



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

# Open Agenda

**ŌTOROHANGA DISTRICT COUNCIL**

27 May 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, 27 May 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

20 May 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 ora mā tātou	<i>For the goodness of us all</i>
Tūturu whakamaui	<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>	
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Public forum	Hui tūmatanui	6
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<b>Public excluded</b>	<b>Take matatapu</b>	
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<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
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Meeting closure	Katinga o te hui	249

<b>Workshops</b>	<b>Hui awheawhe</b>	
1	Monthly discussion with the Chief Executive	Public not permitted

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 20 May 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 apologies from Deputy Mayor Williams and Councillor Christison 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 have requested to be heard.

**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.

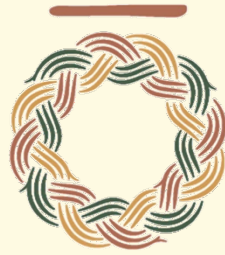
Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from .... for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

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

The unconfirmed Minutes of the last meeting is attached on the following page.

**Staff recommendation**

That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 29 April 2025 (document number 821112).



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

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 April 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

19 May 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	Apology
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
Chief Advisor	Ross McNeil	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
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes (ŌDC 25 March)	Te whakaū i ngā meneti	5
Confirmation of minutes (ŌDC 8 April)	Te whakaū i ngā meneti	5
Receipt of Minutes (KCB 3 Apr, ŌCB 7 Apr)	Te rironga o ngā meneti	5
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	5

<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 227    Rewarewa Schoolhouse		5
Item 228    2025/26 Annual Plan – Confirmation of Workshop Direction		7
Item 229    Draft Development and Financial Contributions Policy – Approval to Consult		8
Item 232    WRAL Interim Report and Statement of Intent 30 June 2026		9
Item 230    Māori Engagement Framework		10
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<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
Item 233    Capital Projects report for the month ending 31 March 2025		11
Item 234    Finance Report to 31 March 2025		11

Other business		Ētahi atu take
Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	12
Resolution Register	Rēhita tatūnga	12

Public excluded	Take matatapu
There are no reports.	

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

Workshops		Hui awheawhe
1	Waikato Medical School update	Open to the public
2	Te Korowai improvement plan	Open to the public
3	Monthly discussion with the Chief Executive	Public not permitted

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 14 May 2025.

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

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

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

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

Councillor Tamaki provided a variation on the quote by Shayne McClendon: “We will breathe. We will think of solutions. We will not let our worries control us. We will not let our stress break us. We will simply breathe. And it will be okay.”

**Apologies****Ngā hōnea**

Resolved C356: That Ōtorohanga District Council receive and accept the apology from Councillor Roy Willison for non-attendance.

His Worship the Mayor | Councillor Tamaki

**Public forum****Hui tūmatanui**

Peg Purdie spoke on the history of the Rewarewa Schoolhouse and shared some photos across the years from its establishment in 1917, closure in 1973 and later reunions.

Evan Cowan spoke on a proposal to move the Rewarewa Schoolhouse to the Ōtorohanga Museum site.

Rosemary Davison spoke on the financials including the donations from the community to re-locate the Rewarewa Schoolhouse to the Ōtorohanga Museum site.

**Late items****Ngā take tōmuri**

There were no late items.

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

There were no conflicts declared.

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

Resolved C357: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 25 March 2025 (document number 815164).

Councillor Hughes | Councillor Dow

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

Resolved C358: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 8 April 2025 (document number 817947).

Councillor Prendergast | Councillor Jeffries

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

Resolved C359: That Ōtorohanga District Council receive the following unconfirmed Minutes:

- Kāwhia Community Board – 3 April 2025 (document number 817967)
- Ōtorohanga Community Board – 7 April 2025 (document number 817915).

Councillor Jeffries | Councillor Christison

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

His Worship the Mayor spoke on the Local Water Done Well meetings held online and across the Ōtorohanga district. He noted submissions on the proposal were due to close on 6 May.

Resolved C360: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, Max Baxter.

His Worship the Mayor | Councillor Tamaki

**Decision reports****Ngā pūrongo whakatau****Item 227- Rewarewa Schoolhouse**

ŌDC's Community Projects Lead, Sahndra Cave acknowledged the three speakers in the public forum.

Ms Cave took her report as read but spoke on updates provided following the report's publication. These included updated costings and a proposal from Mr Bruce Bolt (who was not in attendance). Ms Cave noted the building was not heritage listed.

Councillor Dow queried if the building would fit into the Museum site along with the required connection to the town sewerage system. ŌDC's Manager Community Facilities, Jared le Fleming was able to advise the building would not be on the boundary, therefore a boundary set back was not a consideration for the proposed site.

Councillor Johnson queried the cost of connecting to the sewerage system and Ms Cave advised the costs provided were estimated rather than quoted. Councillor Johnson then queried Mr Bolt's option of moving the building back to the original location and Ms Cave advised it was approximately 100 meters from the current location on the Bolt's private property.

Councillor Jeffries stated Mr Bolt's proposal needed more consideration and queried if the community donations indicated would be available for the Bolt's proposal. Councillor Christison stated the community donations were only for a re-location to the Museum site. Councillor Christison then spoke on the need to see the Ōtorohanga Historical Society's meeting Minutes showing the community donations and the commitment from the Society for the re-location.

His Worship the Mayor spoke on the history of the community disagreement since 2010. He noted the Schoolhouse was placed into the management of the Rewarewa Reserve Committee but was ultimately brought back into ŌDC management due to community disagreements. He commented on the length of time that discussions had been held without resolution and strongly suggested a decision be made to resolve the ongoing matter.

His Worship the Mayor proposed a resolution to allow the removal of the building to the Ōtorohanga Museum site noting that no option would satisfy all parties, but the re-location appeared to have greater community acceptance than the alternatives. Deputy Mayor Williams queried what would happen if the Society did not choose to proceed with the re-location and after further discussion it was agreed the matter would be brought back to ŌDC for reconsideration.

Additional discussions were held on the sewerage requirements with Councillor Dow concerned about whether the building would fit into the site and the costs of connecting to the town's sewerage. Councillor Christison commented on the lack of repairs and maintenance undertaken on the building noting the Museum site buildings were the responsibility of ŌDC for external work while the Society was responsible for all internal work. Councillor Johnson spoke on proposal from Mr Bolt noting it was the cheapest option for ŌDC. Councillor Hughes noted ŌDC have worked hard to trim budgets and keep rate increases so further unbudgeted expenditure would be of concern. Councillor Jeffries commented on his support for anything that retains local history noting the key element was to not lose the building.

Resolved C361: That the Ōtorohanga District Council:

- a) Confirms that, subject to b), no further Council funding or staff time be given to Rewarewa Schoolhouse matters on its current site; and,
- 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:
  - i) Confirmation of acceptance of the offer is received by 31 July 2025; and,
  - ii) The Schoolhouse is removed from the site by 31 July 2026; and,
- c) That if the Ōtorohanga Historical Society declines the offer, the Rewarewa Schoolhouse is offered to the public for purchase and removal; and,
- d) Reaffirms its commitment to manage the Rewarewa Reserve in accordance with relevant legislation, policies and plans.

His Worship the Mayor | Councillor Tamaki

Councillor Johnson requested his vote against be recorded.

His Worship the Mayor adjourned the meeting for a short break at 11.05am and recommenced the meeting at 11.11am.

### **Item 228 - 2025/26 Annual Plan – Confirmation of Workshop Direction**

ŌDC's Nardia Gower outlined the staff report. Councillor Jeffries noted the Kāwhia Community Board had made recommendations to ŌDC and queried why any changes to the frequency of Board meetings would not be effective until 2027. Ms Gower spoke on the development timeline of the next Long Term Plan which would reflect overhead changes following its adoption in June 2027, and effective from 1 July 2027.

His Worship the Mayor noted that the Board recommendation regarding changing the split between the Kāwhia ward and general rate would result in disproportionate increases resulting from the 2026 rural valuations. He advised this was the reason for the delay until the next Long Term Plan.

ŌDC's Tanya Winter spoke on the Board's concern around costs relating to the Board's meeting schedule. She noted the frequency of email requests received from the Board also required staff to undertake work on behalf of the Board, so the costs were not solely meeting related.

Councillor Dow spoke against the funding increase for the Ōtorohanga Historical Society.

Resolved C362: That Ōtorohanga District Council approves the direction provided through the 2025/26 Annual Plan workshops as follows:

**NZTA Waka Kotahi Subsidy**

- a) That ŌDC apply a portion of the unmatched 'local share' from the 2025/26 roading budget to select unmatched capital (\$600,000) and operating projects (\$70,000) that align with ŌDC's Land Transport Asset Management Plan 2024 – 34 and the Long-Term Plan 2024-2034

**Funding the Ōtorohanga Historical Society**

- b) That ŌDC fund the Ōtorohanga Historical Society with an operational grant of \$58,010 in the 2025/26 financial year for Ōtorohanga Museum; re-purposing \$35,000 from the LTP that was budgeted to fund Creative Waikato.

**Kāwhia Community Board (KCB)**

- c) That ŌDC consider bi-monthly board meetings and overhead allocation through 2027-37 LTP process
- d) That ŌDC consider the General Rate Split through 2027-37 LTP process
- e) That ŌDC use 50% of the surpluses from the Kāwhia Refuse Account and the Kāwhia Rates Account to offset rates in the 2025–2026 financial year
- f) That ŌDC increase commercial berthage fees at Kāwhia wharf by 15% starting 1 July 2025; reflect in Fees & Charges
- g) That ŌDC undertake further analysis on cost-benefit of metered standpipes

**Capital Value/Uniform Rate split**

- h) That ŌDC do not make changes to current general rate split of 70% capital value and 30% uniform charge for the 25/26 financial year.

His Worship the Mayor | Councillor Prendergast

Councillor Dow recorded his vote against b) of the resolution.

**Item 229 - Draft Development and Financial Contributions Policy – Approval to Consult**

ŌDC's Ross McNeil spoke to the staff report and advised of a correction to the formula in Clause 10 of the report. He noted the Policy proposed a voluntary Financial Contribution to support the development of affordable housing.

In response to a query from Councillor Prendergast, Mr McNeil noted there was a standard template for development and financial contributions policies developed for New Zealand wide use. In response to a question from Councillor Prendergast on point 7.5, Mr McNeil confirmed an affordable housing financial contribution would need to be progressed with ŌDC support and could be a ratepayer expense depending on the scale and nature of the contribution sought from the developer.

Councillor Jeffries queried if the Riding for Disabled proposal would attract a contribution and Mr McNeil responded that a development contribution is only levied where community infrastructure was required to support growth. He noted the proposed location had little impact on the need for new community infrastructure and would not use significant capacity in existing infrastructure. Councillor Jeffries queried if funds were being held for reserve contributions and Mr McNeil noted those funds could only be spent on reserve-related development. In response to a further query, Mr McNeil spoke to the timing of tax invoices and the implications of GST, and he commented on payment enforcement mechanisms.

In response to queries from Councillors Jeffries and Dow, Mr McNeil spoke on the timing of how the levies are paid as development progresses.

Resolved C363: That, having regard to the decision-making provisions of the Local Government Act 2002, including the principles of consultation, and considered the proposed draft Development and Financial Contributions Policy, the Ōtorohanga District Council:

- a) Approves the draft Development and Financial Contributions Policy for public consultation, with the consultation period running from 1-28 May inclusive; and,
- b) Notes the adjustment to Table 10 in the draft Policy reducing the proposed financial contribution from \$3270 to \$3040 GST inclusive; and,
- c) Confirms the hearing and consideration of submissions will be held on 10 June 2025, with the final draft Policy referred to Council for adoption on 24 June 2025.

Councillor Jeffries | Councillor Prendergast

### Item 232 - WRAL Interim Report and Statement of Intent 30 June 2026

WRAL's Mark Morgan, Chief Executive and Scott Kendall, GM Finance & Commercial spoke to a PowerPoint presentation. In response to a query from His Worship, Mr Morgan advised 300 car parking spaces were being added to ensure adequate parking once international flights commence.

Councillor Jeffries queried the longevity of service in the agreement between WRAL and Jetstar due to the cost to provide international services. Mr Morgan advised there was a notice period if Jetstar decided to withdraw services from Hamilton which was a known risk that was mitigated through the agreement. In response to a second query, Mr Morgan confirmed there would be duty free available via a full café facility in the terminal. He then responded to a further query, advising flight times were improved with early flights from Australia and afternoon flights returning. Councillor Jeffries queried freight services and Mr Morgan advised Jetstar were not planning to carry freight on those services.

Councillor Hughes spoke on the high cost of domestic flights from Hamilton and the impacts of fog on early morning services. Mr Kendall spoke about the fog dispersal trial which was not successful but noted fog prediction was improving and would enable better decisions to be made on flight cancellations.

Resolved C364: That the Ōtorohanga District Council:

- a Receives the WRAL Interim Report for the period ended 31 December 2024.
- b Receives the WRAL Group Statement of Intent and endorses the direction set therein.

His Worship the Mayor | Councillor Dow

His Worship the Mayor adjourned the meeting at 12.29pm for the lunch break.

Due to presenter availability, the following workshop was taken before the meeting recommenced.

## Workshop

## Hui awheawhe

Mr Tim Mcindoe presented an update on the Waikato Medical School at 1.03pm. This workshop was open to the public although none were present.

His Worship the Mayor reconvened the meeting at 1.42pm.

### Item 230 - Māori Engagement Framework

ŌDC's Kaitakawaenga – Iwi Relations Advisor, Cassidy Temese was supported by Consultant, Amber-lee Elliott (via Zoom). Councillor Christison queried the budget for the establishment of the paid advisory committee and ŌDC's Tanya Winter advised budgets had been established for the work indicated in the Long Term Plan. Any additional work would be included as part of the development of the next Long Term Plan. Ms Winter noted the implementation plan would be presented to the following meeting subject to adoption of the Framework.

Councillor Dow referred to the disconnect with deadlines for responses from mana whenua conflicting with project timeline requirements. ŌDC's Tanya Winter spoke on the need to include appropriate timelines when a project plan is being developed. Ms Elliott advised that in terms of remuneration, the participants were subject matter experts, and the feedback noted there was an imbalance in recognising expertise more appropriately. Ms Winter noted the subject was out of scope for the Framework but would be considered by the Leadership Team.

Resolved C365: That Ōtorohanga District Council adopt the Māori Engagement Framework (document number 818948).

His Worship the Mayor | Councillor Christison

### Item 231 - Co-Lab Interim Report and Statement of Intent 30 June 2026

ŌDC's Graham Bunn spoke to the staff report and the Co-Lab report and SOI. In response to a query from Councillor Jeffries, Mr Bunn advised ŌDC was part of the electric vehicle collaboration and commented on public liability insurance and the dis-establishment of the Co-Lab learning module.

Resolved C366: That the Ōtorohanga District Council:

- a Receives the Co-Lab Half-Yearly report for the period ended 31 December 2024.
- b Receives the Co-Lab Statement of Intent for 2025/26 and endorses the direction set therein.

Councillor Johnson | Councillor Prendergast

## Information only reports

## Ngā pūrongo mōhiohio anake

### Item 233 - Capital Projects report for the month ending 31 March 2025

ŌDC's Manager Projects, Robbie Whiteman spoke to the staff report and referred to point 4.1 noting the new staff member in the Land Development Advisor role had commenced the previous day. In response to a query from Councillor Dow, Mr Whiteman outlined the duties of the role. His Worship queried the Kāwhia seawall consent and Mr Whiteman confirmed the current consent expires in 2029 and staff were already engaging with consultants to undertake condition assessments.

Resolved C367: That the Ōtorohanga District Council received the report titled 'Capital Projects Report for the Month Ending 31 March 2025' (document number 818837) from Robbie Whiteman, Manager Projects.

Councillor Dow | Councillor Hughes

### Item 234 - Finance Report to 31 March 2025

ŌDC's Manager Finance, Brendan O'Callaghan spoke to the staff report. In response to a query from Councillor Dow, Mr O'Callaghan commented on the impact on the financials by the various types of payment e.g. regular direct debit versus a lump sum direct debit.

Resolved C368: That the Ōtorohanga District Council receive the report titled 'Financial Report for the month ending 31 March 2025' (document number 818857) from Brendan O'Callaghan, Finance Manager.

Councillor Jeffries | Deputy Mayor Williams

**Resolution Register****Rēhita tatūnga**

Resolved C369: That Ōtorohanga District Council confirm the removal of Resolutions C345, C346, C354 and C355 from the Register.

Councillor Christison | Deputy Mayor Williams

**Councillor updates on meetings attended  
on behalf of Ōtorohanga District Council****Ngā kōrero hou a ngā Kaikaunihera**

Deputy Mayor Williams attended the Local Water Done Well online meetings and public open days with Councillors Dow, Hughes, Jeffries, Johson and Prendergast. She also participated in the Waikeria Prison visit with Councillors Dow, Hughes, Jeffries and Prendergast. She stood in for His Worship at the Ōtorohanga and Kāwhia ANZAC Day services. Councillors Dow, Jeffries, Johnson, Prendergast and Tamaki also attended the services. His Worship and Councillors attended the ŌDC extra-ordinary meeting and workshop day on 8 April.

Councillors Christison and Dow assisted with ELEVATE's premises relocation and Councillor Jeffries attended Housing Committee meetings. He also attended the alternative beach access site visit with Tainui Kāwhia Incorporated and ŌDC staff. Councillor Prendergast attended the Waikeria Prison Community Liaison Group meeting noting the Prison were seeking a speed reduction on Waikeria Road to 80km which was supported by the community members present. Councillor Tamaki attended Local Government New Zealand's Te Maruata meeting in Taupo. She also spoke to the Lyceum Club's monthly meeting on her role as a first term councillor.

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

There were no reports.

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

His Worship the Mayor led Councillors 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 2.24pm.

**Workshops****Hui awheawhe**

A workshop on the draft Te Korowai Improvement Plan was held in an open session although no members of the public were present.

His Worship, Councillors and ŌDC's Chief Executive held their monthly discussion in a public excluded session.

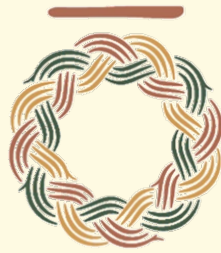
**Receipt of Minutes****Te rironga o ngā meneti**

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

**Staff recommendation**

That Ōtorohanga District Council receive the following unconfirmed Minutes:

- Kāwhia Community Board – 8 May 2025 (document number 821188).



TE KAUNIHERA Ā-ROHE O  
ŌTOROHANGA  
DISTRICT COUNCIL

## Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 8 May 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 May 2025

### Kāwhia Community Board attendance

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

### Senior staff in attendance

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

**Opening formalities**

Commencement of meeting	Te fīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	4
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	5

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

Item 34	Kāwhia boat parking	5
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**Late item**

Item 35	Fees and Charges 2025/26	5
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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		7
Board projects		8
Community Board discretionary fund		8
Resolution Register		10

**Closing formalities**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	10
Meeting closure	Katinga o te hui	10

**Workshops/briefings**

Monthly discussion on items raised in public forum or outstanding matters.	Open
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These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 14 May 2025.

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

Chairperson Good declared the meeting open at 4.00pm.

**Prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Deputy Chairperson Whiu provided the opening karakia.

**Apologies****Ngā hōnea**

There were no apologies tendered. Board Member Walsh was absent.

**Public forum****Hui tūmatanui**

**Speaker:** Annie Mahara requested funding for the Kāwhia Community Hall charges to the end of 2025 for the Kai 4 All food distribution.

**Late items****Ngā take tōmuri**

Chairperson Good spoke to the Fees and Charges resolution passed by the Board at their April meeting. He proposed the Board consider the matter as a late item.

Resolved K105: That Kāwhia Community Board accept the late item 'Fees and Charges 2025/26' due to Ōtorohanga District Council considering and approving Fees and Charges for 2025/26 at their meeting on 27 May which is before the next Board meeting.

Chairperson Good | Deputy Chairperson Whiu

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

Chairperson Good noted he had proposed a grant for the Kāwhia ANZAC Day service and that Deputy Chairperson Whiu would assume the Chair for that discussion and decision.

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

Deputy Chairperson Whiu requested a correction on page 15 where the commentary for the signage was placed under Project 1: Kāwhia Storyboards. The signage was a separate project.

Resolved K106: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 3 April 2025 (document number 817967) with a correction on page 15 to clarify that the commentary was not in relation to the Board project.

Chairperson Good | Councillor Jeffries

**Decision reports****Ngā pūrongo whakatau****Item 34: Kāwhia boat parking**

ODC's Graham Bunn spoke to the staff report noting the report recommended in a)ii) that no formal lease agreements be progressed. Councillor Jeffries spoke on the rates impact of any physical works in the area under discussion querying why it was proposed as a rate charge on only Kāwhia residents when the out of area visitors were the ones using the car parking area. Mr Bunn advised that under the current funding policy, any works would be included in the harbour budget which had 75% district and 25% Kāwhia rate funding. He noted there was no budget for lease payments or physical works in the current Long Term Plan. Mr Bunn noted the estimate provided did not include fencing, survey costs, archaeological assessment and legal costs. He noted the fencing was not on the boundary and the site had a drain running through the middle of the area and that the site was potentially historically important.

Board Member Harpur noted the report recommended in b) that a full report is prepared and Mr Bunn spoke on potential charging options and enforcement requirements which would require a bylaw to be drafted and consulted on before adoption.

Councillor Jeffries queried how a budget could be prepared for a upgrade of the car park area and ŌDC's Tony Quickfall advised a recommendation from the Board would need to be made to Ōtorohanga District Council for consideration as part of the next Long Term Plan development. Mr Bunn noted a lease agreement could only be signed if all the landowners were agreed. Deputy Chairperson Whiu spoke about the efforts over the previous years to progress discussions with the landowners and reiterated that all landowners would need to agree to any lease. Mr Quickfall advised the Board did not have delegation to enter into a lease agreement but could make a recommendation to ŌDC to consider.

Chairperson Good proposed a resolution which recommended that ŌDC enter into a formal lease agreement discussions with the landowners. Mr Bunn noted the proposed resolution was a reversal of the direction provided in the workshop.

Deputy Chairperson Whiu commented on the difficult task of obtaining agreement from all the landowners and Mr Bunn noted Councillor Tamaki had spent the previous year trying to pull the landowners together but was unsuccessful.

Councillor Jeffries spoke on the necessity of obtaining a lease agreement and Mr Bunn noted this would require considerable staff time when a wider analysis of parking within Kāwhia had not been undertaken. Board Member Harpur was concerned about the funding requirements to obtain an agreed lease and the following physical works. Deputy Chairperson Whiu noted the landowners may have other arrangements for the land.

Resolved K107: That the Kāwhia Community Board:

- a) Support the continuation of the historic agreement with the owners of the land on Kaora Street noting that:
  - i) ŌDC would continue to pay the Rates on the land in compensation; and
  - ii) the boat parking area remains as it is currently; and
- b) Recommend that ŌDC investigate the overall parking situation in Kāwhia, particularly around the Wharf and Boat Ramp area and prepare a full report on various options for enforcement and potential charging; and
- c) Recommend that ŌDC enter into a formal lease agreement discussions with the landowners.

Chairperson Good | Councillor Jeffries

**Late item****Ngā take tōmuri****Item 35: Fees and Charges 2025/26**

Chairperson Good spoke to the item and commented on the increasing usage of the Hall and the impact of Fees and Charges increases on those groups. He proposed that the Board rescind the recommendation to ŌDC and relook at charging for recognised community groups.

Resolved K108: That the Kāwhia Community Board:

- a) revoke the KCB recommendation of April 2025 (resolution K99(a)) to amend Kawhia Community Centre fees; and
- b) recommend to ŌDC to defer any changes to the Kāwhia Community Centre Fees; and
- c) staff to report back to KCB on options around fees for the Community Centre”.

Deputy Chairperson Whiu | Board Member Harpur

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

There were no reports.

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

There were no reports.

Chairperson Good adjourned the meeting at 4.54pm for a short break and recommenced the meeting at 5.00pm.

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

Board Member Harpur attended the Kāwhia/Aotea/Ōpārau concept plan meetings and the forestry community meeting. He also attended the Ōtorohanga ANZAC Day service. Councillor Jeffries attended the extra-ordinary Council and ordinary Council meetings and workshop day as well as

multiple Local Water Done Well meetings. He attended a site visit with Tainui Kāwhia Inc. and ŌDC staff to assess an alternative beach access site. He joined other councillors in a tour of Waikeria Prison prior to its opening. Councillor Jeffries attended the Aotea Ratepayers meeting, Housing Committee meeting and the Kāwhia ANZAC Day service.

Deputy Chairperson Whiu sat on the interview panel for the new Kāwhia Police Officer and attended the Tainui Regional Hui at Maketu Marae. Chairperson Good spoke on the forestry community meeting and the concept plan meetings. He attended the Te Korowai celebration at the Council offices and was also on the interview panel. He was the Master of Ceremonies for the Kāwhia ANZAC Day service and attended the Aotea sunset service.

## **Board projects**

### **Project 1: Kāwhia Storyboards**

Deputy Chairperson Whiu advised a draft copy of the narratives should be presented to the next meeting.

### **Other projects**

Deputy Chairperson Whiu advised the draft slow down sign would be emailed to the Board for feedback. The sign would have branding similar to the photo frame design and Kāwhia turnoff signs recently installed. She advised a meeting would be scheduled with ŌDC staff to finalise the noticeboard design brief.

## **Community Board discretionary fund**

Chairperson Good referred the Board to the request included in the agenda from Jasmine Teei. Councillor Jeffries expressed concern that Board funding requests for social services should be funded by central Government. Deputy Chairperson Whiu noted there were several funding avenues and the Board was not a funding committee. ŌDC's Tony Quickfall referred to an additional request received for the Kāwhia Hauora Club after the agenda was published.

Resolved K109: That the Kāwhia Community Board grant Jasmine Teei the sum of \$1,500.00 excluding GST for the delivery of the 2025 Kāwhia Kaumatua Programme.

Board Member Harpur | Deputy Chairperson Whiu

Chairperson Good vacated the Chair for the discussion and following resolution relating to the Kāwhia ANZAC Day service. Deputy Chairperson Whiu assumed the Chair.

Mr Good spoke in support of a retrospective grant to the Kāwhia RSA. He did not participate in the discussion or decision.

Resolved K110: That the Kāwhia Community Board retrospectively grant the Kāwhia Returned Service Association the sum of \$500.00 excluding GST for the 2025 Kāwhia ANZAC Day service.

Deputy Chairperson Whiu | Board Member Harpur

Chairperson Good re-assumed the Chair.

Resolved K111: That the Kāwhia Community Board grant Annie Mahara up to \$540.00 excluding GST for the hireage of the Kāwhia Community Hall to the end of 2025 for the Kai 4 All food distribution noting the Fees and Charges for 2025/26 had not been confirmed and any unrequired funding should be returned to the Board.

Chairperson Good | Councillor Jeffries

Chairperson Good referred to the late request received from Kelly Barrett circulated to the Board by email.

Resolved K112: That the Kāwhia Community Board grant Kelly Barrett up to \$540.00 excluding GST for the hireage of the Kāwhia Community Hall for up to 25 fitness group sessions of the Kāwhia Hauora Club noting the Fees and Charges for 2025/26 had not been confirmed and any unrequired funding should be returned to the Board.

Deputy Chairperson Whiu | Board Member Harpur

Councillor Jeffries queried if any unspent funds would be held over to the following financial year. ŌDC's Tony Quickfall stated a recommendation would need to be made for ŌDC to consider and the funding would have to be for a specific project.

## **Resolution Register**

There were no changes made to the Register.

## **Prayer/reflection/words of wisdom**

## **Karakia/huritao/whakataukī**

Deputy Chairperson Whiu provided the closing karakia and led the Board in a recitation of the karakia provided in the agenda.

## **Meeting closure**

## **Katinga o te hui**

Chairperson Good declared the meeting closed at 5.57pm.

## **Workshops/briefings**

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

**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 235** Local Water Done Well – Submission Hearings

**To** Ōtorohanga District Council

**From** Mark Lewis, Group Manager Engineering & Assets

Nardia Gower, Group Manager Strategy & Community

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To update Ōtorohanga District Council (ŌDC) on submissions received on its proposal for the future delivery of water services and to hear submissions.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Between 9 April and 6 May 2025, ŌDC has used a broad range of communication and engagement tools to inform and consult the community on its preferred option for the long term delivery of district water services.
- 2.2. Although the evidence suggests good uptake of information from the different communication tactics ŌDC used, only four submissions were received by the closing date of 6 May 2025, with one submitter requesting to be heard (Submitter 4: Thea King). Ms King will present her verbal submission at the meeting.
- 2.3. Next steps in the process are hearing deliberations scheduled for 10 June 2025, with the final decision on ŌDC's preferred water delivery option for inclusion in the Water Services Delivery Plan (WSDP) to be made on 24 June.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council

- a. Receive the report 'Local Water Done Well – Submission Hearings' (document number 821468) including all submissions received on Council's consultation document - Kōrero Wai: Let's Talk Water - prior to the closing date of 6 May 2025 (refer Appendix 1)

- b. Thank Submitter 4 for their verbal submission on Council's preferred option for the delivery of water services within the district
- c. Note that deliberation on submissions will be held on 10 June 2025.

## 4. Discussion | He kōrerorero

### Process Overview

- 4.1. At an extraordinary meeting on 8 April 2025, following a comprehensive analysis of options under the government's policy directives for the future management of water, ŌDC endorsed Waikato Water Done Well (WWDW) as its preferred option for the delivery of water services. The public consultation period on this decision ran from 9 April to 6 May 2025.
- 4.2. Engagement with the public immediately prior to and during the consultation period included the following activities:
  - a) Publication of a consultation document (CD) titled 'Kōrero Wai – Let's Talk Water, Local Water Done Well'
  - b) A mana whenua briefing held on 27 March 2025
  - c) Mayoral and Elected Member led public meetings at Arohena, Ōtorohanga and Kāwhia on 10, 11 and 15 April 2025 respectively
  - d) A workshop with Rural Water Scheme Committees held on 14 April 2025
  - e) Links to the documentation used to inform Council's decision on its preferred option were provided via ŌDC's website.
  - f) A set of Frequently Asked Questions (FAQs) for succinct answers to common questions on LWDW and ŌDC's proposed water service delivery arrangements were also provided via the website.
  - g) Paper based collateral such as posters, 'table talkers' and business cards were distributed in key community locations (e.g. libraries and cafes) to encourage the public to find out more about what was being proposed
  - h) Newspaper and social media channels were also used to alert the public that consultation was being undertaken
  - i) A Pop Up Council was also held in Kāwhia on 12 April.

## Submission/Engagement Snapshot

- 4.3. Although attendance at the in-person events was relatively low, visits to ŌDC's website indicates a higher level of interest and engagement. Analytics from ŌDC's website reveal:
- a) 610 page visits
  - b) 116 CD downloads
  - c) 36 Options Analysis downloads
  - d) 98 views of the FAQs.
- 4.4. Although there was interest in the LWDW page and a respectable number of CD downloads, only four submissions were received by the due date – two supporting the preferred option and one opposing. One submitter did not offer a view on the vehicle for water services delivery per se but instead advocated for the implementation of WSDPs that support improving the health of waterbodies and freshwater ecosystems within the Waikato and continued collaboration between the region's councils. Copies of redacted submissions are attached as Appendix 1.
- 4.5.** Thea King is in attendance and has requested to speak to her submission (refer Submission 4, Appendix 1).

## Next Steps

- 4.6. The next steps in deciding the preferred water services delivery option for inclusion in ŌDC's WSDP are as follows.

Date	Step/Action
<b>10 June 2025</b>	<ul style="list-style-type: none"> <li>Deliberations</li> </ul>
<b>24 June 2025</b>	<ul style="list-style-type: none"> <li>Council finalises its preferred water service delivery option for inclusion in its WSDP</li> </ul>
<b>Late June/Jul 2025</b>	<ul style="list-style-type: none"> <li>Submitters advised of Council's decisions on submissions</li> <li>Council finalises its WSDP for adoption on 29 July</li> <li>Final plan submitted to the Minister of Local Government prior to the due date (3 September 2025)</li> </ul>

## 5. Appendices | Ngā āpitihanga

Number	Title
1	Kōrero Wai – Let's Talk Water, Local Water Done Well Submissions (1-4)

**Respondent No:** 1**Login:** Anonymous**Email:** n/a**Responded At:** Apr 09, 2025 13:16:24 pm**Last Seen:** Apr 09, 2025 13:16:24 pm**IP Address:** n/a

Q1. Full name	Tracey Carter
Q2. Organisation (if applicable)	Otorohanga District Council
Q3. Address	
Q4. Email	
Q5. Do you want to speak to your submission?	No
Q6. Phone	
Q7. Do you agree with our preferred option for water service delivery?	Option 1 (our preferred option) - Waikato Water Done Well
Q8. Is there anything else you would like us to know?	I appreciate the vast amount of mahi that has gone into what has been a very thorough process. Thank you for looking after the best interests of our community :-)
Q9. You can upload a supporting document here if you wish	not answered



**Respondent No:** 2

**Login:** Anonymous

**Email:** n/a

**Responded At:** Apr 29, 2025 09:19:49 am

**Last Seen:** Apr 29, 2025 09:19:49 am

**IP Address:** n/a

Q1. **Full name** Scott McCabe

Q2. **Organisation (if applicable)** not answered

Q3. **Address**

[REDACTED]

Q4. **Email**

[REDACTED]

Q5. **Do you want to speak to your submission?** No

Q6. **Phone**

[REDACTED]

Q7. **Do you agree with our preferred option for water service delivery?** Option 1 (our preferred option) - Waikato Water Done Well

Q8. **Is there anything else you would like us to know?**

If one or more council back out of wide due to opposition from thier ratepayers, will Odc re address the preferred option and reconsult with ratepayers?

Q9. **You can upload a supporting document here if you wish** not answered



**Respondent No:** 3

**Login:** Anonymous

**Email:** n/a

**Responded At:** Apr 30, 2025 11:53:58 am

**Last Seen:** Apr 30, 2025 11:53:58 am

**IP Address:** n/a

Q1. Full name	Annika Hamilton
Q2. Organisation (if applicable)	Waikato Regional Council
Q3. Address	
Q4. Email	
Q5. Do you want to speak to your submission?	No
Q6. Phone	
Q7. Do you agree with our preferred option for water service delivery?	not answered
Q8. Is there anything else you would like us to know?	not answered
Q9. You can upload a supporting document here if you wish	

File No: 01 12 255  
Document No: 318583288238  
Enquiries to: Annika Hamilton

30 April 2025

Private Bag 3038  
Waikato Mail Centre  
Hamilton 3240  
New Zealand

waikatoregion.govt.nz  
0800 800 401

Tanya Winter  
Chief Executive  
Ōtorohanga District Council  
PO Box 11  
Ōtorohanga 3940

Dear Tanya

**Submission from Waikato Regional Council to Ōtorohanga District Council's Local Waters Done Well Consultation**

Thank you for the opportunity to submit on Ōtorohanga District Council's Local Waters Done Well consultation. Please find attached the Waikato Regional Council's submission regarding the consultation. The submission has been endorsed by the Submissions Subcommittee.

Should you have any queries regarding the content of the submission, please contact Annika Hamilton, Senior Corporate Planner, Corporate Planning directly on [REDACTED] or by email [REDACTED]

Yours faithfully



Tracey May  
Director Science, Policy and Information

## **Submission from Waikato Regional Council to Ōtorohanga District Council's Local Waters Done Well consultation**

### **Introduction**

1. WRC appreciates the opportunity to make a submission to Ōtorohanga District Council's Local Waters Done Well Consultation.
2. WRC acknowledges the close collegial working relationship shared between our two councils, as well as our councils' shared economic and infrastructure goals, which we seek to achieve through ongoing collaboration with the region's other local authorities, iwi, the private sector, and central government. Collaboration on regional solutions will enable growth and strengthen economic resilience, paying dividends in a manner that seamlessly disregards administrative boundaries.
3. Significant growth pressures, and a changing climate are also necessitating collaboration in how we allocate our resources to optimise the wellbeing of our communities. As we respond to these challenges and changes, we look forward to exploring further opportunities for synergies to improve outcomes for our region.

### **Future for waters**

4. WRC recognises the importance of addressing the key challenges behind New Zealand water infrastructure and local government funding. We support an approach to water services that is safe, compliant, reliable, environmentally resilient, and cost efficient.
5. We also support a solution that will enable growth and development within the region, whilst addressing the critical need for future-focused infrastructure.
6. Through our strategic direction, we are prioritising work to achieve clean water and healthy ecosystems that meet iwi aspirations and community needs within environmental limits. This recognises our obligations under *Te Ture Whaimana o Te Awa o Waikato* – the Vision and Strategy for the Waikato River. We advocate for Waikato territorial authorities to implement water services delivery plans that will support our work in improving the health of our region's waterbodies and freshwater ecosystems, for future generations.
7. We also encourage continued collaboration between our councils to ensure alignment with our council's integrated catchment management activities and our responsibilities to provide sustainable flood protection and drainage services to the Waikato region.



**Respondent No:** 4

**Login:** Anonymous

**Email:** n/a

**Responded At:** May 03, 2025 09:50:09 am

**Last Seen:** May 03, 2025 09:50:09 am

**IP Address:** n/a

Q1. Full name	Thea King
Q2. Organisation (if applicable)	not answered
Q3. Address	not answered
Q4. Email	
Q5. Do you want to speak to your submission?	Yes
Q6. Phone	
Q7. Do you agree with our preferred option for water service delivery?	Option 2 - Enhanced Status Quo
Q8. Is there anything else you would like us to know?	not answered
Q9. You can upload a supporting document here if you wish	

## SUBMISSION LWDW

I, **Thea King**, am writing to express my opposition to the Ōtorohanga District Council preferred option to join or establish a Council-Controlled Organisation (CCO) for water services and to express that the Ōtorohanga District Council support the Enhanced Status Quo (ESQ) as the preferred option.

---

### **Preferred Option:**

I strongly support **Option 1: Enhanced Status Quo ESQ - Retaining in-house management** of water services, with local oversight, accountability, and genuine partnership with mana whenua. This model ensures decisions are made by those with direct knowledge of, and responsibility to, the people and whenua of the Ōtorohanga wide district.

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### **Reasons for Supporting the Enhanced Status Quo (ESQ):**

#### ***1. Respects and elevates mana whenua voice***

The Ōtorohanga District covers a wide expanse that stretches far and wide all the way out to the west coast Kawhia, it is home to mana whenua who hold a deep spiritual, cultural, and historical relationship with the land and waterways. The ESQ model provides a more effective and direct framework for partnering with mana whenua as kaitiaki (guardians), recognising their inherited responsibilities to protect wai (water) and whenua (land).

By maintaining water services within local governance structures, the council can ensure ongoing and genuine engagement with mana whenua—beyond consultation—to uphold Te Tiriti o Waitangi obligations and promote co-governance where appropriate.

#### ***2. Upholds kaitiakitanga and tikanga***

Water is not just a resource—it is a living entity with mauri (life force). The ESQ model allows us to continue honouring tikanga Māori (Māori customs and protocols) in the management of wai. Through local oversight, we can better integrate mātauranga Māori (Māori knowledge) and uphold kaitiakitanga in a way that a regional CCO model may struggle to do authentically or consistently.

#### ***3. Supports locally grounded, culturally responsive decision-making***

Decisions made within the Ōtorohanga District by people who understand the unique needs, history, and relationships of this rohe (district) are more likely to reflect the aspirations of both tangata whenua and tangata tiriti. The ESQ model ensures that water governance remains close to the people, with the flexibility to design processes that embed cultural values and community voice.

#### ***4. Strengthens Service Quality Without Disconnection***

The ESQ model still delivers on key outcomes: investment in infrastructure, improved compliance, and service resilience. But unlike a Council-Controlled Organisation (CCO), it avoids removing accountability and decision-making from local hands. It enables us to build capacity and strengthen delivery while staying connected to the people and whenua the services affect.

### **5. *Te mana o te wai* is honoured at a local level**

The principle of *te mana o te wai*—the paramount importance of water to the health of people and the environment—can be upheld more meaningfully when decisions are made in close collaboration with local *iwi* and *hapū*. The ESQ model allows these principles to shape planning, monitoring, and outcomes in a way that reflects our shared responsibilities to future generations.

### **Final Comment:**

I support the Enhanced Status Quo model because it protects local governance, strengthens service delivery, and most importantly, respects the role of *mana whenua* as partners and protectors of our natural *taonga*. Water is not separate from who we are—it is foundational to our identity, our wellbeing, and our collective future.

I urge the Council to adopt a model that centres local voice, honours *mana whenua*, and ensures sustainable, culturally grounded water management for generations to come.

---

**This next part expresses my opposition to the Ōtorohanga District Council's preferred option to join or establish a Council-Controlled Organisation (CCO) for water services.**

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### **Key Reasons for My Opposition:**

#### **1. *Loss of Local Decision-Making and Accountability***

A regional CCO risks distancing decision-making from our community. The people of Ōtorohanga, including *mana whenua* who have deep ancestral ties to the land and waterways, deserve to have a direct voice in how water is managed. Water services should remain locally governed by those accountable to our community.

#### **2. *Undermining Mana Whenua Partnership and Kaitiakitanga***

*Mana whenua* are not just stakeholders—they are *kaitiaki*, with a long-standing spiritual, cultural, and practical relationship with *wai* (water). Local governance allows for more direct and meaningful engagement with *mana whenua* to uphold these responsibilities. A regional CCO may weaken this connection, marginalising the role of *tangata whenua* in decisions affecting their ancestral waters and lands.

#### **3. *Te Tiriti o Waitangi Obligations***

Ōtorohanga District Council has obligations under *Te Tiriti o Waitangi* to engage in genuine partnership with *mana whenua*. Retaining local control of water services supports these obligations. A CCO model risks prioritising operational efficiency over *Tiriti*-based decision-making and could lead to inconsistent or superficial engagement.

#### **4. *Financial Risks and Long-Term Costs***

While the CCO model promotes access to higher debt limits, the financial risks ultimately fall on communities. Borrowing at scale does not guarantee better outcomes for smaller districts like Ōtorohanga. There is a real risk that rural and smaller communities will carry disproportionate costs without receiving equitable benefit.

#### **5. *One-Size-Fits-All Doesn't Reflect Local Realities***

Water infrastructure and management needs in Ōtorohanga are unique. A shared regional entity

may impose uniform policies that are not suitable or necessary for our district. Local delivery ensures tailored, responsive, and culturally informed solutions—including those shaped in partnership with mana whenua.

**6. *We Already Deliver Water Services Effectively***

Ōtorohanga District Council has consistently demonstrated competence in managing water services. There is no pressing justification to hand control to an external entity. We should continue to strengthen local capability, not diminish it.

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**Final Comment:**

Water is a taonga. It is more than infrastructure—it is a living, spiritual connection between people and place. Decisions about wai must be grounded in local knowledge, tikanga, and Tiriti-based partnership. I urge Ōtorohanga District Council to retain local water management and uphold its commitment to mana whenua and the wider community.

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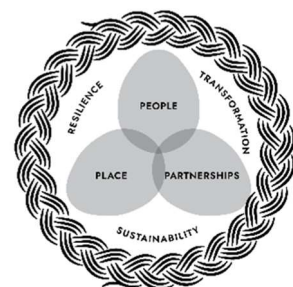
**Item 236** Fees and Charges 2025/26

**To** Ōtorohanga District Council

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

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

1.1. To adopt the fees and charges for the 2025/26 financial year.

## 2. Executive summary | Whakarāpopoto matua

2.1. This report covers the changes that are proposed to the fees and charges in the 2025/26 year.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) adopt the Fees and Charges 2025/26 (document number 821294) as presented in Appendix 1 of the staff report; and,
- b) confirm that the current fees and charges for the Kāwhia Community Hall will continue to apply until a subsequent resolution is passed by ŌDC.

## 4. Context | Horopaki

4.1. Ōtorohanga District Council (ŌDC) has a number of fees and charges that are set for various activities that are undertaken. These fees and charges are reviewed on a regular basis, and where necessary adjusted to reflect changes in costs or levels of service.

4.2. The following proposed changes in fees and charges have been discussed at workshops as part of the Annual Plan process:

### Roading

4.3. Proposed increase in application fees for Road closures from \$905 to \$1000.

## **Water Supply**

- 4.4. Proposed change for Kāwhia/Ōtorohanga WS connection from fixed price of \$1500 to quote and Price on Asking for any Capital Contribution.

## **Wastewater Treatment and Disposal**

- 4.5. Proposed change to Price on Asking for Capital Contributions and minor increases to all other application and consent fees. Proposed increase for Discharge of Septic Tank waste from \$40m3 to \$60m3 within district and \$108m3 to \$162m3 outside district.

## **Libraries**

- 4.6. Proposed disestablishment of DVD fee and introduction of new charge for A3 laminating of \$3.00 per page and \$1.00 per badge.

## **Kāwhia Community Centre**

- 4.7. Proposed charges for Kāwhia Community Centre were recommended and subsequently rescinded by the Kāwhia Community Board. A further report will be presented to the Board in June with options and will be adopted by ŌDC separately at a later date.
- 4.8. The current fees and charges will continue to apply until a resolution by ŌDC is made to amend them.

## **Regulatory Services**

- 4.9. A number of increases in deposits to bring them into line with neighbouring councils.

## **Pound Fees**

- 4.10. Proposed increase in Seizure Fees and Sustenance Fees and introduction of a standard impounding fee for all stock.

## **Staff Charge Out Rates**

- 4.11. Proposed CPI adjustment of 3% applied to all charge-out rates.

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

## **Significance and engagement**

- 5.1. The proposed changes to Fees and Charges only affect a small number of individuals within the community, the significance is considered low. ŌDC staff will publicise the new fees and charges.

**Impacts on Māori**

- 5.2. There are not deemed to be any impacts on Māori over and above the increased financial impacts on all users.

**Risk analysis**

- 5.3. There are no significant risks associated with the setting of these fees and charges.

**Policy and plans**

- 5.4. Expected changes in revenue have been reflected in the 2025/26 Annual Plan which is due to be adopted in June.

**Legal**

- 5.5. There are no legal issues with this recommendation.

**Financial**

- 5.6. This decision is predominantly a financial one, as it impacts the income received from fees and charges. However, the quantum of the income to be received is not considered to be significant.

**6. Discussion | He kōrerorero****Option 1: Adopt the proposed Fees and Charges for 2025/26**

- 6.1. This option would adopt the proposed fees and charges for 2025/26 effective from 1 July 2025.
- 6.2. The adopted amendments would ensure that the additional costs associated with these items are covered by the new charging structure and provide information to those wishing to make use of ŌDC services.

**Option 2: Adopt some of the proposed changes to Fees and Charges for 2025/26**

- 6.3. This option allows ŌDC to adopt some of the amendments and not adopt others if further changes are required. This option means that some fees and charges will not be changed.
- 6.4. At the Kāwhia Community Board meeting of 8 May the Board resolved to rescind the Board's previous resolution for proposed changes to Kāwhia Hall fees and charges for 2025/26. A further report will be presented to the Kāwhia Community Board in June with alternative options and new fees proposed at that meeting. This option will remove the Kāwhia Hall Hire fees from the 2025/26 fees and charges and they will be adopted a later date.

**Option 3: Do not adopt the amendments to the proposed fees and charges for 2025/26**

6.5. This option would leave existing fees and charges as they are and would not set the new charges identified. This option means that the new items identified cannot be charged until such time that fees and charges are adopted.

**Recommended option and rationale**

6.6. The preferred option is Option 2, to adopt the proposed changes to the 2025/26 Fees and Charges with the exception of Kāwhia Hall Hire charges that will be adopted after a further report to the Kāwhia Community Board.

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**7. Appendices | Ngā āpitihanga**

Number	Title	DocID
1	Proposed Fees and Charges 2025/26	821294



WEAVING THE  
FUTURE, TOGETHER  
**KOTAHITANGA**  
ŌTOROHANGA DISTRICT COUNCIL

PROPOSED

# FEES AND CHARGES 2025/26

ŌTOROHANGA DISTRICT COUNCIL

DATE: JULY 2025



Te Kaunihera ō-Rohe o  
**Ōtorohanga**  
District Council  
Where kiwi can fly

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## LAND TRANSPORT (ROADING)



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>TEMPORARY ROAD CLOSURE</b>			
<b>Approved Community Events</b>			
<ul style="list-style-type: none"> <li>The Event is being organised by a non-commercial, not-for-profit organisation; or</li> <li>The Event is appropriate for all members of the Community to enjoy; or</li> <li>The organiser has had event at least annually for 3 years e.g. Fishing Contest, Christmas Parade, Kāwhia Regatta, Kai Festival</li> </ul>			
<b>Application – Local Roads</b>			
Application Fee		No Charge	<u>No Charge</u>
External Advertising		Actual costs	<u>Actual costs</u>
<b>Other Events – Sealed Roads (Rallies, Hill Climbs, Car Testing, Cycle Races etc.)</b>			
Each application will be considered on its merits			
Application fee for administering the Road closure and damage assessment		\$905.00	<u>\$1000</u>
External Advertising		Actual costs	<u>Actual costs</u>
Plus, Bond (can be waived at the discretion of the Group Manager Engineering or designate)		\$5,000.00	<u>\$5,000.00</u>
Repairs (any repair work will be quoted and first deducted from the bond)		Actual costs	<u>Actual costs</u>
<b>Other Events – Unsealed Roads (Rallies, Hill Climbs, Car Testing, Cycle Races etc.)</b>			
Each application will be considered on its merits			
Application fee for administering the Road closure and damage assessment		\$905.00	<u>\$1000</u>
External Advertising		Actual costs	<u>Actual costs</u>
Plus, Bond (can be waived at the discretion of the Group Manager Engineering or designate)		\$5,000.00	<u>\$5,000.00</u>
Repairs (any repair work will be quoted and first deducted from the bond)		Actual costs	<u>Actual costs</u>
<b>KERB AND FOOTPATH CROSSINGS</b>			
A bond for the reinstatement of road, berm kerb or crossing resulting from damage caused during building or other consented works	Deposit, with any balance payable on completion of reinstatement works	\$2,000.00	<u>\$2,000.00</u>
Construction of a new kerb or footpath crossing/vehicle entrance by the Council on behalf of the owner	Deposit, with any balance payable on completion of work	\$2,000.00	<u>\$2,000.00</u>
A bond where a new or upgraded kerb or footpath crossing/vehicle entrance will be installed by the owner using a contractor pre-approved by Council		\$2,000.00	<u>\$2,000.00</u>
<b>STOCK MOVEMENT</b>			
Refundable Bond (Costs or expenses covered by droving)		\$625.00	<u>\$625.00</u>
<b>Construction of a cattle race on a road reserve</b>			
Application Fee		\$145.00	<u>\$145.00</u>
<b>Installation of a road crossing for dairy cattle</b>			
Application Fee		\$145.00	<u>\$145.00</u>
<b>TRAFFIC MANAGEMENT</b>			
Traffic Management Plan -- Simple	Flat fee	\$150.00	<u>\$150.00</u>
Traffic Management Plan – Complex	Per hour	\$150.00	<u>\$150.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Traffic Management Plan Approval – Maintenance/Emergency Works/Approved Community Events		No charge	<u>No charge</u>
<b>OVERWEIGHT PERMIT</b>			
Overweight Permit – New 12 month permit		\$200.00	<u>\$200.00</u>
Overweight Permit – Renewal of 12 month permit		\$150.00	<u>\$150.00</u>

## WATER SUPPLY

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>RURAL WATER SUPPLY CHARGES</b> Arohena, Ranginui, Tihiroa and Waipā Schemes			
Capital Contribution	Set on Application		
Connection Costs		Actual	<u>Actual</u>
Administration Fee		\$800.00	<u>\$800.00</u>
Special meter reading fee		\$80.00	<u>\$80.00</u>
<b>ŌTOROHANGA/KĀWHIA WATER CHARGES</b> Within Ōtorohanga and Kāwhia Urban Areas			
Application Fee		\$360.00	<u>\$360.00</u>
Standard Domestic Connection (for 20 / 25mm service within 4.0m of the watermain) by ODC contractor		\$1,500.00	<u>Quote</u>
Special meter reading fee		\$80.00	<u>\$80.00</u>
All other connections (e.g. commercial/ industrial)	Fixed price quote to be provided by Council approved Contractor		
<b>Outside Ōtorohanga and Kāwhia Urban Areas</b>			
Application Fee		\$360.00	<u>\$360.00</u>
Capital Contribution		\$1,595.00	<u>POA<sup>1</sup></u>
Standard Domestic Connection	Approved Contractor	Quote	<u>Quote</u>
<b>Extraordinary Use</b>			
Permit to take water from Fire Hydrant – plus volumetric charge	Conditions Apply		
Per Day		\$100.00	<u>\$100.00</u>
Per Month		\$250.00	<u>\$250.00</u>
Per Annum		\$2,500.00	<u>\$2,500.00</u>
Permit to take water from Fire Hydrant – volumetric charge		Up to \$5.00/m <sup>3</sup>	<u>Up to \$5.00/m<sup>3</sup></u>
<b>Other Services</b>			
Water Disconnection/Reconnection		\$500.00	<u>\$500.00</u>
Water Meter testing - Domestic		\$400.00	<u>\$400.00</u>
Water Meter testing – Commercial/Industrial	Fee payable in advance – refunded if meter faulty	POA	<u>POA</u>

<sup>1</sup> POA: Price on application



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
On-site pipe or toby locate	Further costs may apply if excavation required	\$150.00	<u>\$150.00</u>

## WASTEWATER TREATMENT AND DISPOSAL

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>SEWER CONNECTION (ŌTOROHANGA)</b>			
Application Fee		\$360.00	<u>\$360.00</u>
Connection – Domestic, Commercial/Industrial	Fixed price quote to be provided by Council approved Contractor		
<b>Outside Ōtorohanga Urban Areas</b>			
Application Fee		\$195.00	<u>\$360</u>
Capital Contribution		\$1,590.00	<u>POA</u>
Connection	Fixed price quote to be provided by Council approved Contractor		
<sup>2</sup> Note: Connections to Council reticulation can be made by other approved contractors subject to Council's terms and conditions. In these cases the applicant is liable for the application fee and capital contribution (if applicable) only.			
Disconnection/Reconnection		POA	<u>POA</u>
<b>TRADE WASTE (TRADE WASTE BYLAW)</b>			
Application Fee	All classes	\$110.00	<u>\$115.00</u>
Controlled Consents	Annual fee	\$148.00	<u>\$152.00</u>
Controlled Consents	3 yearly fee <sup>1</sup>	\$294.00	<u>\$301.00</u>
Inspection Fee	Per inspection	\$100.00	<u>\$105.00</u>
Conditional Consents	Set on Application - Refer to Bylaw		
<b>DISCHARGE OF SEPTIC TANK WASTE</b>			
	Must be a Council-approved operator		
Domestic Septic Waste (Within District)	Per m3 <sup>1</sup>	\$40.00	<u>\$60.00</u>
Domestic Septic Waste (Outside District)	Per m3 <sup>1</sup>	\$108.00	<u>\$162.00</u>

## STORMWATER

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>STORMWATER NETWORK CONNECTION</b>			
Application Fee		\$360.00	<u>\$360.00</u>
Connection – Domestic, Commercial/Industrial	Fixed price quote to be provided by Council approved Contractor		
Disconnection/Reconnection		POA	<u>POA</u>



# WASTE MANAGEMENT

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>ŌTOROHANGA/KĀWHIA RECYCLING CENTRES - FEES</b>			
<b>Recycling (sorted)</b>			
Plastic Milk bottles; Soft drink (1 and 2); Steel/Aluminium cans	Washed/ Squashed	Free	<u>Free</u>
Glass (bottles/jars only)	Washed	Free	<u>Free</u>
Paper	No food	Free	<u>Free</u>
Cardboard	No food / flattened	Free	<u>Free</u>
Scrap Metal		Free	<u>Free</u>
Lead-Acid battery	Each	\$5.00	<u>\$5.00</u>
LPG bottles (must be degassed)	Each	\$10.00	<u>\$10.00</u>
Computer	Each	\$15.00	<u>\$15.00</u>
Electric motor	Each	\$10.00	<u>\$10.00</u>
Clean reusable timber		Free	<u>Free</u>
Firewood timber	Trailer	\$10.00	<u>\$10.00</u>
Car Tyres	Each	\$6.00	<u>\$6.00</u>
4x4 Tyres	Each	\$9.00	<u>\$9.00</u>
Truck Tyres	Each	\$20.00	<u>\$20.00</u>
Replacement Recycling Crate	Each	\$20.00	<u>\$20.00</u>
<b>CLEANFILL/GREENWASTE</b>			
Cleanfill/Greenwaste - No weeds or flax	Per m <sup>3</sup>	\$30.00	<u>\$30.00</u>
Standard bag	Each	\$3.00	<u>\$3.00</u>
Large bag	Each	\$5.00	<u>\$5.00</u>
Car boot	Per load	\$10.00	<u>\$10.00</u>
6 x 4 trailer / ute	Per load	\$30.00	<u>\$30.00</u>
Other	Per m <sup>3</sup>	\$30.00	<u>\$30.00</u>
<b>REFUSE</b>			
Refuse	Per m <sup>3</sup>	\$45.00	<u>\$45.00</u>
Official bag	Each	Free	<u>Free</u>
Standard bag	Each	\$4.00	<u>\$4.00</u>
Large bag	Each	\$7.00	<u>\$7.00</u>
Whiteware (must be degassed)	Each	\$10.00	<u>\$10.00</u>
Television	Each	\$25.00	<u>\$25.00</u>
Video recorder	Each	\$5.00	<u>\$5.00</u>
Toaster/kettle	Each	\$5.00	<u>\$5.00</u>
Timber	Per m <sup>3</sup> load	\$55.00	<u>\$55.00</u>

## LIBRARIES



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>GOLD CARD (ADULT)</b>			
Free New Fiction, Magazines, General Fiction, Non-Fiction, Children's Books, Large Print	Per card	\$45.00	<u>\$45.00</u>
Renewal - New fiction and selected popular non fiction	Per renewal	\$2.00	<u>\$2.00</u>
Renewal - New Magazines	Per renewal	\$1.00	<u>\$1.00</u>
Overdue Charges	Per day after 3 weeks	\$0.00	<u>\$0.00</u>
Extra/Replacement Card		\$0.00	<u>\$0.00</u>
Interloan		\$5.00	<u>\$5.00</u>
<b>STANDARD CARD</b>			
Free Fiction, Non Fiction, Large Print, Children's Books			
New Books (Fiction and selected popular non-fiction) (All Issues)	Per book	\$2.00	<u>\$2.00</u>
Non Fiction and Large Print	Per book	Nil	<u>Nil</u>
Renewal - New fiction and selected popular non fiction	Per book	\$2.00	<u>\$2.00</u>
New Magazines (6 months only)	Per magazine	\$1.00	<u>\$1.00</u>
Renewal - New Magazines	Per magazine	\$1.00	<u>\$1.00</u>
Renewal - Magazines	Per magazine	\$1.00	<u>\$1.00</u>
Overdue Charges – Adult	Per day after 3 weeks	\$0.00	<u>\$0.00</u>
<b>OTHER FEES AND CHARGES</b>			
Sale of Books	Per book	\$0.50 - \$2.00	<u>\$0.50 - \$2.00</u>
Lost Books	Cost	Replacement cost	<u>Replacement Cost</u>
Lost Book Handling		\$2.00	<u>\$2.00</u>
Photocopying	Black and white - per page – A3	\$0.30	<u>\$0.30</u>
	Black and white - per page – A4	\$0.20	<u>\$0.20</u>
	Colour - per page – A3	\$1.00	<u>\$1.00</u>
	Colour - per page – A4	\$0.50	<u>\$0.50</u>
<del>DVDs</del>	<del>Per DVD (per week)</del>	<del>\$2.50</del>	<u>Remove – DVD fee (Collection disestablished)</u>
Laminating	Per page – A4 <u>Per page – A3</u>	\$2.00	<u>\$2.00</u> <u>\$3.00</u> <u>New charge</u>
Book Bags	Each	\$3.00	<u>\$3.00</u>
Rural Book Delivery	Per delivery	\$10.00	<u>\$10.00</u>
Out Of District Membership Fee	Per annum	\$40.00	<u>\$40.00</u>
APNK Computers		Free	<u>Free</u>
Document Scanning		Free	<u>Free</u>
<b>PROGRAMMES ROOM</b>			
Use by Community Groups	New service	Free	<u>Free</u>
<b>MAKERSPACE</b>			
3D Printing	Service Fee	\$2.00	<u>\$2.00</u>
Filament	ABS, PLA, PLA+ Per gram	\$0.20	<u>\$0.20</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Vinyl cutting (10 cm length)	Gloss	\$2.00	<u>\$2.00</u>
	Clear	\$2.00	<u>\$2.00</u>
	Paper	\$2.00	<u>\$2.00</u>
	Phototex	\$3.00	<u>\$3.00</u>
	Heat Transfer Vinyl	\$6.00	<u>\$6.00</u>
Sewing Machine		Free	<u>Free</u>
Overlocker		Free	<u>Free</u>
<u>Badges</u>	<u>Per badge</u>		<u>\$1.00</u>
			<u>New charge</u>
Kits (ie tech/ dementia/ home maintenance/ STEM)		Free	<u>Free</u>

## ŌTOROHANGA/KĀWHIA CEMETERIES

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>PLOTS</b>			
Adults		\$1,650.00	<u>\$1,650.00</u>
Children		\$500.00	<u>\$500.00</u>
Ash Wall and Ash Berm		\$385.00	<u>\$385.00</u>
<b>INTERMENT</b>			
Adults		\$1,650.00	<u>\$1,650.00</u>
Extra Depth		\$2,000.00	<u>\$2,000.00</u>
Child 11yrs and under		\$500.00	<u>\$500.00</u>
Ash Wall (incl. Council installation of plaque and interment)		\$360.00	<u>\$360.00</u>
Ash Wall (incl. Own installation of plaque and interment)		\$180.00	<u>\$180.00</u>
<b>ADDITIONAL FEES</b>			
Extracts from cemetery plans and records		nil	<u>nil</u>

## OTHER COMMUNITY FACILITIES AND SERVICES

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>ŌTOROHANGA SWIMMING POOLS</b>			
<b>Admission</b>			
Adults (over 16 years)		\$4.50	<u>\$4.50</u>
Children (Up to 16 years)		\$3.00	<u>\$3.00</u>
Children (Under 4 years)		Free	<u>Free</u>
Students (With I.D)		\$3.00	<u>\$3.00</u>
P.W.D		\$2.00	<u>\$2.00</u>
Seniors		\$3.00	<u>\$3.00</u>
Spectators		\$1.00	<u>\$1.00</u>
Aquacise Public		\$5.00	<u>\$5.00</u>
Aquacise Senior		\$4.50	<u>\$4.50</u>
<b>Concession</b>			
Family Day Pass (2 adults, 3 children)		\$12.00	<u>\$12.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Adult (10 swim)		\$40.50	<u>\$40.50</u>
Child (10 swim)		\$24.00	<u>\$24.00</u>
Senior (10 swim)		\$24.00	<u>\$24.00</u>
Aquacise Pass (Public) (10 swim)		\$45.00	<u>\$45.00</u>
Aquacise Pass (Senior) (10 swim)		\$40.00	<u>\$40.00</u>
<b>Pool Hire (non-exclusive, conditions apply)</b>			
Within Ōtorohanga – per hour		\$36.00	<u>\$36.00</u>
Outside Ōtorohanga – per hour		\$48.00	<u>\$48.00</u>
Lifeguard supervision – per hour		\$30.00	<u>\$30.00</u>
<b>ŌTOROHANGA SECURITY PATROL SERVICE</b>			
Charges for properties outside defined area	Capital Value	Current Rate	<u>Current Rate</u>
Former Differential Rating Area No 1	Uniform Charge	Current Rate	<u>Current Rate</u>
<b>KĀWHIA WHARF</b>			
Berthage			
Casual	per day	\$52.00	<u>\$52.00</u>
<u>Commercial user charges</u>	<u>per annum</u>		<u>\$1000</u>
<b>KAWHIA COMMUNITY CENTRE</b>			
<del>Hire Fee (excluding Kitchen)</del>	<del>Minimum charge</del>	<del>\$40.00</del>	<u>To be adopted after further report to KCB</u>
	<del>Up to 4 hours</del>	<del>\$40.00</del>	
	<del>Up to 8 hours</del>	<del>\$80.00</del>	
<del>Hire Fee (excluding Kitchen) – Not for profit Community Groups</del>	<del>Up to 4 hours</del>	<del>\$20.00</del>	
	<del>Up to 8 hours</del>	<del>\$40.00</del>	
<del>Hire Fee (night time whole hall hire)</del>	<del>Includes day for setup, kitchen and supper room use</del>	<del>\$160.00</del>	
<del>Hire Fee (Board/Supper room only)</del>		<del>\$20.00</del>	
<del>Hire Fee (Kitchen)</del>		<del>\$50.00</del>	
<del>Hire fee (shoulder day)</del>		<del>As above</del>	
<del>Callout fee</del>	<del>Staff member attendance during event for issue with hall caused by user</del>	<del>\$50.00</del>	
<del>Half day (up to 4 hours) - Entire facility</del>	<del>Private/ Commercial Group</del>		
<del>Half Day (up to 4 hours) - Entire facility</del>	<del>Non-Profit Community Group</del>		
<del>Full day (over 4 hours) - Entire facility</del>	<del>Private/ Commercial Group</del>		
<del>Full day (over 4 hours) - Entire facility</del>	<del>Non-Profit Community Group</del>		
<del>Board/ supper room only</del>			
Refundable Hire bond		\$200.00	<u>\$200.00</u>
<b>OTOROHANGA GIRL GUIDE HALL</b>			
Hire fee	Per Day	\$150.00	<u>\$150.00</u>
Refundable Hire bond		\$200.00	<u>\$200.00</u>



# REGULATORY SERVICES

## RESOURCE MANAGEMENT

All references are to the Resource Management Act 1991 unless specified otherwise

### NOTES TO PAYMENT OF CHARGES

All the deposits and specified amounts are payable in advance.

In accordance with Section 36(AAB(1)) Council retains absolute discretion whether to remit the whole or any part of any charge, under the relevant staff members' financial delegated authority. Considerations for any requests for remission will be conservatively applied based on: the assessed public benefit vs private benefit; and the legal status of the requestor (i.e. Charitable Trust, community organisation or for-profit entity).

Pursuant to Section 36 (AAB(2)) of the Resource Management Act 1991 Council need not perform the action to which the charge relates until the charge has been paid to it in full.

An additional charge may be required under Section 36 where the set charge is inadequate to enable Council to recover its actual and reasonable costs relating to any particular application.

Deposits made will be non-refundable and do not include GST.

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>EXTERNAL CONSULTANT FEES</b>			
Actual consultant costs will be recovered for consultant services, including but not limited to:		Actual cost	<u>Actual Cost</u>
<ul style="list-style-type: none"> <li>a. Due diligence meetings and resource consent advice after the first half hour which will not be charged</li> <li>b. Pre application meetings and resource consent advice after the first half hour, which will not be charged</li> <li>c. Reviewing applications</li> <li>d. Processing, recommending and reporting on applications</li> <li>e. Attending hearings and advising on consent decisions and consent conditions</li> </ul>			
<b>DUE DILIGENCE AND PRE-APPLICATION ADVICE</b>			
First half hour of either due diligence or pre-application meeting is no cost		Actual time	<u>Actual staff time and cost<sup>4</sup></u>
After the first half hour, staff time will be calculated at an hourly rate or part hour thereof <sup>3</sup>			
After the first half hour, consultant and expert actual costs will be charged		Actual cost	
<b>APPLICATION FOR CHANGE TO DISTRICT PLAN</b>			
Deposit payable on receipt of the application with the balance of Council's costs recoverable on an actual and reasonable basis.	Deposit	\$50,000.00	<u>\$50,000.00</u>
Staff time will be calculated at an hourly rate <sup>2</sup>		Actual time	<u>Actual time</u>
Consultant and expert actual costs will be charged		Actual cost	<u>Actual cost</u>
<b>Notified Application</b>			

<sup>3</sup> Refer to page 31 for Staff Charge Out Rates  
<sup>4</sup> Refer to page 31 for Staff Charge Out Rates



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Land use and Subdivision	Deposit	\$10,000.00	<u>\$10,000.00</u>
<b>Limited Notified Application</b> Land use and Subdivision Categories include:	Deposit	\$5,000.00	<u>\$5,000.00</u>
<ul style="list-style-type: none"> <li>Controlled activities</li> <li>Restricted Discretionary and Discretionary activities</li> <li>Non-complying activities</li> <li>Extension of consent periods (Section 125)</li> <li>Change or cancellation or consent condition (Section 127)</li> </ul>			
Deposit payable on receipt of the application with the balance of Council's costs recoverable on an actual and reasonable basis. Staff time will be calculated at an hourly rate <sup>5</sup> Consultant and expert actual costs will be charged		Actual time Actual cost	<u>Actual time</u> <u>Actual cost</u>
<b>RESOURCE MANAGEMENT HEARINGS Hearings Panel;</b> In addition to staff time, a charge shall be payable by the applicant for the cost of convening a Hearings Panel and for any site visit by the Hearings Panel.			
Independent hearing commissioners		Actual costs	<u>Actual costs</u>
<b>Non-Notified Applications for Resource Consent (Land use)</b> This category includes the following:	Deposit	\$1,200.00	<u>\$1,500.00</u>
<ul style="list-style-type: none"> <li>Controlled activities</li> <li>Restricted Discretionary and Discretionary activities</li> <li>Change or cancellation or consent condition (Section 127)</li> <li>Relocatable dwellings</li> </ul>			
<b>Non-Complying Activities</b> Staff time will be calculated at an hourly rate <sup>3</sup> Consultant and expert actual costs will be charged	Deposit	\$1,500.00 Actual time Actual cost	<u>\$1,800.00</u> <u>Actual time</u> <u>Actual cost</u>
<b>Application for Permitted Boundary Activity (Section 87AAB Resource Management Act)</b>		\$450.00	<u>\$450.00</u>
<b>Monitoring</b> In the case of Land Use consents an additional fee to apply at the time of issuing the consent to cover the cost of ongoing monitoring.		\$400.00	<u>\$400.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<u>Monitoring of permitted activities and consent conditions</u> <ul style="list-style-type: none"> <li>- <u>Urban site visits</u></li> <li>- <u>Rural and Kawhia site visits</u></li> </ul>			<u>\$80 flat rate</u> <u>\$3.50/km after 5km beyond Ōtorohanga town boundary (includes staff time)</u>
<b>Non-Notified Applications for Resource Consent (Subdivision)</b> This category includes the following: <ul style="list-style-type: none"> <li>Controlled activities</li> <li>Restricted Discretionary and Discretionary activities</li> <li>Change or cancellation or consent condition (Section 127 Resource Management Act)</li> </ul>			
<b>Subdivision to Create One Additional Lot</b> Boundary Relocation or Adjustment involving up to Three Existing Titles	Deposit	\$1,500.00	<u>\$1,800.00</u>
Non complying activities	Deposit	\$1,800.00	<u>\$2,200.00</u>
<b>Subdivision to Create Two or More Additional Lots</b> Boundary Relocation or Adjustment involving Four or more Existing Titles	Deposit	\$2,200.00	<u>\$2,500.00</u>
Non complying activities	Deposit	\$2,500.00	<u>\$3,000.00</u>
Staff time will be calculated at an hourly rate <sup>6</sup> Consultant and expert actual costs will be charged		Actual time Actual cost	<u>Actual time</u> <u>Actual cost</u>
Change or Cancellation of Consent Notice including Preparation of Document (Section 221 Resource Management Act)		\$1,200.00	<u>\$1,500.00</u>
<b>DESIGNATIONS AND NOTICES OF REQUIREMENTS</b> Receipt of a designation or notice of requirement with the balance of Council's costs recoverable on an actual and reasonable basis.	Deposit	\$2,500.00	<u>\$10,000.00</u>
Outline Plan Application (Section 176A Resource Management Act)	Deposit	\$500.00	<u>\$1,000.00</u>
Application to Waive the Requirement for an Outline Plan (Minor Works only) (Section 176A Resource Management Act)	Fee	\$200.00	<u>\$200.00</u>

<sup>6</sup> Refer to page 26 for Staff Charge Out Rates



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Application to do anything to land that is subject to a Designation (Section 176(1)b Resource Management Act)	Deposit	\$330.00	<u>\$330.00</u>
Request to the Requiring Authority responsible for an earlier designation (Section 177 Resource Management Act)	Deposit	\$330.00	<u>\$750.00</u>
Application to do anything that would prevent or hinder the public work or project (Section 178 Resource Management Act)	Deposit	\$330.00	<u>\$750.00</u>
Transfer of rights and responsibilities for a Designation (Section 180 Resource Management Act)	Deposit	\$330.00	<u>\$500.00</u>
Requirement for alteration of a designation (Section 181 Resource Management Act)	Deposit	\$1,200.00	<u>\$1,500.00</u>
Removal of a designation (Section 182(2) Resource Management Act)	Deposit	\$700.00	<u>\$1,200.00</u>
Application to extend the life of a designation (Section 184 and 184A Resource Management Act)	Deposit	\$700.00	<u>\$2,500.00</u>
The balance of Council's costs recoverable on an actual and reasonable basis <sup>7</sup>		Actual time	<u>Actual time</u>
<b>HERITAGE ORDERS</b>			
Receipt of a heritage order or notice of requirement with the balance of Council's cost recoverable on an actual and reasonable basis (Section 189 Resource Management Act).	Deposit	\$1,200.00	<u>\$1,200.00</u>
Application to do anything which would wholly or partly nullify the effect of a heritage order (Section 193 Resource Management Act )	Deposit	\$500.00	<u>\$1,500</u>
Removal of a heritage order (Section 196 Resource Management Act)	Deposit	\$1,200.00	<u>\$1,500</u>
Staff time will be calculated at an hourly rate <sup>5</sup> Consultant and expert actual costs will be charged		Actual time Actual cost	<u>Actual time</u> <u>Actual cost</u>
<b>OTHER RESOURCE MANAGEMENT ACT APPROVALS</b>			
Preparation and signing of any Bond (except relocatable Bond), covenant, legal document or variation thereto required as a condition of	Deposit	\$550.00	<u>\$550.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
consent (s.108,109) or application to vary or extend time in respect of any bond, covenant or consent notice under s.108 and/or 109 including preparation of documents.			
Bond discharges (except cash relocatable bonds)	Standard fee	\$320.00	<u>\$350</u>
<b>Relocatable Buildings</b>			
• Bond Preparation Fee		\$210.00	<u>\$350</u>
• Partial Bond Refunds		\$210.00	<u>\$350</u>
<b>Application for an Extension of Time to Complete Works</b> (Section 109(4) Resource Management Act)	Deposit	\$200.00	<u>\$200.00</u>
<b>Renewal of Resource Consent</b> (Section 124(1)(b) Resource Management Act)	Deposit	\$500.00	<u>\$1,500</u>
<b>Application for Extension of Consent Periods for Non-Notified Resource Consents</b> (Section 125 & 126 Resource Management Act)	Deposit	\$700.00	<u>\$700.00</u>
<b>Application for Certificate of Compliance and Application for Existing Use Certificate</b> (Section 139 and 139A Resource Management Act)	Deposit	\$1,200.00	<u>\$1,500.00</u>
<b>Application to Extend the Period Specified to Carry Out and Complete Work Subject to a Bond</b> (Section 222(2) Resource Management Act)	Deposit	\$500.00	<u>\$500.00</u>
<b>Application for a Section 224 Certificate</b> (Completion of subdivision conditions)	Deposit	\$700.00	<u>\$700.00</u>
<b>Application for a Section 226(1)(e) Certificate</b> (Allotment in accordance with requirements of District Plan)	Deposit	\$1,200.00	<u>\$1,200.00</u>
<b>Cancellation of Amalgamation Condition</b> (Section 241 Resource Management Act)	Deposit	\$550.00	<u>\$550.00</u>
Staff time will be calculated at an hourly rate <sup>8</sup> Consultant and expert actual costs will be charged		Actual time Actual cost	<u>Actual time</u> <u>Actual cost</u>
<b>Removal of Building Line Restriction</b> (Section 327A Local Government Act 1974)	Deposit	\$550.00	<u>\$550.00</u>
<b>Easement Approvals and Revocation</b> (Section 348 Local Government Act 1974)	Deposit	\$700.00	<u>\$700.00</u>

<sup>8</sup> Refer to page 26 for Staff Charge Out Rates



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
INFRINGEMENT FEES <u>(refer Resource Management (Infringement offences) regulations 1999)</u>		NO GST	<u>NO GST (penalty rather than payment for goods or service)</u>
Contravention of Section 9 (Restrictions to use of land) (Section 338 (1) (a))	Standard fee	\$550.00	<u>\$300</u>
Contravention of Abatement Notice <u>other than a notice (but not under Section 322 (1) (c) )</u> ; Section 338 (1) (a))	Standard fee	\$800.00	<u>\$750</u>
<u>Contravention of section 22 failure to provide certain information to an enforcement officer (Section 338(2)(a))</u>			<u>\$300</u>
Contravention of an Excessive Noise Direction <u>under section 327</u> (Section 338 (2) (c))	Standard fee	\$700.00	<u>\$500</u>
Contravention of an Abatement Notice about Unreasonable Noise <u>under section 322(1)(c)</u> (Section 338 (2) (d))	Standard fee	\$700.00	<u>\$750</u>

## BUILDING CONTROL

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>Certificate of Title Search</b> Required for all Building Consent applications		\$25.00	<u>\$25.00</u>
<b>Code Compliance Certificate</b> Receive and process application. Issue Code Compliance Certificate			
• Commercial		\$550.00	<u>\$550.00</u>
• Residential		\$350.00	<u>\$350.00</u>
• Other		\$150.00	<u>\$150.00</u>
Any additional inspection necessary to approve Certificate	Plus Travel costs	\$110.00	<u>\$110.00</u>
<b>PIM – Project Information Memorandum</b>			
• Less than \$20,000		\$100.00	<u>\$100.00</u>
• \$20,000 to \$300,000		\$200.00	<u>\$200.00</u>
• Over \$300,000		\$400.00	<u>\$400.00</u>
<b>BUILDING CONSENTS BY PROJECT CATEGORY</b>	Cost includes PIM		
<b>Minor Works</b>			
• Solid Fuel Heaters	Rural area add travel for 1 inspection	\$500.00	<u>\$500.00</u>
• Garden Sheds		\$450.00	<u>\$450.00</u>
• Installation of Basic Warning System		\$450.00	<u>\$450.00</u>
• Marquees		\$450.00	<u>\$450.00</u>
• Plumbing and Drainage		\$450.00	<u>\$450.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>Minor Building Work</b>	Rural area add travel for 2 inspections		
• Carports		\$600.00	<u>\$600.00</u>
• Demolition		\$600.00	<u>\$600.00</u>
• Para Pools and Equivalent Type Pools		\$600.00	<u>\$600.00</u>
• Decks and Pergolas		\$600.00	<u>\$600.00</u>
Exemption from Building Consent		\$220.00	<u>\$220.00</u>
<b>Other Buildings/Structures</b>	Rural area add travel for 2 inspections		
• Garages		\$750.00	<u>\$750.00</u>
• Hay Barns		\$750.00	<u>\$750.00</u>
• Implement Sheds		\$750.00	<u>\$750.00</u>
• Concrete Swimming Pools		\$750.00	<u>\$750.00</u>
<b>Bridges</b>	Rural area add travel for 3 inspections	\$900.00	<u>\$900.00</u>
<b>Detached Habitable Buildings</b> (No plumbing and drainage) Sleepouts, Office, Studio, small additions up to 30m <sup>2</sup>	Rural area add travel for 3 inspections	\$1,000.00	<u>\$1,000.00</u>
<b>Small Additions or Alterations up to 30m<sup>2</sup></b> (No plumbing and drainage)	Rural area add travel for 3 inspections	\$1,200.00	<u>\$1,200.00</u>
<b>Additions or Alterations over 30m<sup>2</sup></b> (No plumbing and drainage)			
• Residential	Rural area add travel for 3 inspections	\$1,400.00	<u>\$1,400.00</u>
• Commercial		\$2,500.00	<u>\$2,500.00</u>
<b>Detached habitable buildings</b> (With plumbing and drainage) Sleepouts with Toilet/Shower	Rural area add travel for 4 inspections	\$1,350.00	<u>\$1,350.00</u>
<b>Small Additions or Alterations up to 30m<sup>2</sup></b> (With plumbing and drainage)	Rural area add travel for 4 inspections	\$1,350.00	<u>\$1,350.00</u>
<b>Additions<sup>9</sup> between 30 and 60m<sup>2</sup></b>	Rural area add travel for 4 inspections	\$1,800.00	<u>\$1,800.00</u>
<b>Implement Shed (over 110m<sup>2</sup>)</b>	Rural area add travel for 5 inspections	\$1,450.00	<u>\$1,450.00</u>
<b>Dairy Sheds</b>	Rural area add travel for 5 inspections	\$3,000.00	<u>\$3,000.00</u>
<b>Re-sited Dwellings</b>	Rural area add travel for 5 inspections	\$2,400.00	<u>\$2,400.00</u>
<b>Single Storey Dwellings Up to 100m<sup>2</sup></b>	Rural area add travel for 8 inspections	\$2,800.00	<u>\$2,800.00</u>

<sup>9</sup> Note: for work over 60m<sup>2</sup>, dwelling, commercial and industrial fees apply



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Single Storey Dwellings Up to 200m <sup>2</sup>	Rural area add travel for 8 inspections	\$3,000.00	<u>\$3,000.00</u>
Single Storey Dwellings in Excess of 200m <sup>2</sup>	Rural area add travel for 9 inspections	\$3,400.00	<u>\$3,400.00</u>
Dwellings Two Storey or More Up to 200m <sup>2</sup>	Rural area add travel for 9 inspections	\$3,600.00	<u>\$3,600.00</u>
Dwellings Two Storey or More Over 200m <sup>2</sup>	Rural area add travel for 10 inspections	\$4,000.00	<u>\$4,000.00</u>
Small Commercial/Industrial Buildings Up to 300m <sup>2</sup>	Rural area add travel for 9 inspections	\$3,500.00	<u>\$3,500.00</u>
Commercial/Industrial Buildings in Excess of 300m <sup>2</sup>	Rural area add travel for 10 inspections	\$5,000.00	<u>\$5,000.00</u>
Large Industrial and Commercial Projects in excess of 500m <sup>2</sup>	Quoted cost	Actual Cost	<u>Actual Cost</u>
Travel Costs (Inclusive of Staff Time)	Per km each way	\$3.50	<u>\$3.50</u>
<ul style="list-style-type: none"> <li>Applies to building consents in excess of 5 km from Ōtorohanga <u>town boundary</u></li> </ul>			
<ul style="list-style-type: none"> <li>A set rate will be charged with any building work in Kāwhia</li> </ul>	Per trip	\$155.00	<u>\$155.00</u>
<ul style="list-style-type: none"> <li>A flat rate will be charged with any building work in Ōtorohanga</li> </ul>		\$50.00	<u>\$50.00</u>
Extra Inspections			
Where an inspection is requested but the project is not ready and fails inspection		\$160.00	<u>\$160.00</u>
<u>Inspections contracted to qualified third parties (hourly rate)</u>		<u>\$160.00</u>	<u>\$160.00</u>
Report on Buildings to be Relocated			
Inspection and report		\$400.00	<u>\$400.00</u>
Inspections of Existing Swimming Pool Fences	Plus travel costs	\$200.00	<u>\$200.00</u>
Per inspection			
Inspections of buildings for Compliance with Section 224(f) Resource Management Act 1991			
Per inspection		\$250.00	<u>\$250.00</u>
Code Compliance Certificate			
Per inspection and for each additional inspection necessary to obtain compliance	Plus travel costs	\$160.00	<u>\$160.00</u>
Extension of Time for which Building Consent is Valid		\$100.00	<u>\$100.00</u>
Application must be lodged before the date consent lapses.			

Amendments/Variations



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<ul style="list-style-type: none"> <li>Minor Variation</li> <li><del>Major Variation</del> Amendment</li> </ul> <p>Fees will be assessed as a percentage of consent fee at the discretion of the Building Control Manager.</p>		\$100.00 \$200.00	<u>\$100.00</u> <u>\$200.00</u>
<b>LEVIES</b>			
<ul style="list-style-type: none"> <li>Department of Building and Housing Levy (MBIE)</li> <li>B.R.A.N.Z Levy</li> <li>BCA Accreditation Levy</li> </ul>	Per \$1,000 Per \$1,000 Per consent	\$1.75 \$1.00 \$50.00	<u>\$1.75</u> <u>\$1.00</u> <u>\$50.00</u>
<b>OTHER</b>			
<b>Application for Certificate of Acceptance</b> Per inspection, plus full applicable consent fee		\$500.00 \$160.00	<u>\$500.00</u> <u>\$160.00</u>
<b>Application for Certificate of Public Use</b> Per inspection		\$500.00 \$160.00	<u>\$500.00</u> <u>\$160.00</u>
<b>Planning Check</b> Application reviewed for compliance with District Plan		\$150.00	<u>\$150.00</u>
<b>Notice to Fix</b> Per inspection		\$500.00 \$160.00	<u>\$500.00</u> <u>\$160.00</u>
<b>Section 71 and Section 77 Building Act 2004</b> Preparation, signing and registration of Notices and Certificates charged at actual cost	Deposit	\$500.00	<u>\$500.00</u>
<b>Electronic submission and processing</b> Fees and charges associated with on-line / electronic lodgement and processing of building consents via a third-party building consent platform		Actual fees levied by any third-party provider	<u>Actual fees levied by any third-party provider. Fee schedule available on request.</u>
<b>Cancellation/Lapse of Building Consent</b> Upon lapse of building consent <u>where the work to which it relates has not commenced within 12 months of building consent being issued and request to extend the time to begin the building work has not been received to cancel</u> from building owner for a building consent that has been approved, Council will refund all <u>outstanding</u> fees <u>except for less</u> the Building Consent <u>processing and the cancellation 50% of the</u> Application Fee.	Per consent		<u>\$250</u> <u>100</u>
<b>Building Consent Information – Others</b>	Per year	\$307.00	<u>\$307.00</u>

< External Consultant Fees >



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
	When external consultants are engaged to peer review consent applications, the applicant will be charged the actual cost for those services and any additional costs incurred by Building Control.	Actual Cost	<u>Actual Cost</u>
	<b>Audit Compliance Schedule</b>	\$200.00	<u>\$200.00</u>
	Issue new Compliance Schedule and Compliance Schedule Statement	\$300.00	<u>\$300.00</u>
	Amend Compliance Schedule	\$300.00	<u>\$300.00</u>



## PUBLIC HEALTH FEES



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>FOOD PREMISES</b>			
Amended Fee Structure applies to all Food Premises			
<b>Fees Applicable to All Registration Types</b>			
All administration and verification activities including pre-registration assistance, annual audit, reporting, non-conformance visits and any activity not specified in the schedule below for operators based in the Ōtorohanga District.	Per hour plus \$1.20/km	\$165.00	<u>185.00</u>
Cancellation of scheduled verification within 24 hours or key personnel not available for the verification		\$165.00	<u>\$185.00</u>
Copies of Food Control Plan folder and documents		\$25.00	<u>\$25.00</u>
<b>Fees Applicable to Food Control Plans</b>			
Application for registration of template Food Control Plan	Plus hourly rate after first hour	\$410.00	<u>\$450.00</u>
Application for <b>renewal</b> of registration of template Food Control Plan	Plus hourly rate after first hour	\$320.00	<u>\$360.00</u>
Application for a <b>significant amendment</b> [section 45(3)] of registration of template Food Control Plan, or move from Food Control Plan to National Programme during registration year	Plus hourly rate after first hour	\$150.00	<u>\$150.00</u>
Application for a <b>minor amendment</b> [section 45(2)] of registration of template Food Control Plan.	Plus hourly rate after first hour	\$75.00	<u>\$75.00</u>
Voluntary suspension of food control plan	Plus hourly rate after first hour	\$85.00	<u>\$85.00</u>
<b>Fees Applicable to National Programmes</b>			
Application for registration of <b>National Programme</b>	Plus hourly rate after first hour	\$410.00	<u>\$450.00</u>
Application for <b>renewal</b> of registration of National Program	Plus hourly rate after first hour	\$320.00	<u>\$360.00</u>
Application for <b>significant amendment</b> [Section 81] of registration of <b>National Programme</b> or move from National Programme to Food Control Plan during the registration year.	Plus hourly rate after first hour	\$150.00	<u>\$150.00</u>
Voluntary suspension of <b>National Programme</b>	Plus hourly rate after first hour	\$85.00	<u>\$85.00</u>
Issue of improvement notice, or review of an improvement notice	Plus hourly rate after first hour	\$150.00	<u>\$175.00</u>
Application for statement of compliance	Plus hourly rate after first hour	\$150.00	<u>\$175.00</u>



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
Additional staff time not covered elsewhere		EHO hourly rate	
<u>Staff Time General</u> <ul style="list-style-type: none"> <li>- General advice: First half hour no cost. After the first half hour, staff time will be calculated at an hourly rate or part hour thereof<sup>10</sup></li> <li>- “Hourly Rate” as described previously will be calculated at an hourly rate or part hour thereof<sup>11</sup></li> <li>- Additional staff time not covered elsewhere (including monitoring visits not covered elsewhere).</li> </ul>			Actual time cost <sup>12</sup>
Domestic Food Business Levy collect on behalf of MPI under the Food (Fees, Charges, and Levies) Amendment Regulations 2024 – annually per site per business			<u>\$66.12 year 1:</u> <u>\$99.20 year 2:</u> <u>\$132.25 year 3</u> <u>starts from 1</u> <u>July 2025</u>
Council collecting fee for Domestic Business Levy			<u>\$11.0</u>
FUNERAL DIRECTOR			
<ul style="list-style-type: none"> <li>Initial registration</li> </ul>		\$300.00	<u>\$300.00</u>
<ul style="list-style-type: none"> <li>Initial inspection and interview plus <del>apportioned pro rata</del> annual fee or \$100.00, whichever is greater</li> </ul>		\$210.00	<u>\$210.00</u>
<ul style="list-style-type: none"> <li>Renewal annual fee</li> </ul>			
HAIRDRESSERS			
<ul style="list-style-type: none"> <li>Initial registration of premises</li> </ul>	Plus <del>apportioned pro rata of annual</del> fee	\$300.00	<u>\$300.00</u>
<ul style="list-style-type: none"> <li>Initial inspection and interview plus <del>apportioned pro rata</del> annual fee or \$100.00, whichever is greater</li> </ul>		\$340.00	<u>\$340.00</u>
<ul style="list-style-type: none"> <li>Renewal annual fee</li> </ul>			
OFFENSIVE TRADES			
<ul style="list-style-type: none"> <li>Initial registration</li> </ul>	Plus <del>apportioned pro rata</del> annual fee	\$300.00	<u>\$300.00</u>
<ul style="list-style-type: none"> <li>Initial inspection and interview plus <del>apportioned pro rata</del> annual fee or \$100.00, whichever is greater</li> </ul>		\$340.00	<u>\$340.00</u>
<ul style="list-style-type: none"> <li>Renewal annual fee</li> </ul>			
SALEYARDS			

<sup>10</sup> Refer to page 33 for Staff Charge Out Rates

<sup>11</sup> Refer to page 33 for Staff Charge Out Rates

<sup>12</sup> Refer to page 33 for Staff Charge Out Rates



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<ul style="list-style-type: none"> <li>Initial registration</li> <li>Initial inspection and interview plus <u>apportioned pro rata</u> annual fee or \$100.00, whichever is greater</li> <li>Renewal annual fee</li> </ul>		\$300.00  \$210.00	<u>\$300.00</u>  <u>\$210.00</u>
<b>CAMPING GROUNDS</b>			
Initial registration	Plus <u>apportioned pro rata</u> annual fee	\$300.00	<u>\$300.00</u>
Initial inspection and interview to check compliance with Camping Ground Regulations plus <u>apportioned pro rata</u> annual fee or \$100.00, whichever is greater			
Renewal annual fee		\$340.00	<u>\$340.00</u>
<b>MOBILE OR TEMPORARY TRADING</b>			
Mobile trading, food trucks, hawkers:			
<ul style="list-style-type: none"> <li>Annual permit per site</li> <li>Temporary permit for up to 3 months per site</li> <li><u>One off/one day</u></li> </ul>		\$350.00 \$150.00	<u>\$200</u> <u>\$60</u> <u>\$30</u>
<b>LITTERING</b>			
<ul style="list-style-type: none"> <li><u>Depositing of litter or rubbish in a public place, or on private land without the consent of the owner or occupier</u></li> </ul>			<u>\$400</u>

# DOG CONTROL



SERVICE/ITEM	NOTES	24/25	Proposed from 1 July 2025
<b>DOG CONTROL</b>			
<b>Registration Fees</b>			
(Section 37 of the Dog Control Act 1996)			
• Urban Dogs		\$162.00	<u>\$162.00</u>
• Urban plus Neutered Dogs		\$127.00	<u>\$127.00</u>
• Urban plus Special Owner Dogs		\$127.00	<u>\$127.00</u>
• Special Owner plus Neutered Dogs		\$70.00	<u>\$70.00</u>
• Rural plus Special Owner Dogs		\$70.00	<u>\$70.00</u>
That an additional registration fee of 50% of the fee that would have been payable on dogs not registered by 31 July shall apply.			
• Registration tags		Free of charge	<u>Free of charge</u>
• Replacement tags		Free of charge	<u>Free of charge</u>
• Dog collars – Size - Small		\$13.00	<u>\$13.00</u>
• Dog Collars – Size – Big		\$20.00	<u>\$20.00</u>
<b>Miscellaneous Fees</b>			
- Rehoming fees			<u>Actual cost</u>
- Microchip			<u>\$35</u>
- Vet costs			<u>Actual cost</u>
- Special owner property check			<u>\$40</u>
- Property compliance monitoring, second and subsequent inspections, per each inspection (no charge first inspection)			
o Urban			<u>\$80</u>
o Rural and Kawhia			<u>\$3.50/ km after 5km beyond Ōtorohanga town boundary (includes staff time)</u>
<b>POUND FEES</b>			
<b>Dogs</b> (Section 68 of the Dog Control Act 1996)			
The following fees by payable for impounding of dogs:			
• Seizure fee	Per dog	\$60.00	<u>\$70</u>
• A poundage fee first impoundment	Per dog	\$60.00	<u>\$80</u>
• An additional poundage fee for second and subsequent impounding	Per dog	\$70.00	<u>\$155</u>
Fee for dogs uplifted for barking complaints, threatening public safety, non-registration or any other purpose authorised under the Dog Control Act 1996		Actual and reasonable costs incurred	<u>Actual and reasonable costs incurred</u>
Sustenance fee while impounded	Per dog per day or part thereof	\$18.00	<u>\$20</u>
Surrender disposal fee (in addition to applicable impounding charges and sustenance)		\$80.00	<u>\$90</u>
Infringement fees will be imposed as set under the Dog Control Act 1996			
Notification Fee		\$50.00	<u>\$50.00</u>



SERVICE/ITEM	NOTES	24/25	Proposed from 1 July 2025
Impounded dogs only be released from the pound between the hours of 8.30am to 5.00pm Monday to Friday on full payment of all fees. No releases to be made on Saturdays, Sundays or public holidays.			
<b>OTHER ANIMALS</b> (Section 14 of the Impounding Act 1955)			
<b><u>Impounding (poundage fees)</u></b>			<b><u>\$130</u></b>
<b><u>All stock</u></b>			
• For every horse, mare, gelding, colt, filly or foal		\$50.00	
• For every mule or ass		\$50.00	
• For every bull above the age of 9 months	Per head up to 6 head	\$50.00	
• For every bull above the age of 9 months	For every head over 6 head	\$22.00	
• For every ox, cow, steer, heifer or calf	Per head up to 6 head	\$40.00	
• For every ox, cow, steer, heifer or calf	For every head over 6 head	\$22.00	
• For every stag above the age of 9 months		\$50.00	
• For all other deer		\$40.00	
• For every ram above the age of four months		\$16.00	
• For every ewe, wether, or lamb		\$11.00	
• For every goat		\$11.00	
• For every boar		\$45.00	
• For all other pigs		\$45.00	
<b><u>Notification Advertisement</u></b>			
In addition to the above fees and to be considered part of the poundage fee, where applicable, a notification fee of a newspaper circulating in the local authority district.		\$60.00	<b><u>Actual cost</u></b>
<b><u>Repeated Impounding</u></b>			
Where stock, not necessarily the same animal, but owned by the same person is impounded on a second or subsequent occasion, <del>the Poundage fee shall be twice that charged on the initial impounding.</del>		Double initial impounding fee	
<b><u>Impounded stock surrender</u></b>			<b><u>Actual cost</u></b>
<b><u>Impounded stock vet fees</u></b>			<b><u>Actual Cost</u></b>
<b><u>Impounded stock release (no release fee)</u></b>			
<u>Impounded stock will be released only on full payment of all fees, between the hours of 8.30am to 5.00pm Monday to Friday. No releases will be made on Saturdays, Sundays or public holidays unless by prior agreement.</u>			
<b><u>Grazing (sustenance fees)</u></b>			
<u>Grazing/sustenance</u> Sustenance fees shall be payable by the owner of impounded stock sufficient to reimburse the Council for all actual and reasonable costs incurred in the sustenance of the stock provided that no such fee shall be less than.	Per head of stock per day	\$8.00	
- <u>Horse, cattle, donkey, deer, pigs</u> - <u>Sheep, goats and any animal not listed</u>			<b><u>\$15</u></b> <b><u>\$10</u></b>



SERVICE/ITEM	NOTES	24/25	Proposed from 1 July 2025
<b>STOCK DRIVING CHARGES</b>			
<del>In the case of any stock found trespassing, straying or wandering on any road, the owner shall pay to the Council all actual and reasonable costs incurred in loading, driving or conveying the stock from the place where it is found to the nearest pound.</del>			
<u>Stock driving charges – (per hour, per officer) - leading, driving or conveying stock (pursuant to section 14 of the Impounding Act 1955) plus mileage at local government rates, plus any other reasonable costs incurred, including the full costs of any after-hours response</u>			<u>\$150</u>
<del>Impounded stock will only be released from the pound between the hours of 8.30am to 5.00pm Monday to Friday on full payment of all fees. No releases to be made on Saturdays, Sundays or public holidays.</del>			
<b>TRESPASSING (<del>ROAMING WANDERING STOCK ON COUNCIL ADMINISTERED LAND</del>)</b>			
<del>Trespass on any paddock of grass or stubble</del>			
• For every horse, cattle, <del>beast</del> , deer, <del>ass</del> or pig mule	Per day	\$3.00	<u>\$15</u>
• For every sheep, <u>goat or other animal not listed</u>	Per day	\$1.00	<u>\$10</u>
• <del>For every pig or goat</del>	Per day	\$6.00	
<del>Trespass on any land bearing any growing crop or from which the crop has not been removed, or in any reserve, cemetery or burial ground</del>			
• <del>For every horse, cattle, beast, deer, ass or mule</del>	Per day	\$6.00	
• <del>For every sheep</del>	Per day	\$2.00	
• <del>For every pig or goat</del>	Per day	\$12.00	

## OTHER REGULATORY SERVICES

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>AMUSEMENT DEVICES</b>			
• Permit Fees - First Device (first 7 days)		\$11.25	<u>\$11.25</u>
• Permit Fees - Each additional device (first 7 days)		\$2.30	<u>\$2.30</u>
• For each device for each further period of 7 days		\$1.15	<u>\$1.15</u>
<b>LIQUOR LICENSING FEES</b>			
<b>On, Off and Club Licences</b>			
Application Fee			
• Very low		\$368.00	<u>\$368.00</u>
• Low		\$609.50	<u>\$609.50</u>
• Medium		\$816.50	<u>\$816.50</u>
• High		\$1,023.50	<u>\$1,023.50</u>
• Very High		\$1,207.50	<u>\$1,207.50</u>
Annual Fee			
• Very low		\$161.00	<u>\$161.00</u>

## PROPOSED CHANGES TO FEES AND CHARGES – 2025/26



• Low		\$391.00	<u>\$391.00</u>
• Medium		\$632.50	<u>\$632.50</u>
• High		\$1,035.00	<u>\$1,035.00</u>
• Very High		\$1,437.50	<u>\$1,437.50</u>
<b>Special Licence Class</b>			
• Class 1		\$575.00	<u>\$575.00</u>
• Class 2		\$207.00	<u>\$207.00</u>
• Class 3		\$63.25	<u>\$63.25</u>
<b>Managers Certificates</b>	New and renewal certificates	\$316.25	<u>\$316.25</u>
Application for Temporary Authority		\$296.70	<u>\$296.70</u>



# SUPPORT SERVICES

SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>GIS PLANS</b>			
Custom maps – based on GIS Officer's time <sup>13</sup>	Per hour	Actual costs	<u>Actual Costs</u>
Raster Data <sup>14</sup>	A4 (210 x 297)	\$10.50	<u>\$10.50</u>
	A3 (420 x 297)	\$12.50	<u>\$12.50</u>
	A2 (420 x 594)	\$15.50	<u>\$15.50</u>
	A1 (840 x 594)	\$31.00	<u>\$31.00</u>
Vector Data	A4 (210 x 297)	\$7.00	<u>\$7.00</u>
	A3 (420 x 297)	\$8.00	<u>\$8.00</u>
	A2 (420 x 594)	\$15.50	<u>\$15.50</u>
	A1 (840 x 594)	\$20.50	<u>\$20.50</u>
<b>PHOTOCOPYING</b>			
Single <5			
A4 White		\$0.40	<u>\$0.40</u>
A3 White		\$0.60	<u>\$0.60</u>
A4 Coloured		\$1.00	<u>\$1.00</u>
Single >5			
A4 White		\$0.35	<u>\$0.35</u>
A3 White		\$0.50	<u>\$0.50</u>
A4 Coloured		\$0.80	<u>\$0.80</u>
Double sided <5			
A4 White		\$0.60	<u>\$0.60</u>
A3 White		\$0.80	<u>\$0.80</u>
A4 Coloured		\$1.50	<u>\$1.50</u>
<b>LAND INFORMATION MEMORANDUM</b>			
Application Fee		\$330.00	<u>\$330.00</u>
Urgent Fee (within 5 working days)	Additional	\$130.00	<u>\$130.00</u>
Any follow up work as a result of a LIM		Actual costs	<u>Actual Costs</u>
Application for a property that include more than one valuation Reference	Charge for each additional reference	\$0.00	<u>\$0.00</u>
<b>LEGAL DOCUMENTS</b>			
Preparation of Leases and Licences of Council land (plus actual disbursement costs e.g. any advertising fees)	Standard Fee	\$205.00	<u>\$205.00</u>
Preparation of Leases and Licences of Council land – renewal	Standard Fee	\$155.00	<u>\$155.00</u>
Sealing Fee per set of documents		\$35.00	<u>\$35.00</u>
Title Search - Standard (plus disbursements)	Per document	\$25.00	<u>\$25.00</u>
Title Search - Complex (plus disbursements)	Per document	\$25.00	<u>\$25.00</u>
Search fee for complex title search staff time <sup>15</sup>	per hour	Actual costs	<u>Actual Costs</u>

<sup>13</sup> Refer to page 26 for Staff Charge Out Rates

<sup>14</sup> Raster plots are dearer as they are solid graphics like topographical maps or aerial photography, whereas vector data is only line work and text, so uses less ink.

<sup>15</sup> Refer to table for Staff Charge Out Rates.



SERVICE/ITEM	NOTES	24/25	PROPOSED FROM 1 JULY 2025
<b>RATING INFORMATION</b>			
Road / Street Index		\$510.00	<u>\$510.00</u>
Written confirmation of individual property information and requisitions	On disc/drive On paper	\$50.00	<u>\$50.00</u>
Verbal information on properties to the owner, occupier or their representatives.		Actual costs Nil	<u>Actual Costs</u> <u>Nil</u>

## STAFF CHARGE OUT RATES

POSITION	2024/25 PER HOUR \$	PROPOSED FROM 1 JULY 2025 \$
Group Manager/ <u>CE</u>	\$200	<u>Plus 3% CPI</u> <u>\$206</u>
Manager/ Principal (all roles)	\$185	<u>Plus 3% CPI</u> <u>\$190.55</u>
Senior level staff (all roles) / Team Leader	\$175	<u>Plus 3% CPI</u> <u>\$180.25</u>
Intermediate level staff (all roles) and Environmental Health Officer	\$165	<u>Plus 3% CPI</u> <u>\$170.69.95</u>
Graduate level staff (all roles)	\$150	<u>Plus 3% CPI</u> <u>\$154.5</u>
Administration staff and any other staff not specified	\$100	<u>Plus 3% CPI</u> <u>\$103</u>

**Item 237** Te Nehenehenui Joint Management Agreement Draft Schedules

**To** Ōtorohanga District Council

**From** Cassidy Temese, Kaitakawaenga – Iwi Relations Advisor

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

1.1. To receive and consider the draft Te Nehenehenui Joint Management Agreement Schedules (Appendix 1) for endorsement.

## 2. Executive summary | Whakarāpopoto matua

2.1. Ōtorohanga District Council (ŌDC) have an established Joint Management Agreement (JMA) with Te Nehenehenui (TNN) and other partner councils as required by Treaty Settlement legislation.

2.2. In accordance with the JMA, the following schedules should be developed within 12 months of signing the Agreement. These schedules include the following:

- a) Schedule Three: Sites of Significance
- b) Schedule Four: Transfer of Powers
- c) Schedule Five: RMA Planning Processes
- d) Schedule Six: RMA Monitoring and Enforcement
- e) Schedule Seven: RMA Resource Consent Processes
- f) Schedule Eight: Local Government Act Processes
- g) Schedule Nine: Other Statutory Frameworks
- h) Schedule Ten: Resourcing and Capacity Building
- i) Other Schedules: Other agreed schedules

2.3. This report presents the draft schedules prepared under the JMA between all parties including: TNN, ŌDC, Waitomo District Council, Waipā District Council, Waikato District Council and Waikato Regional Council.

- 2.4. The development of the draft schedules has involved technical input from staff and engagement with the JMA Co-Governance Committee.
- 2.5. Each party to the agreement has commenced a detailed internal review of the draft schedules to ensure they are practical and implementable.
- 2.6. The majority of commitments outlined within the schedules are taken directly from their respective legislation (Maniapoto Settlement Claims Act 2022 and Ngā Wai o Maniapoto (Waipā River) Act 2012).
- 2.7. These commitments outlined in the schedules are also in line with how ŌDC already operates.

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

That Ōtorohanga District Council:

- a) Endorse the draft JMA schedules, as outlined in the attached document (Appendix 1), subject to any final 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 30 May TNN JMA Co-Governance Forum Meeting.

### 4. Context | Horopaki

- 4.1. ŌDC have an established JMA with TNN as required by both the Maniapoto Claims Settlement Act 2022, and the Ngā Wai o Maniapoto (Waipā River) Act 2012.
- 4.2. Under the terms of the JMA, a series of schedules should be developed within 12 months of signing to operationalise the agreement and guide its implementation. These schedules set out agreed processes, responsibilities, and areas of collaboration between TNN and the participating councils.
- 4.3. To ensure the commitments are practical and deliverable, the draft schedules have been circulated to the relevant staff responsible for their implementation. Staff have reviewed the schedules and expressed their support for the commitments outlined.
- 4.4. A summary of key matters arising from those schedules which are currently being finalised is outlined below:
  - a) **Schedule Three: Sites of Significance** – requires councils to conduct a mapping exercise to identify Maniapoto sites of significance within ŌDC's boundary. Following the completion of the mapping exercise, TNN and councils will agree on an implementation plan and timetable to provide for the protection of those sites.

- b) **Schedule Four: Transfer of Powers** – outlines the framework for councils to explore opportunities to transfer powers to TNN. While no immediate powers have been identified for transfer, this schedule imposes a duty to review potential opportunities. It ensures that the transfer process is robust, transparent, and supportive of TNN aspirations for greater co-management responsibilities.
- c) **Schedule Five: RMA Planning Processes** – establishes the requirement for a Joint Working Party (JWP) to convene before councils undertake the preparation, review, change, or variation of Resource Management Act 1991 (RMA) planning documents. The JWP is tasked with ensuring that TNN is involved in the earliest stages of planning. The delegation of matters to the JWP may have resourcing implications, which will be considered on a case-by-case basis at the time decisions are made.
- d) **Schedule Six: RMA Monitoring and Enforcement** – outlines the collaborative process for: setting monitoring priorities, providing opportunities for TNN to participate in monitoring, and guiding enforcement responsibilities under the RMA.
- e) **Schedule Seven: RMA Resource Consent Processes** – emphasises a flexible approach to pre-application engagement, determining the need for cultural impact assessments on a case-by-case basis, and ensuring early engagement with TNN when the council applies for resource consents.
- f) **Schedule Eight: Local Government Act Processes** – highlights that all activities under the Local Government Act 2002 (LGA) may be relevant to TNN and requires ŌDC to engage with TNN as early as practicable on these matters.
- g) **Schedule Nine: Other Statutory Frameworks** – requires ŌDC to engage early with TNN on non-statutory activities. Councils and TNN must also develop an annual work programme.
- h) **Schedule Ten: Resourcing and Capacity Building** – focuses on enhancing the capacity of TNN to engage in decision-making under the LGA. It requires annual discussions on resourcing, including funding opportunities, internships, and joint training programmes.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. Any actions that arise from the provisions of this JMA and its schedules will likely follow a series of stepped decision points. The JMA and schedules set out a partnership agreement and processes between ŌDC and TNN, and there is no provision or requirement for wider community

consultation. However, community views may be sought and considered, if and where appropriate, before implementing any significant changes arising from the schedules.

- 5.2. It is expected that the most significant projects will be considered as part of long term/annual plan processes to ensure extensive and inclusive engagement is undertaken and likely financial implications understood.
- 5.3. The JMA schedules themselves therefore do not require consultation.

### **Impacts on Maori**

- 5.4. The JMA between TNN, ŌDC and partner councils works toward upholding and honouring ŌDC's obligations to Te Nehenehenui and the people of Ngāti Maniapoto under Te Tiriti o Waitangi and pursuant to the Maniapoto Claims Settlement Act 2022 and Ngā Wai o Maniapoto (Waipā River) Act 2012.
- 5.5. The draft JMA schedules provides a foundation that ŌDC may build upon in partnership with TNN toward enhancing the wellbeing of the environment and our communities. This is a specific and exclusive agreement between ŌDC and TNN which excludes other iwi under the legislative requirements.

### **Risk analysis**

- 5.6. Of interest here would be significant relationship, reputational and legal risks associated with ŌDC not endorsing the draft JMA schedules. The Treaty Settlement legislation obligates ŌDC to complete the schedules.
- 5.7. ŌDC are committed to honouring partnership relations to mitigate associated risks as identified within the ŌDC Strategic Risk Register. Maintaining this direction and momentum through endorsing the draft JMA schedules works to mitigate any associated risks with regard to honouring Te Tiriti o Waitangi and legislative obligations.

### **Policy and plans**

- 5.8. To the best of the writer's knowledge, this decision is not significantly inconsistent with, nor is anticipated to have consequences that will be significantly inconsistent with any policy adopted by ŌDC, or any plan required by the LGA or any other enactment.

### **Legal**

- 5.9. Both the Ngā Wai o Maniapoto (Waipā River) Act 2012 and Maniapoto Claims Act 2022 set the requirement for a JMA between TNN, ŌDC and other councils.

5.10. The schedules were developed pursuant to the aforementioned legislation and the JWP and technical advisors have spent every effort over the best part of 18 months collaboratively drafting and refining the schedules, under the close guidance of a legal advisor contracted by TNN to facilitate this process (Paul Beverly of Buddle Findlay's Wellington office).

### **Financial**

5.11. There may be financial considerations arising from implementing the schedules beyond business as usual. The schedules, rather than committing specific funding, provide a framework to guide how TNN and partner councils may consider works related to and as outcomes of the JMA schedules.

5.12. Costs associated with implementing specific schedules will be borne by the respective party. This policy is consistent across the schedules, with the provision for other arrangements to be agreed upon by involved parties.

## **6. Discussion | He kōrerorero**

### **Option 1: Endorse the draft JMA Schedules**

6.1. Endorsing the draft JMA schedules supports the continued strengthening of the co-governance relationship between TNN and partner councils, and ensures that agreements remain implementable, and fit for purpose.

### **Option 2: Not endorse the draft JMA Schedules**

6.2. To not endorse the draft JMA schedules would delay the progression of implementing the agreement. Considerable resources have been prioritised to developing the schedules in good faith to the JMA and in progression of the co-governance relationship between TNN and partner councils. This option may bring the relationship between ŌDC and TNN into a stage that does not uphold the agreed values pursuant to the relevant JMA legislation or under Te Tiriti o Waitangi. Not endorsing the schedules is also likely to breach ŌDC's legal obligations.

### **Recommended option and rationale**

6.3. The recommended option is to endorse the draft JMA schedules as they are and to delegate Councillor Tamaki, as the ŌDC appointee to the TNN JMA Co-Governance Committee, with the authority to approve the draft schedules at the TNN JMA Co-Governance Forum Meeting on 30 May 2025.

- 6.4. Every effort amongst all involved parties has been given throughout the comprehensive development and review of the draft JMA schedules. To not endorse the schedules would delay the progression and implementation of the schedules.
- 6.5. The recommended option supports the continued strengthening of the co-governance relationship between TNN, ŌDC and partner councils and ensures that the agreements remain implementable and fit for purpose.
- 6.6. Finalising these draft schedules will provide a clear framework to guide future collaboration between TNN and partner councils, enhancing the recognition and protection of Maniapoto interests and values across resource management and local government processes.

## 7. Appendices | Ngā āpitihanga

Number	Title	Location
1	Te Nehenehenui Joint Management Agreement Schedules	Attached below.
2	Te Nehenehenui Joint Management Agreement	<a href="https://www.waikatoregion.govt.nz/assets/WRC/Community/Iwi/JMAs/S3257_Maniapoto_JMA_web.pdf">https://www.waikatoregion.govt.nz/assets/WRC/Community/Iwi/JMAs/S3257_Maniapoto_JMA_web.pdf</a>

**TE NEHENEHENUI JOINT MANAGEMENT AGREEMENT SCHEDULES**  
**FINAL REVIEW VERSION**  
**25 APRIL 2025**

### **SCHEDULE THREE**

#### **SITES OF SIGNIFICANCE**

1. This schedule applies to sites of significance within the Maniapoto rohe.
2. Te Nehenehenui and each council will meet within six months after this schedule coming into effect to discuss a strategy to identify sites of significance on land within that council's boundary with the intention that this information can be collated and included in the regional or district plan.
3. Following the completion of the process identified in clause 2, Te Nehenehenui and each council will agree on an implementation plan and timetable to agree:
  - (a) the process for the inclusion of the identified sites of significance in the regional or district plan;
  - (b) the measures that Te Nehenehenui and each council will jointly undertake to provide for the protection of those sites;
  - (c) a communication strategy to raise awareness about those sites on private land and how to identify and protect those sites; and
  - (d) initiatives that will enhance and grow the skills and knowledge of Te Nehenehenui and each council in relation to those sites, their history and protection.
4. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.
5. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

## SCHEDULE FOUR

### TRANSFER OF POWERS

1. The councils agree to explore with Te Nehenehenui appropriate opportunities for the transfer of powers under section 33 of the RMA (and similar mechanisms under successor legislation).
2. Either Te Nehenehenui or a council may give notice to the other party of the intention to commence discussions on a potential transfer of powers.
3. Where such a notice is given, Te Nehenehenui and the council will engage in good faith in those discussions to explore how to achieve the aspirations of Te Nehenehenui and the council under this agreement and schedule.
4. The principles that the parties will apply to those discussions as to whether a transfer of powers may be appropriate include:
  - (a) the need to comply with the relevant legislation;
  - (b) where relevant to the exercise of a council's functions, consideration of the relevant provisions of:
    - (i) the Treaty settlement legislation and deeds;
    - (ii) Te Ture Whaimana;
    - (iii) this agreement;
    - (iv) the Maniapoto environmental management plan;
    - (v) the Te Nehenehenui engagement strategy; and
    - (vi) other documents notified to the council by Te Nehenehenui from time-to-time;
  - (c) practical matters including the costs and scale of work required to exercise the functions in an efficient manner;
  - (d) the technical expertise and capability required to exercise the functions; and
  - (e) any other principles agreed between Te Nehenehenui and a council.

## SCHEDULE FIVE

### RMA PLANNING PROCESS

1. This part applies to preparing, reviewing, changing, or varying any planning document as referred to in:
  - (a) section 22 of the Ngā Wai o Maniapoto (Waipā River) Act 2012; and
  - (b) section 140 of the Maniapoto Claims Settlement Act 2022.
2. This schedule may be reviewed and amended by agreement in the manner set out in clauses 47 to 49 of this agreement.
3. In exercising functions referred to in this schedule, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) Te Ture Whaimana;
  - (c) this agreement;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
4. If, as a result of emerging issues, any one of the councils is prompted to consider the preparation, review, change or variation of an RMA planning document (including requests for private plan changes), key personnel from the council concerned will, as soon as reasonably practicable, contact key personnel from Te Nehenehenui for initial discussions on the issues.
5. Before beginning the process to prepare, review, change, or vary a planning document, the relevant council and Te Nehenehenui must convene a joint working party (**JWP**) to discuss and recommend to the council:
  - (a) the process to be adopted for the preparation, review, change, or variation; and
  - (b) the general form and content of any document to be drafted for the purposes of consultation or notification under clause 5 of schedule 1 of the RMA.
6. To avoid doubt, the JWP must be convened and decisions must be made on the matters referred to in clause 5 before any substantive drafting on the planning document commences.

7. Te Nehenehenui and the relevant council considering the preparation, review, change or variation of an RMA planning document will:
  - (a) meet at an appropriate time to convene the JWP;
  - (b) determine the composition of the JWP;
  - (c) agree a terms of reference for the JWP;
  - (d) discuss whether to include other parties to this agreement in the JWP; and
  - (e) confirm how the parties to the JWP will work together and how they will resolve disputes.
8. When working together, the JWP will adopt the principles as outlined in clauses 16 to 19 of this agreement.
9. Te Nehenehenui and the relevant council must reach a joint decision on the final recommendation to the council on whether to commence a review of, or to amend, a planning document.
10. Te Nehenehenui and the relevant council must reach a joint decision on the final recommendation to the council on the content of a planning document to be notified under clause 5 of schedule 1 of the RMA.
11. Te Nehenehenui and the relevant council must discuss the potential for Te Nehenehenui to participate in making decisions on the provisions and matters raised in submissions on a planning document under clause 10 of schedule 1 of the RMA.
12. In clause 9, a final recommendation may, if necessary, include a recommendation that reflects different views on the matter.
13. Any recommendation to review or amend a planning document is subject to compliance with:
  - (a) any statutory requirement to review or amend the planning document; and
  - (b) any relevant statutory time frames.
14. Te Nehenehenui and the relevant council will jointly determine:
  - (a) whether any additional mechanisms are required (over and above those provided in clauses 15 to 17 of this schedule) for Te Nehenehenui to participate in processes under part 2 (private plan changes) of schedule 1 of the RMA; and
  - (b) a mechanism for Te Nehenehenui to participate in processes under part 4 (freshwater planning process) of schedule 1 of the RMA.
15. If a request is made under clause 21 of schedule 1 of the RMA (in relation to a private plan change) and relates to the area covered by this agreement, the relevant council will

provide a copy of the request to key personnel from Te Nehenehenui as soon as practicable.

16. Te Nehenehenui will advise the relevant council whether it wishes to participate in the private plan change process and, if that is the case, that council will convene a meeting with Te Nehenehenui to discuss the statutory and internal processes for considering the request.
17. If Te Nehenehenui confirms it wishes to participate in considering a request for a private plan change, a JWP will be convened to develop and agree upon a process for Te Nehenehenui to be involved.
18. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.
19. Where a council is intending to respond to any proposed law reform or national policy direction which may affect the interests of Maniapoto, the council will first notify and engage with Te Nehenehenui where practicable, to discuss how those interests may be affected and whether there is an opportunity to make a co-ordinated response.
20. Schedule 7 of the Local Government Act 2002 (**LGA**) does not apply to Te Nehenehenui or a council when, under this agreement, they perform the duties and functions or exercise the powers described in this schedule.
21. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

## **SCHEDULE SIX**

### **RMA MONITORING AND ENFORCEMENT**

1. This part applies to RMA monitoring and enforcement as referred to in:
  - (a) section 21 of the Ngā Wai o Maniapoto (Waipā River) Act 2012; and
  - (b) section 139 of the Maniapoto Claims Settlement Act 2022.
2. This schedule may be reviewed and amended by agreement in the manner set out in clauses 47 to 49 of the agreement.
3. In exercising functions referred to in this schedule, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) this agreement;
  - (c) Te Ture Whaimana;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
4. Te Nehenehenui and each council will:
  - (a) meet at least twice each year to:
    - (i) discuss and agree the priorities for the monitoring of the matters set out in section 35(2)(a) to (e) of the RMA;
    - (ii) discuss and agree the methods for, and the extent of, the monitoring of those matters;
    - (iii) discuss the opportunities for Te Nehenehenui to participate in the monitoring of those matters; and
    - (iv) discuss and agree the priorities for enforcement under the RMA;
  - (b) meet at least twice each year to discuss appropriate responses to deal with the outcomes of the monitoring of those matters, including:
    - (i) the potential for review of planning documents; and
    - (ii) enforcement under the RMA, including criteria for the commencement of prosecutions, applications for enforcement orders, the service of abatement notices and the service of infringement notices;

- (c) agree appropriate procedures for reporting back to Te Nehenehenui on the enforcement action taken by the councils;
  - (d) discuss and agree the role of the Te Nehenehenui in the five-yearly review provided for in section 35(2A) of the RMA; and
  - (e) discuss the opportunities for persons nominated by Te Nehenehenui to participate in enforcement action under the RMA.
5. Te Nehenehenui and more than one council may agree to meet collectively to discuss the matters provided for in this schedule.
  6. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.
  7. Schedule 7 of the LGA does not apply to Te Nehenehenui or a council when, under this agreement, they perform the duties and functions or exercise the powers described in this schedule.
  8. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

## **SCHEDULE SEVEN**

### **RMA RESOURCE CONSENT PROCESS**

1. This part applies to the resource consent process as referred to in:
  - (a) section 23 of the Ngā Wai o Maniapoto (Waipā River) Act 2012; and
  - (b) section 141 of the Maniapoto Claims Settlement Act 2022.
2. This schedule may be reviewed and amended by agreement in the manner set out in clauses 47 to 49 of the agreement.
3. In exercising functions referred to in this schedule, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) Te Ture Whaimana;
  - (c) this agreement;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
4. Each council will provide Te Nehenehenui with a summary of applications for resource consents received by the council.
5. The information provided under clause 4 will be:
  - (a) the same as would be given to affected persons through limited notification under section 95B of the RMA or as the council and Te Nehenehenui otherwise agree; and
  - (b) provided as soon as reasonably practicable after the application is received and before a determination is made under sections 95A or 95B of the RMA.
6. Te Nehenehenui and the councils agree to the following criteria to assist applicants and councils in the resource consent processes:
  - (a) Te Nehenehenui and each council will continue to discuss and refine best practice for pre-application processes;

- (b) a cultural impact or similar assessment may be required depending on the nature of the application and site, and that requirement will be discussed with Te Nehenehenui on a case-by-case basis;
- (c) section 87D of the RMA: (request that an application be determined by the Environment Court rather than the consent authority):
  - (i) before forming a view under section 87D each council will engage with Te Nehenehenui;
- (d) section 88(3) of the RMA: (incomplete application for resource consent):
  - (i) in making an assessment under section 88(3) (where relevant to the exercise of the council's functions) each council will consider whether the documents set out in clause 3 have been considered and reflected appropriately in the application;
- (e) section 91 of the RMA: (deferral pending additional consents):
  - (i) each council will consider the documents referred to in clause 3 (where relevant to the exercise of the council's functions) and the potential impacts on Maniapoto when making a decision as to whether additional consents are required;
- (f) section 92 of the RMA: (requests for further information):
  - (i) each council will consider the documents referred to in clause 3 (where relevant to the exercise of the council's functions) and the potential impacts on Maniapoto when making a decision as to whether further information is required;
- (g) sections 95 to 95G of the RMA: (notification of applications for resource consent):
  - (i) each council will consider the documents referred to in clause 3 (where relevant to the exercise of the council's functions) and the potential impacts on Maniapoto when making a decision as to whether to publicly or limited notify the application; and
  - (ii) each council will also specifically consider whether notification is required under the statutory acknowledgements in the Maniapoto Claims Settlement Act 2022; and
- (h) sections 127 and 128 of the RMA: (change, cancellation, or review of consent conditions):
  - (i) each council will consider the documents referred to in clause 3 (where relevant to the exercise of the council's functions) and the potential impacts on Maniapoto when making decisions in relation to the change, cancellation or review of consent conditions.

7. The criteria developed and agreed under clause 6:

- (a) are additional to, and must not derogate from, the criteria that the consent authorities must apply under the RMA; and
- (b) do not impose a requirement on a consent authority to change, cancel, or review consent conditions.

### Council as a developer

8. Where a council is acting in its capacity as a developer and applicant for a resource consent (**council applicant**) and where that application is relevant under this agreement:
  - (a) the council applicant will engage with Te Nehenehenui as early as practicable and prior to the design process and any application for a resource consent being prepared;
  - (b) if agreed to by the council applicant and Te Nehenehenui, the parties will enter into a co-design process;
  - (c) the council applicant and Te Nehenehenui will work to identify and seek to agree mutually beneficial outcomes;
  - (d) in preparing the application for a resource consent, the council applicant will consider the information referred to in clause 3 (where relevant to the application) and the potential impacts on Maniapoto;
  - (e) the council applicant will provide resourcing for the preparation of a cultural impact assessment in appropriate circumstances;
  - (f) the council applicant will provide Te Nehenehenui with an opportunity to review and comment on the draft application for a resource consent prior to lodgement; and
  - (g) the parties acknowledge that Te Nehenehenui may participate in submission and hearing processes in relation to the application.
9. The parties acknowledge that:
  - (a) each council may be acting in a number of distinct roles under this part of the agreement including:
    - (i) in the role of a developer/applicant;
    - (ii) as a partner under this agreement; and
    - (iii) in a regulatory role under the RMA; and
  - (b) each council will maintain a separation between those distinct roles.
10. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.

11. Schedule 7 of the LGA does not apply to Te Nehenehenui or a council when, under this agreement, they perform the duties and functions or exercise the powers described in this schedule.
12. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

### **Designations**

13. The provisions of this schedule also apply to the designation process under the RMA, including where a council is lodging a notice of requirement or is acting in any other capacity in the designation process.

## **SCHEDULE EIGHT**

### **LOCAL GOVERNMENT ACT PROCESSES**

1. The starting point is that all council activities are potentially relevant to Maniapoto, but the parties acknowledge that Te Nehenehenui will not be able to engage in all of those processes.
2. In exercising functions under the LGA, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) Te Ture Whaimana;
  - (c) this agreement;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
3. Each council will ensure that it engages as early as practicable with Te Nehenehenui on processes under the LGA that Te Nehenehenui has indicated are of particular interest, including by way of example the long term plan, annual plan and other matters of significance.
4. That engagement will begin early in the process, before any substantive drafting, design, or decision-making occurs.
5. In response to that engagement, Te Nehenehenui will identify which of those activities it wishes to engage on further and the parties will agree on clear processes and timeframes for that engagement.
6. This process is in addition to the annual work programme provided for in clauses 37 to 40 of this agreement.
7. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.
8. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

## **SCHEDULE NINE**

### **OTHER STATUTORY PROCESSES**

1. The starting point is that all council activities are potentially relevant to Maniapoto, but the parties acknowledge that Te Nehenehenui will not be able to engage in all of those processes.
2. In exercising functions referred to in this schedule, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) Te Ture Whaimana;
  - (c) this agreement;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
3. Each council will ensure that it engages as early as practicable with Te Nehenehenui on matters under other statutory processes that Te Nehenehenui has indicated are of particular interest.
4. That engagement will begin early in the process, before any substantive drafting, design, or decision-making occurs.
5. In response to that engagement, Te Nehenehenui will identify which of those activities it wishes to engage on further and the parties will agree on clear processes and timeframes for that engagement.
6. This process is in addition to the annual work programme provided for in clauses 37 to 40 of the agreement.
7. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with schedule 10.
8. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

## **SCHEDULE TEN**

### **RESOURCING AND CAPACITY BUILDING**

1. The purpose of this schedule is to enhance the ability of Te Nehenehenui to participate in council processes and decision-making and to collaborate with councils. The intention is to promote capacity building, information exchange, and informed decision-making to achieve better outcomes for Maniapoto and all communities.
2. In exercising functions referred to in this schedule, where relevant to the exercise of a council's functions, each council will specifically consider:
  - (a) the Treaty settlement legislation and deeds;
  - (b) Te Ture Whaimana;
  - (c) this agreement;
  - (d) the Maniapoto environmental management plan;
  - (e) the Te Nehenehenui engagement strategy; and
  - (f) other documents notified to the council by Te Nehenehenui from time-to-time.
3. The parties acknowledge the importance of councils fostering the capacity of Te Nehenehenui to participate in council decision-making processes as provided for in section 81(1)(b) of the LGA.
4. As part of the annual work programme provided for in clauses 37 to 40 of this agreement, each council will discuss with Te Nehenehenui the nature and scope of resourcing to be provided by that council. Those discussions will cover the potential for:
  - (a) funding to be provided to Te Nehenehenui in the following areas:
    - (i) Te Nehenehenui capacity building;
    - (ii) Te Nehenehenui participation in council processes and projects; and
    - (iii) provision of services from Te Nehenehenui to a council; and
  - (b) other opportunities, including through:
    - (i) internships;
    - (ii) recruitment;
    - (iii) professional development;
    - (iv) joint training programmes;
    - (v) joint research or projects;
    - (vi) shared information platforms;
    - (vii) collaboration of processes such as submissions on national policy;

- (viii) information collaboration; and
  - (ix) identifying other opportunities for mutual capacity building.
- 5. Te Nehenehenui and each council will each bear their own costs of the processes under this schedule unless alternative funding arrangements are agreed in accordance with this schedule.
- 6. If there is an inconsistency between the provisions of the Ngā Wai o Maniapoto (Waipā River) Act 2012 and the Maniapoto Claims Settlement Act 2022 in relation to this schedule, the provision of the relevant statute will prevail in relation to the area covered by that statute.

**Item 238** Māori Engagement Framework Implementation Plan

**To** Ōtorohanga District Council

**From** Cassidy Temese, Kaitakawaenga – Iwi Relations Advisor

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

1.1. To adopt the Māori Engagement Framework Implementation Plan (Appendix 1)

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Māori Engagement Framework Implementation Plan (MEFIP) has been developed following ŌDC's earlier adoption of the Māori Engagement Framework (MEF) in April 2025<sup>1</sup>. This Implementation Plan translates the strategic intent of the MEF into practical, measurable actions that will embed culturally appropriate and effective engagement with Māori across all levels of ŌDC.
- 2.2. The MEFIP is structured with clear deliverables, outcomes, timeframes, and accountabilities. It provides a pathway for implementation of the MEF through actions/activities such as bespoke training workshops for elected members and staff, creating templates for consistency in Māori engagement, building capability for improved council reporting, and establishing evaluation mechanisms to track progress and inform continuous improvement.
- 2.3. Staff recommend that ŌDC adopt the MEFIP and delegate authority for operational adjustments to the Chief Executive, enabling responsive, efficient implementation while maintaining strategic oversight.
- 2.4. Delivery of the MEFIP is within existing budgets and requires no new funding.
- 2.5. Adoption of the MEFIP will fulfil Long Term Plan (LTP) commitments, reinforce trust with Māori, and improve organisational capability to deliver on partnership expectations in a meaningful and sustainable way.

<sup>1</sup> <https://www.otodc.govt.nz/assets/Documents/Meetings/Council/2025/Agenda-ODC-29-April-2025.pdf>

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

That Ōtorohanga District Council adopts the Māori Engagement Framework Implementation Plan and delegates operational changes to the Chief Executive.

### 4. Context | Horopaki

- 4.1. ŌDC adopted the MEF in April 2025. The framework provides guidance to elected members and staff for effective engagement with Māori including iwi, hapū, marae and hapori Māori.
- 4.2. The MEFIP outlines actions to embed the MEF in ŌDC's operations and decision-making. It aligns directly with the MEF's objectives to:
  - a) Strengthening Relationships – build committed, trust-based and enduring relationships at all levels of ŌDC.
  - b) Enhance Participation – encourage and support effective Māori participation in ŌDC decision-making and consultative processes
  - c) Promote Cultural Awareness – develop a deeper understanding and awareness of Māori culture, values and priorities within ŌDC for elected members and staff.

### 5. Discussion | He kōrerorero

- 5.1. ŌDC's engagement with Māori has steadily increased through committed effort by elected members and staff, but to date, this has occurred without a consistent, formal approach. The MEF was developed to address this need.
- 5.2. The MEFIP provides a clear pathway for implementation of the MEF through:
  - a) Developing tools and mechanisms to measure the success of the MEF objectives
  - b) Developing resources/templates with examples to support engagement with Māori.
  - c) Improving Council's report quality, particularly sections relevant to Māori interests
  - d) Developing MEF workshops for ŌDC elected members and staff respectively
  - e) Delivering MEF workshops to ŌDC elected members and staff in planned stages
  - f) Reviewing implementation activities and adjusting as required
  - g) Reviewing the MEF.

5.3. The MEFIP has been structured to provide clear and actionable guidance for delivery. Each action outlined in the plan is supported by the following elements:

- a) Outcomes sought – clearly defined objectives for each action to ensure purpose and alignment with the overarching goals of the Māori Engagement Framework
- b) Indicative timeframes – identified start periods for each action to guide momentum and sequencing
- c) Financial year alignment – actions are mapped against quarterly timeframes (Q1–Q4) to support integration with ŌDC’s business planning and reporting cycles
- d) Delivery responsibilities – identification of the internal roles, teams or functions responsible for contributing to each key deliverable.

5.4. This structure provides transparency, accountability, and flexibility in implementation. It ensures that progress can be tracked over time, while enabling teams across the organisation to understand their role in contributing to the successful delivery of the MEFIP.

### **Complementary Findings**

5.5. Additional to the MEFIP are ‘Complementary Findings’ outlined in Appendix 2. While these finding are outside of the MEF’s core scope, they are aligned with ŌDC’s broader direction, with many associated actions already underway as part of business as usual such as policy review and updating the Māori stakeholder database.

5.6. Some findings may be a consideration after the upcoming local election and as part of either Annual Plan or LTP development. Such findings include:

- Establishing a paid Māori advisory committee to ŌDC
- Diversifying local supply chains to include Māori businesses as preferred suppliers
- Developing a remuneration policy to guide engagement with Māori expertise

5.7. The Complementary Findings are provided for information and in good faith to the rich kōrero shared within the targeted interviews when developing the MEF.

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

### **Significance and engagement**

6.1. The MEFIP supports the operationalisation of the MEF and aligns to ŌDC’s strategic direction under the LTP. As such, its adoption is assessed as low significance, with no public consultation or engagement required.

## Impacts on Maori

- 6.2. The MEFIP will directly guide the ways in which ŌDC engages with Māori and therefore has an impact.
- 6.3. Key Māori stakeholders, including post-settlement governance entities, rūnanga, and iwi, were invited to contribute to the development of the MEF. Their participation was sustained throughout the process from the consultant evaluation panel and targeted interviews to reviewing the draft document.
- 6.4. Adopting the MEFIP honours this contribution and will enhance meaningful engagement with Māori.

## Risk analysis

- 6.5. ŌDC has identified our commitment/obligation to Te Tiriti o Waitangi within the organisation's Strategic Risk Register<sup>2</sup>. The MEFIP serves to address this risk by developing resources and embedding practices and processes that support staff and elected members. These collectively help reduce risks by promoting consistent, informed, and culturally appropriate engagement with Māori.

## Policy and plans

- 6.6. The development of both the MEP and MEFIP was signalled in the LTP and as such the adoption of the MEFIP is in line with this commitment to the community.

## Legal

- 6.7. There are no legal considerations regarding the adoption or delivery of the MEFIP.

## Financial

- 6.8. The MEFIP actions are funded through existing budgets and workstreams.
- 6.9. Complementary Findings that require additional funding may be considered during the development of the 2026/27 Annual Plan or the next 2027-2037 LTP.

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<sup>2</sup> <https://www.otodc.govt.nz/assets/Documents/Meetings/Risk-and-Assurance/Agenda-Risk-and-Assurance-Committee-21-October-2024.pdf>

## 7. Options

### **Option 1: Adopt the Māori Engagement Framework Implementation Plan and delegates operational changes to the Chief Executive**

- 7.1. Adoption of the MEFIP affirms ŌDC's commitment to strengthening relationships with Māori and to fulfilling its commitment/obligation to Te Tiriti o Waitangi. The plan outlines actionable steps to embed the MEF across the organisation, supports continuous improvement, and enables tailored support for elected members and staff.
- 7.2. Delegating operational changes to the Chief Executive allows for the efficient and adaptive delivery of the MEFIP. This approach ensures that minor adjustments can be made responsively without requiring further ŌDC approval.

### **Option 2: Not endorse/adopt the Māori Engagement Framework Implementation Plan**

- 7.3. Not adopting the MEFIP would delay progress and momentum for implementing the MEF.

### **Recommended option and rationale**

- 7.4. Staff recommend Option 1: Adopt the Māori Engagement Framework Implementation Plan and delegates operational changes to the Chief Executive.
- 7.5. The MEFIP positions ŌDC well to strengthening ŌDC's capacity, including elected members and staff, to engage well with Māori.
- 7.6. Delegating operational changes to the Chief Executive supports the MEFIP as a living document that can evolve in response to feedback and learning, while maintaining clear oversight and accountability through regular reporting to ŌDC.

## 8. Appendices | Ngā āpitihanga

Number	Title
1	Māori Engagement Framework Implementation Plan
2	Māori Engagement Framework Complementary Findings

Māori Engagement Framework Implementation Plan																			
Number:	Action:	Action/Project Type:	Action Lead:	Support roles	Outcomes:	24/25				25/26				26/27					
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1	Develop tools and mechanisms to measure the success of MEF objectives including:  1.Strengthen Relationships Build committed, trust-based and enduring relationships at all levels of Council  2. Enhance Participation Encourage and support effective Māori participation in Council decision-making and consultative processes  3. Promote Cultural Awareness Develop a deeper understanding and awareness of Māori culture, values and priorities within Council for staff and elected members	Develop	Kaitakawaenga	Business Improvement Analyst  Manager Governance	Clear, user-friendly and culturally appropriate tools and mechanisms are developed that enable consistent, meaningful measurement of the MEF in action.  The tools and mechanisms will:  1. Be practical and relevant for use by our Māori partners, ŌDC staff and elected members, capturing both qualitative and quantitative insights.  2. Track progress over time, inform continuous improvement, and strengthen accountability to our commitments to Māori.  3. And be integrated into business as usual and trusted by both Council and Māori partners. Not only will these tools and mechanisms measure outcomes, they will also prompt ongoing reflection, learning and improvement.														
2	Improve Council report quality, particularly sections relevant to Māori interests	Review/Develop	Kaitakawaenga	Manager Governance	Council reports consistently demonstrate a high standard of cultural awareness and reflect a well-informed understanding of Māori interests, perspectives and priorities. This will be evident through: 1. Clarity 2. Consistency 3. Enhanced trust and accountability 4. Improved decision making 5. Capability building														
3	Develop resources/templates with examples that support the MEF.	Develop	Kaitakawaenga	Manager Communication & Engagement	A suite of practical, easy-to-use resources and templates – supported by real-life examples – is developed that helps staff confidently apply the Māori Engagement Framework in their work.  Staff uses these resources/templates regularly, finding them relevant, clear, and helpful in planning, recording, and reflecting on engagement.  Over time, the resources support more consistent, thoughtful, and culturally responsive engagement practices across Council.														



8	Implement survey changes/amendments to delivery of workshops or resources, tool and mechanisms.	Deliver	Kaitakawaenga		Feedback from the survey is reviewed before updating/refining the MEF tools, resources, trainings.  The improvements build confidence and uptake amongst staff and elected members, reaffirming feedback is valued. These changes are communicated clearly to staff and elected members.														
9	MEF Review.	Review	Kaitakawaenga		The comprehensive review is completed drawing upon feedback from Māori stakeholders/partners, staff and elected members.  The review highlights areas of success, challenges and recommended practical improvements. These findings are used to improve the framework, reinforce the commitment of Council and align future actions that enhance engagement with Māori.  The review process in itself strengthens the relationships and trust with Māori.														
	Action:	Action/Project Type:	Action Lead:	Who in Council if Council is	Outcomes:	Q1 24/25	Q2 24/25	Q3 24/25	Q4 24/25	Q1 25/26	Q2 25/26	Q3 25/26	Q4 25/26	Q1 26/27	Q2 26/27	Q3 26/27	Q4 26/27		

Complementary Findings:					
Organisational Structure and Processes					
	Status/Starting timeframe	Outcomes	Budget:	Action Lead	Support Roles / Teams
Develop a centralised operations contact network database system for Māori stakeholders	In progress/BAU	<p>Council maintains a well-managed, up-to-date, and accessible database of Māori stakeholders, including iwi, hapū, post-settlement governance entities, marae, Māori organisations, and key individuals. This ensures:</p> <ol style="list-style-type: none"> <li>1. Timely, relevant, and respectful engagement by the right teams within Council</li> <li>2. Reduced duplication and improved continuity in relationships across election cycles and staff turnover.</li> <li>3. Transparency and clarity in how Council manages relationships with Māori.</li> <li>4. Increased responsiveness to Māori who engage with Council.</li> </ol>	Staff Time	Kaitakawaenga	Communication & Engagement
Establish a paid advisory committee to inform work programmes and critical Māori engagement points particularly for planned and schedule activities i.e., Annual Plan	Annual Plan 26/27 or LTP 27-37 consideration	<p>A well-supported, resourced Māori Advisory Committee provides consistent, meaningful input into Council work programmes and statutory planning processes. This leads to:</p> <ol style="list-style-type: none"> <li>1. Authentic Māori voices and influence early in the design of key projects, policies, and plans.</li> <li>2. Improved cultural integrity of Council planning and delivery, particularly in processes like the Annual and Long Term Plans.</li> <li>3. Mutual benefit and reciprocal accountability, acknowledging the value of Māori expertise.</li> <li>4. Stronger strategic partnerships that reflect a commitment to partnership.</li> </ol>	Not budgeted	TBC	TBC

Enhance the triennial election process to support Māori participation	In progress/BAU	<p>Māori are well-informed, visible, and actively participating in the triennial local government elections as candidates, voters, and contributors. This is demonstrated by:</p> <ol style="list-style-type: none"> <li>1. Culturally relevant and accessible election promotion that reflects te ao Māori values and voices.</li> <li>2. Increased Māori voter turnout and candidate nominations.</li> <li>3. Reduced barriers to participation through language, process, or understanding.</li> <li>4. A more inclusive democratic environment that values diversity.</li> </ol>	Staff Time and LTP Budget	ODC Electoral Team	Kaitakawaenga
Provide support for newly elected Māori Ward Councillors and wider elected members	In progress/BAU	<p>New Māori Ward Councillors and the wider elected members are supported to uphold effective, inclusive, and culturally safe governance. This support ensures:</p> <ol style="list-style-type: none"> <li>1. Māori Ward Councillors are well-equipped to navigate their roles and responsibilities confidently and effectively.</li> <li>2. Wider elected members gain deeper cultural competency and understanding of their obligations under Te Tiriti o Waitangi.</li> <li>3. Reduced risk of potential cultural isolation or burnout for Māori elected members through proactive support.</li> </ol>	Staff Time and LTP Budget	Manager Governance	Kaitakawaenga
<p>Review relevant policies that directly relate to this framework i.e., Koha Policy, Significance and Engagement Policy.</p> <p>Note: policies to be reviewed as they arise.</p>	In progress/BAU	<p>Policies that impact Māori engagement and participation are reviewed and realigned to reflect best practice, Te Tiriti o Waitangi obligations and Māori values. This results in:</p> <ol style="list-style-type: none"> <li>1. Stronger alignment between policy intent and Māori engagement through delivery.</li> <li>2. Enhanced cultural integrity of Council policies, reducing the risk of tokenism or misunderstanding.</li> <li>3. Policies that empower and enable engagement.</li> </ol>	Staff Time	Kaitakawaenga	Relevant staff
<b>Cultural Competency and Integration</b>					

Cultural competency training for staff and elected members.	In progress/BAU	<p>Council staff and elected members hold strong cultural understanding and confidence needed to engage meaningfully with Māori. This is demonstrated by:</p> <ol style="list-style-type: none"> <li>1. Increased cultural safety and awareness in business interactions and formal engagements.</li> <li>2. Greater understanding of Te Tiriti o Waitangi obligations and how these apply in practice.</li> <li>3. Reduction in cultural missteps and greater confidence in approaching kaupapa Māori.</li> <li>4. A more inclusive and respectful organisational culture where Māori worldviews are recognised and valued.</li> </ol>	Staff Time and LTP Budget	Kaitakawaenga	People & Capability
Build and develop te reo Māori competency within the Council.	In progress/BAU	<p>Council creates an environment where te reo Māori is actively encouraged, normalised, and celebrated. This is reflected by:</p> <ol style="list-style-type: none"> <li>1. Increased everyday use of te reo Māori across Council communications, signage, meetings, and events.</li> <li>2. Staff and elected members gaining confidence to use te reo Māori in a respectful and meaningful way.</li> <li>3. Visible commitment to language revitalisation as a reflection of our Treaty partnership.</li> <li>4. Improved relationships with Māori communities, who see their language valued and upheld.</li> </ol>	Staff Time and LTP Budget	Kaitakawaenga	People & Capability

Implement and blend consistent cultural practices across Council.	In progress/BAU	<p>Tikanga and kawa are integrated into the design and delivery of Council work in a consistent, respectful, and appropriate way. This enables:</p> <ol style="list-style-type: none"> <li>1. Cultural integrity across work programmes, from planning to delivery to evaluation.</li> <li>2. Council processes that reflect manaakitanga, whanaungatanga, and kotahitanga.</li> <li>3. Reduced cultural fatigue or confusion by having clear expectations and norms for engagement with Māori.</li> <li>4. A visible shift from transactional consultation to kaupapa-led engagement and co-design.</li> </ol>	Staff Time and LTP Budget	Kaitakawaenga	Leadership Team, People & Capability, Activity and Project Leads
Facilitate in-person settings (supported by peers fluent in te reo Māori and cultural knowledge as practicable) to enhance cultural knowledge and confidence.	Not started (2025/2026)	<p>Council staff and elected members engaging in kaupapa Māori settings are supported to participate respectfully and with confidence. This results in:</p> <ol style="list-style-type: none"> <li>1. Reduced fear or discomfort when engaging in unfamiliar cultural spaces or practices.</li> <li>2. Real-time support and learning opportunities, strengthening internal capability through peer modelling.</li> <li>3. Enhanced trust when representing Council at marae, pōwhiri, hui, and other culturally significant events.</li> <li>4. Increased participation in Māori-led spaces due to the presence of culturally fluent champions.</li> </ol>	No budget required	Kaitakawaenga	Interested elected members or staff

Consider te reo Māori translation support for Councillors at kaupapa Māori events.	Annual Plan 26/27 or LTP 27-37 consideration	<p>Elected members are empowered to fully participate in kaupapa Māori events, with access to translation support where appropriate. This ensures:</p> <ol style="list-style-type: none"> <li>1. Greater understanding and connection to the kōrero and kaupapa being shared.</li> <li>2. Reduction of language barriers that might otherwise lead to disengagement or misinterpretation.</li> <li>3. Improved respect and reciprocity from Māori communities who see elected members making an effort to engage meaningfully.</li> <li>4. Reaffirming of te reo Māori as a living language within civic and ceremonial spaces.</li> </ol>	Not budgeted	TBC	TBC
<b>Engagement and Relationship Building</b>					
Understand inter-iwi relationships and their alignment with Council priorities.	In progress	<p>Council decision-making is informed by a nuanced understanding of the relationships, whakapapa, and tikanga that underpin iwi and hapū dynamics across the district. This understanding ensures:</p> <ol style="list-style-type: none"> <li>1. Respectful engagement that avoids missteps such as overlooking appropriate protocols or speaking to the wrong entity.</li> <li>2. Strategic alignment between Council priorities and Māori aspirations, recognising points of convergence and respecting differences.</li> <li>3. Strengthened relationships built on trust and insight, not assumption or convenience.</li> <li>4. Improved outcomes through collaborative planning that acknowledges mana whenua roles and inter-iwi contexts.</li> </ol>	LTP Budget	Kaitakawaenga	

Facilitate introductions between staff and key Māori stakeholders.	In progress/BAU	<p>Council staff develop trusted, genuine relationships with Māori partners through supported introductions, resulting in:</p> <ol style="list-style-type: none"> <li>1. Increased cultural confidence among staff to engage directly and appropriately with iwi, hapū, marae, and Māori organisations.</li> <li>2. More consistent and authentic relationships, reducing the risk of over-reliance on a few individuals.</li> <li>3. Improved flow of information, collaboration, and responsiveness between Council teams and Māori stakeholders.</li> <li>4. Early engagement and stronger partnerships across planning, delivery, and evaluation of Council services and projects.</li> </ol>	Staff Time and LTP Budget	Kaitakawaenga	
Increase Council visibility at community and kaupapa Māori events by way of a uniform/badge for all Council personnel (staff and elected members).	In progress/BAU	<p>Council presence is easily recognised and welcomed at kaupapa Māori and community events, helping to:</p> <ol style="list-style-type: none"> <li>1. Normalise and humanise Council participation in cultural and community spaces.</li> <li>2. Encourage whakawhanaungatanga/relationship development between Council representatives and the community.</li> <li>3. Improve approachability of staff and elected members, especially in informal settings.</li> <li>4. Strengthen Council's reputation as an active and respectful Treaty partner.</li> </ol>	Staff Time and LTP Budget	Communicaton & Engagement	Kaitakawaenga

Enhance community education opportunities of Council work plans, policies and engagement processes.	In progress/BAU	<p>Māori communities are better equipped to understand, influence, and contribute to Council processes. This leads to:</p> <ol style="list-style-type: none"> <li>1. Greater participation in consultations and civic processes by whānau, hapū, and iwi.</li> <li>2. Improved equity of access to information and decision-making opportunities.</li> <li>3. Empowered communities who understand how and when they can influence outcomes.</li> <li>4. A stronger culture of transparency and accountability from Council toward its Māori communities.</li> </ol>	Staff Time and LTP Budget	Communication & Engagement	ÓDC
<b>Resource Allocation and Economic Development</b>					
Allocate adequate budgets for consultation with Māori representatives on major matters.	In progress/BAU	<p>Council planning and engagement processes include dedicated funding to enable meaningful consultation with Māori. This ensures:</p> <ol style="list-style-type: none"> <li>1. Engagement is not constrained by cost and can occur in a thorough and timely manner.</li> <li>2. Māori are recognised for the time, expertise, and cultural leadership they bring.</li> <li>3. Consultation is treated as an investment, not a compliance requirement.</li> <li>4. Improved quality of decision-making through better-informed input and equitable participation.</li> </ol>	LTP Budget	Kaitakawaenga	

<p>Diversify local supply chains to include Māori businesses as preferred suppliers.</p> <p>Note: linked to Te Punga o te Hapori.</p>	<p>Not started (2025/2026)</p>	<p>Council procurement practices reflect our commitment to equity, economic wellbeing, and Te Tiriti-based partnership. This results in:</p> <ol style="list-style-type: none"> <li>1. Increased Māori participation in the local economy, contributing to community prosperity and business growth.</li> <li>2. Stronger local resilience through a more diverse and inclusive supplier base.</li> <li>3. Procurement policies that actively remove barriers for Māori businesses.</li> <li>4. Council champions inclusive, values-led procurement that reflects the district's diversity.</li> </ol>	<p>Staff Time</p>	<p>TBC</p>	<p>TBC</p>
<p>Collaborate with other councils and iwi/Māori on employment and social procurement.</p> <p>Note: linked to Te Punga o te Hapori.</p>	<p>Not started (2025/2026)</p>	<p>Council leverages collective influence to deliver broader social outcomes through procurement and employment strategies. This collaboration results in:</p> <ol style="list-style-type: none"> <li>1. Shared investment in Māori workforce development and economic participation across the region.</li> <li>2. Stronger, coordinated relationships with iwi and Māori providers.</li> <li>3. Wider impact and efficiency through alignment with regional or national initiatives.</li> <li>4. Clear demonstration of Council's role as an anchor institution for district economic and social wellbeing.</li> </ol>	<p>Staff Time</p>	<p>TBC</p>	<p>TBC</p>

A Remuneration Policy is developed in recognition of subject matter expertise/consultancy expertise in te ao Māori.	Annual Plan 26/27 or LTP 27-37 consideration	<p>Council recognises and fairly compensates Māori expertise, ensuring that mātauranga Māori is valued alongside technical and Western knowledge systems. This policy ensures:</p> <ol style="list-style-type: none"> <li>1. Transparent and consistent remuneration frameworks for Māori experts, advisors, and consultants.</li> <li>2. Avoidance of tokenism or underpayment of cultural, linguistic, and tikanga-based contributions.</li> <li>3. Stronger relationships with Māori providers and leaders who feel respected and valued.</li> <li>4. Council practices that reflects partnership and equity, not just inclusion.</li> </ol>	Not budgeted (for development of policy)	TBC	TBC
<b>Information Management</b>					
Collate accurate information for Māori content in reports, such as marae place names.	In progress/BAU	<p>Council reports, publications, and communications consistently reflect correct and respectful use of Māori names, places, and references. This ensures:</p> <ol style="list-style-type: none"> <li>1. Accurate representation of Māori identities and locations that uphold cultural integrity.</li> <li>2. Reduced risk of misnaming or misrepresentation, which can cause offence or erode trust.</li> <li>3. Council staff are supported with verified sources and guidance for incorporating Māori content.</li> <li>4. Public documents reflect care, credibility, and respect for local iwi, hapū and marae histories.</li> </ol>	Staff Time	Kaitakawaenga	Records Officer and Communication & Engagement
Improve public health safety and education offerings to the community	In progress/BAU	TBC	Staff Time	TBC	TBC
<b>Organisational Structure and Processes</b>	<b>Status/Starting timeframe</b>	<b>Outcomes</b>	<b>Budget:</b>	<b>Action Lead</b>	<b>Support Roles / Teams</b>

**Item 239** Te Korowai (CouncilMARK) Independent Evaluation Report and Proposed Improvement Plan

**To** Ōtorohanga District Council

**From** Ross McNeil, Chief Advisor

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive the Te Korowai (CouncilMARK) Independent Evaluation Report and present the proposed Improvement Plan for endorsement.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. In late 2024 Ōtorohanga District Council (ŌDC) completed the Te Korowai (CouncilMARK) reassessment, resulting in an Assessment Report (Appendix 1). Notwithstanding the 'A' rating received, the assessment report identified areas of improvement, predominantly focused on positioning ŌDC for the future.
- 2.2. Referring to the assessment report recommendations, an improvement programme spanning 3-5 years has been developed (Appendix 2) and is presented to ŌDC for endorsement. An indication of priority, timing and resourcing requirement is provided. The proposed actions should be viewed as an intention rather than as 'absolute', given the extent of change and uncertainty within the sector.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

1. Receive the Te Korowai (CouncilMARK) Independent Evaluation Report - November 2024; and,
2. Endorse the proposed Te Korowai (CouncilMARK) improvement programme dated April 2025, subject to any final changes.

## 4. Context | Horopaki

- 4.1. ŌDC has completed a reassessment of performance against the Te Korowai (CouncilMARK) framework – the initial assessment being undertaken in late 2020. The initial assessment provided ŌDC with a CCC rating, which prompted the development and implementation of a four-year improvement plan. The reassessment in September/October 2024 confirmed a significant performance uplift, with a rating of 'A' (Mauri Ora – Thriving).
- 4.2. The 'Mauri Ora – Thriving' rating indicates ŌDC has achieved "The pinnacle of performance. Councils in this phase are not only aware and active but also thriving. They continuously evolve, adapt and excel in their operations and relationships, embodying vitality and resilience." This assessment outcome confirms ŌDC is performing at the highest level.
- 4.3. Notwithstanding the top performance rating, the evaluation report suggests a number of recommendations to ensure ŌDC is well positioned for the future.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. The endorsement of the proposed Improvement Plan does not trigger any significance or engagement matters. However, some actions/projects within the improvement plan may be considered 'significant' and therefore a resulting requirement (or benefit) to undertake consultation/engagement. Each project will be assessed on its merits and any consultation/engagement undertaken accordingly.

### Impacts on Māori

- 5.2. The evaluation report highlights the nature, quality and extent of ŌDC's relationships with Māori, particularly Iwi/hapu groups. ŌDC (elected members and staff) will continue to foster these relationships.

### Risk analysis

- 5.3. Risk is a specific focus of four recommendations in the proposed Improvement Plan. However, on a more global level, should ŌDC decide not to maintain its commitment to continuous improvement then the likelihood of maintaining current performance levels will be low. It will be far easier to maintain current performance than let those standards slip and try to lift performance again in the future. Any shift away from a continuous improvement philosophy will likely be viewed negatively by partners, stakeholders and the general community.

## Policy and plans

- 5.4. Many of the actions in the proposed Improvement Plan relate directly to existing policies and plans, as well as the development of new policies or plans. Again, each action will be considered on its merits as to what changes to existing policies and plans may be required. There are no adverse impacts on policies and plans associated with the endorsement of the proposed Improvement Plan.

## Legal

- 5.5. While there are no specific legal requirements relating to the proposed endorsement of the Improvement Plan, there will be specific legal requirements relating to individual actions. These requirements will need to be considered as part of progressing the respective actions.

## Financial

- 5.6. The proposed Improvement Plan signals estimated resourcing, including financial, requirements over and above what is already available/committed. That said, most of the actions require little or no additional resourcing because they are considered 'business as usual' (e.g. already underway).

## 6. Discussion | He kōrerorero

- 6.1. An improvement programme spanning 3-5 years has been developed (Appendix 2) and is presented to ŌDC for endorsement. An indication of priority, timing and resourcing requirement is provided.
- 6.2. The proposed actions should be viewed as an intention rather than as 'absolute', given the extent of change and uncertainty within the sector and the changing priorities that brings. It should also be noted that this plan sits alongside the many other improvement projects being progressed that have not been identified through the Te Korowai evaluation process. Progressing with Te Korowai Improvement Plan is a strong demonstration to ŌDC's commitment to continuous improvement.
- 6.3. It would be prudent to assess progress with the Improvement Plan on a six-monthly basis. This would provide the opportunity for ŌDC to reassess priorities and resource allocation.

### Option 1: Endorse draft Te Korowai (CouncilMARK) Improvement Plan

- 6.4. Endorsing the draft Improvement Plan address the improvement opportunities identified through the assessment process and reaffirms ŌDC's commitment to continuous improvement. The resourcing requirements are generally low, with many of the actions already underway.

**Option 2: Do not endorse the draft Te Korowai (CouncilMARK) Improvement Plan**

6.5. While not endorsing the Improvement Plan does not limit ŌDC’s ability to undertake improvement action actions, it does send a message that ŌDC is less concerned about ongoing improvement.

**Recommended option and rationale**

6.6. Option 1: Endorse the draft Improvement Plan. This option is favoured because it is a natural part of ŌDC’s ongoing improvement focus and supports the maintenance of the high standards of performance achieved.

**7. Appendices | Ngā āpitihanga**

Number	Title
1	Ōtorohanga District Council – Independent Evaluation Report – Te Korowai – November 2024
2	Draft Te Korowai (CouncilMARK) Improvement Plan - May 2025

# ŌTOROHANGA DISTRICT COUNCIL

## INDEPENDENT EVALUATION REPORT



**Te Korowai**  
//  
NOVEMBER 2024

An independent assessment report issued by the Independent Evaluation Panel for Te Korowai, local government's continuous improvement programme.

# ASSESSMENT SUMMARY

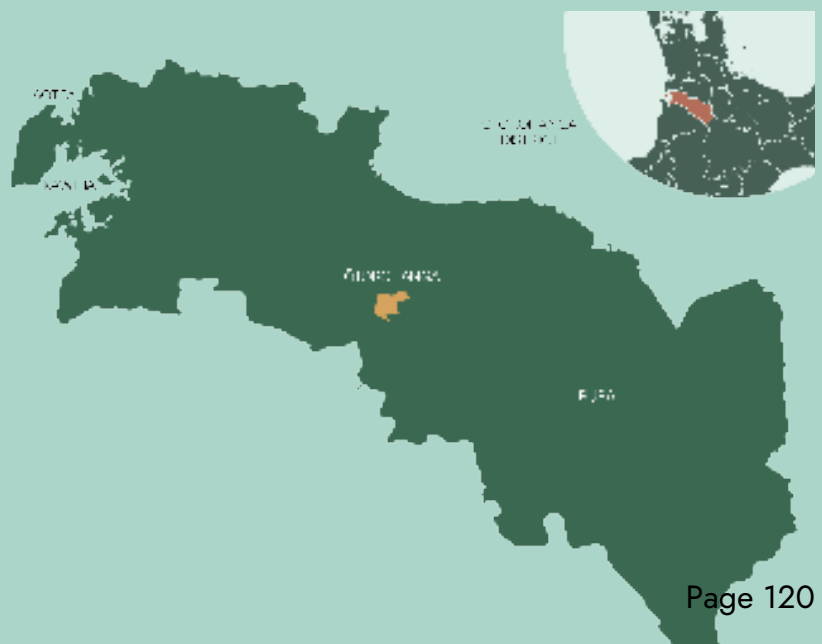
## At a glance >

The Ōtorohanga district, located in the heart of the Waikato region on Aotearoa New Zealand's North Island, is renowned for its rich natural beauty and strong cultural heritage. The district spans 1,976 square kilometres, encompassing a diverse landscape of rolling hills, fertile plains, steep hill country, picturesque harbours and striking limestone formations. It is bounded by the Waikato River to the east and the Tasman Sea to the west, with the Rangitoto Range and Pirongia and Kakepuku maunga framing the southeastern and northwestern boundaries.

Ōtorohanga is famously the "Gateway to the Waitomo Caves," a globally recognised attraction and is home to the internationally acclaimed Ōtorohanga Kiwi House, where our national taonga are at the centre of conservation efforts. The district also features lush native forests and significant agricultural activity, particularly dairy farming, which underpins the local economy.

Culturally, Ōtorohanga district holds deep ties to te ao Māori, being the landing place of the Tainui and Aotea waka and forming the northern boundary of the King Country, together with many marae and historical sites reflecting its importance to mana whenua. The town of Ōtorohanga, the district's administrative hub, is a vibrant community known for its rich local history and being the 'Kiwiana Capital'.

With its unique history, stunning geography and thriving communities, Ōtorohanga offers a harmonious blend of natural wonders and cultural depth, making it a cherished part of the Waikato region.



	<b>Serves:</b>	11,050	people live in the district (2024 estimate) up 0.6% from 2023 Census (source Stats NZ subnational population estimates)
	<b>Occupied private dwellings:</b>	4,416	(source: 2023 census)
	<b>Population is a mix of:</b>	77%	identify as European/European decent
		33%	identify as being of Māori decent
		4%	Identify as Asian
		2%	Identify as Pacific

(nb – people can select more than one answer when identifying their ethnicity; source 2023 census)



## Water bodies

Waikato River (425 km – part)  
 Waipā River (115 km - part)  
 Mangatutu Stream (18 km)  
 Mangapū River (30 km)  
 Ōpārau River (24 km)

Limestone springs and streams: The western areas of the district are rich in karst landscapes, leading to the formation of springs and subterranean rivers, especially near the Waitomo Caves area.

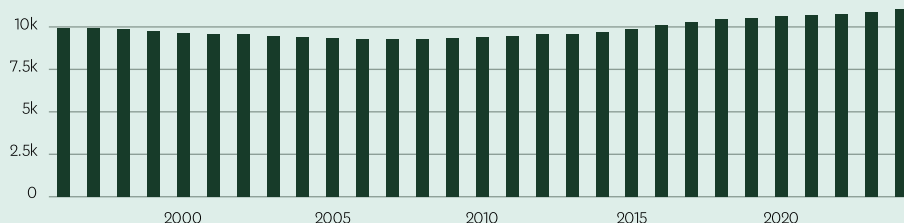
Kāwhia and Aotea harbours (part) with coastal estuaries and wetlands contributing to biodiversity and economic activity.



## Growth/ population trends

### Population Level<sup>1</sup>

People, annual level, June Years



## What % of NZ total Land area

197,600 ha,

in the Ōtorohanga district (1976 sq kms) stretching from the Tasman Sea in the west to the Waikato River in the east.



## GDP

GDP in Ōtorohanga District measured \$690.2m in the year to March 2023, up 4.2% from a year earlier. Growth was greater than in New Zealand as a whole (2.8%).

Economic growth in Ōtorohanga District averaged -0.2%pa over the 10 years to 2023 compared with an average of 3.0% pa in the rest of New Zealand.



## How many KM of roads

526km

of sealed roads and 278 km of unsealed roads.



## Iwi

Ōtorohanga District includes the rohe of a number of iwi and hapū including – Maniapoto, Raukawa, Ngāti Hikairo, Ngāti Apakura, Ngāti Mahuta, Ngāti Te Wehi, Ngāti Uakau and Te Patupō, with approximately 17 marae located in different parts of the district.



Kia ora Tanya rāua ko Max,

On behalf of Local Government New Zealand, congratulations on reaching this point in our local government continuous improvement programme, Te Korowai.

In Māori culture, the korowai refers to a traditional cloak that serves as a protective garment, shielding its wearer from external elements. The process of weaving a korowai involves the collaboration of multiple craftspeople, each contributing their skills and knowledge to create a unified piece. As a cloak is woven, it gradually takes shape and transforms from individual threads into a cohesive garment.

In the name Te Korowai, we seek to share core values of protection, strength, unity and growth. Te Korowai is our commitment to supporting and empowering councils on their journey towards excellence and continuous improvement.

Members of the Ōtorohanga District Council have shown great strength and unity in their participation in this programme. We were extremely pleased to gain input from 18 kaimahi or staff, 6 Executive leadership team (ELT) members and 9 Councillors including the Mayor, along with iwi and a diverse range of stakeholders who shared their views openly and constructively.

They provided a balanced and reasoned view of your performance. They are both motivated by the opportunities ahead and pragmatic about the challenges you face. They are also committed to supporting you strive for excellence.

Our sincere thanks to everyone involved.

# HOW TE KOROWAI WORKS?

Te Korowai applies a descriptive, action orientated four-point range of performance benchmark as outlined below.

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## **Mauri Moe** - INACTIVE:

At this stage, councils may not yet recognise the opportunities for improvement, reflecting an initial level of performance where growth and development have yet to begin.

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## **Mauri Oho** - AWARE:

Here, councils recognise the need for change and begin to engage actively. This phase marks a transition towards improvement and exploration of new opportunities, indicating a moderate level of performance.

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## **Mauri Tū** - ACTIVE:

Councils in this state are committed to change and actively implementing plans to achieve their goals. They demonstrate a high level of performance through proactive actions and effective governance.

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## **Mauri Ora** - THRIVING:

The pinnacle of performance, councils in this phase are not only aware and active but also thriving. They continuously evolve, adapt, and excel in their operations and relationships, embodying vitality and resilience.

# YOUR EVALUATION

Attached to this letter is your Independent Assessment Report, including areas of strength and weakness, a statement of overall performance and a statement of performance across the four priority areas. When interpreting the data note that the four priority areas are not weighted equally, with financial management and service delivery considered to hold more bearing on overall performance than governance, leadership and strategy.

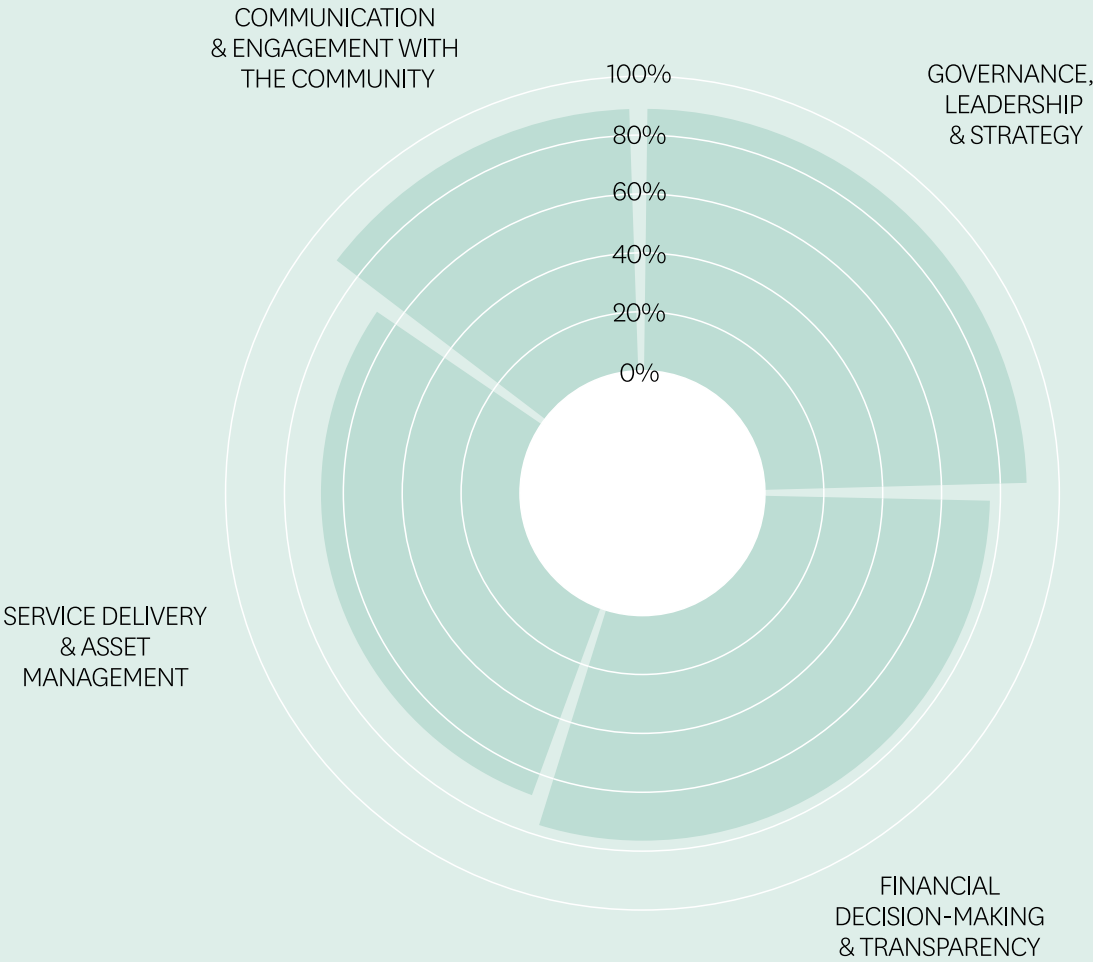
Overall, your performance has been evaluated as **Mauri Ora** recognising that the Council is performing to high standards across most areas, and outstanding in governance, leadership, communications, and engagement. Mauri Ora is equivalent to an ‘**A**’ according to the former CouncilMARK grading scheme.

Across the four priority areas, your council has been evaluated as follows:

	Te Korowai Benchmark	CouncilMARK Grade
<b>PRIORITY 1/ Governance, leadership and strategy</b>	Mauri Ora	AA
<b>PRIORITY 2/ Financial decision making and transparency</b>	Mauri Ora	A
<b>PRIORITY 3/ Service delivery and asset management</b>	Mauri Tū	BBB
<b>PRIORITY 4/ Communications and engagement</b>	Mauri Ora	AA

Performance Assessment Framework priorities

Ōtorohanga District Council, Nov 2024



Making sense of it all >

When processing all this information, it is important to reflect on both the areas for improvement and the strengths in your council. Celebrate your strengths and continue to invest in them. It can take very little for things to change for the worse. For example, a community’s view of council communication and asset management could change dramatically following a single, severe weather event.

Similarly, while it can be tempting to focus on where performance has slipped, there are many factors that can lead to this, for example a change in personnel, external change or a failure to address something that becomes more problematic as time passes.

Community priorities are also a factor in evaluation. A council may be high performing in terms of service delivery, but if they are not focused on the things the community has deemed most important, then the council’s performance will be evaluated less positively.

Regardless of the outcome, Te Korowai is a programme to support ongoing performance improvement and the strive for excellence. Te Korowai takes a holistic focus and is less about your ‘starting point’ and more about supporting you to continually move in a positive direction through self-reflection, planning and carefully targeted action.



# NEXT STEPS

Local Government New Zealand and your development consultant Mark Abbot will be in touch to discuss this information in more detail.

They will work alongside you to plan for how you can celebrate, reinforce and protect your areas of strength and address your areas of weakness in a practical and realistic manner.

We look forward to continuing to work alongside you.

Ngā mihi, Toby Stevenson - Chair, Te Korowai

# OVERVIEW

## Kia mau tātou ki te ara... steady as she goes!

Ōtorohanga District Council is a small rural council in a strong financial position, with low debt and rates, and not much population growth pressure. Since the last CouncilMARK assessment (the predecessor programme of Te Korowai) five years ago, Council has undertaken a very successful organisational change and realignment. Today it has a strong focus on community wellbeing which has buy-in at all levels – Councillors, staff, community boards, iwi and wider community.

Overall, Council is very well run, and elected members and senior staff understand and manage finances and services prudently. Clarity of leadership and community engagement is especially strong, as are partnerships with iwi.



A black and white cow stands in the foreground of a grassy field, looking towards the camera. In the background, a brown horse is partially visible. The landscape is rolling green hills under a cloudy sky.

## Key challenges and opportunities >

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### + Governance and leadership:

Council has strong leadership and governance - the challenge will be to maintain this through a succession after the next election and ensure the organisation is fit for future challenges.

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### + Resilience and asset management:

retaining momentum on climate change adaptation and natural hazard risk assessment to increase understanding of community vulnerability and build this knowledge into the resilience and redundancy in key infrastructure assets and networks through continuous improvement of asset management plans and service delivery.

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### + Partnerships and water reform:

build on strong relationships with neighbouring councils and stakeholders, and good communication between operational and governance levels, to navigate current reform of water so that it delivers for the community.

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### + Financial strength

maintain Council's strong financial position while broadening revenue sources and preparing for the use of financial contributions to pay for any population growth that might occur.

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### + Sustaining community engagement

maintaining high-trust levels with the community, and the strong and mutually respectful relationships with local iwi, is critical to Council's ongoing success. Council will need to be mindful of when and how it engages with the community to avoid consultation fatigue.



## Commonly used terms >

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### **Asset Management Plan (AMP):**

A tactical plan for managing a council's infrastructure and other assets to deliver an agreed standard of service.

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### **Infrastructure:**

Flood stop banks, pumping stations, water gates and science monitoring equipment including meters and telemetry.

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### **Local Government Act 2002:**

The legislation that provides a framework and powers for councils to decide which activities they undertake and the manner in which they will undertake them.

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

The document required under the Local Government Act that sets out a council's priorities in the medium to long-term.

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### **Māori:**

Ōtorohanga District Council are engaging with a broad and dynamic groups of Māori including: local iwi, hapū, marae, mana whenua and Māori communities. These terms are used interchangeably throughout the report.

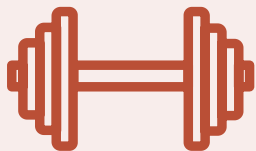
# KEY FINDINGS

Ōtorohanga District Council is performing well overall, and in fact is quite outstanding in key areas such as leadership and governance, communications and engagement, and partnership with iwi. Furthermore, elected members work well together, understand and manage the finances prudently, and have a shared wellbeing vision for the Council that has high levels of buy-in from the wider community.

Council is in a strong financial position, with low debt and comparatively affordable rates. Furthermore, the Council’s strong technical capability and asset planning, excellent relationships with neighbouring councils and stakeholders, and good communication between operational and governance levels provides a solid foundation for future challenges, such as navigating water reform.

This assessment does suggest some areas of improvement, but they are largely about positioning the Council for the future.





## STRENGTHS /

- > Organisational and cultural change since the last assessment is now well embedded.
- > Dedicated and experienced communications and engagement resourcing has been put in place.
- > Council has high-trust, strong and mutually respectful relationships with local iwi.
- > Community views come through strongly in decisions, Council is strategy-led and has a track record of well-informed and pragmatic decision-making.
- > The LTP, financial and infrastructure strategies are well aligned, and along with good asset management plans for roads and three waters, clearly drive investment.
- > Collaboratively developed township concept plans position Council well to understand and achieve community aspirations and respond to any population growth.
- > The Council's low debt levels and sufficient surplus infrastructure capacity means they are in a strong position to address future challenges (eg: resilience risks, modest population growth).
- > The Risk and Assurance Committee's role has been strengthened, and the new independent Chair has brought new disciplines to the Council.



## AREAS OF IMPROVEMENT /

- > Risk assessments (including climate change adaptation) to increase understanding of community vulnerability, alongside considerations such as resilience and redundancy in key infrastructure assets and networks, and the role of debt and self-insurance.
- > LTP consultation questions on matters such as infrastructure and community resilience to climate change and natural hazards (amongst others).
- > For elected members and community leaders, communicating community outcomes and planning for succession prior to the next election.
- > The structure of the approach taken for elected member development and the CE's KPIs on resilience to natural hazards and preparedness for future challenges.
- > Staff performance management and recruitment processes (which is currently being addressed).
- > Completion of the community facilities asset management plan and use it to improve service delivery and financial planning for Council's library, housing and other social infrastructure.
- > Resource consent processing, especially compliance with statutory timeframes.
- > Timing and frequency of engagement with the community, to avoid consultation fatigue and focus on resilience to natural hazards.

Leading  
Locally >

# **Governance Leadership & Strategy**

## SETTING THE DIRECTION FOR THE DISTRICT

Three years ago, the Council adopted a fresh approach in its long-term plan (LTP), with a strong focus on wellbeing – people place and partnerships. The 2024-2034 LTP very much builds on this vision of “weaving the future together or Kotahitanga”.

The Council ran a very successful community engagement on its latest LTP, and through other engagements, has a high level of buy-in to its wellbeing direction. This buy-in appears to be at all levels – Councillors, staff, community boards, iwi and wider community. It’s a very unified council environment with no public conflicts or media issues.

The overall message from the community was “keep to the path you are on currently - nothing flashy or fancy – stay connected to our communities, do the basics well and ensure we are prepared for the future”. This aligns with the LTP theme of “kia mau tātou ki te ara... steady as she goes” - and fits well with a small rural council, in a strong financial position, and with little population growth pressure.

Consequently, the LTP translates seamlessly into the Council’s decision making and operations - whether it’s the financial and infrastructure strategies, asset management and levels of service, or day-to-day operations and interactions with the community.

## EFFECTIVELY MANAGING COUNCIL BUSINESS

The elected members appear to work very well together – and referred to themselves as being “whānau” - and take collective responsibility for their decisions. They are very community wellbeing focussed rather than “just about roads, rubbish and rates”, but in doing this they have a good sense of their role as enablers rather than the doers. While they do on occasion approach staff directly on behalf of the community, they are respectful of the different roles of the Chief Executive (CE) and staff respectively.

The Deputy Mayor leads a fortnightly kōrero to talk through the issues – “it’s a good healthy environment and a safe place to let off steam”.

The elected members are proud of their community, the Council and the staff. They talked about the huge change that followed the CouncilMARK assessment 5 years ago and that progress in addressing the findings of the last assessment has been a regular conversation around the Council table. The selection of a new CE and the assessment helped embed the focus on people and culture and drive the improvements in communication.

They said the organisation had completely transformed as a result and there were no “skeletons in the Council closet”. They particularly valued their alone time with the CE where they can talk candidly and resolve any relationship issues that do arise.

The strong relationship between the Mayor and the CE is a major asset to the Council. They work effectively together to not only set direction but the tone – a happy and positive vibe pervades the organisation from top to bottom.

While elected members have shown they can make hard decisions (eg: keep rates down through the LTP), they also recognised there are challenges coming down the pipeline. The Mayor and several Councillors are standing down at the next election and planning for succession is an important issue to tackle next year. National level changes (such as Māori Wards referenda and RMA reform) may also be a challenge in coming years, but Council expressed confidence in their core values and ability to navigate any changes with their community in their own way. In this respect they highlighted the challenges likely to emerge from “Waikato Water Done Well” and the need to ensure any solution meets the best interests of their community and that the integrity of the Council is maintained.

## DEVELOPING ELECTED MEMBER CAPABILITY

All the elected members undertake a self-review (using Ākona) and can create their personal development programmes. They commented about the value of LGNZ through zone meetings, Māori councillor network, conferences (especially involving community board members) and topic related workshops. These have reinforced the value of self-improvement and building useful networks. They also noted more funding would be beneficial to support ongoing self-development.

There was an improved induction programme after the last election, and the elected members hold informal council forums and especially value engaging with community boards.

As suggested in the last CouncilMARK assessment, the Council has appointed an independent and qualified Chair of the Risk and Assurance committee. The new Chair, Peter Stubbs, has made a big difference in terms of better reporting and focus on risk management.

The elected members would benefit from more structure around their own development. This could include 360-degree performance reviews, developing a matrix of capability around the table, and an agreed and funded development plan for each councillor.

The Mayor and some elected members have indicated they are standing down at the end of this triennium. Prior to the next election, the Mayor and elected members may wish to think about communicating community outcomes (eg: through a pre-election report) and planning for succession. If there is a major change in elected members next year this will also require more emphasis on induction and team building in order to maintain the current culture and momentum (eg: there may be a need for training on Treaty of Waitangi issues).

## ENSURING WELL-INFORMED COUNCIL DECISIONS

The elected members are generally well informed in making critical decisions. They are driven by the LTP and its underpinning values around wellbeing and community connection.

Community views come through strongly in decisions though genuine engagement across all issues, and they have a track record of being pragmatic and making hard decisions where necessary (eg: not proceeding with a reticulated wastewater scheme for Kāwhia). However, it is important that in making such decisions there is focus on future risks and consequences that may flow from them (eg: septic tanks in Kāwhia need to be monitored and managed to avoid environmental and public health impacts).

The staff reports are generally clear and aligned with strategy, although sometimes quite long and detailed. Details are often needed to provide assurance around delivery of outcomes on complex issues, however, more focus on outcomes/impacts/risk at the beginning (a top-down procedure) and more use of appendices might assist decision makers. There is also some opportunity to use more visuals and summaries for ease of reading, especially when reporting progress (eg: dashboards etc).

## DRIVING CHIEF EXECUTIVE PERFORMANCE

The elected members have had a clear focus on supporting the CE to lead the very successful organisational transformation and culture change over the last few years. In doing this they are also very aware of their role in looking after the CE's wellbeing through the change (through practical support as well as the respectful way they interact).

The CE has a clear set of KPIs set by Council and these are regularly reviewed by a special Council committee, including an independent expert advisor. The KPIs currently tend to be pragmatic and organisational change focussed – this is a totally appropriate approach and has helped the organisation make significant progress over the last few years. However, they are now at a maturity stage where there is an opportunity to refocus some of the KPIs more on organisation resilience to natural hazards and preparedness for future challenges.

## CREATING EFFECTIVE IWI PARTNERSHIPS

The Council has made large strides in creating effective partnerships with iwi since the last CouncilMark assessment. As one local iwi leader said,

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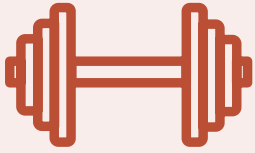
we can now see ourselves in what the Council is doing, it far exceeds ordinary type engagement, and they are genuinely concerned about iwi expectations and touch base on everything.

While the Māori engagement framework is still to be formally adopted, it is already in place on a practical, day-to-day basis. Three factors were considered by staff and elected members as important in this journey:

- > The Rangitātea (Māori Ward) Councillors have made a substantial contribution – especially in knowing who to talk to, bringing a different perspective to the table and clarifying iwi expectations.
- > formal agreements with iwi and regular face-to-face meetings on marae have helped immensely to create trust.
- > the creation of a Kaitakawaenga (Iwi Relations Advisor) role reporting directly to the CE, has helped enable staff in stepping up to engage with iwi and provided a core internal resource to support change.

Māori noted by way of example the concerted effort to get them involved in major initiatives such as the development of Town Centre Concept plans and the Reserves plan. Staff now “don’t start writing documents until they’ve had conversation”.





## STRENGTHS /

- > Elected members work well together and have a shared wellbeing vision for the Council that has high levels of buy in from the wider community.
- > Organisational and cultural change since the last assessment is now well embedded – a happy and positive vibe pervades the organisation from top to bottom.
- > Community views come through strongly in decisions, they are strategy-led, and they have a track record of well-informed and pragmatic decision making.
- > The Risk and Assurance Committee has an independent Chair and is managing risk well.
- > The iwi partnership is strong and effective.



## AREAS OF IMPROVEMENT /

- > Council could move to the next level of organisation maturity with more focus on being future-fit, and more proactively understanding and managing future risks, challenges and resilience.
  - > Elected member development could be more structured.
  - > Reporting could be improved with more focus on outcomes and impacts of decisions. Consider whether greater use of visuals and summaries could make reporting to the public more accessible.
  - > Some of the CE's KPIs could be refocussed especially on resilience to natural hazards and preparedness for future challenges.
  - > For elected members and community leaders, consider communicating community outcomes and planning for succession prior to the next election.
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Investing  
money well >

**Financial  
decision-making  
and  
transparency**

Ōtorohanga District Council is a small rural council in a strong financial position, with low debt and rates, and little population growth pressure. The elected members and senior staff understand and manage the finances prudently.

## FINANCIAL PLANNING AND REPORTING

The LTP and financial strategy are well aligned. The CE and finance team have an excellent understanding of the Council's finances and, along with elected members, made some difficult decisions in the latest LTP to keep rates at affordable levels (2024/25 rates increase was 10.37%, which is lower than similar councils).

As part of the organisational realignment work over the last few years the finance team recruited well and has built capacity. They have also introduced new financial systems, such as the new cashflow forecasting tool. They produce a financial report monthly for the Council and quarterly to the Risk and Assurance Committee. The annual report has a comprehensive set of financial and non-financial measures.

Debt is low and well within treasury limits. They therefore have considerable borrowing headroom to deal with unforeseen events and future investment if required.

Their biggest immediate financial challenges are inflation and reduced NLTP roading funding. On the latter the Council has used some depreciation reserves, prioritised some resealing to address road condition and pulled back on some of the planned drainage and culvert work. They continue to closely monitor actual costs against forecast.

As part of the LTP the Council decided to defer some depreciation to keep rates affordable, but they have prudently budgeted to make this up over the medium term. It is also important in making all the above financial trade-offs that council considers intergenerational equity.

## BUDGETING AND COST ALLOCATION

The Council regularly achieves a balanced budget in both LTP and Annual Plans. The budget is worked up from zero base. As part of this process the leadership team apply a "litmus test" to all activity plans and competing demands for funding.

The LTP and annual budget have been produced on time despite the need to wrestle with keeping rates affordable and major changes to the Government's three-waters policy. There were qualifiers by auditors on the LTP, but these are due to last minute funding changes by central government (i.e. NZTA's underfunding on roading).

Council revenue is about \$35m and comes from a variety of sources. They have a uniform annual charge which collects about 25% of revenue and most of the rest is collected via several targeted rates, such as the Kāwhia community rate. They also have water metering, income from rental/leases and subsidies from NZTA (they have received other government funding in the past).

There are no major assets or investments that produce significant income, and only small amounts of revenue from development and financial contributions due to low population growth. There is potential to increase income from property rentals and leases, and notwithstanding the low growth rates, it would be prudent to review their development and financial contributions policy to ensure it is fit for infill and new subdivisions should they occur.

Council capital and operating budgets are modest (capital budget for 2023/24 is about \$15m) and they have appropriate cost controls and a good handle on costs such as overheads. They reported that cost increases over the last few years have been low compared to other councils. Procurement is covered in the following section on service delivery and asset management.

## MANAGING INVESTMENTS

The Council's infrastructure assets are generally professionally managed and in good repair. The asset management plans for roading and water supply/wastewater infrastructure have been reviewed and improved in recent years – and these are aligned with LTP and now drive maintenance and renewal investment programmes to maintain current levels of service. The Ōtorohanga wastewater plant has undergone extensive investment in recent years and Council has recently purchased land around the plant for expansion and as a buffer zone.

An asset management plan for community facilities (buildings, parks etc) is nearly complete – this will ensure all assets have plans and bring a more systematic approach to managing investment in these assets. It will also likely raise affordability and investment questions about the sustainability of some of these assets.

Broadly the district has sufficient surplus infrastructure capacity to accommodate any modest population or industry growth. This, and the low level of debt, mean the Council is in a good position financially. There are no major investments on the horizon – it's steady as she goes!

The biggest risks to current investments are natural hazards and unforeseen failures. Refer to further risk discussion in the following section on service delivery and asset management. Any responses to risk do not necessarily need to be about investment in infrastructure – there are valid level of service choices to be made and financial options around self "insurance" (in some respects current low debt levels are acting effectively as a self-insurance).

The Council has in recent years received \$2.4m from the Mayor's Taskforce for Jobs. This investment has seen 341 people employed in permanent jobs so far.

Finally, Council has in recent times made small loans to outside organisations, such as, to help the Ōtorohanga Kiwi House to progress a major redevelopment and the Westridge land developer to continue through Covid-19. The appropriateness of these loans was thoroughly debated at the time, however, if this were to become a common activity the Council may wish to consider developing a consistent community loans or investment policy.

## MANAGING AUDIT, RISK & CONTROL

The Risk and Assurance Committee's role has been strengthened, and the new independent Chair Peter Stubbs has brought new disciplines to the Council. In particular, Council is now "more focussed on impact not just reporting what has happened".

The Committee closely monitors progress on capital projects and other major initiatives - and provides discussion and guidance about managing risk and keeping projects on target.

The Chair has also focussed on a plan to close out all earlier audit actions. As noted earlier, independent auditors have in recent years given unqualified reports (notwithstanding recent disclaimer on the LTP due to last minute loss of NLTP funding).

The Council has thoroughly reviewed its processes and documents which maintain its integrity. This includes the procurement plan, delegations' policy and register, fraud and corruption policy and elected member code of conduct and pecuniary interests register.

Risk reporting has been reviewed and a risk framework adopted. Elected members, leadership team, and key staff regularly update the risk register and mitigations. A risk consultant has been employed via the Co-Lab partnership.

As discussed above and in the following section on service delivery and asset management, the Council is likely to face resilience challenges off the back of the climate change adaptation risk assessment and response plan. More regular 'deep dives' on specific hazards and infrastructure risks may also be needed.



## REPORTING PERFORMANCE

The Council has a comprehensive set of financial and non-financial measures which it reports through its long-term plan and annual plan reporting process. These reports are very accessible to the public through written material, the Council's new website and public forums. Summaries and a 'plan on a page' are produced to make it easier for the public to engage. Progress is regularly reviewed by Council and the Risk and Assurance Committee.

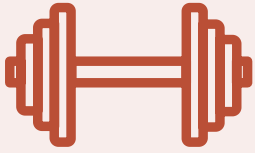
All financial targets were met. Non-financial performance measures and reporting are discussed further in the following section on service delivery and asset management.

## BEING CLEAR AND TRANSPARENT

As noted in the previous sections, recent LTP and annual plan processes were very well run and all decision-making clear and transparent. For example, the 2021-2031 LTP process focussed public engagement around some key investment questions – they were quite specific rather than strategic questions, and this generated a lot of public interest in the communities potentially impacted (eg: whether to proceed with a wastewater scheme in Kāwhia).

The rating policies are clear, well targeted toward the beneficiaries and publicly available. While the rating system has multiple types of rates, the process of calculation is thorough and the targeting rational.

The Council's low levels of debt and comparatively more affordable rates are widely supported by ratepayers. The Council's strategic clarity, good communications and openness is reflected in high levels of trust with the community (60%) and residents' satisfaction with Council performance is exceptional (90% satisfied or neutral).



## STRENGTHS /

- > The Council is in a strong financial position, with low debt and comparatively affordable rates.
- > Elected members and senior staff understand and manage the finances prudently.
- > The LTP, financial and infrastructure strategies are well aligned, and along with good asset management plan for roads and three waters, clearly drive investment.
- > The Council's low debt levels and sufficient surplus infrastructure capacity to accommodate any modest population or industry growth, means they are in a strong position to address any future challenges (eg: resilience risks).
- > The Risk and Assurance Committee's role has been strengthened and the new independent Chair has brought new disciplines to the Council.
- > The Council has a comprehensive set of financial and non-financial measures which it reports in clear, transparent and accessible way to the public.



## AREAS OF IMPROVEMENT /

- > There may be opportunities to increase income from property rentals and leases.
  - > The development and financial contributions policy could be reviewed to ensure it is future-fit for any infill and new subdivision growth that might occur.
  - > Consider developing a Community Investment policy.
  - > Consider investment priorities emerging from the climate change adaptation risk assessment and response plan (underway), including role of debt and self-insurance in addressing resilience challenges.
  - > Consider the use of 'deep dives' on specific hazards and infrastructure risks.
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Delivering  
what's  
important >

# **Service Delivery and Asset Management**

A comprehensive organisational review and realignment was undertaken in recent years to ensure that Council has sufficient capability in place to deliver on community outcomes and levels of service. Concurrently, an accelerated programme of initial infrastructure upgrades for wastewater, water supply and stormwater has largely been completed. As it builds on this work, Council has the opportunity to further mature its knowledge, management, and funding of physical and social infrastructure assets to face future challenges. How this looks will partly depend on Council decisions regarding Waikato Water Done Well, which is currently being explored with regional neighbours in response to central government reform of water service delivery.

The climate change adaptation risk assessment and targeted risk assessments will be essential to increase understanding of resilience and redundancy in key infrastructure assets. The ongoing effectiveness of flood protection for Ōtorohanga township and approaches to coastal adaptation may also need to be explored with communities and stakeholders in coming years to understand the potential intergenerational financial, social and environmental costs that may lie ahead.

## SETTING AND EVALUATING SERVICE LEVELS

Council identifies infrastructure service levels through its asset management plans; while levels of service for other activities are developed via related strategies, plans or policies. Overall service levels are consulted on through the LTP process and reported on by way of performance measures in the Annual Report.

Levels of service for physical infrastructure appear to be well understood, with decisions made to decommission assets when needed. For example, Council is proposing to close the Arohena Drinking Water Scheme as compliance with drinking water standards had been difficult to achieve, instead retaining this as a non-drinking water supply (this could require compliance monitoring). Wastewater challenges at Kāwhia are also on Council's radar, although a wastewater treatment plant at Kāwhia has not been included in the Infrastructure Strategy or funded at the current time. Consequently, the Council will need to consider how to manage the potential risk of poorly maintained septic tanks polluting the harbour.

Staff are working with Waikato Regional Council to make improvements to the Ōtorohanga Wastewater Treatment Plant following receipt of an abatement notice earlier this year, demonstrating a commitment to compliance.

Levels of service and priorities for social infrastructure could be more fully developed, however, this should be rectified through the community facilities asset management plan currently being developed.

A Performance Management Framework was released this year and identifies a suite of internal measures, as well as those included in the Annual Report. Each measure is assigned to an individual staff member to ensure accountability and enable the development of work programmes. The 2023/24 Annual Report identified that just over half of performance measures were achieved. This information is provided upfront in the Annual Report, aiding transparency. There is an opportunity for Council to be bold and move beyond the mandatory measures for three waters infrastructure, to reflect what matters to Council and ratepayers now and in the future.

For example, once risk assessments have been completed, potential targets regarding infrastructure resilience and redundancy, as well as targets for quality and coverage of asset condition data, could be reported on.

## PLANNING FOR THE FUTURE

A series of 'concept plans' (or spatial plans) for three geographic areas covering the district were developed and widely consulted on with the community and stakeholders. These plans identify local place-based projects to inform the LTP and a wider framework to guide future statutory planning processes.

The development of these concept plans represented a shift away from the status quo, seeking to balance competing demands through a wider process than available through current statutory pathways. These concept plans position Council well to respond to population and economic growth, as well as resource management and water infrastructure reform. The plans also position the Council well to inform any future district plan review and/or the development of a regional spatial plan should this be required through resource management reform.

The process for developing the concept plans was praised by stakeholders, who saw them as a great tool likely to strengthen communities. Iwi said that they felt included in the process right from the beginning.

## SERVICE DELIVERY, INVESTMENT AND THREE WATERS

Dependent on upcoming decisions to be taken, Council's overall approach to water service delivery and investment will be shaped by Waikato Water Done Well, a regional response to central government's Local Water Done Well reform programme. At the time of assessment, Waikato Water Done Well was top of mind for elected members, who were seeking clarity on the benefits of this approach for both current and future residents of Ōtorohanga district, of whom only 30% currently use water services.

Council's technical capability, strong relationships with neighbouring councils and stakeholders, and good communication between operational and governance levels will provide a solid foundation to fully consider the complex decisions required to navigate reform in the best interests of local communities and the environment.

Council has asset management plans in place for wastewater, stormwater, water supply, and land transport. A community facilities asset management plan is under development and will improve service delivery, financial planning and community visibility of trade-offs and risks for Council's library, housing and other social infrastructure. A dedicated team is responsible for all asset management plans, creating efficiency and accountability in this function.

Although asset condition knowledge has increased in recent years, staff acknowledged that Council is 'still on a journey' in this regard. Practice is better in the roading area (see transport section below) but in other areas asset condition is largely determined based on age of assets and desktop assessment. The use of technology has been explored although was not always considered to provide a sufficient return on investment. Renewal costs for the three waters are forecast based on historic trends, an approach which may have been sufficient to the present but may not withstand any additional pressure placed on infrastructure networks as a result of natural hazard events or unanticipated population and economic growth.

Staff advised that criticality is considered in its asset renewal and replacement programme, although opportunities exist to review and build in redundancy particularly at critical control points (eg. we heard that the Kāwhia water supply intake is quite vulnerable to failure). A detailed view of asset resilience and redundancy is essential and will need to be supported at the governance level due to potential trade-offs, financial and social costs.

## DELIVERY OF CAPITAL SPENDING

Council's capital programme encompasses a three-year period, rather than the previous year-by-year programme approach. This is working well for larger renewals projects and has achieved efficiencies such as combining several projects into one contract through a single procurement process. Staff spoke highly of Council's project delivery team, which has increased in-house capability and received praise from external contractors.

No formal business case process is in place due to the reportedly infrequent need for such analysis, and external resourcing is used when required. Reporting on capital project risk is provided to the Risk and Assurance Committee on a quarterly basis and regular reporting on project progress and cost is also provided. Reporting on benefit realisation "doesn't happen a lot"; Council could consider this type of reporting to broaden its understanding of return on investment.

## CLIMATE CHANGE AND HAZARD MANAGEMENT

Various efforts are in the pipeline or underway to inform Council's adaptation response to climate change and hazard management. This includes efforts such as developing specific risk assessments, modelling of Waipā River flood protection with Waikato Regional Council, and investigation of a resilience explorer tool. In addition, asset management plans take a precautionary approach to potential climate change impacts such as automatically upsizing stormwater/culvert renewals.

It is critically important to understand areas of community and infrastructure vulnerability under various climate change adaptation and natural hazard scenarios to determine the extent of planning and investment required to achieve service continuity, maximise safety, and aid recovery should an event occur. Retaining momentum with risk assessment work is important. Accurate data, strong relationships, and good communication will help navigate what may be some tricky conversations ahead between Council, communities and stakeholders in relation to climate change responses, risk appetite, and investment trade-offs.

Recognising that it needs to play more of a role in climate change adaptation, Council signalled that it wants to have a climate change response plan well advanced by the end of next year. This may include adaptation considerations in any upcoming district plan review and additional investment in resilience (eg. sea walls).

## TRANSPORT

Council has a relatively small roading network which is generally low risk, with roads, bridges and drainage generally in good condition. The GM Engineering and Assets and the Roding Manager have good understanding of the network and assets, and their relationships with NZTA, neighbouring councils and contractors are strong.

The roading teams' capability is further enhanced by its involvement in the national Road Efficiency Group (REG) and collaboration with neighbouring councils through Regional Asset Technical Accord (RATA) and Co-Lab. RATA roading asset management is a shared service across the Waikato region, and along with REG, provide useful benchmarking and sharing of expertise/experience.

Council has recently refreshed and improved its asset management plan (AMP) and developed a road transport activity procurement strategy which sets out its plan for the network and value for money objectives. Both align closely with the LTP, infrastructure and financial strategies, and are used to drive the annual maintenance and renewal programme and guide any critical trade-offs around levels of service.

The Land Transport AMP is of good quality and with benchmarking information which demonstrates that data quality is improving, and better than their peer group of councils. Most performance indicators are acceptable and stable (eg. value for money), however, pavement and surface condition indicators have shown a gradual but small decline over recent years. In its latest work programme, the Council has prioritised resealing to address these road condition issues, despite the shortfall in NZTA subsidy.

The recent NZTA funding shortfall illustrated the roading teams' ability to provide mature advice to Council on options, such as enabling priority capital and operating projects while leaving the door open should extra NZTA funding emerge in the future. Council still managed prioritised resealing to address this road condition issue but have pulled back on some of the culvert renewal work. The latter may have to be revisited once the climate change response plan is completed.

## REGULATION

Council has a recently updated Compliance and Enforcement Policy which emphasises its engagement, education and enabling approach to compliance. Prosecution is a last resort as the organisation is not resourced to undertake proactive enforcement.

The building consent process appears well-run, with Council obtaining International Accreditation New Zealand (IANZ) reaccreditation and reporting excellent relationships with the construction sector, who are “like family, we’re on a first name basis”. Council is also moving to an online building consent process which will achieve further efficiency gains. Resource consent processing is an area for improvement with statutory timeframes consistently not met over the past few years. Staff identified an issue with how statutory working days are recorded within Council systems which may be contributing to this non-compliance. Although resource consent numbers are not high, this area would benefit from intervention to ensure statutory obligations are met and retain credibility with service users.

Animal control is a shared service with Waitomo District Council, achieving efficiency gains across both districts. Health and safety of frontline staff appears to be top of mind; staff are issued with lone worker devices and vests. A property risk register is being developed to identify potential hazards present on individual properties, which will be useful. Council reported a strong relationship with local Police which is beneficial.

## PEOPLE, CAPABILITY AND CULTURE

A recent organisational review and realignment focused on right-sizing Council, attracting quality staff, and developing a positive culture. This approach appears to be paying off, with a recent staff survey indicating that an average of 89% of staff enjoyed working for Council. As noted, a happy and positive vibe is evident throughout the organisation and is a credit to Council leadership.

Opportunities to improve performance management and the recruitment process were noted, with no set process in place if people do not meet their key performance indicators. Managers thought that the recruitment process is too long, with candidates often taking other offers while waiting for a decision. These issues have been recognised by senior leadership and are being addressed.

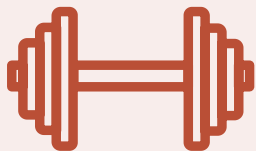
## PROCUREMENT

The procurement strategy has been recently reviewed and has appropriate policies for a council of this size. The contractor market appears competitive – typically getting 2-3 bids on a significant procurement.

Council is a standing member of Co-Lab, an organisation owned by 12 councils across Waikato and Bay of Plenty. This has benefited Ōtorohanga through access to shared services and joint procurement arrangements. In the last financial year, Co-Lab estimated that Council had saved a reasonable amount on procurement through utilisation of its shared service and in efficiency gains. Council demonstrates a pragmatic approach to shared services where it is efficient to do so.

## TECHNOLOGY

An Information Management Strategy to improve document management practices is currently being developed. This is timely as document management is a point of frustration for staff and received the lowest score in a recent staff survey. Some progress is being made in the digital space, with a new user-friendly Council website recently launched and IT processes being put in place. However, Council appears to lack on overall digital strategy to guide future plans regarding the use of technology (including AI) to deliver faster, cheaper, and better-quality services. Developing such a strategy may be beneficial to consider as the organisation matures.



## STRENGTHS /

- > The Council's organisational structure and resourcing are now in place to deliver on community outcomes and levels of service, particularly in asset management and project delivery.
- > Council's technical capability, strong relationships with neighbouring councils and stakeholders, and good communication between operational and governance levels will provide a solid foundation to navigate current reform of water service delivery.
- > Asset management plans are in place for three waters and land transport. A dedicated team is responsible for all asset management plans, creating efficiency and accountability in this function.
- > Collaboratively developed concept plans position Council well to understand and achieve community aspirations and respond to population and economic growth and legislative reform.
- > Council's land transport function is well-run with in-house capability, a thorough asset management plan which aligns closely with the LTP, and the ability to pivot when expected NZTA funding was not provided.
- > The building team appears to be performing well, and the upcoming move to an online building consent process will achieve efficiency gains.
- > Involvement in Co-Lab is beneficial, providing access to shared services and joint procurement arrangements.



## AREAS OF IMPROVEMENT /

- > Retaining momentum with the development of risk assessments to increase understanding of community vulnerability alongside resilience and redundancy in key infrastructure assets and networks.
- > Council could consider moving beyond mandatory measures for three waters infrastructure to develop measures that more directly address the local context.
- > A community facilities asset management plan is under development and should improve service delivery and financial planning for Council's library, housing, and other social infrastructure.
- > Resource consent processing is an area for improvement, with a view to assuring and increasing compliance with statutory timeframes.
- > The need for improvement to performance management and recruitment processes has been noted and is being addressed.
- > Consider developing a digital strategy to guide future plans regarding the use of technology.

Listening  
and  
responding >

**Communicating  
and Engaging  
with the public  
and businesses**

A focus on communication and engagement in recent years has resulted in the strengthening of relationships between Council, community, and stakeholders. In the 2022/23 annual survey, approximately 80% of residents thought Council communicated well with the community.

Council has a comprehensive communications and engagement framework in place and in progress, informed by community survey findings and social media usage data. Comprehensive survey improvement plans respectfully consider residents' feedback and assign actions to staff, reflecting a commitment to continuous improvement. Communications resourcing is lean but proportional to the size of both Council and the district. A Kaitakawaenga (Iwi Relations Advisor) role has operated effectively since its establishment two years ago, contributing greatly to building trust between Council and iwi partners as well as internal cultural capability.

## COMMUNICATIONS POLICIES

Council has a recent Communications Strategy that was workshopped with staff and elected members. The Significance and Engagement Policy is also being updated and Council is developing a Māori Engagement Framework as a toolkit for staff and elected members. These strategic documents are underpinned with event-specific communications plans, for example, for the recent Long Term Plan (LTP) consultation. Findings from residents, iwi leaders, and staff surveys are given serious consideration and improvement plans developed to fine-tune and improve Council's communication and engagement efforts.

Staff noted a change in Council's approach to communication and engagement from 'nothing' to a 'big focus'. This is reflected by an uplift in resourcing, with a dedicated part-time Communications Manager and full-time Communications Advisor in place to drive actions previously assigned to staff undertaking multiple roles.

## ENGAGEMENT ON PLAN CHANGES AND OTHER CONSULTATIONS

Statutory consultation appears well planned and executed as evidenced by the existence of comprehensive communications planning documents and positive community feedback. The consultation document for the recent LTP was well written and presented, providing information clearly and effectively. Opportunities exist in coming years for Council to develop meaningful LTP consultation questions on matters such as infrastructure and community resilience to climate change and natural hazards, canvassing residents' risk appetite, priorities and consequent funding trade-offs.

Interestingly, residents' feedback on the recent LTP consultation process pointed to consultation fatigue in the community, with reports of 'too much consultation'. Council will need to be mindful of when and how it engages, developing approaches to balance statutory requirements with community willingness and ability to engage.

## CRISIS MANAGEMENT

Processes for emergency communications and stakeholder coordination during a crisis response are outlined in various documents, including the Waikato Civil Defence Emergency Management Group Plan. Specific message management tasks are identified in the Ōtorohanga Operational Plan to facilitate the two-way flow of information between the Customer Service Team and Emergency Operations Centre to support situational awareness. Council advised that training on these processes is undertaken regularly, including as part of larger joint exercises with Waipā and Waitomo District Councils. It is unclear whether regular review of the ongoing effectiveness of these processes is undertaken, including the use of emerging communication technologies. If not, Council may wish to consider doing so.

## EXTERNAL COMMUNICATION AND MEDIA

Council has greatly increased the number and type of communication channels it uses to engage with the public and stakeholders. This includes a mix of traditional print media, email, social media, and software such as Granicus (a consultation platform) and Antenno (a communication app). Residents are also enabled to engage kano ki te kano (face to face) at the Council office or at various ‘pop up’ Council events across the district. Refurbishment of the Council office has made the organisation a more welcoming place, with a friendly reception area and the ability for non-Council organisations and community groups to use meeting rooms. Iwi groups were included in the development of refurbishment plans, gifting names for meeting rooms and assisting in the design to enable residents to connect with Council spaces. This approach reflects an overall shift in Council towards becoming a more approachable, collaborative and customer focused organisation, leading to a strong sense of pride and community service evident in staff at all levels.

Council also utilises regional relationships to inform and deploy its communication and engagement function. Regular regional communications meetings are held with neighbouring councils and one-off meetings as needed on specific topics. For example, councils met to align messaging around Waikato Water Done Well. In addition, leadership teams connect regularly, for example with neighbouring Waipā District Council to explore opportunities for communications alignment and shared support.

In terms of media, the Mayor, Chief Executive or leadership team are responsible for speaking to media. Staff advised that media training for elected members and staff hasn’t really been needed but “it’s a gap we can plug”.

## INTERNAL COMMUNICATION

A survey completed last year indicated that an average of 77% of staff were happy with Council’s internal communication. As a smaller Council, staff spoke of the advantages of a relatively flat hierarchy meaning that the Chief Executive and Senior Leadership Team were accessible and approachable. The Chief Executive holds regular ‘Time with Tanya’ drop-in sessions where staff can raise any issues or questions and sends a weekly email to all staff. Staff appeared to have a good awareness of the role and responsibilities of other teams, often covering for each other when needed, such as in the Library.

## ENGAGING DIGITALLY

Communication and engagement data indicates that social media follower numbers are increasing, with 558 people following Council’s Instagram account and 3,831 following its Facebook page. Interestingly, on both platforms approximately 25% of followers were located in Ōtorohanga, while a number of followers were located in Hamilton, Te Awamutu, Waitomo, and Auckland.

This may influence Council’s approach to social media content to capitalise on ‘out of town’ interest. Council has recently upgraded its website, which appears user-friendly and easy to navigate. This includes a specific consultation and engagement page, efficiently centralising engagement information for ratepayers. The Annual Residents Survey explores what topics ratepayers would like to know more about, and plans are in place to respond to this, for example, more targeted communications for Kāwhia. Opportunities exist for Council to understand ratepayer preferences in terms of communication channels to further optimise digital engagement.

## Building good relationships >

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### Māori/ Iwi

Both the Mayor and Chief Executive have prioritised iwi relationships over the past five years, with a high level of mutual respect and trust evident between parties. Iwi noted that Council makes a genuine effort to understand iwi expectations and ensure iwi are kept up to speed with what ŌDC is doing. One iwi partner said “ŌDC has made a concerted effort” building relationships with iwi. Although these relationships are not always smooth sailing, their strength assists both parties to navigate areas of disagreement and/or contention with authenticity and respect.

A Kaitakawaenga (Iwi Relations Advisor) was co-recruited with iwi partners and has been pivotal in enhancing relationships between Council and iwi. One iwi representative “couldn’t say enough” about the positive contribution this role has made. Council is developing a Māori Engagement Framework as a toolkit for staff and elected members. This is due to be adopted in early 2025 and will continue to build cultural capability within the organisation.

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### Business

Council’s primary link to the local business community is through Elevate, previously known as the Ōtorohanga District Development Board. Council contracts Elevate to “promote, encourage, support and undertake activities and services that are focused on the economic wellbeing of Ōtorohanga District”. A service agreement is in place, although this expired in June 2024 it is planned to be renewed.

An Economic Wellbeing Strategy was adopted in the last financial year, including a vision and four pou (pillars) to improve the community’s economic wellbeing. Each pou is underpinned by a series of comprehensive actions, however, these actions do not identify responsible parties. Council advised that a priority action plan is under development which may address this. Progress against achievement of stated actions will form part of an Environmental Scan undertaken every three-years to support the delivery of the LTP.

Council is also advertising for an Economic Development Manager to lead its relationship with Elevate. Care will be needed to ensure that this role complements, and does not duplicate, those functions within the remit of Elevate.

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## Central Government

Council engages with central government through membership of various local government sector bodies and the Waikato Mayoral Leaders Forum. Where it has the capacity to do so, Council makes submissions on Select Committee processes relevant to the district, including the Local Government (Electoral Legislation and Māori Wards and Māori Constituencies) Amendment Bill and the Fast Track Approval Bill. Council also regularly engages with central government agencies such as the Department of Internal Affairs, Kanoa (Regional Economic Development Agency), Ministry of Social Development, and Ministry of Housing and Urban Development.

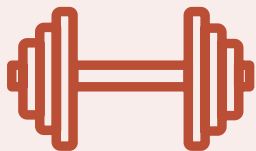
## District councils

Ōtorohanga District Council works exceptionally well with local government neighbours, recognising the benefits of sharing limited resources across district borders. These relationships put Council in a good position to meet the challenges of legislative change coming from central government and other quarters, including Waikato Water Done Well. Staff noted how councils joined together to attend the tangihanga for the late Māori King (Kingi Tūheitia Pōtatau Te Wherowhero VII) as a particularly poignant example of positive and enduring relationships with council colleagues from across the region.

## Reputation

Although the Annual Residents Survey does not contain a specific question regarding Council reputation, it does test the level of trust in ŌDC and satisfaction with overall performance. In the 2022/23 survey, 60% of respondents said they had high trust in or trusted Council 'most of the time' and 26% had an average level of trust. 63% were satisfied or very satisfied with Council's overall performance in the last year and 27% were neutral. These reflect relatively low levels of dissatisfaction and a community generally comfortable with its Council.

Stakeholders were complimentary of Council and its approach to engagement and communication, one stating that he was "impressed with the commitment of the organisation and its openness to feedback". Another noted that "ŌDC is good at building relationships and not too proud to ask for help, in a partnership way - not a servile way". Council therefore appears to have a solid reputation, potentially due to its authentic, committed and open approach to local and regional relationships.



## STRENGTHS /

- > Dedicated and experienced communications and engagement resourcing has been put in place over recent years, strengthening this function which previously fell to multiple staff members.
- > Council has high-trust, strong and mutually respectful relationships with local iwi, championed by the Mayor and Chief Executive and assisted by a capable Kaitakawaenga (Iwi Relations Advisor).
- > Ratepayers generally trust Council and are satisfied with Council's overall performance.
- > Excellent relationships with neighbouring councils are leveraged to work efficiently across topics of common interest and provide mutual support.
- > A commitment to enhancing engagement and building cultural capability of staff and elected members is evident through the adoption and implementation of an upcoming Māori Engagement Framework.
- > Good use is made of 'improvement plans' to action survey findings.



## AREAS OF IMPROVEMENT /

- > Opportunities exist for Council to develop meaningful LTP consultation questions on matters such as infrastructure and community resilience to climate change and natural hazards (amongst others).
  - > Multiple communications and engagement documents could be combined or linked for ease of reference and use.
  - > Council will need to be mindful of when and how it engages with the community to avoid consultation fatigue.
  - > More rigorous analysis of social media usage data could be undertaken to understand audiences and target content.
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Te Korowai (CouncilMARK) Improvement Plan 2025

Theme/Function	Recommendation/Intention	Response	When	Group Responsible	Activity Area	Priority/Status		Resourcing Req'd (above what's already committed)	
Governance/Decision-making	Elected member succession planning and communicating community outcomes in lead up to next election	Supported	Prior to October 2025 Election	Mayor/EMs	Council	1	1 = within 12 months	0	0 = no \$ and/or limited staff time commitment
	EM Induction programme tailored to make-up of new Council & Boards	Supported	Post October 2025 Election	Business Enablement	Governance	1	2 = within 2 years	0	\$ = <\$10k
	EM development to be self-led/managed, but greater structure/more funding; establish capability matrix; include 360 reviews; include focus on building org/community resilience	Supported	Post October 2025 Election	Mayor/EMs	Governance	2	3 = within 3 years	\$	\$\$ = \$10-25K
	Enable a strong, positive relationship between new Mayor & CE	Supported	Post October 2025 Election	Mayor/EMs/CE	Governance	1-2		0	\$\$\$ = \$25-50k
	Review reporting to Council - short-sharp; front-end focus on outcomes, impacts, risks, consequences; consider intergenerational accessibility; greater use of visuals; detail in appendices	Supported	Post October 2025 Election?	Business Enablement	Governance	1-2		\$	\$\$\$\$ = >\$50k
	CE KPIs to include focus on resilience to natural hazards and preparedness to future challenges	Supported, but not as proposed	TBC	TBC	TBC	1		TBC	To be reflected in GM level KPIs
	Establish formal agreements with Iwi/Māori groups	Supported	Underway	CE Office	Iwi Liaison	Underway		0	
Leadership	Greater focus on 'future-fit'; Understanding/managing future risks, challenges and resilience	Supported (RAC)	Ongoing	LT	LT	1		\$	
Risk	Conduct risk assessments to inform climate change adaptation - cover natural hazards; community exposure/vulnerability; infrastructure resilience/redundancy	Supported	Year 1	CE Office	Climate Change	1		\$\$\$-\$\$\$\$	
	Consider the role of self-insurance and debt to assure infrastructure resilience	Supported	Post-risk assessment	Business Enablement	Finance	2		0	
	2027 LTP process - engage community on resilience (community/infrastructure)	Supported, but not as proposed	Year 2	Strategy & Community	Strategy	3		\$	Covered as of Climate Change Response Plan project
	Consider 'Deep Dives' on specific hazards and infrastructure risks	Supported (RAC)	Ongoing	Business Enablement; CE Office	Risk	2		\$	
Economic Wellbeing	Consider community loans/investment policy	Supported (RAC)	Year 2	Strategy & Community; Business	Economic Wellbeing;	2		0	
	Ensure roles/responsibilities for EW Mgr and Elevate (ŌDDDB) are complementary	Supported	Year 1	Strategy & Community	Economic Wellbeing	1		0	
	Renew Elevate service delivery contract	Supported	Underway	Strategy & Community	Economic	Underway		0	
People and Capability	Review/update/refresh staff performance management and recruitment processes	Supported (RAC)	Underway	CE Office	People & Capability	Underway		0	
Service Delivery	Complete community facilities AMP and use to improve service delivery and financial planning for community assets	Supported	Underway	Engineering & Assets	Community Facilities; Assets/Tech Support	Underway		\$	
	Move beyond mandatory measures for 3 Waters - to reflect local context	Supported	Year 3+	Engineering & Assets; Strategy & Community	Assets/Tech Support; Strategy	3		N/A	Matter for new Water Entity
	Ensure preferred option of 3 Waters delivers for the community	Supported	Ongoing	Engineering & Assets	Waters	Underway		0	
	Improve performance of Ōtorohanga Wastewater Treatment Plant	Supported	Ongoing	Engineering & Assets	Waters	Underway		Budgeted as required	

	Report on benefit realisation as part of project delivery	Supported	Year 1-2	ALL	ALL	1-2	\$	
	Review culvert renewal programme following completion of climate change response/adaptation plan	Supported	Year 2-3 (post risk assessment/CC Plan). Part of 2027	Engineering & Assets	Roading	3	\$	
	Continue to lift asset condition knowledge	Supported	Underway	Engineering & Assets	Assets/Tech Support; Waters	Underway	0	
Regulatory Services	Ensure compliance with timeframes for resource consent processing	Supported	Ongoing	Regulatory & Growth	Planning	1	0	
	Manage poorly maintained septic tanks in Kāwhia	Supported	As required	WRC	N/A	As required	N/A	Regional Council function
Comms/Engagement	Manage timing/frequency of community engagement / ŌDC consultations to avoid consultation fatigue	Supported	Ongoing	Strategy & Community	Comms	As required	0	
	Provide focus on resilience to natural hazards	Supported	As part of CCR Plan/Risk Assessment	Strategy & Community; CE Office	Comms/Climate Change	1-2	\$	
	Link/combine multiple communications/engagement documents for ease of reference/use	Supported	Ongoing	Strategy & Community	Comms	As required	0	
	Rigorous analysis of social media usage data to understand audience(s) and help target content	Supported	Year 1	Strategy & Community	Comms	1	\$	
	Complete Māori Engagement Framework	Supported	Underway	CE Office	Iwi Liaison	Underway	0	
Revenue	Explore opportunities to increase income from rentals/leases	Supported	Year 1-2	Business Enablement	Finance	1-2	0	
	Update Development/Financial Contributions Policy	Supported	Underway	CE Office; Business Enablement	Strategy; Finance	Underway	0	
IS/IT	Develop digital strategy to guide investment in and use of technology	Under consideration	TBC	Business Enablement	IS/IT	1-2	\$\$-\$\$\$	
	Complete delivery/implementation of document management strategy	Supported	Underway	Business Enablement	IS/IT	Underway	0	
Emergency Management	Review effectiveness of emergency management information & communications processes	Supported	Ongoing	Regulatory & Growth	CDEM	Ongoing	0	Reviews are a regular part of exercise, Group and shared services roles
		RAC = Risk & Assurance Committee interest						

**Item 240 Proposed advertising for temporary road closure for the Targa NZ 2025 Rally**

**To** Ōtorohanga District Council

**From** Paul Strange, Manager Roothing

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To consider advertising PROPOSED road closures within the Ōtorohanga District to enable the Ultimate Rally Group (the Group) to hold the Targa NZ rally.
- 1.2. Following the advertisement period, if required, a further report will be brought to Ōtorohanga District Council (ŌDC) to approve or decline the event.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. An application has been received from the Group for road closures/disruptions within the Ōtorohanga District to enable the Group to hold the Targa Rally 2025 with the following roads are affected:
  - a) SS11 Mangare Road, Pukewhau Road
  - b) SS12 Wairehi Road, Ngaroma Road and Bayley Road
  - c) SS13 Mangatutu Road, Maihihi Road, Tauraroa Valley Road and Ōtewā Road
  - d) SS14 Mangamahoe Road, Honikiwi Road, Turitea Road and Kāwhia Road (Highway 31) (NZTA managed)
  - e) SS15 Harbour Road, Te Waitere Road and Taharoa Road (Waitomo district).
- 2.2. The proposed road closures are outlined further in appendix 1 of this report.
- 2.3. It is considered that the advertisement of these proposed closures would generate some community interest due to the impact on the rural community, and therefore an early consideration by ŌDC was considered prudent.

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

That Ōtorohanga District Council, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, approves the advertising seeking community feedback of the PROPOSED Temporary Road Closure on Thursday, 16 October 2025 in accordance with the application by Ultimate Rally Group.

### 4. Context | Horopaki

- 4.1. Although this event is an annual event, the Group have re-imagined the stages and have requested new roads be closed.
- 4.2. The Group has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. They are prepared to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965.

### 5. Considerations | Ngā whai whakaarotanga

#### Significance and engagement

- 5.1. Roading is defined as a significant activity. However, as this is a discretionary activity with a low cost it is assessed as not significant and that community engagement as defined by the legal requirements is sufficient.
- 5.1. The PROPOSED event is to be advertised, and a further advertisement lodged if ŌDC approves the application at a future meeting.

#### 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. Ultimate Rally Group has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for ŌDC.

#### Policy and plans

- 5.4. Staff confirm that the recommendation in this report complies with ŌDC's Policies and Plans.

## Legal

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

## Financial

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

## 6. Discussion | He kōrerorero

### Option 1: ŌDC to approve the advertising of the PROPOSED event

- a) The location of the event is over a wide rural area and will affect a large rural community.
- b) This option would allow the affected community the opportunity to provide feedback for consideration by ŌDC at a future meeting.

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

- a) This option may reduce the impact of the event on the affected community.
- b) Should ŌDC resolve this option, staff recommend the Group limit closures to 4 hours with a break of 1 hour to mitigate the inconvenience to residents and road users.

### Option 3: Council to decline to advertise the event resulting in the application being declined

- a) If the application is declined by ŌDC, the opportunity to provide entertainment and promote the district is lost.
- b) An opportunity to for increased spending in the district is also lost.
- c) The Group may avoid the Ōtorohanga district when planning for future events.

### Recommended option and rationale

6.1. The preferred option is that ŌDC grant approval to advertise the rally to allow the affected communities to provide feedback.

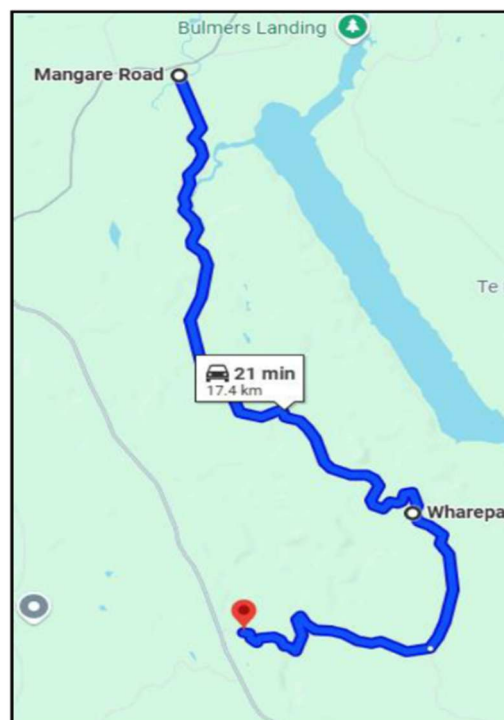
## 7. Appendices | Ngā āpitihanga

Number	Title
1	Road closures requested in the application

- 7.1. 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

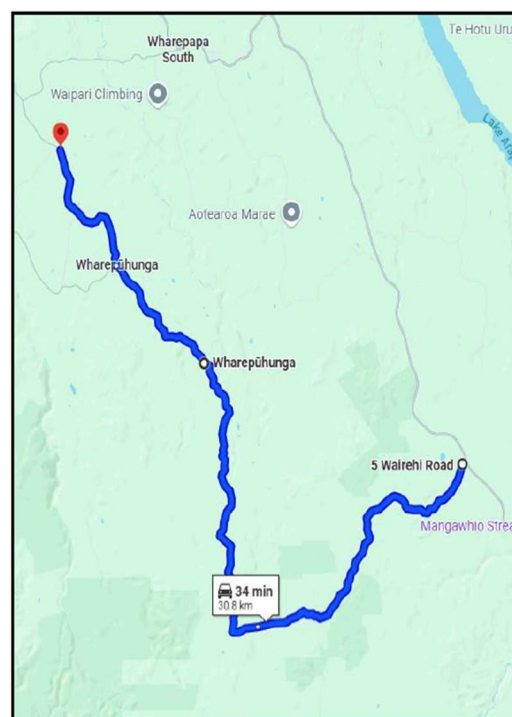
Time 10.05am – 2.35pm



- 7.2. 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



- 7.3. SS13 Start: on Mangatutu Roads 200 meters from its intersection with Wharepūhanga 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 Maihiihi 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

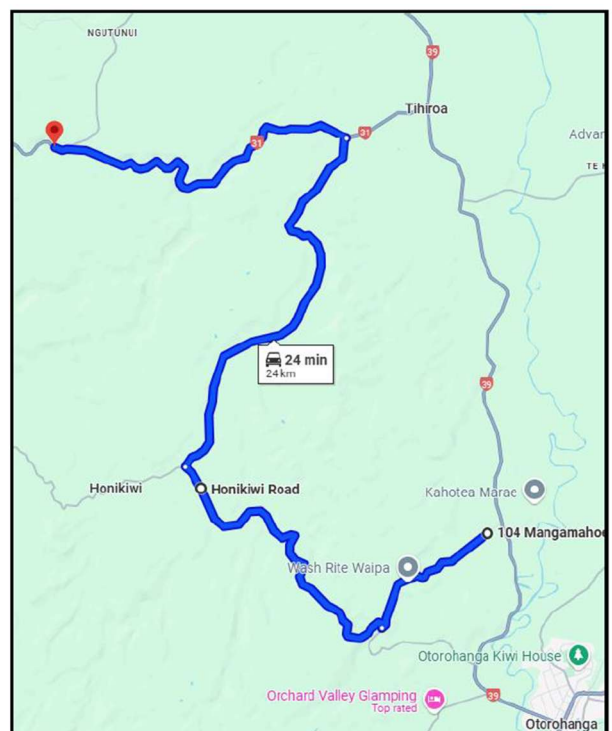


- 7.4. SS14 Start: on Mangamahoe Road 400mtrs from its intersection with Kawhia Road (Highway 39) Right onto Honikiwi Road – Past Te Raumauku Road (no exit) – Past Bromley Road (no exit) - Right onto Turitea Road – Left onto Kawhia Road (Highway 31) – Past Hikurangi Road (no exit). Finish On Kawhia Road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



7.5. SS15 Start: On Harbour Road 400m from its intersection with Kawhia 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



**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 241** Community Led Ōtorohanga Housing Plan update - May 2025

**To** Ōtorohanga District Council

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

**Type** **INFORMATION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To provide Ōtorohanga District Council (the Council) with an update from the Housing Group (**Appendix 1**) on the Community Led Ōtorohanga Housing Plan (the Plan) and Action Plan (**Appendices 2 and 3 respectively**).

## 2. Executive summary | Whakarāpopoto matua

- 2.1. This report provides an update on the Plan, outlining progress since its development and Council's ongoing role in addressing housing challenges in the district. Community led and developed collaboratively with community members, and local and regional stakeholders, the Plan aims to respond to housing pressures including affordability, quality, and availability.
- 2.2. Councils' key actions supported through the 24-34 Long Term Plan (LTP) include continued investment in home insulation, a review of our older persons housing, and planned policy/plan changes to enable/support diverse housing options.
- 2.3. Since Council formally endorsed the Plan in July 2024, the Housing Group has taken a lead role in driving regional collaboration and progressing core actions.
- 2.4. An update from the Housing Group is attached, highlighting priority initiatives and forward momentum in housing solutions.
- 2.5. A Housing Group representative will be present for this item and available for questions.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the report titled 'Item 241 - Community Led Ōtorohanga Housing Plan update May 2025' (document number 821540) from Nardia Gower, Group Manager Strategy & Community.

## 4. Discussion | He kōrerorero

### Background

- 4.1. In response to growing concerns about housing availability, affordability, and quality in the Ōtorohanga District, a community-led Housing Group was established in July 2022.
- 4.2. The Group currently comprises a range of community members, including:
- **Ōtorohanga Charitable Trust:** Chairperson and Ōtorohanga College Co-Chairperson, Kim Ingham
  - **Ōtorohanga District Development Board:** Economic Development Manager, Michelle Hollands
  - **Ōtorohanga District Council:** Councillor Kit Jeffries and Group Manager Strategy and Community, Nardia Gower
  - **Ōtorohanga Community Support:** Former Chair, Ōtorohanga District Development Board, Murray Loewenthal
  - **Te Nehenehenui:** GM of Waihikurangi, Ashleigh Turner
- 4.3. The Group's initial focus was on understanding the housing challenges within the community and designing potential solutions. To this end, workshops were held with community members and regional agencies. Direct meetings with key stakeholders further informed the Group's understanding and approach.
- 4.4. In January 2023 and during the development of the Plan, an application was made to the Ministry of Housing and Urban Development (HUD) Innovation and Partnership Fund, Round Three. This application, made while the Plan was in Version 1 of its development, was supported by Te Nehenehenui and resulted in two housing support roles delivered by the Ōtorohanga Support House Whare Awhina (OSWHA):
- **Wa Kāinga Advisor:** This role provides facilitation and coordination support for planning and partnerships.
  - **Wa Kāinga Connector:** This role focuses on connecting whānau in the community to support solutions both short and long term.

### Housing Challenges in Ōtorohanga

- 4.5. Recent housing data supplied by the Housing Group, attached as **Appendix 4**, highlights the ongoing significant housing challenges in the Ōtorohanga District:
- 29.2% of the community live in damp dwellings, and 21.4% in mouldy dwellings (2018).
  - Public housing demand increased from 8% to 42% between 2018 and 2022. As at September 2023, Ōtorohanga District had 59 applicants on the public housing register.
  - Median rent as a proportion of median income is at 29.2% (2023).

- A projected shortfall of 281 homes by 2043 (Waikato Regional Housing Plan 2018).

4.6. These figures underscore the need for a coordinated and strategic approach to housing within the district.

### **Council's Current Commitment to Action**

4.7. During the development of the LTP, several housing-focused workshops were held. Included in this series, the Housing Group presented recommendations to elected members borne from the Plan and supported by additional information from Council staff. That presentation along with follow up workshops aimed to help elected members consider Council's role in delivering outcomes of the Plan.

4.8. As such Council agreed to the following actions, formalised through the adoption of the LTP:

- Continued support for Maru Energy Trust (home insulation) - \$30k per annum for the first three years of the LTP.
- Review of Council's older persons housing with \$40k allocated in 2024/25. (currently underway)
- Consideration of enablement for infill or secondary dwellings/tiny homes/papakāinga on one title as part of the District Plan review. (District Plan on hold due to RMA reforms)
- Changes to Council's Development Contributions Policy (DCP) to include Financial Contributions to facilitate affordable housing, with a full review planned for 2024/25. (Consultation on the reviewed policy underway).

4.9. The above actions do not exclude consideration of future actions should opportunities arise and resourcing permits.

4.10. While RMA reforms have led to Council's decision to postpone the review of its District Plan, Central Government have publicly signalled national direction (national rules and standards) to allow homeowners to build secondary dwellings ("granny flats") up to 70 square metres without the need for a building consent, or resource consent, in both Residential *and* Rural zoned areas. People doing this will however have an obligation to let Council's know *prior* to building.

4.11. This change aims to boost housing supply by making it easier for property owners to add secondary dwellings, however it is unclear whether there will be any restrictions on the use/occupancy of these secondary dwellings i.e. for the use of tenants to address housing shortfalls, rather than being used for short term visitor accommodation.

4.12. A new National Environmental Standard (national rule) overriding district plans to permit second dwellings without resource consent is signalled to come into force at the end of 2025. MBIE have advised they will provide an exemption to the Building Act for secondary dwellings in January/February 2026.

4.13. Council staff are already receiving queries from the public on the back of the Government's public announcement, with some confusion apparent that people can *now* build second dwellings without consent. Our key messages to the public are:

- This is a government initiative, not a Council change.
- Nothing changes until the Government's changes are in force. Normal rules apply until then.

4.14. One of the potential impacts of additional, unplanned dwellings, is pressure on infrastructure services. Permitted secondary units have been "built into" the Development Contribution Policy update, meaning that Council will be able to levy Development Contributions and Financial Contributions for secondary dwellings in certain cases. Once we have certainty around the changes coming into force, Council will look at providing public information and comms updates for our residents.

4.15. Government has separately signalled potential papakāinga National Directions by the end of 2025. At this stage, the details are unknown, and timing is unconfirmed, so staff are monitoring this initiative closely.

### **Endorsement of the Plan**

4.16. In mid-2024 the Housing Group formally adopted the Ōtorohanga Housing Plan and sought endorsement from key partners and contributors.

4.17. The Housing Plan suggested the establishment of the following structure to oversee delivery:

- Facilitation: Elevate Ōtorohanga
- Strategic Leadership: Housing Advisory Group (consisting of endorsement partner representatives)
- Implementation Coordination: Community Delivery Committee (the Housing Group)
- Project Delivery: Multi-agency and cross-sector partnerships.

4.18. At its 23 July 2024 meeting Council formally endorsed the Plan and appointed Cr Jefferies as the Council Representative and Cr Christison as the alternate Council Representative on the Housing Advisory Group.

4.19. Other groups that have formally endorsed the plan are

- Te Nehenehenui
- Elevate Ōtorohanga
- Waikato Regional Housing Initiative
- Beattie Home

- Ōtorohanga College
- Ōtorohanga Support House

4.20. As the endorsing parties have come on board the previously proposed tiered governance structure was found to be unnecessarily complex. Instead, the Housing Group continues to lead regional collaboration and information sharing and has resolved to drive the implementation of key actions itself, as outlined in their attached update.

## 5. Appendices | Ngā āpitihanga

Number	Title
1	Update from the Housing Group
2	Ōtorohanga Housing Plan
3	Housing Plan - Action Plan
4	Recent Housing Data

## **Housing Group Update May 2025**

Tēnā koutou e te koromatua me ngā kaikaunihera,

As a collective of community members, iwi representatives, service providers and local leaders, we appreciate the opportunity to provide an update to Council as an endorsing partner.

The Community Led Housing Group has continued to meet regularly and remains focused on enabling practical, community-driven housing solutions for Ōtorohanga.

This memo provides further detail on key developments and reinforces our direction of travel as a committed working group.

### **1. Membership Update**

Cathy Holland has stepped away from the group due to family commitments. We acknowledge her contribution and remain grateful for the energy and insight she brought, particularly during final development and adoption stages of the Plan.

### **2. Endorsement and Structure**

Since mid-2024, the following parties have formally endorsed the Housing Plan.

- Otorohanga District Council
- Te Nehenehenui
- Otorohanga Charitable Trust
- Elevate Otorohanga
- Waikato Regional Housing Initiative
- Beattie Homes
- Otorohanga College
- Otorohanga Support House

We reaffirm that the original tiered structure proposed for governance has since been streamlined. The Housing Group continues to act as the primary engine room for collaboration, strategy implementation, and regional alignment.

This approach is working well and reflects the trust, confidence and connectedness between endorsing partners.

### **3. Regional Hui – 26 March 2025**

A significant regional hui was held in Ōtorohanga, with participation from a wide range of stakeholders including:

- **Te Nehenehenui**
- **Marae Pact Trust**
- **Waitomo District Council**
- **Ōtorohanga Support House**
- **Ōtorohanga District Council**
- **Elevate**
- **Maru Energy Trust**
- **Waipa Networks**
- **Kainga Ora**
- **Ministry of Social Development**
- **Te Whare o Waiwaia**

This hui helped reaffirm collective regional commitment to housing outcomes and strengthened the cross-sector collaboration needed to deliver results.

### **4. Affordable Homes – Project Exploration**

The Group has initiated early-stage planning for the development of five affordable homes. Work is currently underway to identify suitable land for this purpose. We are convening a targeted meeting with developers, philanthropists, and aligned partners to explore delivery and investment models.

This is a pivotal first step in demonstrating local delivery and unlocking broader interest.

## 5. Affordability Spectrum – Local Considerations

In progressing housing work, we have explored what the different ends of the affordability spectrum mean in practice for Ōtorohanga. Affordability is not a fixed figure — it varies depending on whether we measure it by household income or by the local housing market. Understanding this range helps us better identify the types of interventions required, and ensures that housing solutions are tailored to the financial realities of our whānau and community:

### “South Pole” – Income-Based Affordability

- A home is considered affordable if priced at **3× median household income**
- Ōtorohanga median income (2023): **\$105,288**
- Therefore, housing is affordable at or below **\$315,900**

### “North Pole” – Market-Based Affordability

- A home is considered affordable if priced at **≤90% of median house price**
- Ōtorohanga median price (2024): **\$556,000**
- Therefore, housing is affordable at or below **\$500,400**

This creates a **local affordability spectrum of \$315,900 – \$500,400**. It is clear that achieving South Pole affordability will require innovative and flexible models.

Such flexible model options include:

- Rent-to-buy schemes
- Shared equity and shared ownership arrangements
- Income-capped ownership
- Support for papakāinga and intergenerational models

Our group has remained in contact with The Bridge Housing Trust and Simplicity Living, key providers of affordable solutions, as we explore the models currently used to enable affordable solutions.

## 6. Central Government Policy Update

While broader Resource Management reform has delayed Council’s District Plan review, the new national policy enabling granny flats (up to 70m<sup>2</sup>) without the need

for a building consent provides new scope for expanding Ōtorohanga's housing stock.

This is especially relevant for whānau-based and multi-generational solutions, and we encourage Council to consider how it might enable or support uptake of this policy locally.

### **Closing Remarks**

As a small community group and the facilitator of wider conversations on housing for our District, we have decided to sharpen our focus in 2025 on the delivery of 5 affordable homes for our community. We believe council will be a critical partner in enabling these solutions and we look forward to sharing our thoughts on how this partnership may work once we have considered the options available to us.

We appreciate Council's ongoing support and look forward to further collaboration to turn the Plan priorities into real housing outcomes.

Ngā mihi nui,

**Community Led Ōtorohanga Housing Group**

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# HOMES FOR OUR COMMUNITY

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## Ōtorohanga District Housing Plan



“A good home improves individual, whānau and community wellbeing”

A community led plan that reflects key partners in the Ōtorohanga communities working together for the people in our community

“Mahia te mahi hei painga mo te iwi” - Te Puea Herangi

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## Our Vision

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The people of the Ōtorohanga District are well-housed and living in sustainable, flourishing and connected communities\*

\*We have aligned ourselves with the Waikato Regional Housing Initiative who include the UN rights to adequate housing entitlements in their definition for 'well-housed'. 'Well-housed' means timely access to habitable, affordable, accessible, culturally appropriate, appropriately located, and with security of tenure housing.

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## Our Goals

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- **AVAILABILITY** - Our community has housing available appropriate to their needs and aspirations.
- **QUALITY** - Homes in our community are of a good quality and protect the health and wellbeing of our people
- **CREATING COMMUNITIES** - Our housing system supports sustainable, resilient, and connected communities
- **PARTNERSHIP** - Partners work together to ensure we achieve outcomes to support our community – we take action to deliver results

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## Our Guiding Principles

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- **PEOPLE FIRST** – housing as a human right
- **EQUITY** – recognising and supporting individual difference to enhance lives.
- **TE TIRITI O WAITANGI** – honouring and respecting the principles of the Treaty.
- **IMPACT AND OUTCOME** – achieving results with targeted, measurable goals and actions.
- **LEADERSHIP** – advocating for the people of our community.
- **QUALITY** - Providing quality affordable housing for our people.
- **MAHIA TE MAHI** – getting the job done for the betterment of our community.

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## Housing in Ōtorohanga Today

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- **EMERGENCY NEED**

In 2022 our community has seen a significant increase in the support needed for emergency housing (2018 \$9K versus 2022 \$116K support provided)

- **DAMP AND MOULDY**

29.2% of our community live in damp dwellings (2018)

21.4% of our community live in mouldy dwellings (2018)

These percentages are increased for those of Māori, Pacific and Middle Eastern, Latin American and African (MELAA) ethnicity and those aged under 15 years.

- **PUBLIC HOUSING DEMAND**

Public Housing demand increased from 8% to 42% (2018 to 2022)

Median rent as a proportion of median income is at 34% (2021)

- **UNAFFORDABLE**

6.1:1 is the median house price to median household income ratio

Where 3:1 is affordable and greater than 5:1 severely unaffordable.

281 the projected shortfall of homes by 2043 (Waikato Regional Housing Plan 2018)

- **NO CLEAR PLAN**

With no vision or clear plan – nothing will change.

Without a voice for and on behalf of the community, no one will hear our story

We are the voice

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## Definitions – the Housing Continuum

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The Housing Continuum is an important tool to understand the spectrum of housing available. The continuum, or range, starts with emergency housing (or homelessness) and continues through to private home ownership (market housing). A variety of tools and methodologies are currently used to assist with housing across the continuum. Our definitions include:

### Emergency and Transitional housing

Emergency is temporary housing and includes overnight accommodation and short term stays. Emergency housing is provided for people who are homeless or in crisis. At an emergency housing facility, you can get basic necessities, such as a place to sleep, shower, do laundry, get clothing, and eat or get money for food.

Transitional housing is temporary and includes overnight accommodation and short term stays of around 12 weeks. This type of housing responds to an urgent and immediate need for accommodation. The affected household either has nowhere else to go or is unable to remain in its usual residence. This type of accommodation requires high levels of subsidy. Transitional housing is temporary accommodation meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support (for addictions and mental health, for instance), life skills, and in some cases, education and training.

### Social housing (State and Community Housing)

Social housing is subsidised rental accommodation. It is usually funded by an income related subsidy and provided by the government or community housing providers, with support services as needed.

State Housing is the Government funded form of social housing. Managed by Kainga Ora there are 72,000 state houses managed by Kāinga Ora – Homes and Communities across New Zealand.

Community Housing is provided by registered Community Housing Providers (CHP's). CHP's are traditionally not-for-profit organisations and provide an alternative source to state housing.

Councils across New Zealand provide a varied form of community houses. Ōtorohanga District Council flats, although not means tested, are below market rent and are considered a form of social housing.

### Assisted rental and ownership models

Assisted rental housing and ownership models are usually made available below market levels and usually part funded by the government. Assisted ownership includes schemes which provide household income-related pathways to home ownership such as rent to buy, affordable equity and shared ownership. Schemes are typically provided by community housing providers with criteria-based eligibility.

## Private ownership and private rental

Private ownership and private rental are free market with affordability determined by market conditions.



## Our Priorities

OUR PRIORITIES	SAFE TODAY	A PLACE TO CALL HOME	A HOME OF MY OWN	HEALTHY AND WELL	LEADERSHIP AND ADVOCACY
<b>OUR FOCUS</b>	Providing emergency and transitional homes	Providing quality affordable homes for those who rent	Providing quality affordable homes for those who wish to own	Providing warm and dry homes	Advocating regionally and nationally to support our community
<b>MEASURING SUCCESS</b>	<p>An Emergency Home/s is/are established in Ōtorohanga</p> <p>Transitional Houses are available in Ōtorohanga</p> <p>Community Housing is provided in the community (either via a partnership with an existing Community Housing Provider or via the establishment of a local Community Housing Provider)</p>	<p>An Increased number of social homes are available to our community through national partnerships and advocacy (council advocacy)</p> <p>Affordable, appropriate rental solutions are available for our community</p>	<p>We have supported the delivery of appropriately sized and designed affordable housing solutions in our community</p> <p>We have prioritised the development of smaller homes for small families, first home buyers and those ready to downsize</p> <p>Local support structures and investment solutions enable first home buyers to enter the market</p>	<p>Community and influencers are aware of the challenges of, and solutions to provide warm and dry homes and support accordingly.</p> <p>Investment is reaching those in need and improving health outcomes by leveraging partnerships for programmes and funding available regionally and nationally</p>	<p>Policies provide for mixed model subdivision development and development contributions that enable the delivery of affordable homes for the community</p>

# LEAD - ADVOCATE - PARTNER

## Understanding our Success

### When the roof over your head disappears

Real Life Scenario in 2023:

"It's not easy raising a family when you have no fixed address. Every time you move house, the kids change schools. That means new teachers. New friends. New sports teams. New neighbours. Then the whānau wonders how long it'll be until we need to move again. "It's a constant pressure, and it's hard to grow when you're unsettled. We'd change things if we could, but we can't afford to. So, we battle on."

Potential Outcomes as a result of the Housing Plan by 2030:

"With the support of our local transitional house we have been able to take the time to breathe, settle our whānau into a place we could call home, connect with one another and our community. We've been supported to plan for our future, to learn more about budgeting, to understand what it is to be together without fear of having to move on. Our kids feel settled, they're making friends. Soon we'll be moving to our home, provided by the Ōtorohanga Community Housing Group\*, it's a first step in our future and an exciting one. We're going to put some pictures up on the walls, make it our own"

### There's just nowhere to go

Real Life Scenario in 2023:

"We love our family, it's so great being able to share the time we have together. It's just I wish for a day when we had more space. Living together, all 12 of us, in our 3-bedroom house it can get tough. We have a great set up with our garage converted and we've divided off an area in the lounge but there are some nights when the little ones don't sleep, and it means the whole house gets no sleep. When we get sick, we all get sick. This last year with illness has been tough. We work from home, looking after the little ones and some of us sick has meant it would be easy to think we're not trying to work, but we were. We love our jobs, they give us purpose, it's just been crowded and hard make space for work when we've had to work from home."

Potential Outcomes as a result of the Housing Plan by 2030:

"It's been so amazing; we've been living in our own three-bedroom house for three months. We're in a new Kainga Ora's home in the northern subdivision. It's great, while we are one of 5 Kainga Ora houses in the subdivision, there are 25 new houses overall. The fact our neighbourhood has a mixture of privately owned homes with ours means that we're all connected as part of the community. It's given us inspiration to save and buy our first home and it means our kids are part of the same community that they go to school in."

## They're struggling at school

Real Life Scenario in 2023:

"Winter is really tough for us as we are constantly sick. We're not ungrateful as we know how tough it is out there to have a home to live in, but our house is cold and really damp. In the winter months we can't afford to have too much heating on so we just heat our living room and at night we have as many blankets as we can to keep ourselves warm. This winter our oldest Johnny (9) has had four weeks off school. Once we get sick, it's hard to get better so we spend most of the winter unwell. It makes it hard to get the kids to school and to keep a job."

Potential Outcomes as a result of the Housing Plan by 2030:

"With the help of the Ōtorohanga Community Housing Group\* our landlord has installed two new heat pumps and insulation under the floors and in the ceiling in areas we didn't have it. We've got some new curtains too. We had our place thoroughly cleaned of all the mould. Our house is so much warmer, and the air just feels cleaner, it doesn't have that damp smell to it. Looking back, I think of how we used to put our head on the pillow at night and you could smell the mould, we're not as sick as we used to be. The connection between the Housing Group and all the people who helped us and our landlords, it's just made things happen that we wouldn't have known about".

## HOMES FOR OUR COMMUNITY: Ōtorohanga District Housing Plan

### Action Plan: 2024-2026

#### Safe Today

Focus	Action	Status / By When	Lead Organisation	Partners	Update: May 2025
Emergency Housing	Establish an emergency home in the Ōtorohanga District	Ongoing	MSD	MSD and Kainga Ora	
Transitional Housing	Establish a trust to administer transitional homes in the Ōtorohanga District	On hold			On hold due to signalled changes in government policy
	Acquire first transitional home in the Ōtorohanga District	On hold			On hold due to signalled changes in government policy
	Acquire second transitional home in the Ōtorohanga District – dependant on need assessment	On hold			On hold due to signalled changes in government policy
	Acquire third transitional home in the Ōtorohanga District – dependant on need assessment	On hold			On hold due to signalled changes in government policy
	Understand need for and have plans in place for any additional transitional homes needed	On hold			On hold due to signalled changes in government policy

## A Place to Call Home

Focus	Action	Status / By When	Lead Organisation	Partners	Update: May 2025
Community Housing	Complete a Community Housing stock take (quality and quantity) and set goals to improve this provision.	End of 2025	Council		Council has engaged with Veros to complete review and condition assessment
	Establish an investment plan to improve the provision of Community Housing in the District.	TBC following outcome of Veros Review	Council		
Social Housing	Establish partnership plans with Kainga Ora to grow the number and quality of homes available in our community.	Underway	Kainga Ora	Housing Group	Discussions with Kainga Ora Community Engagement and Partnerships Manager have indicated that there are currently no plans to increase our district Social Housing numbers. Our housing group, does however, continue to build our relationship with Kainga Ora
Education	Provide a clear programme of community events and education activities with MSD to support those ready to rent or have a home of their own.		OSHWA		

## A Home of My Own

Focus	Action	Status / By When	Lead Organisation	Partners	Update: May 2025
Land Availability	Review the availability of land and readiness for housing	Completed (Oto Town Concept Plan)	Council	Infill landowners, developers	The Oto Town Concept Plan has included a stocktake of

	including in-fill and greenfield land availability. Focus includes public and privately held land. Including the review of infrastructure management plans to support housing development and intensification				potential growth and infill areas. refer Oto TCP. This will inform future review of the District Plan, and the Government's imminent permitted 70m2 secondary dwellings. A second level more detailed review maybe required.
Housing Availability	Audit the District Housing provision including size, age and number. Identify any unoccupied homes to understand whether there are opportunities to provide access homes for the community.	Underway	Housing Group	Council	Census Data shows the district's 6 main statistical areas (SA2) and the overall, noting that the terms occupied/unoccupied relate to Census night only. (Shown in Data Document)
Housing Development	Review consenting processes and establish methods for improvement to enable the development of new homes.	Underway	Council	MBIE, MFE	There are 3 workstreams underway <ul style="list-style-type: none"> <li>a. RMA reform and a new regional plan (circa 2027 on)</li> <li>b. Permitted secondary dwellings (in force February 2026)</li> <li>c. Case by case assessment of any other housing proposals under the District Plan</li> </ul>

Partnerships	Explore the establishment of partnerships with Developers, Central Government Agencies, Iwi and other groups to bring a variety of affordable homes to the market.	Underway	Housing Group	Council	Council is a key partner as an “enabler” and regulator, and will need to be part of any initiatives. Council already has some relationships as regulator.
Education	To support our community to have awareness of and access to First Home Grants and finance	Ongoing	OSHWA		

## Healthy and Well

Focus	Action	Status / By When	Lead Organisation	Partners	Update: May 2025
Partnerships	Formalising partnerships with organisations who work to support the reduction of damp and mouldy homes	Ongoing	Council	Maru OSHWA	OSHWA supporting awareness of Maru for eligible residents
	Ensure appropriate investment exists for organisations who support the reduction of damp and mouldy homes	Ongoing 2024-27	Council	Maru OSHWA	Council funding of \$30k per year to Maru for first three years of LTP 2024-27 for Ōtorohanga District outcomes (within the Lines Company area and who meet criteria)
Education and Support	Creating a role that facilitates resolutions that reduce the presence of damp and mouldy homes. Educating community on support and subsidies for home maintenance, insulation	Ongoing	OSHWA	Housing Group Council, via general healthy homes advice from Building Control Officers	Ministry of Housing and Urban Development (HUD) Innovation and Partnership Fund awarded following application made by Housing Group for OSHWA to deliver

## Leadership and Advocacy

Focus	Action	Status / By When	Lead Organisation	Partners	
Leadership	Leadership structures for the oversight and monitoring of this plan are formalised	Change of direction	Housing Group		Housing Group continues to lead oversight of Housing Plan
	A trust structure is formalised to support the delivery of housing solutions in the community	End of 2025	Housing Group	Ōtorohanga Charitable Trust	Discussions underway with ŌCT to umbrella a Housing Committee dedicated to delivering housing outcomes. =
	An annual Housing Forum is held to connect all in the sector, providing opportunity to monitor and adjust the plan as appropriate	Ongoing	Housing Group	Council	Regional Housing hui held on 26 March 2025
Education	Resources are made available to the community to support housing outcomes – developers, investors, landlords and homeowners / renters. Resources support understanding of Housing in the district and the opportunities available.	June 2026	Housing Group	OSWHA Council	There is opportunity to include a housing page on ODC website advising of support, resources, and regulatory pathways/opportunities
Partnership	Key partners to the plan endorse the plan and take a leadership role in the delivery of actions as agreed with them				Endorsing Partners: <ul style="list-style-type: none"> <li>• <a href="#">Otorohanga District Council</a></li> <li>• <a href="#">Te Nehenehenui</a></li> <li>• <a href="#">Otorohanga Charitable Trust</a></li> </ul>

					<ul style="list-style-type: none"> <li>• <a href="#">Elevate Otorohanga</a></li> <li>• <a href="#">Waikato Regional Housing Initiative</a></li> <li>• <a href="#">Beattie Homes</a></li> <li>• <a href="#">Otorohanga College</a></li> <li>• <a href="#">Otorohanga Support House</a></li> </ul> <p>Key action deliverables continue to be developed with endorsing and non-endorsing parties</p>
	Iwi and mana whenua aspirations for their whenua are understood and clear partnership roles are identified as appropriate			Council	<p>No action taken yet</p> <p>There are likely to be various opportunities / initiatives through hapu/whanau trusts and signalled Govt changes to enable more papakainga</p> <p>2 approaches already made to Council</p>
	Regional partnerships are fostered including the support of the Waikato Regional Housing Initiative	Ongoing (through Council's existing relationships with WRHI)	Council		Council is a key contributor as regulator and enabler.
	There is a continual commitment to connection with Central Government Agencies, Policies, Initiatives and Funds	Ongoing	Housing Group	Kainga Ora MSD MinHUD MBIE Council	This is ongoing work and a changing landscape with multiple reforms and changes in direction and delivery of housing solutions form the current government

Advocacy	A communications plan is established to raise awareness of the Ōtorohanga Housing Plan, current state and goals.		Housing Group		No action taken yet
	Connections are made with media and media support the delivery of key messages to support outcomes of the plan.		Housing Group		No action taken yet

# The State of Housing in the Ōtorohanga District



Suitable quality housing is important, not only for the basic need of shelter but also to support better outcomes, for individuals, whānau and communities.

This Second Edition Infographic explores the state of housing in the Ōtorohanga District. Statistics come where possible from 2023 Census data, updated from the 2018 Census data.

For comparison, statistics are included where possible to the wider Waikato Region and the Waitomo District due to its similar population and socioeconomic deprivation status as the Ōtorohanga District.



## HOUSING DEMAND & SUPPLY

### [Home Availability](#)

According to the 2023 Census data, 83% of all 4,458 dwellings in the Ōtorohanga District are occupied, with 741 unoccupied dwellings.

Totals by topic for dwellings, (RC, TALB, UR, SA3, SA2, Ward, Health), 2013, 2018, and 2023

Censuses 

Area: Ōtorohanga District

	Census year	2013	2018	2023
<b>Variable codes</b>				
Dwelling occupancy status - total dwellings		..	4,302	4,458
• Occupied Dwelling		3,357	3,540	3,699
• Unoccupied Dwelling		..	753	741
• Dwelling Under Construction		..	9	18

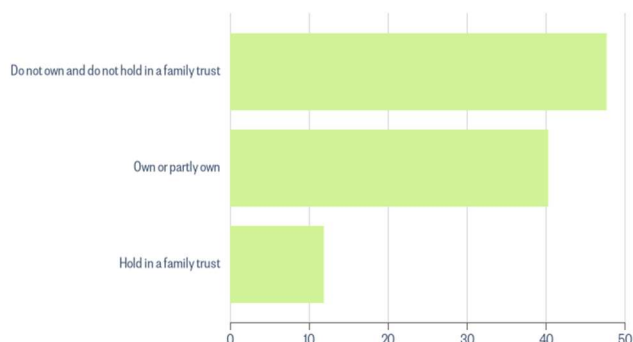
Totals by topic for dwellings, (RC, TALB, UR, SA3, SA2, Ward, Health), 2013, 2018, and 2023 Censuses

## Home Ownership

2023 Census data revealed that 40% of homes in the Ōtorohanga district were owned or partly owned by their occupiers. This is down from 47% in 2018.

Home ownership for individuals in the Ōtorohanga District, New Zealand  
2023 Census, % of people aged 15+ where information available  
Provider: Stats NZ

figure.nz



## Home ownership for individuals in the Ōtorohanga District, New Zealand - Figure.NZ

Home ownership in the Ōtorohanga District in 2023 was lower than the wider region and national ownership figures.

Table 1: Percentage of households owned or partly owned in 2023 versus 2018

	2023	2018
Ōtorohanga District	40%	47%
Waitomo District	38%	44%
Waikato Region	43%	51%
Nationally	42%	41%

65% of Māori in the Otorohanga District do not own their own home (versus 66% in 2018)

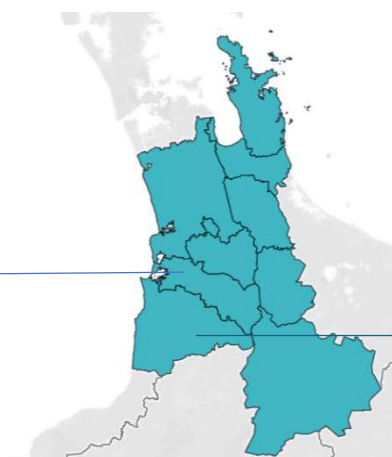
Source: Figure NZ

## Housing Shortfall

The Waikato Regional Housing Data Lake notes a 2023 shortfall in houses of 143 homes out of a total 7,973 for the Waikato region.

### Ōtorohanga District

Estimated dwellings 2023: 4060  
Living in crowded houses: XX%  
Estimated shortfall 2018: 35  
Estimated shortfall 2023: 145  
Projected shortfall 2043: 281



### Waikato Region

Estimated dwellings 2023: 171,465  
Living in crowded houses: 9.2%  
Estimated shortfall 2018: 7,474  
Projected shortfall 2043: 50,863

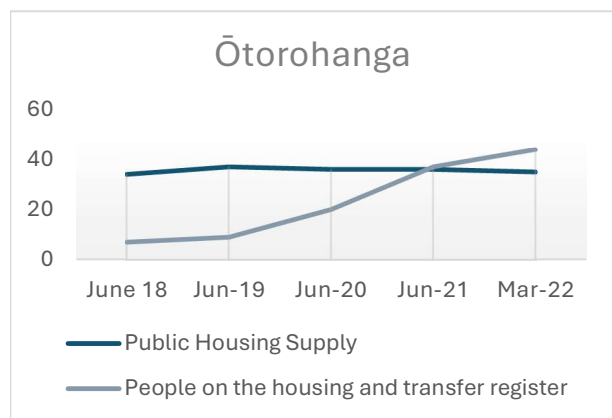
### Waitomo District

Estimated dwellings 2238: 3910  
Living in crowded houses: XX%  
Estimated shortfall 2018: 51  
Estimated shortfall 2023: 87  
Projected shortfall 2043: 250

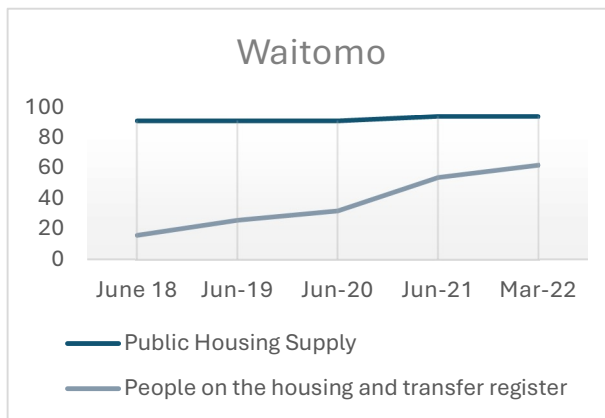
## Public Housing

Demand for public housing and emergency housing support grew dramatically in Ōtorohanga with the COVID-19 pandemic, similar to other parts of the Waikato region and New Zealand. Since this time, numbers have dropped off again. For Ōtorohanga, provision of Public Housing has remained static. As at September 2023, Ōtorohanga District had 59 applicants on the public housing register. (hud.govt.nz)

**Graph 1:** Public Housing Supply and Housing Register Numbers in Ōtorohanga 2018-2022



**Graph 2:** Public Housing Supply and Housing Register Numbers in Waitomo 2018-2022



1. Waikato Housing Initiative Dashboard, 2022
2. Ministry of Housing and Urban Development Public Housing Quarterly Factsheets

1. Waikato Housing Initiative Dashboard, 2022
2. Ministry of Housing and Urban Development Public Housing Quarterly Factsheets

## Emergency Housing

Emergency Housing Special Needs Grants help individuals and families with the cost of staying in short term accommodation if they are unable to access one of the transitional housing places.

**Graph 3:** Ōtorohanga Emergency Housing Special Needs Grants

**Graph 3:** Ōtorohanga Emergency Housing Special Needs Grants

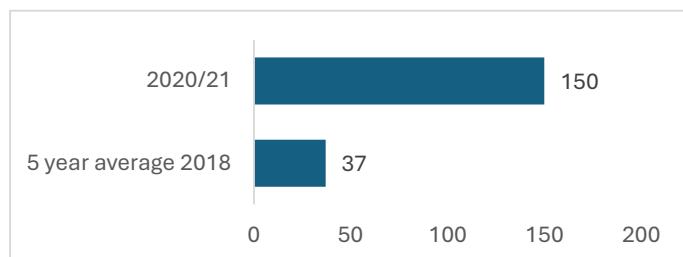
Emergency Housing Special Needs Grants provided to Ōtorohanga households and families have increased significantly in the last 4 years.

Waikato Housing Initiative Dashboard, 2022

## Building Consents

Ōtorohanga has seen a significant increase in the number of building consents since 2018. However on a per capita basis Ōtorohanga have a level of consent that is less than half of the Waikato Region.

**Graph 4:** Ōtorohanga Building Consents



Waikato Housing Initiative Dashboard

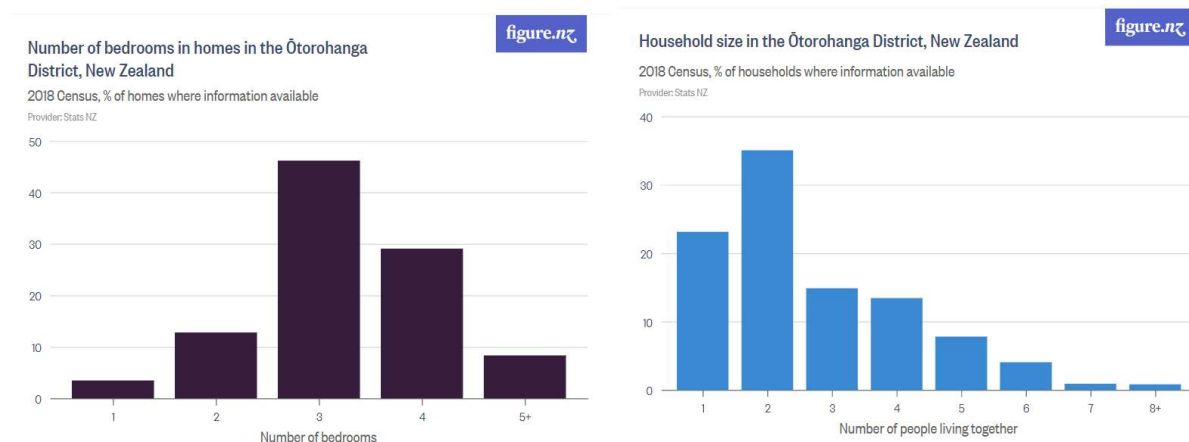
**Table 2:** Dwellings consented per 1000 residents (Year to November 2021)

Ōtorohanga	6
Waitomo	5
Waikato Region	14

Waikato Economic Radar Oct-Dec, 2021

# HOUSING STRUCTURE

## Size of Houses and Size of Whanau



## Household Crowding

Since 2018 the number of whanau living in overcrowding situations has grown.

At the same time, many of Ōtorohanga's residents live in dwellings with one or more spare bedrooms.

Household crowding index, ethnicity, and age for people in households in occupied private dwellings, (RC, TALB, SA2, Health), 2013, 2018, and 2023 Censuses [i](#)

Area: Ōtorohanga District • Ethnicity: Total - ethnicity • Age: Total - age

Census year		2013	2018	2023
<b>Household crowding index</b>				
Total - household crowding index		8,700	9,015	9,123
• Crowded		600	810	969
• • Two or more bedrooms needed (severely crowded)		156	228	330
• • One bedroom needed (crowded)		441	579	639
• Not crowded		7,683	8,115	8,055
• • No bedrooms needed and none spare		1,581	1,785	1,806
• • One bedroom spare		2,661	2,691	2,769
• • Two or more bedrooms spare		3,444	3,639	3,480
• Total stated - household crowding index		8,280	8,925	9,021
• Not stated		420	90	102

Household crowding index, ethnicity, and age for people in households in occupied private dwellings, (RC, TALB, SA2, Health), 2013, 2018, and 2023 Censuses



## HOUSING QUALITY

### Ageing Housing Stock

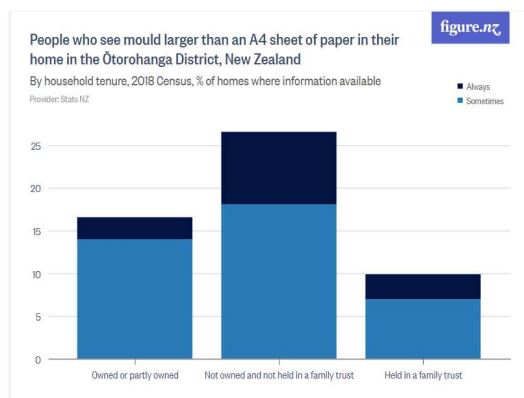
57%

of houses in Ōtorohanga were  
built prior to 1980

While not an accurate measure of housing quality it gives a sense of the current stock available in the Ōtorohanga region.

Waikato Region Housing Initiative, 2018 Housing Stocktake

### Damp and Mouldy Dwellings



Over a quarter of the population in Ōtorohanga are living in damp and/or mouldy dwellings. This is more common for those of Māori, Pacific and Middle Eastern, Latin American and African (MELAA) ethnicity and those aged under 15 years.

In Ōtorohanga in 2018:

21.4%

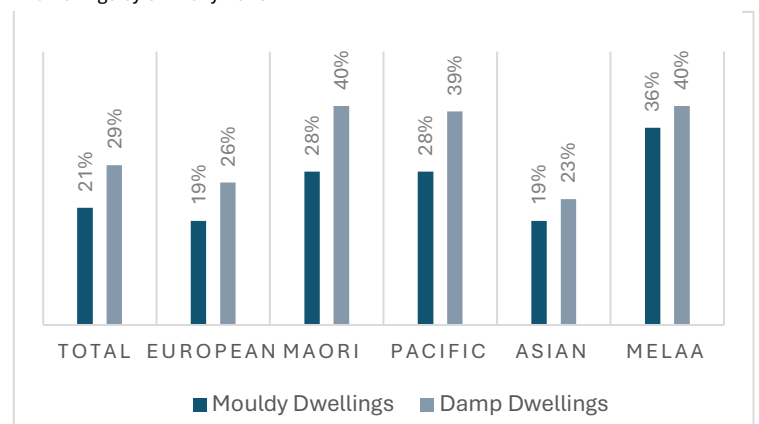
Living in mouldy dwellings

Waikato Housing Initiative Dashboard

29.2%

Living in damp dwellings

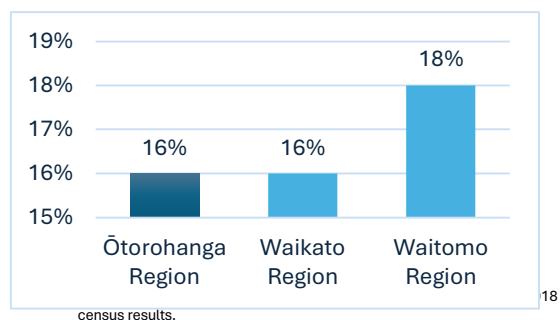
**Graph 4:** Percentage of Ōtorohanga population living in Mouldy and Damp dwellings by ethnicity 2018



Waikato Housing Initiative Dashboard

EECA Warmer Kiwi Homes New Zealand offers grants to low-income homeowners for efficient heaters and home insulation retrofits. The proportion of households in Ōtorohanga that have taken up this grant is on par with the wider Waikato Region but slightly lower than the Waitomo Region.

**Graph 5:** Percentage of houses with EECA retrofits installed 2021



## AFFORDABILITY

### Rentals

Average weekly rent in Ōtorohanga District was \$430 in 2024, which was lower than the New Zealand average of \$560.

Growth in average weekly rent in Ōtorohanga District was 1.9% for the year to March 2024. Growth was lower than in New Zealand (6.9%).

Since 2000, average weekly rent growth in Ōtorohanga District reached a maximum of 22.4% in 2006 and a minimum of -5.5% in 2001.

**Average weekly rent, 2024**

Year to March 2024



**Average weekly rent**

March years, current prices



**Average weekly rent growth**

Annual % change, March years



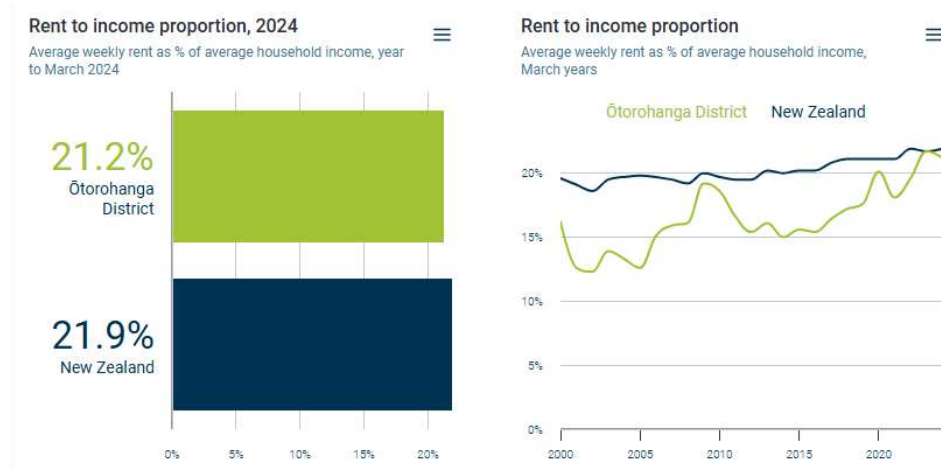
Source: Infometrics

## Rent to Proportion of Income

As of 2024, the **average rent-to-income ratio** in Ōtorohanga District is approximately **21.2%**, indicating that, on average, households spend just over a fifth of their income on rent. [Wellington City Economic Profile](#). Rent was more affordable than in New Zealand (21.9%).

In contrast, the **median rent-to-income ratio** stands at **29.2%**, suggesting that half of the households spend nearly a third of their income on rent (2023). [Ministry of Housing](#)

Since 2000, the rent to income proportion in Ōtorohanga District reached a maximum (least affordable) of 21.7% in 2023 and a minimum (most affordable) of 12.3% in 2002.

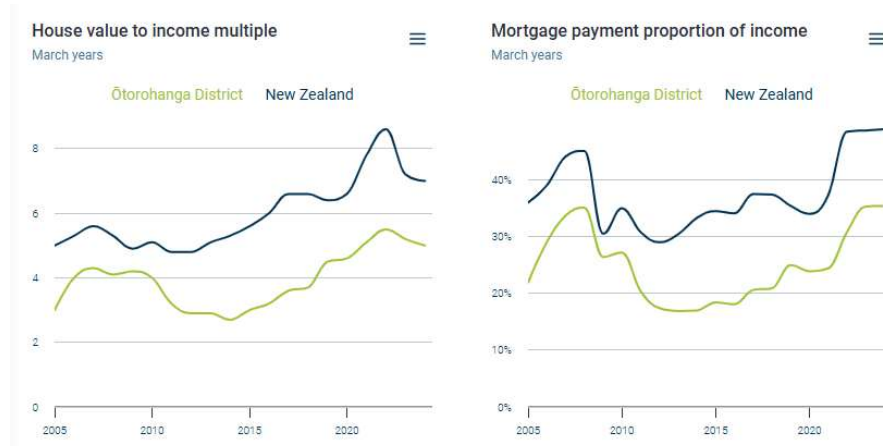


## Home Ownership

In Ōtorohanga District the average house value was 5 times its average household income in 2024. Housing was more affordable than in New Zealand (7.0).

Since 2005, the house value to income multiple in Ōtorohanga District reached a maximum (least affordable) of 5.5 in 2022 and a minimum (most affordable) of 2.7 in 2014.

In Ōtorohanga District, 35.4% of the average household income would be needed to service a 20 year mortgage on the average house value, with a 20% deposit at average 2-year fixed interest rates in 2024. This was lower than in New Zealand (48.9%).



Source: Infometrics

**Item 242** Community Facilities activity update for the month ending 30 April 2025

**To** Ōtorohanga District Council

**From** Jared le Fleming, Manager Community Facilities.

**Type** **INFORMATION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To provide an update on the progress of the Community Facilities capital and operational works programme.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council (ŌDC) has three contracts due for renewal, Refuse and Recycling (due 2026), Ōtorohanga Gardening and Ōtorohanga Toilet Cleaning (due 2025).
- 2.2. Two trees infected with Dutch Elm Disease were removed from Memorial Park.
- 2.3. A battery recycling facility will be installed at the Ōtorohanga Transfer station. A suite of educational and skill sharing workshops around waste minimisation are in the planning stage and will be implemented across Ōtorohanga and Kāwhia. Staff are in the planning stage of the feasibility study for a Resource Recovery Centre.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled 'Community Facilities activity update for the month ending 30 April 2025' (document number 821421).

## 4. Contract Renewals

- 4.1. Refuse and Recycling Contract. A Memorandum of Understanding (MOU) between Ōtorohanga District Council and Waitomo District Council has been signed by both Councils. The MOU lays out the plan and obligations of the two councils in the new contract joint procurement process.

Now this is signed work will begin on the contract documents to go out to tender later this year with the new contract starting in 2026.

- 4.2. Ōtorohanga Gardening. Staff are currently working on the contract to go out to tender shortly with the new contract starting this year.
- 4.3. Ōtorohanga Toilet Cleaning. This contract will be out for tender in the coming months with the new contract starting this year.

## **5. Waste Management and Minimisation Plan Updates**

### **Maihihi Rural Recycling Centre**

- 5.1. The old bus shed that housed the recycling facility had become damaged beyond repair and was becoming a safety hazard and therefore was demolished. Staff worked closely with the school and our contractors to find a suitable and cost-effective solution to replace the shed. The outcome was a newly refurbished shipping container which has now been delivered to site and is operational.

### **Website**

- 5.2. Work is currently underway to update the Rubbish and Recycling section of the ŌDC website. This will include having more information available and easier navigation.

### **Disaster Waste Management**

- 5.3. Staff are currently collaborating with Civil Defence, Waitomo District Council and Waipā District Council on reviewing and updating our Disaster Waste Management Plan.

### **Battery Recycling**

- 5.4. Establishment of a battery Recycling Facility located at the recycling centre on Progress Drive will be operational in the next 6 weeks. This will be publicised closer to the installation date.

### **Chemical Collections**

- 5.5. Organisation of a Farm Chemical Collection event is under way in collaboration with Waitomo District Council and Agrecovery.
- 5.6. Organisation of Household Chemical Collection event for the Ōtorohanga District is also underway.

### **Resource Recovery Centre Feasibility Study**

- 5.7. Staff are in the early stages of the feasibility study. Early work involves working with national and regional subject matter experts on the feasibility of a Resource Recovery Centre for the District,

considering integration with the Waikato Regional Network and using learnings from Auckland's Resource Recovery Network.

## Educational Workshops

- 5.8. Staff are currently organising a series of educational and skill sharing workshops across the district. The table below shows the estimated timeframes for each workshop. Advertising of each event will be posted closer to the time once timeframes are confirmed.

Table 1: Community Workshops Planned for 2025

Workshop	Location	Planned Month
Waste, Recycling & Sustainability	Ōtorohanga	July
Food Lovers Masterclass (how to eliminate food waste)	Kāwhia	July
Sewing, soft materials repairs, alterations and upcycling	Ōtorohanga Kāwhia	September
Repair workshop for household items (excluding electrical), skills sharing, upcycling	Ōtorohanga Kāwhia	October
Waste, Recycling & Sustainability	Kāwhia	November
Food Lovers Masterclass (how to eliminate food waste)	Ōtorohanga	November
Reusable nappy workshop	Online	June onwards
Waste, recycling and sustainability educational resources for schools	Online and in person	TBC

## Parks and Reserves

- 5.9. Two Elm trees in Memorial Park have been removed due to them contracting Dutch Elm disease. The trees were buried once they were felled to help stop the spread of the disease.
- 5.10. The Mortar in Memorial Park has had its refurbishment completed and is now back in its original place. A roof will be constructed to help preserve the mortar.
- 5.11. Work is due to start to replace some planting in the gardens around the play equipment in the Jim Barker Memorial Playground. The current plants are not suitable under the equipment as they require constant pruning.

## Fitness Station

- 5.12. A contractor has been engaged to install the new fitness station at the end of Waipā Esplanade. Once the drawings have been signed off by the engineer, construction will begin.

**Ōtorohanga Council Office**

5.13. The old fluorescent under veranda lights have been replaced with LED lights. Flashings were also made to go behind the lights to stop birds nesting on the fittings.

5.14. The exterior wall on the east side of reception has been repainted.

5.15. A macron has been installed on the Ō on the exterior of the building.

**Ōtorohanga Museum**

5.16. Repairs were made to the doorway of the Police Office building. Work included removing rotten sections of timber and repainting to keep the original look.

5.17. Adjustments were made to the main Courthouse door to stop it binding up, draft excluders were also installed to prevent driving rain entering under the door.

**Flood Pump Stations**

5.18. Huiputea and Ōtewā Road flood pump stations had the old unused electrical transformer sections removed because they were starting to fall into disrepair. The concrete pads were left onsite to be used as work areas when servicing the pumps and controls.

**Ōtorohanga Memorial Pools**

5.19. Contractors have carried out painting and installed new linings on the walls of the indoor pool.

5.20. The outdoor pool is now closed for the winter period.

5.21. Staff have sent out specifications for the female changing room upgrade and are currently awaiting quotes.

**Island Reserve**

5.22. Quotes have been accepted to begin work to replace the old toilets and shower heads and install partitions in the showers at the Island Reserve Grandstand.

**Ōtorohanga Refuse Centre**

5.23. Security fencing along the boundary parallel to the stopbank has now been installed. This fencing was installed to help stop ongoing theft of the waste contractors' truck batteries.

**Ōtorohanga Library**

5.24. Lighting in the library has been replaced with new LED lights.

5.25. A contractor has been engaged to extend the office area in the main library.

5.26. A quote has been accepted to install a small shelter for mobility scooter parking.

**Kāwhia Cemetery**

5.27. Work to install new berms in the new section of the Kāwhia Cemetery has now begun. The new berms will increase available plots in the cemetery.

**Windsor Park**

5.28. Stump grinding has been completed to remove the poplar stump as it was continuously resprouting.

**Kāwhia Reserves**

5.29. A contractor has been engaged to re-stain the Pou in the reserve.

5.30. Commercial cleaning was carried out on the pavers around the Pou, the exterior of the Kāwhia Museum, Library and Rosamond Terrace flats.

5.31. Planting was carried out in a small section beside the door to the library to provide ground cover for an area that was just creating dust.

**Item 243** Updated Bridge Weight Access Limits and Posted Restrictions –  
Ōtorohanga District 2025

**To** Ōtorohanga District Council

**From** Paul Strange, Roothing Manager.

**Type** **INFORMATION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To inform Ōtorohanga District Council (ŌDC) of the evaluation of the current bridge weight access limits and the new posted restrictions within the Ōtorohanga District.

## 2. Executive summary | Whakarāpopoto matua

### Bridge postings

- 2.1. The general access limits for heavy vehicles in New Zealand have increased to 50MAX. As a result, councils must now identify and post any bridges that have weight or speed restrictions below this threshold.
- 2.2. A bridge posting assigns a maximum allowable gross weight and axle load, often accompanied by a speed restriction, to protect the bridge's structural integrity. Signage is placed at both approaches to ensure compliance.
- 2.3. Ōtorohanga District previously had three formally posted bridges. A recent district-wide assessment has updated this to:
  - a) 5 bridges require posting for loads under 44 tonnes
  - b) 14 bridges require posting at 44 tonnes (Class 1)
  - c) 4 bridges require posting at 48 tonnes.
- 2.4. While these postings define general limits, vehicle operators may still apply for individual permits to cross with heavier loads. Each application is assessed on a case-by-case basis.

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

That Ōtorohanga District Council receives the report on the updated bridge weight access limits and posted restrictions for the Ōtorohanga District roading network.

### 4. Discussion | He Kōrerorero

- 4.1. Bridge postings are an essential safety measure used to protect bridge infrastructure from overloading. These restrictions help manage the risks associated with aging structures or those not designed to accommodate modern heavy freight standards.
- 4.2. General Access Limits, previously known as Class 1 (44 tonnes), define the maximum legal vehicle weights under the Vehicle Dimension and Mass (VDAM) Rule. These limits have now increased to the 50MAX standard.
- 4.3. Any bridge unable to safely carry 50MAX vehicles must be posted with appropriate restrictions, including gross vehicle weight, axle weight, and in some cases, speed. These postings are clearly signed at both approaches to the bridge.
- 4.4. Bridge postings are legally enforceable under Regulation 11 of the Heavy Motor Vehicle Regulations 1974.

#### Current Status of Ōtorohanga Bridges

- 4.5. The Ōtorohanga District bridge network is aging, with several structures designed to standards that no longer reflect modern freight demands. Notably, the district's earliest bridges were built for traction engine use.
- 4.6. Recent inspections have revealed deterioration in some bridges and highlighted the need for an updated posting review. To address this, staff engaged a chartered structural engineer to assess all 136 bridges and confirm appropriate postings aligned with current standards, the engineer also provided a summary of the bridges in question and possible solutions for the future (Appendix 2)
- 4.7. The assessment involved updating earlier design assumptions, reviewing recent inspection data, and conducting targeted inspections on bridges that were:
  - a) already posted or restricted,
  - b) approaching end-of-life, or
  - c) known to contain structural elements that may limit performance.
- 4.8. Previously, only three (3) bridges in the district were formally posted. With the introduction of the 50MAX standard, any bridge that cannot carry these loads must now be posted.

4.9. The updated review ( Appendix 1 and 2) provides recommendations for each affected structure.

Summary of outcomes:

- a) 5 bridges require posting of under 44 tonnes.
- b) 14 bridges require posting 44 tonnes (class 1).
- c) 4 bridges require posting 48 tonnes.

4.10. In some cases, overweight vehicles may still cross posted bridges under a permitting system, which assesses individual loads and bridge condition.

4.11. While immediate failure is unlikely, bridge life expectancy may be reduced through continued heavy loading. Future degradation may lead to reduced capacity or additional restrictions.

### Ōtorohanga District Bridges

4.12. The following structures have had a capacity assessment completed and the new postings are provided in the table below and are all less than 50Max permitted:

Bridge No.	Bridge Name	Road Name	RP start (m)	AADT 2020	Recommended Posting			
					% Class 1	Gross (t)	Axles (t)	Speed (kph)
17	Mulligan	Honikiwi	14210	85		48	8.2	30
24	Waiharakeke	Harbour	17742	36		44	8.2	30
26	Waiinumia	Te Kauri	361	6		44	8.2	30
30	Kaimango	Hauturu	4780	17	100	44	8.2	30
31	Wills	Hauturu	6788	19		44	8.2	30
33	Armstrong	MacFarlane	113	1	60	26	5	30
38	Makomako	Moerangi	11616	10	60	26	5	30
46	Carlin	Carlin Road	135	10		48	8.2	30
47	Ngutunui	Ngutunui	66590	778		44	8.2	30
53	Cannon	Cannon	160	38		48	8.2	30
81	Craddock	Tauraroa Valley	1915	68		48	8.2	30
86	Wooster	Rangiatea	2682	744		44	8.2	30

Bridge No.	Bridge Name	Road Name	RP start (m)	AADT 2020	Recommended Posting			
					% Class 1	Gross (t)	Axles (t)	Speed (kph)
89	Ngapeke	Ngapeke	1178	26		44	8.2	30
93	Mangatutu	Mangatutu	8638	217		44	8.2	30
104	Waipa River	Te Kawa	13846	284		44	8.2	30
108	Drain	Kio Kio Station	2366	219		44	8.2	30
120	Woodstave	Loop	233	25	65	30	5	30
129	Aotearoa Jctn	Wairehi	4145	55	70	32	6	30
132	Pukewhau	Pukewhau	1480	295		44	8.2	30
135	Mangare No 2	Mangare	9215	99		42	8.2	30
150	Mangawhio	Waipapa	23167	694		44	8.2	30
154	Tahae	Tahae	1042	70		44	8.2	30
173	Ranginui	Ranginui North	255	31		44	8.2	30

### Implementation

4.13. All affected bridges have been assessed to determine the appropriate signage requirements. This included:

- Designing compliant signage in line with NZTA standards.
- Inspecting previously posted bridges to confirm that existing signs are in good condition, correctly located, and compliant.
- Identifying suitable locations for signage on bridges that had not previously been posted.

4.14. The next steps in the implementation process are:

- Engaging directly with property owners where a posted bridge is the sole access point.
- Publishing public notices in local newspapers to communicate upcoming changes.
- Notifying NZTA of the amendments and supplying evidence of public notification, as required under the Heavy Motor Vehicle Regulations 1974.
- Updating the council website to reflect new bridge postings.
- Procuring and installing new signage at all affected sites.

**5. Appendices | Ngā āpitihanga**

<b>Number</b>	<b>Title</b>
1	List of posted bridges
2	Summary of Structural Engineering Review and Possible Solutions - 2025

## Appendix 1: List of Posted Bridges

### Otorohanga District Council Bridges

The following structures have had a capacity assessment or posting completed and recommendations are provided in the table below and are all less than 50Max permitted:

				Concrete							
Bridge No.	Bridge Name	Road Name	RP start (m)	Year Built	AADT (2020)	Current Posting	Recommended Posting				Comments
						Gross (t)	% Class 1	Gross (t)	Axles (t)	Speed (kph)	
17	Mulligan	Honikiwi	14210	1980	85			48	8.2	30	Limited by steel beams and diaphragm
24	Waiharakeke	Harbour	17742	2008	36	44		44	8.2	30	50MAX Limited Screening BECA
26	Waiinomia	Te Kauri	361	1972	6			44	8.2	30	Limited by steel beams and diaphragm
30	Kaimango	Hauturu	4780	1982	17			44	8.2	30	Shallow Armco culvert
31	Wills	Hauturu	6788	1977	19			44	8.2	30	50MAX Limited Screening BECA
33	Armstrong	MacFarlane	113	2006	1		60	26	5	30	Older Timber bridge
38	Makomako	Moerangi	11616	1935	10		60	26	5	30	Limited by steel beams and diaphragm
46	Carlin	Carlin Road						48	8.2	30	Timber deck
47	Ngutunui	Ngutunui	66590	1975	778			44	8.2	30	Shallow Armco culvert
53	Cannon	Cannon	160	1958	38			48	8.2	30	Timber deck
81	Craddock	Tauraroa Vly	1915	1953	68			48	8.2	30	Timber deck
86	Wooster	Rangiatea	2682	1955	744			44	8.2	30	Shallow conc box
89	Ngapeke	Ngapeke	1178	1982	26			44	8.2	30	Shallow Steel culvert
93	Mangatutu	Mangatutu	8638	1990	217			44	8.2	30	Twin Shallow Steel culvert
104	Waipa River	Te Kawa	13846	1979	284	44		44	8.2	30	50MAX Limited Screening BECA
108	Drain	Kio Kio Station	2366	1973	219			44	8.2	30	Shallow Steel culvert
120	Woodstave	Loop	233	1981	25		65	30	5	30	Shallow wooden culvert
129	Aotearoa Jctn	Wairehi	4145	1982	55		70	32	6	30	Conc Slabs unknown steel
132	Pukewhau	Pukewhau	1480	1965	295			44	8.2	30	Shallow Steel culvert
135	Mangare No 2	Mangare	9215	1959	99		100	42	8.2	30	Limited by steel beams and diaphragm
150	Mangawhio	Waipapa	23167	1967	694	44		44	8.2	30	50MAX Limited Screening BECA
154	Tahae	Tahae	1042	1980	70			44	8.2	30	Large Armco shallow cover
173	Ranginui	Ranginui North	255	1965				44	8.2	30	Armco shallow cover

## Appendix 2: Summary of Structural Engineering Review and Possible Solutions - 2025

### Summary of Bridge Types

- **Bridge:** Traditional structures, commonly with steel, concrete, or timber beams and decks.
- **Culvert:** Usually Armco (corrugated steel pipe) or concrete, used for smaller crossings.
- **Beams:** Materials include steel, Armco, concrete, or timber.
- **Deck:** Materials include timber or concrete.

### Common Issues and Recommended Fixes

- **Limited by steel beams and diaphragms:** Often addressed by adding a 50Max-rated concrete deck to improve deck connection, increase shear transfer and load capacity.
- **Timber deck deterioration:** The recommended fix is to replace it with a concrete deck where possible.
- **Shallow or aging Armco culverts:** Fixes include adding a protective concrete slab or replacing with a mini-bridge and opening up the waterway for increased durability.
- **Older timber bridges:** Replacement with a modern TT (double tee concrete) bridge or a simple concrete deck slab is often suggested.
- **Detailed assessment required:** A full engineering assessment is needed before a specific fix is recommended for some structures.
- **Shallow concrete box or steel culverts:** Replacement with a mini-bridge or protective slab is commonly recommended.

### Culverts and bridges

There are 10 culverts and 13 bridges in the list. In structure number order, these are:

#### Bridges

1. **Mulligan (17)** is a 23.7m bridge with two spans of steel beams and a timber deck, with limited steel cross beams. It can be improved by adding cross beams, shear studs on the steel beams, and a 50Max concrete deck.
2. **Waiharakeke (24)**, this is a shared bridge with Waitomo DC, it's 77.8m long in ten spans of 12m in length, again it is steel beams but with a laminated deck. The deck is chip-sealed and could be improved by adding a running deck for efficient load transfer. After that, a more detailed study

would be required due to the number of spans, but some continuity between the spans and shorter spans between cross beams would also give some additional capacity.

3. **Waiinumia (26)**, similar to Mulligans but with a single span, is a 10.8m bridge of steel beams and timber deck, with limited steel cross beams. It can be improved by adding cross beams and shear studs on the steel beams and a 50-Max concrete deck. This bridge is at the edge of the roading network and gets little traffic.
4. **Wills (31)** is a three-span bridge with a total length of 40.5 m and spans of 13.5m. It is designed for the current full loading of HNHO-72 but with a high skew to the river. The BECA desktop screening report of 2013 identified it as possibly deficient for 50Max traffic, but a more detailed study of the bridge could give it a passing 50 max rating.
5. **Armstrong (33)** is an older three-span timber-beamed and decked bridge with a timber running deck that accesses a single property. Its total length is 12.7m, and its main span is 9m. It is at the end of its useful life and could be replaced by a simple modern 0.85HN 14m double-tee (TT) beamed concrete bridge.
6. **Makomako (38)** is an early steel beam and timber deck with timber running boards and the network's edge. It has a single span of 7.6m and can be improved by adding cross beams and shear studs on the steel beams and a 50-Max concrete deck.
7. **Oamaru (46)** is again a steel beam and timber deck; the timber deck is vertically laminated and could be improved by an additional running deck. It can be further enhanced by adding cross beams and shear studs on the steel beams and a 50-Max concrete deck. This bridge is at the edge of the roading network and gets little traffic.
8. **Cannon (53)** was built according to an earlier design code, H20-S16-T44; it has a single span of 6.1m of steel beams, a single cross beam, and a vertically laminated timber deck. With more cross beams and a timber running deck, it will likely pass 50 max traffic.
9. **Waipa River (104)**. This is a long 127-meter bridge with 25-meter spans in concrete beams and deck. It was designed for the current full loading of HNHO-72. The BECA desktop screening report of 2013 identified it as possibly deficient for 50Max traffic, but a more detailed study of the bridge could give it a passing for a 50 max rating.
10. **Aotearoa Junction (129)** is a short span of 3.8m of concrete slabs over concrete and rock gabion walls. The three concrete slabs are unknown regarding reinforcement, but were designed in 1962 to the older H20-S16-T16 loading code. A detailed, intrusive investigation and mapping with structural analysis of the slabs could give a passible 50Max loading, or a simple replacement with a concrete mini bridge would also work.

11. **Mangare No. 2 (135)** is again a single-span timber deck and steel beam bridge. The span length is 7.7m, and there is no running deck. With the addition of more cross beams and a running deck, this bridge should be able to pass the 50Max loading. Alternatively, shear studs can be retrofitted to the steel beams and a concrete 50-max deck fitted.
12. **Mangawhio (150)**. This large bridge was built to an older loading standard (H20-S16-T16). It has a length of 102m but a main span of 61m, with two large steel arches with intermediate supports. The BECA desktop screening report 2013 identified it as possibly deficient for 50Max traffic, but a more detailed study of the bridge could give it a passing rating for a 50 max rating.

### Culverts

13. **Kaimango (47)** is a 5.3m wide steel multi-plate culvert built in 1982. These culverts were generally designed to the Class 1 (0.85HN) standard. The culvert is in good condition, and if surveyed to get the cover from the road surface to the crown of the culvert, it could, with analysis, permit the 50 max additional loading.
14. **Ngutunui (47)**. Another very large multiplate steel culvert, 9.1m wide, was built in 1975, possibly to a higher than Class 1 loading. Again, a survey could be done to get the cover from the road surface to the crown of the culvert. It may be possible to permit the 50 max additional loading with analysis.
15. **Wooster (86)**. This concrete box culvert, built in 1955 to an earlier loading code (H20-S16-44), is in poor condition. It is 2.4m wide and has a very fast flow. It would certainly be suitable for replacement with a more open-channelled concrete mini-bridge to a maximum loading of 50 max.
16. **Ngapeke (89)** This is a shallow steel culvert 2.2m in diameter in average condition. It was built in 1982 to Class 1 loading. It could be protected with a concrete cover slab but would be better replaced with an open-channelled concrete mini-bridge to a maximum loading of 50 Max.
17. **Mangatutu (93)** is a twin steel culvert with diameters of 2.5 and 2.7m. It is in average condition, with rust in the pipe invert and shallow cover. Again, it could be protected with a concrete cover slab, but given its limited life, it would be better replaced with an open-channelled 6m concrete bridge to a maximum loading of 50 Max.
18. **Drain (108)**. This is a well-hidden steel multi-plate culvert with a 3m diameter. It's in good condition but has a questionable cover to the road surface. If surveyed, it could have sufficient cover for a 50-max loading or require a protective concrete cover slab to deflect the heavier loading.
19. **Woodstave (120)**. This well-hidden 1.8m diameter culvert was installed in 1981 with longitudinal timbers in a barrel fashion. Appearing to be in good condition, it will only be suitable for Class 1

loading. Again, a concrete cover slab could be used for 50Max loading. But given the short life of a timber stave culvert, it would be better replaced with a concrete mini-bridge to the new code.

20. **Pukewhau (132).** This 1965 well-built steel multi-plate culvert is 2.7m in diameter and in good condition, but it was built to the earlier code of H20-S16-T16. Again, its shallow cover depth would need to be checked by surveying, but it would unlikely be suitable for a 50-max loading. It would be better replaced with a concrete mini-bridge to the new code.
21. **Tahae (154).** This is a 1980 large 9.15m wide multiplate steel culvert, in average condition. Built as a concrete haunch-supported steel arch, in average condition, to a suspected full loading code of HN HO 72. It is remote but adjacent to a water treatment station. A detailed survey of the cover would probably confirm that this would be suitable for full 50 Max loading.
22. **Ranginui (173).** This is a 1965 4.3m diameter steel multi-plate in average condition. It was built to the earlier code of H20-S16-T16. Its shallow cover depth would need to be checked by surveying, but it would unlikely be suitable for a 50-max loading. It would be better replaced with a concrete mini-bridge to the new code.

**Item 244** Finance Report to 30 April 2025

**To** Ōtorohanga District Council

**From** Brendan O'Callaghan, Manager Finance

**Type** **INFORMATION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

1.1. To provide a snapshot of progress against the 2024/25 budget.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Financial Report for the month ended 30 April 2025 shows the operating surplus being up on budget by \$354k, because of the timing of subsidy income, rates income and other expenses.
- 2.2. Capital expenditure and loan repayments were under budget by \$2.6M. This predominately relates to the timing of capital work during the year, as well as some work that was budgeted but will not be happening, such as roading projects no longer covered by roading subsidy.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council receive the report titled 'Financial Report for the month ending 30 April 2025' (document number 821265) from Brendan O'Callaghan, Finance Manager.

## 4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses					
For the Period Ending April 2025					
	Actual	Budget	Variance		Full Year Budget
<b>Revenue</b>					
Rates income	15,250,140	15,258,126	7,986	0%	15,260,320
Contributions	14,080	3,318	-10,762	-324%	10,001
Water by Volume Rates	1,180,303	1,286,100	105,797	8%	2,238,000
Subsidies and Grants	6,194,320	6,701,642	507,322	8%	8,346,698
Other Income	1,733,579	1,092,280	-641,299	-59%	1,793,376
Other gains/(losses)	-71,004	0	71,004	100%	0
<b>Total Revenue</b>	<b>24,301,417</b>	<b>24,341,466</b>	<b>40,049</b>		<b>27,648,395</b>
<b>Expenses</b>					
Employee Benefit Expenses	5,260,175	6,012,026	751,851	13%	7,192,546
Depreciation and Amortisation	6,604,647	5,792,160	-812,487	-14%	7,068,676
Other Expenses	10,986,273	11,682,752	696,479	6%	14,562,478
Finance Costs	372,637	130,649	-241,988	-185%	221,123
<b>Total Expenditure</b>	<b>23,223,732</b>	<b>23,617,587</b>	<b>393,855</b>		<b>29,044,823</b>
<b>Operating Surplus/(Deficit)</b>	<b>1,077,684</b>	<b>723,879</b>	<b>-353,805</b>		<b>-1,396,428</b>

4.1. Overall, there is a net surplus to the end of April of \$1,077,684, compared to the budgeted surplus of \$723,879. The variance in the surplus against budget is due to:

- a. Operating Revenue is down on budget by \$40k. This is due to being \$641k up on budget in other income and \$507k down on budget in subsidies and grants. Water by volume rates is under budget by \$106k.
  - Subsidies and grants is down on budget by \$507k due to the timing of roading claims. The April claim has not yet been completed at the time of preparing this report, as we await any outstanding claims. However, early estimates for this claim suggest it will be approximately \$520k.
  - Water by volume rates is down due to reductions in consumption within a couple of the rural water supply schemes.
- b. Operating expenses is down on budget by \$394k, with other expenses being \$696k under budget and employee benefit expenses being \$752k under budget. This is offset by depreciation being over budget by \$812k and finance costs being over budget by \$242k.
  - Other expenses is down due to the timing of expenditure compared to budget. This is across a number of expense groups, with activity operations being \$226k under

budget, roading expenditure being \$256k under budget and other expenditure being \$215k under budget.

- Employee benefit expenses is under budget due to a couple of vacancies held through the beginning of the year that were budgeted for a full year, as well as the timing of the budget allocations.
- Depreciation is over budget due in part to the impact of the revaluation of the land and buildings as at 30 June 2024, as well as the timing of some capital projects being capitalised.
- Finance costs is over budget due to the timing of loan interest payments compared to the budget allocation.

Statement of Financial Position			
For the period ending April 2025			
	Actual	Full Year Budget	YTD Last Year
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	81,539	3,169,964	5,033,999
Trade and Other Receivables	3,514,186	2,295,270	2,137,819
Inventory	57,272	30,910	77,318
Property Inventory	0	0	0
Loan Receivable	0	0	0
<b>Total Current Assets</b>	<b>3,652,998</b>	<b>5,496,144</b>	<b>7,249,136</b>
<b>Non-current Assets</b>			
Investments	7,774,788	7,847,284	7,799,282
Property, Plant and Equipment	408,289,529	405,131,826	392,391,452
Intangible Assets	91,356	157,214	5,179
Loan Receivable	1,467,937	1,750,000	1,705,644
<b>Total Non-current Assets</b>	<b>417,623,610</b>	<b>414,886,324</b>	<b>401,901,558</b>
<b>Total Assets</b>	<b>421,276,608</b>	<b>420,382,468</b>	<b>409,150,694</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	1,117,849	2,714,958	3,386,840
Provisions	1,088	829	1,017
Employee Benefit Liabilities	337,627	401,309	284,122
Income in Advance	408,908	741,189	520,169
Development and Financial Contributions in Advance	592,973	540,623	530,087
<b>Total Current Liabilities</b>	<b>2,458,445</b>	<b>4,398,908</b>	<b>4,722,235</b>
<b>Non-current Liabilities</b>			
Provisions	11,943	15,886	13,030
Employee Benefit Liabilities	34,008	46,305	26,791
Borrowings	10,447,613	6,222,612	9,447,613
<b>Total Non-current Liabilities</b>	<b>10,493,563</b>	<b>6,284,803</b>	<b>9,487,434</b>
<b>Total Liabilities</b>	<b>12,952,008</b>	<b>10,683,711</b>	<b>14,209,669</b>
<b>Net Assets</b>	<b>408,324,600</b>	<b>409,698,757</b>	<b>394,941,025</b>
<b>Equity</b>			
Retained Earnings	168,168,160	164,002,322	159,223,594
Reserve Funds	3,103,513	3,023,221	2,953,952
Revaluation Reserves	237,052,927	242,673,229	232,763,479
<b>Total Equity</b>	<b>408,324,600</b>	<b>409,698,757</b>	<b>394,941,025</b>

- 4.2. Overall, the balance sheet shows a healthy position at the end of April, with total current assets of \$3.65M, against total current liabilities of \$2.46M, giving a working capital of \$1.19M.
- 4.3. Looking into the current assets, while the overall balance is healthy, there is a large amount of that balance sitting in trade and other receivables. Of this debtors balance, \$1.2M relates to the March NZTA claim, which was paid in early May. The remaining balance relates to rates at \$1.3M, water debtors at \$287k and other debtors at \$786k.

Combined Cost of Service Statement				
For the Period Ending April 2025				
	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
<b>Operating Revenue</b>				
Activity Revenue	7,926,926	7,793,922	-133,004	10,140,074
Targeted Rates	7,868,153	7,975,735	107,582	8,927,635
Development Contributions	14,080	3,318	-10,762	10,001
General Rates	8,353,302	8,568,491	215,189	8,570,685
Other General Sources	8,632,002	10,492,557	1,860,555	12,902,812
	32,794,463	34,834,023	2,039,560	40,551,207
<b>Operating Expenditure</b>				
Trusted Leadership & Relationships	11,118,643	12,920,673	1,802,030	15,608,368
Strong Communities	1,795,811	1,753,258	-42,553	2,173,230
Vibrant Places and Spaces	2,662,189	2,953,965	291,776	3,523,041
Sustainable Development and Public Safety	1,691,432	1,962,105	270,673	2,388,361
Resilient Infrastructure: Land Transport	8,704,301	9,662,649	958,348	11,878,280
Resilient Infrastructure: Water Supply	2,286,158	2,606,348	320,190	3,144,137
Resilient Infrastructure: Wastewater	1,140,735	994,854	-145,881	1,424,444
Resilient Infrastructure: Stormwater	323,714	292,911	-30,803	341,712
Resilient Infrastructure: Flood Protection	293,358	442,111	148,753	320,744
Responsible Waste Management	507,192	690,426	183,234	813,906
	30,523,533	34,279,300	3,755,767	41,616,223
<b>Funding Required</b>				
Capital Renewals	7,970,977	9,760,321	1,789,344	11,364,873
Capital Growth	25,897	266,478	240,581	424,997
Capital Level of Service	3,890,724	4,409,067	518,343	4,758,881
Loans Repaid	829,903	882,222	52,319	1,112,822
	12,717,500	15,318,088	2,600,588	17,661,573
<b>Funding Applied</b>				
Funding from Depreciation Reserves	0	50,830	50,830	5,700,479
Loans Raised	0	1,861,910	1,861,910	5,146,292
Capital Income	115,239	8,330	-106,909	59,996
Transfer to and from Balance	10,331,331	12,842,295	2,510,964	7,819,821
	10,446,570	14,763,365	4,316,795	18,726,588

- 4.4. In the Combined Cost of Services statement, overall operating revenue is \$2.0M under budget. This relates to Other General Sources, which relates to staff charging, which is down due to the timing of projects and the vacancies being held at the beginning of the year, as well as other savings throughout the year.
- 4.5. Operating expenditure is \$3.8M 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.
- 4.6. Compared to the full year budget, operating expenditure is approx. 73% of the full year budget, with 83% of the year gone. Some of this variance relates to the reduction in work being done in roading due to the reduced subsidy being received, as this budget still reflects the originally adopted Long Term Plan budget, which was adopted prior to the final subsidy being known.

Another large part of this variance relates to the reduced staff charging, as overheads do have a compounding effect as overheads are applied to other overhead accounts and then on-charged. There are also some other costs that only start coming in the final months of the year, such as audit fees and election costs, as well as various savings and underspending.

- 4.7. Capital expenditure and loan repayments were under budget by \$2.6M. The bulk of this is related to capital renewals, which is due to the timing of some larger projects, such as in roading. There is also the roading budget that is not going to be spent due to the reduced subsidy, as this budget reflects the Long Term Plan adopted budgets. There are also a few projects, such as resource consents, where the full project is unlikely to be finished by year end, and so the budget will be bought before Council for carrying over.

Statement of Cashflows		
For the Period Ending April 2025		
	Actual	Full Year Budget
<b>Cash flows from operating activities</b>		
Receipts from rates revenue	15,975,435	17,481,000
Receipts from other revenue	9,144,606	10,098,000
Interest received	109,069	15,000
Dividends received	7,370	10,000
Payments to suppliers and employees	(19,562,226)	(21,710,000)
Interest paid	(372,637)	(221,000)
<b>Net cash provided by/(used in) Operating Activities</b>	<b>5,301,616</b>	<b>5,673,000</b>
<b>Cash flows from investing activities</b>		
Proceeds from Sale of Property, Plant and Equipment	82,597	60,000
Purchase of property, plant and equipment	(8,145,012)	(13,155,000)
Purchase of investments	(100,000)	250,000
Purchase of intangible assets	(329,859)	37,000
<b>Net cash provided by/(used in) Investing Activities</b>	<b>(8,492,274)</b>	<b>(12,808,000)</b>
<b>Cash flows from financing activities</b>		
Proceeds from borrowings	1,000,000	5,775,000
Prepayment of borrowings	-	-
<b>Net cash provided by/(used in) Financing Activities</b>	<b>1,000,000</b>	<b>5,775,000</b>
Net (Decrease)/increase in cash, cash equivalents and bank overdrafts	(2,190,658)	(1,360,000)
Cash, cash equivalents and bank overdrafts at the beginning of the year	2,272,196	4,529,000
Cash and cash equivalents at the end of the period	81,539	3,169,000

- 4.8. This cashflow statement shows the cashflows in and out for the period to 30 April 2025. As can be seen, net cash flow from operating activities has been positive, mostly due to the rates income received.
- 4.9. Cash flows used in investing activities shows the amount spent on capital expenditure to the end of April. 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. Most of this work in progress relates to the wastewater mains renewal project.
- 4.10. Cash flows from financing activities shows the borrowings and repayments made to external loans as well as transfers between reserve accounts. As you can see our current borrowings is \$1M up on the opening of the year.

**Current Debt Profile**

4.11. Current LGFA borrowing at the end of April has the following maturity profile.

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.

<b>Amount</b>	<b>Term</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
\$2,000,000	3 months	13 June 2025	3.89%
\$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%

**Item 245** Kiwi House – Progress Report to 31 March 2025

**To** Ōtorohanga District Council

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

**Type** **INFORMATION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

- 1.1. To receive the Kiwi House Progress Report to 31 March 2025 in accordance with the conditions in the Loan agreement.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The Ōtorohanga Kiwi House (ŌKH) have undergone a number of changes both at staff and Board level.
- 2.2. The latest financial report to 31 March 2025 shows that cashflow is tight and will need to be well managed in the short-term until additional revenue is secured.
- 2.3. Visitor numbers are down on the same period for last year by approximately 1,000 visitors. This is largely due to the high visitor numbers from March 24, during the Women's Football World Cup.
- 2.4. Interim General Manager, Richard Spittle will attend the Council meeting to present the report.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council receive the Ōtorohanga Kiwi House Progress Report to 31 March 2025 (document number 821633).

## 4. Discussion | He kōrerorero

- 4.1. In 2024 there was a further variation to the \$2M loan to the Ōtorohanga Kiwi House with the term extended to 20 years and the interest free period to six years. The interest rate is to be reviewed with the rate to be determined by reference to the Local Government Funding Agency fixed rate

for the balance of the term. The revised conditions of the loan and revised Accountability Clauses are included in the table below.

Item	Term	Comment
<b>The Loan</b>		
Principal amount	\$2,000,000	
Term Expiry Date	Twenty (20) years from the initial Drawdown Date	
Interest Rate	Interest free for the first six (6) years and thereafter the interest rate shall be determined by reference to the then current Local Government Funding Agency fixed rate for the balance of the term.	
<b>Reporting</b>		
Quarterly report to the Ōtorohanga District Council A representative of the ŌKHCT shall attend (on a quarterly basis) the Ōtorohanga District Council committee meeting to report on the following matters:	<ul style="list-style-type: none"> <li>a) Actual income and expenditure for the quarter (including explanation where required for any differences to the budgeted amounts for that quarter).</li> <li>b) Grants received.</li> <li>c) Loans and other funding (both received and applied for).</li> <li>d) Forecasted income and expenditure for the next quarter.</li> <li>e) Analysis of visitor numbers for the relevant quarter compared to the same quarter in the previous year; and</li> <li>f) Progress on appointing a Trust Chairperson until such point as that position has been filled.</li> </ul>	<p>This information would be reviewed by the Group Manager Business Enablement.</p> <p>This information might be commercial and confidential, subject to LGOIMA.</p> <p>Public statements / reports on the performance of the ŌKH by Council should be available to the ŌKH 5 days prior to becoming public.</p>

4.2. The attached Management Report and Financial Report from the Ōtorohanga Kiwi House Charitable Trust are to meet the conditions and accountability clause set out in the loan agreement.

## Observations

- 4.3. ŌKH have undergone a number of changes both at staff and Board level. At Staff level, long-term General Manager Jo Russell, resigned in April. An interim manager, Richard Spittle has been appointed and will present this report to Council. At Board level both Mike O'Connor (Chair) and Cherie Kerrison have resigned. They have been replaced by Kim Ingham as chair and Tim Jones will step in as Treasurer with financial advice from Robert Ingham.
- 4.4. The latest financial report to 31 March 2025 shows that cashflow is tight and will need to be well managed in the short-term until additional revenue is secured. The OKH have taken a pragmatic approach to this and have ensured strong budgetary constraint and cashflow management. The Kiwi House Trust have lodged an Overdraft application with the BNZ to support cashflow fluctuations over the next 12 months. This may need to be supported by a Council guarantee if unsuccessful. The forecast cashflow shows a breakeven result to 31 May 2026 from a cash perspective based on visitor numbers this year. This includes a small pricing increase and a CPI driven increase to costs.
- 4.5. A more broader funding/ grant strategy is being worked on to provide a sustainable funding platform to allow continued capital development to take place at the park.
- 4.6. Visitor numbers are down on the same period for last year by approximately 1000 visitors. This is largely due to the high visitor numbers from March 24, during the Women's Football World Cup.
- 4.7. Council has engaged Stephen Hamilton from Horwath HTL to undertake further work and produce a revised Business Case, exploring different options and taking into account the tough funding environment. Staff will report back to Council once this is available.
- 4.8. The GM Business Enablement continues to attend the Ōtorohanga Kiwi House Trust monthly meetings as an observer.

## 5. Appendices | Ngā āpitihanga

Number	Title
1	Management Report to 31 March 2025
2	Financial Report to 31 March 2025
3	Cash Flow Forecast from March 2025

# Management Report

Ōtorohanga Kiwi House Charitable Trust  
For the month ended 31 March 2025

Prepared by Osbornes Chartered Accountants Ltd

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# Budget Variance - Profit and Loss

## Ōtorohanga Kiwi House Charitable Trust For the month ended 31 March 2025

	ACTUAL	BUDGET	VARIANCE %		YTD ACTUAL	YTD BUDGET	VARIANCE %
<b>Trading Income</b>							
Adopt a Bird	431	416	4% ↑		2,740	4,160	-34% ↓
Conference Room Rental	900	541	66% ↑		5,716	5,410	6% ↑
Donations	177	416	-57% ↓		1,943	4,160	-53% ↓
Specified Donations	-	-	- —		19,768	65,000	-70% ↓
Income - Kiwi Donation Box	-	240	-100% ↓		467	1,746	-73% ↓
Income - Weka Box	-	120	-100% ↓		877	873	0% ↑
Income - Wishing Well	-	-	- —		348	-	- —
Membership Donation	-	16	-100% ↓		70	160	-56% ↓
Membership Subscriptions	324	500	-35% ↓		3,842	5,000	-23% ↓
Sales - Food & Drinks	2,237	2,520	-11% ↓		20,329	18,333	11% ↑
Sales - Retail	17,628	21,720	-19% ↓		152,903	158,013	-3% ↓
Ticket Sales - Kiwihouse	88,427	107,827	-18% ↓		738,093	784,439	-6% ↓
Till Overs & Unders	42	-	- —		293	-	- —
Behind the scene tours	617	-	- —		3,029	-	- —
Tickets Website Direct Bookings	7,941	-	- —		57,887	-	- —
Website Direct Bookings - Fees	(519)	-	- —		(3,596)	-	- —
Website Direct Bookings BOH Tour	(22)	-	- —		(113)	-	- —
<b>Total Trading Income</b>	<b>118,184</b>	<b>134,316</b>	<b>-12%</b>		<b>1,004,598</b>	<b>1,047,294</b>	<b>-4%</b>
<b>Cost of Sales</b>							
Conference Room Expenses	-	-	- —		870	-	- —
Freight - In/Out shop	32	33	-2% ↓		415	330	26% ↑
Packaging & Labels	-	54	-100% ↓		429	540	-21% ↓
Purchases - Food & Drinks	1,454	1,536	-5% ↓		13,479	11,173	21% ↑
Purchases - Retail	7,209	10,680	-33% ↓		78,702	77,697	1% ↑
<b>Total Cost of Sales</b>	<b>8,695</b>	<b>12,303</b>	<b>-29%</b>		<b>93,896</b>	<b>89,740</b>	<b>5%</b>
<b>Gross Profit</b>	<b>109,489</b>	<b>122,013</b>	<b>-10%</b>		<b>910,703</b>	<b>957,554</b>	<b>-5%</b>
<b>Other Income</b>							
Interest - BNZ	143	25	470% ↑		2,293	250	817% ↑
Other Income	-	-	- —		750	-	- —

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	ACTUAL	BUDGET	VARIANCE %	YTD ACTUAL	YTD BUDGET	VARIANCE %
Otorohanga Employment Hub Grant	-	-	- —	4,290	-	- —
<b>Total Other Income</b>	<b>143</b>	<b>25</b>	<b>470%</b>	<b>7,333</b>	<b>250</b>	<b>2,833%</b>

## Expenses

### Administration Expenses

Accident Compensation Levies	-	-	- —	10,303	12,500	-18% ↓
Accountancy Fees	250	250	- —	2,500	2,500	- —
Audit Fee	185	-	- —	2,795	7,000	-60% ↓
Bad Debt	-	-	- —	360	-	- —
Bank Charges	44	16	176% ↑	120	160	-25% ↓
Consultancy Fees	5,500	-	- —	13,391	-	- —
Development Staff Expenses	-	666	-100% ↓	-	6,660	-100% ↓
Eftpos Equipment Hire	133	166	-20% ↓	1,333	1,660	-20% ↓
Eftpos/Card Fees	2,362	2,280	4% ↑	16,668	16,587	0% ↑
Grant Management	-	-	- —	4,000	-	- —
HR Services	3,720	250	1,388% ↑	11,312	2,500	352% ↑
Insurance	883	-	- —	7,062	13,500	-48% ↓
Lease	-	-	- —	183	190	-4% ↓
Office Supplies, Rations & First Aid	240	333	-28% ↓	2,551	3,330	-23% ↓
Postage	209	41	409% ↑	351	410	-14% ↓
Printing, Photocopier & Stationery	171	208	-18% ↓	2,192	2,080	5% ↑
Rates	-	-	- —	729	650	12% ↑
Register Discrepancies	45	-	- —	482	-	- —
Subscriptions	-	291	-100% ↓	3,177	2,910	9% ↑
Telephone, Tolls & Internet	2,428	291	734% ↑	6,895	2,910	137% ↑
<b>Total Administration Expenses</b>	<b>16,170</b>	<b>4,792</b>	<b>237%</b>	<b>86,404</b>	<b>75,547</b>	<b>14%</b>

### Repairs & Maintenance

R & M Tuatara Classroom	-	166	-100% ↓	-	1,660	-100% ↓
R & M Aviaries & Cages	257	750	-66% ↓	3,880	7,500	-48% ↓
R & M Buildings - Park	2,862	166	1,624% ↑	5,933	1,660	257% ↑
R & M Displays, Signs	-	250	-100% ↓	-	2,500	-100% ↓
R & M Drainage, Pumps, Ponds	-	166	-100% ↓	158	1,660	-91% ↓
R & M Grounds, Gardens - Park	-	333	-100% ↓	2,201	3,330	-34% ↓
R & M Kitchen, Hospital	-	-	- —	144	-	- —

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	ACTUAL	BUDGET	VARIANCE %	YTD ACTUAL	YTD BUDGET	VARIANCE %
R & M Machinery, Tools & Equipment - Park	160	250	-36% ↓	3,340	2,500	34% ↑
R & M Paths, Bridges, Fences	-	416	-100% ↓	665	4,160	-84% ↓
<b>Total Repairs &amp; Maintenance</b>	<b>3,279</b>	<b>2,497</b>	<b>31%</b>	<b>16,320</b>	<b>24,970</b>	<b>-35%</b>
<b>Vehicle Expenses</b>						
Petrol/Diesel	366	166	121% ↑	3,121	1,660	88% ↑
Vehicle Expenses	313	1,124	-72% ↓	5,363	11,240	-52% ↓
<b>Total Vehicle Expenses</b>	<b>679</b>	<b>1,290</b>	<b>-47%</b>	<b>8,484</b>	<b>12,900</b>	<b>-34%</b>
<b>Working Expenses</b>						
Adopt a Bird Expenses	100	141	-29% ↓	231	1,410	-84% ↓
Advertising	50	166	-70% ↓	679	1,660	-59% ↓
Animal Food	4,779	4,633	3% ↑	45,468	46,330	-2% ↓
Animal General Expenses	325	666	-51% ↓	8,299	6,660	25% ↑
Animal Health Expenses	1,034	789	31% ↑	9,275	7,890	18% ↑
Avian Dog Aversion Training	61	-	- —	(33)	-	- —
Bird & Visitor Audit	-	2,000	-100% ↓	-	2,000	-100% ↓
Brochure Printing	440	-	- —	440	-	- —
Cleaning & Laundry	314	250	26% ↑	2,611	2,500	4% ↑
Computer Expenses	112	250	-55% ↓	1,135	6,200	-82% ↓
Equipment Hire	-	100	-100% ↓	-	500	-100% ↓
Freight & Cartage	176	100	76% ↑	1,585	1,000	58% ↑
Koha/Gifts	-	20	-100% ↓	-	160	-100% ↓
Licences - Park	542	716	-24% ↓	6,339	7,160	-11% ↓
<b>Light, Power &amp; Heating - Park</b>	<b>2,853</b>	<b>2,083</b>	<b>37% ↑</b>	<b>25,259</b>	<b>20,830</b>	<b>21% ↑</b>
Otorohanga Employment Hub - Volunteer Expenses Support	-	-	- —	3,772	-	- —
Pest Control & Traps	17	50	-65% ↓	222	500	-56% ↓
Protective Clothing	177	416	-58% ↓	1,769	4,160	-57% ↓
Ripley Jones Reserve Expenses	350	-	- —	350	-	- —
Security	-	41	-100% ↓	153	410	-63% ↓
Secretarial Support	-	225	-100% ↓	222	2,250	-90% ↓
Staff Training	609	333	83% ↑	1,655	3,330	-50% ↓
Travel & Accommodation	-	250	-100% ↓	-	2,500	-100% ↓
Uniforms	105	250	-58% ↓	2,891	2,500	16% ↑
<b>Wages</b>	<b>77,353</b>	<b>65,289</b>	<b>18% ↑</b>	<b>655,872</b>	<b>652,890</b>	<b>0% ↑</b>

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	ACTUAL	BUDGET	VARIANCE %	YTD ACTUAL	YTD BUDGET	VARIANCE %
Waste Disposal	259	333	-22% ↓	3,478	3,330	4% ↑
Water	-	16	-100% ↓	217	160	36% ↑
Web Site	-	50	-100% ↓	80	500	-84% ↓
<b>Total Working Expenses</b>	<b>89,655</b>	<b>79,167</b>	<b>13%</b>	<b>771,968</b>	<b>776,830</b>	<b>-1%</b>
<b>Total Expenses</b>	<b>109,784</b>	<b>87,746</b>	<b>25%</b>	<b>883,176</b>	<b>890,247</b>	<b>-1%</b>
<b>Operating Profit</b>	<b>(152)</b>	<b>34,292</b>	<b>-100%</b>	<b>34,860</b>	<b>67,557</b>	<b>-48%</b>
<b>Non-Operating Expenses</b>						
Depreciation	2,437	2,302	6% ↑	24,366	23,020	6% ↑
<b>Total Non-Operating Expenses</b>	<b>2,437</b>	<b>2,302</b>	<b>6%</b>	<b>24,366</b>	<b>23,020</b>	<b>6%</b>
<b>Net Profit (Loss) for the Year</b>	<b>(2,588)</b>	<b>31,990</b>	<b>-108%</b>	<b>10,494</b>	<b>44,537</b>	<b>-76%</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Profit or Loss - This Year/Last year

Ōtorohanga Kiwi House Charitable Trust  
 For the month ended 31 March 2025

	NOTES	MAR 2025	MAR 2024	VARIANCE %
<b>Income</b>				
Adopt a Bird		431	109	297% ↑
Conference Room Rental		900	696	29% ↑
Donations		177	2,278	-92% ↓
Income - Kiwi Donation Box		-	74	-100% ↓
Membership Donation		-	15	-100% ↓
Membership Subscriptions		324	391	-17% ↓
Sales - Food & Drinks		2,237	1,899	18% ↑
Sales - Retail		17,628	19,425	-9% ↓
Ticket Sales - Kiwihouse		88,427	99,678	-11% ↓
Till Overs & Unders		42	36	17% ↑
Behind the scene tours		617	-	- —
Tickets Website Direct Bookings		7,941	-	- —
Website Direct Bookings - Fees		(519)	-	- —
Website Direct Bookings BOH Tour		(22)	-	- —
<b>Total Income</b>		<b>118,184</b>	<b>124,601</b>	<b>-5%</b>
<b>Cost of Sales</b>				
Freight - In/Out shop		32	38	-16% ↓
Packaging & Labels		-	64	-100% ↓
Purchases - Food & Drinks		1,454	1,598	-9% ↓
Purchases - Retail		7,209	14,673	-51% ↓
<b>Total Cost of Sales</b>		<b>8,695</b>	<b>16,373</b>	<b>-47%</b>
<b>Other Income</b>				
Interest Received		143	3,681	-96% ↓
<b>Total Income Before Expenses</b>		<b>109,632</b>	<b>111,908</b>	<b>-2%</b>
<b>Expenses</b>				
<b>Administration Expenses</b>				
Accountancy Fees		250	250	- —
Audit Fee		185	-	- —
Bank Charges		44	11	317% ↑

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	NOTES	MAR 2025	MAR 2024	VARIANCE %
Consultancy Fees		5,500	-	- —
Development Staff Expenses		-	428	-100% ↓
Eftpos Equipment Hire		133	45	194% ↑
Eftpos/Card Fees		2,362	2,553	-7% ↓
Grant Management		-	2,000	-100% ↓
HR Services		3,720	-	- —
Insurance		883	-	- —
Office Supplies, Rations & First Aid		240	442	-46% ↓
Postage		209	-	- —
Printing, Photocopier & Stationery		171	242	-29% ↓
Register Discrepancies		45	43	5% ↑
Ripley Jones Reserve Expenses		350	-	- —
Telephone, Tolls & Internet		2,428	256	848% ↑
<b>Total Administration Expenses</b>		<b>16,520</b>	<b>6,270</b>	<b>163%</b>
<b>Repairs and Maintenance</b>				
R & M Aviaries & Cages		257	-	- —
R & M Buildings - Park		2,862	-	- —
R & M Machinery, Tools & Equipment - Park		160	531	-70% ↓
<b>Total Repairs and Maintenance</b>		<b>3,279</b>	<b>531</b>	<b>517%</b>
<b>Vehicle Expenses</b>				
Petrol/Diesel		366	167	119% ↑
Vehicle Expenses		313	1,942	-84% ↓
<b>Total Vehicle Expenses</b>		<b>679</b>	<b>2,109</b>	<b>-68%</b>
<b>Working Expenses</b>				
Adopt a Bird Expenses		100	10	856% ↑
Advertising		50	-	- —
Animal Food		4,779	3,971	20% ↑
Animal General Expenses		325	190	72% ↑
Animal Health Expenses		1,034	1,314	-21% ↓
Avian Dog Aversion Training		61	-	- —
Brochure Printing		440	-	- —
Cleaning & Laundry		314	606	-48% ↓
Computer Expenses		112	712	-84% ↓

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	NOTES	MAR 2025	MAR 2024	VARIANCE %
Freight & Cartage		176	143	23% ↑
Licences - Park		542	481	13% ↑
Light, Power & Heating		2,853	1,994	43% ↑
Pest Control & Traps		17	-	- —
Protective Clothing		177	759	-77% ↓
Staff Training		609	122	400% ↑
Uniforms		105	2,361	-96% ↓
Wages		77,353	53,830	44% ↑
Waste Disposal		259	831	-69% ↓
Web Site		-	50	-100% ↓
<b>Total Working Expenses</b>		<b>89,305</b>	<b>67,374</b>	<b>33%</b>
<b>Total Expenses</b>		<b>109,784</b>	<b>76,285</b>	<b>44%</b>
<b>Net Cash Operating Profit (Loss)</b>		<b>(152)</b>	<b>35,623</b>	<b>-100%</b>
<b>Non-Cash Adjustments</b>				
<b>Depreciation and Amortisation</b>				
Depreciation		(2,437)	(2,704)	10% ↑
<b>Total Depreciation and Amortisation</b>		<b>(2,437)</b>	<b>(2,704)</b>	<b>10%</b>
<b>Total Non-Cash Adjustments</b>		<b>(2,437)</b>	<b>(2,704)</b>	<b>10%</b>
<b>Operating Profit (Loss) Before Distributions</b>		<b>(2,588)</b>	<b>32,919</b>	<b>-108%</b>
<b>Trustees Income Before Taxation and Adjustments</b>		<b>(2,588)</b>	<b>32,919</b>	<b>-108%</b>
<b>Net Profit (Loss) Retained by Trustees</b>		<b>(2,588)</b>	<b>32,919</b>	<b>-108%</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Balance Sheet

## Ōtorohanga Kiwi House Charitable Trust As at 31 March 2025

	31 MAR 2025	31 MAR 2024
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash and Bank</b>		
Cash Clearing	5,816	3,133
Eftpos Clearing	106	106
Petty Cash Float	-	100
Till Floats	200	300
BNZ 25	2	2
BNZ 97	6,802	40,252
BNZ 01	197,562	530
BNZ 00	104,485	307,865
<b>Total Cash and Bank</b>	<b>314,972</b>	<b>352,288</b>
Accounts Receivable	1,244	11,763
Prepayments	415	-
Inventories	11,334	10,098
<b>Total Current Assets</b>	<b>327,965</b>	<b>374,149</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	909,674	937,929
<b>Unfinished Projects</b>		
Redevelopment Project Preliminary Planning	292,085	270,162
Redevelopment Stage One Project Costs	2,087,790	2,087,790
Redevelopment Stage Two Project Costs	75,695	75,695
Redevelopment Stage Three Project Costs	769,347	750,817
Redevelopment Stage Four Project Costs	1,177,605	1,007,261
Redevelopment Stage Six Project Costs	174	174
Redevelopment Stage Seven Project Costs	1,070	1,070
Viewing Platform - BR Aviary Project Costs	960	960
Virtual Bird Park Project Costs	29,322	29,322
<b>Total Unfinished Projects</b>	<b>4,434,049</b>	<b>4,223,252</b>
<b>Total Non-Current Assets</b>	<b>5,343,723</b>	<b>5,161,181</b>
<b>Total Assets</b>	<b>5,671,688</b>	<b>5,535,330</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	78,869	142,240
GST Payable	45,144	33,020

31 MAR 2025

31 MAR 2024

<b>Other Current Liabilities</b>		
<b>Current Liabilities</b>		
Funds Held on Behalf - Otorohanga Employment Hub	(744)	(744)
Other Grants	191,500	111,500
Creative Community Schemes	5,000	5,000
IRG Grant Revenue	205,808	714,774
<b>Total Other Current Liabilities</b>	<b>401,563</b>	<b>830,530</b>
Rounding	1	18
Income in Advance	-	-
<b>Total Current Liabilities</b>	<b>525,577</b>	<b>1,005,808</b>
<b>Non-Current Liabilities</b>		
ODC Loan	2,030,000	2,000,000
Other Non-Current Liabilities	1,710	-
<b>Total Non-Current Liabilities</b>	<b>2,031,710</b>	<b>2,000,000</b>
<b>Total Liabilities</b>	<b>2,557,287</b>	<b>3,005,808</b>
<b>Net Assets</b>	<b>3,114,401</b>	<b>2,529,522</b>
<b>Equity</b>		
OZS Asset Transfer	1,179,970	1,179,970
Retained Earnings	1,934,431	1,349,552
<b>Total Equity</b>	<b>3,114,401</b>	<b>2,529,522</b>

## Aged Receivables Summary

Ōtorohanga Kiwi House Charitable Trust

As at 31 March 2025

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Expedigo	189	83	-	-	-	-	272
ExperienceKart Ltd	133	-	-	-	-	-	133
Flexi Tours NZ	-	-	42	-	-	-	42
H.I.S New Zealand Ltd	80	-	-	-	-	-	80
JTB New Zealand Ltd	291	-	-	-	-	-	291
Kiwiana Tours	-	-	-	-	-	256	256
Tourism Holdings Limited T/A Waitomo Caves	104	-	-	-	-	-	104
Waitomo Caves Discovery Centre	-	-	-	-	-	66	66
<b>Total</b>	<b>797</b>	<b>83</b>	<b>42</b>	<b>-</b>	<b>-</b>	<b>322</b>	<b>1,244</b>

# Aged Payables Summary

## Ōtorohanga Kiwi House Charitable Trust

As at 31 March 2025

CONTACT	CURRENT	< 1 MONTH	OLDER	TOTAL	TRADING ACCOUNTS	FUNDER
<b>Aged Payables</b>						
3 Guys Gas Limited t/a Rockgas Hamilton	620	-	-	620	Park	OKHCT
Adena Scientific Ltd	3,239	-	-	3,239	Stage 4 Animal Nutrition and Enrichment Centre, Park	IRG, OKHCT
ANTICS MARKETING LTD	1,862	-	-	1,862	Shop	OKHCT
Apperleys Timber & Landscape Supplies	280	-	-	280	Park	OKHCT
Applianceplus Otorohanga	65	-	-	65	Park	OKHCT
Bidfood Hamilton	602	-	-	602	Park	OKHCT
BIOSUPPLIERS LTD	1,101	-	-	1,101	Park	OKHCT
BizLink Limited	6,325	-	-	6,325	Park	OKHCT
BJ's Small Goods Limited	466	-	-	466	Park	OKHCT
Bradey L	170	-	-	170	Park	OKHCT
Canon Finance DD	110	-	-	110	Park	OKHCT
Canon New Zealand Ltd DD	96	-	-	96	Park	OKHCT
COCA COLA AMATIL (N.Z.) LTD	675	-	-	675	Shop	OKHCT
COOKIE TIME LIMITED	262	-	-	262	Shop	OKHCT
Enviro NZ Services Limited	288	-	-	288	Park	OKHCT
Finnz Audit Limited	204	2,001	-	2,205	Park	OKHCT
Firewatch	-	216	-	216	Park	OKHCT
FMG Insurance Limited DD	1,015	-	-	1,015	Park	OKHCT
FRIEND WHOLESALE LTD	407	-	-	407	Shop	OKHCT
Happybeak	130	-	-	130	Park	OKHCT
Host Service limited	-	-	9,033	9,033	Stage 4 Animal Nutrition and Enrichment Centre	IRG
HR Connect Limited	4,278	-	-	4,278	Park	OKHCT
Infield Group Limited	281	-	-	281	Park	OKHCT
Inland Revenue Department	22,689	-	-	22,689	Park	OKHCT
Kale Print Ltd	506	-	-	506	Park	OKHCT
Kiwitown Electrical	2,419	-	-	2,419	Park	OKHCT
KIWITOWN MITRE 10	678	-	-	678	Park	OKHCT
Kong's (NZ) Ltd	91	-	-	91	Park	OKHCT
KSDesign	179	-	-	179	Park	OKHCT
Maddox Photography	700	-	-	700	Park	OKHCT
Mercury NZ Ltd DD	2,661	-	-	2,661	Park	OKHCT
Mprove (2004) Ltd	2,570	-	-	2,570	Park	OKHCT
NEW ZEALAND POST LTD	250	-	-	250	Park	OKHCT
NZ COURIERS	70	-	-	70	Park	OKHCT

CONTACT	CURRENT	< 1 MONTH	OLDER	TOTAL	TRADING ACCOUNTS	FUNDER
NZ Dimensionz Ltd	2,208	-	-	2,208	Shop	OKHCT
One Zero Eight Ltd T/A Stihl Shop Otorohanga	203	-	-	203	Park	OKHCT
Osbornes Chartered Accountants Limited	288	-	-	288	Park	OKHCT
Paper Plus Otorohanga Mattmurr Limited	79	-	-	79	Park	OKHCT
Pat Prescott Ltd	781	-	-	781	Park	OKHCT
Paymark Limited DD	43	-	-	43	Park	OKHCT
PGG WRIGHTSON LTD	402	-	-	402	Park	OKHCT
PIKITIA 2010 LTD	1,318	-	-	1,318	Shop	OKHCT
PROKIWI INTERNATIONAL LTD	910	-	-	910	Shop	OKHCT
Repashy NZ	80	-	-	80	Park	OKHCT
Russell Jo	1,686	-	-	1,686	Park	OKHCT
Science And Nature Limited	-	-	(2)	(2)	Shop	OKHCT
Seeds & Cereals 2000 Limited	158	-	-	158	Park	OKHCT
The Artgame Ltd	583	-	-	583	Shop	OKHCT
The Business Collective	-	-	161	161	Park	OKHCT
The Derek Corporation Ltd	808	-	-	808	Shop	OKHCT
Tip Top Fonterra Brands	735	-	-	735	Shop	OKHCT
Vetora Waikato	1,189	-	-	1,189	Park	OKHCT
Village Green Seed Ltd	390	-	-	390	Park	OKHCT
WILDSIDE GIFTS	308	-	-	308	Shop	OKHCT
<b>Total Aged Payables</b>	<b>67,460</b>	<b>2,217</b>	<b>9,192</b>	<b>78,869</b>		
<b>Total</b>	<b>67,460</b>	<b>2,217</b>	<b>9,192</b>	<b>78,869</b>		



## Ōtorohanga Kiwi House Charitable Trust Report to Ōtorohanga District Council

<b>Prepared by</b>	Richard Spittle	<b>Reporting Period</b>	<i>1 January 2025 – 31 March 2025 3rd quarter)</i>
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### A. Actual Income and Expenditure

Please see the attached profit and loss report for the month ended 31 March 2025 and the YTD results actual to budget.

Overall observations:

- Total trading income for the month was \$118,184 versus a budget of \$134,316.
- Total trading income YTD was \$1,004,598 versus a budget of \$1,047,294.
- Total Expenses for the month were \$109,784 versus a budget of \$87,746.
- Total Expenses YTD were \$883,176 versus a budget of \$890,247.
- Net profit for the month was (\$2,588) versus a budget of \$31,990.
- Net profit YTD was \$10,494 versus a budget of \$44,537.

Major contributions to the results stated:

- Below budget on Specified donations YTD by circa \$45,000
- Unbudgeted Consultancy fees of \$13,391
- Over Budget on HR Services fees YTD by \$8,812
- Below budget on R & M and Vehicle expenses
- Total Wages are on budget.

The Balance Sheet as of 31 March 2025 shows the Loan to the ODC having a balance of \$2,030,000. As at the date of this report the balance stands at the original amount of \$2,000,000 with the additional \$30,000 repaid in April 2025.

### B. Grants

No additional grants have been applied for. The final advance of \$200,000 was received from IRG and has been allocated to fund the final development expenses for the Animal Nutrition and Enrichment Centre (ANEC)

Two further Grant payments from the Otorohanga Charitable trust will be paid as follows:

- \$35,000 in June 2025
- \$20,000 in April 2026

These grant payments will be used for capital improvements to the park to improve the visitor experience for the upcoming Summer season.

A more broader funding/grant strategy is being worked on to provide a sustainable funding platform to allow continued capital development to take place at the park to allow for increased visitor numbers and a world class tourism experience based around three pillars of:

- Interaction with Native Species
- Conservation Education
- Lifting the Local Cultural awareness of Ngāti Maniapoto

### C. Loans

An Overdraft application has been lodged with BNZ to support the cashflow fluctuations over the next 12 months.

**D. Forecast Income and Expenditure**

Please see the attached the Forecast Income and Expenditure for the financial year being 1 June 2025 to 31 May 2026.

The forecast shows a breakeven result from a cash perspective based on visitor numbers this year, a small pricing increase and a CPI driven increase to costs.

**E. Visitor Numbers:**

	Jan	Feb	March	April	YTD Total:
2024-25	7403	5065	4625	5438	22,531
2023-24	7588	5428	5674	4757	23,447

**F. OKHCT Chair**

Kim Ingham is the current Chair of the Otorohanga Kiwi House Charitable Trust.

Otorohanga Kiwi House Charitable Trust												
Cashflow Forecast to 30 May 2026												
Operating Bank Account												
	Jun-25	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-25	Apr-26	May-26
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
TRUST INCOME												
Trading Income	\$61,339	\$86,755	\$71,151	\$65,953	\$104,150	\$120,182	\$174,778	\$190,992	\$138,643	\$169,823	\$121,193	\$50,890
Grants/Donations	Z \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Income	Z \$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
GST Received on Income	\$9,201	\$13,013	\$10,673	\$9,893	\$15,623	\$18,027	\$26,217	\$28,649	\$20,796	\$25,474	\$18,179	\$7,633
TOTAL CASH INCOME	\$70,565	\$99,793	\$81,848	\$75,871	\$119,798	\$138,234	\$201,020	\$219,666	\$159,465	\$195,322	\$139,397	\$58,548
TRUST EXPENDITURE												
Cost of Sales	\$6,140	\$8,727	\$7,138	\$6,608	\$10,495	\$12,128	\$17,686	\$19,335	\$14,002	\$14,633	\$12,231	\$5,073
Administration Expenses	\$8,030	\$8,754	\$23,721	\$10,321	\$14,986	\$11,176	\$6,436	\$7,141	\$7,146	\$4,146	\$3,576	\$2,569
Repairs & Maintenance Expenses	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497	\$2,497
Vehicle Expenses	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290	\$1,290
Working Expenses	\$12,424	\$12,424	\$12,424	\$16,124	\$12,424	\$12,524	\$12,714	\$12,524	\$12,524	\$14,524	\$12,424	\$12,424
Wages & Salaries (Incl PAYE)	Z \$69,275	\$103,913	\$69,275	\$69,275	\$69,275	\$69,275	\$103,913	\$69,275	\$69,275	\$69,275	\$69,275	\$69,275
GST Paid on Expenditure	\$4,557	\$5,054	\$7,061	\$5,526	\$6,254	\$5,942	\$6,094	\$6,418	\$5,619	\$5,563	\$4,803	\$3,578
TOTAL CASH EXPENDITURE	\$104,213	\$142,658	\$123,406	\$111,641	\$117,221	\$114,832	\$150,630	\$118,480	\$112,353	\$111,929	\$106,096	\$96,706
GST Movement (Operating)												
GST on Income	\$9,201	\$13,013	\$10,673	\$9,893	\$15,623	\$18,027	\$26,217	\$28,649	\$20,796	\$25,474	\$18,179	\$7,633
GST on Expenditure	\$4,557	\$5,054	\$7,061	\$5,526	\$6,254	\$5,942	\$6,094	\$6,418	\$5,619	\$5,563	\$4,803	\$3,578
GST Paid(Received)	\$ 7,000	\$ 12,603	\$ 12,603	\$ 7,979	\$ 7,979	\$ 21,454	\$ 42,354	\$ 42,354	\$ -	\$ 35,088	\$ 35,088	\$ 35,088
DEBT SERVICING												
Loan Interest	Z \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Repayment	Z \$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IRD PAYE Debt	Z \$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$650	\$0	\$0	\$0	\$0	\$0
TOTAL DEBT SERVICING	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$650	\$0	\$0	\$0	\$0	\$0
CASH OPERATING SURPLUS (DEFICIT)												
	(\$37,648)	(\$46,865)	(\$45,558)	(\$39,770)	(\$1,423)	\$19,402	\$49,740	\$101,186	\$47,111	\$83,393	\$33,301	(\$38,158)
GST Due (Received) to/from IRD	\$7,000	\$0	\$12,603	\$0	\$7,979	\$0	\$21,454	\$0	\$42,354	\$0	\$0	\$35,088
NET MOVEMENT OF FUNDS	(\$44,648)	(\$46,865)	(\$58,161)	(\$39,770)	(\$9,402)	\$19,402	\$28,286	\$101,186	\$4,757	\$83,393	\$33,301	(\$73,246)
Operating Bank Profile												
Opening Balance	\$41,281	(\$3,367)	(\$50,232)	(\$108,393)	(\$148,164)	(\$157,565)	(\$138,163)	(\$109,877)	(\$8,691)	(\$3,934)	\$79,460	\$112,761
Net Movement of Funds	(\$44,648)	(\$46,865)	(\$58,161)	(\$39,770)	(\$9,402)	\$19,402	\$28,286	\$101,186	\$4,757	\$83,393	\$33,301	(\$73,246)
Closing Balance	(\$3,367)	(\$50,232)	(\$108,393)	(\$148,164)	(\$157,565)	(\$138,163)	(\$109,877)	(\$8,691)	(\$3,934)	\$79,460	\$112,761	\$39,515
Check Total												
												\$39,515

## 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
C287	22/10/24	<p><b>Refuse and Recycling Contract</b></p> <p>That Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>a. Approve a phased approach to service delivery change, being: <ol style="list-style-type: none"> <li>i. Phase 1, approve the changes set out in option 2, adding an additional recycling crate for glass only with the option of adding a food waste collection following further direction from Central Government.</li> <li>ii. Phase 2, changing to the services set out in option 3, replace the recycling crate with a 240L mixed recycling bin and replace the refuse bags with a 140L bin. Phase 2 will be determined through the 2027-37 Long-Term Plan process having regard to the Government mandates.</li> </ol> </li> <li>b. Approve an extension to the current Refuse and Recycling Contract for one year from 1 July 2025 to 30 June 2026 under the existing terms and conditions. Any increase in cost will be brought to Council for a decision through the 2024-25 Annual Plan process.</li> <li>c. Agree to explore a joint procurement arrangement with the Waitomo District Council for the delivery of kerbside refuse and recycling services in line with recommendation a).</li> </ol>	<p>The extension has been confirmed and the MOU with Waitomo District Council has been signed.</p> <p>Staff recommend this Resolution be removed from the Register.</p>

C331	25/02/25	<p><b>Item 209 – Draft Ōtorohanga Reserves Strategy and Management Plan</b></p> <p>That having considered the recommendations from the Hearings Panel, and the subsequent matters raised by the Ōtorohanga Sports Club at the Public Forum, the Ōtorohanga District Council:</p> <p>1. Confirms the following changes be made to the draft Ōtorohanga Reserves Strategy:</p> <p>a. That the Ōtorohanga ‘Village Green’ be included in the Strategy.</p> <p>b. That specific cultural and heritage items/places, such as the Memorial Park guns, Village Green carvings/pou and the historic waka at Ōtorohanga Museum, be reflected as icons on the relevant maps in the Strategy.</p> <p>2. Confirms that further discussions be held with the relevant clubs and organisations to:</p> <p>a. Optimise the future configuration of the Ōtorohanga Domain, including the use of the Ōtorohanga Netball courts area; and,</p> <p>b. Optimise the future configuration of Island Reserve, having regard to the future of the grandstand and noting the establishment of new courts for Ōtorohanga Netball as a priority action.</p> <p>3. Confirms that an updated draft Ōtorohanga Reserves Strategy and Management Plan reflecting matters covered by 1 and 2 above be referred to the Hearings Panel for consideration prior to its recommendation to Council for adoption.</p> <p>4. Notes that work on naming protocols is underway and that the naming of Reserves in the Strategy is aligned with the work undertaken as part of the development of the Ōtorohanga Town Concept Plan.</p>	<p>Meetings with Island Reserve and Ōtorohanga Domain user groups have been completed. Updated concepts for both reserves are being finalised, with the final Strategy and Management Plan expected to be presented to the June Council meeting for adoption.</p> <p>Staff recommend this Resolution remain on the Register until the June Council meeting.</p>
C334	25/02/25	<p><b>Item 212 – Local Water Done Well Communications and Engagement Plan</b></p> <p>That Ōtorohanga District Council endorse the Local Water Done Well Communication and Engagement Plan</p>	<p>Staff recommend this resolution remain on the Register until the consultation period has closed and a Hearing held.</p>

dated February 2025 (document number 805826) noting that:

- a) The alternative consultation mechanisms provided for in Sections 61-64 of the Local Government (Water Services Preliminary Arrangements) Act 2024 will be applied
- b) Engagement with the community will be led by the Mayor and Elected Members using the tactics outlined in the Communication and Engagement Plan
- c) Consultation will adhere to the Principles of Consultation as per the Local Government Act 2002, Section 82
- d) Consultation will be for a period of one month from notification of Council's decision on its preferred option for the delivery of water services
- e) The public will be given the opportunity to present their views to Council, in person, at a hearing

C361 29/04/25

**Item 227- Rewarewa Schoolhouse**

That the Ōtorohanga District Council:

- a) Confirms that, subject to b), no further Council funding or staff time be given to Rewarewa Schoolhouse matters on its current site; and,
- 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:
  - i) Confirmation of acceptance of the offer is received by 31 July 2025; and,
  - ii) The Schoolhouse is removed from the site by 31 December 2025; and,
- b) That if the Ōtorohanga Historical Society declines the offer, the Rewarewa Schoolhouse is offered to the public for purchase and removal; and,
- c) Reaffirms its commitment to manage the Rewarewa Reserve in accordance with relevant legislation, policies and plans.

Staff have formally advised the Historical Society of the Council's offer. Staff recommend this resolution remain on the Register and be reviewed after 31 July 2025

C362 29/04/25

**Item 228 - 2025/26 Annual Plan – Confirmation of Workshop Direction**

Staff recommend this resolution remain on the Register until the adoption of the 25/26 Annual Plan in June 2025

That Ōtorohanga District Council approves the direction provided through the 2025/26 Annual Plan workshops as follows:

## NZTA Waka Kotahi Subsidy

- a) That ŌDC apply a portion of the unmatched 'local share' from the 2025/26 roading budget to select unmatched capital (\$600,000) and operating projects (\$70,000) that align with ŌDC's Land Transport Asset Management Plan 2024 – 34 and the Long-Term Plan 2024-2034

## Funding the Ōtorohanga Historical Society

- b) That ŌDC fund the Ōtorohanga Historical Society with an operational grant of \$58,010 in the 2025/26 financial year for Ōtorohanga Museum; re-purposing \$35,000 from the LTP that was budgeted to fund Creative Waikato.

## Kāwhia Community Board (KCB)

- c) That ŌDC consider bi-monthly board meetings and overhead allocation through 2027-37 LTP process
- d) That ŌDC consider the General Rate Split through 2027-37 LTP process
- e) That ŌDC use 50% of the surpluses from the Kāwhia Refuse Account and the Kāwhia Rates

Account to offset rates in the 2025–2026 financial year

- f) That ŌDC increase commercial berthage fees at Kāwhia wharf by 15% starting 1 July 2025; reflect in Fees & Charges
- g) That ŌDC undertake further analysis on cost-benefit of metered standpipes

Capital Value/Uniform Rate split

- h) That ŌDC do not make changes to current general rate split of 70% capital value and 30% uniform charge for the 25/26 financial year.

C363

**Item 229 - Draft Development and Financial Contributions Policy – Approval to Consult**

Staff recommend this resolution remain on the Register until after the June 2025 Council meeting

That, having regard to the decision-making provisions of the Local Government Act 2002, including the principles of consultation, and considered the proposed draft Development and Financial Contributions Policy, the Ōtorohanga District Council:

- a) Approves the draft Development and Financial Contributions Policy for public consultation, with the consultation period running from 1-28 May inclusive; and,
- b) Notes the adjustment to Table 10 in the draft Policy reducing the proposed financial contribution from \$3270 to \$3040 GST inclusive; and,
- c) Confirms the hearing and consideration of submissions will be held on 10 June 2025, with the final draft Policy referred to Council for adoption on 24 June 2025.

C364 29/04/25

**Item 232 - WRAL Interim Report and Statement of Intent 30 June 2026**

WRAL have been informed of the Resolution.

That the Ōtorohanga District Council:

Staff recommend this Resolution be removed from the Register.

- a Receives the WRAL Interim Report for the period ended 31 December 2024.
- b Receives the WRAL Group Statement of Intent and endorses the direction set therein.

C365	29/04/25	<b>Item 230 - Māori Engagement Framework</b>	The Framework is now in place.
		That Ōtorohanga District Council adopt the Māori Engagement Framework (document number 818948).	Staff recommend this Resolution be removed from the Register.
C366	29/04/25	<b>Item 231 - Co-Lab Interim Report and Statement of Intent 30 June 2026</b>	Co-Lab have been informed of the Resolution.
		That the Ōtorohanga District Council:	Staff recommend this Resolution be removed from the Register.
		a Receives the Co-Lab Half-Yearly report for the period ended 31 December 2024.	
		b Receives the Co-Lab Statement of Intent for 2025/26 and endorses the direction set therein.	

**Staff recommendation**

That Ōtorohanga District Council confirm the removal of Resolutions C287, C364, C365 and C366 from the Register.

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

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

**Item 246** Resolution to exclude the public for Item PE23 - Re-Appointment of Board Chair – Waikato Regional Airport Ltd

**To** Ōtorohanga District Council

**From** Kaia King, Governance Manager

**Type** **DECISION REPORT**

**Date** 27 May 2025



## 1. Purpose | Te kaupapa

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

## 2. Executive summary | Whakarāpopoto matua

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

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE23 - Re-Appointment of Board Chair – Waikato Regional Airport Ltd	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

## **4. Context | Horopaki**

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

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

### **Significance and engagement**

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

### **Impacts on Māori**

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

### **Risk analysis**

- 5.3. This report seeks to reduce the risks associated with privacy information breaches.

### **Policy and plans**

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

### **Legal**

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

### **Financial**

- 5.6. There are no financial impacts resulting from the recommendation.

## **6. Discussion | He kōrerorero**

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

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

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

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

### **Recommended option and rationale**

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

**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 3 of the agenda for further information.