

## Sustainable Communities



# Enviroschools Theme areas Key Concepts

## Me in My Environment

- Everything is connected: Inter-relatedness, Whanaungatanga, Whakapapa
- Natural systems sustain life in a dynamic balance
- We have a past and a future – our choices and actions make a difference
- Kaitiakitanga – respecting all that is around us
- We are part of a community
- Sustainable designs harmonise with nature



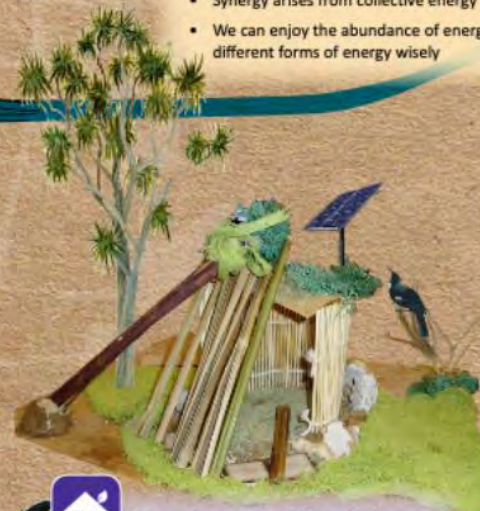
## Energy!

- Energy is everywhere - within us and all around us
- Energy is neither created nor destroyed, and is continuously transforming
- Our uses of forms of energy have impacts on our world
- Synergy arises from collective energy
- We can enjoy the abundance of energy while using different forms of energy wisely



## Living Landscapes

- Habitats are places to live; Living Landscapes have spaces for all the children of Ranginui and Papatūānuku
- Our Enviroschool is part of an ecosystem
- Whenua is the land that nourishes life
- People value and change landscapes in different ways
- Co-creating and caring for Living Landscapes



## Zero Waste

- Waste is a modern human product
- Looking after Papatūānuku – how our current waste management creates problems
- Designing for Zero Waste



## Water of Life

- Water is essential for life
- Fresh, clean water is a relatively scarce resource
- The importance of water is reflected in culture and society
- Natural processes replenish and cleanse water
- We can work with nature to create healthy water



## Ecological Building

- Building expresses people's culture and relationship with nature
- Buildings come from nature, and return to nature
- Ecological Building means working with nature to enhance the health and well-being of the whole community
- Ecological Building is a co-creative process, with principles we can apply to everything we make





# Room 2 Enviro Learning Term 1 2022 Action Learning Cycle

- We will collect data each term to see if more birds and insects come to our school.
- When we had finished, we sorted and recycled any rubbish we had made.
- We will look after the bug hotel and add more things to it as needed.



4.  
We will see if more birds and insects come to Rotokauri School.

Reflect on  
achievements

1.  
We looked at the Enviro Vision Display

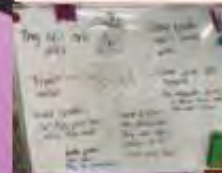
[Rotokauri School is alive with nature](#)

[We are the Kaitiaki](#)

What does this mean?

Identify the  
current situation

Can you see all the  
caterpillars on the plant?



Can you see the honeybee  
on this flower?



- First, we explored our school using Seesaw and put together a collection of photos of nature.
- Room 2 really likes insects, especially monarch butterflies. We learnt all about insects and spiders.
- A group went down to the bottom field to observe birds and see what they could see and hear.



- We began to see insects around the school that needed rescuing like a caterpillar that made its chrysalis on a sand toy and bees on the concrete that we picked up and put into a garden.
- We gathered recycled material and used some wood from the school trees that had to be cut down, and built a bug hotel.
- Mrs Moka brought a drill to school. We asked Mr Hains for help.



3.  
We took action to be the  
Kaitiaki of the insects.



Explore  
alternatives  
2.

After learning so much about insects,  
Room 2 decided to be the Kaitiaki  
(Guardians) of the insects for Rotokauri  
School.



GUIDING QUESTIONS

- We learnt about why insects are good to have at our school.
- We researched ways to bring more insects to our school.
- We designed bug hotels.
- We learnt to retell the Maori myth about Piwakawaka, his friend Tuihau and Tawhirimatea and learnt new words in te reo Maori.
- A group collected data about the insects in the native area. There were not very many insects.



GUIDING QUESTIONS

PROJECT STAGE





Matamata-Piako district Water

Field trip inspires college to join Enviroschools



Taupo district

Enviroschools serve up young 'masterchefs'



Biodiversity & biosecurity Hamilton City Water

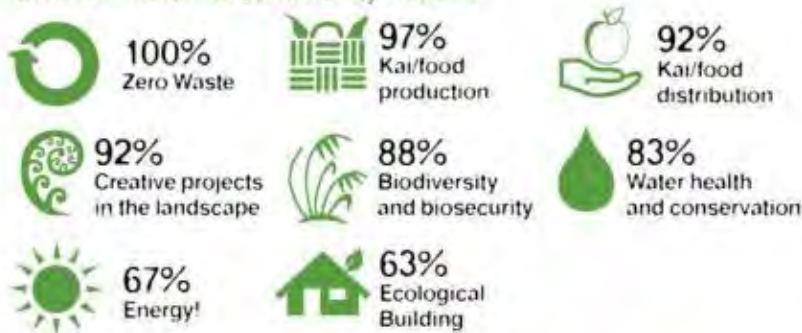
Students inspire community with gully restoration



Climate Hamilton City Hauraki district

Climate-conscious Waikato youth ready to lead

## Environmental sustainability actions



## Cultural, Social and Economic sustainability actions



\* Percentages are the total % of participants who are taking one or more actions in the area

“Enviroschools is empowering people, particularly students and teachers, to take action that benefits their environment. All strands of evidence support our finding that there are high levels of engagement in environmental action reporting. Further, the evaluation evidence suggests that Enviroschools is influencing teaching and learning within some schools.”

## Evaluation of Waikato Enviroschools programme 2023



Climate Hauraki district

Rangatahi given mic on climate change



Biodiversity & biosecurity Hamilton City Taupo district

Spreading tradescantia biocontrol agents good hands-on learning



Biodiversity & biosecurity Hauraki district

Hotel pekapeka



Climate Hamilton City Waipā district

Rangatahi develop local solutions to a global problem



# 2024-2025 Ōtorohanga District

## 3 Enviroschools

Ōtorohanga Primary

Kio Kio School

Ngutunui School

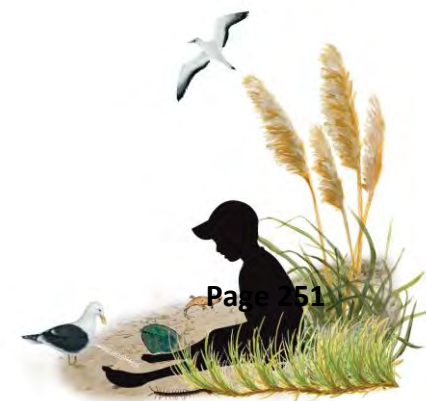
## Friends of Enviroschools

Kāwhia School

Korokonui School

## Environmental education engagement

Kāwhia School







# Ōtorohanga School

In October 2024 the Ōtorohanga School Enviroleaders presented to Ōtorohanga District Council in chambers.

Whaea Jenny, Serenity, Bruce and Kylee won the hearts of Councillors and following their presentation were encouraged to apply for a District Council community grant for bee hives to complement their garden project.



# Ōtorohanga Primary Māra Kai Project

Ōtorohanga Primary were successful in their application to the Enviroschools Grant Fund for funds to create a new māra kai in their school. An area had been cleared and a one garden bed started the previous year, however the school wanted funds to extend the garden area, and add more nutrients / soil.

Adrienne Grant, Lead Facilitator, joined the student enviro leaders for some visioning work prior to supporting the school to complete the funding application. The students were very keen on the idea of growing food at the school. A few of the students already had experience growing kai at home, and were excited for the opportunity to grow food for the community at school.

Once the funding had been awarded, Adrienne and Anna supported the school with 3 sessions to get the garden beds in and planted before the end of the school year.

Session 1 (1st November 2024) - The enviro leaders looked through a collection of gardening books and photographs and talked about the necessary elements of a māra kai. They discussed the process of sheet mulching as this was how they were going to create new garden beds.

Session 2 (29th November 2024) - This was garden build day! The area was measured out and a group of students helped to build the sheet mulch beds. Cardboard was layered over the site to suppress weeds. The garden beds had a good layer of compost added, followed by a thick topping of pea straw. The paths in-between the beds were covered in wood chip. The beds were designed so that the arms of even small children could easily reach into the middle without stepping on the beds.

Session 3 (5th December 2024) - This was garden planting day! Each class had been growing kumara tupu on their windowsills for the term. The tupu were planted into the new garden beds by the students, with the support of the enviro leaders. One bed for the junior classes and one bed for the senior class. The enviro leaders also planted pumpkins, māori potatoes and companion plant seeds in the existing raised bed.

The plants chosen with minimal care required. A local parent has offered to water the beds through the holidays. If all goes well, the school plan was to have a tasty crop of kumara to harvest towards the end of Term 1.

The funding application also included a couple of worm farms so the school can turn their school lunch scraps into nutrients for the gardens. These will be installed and a system designed in Term 1.

A local parent, who is a keen gardener, has offered to support the school with managing the mara kai. Hopefully in time more community members will be able to get involved.

During the design phase, the enviro leaders were very keen to be able to share the produce from the gardens with the local community. There is enough space to grow a fair amount of food, so hopefully this will eventuate in years to come.

The enviro leader team were great to work with - super keen and interested. They were also great working with the younger students for the kumara planting session.

(Photos from November 2024 to February 2025)





# Ōtorohanga School – harvest, developing garden & next steps



The māra kai at Ōtorohanga primary has become a community project. Teacher Jenny Whitehead has been a force of nature, sourcing lots of free materials for the space, supported by knowledgeable parents Whit and Nat.

A tunnel house was donated to the school. The Men's Shed built planter boxes out of timber donated by Goldpine. WINTEC have also built planter boxes, and are planning to build a Pātaka Kai to store produce, like the huge crop of kumara and pumpkin that were harvested this year. The school plans to use some of this produce for their Matariki celebrations, and have also sold some to raise funds for seeds and garden mix.

Ōtorohanga Charitable Trust funded a garden shed, garden hose and wheelbarrow for the space. Community members have been very generous donating seeds, seedlings and fruit trees. The school even has a bee hive on site, managed by Nat, which has provided a great opportunity for learning. A class of year 4, 5 and 6 students work in the garden every Tuesday afternoon.

Next steps for the space – each class has chosen a winter veggie and will be responsible for growing it in one planter box. Fruit trees continue to be planted along the fence line. The biggest cost is currently compost / garden mix, so Jenny and Enviroschools Facilitator Anna (supported by Para Kore) are sourcing funding for a hot composting unit (e.g. Carbon Cycle) to turn food waste and garden waste from the school grounds into rich compost on site.





# Kio Kio School Stream Study



The year 3, 4 and 5 classes at Kio Kio school enjoyed a noho towards the end of Term 4. Students spent the night at school, enjoying a variety of activities during the event.

The first afternoon of the noho was spent on the land of a local family, just down the road from the school. A beautiful awa runs through the land (the Mangaorongo stream), which has been planted and restored over the years (with involvement from the school). During their time on the land, students rotated through a number of activities including feeding the local eels, creating nature art, releasing native trees and examining the water quality of the stream.

Facilitator Anna brought along stream study equipment, to run the water quality station of the rotations. Before leaving school students received a short presentation on healthy waterways and what to look for. At the stream, each group had 20 mins at each station. During this time we had a chance to go a quick habitat survey (using powers of observation to look at the water way and start to decide if it looked healthy or not), look at water clarity using the clarity tube, and look at what macro-invertebrates were living in the waterway.

A group of Year 5 students took 'before' and 'after' photos to track the restoration project.

The school has an ongoing focus examining what taonga we, as Kaitiaki (guardians), are protecting. The relationship with restoring the awa will continue over the years, with students getting hands-on experience of the project.





# Kio Kio School Camp

Dawn Telfer, the new principal at Kinohaku School, is the sister of Karen Coleman, the DP at Kio Kio school. This made Kinohaku School the perfect choice for the Kio Kio yr 5/6 camp. Over the 3 day camp, Kio Kio and Kinohaku students enjoyed a range of activities both in school and within the community.

Facilitator Anna lead an estuary study on their second day of camp. Kinohaku School looks out on an arm of the Kawhia harbour, a stunning location for a school! At low tide mudflats are exposed, which were our location for the estuary study. Before the students were let out onto the mud, they gathered in a classroom and had a presentation (and a couple of videos) about the importance of estuaries, which had been adapted from the DOC Protecting Our Estuaries education resource (<https://www.doc.govt.nz/get-involved/conservation-education/resources/protecting-our-estuaries/>). Anna showed them a video about the Marine Meter Squared (mm2.net.nz) methodology, as this was the format of our estuary study.

Once the students had been allocated their groups (4-5 students per adult), they were provided with a clipboard, MM2 recording sheets and some species identification charts. It was then time to expedition onto the mudflats! The local students seemed to know the harbour well, and led us down to the nearest access point, just over the road from the school.

Each group laid out a 1 metre squared rope quadrat and recorded the features of the site and species that they could identify. The main substrate of the site was mud over rocks. This was difficult and slippery terrain for the group to navigate, but everyone managed with (amazingly) nobody falling over! There wasn't much life visible within the quadrats, apart from a lot of crabs of different sizes. The survey turned into a crab hunting expedition, much to the delight of some students. Once the MM2 surveys had been completed, each group was given an Estuary Scavenger Hunt to encourage them to explore the landscape a little more using their powers of observation.

Once everyone had completed the scavenger hunt, it was time to return to school and rinse off... everyone had got very muddy! Whilst the parents cooked lunch for the group, Anna had a chance to reflect with the students. Everyone had had a great time! This is the beginning of a relationship between the two schools. Kio Kio benefitting from a coastal environment that they can return to, and Kinohaku benefitting from the influence of the students at a larger school. Dawn at Kinohaku is also very keen to continue to incorporate their local environment into the curriculum at Kinohaku school. Some students were initially reluctant to venture on to the mudflats. They were anxious about getting 'bitten by crabs' or getting muddy. When we returned to the school, all students proclaimed that they had had fun and were glad they went!





# Ngutunui – 24/25 Annual Planning

7. To what degree is your school engaging with Enviroschool Programme \*

	Not at all	Limited degree	Moderate degree	High degree
Working with your facilitator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Engaging in the Kaipapa using Enviroschools resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Taking part in Enviroschools events	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrating sustainability into the curriculum	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Linked Enviroschools into activities beyond classroom (e.g. EOTC, extension activities)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recently completed Holistic Reflection/ or taking steps towards this	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. What Enviroschools resources did your school use this year? Please indicate to which degree your school used the following resources: \*

	Not at all	Limited degree	Moderate degree	High degree
Enviroschools kit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enviroschools Theme Areas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enviroschools Action Learning Cycle	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Engagement with Enviroschools facilitator	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Enviroschools website	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waikato Enviroschools Facebook page	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Teacher professional development workshops	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Termly Enviroschools newsletter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Student Events (Maara Kai Challenge, Conservation Week and Climate Summit)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. What support do you require from your facilitator to be able to use these Enviroschools themes? \*

available if needing support - email or phone call away :)

13. Enviroschools Waikato aims to support you in implementing and deepening your Enviroschools journey. How would you describe the level of support you and your school received in 2024? \*

for the busy year we had we had enough engagement for what we had on our agenda (Trees for Survival and Waiwhakata Farm project also)

14. Do you have an Enviroschools story or project that you would like to share with the network? If so, please indicate the name of the project/story and your Facilitator will explore this more with you

15. Do you have a project/focus you are keen to undertake in 2025? Please summarise briefly here so we can plan our professional development programme to best support teacher needs. \*

still in the big thinking picture stage with staff re 2025 ... big thing for me is getting staff engagement, energy and passion

16. As our network expands we are exploring innovative ways to better support and connect school with similar interests including through the use of technology. If you are interested in being connected with other schools please indicate what you would like to explore with them.





# Kāwhia School

Kāwhia School enquired about the Kauri Protection Experience offered by WRC.

Facilitators Rachael Cheeseman and Anna Cunningham arranged a suitable date and delivered the programme to 2 classes (approx. 30 students) on a sunny August day.

Students learnt about the Kauri tree, how it is unique and important for NZ biodiversity, and how to protect them, through a series of interactive activities.

The VR component of the experience was, as always, a hit!



# Term 3

- Teacher Professional development opportunities
  - CRT (Online),
  - Curriculum Connections (Online),
  - Marine Biodiversity resource launch (Online)
- Student Event: Conservation Week – September (Cambridge)
- Kauri Protection delivery to Kauri class at Kio Kio School
- Support Ōtorohanga Primary with food waste / composting
- Ōtorohanga Primary Case Study - published on Enviroschools website

# Opportunities to explore

- Ōtorohanga College – 2026 Climate Summit or Leadership Day (Held at Te Awamutu College Marae) – Introduction via Nicky?
- Enviroleaders road trip to visit some Enviroschools in Te Awamutu
- Offer WRC Marine Biosecurity and Kauri Protection Environmental Education opportunities to build engagement
- Rural Cluster – Ōtorohanga and Waitomo District
- Provide facilitation support to District Council grant funded projects in schools





## APPENDIX 4

Thrive

12-month report

1 July 2024 – 30 June 2025

## **Thrive Ōtorohanga Youth Trust Community Partner Funding Grant**

### **Annual report on progress to Ōtorohanga District Council as at 30<sup>th</sup> June 2025**

#### **Executive Summary**

Thrive Ōtorohanga Youth Trust (Thrive), formerly known as The Harvest Centre Charitable Trust, has served the Ōtorohanga community since 2008 and underwent considerable review and an associated name-change in 2015. Thrive receives funding from a range of agencies, including Ōtorohanga District Council and Ōtorohanga Community Trust as well as donations from individual members and businesses within the Ōtorohanga community.

Peter Coventry continues to be Thrive's CE with support from the Thrive Board and Thrive Advisory Board.

#### **Our Vision**

To provide a seamless and integrated series of programmes, which effectively transition youth/rangatahi through all stages of their development.

#### **Our Mission**

To empower the youth/rangatahi of Ōtorohanga and surrounding districts from all cultures to achieve their potential by reinforcing positive mind-sets and fostering well-being; enabling them to thrive and contribute to the welfare of our local community and Aotearoa New Zealand.

#### **Our Values**

We are motivated by Christian principles and values, especially compassion/aroha, relationship/whanaungatanga, respect/mana, and contributing/manaakitanga.

#### **Community Strength Model**

Thrive staff implement a community strength model which aims to:

- Connect and engage youth through relationship or referrals
- Develop life skills through training and education
- Improve well-being
- Reduce youth offending
- Encourage youth to engage in further education, training or employment

**Thrive's four programmes** which have contributed to a seamless approach to youth welfare and development in Ōtorohanga until June 2025 have been:

- **Harvest Rock (Verge) - catering for primary school students and youth with a focus on rock climbing.**
- **True North - a mentoring programme mainly for Years 7 to 10 students assisting them to transition from our coastal schools to secondary school.**
- **Thrive Hub now working mainly with referred senior primary school children and available to mentor senior students at Ōtorohanga College.**
- **MPOWA assisting school-leavers to transition to further education, training or employment.**

## **Summary of Thrive activities July 2024 to June 2025**

### **Harvest Rock Indoor Rock Climbing**

**Staff member - Julian Pope**

**Total participation: 1698 of all ages**

#### **Harvest Rock programmes:**

**The Lions Reach Awards (311 school student)** is a rock-climbing incentive award that is freely available to 15 schools (including a college) in the wider Ōtorohanga District and surrounds, funded and volunteered by the Ōtorohanga Lions Club.

Main points:

- Much anticipated and loved by students and schools who participate and continue their learning and strive to get their best in all aspects of life.
- Participating schools continue to make bookings
- Some schools cite finding time within busy timetable, EOTC's (Education Outside of the Classroom) paperwork and transport as factors that prevent them from participating in the awards.

**After School Climbing (257 people of all ages)** for any student or adult, Tuesday/Wednesday/Thursday from 3:30pm-5:30pm during the school term.

Main points:

- Participation has largely stayed same in 2025, although more adults are climbing.
- Parents and caregivers participate as belayers, and sometimes climbers too.
- Teaching new skills, communication and encouraging progress is part of this.
- Provides a safe and encouraging environment to learn or extend your rock climbing.

**Thrive School Holiday Climbing (399 of all ages)** for all ages during the 2 weeks of the July, October and April school holidays.

Main points:

- Numbers have dropped, probably an indication of tough economic times.
- Something different to do during the holidays that's warm and dry.
- Involves parents/caregivers as belayers/climbers, making it a family activity.
- Keeping the climbers and belayers engaged and safe are keys to the programme.

**Group Bookings (352)** for groups of all ages during weekdays.

Main points:

- For school, tertiary education, adventure, clubs, party groups.
- Providing a dry, warm place to climb if the weather prevents outdoor climbing.
- Ideal for training basics or more advanced skills before venturing outside.
- Climbing routes catering to all skill levels and abilities.

**Thursday Night Climbing 6-9pm (379)** for all ages.

Main points:

- Generally, more adults (14 years & over) than kids (under 14 years old).
- Awesome family atmosphere created by the regulars and a warm and

welcoming feel.

- Encouraging and confidence building environment.

### Results and community impact

Seeing the confidence levels change in just an hour or two of climbing is awesome to witness and young and old surprise themselves as to what they can achieve if they focus and have a positive “can do” attitude.

### Health and Safety

There is a continual need to inspect and upgrade rock-wall equipment to meet health and safety requirements.

The rock-wall is regularly inspected by qualified external personnel and is continually certified as meeting all safety requirements

### TrueNorth Mentorship Programme Staff member - Bradley Hamilton

#### Participation:

Kawhia School:	12 students in years 7 & 8 as well as younger kids during lunch
Hauturu School:	10 Students Year 7 & 8, can include whole school during breaks
Kinohaku:	9 Students
Piripiri:	10 students Y 7 & 8 and as well as younger kids at break

#### Hauturu School Update:

The program at Hauturu continues to progress positively. One of the key improvements this term has been the adjustment of the timetable to separate sessions for boys and girls. This change has significantly reduced instances of conflict and bickering among students, creating a more focused and enjoyable environment for everyone involved. The students are now far more engaged and responsive during sessions, and overall participation has noticeably improved.

Looking ahead, my attention will be particularly focused on the Year 8 students over the next two terms. As they approach the end of their primary school journey and prepare to transition to high school, I aim to provide them with the tools, support, and guidance needed to ensure a confident and successful move. This will include targeted sessions on leadership, resilience, and decision-making, as well as opportunities for reflection and goal setting.

Overall, the program is having a positive impact on student wellbeing and behaviour, and I look forward to continuing this progress in the coming months.

#### Kāwhia School Update:

Things are going very well at Kāwhia School. I had the opportunity to accompany the students to the Mud Run event in Ngāruawāhia, which was a fantastic experience for everyone involved. The students represented the school with pride, demonstrating respectful behaviour toward others and engaging positively throughout the day.

Spending two days a week at Kāwhia has been instrumental in strengthening my connection with the students. This consistent presence is helping to build trust and deepen relationships, which is reflected in the students' increased participation and engagement.

We've also successfully gathered promotional material at Kāwhia School. It will be exciting to see the final product once the editing process is complete, as it will be a valuable tool for showcasing the great work being done in the school and wider community.

### **Piripiri School Update:**

Piripiri School continues to provide a positive and rewarding environment. With a smaller student roll, I'm able to spend more quality one-on-one time with each student, which is strengthening our relationships and allowing for more tailored support.

This close interaction is particularly beneficial with the younger students, as it helps to build strong foundations of trust and connection early on. These bonds will be valuable as the students grow, supporting their ongoing development and engagement in the program over the long term.

Overall, the school has a warm and supportive atmosphere, and it's been a pleasure to be part of the students' learning and growth.

### **Kinohaku School Update:**

Kinohaku School is going very well. The students are always enthusiastic when I visit, and their love for the outdoors makes our sessions particularly effective. Providing them with the opportunity to spend time outside and engage in physical activity has proven to be a great outlet for their energy and supports their overall wellbeing.

The principal recently shared her positive feedback, noting that she's pleased with the students' progress. As the sole teacher at the school, she also appreciates the additional support my visits provide, as it gives her a much-needed break and allows for greater flexibility in her day.

The program continues to have a meaningful impact at Kinohaku, both for the students and the wider school environment.

### **TrueNorth Program – Summary**

Over the past year, the True North Program has continued to make a meaningful and lasting impact across the schools and communities it serves. Through consistent presence, relationship-building, and tailored support, the program has strengthened connections with students, staff, and whānau alike.

A key highlight this year has been the deepening of engagement with tamariki across all participating schools. The program's flexible and student-centred approach has allowed for strong, individual relationships to form, creating a safe and supportive space where students feel heard, valued, and empowered. Feedback from principals



and teachers has been overwhelmingly positive, with many noting improvements in student behaviour, confidence, and emotional regulation.

TrueNorth has also played a vital role in supporting school staff, offering not just direct student engagement but also practical assistance and time-out for teachers in smaller, rural schools. This has helped ease pressure on teaching staff and contributed to a more balanced and resilient learning environment.

Special events and activities—such as outdoor challenges, school trips, and promotional projects—have further enhanced the program’s impact, giving students opportunities to build leadership, teamwork, and self-esteem in hands-on, meaningful ways.

As the program continues to grow, its value is becoming increasingly evident. TrueNorth is not only supporting individual students to thrive, but also helping to foster stronger, more connected school communities.

### **Thrive Hub** **Staff member - Jenny Edwards**

#### **Ōtorohanga College (July to December 2024)**

##### **Participation:**

- Yr 9: 3 students
- Yr 10: 4 students
- Yr 13: 14 students. Te Rere Mai (to fly) mentoring group

##### **Main aspects of work:**

- Walking alongside these students
- Building relationships
- Encouragement
- Providing a safe, non-judgemental environment for authentic conversations
- Challenging thinking about school etc.
- Extra support.

#### **Ōtorohanga College (January to June 2025)**

##### **Participation:**

- Yr 9: up to 92 students
- Yr 11: 10 girls – Ngā Manahua (to open (as a flower), open out) mentoring group.
- Yr 13: up to 5 students. 2 “targeted mentoring”.

##### **Main aspects of work:**

- Being a familiar face for when Year 9 students first started College in 2025.
- Playing handball/4 square with new students.
- In class support with each year 9 class group at least once a week.

- Building relationships with year 9 students through conversations and encouragement.
- Being approachable
- Providing a safe, non-judgemental environment for authentic conversations
- Working alongside/liaison with staff to ensure no students are “flying under the radar”.
- Where needed, work one on one with students in an academic role or wellbeing role.
- Chat about goals, plans for the year – goals for each term; the year; 5 years etc.
- Listening ear and pointing students in the right direction – guiding them to whom they are best to speak with about the situation.
- Communicating concerns to relevant staff
- Working alongside Deans and DP Hauora

### Specific tasks:

Met regularly with **year 13 girls** (until the end of 2024) – Te Rere Mai encouraging them as they head into the “big, wide world.”

New mentoring group in 2025: Ngā Manahua (to be open, open out like a flower) – encouraging the year 11 girls in setting goals, etc. The intent is to follow this group through to year 13.

### Comments from students:

#### Comments from end of year survey 2024:

What was helpful? What wasn't helpful? How could we improve?

*“It was helpful in setting goals, I think there needed to be more sessions held throughout the year.”*

*“The goal forms we filled in.”*

As you can imagine, most young people don't say “thank you” much. It's not until the end of year surveys are completed that you see the appreciation. The 2024 end -of- year survey showed considerable appreciation for this role.

### Comments from staff at Ōtorohanga College

*“Jenny comes into our college regularly to informally help transition our new year 9's and to follow up with some of our older students. She is with the students during break times, playing games before heading into learning spaces to offer guidance and help with not only their learning but their lives outside the school gate.*

*This informal setting is hugely beneficial to our students' wellbeing and helps inform staff about any potential issues or flare-ups among the students, that otherwise would not come to our attention.*

*The students feel safe to be seen with Jenny, and she is another positive and supportive adult in our students' lives to ensure they have every chance at success.*

*The extra support provided by Jenny is invaluable and appreciated by both students and staff at Ōtorohanga College.” Year 9 Dean Ōtorohanga College 2025*

### Ōtorohanga South School (June 2024 – December 2024)

**Participation:** 1 x year 6 student and 1 x year 8 student

#### **Main aspects of work:**

- building relationship
- building confidence
- encouragement to make right choices
- encouraging kindness
- Maths/spelling while using playground equipment
- Kicking a footy – part of relationship building.
- Encouraging inclusion of others
- Challenges: puzzles; weekly challenges for week ahead (eg. Use kind words when talking to peers; think before you speak – is it kind, is it helpful etc.)

#### **Comments from students:**

*“You have helped me a lot. You are very nice. You’re so kind and thank you. Have a great holiday.”*

#### **Comment from staff member at Ōtorohanga South School:**

*“Jenny, thank you for your support with .... this year. You are awesome!”*

### Ōtorohanga Primary School (July – December 2024)

**Participation:** 5 students at the end 2024 – 3 x yr 7 and 2 x yr 8. (2 students had moved on)

#### **Main aspects of work:**

- Encouraging sportsmanship
- Leadership
- Supporting each other
- Being a listening ear
- Building confidence for life at high school
- Building relationships

#### **January – July 2025**

**Participation:** 7 students – 2 x year 7; 5 x year 8 students

#### **Main aspects of work:**

- Team building
- Building confidence
- Building self-esteem
- Sportsmanship
- Leadership
- Encouraging right choices.

- Being a listening ear
- Setting challenges each week. eg. think before you speak – is it kind, helpful.

### **Kawhia Primary School (January – July 2025)**

**Participation:** 5 x year 8 students

#### **Main aspects of work:**

- Building confidence.
- Teamwork
- Relationships

Jenny is heading out to Kawhia once a month with Brad as there are about 4-5 year 8 girls this year – has primarily been boys in the past.

#### **Future Planning.**

Building on relationships with students at the primary schools. If they end up at Ōtorohanga College in 2026, there will be a familiar face greeting them on the first day and there to help them settle into high school life.

## **MPOWA YOUTH TRANSITION PROGRAMME**

**Staff member - Jenny Edwards**

#### **Main aspects of the programme**

- MPOWA programme supports school leavers.
- MOU with the Ōtorohanga College means that when students sign out of school, they have a safety net for future planning and well-being.
- Support is provided in the well-being space.
- Regular contact/check ins with past students who are under 20 years of age.
- Communicating what MPOWA does with current students at Ōtorohanga College.

**The doors are always open for the young people to return for more guidance.**

#### **Summary:**

Since 2008, **nearly 1000** students have been enrolled with the MPOWA programme – **support is available to all school leavers from age 16 through to sign off at 20.**

#### **July 2024 – June 2025:**

#### **112 students enrolled in the programme**

Most of the ex-students have had some contact in the last 12 months through either snail mail, email, text or face to face contact.

F/T employment:	22
P/T employment:	9
F/T study (University/Wintec):	19
Apprenticeship:	4
Relocated/Uncontactable:	58

Of these ex-students, 17 turned 20 in the last 12 months.

### **Future Direction**

Catching students as soon as possible. Some students are leaving college before the end of year 13 as they pursue the next chapter of their lives, which means it's good to let them know ASAP that someone is there to help them out, if necessary, whether that be in the well-being space or just someone to help process their next steps.

### **Comments from parents:**

*"...what a great initiative!"*

*"...thanks for following up."*





## APPENDIX 5

Ōtorohanga Support House Whare Āwhina

12-month report

1 July 2024 – 30 June 2025



#### Environmental Factors impacting client results including issues, gaps overlaps and trends):

Ōtorohanga and the surrounding district is facing a significant housing shortage, this continues to have a negative impact on many whānau we support, some whānau have been sleeping in their vehicles and tents as they struggle to find housing. The houses that are available in the area are snatched up by those who have been on a waiting list with realtors for up to a year or longer. Other housing available is far beyond the reach of the whānau as most places including holiday parks are asking for double the amount in rent than normal. Affordability Issues: Rent consumes about **34%** of residents' incomes,

Whānau are not in a current financial position to purchase housing and with government changes it seems highly unlikely they will be able to purchase within the next 5 – 10 years if at all.

These concerns are also about:

- Living Conditions: damp mouldy homes.
- Overcrowding: Increase in more people living together in a house, due to cost of rent highlighting the severity of the issue.

Our whānau work closely with our (MHUD) Housing team to get into housing, but this Can be a long, drawn-out process.

#### TRENDS

- Increased need for foodbank parcels. We have provided 1719 food parcels in the last year. Our Foodbank is open from 9am – 1pm daily. We have seen an increase in the demand after this time. We will always try and relieve immediate food requests, by giving practical aid and supporting the people in our community.
- Foodbank users are more frequent due to paying one bill which exceeded the money they have left for kai.
- Lack of housing remains an issue as indicated above.
- Unemployment
- Benefits being suspended, sometimes due to our whānau not having any spare money to attend face to face meetings.
- Large power bills
- Car maintenance
- Budget Supports have increased with the winter months and the high cost of living.
- Notably it is becoming more prevalent that whānau with both adults working on lower incomes are coming forward asking for support with anything the service can provide. Those in housing are using one income to pay their mortgage or rent, the other income goes towards all other expenses which is often not enough. It is not uncommon for whānau to have more than one job to try and make ends meet.



#### Areas of Improvements towards achieving better results for clients:

We are proud to report the continued success of our comprehensive family support service, which provides wrap-around, and home-based care for whānau and families facing crisis. Over this period, we have remained committed to delivering tailored, accessible support focused on strengthening wellbeing, resilience, and household stability.

Our service includes:

- ISR contract with Police to advocate and support Whanau affected by Family Harm.
- Ō Ranga Tamariki delivers services to at risk vulnerable children via a whanau centric support system.
- Counselling: Addressing emotional and mental health needs to foster personal wellbeing. Parenting programs, children's programs - He Taonga te mokopuna
- Whānau and Family Support: Helping strengthen relationships and create safer, more stable home environments.
- Food Bank Assistance: Relieving immediate food insecurity with practical aid.
- Budgeting Advice: Empowering families to build financial literacy and resilience.

Each family receives a full assessment, sets goals with our team, and participates in a follow-up evaluation to ensure progress is both meaningful and measurable. Our holistic, client-led approach ensures that support is not only responsive but also empowering. We are proud to uphold a “one-stop-shop” model, bringing together emotional, practical, and financial supports under one roof. This integrated approach means our community can access help and advice quickly, without navigating multiple services or barriers. Families come to us not just for assistance, but for transformation.

By staying grounded in values of safety, dignity, and positive change, we continue to walk alongside our clients, helping them take meaningful steps toward thriving futures.

The introduction of Case Management to the service has identified several areas of improvements. The service is committed to working with all clients referred for support in a whānau-centric way. This model provides opportunity for all people living in the home to access support in an inclusive holistic way that is focused on the needs and solutions identified by them encouraging them to have a voice and take ownership of what they feel are the most important issues to be resolved.

The capacity to provide a wrap around service for all in the home is a key priority, as is building a culture of identifying vulnerable children and ensuring their needs and safety are paramount when case management plans are implemented. Goal plans, actions, and outcomes are derived from needs and aspirations identified by whānau ensuring they are engaging in achieving their goals.

To achieve this, skilled staff have been recruited and coupled with training in the Case Management system, accessing external training sessions, weekly team meetings and



delivering modules, and conducting one-on-one sessions between staff and the case management co-ordinator. We have had a change in our staff personnel and have a great team of people with a wide range of skills who are committed to delivering tailored, accessible support focused on strengthening wellbeing, resilience, and household stability. OSHWA have invested in staff training and wellbeing initiatives to safeguard our team's capacity to deliver high-quality care. Staff have monthly supervision with an external provider who also looks at the holistic approach and can offer different types of support and treatments for any ailing conditions. As well as any case that staff wish to discuss that is needing some extra guidance.

20 people accessed Counselling Services

15 MHUD

44 Family Support

10 Programme Facilitation

201 ISR

30 One off support

An increase in experienced staff across the service comprising.

- 1 MHUD Wā Kainga Housing Advisor
- 1 MHUD Wā Kainga Housing Connector
- 1 Kaimahi Whānau Support Worker.
- 1 Financial Administration officer
- 1 PA to Manager
- 1 Qualified Counsellor
- 1 Family Harm programme Co-ordinator

The service is networking and developing alliances with community service providers, NGO's, local community groups, Otorohanga District Council and statutory agencies to strengthen the capacity to provide services in the Otorohanga area locally.

Who are the partners that help achieve results. Have there been any joint activities we have participated in?

Taking a more collaborative approach ensures that we provide a better wrap service for whānau and clients, leading to improved outcomes and opportunities. Collaboration allows us to combine our strengths and resources effectively. Ensuring seamless referrals and a unified response to complex needs. Community agencies are now working in closer partnership, creating more durable and responsive support systems.

- **Collaboration and Partnership:** We have strong relationships with community organisations, NGO's, Police, statutory organisations, business groups, iwi and hapu, Māori wardens, Māori Women's Welfare League, local Marae, Ōtorohanga

medical centre and St Johns, schools, church groups, and a number of dedicated volunteers who are critical to our service.

- **Community Luncheons:** Offering stakeholders an opportunity to support quarterly community luncheons is a fantastic way to engage partners. These events provide a platform for networking, sharing insights, and building stronger relationships within the community.

Staff attend a monthly Community Planning Meeting breakfast hosted by the Ōtorohanga District Council Elevate. This provides further opportunity to promote the services delivered by our organisation, and by rotating staff attending these meetings they are able to speak about their areas of speciality and to get to know others in attendance.

- **The Lines Company - Maru Energy's Trust support:** Maru Energy's contribution in helping whānau access pyjamas for the winter months demonstrates their commitment to community well-being. **They also provide heating and insulation to eligible home owners under the Healthy Homes scheme.** Collaboration between the ŌSHWA and The Lines Company have resulted in their staff visiting our site once a month to set up an information kiosk for anyone in the community with issues or questions regarding their power accounts or the Healthy Homes Scheme. This is a free service which commenced in May 2024.

- **MSD:** Staff have regular contact with MSD and are well known to that service. By working collaboratively through an integrated approach they are able to ensure that whānau receive all their entitlements and relevant information. This enables us to access resources to align whānau with employers, emergency/transitional housing availability, health practitioners and any other relevant stakeholders they can provide. MSD also have a dedicated Case Manager who works with victims and children affected by family violence. This service enables us to work collaboratively supporting these whānau in a discrete respectful manner. The intention is to take the pressure off them when they are traumatised, fearful, and unable to cope in crisis situations.

**Ōtorohanga District Council:** ŌSHWA has a strong functional relationship with Ōtorohanga District Council, they are 100% supportive of the services we deliver in the community and we are privileged to be included in their 5 year Community Town Plan as the Social Services Hub, one of three major projects identified to cater to the Ōtorohanga community in this plan. We have a great relationship with key staff at the Ōtorohanga District Council and are always so appreciative of their continued support.



What combination of services is most affective for our clients (If applicable)

1. **Ōtorohanga Budgeting Services** based at ŌSHWA, offers non-judgmental financial support to help whānau/clients negotiate affordable financial plans. Ōtorohanga Budgeting Services Debt Management Plan supports whānau/clients to consolidate payments (often at a lower interest rate) to help pay off debts faster. This service is based at ŌSHWA and open on Monday, Wednesday and Thursday. They cater for whānau/clients who would not normally seek support due to feeling whakama about their financial situation. Whānau/clients have seen the benefits of accessing budget advice to help reduce their debts and assist them to manage their budgets and work towards savings.
2. **Ōtorohanga Support House, Whare Awhina - Counselling Services** provides emotional support, coping strategies and problem-solving skills to support whānau/clients wellbeing. The counselling service can refer to other counselling professionals or support services within the team if whānau/client require additional support.
3. **Ōtorohanga Support House, Whare Awhina - Social Service Workers** provide whānau/client support by working with people to find solutions to their problems. It is working with families, communities, agencies, professionals, and internal services to protect children and victims of family harm providing strong advocacy for their rights and safety. Other areas of support include providing access and referral to other services such as counselling, doctors' appointments, assistance with housing, employment, parenting programmes and other social needs that will enhance the wellbeing of the client/whānau.
4. **Ōtorohanga Support House, Whare Awhina – Foodbank** provides support to those in need of food assistance and struggling to access kai. The criteria requires names, address, contact details, and the reason for requesting the food parcel. Available only to those who live locally each request is triaged and any other needs identified are offered support at the same time. Food parcels are issued on a case by case basis with provision to exceed entitlements in exceptional circumstances.
5. **Ōtorohanga Medical Centre** provides health care and support for clients/whānau and welcome ŌSHWA staff providing advocacy and support on behalf of families engaged in their service. The medical centre provides a collaborative approach with counsellors and social workers to ensure comprehensive support is paramount. There is a strong relationship between the services and ŌSHWA hosts new doctors and medical staff visiting the site and spending time with staff getting a hands on insight into the services available.
6. **Ōtorohanga Support House, Whare Awhina – Health Transport** provides short/medium/long term support to members of the community who require transport and assistance attending hospital appointments at Te Kuiti and/or Waikato

hospitals. This service is primarily provided by volunteer drivers and backfilled by staff as required.

7. **Ministry of Social Development** – available to assist and support ŌSHWA clients/whānau with all their entitlements, and any special assistance or grants to support any unexpected needs e.g. power accounts to be disconnected, car breakdowns where this is the only mode of transport available and the family have special needs, dental work, loss of income, health and disability issues etc.

8. We have amazing volunteers to take people to their out-of-town medical appointments. This can be because they are no longer able to drive or that they have a small procedure and they are unable to drive afterwards. Our drivers also give as much or as little support as needed. They will go to the appointment with the person or just drop off and pick up, whatever the person requests. The volunteers use their own vehicles but are reimbursed for mileage.

**1. External Services Currently Using the ŌSHWA facilities:**

- District Health Board: Providing health-related services and support.
- Justice of the Peace: Offering legal assistance and certification.
- Counsellors: Providing emotional and mental health support.
- Probation Services: Onsite facilitating those reporting on parole conditions.
- Cultural Supervisor: Providing cultural support and well-being.
- Rongoa Māori Practitioner: Focusing on traditional Māori healing practices, ACC registered.
- External Professional Supervision Practitioner available to staff.
- Te Whatu Ora: A holistic well-being approach and health service delivery.
- The Lines Company (Maru Energy): Contributing to community well-being, advice regarding power accounts, provision of insulation and heating to meet healthy homes standards etc.

**2. Future Plans and Additional Services:**

- Ministry of Social Development (Work and Income): Working towards having more regular in house staff visit to support our Whānau
- Māori Land Court Advisors: Assisting clients with whakapapa and land-related matters.
- Housing HUD: Addressing housing-related issues.
- Cooking Hub: Educating people to prepare meals from foodbank parcels. Focus on healthy meals on a budget.
- Kaumatua Waiata Practices: Preserving cultural practices.



- Community Lunches: A wonderful initiative for regular community gatherings.
- Maara Kai Implementation: Community food gardens.
- Māori Wardens: Supporting safety and order.
- Māori Women's Welfare League: Fostering a sense of belonging and wellbeing of whānau.

### **3. Facility Limitations and Lease Dependency**

- OSHWA currently relies solely on a grant from ODC to cover the leasing costs for two separate buildings, which are essential to maintaining service delivery.
- We are deeply appreciative of this support, as we do not have other means to meet these operational costs.
- Access to these facilities has been instrumental in enabling OSHWA to expand its services and enhance the quality of care provided to our community.

### **4. Growing Demand and Space Constraints**

- In response to increasing community needs, OSHWA has expanded its staffing levels to strengthen its service capabilities.
- The current premises are at full capacity, creating logistical challenges and reducing the comfort and effectiveness of service delivery.
- Physical limitations—including persistent leaks in the building—further disrupt operations and negatively impact both staff morale and client experience.
- These constraints underscore the urgency of exploring facility upgrades or relocation options to support continued growth and ensure a dignified, accessible environment for all.

### **5. Opportunity for Expansion**

- OSHWA has identified the need for a larger, more welcoming space to meet the increasing demands on its services and staff.
- We are going to need to explore options for more spacious, purpose-fit premises and would welcome any suggestions or assistance in identifying suitable locations.
- The adjacent Wintec building presents a strong opportunity for relocation. Its proximity and size are ideal for consolidating operations, improving service delivery, and enhancing the client and staff experience.
- However, as we understand this building is privately owned and comes with a significantly higher rental cost, alternative options may need to be considered to ensure financial sustainability.

- Relocating would allow staff to operate in a single, cohesive environment rather than being divided between two separate buildings — fostering stronger teamwork, communication, and service delivery.
- The new space would support a more user-friendly atmosphere for visitors, enhancing both experience and accessibility.

The grant that we receive from ODC has not only helped us meet urgent needs but also has laid the foundation for long-term organisational resilience, innovation, and impact.

The families we serve are at the heart of this growth, and we remain focused on walking alongside them in ways that are empowering, respectful and transformative. Supporting the journey of the people in our community.

#### Provide strategies or practices used to encourage “hard to reach” clients to engage

##### Manakitanga

- ♥ *Offering support to any issues they may have.*
- ♥ *Greeting them with a smile.*
- ♥ *Making sure to follow through with what you said you would do for them.*
- ♥ *Offer food from the foodbank.*
- ♥ *Listen carefully to what they have to say.*
- ♥ *Offer solutions if able.*

##### Whānaungatanga

- ♥ *Forming a relationship with the client through shared experiences.*
- ♥ *Creating a sense of belonging.*
- ♥ *Enhancing the mana of an individual or whānau.*
- ♥ *Working together to try and achieve client dreams or aspirations.*
- ♥ *Listen intently/carefully.*
- ♥ *Offer solutions.*

*Being honest with whānau goes a long way and ensuring what you say to them you deliver as trust will then be lost and you may not be able to get it back.*

##### Working with frameworks such as:

- ♥ *Whānau Ora*
- ♥ *Te Whare tapa wha*
- ♥ *Te Wheke*
- ♥ *He taonga te mokopuna*
- ♥ *He puawaitanga o nga matua*
- ♥ *“Triple P” parenting*

*Using a whānau centred approach to delivery ensures the whānau are in control of what supports they require which enhances their mana and wellbeing.*

*With greater resources we have extended our home-based support to reach more households and schools across the area. The families we serve are at the heart of this growth, and we remain focused on walking alongside them in ways that are empowering, respectful, and transformative.*

*Thank you for taking the time to read our report and your continued support. We really appreciate it.*

**Shelley Wilson**

**Personal Assistant**

**Ōtorohanga Support House Whare Āwhina**

**Mobile: 027 203 7485 E-mail: [shelley@otosupport.nz](mailto:shelley@otosupport.nz)**

**<https://www.facebook.com/OtorohangaSupportHouse>**





120 Maniapoto St Ōtorohanga, 3900  
Phone: 07 873 8156  
Email: [manager@otosupport.nz](mailto:manager@otosupport.nz)  
[counselling@otosupport.nz](mailto:counselling@otosupport.nz)  
[family@otosupport.nz](mailto:family@otosupport.nz)

## Community Health Transport

We have amazing volunteers to take people to their out of town medical appointments. This can be because they are no longer able to drive or that they have a small procedure and they are unable to drive afterwards.

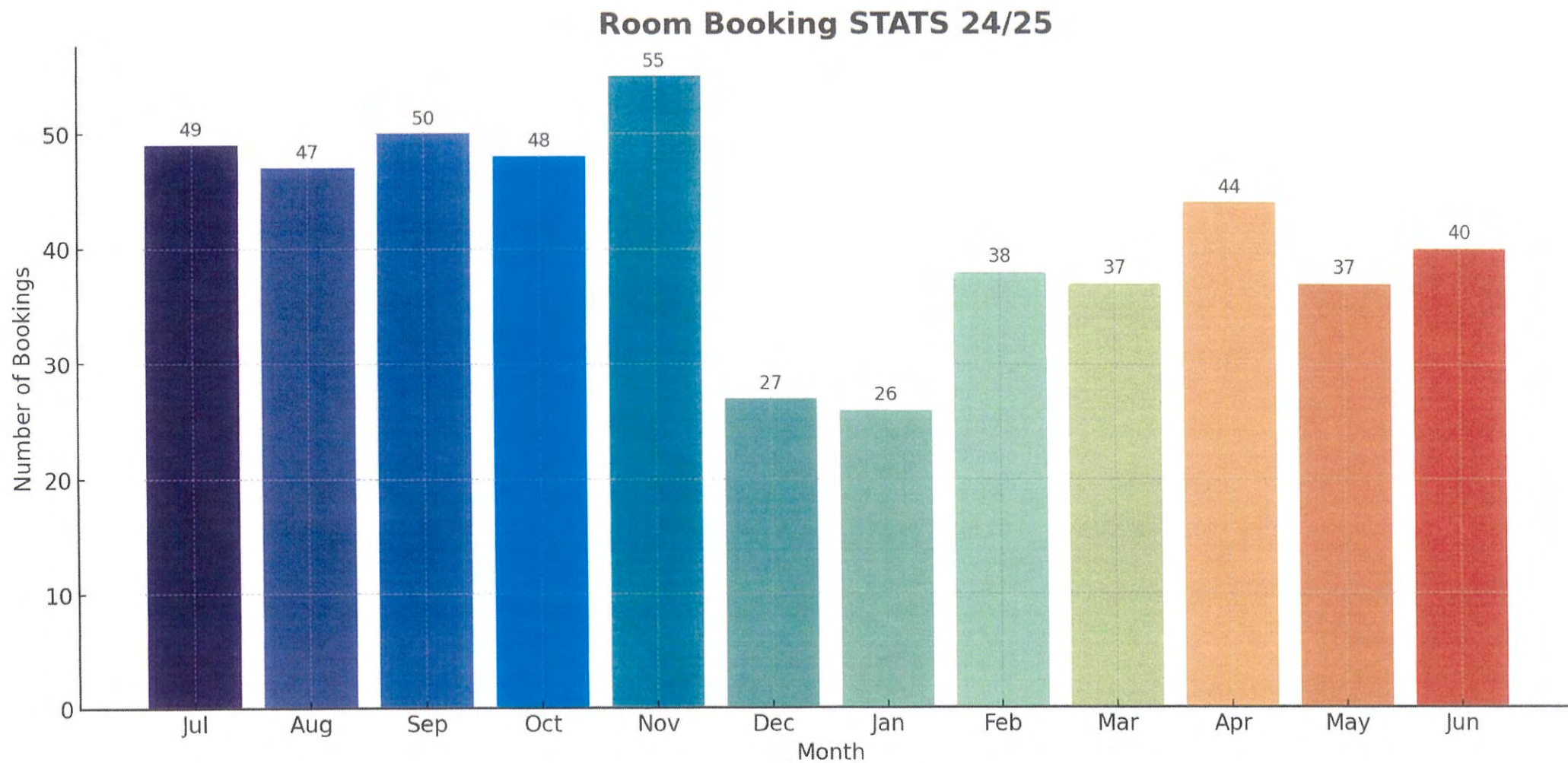
Our drivers also give as much or as little support as needed. They will go to the appointment with the person or just drop off and pick up, whatever the person requests.

The volunteers use their own vehicles but are reimbursed 95c a Km for their gas.

Ootorohanga Support House Whare Aawhina Foodbank STATS - 2024/2025						
24-25 Monthly Breakdown	Food Parcels Distributed	Adults	Teens	Children	Total Number in Whaanau supported with kai in 2024/2025	Quarterly- Totals
Jul-24	64	119	22	75	216	
Aug-24	48	81	23	61	165	
Sep-24	36	63	10	40	113	494
Oct-24	44	71	11	52	134	
Nov-24	43	66	8	52	126	
Dec-24	37	62	12	37	111	371
Jan-25	47	67	20	56	143	
Feb-25	45	72	14	43	129	
Mar-25	54	95	26	63	184	456
Apr-25	50	79	17	55	151	
May-25	39	71	19	51	141	
Jun-25	35	62	9	35	106	398
Total	542	908	191	620	1719	1719

Transport Stats 24/25														
	July	August	September	October	November	December	January	February	March	April	May	June		Totals
Trips	9	9	23	14	14	9	6	10	12	8	11	10		135
One Way	0	0	2	0	2	0	0	0	2	1	1	0		8
Return	9	9	21	14	12	9	6	10	10	7	10	10		127
Hamilton	7	7	15	9	11	9	3	8	8	6	9	7		99
Te Awamutu	-	1	1	3	2	-	-	-	2	-	-	2		11
Te Kuiti	2	1	6	2	1	-	3	1	1	2	1	1		21
Cambridge	-	-	1	-	-	-	-	1	1	-	1	-		4
Kms	925	1007	2448	1402	1503	1080	534	1147	1434	817	1270	974		14541









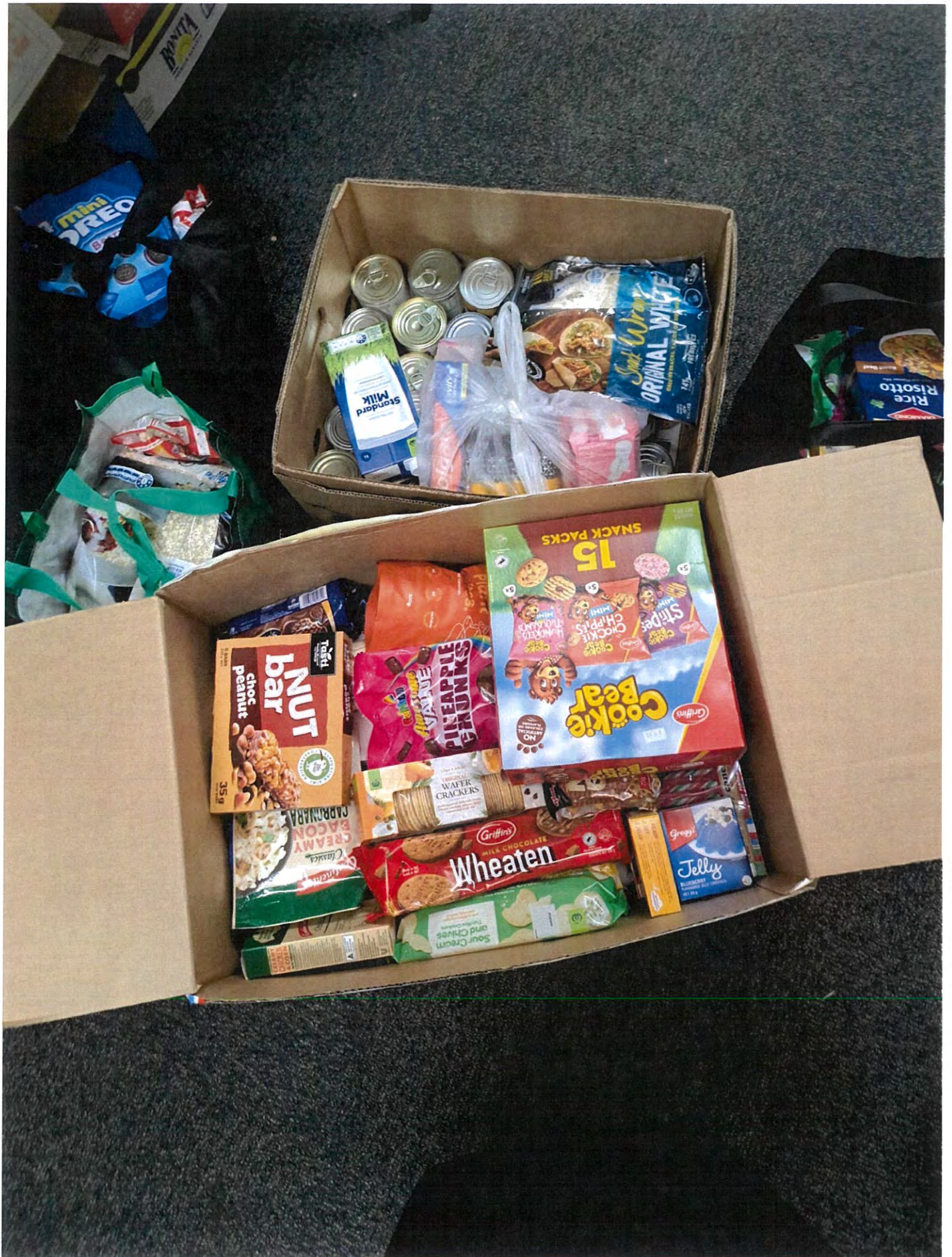
















## APPENDIX 6

Sport Waikato

12-month report

1 July 2024 – 30 June 2025

# Ōtorohanga District Report

## Date Range: 1 July 2024 – 31 June 2025

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### ORGANISATIONAL UPDATE/S – Steve Dalgety, Sport Waikato GM Organisation Performance

The work of Sport Waikato staff is guided by the Regional Strategy for Sport and Recreation in the Waikato – Moving Waikato – which is underpinned by a focus on 3 key areas: Our People; Building Communities; and Regional Leadership.



As we reach the midpoint of 2025, I'd like to extend our sincere thanks to Council for your continued support and collaboration. The work of Sport Waikato remains guided by our regional strategy, Moving Waikato, which has now transitioned into Horizon 3, a future-focused phase that deepens our commitment to equity, innovation, and community wellbeing through play, active recreation, and sport.

This strategic refresh has refined our organisational focus. We are continuing to strengthen partnerships with Council and community groups to co-design impactful, locally relevant initiatives. Our commitment to data-informed decision-making remains central, with the Moving Waikato Community Survey, which received over 8,300 adult responses, alongside our youth-focused surveys (Voice of Rangatahi, Voice of Tamariki, and Moving Waikato Youth Survey) providing a comprehensive picture of participation, barriers, and opportunities across the region. These insights provide a strong foundation for Council planning, ensuring decisions are informed by the voice of the people across your communities. We also remain focused on supporting inclusive and sustainable participation, particularly within communities facing barriers to being active.

Across the region, our teams have continued to deliver meaningful outcomes, supporting local strategy development, facilitating sector capability building, and celebrating community-led success stories.

Looking ahead to the second half of the year, our focus remains on:







- Deepening strategic alignment with Council priorities and district plans
- Expanding our reach into underrepresented communities and priority groups
- Sharing best practice through case studies, regional forums, and storytelling
- Continuing to build a sector that is connected, capable, and committed to improving wellbeing through physical activity


## ŌTOROHANGA SPORT AND ACTIVE RECREATION PLAN MAJOR PROJECT UPDATES

STATUS	On Track 	Some Challenges 	High Risk 	Complete 
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Focus Areas	Progress	Further Considerations/ Proposed Future Actions	Status
<b>Support activity deliverers in the district to better understand the needs of the participant (with a particular focus on target groups of children and young people, women and girls, and deprived communities)</b>	<p><b>Tū Manawa</b></p> <p>Sport Waikato champions access to quality physical activity for children and youth in the Waikato region. We actively support local education, community, and sport &amp; recreation sectors in securing Tū Manawa funding. This initiative provides resources for delivering engaging programmes, activations, and play opportunities for tamariki (5-11 years old) and rangatahi (12-18 years old), with a particular focus on those who may be missing out on these experiences.</p> <p>Within the Ōtorohanga District during this reporting period, <b>\$34,453</b> has been allocated to key initiatives including:</p> <ul style="list-style-type: none"> <li>• Korokanui School – “Active Hearts, Strong Futures”</li> <li>• Ōtorohanga RDA – “Equal Opportunities”</li> <li>• Maniapoto Sports &amp; Cultural Association – ‘Ki uta tarei ai, ki tai rewā ai. Prepare on shore to sail at sea</li> </ul> <p>An additional <b>\$91,500</b> was awarded regionally with Ōtorohanga District components included within the following successful application:</p> <ul style="list-style-type: none"> <li>• Swim Waikato Inc – “Swim Safe Programs in schools”</li> </ul> <p>We are working with future applicants for the next round of funding by providing support and advice through the expressions of interest process.</p>	<p>Sport Waikato will continue to drive applications from the district, including but not limited to, sports clubs, recreation providers and education settings (e.g. primary and secondary schools).</p> <p>Sport Waikato are actively looking to support delivery within the Ōtorohanga District.</p> <p>We would also invite Council to consider applications to the fund for the purposes of any play, active recreation and sport delivery projects that they may wish to implement.</p> <p>Sport Waikato will continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming</p>	



		and or delivery methods to ensure quality experiences.	
	<p>We invited sport deliverers and leaders from secondary schools, council and Regional Sports Organisations to a Waikato Secondary School sport forum in October. Representatives from Ōtorohanga District Council and Ōtorohanga College attended.</p> <p>From this forum, several collaborative projects and initiatives were identified:</p> <ul style="list-style-type: none"> <li>• Cross Coding / Multisport seasons</li> <li>• Alternative models of participation</li> <li>• Cross code referee, official and coach training and support.</li> <li>• Improved accessibility to schools.</li> </ul>	<p>Working groups will be established to advance the projects identified at the Waikato Secondary School Sport Forum, with the overarching goal of creating more equitable access, which will have a positive impact on district outcomes.</p> <p>By addressing these barriers for our young people, these initiatives can increase participation rates, improve the overall and ongoing sporting experience for young people, and contribute to both their physical and mental health.</p>	●
<b>Grow local sector capability through the provision of targeted workshops and education initiatives</b>	<p>In July we held a Regional Sport forum that included presentations to the sector on the new Sport Pathways Framework (Sport NZ and High-Performance Sport NZ) and key community funders (Trust Waikato and Grassroots Trust).</p> <p>In November we hosted secondary schools who have opted to support the Positive Vibes Only (PVO) sideline behaviour - to enhance the sporting experience of their students. The Waikato Secondary School Sport Association has partnered with us to provide funding support to schools to implement PVO.</p> <p>Addressing negative sideline behaviour is crucial for breaking down barriers to sports participation. By fostering positive and inclusive environments, we can encourage more people to engage in sports and physical activity, leading to improved health and well-being. Initiatives like the Positive Vibes Only (PVO) programme are essential in promoting fair play, respect, and a positive athlete experience.</p>	<p>Council staff in attendance were able to get a detailed understanding around the future of the sport system and what it meant for general community participation.</p> <p>Sport Waikato will continue to connect the local sport and recreation sector with opportunities to enhance their capability and sustainability.</p> <p>We will look to targeted initiatives to support youth sport participation (e.g., Good Sports and Balance is Better), targeted participation (e.g. This is ME), and governance.</p>	●


	<p><b>Professional Learning in Primary Schools</b> - Within the Ōtorohanga District Kaahui Ako</p> <ul style="list-style-type: none"> <li>• <b>Self-Directed Schools (0):</b> These schools require minimal support as Healthy Active Learning principles are already deeply integrated, fostered by strong relationships with Regional Sports Trust kaimahi.</li> <li>• <b>Dedicated Support (6):</b> These schools receive proactive and strategic assistance, guided by clear agreements and action plans for implementation.</li> <li>• <b>Light Touch (2):</b> These schools receive Healthy Active Learning communications, with additional support available upon request.</li> </ul> <p>By supporting Kaahui Ako and individual schools, the aim is to:</p> <ul style="list-style-type: none"> <li>• Upskill teachers with the knowledge and skills to implement effective teaching strategies that cater to the diverse needs of their students.</li> <li>• Enhance student outcomes by improving teacher practice, through more evidenced-based practice, engaging, relevant, and effective learning environments.</li> <li>• Strengthen and support schools (and Kaahui Ako) in implementing initiatives like the Voice of Tamariki survey and Tū Manawa projects, which can positively impact student wellbeing and engagement in physical activity.</li> </ul> <p><b>Targeted Participation:</b> Sport Waikato has a Neurodiversity project underway to identify schools that would like to participate in understanding Neuro diverse students more and create opportunities for these students.</p> <p><b>Play Initiatives:</b> Play remains a central focus across our Primary School Clusters</p> <ul style="list-style-type: none"> <li>• Discussions are ongoing with schools regarding “Play on the Way” footpath stencils and enhancing natural play spaces in collaboration with council.</li> </ul>	<p>Continue to develop the School Champions and prepare them to take greater responsibility of professional learning and development within their schools and community of practice (working towards sustainable practices).</p> <p>Addressing staffing and relief teacher shortages, particularly in rural contexts, remains a key challenge. Flexible solutions, such as grouped or online Professional Learning Group (PLG) workshops, are being explored to ensure continued access. Our overarching focus remains on understanding each school's unique context to ensure future initiatives are relevant, collaborative, and sustainable, leading to enhanced physical activity and wellbeing outcomes for all Tamariki.</p> <p>Sport Waikato staff will work with any playground renewals to support reimagining new playgrounds based on student and community voice.</p> <p>Sport Waikato staff will work with Sports Clubs and Active Recreation</p>	
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	<p><b>Community Engagement:</b> Community partnerships are expanding to foster active, inclusive environments:</p> <ul style="list-style-type: none"> <li>• Within the school space connections with the Secondary Schools and primary schools, community-based projects focusing on refereeing and coaching are being explored to increase access to sport and active recreation across all age groups.</li> </ul>	providers to foster inclusive opportunities.	
<p><b>Support Coach Development in the district in both school and community settings</b></p>	<p><b>Regional Coaching Workshop:</b> Our coaching team held a workshop in November with regional coach leads and developers for our major codes to share Voice of the Coach (VoC) insights, and to identify ways they can collaborate to better support the coaching community in clubs and schools.</p> <p><b>Positive Vibes Only (PVO)</b> Our coaching team have worked alongside our other Sport Waikato staff to introduce Positive Vibes only to Ōtorohanga Schools. We are working on the potential to have a wider roll out to sports clubs and district events in 2026. Met with King Country Rugby to update them on the Sports Pathways framework and the Positive Vibes Only (PVO) initiative. Will support them to roll it out in 2026 season.</p> <p><b>Sport NZ ‘Active As’ Project – King Country Cluster</b> Sport Waikato continues to support Ōtorohanga College with the Active As project as they near the end of year. They have utilised funds to have an activator employed, and to purchase equipment to encourage students – particularly those that are least active – to be more active in the school breaks.  Ōtorohanga College are in year 2 of the ‘Active As’ programme and their key focus has been on activation of students at break times and improving physical activity spaces within school.  Sport Waikato have connected the Waikato Institute for Leadership and Sport Studies with Ōtorohanga College to develop and support the Active As rangatahi leaders so they can lead the growth of physical activity in their schools.</p>	<p>Our Coaching Advisors will be working with regional coach leads and developers to establish Communities of Practice (CoPs) to have more local support and mentoring available across our Districts</p> <p>We will continue to support the rollout of Positive Vibes Only with clubs in the Waitomo District, in a way that resonates with their community and members.</p> <p>Continue to support RSO’s in working with their respective game deliverers to encourage the adoption of ‘PVO’ through their channels.</p> <p>Encourage all codes to adopt a similar philosophy within the district, through this example, to ensure a quality experience.</p> <p>Sport Waikato will continue to work alongside RSO’s to support them in their planning for further quality provision for sport across the region.</p>	

	<p>We are working with <b>Beyond, MyWhoosh, Ōtorohanga College</b> and the other King Country schools in the Active As programme to pilot technology initiatives.</p> <p>What's next: is measuring the impact of these interventions on student engagement, wellbeing and achievement, as well as increasing physical activity levels of the less active students.</p> <p><b>King Country Secondary School Sports Coordinator Cluster meeting</b>  The Cluster meeting hosted by Sport Waikato Sport Development, Secondary School lead continues to happen 3x yearly. Representatives from Taumarunui, Piopio, Te Kuiti, Oparure, Ōtorohanga and Te Awamutu attend meetings.  Topics of discussion include:</p> <ul style="list-style-type: none"> <li>• Initiating sharing of players to make up combined sports teams to ensure Rangatahi had an opportunity to participate in their chosen sport</li> <li>• Initiating small game, fun opportunities to be able to have a go at sport within their lunchtime and PE spaces. Sharing concepts and brainstorming in this cluster space</li> <li>• Coordinate King Country winter and summer interschool sport fixtures and programme</li> </ul>	<p>Sport Waikato will continue to connect the local Secondary Schools with opportunities to enhance their participation in local sporting and active recreation opportunities. Sport Waikato will ensure Rangatahi have a voice within Play, Active Recreation and Sport within their local communities.</p>	
<p><b>Lead the development and review of the district sport and recreation plan, in collaboration with the District Council</b></p>	<p><b>Local PARs Plan</b>  The new edition of the plan has been developed (alongside Council staff) and will look to align with council's LTP processes. This evidence-based plan combines local and regional insights, including participation and demographic trends from clubs, organisations, and community members. Staff can access the data and trends already outlined in the draft plan.</p>	<p>The Regional Connectivity Coordinator will work alongside the steering group and bring in other staff to form the action plan that comes out of the new edition. Guidance will be sought from council staff on the consultation and adoption process over the next couple of months to ensure the plan aligns with LTP processes.</p>	●
	<p><b>LTP 2024-2034 Consultations</b>  The Sport Waikato Regional Connectivity Coordinator was included on the Reserve Management Strategy and Plans working party and supported council to connect the</p>	<p>Sport Waikato – through the Regional Connectivity Coordinator's presence within this process can provide this neutral stance utilising</p>	



<p><b>Drive key outcomes, alongside District Council staff, as identified in the district sport and recreation plan – including and with specific attention to local facilities projects</b></p>	<p>sports clubs to attend the relevant consultation meetings to ensure that they understood the LTP process and the contribution they could have within this process.</p> <ul style="list-style-type: none"> <li>• 6 consultation meetings were held with the sports groups involving conversations regarding the Island Reserve, Ōtorohanga Domain and Ōtorohanga College</li> <li>• 1 meeting was held with Ōtorohanga College specifically to consider any community/school partnerships to be included in the <b>Sports Hub</b> concept</li> </ul> <p>The Regional Connectivity Coordinator also attended several of the other LTP consultations for the <b>Multipurpose Community Hub</b> and the <b>Economic &amp; Well Being Strategy</b> as an opportunity to engage with community and share insights into other projects and possibilities that aligned with these concepts.</p> <p>This proved to be an excellent opportunity to engage with the wider community and share the Island Reserve development which was more a community recreational activities park focus than a straight sports park.</p>	<p>insights, data, trends using regional and or national examples and case studies to ensure informed decisions are based on need.</p> <p>Regional Connectivity Coordinator connected and supported council to have positive and meaningful conversations with the identified major sports users around the potential to develop the Sports Hub concept and in particular the Island Reserve, Ōtorohanga Domain and Ōtorohanga College sports facilities.</p>	
	<p><b>Council 2023 TCP Consultations</b></p> <p>Sport Waikato submitted to the below highlighted actions in the draft TCP and will continue to advocate for opportunities that were highlighted during these consultations. Items included:</p> <p><u>Transport and Circulation</u></p> <ul style="list-style-type: none"> <li>• Supports councils proposed investment into creating an interconnected walking and cycling network for Ōtorohanga</li> <li>• Supports the concept of improved safety and ease of access around town</li> </ul> <p><u>Catalyst Projects</u></p> <ul style="list-style-type: none"> <li>• Supports councils proposed investment into development of an Ōtorohanga Sports and Recreation Hub, recommend that council follows the process of the Sport NZ Hubbing Guide which has a focus on partnership, locally led engagement and the formation of robust and sustainable governance structures to ensure optimisation of community spaces before facility concepts are explored</li> <li>• Supports the revitalisation of the Memorial Pool upgrade as this is important for the community, with the need to apply a lens of optimisation.</li> </ul>	<p>Sport Waikato to lead the below TCP assessed priority actions on behalf of Council</p> <ul style="list-style-type: none"> <li>• Work with Ōtorohanga sports community to scope a Sports and Recreation Hub</li> <li>• Ōtorohanga Cycleways Project – Develop a district wide cycle trail network and interconnected walking and cycling network for Ōtorohanga.</li> </ul> <p>Continue to have conversations with and work alongside stakeholders to engage teams within stakeholder working parties to consider and embrace play, active recreation and sport in their planning and collaborative projects.</p>	

	<p><b>Hubbing</b></p> <p>Sport Waikato continues to work alongside both Council and Community to explore needs and options within and for the community, with current infrastructure, needs and feasibility also being considered. External consultants have been appointed to explore options further.</p> <p>The Sport Waikato Regional Connectivity Coordinator has used the opportunity to connect with the local sport and recreation sector, through the process of following up survey uptake, to have thought provoking conversations around opportunities to collaborate.</p> <p>Regional Connectivity Coordinator has been supporting Council around the potential Hubbing opportunity at the Island Reserve. Potential Community, Sport, Council and Iwi partnership – Ōtorohanga Community &amp; Sports Hub.</p> <p>Ōtorohanga RDA had been looking at developing their facility at the Island Reserve. The Regional Connectivity Coordinator has been supporting them within the needs assessment around this. Discussions included potential to relocate and consider the concept of collaboration with other equestrian groups in the district. RDA are very interested in this concept and want to explore this opportunity.</p> <p>Discussions have led to local gifters purchasing 20 acres of land on the edge of Ōtorohanga to facilitate an Ōtorohanga Equestrian Hub &amp; Rural Park which will include RDA as a focus user but has the potential to include Ōtorohanga Pony Club, Ōtorohanga Adult Riding Club, Ōtorohanga Polox and other rural sport and recreational activities.</p> <p>Regional Connectivity Coordinator has supported RDA with a feasibility study that they have undertaken with APR Consultants from Rotorua. Study to factor in the wider equestrian and community park opportunities.</p>	<p>Sport Waikato will continue to connect the local sport and recreation sector (e.g., clubs) with opportunities to reflect on and enhance their sustainability.</p> <p>Regional Connectivity Coordinator (RCC) has supported Momentum Waikato with the scope of the 'Community Rural &amp; Equestrian Park'.</p> <p>Momentum unfortunately pulled out of the project due to financial demands on other uncompleted projects in their portfolio. RCC facilitated a conversation between Council, Olivers and Murphy's as both families were keen to gift the land and park concept to Council.</p> <p>The Rural Park concept had been considered in the reserve strategy work and Council will be taking on the gift of the land and will support the setting up of a Trust to manage the project going forward.</p>	
<p><b>Provide stakeholders with district specific insights to support decision-making and enable community conversations</b></p>	<p><b>Moving Waikato Youth Survey:</b></p> <p>Was completed by Ōtorohanga College. The survey provides valuable insights into the engagement of youth in physical activities, sports, and physical education.</p>	<p>We use these surveys and additional data sources to gain a comprehensive understanding of community needs, including those issues and barriers that may not be</p>	

	<p>Regionally the survey, which included students from Years 7 to 13, with the highest representation from Years 9 and 10, revealed that only 23% of respondents enjoyed physical activity experiences at school, 22% were satisfied with physical education, and 28% found value in participating in organised sports.</p> <p>The survey highlights several key areas for improving satisfaction in physical activity programmes:</p> <ul style="list-style-type: none"> <li>• Offering variety encourages broader participation</li> <li>• Experienced and approachable coaches and instructors can significantly impact youth engagement</li> <li>• Providing opportunities for skill development allows young people to learn and grow</li> <li>• A balance between competitive and social activities caters to diverse interests.</li> </ul> <p>In addition to these factors, building supportive networks of peers and whānau is essential for sustaining youth participation in physical activities. By creating inclusive environments that prioritise both social and competitive engagement, physical activity programmes can foster lifelong participation and positive health outcomes for young people in the Waikato region.</p> <p>We had 21 schools and 6,726 responses to the Moving Waikato Youth. Currently our Youth Engagement Advisors are presenting insights and data from this survey (as well as the NZSS Census) back to schools who have taken part which includes Ōtorohanga College. This will help to identify key actions and focus areas to increase physical activity levels and improve student satisfaction with their physical experiences through sport, PE and active recreation.</p> <p><b>Voice of Coach (VoC):</b>  The Voice of the Coach survey provided valuable insights into the experiences, challenges, and development needs of sports coaches in the Waikato region. The survey of 699 coaches revealed that 52% had been coaching for over five years and 84% prioritised holistic player development. However, 53% of coaches felt unprepared to coach players with diverse needs, including those with physical, intellectual, or neurodiverse challenges.</p>	<p>immediately apparent. In conjunction with Geographical Priority Community identification, we assess the effectiveness of targeted interventions to provide support, improve overall well-being, and strengthen community connections.</p> <p>We will share the VoC with Regional Sport Organisations to help them identify focus areas in their coach support and development work. We will also be able to share the insights with other key stakeholders (e.g. schools &amp; clubs) to enable them to more effectively recruit and retain coaches.</p> <p>We will be sharing school specific data with those that have completed the surveys and use this information to identify key actions and focuses within their schools.</p> <p>Encourage district schools to participate in the VOR surveys to ensure a local perspective and inform Sport Waikato support mechanisms moving forward.</p> <p>Encourage district schools to participate in the VOT surveys to ensure a local perspective and</p>	
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	<p>Key challenges identified included:</p> <ul style="list-style-type: none"> <li>• Parental involvement</li> <li>• Time constraints</li> <li>• Player engagement</li> <li>• Inclusivity</li> <li>• Lack of confidence, knowledge, and support (for new coaches)</li> </ul> <p>To address these challenges, coaches emphasised the need for mentorship, structured development programmes, improved communication, and enhanced resources. For new coaches, focused support in the first two years, including mentoring, sport-specific workshops, and access to resources, could significantly improve their confidence and effectiveness.</p> <p>We will share the VoC with Regional Sport Organisations to help them identify focus areas in their coach support and development work. We will also be able to share the insights with other key stakeholders (e.g. schools &amp; clubs) to enable them to more effectively recruit and retain coaches.</p> <p><b>All Data Sources:</b> The development of the district view for all our data sources is currently under development.</p>	<p>inform Sport Waikato support mechanisms moving forward.</p> <p>Continue to provide deliverers with connections and links to specific participation data, profiles and trends to assist with modifications in programming and or delivery methods to ensure quality experiences.</p> <p>Ensure relevant parties have access and are aware of these profiles to assist with decision making processes – particularly when organisations are considering applying to external funders.</p>	
	<p><b>SportsEye</b> Sport Waikato have partnered with data intelligence company ActiveXChange to assist with regional wide infrastructure, participation, and community profile mapping to help inform future planning for play, active recreation, and sport provision.</p>	<p>Positive progression, with eight Regional Sporting Organisations signing up to the platform across the last 12 months, with a total of 28,000 members being entered into the platform. This will help Sport Waikato assist council partners with future supply/demand mapping.</p>	●
	<p><b>TA FORUM:</b> In September, we facilitated our Regional Spaces &amp; Places Forum for our Council Partners providing insights and presentations related to examples of collaborative</p>	<p>Feedback from council staff in attendance included “case studies presentations were great”, “I appreciate updates on new</p>	●

	<p>and partnership approaches to sport and recreation infrastructure including presentations on:</p> <ul style="list-style-type: none"> <li>• A community led hub approach - Hauraki District Council</li> <li>• The Peak (School Community Partnership) - The Peak Trust, Sport Waikato</li> <li>• Thames-Coromandel Bike Strategy – Thames Coromandel District Council</li> <li>• School Access and Hub Opportunities Region Wide - Sport Waikato</li> </ul>	<p>strategies and toolboxes that are available”.</p> <p>In 2025 we will continue with our council forum session and look at cross sector collaboration opportunities (funders, sporting organisations)</p>	
<p><b>Contribute to Council conversations about play, active recreation and sport via regular meetings and collaboration on key projects</b></p>	<p>Sport Waikato would like to thank the Ōtorohanga District Council for their willingness to allow the Regional Connectivity Coordinator a regular hot desk arrangement within council offices, specifically within the community facilities team, that has allowed for these types of conversations to take place on a regular basis.</p> <p><b>Play Workshop</b> – Council staff attended a regional Play Workshop, facilitated by Sport Waikato in 2024, to discuss the role, opportunities, values, and benefits of Play to further promote and meet community wellbeing aims.</p> <p>June 2025 Sport Waikato hosted a workshop with identified staff to talk Play opportunities and PARSP Plan priorities.</p> <p><b>Cross Council Collaboration:</b></p> <p>Sport Waikato extended the invite for Ōtorohanga District to join a network of operational council staff from Waikato, Hamilton, Waipā, South Waikato and Hauraki. This council group shares ideas and learnings on a range of issues. Topics include: field bookings, line marking, nuisance motor bikes on reserves, field upgrades, and floodlighting</p>	<p>Continue to have conversations with and work alongside Council to engage teams within Council to consider and embrace, play, active recreation and sport in their planning and collaborative projects.</p> <p>Sport Waikato to Work with identified council staff from across all business units who could further benefit from an Internal PD workshop to be arranged in 2025. This will include a workshop around the opportunity to develop play concepts within their respective planning, projects, and activities.</p> <p>A network now exists where staff can quickly reach out to equivalent roles in other councils to ask questions and share information.</p>	
<p><b>Increase collaboration and connection between key stakeholders in play, active recreation and sport in the district through community partnerships</b></p>	<p>A key role of Sport Waikato staff is to support connections between key stakeholders in play, active recreation and sport to enhance community outcomes. Key projects where Sport Waikato is supporting this include scoping out the potential of a District Sport and Active Recreation Advisory Group and Hubbing opportunities.</p>	<p>Continue to work alongside key stakeholders who activate play, active recreation and sport opportunities across the district.</p>	



	<p>Regional Connectivity Coordinator presently working on 2 Hubbing opportunities within the Otorohanga District.</p> <ul style="list-style-type: none"> <li>• <b>Ōtorohanga Equestrian &amp; Rural Park Hub’</b> – includes Ōtorohanga RDA, Ōtorohanga Pony Club, Ōtorohanga Adult Riding Club and Ōtorohanga Polocrosse Club and community groups with a rural activity focus.</li> <li>• <b>Ōtorohanga Community&amp; Sports Hub’</b> – Includes Reserve and Ōtorohanga Domain sports users</li> </ul> <p><b>School - Community Access Arrangements:</b> Sport Waikato is developing a plan/vision to increase community access to school facilities. This initiative aims to promote and enable collaborations between schools and other parties, such as councils, to overcome barriers to participation. This idea was introduced at the Sport Waikato Spaces &amp; Places Forum on September 24th and the Sport Waikato Secondary School Sport Forum on October 24th.</p>		
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## REGIONAL SPORT WAIKATO PROGRAMME UPDATES

Programme	Programme Updates
<b>Waikato Regional Aquatic Plan</b>	<p>Following the development of the new National Aquatics Facilities Strategy, Sport Waikato has invested into and completed an update of the Regional Aquatic Plan for our council partners. The Plan will help inform requirements around aquatic facility investment across the Waikato including the preferred approach and priority focus areas based on new national benchmarks for aquatics sports and community participation. Facility demand and supply requirements of our regional aquatic network are clearly mapped out at ward level which will help identify opportunities to overcome supply shortfall.</p> <p><b>Ōtorohanga District Analysis highlights:</b></p> <ul style="list-style-type: none"> <li>• 13 Pools with an average of 66 years</li> <li>• Shortfall of approximately 10m2 for learn to swim and 70m2 of leisure water.</li> <li>• Total surplus of 58m2 of aquatic water space</li> <li>• Limited Year – Round Provision</li> </ul>

<b>National Play Week 2024</b>	<p>National Play Week 2024 was celebrated around the region this year, with play prize and voucher giveaways in Ōtorohanga. Announcements were made on our social media channels to the locations of the prizes, and overall, we received nearly 200 donated physical and voucher prizes ranging from pool passes to Waitomo Caves, Chris Jolly tours and Ninja Valley passes. It was fantastic to connect with our communities and help enable play to happen for our people. This is the first time we have done something outside of a social media promotion and we thank councils for their support of this campaign.</p>
<b>Try Something New Waikato</b>	<p>Our Try Something New Waikato campaign videos started back up in the past few months, highlighting local activities such as boxing, local walks, Pilates and underwater hockey. These videos highlight opportunities, showing people what activities look and feel like, helping overcome barriers such as cost, location and answering questions like what to wear, what to bring, activity level etc. These videos seek to help people take that first step to trying something new. While we have been getting out to the districts over the time we have been running these videos, we are keen to be more planned and spend more time filming opportunities out on the districts in 2025.</p>
<b>Sport Waikato &amp; How to Dad Collaboration</b>	<p>In September, we worked with New Zealand social media influencer Jordan Watson (How to Dad); to create a video around sideline behaviour at sporting events to highlight the effect it has on the players. This campaign ran in conjunction with our Positive Vibes Only experience initiative. The video was posted in collaboration with How to Dad and had huge reach, views and comments - the majority praising the video for highlighting the issues. This was our first foray into the influencer world, and we were stoked with the result. The video is still gaining views, comments and shares to this day, with over half a million views on Facebook alone.</p>

<https://www.facebook.com/reel/489955600472366>

[https://www.instagram.com/reel/DAC2F\\_PSQfB/](https://www.instagram.com/reel/DAC2F_PSQfB/)



## APPENDIX 7

Ōtorohanga Historical Society

12-month report

1 July 2024 – 30 June 2025

**OTOROHANGA HISTORICAL SOCIETY**  
**6 MONTHS REPORT 1 Jan to 30 Jun 2025**

Visit by Dr Dilys Johns and Prof. Roberta Farrell to inspect the condition of the waka in Te Waonui O Tane and offer advice for the conservation of the waka.

Data logger installed in Te Waonui O Tane to collect relevant information regarding temperature control.

New lighting installed in the Court House.

Continuing work on displays and having continuous video running on TV in Courthouse.

Visits – Otorohanga College pupils, Militaria Group, Waikato Historical Society group and Anzac Day visitors to see displays and military vehicles.

Marketing – New flags and opening signs, coloured brochures and business cards printed and distributed, Facebook page (1800 followers to date).

Originals and prints of maps and rare documents digitised and printed.

Assistance given to the Railway Group with documents, photos and equipment for their centenary, information also to Otorohanga Fire Brigade for their centenary.

Solar panels sponsored and installed on Te Waonui O Tane by the Lines Company.

Working on textile conservation with plans for an upcoming exhibition.

Library books sorted and catalogued.

Visitor numbers from 1 Jan to 30 Jun 2025 – 705 visitors.



**Maggie Hughes**  
**President**  
**Otorohanga Historical Society Inc**



## APPENDIX 8

Mayors Task Force for Jobs  
12-month report  
1 July 2024 – 30 June 2025



# Community Employment Programme

End of Year Narrative Report to 30 June 2025

MTFJ: Ōtorohanga District Council

## Ōtorohanga Employment Hub



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

MTFJ  
MAYORS TASKFORCE FOR JOBS



ŌTOROHANGA  
EMPLOYMENT HUB



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# Introduction from Mayor Max Baxter

The last year for Ōtorohanga's Community Employment Programme has continued to deliver on the magnificent work provided in previous years. As there have been many success stories for individual employees I would rather acknowledge the cohort as a whole, and the opportunity that has been provided by the wonderful mahi by the team at the CEH.

I am extremely grateful to the employers and other stakeholders that have paid a significant role in the programmes success. Ōtorohanga Timber Company who celebrated over 100 into employment within their organisation. Recognising the over 80 businesses who have played a role in employing rangatahi who have walked through the door of the OEH.

Last week I had a conversation with an employer who has worked closely with the Hub and acknowledged, in what has been the most challenging year in his businesses history, without the support of the Hub he would have been unable to employ the rangatahi that he has. I would also like to thank Ōtorohanga College for their ongoing support of the programme.

The programme, under ever increasing scrutiny, year on year adopted new initiatives, however in the past 12 months success has been a result of the continued commitment to the consistency of the programme over four years, continuity in delivery by key staff and OEH being known as the first port of call when looking for employment in Ōtorohanga.

Our vision and future goals are to continue to place rangatahi into employment, meet and exceed targets while satisfying the need within the community for youth employment.



# MTFJ and our Council

MTFJ is clearly recognised as a key part of Council's broader commitment to economic development and community wellbeing in the 2024–2034 LTP. Specifically, it is listed as one of Council's primary activities supporting economic wellbeing and development, alongside funding economic development agencies, progressing housing initiatives, and supporting local businesses.

## **Wider council activity has supported MTFJ success through:**

Regular integration with the Strategy and Community Group, aligning with economic and community wellbeing priorities.

Active collaboration across council teams, including Economic Wellbeing, Community Development, and Engagement.

Council staff involvement in monthly cross-functional meetings that include MTFJ subcontractors and economic development partners.

Council and MTFJ participation with Maniapoto Marae Pact Trust education and job developments, education forums, Council Pop-up, and outreach events.

Fortnightly catch-ups with the Mayor and Group Manager to provide strategic support and visibility.

## **MTFJ has been involved in newly tendered projects and other council-linked employment opportunities through:**

Being notified of all Council vacancies as part of Council's employment advertising process.

Direct referrals into new roles created through Council-supported community development projects.

Employment placements facilitated with Council suppliers and contractors as part of their service delivery commitments.



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# Ministry of Social Development Partnership

Ōtorohanga District has two Work and Income service centres that are located in districts either side Ōtorohanga. The Ōtorohanga Employment Hub has worked with both the Te Kuiti Work and Te Awamutu Service Centres. These relationships were established in 2021. In the past we have been able to host the Te Kuiti Employment Team prior to COVID, while we have not been able to achieve that this year, we look forward to new ways of working in the next contract. Working in collaboration with the service centres has had a positive impact for our clients.

The number of referrals reduced this year, however we have continued to have Case Managers refer and there has been an increase of self referrals with Work and Income clients coming through the door to seek support. The ŌEH actively approached both Work and Income sites to work towards reducing those numbers, attended Work and Income seminars and was pleased to attend an Ōtorohanga Seminar in Te Kuiti.

ŌEH look forward to an ongoing situation of hosting the Te Kuiti Workbroker and Employment team in Ōtorohanga, working with the Te Awamutu Employment Team and Work Broker and building on our relationships locally and regionally.



# Partnerships & Collaborations Ōtorohanga Timber Company

ŌEH has worked with OTC Timber since January 2021. Working alongside OTC, ŌEH has been involved in the front-end recruitment process, post placement care and driver's license support. ŌEH helped to create with OTC develop a solid recruitment process which OTC had previously not been in place, this often lead to the recruitment of employees that weren't suitable for the job and didn't last long in employment, with the introduction of a multi-step recruitment process OTC were able to streamline their recruitment process, creating a solid workforce, reducing churn and increasing staff retention. OTC has a workforce of around 120 employees.

ŌEH have supported all the successful applicants they have placed in their first 6 month of employment with pastoral care. This includes but is not limited to starting out with work gear, regular check-ins to see how they are settling in, supporting them through personal situations and hardships, connecting them with support services, and much more.

A significant achievement was recently celebrated in Ōtorohanga as the success of the Mayors Taskforce for Jobs (MTFJ) Community Employment Programme (CEP) this initiative has been instrumental in providing employment opportunities for local youth. Since January 2021, more than 100 locals have found work at Ōtorohanga Timber Company (OTC), with many transitioning to new roles after gaining valuable work experience.

Currently, OTC employs 34 full-time staff from the MTFJ CEP programme, with 10 new hires recently added, all ranging from 16 years old and above. These new team members are not only building essential skills but also developing into capable leaders, thanks to the consistent support from OTC, who builds an inclusive and supportive work environment. This enables employees to build confidence, experience and grow within their roles.

The ongoing success of the programme is due, in large part, to OTC's unwavering commitment to hiring youth and local talent. MTFJ also places a high value on post-placement care, ensuring that new hires are well-supported beyond their first day. This partnership with MTFJ has proven to be transformative for the young people involved, providing them with a stepping stone into long-term employment.

Strong business relationships, such as the one with Graham Wilshier, have been fundamental to the programme's achievements. Graham's leadership serves as a prime example of how powerful partnerships between businesses and local organisations can drive meaningful change.

Mayor Max Baxter has been a key figure in supporting the MTFJ kaupapa, advocating for employment initiatives that benefit the district's rangatahi. His leadership continues to drive efforts that create opportunities for the region's youth and build a stronger, more connected community.



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# Testimonials – Aaliyah Thompson, Retail Assistant

“Working with the Ōtotohanga Employment Hub was not only the most helpful thing during job seeking times but also such a supportive environment.

The ŌEH made it very easy not to lose hope and to try new things. The team made it very easy for me to reach out for anything I needed and still show that support to me now.

I am very grateful to have had your help!”



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# Testimonials – Employer Grant Matthews

Over the past five years, we have engaged the services of the Otorohanga Employment Hub on numerous occasions to assist us in finding staff. Their professionalism and thoroughness have always been commendable.

The Employment Hub significantly reduces the time and stress associated with the hiring process by screening all applicants and conducting initial phone interviews. They typically narrow the candidates down to two or three, allowing us to focus on the final interviews. The time saved by utilizing the Employment Hub's services is invaluable to our business.

The support they offer to the successful applicant is also impressive. They help them out with clothing and footwear, so they are presentable from day one, and they check in with both myself and the new employee to make sure everything is going well. I would strongly recommend the Otorohanga Employment Hub to anyone looking for new staff as well as to anyone looking for work.



# Conclusion

ŌEH MTFJ CEP are in the service of growing rangatahi in the Ōtorohanga District, the focus is on the individual as employment solutions are not one size fits all. ŌEH offer a pre employment pathway. This confirms for those seeking employment; what they would like to do and where they would like to work. This enables ŌEH to identify barriers and create a bespoke client plan that removes obstacles and aids clients in moving into employment. Clients feel seen and heard. This successful approach underpins sustainable employment and is supported by robust post placement care. This is reflected in the 80 placements on an initial 30 placement contract – 50 placements over the target. While the year on year funding has reduced, ŌEH has pivoted to ensure the quality and reach of service has been maintained. This has been achieved through a staffing skill set that is qualified, highly experienced, empathic and local.

Mayor Max Baxter and Ōtorohanga District Council's five year commitment to the MTFJ CEP has embedded the service in the community as well ensuring continuity of staff. Local rangatahi and their whanau know where to come for help with looking for work, supported to be work ready and taken care of post placement. It is the first port of call for many, knowing the advice will be sound and they will be helped. While the ŌEH has continued to exceed targets, it is good to reflect that these are 80 people. Each has come with their own barriers, overcome them and gone into employment. Based on a 30 hour week multiplied by the minimum hourly rate these 80 people generate a minimum of \$57,000 gross per week back into the community. Most may never apply for income support with Work and Income. It is the stories of success attached to them that remind us why MTFJ is by locals for locals.

ŌEH have built strong working relationships with over 80 employers and match clients to employers using a best fit approach. Having an on the ground knowledge of local businesses, their staffing needs, team dynamic and professional development supports ŌEH staff in getting the right fit. This is important for both parties and is the key to sustainable employment. Post placement care is immediate and supports both parties through the honeymoon period and the next six months. Often we are still supporting both parties past this time frame in a positive outcome that relate to job progression for the employee.

Our door is open to everyone. We hope to continue this approach and success in the next contract.

# Our Year in the Media

*Mayors Task Force for Jobs Community Employment Programme [Success](#)*



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# Our Year in Photos



**THANK YOU!**

la's 9 months are almost up!

e would like to thank her for  
nazing work with our clients  
wish her all the best for baby  
girl number 2!

la's last day is 1 May and we



**Apprentice Builder wanted!!**

A local building company is looking to add to their awesome crew. They service the Otorohanga district as well as the Waikato, taking on a variety of residential building projects from renovations to new builds.

This position will suit someone who is motivated to get qualified and who wants to have a good career in the building industry. This role is your first step towards becoming a qualified builder.

Do you like finishing what you started and get satisfaction from a job well done? You will have a hand for maths, be reliable, honest and punctual (give an example in your cover letter) and ready to work a 40-hour week. The ability to work in a team is critical to this role, you have good attention to detail and most importantly you will bring a good sense of humour.

You will be given all the opportunities to learn and be mentored by fully qualified builders.

To apply please send your cover letter and CV to [apply@otojobs.co.nz](mailto:apply@otojobs.co.nz). For more information, please call Ella on 0800 OTG 3005.

**OTOROHANGA EMPLOYMENT HUB**

**Waitomo Top 10 Holiday Park House Keeper/ Cleaner**

7 day roster - Part Time - 9:30am - 2:30pm  
Experience preferred, although full training is provided.

We are looking for reliable cleaners to join our great housekeeping team. You will be able to perform a variety of cleaning duties including vacuuming, mopping, surface cleaning, dusting and bed making. Attention to detail and a positive attitude a must. The right person is punctual, thorough but fast, and eager to learn.

**To join our team you will need to have:**

- Ability to follow verbal directions.
- Ability to work well alone and with a partner or team.
- Reliable and punctual with dedicated professionalism to job and duties.
- Ability to adapt to changing schedules with excellent time management skills.
- Pay attention to detail when cleaning.
- Organized and able to follow a schedule.
- Physically fit and able to do a wide range of cleaning tasks.
- General knowledge of techniques for cleaning.

You must be available to work weekends and public holidays. Candidates must have reliable transport and be able to provide current work references. Applicants for this position should have NZ residency or a valid NZ work visa. Only applicants that provide CV's will be considered.

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**PROUDLY SUPPORTING GUMBOOT FRIDAY 2022**

**Friday 1st November**



**Giltrap AgriZone**

*Empowering Agriculture Working*

**AGRICULTURAL SERVICE TECHNICIAN APPRENTICESHIPS**

**Apply Now**



**Woodlyn Park | Cleaning Team Member**

7-Day Roster, 9:30 AM - 2:00 PM (More hours available)  
Immediate Start

Are you a reliable and trustworthy individual with a passion for cleanliness? Join a dedicated local team.

**Key Responsibilities:**

- Maintain high cleaning standards
- Follow established cleaning procedures and schedules
- Ensure all cleaning supplies are stocked and well-maintained
- Communicate effectively with team members and clients

**What We're Looking For:**

- Previous cleaning experience is beneficial
- Strong attention to detail and a commitment to quality
- Flexible schedule with the ability to work weekends
- Responsible and dependable work ethic

**What We Offer:**

- Opportunities for growth within the business
- A supportive and friendly work environment

If you're ready to make a difference and join a growing company, apply today! Send your CV to [apply@otojobs.co.nz](mailto:apply@otojobs.co.nz) or call us at 0800 OTG 3005. We look forward to hearing from you!

**OTOROHANGA EMPLOYMENT HUB**

**NEW JOB ALERT!**

**BUILDERS APPRENTICESHIP**

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# Our Year in Photos



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**OTOHANGA EMPLOYMENT HUB**



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**NEW JOB ALERT!**

**BUILDERS APPRENTICESHIP**

**Page 316**

Send your CV to [apply@otojobs.co.nz](mailto:apply@otojobs.co.nz)

**OTOHANGA EMPLOYMENT HUB**



**Item 280** Elevate's 12-month report 2024-25 and workplan for 2025/2026

**To** Ōtorohanga District Council

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

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

1.1. To receive Elevate's 12-month report for 2024-25 and workplan for 2025/2026.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. This report is accompanied by Elevate's 12-month report for 1 July 2024 – 30 June 2025 (attached as Appendix 1) which provides an update on Elevate's activities for the year.
- 2.2. Ōtorohanga District Council (ŌDC) approved an annual operational grant of \$290,000 to Elevate for the first three years of the 2024-2034 Long Term Plan (LTP).
- 2.3. Elevate's report highlights delivery of economic development initiatives aligned with its service agreement with ŌDC, including supporting local businesses through mentoring, capability building programmes, and networking opportunities.
- 2.4. Representatives from Elevate will attend the meeting to speak to their report and the workplan for 2025/26 attached as Appendix 2.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive Elevate's 12-month report for 1 July 2024 – 30 June 2025 and Workplan for 2025/26.

## 4. Discussion | He kōrerorero

- 4.1. The Ōtorohanga District Development Board, operating as Elevate, has received funding from ŌDC since its incorporation in 1996.

- 4.2. As part of the LTP, ŌDC committed an operational grant of \$290,000 per year to Elevate for the first three years, with set Consumer Price Index (CPI) adjustments applied in years two and three.
- 4.3. This funding, sourced from district-wide rates, is allocated to achieve the following key outcomes as outlined in Elevate's service agreement:
- a) Strong Local Businesses Driving Economic Resilience - Local businesses are provided access to resources, mentoring, and capability-building opportunities to help them grow and innovate. Businesses are empowered to be key drivers of economic growth and community resilience, creating jobs and opportunities that strengthen the district.
  - b) Enhanced Community Wellbeing - Community wellbeing is created through key economic drivers that enhance quality of life and foster a strong, inclusive community including:  
Community Connection · Education · Employment · Warm, safe, affordable housing,
  - c) Sustainable Economic Prosperity Supporting the Community - Steady and sustainable economic prosperity is achieved by harnessing opportunities to diversify the district's economic base, foster entrepreneurship, and support existing businesses and sectors. A circular economy is embraced by local businesses to enhance our environment and support local employment.
  - d) Vibrant Tourism Sector with Local Benefits – The district's strong brand and tourism sector is well promoted locally, nationally and globally, showcasing our unique attractions and events. Tourism operators are supported through targeted marketing initiatives, capacity-building programmes, and partnerships that enhance their ability to deliver high-quality visitor experiences while positively impacting the environment and local economy.
- 4.4. ŌDC staff contributed to Elevate's 2024/25 workplan to ensure its alignment with the Economic Wellbeing Strategy Implementation Plan. While Elevate retains autonomy in determining its own initiatives, the collaboration ensures a cohesive approach to economic wellbeing within the district.
- 4.5. ŌDC's Graham Bunn, Group Manager Business Enablement has reviewed the audited finances for the 2023/24 year and in his opinion there are no areas of financial concern.
- 4.6. ŌDC's Nardia Gower, Group Manager Strategy and Community, is the relationship manager for this provider.

## 5. Appendices | Ngā āpitihanga

Number	Title
1	Elevate's 12-month report for 2024-25
2	Elevate's Workplan 2025/26



## APPENDIX 1

Elevate's

12-month report

1 July 2024 – 30 June 2025



# ELEVATE Ōtorohanga Report to Ōtorohanga District Council June 2025



## Message from the Chair

On behalf of the Board of ELEVATE Ōtorohanga I would like to once again thank the Ōtorohanga District Council, Councillors and Senior Staff, for their ongoing support and partnership.

In the year ending June 2025 the staff and Board of ELEVATE Ōtorohanga have undergone significant personnel changes while continuing to delivery support to the community and strengthening our brand and presence.

As at the year end June 2025 we have 79 local business members that we have supported via a range of workshops, breakfasts and education opportunities.

During the year we introduced several new initiatives including our Inaugural Economic Development Forum, held on October 31<sup>st</sup>, a successful day providing 110 participants an opportunity to share in a day filled with insight, learning and networking.

During the six months to June 2025 our leadership has continued as we have facilitated the District's Housing Kaupapa and initiated the Ōtorohanga District Community Security Project in response to a spate of break ins during the early part of the year.

Our Service Level Agreement with Council 2024-2027 is confirmed and signed, with the Economic Wellbeing Strategy providing valuable insight to our workstream for 2025-2026. As an organisation, we continue to strive to remain nimble and connected to our community, innovative and independent in our, promoting and celebrating the Ōtorohanga District Community.

Again, we thank you for your support.

*Marain Hurley, Chairperson, ELEVATE Ōtorohanga*

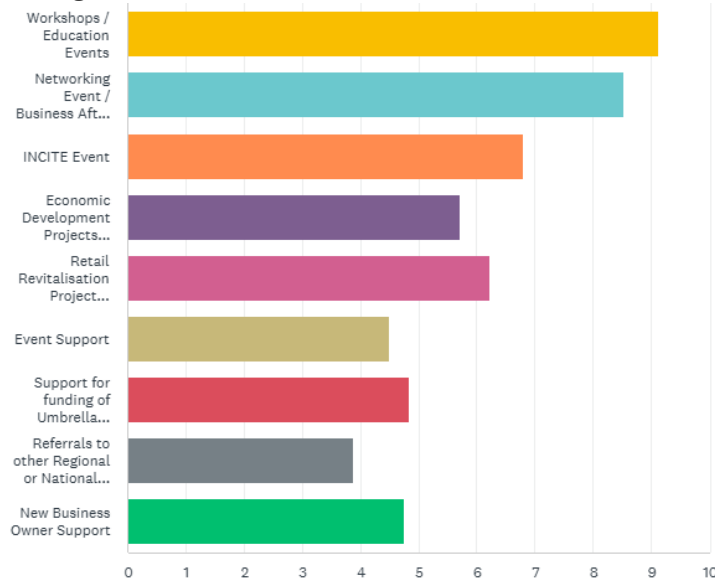


# Report on our Key Service Level Agreement Priorities – June 2024 to July 2025

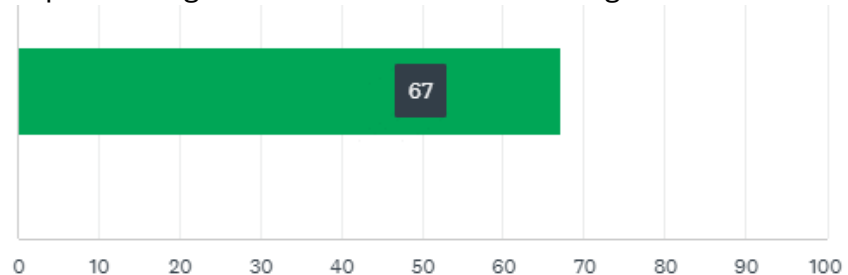
## Priority One: District Development and Promotion

Agreed Key Outcome	Twelve-month Update
Business Owners recommend to one another that they have a relationship with ELEVATE (NPS).	<p>Our survey of business owners, including our members, was completed in June 2024. 35 businesses responded to the survey and feedback included the following:</p> <ul style="list-style-type: none"><li>● 56% were aware of ELEVATE’s membership model</li><li>● 50% were current members</li><li>● Key reasons noted for membership included:<ul style="list-style-type: none"><li>○ Connection and networking</li><li>○ Contributing to an important organisation</li><li>○ Support with advocacy and leadership</li><li>○ Education and workshops for business development</li></ul></li><li>● Those who were not members were keen to learn more with the key reason for not being a member being the size of business and cost/time needed</li><li>● 23% of respondents had attended at least one ELEVATE event, 40% had attended between 2 and 5 events, 6% had attended 5 or more events in the last year</li><li>● The main reasons respondents had connected with ELEVATE included event tickets, utilising online business resources, new business support, Economic Development support, financial support for business education/development.</li></ul>

- ELEVATE's top services were ranked by respondents in the following order:



- Respondents gave ELEVATE and overall rating of 67 out of 100



- Notes made on how to improve this rating included:
  - Stronger connection to businesses outside the mainstreet
  - Connection to rural businesses
  - Strengthened visits to businesses
  - Checking that all businesses receive updates and notice of events

The ELEVATE Board will look to repeat the survey over the upcoming months.

<p>ELEVATE is recognised by business owners as an organisation providing quality resources and expertise to support business success.</p>	<p>Our Business Membership Programme launched in October 2023, and as at end of June 2025 we have 79 members. (a change of -3 from 82 members in December 2024). We lost 7 members during the year for various reasons and change of circumstances.</p> <ul style="list-style-type: none"> <li>• A profile of these members includes:</li> <li>• Small Businesses Members – 51</li> <li>• Med/Large Businesses Members - 23</li> <li>• Not-for-Profit / For Purpose Members – 5</li> <li>• Au Gratis – ODC</li> </ul> <p>These numbers are a combination of membership renewals as well as new members. There are approx. 6 prospective new members at the time of this writing this report 04/08/2025.</p> <p>ELEVATE had a challenging period between January– April 2025 at the information centre. Our long-time employee of 14yrs resigned to take up a full-time position. We are grateful to Moncia Clark – ELEVATE’s secretary for filling in at the Information Centre on a temporary contract. In the meantime, all efforts were made to recruit 2 staff members to fill the vacancies.</p> <p>In April 2025, ELEVATE Ōtorohanga successfully appointed and welcomed two new staff members. Meela Bhatti as Business Development Coordinator and Sammie Bean as Events and Marketing Coordinator. Both have settled in well in their individual roles.</p> <p>The Business Development Coordinator has extensive experience in marketing communications and small business operations. These two are the front line and faces of ELEVATE as they connect with the community. We foresee a positive influence in the business membership growth in the next financial year.</p> <p>Grand Total Gross Amount of Business Members Contributions to year end June 2025 \$18,227.50.</p>
<p>Members of ELEVATE actively engage in activities including workshops, breakfasts, and events.</p>	<p>Since the introduction of our membership model the goal has been to have members engage in at least one event annually and to have members well informed of what ELEVATE has on offer. During the year end June 2025, members have engaged in an average of 2.5 events.</p> <p>Our upcoming survey will provide us with insights on how well our members and our business community feel informed of the work we are doing and will provide opportunities and insight to improve our communications.</p>

## Priority Two: Business Support

Agreed Key Outcome	Twelve-month Update								
Business Support Resources are available (material and online) that are simple, modern, relevant and easily utilised	<p>Business planning templates continue to be available for business on enquiry and continue to be shared via our monthly newsletter emailed to the business database.</p> <p>Having launched our new look website in July 2024 our intention is to review the website, content and opportunity to provide additional improvement over the last part of this year. Any feedback from Council staff or Councillors is most welcome.</p>								
A Business Leaders Group is established – providing programme feedback, advocacy and support to ELEVATE.	<p>A formal business leaders' group has not been established. ELEVATE believes that this Key Outcome is live with the appointment of our business coordinator, who meets and connects with businesses on a one-to-one basis. Just recently, some 40+ businesses were visited and consulted with to gather information for the Security Plan.</p> <p>As a small District Community, Board members take the opportunity to regularly informally engage with business leaders to gain informal feedback.</p>								
A Youth in Business Group is established – providing future thinking and support to ELEVATE.	<p>While no targeted Youth Business Group has been established ELEVATE has strengthened and maintained a strong partnership with the Otorohanga College. Our board are exploring the idea of setting up a group of "Young Elevators" in the future – the ideal timing for this may be in Term 1 2026, when the new Head Students are elected. Our Speed Dating Career Program is scheduled for mid-August 2025, and we will continue collaborating with the Otorohanga College on future opportunities. We plan to repeat the program in 2026, with a refreshed lineup of speakers that reflect local youth and showcase realistic, relevant career pathways - particularly those that encourage them to stay local or return to the district after completing their studies/training.</p>								
A targeted 8 business Workshops are provided in the full year	<p>In the twelve months to June 2025, we exceeded the full year target of 8 events hosting 17 events/workshops/networking opportunities (10 were held to December 2024). Our events for the 12 months included:</p> <p><b>JULY 1 2024 – JUNE 30 2025</b></p> <table> <tr> <td>July 3<sup>rd</sup></td><td>Brand Launch Breakfast</td></tr> <tr> <td>July 25<sup>th</sup></td><td>Business After 5 (BA5)</td></tr> <tr> <td>September 18<sup>th</sup></td><td>First Aid Course</td></tr> <tr> <td>September 25<sup>th</sup></td><td>Business Breakfast at the Ōtorohanga College</td></tr> </table>	July 3 <sup>rd</sup>	Brand Launch Breakfast	July 25 <sup>th</sup>	Business After 5 (BA5)	September 18 <sup>th</sup>	First Aid Course	September 25 <sup>th</sup>	Business Breakfast at the Ōtorohanga College
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	<p>October 10th Business After 5 (BA5)</p> <p>October 31st Economic Forum</p> <p>Nov-Dec Christmas Lucky Shopper</p> <p>November 26<sup>th</sup> EOY Christmas Function for Businesses</p> <p>December 5<sup>th</sup> Christmas Parade</p> <p>December 7<sup>th</sup>-21<sup>st</sup> Santa's Grotto (every Saturday)</p> <p>March 27<sup>th</sup> Tradie Breakfast</p> <p>May 27<sup>th</sup> First Aid Course</p> <p>May 28<sup>th</sup> Business Breakfast at Ōtorohanga College</p> <p>May 28<sup>th</sup> Daz Burns/Leadership Workshop</p> <p>June 6<sup>th</sup> Xero Training Workshop</p> <p>June 17<sup>th</sup> AI for Kiwi Leaders Workshop</p> <p>June 25<sup>th</sup> Meta Business Optimisation Workshop</p> <p><b>JULY 1 – DECEMBER 20<sup>TH</sup> 2025</b></p> <p>July 24<sup>th</sup> Business After 5 (BA5) with Elevate/Security</p> <p>August 14<sup>th</sup> Career Speed Dating at Ōtorohanga College</p> <p>August 15<sup>th</sup> Elevate Community Meet and Greet</p> <p>Aug or Sep TBC Thryv Marketing Software Workshop</p> <p>September TBC Meet the Candidates Night</p> <p>Sep or Oct TBC Business Security Workshop</p> <p>Sep or Oct TBC First Aid Course</p> <p>October 15<sup>th</sup> Incite 2025</p> <p>November 19<sup>th</sup> Farmers Night</p> <p>Nov-Dec Christmas Lucky Shopper</p> <p>December 5<sup>th</sup> Ōtorohanga Christmas Parade</p> <p>December 6<sup>th</sup>-20<sup>th</sup> Santa's Grotto</p>
6 -14 businesses are supported by Mentors	<p>June 2024 – June 2025. ELEVATE formed a partnership with Business Mentoring New Zealand (BMNZ) and North King Country Development Trust (NKCDT) to offer a Mentoring program across the two districts.</p> <p>BMNZ offered 6 free places to successful mentee applicants valued at \$295 each for <b>12-month period</b>. The feedback received from mentees late last year was excellent. Mentees were matched with Mentors, some face to face introductions, followed by online monthly meeting with mentors.</p> <p>ELEVATE are presently in discussion with BMNZ to repeat the Mentoring Program in our District. We are working on scheduling dates for later in 2025 or early 2026.</p>

<p>ELEVATE supports businesses to find funding opportunities to grow their business</p>	<p>Our relationship with Soda Inc, the Regional Business Partner Contractor, has seen us grow the support for local businesses. Soda Inc. provide subsidies for businesses with leadership training as well as group training solutions. In the year end to June 2024 support from Soda Inc has included the following:</p> <ul style="list-style-type: none"> <li>▪ Soda Inc has met with approx. 33 Ōtorohanga businesses to assess their needs and training options.</li> <li>▪ Soda Inc allocated approx. \$14,800 in funding to support management capability training of Ōtorohanga based businesses.</li> <li>▪ Elevate used Soda Inc to book with the following service providers for various workshops including The Good Day Matrix, Mosaic Partners and Dimple Digital.</li> </ul>
<p>A target of 10 new businesses to the district are supported annually</p>	<p>July 1 to December 2024, ELEVATE had 3 new business entities recorded and received an advertising subsidy of \$862.50.</p>

## Priority Three: Events & District Promotion

Agreed Key Outcome	Twelve-month Update
Provision of biennial Business Awards	<p>An inaugural biennial business awards will be incorporated into the INCITE event held on 15<sup>th</sup> October 2025. INCITE brings together local businesses and community members for a formal evening of connection and professional engagement. It includes a seated dinner, inspiring guest speakers, and celebrates the achievements of our business community via the People’s Choice Business Awards. The guest speakers are:</p> <p><b>Steve and Seamus – Hosts of Between Two Beers</b></p> <p>Steve and Seamus are the charismatic hosts of the Between Two Beers podcast - NZ's most popular long-form interview show. The podcast started in Steve's Hamilton garage five years ago, and it's since had over three million downloads and was last year named NZ's best podcast at the Voyager media awards. Steve is a former sports journalist (12 years at the NZ Herald) and Seamus is a football administrator (former All Whites Manager and OFC Head of Competitions). They have chatted to many of the most influential and impactful Kiwis of our time as well as CEOs, business leaders, sport and music stars, comedians and many low-key legends. After building a market-leading audience and platform, the duo has also created a funnel of exciting and innovative business opportunities and have turned a hobby into a dream job.</p> <p><b>Simon Graafhuis – CEO, Chiefs Rugby Club</b></p> <p>Simon has held the role of CEO with the Chiefs since 2018. With a strong background in finance and leadership, Simon previously served as CFO at Gallagher and held senior roles at Fonterra, LIC, and New Zealand Dairy Group. He is also a Council Member at the University of Waikato and a director at Bootleg Brewery. Under Simon’s leadership, the Chiefs have championed innovation, launching digital initiatives to grow global fan engagement, and have strengthened their community focus through a unified club culture. He is a strong advocate for values-led leadership, incorporating Māori principles such as kaitiakitanga (guardianship), whanaungatanga</p>

	<p>(relationships), and rangatiratanga (leadership) into the organisation's identity.</p> <p>The final dates and details surrounding the People's Choice Business Awards are still in development however, the categories for nominations are:</p> <ul style="list-style-type: none"> <li>▪ Retail</li> <li>▪ Tourism &amp; Hospitality</li> <li>▪ Commercial, Industrial &amp; Trade</li> <li>▪ Healthcare &amp; Professional Services</li> <li>▪ Community Services</li> </ul> <p>To ensure fairness, voting will take place via a survey link that can be accessed via a link and QR code advertised at businesses and on social media. Physical votes can be cast at the Elevate office. The link can only be accessed once by one device to help eliminate 'double voting'. A locally sponsored prize will be offered to the public as an incentive to vote. A mystery-shopper component to the awards is yet TBC.</p> <p>Voting rules:</p> <ul style="list-style-type: none"> <li>- One vote per category per person – ELEVATE will audit at the end to ensure that double voting has not occurred</li> <li>- Name, mail address and mobile phone number to be supplied by nominee</li> <li>- Email address to be supplied by voter to ensure we can check for duplicates (do we need name and phone number)</li> <li>- Closing date for nominations end of August</li> <li>- Closing date should be end mid-September to provide us time to validate votes</li> </ul>
Provision of New Resident Welcome	<p>ELEVATE provides an information and welcome pack to new residents in our town and district. This has a range of contact details for key local services including Elevate, ŌDC, medical, emergency and legal services, as well as a copy of King Country News.</p>
Delivery of Christmas Festival	<p>In December 2024, ELEVATE alongside Project Kiwiana delivered a Christmas Parade and Santa Grotto for the benefit of the community. As Reported on in our six month report the Christmas Parade had 23 floats registered and attracted the best attendance in recent years not only local spectators and people from neighbouring towns along with international visitors came to watch.</p> <p>Plans have begun to organise the Ōtorohanga Christmas 2025 for Friday, December 5<sup>th</sup>. Schools have been advised to save</p>

	<p>the date. All relevant documents for floats and participant entries have been updated.</p>
Delivery of the Arts Festival	<p>ELEVATE supported, advertised and promoted the ARTBEAT Ōtorohanga 2024 event on November 23-24. This 2-day event was open to the public and was an opportunity to celebrate the diversity and creativity of our district and allowed local artists, musicians, and performers showcasing their talent.</p>
Information Connector – Tourism Advocacy and Booking Support	<p><b>Kāwhia Information Services:</b> ELEVATE confirmed SLA with Kāwhia Regional and Gallery, operating as “Kāwhia Information Centre”. This agreement aligns with ELEVATE and ŌDC’s SLA 2024-2027, that supports and contributes towards staff wages (minimum wage). The purpose is to provide information and tourists services at Kāwhia Information Centre. The sum \$23,074.00 was contributed in 2023-24 year. This changes annually as at April 1 and is driven by minimum wage government legislation.</p> <p><b>Elevate Ōtorohanga Information Services:</b> Elevate provides wide range of services to visitors and the local community. We continue to be booking agents for accommodation, transport, local tours and attractions. Retail has become less of a priority, with the exception of Bee Cards and Penny/KiwiCamp keys.</p> <p>Our primary focus is to provide information, resources, and printed materials which remain particularly useful for tourists and members of our aged community who may not use the internet.</p> <p>Visitor numbers have steadily increased since we moved into our new location at 64 Maniapoto Street due to online advertising, signage, and street visibility. We aim to engage with our local community at a “<i>Meet and Greet</i>” event in mid-August 2025, where a number of our service providers have sponsored prizes reinforcing a positive connection between ELEVATE, the business community and the general public.</p> <p>We have started to track our visitor numbers as of July 21<sup>st</sup> and will continue to do so throughout the next financial year. We plan to provide the ŌDC with much more measurable data in the future.</p> <p>For the period of July 21<sup>st</sup> – August 1<sup>st</sup> we received:</p> <ul style="list-style-type: none"> <li>• 5 accommodation visitor enquiries</li> <li>• 3 visitor transport enquiries</li> <li>• 5 tours and attractions visitor enquiries</li> <li>• 14 Community visitor enquiries</li> <li>• 8 Merchandise visitor enquiries</li> </ul>



- 1 product and services representative

#### Ōtorohanga Information Services Stats Jan- June 2025

Travel Bookings	\$5,262
Merchandise Sales	\$1,096

#### Ōtorohanga Information Services Stats July – Dec 2024

<b>Services</b>	<b>\$Value Incl. GST</b>
<b>Travel Bookings</b>	<b>\$13,121</b>
<b>Merchandise Sales</b>	<b>\$1,523</b>

**Website:** The ELEVATE website [www.otorohanga.co.nz](http://www.otorohanga.co.nz) continues to promote Ōtorohanga as *A vibrant community where whanau and businesses thrive*. The main features of the website are visitor information, events, and a comprehensive business directory, with a highlighted category to feature ELEVATE Business Members.

We acknowledge that there are areas of the website that can be improved, and we are currently in the process of updating the website and making it easier to navigate. We plan to include a Business Members page and expand on the information around school visits, community groups, and more.

## Priority Four: Economic Development

Agreed Key Outcome	Twelve-month Update
Facilitation of a Community led Housing Plan	<p>ELEVATE, via its Economic Development Manager continues to facilitate the Community Led Housing Plan: Homes for our Community.</p> <p>The plan includes four pillars to support community housing outcomes and was endorsed by key community, regional and national stakeholders in early 2025. Shortly after which the group hosted a meeting with community leaders to gather current insights and understand what work is in progress across various agencies and organisations. As a consequence the Housing Group has decided to focus on the introduction of 5 affordable houses for the community. This work is challenging and ongoing. Elevate and Council staff provided a Housing update report to Council's meeting 27 May 2025.</p>
Retail Revitalisation	<p>ELEVATE are nearing the end of this project. Recently, we were successful in getting two central buildings across the line. One was completed in May, the other is committed and scheduled to be painted in early spring 2025. One more to go, we are presently in discussion with the building owner and lessee of the final building.</p>
Economic Development Forum	<p>On the 31<sup>st</sup> of October 2024 ELEVATE hosted the Inaugural Economic Development Forum. The event saw 110 participants come together to share, learn and hear from a range of engaging speakers. This event was a great success for ELEVATE and in addition to the learning and networking opportunities raised circa \$2.5K for our organisation to support its delivery.</p>

## Priority Five: Governance and Organisational Excellence

Agreed Key Outcome	Twelve-month Update
<p>Governance Quality – the ELEVATE recruits, trains and develops quality Board members, completed quality meetings</p>	<p>Update, June 30, 2025, ELEVATE Ōtorohanga has 8 Board members, with a diverse range of backgrounds and skill sets. Currently, we are making a succession plan to take over executive roles.</p> <p>Current Board Members and Executive include:</p> <p>Chairperson - Marain Hurley; Board Members – Carolyn Christian, Jacqui Purdy, Cheyne Waldron, Pat Edwards, Katrina Christison, Grant Matthews, Michelle Erikson</p> <p>ELEVATE Staff – Meela Bhatti, Business Development Coordinator; Sammie Bean, Events Coordinator; Kane Wharepouri, Digital Media Contractor; Michelle Hollands, Economic Development Manager</p> <p>Our Board prepares a calendar of meeting dates at the beginning of the year. In May 2025, our board decided to meet bi-monthly rather than monthly. Meetings are scheduled for the last Wednesday every two months to be held in ŌDC, Tere Waitomo Room. We are grateful to ŌDC for the use of this room at no cost.</p> <p>Meeting Agendas are prepared and distributed to all board members 5 days in advance. Meeting minutes are recorded along with all governance, legal documents i.e. contracts and agreements are stored in ELEVATE Ōtorohanga Google Drive.</p>
<p>Health and Safety</p>	<p>ELEVATE utilises OSHBox operational manuals and policies to manage our Health and Safety Policies and Procedures. These policies have guided the delivery of events and welfare. Our Business Development and Event Coordinators are responsible for updating and reporting to ELEVATE on a monthly basis. A cybersecurity policy has also recently been added to strengthen our digital safety and risk management practices.</p>
<p>Communications, marketing, website, e-newsletters, social media</p>	<p>Our marketing communications plan includes the following activities/initiatives:</p> <ul style="list-style-type: none"> <li>▪ A holistic approach to marketing that engages with visitors and the local community using both digital and traditional marketing strategies.</li> <li>▪ We are using consistent communications and advertising to strengthen our new branding including a</li> </ul>

	<p>new information leaflet which is being distributed to key locations throughout Ōtorohanga.</p> <ul style="list-style-type: none"> <li>▪ Monthly E-newsletters/campaigns sent to 334 subscribers – an increase of 30 subscribers since last year. The targeted audience is the local business community. Additional campaigns are sent as needed e.g. workshop or event reminders. Overall, readership has been increasing.</li> <li>▪ We continue to update and improve our website <a href="http://www.otorohanga.co.nz">www.otorohanga.co.nz</a> as a live and ongoing project. Our business directory has over 260 businesses listed.</li> <li>▪ We plan to increase newspaper advertising in the King Country News where relevant to ensure we are reaching our ‘offline’ community.</li> <li>▪ Our social media handles include: Facebook @elevateotorohanga Instagram @elevateotorohanga YouTube @elevate_otorohanga</li> </ul> <p>We continue to refine these social media pages to communicate with purpose and ensure we are reaching our target audience(s). A social media strategy plan is in development, particularly to address the Facebook page which is currently called <i>Elevate Information Services</i> (formerly <i>Ōtorohanga District</i>) with 3.8K followers.</p> <p>The page description states: <i>Welcome to the ELEVATE Ōtorohanga District page (formerly known as the isite). We provide visitors and the local community with vital information services, bookings, and business support to help grow and strengthen the local economy.</i></p> <p>The challenge is to incorporate our branding with a clear message that we provide information services, whilst promoting the district. A possible alternative could be renaming the existing page, and/or creating a second Facebook page targeted at the business community.</p>
Funding	<ul style="list-style-type: none"> <li>• Part of our strategy continues to explore sustainable funding solutions and generate new revenue streams to support and diversify our revenue.</li> <li>• P&amp;L for January – June 30, 2025 (6 -month period).</li> <li>• Sponsorship &amp; Partnership Agreements confirmed and funds received</li> <li>• Inframax Construction Ltd \$5000.00</li> <li>• The Lines Company Ltd \$5,000.00</li> <li>• AI Workshop \$1,000.00</li> </ul>

	<ul style="list-style-type: none"> <li>• Meta For Business Workshop \$1,000.00</li> </ul> <p>Retail Revitalisation Project – Tagged funds \$17,800.00</p> <ul style="list-style-type: none"> <li>• Contributions will continue to be distributed to Business/Landlord owners based on the size of their buildings once the painting job is complete.</li> </ul> <p>Umbrella Organisation</p> <ul style="list-style-type: none"> <li>• In addition, because of our registered not-profit status, we act as an Umbrella organisation to support other community groups and help them achieve their own aspirations. Funding applications that we have supported include:</li> <li>• Kiwiana – Ōtorohanga Christmas Parade Tagged Funds \$6,400.00</li> <li>• Art Conduit’s balance of funds were transferred to Rebecca Dowman-Ngapo Ōtorohanga Creative Conduit</li> <li>• Picnic &amp; Pistons/Truck &amp; Ute Balance of funds refunded to ODC &amp; OCT</li> <li>• Ōtorohanga Kai Forest \$3280.37</li> <li>• Kawhia Fitness Trail \$375.00</li> <li>• Ōtorohanga Christmas Club \$604.17</li> <li>• Truck &amp; Ute Show 2026 \$5711.51</li> </ul>
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## Project Kiwiana

Project Kiwiana Committee is the custodian for the R&M management of Large Assets i.e. the many Kiwiana iconic features and items throughout Ōtorohanga that resulted in Ōtorohanga being proclaimed as the Kiwiana town of NZ.

ELEVATE remains the conduit of annual rated funds from ŌDC to PK for R&M at \$15k + GST.

ŌDDB trading as ELEVATE is the legal entity and parent of the Kiwiana group of five, which includes Marain Hurley (Chair), Bev Moloney, Michelle Erikson (Treasurer), Katrina Christison, and Tamara Martini.

The Ōtorohanga Christmas Parade 2024 was organised by the Kiwiana group. 100% funded by the group through independently submitting funding requests and successful applications to external sources. Kiwiana are grateful to Inframax Ltd for continuing to support the Ōtorohanga Christmas to provide for TMP at **no cost**.

Plans are in progress for upgrades on some of the tired Kiwiana features and structures in 2025-2026 Year.

**Toilet Walls:** Kiwiana has completed the Project and installed 2 Vinyls 1-4U at a cost of \$4,550 on the exterior walls of the toilets that were reclad and reskimmed at the Jim Barker Memorial Playground.

### Annual R&M is ongoing:

- ✓ All existing mural walls and features, structures will be cleaned and spider-treated prior annually or as required as follows.
- ✓ Sir Ed Hillary Walkway, Walls and Tile Floor, Exterior of Display Modules (soft Wash)
- ✓ Icon Mural Wall – Mitre 10
- ✓ Sponsor Wall – Appliance Plus
- ✓ Henshaw Cartoon Wall -The Thirsty Weta
- ✓ Kiwiana Sign – Left on the South end of Maniapoto St – outside Subway
- ✓ The Pukeko – Lake Huiputea
- ✓ Ōtorohanga District Council – “Ōtorohanga, It’s our Story” Wall
- ✓ Kiwiana Mural Wall – Ōtorohanga Club
- ✓ Lampost Icons x6

### Work In progress:

Fundraising has commenced to hold the Christmas Parade 2025 for Ōtorohanga, on Friday 5<sup>th</sup> December.

Later this year, Kiwiana propose to add a kiwiana feature mural to the empty picture frame on the exterior wall of the ELEVATE office. Kiwiana has tagged funds to cover this project



## APPENDIX 2

Elevate's

Workplan

1 July 2025 – 30 June 2026

## Our VISION

“A vibrant and connected Ōtorohanga community where whanau and business thrive.”

## Our STRATEGIC GUIDING PRINCIPLES

We invest our time and resources into strategic projects that:

- Grow the presence and profile of our District and community.
- Leverage economic outcomes.
- Build connections and partnerships.
- Retain and attract talented individuals.
- Support business capability and growth.
- Provide independent advocacy.
- Enhance environmental sustainability and community well-being.



“We work on behalf of our moral owners who are the people of the Ōtorohanga District

Mahia te mahi, hei painga mo te iwi”

## Our STRATEGIC PRIORITIES

**A Vibrant Community** – sharing our district and community’s story and success.

**Business Success** – supporting businesses to create positive and meaningful connections and providing business development opportunities and promotion.

**Growing our Economy** – leveraging our natural advantages to champion sustainable growth throughout our district.

**Organisational Excellence** - A professional and sustainable organisation.

## How we MEASURE OUR SUCCESS and our ACTIONS FOR 2025-2026

### A Vibrant Community

Focus Area	Why is this important?	What action will we take?
New businesses to the district are supported in their planning for opening and introduction to the community and opportunities that Elevate offer.	<ul style="list-style-type: none"> <li>ELEVATE is a first point of contact for new businesses and seen as an important connector in the community</li> <li>Businesses that are well connected to ELEVATE and the local business network have greater exposure to support, development and network opportunities that increase resilience and business success</li> </ul>	<ul style="list-style-type: none"> <li>New businesses to the district are supported in their planning and introduction to the community. ELEVATE provides advertising subsidies for the King Country News and connections to other businesses in town.</li> <li>Numbers of new businesses supported are provided as part of 6 month and annual reporting.</li> </ul>
New residents in the community are welcomed and provided with introductory information that helps them become familiar with the community.	<ul style="list-style-type: none"> <li>ELEVATE is a community connector and organisation recognised for its ability to provide information that supports the community</li> <li>When people feel connected and informed, they are more likely to participate in community life, support local businesses, contribute to volunteer activities, and access services that enhance their quality of life</li> </ul>	<ul style="list-style-type: none"> <li>ELEVATE partners with the library and council to welcome residents</li> <li>New residents to the district are provided information that supports their connection to the community.</li> <li>Connections are made with Real Estate Agents, Pre-Schools and Schools as well as Employers to showcase the Welcome Pack. Have available at Farmers Night event.</li> <li>Numbers supported are provided as part of reporting.</li> <li>Exploration is completed to provide an online version (example PNCC) (<a href="https://www.pncc.govt.nz/files/assets/public/v/2/documents/community/welcome-pack-2022.pdf">https://www.pncc.govt.nz/files/assets/public/v/2/documents/community/welcome-pack-2022.pdf</a>)</li> </ul>
Ōtorohanga businesses and initiatives are celebrated and shared using a variety of media channels, including regional promotion.	<ul style="list-style-type: none"> <li>To showcase business success and share the stories of the Ōtorohanga community</li> <li><b>Celebrating and promoting local businesses and initiatives builds pride, drives economic development, and helps attract</b></li> </ul>	<ul style="list-style-type: none"> <li>ELEVATE is connected to Soda Inc regionally to support initiatives that provide funding, business education and promote businesses in the community.</li> <li><a href="http://www.otorohanga.co.nz">www.otorohanga.co.nz</a> has a wide range of businesses promoted as well as social media and newsletter business stories are shared</li> <li>The INCITE event is utilised to provide awards that celebrate local businesses</li> <li>ELEVATE will actively promote local businesses beyond the district to boost tourism, attract visitor dollars, and strengthen the local economy.</li> </ul>



	<b>talent, investment, and visitors to the district.</b> Sharing these success stories through local and regional channels strengthens Ōtorohanga's identity, supports business growth, and showcases innovation, creativity, and community spirit.	
The main Ōtorohanga retail precinct is a source of pride in our community. ELEVATE is recognised for its role in ensuring this pride.	<ul style="list-style-type: none"> <li>As the central welcome to our District it is important that the main retail precinct is both clean and tidy and has quality businesses in it. As such reflecting Ōtorohanga's identity, vitality, and welcome to visitors. A vibrant, well-presented precinct with thriving businesses fosters community pride, attracts visitors, supports local jobs, and encourages people to spend time and money locally.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of the RRP – Village Green and Lions Shop remain</li> <li>ELEVATE establishes a proposal to Council for a targeted rate to continue the Retail Revitalisation project in years to come.</li> <li>Development of a business attraction plan for the District to keep an ongoing eye on empty buildings and opportunities for growth of commercial and industrial opportunities</li> </ul>
Activities and events are provided and promoted in the community for their ability to unite and connect residents.	<ul style="list-style-type: none"> <li>Bringing the community together to connect and be proud</li> </ul>	<ul style="list-style-type: none"> <li>Consideration is given to utilising otorohanga.co.nz for District promotion and events and separating ELEVATE either to a different website or separate area of the website</li> <li>The same is clarified for social media</li> <li>Extension of the "What's on Guide" online, and on social media.</li> </ul>

## Business Success

Focus Area	Why is this important?	What action will we take?
By year end 100 businesses in the Ōtorohanga District are members of the ELEVATE (Year Start 80)	<ul style="list-style-type: none"> <li>ELEVATE has grown its presence in the community and is being recognised by businesses as an important organisation to connect with</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of a business support programme including 10 events to June 30 2026, with a mixture of BA5, workshops and breakfasts</li> <li>The INCITE event is held in October with the inclusion of an awards for business.</li> <li>The business membership model continues to build financial sustainability and diversity of income for ELEVATE.</li> </ul>

	<ul style="list-style-type: none"> <li>• Why is this good for the businesses?</li> </ul>	
65% of members are engaged in at least one networking or education opportunity	<ul style="list-style-type: none"> <li>• Through engagement, members showcase their commitment to ELEVATE</li> <li>• Through engagement businesses grow capability and connections/networks with others in business</li> </ul>	<ul style="list-style-type: none"> <li>• Regular reviews of topics of interest for businesses guide delivery</li> <li>• Strong marketing is provided to encourage to attend</li> <li>• Records are kept to showcases which businesses attend events and which events are most popular</li> </ul>
Members have access to online resources to enhance business capability and growth	<ul style="list-style-type: none"> <li>• There is simple and easy accessible business support information for businesses</li> <li>• Businesses build capability through their utilisation of available resources</li> </ul>	<ul style="list-style-type: none"> <li>• Business resources are reviewed to ensure up to date information is available for business owners to plan for business growth.</li> </ul>
Members report they feel connected and are supported by representatives of ELEVATE	<ul style="list-style-type: none"> <li>• ELEVATE is seen as a listening and supportive organisation in the community</li> <li>• ELEVATE through listening can provide meaningful support for businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Business members are personally connected to ELEVATE twice each year to strengthen insights, connections and opportunities for our local businesses to prosper.</li> </ul>

## Growing our Economy

Focus Area	Why is this important?	What action will we take?
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ELEVATE is viewed as a trusted leading organisation, partner and advocate for organisations to establish and deliver plans and projects of economic value (including the ŌDC)	<ul style="list-style-type: none"> <li>ELEVATE is connected to local and regional economic initiatives and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Regular meetings are planned with Senior Council staff</li> <li>Council reports are complete, and SLA targets are met</li> <li>ELEVATE staff are connected to Councils Economic Wellbeing Manager learning about and supporting the implementation of the Ōtorohanga Wellbeing Strategy and Regional Economic outcomesELEVATE holds a strong relationship with SODA Inc supporting businesses to connect with Central Government Initiatives</li> <li>Support the Council-led action to work with and promote the primary sector to market the advantages of working in the agriculture industry and related sectors (Economic Wellbeing implementation plan – Council-led action)</li> </ul>
ELEVATE is recognised for its ability to facilitate and connect economic conversations and learnings at both a District and Regional level (Forum, Housing etc.)	<ul style="list-style-type: none"> <li>ELEVATE is an impartial connector in the community and able to facilitate conversations of importance for economic outcomes</li> <li>Facilitating and connecting economic conversations ensures ideas, knowledge, and opportunities are shared, leading to stronger collaboration and better outcomes for the district.</li> </ul>	<ul style="list-style-type: none"> <li>ELEVATE provides thought pieces and advocacy on future economic development opportunities, policy and plans for the district</li> <li>ELEVATE supports the community to connect with elected member candidates, by hosting candidate event/s.</li> <li>ELEVATE continues to strengthen relationships with other EDAs at regional and national forums.</li> <li>ELEVATE facilitates opportunity to leverage local funding with regional and national funds.</li> </ul>
ELEVATE is regarded for its ability to leverage local investment, bringing Regional or National investment to support key economic projects.	<ul style="list-style-type: none"> <li>As an independent incorporated society ELEVATE provides opportunity to successfully apply for contracts and funds</li> <li>Leveraging local investment attracts additional regional and national funding, enabling bigger and better economic projects that benefit the whole district</li> </ul>	<ul style="list-style-type: none"> <li>Leadership is provided to support housing and commercial land development in the district, sufficient to support economic growth. <ul style="list-style-type: none"> <li>ELEVATE remains the Kaitiaki of the Community -led Housing Plan and Action Plan</li> <li>Delivery of a Housing Developers Forum (by October 2025)</li> <li>Bi-annual delivery of regional and national leaders meeting</li> </ul> </li> <li>Support is provided for the continued upgrade of the Ōtorohanga Club and other facilities of community / economic value.</li> </ul>
Our District is promoted and connected through the provision of information services, destination planning and support, and our online presence – our website and social media.	<ul style="list-style-type: none"> <li>Sharing clear, engaging information and promoting our district through destination planning, a strong website, and active social media helps showcase Ōtorohanga's</li> </ul>	<ul style="list-style-type: none"> <li>Supporting the development of a Tourism Playbook, led by Council (Economic Wellbeing implementation plan)</li> <li>Facilitate a networking event where tourism businesses can collaborate and create packages (e.g., accommodation + activities – ELEVATE-led action) (Economic Wellbeing implementation plan) as well as providing support for capability building</li> </ul>

	attractions, businesses, and events. This increases visitor numbers, strengthens community pride, and supports economic growth.	<ul style="list-style-type: none"> <li>• Collaborate with Council on building and utilising the cache of high-quality images and videos that can be used for marketing (Economic Wellbeing implementation plan – Council-led action)</li> <li>• Explore opportunities for collaboration/joint marketing with Waitomo Operators to create a broader tourism circuit that encourages longer stays (Economic Wellbeing implementation plan – ELEVATE-led action)</li> <li>• Support council with data insights to measure year on year economic wellbeing impacts (Economic Wellbeing implementation plan – Council-led action)</li> </ul>
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## Organisation Excellence

Focus Area	Why is this important?	What action will we take?
Board members and staff report the availability and delivery of quality induction processes and professional development programmes	<ul style="list-style-type: none"> <li>• Board and Staff need sufficient training, knowledge and expertise to deliver their roles</li> <li>• Quality induction and professional development equip board members and staff with the knowledge, skills, and confidence. Strong onboarding builds understanding of organisational goals, roles, and expectations, while ongoing development ensures the team stays current, capable, and motivated - ensuring solid decisions, strong leadership, and economic outcomes for the community.</li> </ul>	<ul style="list-style-type: none"> <li>• ELEVATE has: <ul style="list-style-type: none"> <li>- Clear Board and Staff Job Descriptions that support delivery of the 2025-2026 plan</li> <li>- Recruited new staff by calendar year end 2025 to enable delivery</li> <li>- A succession plan is in place to support a new Chair and ensure strong governance leadership on the Board into 2026</li> </ul> </li> </ul>

Board members report strong governance systems via an annual Board review process	<ul style="list-style-type: none"> <li>• Board reviews support continued improvements and ultimately enhance organisational outcomes</li> <li>• Board plans give clarity to all</li> <li>• Strong governance systems ensure a council-funded board uses public resources responsibly, makes transparent and well-informed decisions, and delivers on its mandate. An annual board review helps identify strengths and areas for improvement, building accountability to both Council and the community while maintaining trust in the board's leadership.</li> </ul>	<ul style="list-style-type: none"> <li>• ELEVATE has: <ul style="list-style-type: none"> <li>- Strong governance and governance systems.</li> <li>- Financial sustainability across work programmes.</li> <li>- Diversification of funding.</li> <li>- A clear communication plan in action.</li> </ul> </li> </ul>
The organisation is financially sustainable with diverse funding revenue (YE June 2024 25% income outside ŌDC funding)	<ul style="list-style-type: none"> <li>• Ongoing reviews of local government structures will continue and ELEVATE must consider a future without Council funding</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare a full year budget to support outcomes</li> <li>• Develop and confirm with Council a reserves Policy that supports long-term financial sustainability</li> </ul>
There exists a clear strategy and operating plan including a financial and communications plan that is reviewed and reported against.	<ul style="list-style-type: none"> <li>• Plans provide clarity and support assessment against targets</li> </ul>	<ul style="list-style-type: none"> <li>• Plans will be developed and reviewed as part of Board meetings</li> </ul>



**Item 281** Finance report to 31 July 2025

**To** Ōtorohanga District Council

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

**Type** **INFORMATION REPORT**

**Date** 26 August 2025



## 1. Purpose | Te kaupapa

1.1. To provide a snapshot of progress against the 2025/26 budget.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Financial Report for the period ended 31 July 2025 shows the operating surplus being up on budget by \$1.6M, because of reduced expenditure.
- 2.2. Capital expenditure and loan repayments were over budget by \$269k. This predominately relates to the carryover of work in progress from the prior year, for which the budget has not yet been through a carryover report.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled ‘Financial Report for the month ending 31 July 2025’ (document number 844141).

## 4. Discussion | He kōrerorero

### Statement of Comprehensive Revenue and Expenses For the Period Ending July 2025

	Actual	Budget	Variance	Full Year Budget
<b>Revenue</b>				
Rates income	8,381,771	8,297,807	-83,964	16,781,626
Contributions	0	850	850	265,450
Water by Volume Rates	-2,640	0	2,640	2,378,879
Subsidies and Grants	50,808	441,528	390,720	6,784,167
Other Income	231,937	347,151	115,214	1,936,467
Other gains/(losses)	0	0	0	0
<b>Total Revenue</b>	<b>8,661,875</b>	<b>9,087,336</b>	<b>425,461</b>	<b>28,146,589</b>
<b>Expenses</b>				
Employee Benefit Expenses	520,199	582,770	62,571	7,576,018
Depreciation and Amortisation	676,215	676,215	0	7,801,480
Other Expenses	679,038	2,444,238	1,765,200	14,321,085
Finance Costs	204	281,231	281,028	281,516
<b>Total Expenditure</b>	<b>1,875,656</b>	<b>3,984,454</b>	<b>2,108,798</b>	<b>29,980,099</b>
<b>Operating Surplus/(Deficit)</b>	<b>6,786,220</b>	<b>5,102,882</b>	<b>-1,683,338</b>	<b>-1,833,510</b>

4.1. Overall, there is a net surplus to the end of July of \$6,786,220, compared to the budgeted surplus of \$5,102,882. The variance in the surplus against budget is due to:

- a. Operating Revenue is down on budget by \$425k. This is due to being \$83k up on budget in rates income, offset by being down on budget in other income by \$115k and subsidies and grants by \$391k
  - Subsidies and grants is down on budget by \$391k due to the timing of roading claims. The July claim has not yet been completed at the time of preparing this report, as we await any outstanding claims.
  - Other Income is down on budget due to the timing of charging for building and resource consents, as well as interest income.
- b. Operating expenses is down on budget by \$2.1M, with other expenses being \$1.8M under budget, employee benefit expenses being \$63k under budget and finance costs being under budget by \$281k.
  - Finance costs are under budget due to the reversal of the year end accrual.

- Other expenses is under budget due to some reversal of prior year accruals, such as the audit fee accrual, as well as some roading maintenance being under budget compared to the same period last year.

**Other Expenses**

	Actual	Budget	Variance	Full Year Budget
Activity operation	70,944	183,351	112,407	2,113,070
Asset Maintenance	43,964	59,805	15,841	716,921
Deloitte Fees	(183,227)	214,410	397,637	244,410
Grants and Subsidies	0	156,553	156,553	560,307
Insurance	0	83,679	83,679	298,599
Minimum Lease Payments Under Operating Leases	2,043	2,118	75	25,423
Other expenses	681,091	1,506,942	825,851	5,562,964
Regional Initiatives	0	15,740	15,740	188,885
Road maintenance	64,224	190,500	126,276	4,573,750
Youth Initiatives	0	31,140	31,140	36,756
	679,038	2,444,238	1,765,200	14,321,085

Statement of Financial Position  
For the period ending July 2025

	Actual	Full Year Budget	YTD Last Year
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	362,757	1,156,718	2,175,962
Trade and Other Receivables	8,736,312	2,121,272	8,134,601
Inventory	62,095	31,570	34,177
Loan Receivable	0	250,000	0
Total Current Assets	9,161,164	3,559,560	10,344,740
<b>Non-current Assets</b>			
Investments	7,774,788	7,883,662	7,674,788
Property, Plant and Equipment	412,147,731	443,784,162	409,255,005
Intangible Assets	135,605	67,934	109,289
Loan Receivable	1,467,936	1,500,000	1,467,937
Total Non-current Assets	421,526,060	453,235,758	418,507,019
Total Assets	430,687,224	456,795,318	428,851,759
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	786,467	2,762,320	2,075,790
Provisions	1,164	829	1,088
Employee Benefit Liabilities	338,670	409,890	375,002
Income in Advance	402,226	757,035	187,818
Development and Financial Contributions in Advance	592,972	540,624	566,872
Total Current Liabilities	2,121,499	4,470,698	3,206,570
<b>Non-current Liabilities</b>			
Provisions	10,779	15,886	11,943
Employee Benefit Liabilities	47,531	47,295	34,008
Borrowings	12,447,613	12,947,613	12,447,613
Total Non-current Liabilities	12,505,923	13,010,794	12,493,564
Total Liabilities	14,627,422	17,481,492	15,700,134
Net Assets	416,059,802	439,313,826	413,151,625
<b>Equity</b>			
Retained Earnings	175,903,362	165,319,655	172,995,185
Reserve Funds	3,103,513	3,001,486	3,103,513
Revaluation Reserves	237,052,927	270,992,685	237,052,927
Total Equity	416,059,802	439,313,826	413,151,625

- 4.2. Overall, the balance sheet shows working capital at the end of July of \$7,039,665, with current assets of \$9,161,164 against current liabilities of \$2,121,499.
- 4.3. As at the time of this report, the revaluation of the roading assets as at 30 June 2025 is still being reviewed, and so therefore has not yet been included in this balance sheet. This should be included in the August report.
- 4.4. There is also a revaluation of some investments, which we are still waiting on information for Waikato Regional Airport Limited and Co-Lab to enable us to adjust the fair value of those investments.

Combined Cost of Service Statement  
For the Period Ending July 2025

	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
<b>Operating Revenue</b>				
Activity Revenue	282,745	726,735	443,990	8,720,814
Targeted Rates	3,554,947	4,743,858	1,188,911	9,487,716
Development Contributions	0	22,121	22,121	265,450
General Rates	4,747,287	4,836,395	89,107	9,672,789
Other General Sources	257,100	1,153,360	896,260	13,840,315
	8,842,079	11,482,467	2,640,388	41,987,084
<b>Operating Expenditure</b>				
Trusted Leadership & Relationships	255,649	1,359,582	1,103,933	16,314,986
Strong Communities	242,692	189,857	-52,835	2,278,286
Vibrant Places and Spaces	62,559	332,068	269,509	3,984,820
Sustainable Development and Public Safety	45,954	220,677	174,723	2,648,122
Resilient Infrastructure: Land Transport	93,574	998,560	904,986	11,982,718
Resilient Infrastructure: Water Supply	88,036	268,760	180,724	3,225,115
Resilient Infrastructure: Wastewater	52,840	120,033	67,193	1,440,398
Resilient Infrastructure: Stormwater	8,124	35,377	27,253	424,520
Resilient Infrastructure: Flood Protection	6,021	37,271	31,249	447,248
Responsible Waste Management	7,448	62,183	54,734	746,190
	862,898	3,624,367	2,761,469	43,492,403
<b>Funding Required</b>				
Capital Renewals	568,771	267,472	-301,299	7,474,612
Capital Growth	0	0	0	400,000
Capital Level of Service	61,056	2,500	-58,556	235,000
Loans Repaid	0	90,562	90,562	1,120,898
	629,826	360,534	-269,292	9,230,510
<b>Funding Applied</b>				
Funding from Depreciation Reserves	0	0	0	4,281,948
Loans Raised	0	0	0	2,660,456
Capital Income	-2,790	91,890	94,680	112,200
Transfer to and from Balance	-7,346,566	-7,589,457	-242,891	3,681,225
	-7,349,356	-7,497,567	-148,211	10,735,829

- 4.5. In the Combined Cost of Services statement, overall operating revenue is \$2.6M under budget. This relates to Other General Sources, which relates to staff charging, which is down due to the timing of projects. There is also a difference in targeted rates due to the timing in water billing.
- 4.6. Operating expenditure is \$2.8M under budget, with this being spread across all the budget areas. This is due to the timing of budgets and associated projects, as well as the reduced staff charging costs aligned to the reduced income.
- 4.7. Capital expenditure and loan repayments were over budget by \$269k. The bulk of this is related to work in progress carried over from the prior year. This mostly relates to the stormwater resource consents, as well as Kāwhia and Aotea seawalls consents. The budgets for these work in progress items will be included in the carryovers report in September.



**Statement of Cashflows**  
**For the Period Ending July 2025**

	Actual	Full Year Budget
<b>Cash flows from operating activities</b>		
Receipts from rates revenue	583,659	19,148,250
Receipts from other revenue	119,844	9,093,678
Interest received	2,034	87,381
Dividends received	-	8,000
Payments to suppliers and employees	(1,560,172)	(21,840,769)
Interest paid	-	(281,489)
<b>Net cash provided by/(used in) Operating Activities</b>	<b>(854,635)</b>	<b>6,215,051</b>
<b>Cash flows from investing activities</b>		
Proceeds from Sale of Property, Plant and Equipment	(2,790)	112,345
Purchase of property, plant and equipment	2,702	(11,495,728)
Purchase of investments	-	-
Purchase of intangible assets	-	(71,386)
<b>Net cash provided by/(used in) Investing Activities</b>	<b>(88)</b>	<b>(11,454,769)</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	-	3,225,000
Prepayment of borrowings	-	-
<b>Net cash provided by/(used in) Financing Activities</b>	<b>-</b>	<b>3,225,000</b>
Net (Decrease)/increase in cash, cash equivalents and bank overdrafts	(854,723)	(2,014,718)
Cash, cash equivalents and bank overdrafts at the beginning of the year	1,217,480	3,170,000
Cash and cash equivalents at the end of the period	362,757	1,155,282

4.8. This cashflow statement shows the cashflows in and out for the period to 31 July 2025. As can be seen, net cash flow from operating activities has been negative, mostly due to the payments to suppliers. The receipts from rates revenue should increase in the August report due to the due date for the first rates instalment being 29 August.

4.9. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of July. This is only cash spent this year and excludes items like work in progress carried over from prior years, which is why there is a difference between the figure here and in the cost of service statement above.

4.10. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts.

### **Current Debt Profile**

4.11. Current LGFA borrowing at the end of July has the following maturity profile. This is in line with what was projected in the Long Term Plan, taking into account additional unbudgeted borrowings related to the land purchase in the prior year.

4.12. As you can also see, interest rates offered on our borrowings is trending downwards, which will help reduce future interest repayments, especially if the trend continues as these loans mature.

Amount	Term	Maturity Date	Interest Rate
\$4,000,000	6 months	15 September 2025	3.73%
\$2,000,000	12 months	15 September 2025	4.27%
\$2,000,000	15 April 2026	15 April 2026	4.50%
\$4,000,000	12 months	12 June 2026	3.37%

## Councillor updates on meetings attended on behalf of Ōtorohanga District Council

## Ngā kōrero hou a ngā Kaikaunihera

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

## Resolution Register

## Rēhita tatūnga

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

#	Date	Resolution	Staff update
C361	29/04/25	<p><b>Item 227- Rewarewa Schoolhouse</b></p> <p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a) Confirms that, subject to b), no further Council funding or staff time be given to Rewarewa Schoolhouse matters on its current site; and,</li> <li>b) Agrees to give the Ōtorohanga Historical Society first right of removal of the Rewarewa Schoolhouse from the Rewarewa Reserve to the Ōtorohanga Museum site on the condition that: <ul style="list-style-type: none"> <li>i) Confirmation of acceptance of the offer is received by 31 July 2025; and,</li> <li>ii) The Schoolhouse is removed from the site by 31 December 2025; and,</li> </ul> </li> <li>c) That if the Ōtorohanga Historical Society declines the offer, the Rewarewa Schoolhouse is offered to the public for purchase and removal; and,</li> <li>d) Reaffirms its commitment to manage the Rewarewa Reserve in accordance with relevant legislation, policies and plans.</li> </ul>	<p>The response from the Ōtorohanga Historical Society is subject to a separate report on this agenda.</p> <p>Staff recommend parts a), c) and d) are <b>removed</b> from the Register.</p> <p>Staff recommend part b) <b>remain</b> on the Register.</p>
C376	27/5/25	<p><b>Item 237 – Te Nehenehenui Joint Management Agreement draft Schedules</b></p> <p>That Ōtorohanga District Council:</p> <ul style="list-style-type: none"> <li>a) Endorse the draft JMA schedules, as outlined in the attached document (Appendix 1), subject to any final</li> </ul>	<p>The Schedules are anticipated to be presented at ŌDC's September meeting.</p> <p>Staff recommend this Resolution <b>remain</b> on the Register.</p>

minor amendments agreed to by the JMA Co-Governance Committee.

b) Delegates the authority to ŌDC's JMA appointee, Councillor Tamaki, to approve the draft JMA schedules at the next TNN JMA Co-Governance Forum Meeting.

C398 24/06/25

**Item 254 – Bylaw reviews – Approval to consult**

That Ōtorohanga District Council:

a) Approve the Statement of Proposal, Consultation Document, and Proposed Amendments to the bylaws as shown in: Appendix 1 (Structures and Works in Public Places Bylaw); and Appendix 2 (Keeping of Stock, Poultry and Bees Bylaw); and

b) Approve the following dates:

i) Monday 30 June to Friday 8 August 2025 (30 working days): Combined consultation for bylaw reviews

ii) Tuesday 26 August 2025 ŌDC meeting: Hearings, deliberations and decision on bylaws.

iii) Monday 8 September 2025: Public notice of the final bylaws.

iv) Monday 15 September 2025: Bylaws as amended, come into effect.

The submissions are subject to a separate report on this agenda.

Staff recommend this Resolution be **removed** from the Register.

C404 23/07/25

**Item 259: Approval of Waikato Waters Ltd incorporation documentation**

That Ōtorohanga District Council:

a) NOTES that as part of implementing the WWDW Decision, Waikato Waters Limited is required to be incorporated as a limited liability company, with Council being one of the shareholding councils

b) APPROVES:

i) The incorporation of Waikato Waters Limited with Ōtorohanga District Council being one of the shareholders of that company; and

ii) The Shareholders' Agreement and Constitution for Waikato Waters Limited, as attached respectively as appendices 2 and 3 to this report (Incorporation Documents)

Waikato Waters Limited has been incorporated with ŌDC as one of the shareholders.

Staff recommend this Resolution be **removed** from the Register.

c) DELEGATES authority to the Mayor and Chief Executive on behalf of Council to:

i) Approve non-material amendments to the Incorporation Documents prior to Waikato Waters Limited being incorporated, and sign such documents, including the Incorporation Documents, as required, to incorporate Waikato Waters Limited and confirm Council's shareholding status in Waikato Waters Limited.

ii) Approve any amendments to the Incorporation Documents after Waikato Waters Limited's incorporation if necessary to reflect the final form of, and ensure compliance with, the Local Government (Water Services) Act 2025 when enacted, and to sign/execute such documents as required to give effect to such amendments;

d) NOTES that the Shareholders' Agreement provides for the establishment of the Shareholders Representative Forum (SRF) which has authority to make decisions on behalf of the applicable shareholding councils in relation to Waikato Waters Limited, as set out in more detail in the Incorporation Documents;

e) APPOINTS:

i) The Mayor as Council's representative to the SRF; and

ii) The Deputy Mayor as Council's alternate representative on the SRF; and

f) DELEGATES to the Mayor, or in the Mayor's absence, the Deputy Mayor, full authority to make decisions on behalf of Ōtorohanga District Council at meetings of the SRF subject to such decisions being within scope of, and in compliance with, the functions and authority of the SRF as set out in the Incorporation Documents.

g) ACKNOWLEDGES that the final Shareholders Agreement presented does not contain a clause as proposed by Resolution C395, part b)ii) 'Transitioning to becoming a Stage Two shareholder for the delivery of water supply and wastewater services in 2027/28 on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model'.



C410	29/08/25	<p><b>Item 260: Application for Temporary Road Closure – Hamilton Car Club Annual Rally Sprint, Hoddle Road, Ōtorohanga</b></p> <p>That Ōtorohanga District Council:</p> <p>a) Approves the temporary road closures within the Ōtorohanga District, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, for the Hamilton Car Club 2025 Gravel Rally Sprint on Sunday, 17 August 2025, for the following roads:</p> <p>i) Hoddle Road, from its intersection with Maihiihi Road to its intersection with Tauraroa Valley Road</p> <p>ii) Tauraroa Valley Road, from its intersection with Hoddle Road to its intersection with Maihiihi Road</p> <p>For the closure period of 7:00am to 5:00pm.</p> <p>b) Authorises public notification of the approved road closures as required by the Local Government Act 1974.</p> <p>c) Notes that approval is conditional upon compliance with closure processes.</p>	<p>This is now an operational matter.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>
C411	29/08/25	<p><b>Item 261: Adoption of Ōtorohanga Reserves Strategy and Reserves Management Plan</b></p> <p>That the Ōtorohanga District Council adopt the Draft Ōtorohanga Reserves Strategy and Reserves Management Plan.</p>	<p>This is now an operational matter.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>
C412	29/08/25	<p><b>Item 262: Adoption of Proposed Aotea and Kāwhia Plan (Better Places Together)</b></p> <p>That the Ōtorohanga District Council adopts the proposed draft Aotea &amp; Kāwhia Plan (document number 840724).</p>	<p>This is now an operational matter.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>
C413	29/08/25	<p><b>Item 263: Adoption of the Ōtorohanga Library Strategy and three-year Action Plan</b></p> <p>That Ōtorohanga District Council adopt the Ōtorohanga Library Strategy (document number 838503) and 3-year Action Plan (document number 838506).</p>	<p>This is now an operational matter.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>

C414	29/08/25	<p><b>Item 264: Submission to Ministry of Housing and Urban Development: Going For Housing Growth</b></p> <p>That the Ōtorohanga District Council lodge the proposed submission on the Ministry of Housing and Urban Development 'Going for Housing Growth' Pillar 1 programme identifying key areas of concern as set out in Appendix 1.</p>	<p>The submission has been lodged.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>
C415	29/08/25	<p><b>Item 265: Adoption of updated Procurement Policy</b></p> <p>That Ōtorohanga District Council:</p> <p>a) adopts the updated Ōtorohanga District Council Procurement Policy dated June 2025 (document number 828428) with immediate effect; and,</p> <p>b) delegates to the Chief Executive the authority to adjust the Procurement Policy, if necessary, to reflect the outcome of the Government review of its procurement rules.</p>	<p>This is now an operational matter.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>
C421	12/08/25	<p><b>Item 268 Water Services Delivery Plan adoption</b></p> <p>That Ōtorohanga District Council:</p> <p>a) Notes that the Chief Executive is satisfied that, to the best of her knowledge, the information contained in the Ōtorohanga Water Service Delivery Plan (the Plan) complies with the Local Government (Water Services Preliminary Arrangements) Act 2024 and is true and accurate.</p> <p>b) Adopts the Plan, attached as Appendix 1 to this report and instructs the Chief Executive to certify and submit the Plan to the Secretary for Local Government.</p> <p>c) Authorises the Chief Executive to make minor changes to the Plan, if required, prior to its submission.</p>	<p>The Plan has been lodged with the Secretary for Local Government.</p> <p>Staff recommend this Resolution be <b>removed</b> from the Register.</p>

#### Staff recommendation

That Ōtorohanga District Council confirm the removal of Resolutions C461 parts a), c) and d), C398, C404, C410, C411, C412, C413, C414 and C415 from the Register.

## Resolution made in a public excluded session

The following Resolutions were made in a public excluded session but have now been released. No further Resolution by Ōtorohanga District Council is required.

CPE58 29/07/25	<b>Item PE25: Contract C1160 Unsealed Road Metalling Contract Award</b>	This Resolution was released to the public upon the documentation being signed.
That Ōtorohanga District Council:	<p>a) APPROVES the tender for Contract 1160 Ōtorohanga DC Unsealed Road Metalling from Inframax Construction Ltd of ONE MILLION, NINE HUNDRED AND FIFTY THOUSAND, NINE HUNDRED AND FORTY-FOUR DOLLARS AND FIFTY CENTS, (\$1,950,944.50), excluding GST.</p> <p>b) APPROVES an approved contract sum for Contract 1160 Ōtorohanga DC Unsealed Road Metalling, excluding contingency, of ONE MILLION, EIGHT HUNDRED THOUSAND DOLLAR (\$1,800,000), excluding GST, to be funded from the Ōtorohanga Unsealed Road Metalling Budget, subject to satisfactory renegotiation of contract scope to meet Council's budget.</p> <p>c) NOTES that the budget for this contract is \$1,800,000.00 and that there is a deficit of \$150,944.50. That Council staff will seek agreement from the preferred supplier to a reduction in scope of the work to remain within allocated budgets as detailed in b)</p> <p>d) DELEGATES authority to the Chief Executive to execute any documents for Contract 1160 Ōtorohanga DC Unsealed Road Metalling.</p> <p>e) CONFIRMS that this resolution be released to the public once all the necessary documentation is signed and lodged as required.</p>	

## Public excluded

## Take matatapu

There are no public excluded reports.

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

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

**Meeting closure****Katinga o te hui**

The Chairperson will declare the meeting closed.

**Workshops****Hui awheawhe**

Please refer to page 6 of the agenda for further information.