



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA DISTRICT COUNCIL

29 July 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, 29 July 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

22 July 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga District Council membership

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

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

For use in both opening and closing meetings

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

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

For use in blessing food

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

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

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Other business**Ētahi atu take**

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Public excluded**Take matatapu**

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Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	435
Meeting closure	Katinga o te hui	435

Workshops**Hui awheawhe**

1	Monthly discussion with the Chief Executive	Public not permitted
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This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 22 July 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).

Should an apology be received, the following is recommended: *That Ōtorohanga District Council receive and accept the apology from ... for ... (non-attendance, early departure, late arrival).*

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. 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.

Gaylene Kanawa and Jeanette Schollum have requested to speak on the Kāwhia Fitness Trail.

Petitions

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

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

A petition has been received from Te Taio o Kāwhia Moana titled 'Protecting Kāwhia Harbour'. The petition will be formally presented with the petitioners requesting to be heard. The petition is on the following page.

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

Staff recommendation

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

The petitioners will be speaking to a PowerPoint presentation.

Staff recommendation

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

Protecting Kāwhia Harbour

To: Ōtorohanga District Council

We, the undersigned residents of Kāwhia and others with longstanding ties to the region, call upon our elected officials and staff of Ōtorohanga District Council to:

1. Remove vehicle access from vulnerable areas of the inner Kāwhia Harbour to protect:
 - The harbour's delicate ecosystem and marine life
 - Public safety in recreational areas
 - Cultural and historical sites
 - Shoreline stability
2. Support the development of alternative access infrastructure, specifically:
 - Establish a designated access way at Ocean Beach as offered by TKI
 - Ensure the new access point minimises environmental impact
 - Create appropriate parking facilities away from sensitive areas
3. Work with the community to:
 - Develop a comprehensive implementation plan
 - Consider the needs of all harbour users
 - Protect both environmental and recreational values

Why is this important?

Kāwhia Harbour is a treasured natural environment that supports diverse marine life and provides important recreational opportunities for our community. Current vehicle access is causing ongoing damage to the harbour's ecosystem and poses serious safety risks to harbour users.

Vehicle traffic in sensitive areas is resulting in:

- Damage to shellfish beds and marine habitats and disruption to our endangered wildlife including tuturiwhatu/ NZ dotterel
- Erosion of harbour margins
- Safety concerns for families and children using the beach
- Disruption to natural coastal processes

The proposed Ocean Beach access way would provide a sustainable alternative that balances community access needs with environmental protection.

By signing this petition, you support the Kāwhia community's vision for a protected and sustainably managed Kāwhia Harbour for future generations.

Endorsed by: Te Taiao o Kāwhia Moana & Onepū Charitable Trust

Signed by 687 people:

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Te Taiao o Kāwhia Moana Incorporated Society	3889			
Jacqueline Ann Margetts	3889	x	kāwhia	
Carson Loveless	0000	x	kāwhia	x
Shane Solomon	3720		Aotea	x
Thomas Sciascia	4972			x
Adele Mailman	3843	x	kāwhia	
Rowena Adam	3800			x
Tania Bidois	3720			x
Tim Bird	3886	x	kāwhia	x
Jacqui Singleton	3200			x
Faith Whitiara	3889		kāwhia	
Flavian Martin	3210		kāwhia	
Tina Te Haate	3800			x
Watty Tipene	3600		kāwhia	
Aaron Greenbank	3889	x	kāwhia	
Hapi Tansey	3591		kāwhia	x
Paekiri Ngangahu Meri Tansey	5011		kāwhia	x
Lisa Mumby	3591			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Eli Ranga	0000			x
Rangimarama Morris	3889		kawhia	
Tania Hepi	3216			x
Waatea Tansey	3600			x
K R	3720			x
Anthony Ranga	0000	x	kawhia	
Hayd Scott	0000			x
Anne-marie Maikuku	3910			x
Teneille Scott	4930	x	Aotea	x
Kataraina Barnes	3200		Aotea	x
Kendall Scott	6031			x
Horahaere Scott	3843	x	kawhia	
Henry Renata	3200			x
Tim Sciascia	4421		kawhia	
Tiana Ranga	0000			x
Laurana Maru	3800			x
Mata George	5012			x
Vanessa Rotohiko	3889	x	kawhia	
Sacha Kana	3200			
Kari Love	0000			x
Marie Matenga	3988		kawhia	x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Deke Szulinski	0000			x
Hono Anderson	3200			x
Riki Ormsby	3889	x	kawhia	
Jackson Mahara	3119			x
Nadia McGregor	3900		kawhia	
Janice Love	0000			x
Toni Whitiara	3800		kawhia	x
John Tiki Maru	4930			x
Angela Te Uira	3800		kawhia	
Deanna Pompey	4930			x
Pat Whitiara	3204			
Hayley Flintoff	3800			x
Stacey Barakat	3200			
Moana Davy-Tuteao	3889	x	kawhia	
Stephen Adam	3800			x
Teneille Morgan	3875			x
C Montier	3875			x
Angela Lindsay	3432			x
Michelle Lihou	3015		kawhia	x

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Shirley Sciascia	00000			x
G Spragg	7446			x
Erica Hepi	3886	x	kawhia	x
Emily Kirpichnikov	0000			
Tia Gamble	3701		kawhia	
TuiAnne Bishop-Hay	3843		kawhia	
Maree King	3210			x
Paula Ranga	3214			x
Tracey Martin	3214			x
Emma-Rose Bishop	0000			x
Tiriana Anderson	3214			x
Sam Hay	0000			x
Hapi Tansey	3510			
Katrina King	3210			x
Oasis Tansey	3591			x
Sheena Murch	3206		kawhia	
Shani Whitiara	3889	x	kawhia	
Tomai Tuteao	3889		kawhia	
Nicola Suhren	0000			x
Susan Willison	3988			x
Becky Green	3800			x

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Natalie Davis	3720			x
lydia parnell	3889	x	kawhia	
Anthea Harrison	4797			x
Christine Maaka	3206			x
Greg Tuaupiki	3800			x
Mary Ruatara	5018			x
Horakiuta Herangi	2471			x
Tracey Jones	3420		kawhia	
Hanna Love	3212			x
Max Horton	0000			
J Love	0000			x
Te Atapo Parnell	3700			x
Faye Blossom	3285			
Alice Evans	0000			
Teana Gilmore	3200		kawhia	x
Maree Shaw	3630			
Aaron Love	0000			x
Anahera King	3210			x
Tyler Parnell	876	x	kawhia	
Tina Te Uira-Kopua	2102			x
Te puna Ranga	6069			x

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Marcella Manihera-Rolls	3214			x
Waimiria Willison	3988			x
Wayne Ranga	0000			
Geneva Adams	3016		kawhia	
Linda Simon	+682			x
Danielle Scott-Chase	3216			x
Caprice Turner	3772		Aotea	x
Nancy Hughes	3700			x
Buddy Pouwhare	3878		kawhia	
Rev. Elizabeth Hope Zizik	0000		Aotea	x
Mahi Newton-King	3200			x
Tracey Newton	3204			x
Lloyd Whiu	3843	x	kawhia	
Denise TeWake	3200			x
Kelly Malone	3889	x	kawhia	
Marge Rameka	YES			
Harry Turner	3900	x		x
Rayden Newton-king	3204			x

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Stacey Whitiora	1025			x
Susan Duncan	3889	x	Aotea	
Tiki Ryan	3889		kawhia	
Dilane Harding	3988			x
Natalie Williams	3988			x
Kupaea Martin	3888			x
Heather Fitzgerald	3988			x
Sara Iti	3900	x		x
Kylie Te Huia	3988			x
Jade Maikuku	3988	x	kawhia	
Margaret Karauti	3889	x	kawhia	
Kelly Martin	3988	x	kawhia	
Haki Raiwhara	3889	x	kawhia	x
Germaine King	3988			x
Rhonda Kerr	3889	x	kawhia	
Stephen Grant temaahau King	3200		kawhia	
Sarah Williamson	3889	x		
Shari Porima	3889	x	kawhia	
Jean Chadwick	3899	x	kawhia	

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Head Leeann	3210			x
Te Maika Ranga	0000	x	kawhia	
Sandra Lee Hay	0000			x
Riria Martin	3889	x	kawhia	
Takukoha Whiu	3889		kawhia	
Hannah Tansey	3010			
Gladys Mailman	3800			
Chelsea Duke	3206			x
kylie cederman	3843	x	kawhia	
Debbie Mitchell	3802		Aotea	x
Sara murphy	3802			x
Gordon Taylor	3889	x	kawhia	
Debra King	3800			
Amber Cassie	3800	x		x
Anthony Margetts	2105			
ali moore	3025			x
Allan Te Waha Takiari	3214			
Justin Scarlett	3206			x
Gerald Sullivan	3889		kawhia	

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Richard Casey	3710			x
Amber Casey	3710			x
Pip Weaver	3800			x
Steven Kingi	3900		kawhia	
Joshua Taylor	3889	x	kawhia	
Karen Margetts	1010			x
Cassandra Barnett	3216			x
Imogen Barnett	0604			x
Ariana Manihera	0000			x
Tania Davis	0473			x
Kathie Raiwhara	3889		kawhia	
Graeme Wetini	3818	x	kawhia	
Nui King	3988			x
Joanne King	0000			x
Darlene MCQUEEN	3200			x
Juanita Morgan	3214			x
Christine Creed	3500			
Jardean King	OUR LAND IN KAW		kawhia	x
Mike Cox	3889	x	kawhia	

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Wayne Brewer	1042			x
Ra Puhi	3889	x	kawhia	
Ray Puhi	3812		kawhia	x
Juliza Takiari	3700			x
Liza Taurira	3720		Aotea	
Tumanako Adams	4500			x
Jane Phillips	3297		Aotea	
Andre Phillips	3214			x
Ngarongo Haapu	4120			x
Nardia Morgan	3225	x	Aotea	
Ardelle Williams	3191			x
Kathleen Uerata	3843	x	kawhia	
Cody Maikuku	3988	x	kawhia	
Shiralee & Jeff Coate	3720			
Richard Reynolds	3800	x	kawhia	x
Mel Kingi	3800	x	kawhia	
Andrew King	0000			x
Hero Jeremy keneriki Williams	3200F ROM RAKA UN			
Katherine Luketina	3206			x

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Maxine Morgan-Wind	3900	x		
Kimberley King	0000			x
Keith Huirama Carnachan	6023			x
Leah Ormsby Ormsby	3200			
Corey Moore	3200	x	kawhia	
Sylvia Barnett	0000			x
Uriah Taylor	3900	x	Aotea	
Tracy Griffin	3974	x		x
Pania Kokiri	3200		kawhia	x
Celia Fowler	0620			x
Yvonne Mita	3900	x		
Jeanette Schollum	3889	x	kawhia	
Phillip King	3225			x
Aroha Price	340			x
Ken & Trish Jonathan	3889	x	kawhia	
Robyn Williamson	3495			x
Melissa Lambert-Rangiawha	3200			x
Ian White	3225			x
Nicholas Toa	4320		Aotea	x
Rod Barnett	3843	x	kawhia	

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Pam Wetere	3204			
Pip Jonathan	3110			
Ridge Ennis	3800			x
Aana Paki	3204			x
Jacqueline Leigh	3800			x
Boris Barnett	3200			x
Randall Uerata Greenbank	3900	x	kawhia	
Hikitia Howden-Ranga	3025		kawhia	
Melissa Gage	3900	x		x
Barry Brown	0604			x
Charlotte Milne	1024			
Ruhia King	3988		kawhia	x
Charlo Tāhere	3500		kawhia	
Moana Roderick	3985			x
Lani King	3200		kawhia	x
Brooke Shead	3700		Aotea	
Taurangi Paki	3889		Aotea	
Moana Judd	0000		kawhia	x
Tracey Kerr	3720			x
Delia Cress Cress	4122			

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Lindsay Harvey	2136			x
Mike Meredith	3420		kawhia	x
Leah Ormsby	4225			
Trevor Ranga	3843	x	kawhia	
Maria Tamaki	3873			x
Kobe Paea	3218		kawhia	x
Michelle Maru	2770		kawhia	
Cheryl Maru	4000		kawhia	
Kaia Raumati	0000			x
Duane Moke	7910			
Korina Verkley	3216			x
Aaron Maru	4500			x
Inia Murch	3883	x	kawhia	
Symphony King-Crosby	3214			x
Kanyon Paul	3204			x
Te Kowhai Robinson	0420			
Anika Winders	6495			
Eli Winders	3216			
Georgia James	1052			x
Awhina Black	0604			x
Talia Adam	0000		kawhia	x

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Nicola Winders	9495			
Keith Webber	3216			x
Veronica Keucke	3285			x
Alice Burton	3889	x	kawhia	
Jill Rice	2120			x
David Burton	4120			x
Mitchell Freestone-Leong	1051		kawhia	x
Puhi Samuel	0610			
Keisha Hanson	3793			x
Erika Forlong	7271			x
Dayna Walker	2013		kawhia	x
Carmen Conza	0610			x
Jamie Maata	4720			
Michael Wihongi	2025			x
Pat Donaldson	3889	x	kawhia	
waati ormsby	3200		Aotea	
Tanita Whitiara	3520			x
Rochele Maaka	3493			
Veronica Williams-Martin	3843		kawhia	x

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Ani Tapara	3843	x	kawhia	
Maria Rewi Wetini	3843	x	kawhia	
Jill Ross	3889	x	kawhia	
A S	6023			
Hunter Whetumara ma Adams	3216			x
michael Lellman	3500			x
Shaun Kingi	878		kawhia	
Pauline LELLMAN	3500			x
Jessica Short	3495		Aotea	x
Emma Edmonds	4210			x
Tangiwai Edmonds	4210			x
Justice Hetaraka	0112			
Faye Anderson	6012			
Kel Dockery	3884	x	kawhia	
Teena Jaram	3843		kawhia	
Mauricia Stephens Huata	3217			x
Te ao o te rangi Apaapa	3204			x
Josie Butcher	1050			x
Kristen Pari	3912			x
Terina Moke	3116			x

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Kerri Huaki	0000		kawhia	x
Janine Dockery	3843	x	kawhia	
Lori Hettig	3206			x
Jerry Nelio	4825			x
Christine Patea	0000			
Rowena Ormsby	3200	x	kawhia	
Taysha Sangster	3216			x
Amber O'Neill	0110			
Rita Roberts	3204			x
Jamie Nelson	3285			x
Pere Whatarangi	0000	x	kawhia	x
Anne Worth	3216			x
Donna Tuwhangai	3886	x	kawhia	x
Ana Jerry	3200		kawhia	x
Lisa Critchley	2024			x
Vicki rendall	3910			x
Ange King	3720			x
Moeraima Wetere	3216			
Nicole Rayner	3720			x
Wai Mclver	3988	x	kawhia	
Tekahurangi Hepi	0000			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Charmaine Tukiri	1061			x
Daniel Tukiri	6022			x
Ngahoia Wilson	3210			x
Debra Matenga	3120			x
Gabrielle Armstrong	3800			x
Janine Wikaira	3710, TE KAUWHA			x
Hayley Hondow	0000			x
Amanda Pu	3988	x	kawhia	
Tina Edmonds	0000			
Rachel Pelo	2025			x
Sam Batey	3206			x
Roger Waitere	3204	x	Aotea	
Gavin Neil	3720			x
Bernard Dunbar	3889	x	kawhia	
Mikae Rangihika	3288			x
Callan Stewart	3889	x	kawhia	
Lynda Williams	0000			x
Aroha Wetere	8023			x
Tim Park	6012			x
Aroha Waitere	8042			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Phillip Taylor	3895		Aotea	
Maria Huata	3204			x
Te Mihinga Komene	3214			x
Samara Tuwhangai	3510		kawhia	x
James Mahara	2104			x
Sharaya Nikora	9320		kawhia	x
Dene Findlay	3889		kawhia	
Malcolm Ormsby	3889	x	kawhia	
Karlene Fanning	3420			x
Lexus Connor	3210			x
Sapphira Chipperfield	3210		Aotea	
Michael wetere	9012			
Wharekaui Ormsby	3206	x	kawhia	x
Cara Hansen	3293			x
Tegan Porima-Friend	2103			x
Lauren Wynyard	0618			x
Rose Kuka	3889	x		
Autumn Te Whiu	3420			
Richard Muraahi	4500			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Michael Uerata	3889		kawhia	
Roberta Hickman	3900	x		x
Maraea Nikora	3210			
Christine Nerai-Tuaupiki	3910	x	kawhia	
Roseanne Burleigh	3216			
Huia Forbes	6012			x
Rangimarie Coleman	7096			x
Charlie Porima	3900	x	kawhia	
Sharon Pihama	3910		kawhia	x
Esther Gedye Taylor	6021			
Darin Powell	3843		kawhia	
Angela Pukekura	3180			x
Niketi Toataua	3843	x	kawhia	
Ramanda Treweek	9026			x
Hamiora Werahiko	3015			x
Glenn Roper	8042			
Mihiwai Scott	3720		kawhia	
Kate McLeod	0174			x
Hano Ormsby	3878		kawhia	

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Mary Connor	3889		kawhia	
Takakae Kitai	2104		Aotea	x
Hinemanu Barclay - Kerr	3289			x
Doreen Puke	3998			x
Linda Malcomson	3889	x	kawhia	
John Forbes	3988		kawhia	x
Sonny Karema	UNK			x
Te Ranui Paki	UNK			x
Te Ranui Paki	UNK			x
Kotiro Turner	UNK			x
Joe Otimi	UNK			x
Maria Maniopoto	UNK			x
Simanne Cardon	UNK			x
Ngaire Gilderdeile	UNK			x
Billy Te Kani	UNK			x
Anna Maikuku	UNK			x
Krista Henare	3200			x
Stacey Hill	3225			x
Delia Wilson	3214			x
Hikitia Ranga	3843	x	Aotea	

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Wai Te Kani	3791			x
Trina Martin	6011			x
Megan Willison	3988			x
Kelly Ishermaood	3889	x	kawhia	
Carla Rameka	3214			x
Waimirirangi Tauariki	1011		kawhia	
Aperira Nanai	2301			x
Stevie Maihi	2103			
Kay T	2025			
Melanie Kanara	1041			x
Nadia Emery	0120	x	kawhia	x
Blossom Ronaki	1010			
Moetu Kaitai	1050	x	kawhia	x
Jamie lee Tamati	1041	x	Aotea	
Jade MCquoid	1062			x
Lennae Boyce	4091		kawhia	
Marama Ihaka	1041		Aotea	
Sally Bladon	1010	x	kawhia	
LITIA Vuniduvu	0000			
Shirley Coromandel	2024			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Paula Woods	3988			x
Aimee Payne	7274			
Rhonda Edwards	3420			x
Laura Woodward	6022			
Shalimar Newport	3710			x
Teresa Pauro	3792		Aotea	x
Elisia Owen	0000		kawhia	x
Roy Willison	3900	x		x
Dian Tuteao	3200		kawhia	
Jayel Bishop	3900	x	kawhia	
Charlienrl2385@gmail.com Ormsby	3200	x	Aotea	
ocean Green	3200		kawhia	x
Alexander Ngaruhe	3030			x
Jessie Green	3200		kawhia	x
Danny Bishop	3802		Aotea	
Robyn Vincent	0112			x
Mihi Harris	3900	x		x
Ika Terry	3800			x
Christine Loloa	2102			x
Tui Vincent	4501		kawhia	x
Selena Forbes	3200			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Shayne Forbes	3200			x
Marie Taylor	3889			x
Tupua Hona	3720			x
Te Kirika Moanaroa-Manukau	TEKIR IKAM @GM AIL			x
Shariah Price	3204			x
Viena Tarawhiti	3772			x
Raturoa Munro	3700			x
Clinton Taylor	3300			x
Reopiki Te Huia	3910			x
Shikayla Webb	3700			x
Jan Chase	3889	x	kawhia	
Les Phillips	3889	x	kawhia	
Lindsay Coleman	3889	x	kawhia	
Amanda Chase	3283			x
Paul Scott-Chase	3283			x
Cori Johnstone	3283			x
Tommas Scott-Chase	3283			x
Kaia Tuteao	3889	x	kawhia	
Lucy Marshall	3889	x	kawhia	

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Randall Verata-Greenback	3889	x	kawhia	
K Clerata	3843	x	kawhia	x
Raewyn Kingi	0000			x
Suzanne Wikohika	3330			x
Anne Anderson	3975		kawhia	
Justin Anderson	3112			x
Moses Anderson	3110			x
Erickson Turner	0000	x	kawhia	
Moses Anderson	YES		kawhia	
Verna Tuteao	3218			x
Hoanna Green	3206	x	kawhia	x
Billie Poona	3216			x
Karl heinz koehler	3889		Aotea	
Bronwyn Jones	4473			x
Leah Williams	3889	x	kawhia	
Sharon Moss	3491			x
Amiria Ratu - Le Bas	3204			
Catjana Kiriona	3800			x
Moeroa Bryers	0000			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Pauline Sweetman	3225			x
Margaret Lake	NO			
Sara Taylor	3889	x	kawhia	
Kim Dongheyon	3113 4			
Anne Campbell	6012			
ruby powell	3584			
Les Donaldson	0610			x
Gavin Penewi	2024			
Jolene Nottle	4412		Aotea	x
ruby powell	3584			
Mishaël Coulter	8041			
Andre Thomas	7004			x
Jared Gamble	0000			x
Jay Rewai	5810			x
Hamish Gamble	0000			x
Ashley Wallace	2259			x
William Gamble	0000			x
GUy Dubuis	6012			
Terina Brooks	4510		Aotea	x
Chris McCarthy	6011			

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Caroline Willison	3900	x		x
Irris Etches	9016			
Alaine Shaw	2121			x
Joanne Ryder	4503			x
Earl Takiari	5024			x
Teresa Waitere	3225			x
Greg Murray	3889	x	kawhia	
Leanne Puata	3434		kawhia	x
Holly Kura McGruther	610			x
Vivienne Layt	612			x
Robyn Tahapeehi	626			x
Carli Tahapeehi	626			x
Anna Uerata	1060			
Rahui Papa	1900			
Pianika Anderson	2018			
Noenoe Ren	2022			
Jackie Layt	881			x
Jaydene Kana	2120			x
Heather Cardon	3015			x
Mataia Keepa	3015			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Ramarie Mitchell	3034			x
Barb Sayers	3110			x
Jennifer Pokaia	3112			x
Melaika Huaki	3200			x
Ngahuia Herangi	3200			x
Ani Willis	3200			x
Hone Haunui Rapana	3200			x
Queenie Tehae	3200			x
J Tuewipiki	3200			x
Roimata Turner	3204			x
Pania Cunningham	3206			x
Charity Edwards	3206			x
Marcus Fletcher	3206			x
Aharata King	3206			x
Marcus Fletcher	3206			x
Hirini Edwards	3206			x
Roimata Kiri	3206			x
Shirley Tuteao	3206			x
Tracy Hayward	3210			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Robyn Tuhua	3210			x
Natalie Ranga	3214			x
Puki Rayner	3214			x
Jack Taupo	3214			x
Pauline Rhind	3214			x
Bella Rau	3214			x
Te Anini Watson	3214			x
Shelby Rameka	3214			x
Te Miringa Te Uira	3214			x
Hikitia Watson	3214			x
Hone Edwards	3216			x
Dion Ormsby	3216			x
Kihiwai Mangan	3216			x
Polly Mangan	3216			x
Quenten Browne	3225			x
Rosemary Putaranui	3225			x
Kim Barclay-Kerr	3241			x
Waiarani Edwards	3288			x
Keith Kana	3288			x
Christine Brears	3290			x

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Pat Sonith	3334			x
Rewa Hunia	3420			x
Rian Thomas	3434			x
Hapi Tansey	3519	x	kawhia	
Harris Devon	3626			x
Paaniora Matatahi	3700			x
Epiha Muru-Kete	3700			x
Kahutoroa Rawiri	3720			x
Caroline Rapana	3720			x
Urshula Mahuta	3721			x
Raukana Emery	3792			x
Shelby Tania Daniels-Pittar	3800			x
Dow Pittar	3800			x
Donna Thomps	3800			x
Topsey Uerata	3800			x
Helen Montgomery	3834	x	kawhia	
Dixie Whitiara	3843	x	kawhia	
Enoka Martin	3843	x	kawhia	
Susan Turner	3843	x	kawhia	

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Pakia Paul Tukua	3843	x	kawhia	
Mariee Keepa	3843	x	kawhia	
Maea Marshall	3843	x	kawhia	
Vivienne Manuel	3843	x	kawhia	
Riki Manuel	3843	x	kawhia	
Maui Tairawhiti Totorence	3843	x	kawhia	
Tanginui Anderson	3843	x	kawhia	
Frank Thorro	3843	x	kawhia	
Hinga Whiu	3843	x	kawhia	
Hamuera Taingahue	3843	x	kawhia	
Kotuku Tuterangiwhiu	3843	x	kawhia	
Lees Seymour	3843	x	kawhia	
Hori Hopa	3843	x	kawhia	
Dallas Seymour	3843	x	kawhia	
Marlene Edwards	3843	x	kawhia	
John Dodgson	3843	x	kawhia	
Davis Apiti	3844			x
D Dodgson	3849	x	kawhia	
Ray Moore	3883			x
Mariee Whitiara	3886	x	kawhia	

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Merv Ranga	3889	x	kawhia	
M Apiti	3889	x	kawhia	
Kirioho Retemeyer	3889	x	kawhia	
Temoananu iakiaara Ranga	3889	x		
Gordon Taylor	3889	x	kawhia	
Hinga Porima - Ormsby	3889	x	kawhia	
Annie Mahara	3889	x	kawhia	
Tom Moke	3889		kawhia	
Sonny Tahi	3900	x		
Sara Matenga	3900	x		
Janelle Hi	3900	x		
Jack Cunningham	3900	x	kawhia	x
Pauline Kaumoana	3900	x	kawhia	x
Kathy Koroheke	3900	x	kawhia	x
Jainee Tamaki	3900	x		x
Elaine Kana	3900	x		x
Miriama Pere	3900	x		x
Riley Iti	3988			x
Rangiaroha Hep	3988			x
Kirby Whitiara	3988			x

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Moetahi Armstrong	3988			x
Ngahinature Armstrong-Nield	3988			x
Sharlene S	4209			x
Beth Pease	4310			x
M Tairawhiti Totorence	4322			x
Doreen Ngatai	4330			x
Jean Puke	4610			x
John Nuku	4610			x
Linda Elgar Tarawhiti	4612			x
Andrew Crowe	5011			x
Maioha Watson	9016			x
Pepi Pikia	9812			x
Melissa McAlpine	0000			x
Peggy Putaranui	3988			x
Ani Wete	3895	x	kawhia	
Joyce Whatarangi	3895	x	kawhia	
Tane Huta	0000			x
Poppy Ranga	3895	x	kawhia	
Tipa Mahuta	3742			x
Ruana Prescott	3742			x
Dave Kana	3878	x	kawhia	

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Fabian Whitiara	3988			x
Dana Tumai	3988			x
Alf Whitiara	3988			x
Tihirahi Whitiara	3988			x
Courtney Willison	3988			x
Aroha Edwards	3895	x	kawhia	
Natasha Willison-reardon	3288		kawhia	x
Linda Cole Cantwell	3885	x		x
Nic Hunt	4476			x
Rosemary Pierce	6021			x
Lance Smith	3720	x		
Debbie Hunt	3885	x	kawhia	
Lynn Morris	3878	x	kawhia	
Estelle Morris	3216			
Lee Waiwiri	3214			x
Emily Jerry	3720		kawhia	x
Foulis Foster	2585			x
Inia Paea	3218			x
BERNADEN E Gamble	3204			
Steven John Morris	3889	x	kawhia	
Rangihutia Kerr	3886			x

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Maxim Van Oijen	1072			x
Bev Hurrell	3873	x	kawhia	
Sharon Muru	3720		kawhia	x
Cushla Samuel	4311		kawhia	x
Terereawai King	3210			
Merehira Taute	3988			x
Jessica Haunga	3800			x
Rangi M Joseph	3010			x
Lania Kawhena	3912			
Nakita Waetford-Marusic	0000			x
Noela McGregor	7010			x
Gia King	0627			x
Robert Bidois	3720			x
Te Miri Takerei	3910			x
Lucille Haupokia Rye	4310			x
Te Maramatanga Toroa	3986			x
Gloria Soundy	3910			x
Neisha Hura	2110			x
Robert Kete	0000			

Name	Postcode	Are you a resident of the Ōtorohanga District?	If yes, are you a resident of Kāwhia or Aotea?	If you are not a resident, do you have a long standing relationship with Kāwhia or Aotea? (e.g. from neighboring areas or visit very often?)
Bessie Kay	3800			x
Tricia Soundy	3116			x
Tu Marshall	3889	x	kawhia	
Yvonne Armstrong	3988			x
Bronson Maaka	3889		kawhia	
Taunaha Wilson	4210			x
Peter Maikuku	7120			x
John Ormsby	3900	x		
Tia Haupokia	3691			x
Rhonda Parsons	3985			x
Marguerita Waamu	3200			
Kayla Hemara	3900	x		x
Corey Stephens	3910			x
Richie Hemopo	2010			
Tess Pilkington	3112			
Grace Foster	5711			

Late items**Ngā take tōmuri**

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

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item due to to be heard*

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

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

A conflict can exist where:

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

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

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

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

Staff recommendation

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



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA DISTRICT COUNCIL

24 June 2025

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 24 June 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

10 July 2025

Ōtorohanga District Council attendance

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

Senior staff in attendance

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

Opening formalities	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes (27 May & 10 June)	Te whakaū i ngā meneti	6
Receipt of Minutes (KCB 5 & ŌCB 9 June)	Te rironga o ngā meneti	6
His Worship the Mayor's verbal report	Te pūrongo ā-waha a te kahika	6

Decision reports	Ngā pūrongo whakatau	
Item 248 Kāwhia Community Hall hire charges – 25/26		6
Item 249 Recommendation on Ōtorohanga community metered water charges		7
Item 250 Adoption of Annual Plan 2025/26		8
Item 251 Rates Resolution 2025/26		10
Item 247 Water Services Delivery Plan – Confirmation of preferred service delivery model		17
Item 253 Amendments to guidelines and criteria for Council-administered contestable grants		21
Item 252 Proposed Development and Financial Contributions Policy – Recommendation to adopt		22
Item 254 Bylaw reviews – Approval to consult		23
Item 255 Co-Lab constitution – Proposed amendment		24

Information only reports**Ngā pūrongo mōhiohio anake**

Item 256	Ōtorohanga District climate change response plan – A roadmap for action - June 2025	24
Item 257	Finance report to 31 May 2025	25

Other business**Ētahi atu take**

Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	25
Resolution Register	Rēhita tatūnga	26

Public excluded**Take matatapu**

Item 258	Resolution to exclude the public for Item PE24: Chief Executive Draft KPIs and Personal Development Plan for 2025/2026	26
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Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	27
Meeting closure	Katinga o te hui	27

Workshops**Hui awheawhe**

1	Waikato Water Done Well shareholders agreement	Public not permitted
2	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 09 July 2025.

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

His Worship the Mayor declared the meeting open at 10.03am. He advised that it was Chief Advisor, Ross McNeil's last meeting at ŌDC pending his move to Australia and thanked him for his work during his time with Ōtorohanga District Council.

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

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

Apologies**Ngā hōnea**

Resolved C388: That Ōtorohanga District Council receive and accept the apology from Councillor Roy Willison for late arrival.

His Worship the Mayor | Councillor Tamaki

Public forum**Hui tūmatanui**

No members of the public had requested to be heard.

Late items**Ngā take tōmuri**

There were no late items.

Words of wisdom**Whakataukī**

His Worship the Mayor provided the following words: 'A leader takes people where they want to go. A great leader takes people where they don't want to go, but ought to be'.

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

There were no Declarations made.

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

Resolved C389: That Ōtorohanga District Council confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 27 May 2025 (document number 826762) and the open Minutes of the meeting held on 10 June 2025 (document number 828391).

His Worship the Mayor | Councillor Prendergast

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

Resolved C390: That Ōtorohanga District Council receive the following unconfirmed Minutes:

- Kāwhia Community Board – 5 June 2025 (document number 828507); and,
- Ōtorohanga Community Board – 9 June 2025 (document number 828147).

Councillor Dow | Councillor Christison

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

His Worship had attended two hui for Waikato Water Done Well, the Risk and Assurance Committee meeting, the opening of the Waikeria Prison development, the opening of Fieldays and two visits to Hamilton Airport, an elected member tour of the new international terminal and the official arrival of the first Jetstar plane from Australia.

Decision reports**Ngā pūrongo whakatau****Item 248 – Kāwhia Community Hall hire charges – 25/26**

ŌDC's Graham Bunn noted the report was to adopt fees and charges for the Kāwhia Community Centre

that were deferred pending further consideration by the Kāwhia Community Board. He noted ŌDC had adopted the remaining fees and charges at their May meeting.

Resolved C391: That the Ōtorohanga District Council:

- a) Adopt the following Fees and Charges for the Kāwhia Community Centre for inclusion in the 25/26 Annual Plan.

Kāwhia Community Centre	Private/Commercial Group	Non-Profit Community Group
Half Day (up to 4 hours) Entire facility	\$75.00	\$35.00
Full Day (over 4 hours) Entire facility	\$150.00	\$75.00
Board/Supper Room only (Kāwhia Hall)	\$20.00	\$20.00
Bond	\$200.00	\$200.00

- b) Confirm that the Kāwhia Community Centre hire charges be waived for the following non-profit community groups for the 2025/26 financial year:
- i) **Operation Kai 4 All** – weekly hire of the Board/Supper Room (and kitchen) for the purpose of free food distribution services for those in need (volunteer run); and,
 - ii) **Kāwhia Hauora Club** – hire of the main hall at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,
 - iii) **Strength training exercise class** – weekly hire of the main hall for the purposes of assisting those with mobility issues and fall prevention (volunteer run).
- c) Delegate to the Kāwhia Community Board authority from 1 July 2025 to waive Kāwhia Community Centre hire charges for some non-profit community groups who are regular users with significant benefit to the Kāwhia community, at the Board's discretion.

Councillor Jeffries | Councillor Hughes

Item 249 – Recommendation on Ōtorohanga community metered water charges

ŌDC's Brendan O'Callaghan, Manager Finance noted the report was in response to a recommendation from the Ōtorohanga Community Board and sought a decision from ŌDC. Councillor Dow queried if

Kāwhia was charged via a similar process, and Mr O'Callaghan noted Kāwhia was charged via rates rather than volumetric charging.

Resolved C392: That the Ōtorohanga District Council adopts the recommendation from the Ōtorohanga Community Board that the 2025/26 Metered Water Rates be set at:

- a. \$220 per connection per annum (GST exclusive); and,
- b. \$2.00 per cubic meter of water (GST exclusive).

Councillor Tamaki | Councillor Dow

Item 250 – Adoption of Annual Plan 2025/26

ŌDC's Nardia Gower spoke to the staff report and outlined the changes from the Long Term Plan. She noted some minor editorial changes with the election date incorrectly stated as September, an update of the overall rate percentage on page 89 of the agenda and the removal of the heading "Utility charges for non-rateable properties" from page 80 of the Annual Plan.

Councillor Dow referred to page 97, where the operating surplus or deficit states the variance was \$105k whereas it was stated elsewhere that it was \$106k. Mr O'Callaghan confirmed it was due to rounding in conjunction with the other figures stated.

Councillor Dow queried page 105 of the agenda regarding the Huiputea Reserve Management Plan and thought it had not been confirmed as yet. Councillor Christison noted that ŌDC were to prepare the draft prioritisation of the work and commented the carried over budget from 2024/25 to 2025/26. ŌDC's Tanya Winter confirmed that the project prioritisation was workshopped with the Ōtorohanga Community Board and Ōtorohanga District Council before a resolution by ŌDC was made.

Councillor Jeffries referred to page 89 and the average rate increase, noting a typo. He referred to page 167 and spoke on affordability for ratepayers. He advised he had discussed the matter with the Kāwhia Community Board Chairperson. He stated he was going to undertake a conscience vote as he couldn't support the increase. His Worship the Mayor spoke on the balancing needed between a vibrant community and affordability. Councillor Jeffries spoke on the leasehold properties where some properties were affected by rates and lease increases. His Worship the Mayor queried if there had been evidence of people struggling to pay rates within Kāwhia and Councillor Jeffries noted that discussions with real estate agents had confirmed the anecdotal impact on current and potential ratepayers.

Councillor Dow noted the direction needed to be changed in the Long Term Plan. His Worship the Mayor noted extensive community engagement was undertaken during the finalisation of the Long Term Plan. Ms Winter noted significant changes could be made in the Annual Plan but noted that those changes could trigger a further audit and community consultation with associated costs or potentially even a Long Term Plan amendment.

Councillor Jeffries noted the timing of the adoption was critical due to the pending rates strike. He said if the Annual Plan increase was the same as indicated in the Long Term Plan, then he would support has it had been consulted on with the community.

Deputy Mayor Williams spoke in relation to capital value which was outside of ŌDC's control. Councillor Christison spoke on the rates for Kāwhia and queried what percentage was caused by the town concept plan projects. Mr O'Callaghan noted the concept plan budgets were confirmed in the previous Long Term Plan. He noted all the projects were debt funded rather than direct rate costs. Ms Winter advised ŌDC could make a decision to slow the projects down and relook at the prioritisation and timelines.

Councillor Willison joined the meeting at 10.36am.

His Worship the Mayor queried if relooking at the projects would delay the adoption of the Annual Plan. Councillor Christison queried the timeline impact of delaying projects and Mr O'Callaghan noted that ŌDC was legislatively required to adopt the Annual Plan by 30 June. Ms Winter confirmed that some councils had delayed their Long Term Plan by a year and not an Annual Plan. Ms Winter noted the rates impact on Kāwhia was 1.48% higher than consulted on via the Long Term Plan.

Ms Winter noted the Kāwhia Community Board made good suggestions, but some required Long Term Plan amendments. Some suggestions will take longer to implement and there was little to progress immediately to have an effect. His Worship the Mayor spoke on ŌDC's direction to have a vibrant engaged community and the need to consider during the next Long Term Plan development. Councillor Dow was concerned that there were two big decisions on the agenda. Ms Winter stated the Annual Plan was originally planned for adoption in May but was delayed due to amendments required.

Councillor Prendergast queried the Ōtorohanga stop banks which were owned by ŌDC and what the Waikato Regional Council's role was in relation to those stop banks. Mr O'Callaghan noted flood protection was a Regional Council responsibility.

His Worship the Mayor spoke on the rates increases and the need to implement the projects agreed with the community during the Long Term Plan development.

Resolved C393: That Ōtorohanga District Council **adopt** the 2025/26 Annual Plan with minor editorial changes as required.

His Worship the Mayor | Deputy Mayor Williams

Councillor Jeffries requested his vote against the motion be recorded.

Item 251 – Rates Resolution 2025/26

ŌDC's Brendan O'Callaghan, Manager Finance noted the recommendation had been prepared on the assumption that the previous two items were approved as per the staff recommendations. He advised the rates had been checked against the annual plan by ŌDC's Graham Bunn who confirmed the figures were correct. He noted Councillor Jefferies had made a query before the meeting on a dummy rates strike, and confirmed the strike matched the income required.

Resolved C394: That Ōtorohanga District Council:

1. **Adopts** the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2025 and ending on 30 June 2026:

All rates and amounts are plus GST at the prevailing rate. (The prevailing rate is currently 15%).

ŌTOROHANGA DISTRICT

General Rate

A General Rate set under section 13 of the Local Government (Rating) Act 2002 of 0.0009307 cents in the dollar on the capital value of all rating units.

Uniform Annual General Charge

A Uniform Annual General Charge of \$607.44000 per rating unit, set under section 15 of the Local Government (Rating) Act 2002.

ŌTOROHANGA COMMUNITY

Ōtorohanga Community Targeted Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- a) a rate of 0.0007898 cents in the dollar of capital value on every rating unit in the “commercial” category.
- b) a rate of 0.0003159 cents in the dollar of capital value on every rating unit in the “residential” category.

Ōtorohanga Community Uniform Targeted Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$109.04000 per rating unit on all rating units within the Ōtorohanga Community area

KĀWHIA COMMUNITY**Kāwhia Community Targeted Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0004603 cents in the dollar of capital value on all rating units within the Kāwhia Community area.

Kāwhia Community Uniform Targeted Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$125.38000 per rating unit on all rating units within the Kāwhia Community area

TARGETED LOAN RATES**Ōtorohanga Sewage Treatment Loan Rate**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- a) a rate of 0.0006351 cents in the dollar of capital value on every rating unit in the “commercial” category.
- b) a rate of 0.0002540 cents in the dollar of capital value on every rating unit in the “residential” category.

Ōtorohanga Water Supply Loan Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 on every rating unit within the Ōtorohanga Community area, assessed on a differential basis as described below:

- a) a rate of 0.0001186 cents in the dollar of capital value on every rating unit in the “commercial” category.
- b) a rate of 0.0000593 cents in the dollar of capital value on every rating unit in the “residential” category.

Kāwhia Water Supply

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0002888 cents in the dollar of capital value on all rating units within the Kāwhia Community area.

Arohena Rural Water Supply

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0000382 cents in the dollar of capital value on all rating units within the Arohena Rural Water Supply Area.

Aotea Erosion Protection

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$314.79000 per rating unit on all rating units within the Aotea Community.

TARGETED RATES**Roading**

- a) A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 made of 0.0005097 cents in the dollar of capital value on all rating units within the Ōtorohanga District.
- b) A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$332.69000 per rating unit on all rating units within the Ōtorohanga District.

Security Patrol

- a) A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of 0.0004497 cents in the dollar of capital value on all rating units within the “Security Patrol Area” in the Ōtorohanga Community.
- b) A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$395.83000 per rating unit on all rating units within the “Security Patrol Area” in the Ōtorohanga Community.

Kāwhia/Aotea Seawall Targeted Rate

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$205.92000 per rating unit on all rating units within the Kāwhia/Aotea Community.

District Halls

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 for all rating units within the defined hall areas as follows:

HALL SEPARATE RATING DISTRICT	RATE IN \$	RATING SYSTEM	UNIFORM ANNUAL CHARGE	
Arohena	0.0000100	capital value	\$45.00	Per rating unit
Kio Kio	0.0000060	capital value	\$20.00	Per rating unit
Tokanui Crossroads	-		\$20.00	Per rating unit
Puketotara/ Ngutunui	0.0000090	capital value	\$12.00	Per rating unit
Ōtewā	-		\$25.00	Per rating unit
HALL SEPARATE RATING DISTRICT	RATE IN \$	RATING SYSTEM	UNIFORM ANNUAL CHARGE	
Honikiwi	0.0000130	capital value	-	

TARGETED REFUSE RATES**Ōtorohanga Community**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$170.57000 per separately used or inhabited part on all rating units within the Ōtorohanga Refuse Collection Area.

Kāwhia Community

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$384.63000 in respect of each separately used or inhabited part of a rating unit in the Kāwhia Refuse Collection Area.

TARGETED WATER RATES**Kāwhia Community**

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$790.27000 on every separately used or inhabited part of a rating unit, which receives an ordinary supply of water within the Kāwhia Community.

TARGETED SEWERAGE RATES

A Targeted Rate set under section 16 of the Local Government (Rating) Act 2002 of \$668.37000 for the first water closet or urinal and \$0 for the second to fourth, \$44.44000 for subsequent closets or urinals, on every separately used or inhabited part of a rating unit connected, either directly or through a private drain to the Ōtorohanga Community Sewerage Scheme.

TARGETED RATES FOR WATER SUPPLY**Ōtorohanga Community**

- a) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$2.00 per cubic metre of water consumed, for each rateable rating unit connected to the Ōtorohanga Community Water Supply.
- b) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$220.00 per meter for each separate rating unit whether rateable or non-rateable receiving a supply from the Ōtorohanga Community Water Supply.

Kāwhia Community

- a) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.60 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, within the Kāwhia Community on a metered supply.
- b) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.60 cents per cubic metre of water consumed in excess of 220 cubic metres, for each rating unit, whether rateable or non-rateable, outside the Kāwhia Community on a metered supply, with a minimum charge of \$790.27.

- c) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$125.00 per meter for each separate rating unit whether rateable or non-rateable receiving an extraordinary supply from the Kāwhia Community Water Supply.

RURAL WATER SUPPLIES

- a) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.80 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Arohena Rural Water Supply Area.
- b) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$750.00 per meter within the Arohena Rural Water Supply Area.
- c) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$0.60 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Ranginui Rural Water Supply Area.
- d) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$1,800.00 for the first meter per property within the Ranginui Rural Water Supply Area.
- e) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.95 per cubic metre of water consumed, whether rateable or non-rateable, within the Tihiroa Rural Water Supply Area.
- f) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$750.00 per meter within the Tihiroa Rural Water Supply Area.
- g) A targeted rate for water supply, set under section 19 of the Local Government (Rating) Act 2002, of \$1.35 cents per cubic metre of water consumed, whether rateable or non-rateable, within the Waipa Rural Water Supply Area.
- h) A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002, of \$550.00 per meter within the Waipa Rural Water Supply Area

2. **Adopts** the definitions for its differential categories set out in the funding impact statement contained in the 2025/26 Annual Plan as its differential rating categories for the year.

3. **Sets**, with the exception of water by meter charges as identified on c) & d) below, that all rates will be payable in two equal instalments with the due dates for payment being:

Instalment One	29 August 2025
Instalment Two	27 February 2026

4. **Sets** that water by meter charges for those connected to the Ōtorohanga Community Water Supply, will be payable in four instalments with the due dates for payment being:

Instalment One	28 November 2025
Instalment Two	27 February 2026
Instalment Three	29 May 2026
Instalment Four	28 August 2026

5. **Sets** that water by meter Charges for those connected to the Kāwhia Community Water Supply and all Rural Water Supplies for the year ending on 30 June 2026 will be assessed in two instalments, which will become due and payable on the following dates:

Instalment One	27 February 2026
Instalment Two	28 August 2026

6. **Sets** the following penalties will apply as follows:

- a. A charge of 10 percent on so much of any instalment, excluding metered water charges, that has been assessed after 1 July 2025 and which is unpaid after the due dates below:

Instalment One	29 August 2025
Instalment Two	28 February 2025

- b. A charge of 10 percent on so much of any metered water charges, excluding for those connected to the Ōtorohanga Community Water Supply, that have been assessed after 1 July 2025 and which is unpaid after the due dates below:

Instalment One	27 February 2026
Instalment Two	28 August 2026

- c. A charge of 10 percent on so much of any metered water charges for those connected to the Ōtorohanga Community Water Supply, that have been assessed after 1 July 2025 and which is unpaid after the due dates below:

Instalment One	28 November 2025
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Instalment Two	27 February 2026
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Instalment Three	29 May 2026
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Instalment Four	28 August 2026
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- d. A charge of 10 percent on so much of any rates, excluding metered water charges, assessed before 1 July 2025 that remain unpaid on 1 July 2025
- e. A further amount of 10 percent on any rates, excluding metered water charges, to which a penalty has been added under (d) if rates remain unpaid on 1 January 2026.

7. Confirms rates shall be payable at any of the following places:

- a. The ŌDC office, 17 Maniapoto Street, Ōtorohanga or any temporary ŌDC offices as they are established.
- b. Using online banking or direct debit facilities established by ŌDC.

His Worship the Mayor | Deputy Mayor Williams

Item 247 – Water Services Delivery Plan – Confirmation of preferred service delivery model

ŌDC' Mark Lewis was joined by consultant Anne McLeod to present the report. He noted the report presented a significant decision to be made by ŌDC following the hearing and deliberations meetings. He noted the report asked ŌDC to endorse the responses to submitters. He noted the decision to be made was part of a long process and was a significant milestone in the process. He noted the recommendation was to adopt the model but the decision to become a Stage 1 shareholder was when the shareholder agreement was signed. He noted stormwater was recommended to remain in-house although staff were still confirming how that would be delivered.

His Worship the Mayor noted it was the biggest decision to be made during his tenure of the previous 15 years. He encouraged ŌDC to look long term and take into consideration the recent messaging

from central Government. He advised his preference was to keep water services in-house but the future of water delivery would be significantly different than it has previously been due to the requirements from Taumata Arowai.

Councillor Prendergast sought clarification what percentage ŌDC would own within the CCO if all the councils join. ŌDC's Tanya Winter advised it was four percent however it was regularly reviewed, and the number of connections set the percentage. Mr Lewis confirmed it was based on per thousand connections.

Councillor Dow advised he had shared his thoughts to ŌDC and staff via email. He spoke to that communication and on the importance of ensuring local people have the opportunity to learn new skills and work locally. He stated that spending over \$600k to hold a 4% share did not make sense.

Councillor Johnson queried if stormwater would require another administration cost not currently provided for. Mr Lewis stated staff had not gone into detail but considered where the activity would sit within ŌDC and it was likely to sit in Community Facilities as reserves were often used for stormwater management. He stated stormwater was currently ringfenced so splitting it out was straightforward. He noted non-potable rural water schemes would need to be incorporated. He stated the service may not be delivered in-house but could use a local contractor to provide those services. He noted the increased reporting requirements which meant stormwater would need its own management strategy.

Councillor Johnson queried the other councils and if ŌDC were the last council to vote on this issue. Ms Winter said that ŌDC were making the decision today but most councils would be making the decision over the last two weeks. She noted Waipā District Council would be last due to their Long Term Plan process which was currently underway with submission hearings.

Councillor Christison commented on the work from staff over the process. She stated she would like to have a dollar figure in the report (\$660k) and queried if the money was upfront or drip feed. She advised of her reasons for voting against the staff recommendation including the upcoming legislation that would have an impact and stated she would be more comfortable with real benefits rather than an 'no worse off' approach. She stated there was too much uncertainty.

Councillor Hughes noted it was a significant decision. He spoke on the assumptions used but noted that ŌDC could be standalone for 10 years but could then have issues with affordability and sustainability. He noted there were only a couple of submissions received. He spoke on the submission at the Hearing from Thea King and the importance of water to mana whenua. He advised that the community didn't understand the issues and assumptions around the issue. He hoped that if ŌDC chose to keep the status quo, that costs could be restrained. He stated he was leaning more to status

quo. His Worship the Mayor advised a meeting was held with the iwi chairs yesterday with Waikato Water Done Well.

Councillor Jeffries spoke on prudence and noted ŌDC could still pull out from the CCO. He spoke on the transfer of water services and queried if the remaining ŌDC organisation was sustainable going forward and the potential for amalgamation. He stated that to be prudent taking it to the next step to obtain more information was important on the understanding that ŌDC retains the right to withdraw before Stage 2. Ms Winter advised the lowest price pathway was included in the documentation for all councils but for ŌDC, the resolution into the transfer agreement. Councillor Jeffries noted the 'no worse off' was only for three years. He spoke on the ability to withdraw from the CCO after becoming a Stage 2 shareholder. His Worship the Mayor stated that for the Waikato Water Done Well to be effective, councils needed to be locked in. Ms Winter noted the importance of ensuring the Mayor was actively engaged in the Shareholders Forum to ensure ŌDC's expectations of the CCO were met.

Councillor Johnson advised he was in support of the staff recommendation. He noted ŌDC had discussed the implications of rate increases in Kāwhia during an earlier item, where there were not enough ratepayers to smooth the costs. He noted the CCO would allow a smoothing of costs. He stated that as a rural councillor, most of his constituents were not concerned however the Waipā Rural Water Scheme Committee had concerns around a representation pathway. He stated this type of proposal needed volume to work and if other councils dropped out then it had a lower chance of working. He stated ŌDC needed to be brave and the principles of representation and the advantages of economies of scale were important.

Councillor Christison spoke on Kāwhia and there might not be a benefit as people might leave within the next ten years due to the water rate increases.

Councillor Prendergast reiterated Councillor Johnson's comments. She spoke on the climate change item later in the meeting which ŌDC needed to be realistic on the potential for enormous clean up and cost resulting from climate related events. She noted working with the Commerce Commission was not easy.

Councillor Tamaki commented on the conversations around water and how it is perceived by mana whenua. She stated ten years was not long. She had listened to Te Nehenehenui and other hui in speaking on this matter noting they were in support of Waikato Water Done Well. She stated this was to ensure the quality of water including in the rivers was important. She noted a wise man once said *"Decisions are a necessity. They are not always liked but they have to be made."* She advised her

decision would be around sustainability for her people and thus would be to go with the staff recommendation.

Deputy Mayor Williams noted a lot of people with a lot of skill were working in the region and provided an opportunity to do water well with others in alignment. She stated the infrastructure itself was still in the ground. She stated her level of comfort with the statement 'no worse off' and advised of her support of the staff recommendation.

Councillor Jeffries queried if Councillors Tamaki and Willison had comfort with the level of representation for mana whenua and Councillor Tamaki spoke in support of the proposed arrangement.

Councillor Dow spoke on the option of delaying joining the CCO to after the initial set up was complete. Ms Winter noted Taupō District Council had agreed to proceed as a Stage 1 shareholder at their meeting today.

Resolved C395: That Ōtorohanga District Council:

- a) Endorses the responses to submissions received on ŌDC's preferred option – Waikato Water Done Well - for the future delivery of water services as per its deliberations held on 10 June 2025 (refer Appendix One);
- b) Adopts as its preferred option for inclusion in the Ōtorohanga District Council Water Services Delivery Plan –
 - i) Becoming a Waikato Water Done Well (WWDW) Stage One shareholder for the delivery of water supply and wastewater services noting that this decision will take effect once the requisite documentation is signed;
 - ii) Transitioning to becoming a Stage Two shareholder for the delivery of water supply and wastewater services in 2027/28 on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model;
 - iii) Continuing to deliver district stormwater services 'in-house' in a manner that complies with legislative requirements;
- c) Notes that the Water Services Delivery Plan is subject to the approval of the Minister for Local Government and must be submitted no later than 3 September 2025.

His Worship the Mayor | Deputy Mayor Williams

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

His Worship the Mayor adjourned the meeting for a short break at 11.43am and reconvened the meeting at 11.56am.

Item 253 – Amendments to guidelines and criteria for Council-administered contestable grants

ŌDC's Nicky Deeley, Manager Community Development & Wellbeing spoke to the staff report noting the recommendation resulted from a workshop with the Grants and Awards Committee. In response to a query by Councillor Jeffries on point 7.2, Ms Deeley confirmed the guidelines would be amended to include a business as an umbrella organisation.

Resolves C396: That Ōtorohanga District Council:

- a) **Approve** amendments to the Ōtorohanga Community Grants Fund Guidelines to:
 - i) include businesses as potential 'umbrella' organisations alongside registered nonprofits and/or incorporated organisations.
 - ii) remove the criteria which does not allow applications from those groups already funded through a Service Level Agreement (SLA) with ŌDC if the project funding application activities fall outside of the group's SLA deliverables.
- b) **Confirm** that the Ōtorohanga Community Grants Fund retain the level of accountability presented to the Committee which can include description of activity, photographs, quotes and receipts.
- c) **Allow** Sport New Zealand Rural Travel Fund applications from informal groups who are based in the Ōtorohanga district.
- d) **Retain** two Grants Committee meetings per year, approximately six months apart, for funding decisions; and amend the application process for all three contestable funds—the Fund, the Rural Travel Fund, and the Creative Communities Scheme—to allow year-round submissions with clearly defined cut-off dates for each funding round acknowledging that this may change under the new Mayorship.

Councillor Tamaki | Councillor Dow

Item 252 – Proposed Development and Financial Contributions Policy – Recommendation to adopt

ŌDC's Ross McNeil spoke in response to the comments made by His Worship the Mayor earlier in the meeting around his relocation to Australia. He commented on the staff report and the journey resulting in the staff recommendation to adopt the Policy. He spoke on the changes made during the review.

Councillor Dow noted no submissions were received and queried if Mr Tom Smit had been advised. Mr McNeil noted staff had reached out, but no response was received.

Councillor Jeffries referred to page 205 and why the total capex project of \$235k ended up at \$355k noting it was not a simple calculation but dependent on the number of household unit equivalents. He referred to page 210, clause 109 and whether how many times ŌDC could seek contribution for the same development and spoke on Mr McNeil's email response. Mr McNeil spoke on the quantum used to develop the stormwater development contributions which was the total cost of the capital works and in the recent case it was a loan for 20 years. He noted the timing of payments and the critical points at which financial contributions could be levied and these were around critical points during the development such as the issuing of titles or building consent stage. He referred to the recent Government decision on small units such as granny flats.

Councillor Prendergast referred to page 201, clause 76 and the transferable development rights (TDR) and Mr McNeil noted it was not typical for TDR with subdivisions. ŌDC's Tony Quickfall confirmed TDRs were rare for small rural councils but was included to accommodate affordable housing if required. Councillor Tamaki queried if levies were triggered for papakāinga and Mr McNeil advised it was triggered by the creation of new lots and papakāinga did not usually create lots during development.

Resolved C397: That Ōtorohanga District Council, having followed the decision-making provisions of the Local Government Act 2002, including consulting on the draft Development and Financial Contributions Policy, **adopt** the Ōtorohanga District Council Development and Financial Contributions Policy (document number 829751) as presented, with effect from 1 July 2025.

Councillor Christison | Councillor Hughes

Item 254 – Bylaw reviews – Approval to consult

ŌDC's Tony Quickfall spoke to the staff report noting the staff recommendation was to approve the consultation documentation.

Councillor Christison spoke on the rules contained within the bylaw and spoke on a verandah certification issue where the rules were not being enforced. Mr Quickfall noted the legislation stated that infringements were not able to be issued and staff's only option was to move straight to prosecution which it was unlikely to do without direction from ŌDC. Councillor Dow queried if all businesses must get their verandahs certified for painting. Mr Quickfall stated it was a health and safety matter with a potential liability for ŌDC if it was not included in the Bylaw.

Councillor Jeffries spoke on the registration requirements and noted alerts had been issued from the national centre that there were potentially hives in the area affected by American Foul Brood. He queried enforcement of hive registration. Mr Quickfall advised councils were not involved in registration which was a central Government function.

Resolved C398: That Ōtorohanga District Council:

- a) Approve the Statement of Proposal, Consultation Document, and Proposed Amendments to the bylaws as shown in: Appendix 1 (Structures and Works in Public Places Bylaw); and Appendix 2 (Keeping of Stock, Poultry and Bees Bylaw); and
- b) Approve the following dates:
 - i) Monday 30 June to Friday 8 August 2025 (30 working days): Combined consultation for bylaw reviews
 - ii) Tuesday 26 August 2025 ŌDC meeting: Hearings, deliberations and decision on bylaws.
 - iii) Monday 8 September 2025: Public notice of the final bylaws.
 - iv) Monday 15 September 2025: Bylaws as amended, come into effect.

Councillor Jeffries | Councillor Johnson

Item 255 – Co-Lab constitution – Proposed amendment

ŌDC's Graham Bunn advised the report was in response to a letter from the Co-Lab Chief Executive seeking an amendment to the constitution. This amendment would enable the current Board Chairperson to continue for another three years.

Councillor Jeffries queried ŌDC representation and ŌDC's Tanya Winter advised Ben Smit from Waitomo District Council was the liaison for ŌDC and provided updates and sought feedback as required. She expressed her level of comfort with the current arrangement.

Resolved C399: That the Ōtorohanga District Council:

- a) Receives the letter from Co-Lab seeking approval to change the Co-Labs constitution; and
- b) Approves amendment of Clause 13.6.1 of the Co-Lab Constitution by deleting the wording "for a further term but can serve only a maximum of six years consecutively" so that the clause reads: "13.6.1 Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed".

Councillor Prendergast | Councillor Jeffries

Information only reports**Ngā pūrongo mōhihio anake****Item 256 – Ōtorohanga District climate change response plan – A roadmap for action – June 2025**

ŌDC's Ross McNeil advised the response plan followed the adoption of the Framework. He noted there were actions arising from other documents included. He noted there was nothing new, but the plan pulled the actions together. He noted the document could benefit from a summary of actions. His Worship the Mayor agreed it would be a good addition to the document.

Resolved C400: That Ōtorohanga District Council **receives** the Ōtorohanga District Climate Change Response Plan - A Roadmap for Action: June 2025.

His Worship the Mayor | Councillor Tamaki

Item 257 – Finance report to 31 May 2025

ŌDC's Brendan O'Callaghan, Manager Finance spoke to the staff report, outlining loan payment timing. In response to a query from His Worship the Mayor on the maturity of the loan, Mr O'Callaghan noted the Annual Plan just adopted sought to reduce loans over 12-18 months. Councillor Jeffries queried the concept plan costs and whether it was included in the current year's budget and Mr O'Callaghan confirmed it was over three years and included the current financial year. He spoke on the operational and capital expenditure approach to those projects.

Mr O'Callaghan noted there would not be a report to the July meeting due to the end of year requirements. In response to a query from Ms Winter, Mr O'Callaghan confirmed the first reporting for the 25/26 financial year would be in August.

Resolved C401: That the Ōtorohanga District Council receive the report titled 'Financial Report for the month ending 31 May 2025' (document number 828512).

Deputy Mayor Williams | Councillor Willison

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

Councillors attended an extra-ordinary Ōtorohanga District Council meeting on 10 June which was followed by elected member workshops. Councillors Jeffries, Hughes and Prendergast joined His Worship and Chairperson Peter Stubbs at the Risk and Assurance Committee. Councillors Johnson and Tamaki joined His Worship and Deputy Mayor Williams for the Chief Executive Review Committee meeting. Councillor Johnson attended the Waikeria Prison site visit and also attended a District Licensing Committee hearing. Councillors Tamaki and Willison attended the Ōtorohanga Ora grant hui. Councillors Christison and Tamaki attended a workshop for the Grants and Awards Committee.

Councillor Prendergast attended the Elevate business breakfast, and Councillor Willison attended the hui for the seawall at Maketū Marae. Deputy Mayor Williams attended the Waikato Civil Defence Joint Committee meeting. Councillor Christison and Hughes attended the Ōtorohanga Community Board meeting and Councillor Jeffries attended the Kāwhia Community Board meeting. Councillor Jeffries also attended the Aotea Ratepayers annual general meeting, the Better Places Together public meeting and the Ōtorohanga Housing Committee meeting.

Resolution Register

Rēhita tatūnga

Councillor Jeffries referred to Item C362, and the need to ensure those matters were captured in the next Long Term Plan. Ms Winter confirmed they would be included.

Resolved C402: That Ōtorohanga District Council confirm the removal of Resolutions C334, C362, C363, C374, C375, C377, C378, C379 and C387 from the Register.

Councillor Johnson | Councillor Tamaki

His Worship the Mayor advised that the livestream would be ended as following the lunch break the meeting would move into public excluded. His Worship adjourned the meeting for the lunch break at 12.51 and reconvened at 1.24pm.

Public excluded

Take matatapu

Item 258 - Resolution to exclude the public

Resolved C403: That 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
Chief Executive Draft KPIs and Personal Development Plan for 2025/2026	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

His Worship the Mayor | Councillor Hughes

The public were re-admitted at 2.02pm.

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

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

Meeting closure **Katinga o te hui**

His Worship the Mayor declared the meeting closed at 2.03pm.

Workshops **Hui awheawhe**

Waikato Water Done Well shareholders agreement

Elected Members present: His Worship the Mayor, Max Baxter, Deputy Mayor, Annette Williams, Councillors Kit Jeffries, Katrina Christison, Steve Hughes, Jaimee Tamaki, Roy Willison, Roy Johnson, Cathy Prendergast and Board Members Jo Butcher and Geoff Good.

Staff in attendance: Tanya Winter, Nardia Gower, Graham Bunn, Mark Lewis, Tony Quickfall, Ross McNeil, Brendan O'Callaghan, and Kaia King.

External participants: Vaughan Payne, Don McLeod, and Sinead Hart (via Zoom)

The workshop commenced at 2.26pm and closed at 3.55pm.

Monthly discussion with the Chief Executive.

Elected Members present: His Worship the Mayor, Max Baxter, Deputy Mayor, Annette Williams, Councillors Kit Jeffries, Katrina Christison, Steve Hughes, Jaimee Tamaki, Roy Willison, Roy Johnson, Cathy Prendergast and Board Members Jo Butcher and Geoff Good.

Staff in attendance: Tanya Winter.

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

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

The Ōtorohanga District Council Hearings Panel met to consider the Ōtorohanga Reserve Management Strategy and Reserve Management Plan. The unconfirmed Minutes are attached.

Staff recommendation

That Ōtorohanga District Council receive following:

- a) The unconfirmed Minutes from the Kāwhia Community Board meeting on 3 July 2025 (document number 833963).
- b) The unconfirmed Minutes from the Ōtorohanga District Council Hearings Panel meeting on 8 July 2025 (document number 833176).



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

Kāwhia Community Board

3 July 2025

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, 3 July 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 July 2025

Kāwhia Community Board attendance

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

Senior staff in attendance

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

Opening formalities

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

Decision reports**Ngā pūrongo whakatau**

Item 37	Proposed Aotea and Kāwhia Plan (Better Places Together)	6
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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	8
Board projects	8

Community Board discretionary fund	9
Resolution Register	9

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	9
Meeting closure	Katinga o te hui	9

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 10 July 2025.

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

Chairperson Good was present via Zoom so the meeting was Chaired by Deputy Chairperson Whiu. Deputy Chairperson Whiu declared the meeting open at 4.00pm.

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

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

Apologies**Ngā hōnea**

There were no apologies.

Public forum**Hui tūmatanui**

Maea Marshall as Chair of the Te Taiao o Kāwhia Moana Society Incorporated spoke on a petition which will be presented to Ōtorohanga District Council on 29 July. Board Members expressed support in principle for the topic of the petition but wanted to ensure an alternative access was in place before any closure was implemented. ŌDC's Tony Quickfall noted a decision to close access would require a Bylaw amendment and the associated public consultation before a decision could be made. He also advised ŌDC staff were working with Tainui Kāwhia Incorporated and had commissioned a feasibility study for the proposed alternative access. He noted the study would identify restrictions for vehicles and the cost of implementation.

Deputy Chairperson Whiu provided an opportunity for Gaylene Kanawa to speak in the public forum on the proposed fitness trail. In response to a comment, ŌDC's Sahndra Cave advised mana whenua had indicated support for the trail, but confirmation had not been received. Deputy Chairperson Whiu advised the Board would support the conversations with mana whenua to ensure confirmation was received by ŌDC staff.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no Declarations made.

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

Resolved K118: That Kāwhia Community Board confirm as a true and correct record of the meeting; the open Minutes of the meeting held on 5 June 2025 (document number 827718).

Councillor Jeffries | Board Member Harpur

Decision reports**Ngā pūrongo whakatau****Item 37 - Proposed Aotea and Kāwhia Plan (Better Places Together)**

ŌDC's Sahndra Cave drew the Boards attention to a couple of minor errors in the Plan which were discovered after the agenda was released. ŌDC's Ross McNeil noted the Plan reflected extensive engagement across the area. He referred to Board Member Walsh's comments regarding the fitness trail noting that the project needed to be seen in context within the other projects.

Board Member Harpur spoke on concerns around the location of the shipping container by the sea. Ms Cave noted that feedback had been received, and the potential location could be moved to the Kāwhia Domain if the Board was in agreement.

Councillor Jeffries referred to page 22, clause 6.11 and queried the ownership of the land. Mr McNeil advised the land was Crown owned and therefore ŌDC were the administering authority. In response to a second query, Mr McNeil advised some projects could be progressed quickly once ŌDC had adopted the Plan. He stated ŌDC would determine how and when resources were allocated to progress individual projects.

Chairperson Good commended the work of Resilio and ŌDC staff noting it was a living document, and it was important for the Board to be involved in the prioritisation of projects. In response to a query from Board Member Walsh, Ms Cave spoke on the removal of the speed bumps on Pouewe and Jervois Streets. She noted the Aotea Ratepayers had requested the repurposing of the speed bumps to Aotea. Board Member Harpur expressed concern around the removal of the Kāwhia seawall and the cost of maintaining the seawall. Mr McNeil advised staff's intention was to provide the overall cost of delivering the Plan and would work to source funding beyond a standard rate-funded approach.

Resolved K119: That the Kāwhia Community Board endorses the proposed draft Aotea & Kāwhia Plan, noting any further changes to be made including minor editorial amendments, and recommends that the Plan be adopted by the Ōtorohanga District Council.

Chairperson Good | Deputy Chairperson Whiu

Councillor Jeffries spoke on the resignation of ŌDC staff member Ross McNeil who was taking up a chief executive role in Australia. He shared his thoughts on Mr McNeil's contribution to the Kāwhia and Aotea communities through multiple projects. He presented a small token of appreciation on behalf of the Board. Deputy Chairperson Whiu completed the presentation with a Māori proverb.

Mr McNeil spoke on the local community's enthusiasm to craft their future and noted he would leave the Ōtorohanga district with its communities firmly anchored in his heart.

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded

Take matatapu

There were no reports.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

Board Member Walsh sought clarification of the removal timeframe for the trees and ŌDC's Tony Quickfall advised staff were looking at alternative work within the area so if protesters stopped the tree removal, the contractors could be redirected to alternative work. He stated the Board and Ngāti Hikairo would be given advance warning.

Board Member Walsh spoke on the recent Kāwhia Sports Club annual general meeting. He advised the consent application was being finalised and would be lodged. Board Member Walsh then advised he would not be seeking re-election at the October Local Government Election. He stated the announcement was to ensure anyone interested in standing had assurance that a seat was available.

Chairperson Good attended Hano Ormsby's farewell from TKI and the Local Water Done Well workshops at the Council Chambers. He noted the three groups who had their Kāwhia Community Centre charges waived for one year were very appreciative.

Board Member Harpur spoke on the Kaumatua Group, the Kāwhia Kai Festival and noted there was interest from community groups to apply for the Centre fees and charges waiver.

Councillor Jeffries attended the Risk and Assurance Committee, the Kāwhia Kai Festival Committee meeting, the Kāwhia Sports Club annual general meeting and also went to Hano Ormsby's farewell.

Deputy Chairperson Whiu advised the 'slow down' sign had been made and would be collected by ŌDC staff and installed. She spoke on the mana whenua led pōwhiri for the new Kāwhia Policeman, noting discussions were being held with Maketū Marae. She noted a community meeting with the Policeman was being arranged but no date had yet been confirmed.

Board projects

Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised Frank Thorne was unable to join the meeting however work was in progress and an update would be provided to the next meeting.

Community Board discretionary fund

Deputy Chairperson Whiu sought an allocation of \$500 towards the kai at the mana whenua led welcome of the new Kāwhia policeman.

Resolved K120: That the Kāwhia Community Board grant \$500 excluding GST for kai at the mana whenua led welcome for the new Kāwhia policeman.

Board Member Harpur | Board Member Walsh

Resolution Register

Resolved K121: That the Kāwhia Community Board approve the removal of Resolution K115 from the Register.

Deputy Chairperson Whiu | Board Member Walsh

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided some closing words and a closing karakia.

Meeting closure

Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 5.31pm.

Workshops/briefings

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



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

HEARINGS PANEL - ŌTOROHANGA RESERVE MANAGEMENT STRATEGY AND RESERVE MANAGEMENT PLAN

8 July 2025

HEARINGS PANEL - ŌTOROHANGA RESERVE MANAGEMENT STRATEGY AND RESERVE MANAGEMENT PLAN

Open Minutes of a meeting of the Ōtorohanga District Council Hearings Panel held on the Ōtorohanga Reserve Strategy & Management Plan in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 8 July 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

14 July 2025

Hearing Panel attendance

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson	Deputy Mayor, Annette Williams	Attended
Ōtorohanga District Councillor	Kit Jeffries	Attended
Ōtorohanga District Councillor	Rodney Dow	Attended
Ōtorohanga District Councillor	Katrina Christison	Apology
Ōtorohanga District Councillor	Steve Hughes	Attended
Ōtorohanga District Councillor	Jaimee Tamaki	Attended
Ōtorohanga District Councillor	Roy Willison	No apology
Ōtorohanga District Councillor	Roy Johnson	Attended
Ōtorohanga District Councillor	Cathy Prendergast	Attended
Ōtorohanga Community Board	Jo Butcher	Attended
Ōtorohanga Community Board	Peter Coventry	Apology
Ōtorohanga Community Board	Kat Brown-Merrin	Apology
Ōtorohanga Community Board	Tori Muller	Apology
Mana whenua representative	Whakaotirangi Paki	Attended
Mana whenua representative	Wikitōria Tane	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

ORDER OF BUSINESS

Opening formalities

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

Decision reports

Ngā pūrongo whakatau

Item 38	Draft Ōtorohanga Reserves Strategy and Reserves Management Plan – Updated following consideration of submissions	5
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Information only reports

Ngā pūrongo mōhiotio anake

There are no reports.

Public excluded

Take matatapu

There are no reports.

Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

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

His Worship the Mayor declared the meeting open at 10.01am.

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

His Worship led the meeting in a recitation of a karakia.

Apologies**Ngā hōnea**

Resolved HP3: That Hearings Panel receive and accept the apology from Councillor Christison and Board Members Peter Coventry, Tori Muller and Kat Brown-Merrin for non-attendance.

His Worship the Mayor | Councillor Dow

Mana whenua representative Whakaotirangi Paki joined the meeting at 10.03am.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no Declarations made.

Decision reports**Ngā pūrongo whakatau****Item 38: Draft Ōtorohanga Reserves Strategy and Reserves Management Plan – Updated following consideration of submissions**

ŌDC's Mark Lewis and Sahndra Cave presented the staff report. Ms Cave advised the Strategy and Plan supported the key projects contained within the Ōtorohanga Town Concept Plan and the Long Term Plan. She noted this would provide guidance for the future investment in public open spaces.

Councillor Dow spoke on the wording around the Ōtorohanga Carriers Association's (OCA) truck wash on Huiputea Drive. He noted the Huiputea Reserve Plan stated the OCA were happy to move location but at their recent annual general meeting, they expressed that they were not happy to move as there was no suitable location elsewhere.

Councillor Dow also spoke against speed humps being installed in Kakamutu Drive and the potential to change traffic flows. Ms Cave confirmed Councillor Dow was referring to the Walking and Cycling Strategy then advised the Plan referred to traffic calming measures of which there was a wide variety.

Councillor Dow then spoke on the Netball Association who wanted to progress a relocation to the Island Reserve. His Worship noted the Strategy and Plan gave a strategic direction, but any particular project would need to be confirmed, and funding sourced before ŌDC approval was provided.

Councillor Dow spoke on the Plan's desire to relocate the OCA's truck wash and EcoFX from their premises, but the relocation costs would not be supported by ratepayers. Mr Lewis reiterated it was a high level strategic document to provide guidance for the future. He noted the Plan wasn't cast in stone but gave guidance so should an opportunity arise for land to be available; it could be assessed. He also noted that any change on a reserve would require ŌDC involvement and approval so the Plan should be considered at the start of the process. ŌDC's Tanya Winter noted it also provided ability to participate in local and regional funding opportunities as the Plan was an important step in any process.

Mana whenua representative, Wikitōria Tane spoke on Huiputea Reserve and the strong desire by mana whenua to have the OCA's truck wash and EcoFX removed from the sacred site. She stated having the two entities in the vicinity of Huiputea was offensive to mana whenua as they were in the space of a battleground.

Councillor Jeffries queried if the Ōtorohanga Community Board had been involved in the development of the Strategy and Plan. Ms Cave confirmed they had been an integral part of the process. Councillor Jeffries sought confirmation the allocated budget was for all three concept plans and Ms Winter

confirmed it was. She noted a report was going to be presented to ŌDC at their July meeting to reconfirm priorities and timing.

In response to a query by Ms Winter, Councillor Dow advised the OCA were intending to send ŌDC a letter outlining their position. Ms Cave sought confirmation it was page 19 of the Strategy and Councillor Dow spoke on the discussions held at the annual general meeting. He commented that there was the opportunity for mana whenua to buy some land and shift the truck wash.

Mana whenua representative, Wikitōria Tane spoke in response to the comment by Councillor Dow around mana whenua buying land to relocate the truck wash. She stated she was offended by the statement and that all of Ngāti Maniapoto would also be offended. She stated the land along the river was Māori land and was taken for the river relocation. Councillor Dow advised he didn't mean the comment as it was spoken, but that he meant it was no good to shift the truck wash to a location that didn't have mana whenua support.

Resolved HP4: That, having considered the feedback/submissions received on the draft Ōtorohanga Reserves Strategy and Reserves Management Plan and the consequential changes, the Hearings Panel refer the updated Draft Ōtorohanga Reserves Strategy and Reserves Management Plan to the Ōtorohanga District Council for adoption with minor editorial amendments.

His Worship the Mayor | Councillor Prendergast

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded

Take matatapu

There were no reports.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

His Worship led the meeting attendees in a recitation of a karakia.

Meeting closure

Katinga o te hui

His Worship the Mayor declared the meeting closed at 10.22am.

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 260 Application for Temporary Road Closure – Hamilton Car Club Annual Rally Sprint, Hoddle Road, Ōtorohanga

To Ōtorohanga District Council

From Paul Strange, Manager Roding

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

- 1.1. To consider an application for temporary road closures within the Ōtorohanga District to enable the Hamilton Car Club to hold the **2025 Gravel Rally Sprint** event.

2. Executive Summary | Whakarāpopoto matua

- 2.1. An application has been received from the **Hamilton Car Club** for temporary road closures to facilitate the 2025 Gravel Rally Sprint. The event is scheduled for **Sunday, 17 August 2025** and requires closure of the following roads:
- **Hoddle Road** – from its intersection with Maihihi Road to its intersection with Tauraroa Valley Road
 - **Tauraroa Valley Road** – from its intersection with Hoddle Road to its intersection with Maihihi Road
- 2.2. The proposed closure period is from **7:00am to 5:00pm**, with active race stages operating between **7:30am and 5:00pm**. A full Traffic Management Plan (TMP Ref: 030625003) has been submitted and approved. The TMP outlines procedures for temporary traffic control, mobile site setup, resident access, and emergency services coordination.
- 2.3. Hamilton Car Club is liaising with affected residents and has confirmed support from local community groups, including Maihihi School, Maihihi Kindergarten, and Kio Kio Sports Club, who will be involved in event support and catering. The proposed event was publicly notified on **16 May 2025**, with objections closing on **31 May 2025**. No objections were received.

3. Staff Recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

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

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

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

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

4. Context | Horopaki

- 4.1. This is an annual community motorsport event that draws local interest and visitors to the district. Hamilton Car Club has revised the event date and stage format for 2025 and has submitted the necessary application for temporary road closures.
- 4.2. The event includes a full TMP prepared by a qualified STMS and TTM provider (Traffic Safe NZ Ltd), and includes mobile installation of traffic controls, signage at entry points and intersecting roads, and continuous monitoring of traffic management devices. All affected property owners will be advised in writing no later than 10 days before the event.
- 4.3. Community groups including Maihihi School, Maihihi Kindergarten, and Kio Kio Sports Club are engaged with the event through support and catering arrangements. These groups get approximately \$1500 of venue hire plus whatever they can make from catering and raffles.
- 4.4. If approved, the application process includes the following conditions are met:
 - a) Applicant to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.

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

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

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

Impacts on Māori

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

Risk analysis

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

Policy and plans

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

Legal

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

Financial

- 5.6. There is no financial impact on ŌDC. The applicant is responsible for all costs related to traffic management, advertising, and reinstatement.

6. Discussion | He kōrerorero**Option 1 – ŌDC to approve the Temporary Road Closure:**

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

Option 2 - ŌDC to decline to the Temporary Road Closure

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

Recommended option and rationale:

- 6.3. That ŌDC approves the application. The event is well planned, risk-managed, and aligns with ŌDC's community and engagement goals.
-

7. Appendices | Ngā āpitihanga

Number	Title				
1	Road closures requested in the application				
	Road Section	Start Location	End Location	Date	Time
	Hoddle Road	Maihihi Road intersection	Tauraroa Valley Road intersection	17 August 2025	7:00am – 5:00pm
	Tauraroa Valley Road	Hoddle Road intersection	Maihihi Road intersection	17 August 2025	7:00am – 5:00pm

Item 261 Adoption of Ōtorohanga Reserves Strategy and Reserves Management Plan

To Ōtorohanga District Council

From Sahndra Cave, Community Projects Lead

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

1.1. To recommend the adoption of the Ōtorohanga Reserves Strategy and Management Plan (ŌRSMP).

2. Executive summary | Whakarāpopoto matua

2.1. The development of a Reserves Strategy covering Ōtorohanga township park/reserve areas was confirmed as a project through the Ōtorohanga Town Concept Plan (ŌTCP). The purpose of the Reserves Strategy is to provide a framework and direction for the future development of these areas. Resilio Studio, who led the development of the of the ŌTCP, were engaged to develop the ŌRSMP.

2.2. The areas covered by the Strategy are:

- a) Bert McKenzie Road Reserve (Kiwi Sculpture)
- b) Huipūtea Reserve
- c) Island Reserve
- d) Memorial Park
- e) Ōtorohanga Domain, encompassing Rotary Park, Bob Horsfall Reserve, Ōtorohanga Kiwi House and Ōtorohanga Museum
- f) Ōtorohanga Reserve/Village Green
- g) Reg Brett Reserve
- h) Te Ara a Waiwaiā – Waipā River Park
- i) Te Kanawa Stream Reserve

- j) Westridge Recreation & Stormwater Reserves (proposed)
- k) Windsor Park

- 2.3. Where appropriate, the scope of this project also sought to advance other priorities identified in the ŌTCP, including the development of a sports and recreation hub, walking and cycling connections, ecological corridors, and a safe pedestrian rail crossing. A draft Reserves Management Plan has been prepared to support the Strategy and meet the statutory requirements of the Reserves Act 1977.
- 2.4. The development of the draft ŌRSMP has been guided by extensive community, stakeholder, and mana whenua engagement, as well as technical analysis. Oversight was provided by a steering group comprising representatives from Ōtorohanga District Council (ŌDC), the Ōtorohanga Community Board, mana whenua, and other key partners.
- 2.5. Following initial consultation and hearings, the Hearings Panel recommended that the draft ŌRSMP be referred to ŌDC for adoption. Before the matter was considered by ŌDC, speakers at the public forum raised additional concerns—particularly regarding Island Reserve and the Ōtorohanga Domain. In response, further engagement took place, concept plans were reviewed and refined, and the Hearings Panel reconvened to consider the updated draft. The revised ŌRSMP, reflecting these changes, is now presented to ŌDC for adoption.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Context | Horopaki

- 4.1. The ŌTCP identified the development of a Reserves Management Strategy as a key move for the Open Space Network, together with development of Huipūtea Reserve.
- 4.2. Huipūtea Reserve is a culturally and historically significant site and in parallel with the development of the ŌRSMP, we have worked with mana whenua to prepare a plan supporting their aspirations for the future of Huipūtea. This plan includes planting saplings that have been grown from the wāhi tapu Huipūtea Kahikatea tree.
- 4.3. Resilio Studio were appointed to assist with the development of the ŌRSMP. The scope of the project included working with community groups to prepare concept plans to guide the future development of Island Reserve and Ōtorohanga Domain. The scope also included developing a

single Reserve Management Plan that met the requirements of the Reserves Act 1977 and covered all the reserve areas in Ōtorohanga township.

- 4.4. The Reserves Act 1977 requires the administering body to prepare a management plan for reserves under its control, management or administration. The Act states:

“The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body’s resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified...”

- 4.5. The development of the ŌRSMP has involved extensive community/stakeholder engagement and been supported by a mana whenua advisory group and a steering group comprising ŌDC, Community Board, partner and mana whenua representatives.

- 4.6. ŌDC sought community feedback on the draft ŌRSMP:

- a) at three public open days, one held at the Ōtorohanga Domain during Summer Soccer, a second at Huipūtea Reserve and a third held at the Ōtorohanga Library
- b) promoted online surveys enabling community feedback
- c) met with key stakeholders including EcoFX, Ōtorohanga Carriers Ltd (truckwash), Ōtorohanga Kiwi Holiday Park, Ōtorohanga Kiwi House, local weavers, local sports groups and Sport Waikato.

- 4.7. As required by the Reserves Act, on 14 March 2024 staff advertised ŌDC’s intention to prepare a Reserve Management Plan, inviting suggestions from any person, group or organisation on the policies for the management and use of these areas. No suggestions were received in response to the public notice.

- 4.8. The draft ŌRSMP was ready for consultation in June 2024. However, at that time ŌDC delayed its release to explore the option of developing active recreation spaces (such as sports fields) on land on Ōtewā Road which is to be gifted to ŌDC for the establishment of a rural park. That process concluded the property was not suitable for sports fields, and that the ŌRSMP process should continue.

- 4.9. On 22 October 2024 ŌDC adopted the Draft ŌRSMP for consultation and public consultation took place from 1 November 2024 to 24 January 2025, followed by hearings on 11 February 2025.

- 4.10. On 25 February 2025 representatives of the Ōtorohanga Sports Club spoke at the public forum at the ŌDC meeting regarding the concept plans for Island Reserve.

4.11. At that meeting ŌDC resolved:

Confirms that further discussions be held with the relevant clubs and organisations to:

- a. Optimise the future configuration of the Ōtorohanga Domain, including the use of the Ōtorohanga Netball courts area; and,
- 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.

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.

4.12. On 19 March 2025, ŌDC staff and consultants from Resilio Studio met with representatives from various sports codes to discuss the Island Reserve concept plans. A range of matters were considered at the meeting, including the future of the grandstand. There was general consensus among attendees that the grandstand should be removed.

4.13. The group expressed a preference for expanding the existing buildings—namely the rugby clubrooms, Tigers building, and referees building—on a staged basis to accommodate additional changing rooms and other facilities. This approach was favoured over constructing a new building for netball, as previously proposed in the earlier concept plan.

4.14. Representatives of Tigers also indicated a strong preference to remain in their existing building, rather than relocating to a newly constructed shared facility.

4.15. The future use of the existing netball courts was also discussed. By agreement, this area will be transferred to ŌDC. The adjacent clubrooms are considered suitable for designation as an alternative Emergency Operating Centre (EOC) and would be maintained accordingly. When not required for emergency purposes, the building would be made available for broader community use. Under this arrangement, part of the court area could be repurposed for parking to support both the building and wider Domain activities, while the remaining courts would serve as hard surface space for community use.

4.16. On 3 May 2025, a Kiwi House representative met with a representative from the Domain Sports Association to discuss the concept plans for the Ōtorohanga Domain. Following the meeting, both organisations agreed on a revised concept plan, which included repurposing the former campground area for shared parking to support both Kiwi House and the wider community, as well as accommodating two full-sized football fields within the Domain.

4.17. In response to submissions/feedback, amendments have been made to better reflect community feedback—particularly in relation to the future configuration of the Ōtorohanga Domain and Island

Reserve. Key outcomes include consensus on the removal of the grandstand, the retention and expansion of existing buildings to meet the needs of multiple sports codes, and the future use of the netball courts area for ŌDC purposes and community benefit.

4.18. The following pages were updated to reflect feedback:

- a. Inclusion of Ōtorohanga Reserve/Village Green: page 9, 73, 78, 79, 105
- b. Cultural Items: page 58
- c. Ōtorohanga Domain: page 20, 108
- d. Island Reserve: page 15, 16, 108

4.19. On 8 July 2025 the Hearings Panel reconvened and resolved:

That, having considered the feedback/submissions received on the draft Ōtorohanga Reserves Strategy and Reserves Management Plan and the consequential changes, the Hearings Panel refer the updated Draft Ōtorohanga Reserves Strategy and Reserves Management Plan to the Ōtorohanga District Council for adoption with minor editorial amendments.

5. Discussion | He kōrerorero

5.1. The ŌRSMP is considered a living document, and as such will be reviewed from time to time to ensure that it meets the needs of the community. These plans are aspirational, priorities will need to be decided, and funding will need to be secured before any development proceeds.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. Our urban Parks and Reserves are popular, well utilised spaces and therefore there is strong community interest in the development of the ŌRSMP. The existing facilities used by sports groups including Netball, Football, Rugby and Cricket have some limitations, and these community groups are very keen to see the ŌRSMP developed to ensure their sports facilities are suitable for ongoing use.

6.2. Mana whenua have a deep relationship with the whenua (land), particularly the historically significant Huipūtea Reserve.

Impacts on Māori

- 6.3. The ŌRSMP project includes the development of Huipūtea Reserve, a culturally significant site to Māori. Mana whenua have been leading this Kaupapa, with support from ŌDC. Also important to Māori is the health and wellbeing of the environment (land and water). The proposed ŌRSMP is based on improving whenua (land) and wai (water).

Risk analysis

- 6.4. While not specifically recognised within ŌDC's top risks, the ability to progress the ŌRSMP aligns positively with ŌDC's desire to ensure overall programme delivery, maintain productive iwi relationships and develop/progress work on responding to climate change.

Risk analysis: Other considerations

- 6.5. The development of the ŌRSMP provides an opportunity to ensure future development of our parks and reserves meets the desires of the community and mana whenua and direct future project/service delivery. In this regard it provides a useful framework/context for infrastructure planning and development (including risk assessment), in addition to the other factors/matters considered when advancing this work (e.g. Asset Management Plans, fulfilling statutory requirements, etc).
- 6.6. A key matter reflected in the ŌTCP and reaffirmed in the ŌRSMP is addressing the long-standing issue of a safe pedestrian crossing of the railway lines. Discussions are underway with KiwiRail to address this risk and provide for a safer, more effective connection across the rail corridor.
- 6.7. Some of our parks and reserves are part of the Ōtorohanga town flood protection network, and the development of the ŌRSMP will ensure any future changes to these spaces are not contrary to this purpose.

Policy and plans

- 6.8. The development of the ŌRSMP aligns with several projects identified in the ŌTCP and the direction set in the 2024-34 Long-Term Plan.

Legal

- 6.9. The Reserves Act 1977 requires a reserve management plan covering every reserve (excluding local purpose and road reserves). Some Ōtorohanga Reserves have never had a management plan or, if they did, they are now out of date. This project addresses that shortcoming.
- 6.10. There are mixed land ownership issues affecting both Huipūtea Reserve and Island Reserve, with mana whenua, ŌDC and private ownership across Huipūtea Reserve and historical ownership

issues affecting Island Reserve. Work on securing consistency of tenure will need to be progressed for both areas.

Financial

- 6.11. The development of the ŌRSMP has progressed as a priority project within the specific budget set in the current LTP. The proposed implementation programme has been costed at a high level. The detailed costings will be developed as the implementation plan progresses. There may be opportunities to obtain external funding for the development of some of our parks and reserves. For example, mana whenua may be able to obtain funding not available to ŌDC, for the development of Huipūtea Reserve. Sports Groups may also be able to obtain funding for the development of their facilities at our local parks and reserves.
- 6.12. While the Plan sets a clear direction for future development, its implementation will be staged and dependent on funding availability. ŌDC has budgeted \$600,000 annually (2024–2027) for the implementation of concept plans, including projects identified in the ŌRSMP. However, the delivery of larger-scale initiatives will require further scoping, prioritisation, and significant external funding and partnerships.

7. Options analysis

Option 1: Adopt the proposed draft Ōtorohanga Reserves Strategy and Management Plan

- 7.1. This is the preferred option, reflecting ŌDC's commitment to delivering the Plan in partnership with the community and key stakeholders.
- 7.2. Funding has been allocated in the 2024–2034 LTP, and there is strong expectation that the ŌRSMP will now be completed.
- 7.3. Completing the ŌRSMP ensures that a priority project from the ŌTCP is advanced.

Option 2: Defer Adoption of the proposed draft Ōtorohanga Reserves Strategy and Management Plan

- 7.4. There is no logical rationale to support this option, and the adoption process has already experienced significant delays. Some of this delay was due to the need to investigate an alternative proposal, which was ultimately found to be unfeasible. Moving forward with adoption now will allow progress to continue without further unnecessary delay.

Recommended option and rationale

- 7.5. The preferred option is Option 1: Adopt the proposed draft ŌRSMP.

7.6. This is the logical option given the significant investment already made in this project and the high community expectation of its completion. Deferring this project will not deliver any significant savings and taking this approach risks considerable reputational damage for ŌDC.

8. Appendices | Ngā āpitihanga

Number	Title
1	Ōtorohanga Reserves Strategy and Management Plan

DRAFT

ŌTOROHANGA RESERVES STRATEGY AND RESERVES MANAGEMENT PLAN

Revision B | July 2025



Ōtorohanga Reserves Strategy

Document Quality Statement

Report Number:	Revision B
Prepared for	Ōtorohanga District Council
Document Author	Resilio Studio
Reviewed by	Gary Marshall Director Resilio Studio
Authorised for Issue	Gary Marshall Director Resilio Studio

Document Control

The following person(s) shall receive a copy of this document upon each subsequent release:

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REVISION HISTORY

Version	Publication date
Revision B	July 2025

LIMITATIONS

This report has been prepared exclusively for Ōtorohanga District Council on the basis of the brief received by Resilio Studio. Information, opinions and recommendations contained within it cannot be used by any other entity without the review and written consent of Resilio Studio. Resilio Studio accepts no liability or responsibility whatsoever for the use or reliance upon this report by any unauthorised third party.

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PART 1: ŌTOROHANGA RESERVES STRATEGY

OVERVIEW

DRAFT
FOR DISCUSSION PURPOSES ONLY

CONTEXT

Ōtorohanga township is the largest urban area within the Ōtorohanga District, with a population of approximately 3,270 residents. The town has developed along the Waipā River, and is flanked by stopbanks to protect it from flooding effects of the river.

The stopbanks were established in the 1960s and are maintained by the Ōtorohanga District Council. The stopbank pathway named Te Ara a Waiwaiā i O-rāhiri was constructed in 2019, and forms an integral part of Ōtorohanga’s urban open space network.

Ōtorohanga’s local parks and reserves are a key asset for the community and it is important that they continue to reflect the needs and aspirations of the people that live, work and play here.

In order to do this, Ōtorohanga District Council has developed this Reserves Strategy for the town’s open spaces. This strategy provides direction for the parks and reserves and helps to identify what currently works, what needs to be changed and what the future direction for Ōtorohanga Reserves might look like.

Developing the Ōtorohanga Reserves Strategy (ŌRS) offers the opportunity to develop the town’s open spaces in a way that recognises the town’s unique cultural context, local ecology and vibrant community while supporting the need for amenity and recreation through Ōtorohanga.

PURPOSE

The purpose of the ŌRS is to establish a management strategy for all of Ōtorohanga’s urban parks and reserves to ensure that there is a coordinated approach to guide the development, renewal and adaptation of local open spaces, in a way that is responsive to the evolving needs of the community.

Information gathered through the ŌRS process informed the development of a Reserves Management Plan for these urban parks to meet the statutory meet the statutory requirements of the Reserves Act 1977.

This Strategy is aspirational and the plans presented are concepts so are not 'cast in stone'. Further processes, including community/stakeholder engagement, will be followed before any final decisions are taken on major projects. This will include providing information on how these projects will be funded and by whom. Until these processes are complete it can not be assumed that Council (rates) funding is a given.

METHODOLOGY



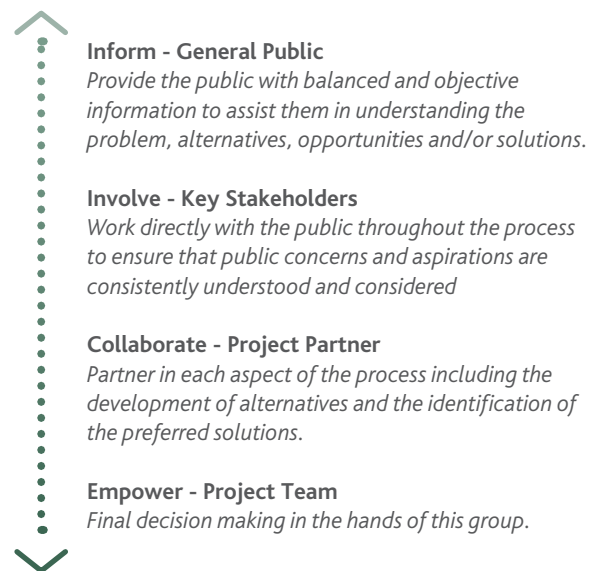
To ensure the ŌRS reflects the diverse voices across the community, engagement played a key role in developing this strategy. Organisations and communities engaged through this process include mana whenua, Waikato Regional Council and a range of other organisations with intersecting interests, including a project working group with representatives from the Local Board, Sport Waikato, mana whenua and local community members.

The approach taken for engagement and consultation for the ŌRS has sought to engage with project partners early in the process and regularly to ensure their ideas, concerns, aspirations and insights were factored into the strategy before key decisions were made.

This diagram demonstrates the nested scales of influence and impact as well as the degree of participation each contributing organisation had through the development of the ŌRS.

DEGREES OF PARTICIPATION

Decreasing participation



Increasing participation



ENGAGEMENT SUMMARY

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The development of the ŌRS involved extensive engagement throughout this process, with two key public open day engagements – one during investigations to ensure that existing conditions, constraints and opportunities for all the parks had been captured and the second during the development of the strategy to ensure the concept for Ōtorohanga’s parks and reserves reflected the needs and aspirations of the local community.

The feedback received shaped the concepts and proposals for the Ōtorohanga open space network presented in the draft ŌRS and these were tested during a comprehensive engagement and consultation programme that ran from September 2023 – May 2024. The feedback and submissions received during this period have shaped this final version of the ŌRS. This feedback has also significantly shaped the management principles, objectives and policies outlined in Part 2 of this document, The Ōtorohanga Reserves Management Plan. The following provides an overview of input and feedback received through the process.

PROJECT WORKING GROUP

Five engagements including workshops, presentations and site visits

The project working group was made of representatives from Ōtorohanga District Council, Ōtorohanga Community Board, mana whenua, Sport Waikato and the local community. This group provided in depth information about all reserves throughout the strategy, identifying constraints and opportunities and providing feedback on the strategy as it developed.

MANA WHENUA

Five engagements including hui, site hīkoi and workshops

Input from mana whenua was primarily focused on the Huipūtea Reserve as an important cultural heritage site, alongside recognising, and where appropriate, celebrating mana whenua history, heritage and expression across parks and reserves in Ōtorohanga. Additionally, mana whenua expressed significant support for Te Taiao outcomes, particularly regenerating the local kahikatea ecosystems, improving water quality outcomes and linking conservation outcomes with community and schools

ŌTOROHANGA SPORTING COMMUNITY

*Three meetings with Rugby, Football, Netball and Cricket Sports codes;
Six engagements with Sport Waikato as part of the Project Working Group, including site visits, workshops and meetings alongside a detailed 7 page submission from Sport Waikato*

Feedback from the sporting community was gathered both through meetings with Sports Codes and more in depth engagement including a submission on the strategy, from Sport Waikato. This feedback was primarily focused on discussions supporting sports and active recreation outcomes in parks and reserves, and ongoing conversations about the supporting the development of an Ōtorohanga Sports Hub spanning across Island Reserve and The Domain. Sport Waikato expressed support for a range of sports, active recreation, play and walking and cycling outcomes identified within the strategy.

Follow up engagements were held with the sporting community which included refinement and confirmation of preferred options for The Domain Fields and Island Reserve

TIGERS SPORTS CLUB

One meeting, alongside discussions as part of wider workshops and public open days

The Tigers Sports club focused on Island Reserve, the Tigers Club were generally in favour of future development potential of the reserve as part of an Ōtorohanga Sports Hub, however were concerned that the club would be displaced through this process. All options developed for Island Reserve maintain space for Tigers Sports Club.

KIWI HOUSE

One meeting with the Kiwi House, providing feedback on the Draft Reserves Strategy and discussing the organisations future plans and aspirations regarding The Domain.

Kiwi House interests predominantly centred around The Domain, including the Domain Fields, Rotary Park and Bob Horsfall Reserve. Concerns were raised around balancing sports and active recreation land use with the Kiwi House’s interests in The Domain, with questions raised about the future of the land currently utilised as a Motorcamp and the future of the netball court space. Kiwi House support the conservation and biodiversity values of Rotary Park and Bob Horsfall Reserve including pest control, protecting native plant species and enhancing water quality.

Follow up engagement with Kiwi House helped form a preferred option for The Domain Fields which balances additional parking with enhanced fields

ENGAGEMENT SUMMARY

DRAFT
FOR DISCUSSION PURPOSES ONLY

YOUTH ENGAGEMENT

One engagement as part of the Taku Wairua programme at Ōtorohanga College involving an interactive site visit incorporating reflective feedback about parks and reserves around Ōtorohanga.

Input gathered through the youth engagement showed that youth from Ōtorohanga College Students generally appreciated their local parks and reserves, particularly aspects such as a connection to nature, good provision of play and informal recreation and access to sports facilities. Areas highlighted for improvement included the maintenance of park infrastructure such as paths, toilets and rubbish bins, more sporting facilities and a desire for better environmental outcomes in parks.

RECREATION AOTEAROA, ACCESSIBILITY SUBMISSION

Written submission, received online

Recreation Aotearoa provided feedback in the form of a submission on the Draft Reserve Strategy. This submission focused on ensuring recreation outcomes include opportunities for people with disabilities to participate, including accessibility in parks and playgrounds, and ensuring mechanisms are put in place for providing ongoing feedback to council on barriers to access.

COMMUNITY BOARD

Two meetings, alongside discussions as part of wider workshop

Feedback from the Community Board was focused on the development of a fitness and active recreation trail as part of the wider walking and cycling network. Community board members expressed the desire for a series of fitness stations with different exercise focuses.

ECOFX

One meeting

Conversations with EcoFX were focused on the parcel of land owned by the company adjacent to Huipūtea Reserve. EcoFX acknowledged the future development potential of the land as part of the reserve, and were open to conversations about relocating so long as suitable land was identified.

ŌTOROHANGA CARRIERS ASSOCIATION

One meeting

Conversations with the Ōtorohanga Carriers Association focused on the acknowledgment that the truck wash located in Huipūtea Reserve currently doesn’t align with the land use of surrounding reserve, and expressed a willingness to shift to a suitable new location when it is identified.

KIWIRAIL

One meeting

Consultation with KiwiRail focused on the potential development of a crossing between Ōtorohanga Town Centre and Huipūtea Reserve. KiwiRail have indicated that a level crossing is not something that they support, and that an overbridge is preferred, referring to their current policy for no new level crossing other than in 'exceptional circumstances' and indicated a preference for a grade separated crossing. KiwiRail provided guidance for next steps, which is to assess the current risk and need for a crossing.

EXISTING OPEN SPACE NETWORK

DRAFT
FOR DISCUSSION PURPOSES ONLY

The following map provides an overview of the existing open space and park assets in the Ōtorohanga community

KEY

- Parks/Reserves
- Vegetation
- Notable Tree
- Walking and Cycling connections

- ① Ōtorohanga Domain
- ② Ōtorohanga Kiwi House
- ③ Rotary Park / Bob Horsfall Reserve
- ④ Ōtorohanga Museum
- ⑤ Island Reserve
- ⑥ Windsor Park
- ⑦ Reg Brett Reserve
- ⑧ Huipūtea Reserve
- ⑨ Ōtorohanga Memorial Park
- ⑩ Bert McKenzie/Road Reserve
- ⑪ Te Ara a Waiwaiā- Waipā River Park
- ⑫ Future Recreation Reserve (Westridge development)
- ⑬ Future Stormwater Reserve (Westridge development)
- ⑭ Te Kanawa Stream Reserve (flood mitigation)
- ⑮ Phillips Ave Wetland (flood mitigation)
- ⑯ Ōtorohanga Reserve/Village Green

Scale: 1_15 000 @A3



Ōtorohanga District Council is currently working with Ōtorohanga’s Sporting community and a range of partners and stakeholders to explore options for a sports hub across multiple parks and reserves including The Domain and Island Reserve.

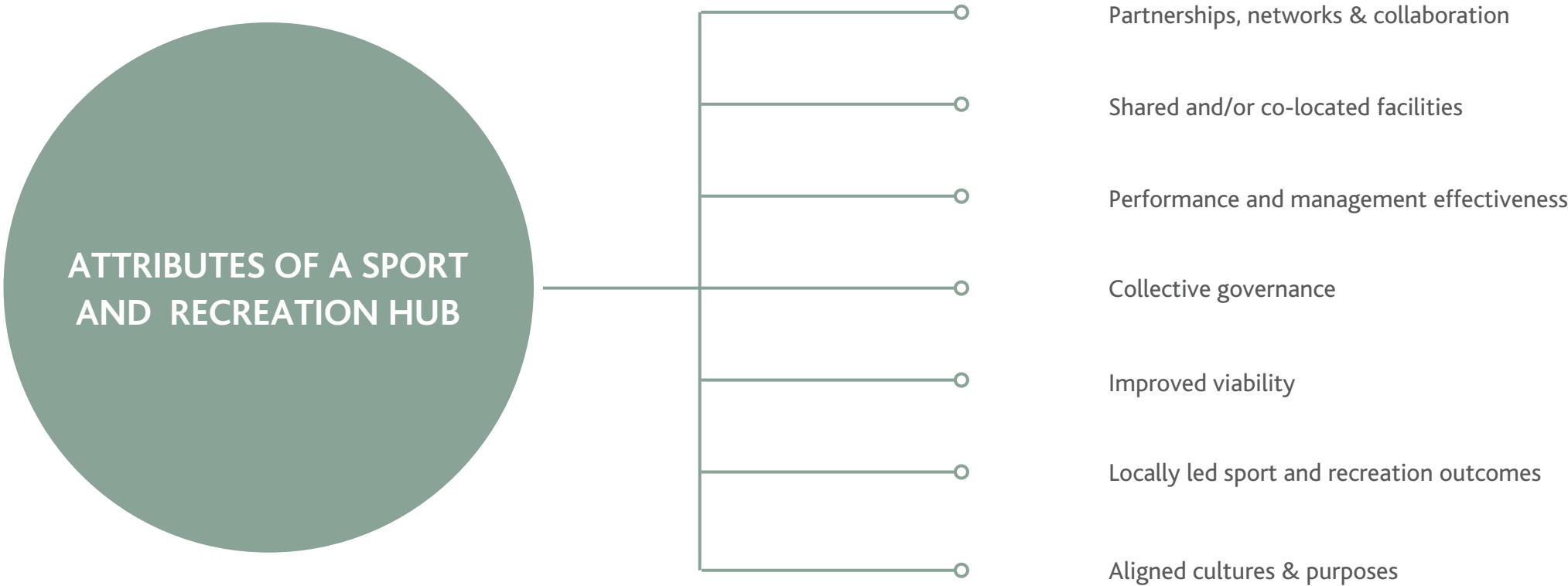
WHAT IS A SPORTS AND RECREATION HUB?

A sports and recreation hub is a collection of facilities including buildings, fields, courts etc that work together as a “hub” where sports clubs and other organisations work in partnership, virtually and within physical infrastructure, to share expertise through a collaborative governance and management structure.

SPORTS AND RECREATION HUBS INVOLVE WORKING IN PARTNERSHIP

A partnership is a collaborative relationship between organisations for mutual benefit. Partnership is about working together and requires an understanding that ALL partners are considered equal from the outset, regardless of the significance of resources they might bring to the partnership.

COMMON SPORTS AND RECREATION HUB ATTRIBUTES



ŌTOROHANGA SPORTS HUB

DRAFT

Sport New Zealand provide step by step guidance for creating a sports hub.

The diagram to the right highlights which steps have been accomplished so far through the Ōtorohanga Reserve Strategy process and what would be needed to continue developing a sports hub for Ōtorohanga.

0

Introduction

1

What is a Sport & Recreation Hub?

- What we have accomplished:**
- Socialised the idea of a Sports hub for Ōtorohanga
 - Established strong support for a Sports Hub across Ōtorohanga which includes Island Reserve, The Domain and potentially Ōtorohanga College

2

Forming partnerships

- What we have accomplished:**
- Started a conversation between different codes and other stakeholders across Ōtorohanga
 - Started a conversation with external stakeholders including but not limited to mana whenua, Kiwi House and Tigers Sports club
- Next Steps:**
- Formalise key participants for Ōtorohanga Sports Hub.

3

Locally led engagement

- What we have accomplished:**
- Engaged existing users to determine needs for sports codes across Ōtorohanga.
- Next Steps:**
- Develop an engagement strategy using the Locally Led Approach (LLA).
 - Engage other relevant stakeholders.

4

Governing and managing a Hub

- Next Steps:**
- Establish a Governance Structure.

5

Making Hubs sustainable

- Next Steps:**
- Establish a strategy for financial feasibility and sustainability with relevant stakeholders.

6

Programming, operating and monitoring a Hub

- What we have accomplished:**
- Developed a spatial plan for Island Reserve and The Domain that demonstrates a range of opportunities for distribution of Football, Netball and Rugby across Island Reserve, The Domain and potentially Ōtorohanga College.
- Next Steps:**
- Test financial viability for Sports Hub.
 - Develop detailed design brief for the Ōtorohanga Sports Hub across Island Reserve, The Domain and Ōtorohanga College. For example: more detail for new built facility for Netball and Tigers.

7

Develop a Hub Facility



ISLAND RESERVE

Island Reserve is a large open space, with an active recreation character. The reserve currently supports Rugby, Polocrosse stables and Squash with the historic riverbed used for grazing horses as part of the Riding for Disabled program. There are a range of facilities on site including the Rugby club room, The Tigers club room, a grandstand and stables. Polocrosse, and the Riding for Disabled program both have plans to move to more suitable grounds.

In the future, Island Reserve is envisioned as an open space that celebrates and supports the Ōtorohanga sporting community, with space for Rugby and Netball alongside enhanced circulation, informal recreation, nature play and ecosystem regeneration of the historic riverbed to provide amenity across generations. Careful consideration into parking and other infrastructure such as changing rooms will need to be undertaken as part of any upgrades to ensure the Reserve can support the increased capacity.

Plans for a multi-purpose sports-hub spanning across both Island Reserve and The Domain will assist in better supporting the Ōtorohanga sporting community's needs.

Island Reserve has a range of complex land ownership overlays that need to be resolved before further development can occur.



DRAFT

KEY

ACCESS AND CIRCULATION

Entranceway

Road

Gravel Surface

Concrete/Pavement

Limestone path

Parking

Short fence/bollards

Medium fence

WATER AND VEGETATION

Tree cover

Open space

Historic river alignment (Indicative)

Overland flow path

FURNITURE AND INFRASTRUCTURE

Light

Interpretative signage

Bench seat

Rugby field

Power pole

Scale: 1_2000@A3



ISLAND RESERVE CONCEPT DESIGN STAGE 1

- ① Restore and enhance area that once was the historic path of the Waipa River *
- ② Riparian enhancement planting*
- ③ Bridge/boardwalk connecting Island Reserve to wider walking and cycling network
- ④ Walkway enhancing connectivity within reserve
- ⑤ Netball Courts as part of consolidated sports hub
- ⑥ Half-court space for warm-ups, drills etc.
- ⑦ Two Rugby fields/multi-purpose fields
- ⑧ Multi-purpose areas for a range of uses including nature play, half courts, fitness, informal recreation
- ⑨ Potential for future expansion of Sports Club and Referees building to accomodate netball changing rooms and other sports code needs
- ⑩ Enhanced parking for approximately 220 cars to accomodate growth
- ⑪ Space for future expansion of parking

ACCESS AND CIRCULATION

- ➔ Park access
- ➡ Walking and cycling network
- Road
- Gravel Surface
- Concrete/Pavement
- Limestone path

WATER AND VEGETATION

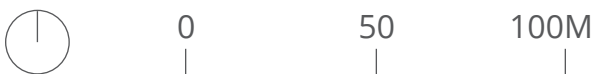
- Existing tree cover
- Proposed additional tree cover
- Open space
- Riparian planting
- Historic riverway

FURNITURE AND INFRASTRUCTURE

- Multi-Purpose area
- Exercise Circuit

* These outcomes link into the town-wide blue green network which provides direction for biodiversity and water quality outcomes throughout Otorohanga

Scale: 1_2000@A3



ISLAND RESERVE
CONCEPT DESIGN STAGE 2:
EXPANDED FIELD OPTIONS

- ① Restore and enhance area that once was the historic path of the Waipa River *
- ② Riparian enhancement planting*
- ③ Bridge/boardwalk connecting Island Reserve to wider walking and cycling network
- ④ Walkway enhancing connectivity within reserve
- ⑤ Netball Courts as part of consolidated sports hub
- ⑥ Half-court space for warm-ups, drills etc.
- ⑦ Two Rugby fields/multi-purpose fields and one football field
- ⑧ Multi-purpose areas for a range of uses including nature play, half courts, fitness, informal recreation
- ⑨ Potential for future expansion of Sports Club and Referees building to accomodate netball changing rooms and other sports code needs
- ⑩ Enhanced parking for approximately 220 cars to accomodate growth
- ⑪ Space for future expansion of parking

KEY

ACCESS AND CIRCULATION

- ➔ Park access
- ➡ Walking and cycling network
- ▬ Road
- ▬ Gravel Surface
- ▬ Concrete/Pavement
- ▬ Limestone path

WATER AND VEGETATION

- Existing tree cover
- Proposed additional tree cover
- Open space
- Riparian planting
- Historic riverway

FURNITURE AND INFRASTRUCTURE

- Multi-Purpose area
- Ⓜ Exercise Circuit

* These outcomes link into the town-wide blue green network which provides direction for biodiversity and water quality outcomes throughout Otorohanga

Scale: 1_2000@A3



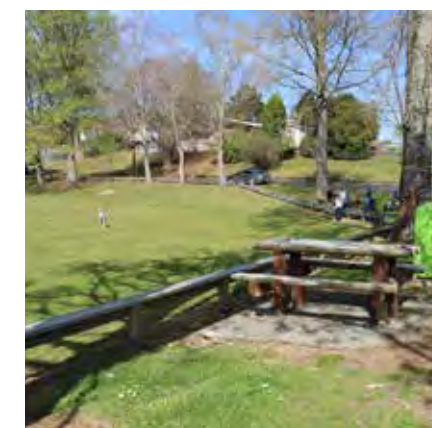


ŌTOROHANGA DOMAIN FIELDS PHOTO ESSAY

Currently the Domain fields have a family-friendly active recreation character with a sports focus, good provision for parking and generous seating lining the perimeter of the fields. Drainage has been an ongoing constraint, preventing the use of the fields during and after rainfall in the winter football season.

In the future, The Ōtorohanga Domain is envisioned as a family friendly open space that supports football and cricket across seasons. The Domain fields have the scale and layout to support community events such as festivals or concerts. Netball will be moved to Island Reserve as part of a consolidated sports hub, leaving space for a range of future uses.

Plans for a multi-purpose sports-hub spanning across both Island Reserve and The Domain will assist in better supporting the sporting community's needs.



ŌTOROHANGA DOMAIN FIELDS AND MUSEUM EXISTING CONDITIONS

KEY

ACCESS AND CIRCULATION

- ➔ Park access
- Road
- Gravel Surface
- Concrete/Pavement
- P Parking
- Short fence/bollards
- Tall fence

WATER AND VEGETATION

- Tree cover
- Open space
- Water
- Overland flow path

FURNITURE AND INFRASTRUCTURE

- Public bathroom
- Light
- Bin
- Picnic table
- Drinking fountain
- Informative signage
- Cricket pitch
- Football feild
- Motorcamp
- Drain

Note: This Plan shows the layout for summer football fields, which are much smaller than a standard winter field.

Scale: 1_1000@A3



ŌTOROHANGA DOMAIN FIELDS CONCEPT DESIGN

- ① Existing football and cricket field remain
- ② Second smaller regulation size football field*
- ③ Drainage integrated into fields through underground detention
- ④ Motorcamp to be decommissioned and converted to parking for Ōtorohanga Kiwi House and the community
- ⑤ Ōtorohanga Netball Club to relocate to new facilities at Island Reserve, the old facilities will, by agreement, be taken over by the Ōtorohanga District Council. The Clubrooms lend themselves to being designated by the Council as an alternate Emergency Operating Centre (OEC) and maintained as such. When not used by the Council, the building is expected to be available for community use. Under this scenario, some of courts can be retained for parking associated with the use of the building and wider Domain use.

* Second field may require grading and retaining at northern end, further scoping required.

KEY

ACCESS AND CIRCULATION

- ➔ Park access
- ➔ Walking and cycling network
- ▬ Road
- ▬ Gravel Surface
- ▬ Concrete/Pavement
- P Parking

WATER AND VEGETATION

- Tree cover
- Open space

FURNITURE AND INFRASTRUCTURE

- 🚻 Public toilet
- 🗑️ Bin
- 🪵 Picnic table
- 🚰 Drinking fountain
- 🏏 Cricket pitch
- ⚽ Football field
- 🚴 Exercise circuit

Scale: 1_1000@A3



The Domain is part of a Ōtorohanga Sportshub for Ōtorohanga. A key dependency for Football as part of this work includes partnering with Ōtorohanga College to provide facilities on school grounds. Partnering with the College can enable the development of a sand based pitch and remove requirements for drainage upgrades.



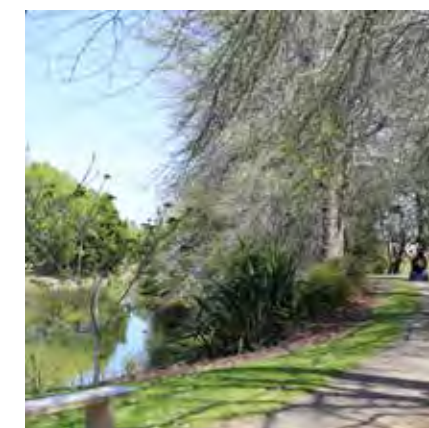
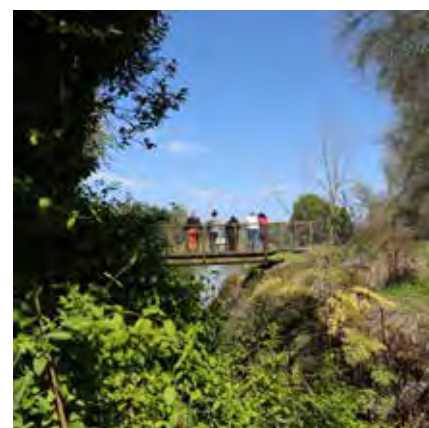
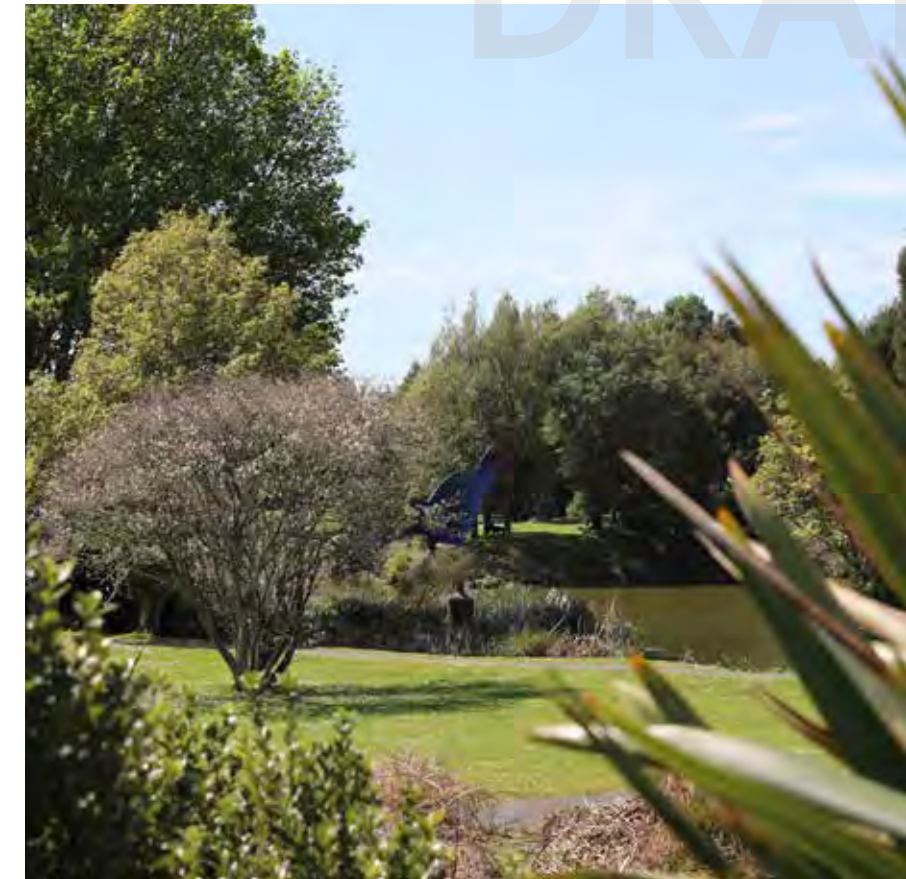


HUIPŪTEA RESERVE PHOTO ESSAY

Huipūtea Reserve is a flat open space, with swathes of regenerating bush surrounding the lake and waterway. The area has long-standing heritage value for mana whenua, with a mature kahikatea tree holding particular significance.

Currently, Huipūtea Reserve is defined by its relationship to the lake and naturalistic planting. Water quality in the lake and historic river bed is poor due to conflicting land-use in the catchment. This has a significant impact on the environmental and heritage values inherent in the site.

In the future, this reserve is envisioned to be a place that highlights and, where appropriate, celebrates important cultural narratives and supports the ongoing regeneration of awa (stream/river), repo (wetland/lake) and ngahere (forest) ecosystems present throughout the site.



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HUIPŪTEA RESERVE EXISTING CONDITIONS

KEY

ACCESS AND CIRCULATION

- Park access
- Road
- Gravel Surface
- Concrete/Pavement
- Limestone path
- Parking
- Short fence/bollards
- Medium fence

WATER AND VEGETATION

- Tree cover
- Significant Tree
- Open space
- Historic river alignment (Indicative)
- Overland flow path

FURNITURE AND INFRASTRUCTURE

- Memorial/monument
- Public sculpture
- Power pole
- Light
- Rubbish bin
- Picnic table
- Bench seat
- Interpretive signage
- Bridge
- Drain

Scale: 1_2000@A3



HUIPŪTEA RESERVE CONCEPT DESIGN

- ① Huipūtea Kahikatea is highlighted and celebrated
- ② Pathways winding through regenerating Kahikatea ngahere and providing connection to Huipūtea Kahikatea tree
- ③ Opportunity for mahi toi following site-lines from Huipūtea Kahikatea
- ④ Historic awa alignment is highlighted and celebrated
- ⑤ Constructed wetland
- ⑥ Island and bank build out in Huipūtea lake to improve water flow and quality
- ⑦ Underplanting in existing forested areas
- ⑧ Pedestrian crossing between Huipūtea and Ōtorohanga town center
- ⑨ Pedestrian connection to Te Ara Waiwaiā

KEY

PATHS AND SURFACES

- ➔ Park access
- Path network
- Grassed open-space
- Road
- Gravel surface
- Concrete/Pavement
- P Parking
- Overland flow path
- Huipūtea lake

EXISTING VEGETATION

- Tree cover
- Significant tree

PROPOSED PLANTING

- Mix 1: Low height amenity planting
- Mix 2: Kahikatea mokopuna seedling planting
- Mix 3: Ngahere regeneration planting
- Mix 4: Awa regeneration planting
- Mix 5: Repo regeneration planting

Scale: 1_2000@A3



HUIPŪTEA RESERVE CONCEPT DESIGN

- ① Huipūtea Kahikatea is highlighted and celebrated
- ② Pathways winding through regenerating Kahikatea ngahere and providing connection to Huipūtea Kahikatea tree
- ③ Opportunity for mahi toi following site-lines from Huipūtea Kahikatea
- ④ Historic awa alignment is highlighted and celebrated
- ⑤ Constructed wetland
- ⑥ Island and bank build out in Huipūtea lake to improve water flow and quality
- ⑦ Underplanting in existing forested areas
- ⑧ Pedestrian crossing between Huipūtea and Ōtorohanga town center
- ⑨ Pedestrian connection to Te Ara Waiwaiā

KEY

PATHS AND SURFACES

- ➔ Park access
- Path network
- Boardwalk
- Ⓟ Reconfigured Parking
- Grassed open-space
- Awa and Repo Planting
- Ngahere Planting
- Water bodies



HUIPŪTEA RESERVE CONCEPT DESIGN

DRAFT



THE DOMAIN: ROTARY PARK & BOB HORSFALL RESERVE

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THE DOMAIN: ROTARY PARK & BOB HORSFALL RESERVE

Rotary Park is a forested area within the wider Ōtorohanga Domain that offers visitors a connection to nature and exercise. Mature redwood trees create a towering canopy, in the future, native ngahere regeneration of the understory will help support the local ecosystem for generations to come*.

Bob Horsfall Reserve is a predominantly forested area that supports a range of activities including mini golf, nature trails, mountain biking tracks and a sloped open area currently used for grazing. Netball courts are currently situated on a steep incline up from the Domain fields, with plans to relocate to Island Reserve as part of a consolidated sports hub, leaving space for a range of future uses.

In the future, Bob Horsfall is envisioned as an active recreation reserve with natural character that supports a diverse range of native species – ngahere regeneration of the understory and grazing area will help support the currently degraded ecosystem and enhance biodiversity*.

* This planting links into the town-wide blue green network which provides direction for biodiversity and water quality outcomes throughout Ōtorohanga. Future planting offers opportunities for education and community engagement helping to ensure long term success.



THE DOMAIN: ROTARY PARK & BOB HORSFALL RESERVE
EXISTING CONDITIONS

DRAFT

KEY

ACCESS AND CIRCULATION

- ➔ Park access
- ▬ Road
- ▬ Gravel Surface
- ▬ Concrete/Pavement
- P Parking
- Short fence/bollards
- - - Medium fence
- - - Tall fence
- 🚶 Walking track
- 🚴 Bike track

WATER AND VEGETATION

- Vegetation cover
- Open space
- Water
- Overland flow path

FURNITURE AND INFRASTRUCTURE

- 🚻 Public bathroom
- 💡 Light
- 🗑️ Bin
- 🪴 Picnic table
- 🚰 Drinking fountain
- 📋 Signage
- 🏐 Netball Court
- 🚰 Drain/culvert
- 🍖 Public BBQ

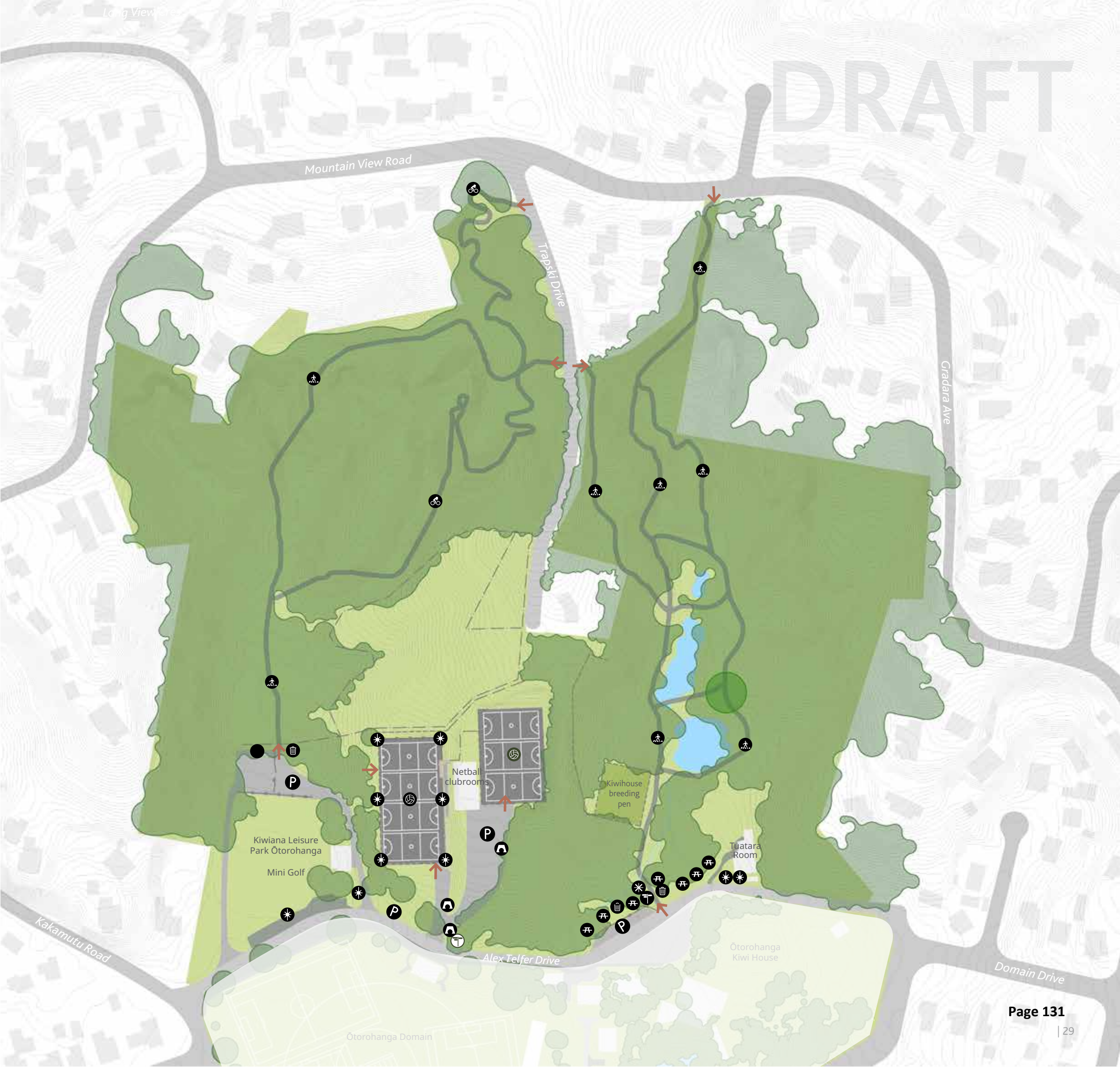
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100M



THE DOMAIN: ROTARY PARK & BOB HORSFALL RESERVE CONCEPT DESIGN

- ① Netball courts to be decommissioned at the Domain and new courts developed at Island Reserve (See Domain Fields Concept Design, P20 for further detail)
- ② Adaptive reuse of court space for a range of potential uses
- ③ Maintenance and enrichment planting to enhance existing vegetated areas*
- ④ Regenerate existing grazing area with indigenous species to enhance biodiversity*
- ⑤ Maintain and enhance existing mountain biking trail to promote safety and provide for additional recreational use
- ⑥ Maintain and enhance existing walking tracks for exercise and amenity

KEY

ACCESS AND CIRCULATION

- ➔ Park access
- ▬ Road
- ▬ Gravel Surface
- ▬ Concrete/Pavement
- P Parking
- 🚶 Walking track
- 🚴 Bike track

WATER AND VEGETATION

- Vegetation cover
- ▨ Enrichment planting*
- ▨ Ecological Regeneration*
- Open space
- Water
- Overland flow path

FURNITURE AND INFRASTRUCTURE

- 🗑 Rubbish bin
- 🪵 Picnic table
- 📍 Signage
- 🏃 Exercise circuit

* These outcomes link into the town-wide blue green network which provides direction for biodiversity and water quality outcomes throughout Otorohanga

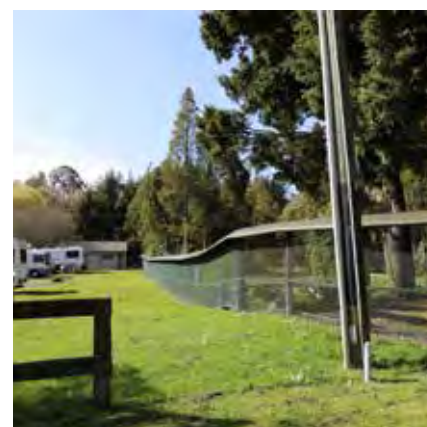
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ŌTOROHANGA KIWI HOUSE


DRAFT







ŌTOROHANGA KIWI HOUSE EXISTING CONDITIONS

KEY





ACCESS AND CIRCULATION

-  Park access
-  Road
-  Gravel Surface
-  Concrete/Pavement
-  Parking
-  Short fence/bollards
-  Tall fence

WATER AND VEGETATION

-  Vegetation cover
-  Open space
-  Water
-  Overland flow path

FURNITURE AND INFRASTRUCTURE

-  Power pole
-  Light
-  Bin
-  Conservation activities

Scale: 1_1000@A3





TE ARA A WAIWAIĀ WAIPĀ RIVER PARK

Te Ara a Waiwaiā is an informal recreation area that offers large swathes of open space along the Waipā awa and opportunities for exercise with a long walking track called Te Ara a Waiwaiā i O-rāhiri that stretches across Ōtorohanga atop the stopbank. Currently, the grassed open space is utilised for cut and carry, which helps to generate revenue for maintenance.

In the future Te Ara a Waiwaiā is envisioned as a biodiverse riparian park that supports local ecology, protects the town from flooding and connects visitors and locals to the Waipā awa through a network of formal and informal tracks. A mown grass path follows the awa, connecting to the existing stopbank walkway and staged planting will help to enhance biodiversity and resilience to flooding and erosion, helping regenerate the awa for generations to come.*

* This planting links into the town-wide blue green network which provides direction for biodiversity and water quality outcomes throughout Ōtorohanga. Any future planting along the stopbanks is to be undertaken in partnership with Waikato Regional Council to ensure flood mitigation measures are correctly adhered to.




DRAFT

TE ARA A WAIWAIĀ
WAIPĀ RIVER PARK
EXISTING CONDITIONS





DRAFT

KEY








ACCESS AND CIRCULATION

-  Park access
-  Road
-  Gravel Surface
-  Concrete/Pavement
-  Parking
-  Short fence/bollards
-  Medium fence
-  Tall fence
-  Walking track
-  Bridge crossing

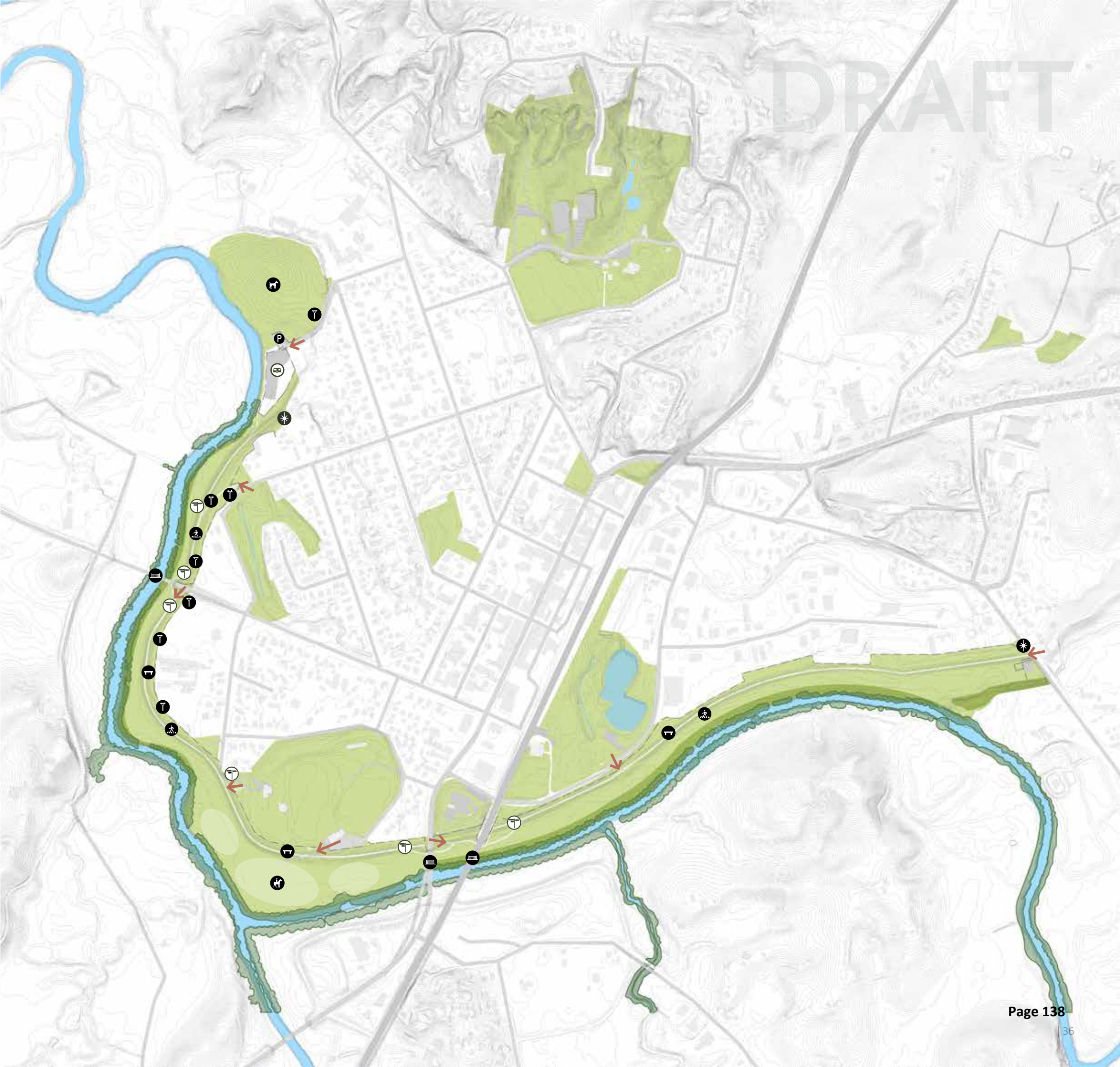
WATER AND VEGETATION

-  Vegetation cover
-  Open space
-  Water
-  Overland flow path

FURNITURE AND INFRASTRUCTURE

-  Powerpole
-  Light
-  Signage
-  Caravan Park
-  Seating
-  Dog Park
-  Polocrosse

Scale: 1_8000@A3









TE ARA A WAIWAIĀ WAIPĀ RIVER PARK CONCEPT DESIGN

DRAFT







- ① Long Term staged riparian regeneration planting to enhance biodiversity, provide amenity and prevent erosion
- ② Mown grass path follows the awa, connecting to the existing stopbank walkway, Te Ara a Waiwaiā i O-rāhiri
- ③ Enhanced open space for a range of uses
- ④ Interpretive signage and/or mahi toi recognising and highlighting, where appropriate, mana whenua heritage
- ⑤ Additional fencing around large open space at the northern end of Te Ara a Waiwaiā as an off leash dog park

KEY





ACCESS AND CIRCULATION

-  Park Access
-  Access to Awa (River)
-  Existing stop bank walkway
-  Mown Path
-  Parking
-  Dog Park

WATER AND VEGETATION

-  Existing Tree cover
-  Open space
-  Existing restoration planting
-  Awa planting Stage 1
-  Awa planting Stage 2
-  Awa planting Stage 3

FURNITURE AND INFRASTRUCTURE

-  Exercise circuit station
-  Seating
-  Picnic Table
-  Rubbish bin

Scale: 1_8000@A3



TE ARA A WAIWAIĀ
WAIPĀ RIVER PARK
PRECEDENT IMAGES

- ① Informal access to Waipā awa for swimming, picnicking and other activities
- ② Mown grass path follows the awa, connecting to the existing stopbank walkway
- ③ Enhanced open space for a range of uses
- ④ Future staged planting offers amenity and enhances riparian ecosystem
- ⑤ Enhanced path network offers a range of access and exercise opportunities



STAGED PLANTING

Planting along the Waipā awa is intended as a long-term intergenerational outcome to support the ongoing ecological health and resilience of the riparian floodplain, enhance biodiversity and provide amenity.

Planting for Te Ara a Waiwaiā–Waipā River will need to be undertaken in partnership with Waikato Regional Council to ensure the flooding capacity of the Waipa River flood plain is not reduced with consideration into potential changes in flow, velocities, frictional forces, height levels, and overall capacity of the flood scheme.





WINDSOR PARK

Windsor Park is a well sized open space with mature trees that is surrounded by residential properties, lending it a neighbourhood park character. Situated a short distance from the town centre and away from busy roads, this park is currently underutilised.

In the future, Windsor Park is envisioned as a peaceful family-friendly open space with ample areas for informal recreation, rest and a range of play options for a range of ages to complement the facilities at Reg Brett Reserve.








WINDSOR PARK
EXISTING CONDITIONS



—

KEY









ACCESS AND CIRCULATION

-  Park Access
-  Road
-  Gravel Surface
-  Concrete/Pavement
-  Short fence/bollards

WATER AND VEGETATION

-  Tree/Vegetation cover
-  Open space

FURNITURE AND INFRASTRUCTURE

-  Memorial/monument
-  Light
-  Signage
-  Seating
-  Picnic Table
-  Rubbish bin
-  Playground
-  Drain/culvert

Scale: 1_1000@A3



0

50

100M








WINDSOR PARK CONCEPT DESIGN







- ① Low amenity planting along senior citizen housing boundary
- ② Integrate Windsor park with wider walking and cycling network
- ③ Consolidate seating and bins
- ④ Pump track utilising undulating topography provides safe play opportunities for younger children
- ⑤ New consolidated playgrounds for ages 0-7 and 7-13
- ⑥ New Path enhancing connectivity
- ⑦ Interpretive signage and/or mahi toi recognising and highlighting, where appropriate, mana whenua heritage

KEY




ACCESS AND CIRCULATION

-  Park Access
-  Walking and cycling network
-  Road
-  Gravel Surface
-  Concrete/Pavement

WATER AND VEGETATION

-  Existing Tree cover
-  Proposed specimen trees
-  Open space
-  Amenity planting
-  Playground 0-7 and 7-13
-  Consolidated park furniture

FURNITURE AND INFRASTRUCTURE

-  Seating
-  Public toilet
-  Proposed pump track

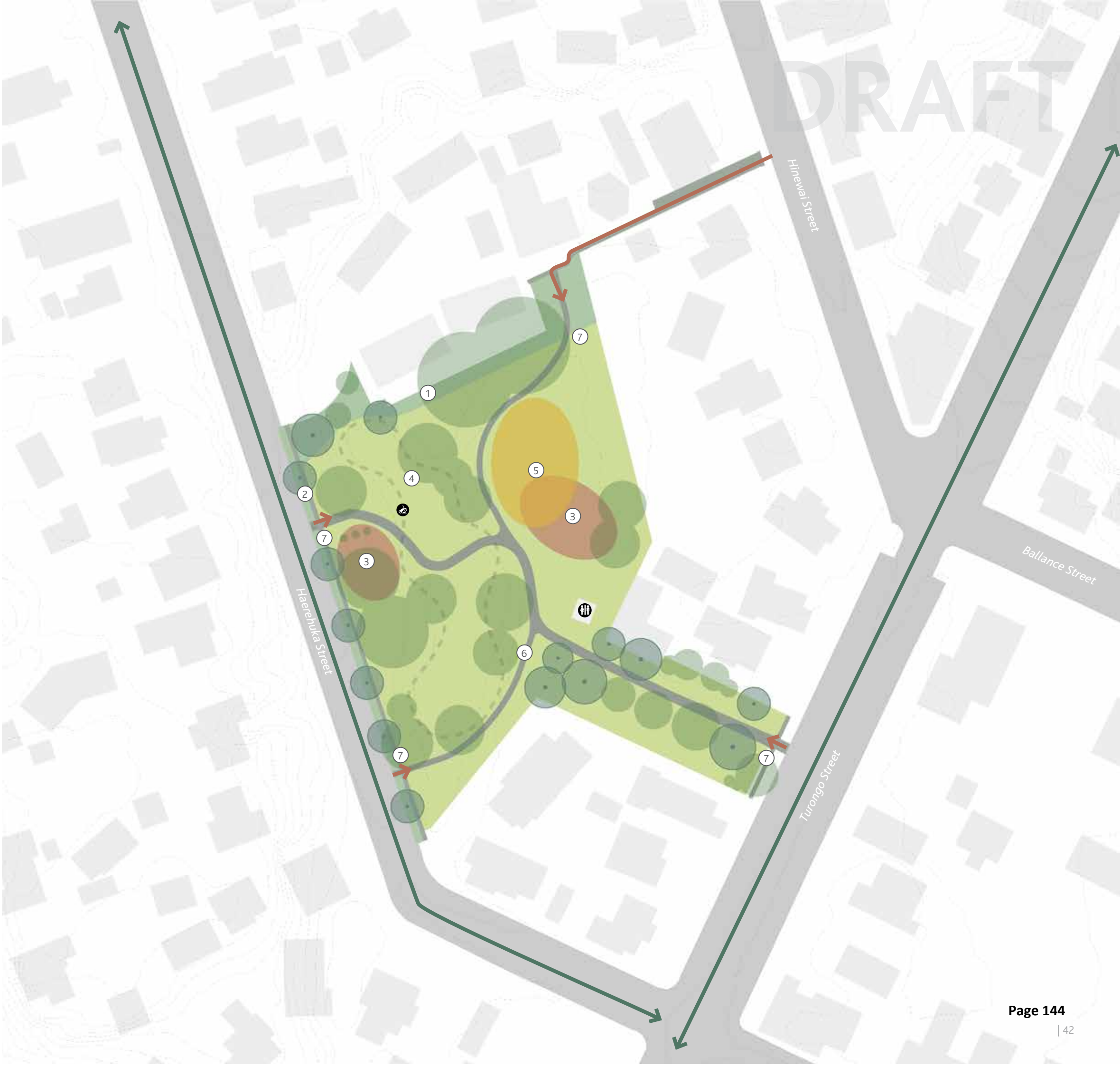
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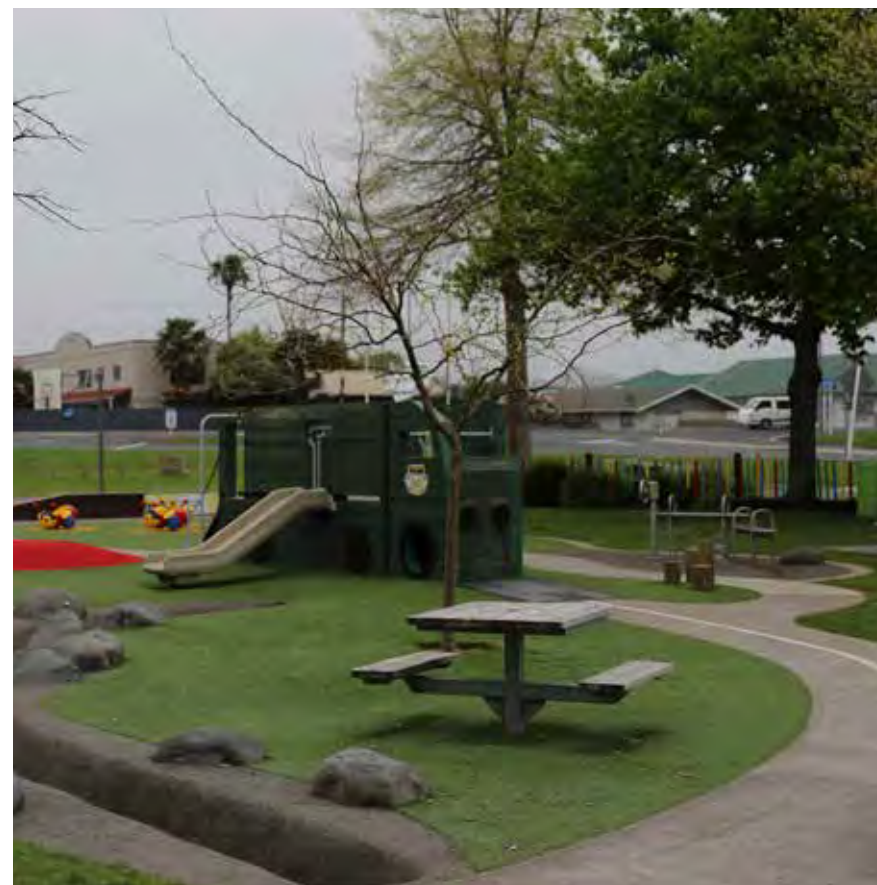
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REG BRETT RESERVE

Reg Brett Reserve is a recently upgraded recreation reserve with ample play opportunities for children and youth, alongside informal recreation areas and good public facilities. Reg Brett Reserve is well provisioned and utilised extensively by the local community.



REG BRETT RESERVE
EXISTING CONDITIONS

DRAFT

KEY

ACCESS AND CIRCULATION

- Park Access
- Road
- Gravel Surface
- Concrete/Pavement
- Parking
- Short fence/bollards
- Medium fence

WATER AND VEGETATION

- Vegetation/tree cover
- Open space
- Amenity planting

FURNITURE AND INFRASTRUCTURE

- Powerpole
- Light
- Signage
- Seating
- Picnic table
- Rubbish Bin
- Memorial/monument
- Public BBQ
- Basketball court
- Skate park
- Pump track
- Boardwalk
- Astro turf
- Shade structure

Scale: 1_500@A3



0 5 10 25M





ŌTOROHANGA MEMORIAL PARK & BERT MCKENZIE/ ROAD RESERVE

Ōtorohanga Memorial Park is envisioned as an open space that is contemplative in nature, enhancing accessibility and the spaces surrounding the existing memorials on site including the War Memorial and Te Rohe Pōtae Memorial.

Bert McKenzie Road Reserve is a small reserve that is informal in nature. Similar to Ōtorohanga Memorial Park the reserve has contemplative aspects, including commemorative crosses used to mark ANZAC day, alongside a large kiwi sculpture that welcomes visitors into Ōtorohanga.






DRAFT




ŌTOROHANGA MEMORIAL PARK
& BERT MCKENZIE ROAD RESERVE
EXISTING CONDITIONS

KEY






ACCESS AND CIRCULATION

-  Park Access
-  Road
-  Gravel Surface
-  Concrete/Pavement
-  Parking
-  Short fence/bollards
-  Medium fence

WATER AND VEGETATION

-  Vegetation/tree cover
-  Open space
-  Amenity planting

FURNITURE AND INFRASTRUCTURE

-  Light
-  Seating
-  Picnic table
-  Rubbish Bin
-  Memorial/monument

Scale: 1_1000@A3



0 10 20 50M



ŌTOROHANGA MEMORIAL PARK
CONCEPT DESIGN

- ① Accessible ramped path providing access from Ranfurly Street
- ② Additional amenity planting along back boundary and along Ranfurly St
- ③ Enhanced paved area to celebrate and highlight Te Rohe Potae Sculpture
- ④ Consolidated area for tables, seating and rubbish bins
- ⑤ Shift parking around new ramped path to enhance pedestrian access from Ranfurly St
- ⑥ Pedestrian access across Ranfurly St to increase accessibility from the Presbyterian Church and Community Centre

KEY

ACCESS AND CIRCULATION

- ➔ Park Access
- ➔ Walking and cycling network
- ➔ Pedestrian access
- Road
- Gravel Surface
- Concrete/Pavement

WATER AND VEGETATION

- Existing Tree cover
- Notable Tree
- Open space
- Proposed amenity planting
- Consolidated park furniture

FURNITURE AND INFRASTRUCTURE

- ⌂ Seating
- ⌂ Picnic Table
- ♻ Rubbish bin
- ★ Memorial/monument

Scale: 1_500@A3








BERT MCKENZIE ROAD RESERVE
CONCEPT DESIGN

DRAFT




① Amenity planting along the back boundary to enhance biodiversity

KEY



ACCESS AND CIRCULATION

-  Park Access
-  Walking and cycling network
-  Road
-  Gravel Surface
-  Concrete/Pavement

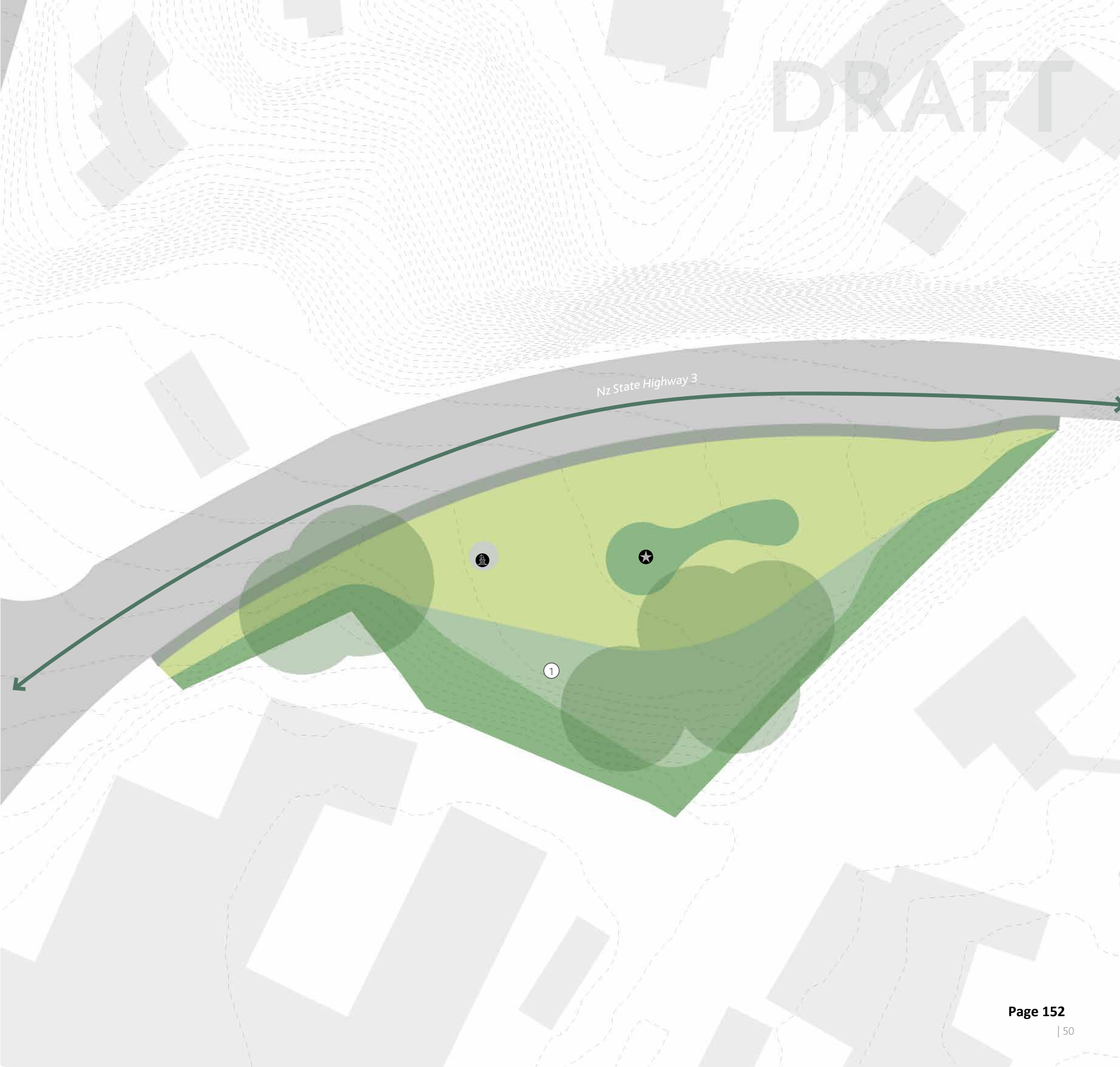
WATER AND VEGETATION

-  Existing Tree cover
-  Open space
-  Proposed amenity planting

FURNITURE AND INFRASTRUCTURE

-  Memorial/monument
-  Sculpture

Scale: 1_500@A3





WALKING AND CYCLING NETWORK MAP

DRAFT

The Walking and Cycling network is a town wide strategy which helps to identify key connections between open spaces across Ōtorohanga.

Three projects have been identified through this process:

- ➔ Project 1: Closing the Loop
- ➔ Project 2: Safe Connections
- ➔ Project 3: Weaving Nature Through Town

KEY

- 🏫 Schools
- ➔ Walking and Cycling network

Scale: 1_10,000@A3



WALKING AND CYCLING PROJECT 1: CLOSING THE LOOP

Te Ara a Waiwaiā creates a safe off-road connection that stretches across Ōtorohanga township, however current road connections between the parks and reserves that do not adjoin the Te Ara a Waiwaiā are fragmented and sometimes difficult for cyclists and pedestrians to navigate.

This project helps to create safe connections to the start and end of Te Ara a Waiwaiā, creating a safe and accessible town-wide loop. This of approximately 5km, qualifying the circuit for Park Run events.

KEY

- Proposed connection
- - - Existing offroad connection
- 🏫 Schools
- 🚶 Minor Walking and Cycling Improvements
- 🚶 Pedestrian Crossing
- 🚶 Kerb Build-out/Traffic Calming
- 🌳 Corridor Greening
- 🚧 Pinch-point Constraint

Scale: 1_7,000@A3












WALKING AND CYCLING PROJECT 2: SAFE CONNECTIONS

Turongo street forms a direct access link between The Domain and Island Reserve, however currently the width of this road is underutilised with ample space to incorporate additional cycle and pedestrian infrastructure.

This project creates a pedestrian and cycle friendly connection joining The Domain to Island Reserve along Turongo St, while maintaining existing parking in key areas

KEY

-  Proposed connection
-  Schools
-  Pedestrian Crossing
-  Slow Streets/Traffic Calming
-  Corridor Greening
-  Dedicated Cycle Way
-  **1** High level of change to road layout and parking to allow for pedestrian and cycle access
-  **2** Medium level of change to the road layout and parking
-  **3** Low level of change to the road layout and parking including retaining truck parking

Scale: 1_5,000@A3








WALKING AND CYCLING PROJECT 3: WEAVING NATURE THROUGH TOWN

There are a range of areas with significant ecological potential across Ōtorohanga, including the forested area at the Domain, a riparian environment surrounding Waipā river and a lake/wetland at Huipūtea reserve. Currently these ecosystems are fragmented and lack connectivity.

Weaving nature through town creates accessible pedestrian corridors through the town that enhance the ecological connectivity through measures such as additional street trees, rain gardens and amenity planting.

KEY

-  Schools
-  Minor Walking Improvements
-  Pedestrian Crossing
-  Kerb Build-out/Traffic Calming
-  Corridor Greening

Scale: 1_5,000@A3









WALKING AND CYCLING PRECEDENT IMAGES

DRAFT



KEY

-  Walking and Cycling Improvements
-  Walking Improvements
-  Pedestrian Crossing
-  Kerb Build-out/Traffic Calming
-  Corridor Greening
-  Dedicated Cycle Way
- 1** **High level** of change to road layout and parking to allow for pedestrian and cycle access
- 2** **Medium level** of change to the road layout and parking
- 3** **Low level** of change to the road layout and parking including retaining truck parking












ŌTOROHANGA SIGNAGE STRATEGY

DRAFT

The Ōtorohanga Signage and Wayfinding Strategy emerged from feedback received during engagement around recognising and celebrating Mana Whenua heritage as a key theme across all of Ōtorohanga's parks and reserves. This picks up three threads explored through the Ōtorohanga Town Concept Plan, including:

- A signage Strategy for Ōtorohanga
- Arts, Culture and Heritage Strategy; and
- Ōtorohanga Naming Protocol

KEY

-  Parks/Reserves
-  Walking and Cycling Network
-  Opportunities for Interpretive Signage
-  Opportunities for Mahi Toi
-  Opportunities for Wayfinding
-  Existing features of cultural importance
-  Area with a range of sites of cultural significance for mana whenua

Scale: 1_10000@A3



SIGNAGE AND WAYFINDING

DRAFT

GUIDING SIGNAGE



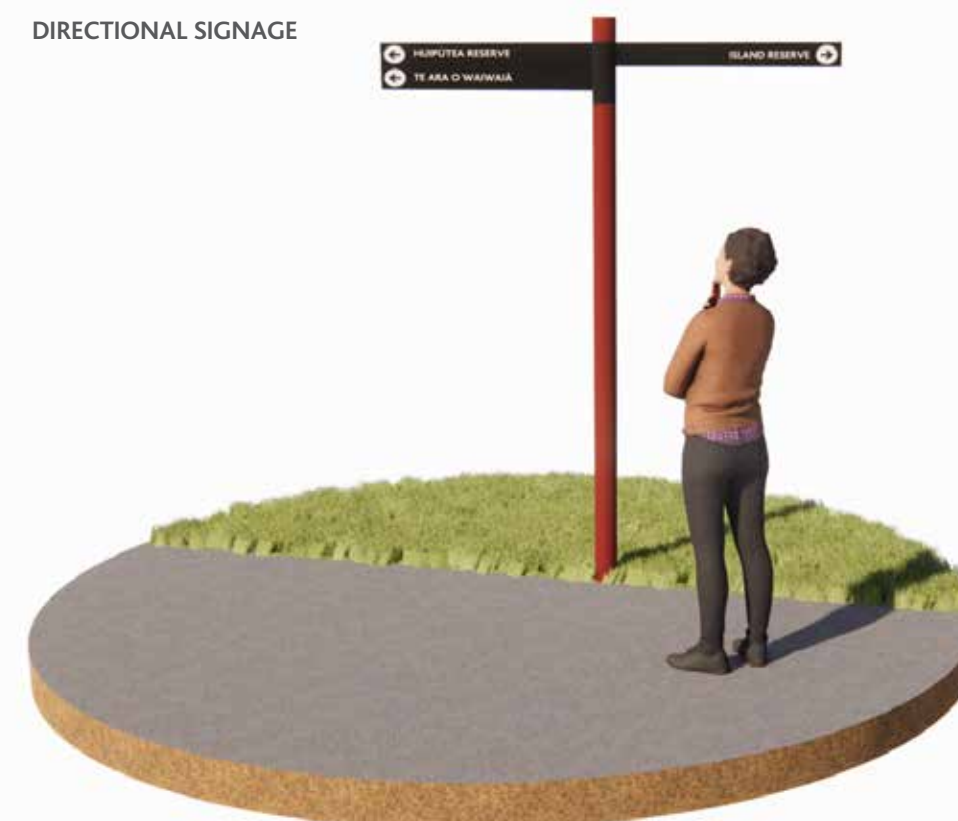
WAYFINDING SIGNAGE



INTERPRETIVE SIGNAGE



DIRECTIONAL SIGNAGE



CULTURAL EXPRESSION AND MAHI TOI



The Ōtorohanga exercise circuit keys into the town walking and cycling network, with proposed exercise stations located at points along the network to encourage health and fitness.

ŌTOROHANGA EXCERCISE CIRCUIT




DRAFT

The Ōtorohanga exercise circuit keys into the town walking and cycling network, with proposed exercise stations located at points along the network to encourage health and fitness.

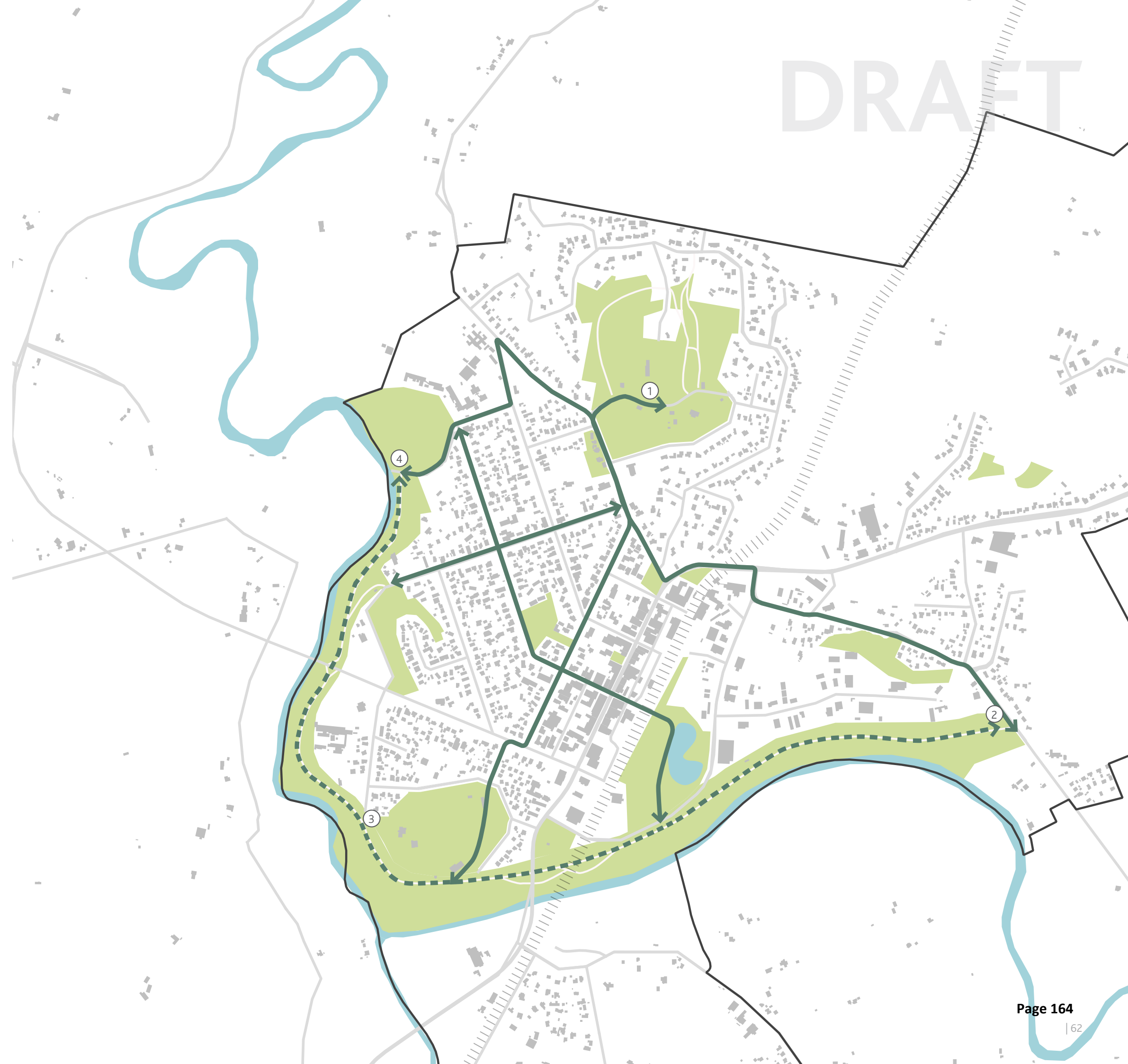
Potential themes for the stations include:

- ① **Agility** : focusing on exercises that improve speed, power and balance
- ② **Core**: focusing on exercises that support the core
- ③ **Upper body**: focusing on exercises that increase upper body strength
- ④ **Lower body**: focusing on exercises that increase lower body strength

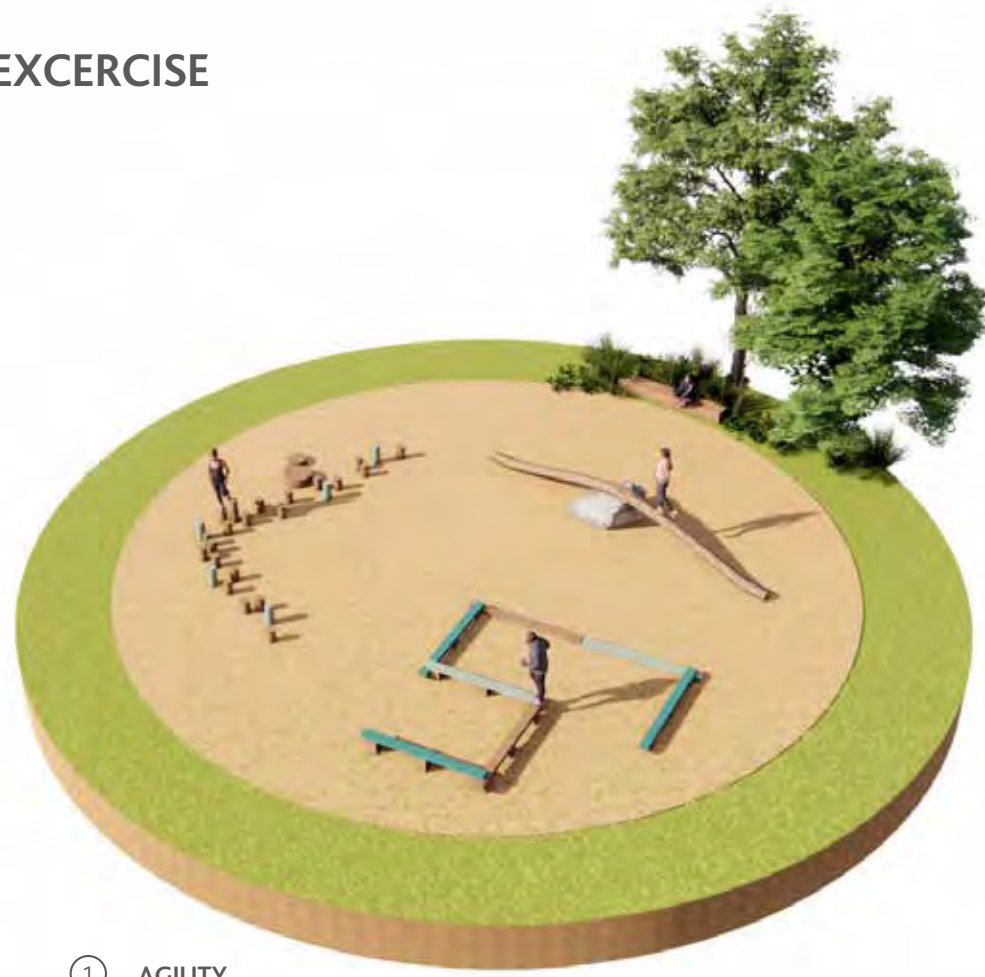
KEY

-  Walking and cycling network
-  Parks & Reserves
-  Water bodies

Scale: 1_10000@A3



ŌTOROHANGA EXERCISE CIRCUIT





BLUE-GREEN NETWORK

The Blue-Green network is a town wide strategy which helps to identify, support and enhance existing Ngahere (Forest), Awa (Riparian) and Repo (Wetland) ecosystems that interact with Ōtorohanga open spaces and streets.

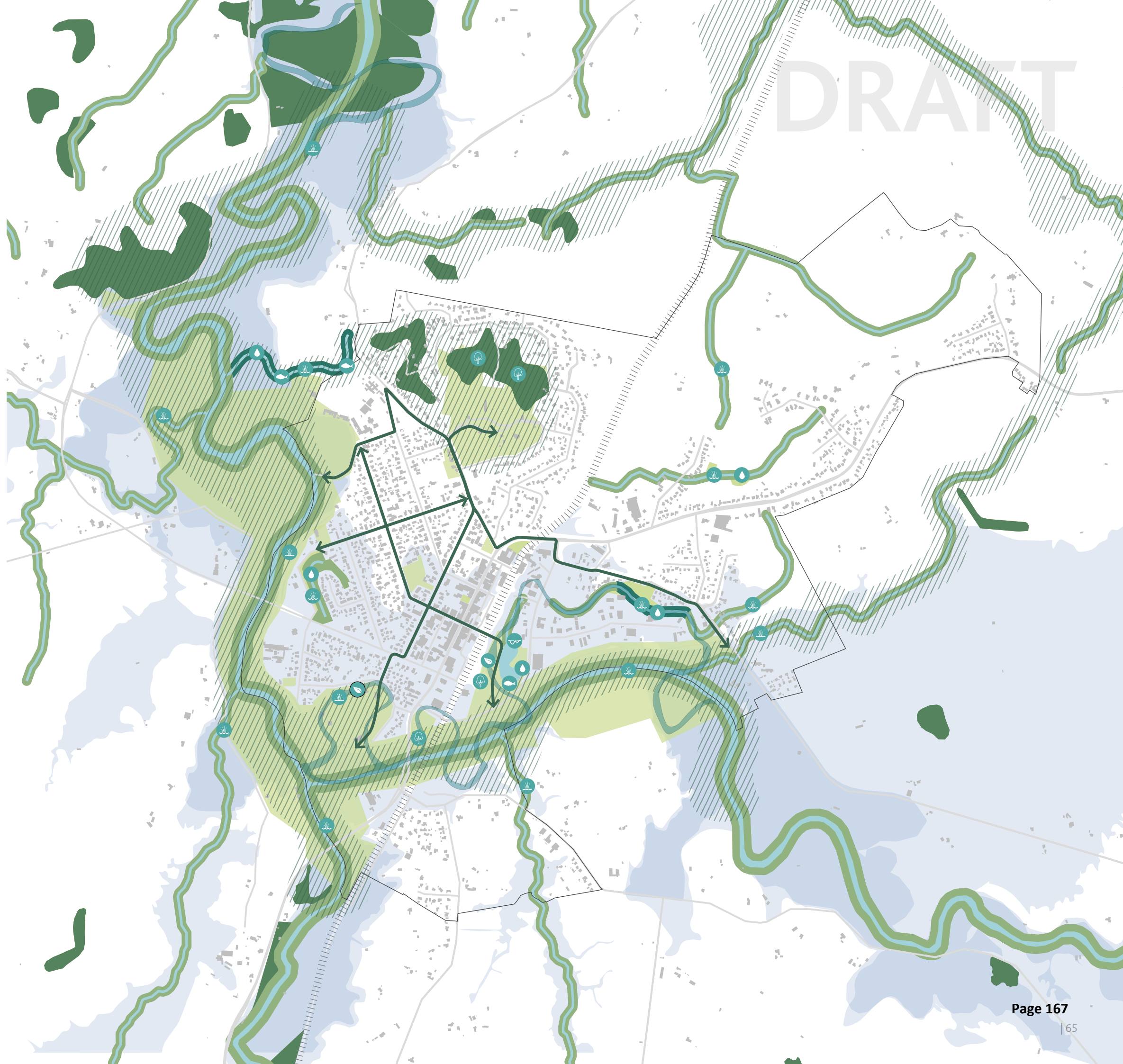
This includes opportunities for amenity planting and water sensitive design in urban areas, alongside regenerative planting in more naturalistic areas with the vision of supporting long-term ecosystem health across Ōtorohanga for generations to come.

KEY

- ||||| Rail Network
- Open Space
- Existing Ecosystem
- Waipa River
- Historic River Alignment
- Stream network
- Weaving Nature through Town
- High Priority Riparian Corridor Regeneration*
- Riparian Corridor Regeneration
- Green Belt Connecting Existing Ecosystems
- Enhance Ngahere (Terrestrial) Ecosystem
- Enhance Awa/Repo (Aquatic) Ecosystem*
- Monitor and improve water quality*
- Stabilise Banks*
- Daylight and Celebrate Historic River Alignment
- Remove Barriers to Fish Passage

* These outcomes are outlined in the Ōtorohanga District Comprehensive Stormwater Discharge Consent Renewal: Stage 1&2 Ecological Assessments for Ōtorohanga, prepared by Morpum Environmental for Ōtorohanga District Council

Scale: 1_15000@A3



NGAHERE REGENERATION

The Ngahere regeneration mix is reflective of species found in the historic lowland Kahikatea, Tawa and Pukatea forest ecosystems.

This includes specific species tailored to a range of contexts found within parks and reserves, including multi-layered underplanting for existing forested areas such as Bob Horsfall Reserve and Rotary Park, primary successional species for currently unplanted sites, and enrichment species to enhance diversity and support succession in recently established revegetating areas.

🌿 Opportunities for Ngahere Regeneration



NGAHERE PLANTING

DRAFT

BOTANICAL NAME	MĀORI / COMMON NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
Primary Successional Species				
<i>Aristotelia serrata</i>	<i>Makomako</i>			
<i>Brachyglottis repanda</i>	<i>Rangiora</i>			
<i>Coprosma areolata</i>	<i>Mingimingi</i>			
<i>Coprosma virescens</i>	<i>Mingimingi</i>			
<i>Coprosma propinqua</i>	<i>Mingimingi</i>			
<i>Cordyline australis</i>	<i>Tī Kouka</i>			
<i>Carex lessoniana</i>	<i>Ruatahi</i>			
<i>Carex secta</i>	<i>Purei</i>			
<i>Carex virgata</i>	<i>Pukio</i>			
<i>Fuchsia excorticata</i>	<i>kotukutuku</i>			
<i>Hedycarya arborea</i>	<i>Porokaiwhiri</i>			
<i>Hoheria sexstylosa</i>	<i>Houhere, lacebark</i>			
<i>Kunzea robusta</i>	<i>Kānuka</i>			
<i>Knightia excelsa</i>	<i>Rewarewa</i>			
<i>Leptospermum Scoparium</i>	<i>Mānuka</i>			
<i>Melicytus ramiflorus</i>	<i>Mahoe</i>			
<i>Myrsine australis</i>	<i>Mapou</i>			
<i>Carpodetus serratus</i>	<i>Putaputaweta</i>			
<i>Elaeocarpus hookerianus</i>	<i>Pokaka</i>			
<i>Elaeocarpus Dentatus</i>	<i>Hinau</i>			
<i>Phormium tenax</i>	<i>Harakeke</i>			
<i>Plagianthus regius</i>	<i>Manatu / Ribbonwood</i>			
<i>Sophora microphylla</i>	<i>Kōwhai</i>			
<i>Veronica stricta</i>	<i>Koromiko</i>			

BOTANICAL NAME	MĀORI/ COMMON NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
Enrichment Planting				
<i>Alectryon excelsus</i>	<i>Tītoki</i>			
<i>Beilschmiedia tawa</i>	<i>Tawa</i>			
<i>Dacrycarpus dacrydioides</i>	<i>Kahikatea</i>			
<i>Dacrydium cupressinum</i>	<i>Rimu</i>			
<i>Melicytus micranthus</i>	<i>Swamp māhoe</i>			
<i>Nestegis cunninghamii</i>	<i>Black maire / Maire raunui</i>			
<i>Nestegis lanceolata</i>	<i>White Maire</i>			
<i>Laurelia novae-zelandiae</i>	<i>Pukatea</i>			
<i>Litsea calicaris</i>	<i>Mangaeo</i>			
<i>Prumnopitys taxifolia</i>	<i>Mataī , black pine</i>			
<i>Podocarpus totara</i>	<i>Tōtara</i>			
<i>Syzygium maire</i>	<i>Swamp Maire</i>			
Underplanting for existing canopy				
<i>Astelia fragrans</i>	<i>Kahakaha</i>			
<i>Blechnum novae-zelandiae</i>	<i>Kiokio</i>			
<i>Blechnum filiforme</i>	<i>Small kiokio</i>			
<i>Carex dissita</i>	<i>Forest sedge</i>			
<i>Carex lambertiana</i>	<i>Bush Sedge</i>			
<i>Carex solandri</i>	<i>Carex</i>			
<i>Cyathea dealbata</i>	<i>Ponga</i>			
<i>Cyathea medullaris</i>	<i>Mamaku</i>			
<i>Elatostema rugosum</i>	<i>Parataniwha</i>			
<i>Melicope simplex</i>	<i>Poataniwha</i>			
<i>Parsonia heterophylla</i>	<i>New Zealand Jasmine/ Kaihua</i>			
<i>Piper excelsum</i>	<i>Kawakawa</i>			
<i>Pseudopanax crassifolius</i>	<i>Horoeka / Lancewood</i>			
<i>Rhopalostylis sapida</i>	<i>Nikau Palm</i>			
<i>Rhabdothamnus solandri</i>	<i>Taurepo</i>			
<i>Streblus heterophyllus</i>	<i>Tūrepo</i>			

AWA AND REPO REGENERATION

Awa and Repo regeneration planting forms the interface between land and water ecosystems, filtering runoff from adjacent land uses and preventing erosion through root binding of the soil. This planting helps to form aquatic ecosystems by creating habitat and regulating light, oxygen levels and temperature of the water. Helping to create ecological connectivity along the stream and between habitats.

Repo mixes provide amenity and ecological value through diverse, resilient species which are tolerant to varying degrees of inundation such as sedges, rushes and select shrubs and trees. Repo regeneration helps to promote shade, stabilise banks and provide habitat for wildlife.

Awa regeneration mixes include a range of locally occurring native species that can tolerate both periodic inundation and drought. The Waipā mix is focused on single leader species that will enhance biodiversity along the Waipā Awa without impeding flood capacity in accordance with Waikato Regional Councils Guidelines. The stream and tributary mix includes a range of sedges, shrubs and grasses, helping to slow the flow of water and enhance in-stream habitat.

Opportunities for Awa & Repo Regeneration



BOTANICAL NAME	MĀORI / COMMON NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)	NOTES
Waipa River					
Carpodetus serratus	Putaputaweta				Suitable for the Waipā Floodplain
Laurelia novae-zelandiae	Pukatea				
Beilschmiedia tawa	Tawa				
Hoheria sexstylosa	Houhere, lacebark				
Myrsine divaricata	Weeping Mapou				
Plagianthus regius	Manatu / Ribbonwood				
Leptospermum Scoparium	Mānuka				
Aristotelia serrata	Makomako				
Kunzea robusta	Kānuka				
Veronica stricta	Koromiko				
Cordyline australis	Cabbage Tree				
Streams and Tributaries					
Carex secta	Purei				Stream Margin
Carex virgata	Carex				
Machaerina articulata	Jointed Twig Rush				
Machaerina tenax	Tussock Swamp Twig Rush				
Elatostema rugosum	Parataniwha				Lower Stream Bank
Cyperus ustulatus	Giant Umbrella Sedge				
Carex geminata	Cutty Grass				
Dacrycarpus dacrydioides	Kahikatea				Lower & Upper Stream Bank
Laurelia novae-zelandiae	Pukatea				
Phormium tenax	Harakeke				Upper Stream Bank
Carpodetus serratus	Putaputaweta				
Coprosma tenuicaulis	Hukihuki				
Plagianthus regius	Manatu / Ribbonwood				
Hoheria sexstylosa	Houhere, lacebark				
Leptospermum Scoparium	Mānuka				
Beilschmiedia tawa	Tawa				
Coprosma propinqua	Mingimingi				
Wetland					
Typha orientalis	Raupo				Open Water
Cyperus ustulatus	Giant Umbrella Sedge				Wetland Margin
Carex secta	Purei				
Carex virgata	Carex				
Carex geminata	Cutty Grass				
Machaerina articulata	Jointed Twig Rush				Lower Bank
Machaerina tenax	Tussock Swamp Twig Rush				
Dacrycarpus dacrydioides	Kahikatea				Lower & Upper Bank
Melicytus micranthus	Swamp māhoe				
Syzygium maire	Swamp Maire				
Phormium tenax	Harakeke				
					Upper Bank
Page 171					

WEAVING NATURE THROUGH TOWN

Weaving nature through town is a range of plant mixes that cater to urban environments, including amenity planting, specimen trees for parks and along roads and water sensitive design devices such as rain gardens and swales.

The amenity planting mix blends and softens hardscaped areas and provides transitions between paths and grass areas within the reserve. The combination of hardy groundcovers, grasses, flowering perennials, and shrubs provide seasonal interest as well as visual appeal along pathways, entrances, play areas and under specimen trees. The selection is hardy, low maintenance and lush all year round.

The water sensitive design mix is a range of hardy low shrubs, grasses, perennials and sedges that provide amenity value, help to filter pollutants from stormwater runoff and are tolerant of both temporary inundation and dry conditions.

Large specimen trees contribute to the overall amenity and character of the reserve by framing views while allowing for clear sightlines, providing shade and/or creating outdoor spaces. Parkland trees can be planted as single specimen trees or in small groupings, either with grass understory or in combination with low lying amenity planting.

Opportunities for weaving nature through town



BOTANICAL NAME	MAAORI NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)	NOTES
Rain Gardens/ Swale Planting					
Arthropodium bifurcatum	Rengarenga Lily				
Blechnum penna-marina	Alpine hard fern				
Carex secta	Purei				
Carex virgata	Pukio				
Phormium cookianum 'Emerald Gem'	Wharariki / Emerald Gem (Dwarf)				
Coprosma areolata	Mingimingi				
Melicytus micranthus	Swamp māhoe				
Melicope simplex	Poataniwha				
Plagianthus regius	Manatu / Ribbonwood				
Elaeocarpus hookerianus	Pokaka				
Amenity Planting					
Arthropodium bifurcatum	Rengarenga Lily				Seasonal Flowering
Aristotelia serrata	Makomako				Seasonal Flowering
Brachyglottis repanda	Rangiora				Seasonal Flowering
Carex virgata	Carex				
Coprosma repens 'Poor Knights'	Coprosma 'Poor Knights'				
Coprosma areolata	Mingimingi				
Carpodetus serratus prostrata	Prostrate Putaputaweta				
Coprosma propinqua	Mingimingi				
Dianella nigra	Tūrutu				Seasonal Flowering
Kunzea robusta	Kānuka				Seasonal Flowering
Leptospermum Scoparium	Mānuka				Seasonal Flowering
Libertia grandiflora	Mikoikoi				Seasonal Flowering
Melicope simplex	Poataniwha				
Metrosideros perforata	White climbing rātā				Seasonal Flowering, Climbing
Muehlenbeckia astonii	Shrubby tororaro				Screening
Phormium cookianum 'Emerald Gem'	Wharariki / Emerald Gem (Dwarf)				Seasonal Flowering
Plagianthus regius	Manatu / Ribbonwood				Seasonal Flowering
Pratia angulata	Panakenake				Seasonal Flowering
Pseudopanax lessonnii 'Cyril Watson'	Houpara 'Cyril Watson'				Screening
Rhabdothamnus solandri	Taurepo				Seasonal Flowering
Sophora molloyi 'Dragons Gold'	Kōwhai / Dragons gold				Seasonal Flowering
Veronica stricta	Koromiko				Seasonal Flowering
Street Trees					
Alectryon excelsus	Tītoki				
Elaeocarpus hookerianus	Pokaka				
Hoheria populnea	Houhere, lacebark				
Hoheria sexstylosa	Houhere, lacebark				
Podocarpus totara	Tōtara				

PART 2: ŌTOROHANGA RESERVE MANAGEMENT PLAN

This Reserves Management Plan (RMP) covers the following urban parks and reserves across Ōtorohanga:

- 1. Ōtorohanga Domain, including Rotary Park, Bob Horsfall Reserve, The Ōtorohanga Kiwi House*
- 2. Ōtorohanga Museum*
- 3. Island Reserve*
- 4. Huipūtea Reserve*
- 5. Windsor Park*
- 6. Reg Brett Reserve*
- 7. Ōtorohanga Memorial Park*
- 8. Bert McKenzie Road Reserve*
- 9. Te Ara a Waiwaiā - Waipā River Park*
- 10. Westridge Future Recreation Reserve*
- 11. Westridge Future Stormwater Reserve*
- 12. Te Kanawa Stream Reserve*
- 13. Phillips Ave Wetland Reserve*
- 14. Ōtorohanga Reserve/Village Green*

Not all of these parks and reserves have been gazetted and classified as reserves under the Reserves Act 1977. While only reserves that have been classified are subject to the Act, all parks included in the Ōtorohanga Reserves Strategy (ŌRS) have been included to ensure guidance for the use, management, development, and protection is consistent across all of Ōtorohanga’s open spaces.

Ōtorohanga Cemetery is classified as a local purpose reserve; however, this is not considered part of the Ōtorohanga township open space network and therefore has not been included in this RMP.

BACKGROUND

DRAFT

WHAT IS A RESERVES MANAGEMENT PLAN?

The Ōtorohanga Reserves Management Plan (ŌRMP) has been developed in accordance with the statutory requirements outlined by the Reserves Act 1977. Any parks and open spaces that have been gazetted and classified as Reserves are required to have a Reserve Management Plan, as outlined in Section 41 of the Act.

The ŌRMP has been developed in parallel to The Ōtorohanga Reserves Strategy (ŌRS) and provides the Ōtorohanga District Council (ŌDC) with an outline of the principles, objectives and policies that guide the use, management, development and protection of reserves day-to-day and over time. The ŌRMP is subject to continuous review to ensure that the ŌRMP is able to remain responsive to changing community needs and will be updated as needed.

RELATIONSHIP TO THE ŌTOROHANGA RESERVES STRATEGY

The purpose of the ŌRS is to establish high-level direction for Ōtorohanga’s urban parks and reserves to ensure that there is a coordinated approach to guide the development, renewal and adaptation of local open spaces in a way that is responsive to the evolving needs of the community.

The ŌRS was developed through extensive engagement with mana whenua and a working group encompassing a range of organisations with intersecting interests, including representatives from the Community Board, Sport Waikato, local sports codes and local community members.

Alongside fulfilling the statutory provisions outlined in the Reserves Act 1977, The ŌRMP gives effect to the aspirations and vision for Ōtorohanga’s parks and reserves explored through the strategy, providing concrete management principles, objectives and policies to help guide their day-to-day management, future development and protection. This will help to ensure that the parks and reserves continue to reflect the needs and aspirations of the people who live, work and play in Ōtorohanga.

OVERVIEW OF THE STATUTORY CONTEXT

Alongside The Reserves Act 1977, Reserve Management Plans are required to take the following statutory documents into consideration: Te Tiriti o Waitangi/The Treaty of Waitangi, The Local Government Act 2002, Conservation Act 1987 and the Resource Management Act 1991.

Reserves Act 1977

The primary function of The Reserves Act 1977 is to preserve and manage formally gazetted and classified Reserve land through government bodies such as DOC or Local and Regional Councils for the purposes of public access and recreation, scenic preservation, heritage value and protection of wildlife and ecosystems. This Act determines the way in which administering bodies, such as ŌDC, manage and develop reserves through the Reserves Management Plan process.

The purpose of an RMP is to: "provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body’s resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified." The Reserves Act requires that the Reserve Management Plans are available to the public for consultation for a minimum of two months, and that the completed plan includes consideration of any feedback provided.

Resource Management Act 1991 (RMA)

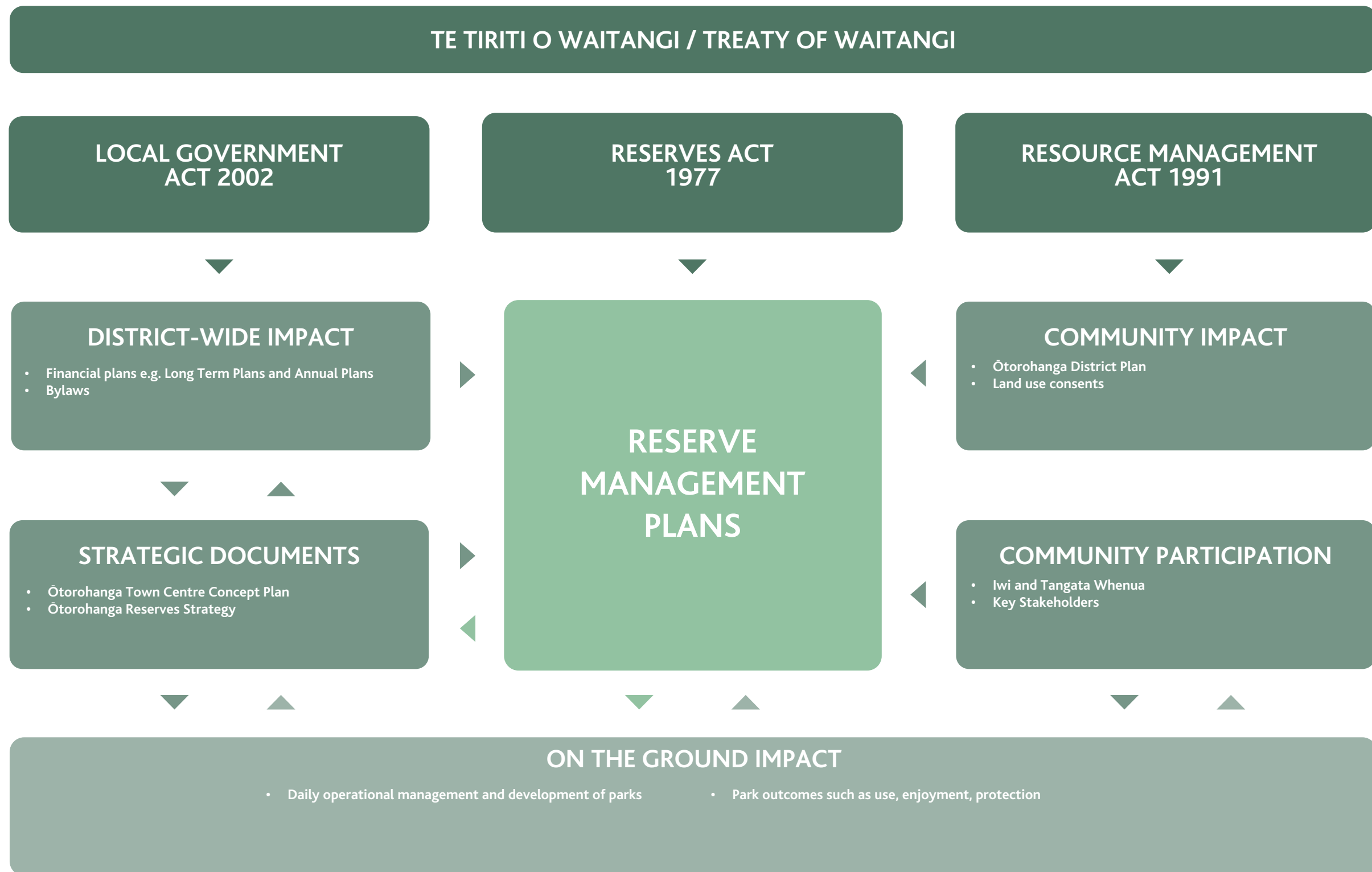
The RMA focuses on regulating the environmental pressures of development and protecting significant existing natural resources and landscape elements. As the administering body, ŌDC is required to incorporate the provisions set out in the RMA within local and regional planning documents (such as The Ōtorohanga District Plan).

Local Government Act 2002

The LGA is a statutory framework that outlines the purpose, powers, obligations and responsibilities of local authorities to their communities and the principles of The Treaty of Waitangi. The LGA outlines the requirements of local authorities as administering bodies of Reserves, including the management and development of parks and reserves as well as community and mana whenua engagement processes.

Treaty of Waitangi

The Reserves Act, the RMA and the Local Government Act are all required to take into account and give effect to the principles of Te Tiriti o Waitangi/The Treaty of Waitangi in the planning, development, management and use of reserves. This includes enabling rangatiratanga, kaitiakitanga and providing for the ongoing relationships of mana whenua to their customary lands, waters, wāhi taonga, wāhi tapu and other sites and landscape features of significance.



VISION

Ōtorohanga's urban parks and reserves provide an integrated network of accessible open spaces that enhance ecological function, celebrate heritage, mana whenua connection to place and provide space for a diverse range of active and informal recreational needs.

OVERVIEW OF ŌTOROHANGA'S OPEN SPACE NETWORK

Ōtorohanga's urban parks and reserves are a significant asset for the township and are generally well used and appreciated by the local community. Ōtorohanga's open spaces provide a diverse range of recreation opportunities, with spaces for playing sports, playgrounds for kids and youth, walking and mountain biking trails, places to connect to nature and commemorative spaces to reflect on historical events. With a growing population, parks and reserves play an important role in continuing to shape the town's identity and culture by providing a diverse range of spaces for community recreation, connection, amenity, and contemplation.

Part two of the RMP provides an overview of all of Ōtorohanga Township's parks and reserves, detailing the legal description of the reserves, classifications under the Reserves Act 1977 and the open space typologies that form the framework for the overarching management principles, objectives and policies. These principles, objectives, and policies capture the breadth and variety of open spaces across the township and help identify future development and management requirements.

See Section 6 for a detailed overview of the Legal Classification of Ōtorohanga's parks and reserves.

MANAGEMENT CONSTRAINTS AND OPPORTUNITIES

Constraints, challenges and opportunities can be physical, social and/or intangible. Constraints and challenges are not necessarily 'bad' in and of themselves, but represent characteristics intrinsic to the Ōtorohanga's parks and reserves that need to be acknowledged, understood, and reframed as opportunities that provide parameters to determine the scope and scale of any proposed changes.

A **constraint** typically represents a non-negotiable condition that can not be 'solved' and must be worked with, whereas a challenge is a parameter that can be managed or overcome and, in some instances, reconciling forces can reframe problems into solutions.

An **opportunity** can serve as a catalyst for a project or may help to leverage other related projects. An opportunity may be inherent to the existing condition, or manifested by reframing a challenge as an opportunity for action.

Constraints identified within the ŌRS predominantly fit into the following categories:



EXPRESSION OF CULTURAL HERITAGE

Constraints and Challenges

While a range of parks reflect historic heritage, there is currently little recognition of the long Māori history in Ōtorohanga. There are a range of sites within parks and reserves that have significant heritage value for mana whenua; however, this is not reflected clearly or understood by the wider community.

Opportunities

Protect, reveal and, where appropriate, highlight Ōtorohanga's heritage through naming, interpretive signage, planting species for customary use, mahi toi and other forms of cultural expression.



SAFETY AND ACCESSIBILITY

Constraints and Challenges

As a town located along State Highway 3, a key concern is ensuring safe connections for all members of the local community in open spaces and along roads.

Opportunities

Create a walking and cycling network that enables safe pedestrian and cycling connections both on and off-road between parks and reserves. Additional opportunities exist to maximise existing parks to ensure that there are a range of recreation and play opportunities for all ages and abilities in safer low traffic areas.



SPORTS AND ACTIVE RECREATION CAPACITY

Constraints and Challenges

As a growing town, the Ōtorohanga sporting community is currently experiencing limitations in terms of grounds capacity and management across multiple reserves.

Opportunities

Collaborate with regional networks such as Sport Waikato to consolidate and coordinate resources and facilities across multiple parks and maximise sports offerings for both organised and family sports.



FLOOD PROTECTION

Constraints and Challenges

As a town with a history of significant flooding, many parks and reserves play an important role in protecting and mitigating flooding effects. Because of this, there are important technical requirements and constraints on any kind of adaptation or development of these areas.

Opportunities

Work with regional authorities, such as the Waikato Regional Council, to ensure that parks and reserves are developed to protect and enhance resilience to flooding while providing quality ecological and recreational outcomes.



ENVIRONMENTAL HEALTH

Constraints and Challenges

Water quality and ecosystem health have been identified as an important concern across open spaces in Ōtorohanga, particularly within parks and reserves that offer a more tangible connection to nature.

Opportunities

Enhance ecosystems and water quality in both parks and reserves and within the wider environment through measures such as naturalising overland flow paths and waterways; riparian and wetland planting along rivers, streams, lakes and wetlands; managing existing ecosystems through enrichment planting and supporting local community initiatives to play an active role in the management of their environment.

RESERVE CLASSIFICATION

DRAFT

Ōtorohanga’s reserves fall under four different classifications: Local Purpose, Recreation, Historic and Conservation.

Due to the historic realignment of the Waipā River and the creation of the stopbank to prevent flooding, many of the Reserves are made up of multiple complex parcels, some of which intersect more than one reserve. As a result, some reserves have multiple parcels with differing classifications under the Reserves Act 1977.

Only the parcels that are classified are subject to the statutory conditions outlined in the Act. For the parcels within Ōtorohanga’s parks and reserves that are not classified, this Plan provides guidance for ŌDC on the development, management, maintenance and use of parks and reserves, but is not subject to the same statutory conditions.

See Section 6 for a detailed overview of the Legal Classification of Ōtorohanga’s parks and reserves.

KEY

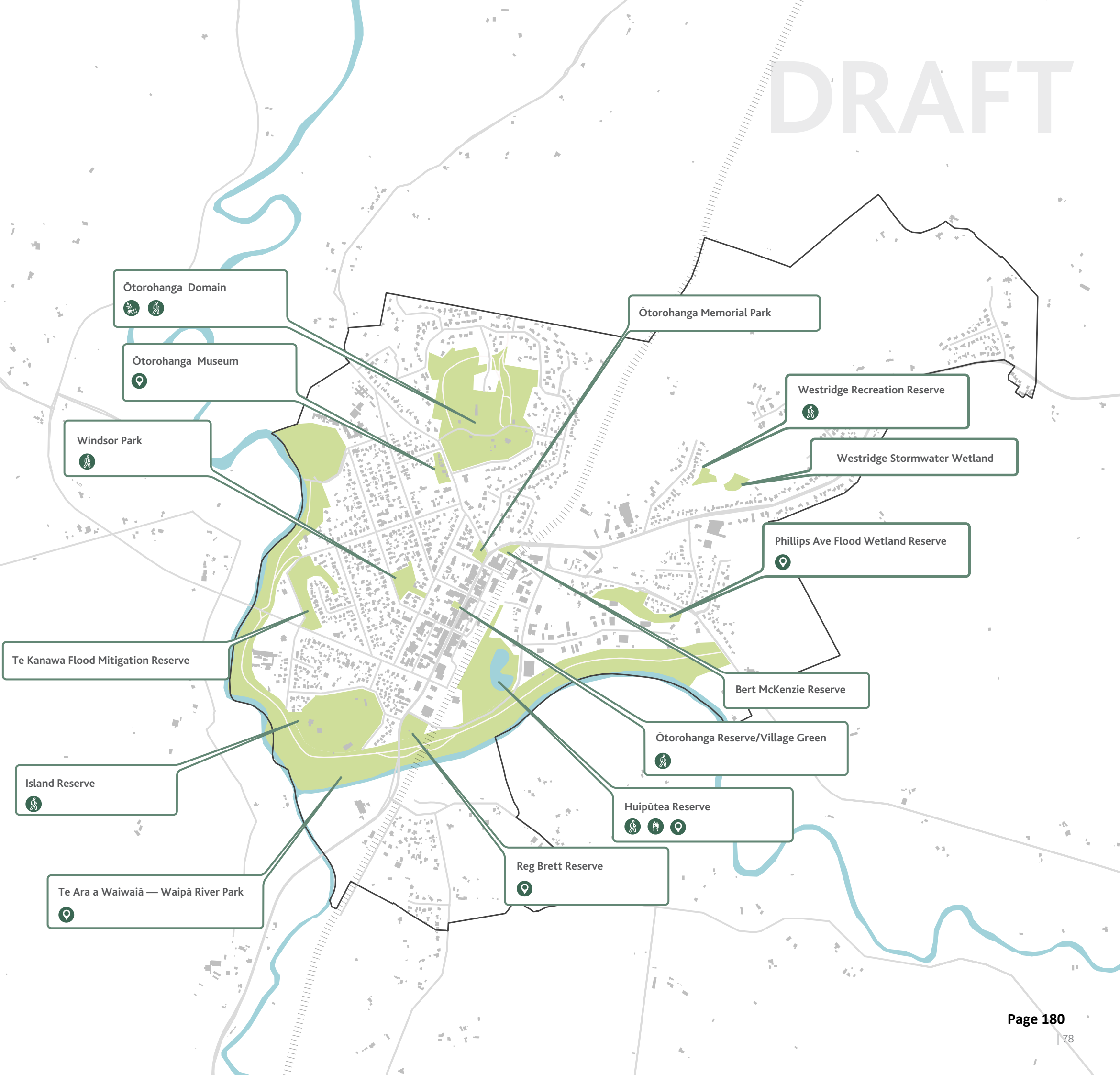
RESERVE CLASSIFICATION*

- Local Purpose
- Recreation
- Historic
- Conservation

LAND USE

- Open Spaces
- Water Bodies

Scale: 1_15 000 @A3



OPEN SPACE TYPOLOGIES

DRAFT

For the purpose of this RMP, open space typologies have been identified to help describe the primary function and use of each reserve or park. Identifying typologies for each park or reserve helps to add an additional layer of detail beyond the general category of use suggested by the classification process and helps to identify management principles, objectives and policies relevant to each open space.

This is a non-statutory tool that will assist Ōtorohanga District Council in identifying the management, maintenance and development needs of each park and reserve, whether or not they are classified currently. Ōtorohanga's parks and reserves fall under the following typologies:

- Landscape and Ecology
- Culture and Heritage
- Informal Recreation
- Sports and Active Recreation

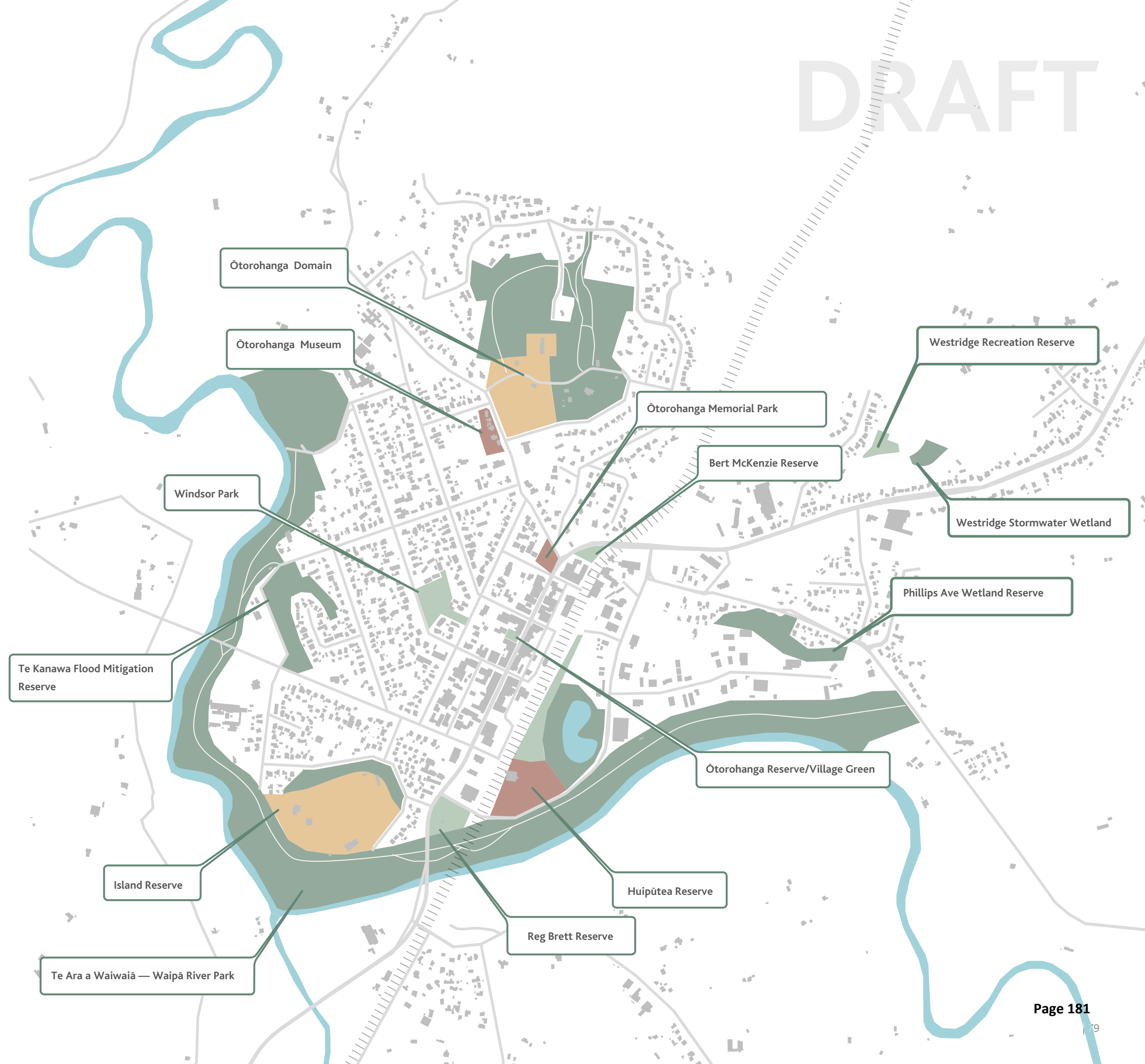
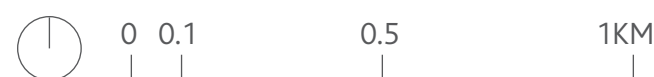
Some reserves, such as The Domain and Huipūtea Reserve contain multiple typologies.

KEY

PARK TYPOLOGIES

- Informal Recreation
- Sports & Active Recreation
- Landscape & Ecology
- Culture & Heritage

Scale: 1_10 000 @A3



GOVERNANCE MANAGEMENT PRINCIPLES

- Provide governance and operational frameworks that support and enable leadership and decision-making for developing and managing Ōtorohanga’s parks and reserves.
- Ensure mana whenua partnership in the planning, naming, design and ongoing management of any park or reserve with a cultural landscape or heritage features.
- Support and provide for mana whenua kaitiakitanga/guardianship and local community tiakitanga/stewardship of natural resources within parks and reserves.

OBJECTIVE - ENABLING RESERVE MANAGEMENT AND DEVELOPMENT

- Ensure that governance structures and frameworks provide for reserve operation, management and development.
- Policy: Ensure that future reserve development is undertaken with regard to established governance structures and frameworks*

OBJECTIVE - COMMUNITY ENGAGEMENT IN RESERVES

- Support and provision for kaitiakitanga/guardianship for mana whenua and tiakitanga/stewardship for the local community in managing natural resources within parks and reserves.
- Policy: Work with mana whenua to explore opportunities to integrate kaitiakitanga/guardianship processes into the management of parks and reserves.*
- Policy: Work with local community groups to regenerate the ecological integrity of Ōtorohanga’s parks and reserves, foster ongoing relationships, and support community tiakitanga/stewardship in managing Ōtorohanga’s parks and reserves.*

OBJECTIVE - MANA WHENUA ENGAGEMENT

- Ensure that mana whenua are engaged as partners in developing and managing reserves, particularly reserves with cultural heritage value.
- Policy: Work with mana whenua to identify sites or features of significance in the Ōtorohanga’s parks and reserves.*
- Policy: Work with mana whenua to establish plans for protecting, managing, and, where appropriate, enhancing and celebrating cultural heritage features or landscapes within parks and reserves.*
- Policy: Ensure that mana whenua are engaged as partners from the inception of any projects that develop reserve land that contains sites or features with cultural heritage significance.*

ACCESSIBILITY AND SAFETY

DRAFT

ACCESSIBILITY AND SAFETY MANAGEMENT PRINCIPLES

Provide a range of passive and active recreation outcomes that are accessible to people of all ages and abilities across the Ōtorohanga open space network.

Ensure that the development of new playgrounds and exercise equipment considers a range of ages and abilities.

Ensure that accessibility and safety are key considerations in the development of parks and reserves.

Ensure that parks and reserves with night operations incorporate adequate lighting surrounding facilities and infrastructure.

Ensure accessible park and reserve facilities are navigable and clearly signposted for a range of needs.

OBJECTIVE - ACCESSIBLE OPEN SPACES

Ensure the provision of a range of accessible passive and active recreation options across Ōtorohanga’s open space network.

Policy: Ensure a broad range of active and passive recreation parks and reserves provide access to diverse needs and abilities.

Policy: Investigate accessible options in the development of future playgrounds, sports facilities, exercise equipment, signage, entrances, paths and accessways.

Policy: Investigate retrofitting opportunities for accessible paths, facilities, and other infrastructure in parks and reserves where possible and practical.

Policy: Ensure the provision and co-location of accessible parking to entrances and accessible facilities in parks and reserves.

Policy: Ensure that parks and reserves include legible signposting for entrances and facilities.

OBJECTIVE - SAFETY IN OPEN SPACES

Ensure parks and reserves provide opportunities for safe recreation for all ages, abilities and needs.

Policy: Ensure that the development of new parks includes consideration of passive surveillance where possible and practical.

Policy: Ensure that parks with nighttime recreational facilities include adequate lighting

Policy: Provide for traffic calming measures in and around parks and reserves.

Policy: Provide safe and accessible connections within and between parks and reserves for pedestrians and cyclists.

LANDSCAPE AND ECOLOGY MANAGEMENT PRINCIPLES

Protect and enhance terrestrial, riparian, wetland and aquatic ecosystems in parks and reserves through pest management, maintenance and regeneration planting.

Enhance Ōtorohanga’s ecological function and integrity by using parks and reserves to connect and extend existing ecosystems and protect existing canopy cover.

Work with local schools to explore how curriculum outcomes can be integrated with active kaitiakitanga/guardianship and tiakitanga/stewardship principles and the ongoing ecological regeneration of Ōtorohanga’s parks and reserves.

Select plant species that support and encourage the return of endemic fauna.

Ensure that all steps have been taken to ensure flood mitigation measures are prioritised in the planning, design and management of Ōtorohanga’s parks and reserves, including planting along riparian corridors where appropriate.

Explore options for protecting and enhancing water quality at a catchment scale through the implementation of water-sensitive design devices, connecting to wider blue-green networks, and enhancing riparian and wetland planting in parks and reserves.

Where appropriate, naturalise and daylight existing streams and overland flow paths in parks and reserves.
Ensure that any planting and maintenance undertaken within the Waipā River riparian zone is done in consultation with the Waikato Regional Council and is consistent with best-practice flood mitigation guidelines.

Allow for other recreational outcomes without detracting from the park or reserves landscape or ecological integrity.

OBJECTIVE - COMMUNITY AND ECOLOGY

Parks and reserves to facilitate and integrate recreational, community, and education initiatives that support and enhance the local ecology and foster a sense of community ownership.

Policy: Work with local schools to explore opportunities to develop educational programs that integrate conservation and ecological regeneration outcomes, including planting and pest management in parks and reserves.

Policy: Work with local community groups to engage in tiakitanga/stewardship of their local ecologies through ecological management, pest control and regenerative planting.

Policy: Support and enable recreation outcomes that connect park visitors to ecological functions within parks and reserves.

OBJECTIVE - WATER QUALITY

Water quality outcomes are considered at the catchment scale to protect and enhance water quality in parks and reserves.

Policy: Where possible, allow for the naturalisation and daylighting of streams, tributaries and overland flow paths in parks and reserves to enhance water quality, slow down water flow and disperse volume.

Policy: Enable the implementation of water-sensitive design devices to assist in stormwater dispersal and filtration.

Policy: Investigate measures to address water quality issues in parks and reserves at a catchment scale.

LANDSCAPE AND ECOLOGY

DRAFT

OBJECTIVE - ENHANCE ECOLOGY IN OPEN SPACES

Support future biodiversity outcomes through enhanced connectivity and regenerative planting in parks and reserves.

Policy: Provide for regenerative planting in parks and reserves to enhance ecological function.

Policy: Select plant species for regenerative planting that are appropriate to Ōtorohanga’s ecological context to support endemic biodiversity.

Policy: Provide for eco-sourcing plant species for regenerative planting projects.

Policy: Collaborate with Waikato Regional Council to prioritise riparian planting along tributaries leading to the Waipā River to enhance riparian ecology in flood mitigation reserves and enhance water quality outcomes.

Policy: Provide for enrichment planting in existing forested areas to enhance biodiversity and provide for successional processes.

Policy: Enable the removal pest plant species, including plants that are toxic to endemic fauna such as Rhododendron, from parks and reserves.

OBJECTIVE - PROTECT EXISTING ECOSYSTEMS

Support the protection and management of existing forest, riparian, wetland, and aquatic ecosystems.

Policy: Ensure that the existing tree canopy in parks is protected and maintained.

Policy: Enable vegetation to be maintained through pruning and where consistent with the maintenance and management of ecological values.

Policy: Ensure that existing riparian, wetland, aquatic, and terrestrial ecologies are protected from the adverse effects of development, management, and use.

Policy: Provide for recreational activities compatible with ecological values.

Policy: Provide for pest control and management in parks and reserves.

OBJECTIVE - FLOOD MITIGATION AND RESILIENCE

Manage parks and reserves in a way that recognised the ecological benefits of riparian habitat, while ensuring that flood risk has been minimised and, where possible, mitigated in accordance with best-practice guidelines.

Policy: Enable opportunities for planting along riparian corridors as a flood resilience measure.

Policy: Ensure that recreational activities in flood plains are compatible with flood mitigation functions.

Policy: Ensure appropriate stormwater measures are implemented in parks and reserves to reduce flooding pressure.

Policy: Ensure that any development or management within local purpose parks is done in accordance with best practice advice around flood mitigation and in consultation with Waikato Regional Council where appropriate.

HISTORY AND CULTURAL HERITAGE

DRAFT

HISTORY AND CULTURAL HERITAGE MANAGEMENT PRINCIPLES

- Protect and, where appropriate, reveal and enhance Ōtorohanga’s cultural landscapes and heritage features.
- Protect and enhance viewshafts and site-lines to key cultural landscapes and heritage features in the wider area.
- Provide for customary naming in parks and reserves where appropriate.
- Protect and maintain existing historic monuments , memorials and other structures of heritage value.
- Provide for activities appropriate to the historic and heritage value of the open space.
- Provide signage, including wayfinding signage, that explores cultural heritage features, historical events and narratives where appropriate.
- Provide for mahi toi and cultural tohu/markers, taonga and other forms of expression in Ōtorohanga’s parks and reserves.

OBJECTIVE – MANAGEMENT AND MAINTENANCE OF HERITAGE STRUCTURES AND LANDSCAPES

- Ensure the ongoing maintenance and protection of existing cultural heritage and commemorative features and structures.
- Policy: Provide for the protection and maintenance of existing historic monuments, memorials, architecture and other constructed elements.*
- Policy: Provide for compatible recreation activities appropriate to the historic or heritage value of the open space.*

OBJECTIVE – PROTECTING MANA WHENUA HERITAGE SITES AND FEATURES

- Ensure mana whenua cultural heritage sites and features in parks and reserves are respected and protected
- Policy: Support the protection, and where appropriate, preservation and enhancement of cultural heritage features and landscapes in partnership with mana whenua.*
- Policy: Ensure that the management, use and development of parks and reserves does not impinge on cultural heritage features, sites and protocols.*

OBJECTIVE – EXPRESS CULTURAL VALUES

- Ensure that parks and reserves acknowledge, respect and celebrate cultural heritage, narratives and values through mahi toi, tohu, interpretive signage and other forms of expression, as and where appropriate.
- Policy: Explore opportunities for customary naming of parks and reserves in collaboration with mana whenua where appropriate.*
- Policy: Collaborate with mana whenua on opportunities to convey information about heritage, traditions, and narratives through wayfinding, signage, mahi toi, tohu, and other forms of cultural expression across all parks and reserves.*
- Policy: Collaborate with mana whenua to provide for customary gathering practices of natural resources in parks and reserves.*

SPORTS AND ACTIVE RECREATION

DRAFT

SPORTS AND ACTIVE RECREATION MANAGEMENT PRINCIPLES

- Provide diverse active recreation opportunities for people of all ages, abilities and needs.
- Ensure that Ōtorohanga’s parks and reserves provide facilities appropriate for sports and active recreation.
- Encourage and facilitate the sharing of sporting facilities between codes to maximise the use of facilities and grounds.
- Integrate walking and cycling connections between and through reserves as a part of an active recreation network.
- Allow for other recreational outcomes where appropriate without detracting from the park or reserves’ Sports and Active Recreation function.

OBJECTIVE – DIVERSE AND COMPLEMENTARY ACTIVE RECREATION OFFERINGS

- Ensure parks and reserves offer a range of complementary recreation opportunities alongside sports grounds to cater to a range of uses for a diverse range of ages, abilities and needs.
- Policy: Explore options for future development in sports and active recreation reserves that co-locate compatible activities for a range of ages and abilities.*

OBJECTIVE – FACILITATE FUTURE DEVELOPMENT FOR SPORTS AND RECREATION

- Develop multi-use facilities within parks and reserves that cater to a diverse range of organised, social and family sports and recreation activities.
- Policy: Explore future development, management and use opportunities for reserves that provide for a range of organised, social and family sports and active recreation outcomes.*
- Policy: Explore the implementation of safe walking and cycling connections through and between parks and reserves as a part of active recreation offerings.*

OBJECTIVE – MAXIMISE EXISTING FACILITIES

- Maintain and enhance existing facilities to maximise offerings for a range of sports codes and active recreation activities.
- Policy: Work with the Ōtorohanga Sporting Community and Sport Waikato to identify existing and future capacity and needs.*
- Policy: Facilitate opportunities for sharing facilities and grounds between codes to optimise use and function in parks and reserves.*
- Policy: Ensure that sports and active recreation grounds and facilities are managed and maintained to a high level to maximise use.*

INFORMAL RECREATION

DRAFT

INFORMAL RECREATION MANAGEMENT PRINCIPLES

- Provide for a diverse range of informal recreation activities.
- Ensure that parks and reserves provide appropriate facilities for informal recreation.
- Allow for complementary recreational outcomes where appropriate.

OBJECTIVE - DIVERSE AND COMPLEMENTARY INFORMAL RECREATION OFFERINGS

- Enable a range of informal recreation activities across Ōtorohanga that cater to local community needs.

Policy: Ensure future development across parks and reserves integrates a range of opportunities for play for children and youth including playgrounds, informal play, nature play, pump tracks and skate parks.
- Policy: Ensure that parks and reserves in Ōtorohanga cater to a diverse range of informal recreational outcomes for all ages.*
- Policy: Ensure that parks and reserves cater for a range of complimentary informal recreational activities.*

VISION

Island Reserve celebrates and supports sports and active recreation while providing for informal recreation, accessibility, cultural heritage and ecosystem regeneration to provide amenities across generations.

CLASSIFICATION

The park's primary purpose under the Reserves Act is as a Recreation Reserve.

OVERVIEW OF ISLAND RESERVE

Island Reserve is a large, relatively flat open space with several stands of mature trees with an active recreation character. The majority of the reserve is open, with an active sports focus. The historic alignment of the Waipā River is still clearly visible through a depression in the landscape running along the reserve's northern boundary. This area is currently fenced and used for horse grazing for the Riding for the Disabled Association (RDA). The southern end of the reserve is bounded by the Waipā stopbank, which was constructed after significant flooding and the subsequent river realignment in the 1960s. Due to this realignment, the parcels within the reserve are complex and do not follow socially understood reserve boundaries, reflecting its multiple phases of use and shifts in ownership.

The reserve currently supports Rugby, Squash and the Tigers Sports Club, alongside the Riding for Disabled Association (RDA). There are a range of facilities on-site, including the Sports club room, The Tigers club room, a grandstand and stables. Car access into the reserve is provided from three points along the east, southeast and western boundaries, with formal and informal parking around these entrances. The infrastructure and facilities give the sense of being developed incrementally and as such, encroach on a relatively high proportion of the usable space, limiting alternative field arrangements and the establishment of additional facilities. The RDA plans to move to more suitable grounds in the future as part of a combined equestrian hub, which provides opportunities to reassess the reserve's use, management, and function as part of the ŌRS.

See Section 6 for a detailed overview of the legal classification of Island Reserve.

MANAGEMENT CONSTRAINTS AND OPPORTUNITIES FOR ISLAND RESERVE

DRAFT



HISTORIC RIVER ALIGNMENT

Constraints and Challenges

The historic river alignment running along the northern perimeter of the reserve is currently used for grazing for RDA. This land use does not take into account the underlying landscape patterns, ecological health, and cultural heritage value of this area.

Opportunities

Opportunities exist to regenerate the historic river alignment into a wetland environment, which would help improve flood resilience, enhance ecology, celebrate cultural heritage, and provide opportunities for amenity and informal recreation.



CULTURAL EXPRESSION

Constraints and Challenges

As a historic settlement site for mana whenua, there is currently little recognition of the cultural heritage value of Island Reserve.

Opportunities

Opportunities exist to explore mana whenua heritage and expression through interpretive signage, mahi toi and the renaming of the reserve 'Ōrahiri Island Reserve' in reference to the historic Te Reo Māori name for the area.



INEFFICIENT USE OF SPACE

Constraints and Challenges

Island Reserve's park infrastructure, including grounds, parking, pathways and buildings, have been developed over a long period in response to a range of shifting needs and interests; in the present, this has led to capacity pressures in some areas and 'leftover', underutilised land in others.

Opportunities

Changing use within the reserve presents an opportunity to create a cohesive reserve-wide plan to ensure that infrastructure is fit for purpose and facilitates the needs of all partners and stakeholders into the future.



LAND TENURE AND OWNERSHIP

Constraints and Challenges

As a result of the realignment of the Waipā River, land tenure and ownership within Island Reserve is complex and multifaceted, with multiple parcels intersecting with the road and the adjacent Te Ara a Waiwaiā.

Opportunities

Opportunities exist to work with multiple landowners, partners, stakeholders, and interested parties, including mana whenua, Ōtorohanga District Council, Tigers Sports Club and sports codes, to find a collaborative solution to managing, protecting and developing the reserve.



BALANCING AND CONSOLIDATING RECREATIONAL USE

Constraints and Challenges

Island Reserve does not have enough capacity to host all of Ōtorohanga's active sports codes, balancing a wide range of uses, providing space for Rugby, Squash, grazing and grounds for the RDA, stables and access for polocrosse to practise along Te Ara Waiwaiā Waipā River Park and clubrooms for Tigers Sports Club.

Opportunities

With Polocrosse and RDA planning to move to a more suitable location, opportunities exist to further develop the sports and active recreation offerings at Island Reserve to enhance capacity for Rugby, Netball and Football.



ACCESSIBILITY AND CONNECTIVITY

Constraints and Challenges

Island Reserve currently has a lack of accessible pathways for pedestrians and cyclists.

Opportunities

Explore opportunities to provide additional path infrastructure to improve accessibility and amenity within including a bridge crossing from Orāhiri Terrace and along the historic river alignment to enhance access to the reserve. Explore opportunities to enhance pedestrian and cycle connectivity to Te ara Waiwaiā Waipā River Park and the wider open space network.

MANAGEMENT PRINCIPLES FOR ISLAND RESERVE

DRAFT

Provide multi-purpose spaces and facilities for multiple sports codes including, but not limited to, rugby and netball.

Ensure that any planning and development for the reserve includes engagement with relevant partners and stakeholders including, but not limited to, mana whenua, Sport Waikato, all participating sports codes and Tigers Sports Club.

Ensure that any development undertaken provides for the necessary facilities, infrastructure and maintenance to accommodate additional sports and recreation needs, including car parking, additional paths and accessways, toilets, lighting, fencing, changing rooms and field and court maintenance.

Explore opportunities to incorporate the reserve as part of an Ōtorohanga Sports Hub to share resources, coordinate maintenance and management and maximise sport and active recreation opportunities for the Ōtorohanga sporting community.

Enhance the ecological function of the overland flow path and piped water course that follows the historic alignment of the Waipā River by daylighting and naturalising the watercourse and undertaking regenerative planting appropriate to the riparian/wetland landscape conditions.

Provide additional path infrastructure to improve accessibility and amenities, including a bridge crossing from Orāhiri Terrace and along the historic river alignment to enhance access to the reserve.

Recognise the long mana whenua history and heritage of the historic river alignment, and where appropriate, expression through interpretive signage, mahi toi and other forms of cultural expression.

Investigate re-naming the reserve 'Ōrahiri Island Reserve' in reference to the historic Te Reo Māori name for the area.

Enhance pedestrian and cycle connections between Island Reserve, Te ara Waiwaiā Waipā River Park and the wider open space network.

Ensure that any development recognises Tigers Sports Club's long-standing history in the reserve and provides space equal to or larger than the current club room.

Explore a range of complementary informal and active recreation opportunities in underutilised areas of the reserve.

OBJECTIVES AND POLICIES FOR FOR ISLAND RESERVE

DRAFT

OBJECTIVE - PROTECTING THE HISTORIC
WAIPĀ RIVER ALIGNMENT

To ensure the protection and regeneration of the historic waterway by removing grazing, naturalising the watercourse and planting with species appropriate to ecological conditions.

Policy: recognise and protect the ecological and cultural heritage value of the historic river alignment.

Policy: Ensure that land use in the historic river bed is compatible with ecological function and cultural heritage values.

Policy: Develop the historic river bed as an ephemeral wetland, including regenerative planting to support ecological function and water quality.

OBJECTIVE - ACCESS AND
COMPLEMENTARY USE

To improve accessibility and use of the reserve for people of all ages, abilities and needs by incorporating accessible pathways and complementary active and informal recreational activities.

Policy: Enable the development of accessible walkways along the Historic Waipā river alignment adjacent to Orāhiri Terrace to provide walking tracks around the reserve that are accessible for all ages and abilities.

Policy: Explore the development of a range of complementary accessible active and informal recreational outcomes to utilise and activate spaces surrounding sports grounds, including but not limited to, playgrounds, exercise equipment, half courts and pump tracks

OBJECTIVE - ŌTOROHANGA SPORTS HUB

Support and facilitate the development of netball facilities and expanded rugby facilities at Island Reserve as part of a Ōtorohanga Sports Hub to share resources and maximise sports and recreation offerings.

Policy: Develop Island Reserve as part of the Ōtorohanga Sports Hub alongside The Domain to share resources, coordinate maintenance and management and maximise sport and active recreation opportunities.

Policy: Enable the development of multi-purpose grounds and facilities to maximise the use of different sports codes.

Policy: Enable the development of new netball courts at Island Reserve.

Policy: Work with partners and stakeholders including, but not limited to, mana whenua, Sport Waikato, any relevant sports codes and Tigers Sports Club to ensure the development of sports and recreation facilities is consistent with the community’s needs.

Policy: Ensure that any development of Island Reserve provides the appropriate infrastructure and facilities necessary for the increased capacity.

Policy: Enable the consolidation and development of existing buildings and park infrastructure to accommodate future use and capacity of Island Reserve as part of a Sports Hub.

VISION

The Domain is a family-friendly open space that supports a diverse range of sports, active recreation, ecological regeneration and conservation related activities, including football and cricket across seasons as part of a Sports Hub for Ōtorohanga. Rotary Park, Bob Horsfall Reserve and the Kiwi House foster a connection to the landscape and nature, providing a large ecological patch overlooking Ōtorohanga, which supports a diverse range of native species.

CLASSIFICATION

Under the Reserves Act, this reserve's primary purpose is Recreation, with multiple small parcels of land adjacent to Trapski Road classified as Conservation Reserves.

OVERVIEW OF THE DOMAIN

The Domain is a large recreation reserve, encompassing The Domain fields, Ōtorohanga Kiwi House, Rotary Park, Bob Horsfall Reserve and The Ōtorohanga Museum. The Domain fields are family-friendly, active recreation areas with a sports focus. Good parking is provided on adjacent streets, and deciduous trees and low seating line the perimeter of the fields. Rotary Park is a forested area situated on a relatively steep incline up the northeastern side of the wider Ōtorohanga Domain, offering visitors a connection to nature and exercise. The park's paths wind up and around a series of small lakes and through a towering canopy of mature redwood trees. Bob Horsfall Reserve is a predominantly native regenerating forested area on the northwestern slopes of The Domain. The reserve supports a range of activities, including mini golf, nature trails, mountain biking tracks, and a sloped open area currently used for grazing. Netball courts are currently situated on a steep incline up from the Domain fields, however the location of the courts creates a sense of isolation from the other sporting activities and restricts access, use and future development. Future plans to relocate the netball courts to Island Reserve as part of an integrated Sports Hub will require decommissioning or repurposing the area currently used for the courts.

The area leased to the Ōtorohanga Kiwi House is a long-term arrangement and so is not a consideration as part of this RMP.

See Section 6 for a detailed overview of the legal classification of The Domain.

MANAGEMENT CONSTRAINTS AND OPPORTUNITIES FOR THE DOMAIN

DRAFT



CAPACITY

Constraints and Challenges

Capacity for the netball courts has been identified as an important issue for the sports community at The Domain, however the location of the courts on a steep incline offers a significant constraint to growth and development.

Opportunities

Opportunities exist for the netball courts to be relocated to Island Reserve as part of a consolidated Sports Hub alongside Rugby.



DRAINAGE

Constraints and Challenges

Drainage has been identified as a key concern for The Domain fields, limiting use during the winter season. As a key site for organised and social football and cricket.

Opportunities

Opportunities exist to improve cross-seasonal use through upgrading The Domain fields by installing drainage and underground detention is an important management step to increase the use of the fields across seasons.



ECOLOGICAL REGENERATION

Constraints and Challenges

The Domain has a long history of fostering opportunities for the local community to connect to nature with the conservation focus of the Ōtorohanga Kiwi House and a significant forested area in Bob Horsfall Reserve and Rotary Park.

Opportunities

Opportunities exist to enhance these important ecological areas through pest management and further regenerative underplanting.



GROUPS MAINTENANCE

Constraints and Challenges

Walking tracks running through Rotary Park and Bob Horsfall Reserve are slippery and require maintenance.

Opportunities

Opportunities exist to improve access through Rotary Park and Bob Horsefall Reserve by upgrading and re-gravelling walking tracks and mountain biking paths

MANAGEMENT PRINCIPLES THE DOMAIN

DRAFT

MANAGEMENT PRINCIPLES

Provide for football and cricket at The Domain.

Explore opportunities for incorporating underground stormwater detention to improve surface water and drainage for The Domain fields and enable year-round use of the fields for football and cricket.

Provide clear wayfinding signage for key facilities like public toilets in The Domain fields.

Explore opportunities to incorporate The Domain fields as part of an Ōtorohanga Sports Hub alongside Island Reserve to share resources, coordinate maintenance and management and maximise sport and active recreation opportunities for the Ōtorohanga sporting community.

Decommission the netball courts and facilities in Bob Horsfall Reserve and explore other uses for the land.

Maintain and enhance the walking and mountain biking tracks in Rotary Park and Bob Horsfall Reserve to maximise access, enjoyment and use.

Maintain and enhance the understory of the forested area of Rotary Park and Bob Horsfall Reserve with native species appropriate to the local terrestrial ecology.

Explore options for regenerative planting in the area currently utilised for grazing on the northern boundary of the netball courts in Bob Horsfall Reserve.

Ensure leased land within The Domain is compatible with the reserve’s recreation typologies.

OBJECTIVES AND POLICIES FOR THE DOMAIN

DRAFT

OBJECTIVE - ENHANCING ECOSYSTEM FUNCTION

Recognise Rotary Park and Bob Horsfall Reserve’s ecological value and function as regenerating forests and enable the ongoing management, conservation, and enhancement of these open spaces.

Policy: Enable the ongoing maintenance, management and regeneration of forested areas in Rotary Park and Bob Horsfall Reserve through enrichment planting and pest management.

Policy: Support and enable partnerships with community groups and local schools to undertake regeneration efforts, including maintenance, pest control and planting.

Policy: Retire and regenerate land currently being grazed along the northern boundary of the netball courts in Bob Horsfall Reserve.

OBJECTIVE - IMPROVING DRAINAGE ON THE DOMAIN FIELDS

Enable the consistent use of The Domain fields for Football and Cricket across seasons through the implementation of drainage systems and underground detention.

Policy: Investigate the development of underground water detention systems to manage surface flooding on The Domain fields during winter.

OBJECTIVE - SUPPORT THE DEVELOPMENT OF THE DOMAIN FIELDS AS PART OF A SPORTS HUB

Support and facilitate the development of The Domain fields and facilities for football and cricket as part of the Ōtorohanga Sports Hub to share resources and maximise sports and recreation offerings.

Policy: Develop The Domain fields as part of an Ōtorohanga Sports Hub alongside Island Reserve to share resources, coordinate maintenance and management and maximise sport and active recreation opportunities.

Policy: Continue to provide quality space and facilities for Football and Cricket at The Domain fields as part of a wider Sports Hub.

Policy: Enable the development of football and cricket grounds on The Domain fields to improve year-round use.

OBJECTIVE - DECOMMISSIONING NETBALL FACILITIES

Enable the safe decommissioning of the netball courts in Bob Horsfall Reserve and explore potential future uses for the space.

Policy: Support and enable the shift of netball facilities from The Domain to Island Reserve.

Policy: Ensure the netball courts in Bob Horsfall Reserve are safely decommissioned.

Policy: Investigate potential future uses and development of the netball courts for a variety of purposes.

VISION

Huipūtea Reserve is an open space that reveals, celebrates, and protects important cultural narratives and supports the ongoing regeneration of the site's awa (stream/river), repo (wetland/lake) and ngahere (forest) ecosystems.

CLASSIFICATION

Huipūtea Reserve is made up of many parcels, with a Recreation Reserve classification surrounding the Huipūtea Lake and an historic Reserve classification in the area surrounding the Huipūtea kahikatea Tree.

OVERVIEW OF HUIPŪTEA RESERVE

Huipūtea Reserve is a flat open space, with swathes of regenerating bush surrounding the lake and waterway and a large open space on the western edge along the railway. Huipūtea Reserve is characterised by its relationship to the lake and naturalistic planting.

The park is frequented by people walking dogs, with the track around the lake providing a gentle loop track and connection to nature. The area has long-standing heritage value for mana whenua, with a mature kahikatea tree holding particular significance, as evidenced by its listing as wāhi tapu by Heritage New Zealand Pouhere Taonga. The historic river alignment also holds importance for mana whenua as a historic settlement site.

Water quality in the lake and historic river bed is poor due to conflicting land use in the catchment which has a significant impact on the environmental and heritage values inherent in the site.

See Section 6 for a detailed overview of the legal classification of Huipūtea Reserve.

MANAGEMENT OPPORTUNITIES AND CONSTRAINTS FOR HUIPŪTEA RESERVE

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SURROUNDING LAND USE

Constraints and Challenges

Currently, the surrounding land use, including the Truck wash and EcoFX have been recognised as lacking compatibility with the recreation, heritage and ecological focus of the reserve.

Opportunities

Opportunities exist to find more suitable alternative locations for these facilities and organisations and develop the areas as part of Huipūtea Reserve.



ENHANCING WATER QUALITY AND ECOLOGICAL FUNCTION

Constraints and Challenges

Water quality has been identified as having impacts on both ecological function and cultural heritage values at Huipūtea Reserve.

Opportunities

Opportunities exist to enhance water quality, riparian habitat and aquatic ecosystem function within the site through regenerative planting, stream naturalisation and introducing a treatment wetland



ACCESS TO ŌTOROHANGA TOWN CENTRE

Constraints and Challenges

Indirect access to Huipūtea Reserve from the town centre has led park users to establish unsafe railway crossing practices in an area with no formal crossing.

Opportunities

Opportunities exist to formalise this crossing with either an on-grade crossing or an overbridge to ensure direct connection and safety.



CULTURAL HERITAGE

Constraints and Challenges

As a site with significant cultural heritage value for mana whenua, there is currently little in the way of recognition of this heritage within the reserve or connections to other areas of importance.

Opportunities

Opportunities exist to protect, enhance, and, where appropriate, reveal this heritage, particularly in relation to the Huipūtea kahikatea tree and the historic Waipā River alignment, which intersects through the centre of the reserve. Additional opportunities exist to formalise connections to Te Ara Waiwaiā and the Waipā River through interpretive signage and providing a pedestrian crossing across Huipūtea Drive.

MANAGEMENT PRINCIPLES FOR HUIPŪTEA RESERVE

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- Recognise and provide for Huipūtea Reserve as a site of significance for mana whenua.
- Enable the development and use of Huipūtea Reserve in accordance with the cultural heritage and values identified by mana whenua.
- Ensure land use within the reserve is compatible with cultural heritage and ecological recreation purposes.
- Ensure that any future development in Huipūtea Reserve provides for the ongoing protection of the Huipūtea kahikatea Tree.
- Ensure any future development surrounding the Huipūtea tree is accessible for all ages, abilities and needs.
- Support and provide for additional planting of culturally and ecologically significant species surrounding the Huipūtea kahikatea tree and throughout the reserve.
- Protect and enhance existing forest habitat through enrichment planting with species appropriate to the forest/riparian conditions.
- Protect and enhance the ecological function of the watercourse following the historic Waipā River alignment through enhanced regenerative planting.
- Explore opportunities to develop a constructed wetland system connecting outflows from the watercourse following the historic Waipā River alignment and Huipūtea Lake into the Waipā River.
- Explore opportunities for bank realignment and the addition of an island in Huipūtea Lake to increase water circulation and protect and enhance the ecological function.
- Explore alternative land tenure and decommissioning of the truck wash and EcoFX building.
- Explore opportunities for safe and accessible pedestrian connection between the reserve and important landmarks and features in the surrounding area, including Ōtorohanga Town Centre and Waipā River.
- Explore opportunities to install a pedestrian railway crossing to connect Huipūtea Reserve to the town centre.

OBJECTIVES AND POLICIES FOR HUIPŪTEA RESERVE

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OBJECTIVE – CULTURAL HERITAGE

Recognise and provide for Huipūtea Reserve as a site of cultural significance.

Policy: Ensure that the use, management and development of Huipūtea Reserve is undertaken in partnership with mana whenua.

Policy: Protect and enhance cultural heritage values in Huiputea Reserve, as Identified by mana whenua.

Policy: Provide for the collection and propagation of seeds from Huipūtea kahikatea by mana whenua.

OBJECTIVE – RESERVE MANAGEMENT AND DEVELOPMENT

Ensure any development within the reserve is consistent with the cultural heritage values and ecological function of Huipūtea Reserve.

Policy: Enable future development and use of Huipūtea Reserve that is compatible with the cultural heritage values and protocols identified by mana whenua.

Policy: Enable future development and use that is compatible with water quality and ecological function outcomes within Huipūtea Reserve.

OBJECTIVE - CONNECTIVITY, ACCESSIBILITY AND SAFETY

Enhance access and connectivity opportunities both within Huipūtea Reserve, and connecting to key areas in the wider township.

Policy: Ensure that development surrounding important cultural heritage features including Huipūtea kahikatea tree is accessible for people of all ages and abilities.

Policy: Investigate opportunities to develop a pedestrian connection across the rail line, linking Huipūtea Reserve to Ōtorohanga Town Centre.

Policy: Investigate opportunities to develop a pedestrian crossing connecting to Te Ara a Waiwaiā–Waipa River Park across Huipūtea Drive.

OBJECTIVE – WATER QUALITY

Ensure the maintenance, protection and regeneration of water bodies within Huipūtea Reserve.

Policy: Explore opportunities to address water quality at a catchment scale.

Policy: Enable the further naturalisation of the overland flow path following the historic Waipā river alignment through planting and daylighting the lower portion as a constructed wetland.

Policy: Investigate the development of an island and bank build-out on Huipūtea Lake to enhance water flow.

Policy: Enable the development of regenerative planting along Huipūtea Stream to increase bank stability, provide habitat and reduce turbidity in Huipūtea Lake.

OBJECTIVE – ECOLOGICAL FUNCTION

Ensure the maintenance, protection and enhancement of terrestrial, wetland and riparian ecosystems within and connecting to Huipūtea Reserve.

Policy: Ensure that future development in Huipūtea reserve provides for the ongoing protection of the Huipūtea kahikatea tree.

Policy: Ensure that any development or upgrades surrounding the Huipūtea kahikatea tree avoids disturbance to the rootzone and surrounding area

Policy: Enable further enrichment planting in the understory of the regenerating native forested area surrounding Huipūtea Lake.

Policy: Enhance species richness and density of riparian planting around Huipūtea Lake, Huipūtea Stream and the overland flow path following the historic Waipā river bed.

SECTION 6: LEGAL DESCRIPTION AND CLASSIFICATION OF ŌTOROHANGA’S PARKS AND RESERVES

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LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

DRAFT

LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
HUIPŪTEA RESERVE				
Section 1 SO 59683	Recreation		N	
Lot DPS 66823	Recreation	30000	N	
Section 3 SO 58728		1490	N	
Lot 1 DPS 62786 (Maori Freehold Land)			N	
Lot 3 DPS 62786 (Huipūtea Tree)	Historic		N	
Part Section 179 Block IV Orāhiri SD		2463	N	
Closed Road Survey Office Plan 44171		481		
Closed Road Survey Office Plan 44171			N	
Closed Road Survey Office Plan 44171			N	
Closed Road Survey Office Plan 44171		2195	N	
ISLAND RESERVE				
River Bed			N	
Part Orāhiri Y3 Block	Recreation	32551	N	
Section 5 SO 41666	Recreation	2147	N	
Part Allot 2 Block VIII Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	8815	Y (Waipā River Park)	
Section 2 SO 61511	Local Purpose : Esplanade	24140	Y (Waipā River Park)	
Section 8 SO 41666	Local Purpose : Esplanade	10168	Y (Waipā River Park)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	4350	Y (Waipā River Park)	
Part Orāhiri Y3 Block	Local Purpose : Soil/River Control	24661	Y (Waipā River Park)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	4249	Y (Waipā River Park)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	5564	Y (Waipā River Park)	
Section 3 SO 41666	Local Purpose : Soil/River Control	3389	Y (Waipā River Park)	

LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

DRAFT

LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
THE DOMAIN				
Lot 1 DPS 89897 (Domain fields, Bob Horsfall Reserve & Rotary Park)	Recreation	125031	N	
Lot 1 DPS 89501 (Kiwi House)		15196	N	
Lot 3 DPS 60013 (Mountain View Road entrance to Rotary Park)	Recreation	436	N	
Lot 2 DPS 40758 (Mountain View Road entrance to Rotary Park)	Recreation	415	N	
Section 88 Block IV Orāhiri SD (Mountain View Road entrance to Bob Horsfall Reserve)		1475	N	Conservation
Section 89 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	769	N	
Section 90 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	857	N	
Section 91 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	862	N	
Section 92 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	908	N	
Section 93 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	981	N	
Section 94 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	936	N	Conservation
Section 95 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	898	N	Conservation
Section 96 Block IV Orāhiri SD (Bob Horsfall Reserve)	Recreation	931	N	Conservation
Lot 2 DPS 27668 (Bob Horsfall Reserve)	Recreation	466	N	
Lot 3 DPS 27668 (Bob Horsfall Reserve)	Recreation	556	N	
Lot 4 DPS 82843 (Bob Horsfall Reserve)	Recreation	1610	N	
Part Lot 35 DP 17789 (Bob Horsfall Reserve)	Recreation	14594	N	
Section 102 Block IV Orāhiri SD (Rotary Park)		802	N	Crown Land
Section 103 Block IV Orāhiri SD (Rotary Park)		943	N	Crown Land
Section 104 Block IV Orāhiri SD (Rotary Park)		926	Y (Interacts with Residential Property)	Crown Land
WAR MEMORIAL PARK				
Allot 1 Block XXII Otorohanga MAORI TNSP		1052	N	
Allot 2 Block XXII Otorohanga MAORI TNSP		1110	N	
WINDSOR PARK				
Allot 4 Block XVII Otorohanga MAORI TNSP	Recreation	4371453	N	
Allot 15 Block XVII Otorohanga MAORI TNSP	Recreation	4482458	N	
Lot 1 DPS 59999	Recreation	406	N	
Allot 16 Block XVII Otorohanga MAORI TNSP	Recreation	2322	N	
Allot 17 Block XVII Otorohanga MAORI TNSP	Recreation	2360	N	
Part Orāhiri M1 Block	Recreation		N	

LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

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LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
Lot 3 DPS 59999	Recreation	263	N	
Part Allot 14 Block XVII Otorohanga MAORI TNSP	Recreation	66	N	
BERT MCKENZIE RESERVE				
REG BRETT				
Part Section 107 Block VIII Orāhiri SD		5330	Y (Waipā River Park)	
Part Orāhiri X2 Block	Local Purpose : Soil/River Control	7958	Y (Waipā River Park)	
Part Section 109 Block VIII Orāhiri SD	Local Purpose : Soil/River Control	5689	Y (Waipā River Park)	
WESTRIDGE RECREATION RESERVE				
Lot 222 DP 589746	Local Purpose : Soil/River Control	3853	N	
WESTRIDGE DRAINAGE RESERVE				
Lot 229 DP 589746	Local Purpose : Soil/River Control	3812	N	
TE ARA A WAIWAIĀ				
Section 1 SO 21322 (Dog Park)		38445	N	
River Bed Survey Office Plan 25706 (Dog Park)			N	
Section 1 SO 42617	Local Purpose : Esplanade	16946	N	
Lot 5 DPS 9726 (Caravan Park)		9343	N	
Lot 9 DPS 46514		488	N	
Part Allot 6 Block XVIII Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1381	Y (Interacts with Bowling Club)	
Part Allot 7 Block XVIII Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	2183	N	
Part Allot 11 Block XIII Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	334	N	
Section 1 SO 61511		6540	N	Esplanade
Part Allot 4 Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	4806	N	
Part Allot 3 Block XIV Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1017	N	
Part Allot 3 Block XIV Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	405	N	
Part Allot 2 Block XIV Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1836	N	
Section 2 SO 61511		24140	Y (Island Reserve)	Esplanade
Part Allot 1 Block XIV Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	2481	N	
Part Allot 5 Block IX Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1391	N	
Part Allot 4 Block IX Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1520	N	
Part Lot 4 DP 23593	Local Purpose : Soil/River Control	984	N	
Part Lot 3 DP 23593	Local Purpose : Soil/River Control	1421	N	
Part Allot 2 Block IX Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	5610	N	
Lot 7 DPS 1318	Local Purpose : Soil/River Control	759	N	

LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

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LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
TE ARA A WAIWAIĀ				
Part Lot 1 DPS 4487	Local Purpose : Soil/River Control	1217	N	
Part Lot 2 DPS 4487	Local Purpose : Soil/River Control	20	N	
Part Lot 3 DPS 4487	Local Purpose : Soil/River Control	405	N	
Part Lot 4 DPS 4487	Local Purpose : Soil/River Control	698	N	
Lot 5 DPS 4487	Local Purpose : Soil/River Control	809	N	
Lot 5 DPS 1318	Local Purpose : Soil/River Control	794	N	
Section 8 SO 41666	Esplanade	10168	Y (Island Reserve)	
Part Allot 2 Block VIII Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	8815	Y (Island Reserve)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	4350	Y (Island Reserve)	
Section 9 SO 41666		278	N	Esplanade
Part Orāhiri Y3 Block	Local Purpose : Soil/River Control	24661	Y (Island Reserve)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	4249	Y (Island Reserve)	
River Bed Survey Office Plan 41666	Local Purpose : Soil/River Control	5564	Y (Island Reserve)	
Section 3 SO 41666	Local Purpose : Soil/River Control	3389	Y (Island Reserve)	
Section 7 SO 41666	Local Purpose : Flood Protection	534	N	
Lot 8 DPS 1368	Local Purpose : Soil/River Control	971	N	
Part Lot 7 DPS 1368	Local Purpose : Soil/River Control	721	N	
Part Lot 6 DPS 1368	Local Purpose : Soil/River Control	455	N	
Allot 1 Sec 1 Block VI Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	860	N	
Allot 2 Sec 1 Block VI Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1366	N	
Lot 5 DP 36304	Local Purpose : Soil/River Control	999	N	
Part Lot 4 DP 36304	Local Purpose : Soil/River Control	865	N	
Part Lot 3 DP 36304	Local Purpose : Soil/River Control	579	N	
Part Lot 2 DP 36304	Local Purpose : Soil/River Control	238	N	
Section 6 SO 41666	Local Purpose : Flood Protection	746	N	
Part Section 109 Block VIII Orāhiri SD	Local Purpose : Soil/River Control	5689	Y (Reg Brett Reserve)	
Part Orāhiri X2 Block	Local Purpose : Soil/River Control	7958	Y (Reg Brett Reserve)	
Part Section 107 Block VIII Orāhiri SD		5330	Y (Reg Brett Reserve)	
Part Section 106 Block VIII Orāhiri SD		12660	N	
Section 105 Block VIII Orāhiri SD	Local Purpose : Soil/River Control	35360	N	

LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

DRAFT

LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
TE ARA A WAIWAIĀ				
Closed Road Survey Office Plan 44171			N	
Allot 1 Block III Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1105	N	
Allot 2 Block III Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	1227	N	
Part Allot 3 Block III Otorohanga MAORI TNSP	Local Purpose : Soil/River Control	735	N	
Part Allot 4 Block III Otorohanga MAORI TNSP	Local Purpose : Soil/River Control		N	
Part Allot 5 Block III Otorohanga MAORI TNSP	Local Purpose : Soil/River Control		N	
Closed Road Survey Office Plan 12253/1			N	
Part Orāhiri 1No17B Block	Local Purpose : Soil/River Control	26583	N	
Section 4 SO 58728		3690	N	
Closed Road Survey Office Plan 44171		2195	N	
Part Orāhiri 1No18A Block	Local Purpose : Soil/River Control		N	
Part Orāhiri 1No18A Block	Local Purpose : Soil/River Control		N	
Part Orāhiri 1 (Roadway) Block	Local Purpose : Soil/River Control		N	
Part Orāhiri 1No18B Block	Local Purpose : Soil/River Control	19172	N	
Part Orāhiri 1No18A Block	Local Purpose : Soil/River Control	14720	N	
Part Orāhiri 1No18B Block	Local Purpose : Soil/River Control		N	
Part Orāhiri 1B (Roadway) Block	Local Purpose : Soil/River Control		Y (interacts with industrial area)	
Part Kohitane 1 Block	Local Purpose : Soil/River Control	1361	Y (interacts with industrial area)	
Part Kohitane 2 Block	Local Purpose : Soil/River Control	13167	Y (interacts with industrial area)	
Part Orāhiri 1No25C2B Block	Local Purpose : Soil/River Control		N	
Part Orāhiri 1No19 Block	Local Purpose : Soil/River Control	26557	Y (interacts with industrial area)	
Orāhiri 1No26 Block	Local Purpose : Soil/River Control	20234	N	
River Bed Survey Office Plan 44049		20029	N	
Lot 3 DPS 82851			N	
Part Otorohanga and Orāhiri (1F4A and 1No1) A Block	Local Purpose : Soil/River Control		N	
Part Lot 2 DP 31964	Local Purpose : Soil/River Control	1672	N	

LEGAL DESCRIPTION AND CLASSIFICATION OF
ŌTOROHANGA’S PARKS AND RESERVES

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LEGAL DESCRIPTION	RESERVE CLASSIFICATION	AREA (M2)	OVERLAPPING PROPERTY BOUNDARIES Y/N	COMMENTS
TE KANAWA FLOOD MITIGATION RESERVE				
Part Allot 7 Block XIII Otorohanga MAORI TNSP			N	
Part Allot 8 Block XIII Otorohanga MAORI TNSP			N	
Part Allot 9 Block XIII Otorohanga MAORI TNSP			N	
Part Allot 11 Block XIII Otorohanga MAORI TNSP		3665	N	
Part Allot 12 Block XIII Otorohanga MAORI TNSP			N	
Part Allot 13 Block XIII Otorohanga MAORI TNSP			N	
Part Allot 14 Block XIII Otorohanga MAORI TNSP			N	
Lot 1 DP 388902		2012	N	
Lot 23 DPS 19006		1697	N	
PHILLIPS AVE WETLAND				
Lot 30 DPS 79728	Local Purpose : Drainage	14785	N	
Lot 1 DPS 82851			N	
ŌTOROHANGA MUSEUM				
Section 1 SO 520303	Local Purpose: Community Facilities		N	
ŌTOROHANGA RESERVE/VILLAGE GREEN				
Lot 1 DPS 76702	Recreation		N	

PART 3: ŌTOROHANGA RESERVES ACTION PLAN

The following Action Plan identifies individual projects and actions in support of the Ōtorohanga Reserves Strategy (ŌRS), identifying next steps, dependencies, strategic questions and technical enquiries necessary to implement the actions outlined through the ŌRS.

The purpose of the action plan is to assist in the implementation of the Reserves Strategy, and ensure that the Council, Community Board and other agencies and organisations can allocate the appropriate resources and funding to undertake these projects in a coordinated and integrated manner.

High-level cost estimates have been suggested for each project, where practical and applicable. It is important to note that the costs are indicative only and are subject to change. More detailed costs should be developed prior to the commencement of an action alongside any further detailed design and engagement, and may be subject to Council's procurement policies and processes.

Cost estimates are organised into five price brackets:

\$ = <\$100,000

\$\$ = \$100,000-500,000

\$\$\$ = \$500,00 - \$1,000,000

\$\$\$\$ = \$1,000,000 - \$5,000,000

\$\$\$\$\$ = \$5,000,000 +

ACTION PLAN

DRAFT

PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS (The Ōtorohanga Community Board is a key stakeholder for all actions)	
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+			
HUIPŪTEA DEVELOPMENT PLAN												
Huipūtea Reserve	Huipūtea Reserve is a place that highlights and, where appropriate, celebrates important cultural narratives and supports the ongoing regeneration of awa (stream/river), repo (wetland/lake) and ngahere (forest) ecosystems present throughout the site	Work with mana whenua to further develop the overall design for Huipūtea Reserve, including opportunities for cultural expression, planting and ecological outcomes and staged implementation	EcoFX moving	How might the cultural heritage values inherent to Huipūtea Reserve be meaningfully connected to cultural heritage features and narratives across Ōtorohanga?	Work with EcoFX to find an alternative location					\$\$\$\$\$	mana whenua, Ōtorohanga community, EcoFX, Ōtorohanga Carriers Association, Kiwi Rail, Waka Kotahi	
			Truck Wash moving		Work with Ōtorohanga Carriers Association to find an alternative location for the Truck Wash							
			Installing Rail crossing		Work with KiwiRail to find a solution to establish a safe crossing between Ōtorohanga Town Centre and Huipūtea Reserve							
			Installing Huipūtea Drive Crossing		Investigate opportunities to enhance water quality at a catchment scale to address water quality before it reaches Huipūtea Reserve and test water quality in the lake and historic riverbed	•	•	•				
					Test soil to investigate the levels of contaminants due to historic land uses to determine the best ecosystem types and/or remediation strategies for Huipūtea Reserve							
	Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding and Blue Green network, see Open Space Network for more detail											

ACTION PLAN

DRAFT

PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS (The Ōtorohanga Community Board is a key stakeholder for all actions)	
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+			
ŌTOROHANGA SPORTS HUB												
Sports Hub	Ōtorohanga Sports Hub is a collaborative partnership bringing together a range of sites, sports codes and organisations to share resources, expertise, management and facilities across Island Reserve, The Domain and Ōtorohanga College	Develop a comprehensive strategy for a Sports Hub in Ōtorohanga	Resolve distribution of sports codes across potential sites	What is the best outcome to maximise services and facilities for all Sports codes across Island Reserve, The Domain fields and Ōtorohanga College	Work with Sports Codes, Sport Waikato, Ōtorohanga College and other interested parties to develop a comprehensive brief and strategy for the Ōtorohanga Sports Hub - See https://sportnz.org.nz/ resources/the-hub-guide/ for more information	•	•			Further detail required	Ōtorohanga Sports Clubs, Sport Waikato, Ōtorohanga community, Ōtorohanga College	
Island Reserve	Island Reserve celebrates and supports the Ōtorohanga sporting community and provides opportunities for informal recreation, play and ecosystem regeneration of the historic riverbed, providing amenity across generations	Work with mana whenua and Sports Clubs to develop a detailed brief for the design concept through to a detailed design for the chosen option for Island Reserve, including requirements for additional facilities for Netball and Tigers	Resolve underlying land ownership across parcels in Island Reserve Developing sports hub	How does Island Reserve contribute toward Ōtorohanga Sports Hub?	Investigate and determine land ownership and use within Island Reserve Confirm the location of the fitness trail in relation to the stopbank, taking offsets into account Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding, Fitness Trail and Blue Green network, see Open Space Network for more detail	•	•			\$\$\$\$\$	mana whenua, Sports Codes, Ōtorohanga community, Tigers Sports Club	
The Domain Fields	The Ōtorohanga Domain fields are a family friendly open space that supports soccer and cricket across seasons with the capacity to support larger community events	Develop a detailed design for the proposed development of the reserve	Developing sports hub		Investigation into options for underground stormwater detention to improve drainage Investigate the need for regrading and retaining along the northern edge of the second field Confirm the location of the fitness trail in relation to The Domain fields Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding, Fitness Trail and Blue Green network, see Open Space Network for more detail	•	•			\$\$	mana whenua, Sports Codes, Ōtorohanga community, Ōtorohanga Kiwi House	

ACTION PLAN

DRAFT

PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS (The Ōtorohanga Community Board is a key stakeholder for all actions)
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+		
PARKS AND RESERVES — DETAILED INVESTIGATION REQUIRED											
The Domain — Rotary Park and Bob Horsfall Reserve	Rotary Park and Bob Horsfall Reserve combine active recreation with a connection to nature, providing amenity while supporting native biodiversity with the potential to form a regional scale Significant Ecological Area	Work with Netball to develop a strategy for the use of the area currently occupied by netball courts and facilities and explore decommissioning these facilities. Work with Ōtorohanga College and the local community to establish a direction and programme for conservation initiatives, including enrichment planting, maintenance and pest control	Developing sports hub	What is the best use for the Netball Courts and associated facilities if Netball moves to Island Reserve?	Develop a plan for the decommissioning and disestablishment of the Netball Courts and new land use for the area					\$\$\$\$	mana whenua, Ōtorohanga community, Netball, Kiwi House, Domain Football Club
			Resolving land use for netball courts	Is there any persons or organisations that have the time interest and capacity to help drive ecological and community outcomes Rotary Park and Bob Horsfall Reserve?	Investigate the feasibility of converting the existing Netball Courts into overflow parking for The Domain, Kiwi House, Rotary Park and Bob Horsfall Reserve	•	•				
			Broader community buy-in and support		Develop a detailed management plan for the ecological restoration of Rotary Park and Bob Horsfall Reserve including the area currently grazed behind the netball courts						
Te Ara o Waiwaiā — Waipā River Park	Te Ara a Waiwaiā is a biodiverse riparian park that supports local ecology, protects the town from flooding and connects visitors and locals to the Waipā awa through a network of formal and informal tracks	Develop a plan for the detailed design and implementation of a secondary mown grass track network, access to the Waipā river and staged implementation for planting	Broader community buy-in and support	How does existing and previously planned signage work for Te Ara Waiwaiā relate to and integrate with wider wayfinding and signage strategy?	Investigate staged planting with Waikato Regional Council and Community					\$\$\$\$	mana whenua, Ōtorohanga community, Waikato Regional Council
				Is there any persons or organisations that have the time interest and capacity to help drive ecological and community outcomes Te Ara Waiwaiā?	Investigate formalising the off-leash dog park area						
				What additional functions can the land along Te Ara a Waiwaiā support to serve community needs and aspirations?	Confirm the location of the fitness trail in relation to the stopbank, taking offsets into account		•	•	•		
					Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding, Fitness Trail and Blue Green network, see Open Space Network for more detail						

ACTION PLAN

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PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS (The Ōtorohanga Community Board is a key stakeholder for all actions)
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+		
PARKS AND RESERVES — STRAIGHTFORWARD IMPLEMENTATION											
Windsor Park	Windsor park is a peaceful family-friendly open space with ample areas for informal recreation, rest and range of play options for younger children to complement the facilities at Reg Brett Reserve	Develop detailed design and implementation plan for Windsor Park that includes a new playground, an updated path network, pump track and a site-specific staged planting plan for implementation			Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding and Blue Green network, see Open Space Network for more detail	•	•			\$\$-\$\$\$	Ōtorohanga community, mana whenua
Ōtorohanga War Memorial Reserve	Ōtorohanga Memorial Park is an accessible open space that provides space for reflection and directs visitor's focus toward The War Memorial and Te Rohe Pōtae Memorial	Develop detailed design and implementation plan for Ōtorohanga War Memorial Reserve, including accessible ramped access from Ranfurly, track realignment to highlight Te Rohe Pōtae Memorial and amenity planting	Changes to parking and vehicle access and parking on Ranfurly Street. Arboricultural investigations for working in and around tree roots		Transport assessment for Ranfurly street Arborist assessment of trees Integrate the reserve with wider plans for the Walking and Cycling, Signage and Wayfinding and Blue Green network, see Open Space Network for more detail	•	•			\$\$	mana whenua, Ōtorohanga community, World War Veterans
Bert McKenzie Road Reserve		Develop a site specific planting plan for Bert McKenzie/ Road Reserve				•				\$	Ōtorohanga community, mana whenua, ANZAC Veterans
Ōtorohanga Kiwi House		Ōtorohanga Kiwi House is currently functioning well for the community and has its own governance and strategic direction			Develop a plan and guidance for the decommissioning the existing motor camp and Kiwi House establishing parking and stormwater mitigation in this area	•				-	Ōtorohanga community, mana whenua, Ōtorohanga Zoological Society
Reg Brett Reserve		Reg Brett Reserve is currently functioning well for the community								-	Ōtorohanga community, mana whenua, Waikato Regional Council

ACTION PLAN

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PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+		
ŌTOROHANGA OPEN SPACE NETWORK											
Ōtorohanga Walking and Cycling Network	The Walking and Cycling network opens up key connections between open spaces across Ōtorohanga, ensuring that access across the town is safe and accessible	Develop detailed design to confirm spatial arrangement, feasibility, construction and operational needs for each of the three key projects	A railway crossing connecting Ōtorohanga Town Centre to Huipūtea Reserve needs to be resolved with KiwiRail		Transport review and management plans as part of the next phases of design					Further detail required	Waka Kotahi, mana whenua, Waikato Regional Council, Ōtorohanga community, Business owners, Youth/ rangatahi, KiwiRail
			The pinch point created by the railway bridge heading east on SH3 needs to be resolved with Waka Kotahi			•	•				
			Pedestrian crossings on main roads including Huipūtea Drive and Te Kanawa Street								
Ōtorohanga Signage Strategy	Ōtorohanga Signage Strategy provides a coordinated approach to signage across the township, including interpretive signage, cultural expression and wayfinding helping people to navigate around Ōtorohanga township and between open spaces	Develop a comprehensive signage strategy for Ōtorohanga, including Te Reo Māori naming for Parks and Reserves, interpretive signage, cultural expression and wayfinding helping people to navigate around Ōtorohanga township and between open spaces			Develop a comprehensive Wayfinding and Signage Strategy for Ōtorohanga	•	•	•		Further detail required	mana whenua, Waikato Regional Council, Ōtorohanga community
Ōtorohanga Fitness Trail	Ōtorohanga exercise circuit keys into the town walking and cycling network, creating a 5.7km loop,with exercise stations located at points along the network to encourage health and fitness	Develop and implement a Fitness Trail for Ōtorohanga utilising the walking and cycling network with four or more stations focussing on specific exercises			Investigate the implementation of exercise stations along Te Ara a Waiwaiā, Island Reserve and The Domain.	•	•	•		Further detail required	mana whenua, Waikato Regional Council, Ōtorohanga community
					Work with Waikato Regional Council to ensure exercise Stations along the stopbank maintain the integrity of the stopbank and comply with flood control guidelines						
					Work with local suppliers and fabricators to construct equipment						

ACTION PLAN

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PROJECT	DESIRED OUTCOMES	NEXT STEPS	DEPENDENCIES	STRATEGIC QUESTIONS	TECHNICAL ENQUIRIES	TIMEFRAME				COST*	PROJECT PARTNERS AND KEY STAKEHOLDERS (The Ōtorohanga Community Board is a key stakeholder for all actions)
						Short term: 2024- 2026	Medium term: 2026- 2030	Long term: 2030 - 2040	Ongoing: 2040+		
ŌTOROHANGA OPEN SPACE NETWORK											
Ōtorohanga Blue-Green Network	Ōtorohanga blue green network supports and enhances existing Ngahere (Forest), Awa (Riparian) and Repo (Wetland) ecosystems that interact with Ōtorohanga open spaces and streets. Including amenity planting and water sensitive design in urban areas, alongside regenerative planting openspaces such as Bob Horsfall Reserve, Rotary Park, Te Ara a Waiwaiā and the flood mitigation reserves on Phillips ave and Te Kanawa Stream.	Encourage and support Ōtorohanga residents to play an active role in the care, protection, restoration and regeneration of their parks, reserves and streets Work with local schools to identify opportunities to incorporate conservation into curriculum outcomes and upskilling initiatives Work with local nurseries and initiatives to investigate eco-sourcing plants for regenerative planting from local seed banks Develop detailed planting plans for parks and reserves.	community buy-in and support	Is there any persons or organisations that have the time interest and capacity to help drive ecological and community outcomes Rotary Park and Bob Horsfall Reserve? How can we effectively engage the community with conservation efforts?	Work with Waikato Regional Council to ensure any planting within the Waipā river flood zone is designed and implemented according to best Investigate opportunities to improve water quality outcomes through blue green infrastructure as part of the walking and cycling network and amenity planting	•	•	•	•	Further detail required	mana whenua, Waikato Regional Council, Ōtorohanga community, Ōtorohanga Schools, Youth/rangatahi

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

To Ōtorohanga District Council

From Sahndra Cave, Community Projects Lead

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

1.1. To adopt the proposed Aotea & Kāwhia Plan (Better Places Together).

2. Executive summary | Whakarāpopoto matua

- 2.1. This report recommends the adoption of the Aotea & Kāwhia Plan (Better Places Together) – attached as Appendix 1, which outlines detailed development proposals covering Omimiti Reserve, Aotea Beach Reserve, the Kāwhia Urban Design Plan, and the Jervois Streetscape Upgrade.
- 2.2. The plan is the result of comprehensive engagement with mana whenua, community members and key stakeholders, including open days, hui, surveys, and workshops. It reflects strong local support and incorporates cultural values, community aspirations, and site-specific opportunities. Option 1—to adopt the plan—is recommended, as it will enhance the identity, functionality, and cultural significance of Kāwhia and Aotea, and deliver meaningful outcomes aligned with community and mana whenua priorities.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Context | Horopaki

- 4.1. The Kāwhia/Aotea/Ōpārau Concept Plan (adopted June 2024) identified several projects that had arisen from engagement with the community, mana whenua and stakeholders, including developing reserve concept plans for Omimiti Reserve, Aotea Beach Reserve, an Urban Design Plan for Kāwhia

and Jervois Streetscape Upgrade. These four projects are collectively known as “Better Places Together”.

- 4.2. Ōtorohanga District Council (ŌDC) engaged Resilio Studio, in collaboration with local Kāwhia landscape architects, to deliver this project.
- 4.3. Several engagements were held including two public open days held on 3 May and 7 June 2025, two mana whenua hui with Ngāti Hikairo and Ngāti Te Wehi, meetings with stakeholders including the Fitness Trail Group, Aotea Ratepayers Society, Aotea Residents who live adjacent to Aotea Beach Reserve, Charter Boat Operators, Kāwhia Museum, a youth engagement at Kāwhia School and two hui with the Thorne whānau, owners of a block of land in Omimiti Reserve (Kāwhia Z Block).
- 4.4. In addition, two online surveys were conducted to gather community feedback.
- 4.5. A working group was established for the project, made up of project team members together with elected representatives who are local to Aotea and Kāwhia. This group actively contributed local knowledge, provided feedback throughout the process, and supported the development of the plans.
- 4.6. The draft Aotea & Kāwhia Plan was considered by the Kāwhia Community Board at its meeting on 3 July 2025. The Board resolved to endorse the proposed draft Aotea & Kāwhia Plan, noting any further changes may be made including minor editorial amendments, and recommended that the Plan be adopted by the Ōtorohanga District Council¹.

5. Discussion | He kōrerorero

- 5.1. The proposed Aotea & Kāwhia Plan (Better Places Together) represents a well-supported and collaboratively developed vision for the enhancement of key public spaces in Kāwhia and Aotea. It builds on the priorities identified in the Kāwhia/Aotea/Ōpārau Concept Plan and translates them into practical, place-based proposals shaped by community and mana whenua aspirations.
- 5.2. Staff and the project team are confident that the plan provides a meaningful and achievable framework for future improvements. While implementation will be dependent on funding and staged delivery, the plan positions ŌDC and the community to actively pursue external funding and local partnerships.

¹ [Open-Minutes-KCB-3-July-2025.pdf](#)

- 5.3. Adopting the plan enables the next phase of delivery planning and resourcing to begin. Delaying adoption would risk losing project momentum and the goodwill established through community engagement.
- 5.4. Following adoption, the next steps will involve the Kāwhia Community Board setting priorities for implementation and determining which projects should be progressed first. Depending on the project, funding may be sought either by ŌDC staff or by the community, through ŌDC budgets, external grants, or partnerships. Once funding is secured, implementation of the identified priority projects can begin, with continued community involvement helping to guide and support outcomes.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. The projects forming the proposed Plan are significant, which is why an extensive engagement process has been followed. While not unanimous, the proposed Plan reflects the general views within the community.

Impacts on Māori

- 6.2. ŌDC's commitment to develop stronger relationships and partnerships with iwi/mana whenua is well established and was inherent in the development of the draft Aotea and Kāwhia Plan. Mana whenua were involved from the outset of this project. This has helped ensure desired outcomes are recognised and any adverse impacts or matters of significance are identified early and appropriately managed.

Risk analysis

- 6.3. The project area is located within a coastal environment that may be subject to coastal inundation due to sea level rise, storm surges, or extreme weather events. This presents a range of risks, including damage to infrastructure, increased maintenance costs, and potential disruption to public access and use.
- 6.4. To manage these risks, the project has been assessed against current coastal hazard mapping and climate change projections.
- 6.5. Design responses will prioritise adaptive, low-impact development that can be relocated, modified, or decommissioned over time if conditions change.
- 6.6. Ongoing monitoring and engagement with coastal scientists, mana whenua, and the community will also inform long-term resilience planning. The project will remain responsive to emerging data

and national direction, ensuring alignment with the principles of risk avoidance and managed retreat where appropriate.

- 6.7. The delivery of projects specified in the Plan is reliant on resourcing, particularly funding. While ŌDC has some funding to support Concept Plan implementation, it cannot be assumed that all projects will automatically be funded by ŌDC. Realistically, the Plan reflects a 10-year programme and will be managed as resourcing is available. Some groups within the community have signalled a desire to provide support in helping deliver key projects.
- 6.8. Kāwhia Z Block is a small privately owned parcel located within the Omimiti Reserve, for which ŌDC has no automatic jurisdiction. The owners recognise the customary use of their whenua as community accessible open space. In acknowledgment of that position, no structures or other assets are proposed on or over that whenua.

Policy and plans

- 6.9. Omimiti Reserve and Aotea Beach Reserve are designated as reserves under the Reserves Act 1977 and are managed by ŌDC. This plan aligns with the requirements and intent of the Act.
- 6.10. Better Places Together includes four projects that were directly identified through the Kāwhia/Aotea/Ōpārau Concept Plan process. These projects emerged from extensive community engagement and were identified within the plan's implementation framework

Legal

- 6.11. This decision has no specific legal implications. The previous "no man's" status of the foreshore area containing the skatepark appears to have been finalised by way of a recent Gazette Notice. On that basis ŌDC could continue to administer the area for community benefit.

Financial

- 6.12. Funding for Concept Plan projects is partially provided through a dedicated budget in the ŌDC's Long-Term Plan, which is intended to contribute to the delivery of initiatives identified in the district's three Concept Plans.
- 6.13. However, this budget will not cover the full cost of implementation. As such, the majority of project funding is expected to be sourced through external grants, partnerships, or other co-funding opportunities. ŌDC will actively seek these additional funding streams to ensure the successful and cost-effective delivery of projects.
- 6.14. ŌDC will consider and approve ŌDC expenditure for each project on a case-by-case basis, including assessment of ongoing costs such as depreciation, maintenance, and operational requirements.

- 6.15. Implementation will follow a staged approach to ensure delivery is prioritised, manageable, and aligned with available funding.
- 6.16. Local community members are also expected to contribute through volunteer labour, in-kind support, and local knowledge, strengthening project outcomes and community ownership.
- 6.17. All expenditure will be managed in accordance with ŌDC's financial and procurement policies.

7. Options analysis

Option 1: Adoption of the Aotea and Kāwhia Plan

- 7.1. The proposed draft Aotea & Kāwhia Plan reflects the identification of constraints and opportunities, technical assessment and analysis, and feedback received throughout the various phases of the project. It is recommended that ŌDC adopt the Plan.

Option 2: Defer the Adoption of the Aotea and Kāwhia Plan

- 7.2. There are no benefits for or compelling reasons to support this option given the Plan's implementation will be managed according to available resourcing.

Recommended option and rationale

- 7.3. The preferred option is Option 1 as it reflects strong community support for the development plans in Kāwhia and Aotea. These plans respond directly to local aspirations and priorities, and their implementation will enhance the character, usability, and cultural value of these places. The Kāwhia Community Board has formally endorsed this approach, reinforcing the momentum generated through community engagement. Advancing Option 1 will help deliver outcomes that are meaningful and beneficial to those who live in and care for these areas.

8. Appendices | Ngā āpitihanga

Number	Title	DocID
1	Proposed Aotea and Kāwhia Plan (Better Places Together)	840724

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BETTER PLACES TOGETHER
AOTEA & KĀWHIA PLAN

Revision A | July 2025

DRAFT

Prepared by
 **RESILIOSTUDIO**

In association with
RIVERLAND DESIGN

For



TE KAITIAKI TAKE KŌWHIRI
O
KŌWHIRI
DISTRICT COUNCIL

Aotea & Kāwhia Plan

Document Quality Statement

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Prepared for	Ōtorohanga District Council
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The following person(s) shall receive a copy of this document upon each subsequent release:

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LIMITATIONS

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CONTEXT

ŌTOROHANGA DISTRICT



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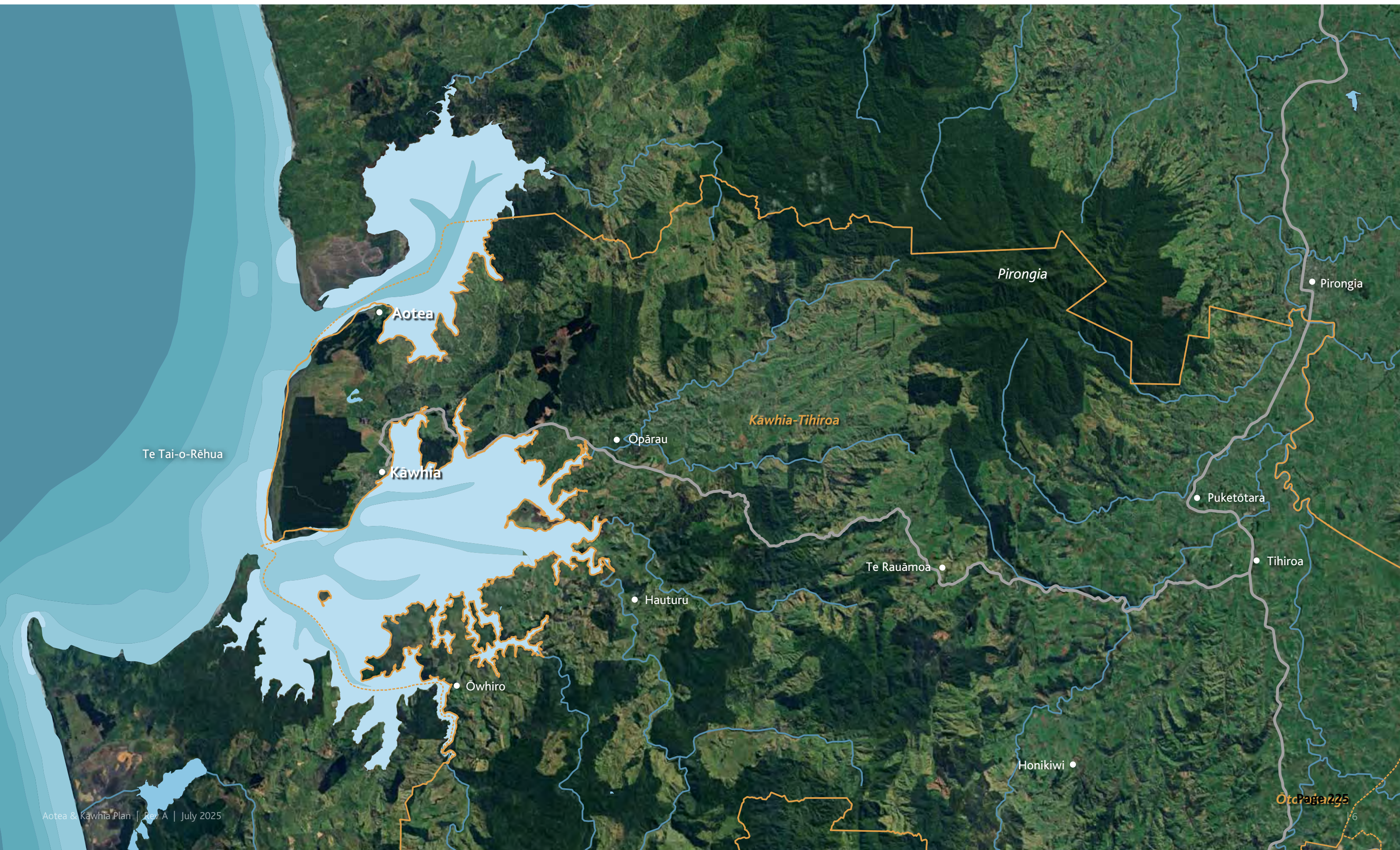
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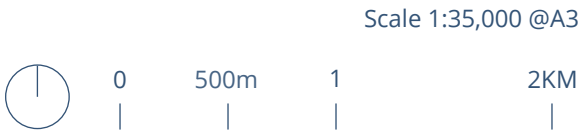
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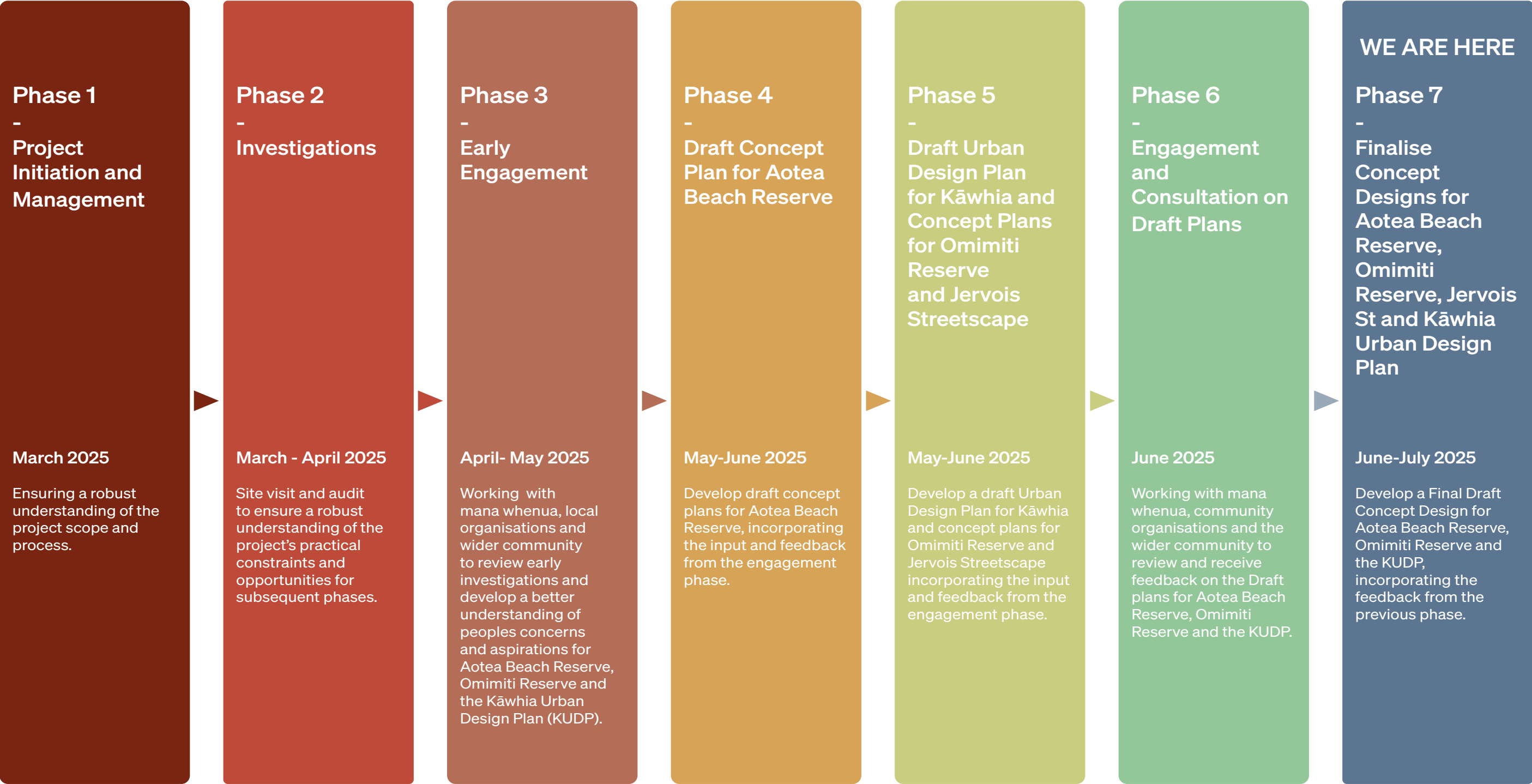
AOTEA AND KĀWHIA CONTEXT



AOTEA AND KĀWHIA



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SUMMARY OF ENGAGEMENT

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For Better Places Together, Kāwhia and Aotea we have engaged with a range of partners and stakeholders through targeted online and in-person meetings alongside two well attended public open days at the Kāwhia Community Hall on Saturday 3rd May and Saturday 7th of June.

MANA WHENUA (AOTEA) - NGĀTI TE WEHI

The initial online hui was primarily intended to understand Ngāti Te Wehi interests in the area and around the development of Aotea Beach Reserve, key matters raised in this engagement included the following:

- The importance of recognising Ngāti Te Wehi cultural heritage in the area
- The presence of important wāhi tapu and wāhi taonga in the wider Aotea area
- The importance of climate change response and fostering environmental resilience in Aotea
- The upcoming harvest of the Morrison block and the desire of Ngāti Te Wehi to regenerate this area with native coastal dune species in the long term.

For the second Hui, ŌDC met with representatives of Ngāti Te Wehi and Ōkapu Marae. Responding to a set of draft concept plans, representatives expressed Ngāti Te Wehi’s support for the vision, direction and focus of the Aotea Beach Reserve development, highlighting the importance of Ngāti Te Wehi’s deep connections to this environment. Key matters included:

- Strong support for the vision of regenerating the reserve and surrounding ecosystems, with recognition that that this was historically a kai gathering area

- Strong support for the additional recreation and amenity outcomes proposed to bring together whānau and foster community spirit
- Outlining the importance of appropriate waste management and ongoing maintenance of the reserve
- Advocacy for the use of sustainable materials
- Strong support for further partnership with ŌDC to develop interpretive signage to emphasise the long history, rich heritage, traditions and values of Ngāti Te Wehi in the area
- A request for ŌDC to include Ngāti Te Wehi rangatahi in the planting to foster long term connection and a sense of stewardship for the environment for Ngāti Te Wehi Whānau, this may also include a commemorative time capsule to go in at the same time as trees are planted
- A request that Ōkapu Marae and Ngāti Te Wehi lead the formal blessing and karakia when the reserve re-opens

AOTEA COMMUNITY

ŌDC engaged with the Aotea community through a series of in-person meetings, and public open days. This included:

- Two in-person meetings with the Aotea Ratepayer Society
- One in-person meeting with Aotea residents with a direct relationship to the reserve.

Generally the feedback centered around the Aotea Beach Reserve being a well used and whānau focussed reserve used for a range of gathering and drawing people from the local community and further afield as a safe swimming spot. Locals are happy with the low-key unspoiled character of the reserve and would like to retain this. Through the engagement process there was a range of opinions that emerged around the future development of Aotea Beach Reserve.

There was a general agreement on the following actions for the reserve:

- Planting a native shelterbelt along the road edge to protect the reserve and surrounding area from prevailing winds when the Morrison block is harvested
- Upgrading the existing toilets
- Maintaining and enhancing access to the sea
- Upgrades to the parking area to reduce anti-social behaviour
- Keeping the existing open character and views to Aotea Moana

The following actions were viewed as highly desirable for some community members, and less desirable to others:

- Providing shade, either through a formalised structure or providing more trees and interim structures like a shade sail
- BBQ facilities
- A multi-use half court

MANA WHENUA – TE RŪNANGANUI O NGĀTI HIKAIRO

This initial hui was primarily intended to understand Te Rūnanganui o Ngāti Hikairo interests in the Kāwhia network area and discuss the work undertaken to date. Key matters raised in this engagement included the following:

- Protecting and where appropriate highlighting and celebrating cultural heritage sites across Kāwhia for Te Rūnanganui o Ngāti Hikairo
- The importance of Kāwhia as an area for Māori tourism
- Protecting the health of water systems of Kāwhia, particularly fragile sand aquifers
- Coastal inundation, particularly as it relates to the salination of groundwater
- The importance of ecological regeneration and incorporating endemic plants of significance to Te Rūnanganui o Ngāti Hikairo
- Te Rūnanganui o Ngāti Hikairo would like to see pou and kōwhatu developed with mana whenua artists to be incorporated as part of the Kāwhia network to signify sites of importance
- The importance of regenerating the ecosystems within Pouewe Bay
- Highlighting the cultural connection of Te Rūnanganui o Ngāti Hikairo to Kāwhia Town Centre area
- Ensuring reserve development includes open space for whānau to meet and gather and consolidates existing furniture and facilities to highlight the open space
- Protecting and highlighting Z block* within

SUMMARY OF ENGAGEMENT CONT.

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Omimiti Reserve as a part of the cultural heritage of the area

During engagement for Omimiti Reserve, As part of signage work being undertaken by the local board, and a local cultural advisor and landowner identified a range of cultural heritage sites, along with a list of culturally significant plants. This information was translated into the plan through a series of high level draft maps, ŌDC understands that this information will be taken back to Te Rūnanganui o Ngāti Hikairo Kaumātua. These maps will remain draft until further engagement is undertaken.

Following this, ŌDC also recognises the need for wider engagement with Te Rūnanga o Ngāti Mahuta ki Te Hauāuru, Māketu Marae and Waipapa Marae to progress cultural heritage mapping and understand their interests, aspirations and concerns.

KĀWHIA COMMUNITY AND STAKEHOLDERS

ŌDC engaged with the Kāwhia community through a series of targeted in-person meetings, workshops and the two public open days. This included:

- One engagement with Kāwhia School
- One meeting with Kāwhia Museum
- One in-person meeting with the Charter Boat Operators
- One in-person meeting with Fitness Trail Group

Through this engagement process there was a

*Z Block is a Māori land block in Omimiti Reserve owned by the Thorne Whanau

range of themes that emerged about the future development of the Kāwhia network including the following:

- The cultural heritage and history of Kāwhia is important to highlight and celebrate
- Maintaining the low-key character of Kāwhia is important, any changes should be modest and in keeping with the town character
- Support for better connections for walking and cycling across Kāwhia
- Support for a fitness trail and container gym
- The importance of the protection of the local environment including trees and other ecological regeneration
- Ensuring the provision of appropriate parking that balances the needs of locals, visitors and charter boat customers

The following feedback about the town centre, including Omimiti Reserve and Jervois Street was received

- Support for highlighting and protecting existing character including open space, trees, connection to Pouewe Bay and the pou bollards
- Support for maintaining and enhancing whānau friendly facilities like the BBQ, shelter and playground
- Consolidating furniture to maximise open space
- Support for celebrating cultural heritage and histories
- Support for opening up the Community Hall to the reserve to create a more usable and multi-functional open space
- Support for reallocating parking behind the hall to provide more open space, connect the reserve and provide dedicated space for food trucks, coffee carts and events
- Reinforcing the relationship between the reserve and the beach.



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AOTEA BEACH RESERVE

AOTEA HARBOUR



Scale 1:50,000 @A3



AOTEA COMMUNITY



AOTEA BEACH RESERVE: AERIAL



AOTEA BEACH RESERVE: PREVAILING WEATHER CONDITIONS



AOTEA BEACH RESERVE: EXISTING SITE PLAN



KEY

ASSETS

- Info Board
- Picnic Table
- Bench/Seat
- Playground
- Rubbish Bin
- Public Toilet
- Water Tank
- Steps / Beach Access
- Drain/Culvert
- Parking

SURFACES

- Grass
- Sand
- Vegetation
- Asphalt Road
- Gravel Road
- Sand Road
- Sea Wall
- Canopy
- Building Footprint

FENCING

- Gate
- Removable Bollard
- Timber Bollards
- Rock Bollards
- Wire Fence

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AOTEA BEACH RESERVE: CONCEPT DESIGN

CONCEPT DESIGN: NOT FOR CONSTRUCTION



Key

ACCESS AND CIRCULATION

- 1 Formalised car park
- 2 Traffic calming
- 3 Enhanced beach access
- Wheel Stops
- Removable bollards to maintain access to the seawall for maintenance and repair

PLAYGROUND AND BBQ AREA

- 4 New shade structure
- 5 New BBQ
- 6 Upgrade and consolidate furniture
- 7 New multi-sport half court
- 8 Low retaining wall / bench seat
- Existing play facilities
- Furniture and seating

PUBLIC TOILET

- 9 Upgraded toilet

SIGNAGE

- 10 Interpretive signage celebrating Ngāti Te Wehi cultural heritage, values and traditions
- Consolidate and upgrade existing signs as part of a Ōtorohanga District-Wide Signage Strategy

PLANTING

- Coastal dune regeneration
- Low coastal amenity planting retaining views
- Shelterbelt planting
- Indicative specimen trees
- Existing trees
- Trees to be removed

AOTEA BEACH RESERVE: KEY DIMENSIONS



ACTION PLAN - AOTEA BEACH RESERVE

1. CARPARK

Redesign and resurface the existing car park with compacted gravel and timber wheel stops to optimise parking within a smaller area and provide more open space.

DESIGN OBJECTIVES

- Clearly define parking spaces.
- Allow space for trailer parking.
- Increase the open space area of the reserve.
- Maintain views of the water.
- Maintain and enhance access to the Aotea walkway.

DESIGN PARAMETERS

Size: 1100m²

Materiality: Compacted gravel

Wheel Stops

Proprietary timber wheel stops positioned on outer car park perimeter

Quantity: 2.5m spacing (centre to centre). Fixing and installation as per suppliers specification.

Bollards

Size: Relocated/Repurposed timber bollards

Quantity: Installed to the outside perimeter of car parking area to deter vehicular entry. 1.5m spacing.

Provision of at least 2-3 removable bollards to allow for maintenance / emergency access.



2. TRAFFIC CALMING

DRAFT

Relocate speed humps from Pouewe and Jervios Street, Kāwhia to Morrison Road, Aotea to slow traffic and improve safety for pedestrians.

DESIGN OBJECTIVES

- Slow vehicles
- Ensure vehicles can not easily drive around
- Visible but not prominent.

DESIGN PARAMETERS

Size: 8(L)m x 3(W)m

Quantity: 1

Materiality: Relocated modular rubber speed table installed to fit width of access road into reserve with a minimum 3m (6 modules) depth.

Installed with new fixings approved by initial supplier which are suitable to road surfacing.



3. BEACH ACCESS

DRAFT

Replace existing stairs to provide improved beach access from Aotea Beach Reserve.

DESIGN OBJECTIVES

- Safe and accessible.
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials.

DESIGN PARAMETERS

Size: 6.0(L)m x 2.4(W)m

Quantity: 1

Materiality: H5 treated timber construction with dual sided handrails. Construction to achieve compliance with NZS4121:2001. Stairs to be fitted with griptread or other suitable product to improve traction.



4.SHADE STRUCTURE

DRAFT

Develop a structure adjacent to the existing playground to provide shade and shelter while maintaining the existing seaside character and views to the sea.

- Work with a design build contractor to detail shade structure
- Review by suitably qualified landscape architect
- Implement shade structure

Opportunity: Coordinate a design that is replicable for both Aotea Beach Reserve and Omimiti Reserve

DESIGN OBJECTIVES

- Provides shade and protection from light rain and weather events.
- Prioritise sustainable materials.
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials suitable to the coastal context.

DESIGN PARAMETERS

Size: 8(L)m x 5(W)m

Quantity: 1

Materiality: Timber post and beam construction.
Single gable corrugated iron roof.

Non-trafficable concrete pad base with standard basecourse buildup.



5. BBQ

DRAFT

Develop a new BBQ and seating area close to the existing playground.

DESIGN OBJECTIVES

- Durable and low maintenance.
- Easy to use and clean
- Accessible to people using the park without needing to cross roads.
- Visible but not prominent.
- Provide seating and space for food preparation.

DESIGN PARAMETERS

Size: Proprietary Dual Electric or Gas Barbeque

Materiality: Selected external panel colouring to blend with natural environment.

DEPENDENCIES

- Water source
- Shade structure
- Power source



6. UPGRADE AND CONSOLIDATE FURNITURE

DRAFT

Upgrade and consolidate the existing furniture in Aotea Reserve

- Consolidate existing furniture together in clusters to create cohesive gathering areas
- Work with local contractor to design and construct new furniture, where necessary that is visually and materially consistent with existing character

DESIGN OBJECTIVES

- Consolidate existing furniture in clusters around the park's edge to maximise the open space area in the centre of the reserve.
- Cohesive aesthetic that reflects Aotea and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.
- Explore using recycled hardwood timber or other local, durable, low-toxicity materials.



7. HALF COURT

DRAFT

Develop a multi-use half court adjacent to the playground that can be used for a range of sports and activities

Opportunity - Commission a local artist to design and paint court markings.

DESIGN OBJECTIVES

- Paint with line markings for a range of different games and sports.
- Provide seating adjacent to the court.
- Ensure that the area behind the basket is planted to help catch stray balls.
- Durable and low maintenance.

DESIGN PARAMETERS

Size: 14.5m x 7.5m

Quantity: 1

Proprietary basketball hoop with backboard
Standard non-trafficable concrete pad and base
course build up.

Suitable line marking paint with slip resistant
properties.



8. LOW RETAINING WALL AND SEATING

DRAFT

Low Retaining Wall

Develop a long, low retaining wall along the eastern edge of the playground to provide seating and an edge for restoration planting.

Option #1 - Standalone structure

Option #2 - Integrate with shade structure

DESIGN OBJECTIVES

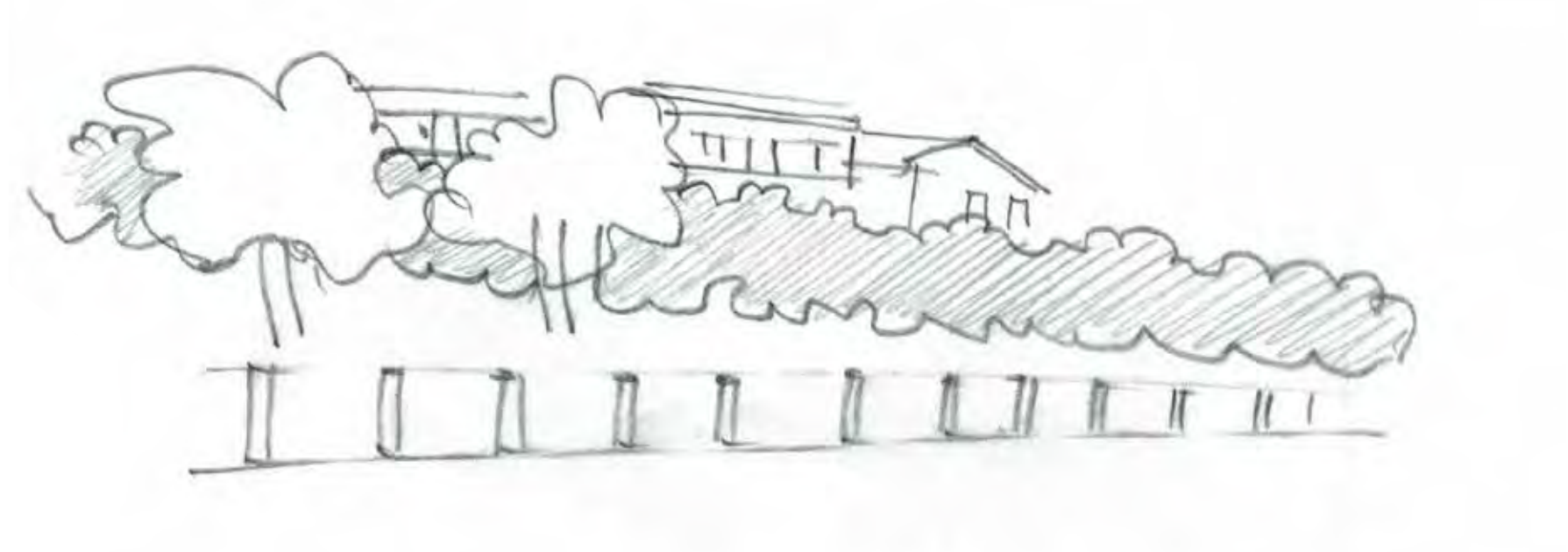
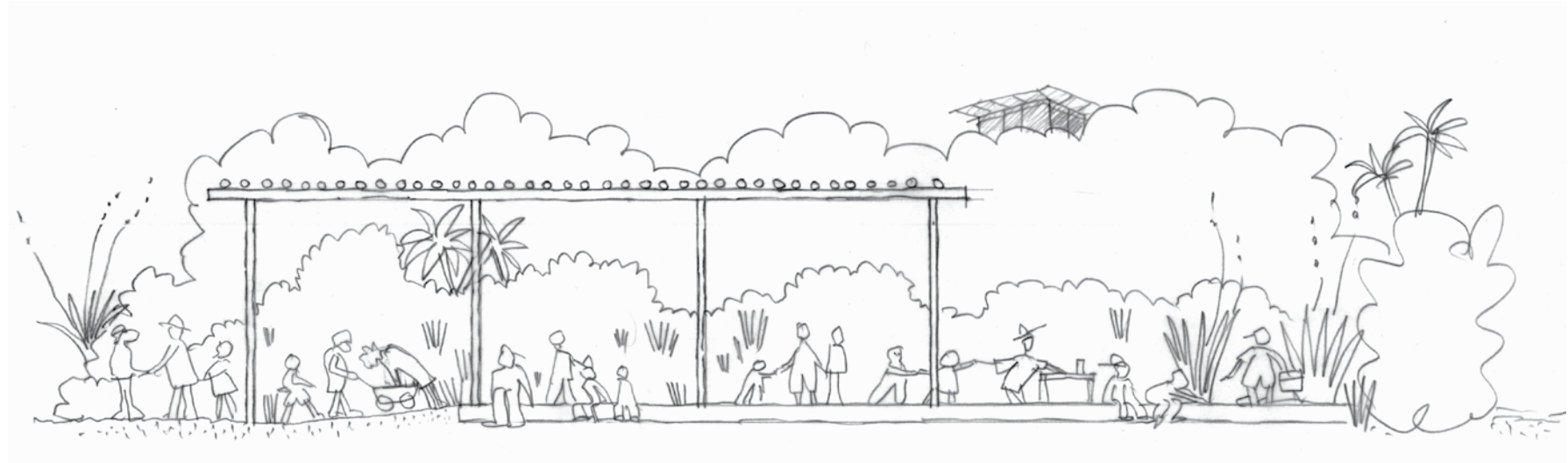
- Durable and low maintenance.
- Allow space for a lawn mower to access the upper platform.
- Explore using recycled hardwood timber or other local, durable, low-toxicity materials.
- Simple form of natural and recessive colours and materials.

DESIGN PARAMETERS

Size: 25m long retaining wall with min 400mm - max 550mm in height.

Quantity: 1

Materiality: Treated timber retaining wall with timber capping to form playground seating with a seated depth of min 400mm.



9. TOILET UPGRADE

DRAFT

Replace the existing toilet with a new, single-cubicle high-performance composting toilet adjacent to the carpark and close to the existing location.

DESIGN OBJECTIVES

- Compost or septic system with low to no smell.
- Durable and low maintenance.
- Accessible to people using the park without needing to cross roads.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials.

DESIGN PARAMETERS

Size: Single Cubicle Toilet Facility -
1900 x 1600mm min to meet accessibility compliance.

Quantity: 1

Materiality: Compostable/septic tank toilet unit.
External cladding material or finish to feature natural or recessive colours - coordinated to match shelter structure.



AOTEA BEACH RESERVE SIGNAGE STRATEGY

DRAFT

Develop a bilingual signage strategy for Aotea as part of the wider Ōtorohanga District Signage Strategy incorporating wayfinding signage, interpretive signage, compliance signage and gateway signage.

Opportunity - Work with Ngāti Te Wehi to develop content for interpretive signage

Opportunity - Create a new 'Haere Mai Welcome to Aotea Moana' sign at the Kāwhia and Aotea Road intersection to welcome and inform road users of the turnoff to Aotea

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Aotea and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Clear and legible.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.
- Reinforces a sense of identity, sense of pride and belonging.
- Friendly and welcoming.
- Provides direction to Aotea.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.

DEPENDENCIES

- Part of the wider Ōtorohanga District Signage Strategy
- Engage project partners including Ngāti Te Wehi to confirm wording and design



Interpretive signage



Wayfinding



Road signage



Compliance signage

PLANTING PROGRAMME

Develop, implement and maintain a planting programme for Aotea Reserve that includes coastal dune regeneration, low shelterbelt planting and specimen trees to provide shade and shelter, increase biodiversity, enhance amenity and build resilience.

Work with Ngāti Te Wehi and Ōkapu Marae to support goals of enriching and regenerating the coastal dune ecosystems by getting rangatahi involved in planting Aotea Beach Reserve

See schedules for Blue Green Network in the appendix for further detail

DESIGN OBJECTIVES

- Use plants appropriate to the coastal and ecological context.
- Utilise low-maintenance, robust and resilient species
- Utilise ecosource species where possible.
- Provide shade and shelter, and enhance coastal amenities.
- Enhance biodiversity and build resilience.
- Provide protection from wind speed and turbulence.

- Indicative additional specimen trees
- ▨ Coastal dune regeneration
- ▨ Low coastal regeneration
- Shelter belt



COASTAL DUNE
REGENERATION



LOW COASTAL
DUNE REGENERATION



SPECIMEN TREES



SHELTER BELT



ACTION PLAN - AOTEA RESERVE UPGRADE

DRAFT

Action / Project	Description of Key Actions	Project Type	Key Phases	Design Objectives	Design Parameters	Dependencies	Project Readiness
Engagement							
Ongoing engagement with Ngāti Te Wehi	Work in partnership with Ngāti Te Wehi to confirm how cultural landscapes and sites of significance can be protected and, where appropriate, highlighted and celebrated.	Engagement	Work with Ngāti Te Wehi create signage, mahi toi or other cultural markers to highlight and where appropriate celebrate cultural narratives and heritage in Aotea Beach	To be determined through engagement.	Explore opportunities to celebrate cultural heritage and narratives through various mediums, including but not limited to mahi toi, interpretive signage, planting and ongoing engagement with reserve development.	Funding for engagement	Further engagement required
		Ongoing relationships	Work with Ngāti Te Wehi and Ōkapu Marae to recognise and celebrate their long heritage in Aotea through engaging in the development through planting (see planting programme for more detail), alongside leading the re opening ceremony for Aotea Beach Reserve with customary karakia and formal blessings				
			Opportunity identified by Ngāti Te Wehi - bury a time capsule when planting trees				
Access and Circulation							
Car Park	Redesign and resurface the existing car park with compacted gravel and timber wheel stops to optimise parking within a smaller area and provide more open space.	Built project		<ul style="list-style-type: none">Clearly define parking spaces.Allow space for trailer parking.Increase the open space area of the reserve.Maintain views of the water.Maintain and enhance access to the Aotea walkway.	<p>Size: 1100m2</p> <p>Materiality: Compacted gravel with consideration of drainage.</p> <p>Wheel Stops Proprietary timber wheel stops positioned on outer car park perimeter Quantity: 2.5m spacing (centre to centre). Fixing and installation as per suppliers specification.</p> <p>Bollards Size: Relocated/Repurposed timber bollards</p> <p>Quantity: Installed to the outside perimeter of car parking area to deter vehicular entry. 1.5m spacing.</p> <p>Provision of at least 2-3 removable bollards to allow for maintenance / emergency access.</p>		Ready to go

ACTION PLAN - AOTEA RESERVE UPGRADE CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Traffic calming	Relocate speed humps from Pouewe and Jervois Street, Kāwhia to Morrison Road, Aotea to slow traffic and improve safety for pedestrians.	Built project		<ul style="list-style-type: none">Slow VehiclesEnsure vehicles can not easily drive around.Visible but not prominent.	Size: 8000(L)mm x 3000(W)mm Quantity: 1 Materiality: Relocated modular rubber speed table installed to fit width of access road into reserve with a minimum 3m (6 modules) depth. Installed with new fixings approved by initial supplier which are suitable to road surfacing.	Jervois Street upgrade in Kāwhia	Ready to go
Beach Access	Replace existing stairs to provide improved beach access from Aotea Beach Reserve.	Built project		<ul style="list-style-type: none">Safe and accessible.Durable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials.	Size: 6.0(L)m x 2.4(W)m Quantity: 1 Materiality: H5 treated timber construction with dual sided handrails. Construction to achieve compliance with NZS4121:2001. Stairs to be fitted with grip tread or other suitable product to improve traction.		Ready to go
PLAYGROUND AND BBQ AREA							
Shade Structure	Develop a structure adjacent to the existing playground to provide shade and shelter while maintaining the existing seaside character and views to the sea.	Design	<ul style="list-style-type: none">Work with a design build contractor to detail shade structureReview by suitably qualified landscape architectImplement shade structure <p><i>Opportunity - Coordinate a design that is replicable for both Aotea Beach Reserve and Omimiti Reserve.</i></p>	<ul style="list-style-type: none">Provides shade and protection from light rain and weather eventsPrioritise sustainable materialsDurable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials suitable to the coastal context.	Size: 8000(L) x 5000(W)mm Quantity: 1 Materiality: Timber post and beam construction. Single gable corrugated iron roof. Non-trafficable concrete pad base with standard basecourse buildup.		Further scoping/design required

ACTION PLAN - AOTEA RESERVE UPGRADE CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
BBQ	Develop a new BBQ and seating area close to the existing playground.	Built project		<ul style="list-style-type: none">Durable and low maintenance.Easy to use and cleanAccessible to people using the park without needing to cross roads.Visible but not prominent.Provide seating and space for food preparation.	<p>Size: Proprietary Dual Electric Barbeque</p> <p>Quantity: 1</p> <p>Materiality: Selected external panel colouring to blend with natural environment - Tie in with shelter structure.</p>	<ul style="list-style-type: none">Water sourceShade structureGas / power source	Ready to go
Upgrade and consolidate furniture	Upgrade and consolidate the existing furniture in Aotea Reserve	Built project	<ul style="list-style-type: none">Consolidate existing furniture together in clusters to create cohesive gathering areasWork with local contractor to design and construct new furniture where necessary that is visually and materially consistent with existing character.	<ul style="list-style-type: none">Consolidate existing furniture in clusters around the park's edge to maximise the open space area in the centre of the reserve.Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.Durable and low maintenance.Easy to use and clean.Visible but not prominent.Explore using recycled hardwood timber or other local, durable, low-toxicity materials.		<ul style="list-style-type: none">Furniture Strategy	Ready to go

ACTION PLAN - AOTEA RESERVE UPGRADE CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Half Court	<p>Develop a multi-use half court adjacent to the playground that can be used for a range of sports and activities</p> <p><i>Opportunity - Commission a local artist to design and paint court markings.</i></p>	Built project		<ul style="list-style-type: none">Paint with line markings for a range of different games and sports.Provide seating adjacent to the court.Ensure that the area behind the basket is planted to help catch stray ballsDurable and low maintenance.	<p>Size: 14.5m x 7.5m</p> <p>Quantity: 1</p> <p>Materiality: Proprietary basketball hoop with backboard Standard non-trafficable concrete pad and base course build up. Suitable line marking paint with slip resistant properties.</p> <p>2 x galvanised steel leaner bars.</p>		Ready to go
Low retaining wall / bench seat	<p>Develop a long, low retaining wall along the eastern edge of the playground to provide seating and an edge for restoration planting.</p> <p><i>Option #1 - Standalone structure</i></p> <p><i>Option #2 - Integrate with shade structure</i></p>	Built project		<ul style="list-style-type: none">Durable and low maintenance.Allow space for a lawn mower to access the upper platform.Explore using recycled hardwood timber or other local, durable, low-toxicity materials.Simple form of natural and recessive colours and materials.	<p>Size 25m long retaining wall with min 400mm - max 550mm in height.</p> <p>Quantity: 1</p> <p>Materiality: Treated timber or repurposed hardwood retaining wall with timber capping to form playground seating with a seated depth of min 400mm.</p>		Ready to go
PUBLIC TOILET							
Toilet Upgrade	<p>Replace the existing toilet with a new, single-cubicle high-performance toilet adjacent to the car park and close to the existing location.</p>	Built project		<ul style="list-style-type: none">Compost system with low to no smell.Durable and low maintenance.Accessible to people using the park without needing to cross roads.Visible but not prominent.Simple form of natural and recessive colours and materials.	<p>Size: Single Cubicle Toilet Facility - 1900 x 1600 mm min to meet accessibility compliance.</p> <p>Quantity: 1</p> <p>Materiality: Compostable/septic tank toilet unit. External cladding material or finish to feature natural or recessive colours - coordinated to match shelter structure.</p>	Water Source	Ready to go

ACTION PLAN - AOTEA RESERVE UPGRADE CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
SIGNAGE							
Signage Strategy	<p>Develop a bilingual signage strategy for Aotea as part of the wider Ōtorohanga District Signage Strategy incorporating wayfinding signage, interpretive signage, compliance signage and gateway signage</p> <p><i>Opportunity - Work with Ngāti Te Wehi to develop content for interpretive signage</i></p> <p><i>Opportunity - Create a new 'Haere Mai Welcome to Aotea Moana' sign at the Kāwhia and Aotea Road intersection to welcome and inform road users of the turnoff to Aotea.</i></p>	Strategy	Identify locations for signs, both in and around Aotea Reserve	<ul style="list-style-type: none">Cohesive aesthetic that reflects Aotea and wider Ōtorohanga rohe.Friendly and welcoming.Reinforces a sense of identity, sense of pride and belonging.Clear and legible.Durable and low maintenance.Easy to use and clean.Visible but not prominent.Helps to express important cultural histories, environmental matters, safety and local character.	<ul style="list-style-type: none">Part of the wider Ōtorohanga District Signage Strategy	<ul style="list-style-type: none">Ōtorohanga District Signage StrategyEngage project partners including Ngāti Te Wehi to confirm wording and design.	Further scoping/design required
		Implementation					
PLANTING STRATEGY							
Planting Programme	Develop, implement and maintain a planting programme for Aotea Reserve that includes Coastal dune regeneration, low shelterbelt planting and specimen trees to provide shade and shelter, increase biodiversity, enhance amenity and build resilience. See Blue Green network for further detail	Planting Implementation	Work with Ngāti Te Wehi and Ōkapu Marae to support goals of enriching and regenerating the coastal dune ecosystems by getting rangatahi involved in planting Aotea Beach Reserve.	<ul style="list-style-type: none">Use plants appropriate to the coastal and ecological context.Utilise low-maintenance, robust and resilient speciesUtilise ecosource species where possible.Provide shade and shelter, and enhance coastal amenities.Increase biodiversity and build resilience.Highlight and celebrate taonga species as appropriate to context.		<ul style="list-style-type: none">Engage Ngāti Te Wehi rangatahi for planting Aotea Beach Reserve	Ready to go

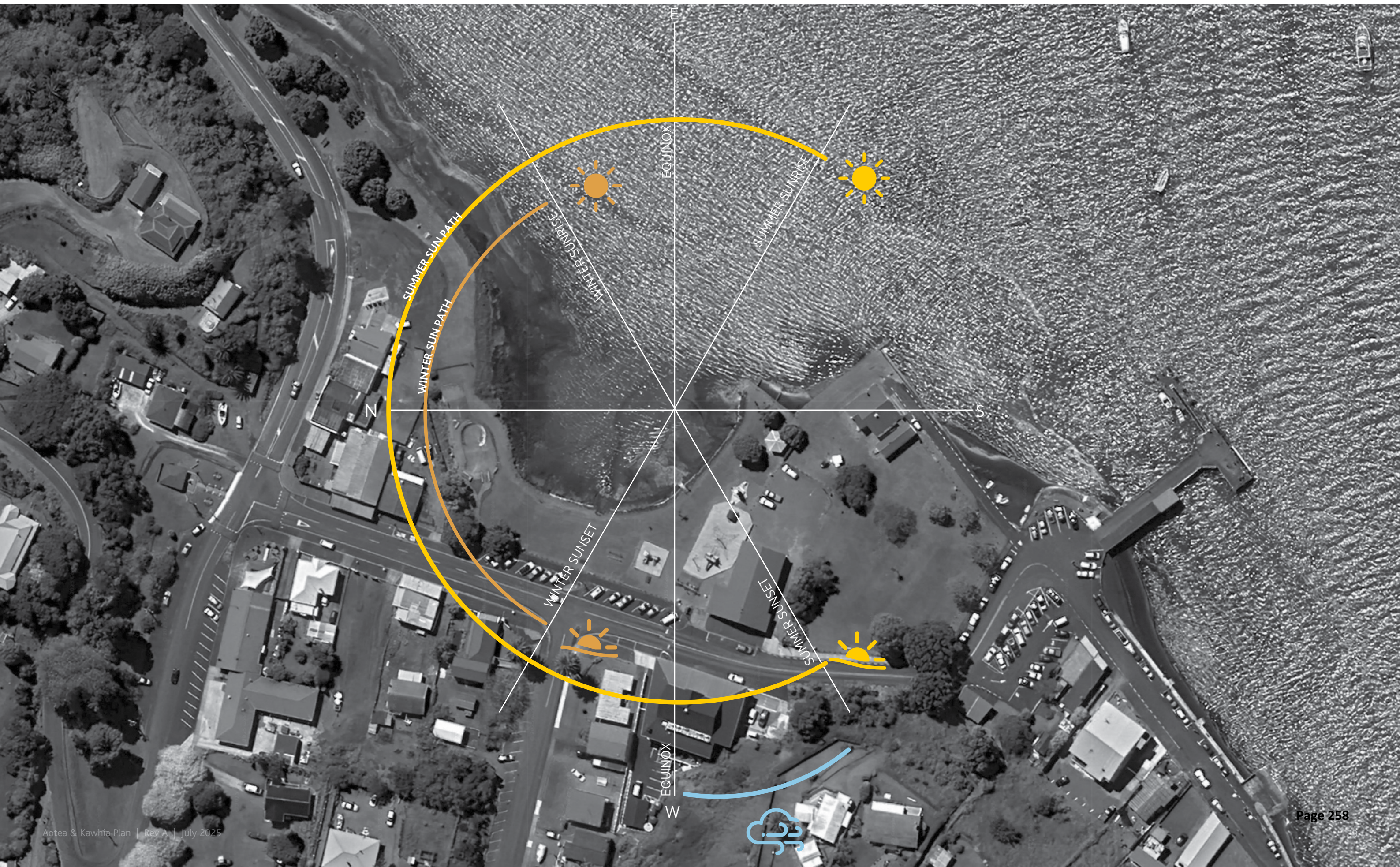
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KĀWHIA TOWN CENTRE

KĀWHIA TOWN CENTRE: AERIAL



KĀWHIA TOWN CENTRE: PREVAILING WEATHER CONDITIONS



KĀWHIA TOWN CENTRE: EXISTING SITE PLAN

Scale 1:1,000 @A3



KEY

ASSETS

- Info Board
- Pou
- Frame
- Picnic Table
- Bench/Seat
- Playground
- Basketball Hoop
- Skate Park
- Rubbish Bin
- Public Toilet
- Drinking Fountain
- Steps
- Drain/Culvert
- Parking

SURFACES

- Grass
- Sand
- Vegetation
- Concrete
- Paving
- Asphalt Road
- Gravel Road
- Canopy
- Building Footprint

FENCING

- Gate
- Removable Bollard
- Timber Fence
- Low Timber Fence
- Timber Bollards
- Sea Wall



KĀWHIA PHOTO ESSAY

DRAFT



KĀWHIA TOWN CENTRE : CONCEPT DESIGN



CONCEPT DESIGN: NOT FOR CONSTRUCTION



Key

STREETS AND PARKING

- 1 Jervois St Speed calming measures
- 2 Wharf Lookout
- Dedicated parking for doctors

KĀWHIA COMMUNITY HALL AND STAGE

- 3 Enhance open space area
- 4 Open Hall to Omimiti Reserve
- 5 Removable bollards manage access
- 6 Community Stage
- 7 Open Kāwhia museum to Omimiti Reserve

FURNITURE

- 8 Upgrade and consolidate furniture
- 9 Upgrade BBQ Shelter
- Park benches and picnic tables

ACTIVE RECREATION

- 10 Upgrade Skate Park
- Potential locations for fitness trail equipment
- Play equipment

SIGNAGE

- Cultural markers recognising Ngāti Hikairo cultural heritage
- Interpretive sign celebrating Z block landowner heritage

PLANTING

- Coastal Ngaio forest regeneration
- Amenity planting
- Intertidal regeneration planting
- Indicative specimen trees
- Existing trees
- Trees to be removed

KĀWHIA TOWN CENTRE: KEY DIMENSIONS



CONCEPT DESIGN: NOT FOR CONSTRUCTION



DRAFT

ACTION PLAN — KĀWHIA TOWN CENTRE

PARKING PLAN

Develop a parking plan that formalises and quantifies carparks within council-owned land in Kāwhia Town Centre to free up space for alternative uses.

KEY PHASES:
Strategy: Work with a designer and Traffic Planner to undertake an audit and analysis of the parking provision to help quantify and design car parking facilities throughout Kāwhia township.

- Implementation:**
- Reallocate parking from Omimiti Reserve and adjacent to the wharf and beach to allow for other uses.
 - Formalise new parking spaces on Tainui Street and in existing paved area next to the service station to increase the number of formed car parks.

DESIGN OBJECTIVES

- Ensure priority parking spaces are provided for the medical centre, museum and Community Hall.
- Low maintenance, pedestrian friendly and safe.
- Avoid broad expanse of tarmac.
- Capacity to meet day to day and weekend requirements.

KEY

142 remaining carparks

28 carparks to be reallocated

44 proposed additional/formalised carparks



JERVOIS STREET UPGRADE

DRAFT

Upgrade Jervois Street with speed calming, street trees and other planting to enhance character, charm and amenity, improve safety for of people of all ages and abilities and support a wide range of uses.

KEY PHASES

Implement a range of speed calming measures including narrowing the carriageway with street trees and amenity planting, and textural changes to formalise safe crossing areas.

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Kāwhia and wider Otorohanga rohe.
- Planting with natives, with selective exotic specimen trees where appropriate for fast growing height
- Reinforces a sense of identity, sense of pride and belonging.
- Improve the pedestrian connectivity across the main street through improved safety and traffic calming features.
- Safe and accessible.
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials.

DESIGN PARAMETERS

Materiality: Exposed aggregate concrete footpaths & crossing facilities. Tarseal carriageways and on-street parking facilities.

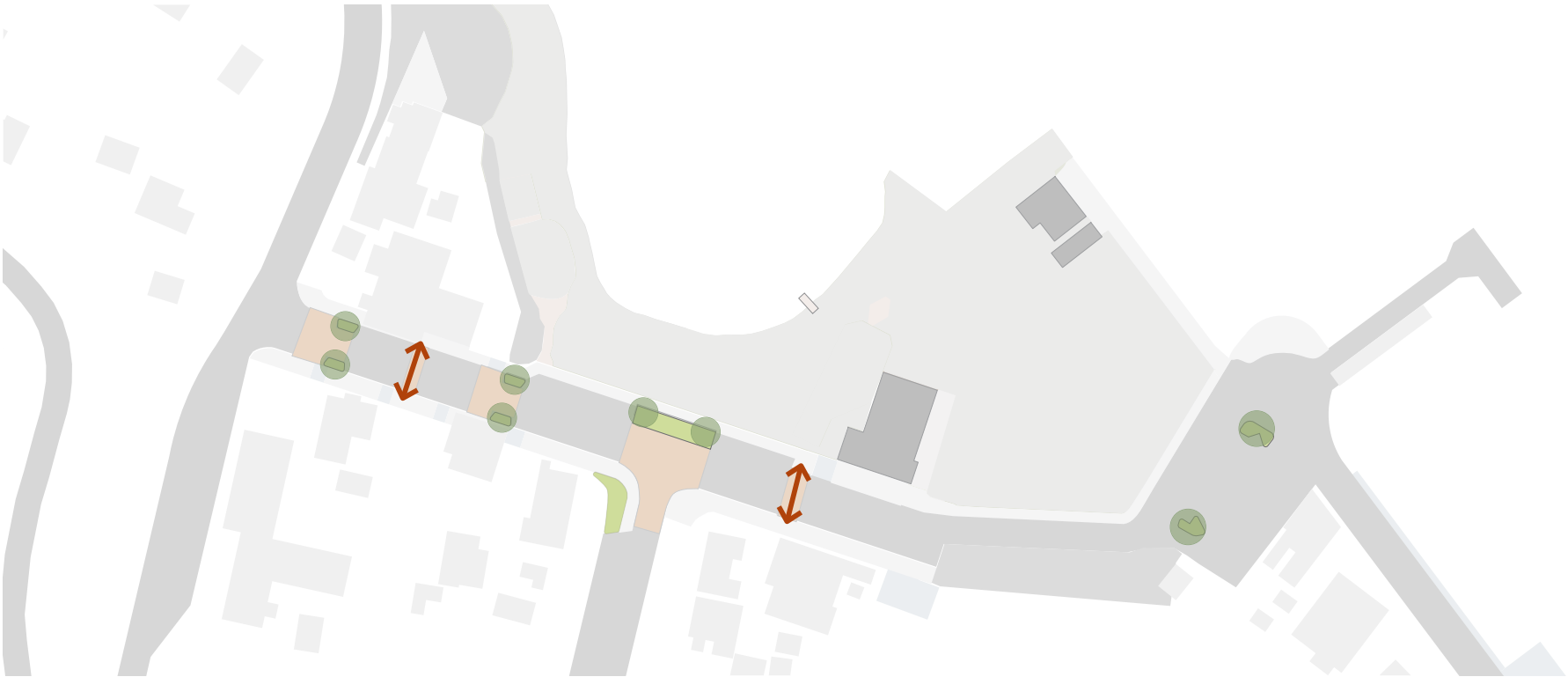
Planting: 8 non-deciduous street trees with understory planting. See Appendix B for planting schedules.

DEPENDENCIES

- Kāwhia parking plan.
- Blue Green Network Strategy.

KEY

- Proposed street trees provide shade, character and slow traffic
- ➡ Formalised crossing points



WHARF LOOKOUT

Create a seating and viewing area between the wharf and beach adjacent to Omimiti Reserve.

OPPORTUNITY

Work with a local design and build company with review from a suitably qualified local designer for all built outcomes to ensure consistency.

KEY PHASES

- Work with a design build contractor to detail wharf lookout area.
- Review by suitably qualified landscape architect.
- Implement wharf lookout, modify curb/footpath to extend, repave pedestrian area and add seating.

DESIGN OBJECTIVES

- Reinforces a sense of identity, sense of pride and belonging.
- Increase pedestrian area free of vehicles on the coastal edge.
- Safe and accessible.
- Seats facing both ways, to moana and car park.
- Seats aligned with Kāwhia furniture strategy.
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials.

DESIGN PARAMETERS

Balustrade

Approx. 30m of 900(H)mm balustrade to provide fall from height barrier.

Kerb separated pedestrian footpath with accessible pram ramp access.

Planting & Furnishing

2 x Specimen trees.

2 x Bench seats.

1 x Accessible Picnic Table.

Furniture to be inline with wider Kawhai furniture suite strategy.

DEPENDENCIES

- Kāwhia parking plan.
- Kāwhia Furniture Strategy.



KĀWHIA COMMUNITY HALL AND STAGE

Remove parking behind the Kāwhia Community Hall to increase the open space area in Omimiti Reserve and reinstate area to open space with grass and with lockable bollards to provide service access to behind the hall when required.

KEY PHASES

- Scope feasibility of opening the hall to the north or east, or both.
- Work with a design build contractor to detail design options for opening Kāwhia Community Hall to Omimiti Reserve.
- Review by suitably qualified landscape architect/ designer.
- Update designs as necessary and implement.

DESIGN OBJECTIVES

- Increase the area of open space in Omimiti Reserve.
- Open up site lines between the Community Hall and the reserve.
- Provide accessible parking for the Community Hall adjacent to the service entry door.
- Provide greater flexibility of use by local organisations.
- Ensure that food trucks maintain access to power outlets within the reserve.

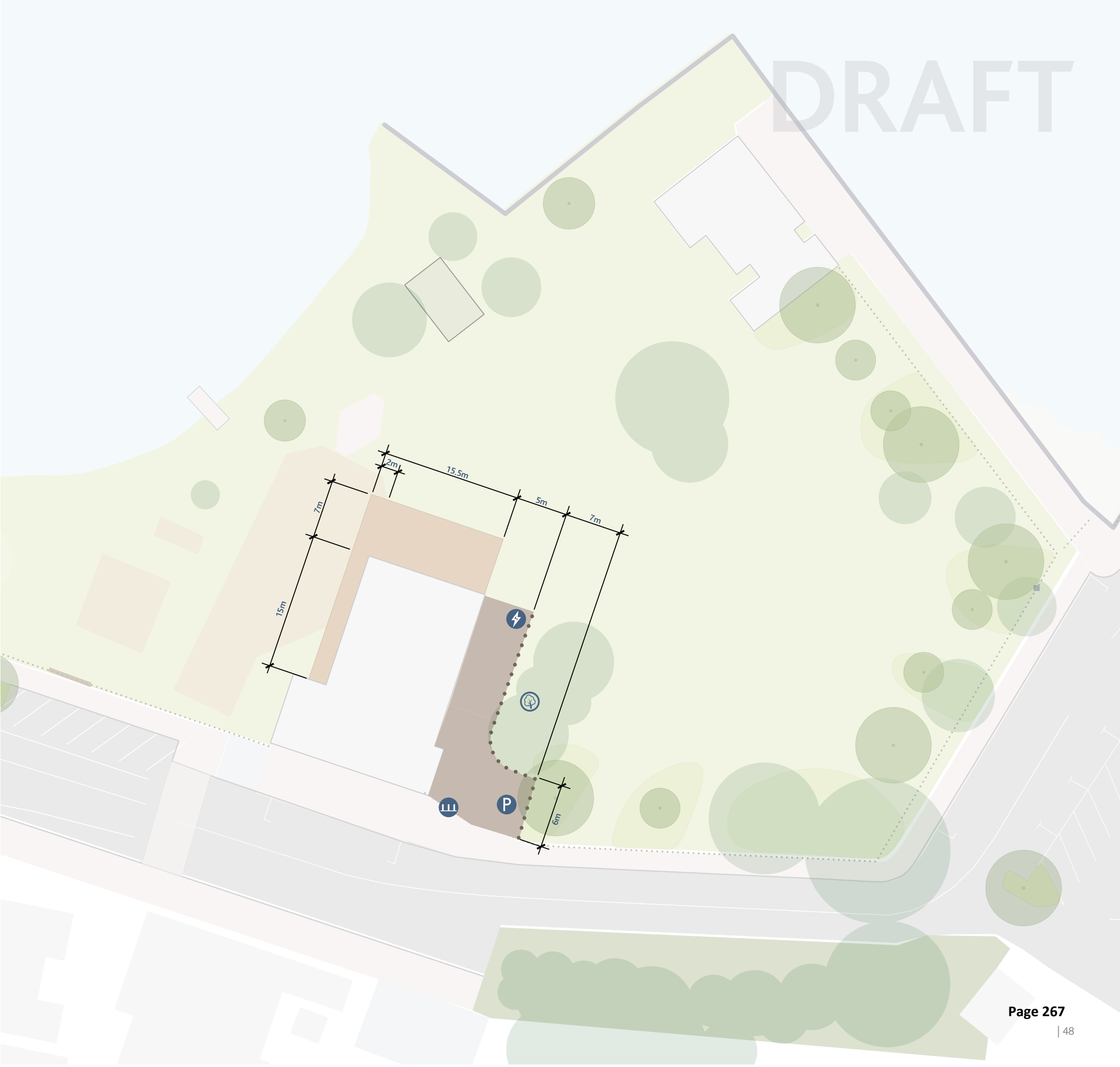
DEPENDENCIES

- Kāwhia parking plan.

KEY

- Road
- Buildings
- Existing timber bollards
- ⦿ Proposed removable bollards to restrict access to necessary vehicles to enhance flexible use, access and connectivity in the reserve
- Reduced gravel surface
- ⦿ Clear understory planting for sightlines
- P Dedicated Community Hall carparks
- ⚡ Access to electrical to be maintained for food trucks

Scale 1:400 @A3



COMMUNITY HALL AND STAGE

DRAFT

OPEN KĀWHIA COMMUNITY HALL TO OMIMITI RESERVE

Open the Kāwhia Community Hall to Omimiti Reserve to increase the interaction between the two spaces and the functionality of both.

Option #1 - Open the hall to the north to create a new interface with the existing playground.

Option #2 - Open the hall to the east to create a new interface with newly created open space in the centre of Omimiti Reserve.

Option #3 - Open the hall to the north and east, including the integration of a community stage.

KEY PHASES

- Scope feasibility of opening the hall to the north or east, or both.
- Work with a design build contractor to detail design options for opening Kāwhia Community Hall to Omimiti Reserve.
- Review by suitably qualified landscape architect/designer.
- Update designs as necessary and implement.

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Increase connectivity between the reserve and the hall.
- Provides shade and protection from light rain and weather events
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials suitable to the coastal context.

DESIGN PARAMETERS

Materiality: In keeping with character of existing Community Hall.

DEPENDENCIES

Options #2 and #3 - Kāwhia parking plan.

RELOCATE BOLLARDS

Enhance the pedestrian connectivity in Omimiti Reserve and to the small beach by the wharf by installing removable and lockable bollards to the entries of both the car access behind Kāwhia Community Hall and the Museum. Bollards will be removable to ensure access can be maintained for appropriate use ie. Emergency Service access, Museum Staff, Food Truck access, Kāwhia Hall user groups and access to Omimiti Reserve for events.

KEY PHASES

- Install lockable removable bollards to reduce parking behind Kāwhia Hall and along the waterfront to key users.
- Work with Kāwhia Museum, Food Truck/Coffee cart vendors, Emergency Services and other appropriate users to ensure ongoing access.

DESIGN OBJECTIVES

- Improve the pedestrian connection between Omimiti Reserve and the small beach.
- Maintain access for the museum, food trucks and emergency services.

COMMUNITY STAGE

Create a multi-purpose stage running along the back of the Community Hall.

KEY PHASES

- Work with a design build contractor to detail design options for opening Kāwhia Community Hall to Omimiti Reserve.
- Review by a suitably qualified landscape architect/designer.
- Update designs as necessary and implement.

DESIGN OBJECTIVES

- Cohesive aesthetic that is sensitive to the existing character of the hall, reserve and museum.
- Provides shade and protection from light rain and weather events.
- Safe and accessible.
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials suitable to the coastal context.
- Stage is flexible, accessible, attractive, able to be used by diverse performance (and other) groups.

DESIGN PARAMETERS

Size: 130m2

Materiality: H3.2 screw fixed timber deck with timber substructure. Maximum 450mm height.

DEPENDENCIES

- Kāwhia parking plan.
- Option #3 of Opening Kāwhia Community Hall to Omimiti Reserve.

7. ADDITIONAL ACTION: OPEN KĀWHIA MUSEUM TO OMIMITI RESERVE

Work with Kāwhia Museum to explore how the museum can be opened up to Omimiti Reserve to increase the interaction between the two spaces.

KEY ACTIONS/PHASES

Kāwhia Museum Committee to develop brief

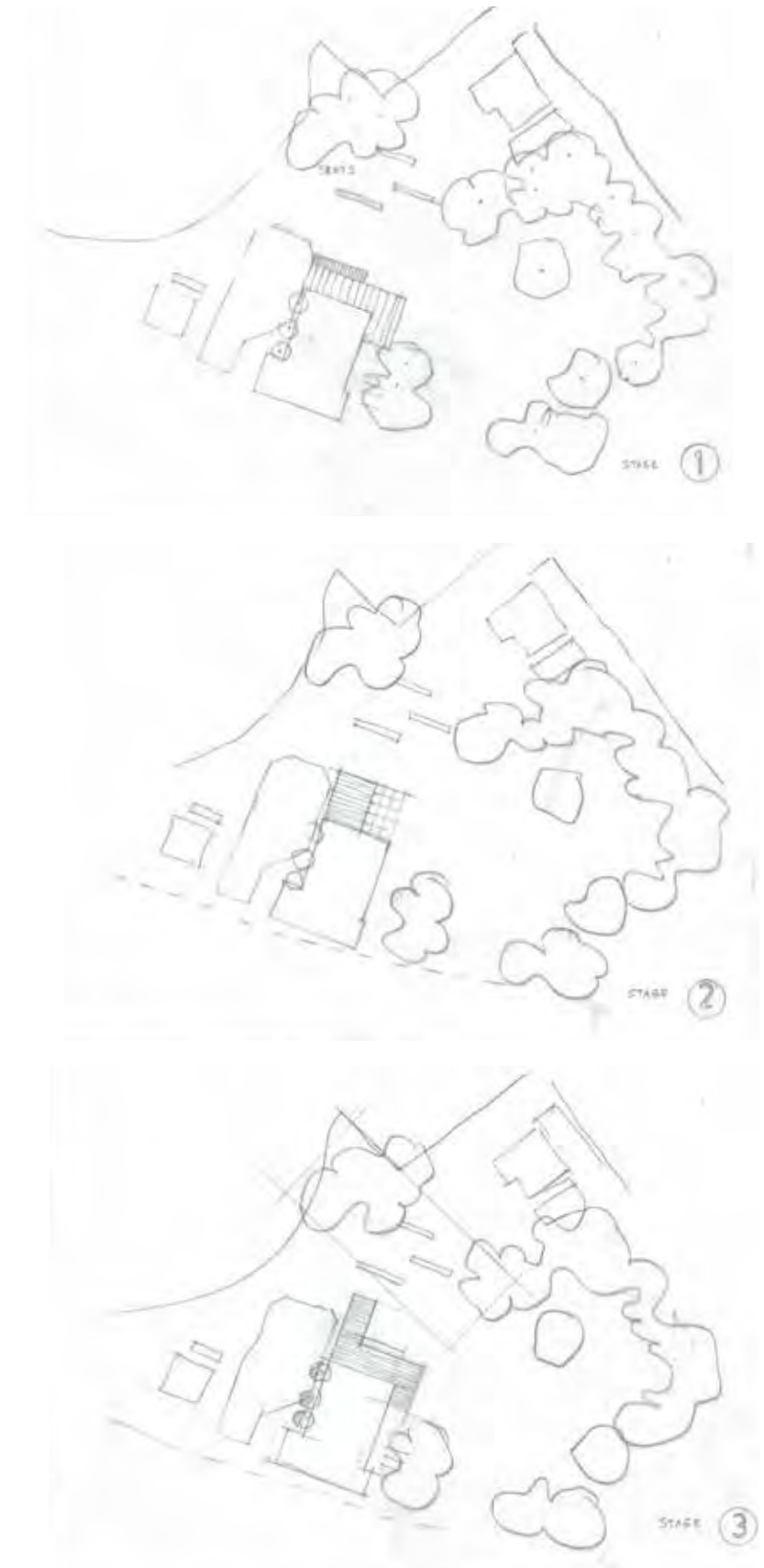
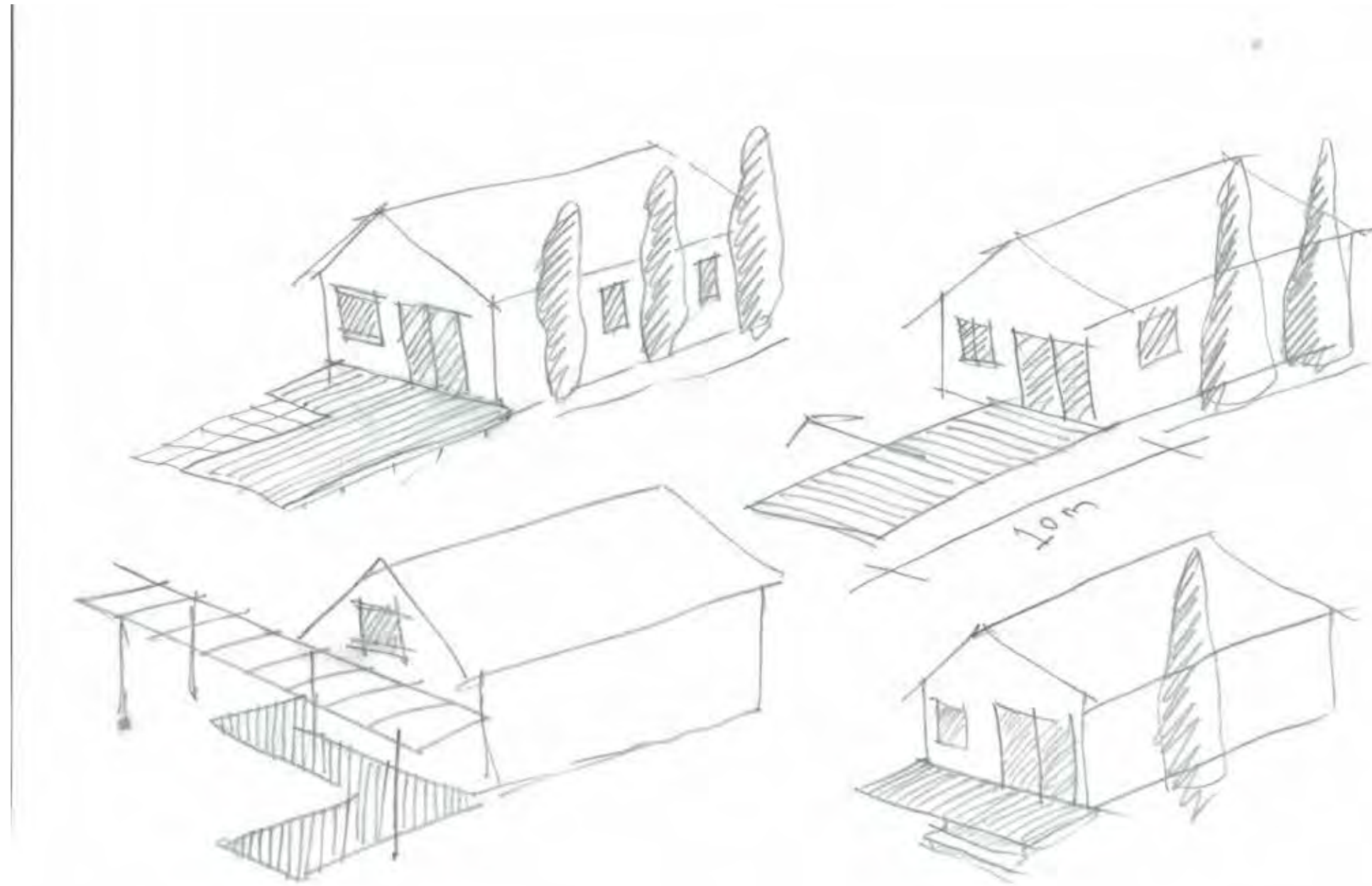
DESIGN OBJECTIVES

- Maintains the integrity of the Museum building and collection.
- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Increase connectivity between the reserve and the Museum.
- Simple form of natural and recessive colours and materials suitable to the coastal context.
- Extends and enhances visitor experience of the Museum, its collection and its sense of place. Provides potential for interaction with events in Omimiti Reserve.

Dependencies: Independent funding for design and implementation.

COMMUNITY HALL AND STAGE - CONCEPT SKETCHES

DRAFT



UPGRADE AND CONSOLIDATE FURNITURE

DRAFT

Upgrade and consolidate the existing furniture in Omimiti Reserve.

KEY PHASES

- Consolidate existing furniture together in clusters to create cohesive gathering areas.
- Work with local contractor to design and construct new furniture where necessary that is visually and materially consistent with existing character.

DESIGN OBJECTIVES

- Consolidate existing furniture in clusters around the park's edge to maximise the open space area in the centre of the reserve.
- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.
- Explore using recycled hardwood timber or other local, durable, low-toxicity materials.

DEPENDENCIES

- Furniture Strategy.



UPGRADE BBQ SHELTER

DRAFT

Upgrade existing BBQ shelter to maintain and enhance BBQ facilities.

KEY PHASES

Feasibility, Planning and Design

Work with an architect/designer to undertake detailed design and costings for a new shelter for the BBQ. The design should incorporate sustainable, durable and affordable materials that are in keeping with Kāwhia's local character. This will replace the existing shelter as it reaches its end of life.

Opportunity: Coordinate a design that is replicable for both Aotea Beach Reserve and Omimiti Reserve.

Built Project

Secure funding and construct the shelter.

Opportunity: work with local tradesperson to construct the shelter.

DESIGN OBJECTIVES

- Provides shade and protection from light rain and weather events
- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials suitable to the coastal context

DESIGN PARAMETERS

Size: 8000(L) x 5000(W)mm

Quantity: 1

Materiality: Timber post and beam construction.
Single gable corrugated iron roof.



SKATE PARK RETROFIT

DRAFT

Upgrade the existing skate park to make it accessible to a wider range of users, particularly people of different ages and skill levels.

OPPORTUNITY

Commission a local artist to help design and paint the skate park.

KEY PHASES

- Review and scope best practice/precedents for skate parks that cater to a range of ages and abilities
- Engage suitably qualified design/build partner who specialises in skate parks.

DESIGN OBJECTIVES

- Durable and low maintenance.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials.



KĀWHIA TOWN CENTRE SURFACE AND FURNITURE STRATEGY



CONCEPT DESIGN: NOT FOR CONSTRUCTION

KEY

Picnic tables x12

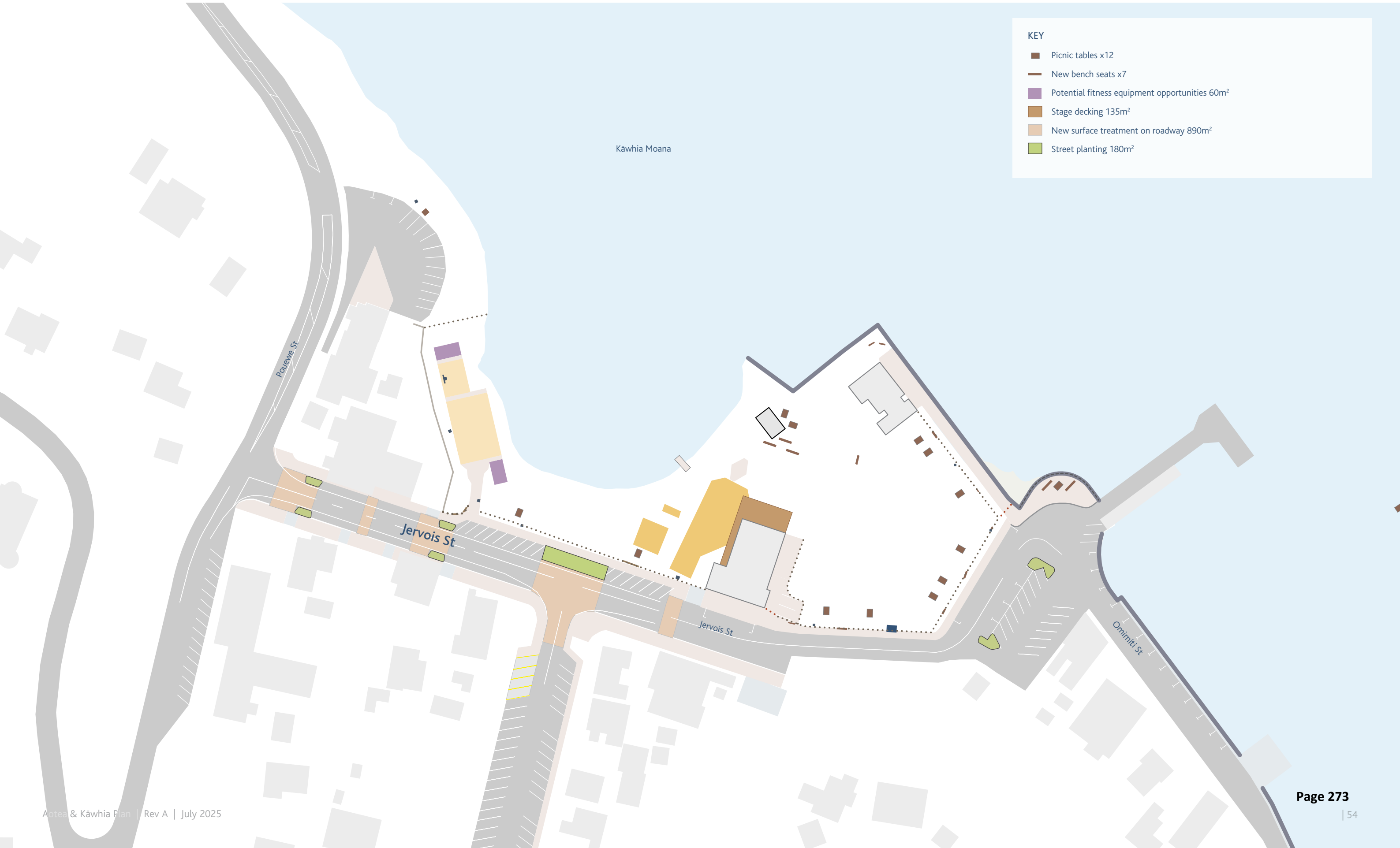
New bench seats x7

Potential fitness equipment opportunities 60m²

Stage decking 135m²

New surface treatment on roadway 890m²

Street planting 180m²



KĀWHIA TOWN CENTRE PLANTING PROGRAMME



KĀWHIA TOWN CENTRE PLANTING PROGRAMME

Develop, implement and maintain a planting programme for Omimiti Reserve and Jervois St that includes specimen trees, amenity planting and intertidal and coastal forest regeneration to increase biodiversity, enhance amenity and build resilience.

KEY ACTIONS/PHASES

Work alongside local community to implement planting outlined in the blue green network.

DESIGN OBJECTIVES

- Use plants appropriate to the coastal and ecological context.
- Utilise low-maintenance, robust and resilient species.
- Utilise ecosource species where possible.
- Provide shade and shelter, and enhance coastal amenities.
- Increase biodiversity and build resilience.
- Stage implementation along the Pouewe shoreline as the seawall is phased out.

DEPENDENCIES

- Ongoing maintenance
- Community buy-in and support.

See Planting Schedules in Appendix for more detail

SPECIMEN + STREET
TREES



AMENITY PLANTING



INTERTIDAL
REGENERATION



COASTAL NGAIO FOREST
REGENERATION



DRAFT

Action / Project	Description of Key Actions	Project Type	Key Phases	Design Objectives	Design Parameters	Dependencies	Project Readiness
Streets and Parking							
Parking Plan	Develop a parking plan that formalises and quantifies car parks within council-owned land in Kāwhia Town Centre to free up space for alternative uses.	Strategy	<ul style="list-style-type: none">Work with a designer and Traffic Planner to undertake an audit and analysis of the parking provision to help quantify and design car parking facilities throughout Kāwhia township.	<ul style="list-style-type: none">Ensure priority parking spaces are provided for the medical centre, museum and Community Hall.Low maintenance, pedestrian friendly and safe.Avoid broad expanse of tarmac.Capacity meet day to day and weekend requirements.			Further scoping/design required
		Implementation	<ul style="list-style-type: none">Reallocate parking from Omimiti Reserve and adjacent to the wharf and beach to allow for other uses.Formalise new parking spaces on Tainui Street and in existing paved area next to the service station to increase the number of formed car parks.				
Jervois St Upgrade	Upgrade Jervois Street with speed calming, street trees and other planting to enhance character, charm and amenity, improve safety for of people of all ages and abilities and support a wide range of uses.	Built project	<ul style="list-style-type: none">Implement a range of speed calming measures including narrowing the carriageway with street trees and amenity planting, and textural changes to formalise safe crossing areas	<ul style="list-style-type: none">Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Planting with natives, with selective exotic specimen trees where appropriate for fast growing height.Reinforces a sense of identity, sense of pride and belonging.Improve the pedestrian connectivity across the main Street through improved safety and traffic calming features.Safe and accessible.Durable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials.	Materiality: Exposed aggregate concrete footpaths & crossing facilities. Tarseal carriageways and on-street parking facilities. Planting: 6 suitable specimen street trees with understory planting.	<ul style="list-style-type: none">Kāwhia parking plan.Blue Green Network Strategy.	Ready to go

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Wharf Lookout	<p>Create a seating and viewing area between the wharf and beach adjacent to Omimiti Reserve.</p> <p><i>Opportunity - work with a local design and build company with review from a suitably qualified local designer for all built outcomes to ensure consistency.</i></p>	Design and build with review by suitably qualified professional	<ul style="list-style-type: none">• Work with a design build contractor to detail wharf lookout area• Review by suitably qualified landscape architect• Implement wharf lookout, modify curb/footpath to extend, repave pedestrian area and add seating	<ul style="list-style-type: none">• Reinforces a sense of identity, sense of pride and belonging.• Increase pedestrian area free of vehicles on the coastal edge.• Safe and accessible.• Seats facing both ways, to moana and car park• Seats aligned with Kāwhia furniture strategy.• Durable and low maintenance.• Visible but not prominent.• Simple form of natural and recessive colours and materials.	<p>Balustrade</p> <p>Approx. 30m of 900(H)mm balustrade to provide fall from height barrier. Kerb separated pedestrian footpath with accessible pram ramp access.</p> <p>Planting & Furnishing</p> <p>2 x Specimen trees</p> <p>2 x Bench seats</p> <p>1 x Accessible Picnic Table</p> <p>Furniture to be inline with wider Kawhai furniture suite strategy.</p>	<ul style="list-style-type: none">• Kāwhia parking plan.• Kāwhia Furniture Strategy	Further scoping/design required
Enhance Open Space Area	Remove or reduce parking behind the Kāwhia Community Hall to increase the open space area in Omimiti Reserve / Remove gravel parking surface and reinstate area to open space with grass and with lockable bollards to provide service access to behind the hall when required.	Built project	<ul style="list-style-type: none">• Remove parking and relocate bollards• Prepare base and reseed open area with grass	<ul style="list-style-type: none">• Increase the area of open space in Omimiti Reserve.• Open up site lines between the Community Hall and the reserve.• Provide accessible parking for the Community Hall adjacent to the service entry door.• Provide greater flexibility of use by local organisations.• Ensure that food trucks maintain access to power outlets within the reserve.		<ul style="list-style-type: none">• Kāwhia parking plan.	Ready to go

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Open Kāwhia Community Hall to Omimiti Reserve	<p>Open the Kāwhia Community Hall to Omimiti Reserve to increase the interaction between the two spaces and the functionality of both.</p> <p><i>Option #1 - Open the hall to the north to create a new interface with the existing playground.</i></p> <p><i>Option #2 - Open the hall to the east to create a new interface with newly created open space in the centre of Omimiti Reserve.</i></p> <p><i>Option #3 - Open the hall to the north and east, including the integration of a community stage.</i></p>	Design and build with review by suitably qualified professional	<ul style="list-style-type: none">• Scope feasibility of opening the hall will be opened to the north or east, or both.• Work with a design build contractor to detail design options for opening Kāwhia Community Hall to Omimiti Reserve• Review by suitably qualified landscape architect/designer• Update designs as necessary and implement.	<ul style="list-style-type: none">• Cohesive aesthetic that is sensitive to the exiting character of the hall• Bifold doors visually and physically connecting the main hall area to the reserve• Increase connectivity between the reserve and the hall.• Durable and low maintenance.• Visible but not prominent.• Simple form of natural and recessive colours and materials suitable to the coastal context.	Materiality: In Keeping with character of existing town hall.	<ul style="list-style-type: none">• Options #2 and #3 - Kāwhia parking plan.	Further scoping/design required
Relocate Bollards	Enhance the pedestrian connectivity in Omimiti Reserve and to the small beach by the Wharf by installing removable and lockable bollards to the entries of both the car access behind Kāwhia Community Hall and the Museum. Bollards will be removable to ensure access can be maintained for appropriate use ie. Emergency Service access, Museum Staff, Food Truck access, Kāwhia Hall user groups and access to Omimiti Reserve for events.		<ul style="list-style-type: none">• Install lockable removable bollards to reduce parking behind Kāwhia Hall and along the waterfront to key users• Work with Kāwhia Museum, Food Truck/Coffee cart vendors, Emergency Services and other appropriate users to ensure ongoing access.	<ul style="list-style-type: none">• Improve the pedestrian connection between Omimiti Reserve and the small beach.• Maintain access for the museum, food trucks and emergency services.			Ready to go

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Community Stage	Create a multi-purpose stage running along the back of the Community Hall.	Design and build with review by suitably qualified professional	<ul style="list-style-type: none">• Work with a design build contractor to detail design options for opening Kāwhia Community Hall to Omimiti Reserve.• Review by suitably qualified landscape architect/designer.• Update designs as necessary and implement.	<ul style="list-style-type: none">• Cohesive aesthetic that is sensitive to the exiting character of the hall, reserve and museum.• Provides shade and protection from light rain and weather events.• Safe and accessible.• Durable and low maintenance.• Visible but not prominent.• Simple form of natural and recessive colours and materials suitable to the coastal context.• Stage is flexible, accessible, attractive, able to be used by diverse performance (and other) groups.	<p>Size: 130m2</p> <p>Maximum height: 450mm</p> <p>Materiality: H3.2 screw fixed timber deck with timber substructure.</p>	<ul style="list-style-type: none">• Kāwhia parking plan.• Option 3 of the Open Kāwhia Community Hall to Omimiti Reserve.	Further scoping/design required
Open Kāwhia Museum to Omimiti Reserve	Work with Kāwhia Museum to explore how the museum can be opened up to Omimiti Reserve to increase the interaction between the two spaces.	Scoping	Kāwhia Museum Committee to develop brief	<ul style="list-style-type: none">• Maintains the integrity of the Museum building and collection.• Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.• Reinforces a sense of identity, sense of pride and belonging.• Increase connectivity between the reserve and the Museum.• Simple form of natural and recessive colours and materials suitable to the coastal context.• Extends and enhances visitor experience of the Museum, its collection and its sense of place. Provides potential for interaction with events in Omimiti Reserve.		<ul style="list-style-type: none">• Independent funding for design and implementation.	Further scoping/design required

FURNITURE

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Upgrade and consolidate furniture	Upgrade and consolidate the existing furniture in Omimiti Reserve	Built project	<ul style="list-style-type: none">Consolidate existing furniture together in clusters to create cohesive gathering areas.Work with local contractor to design and construct new furniture where necessary that is visually and materially consistent with existing character.	<ul style="list-style-type: none">Consolidate existing furniture in clusters around the park's edge to maximise the open space area in the centre of the reserve.Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.Durable and low maintenance.Easy to use and clean.Visible but not prominent.Explore using recycled hardwood timber or other local, durable, low-toxicity materials.		<ul style="list-style-type: none">Furniture Strategy	Ready to go
Upgrade BBQ Shelter	Upgrade existing BBQ shelter to maintain and enhance BBQ facilities.	Feasibility, Planning and Design	<ul style="list-style-type: none">Work with a design build contractor to detail shade structure.Review by suitably qualified landscape architect.Implement shade structure. <p><i>Opportunity - Coordinate a design that is replicable for both Aotea Beach Reserve and Omimiti Reserve.</i></p>	<ul style="list-style-type: none">Provides shade and protection from light rain and weather events.Durable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials suitable to the coastal context.	Size: 8000(L) x 5000(W)mm Quantity: 1 Materiality: Timber post and beam construction. Single gable corrugated iron roof.		Further scoping/design required

ACTIVE RECREATION

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

Action / Project	Description of Key Actions	Project Type	Key Phases	Design Objectives	Design Parameters	Dependencies	Project Readiness
Upgrade Skate Park	Upgrade the existing skate park to make it accessible to a wider range of users, particularly people of different ages and skill levels. <i>Opportunity - Commission a local artist to help design and paint the skate park.</i>	Design and build with review by suitably qualified professional levels	<ul style="list-style-type: none">Review and scope best practice/ precedents for skate parks that cater to a range of ages and abilities.Engage suitably qualified design/ build partner who specialises in skate parks.	<ul style="list-style-type: none">Durable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials.			Further scoping/design required
Planting Programme							
Planting Programme	Develop, implement and maintain a planting programme for Omimiti Reserve and Jervois St that includes Specimen Trees, amenity planting and intertidal and coastal forest regeneration to increase biodiversity, enhance amenity and build resilience.	Implementation and management	Work alongside local community to implement planting outlined in the blue green network	<ul style="list-style-type: none">Use plants appropriate to the coastal and ecological context.Utilise low-maintenance, robust and resilient species.Utilise ecosource species where possibleProvide shade and shelter, and enhance coastal amenities.Increase biodiversity and build resilience.Stage implementation along the Pouewe shoreline as the seawall is phased out.		<ul style="list-style-type: none">Ongoing maintenanceCommunity buy-in and support.	Ready to go
Additional Projects							
Enhance Jervois Street urban form through form based code		Planning		<ul style="list-style-type: none">Reinforce Jervois Street as Kāwhia's main street by creating a strong and continuous street frontage.Ensure any new development is in keeping with Kāwhia's existing character and values.Create a strong and continuous street frontage on both sides.			Further scoping/design required

ACTION PLAN - KĀWHIA TOWNSHIP CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Climate adaptation	Develop a plan for long term climate change adaptation, mitigation and resilience in Kāwhia Town Centre as part of the wider Climate adaptation work being undertaken in the Ōtorohanga District	Strategy	<ul style="list-style-type: none">Review long term land use opportunities and constraints within Kāwhia Town CentreReview seawall consents and investigate options for naturalising the coastal edge where appropriateUndertake an analysis with a suitably qualified professional to map and model risks.				Further scoping/design required
		Engagement	<ul style="list-style-type: none">Engage with Te Rūnanganui o Ngāti Hikairo as project partners, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru as key stakeholders as well as Waipapa and Māketu Marae to identify cultural heritage risks and concerns, for example groundwater salinationEngage with affected parties including residents and organisations such as the Kāwhia Museum to identify risks and future opportunities				

DRAFT

KĀWHIA NETWORK

KĀWHIA HARBOUR



Scale 1:50,000 @A3





KĀWHIA NETWORK

- KEY
- Establishing a Walking Loop
 - Offroad connections
 - Connections to the wider rohe
 - Road
 - Buildings
 - 10m contour
 - Reserves and open space
 - Existing trees and other vegetation
 - Existing Ecological patches

Scale 1:7,500 @A3



KAWHIA LOOP PHOTO ESSAY

DRAFT



KĀWHIA CHARACTER

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ACTION PLAN — KĀWHIA NETWORK





KĀWHIA NETWORK OPPORTUNITIES

This map identifies opportunities to improve the access and use of publicly owned land across Kāwhia, and covers opportunities for:

- Fitness equipment
- Furniture
- Signage and wayfinding
- Cultural heritage markers/ mahi toi like pou and kōwhatu
- Street trees
- Low planting

Opportunities were categorised according to a range of variables that make certain activities more or less feasible including slope, overhead powerlines and proximity to sites of significance.

KEY OPPORTUNITIES

-  Fitness equipment; furniture; signage and wayfinding; pou and kōwhatu; street trees and low planting.
-  Fitness equipment; furniture; signage and wayfinding; pou and kōwhatu; low planting.
-  Signage and wayfinding; pou and kōwhatu; street trees and low planting.
-  Signage and wayfinding; pou and kōwhatu; and low planting.

Scale 1:5,000 @A3



KĀWHIA LOOP

KEY ACTIONS

- Develop a walking loop around Kāwhia connecting reserves and public spaces through low-impact interventions, including trees, cultural heritage markers such as pou and Kōwhatu, signage and wayfinding, furniture and exercise equipment.
- Work with mana whenua including Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to identify key locations to highlight diverse cultural heritage sites for pou, kōwhatu and other cultural markers.
- Work with Te Whare Taonga o Kāwhia (Kāwhia Museum Committee) as stakeholders to highlight historical sites.
- Locate key areas that require protection to ensure that elements along the loop including planting, signage and wayfinding, fitness equipment and furniture are placed appropriately.
- Develop a Tree Framework for the walking loop including Jervis St and other Kāwhia backstreets.

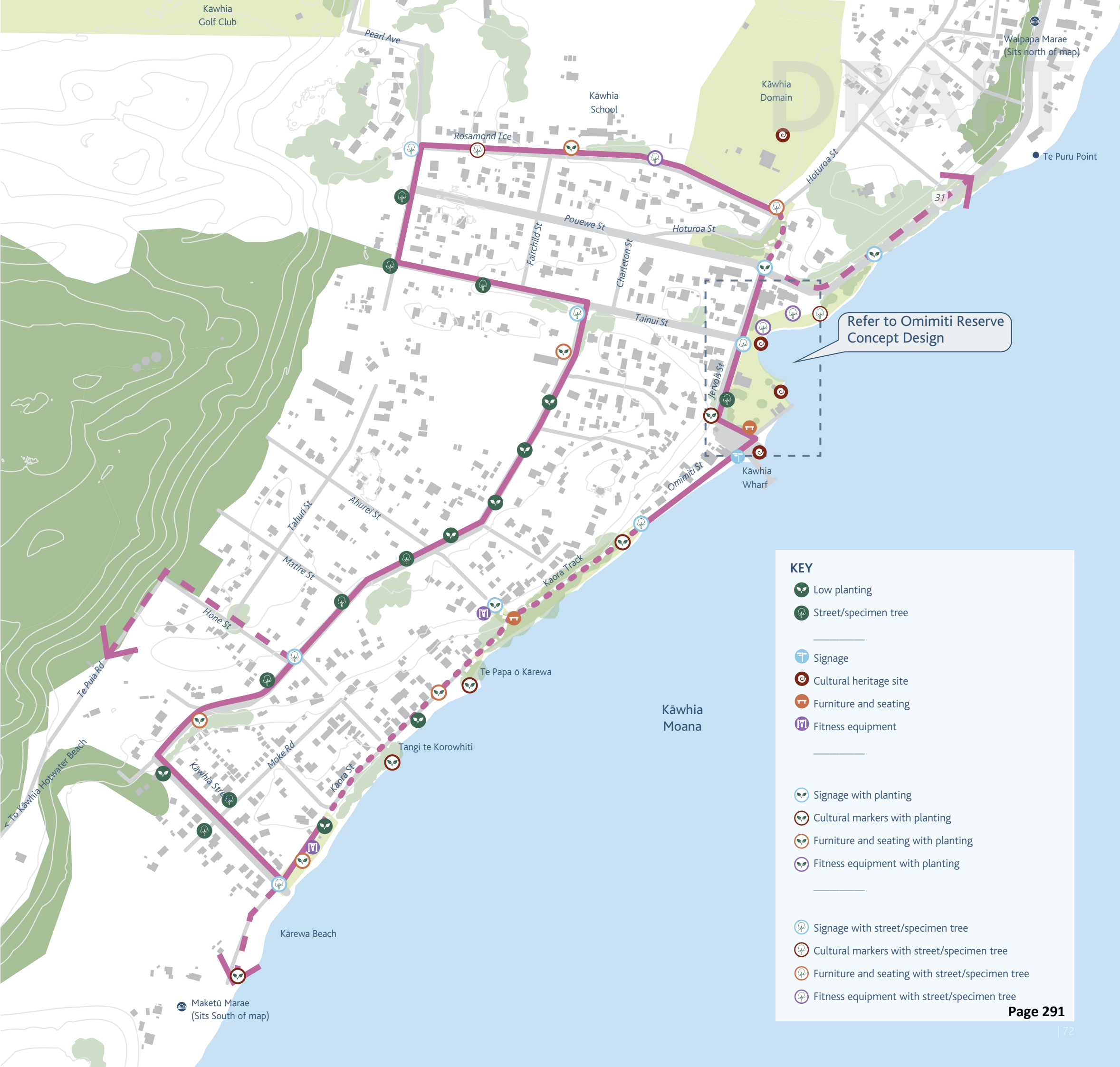
DESIGN OBJECTIVES

- A clearly defined walking route that helps locals and visitors navigate the town, and tell stories of its history along the way.
- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.

DEPENDENCIES

- Engagement with Te Rūnanganui o Ngāti Hikairo and Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae
- Blue-green network strategy
- Cultural heritage strategy
- Built heritage strategy
- Signage strategy
- Furniture Strategy

Scale 1:5,000 @A3



KEY

Low planting

Street/specimen tree

Signage

Cultural heritage site

Furniture and seating

Fitness equipment

Signage with planting

Cultural markers with planting

Furniture and seating with planting

Fitness equipment with planting

Signage with street/specimen tree

Cultural markers with street/specimen tree

Furniture and seating with street/specimen tree

Fitness equipment with street/specimen tree

BLUE-GREEN NETWORK

KEY ACTIONS

Develop a blue-green network across Kāwhia to enhance, maintain and protect Kāwhia’s biodiversity by creating an interconnected network composed of existing areas of ecological significance, intertidal zones, riparian corridors, patches of forest habitats and around the Kāwhia Loop.

Opportunity- Resource and work with Ngāti Te Wehi and Ōkapu Marae in Aotea to implement planting in Aotea Beach Reserve

Opportunity- Engage Te Rūnanganui o Te Rūnanganui o Ngāti Hikairo to understand their interest in working together to implement planting in Kāwhia Centre and the wider network (Note: Ngāti Te Wehi have already identified an interest in playing an active role in planting within Aotea Beach Reserve)

Opportunity- Engage Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae regarding planting over the wider network

Opportunity- Resource and work with Te Taiao Kāwhia Moana planning the organisation, planting and ongoing maintenance of regeneration efforts in Kāwhia

Opportunity - Work with local nursery to support the regeneration of Kāwhia and Aotea



BLUE-GREEN NETWORK
PLANT COMMUNITIES

Plans and schedules located in the appendix identify key species for planting in a range of contexts including coastal forest and intertidal regeneration; amenity and specimen tree planting for across the Kāwhia network

DESIGN OBJECTIVES

- Reinforces a sense of identity, sense of pride and belonging.
- Improve biodiversity and ecological connectivity
- Ensure species are resilient and appropriate to the environmental and cultural context.
- Utilise eco sourced species where practical.
- Street Tree Framework should use large scale trees to suit rural character.
- Identify environmental targets for canopy coverage and the extent of ecosystem coverage
- Encourage and support Kāwhia residents to play an active role in the care, protection, restoration and regeneration of their parks, reserves and streets

DEPENDENCIES

- Engagement with Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae
- Blue-green network strategy
- Cultural heritage strategy
- Built heritage strategy
- Signage strategy
- Furniture Strategy

SPECIMEN + STREET
TREES



AMENITY
PLANTING



NGAHERE + COASTAL
ECOSYSTEMS



INTERTIDAL ECOSYSTEMS



DRAFT

CULTURAL HERITAGE

Engage with Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to confirm how cultural landscapes and sites of significance can be protected and, where appropriate, highlighted and celebrated through the Kāwhia rohe

KEY PHASES:
Engagement: Engage with Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to understand how they would like to protect, celebrate, and where appropriate, highlight their cultural heritage across Kāwhia

Design and Implementation: Work with mana whenua and ringatoi to develop pou, kōwhatu and other mahi toi, as appropriate

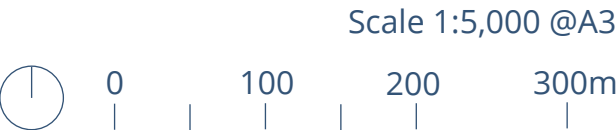
DESIGN OBJECTIVES
To be determined through engagement.

- DEPENDENCIES:**
- Availability and resourcing of Council and mana whenua
 - Development of signage strategy.

KEY

- Establishing a Walking Loop
- Offroad connections
- Connections to the wider area
- Opportunities to highlight/celebrate cultural heritage
- Marae
- Historic Pouewe Stream (now piped)

*Note: Sites indicated on this map have been supplied by Te Rūnanganui o Ngāti Hikairo recommended advisor as part of the cultural heritage mapping undertaken for a signage strategy led by Kāwhia Community Board.



CELEBRATING CULTURAL HERITAGE WITHIN THE SIGNAGE STRATEGY

DRAFT



Kōwhatu



POU

BUILT HERITAGE

Work with Kāwhia Museum to identify and highlight historic structures and locations in and around Kāwhia township to document and, where appropriate, highlight Kāwhia’s character and heritage.

Opportunity - work with Kāwhia Museum as the caretakers of this knowledge to host information about built heritage in Kāwhia, whether online or in physical form.

Opportunity - work with Kāwhia Museum to identify opportunities to incorporate some of this information into the signage strategy.

KEY PHASES:
Strategy: Work with Kāwhia Museum and other local experts to identify a historical narrative for the built heritage in Kāwhia involving of all interested parties.

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.

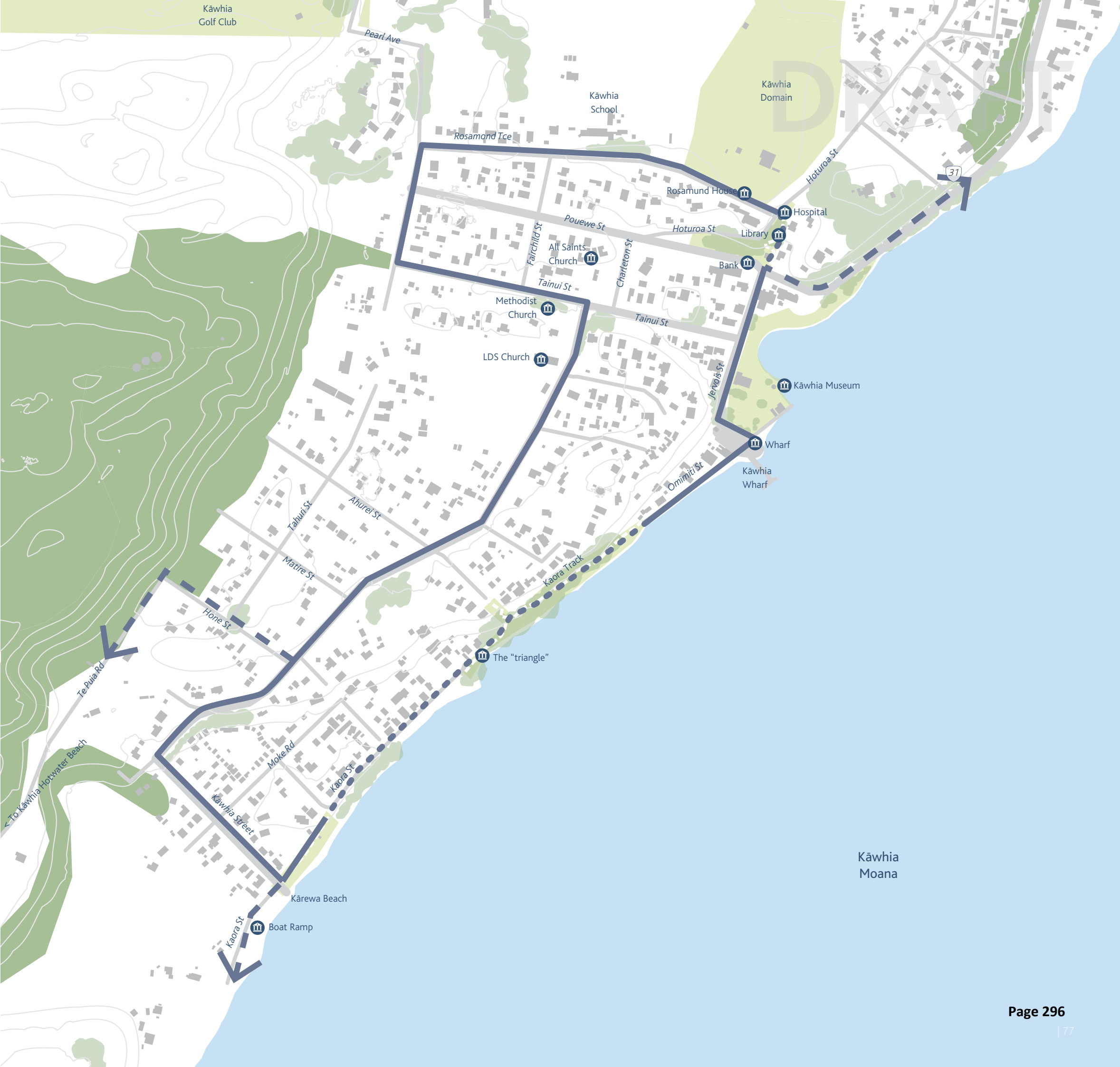
DEPENDENCIES

- Development of signage strategy.

KEY

- Establishing a Walking Loop
- Offroad connections
- Connections to the wider area
- Opportunities to protect and celebrate built heritage as part of Kāwhia townships character

Scale 1:5,000 @A3



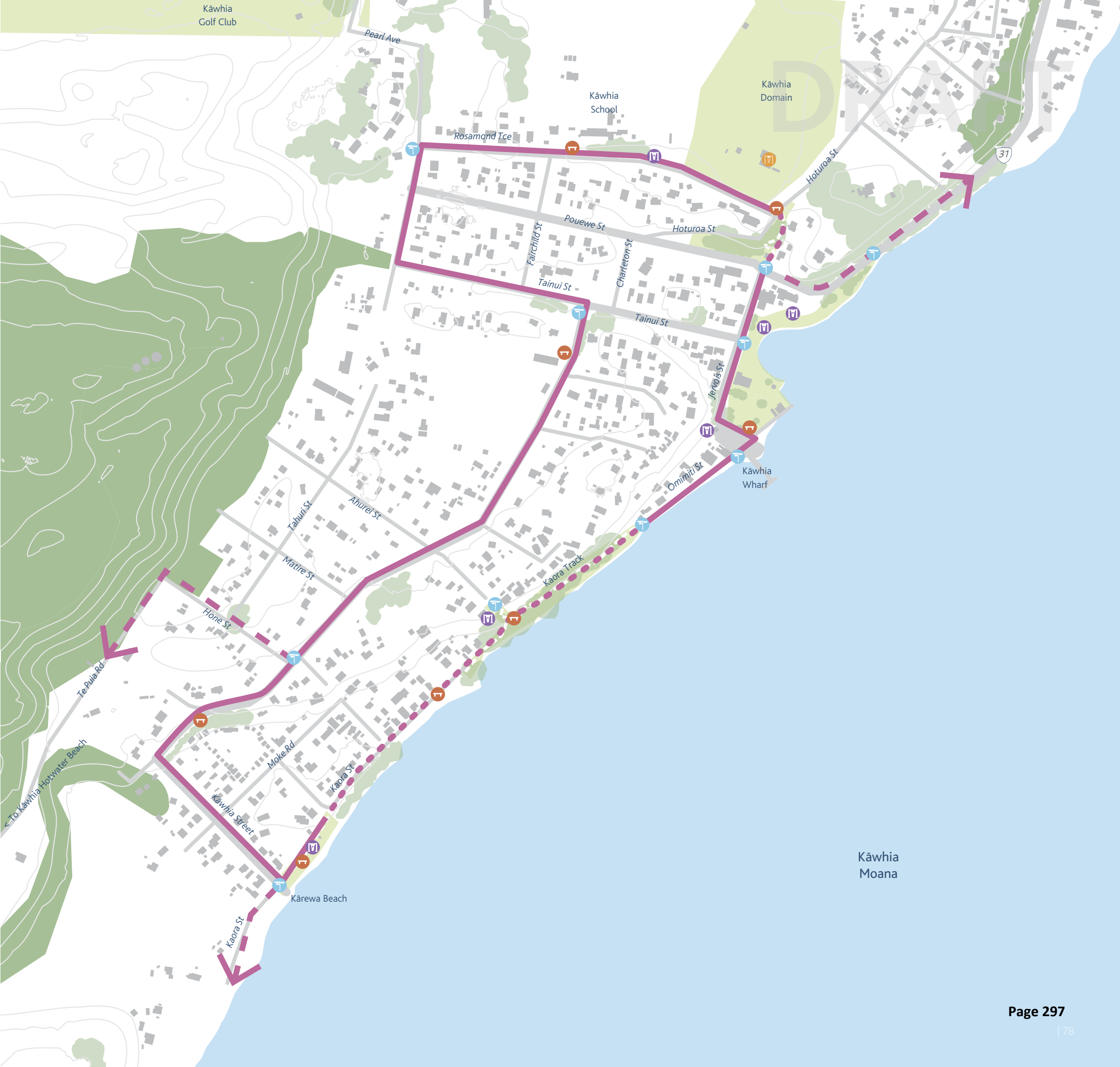
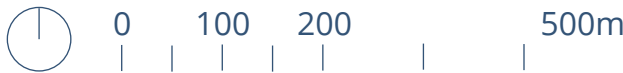
SIGNAGE, FURNITURE + FITNESS

KEY

- Establishing a Walking Loop
- Offroad connections
- Connections to the wider area
- Opportunities for signage
- Opportunities for furniture and seating
- Opportunities for fitness equipment
- Opportunities for container gym*

*Note: Location and details for container gym are indicative only, details still to be confirmed following mana whenua and community feedback

Scale 1:5,000 @A3



KEY ACTIONS SIGNAGE, FURNITURE + FITNESS

DRAFT

SIGNAGE STRATEGY

Develop a bilingual signage strategy for Kāwhia, incorporating wayfinding signage, interpretive signage, compliance signage and gateway signage.

Opportunity - Commission a local craftsperson/ tradesperson to design, build, implement and maintain signage around the Ōtorohanga District.

Opportunity- Enhanced gateway signage for Aotea to highlight entry to town and enhance local character.

KEY PHASES

Strategy: Work with a designer to develop a signage strategy for the wider Ōtorohanga District that has a cohesive aesthetic language, but can be adapted in each area to ensure a distinctive local character, look and feel.

Engagement: Work with mana whenua including Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru in Kāwhia and Ngāti Te Wehi in Aotea to develop content for signage which may include, but is not limited to cultural narratives, historical information, local mātauranga, information on important taonga species as necessary.

Work with Kāwhia Museum and other local knowledge holders to develop content relating to the built heritage and character in Kāwhia.

Implementation: Construct and build wayfinding, interpretive, compliance and gateway signage around Kāwhia and Aotea in locations identified through this plan and further engagement with mana whenua and the Kāwhia Museum.

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Clear and legible.
- Durable and low maintenance.

- Easy to use and clean.
- Visible but not prominent.
- Simple form of natural and recessive colours and materials suitable to the coastal context.

DEPENDENCIES

- Further engagement with project partners Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru, Kāwhia Museum and other local historians.
- To be undertaken as part of the signage work currently being undertaken by the community board.
- Locations to be determined based on feedback from mana whenua

FURNITURE STRATEGY

Develop a suite of preferred furniture items for Kāwhia that can be implemented around the Kāwhia Loop and other key locations around the township.

Opportunity - Commission a craftsperson to design, build, implement and maintain furniture around Kāwhia.

DESIGN OBJECTIVES

- Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.
- Reinforces a sense of identity, sense of pride and belonging.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.
- Explore using recycled hardwood timber or other local, durable, low-toxicity materials.

DEPENDENCIES

- Locations to be determined based on feedback from mana whenua.

FITNESS TRAIL

Work with the community group to design and implement fitness equipment around the Kāwhia Loop to integrate with and complement other elements, including trees, cultural heritage markers such as pou and kōwhatu, signage and wayfinding, and furniture.

DESIGN OBJECTIVES

- Exercise equipment is evenly distributed around the Kāwhia loop.
- Exercise equipment is accessible to a range of ages and abilities.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.

DEPENDENCIES

- Independent funding for design and implementation.
- Locations to be determined.

LOCATE CONTAINER GYM

Work with the community group to identify suitable locations for a container gym within the Kāwhia Domain.

DESIGN OBJECTIVES

- A level site with an open area adjacent to the gym so the gym can be opened to use this space.
- The gym does not impinge on other potential uses.
- Exercise equipment is accessible to a range of ages and abilities.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.

DEPENDENCIES

- Independent funding for implementation.
- Location to be determined.
- Alignment and collaboration with Fitness Trail Group.



WAYFINDING SIGNAGE



INTERPRETIVE SIGNAGE



DIRECTIONAL SIGNAGE



COMPLIANCE SIGNAGE



BENCH SEAT



PICNIC TABLE

FURNITURE STRATEGY

**For Discussion - Further engagement with contractors and suppliers is required before confirming hard landscape strategy.*

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Accessible Picnic Table



Type: (Custom) Accessible Picnic Set
Material: Accoya timber slat with powder coated steel frame.

Dimensions:
2400mm L x 740mm W x 800mm H (table)
2400mm L x 440mm W x 450mm H (bench)

Supplier: local supplier/fabricator

Picnic Table



Type: Adults Picnic / BBQ Table

Material: Structure/leg-frames - 150x40 H3 MG with double bolts. Table/seat top boards - 150x40 Premium H3 MG. Fasteners - Galvanised Ring-Shank Nails

Dimensions:
1800mm L x 1600mm W x 700mm H

Supplier: local supplier/fabricator

Bench Seat with Backrest



Type: Bench seats with backrest

Material: Hardwood timber

Dimensions: 3000mm L x 410mm W x 430mm

Supplier: local supplier/fabricator

Bench Seat



Type: Bench seats

Material: Hardwood wood timber

Dimensions: 3000mm L x 410mm W x 750mm

Supplier: local supplier/fabricator

Bins



Type: MODO60 Timber Tilt Rubbish Bin

Material: Hardwood timber slats + Galvanised steel frame

Dimensions: 456 mm Ø 532 mm W x 840 mm H

Supplier: Urban effects

Research suggests that the absence of rubbish bins in natural and remote places encourages people to take care of their own waste and take it with them when they leave the site.

As such, the only bins that will be recommended for the reserve would be those associated with the community facilities.

Cycle Stand



Type: Type A Cycle Stand

Material: Stainless steel

Finish: Brushed steel

Dimensions: 1000mm L x 800mm H x ø50.8

Supplier: Fel Group. Street Furniture

Timber Bollard



Type: Manakau Bollard 400mm (Removable)

Material: MCA pine post (circle) Recessed tamper/ vandal proof UV resistant reflective strip. Cast into concrete 470mm. Deep removable key lock bollard.

Dimensions: 190mm W x 1369mm H

Supplier: Fel Group.

Timber Wheel-stops



Type: Timber wheelstop

Material: Treated timber bolted into concrete footings

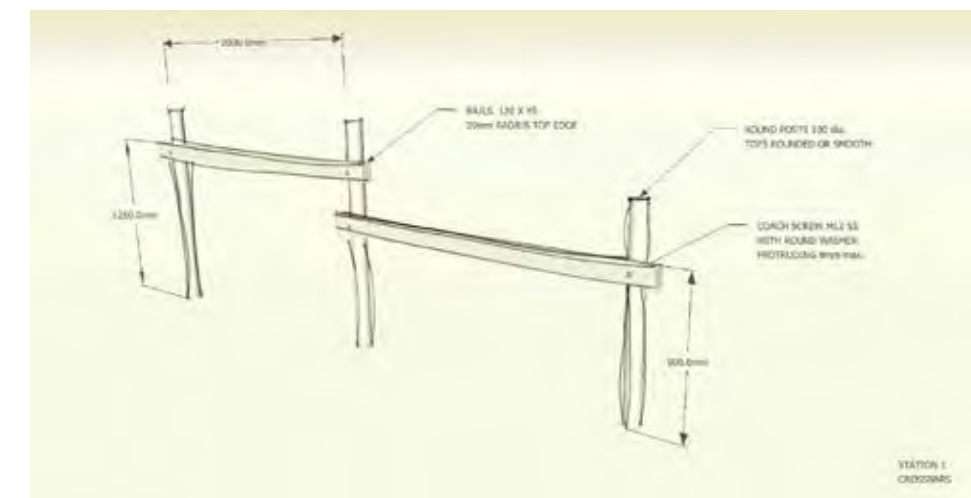
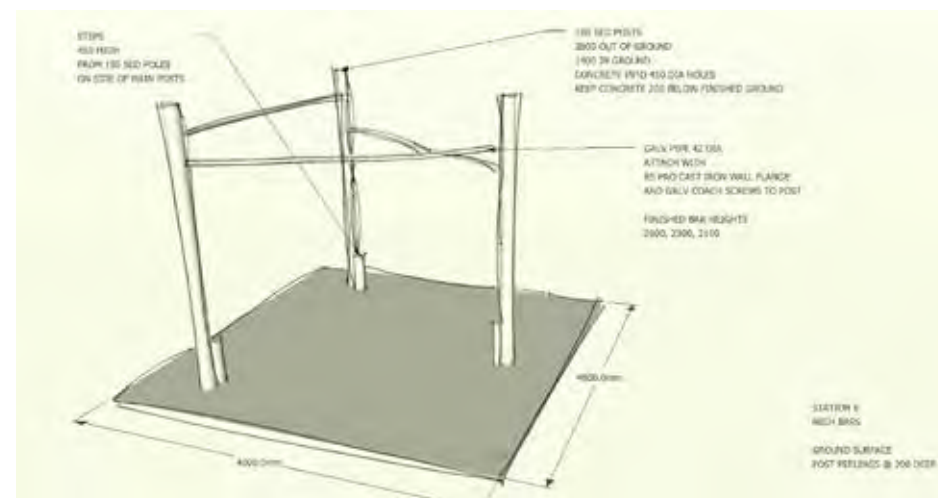
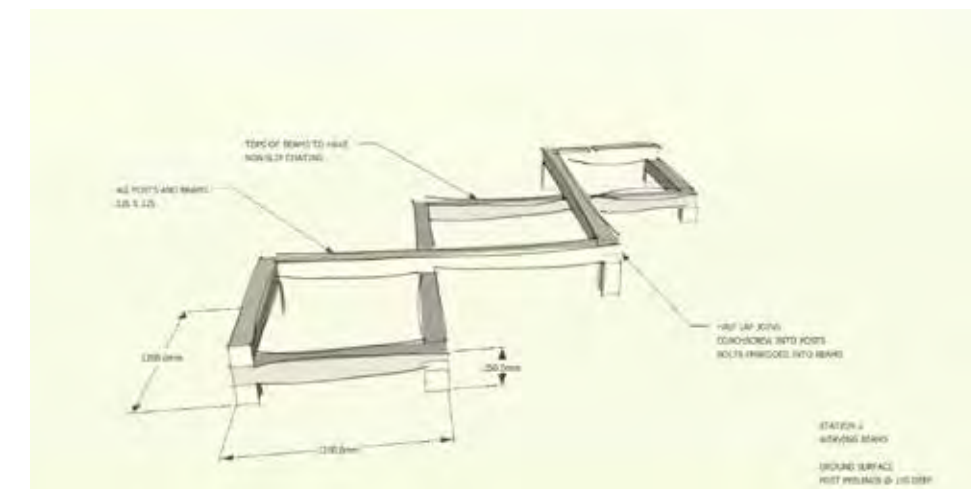
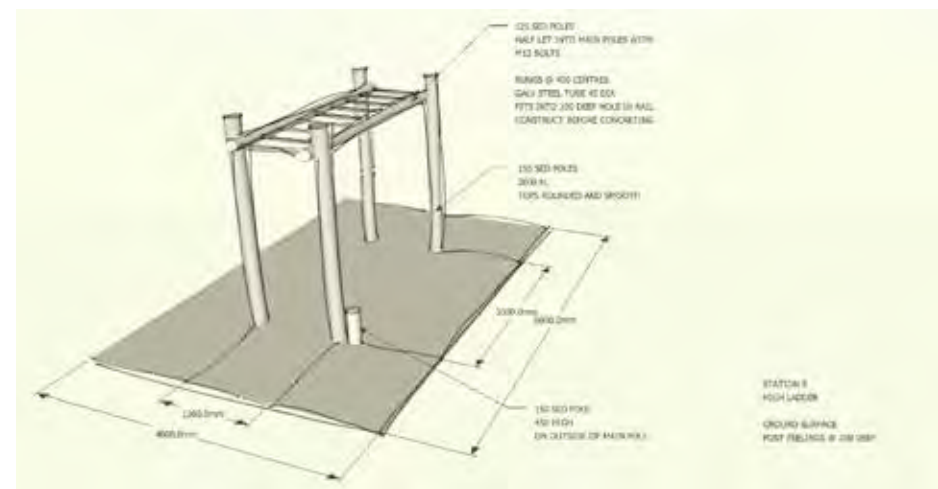
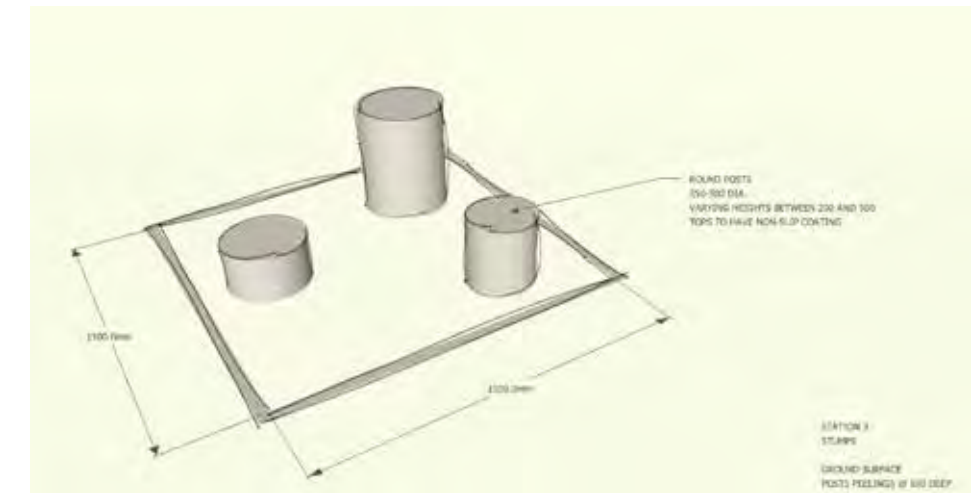
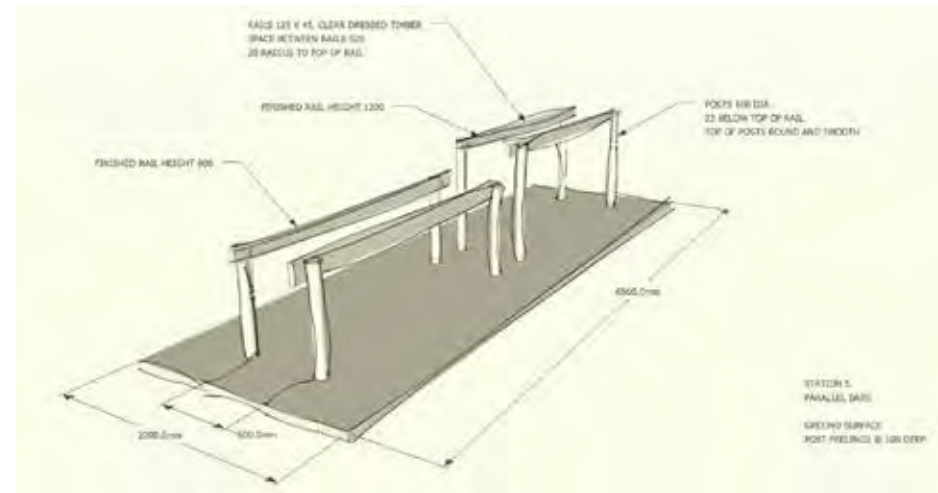
Dimensions: 250mm W x 150mmH x1369mm L with 2500m spacing (centre to centre)

Supplier: local supplier/fabricator

FITNESS TRAIL

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Renders provided by the Kāwhia Community Fitness Trail Organisation as part of their ongoing work with the Kāwhia Community Board on this project



LOCATE CONTAINER GYM

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Work with the community group to identify suitable locations for a container gym within the Kāwhia Domain.

DESIGN OBJECTIVES

- A level site with an open area adjacent to the gym so the gym can be opened to use this space.
- The gym does not impinge on other potential uses.
- Exercise equipment is accessible to a range of ages and abilities.
- Durable and low maintenance.
- Easy to use and clean.
- Visible but not prominent.

DEPENDENCIES

- Independent funding for implementation.
- Location to be determined.
- Alignment and collaboration with Fitness Trail Group.



ACTION PLAN - KĀWHIA NETWORK

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ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
KĀWHIA LOOP							
Kāwhia Loop	Develop a walking loop around Kāwhia connecting reserves and public spaces through low-impact interventions, including a framework of street trees and other amenity planting, cultural heritage markers such as pou and kōwhatu, signage and wayfinding, furniture and exercise equipment.	Engagement	<ul style="list-style-type: none">Work with Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and key stakeholders Te Whare Taonga o Kāwhia (Kāwhia Museum Committee), to identify key locations to highlight diverse cultural heritage sites for pou, kōwhatu and other cultural markers, and locate key areas that require protection to ensure that elements along the loop including planting, signage and wayfinding, fitness equipment and furniture are placed appropriately.Develop a Tree Framework for the walking loop including Jervois Street and other Kāwhia backstreets.	<ul style="list-style-type: none">A clearly defined walking route that helps locals and visitors navigate the town, and tell stories of its history along the way.Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.		<ul style="list-style-type: none">Engagement with Te Rūnanganui o Ngāti Hikairo and Te Rūnanga o Ngāti Mahuta ki Te Hauāuru.Blue-green network strategy.Cultural heritage strategy. Built heritage strategy.Signage strategy.Furniture Strategy.	Further scoping/design required
Cultural Heritage	Continue to work alongside Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to confirm how cultural landscapes and sites of significance can be protected and, where appropriate, highlighted and celebrated through the Kāwhia rohe.	Engagement	Engage with Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to understand how they would like to protect, celebrate, and where appropriate, highlight their cultural heritage across Kāwhia.	<ul style="list-style-type: none">To be determined through engagement.		<ul style="list-style-type: none">Availability and resourcing of council and mana whenua.Development of Signage Strategy.	Further scoping/design required
		Design and Implementation	Work with mana whenua and ringatoi to develop pou, kōwhatu and other mahi toi, as appropriate.				

ACTION PLAN - KĀWHIA NETWORK CONT.

DRAFT

ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Blue Green Network	<p>Develop a blue-green network across Kāwhia to enhance, maintain and protect Kāwhia's biodiversity by creating an interconnected network composed of existing areas of ecological significance, intertidal zones, riparian corridors, patches of forest habitats and around the Kāwhia Loop.</p> <p>Opportunity - Resource and work with Ngāti Te Wehi and Ōkapu Marae in Aotea to implement planting in Aotea Beach Reserve.</p> <p>Opportunity - Engage Te Rūnanganui o Ngāti Hikairo to understand their interest in working together to implement planting in Kāwhia Centre and the wider network (Note: Ngāti Te Wehi have already identified an interest in playing an active role in planting within Aotea Beach Reserve).</p> <p>Opportunity - Engage Te Rūnanga o Ngāti Mahuta ki Te Hauāuru and Maketū Marae to understand their interest in working together to implement planting in the wider network.</p> <p>Opportunity - Resource and work with Te Taiao Kāwhia Moana planning the organisation, planting and ongoing maintenance of regeneration efforts in Kāwhia.</p> <p>Opportunity - work with local nursery to support the regeneration of Kāwhia and Aotea.</p>	Strategy	Plans and schedules provided through the Aotea Kāwhia Plan identify key species for planting in a range of contexts including coastal forest regeneration and enrichment, intertidal zones, riparian and wetland planting and amenity and specimen tree planting in Kāwhia Town Centre and around the Kāwhia Loop.	<ul style="list-style-type: none">Reinforces a sense of identity, pride and belonging.Improve biodiversity and ecological connectivity.Ensure species are resilient and appropriate to the environmental and cultural context.Utilise eco sourced species where practical.Street Tree Framework should use large scale trees to suit rural character.Identify environmental targets for canopy coverage and the extent of ecosystem coverage.Encourage and support Kāwhia residents to play an active role in the care, protection, restoration and regeneration of their parks, reserves and streets.			Ready to go
Kāwhia Character and Built Heritage	<p>Work with Kāwhia Museum and local experts to identify and highlight historic structures and locations in and around Kāwhia township to document and, where appropriate, highlight Kāwhia's character and heritage.</p> <p>Opportunity - Work with Kāwhia Museum as the caretakers of this knowledge to host information about built heritage in Kāwhia, whether online or in physical form.</p> <p>Opportunity - Work with Kāwhia Museum to identify opportunities to incorporate some of this information into the signage strategy.</p>	Strategy	Work with Kāwhia Museum and other local experts to identify a historical narrative for the built heritage in Kāwhia involving of all interested parties.	<ul style="list-style-type: none">Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.		<ul style="list-style-type: none">Development of Signage Strategy.	Further scoping/design required

ACTION PLAN - KĀWHIA NETWORK CONT.

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ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Furniture Strategy	<p>Develop a suite of preferred furniture items for Kāwhia that can be implemented around the Kāwhia Loop and other key locations around the township.</p> <p>Opportunity - Commission a craftsperson to design, build, implement and maintain furniture around Kāwhia.</p>	Strategy		<ul style="list-style-type: none">Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.Durable and low maintenance.Easy to use and clean.Visible but not prominent.Explore using recycled hardwood timber or other local, durable, low-toxicity materials.		<ul style="list-style-type: none">Locations to be determined.	Ready to go
Fitness Trail	Work with the community group to design and implement fitness equipment around the Kāwhia Loop to integrate with and complement other elements, including trees, cultural heritage markers such as pou and kōwhatu, signage and wayfinding, and furniture.	Built project		<ul style="list-style-type: none">Exercise equipment is evenly distributed around the Kāwhia loop.Exercise equipment is accessible to a range of ages and abilities.Durable and low maintenance.Easy to use and clean.Visible but not prominent.	<ul style="list-style-type: none">To be determined in collaboration with community group	<ul style="list-style-type: none">Independent funding for design and implementation.Locations to be determined.	Ready to go
Locate Container Gym	Work with the community group to identify suitable locations for a container gym within the Kāwhia Domain.	Built project		<ul style="list-style-type: none">A level site with an open area adjacent to the gym so the gym can be opened to use this space.The gym does not impinge on other potential uses.Exercise equipment is accessible to a range of ages and abilities.Durable and low maintenance.Easy to use and clean.Visible but not prominent.	<ul style="list-style-type: none">To be determined in collaboration with community group	<ul style="list-style-type: none">Independent funding for implementation.Location to be determined.Alignment and collaboration with Fitness Trail Group.	Ready to go

ACTION PLAN - KĀWHIA NETWORK CONT.

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ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Signage Strategy	<p>Develop a bilingual signage strategy for Kāwhia, incorporating wayfinding signage, interpretive signage, compliance signage and gateway signage</p> <p>Opportunity - Commission a local craftsperson/tradesperson to design, build, implement and maintain signage around the Ōtorohanga District.</p> <p>Opportunity- Enhanced gateway signage for Aotea to highlight entry to town and enhance local character.</p>	Strategy	<ul style="list-style-type: none">Work with a designer to develop a signage strategy for the wider Ōtorohanga District that has a cohesive aesthetic language, but can be adapted in each area to ensure a distinctive local character, look and feel.	<ul style="list-style-type: none">Cohesive aesthetic that reflects Kāwhia and wider Ōtorohanga rohe.Reinforces a sense of identity, sense of pride and belonging.Clear and legible.Durable and low maintenance.Easy to use and clean.Visible but not prominent.		<ul style="list-style-type: none">Further engagement with project partners Te Rūnanganui o Ngāti Hikairo, Te Rūnanga o Ngāti Mahuta ki Te Hauāuru, Kāwhia Museum and other local historians.To be undertaken as part of the signage work currently being undertaken by the community board.Locations to be determined.	Further scoping/design required
		Engagement	<ul style="list-style-type: none">Work with Te Rūnanganui o Ngāti Hikairo and Te Rūnanga o Ngāti Mahuta ki Te Hauāuru in Kāwhia and Ngāti Te Wehi in Aotea to develop content for signage which may include, but is not limited to cultural narratives, historical information, local mātauranga, information on important taonga species as necessaryWork with Kāwhia Museum and other local knowledge holders to develop content relating to the built heritage and character in Kāwhia.				
		Implementation	<ul style="list-style-type: none">Construct and build wayfinding, interpretive, compliance and gateway signage around Kāwhia and Aotea in locations identified through this plan and through further engagement with mana whenua and the Kāwhia Museum.				

ADDITIONAL PROJECTS

ACTION PLAN - KĀWHIA NETWORK CONT.

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ACTION / PROJECT	DESCRIPTION OF KEY ACTIONS	PROJECT TYPE	KEY PHASES	DESIGN OBJECTIVES	DESIGN PARAMETERS	DEPENDENCIES	PROJECT READINESS
Upgrade Public Toilet	Upgrade the existing toilet on Kaora Track with a new, single-cubicle high-performance toilet.	Built project		<ul style="list-style-type: none">Durable and low maintenance.Visible but not prominent.Simple form of natural and recessive colours and materials.	<p>Size: Single Cubicle Toilet Facility - 1900 x 1600 mm min to meet accessibility compliance.</p> <p>Quantity: 1</p> <p>Materiality: Standard waste water connected or septic tank toilet unit. External cladding material or finish to feature natural or recessive colours - coordinated to match shelter structure.</p>	<ul style="list-style-type: none">Water Source	Ready to go
Local Business Development Strategy	Develop an economic strategy for Kāwhia to support businesses returning to Jervois Street and create opportunities for local livelihoods and long-term local careers.	Strategy	ODC invites submissions on the development of a local business strategy and are responsible for developing and implementing strategy	<ul style="list-style-type: none">Encourage investment in the rejuvenation of Kāwhia's main street and town centre.Create local employment opportunities.		<ul style="list-style-type: none">Community buy-in and support.	Further scoping/design required
Redevelop foreshore post-Pōhutukawa removal	Work with mana whenua, local community and local board to develop a strategy and design to frame the entrance to Kāwhia where Pōhutukawa are to be removed	Built project	<ul style="list-style-type: none">Work with Te Rūnanganui o Ngāti Hikairo to understand whether they want to highlight or protect the area as a cultural heritageWork with community and mana whenua to explore options for the town gatewayRemove stumps, level ground and re-sow grass Opportunity- Call for expressions of interest for the design of the footpath and verge				Further scoping/design required

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APPENDIX A —PLANT SCHEDULES FOR KĀWHIA AND AOTEA

PLANTING MIXES REGENERATION

Regeneration planting includes coastal forest, intertidal salt marsh and coastal dunelands (in Aotea) and will require ongoing weed management and maintenance going forward to ensure the long term ecosystem benefits are achieved

COASTAL FOREST

BOTANICAL NAME	MĀORI / COMMON NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
Primary Successional Species				
<i>Pittosporum crassifolium</i>	Karo			
<i>Cordyline australis</i>	Tī Kouka			
<i>Kunzea robusta</i>	Kānuka			
<i>Leptospermum Scoparium</i>	Mānuka			
<i>Melicytus ramiflorus</i>	Māhoe			
<i>Myoporum laetum</i>	Ngaio			
<i>Pseudopanax lessonii</i>	Houpara			
<i>Phormium tenax</i>	Harakeke			
<i>Veronica stricta</i>	Koromiko			
<i>Entelea arborescens</i>	Whau			
Enrichment Planting				
<i>Alectryon excelsus</i>	Tītoki			
<i>Vitex lucens</i>	Pūriri			
<i>Corynocarpus laevigatus</i>	Karaka			
<i>Nestegis apetala</i>	Coastal maire			
<i>Metrosideros excelsa</i>	Pōhutukawa			
<i>Podocarpus totara</i>	Tōtara			
<i>Melicope ternata</i>	Wharangi			
<i>Blechnum novae-zelandiae</i>	Kiokio			
<i>Astelia grandis</i>	Swamp astelia			
<i>Hedycarya arobrea</i>	Pigeonwood			

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INTERTIDAL SALT MARSH REGENERATION

BOTANICAL NAME	MĀORI / COMMON NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
<i>Juncus kraussi</i>	Wiwi			
<i>Apodasmia similis</i>	Oioi			
<i>Bolboschoenus fluviatilis</i>	Kukuraho			
<i>Plagianthus divaricatus</i>	Salt marsh ribbonwood			
<i>Sarcornia quinqueflora</i>	Ureure / glasswort			
<i>Selliera radicans</i>	Remuremu			
<i>Samolus repens</i>	Māakoako / sea primrose			
<i>Cotula coronofolia</i>	Bachelors button			

COASTAL DUNE RESTORATION

BOTANICAL NAME	MAAORI NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
<i>Spinifex sericeus</i>	Spinifex			
<i>Desmoschoenus spiralis</i>	Pīngao			
<i>Calystegia soldanella</i>	Sand convolvulus			
<i>Poa billardierei</i>	Sand tussock			
<i>Carex pumila</i>	Sand carex			
<i>Pimelia arenaria</i>	Sand daphne			
<i>Pimelea prostrata</i>	Pinātoro			

PLANTING MIXES FOR RESERVES AND STREETS

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STREET AND SPECIMEN TREES

BOTANICAL NAME	MAAORI NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
<i>Alectryon excelsus</i>	Tītoki			
<i>Sophora Chathamica</i>	Kōwhai			
<i>Nestegis apetala</i>	Coastal maire			
<i>Podocarpus totara</i>	Tōtara			
<i>Metrosideras excelsus</i>	Pōhutukawa			
<i>Corynocarpus laevigatus</i>	Karaka			
<i>Sophora microphylla</i>	Kōwhai			
<i>Olearia albida</i>	Tanguru			
<i>Platanus x acerifolia</i>	London Plane			

SHELTERBELT PLANTING

BOTANICAL NAME	MAAORI NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
<i>Pittosporum crassifolium</i>	Karo			
<i>Dodonea viscosa</i>	Akeake			
<i>Pseudopanax lessonii</i>	Houpara / five-finger			
<i>Corynocarpus laevigatus</i>	Karaka			
<i>Pittosporum tenuifolium</i>	Kōhūhū			

COASTAL AMENITY PLANTING

BOTANICAL NAME	MAAORI NAME	LOW (>0.5M)	MEDIUM (0.5-3M)	TALL (<3M)
Low Amenity				
<i>Selliera radicans</i>	Remuremu			
<i>Mazus radicans</i>	Swamp musk			
<i>Coprosma acerosa</i>	Sand coprosma			
<i>Coprosma repens</i>	Taupata			
<i>Pimelea prostrata</i>	Pinātoro			
<i>Euphorbia glauca</i>	Waiū-atua			
<i>Arthropodium bifurcatum</i>	Rengarenga Lily			
<i>Notogrammitis billardierei</i>	Paretao			
<i>Asplenium oblongifolium</i>	Paretao			
Medium Amenity				
<i>Muhlenbeckia astonii</i>	Pōhuehue			
<i>Apodasmia similis</i>	Oioi			
<i>Libertia grandiflora</i>	Mīkoikoi			
<i>Muehlenbeckia astonii</i>	Shrubby tororaro			
<i>Phormium cookianum</i> 'Emerald Gem'	Wharariki / Emerald Gem (Dwarf)			
<i>Pseudopanax lessonnii</i> 'Cyril Watson'	Houpara 'Cyril Watson'			

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

To Ōtorohanga District Council

From Heather Taylor, Manager - Libraries

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

1.1. To adopt the Ōtorohanga Library Strategy (ŌLS) and three-year Action Plan.

2. Executive summary | Whakarāpopoto matua

- 2.1. The ŌLS (Appendix 1) and accompanying three-year Action Plan (Appendix 2) set a clear, future-focused direction for the delivery of library services across the district. Developed in response to sector trends, community input, and Ōtorohanga District Council's (ŌDC) Community Outcomes, the ŌLS positions the library as a dynamic hub for literacy, digital inclusion, learning, and community wellbeing.
- 2.2. The ŌLS is structured around ŌDC's Community Outcomes of People, Place, and Partnership, and aligns with priorities already adopted in the 2024–34 Long Term Plan (LTP) requiring no new or additional funding other than what was already adopted in the LTP.
- 2.3. While the final strategy was still being developed, ŌDC endorsed key library priorities through the LTP process, enabling early implementation in 2024/25 and providing staff with confidence and direction. Year One has already delivered visible results demonstrated in Appendix 3, including the establishment of a Makerspace, expanded outreach, and programme growth.
- 2.4. While targeted engagement with Māori stakeholders had limited response, the ŌLS acknowledges this and includes actions to strengthen kanohi ki te kanohi (face to face) relationships moving forward.
- 2.5. ŌDC is now asked to formally adopt the Strategy and Action Plan, giving certainty to staff, reinforcing ŌDC's commitment to innovation, and enabling continued delivery in alignment with community expectations and national best practice

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Context

- 4.1. Public libraries are evolving rapidly in response to the changing needs of the communities they serve. Traditionally centres of literacy and access to books, libraries across Aotearoa New Zealand are now dynamic, multi-functional community hubs; places where people connect, learn, create, and access essential services. This transformation has accelerated in recent years, driven by technological shifts, demographic change, and the increasing importance of equitable access to digital and social infrastructure.
- 4.2. In response to these shifts, councils throughout Aotearoa New Zealand have recognised the importance of setting a clear and future-focused strategic direction for their library services. Library strategies are developed to ensure library services remain relevant, resilient, and aligned with local community aspirations. They provide a framework to guide investment, programming, partnerships, and service delivery over time, balancing the core purpose of libraries with new and emerging roles.
- 4.3. The need for strategic clarity has only become more urgent since the COVID-19 pandemic. During lockdowns, libraries were forced to rapidly pivot to virtual services, highlighting both the digital inequities in our communities and the adaptability of library staff and systems. When physical spaces reopened, libraries quickly re-established themselves as vital places for connection, particularly for people facing isolation, youth, tamariki/children, older adults, and people with limited access to technology at home. Research and commentary from the Library and Information Association of New Zealand Aotearoa (LIANZA) highlights that during the COVID-19 pandemic, public libraries provided continuity, reassurance, and connection, quickly re-establishing themselves as trusted community spaces as lockdowns lifted¹.
- 4.4. Sector insights from the Libraries Aotearoa 2020 report, the National Library's New Zealand Libraries Partnership Programme, and research by Public Libraries NZ and Internet NZ reinforce that public libraries are increasingly central to community resilience, wellbeing, digital inclusion,

¹ <https://www.lianza.org.nz/libraries-and-information-services-respond-to-covid>

and lifelong learning in Aotearoa New Zealand. Libraries have become trusted hubs that help bridge digital gaps, support education at all ages, and foster community connection²³⁴.

5. Discussion | He kōrerorero

- 5.1. Within this national context, and in response to our own community's aspirations and needs, the ŌLS has been developed to articulate a shared vision and direction for our local library service over the coming years. It outlines priorities and actions to ensure the service continues to thrive as a welcoming, responsive, and future-ready taonga (treasure) for our community.
- 5.2. Work on the ŌLS began in 2023 with desktop research to review other library strategies across Aotearoa New Zealand, assess current trends within the sector, and understand the outcomes that modern libraries were working towards. This research, alongside sector insights from the National Library, LIANZA, and public libraries across the country, highlighted the increasing role libraries play in enabling wellbeing through literacy, digital inclusion, and lifelong learning.

Community Engagement

- 5.3. While broad community engagement helped shape the direction of the ŌLS, staff acknowledge there were limitations in the feedback received from some stakeholder groups. Targeted emails were sent to local schools and Māori community contacts as part of the outreach process. While these invitations were extended, limited responses were received from Māori communities.
- 5.4. Staff recognise this as a gap and have intentionally addressed it within the ŌLS. Under the Partnership pou, specific actions have been included to build relationships kanohi ki te kanohi (face to face) with iwi hapū, marae, and Māori organisations across the district. These actions are designed to ensure that future versions of the ŌLS are informed by Māori voices and aspirations, and that the library continues to grow as a space that reflects te ao Māori.

Alignment with the Long-Term Plan

- 5.5. The resulting ŌLS and accompanying three-year Action Plan were intentionally structured to align with Council's 2024–34 Long Term Plan (LTP). While the final ŌLS was still being developed, ŌDC

²<https://natlib.govt.nz/about-us/collaborative-projects/new-zealand-libraries-partnership-programme/new-zealand-libraries-partnership-programme-reports/new-zealand-libraries-partnership-programme-final-delivery-report>

³https://taituara.org.nz/Story?Action=View&Story_id=478

⁴<https://www.equitythrougheducation.nz/latest-news/2020/9/1/public-libraries-amp-digital-inclusion-connecting-communities>

endorsed key library priorities through the LTP process⁵, providing a clear mandate for early implementation beginning in 2024/25. These included:

- a) Establishing a Makerspace with an initial capital outlay of \$5,000 for technology kits and resources to support self-directed, hands-on learning.
- b) Expanding outreach to rural communities, schools, early learning centres, and marae, supported by an additional \$5,000 per annum in operational funding.
- c) Removing overdue fines to improve access and equity and joining the Fines Free Public Libraries Aotearoa network.
- d) Growing the te reo Māori collection and enhancing services for teens and adults.
- e) Exploring shared service models with neighbouring libraries to increase collection diversity and collaboration.

5.6. These commitments gave library staff the direction and confidence to begin delivery while the ŌLS was being finalised.

Strategy Purpose and Structure

5.7. The ŌLS outlines how our libraries will continue to inform, engage, and connect with the community through clear goals, actions, and measures. It is structured around ŌDC's Community Outcomes of **People**, **Place**, and **Partnership**, which serve as the three strategic pou (pillars). These focus areas reflect ŌDC's broader vision for a connected, empowered, and resilient district, and they anchor the ŌLS in our long-term aspirations.

5.8. A key feature of the ŌLS is its emphasis on innovation, creativity, and adaptability. It gives both the library and our community the licence to try new things, knowing that success may sometimes come through experimentation, learning, and even failure. This culture of agility is essential in an era where libraries must continually evolve to remain relevant and responsive.

5.9. The ŌLS is supported by a visual summary known as the 'Strategy on a Page' (Appendix 4), which helps communicate its intent and priorities in a clear and accessible format.

Future Direction

5.10. The ŌLS is designed to be reviewed every three years to align with ŌDC's LTP cycles. This ensures that future updates are informed by community consultation, measurable outcomes, and financial considerations as part of wider ŌDC planning processes.

⁵ <https://engage.otodc.govt.nz/ltp> - Volume 1 page 42

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. Adoption of the ŌLS does not trigger ŌDC's Significance and Engagement Policy. While libraries are valued community assets, this decision is considered to have **low to moderate significance** due to the operational scale of changes and the existing alignment with LTP.
- 6.2. Community input has already informed the development of the ŌLS through district-wide engagement activities, including public workshops and surveys.
- 6.3. If approved the ŌLS will be loaded to our website, the Strategy on a page printed for public display and the community informed through our social media and digital news platforms.

Impacts on Māori

- 6.4. Although targeted engagement with Māori stakeholders was offered during the development of the ŌLS, response levels were limited. This is acknowledged transparently within the ŌLS, and specific actions under the **Partnership** pou commit to building kanohi ki te kanohi (face-to-face) relationships with mana whenua, hapū, and marae to ensure Māori aspirations are more meaningfully reflected in future iterations.
- 6.5. ŌDC's broader commitment to strengthening relationships and partnerships with iwi and mana whenua is well established and inherent in the development of the ŌLS. The ŌLS identifies iwi and mana whenua as key partners in a number of strategic actions and recognises the importance of libraries as inclusive spaces that reflect te ao Māori.
- 6.6. Strengthening these relationships will be an ongoing focus, guided by ŌDC's Māori Engagement Framework.

Risk analysis

- 6.7. There are no significant risks associated with the adoption of the ŌLS. Minor reputational risk exists in relation to the limited Māori engagement during the initial development process; however, this has been transparently acknowledged and mitigated through committed action within the ŌLS.
- 6.8. Implementation risks are low due to the strategy's alignment with approved LTP funding and ŌDC's operational capacity.

Policy and plans

- 6.9. The ŌLS aligns with existing ŌDC plans and strategies, including the LTP, the Māori Engagement Framework, and local concept plans. It provides an operational delivery framework that reflects and

supports ŌDC's strategic outcomes of People, Place, and Partnership. The inclusion of measurable actions ensures integration with ŌDC's performance and reporting frameworks.

Legal

6.10. The proposed adoption of the ŌLS does not trigger any specific legal issues or requirements.

Financial

6.11. The financial implications of adopting the ŌLS are modest, planned, and already accounted for within the LTP noted in 5.5 of this report.

6.12. Adopting the ŌLS does not require any new or unplanned funding decisions. Where future opportunities for innovation arise, these will be assessed on a case-by-case basis through the Annual Plan or LTP process.

7. Options analysis

Option 1: Adopt the Ōtorohanga Library Strategy and three year action plan

7.1. ŌDC formally adopts the Ōtorohanga Library Strategy and its accompanying three-year Action Plan, aligning with the commitments already made through the 2024–34 Long Term Plan.

Pros

- a) Provides a clear, community-informed roadmap for the delivery of modern, inclusive, and future-focused library services.
- b) Aligns with national trends and best practice in library service planning across Aotearoa New Zealand.
- c) Strengthens the library's role in enabling literacy, digital inclusion, lifelong learning, and community wellbeing.
- d) Gives operational clarity and direction for staff, enabling confident delivery of services and innovation
- e) Reinforces ŌDC's commitment to community outcomes (People, Place, and Partnership).
- f) Supports existing financial commitments made through the LTP - no new funding required.
- g) Transparently addresses the current shortfall in Māori input and includes actions to improve engagement over time.

Cons

- a) Adoption formalises a strategy developed with limited direct Māori engagement.

- b) The ŌLS may require resourcing for future review and updates, including further engagement, however it is envisioned that this will be done within current budget allocations.

Option 2: Do not adopt the Ōtorohanga Library Strategy and 3-year implementation plan

7.2. ŌDC declines to adopt the ŌLS at this time, opting to either continue with current delivery approaches or defer adoption pending further engagement or development

Pros:

- a) Allows additional time for engagement with Māori, before formalising direction.

Cons:

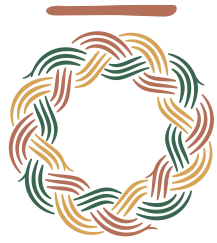
- a) Creates uncertainty for library staff and service delivery, as key priorities and initiatives would lack a formal strategic framework.
- b) Undermines progress already made under Year One of implementation
- c) Reduces ŌDC's ability to demonstrate proactive, future-focused planning and alignment with national sector direction.

Recommended option and rationale

7.3. Adopting the ŌLS and three-year Action Plan provides a clear, community-informed direction for delivering modern and inclusive library services. It aligns with national trends, supports commitments already made through the LTP, and requires no additional funding. While initial Māori engagement was limited, the ŌLS acknowledges this and includes actions to strengthen future relationships. Adoption offers certainty for staff and signals ŌDC's commitment to innovation and community wellbeing, while deferring would risk losing momentum and clarity.

8. Appendices | Ngā āpitihanga

Number	Title	DocID
1	Ōtorohanga Library Strategy	838503
2	ŌLS – Three-year Action Plan	838506
3	ŌLS – Year One Action Plan Outcomes	838623
4	ŌLS – Strategy on a Page	868507



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

ŌTOROHANGA LIBRARY STRATEGY

JANUARY 2025

ŌTOROHANGA DISTRICT
LIBRARIES
NGĀ WHARE PUKAPUKA O
TE ROHE O ŌTOROHANGA





ŌTOROHANGA DISTRICT LIBRARIES

STRATEGIC PLAN

ŌTOROHANGA DISTRICT LIBRARIES: A HUB FOR LEARNING AND COMMUNITY



Libraries are at the heart of our community, shaping lives and creating connections every day. At Ōtorohanga District Libraries, we're proud to service hundreds of local residents each year, enriching their lives through learning, literacy, and access to information.

As the world around us continues to evolve, so too does our library. The challenges of recent years have reshaped how we deliver services, with more offerings moving online to ensure access for all, no matter the circumstances. Flexibility and innovation are now the core of how we meet the changing needs of our community.

More than just a place for books, the library has grown into a dynamic hub for learning technology, and personal growth.

With new technology and the changing ways people engage with information, we remain focused on staying relevant and valuable to everyone who walks through our doors. Our vision is clear: to foster

learning-empowered communities that can thrive in a modern world.

For over 130 years, the Ōtorohanga District Libraries has been a cornerstone of our community, offering opportunities for life-long learning and strong community connections. Today we remain just as committed to these values and to building enduring partnerships, particularly with iwi, hapū, marae and hapori Māori, in line with our responsibilities under Te Tiriti o Waitangi.

Looking forward, we will continue to innovate, providing the resources and programmes that encourage learning and wellbeing for all. Thanks to the feedback from our community, we're dedicated to being a welcoming, inclusive space that offers equitable access to all, meaningful customer experiences, and the tools needed to support our diverse population.

Our strategic plan outlines how we will continue to inform, engage, and connect with the Ōtorohanga District community, with clear actions and measures to ensure our progress and impact are always in line with the needs of those we serve.

ŌTOROHANGA DISTRICT LIBRARIES

DISTRICT SNAPSHOT

Ōtorohanga is a proud King Country district big on heart and space. A small population of 10,900 people call Ōtorohanga District home. The Ōtorohanga District covers 1,976km², from the Kāwhia and Aotea Harbours on the west coast, to the mighty Waikato River in the east.

Our district includes the communities of Ōtorohanga township and Kāwhia and Aotea villages. One third of employment is delivered through the primary industries of agriculture, forestry and fishing.

Ōtorohanga District falls within the rohe of a number of iwi and hapū including –

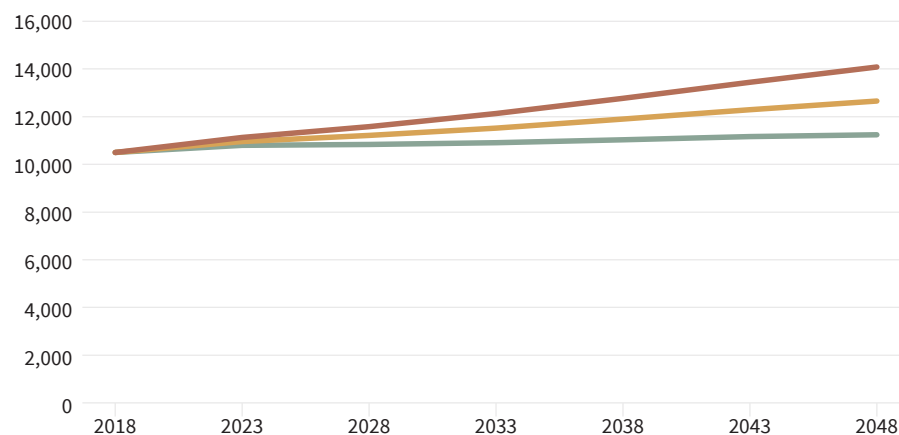
Maniapoto, Raukawa, Ngāti Hikairo, Ngāti Apakura, Ngāti Mahuta, Ngāti Te Wehi, Ngāti Uakau and Te Patupo, with at least 17 marae located in different parts of the district.

Most people (70%) live in the rural areas outside Ōtorohanga township and the Kāwhia and Aotea villages. There are 10,900 residents across the district with possibly 1000 to 1500 more people living here in the next 20 years.

The ethnicity of Ōtorohanga district is also changing.

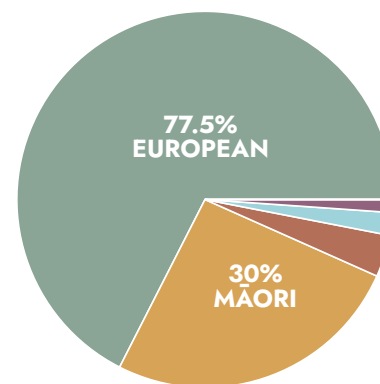
ŌTOROHANGA DISTRICT POPULATION

● District high growth ● District medium growth ● District low growth



Source: Waikato Regional Council Technical Report 2021/22, 2018-base Population, Family and Household, and Labour Force Projections for the Waikato Region, 2018-2068

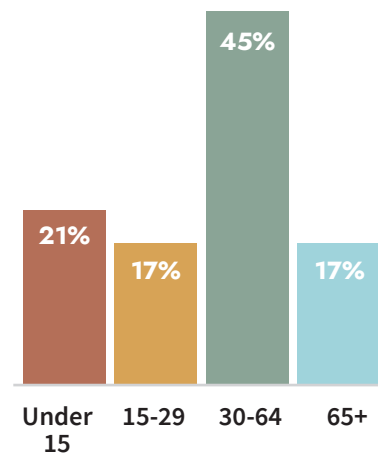
ETHNIC GROUPS OF PEOPLE IN ŌTOROHANGA



● Asian 4% ● Middle Eastern / Latin / American / African 0.3%
● Pacific People 2.2%

Source: Department of Statistics – 2023 Census

POPULATION BY AGE



Source: Department of Statistics – 2023 Census

ŌTOROHANGA AND KĀWHIA LIBRARIES

LIBRARY SERVICES

This report shows the use of Library Services over the period 1 July 2023 - 30 June 2024

LIBRARY USERS



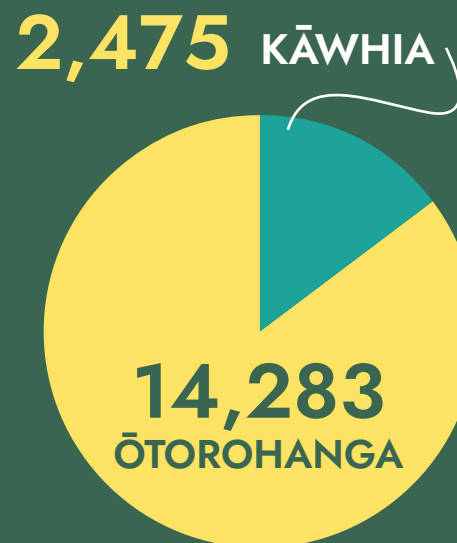
INTERNET ACCESS



LIBRARY PROGRAMMES



COLLECTIONS



FACEBOOK VISITS



ASPIRATIONS AND PURPOSE

WELLBEING THROUGH LITERACY, CREATING CONNECTED COMMUNITY.

At Ōtorohanga District Council, we are clear about our goals and how we deliver our services. Ōtorohanga is a remarkable district, and we aim to nurture everyone who calls it home, enabling them to thrive. We envision our district as dynamic, inclusive, and unique – a place where kiwi can fly. Our focus on people, place and partnership drives us towards achieving these outcomes.

Ōtorohanga District Library supports this vision by creating a vibrant, welcoming environment where our community can learn, grow and connect. Public libraries are a place for gathering, self-discovery, and inspiration – connecting people to the wider world and fostering a spirit of democracy. Our libraries are key to enhancing well-being by improving literacy outcomes – language, numeracy, and digital skills. Empowered and resilient communities are better equipped to engage in growth opportunities and flourish. We help our communities build resilience by ensuring equitable access to information for all.

When our community is literate, it becomes more united, resilient and open-minded, empowering individuals to seize opportunities for growth and entrepreneurship. Libraries offer access to knowledge and information, while also providing a safe space for learning, connecting online, or simply finding refuge from daily pressures.

By shifting the focus from just books and reading to broader concepts of literacy and lifelong learning, we position libraries as essential for the wellbeing of our community throughout their lives. Being literate goes beyond reading; it equips individuals to seek information, for opinions, and strengthen social bonds while combating misinformation.

Our commitment to “Literacy for all, for life” recognises the significant social and economic benefits that public libraries bring to our communities. By expanding the definition of literacy and lifelong learning, we highlight the vital role libraries play in unlocking the potential of our community members. This change in narrative encourages councils and government to appreciate the true value of public libraries and the support necessary for our staff to effectively serve the community.



ŌTOROHANGA DISTRICT LIBRARIES STRATEGIC POU (PILLARS)

The Ōtorohanga District Library will connect people with what inspires them by using our community outcomes as our three strategic pou (pillars):

*The local library is a sanctuary —
both figuratively and literally —
for every single one of us.*

— Nick Poole





ŌTOROHANGA DISTRICT LIBRARIES

GOALS

As we shape our goals, we've listened to your feedback and identified areas where we can truly make a positive impact for our community. We've also looked at current trends in library services both here in New Zealand and around the world. As we put our strategy into action, we'll keep connecting with you to make sure we stay focused on what matters most.

GOALS

PEOPLE

At the heart of our library service are the people we serve—our community members, staff, and partners. We are committed to creating an inclusive environment where everyone feels valued and empowered to learn and grow.

READING FOR SUCCESS

The National Library of New Zealand's *Te Huri Mōhiotanga Hei Uara – Ngā Tohutohu Rautaki ki 2030 – Turning Knowledge into value - Strategic directions to 2030* highlights that reading is essential for all types of literacy, including digital literacy. For children, reading for pleasure brings benefits like better literacy skills, improved well-being, and greater success in education and employment. However, about 40% of adults in New Zealand struggle with everyday reading, writing, and numeracy skills, which limits their ability to thrive in a productive economy. Boosting literacy can spark creativity, leading to new ideas and innovations.

Without strong literacy skills, individuals may encounter challenges that affect their engagement in society. Reading is a skill that develops with practice, and encouraging reading for enjoyment is vital to our mission. Those who read for pleasure become more skilled and involved.

Around 15-20% of people face reading challenges like dyslexia, a condition that makes up a significant portion of diagnosed learning disabilities. Libraries can sometimes feel overwhelming for them. While we can't provide diagnoses or specialized tutoring, we can create welcoming spaces and offer resources that support those with learning challenges.

To help our communities embrace reading, we will:

- Aim for every child to become a reader.
- Offer a diverse range of excellent collections in various formats.
- Create programmes that inspire reading for everyone, regardless of age or ability.
- Remove barriers to joining the library to make it easier for everyone to access our services.
- Promote reading in our community through fun and creative initiatives.
- Enhance our services for rural areas.
- Develop and implement targeted actions to support individuals with dyslexia and learning challenges.



DEVELOPING KNOWLEDGE AND SKILLS

We want our community to build strong digital literacy skills so you can access and use knowledge effectively. This will empower you to create your own insights and continue your lifelong learning journey.

To support our community, we will:

- Offer access to resources like printing, scanning, and digital tools, along with free internet and Wi-Fi.
- Assist learners and users of digital technologies with programmes and support to boost their skills.
- Provide space and equipment to help turn your ideas into reality.
- Ensure our team receives ongoing training and professional development to enhance their skills and knowledge.

LIFE-LONG LEARNING

The New Zealand curriculum aims for all young people to become “confident, actively involved, lifelong learners.” This aspiration applies to everyone, regardless of whether you’re in an educational programme or not. Public libraries play a vital role in supporting lifelong learning for many individuals.

To create opportunities for lifelong learning in our community, we will:

- Offer spaces and resources for self-paced learning activities.
- Collaborate with schools and other organisations to provide a variety of workshops and programmes for adults, youth, and children.



HOW WILL WE MEASURE OUR SUCCESS?

Reading Engagement

We will measure participation in library programmes focused on reading for pleasure, including events, workshops, and challenges aimed at children and adults to assess the effectiveness of initiatives promoting reading enjoyment.

Digital Literacy Development

We will track the number of community members accessing digital literacy programmes and resources and gather feedback through workshop evaluations to assess improvement in skills and confidence among participants.

Lifelong Learning Opportunities

We will monitor the number of partnerships established with local schools and organisations to deliver workshops and programmes. We will hold a minimum of five collaborative events annually, along with participant satisfaction ratings to ensure the offerings meet community needs.

GOALS

PLACE

Libraries are more than just places to house collections and connect you with resources; they are spaces where you can connect with one another. Whether you're attending a library programme, a chance meeting in the library with someone you know, or chatting with a team member, we create a safe and welcoming environment for everyone. You're welcome to come to borrow an item, study, access information online, or simply stay as long as you need. To make sure everyone in our community can access library resources and programmes, we're committed to providing our services to rural schools, prisons, and remote areas - and offering delivery options for those who can't come to us.

PHYSICAL SPACES

Our libraries are designed to be welcoming accessible environments that foster connection and creativity. We provide spaces where everyone can gather, learn and grow together.

To enhance your experience, we will:

- Maintain comfortable, flexible spaces in Ōtorohanga and Kāwhia for reading, studying and collaboration
- Offer dedicated areas for workshops, programmes and community gatherings.
- Ensure our facilities are accessible to everyone, including those with disabilities.
- Continuously seek feedback to improve our spaces and better meet the needs of our community.



The only thing that you absolutely have to know, is the location of the library

— Albert Einstein

DIGITAL SPACES

We aim to make it easy for you to access our collections by ensuring our digital services are user friendly and readily available.

To meet the needs of our community, we will:

- Make our digital services easy to find and use.
- Ensure that our offerings are relevant and tailored to your needs.

BRINGING THE LIBRARY TO YOU

We believe in making our library services accessible to everyone, no matter where you are.

To bring the library to you, we will:

- Provide opportunities for early child centres and schools to visit the library and for the library to go to their place
- Provide resources and programmes to Waikeria Prison.
- Ensure our housebound community can access library services and strengthen our connections with Beattie Home.

Through the 'Steady As She Goes' Long Term Plan 2024-34 council and community decided now wasn't the right time to invest in a mobile library. We will continue to explore ways can expand our outreach services in the years to come.



HOW WILL WE MEASURE OUR SUCCESS?

Physical Space Satisfaction

We will know we have met the communities needs if 90% of the community are satisfied with the comfort, functionality and accessibility of the library buildings as reported in our annual library survey.

Digital access and engagement

Recognising our moderate population growth, evolving demographics and a natural limit on digital resource demand, an annual percentage increase target will be set through each Long Term Plan review.

Outreach and Accessibility

We will report the number of outreach programmes conducted in rural communities, early childhood centres and other facilities including Waikeria Prison. We will increase the level of outreach for the next three years.

GOALS

PARTNERSHIPS

Helen Keller once said, “Alone we can do so little; together we can do so much.” This sentiment reflects our library service as well. Every library faces challenges in achieving its goals within the community, and the key to overcoming these obstacles lies in partnerships and collaboration.

The Ōtorohanga District Library is already working with national and regional libraries to offer valuable services, such as our Library Management System, eResources (including eBooks, eAudio, and eMagazines), and online databases. Our shared library management system, Kōtui, along with our collaborative ePlatforms, demonstrates how we can provide services through shared models that would otherwise be out of reach for a small rural council.

Now, we want to shift our focus to our own region and community. There are many opportunities ahead for us to partner and collaborate for the benefit of the Ōtorohanga District.

MĀORI PARTNERSHIP

Building strong partnerships with local mana whenua is essential to our mission. We are committed to respecting and promoting Māori culture, language, and values within our library services.

To strengthen our connection with Māori, we will:

- Collaborate with local iwi and hapū to ensure our programmes and resources reflect Māori perspectives and needs.
- Offer resources and support for learning te reo Māori and engaging with Māori literature and culture.
- Actively seek feedback from Māori community members to continuously improve our services and ensure they are relevant and meaningful.

EDUCATION SECTOR

Collaborating with our education sector is vital to enhancing learning opportunities for our community. We aim to strengthen ties with schools, early childhood centres, and educational institutions to support lifelong learning.

To foster these partnerships, we will:

- Work closely with local schools and pre-schools to partner and support literacy in the community.
- Provide access to library resources that encourage exploration beyond the classroom.



COMMUNITY

We believe that strong connections within our community are essential for fostering a vibrant library experience. Engaging with local organisations, groups, and residents allows us to better understand and meet the needs of everyone we serve.

To strengthen our community partnerships, we will:

- Collaborate with local organisations and businesses to create programmes and events that reflect the interests and needs of our community.
- Encourage community input and feedback to ensure our services and resources are relevant and beneficial.
- Work with our dyslexic community and their supporters to provide informed specific services/ resources to support the dyslexic readers.

LIBRARY NETWORKS

Being part of broader library networks enhances our ability to provide valuable resources and services to our community. Collaboration with other libraries allows us to share knowledge, expertise, and resources that benefit everyone.

To maximize the advantages of library networks, we will:

- Continue to strengthen regional collaboration and networks within the library community.
- Remain open to partnership opportunities as they arise.
- Collaborate with neighbouring libraries to provide services to those at the edges of our district, exploring shared delivery options for the future.



HOW WILL WE MEASURE OUR SUCCESS?

Partnerships / Collaboration/Co-operation

We will know we are succeeding by the number of collaborations, partnerships or co-design projects undertaken annually. (These will be broken down by Māori engagement, education sector engagement, community, and local government). We will undertake a minimum of three collaborative or co-design events annually.

KEY ENABLERS

FOR OUR STRATEGY TO SUCCEED, WE NEED TO HAVE THE RIGHT TOOLS IN PLACE.



SPACES

Our libraries are well-located and appropriately sized. Recent adaptations have made it possible for us to grow and adapt as needed. Mobile shelving at both sites allows for flexible spaces that can be reconfigured to meet changing demands. We also utilise additional spaces, such as the Kāwhia Hall, when necessary.

Ongoing maintenance keeps our spaces fresh and inviting. With a growing elderly population, accessibility is a priority. Plans are underway for both sites in the 2024/25 year to enhance accessibility. The Kāwhia site, located on a hill, can be challenging for elderly and disabled individuals. At Ōtorohanga, a covered area for mobility scooters will be a welcome addition.

Our spaces are your spaces as we activate our mobile service to bring our collections and programs to rural communities, marae, and local groups.

STAFF

Having adaptable and resilient staff is crucial to our library's success. Our team members need to be digitally skilled and committed to ongoing learning to take full advantage of emerging technologies. Our Progression Pathway enhances leadership skills within the team and encouraging continuous knowledge growth.

As we increase our programmes, we will consider staff capacity, exploring opportunities to partner with other organisations for programme development and delivery.

We focus on building cultural competency within our library team, especially regarding the pronunciation of te reo Māori and tikanga. This is supported by Councils all of organisation commitment to this.

COMMUNICATIONS

A strong marketing strategy assists us to utilise our communication tools effectively, ensuring our services and new programmes reach the right audiences. Our communication channels include:

- Targeted emails
- Social media
- Antenno
- Āmio newsletter printed in the King Country News and circulated electronically
- Posters
- Targeted flyers

COLLECTIONS

Our expanding digital collections reflect the growing popularity of these formats over the past three years. We will discontinue some collections, like DVDs, as their usage declines.

Widening our Te Reo Māori collection for all ages is a priority, as more people are learning, speaking, and reading te reo Māori than ever before.

Library staff monitor the use of existing collections and emerging technologies to ensure we meet our community's needs.

TECHNOLOGY

Having fit-for-purpose technology is vital for delivering our library strategy. As a partner of the Aotearoa People's Network Kaharoa (APNK), we provide technology for community use in the library, along with Wi-Fi access.

Other resources, like 3D printers, allow our community to engage with technology affordably. Technology kits for loan as part of our collections allows our community to try new things in the comfort of their homes.

COLLABORATION

With such a small team, collaboration and partnership are essential and is woven throughout our strategy.

FUNDING

A small portion of council's annual operating budget, specifically 1.4%, is allocated to the library building, assets, collection, and programmes. We welcome outside funders and philanthropic community members to work alongside us to increase access to literacy, knowledge, and technology for our communities.



IMPLEMENTATION AND EVALUATION

Appendix One is our three-year implementation plan. This aligns with Council's Long-Term Plan (LTP) timeline.

This Strategy is a “living document” and will be refreshed every three years alongside the LTP.

The implementation plan has specific timelines, responsibilities, and resource allocation. There will be regular monitoring and evaluation of our progress towards the strategic plan's goals and objectives.

We will continue to gather feedback from library users through annual surveys, focus groups and suggestions to continuously improve our services.

HOW HAVE WE DEVELOPED THIS STRATEGY?

- Desktop research – including trends both nationally and internationally; Future for Local Government Review; ŌDC Environmental Scan
- Internal staff self-assessment survey
- Service Definition template
- Annual Love your Library Survey
- Engagement sessions – Kāwhia, Ōtorohanga, Arohena
- Feedback requested through targeted emails e.g., rural sector, education sector etc.

OTHER COUNCIL PLANS THAT INFLUENCE THIS STRATEGY

- Ōtorohanga Town Concept Plan
- Kāwhia Aotea Ōpārau and Rural Concept Plans
- Arts & Heritage Strategy (to be completed)
- Communication Strategy
- Māori Engagement Framework
- Economic Wellbeing Strategy

GLOSSARY

Accessible - able to be easily got or used.

Equitable - fair and reasonable in a way that gives equal treatment to everyone.

Functional literacy – the practical skill set needed to read, write and do math for real-life purposes.

Hapū - a subtribe or section of a large kinship group.

Iwi - a tribal nation of people or a kinship group.

Learning empowered - being actively engaged in your own learning process, with the necessary skills, knowledge and resources to take control of your own learning journey.

Life-long learning - the ongoing, voluntary, and self-motivated pursuit of learning for either personal or professional reasons.

Literacy - the ability to identify, understand, interpret, create, communicate and compute using printed and written materials associated with varying contexts.

Marae - the courtyard area in front of the formal meeting house. This term is often used to include the complex of buildings around the marae.


Rohe - a boundary, region or area.

Self-learning - the method of gathering, processing and retaining knowledge without the help of another person.

Social cohesion - encouraging and facilitating positive interactions between diverse groups. Fostering inclusive social norms that unite and value diverse contributions.

Societal resilience – the capacity to foster, engage in and sustain positive social relationships and to endure and recover from stressors that come with interacting with others.





Ōtorohanga District Council | 17 Maniapoto St, Ōtorohanga
0800 734 000 or 07 873 4000 | www.otodc.govt.nz

APPENDIX 1

ACTION PLAN

Project Objectives: ● People ● Place ● Partnership

PROJECT OBJECTIVES/ACTION / PROJECT		ACTION/ PROJECT TYPE	DESCRIPTION OF KEY ACTIONS	TIMEFRAME (YEAR)			PROJECT PARTNERS AND KEY STAKEHOLDERS
				YR 1	YR 2	YR 3	
READING FOR SUCCESS							
<div><div></div><div></div></div>	Membership drives	Literacy	The library will run a minimum of 8 popup membership drives at schools, early childhood centres, Marae and other community events annually.	x (pilot)	x	x	Schools, Early Childhood Educators
<div><div></div></div>	Collections in multiple formats that meet the needs of the community	Delivery & Maintenance	Ensure our collections are up to date and relevant to our community’s needs. 85% of the collections will be less than 10 years old.	x	x	x	Ōtorohanga Community
<div><div></div><div></div></div>	Introduce reading programmes for teens	Delivery & Maintenance	Pilot a Teen Literacy programme for the summer period of 24/25.	x			Ōtorohanga College
		Engagement	<ul style="list-style-type: none">Engage with students from Ōtorohanga College and Year 8 students from local schools to look to co-design programmes for this age group.Create an action plan for the implementation of co-designed programmes including funding if required.	x			Ōtorohanga College
		Delivery & Maintenance	Implement co-designed programmes.		x	x	Ōtorohanga College
<div><div></div></div>	Grow reading programmes for adults	Delivery & Maintenance	Pilot a Summer Reading programme for Adults	x			
		Planning	Plan an annual calendar of adult events which centre around the celebration and discussions of literature.	x			
		Delivery & Maintenance	Collaborate with subject matter experts and groups to provide workshops and events for adults.	x	x	x	Local authors and subject matter experts

PROJECT OBJECTIVES/ACTION / PROJECT		ACTION/ PROJECT TYPE	DESCRIPTION OF KEY ACTIONS	TIMEFRAME (YEAR)			PROJECT PARTNERS AND KEY STAKEHOLDERS
				YR 1	YR 2	YR 3	
● ● ●	Library preschool programmes	Outreach	Run our preschool programmes at preschool providers - at least 2 programmes run every term.	x			Early Childhood Centres
●	Promotion of library programmes	Planning	The library will create a marketing/ promotions campaign to promote current programmes and services.	x			ŌDC Comms Team
		Delivery & Maintenance	Implement the campaign.	x			ŌDC Comms Team
●	Removal of barriers to membership of the library - Fines Free	Literacy	To facilitate equitable access to library services, we will remove overdue fees in the 24/25 fiscal year.	x			
●	Build a te reo Māori collection for advanced learners	Literacy	We will enhance our current collection with more advanced reading levels. Items will be purchased in the 2024/25 year, and this collection will be grown over the next ten years.	x	x	x	
● ●	Plan & introduce a housebound service	Literacy / Wellbeing	Plan how the Ōtorohanga Library will implement a sustainable Housebound service.	x			
		Delivery & Maintenance	Implement the service.	x	x	x	

DEVELOPING KNOWLEDGE & SKILLS

● ●	Support users of digital technologies with assistance and programmes	Literacy (Digital)	Develop a suite of programmes by June 2025.	x			Digital Inclusion Alliance Aotearoa
		Delivery & Maintenance	Pilot programme in 2025/26.		x		
●	Continuously upskill our team members to ensure they can meet our communities needs	Delivery & Maintenance	We will ensure our team is trained in recent technologies as they arise.	x	x	x	
● ● ●	Library STEM programmes taken out to rural schools and communities	Planning	Engage with our rural schools to ascertain their needs and where we can work together.	x			Rural Schools, COPS (Combined Ōtorohanga Primary Schools)
		Planning	Create a school suite of STEM activities that can be used offsite.		x		

PROJECT OBJECTIVES/ACTION / PROJECT		ACTION/ PROJECT TYPE	DESCRIPTION OF KEY ACTIONS	TIMEFRAME (YEAR)			PROJECT PARTNERS AND KEY STAKEHOLDERS
				YR 1	YR 2	YR 3	
● Digital assistance programmes taken out to rural communities		Planning	Connect with our rural communities to identify which digital programs from our suite are most needed in each area of the district.	x			Rural Community Groups
		Delivery & Maintenance	Create a programme calendar to provide these as part of our services.	x			
			Delivery of programmes in 25/26 year.		x		Rural Community Groups

LIFE-LONG LEARNING

● Create a self-directed learning Makerspace	Literacy (Digital)	Offer low-cost, small-scale technology kits for loan, that will allow our community to participate in shared learning, minimize waste, and promote hands-on experimentation.	x	x	x	
● Continuous evaluation of our digital collections	Literacy (Digital)	Evaluate the use and relevance of our digital collections annually to ensure they meet the changing needs of our communities.	x	x	x	
● Integrate our digital services with our analogue services to provide a seamless experience for library users	Literacy (Digital)	Ensure, where possible, our services are available digitally as well as "inhouse" to improve accessibility to our community.	x	x		
● Run a calendar of workshops for adults	Literacy / Literacy (Digital)	Collaborate with subject matter experts and groups to provide workshops and events for adults.	x			Subject matter experts and community groups.

PLACE

● Ensure our physical spaces are welcoming and fit for purpose	Delivery & Maintenance	Enhance access to Kāwhia Library by installing a handrail up the hill.	x			ŌDC Community Facilities Team
	Delivery & Maintenance	Install a mobility scooter shelter outside the Ōtorohanga District Library.	x			ŌDC Community Facilities Team
	Delivery & Maintenance	Install a mobility scooter shelter outside the Ōtorohanga District Library	x			ŌDC Community Facilities Team

PROJECT OBJECTIVES/ACTION / PROJECT	ACTION/ PROJECT TYPE	DESCRIPTION OF KEY ACTIONS	TIMEFRAME (YEAR)			PROJECT PARTNERS AND KEY STAKEHOLDERS
			YR 1	YR 2	YR 3	

PARTNERSHIP

● ●	Build relationships with local hāpu and whanau	Partnership	Establish regular meetings with these groups.	x			Mana Whenua
● ● ●	Establish a relationship with Waikeria Prison	Partnership	Establish regular meetings with the prison librarian to ascertain what services and resources they need.	x			Waikeria Prison
● ●	Work closely with our schools to support literacy and find opportunities for collaboration	Partnership	Establish regular meetings with COPs to partner with them on collaborative opportunities.	x			COPS (Combined Ōtorohanga Primary Schools)
● ●	Foster connections with community groups, focusing on collaboration and partnership.	Partnership	Complete a stakeholder scan of what local and regional groups the library could look to build partnerships with, then establish regular meetings with these groups.	x			
● ● ●	Instigate a shared library service with Waitomo District Council	Partnership	Prepare a business case in consultation with Waitomo District Library.		x		Waitomo District Library
● ●	Continue to assess potential collaborations with our regional libraries	Partnership	Stay informed about regional trends and seek opportunities for shared services and collaboration.	x	x	x	

Ōtorohanga Library Strategy – Action Plan (Year One) Outcomes

What	Outcome	Detail
Reading for Success		
Membership Drives	15 outreach visits to schools, Early Childhood Centres and Beattie Rest home	6 primary schools, 6 ECE's and 3 rest home visits with Wriggle & Rhyme. Added 84 new junior members and 11 new teens throughout the year. Along with 220 adult members (some of these will be adults joining for the entire family)
Collections – 85% of the collections less than 10 years old	Currently 79%	A regular weeding programme has been introduced, and a buying programme to lift each collection to the desired range has been implemented in 24/25. It will take 3-5 years to bring the bookstock up to the desired range
Reading programmes for teens	1 pilot	A teen programme was piloted over the summer holidays. Library staff have collaborated with the Ōtorohanga College to get input from students as to what interests them. Additional programmes will be introduced in 25/26
Reading programmes and events for adults	3 programmes, 5 events	Three regular programmes were introduced ('appy hour, Summer Reading and Home Schoolers sessions). Five events included Makerspace workshops, author speaking events and a literacy workshop.
Storytime to the ECEs	6 ECE visits	There were 6 ECE visits this year, with half of these to our rural communities.
Promotions of library programmes	Over the 24/25 year there was a 14% increase in programme attendance (+334)	Worked with the ŌDC comms team to put together promotion plans for our bigger programmes (e.g. Raumati Toa) and marketing our services via website, social media and videos
Removal of barriers to membership	Fines Free to facilitate equitable access to library services	The library removed fines as of 1 July 2024.
Adult te reo Maori collection	5% increase on size of collection from 30 June 2024	Although only a small increase, this will grow year on year into a larger collection

What	Outcome	Detail
Introduce a Housebound service	At this stage, there has only been limited interest, with only short-term loans required during illness	Policies and guidelines and promotional materials created and promoted.
Developing Knowledge and Skills		
Support users of digital technologies with assistance and support	<p>DORA Visits: had approx. 30 people through the bus over the two weeks</p> <p>‘Appy hour: 12 in eight months</p> <p>Individual Assistance: not measured</p>	<p>Hosted DORA and visited sites around the district with the bus. Then ran a follow up event at Kāwhia due to popular demand.</p> <p>Introduced ‘appy hour – workshops where participants learn how to utilise the library apps. These are in addition to our one-on-one assistance with customers as required</p>
Continuously upskill team		Team have explored 3D printing, skinny jump, health apps, our library apps as well as supported each other with device help – sharing individual learned knowledge with the whole team
Library STEM to rural schools and communities	<p>Schools visited:</p> <p>Ōtewā; Arohena; Maihihi;</p> <p>Kāwhia; Kio Kio</p>	Taken STEM resources out on our membership drives to give rural pupils a taste of some fun STEM activities their schools don’t have.
Digital Assistance to rural communities.		Hosted DORA at Te Kawa, Oparau and Kāwhia. Have put together a calendar of times library can visit communities and will work with those communities as required

What	Outcome	Detail
Life-long learning		
Create a self-directed Makerspace and a borrowable “Library of Things” collection	<p>Available Resources:</p> <p>3D Printer</p> <p>Overlocker</p> <p>Sewing machine</p> <p>Scan n Cut</p> <p>Badge maker</p> <p>3D pens</p> <p>Library of Things introduced, resources include:</p> <p>MakeyMakey Kit</p> <p>Ardiuno Kit</p> <p>Telescope</p> <p>VR headset</p> <p>Cake tins</p> <p>Toolbox</p> <p>Wood burning kit</p> <p>Soldering kit</p> <p>Home Theatre kit</p> <p>Podcast Studio</p> <p>C-Pen (Text to Speech pan)</p>	<p>Makerspace launched in 2024/25. Two “how to” workshops ran to date.</p> <p>Makerspace Use</p> <p>Since the soft launch of this space, we have had 34 people use the equipment. The most popular resource is the 3D printer, followed by the sewing machine. This equipment is for use in the library.</p> <p>The library team has incorporated these resources into how we create programmes. The 3D printer has been used to print prizes for programmes, the scan n cut and badge maker have also been used to promote or create programmes also.</p> <p>A Library of Things *borrowable” resources was introduced during the year. This collection includes resources to allow people to “have a go” or use equipment that if they were to purchase may only be used in a limited fashion.</p> <p>A Library of Things helps with Waste Minimisation – borrow kit from the library instead of purchasing to use once or twice.</p>

What	Outcome	Detail
Continuous evaluation of digital collections	Gale Database discontinued due to lack of use. Beamafilm, Borrowbox, Libby and ePlatform will be continued for a further 12 months. Use of ePress (eMagazines and Newspapers) in the Borrowbox app will be evaluated at the end of the 25/26 year – and a decision whether to continue to provide this part of the service then. Further promotion of this area will be undertaken throughout the year.	Annual review of databases and digital apps undertaken in June with changes made where required
Integrate digital and analogue services	Summer Reading Programme (Raumati Toa) – 133 physical registrations, Beanstack 18; Ravenous Readers Book club – physical attendees 10; Beanstack - 3	Summer and Winter programme available on website to download; Ravenous readers book club available on Beanstack as well as physically are a few examples of integration of services. <i>Where possible</i> , when we design programme, we make them available both physically and digitally.
Calendar of events for adults	Author Events – 1 (21 attendees) Literacy Programme – 1 (9 attendees) Makerspace events – 2 (2 attendees)	Following on from our two author events for adults run in the 23/24 year, we created a calendar of events for adults. We ran an author event with Scott Bainbridge, a Literacy for parents' session with Louise Payne, and monthly 'appy hour sessions. 'Appy hour are sessions on learning to use the library apps.

What	Outcome	Detail
	'Appy hour – 11 sessions (12 attendees)	
Place		
Kāwhia	Handrail up hill	Deferred to 2025/26 year
	Footpath to library repaired	The footpath from the hill path to library was replaced during summer. We've had great feedback regarding this
Ōtorohanga	Scooter shelter outside library	Shelter installed in June 2025
Partnership		
Build relationships with local hapū and whanau	Establish regular meetings with these groups	We've built a great relationship with the Māori Women's Welfare League. To date they have collaborated with us with Te Wiki o te reo Māori and Matariki. Year two will see the library build on this relationship and initiate conversations with iwi, hapū, and marae
Establish a relationship with Waikeria Prison	Relationship started	We have made contact with the prison librarian. From this we have been able to share information about our two reading programmes. This allows inmates to talk to their families about programmes being run at the library. We've also donated some weeded books to the prison.
Work with our schools to support literacy and find opportunities for collaboration	1 meeting attended	Attended one COPS (Community of Primary Schools) meeting. The schools print our library run programmes in their newsletters and some have encouraged their students to take part in the 500 books before collage programme. This individual programme is also an inter-school competition
Investigate a share library service with Waitomo District Council		Deferred to 2025-26

What	Outcome	Detail
Continue to assess potential collaboration with our regional libraries	Programme collaborations ongoing.	Attended shared interloan training (with Waitomo) at Hamilton libraries. Ran a Summer and Winter reading programme in collaboration with Waitomo District Library.

WELLBEING THROUGH LITERACY

CREATING CONNECTED COMMUNITY

PEOPLE:

Connected, empowered, engaged communities

To achieve this we will:

- Aspire to have every child a reader
- Provide programmes, workshops and events for all ages and literacies
- Improve services to our rural communities
- Support digital literacy skills and technologies

To succeed we need to:

- Develop a learning culture that encourages staff to continuously upskill
- Remove barriers to access
- Be agile and nimble
- Promote reading in our community through fun and creative initiatives.

PLACE:

Vibrant, diverse, liveable communities

To achieve this we will:

- Provide space, resources and equipment
- Explore ways we can expand our outreach in years to come to bring services to our rural communities
- Provide resources and programmes to Waikeria Prison
- Take library services to our schools, ECEs and housebound members
- Provide excellent collections and resources in all formats

To succeed we need to:

- Provide welcoming physical spaces at Ōtorohanga & Kāwhia
- Improve accessibility at both sites
- Access to free internet access, printing, scanning and digital resources
- Create a suite of services for Waikeria Prison

PARTNERSHIPS:

Progressive enduring partnerships

To achieve this we will:

- Actively build a network of partnerships within the community
- Leverage the relationship between Council and local iwi
- Partner with schools to create and deliver programmes
- Continue to grow regional collaboration and consortia

To succeed we need to:

- Initiate discussion with mana whenua to ascertain what library services and aspirations they would like us to focus on
- Explore opportunities for future shared delivery across the region

OUTCOMES:

- Greater use of library services
- Improving individual and community literacy
- Creating a reading culture with our tamariki
- Stronger communities
- A more tolerant, resilient community
- Better employment and education opportunities
- Reduced social isolation
- Greater collaboration and co-operation

OUR VALUES:

be Kind
be Innovative
be Accountable



WANT TO READ THE WHOLE STRATEGY?

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KEY PRIORITIES

New initiatives

- Programmes for adults and teens
- Outreach to schools and ECEs
- Removal of fines for adults
- Housebound service

- Explore ways to bring services to our rural communities.
- Build relationships with our local hāpu and whanau

Existing Services and Resources

- Marketing / Promotions plan for existing services
- Increase our Te Reo Māori collections
- Digital assistance programmes

- Preschool & primary school reading programmes
- Introduce a “Library of Things” collection

Item 264 Submission to Ministry of Housing and Urban Development:
Going For Housing Growth

To Ōtorohanga District Council

From Tony Quickfall, Group Manager Regulatory & Growth

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

- 1.1. To present a proposed submission to the Ministry of Housing and Urban Development's for the consultation on the 'Going For Housing Growth' programme.

2. Executive summary | Whakarāpopoto matua

- 2.1. Central Government is currently consulting on a suite of resource management national directions. This suite includes consultations on Government's "going for housing growth" ("GHG") programme, led by the Ministry for Housing and Urban Development ("MinHUD").
- 2.2. ŌDC staff have reviewed the package of national direction consultations and have identified one aspect of the GHG consultation which ŌDC may wish to submit on. While the remaining consultations will have various impacts, staff consider that the merits of ŌDC submission are limited, given that submissions will be made by professional bodies and sector groups which will pick up key issues.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Context | Horopaki

- 4.1. Central Government recently released a suite of wide-sweeping resource management national directions. These comprise National Policy Statements, National Environmental Standards and

secondary regulations) led by the Ministry for the Environment (MfE) and housing growth initiatives (Led by MinHUD). These represent the single biggest suite of national direction proposals since the introduction of the Resource Management Act 1991.

4.2. Staff have reviewed the consultation packages and identified the following:

- a) While the MfE-led national direction consultations include a general direction and some draft wording, the wording included is caveated that it is for “illustrative purposes only”. The final form of the national directions is therefore unknown.
- b) Across the wide package of proposals being led by MfE, there are varying impacts and consequences arising from the directions. Many of these do not relate to ŌDC’s statutory functions. Of those that do, the impacts on ŌDC appear inevitable, somewhat uncertain, and will require implementation once the final form of the changes are known. Submissions will be made by professional bodies (e.g. NZ Planning Institute, Resource Management Law Assn) and sector organisations (e.g. Taituara who have shared their draft submission) along with well-resourced councils which will pick up any areas of concern. For these reasons, staff recommended ŌDC does not submit on the general suite of MfE-led national direction consultations.

4.3. However, MinHUD’s parallel consultation on the Going for Housing Growth programme raises concerns. This programme covers four “pillars”, and consultation is currently open on Pillar 1 (submissions close 17 August). Pillar 1 of GHG seeks to “free up land for urban development, including removing unnecessary planning barriers”. One of the proposed methods for doing this is a prohibition on Councils establishing urban/rural planning boundaries, such as might typically occur between urban zones and rural zones.

4.4. Staff have significant concerns around this proposal, not least arising from the proven consequences of urban sprawl that occurred in the 70s and 80s. Best planning practice has transitioned from urban sprawl to “building in and up” while minimising build encroachment into productive land. These concerns and consequences are identified in detail in the draft submission in Appendix 1.

Why does ŌDC care?

4.5. Ōtorohanga district is neither a metropolitan district, nor does it have high growth (currently). However, a “one size fits all” national prohibition on an urban/rural boundary could have long term negative consequences for Ōtorohanga’s towns. This could include:

- a) Urban encroachment into productive land, particularly around Ōtorohanga town.

- b) The inability to fund and provide infrastructure expansion (water, wastewater, roading and stormwater) into urban periphery, undeveloped “greenfields”. If funding *could* be found for expanded infrastructure programme, this would be a highly inefficient form of infrastructure compared to infill development.
 - c) Disincentive to consolidate and enable infill development within existing urban areas.
 - d) Potential loss of “cohesion” and consolidation of Ōtorohanga’s urban centres.
 - e) Poor urban form arising from unplanned or unanticipated greenfields development.
- 4.6. Staff consider a prohibition on an urban/rural boundary to be a retrograde step back to “bad planning” of the 1970’s and the well-documented poor outcomes. This approach represents a push for housing at all costs, rather than providing a balanced approach to spatial planning based on current best practice.
- 4.7. Staff also have concerns around MinHUD reinventing the wheel, rather than drawing on a large body of knowledge, spatial planning, and best practice methodologies. This includes seemingly ignoring work that has been occurring under the Waikato Future Proof group over the last 8-10 years. While ŌDC is not part of the Waikato Region Future Proof group of councils, Ōtorohanga District is nonetheless a residual beneficiary of the spatial growth planning which encompasses Waipā District to the north. The spatial planning work undertaken by Future proof includes: a 30 year Waikato Future Proof Growth Strategy; Hamilton to Auckland Corridor Plan; Hamilton-Waikato Metropolitan Spatial Plan.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. This decision to lodge the submission (as recommended) is not a significant decision under Council’s significance and engagement policy.

Impacts on Maori

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

Risk analysis

- 5.3. This decision has low risk.

Policy and plans

- 5.4. The decision and submission is consistent with Council’s current district plan, the Waikato Regional Policy Statement, and spatial planning best practice.

Legal

5.5. There are no legal considerations arising from this decision.

Financial

5.6. There are no financial decisions arising from this decision.

6. Discussion | He kōrerorero**Option 1: Accept the staff recommended submission**

6.1. This option allows ŌDC the ability to submit, with the submission points reflecting staff's analysis and recommendations.

Option 2: Modify the staff recommended submission

6.2. ŌDC may choose to modify, expand or reduce the submission, as recommended. Modification would require further staff analysis and advice (report back) on any suggested changes in order to align with technical advice and understand the submission impacts. This may have implications around the submission closing date of August 17.

6.3. An expanded submission would similarly require additional staff analysis and report-back. There may be capacity implications if the scope of the submissions was expanded substantially, and there could be impacts around the submission closing date.

Option 3: Do not submit

6.4. Under this option, ŌDC would not submit. There would be no consequences arising, other than ŌDC not "adding its voice" to the submission topic.

Recommendation option and rationale

6.5. For reasons set out in this report and in Appendix 1, Option 1 is recommended (submit as per staff recommendations).

7. Appendices | Ngā āpitihanga

Number	Title
1	Proposed submission

DATE

SUBMISSION: Going For Housing Growth

TO:

gfhg@hud.govt.nz

Ministry of Housing and Urban Design

PO Box 82

Wellington

Submitter details

This submission is from Ōtorohanga District Council.

PO Box 11, Ōtorohanga 3940

17 Maniapoto Street, Ōtorohanga

Ōtorohanga District Council do not wish to appear to speak to our submission.

Submissions close: 17 August 2025

Our District

Ōtorohanga District covers 1976 square kilometres, from the seaside towns of Kāwhia and Aotea in the west, to Lake Arapuni on the eastern boundary. There are two urban centres of Ōtorohanga and Kāwhia, surrounded by thriving rural communities. Ōtorohanga District is part of the King Country region, known by Māori as 'Te Rohe Potae' - "The Area of the Hat." Our district extends along the west coast of the North Island from Mount Pirongia in the north to the coastal town of Kāwhia in the south and stretches inland to Pureora Forest Park and the Waikato River to the east.

Geographically, the District comprises three distinct areas of approximately equal size. The eastern and western areas have predominantly more hills than the central area, which forms the southern limit of the Waikato Basin. Ōtorohanga is centrally placed, being within an easy driving distance of Auckland, Hamilton, Tauranga, Rotorua, Taupō and New Plymouth.

The local economy is primarily based on agriculture, with sheep, beef and dairy farming being the principle agricultural activities.

Ōtorohanga town has a population of approximately 3000 and is a service centre for the surrounding rural areas. Kāwhia is a small coastal holiday resort located on the shores of the Kāwhia Harbour, 57 kilometres west of Ōtorohanga via State Highway 31. Kāwhia has a permanent population of approximately 400, but the population increases to over 2000 at peak holiday periods. Kāwhia is the spiritual home of the Tainui people who first settled there 600 to 700 years ago. The Kāwhia Harbour covers more than 6000 hectares, with five rivers feeding into it and is a popular and productive fishing spot.

Our district also includes the small coastal settlement of Aotea, on the southern side of the Aotea Harbour.

Ōtorohanga District is also home to Aotearoa's first mega prison, Waikeria. Stage 1 was completed July 2025 and stage 2 is due for completion in 2029. Once fully completed, Waikeria will be a significant contributor to the Ōtorohanga economy and will be our district's second biggest community, after Ōtorohanga township.

Our Council

Ōtorohanga District Council (ŌDC) administers the Local Government Act 2002 and all related functions on behalf of our ratepayers and residents. We work closely with Waitomo District Council and Waipā District Council and have formal shared service agreements between these three councils including civil defence, animal control, and regulatory services. Outside of the formal shared service agreements all three councils closely collaborate on topics of mutual interest or where we can gain efficiencies of alignment.

Submission - Context

ŌDC generally supports the intent around enabling housing growth. However we have significant concerns over the delivery of Government's work programme, particularly what appears to be a retrograde step back to poor planning principles that dominated the 1970s. Our submission comments are set out as follows.

Submission

General

ŌDC is concerned about repeating past mistakes and not building on the wide body of planning knowledge and best planning practice that has emerged under the RMA and through case law.

Relief sought: Rather than start from “clean slate”, we implore MinHUD to review, and adopt, the best planning practice that has emerged from 30 years operation under the RMA.

Responses to Specific Questions

Tranche 1 Questions

2. How should spatial planning requirements be designed to promote good housing and urban outcomes in the new resource management system?

4. How can the new resource management system better enable a streamlined release of land previously identified as suitable for urban development or a greater intensity of development?

5. Do you agree with the proposed methodology for how housing growth targets are calculated and applied across councils? Are there other methods that might be more appropriate for determining Housing Growth Targets?

6. How should feasibility be defined in the new system? If based on profitability, should feasibility modelling be able to allow for changing costs and/or prices?

7. How should feasibility be defined in the new system?

8. If the design of feasibility is based on profitability, should feasibility modelling be able to allow for changing costs or prices or both?

10. What aspects of capacity assessments would benefit from greater prescription and consistency?

11. Should councils be able to use the growth projection they consider to be most likely for assessing whether there is sufficient infrastructure-ready capacity?

12. How can we balance the need to set minimum levels of quality for demonstrating infrastructure capacity with the flexibility required to ensure they are implementable by all applicable councils?

13. What level of detail should be required when assessing whether capacity is infrastructure-ready? For instance, should this be limited to plant equipment (e.g. treatment plants, pumping stations) and trunk mains/key roads, or should it also include local pipes and roads?

14. Do you agree with the proposed requirement for council planning decisions to be responsive to price efficiency indicators?

15. Do you agree that councils should be required to provide enough development capacity for business land to meet 30 years of demand?

16. *Are mechanisms needed in the new resource management system to ensure councils are responsive to unanticipated or out-of-sequence developments? If so, how should these be designed?*

17. *How should any responsiveness requirements in the new system incorporate the direction for 'growth to pay for growth'?*

For all the questions above, ŌDC refer MinHud to Waikato Future Proof for guidance on best practice.

Relief sought: Adopt the proven methodologies and practices that underpin [Waikato FutureProof](#)

Tranche 2 Questions

18. *Do you agree with the proposal that the new resource management system is clear that councils are not able to include a policy, objective or rule that sets an urban limit or a rural-urban boundary line in their planning documents for the purposes of urban containment? If not, how should the system best give effect to Cabinet direction to not have rural-urban boundary lines in plans?*

19. *Do you agree that the future resource management system should prohibit any provisions in spatial or regulatory plans that would prevent leapfrogging? If not, why not?*

ŌDC believe a prohibition or restriction on urban-rural boundary would be a significant retrograde step to sub-standard social-experimental planning of the 1970s. There is a wide body of knowledge and international research that “boundaryless planning” of the 70’s has led to significant and enduring poor outcomes on people, communities, and environments. Established and accepted concepts such as [Sustainable Development](#), [Natural Capital](#), [Environmental Limits](#) and the [NZ Urban Design Protocol](#) appear to have been overlooked. These concepts are enduring and fundamental, and should form the foundation of any spatial planning policy.

A national prohibition on urban boundaries would lead to known, and well documented adverse impacts, and would not allow for policy response to regional variances. For example, a prohibition on an urban/rural boundary around say, Ohakune, would have markedly different impacts compared to no urban/rural boundary around Ōtorohanga. This aspect is a particular concern for ŌDC, as a prohibition or limitation on an urban/rural boundary would almost certainly result in urban expansion into highly productive land, inefficient servicing, and displacement of rural productivity.

Some of the well documented impacts of not having an urban/rural boundary include¹

1. Environmental Degradation

- **Loss of natural habitats:** Expansion into rural and undeveloped areas has led to documented deforestation, wetland destruction, and loss of biodiversity.
- **Increased pollution:** Vehicle reliance has contributed to air and noise pollution.
- **Higher carbon emissions:** Longer commutes and car dependency has increased greenhouse gas emissions.

¹ **Bueno-Suárez & Coq-Huelva (2020)** – *Sustainability Journal: Sustaining What Is Unsustainable: A Review of Urban Sprawl and Urban Socio-Environmental Policies in North America and Western Europe*; **Sudhir Kumar Sinha (2018)** – *Research Review International Journal: Causes of Urban Sprawl: A Comparative Study of Developed and Developing World Cities*; **Michael P. Johnson (2001)** – *Environment and Planning: Environmental Impacts of Urban Sprawl: A Survey of the Literature and Proposed Research Agenda*; **Vishal Chetty (2023)** – *Springer Journal of Geovisualization and Spatial Analysis: A Critical Review of Urban Sprawl Studies*; **Samuel Brody (2013)** – *Nature Education Knowledge: The Characteristics, Causes, and Consequences of Sprawling Development Patterns in the United States*

2. Infrastructure Strain

- **Costly public services:** Extending utilities, roads, and emergency services to sprawling areas is demonstratively more expensive and inefficient than infill.
- **Traffic congestion:** Despite low-density development, reliance on cars led to more traffic and longer travel times.

3. Economic Inefficiency

- **Higher municipal costs:** Maintaining infrastructure over larger areas has impacted on the ability to fund and service infrastructure.
- **Decline of urban centres:** Investment has shifted away from city cores, leading to economic decline in downtown areas, retail flight and urban fragmentation.

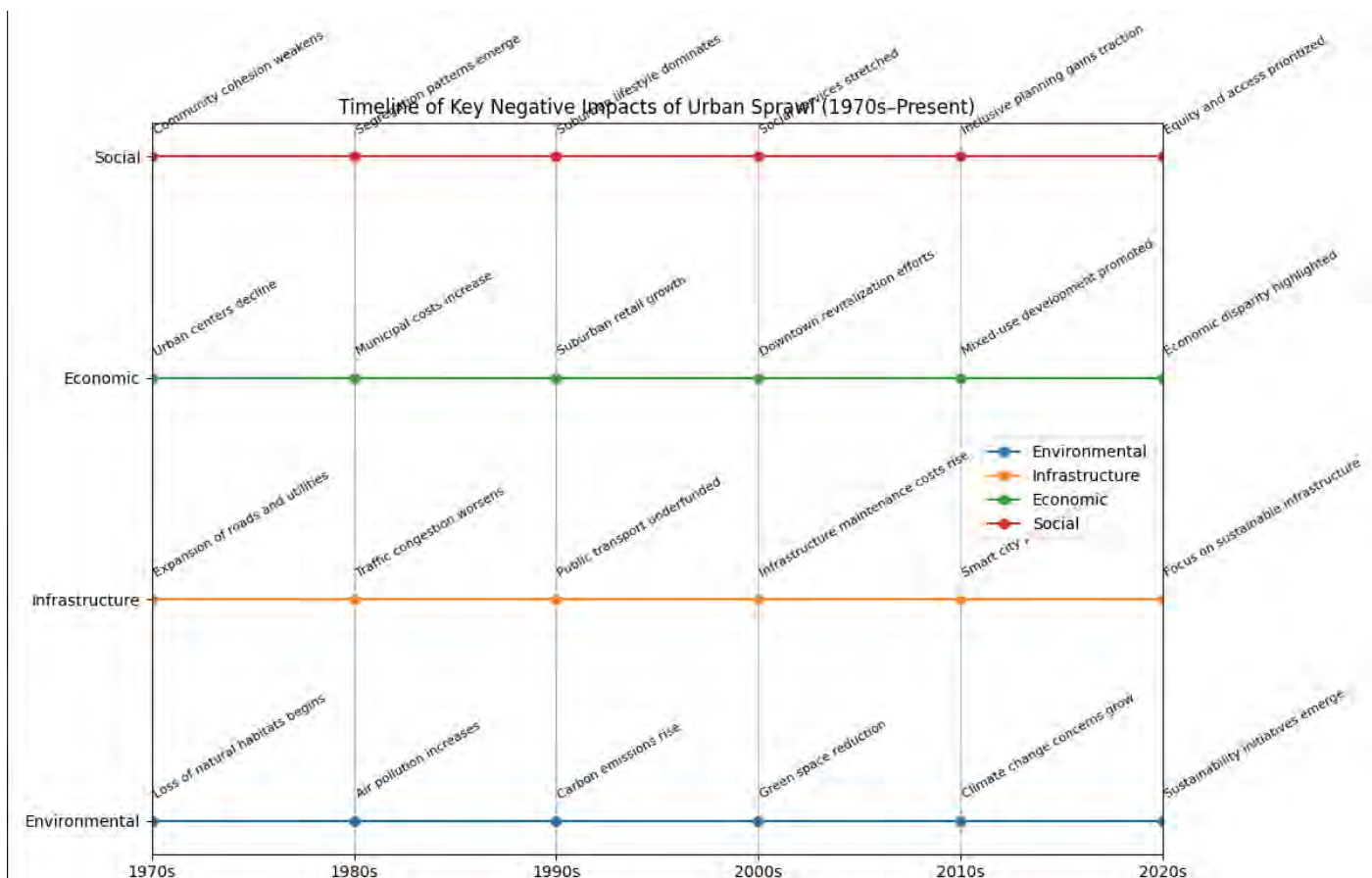
4. Social Fragmentation

- **Reduced community cohesion:** Low-density neighbourhoods often lack communal spaces, reducing social interaction.
- **Segregation:** Sprawl can reinforce social and economic segregation due to zoning and housing policies.

5. Loss of Agricultural Land

- Farmland near urban centres converted into residential and commercial developments, has reduced productive land potential, displaced local food production, and caused relocation and pressures on other areas.

These impacts can be shown pictorially as follows.



ŌDC considers **regional and local policy makers are best placed to identify the impacts and merits of an urban/rural boundary, for their specific locations.** We also note there are many good examples in Europe of urban/rural boundaries where medium to high density extends as a “hard boundary” out to the rural interface, while managing reverse sensitivity effects and retaining rural production. “Leapfrogging” of the urban/rural boundaries is typically managed through good spatial planning and planned rural villages and hamlets.

servicing the rural areas with good transport and public transport networks. Such a model of high density urban, small towns, and rural villages and hamlets would have considerable merit in an Aotearoa context.

Relief sought:

- a. reject the proposal for a national prohibition or limitation on urban/rural boundaries
- b. retain the ability for regions and districts to develop local and regional policy and spatial plans that respond to local geography, local productive potential and local pressures
- c. adopt and apply European urban design and spatial planning principles around well-defined and compact cities, towns, villages and hamlets

Tranche 3 Questions

31. What controls need to be put in place to allow residential, commercial and community activities to take place in proximity to each other without significant negative externalities?

32. What areas should be required to use zones that enable a wide mix of uses?

ŌDC generally supports the ability for local neighbourhood-scale, mixed use zoning. Suburban commercial activities add to the vibrancy and function of urban areas. However, we note that these commercial activities should be limited to those that support neighbourhoods, and are compatible with residential activities. This should not permit or enable the encroachment of activities that cause social harm into neighbourhoods, e.g. an expansion or proliferation of liquor stores and vape stores, or activities which are incompatible with residential living.

Relief sought:

- a. enable neighbourhood scale commercial activity in residential suburban zones, and limit this to commercial activities that provide for the normal day to day functioning of neighbourhoods
- b. continue to control specific activities that cause social harm, in particular liquor stores, vape stores, and those which may be incompatible with residential activities due to noise or amenity (e.g. light industry, mechanics, engineering etc)

END.

Contact:

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Item 265 Adoption of updated Procurement Policy

To Ōtorohanga District Council

From Rebecca Griffin, Business Improvement Analyst

Type **DECISION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

1.1. To present an updated Procurement Policy for adoption.

2. Executive summary | Whakarāpopoto matua

- 2.1. Ōtorohanga District Council's (ŌDC) current Procurement Policy has been reviewed to incorporate the purpose and principles of ŌDC's Te Punga o Te Hapori (Anchor of the Community) framework. This framework aims to help lift local socio-economic wellbeing by enabling, through prudent and managed processes, a greater share of ŌDC's procurement coming from local businesses. At present around 90% of ŌDC's general spend comes from suppliers based outside Ōtorohanga District.
- 2.2. The updated Procurement Policy reflecting these changes is recommended to ŌDC for adoption (attached as Appendix 1). The changes emphasise a 'best value' approach rather than the simplistic 'lowest conforming price' approach but retains the need for robust procurement processes to provide assurance that ŌDC is prudently managing its financial resources. A new definition of local supplier is included. Alongside the updated Policy is an intention that staff work with local businesses to increase their capability and capacity to become ŌDC suppliers or increase their business with ŌDC.
- 2.3. When it was adopted in 2021, the current Policy reflected best practice and that has not changed. That said, the Government is undertaking a review of its own procurement rules. While not mandatory for councils to adopt, it is prudent to reflect some of these requirements in local procurement policies. Staff will assess the outcome of the Government procurement review and look to update ŌDC's Policy in due course.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

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

4. Context | Horopaki

- 4.1. ŌDC adopted its current Procurement Policy in 2021. The Policy is based on a template developed by Co-Lab for councils across the Waikato region. The Policy reflected national best practice as it incorporated guidance developed by the Government procurement unit. Like all ŌDC policies, it was expected that this Policy would be subject to periodic review.
- 4.2. In November 2024 ŌDC adopted the Te Punga o Te Hapori (TPOTH - Anchor of the Community) framework and implementation plan. This framework facilitates ŌDC taking a broader view of and approach to lifting socio-economic wellbeing for our communities through a more deliberate approach to utilising its resources.
- 4.3. The TPOTH implementation plan recognises the role ŌDC's procurement can play in lifting local wellbeing and signalled a review of the existing Procurement Policy to reflect TPOTH's purpose and principles, and particularly how local procurement might be better enabled.
- 4.4. The Government is undertaking a review of its procurement procedures and rules (i.e. those covering procurement by Government agencies/entities). While not mandatory, it is good practice for councils to have regard to these rules in local procurement policies. This review is not expected to be completed until later in the year.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. In adopting the updated Procurement Policy, ŌDC must have regard to the general decision-making of the Local Government Act 2002 (LGA) as there are no specific requirements in this case. The Policy is effectively a management procedure and the nature and scope of the changes to the Policy are not considered significant, so no specific requirements need to be followed, other than consideration and adoption by ŌDC.

Impacts on Māori

- 5.2. The updated Policy does not give rise to any specific impact on Māori. However, TPOTH recognises the benefits of supporting local Māori business alongside other local businesses.

Risk analysis

- 5.3. The underlying nature of a procurement policy is the achievement of best value for the community, with the associated management and reduction of risk. The proposed Policy updates retain this focus, while reflecting the benefits and value of embedding the purpose and principles of TPOTH. Incorporating appropriate elements of the Government's updated procurement rules provides further assurance.

Policy and plans

- 5.4. The proposed changes to the Procurement Policy reflect the direction and priorities established with the adoption of the 2024-34 Long Term Plan and TPOTH framework. In that regard, the proposed changes are consistent with existing plans and policies.

Legal

- 5.5. There is no statutory requirement for councils to have a procurement policy, however, the actions of councils must comply with relevant legislation, including taking a prudent approach to financial management. Councils that fail to comply with legislative requirements or follow best practice in their procurement practices risk legal challenge, increased scrutiny and reputational damage. For these reasons, reflecting desired strategic outcomes and priorities, including those inherent in TPOTH, is best achieved through policies and processes, such as those relating to procurement.

Financial

- 5.6. Having and following robust procurement policies and processes provides assurance that financial resources are prudently managed and associated risk reduced or eliminated. The proposed changes to the existing Procurement Policy broaden its scope to consider local procurement in a wider wellbeing context, but without giving rise to any greater risk or imprudence.

6. Discussion | He kōrerorero

- 6.1. The proposed changes to the Procurement Policy reflect ŌDC's desire that greater local socio-economic wellbeing can be achieved through applying a more targeted local lens to procurement. This directly aligns with and gives effect to the TPOTH framework and implementation plan adopted by ŌDC in November 2024.

- 6.2. Preliminary analysis of ŌDC's annual general spend (which excludes things such as staff and elected member remuneration) indicates that over 90% goes to businesses/entities based outside our District. By being more intentional in giving full and fair opportunity for local businesses to participate in ŌDC's procurement processes and recognising the broader value arising from increased local procurement, the 'local share' of the spend should increase.
- 6.3. Sitting alongside this approach will be other initiatives that help increase local capability/capacity and interest in securing ŌDC supply agreements. Examples include assisting local business operators to better understand ŌDC procurement processes and getting more local businesses to gain preferred supplier status. It may be that some businesses have or could have the capability/capacity to be ŌDC suppliers but decide not to. That is their choice. This is about being more deliberate in making procurement opportunities available to local businesses.
- 6.4. Given the nature and extent of ŌDC's procurement needs, it is unrealistic to think that Ōtorohanga-based businesses will ever have the capability and capacity to meet all these needs. However, international experience (and intuition) suggests that there is ample scope to increase the share of local procurement within the context of a 'best value' approach.
- 6.5. Central to achieving a shift towards local procurement is defining that for the purposes of procurement. The proposed changes to the Policy include defining what 'local supplier' means. While a business's physical location within the District is a definitive measure of 'local', there are businesses whose primary location (base) is outside the Ōtorohanga District, but they employ staff who reside within the District – meaning there is local value and socio-economic uplift. This later aspect is reflected in the suggested 'local supplier' definition. For monitoring and reporting purposes, ŌDC's creditor system can be adjusted to record whether a supplier is a 'local supplier' or not.
- 6.6. As part of the review of ŌDC's Procurement Policy consideration has been given to whether the existing thresholds at which different procurement processes apply are still appropriate. These thresholds stipulate, for example, when only written quotes are needed right through to when full open tender processes must be undertaken. The current thresholds are considered appropriate and therefore no changes are recommended.
- 6.7. In keeping with best practice, staff will monitor the review of Government procurement rules and look to incorporate changes to ŌDC's Procurement Policy where it is prudent to do so. It is recommended that ŌDC's Chief Executive be given authority to make any such changes.

Option 1: Adopt the updated Procurement Policy

6.8. Proceed with adopting the updated Procurement Policy, reflecting the purpose and principles of TPOTH.

Option 2: Do not adopt the updated Procurement

6.9. Retain the existing Procurement Policy unchanged.

Recommended option and rationale

6.10. Option 1: Proceed with adopting the updated Procurement Policy, reflecting the purposes and principles of TPOTH. This option is favoured because it is a major step in giving effect to ŌDC’s commitment under the TPOTH framework and implementation plan.

7. Appendices | Ngā āpitihanga

Number	Title	Document number
1	Updated Ōtorohanga District Council Procurement Policy – June 2025	828428



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga District Council

PROCUREMENT POLICY

DRAFT

June 2025

FOREWORD

This document sets out the framework, principles and policy to guide/inform the Council's procurement (purchasing) practices and processes. It is directly based on the regional procurement principles, policy and framework developed for Waikato region councils by Waikato Local Authority Shared Services Ltd (WLASS).

The Principles will ensure that we uphold the integrity of our procurement and set a clear expectation of what is expected when any person within the Council makes a purchasing (procurement) commitment.

The Policy provides clear guidance on how procurement activity should be undertaken at all levels. It sets out the "rules" by which we should all operate. The expectation is that anyone who is undertaking procurement activity will abide by the rules and seek guidance if they are unclear as to what is expected.

The Framework provides a consistent approach to procurement. There is a step-by-step guide to enable staff to select the appropriate procurement process having regard to the level of spend and risk, and then to work through that process with confidence and consistency. In addition, the document sets out how to determine whether or not to utilise an All of Government, Regional or Syndicated contracts.

An overarching consideration to this Policy is Te Punga o te Hapori – The Anchor of the Community. This framework is based around Community Wellbeing, and Procurement is an integral element, supporting social, cultural, economic and environmental goals for the Ōtorohanga District Council community.

This document will make it clear for both suppliers and Council staff on the expectations when procuring third party goods, services and/or works. It ensures that spend is planned out and creates well executed third party solutions that minimise risk and maximise value for all involved.

Tanya Winter
Chief Executive

PROCUREMENT PRINCIPLES

The Principles provide the overarching goals, and should be used to help make good procurement decisions. These Principles apply to anyone (employee or third party) committing funds on behalf of the Council with a supplier regardless of how big or small; complex or straight forward; or open or closed the transaction(s) may be.

1. PLAN AND MANAGE FOR GREAT RESULTS

- Identify what you need, including what outcomes should be achieved, and then plan how to get it.
- Set up a team with the right mix of skills and experience.
- Involve suppliers early – let them know what you want and keep talking
- Take the time to understand the market and your effect on it. Be open to new ideas and solutions.
- Choose the right process – proportional to the size, complexity and any risks involved.
- Encourage e-business (for example, tenders sent by email).

2. BE FAIR TO ALL SUPPLIERS

- Create competition and encourage capable suppliers to respond
- Treat all suppliers equally – we don't discriminate (this is part of our international obligations).
- Seek opportunities to involve New Zealand businesses, including Maori, Pasifika and local businesses and social enterprises.
- Make it easy for all suppliers (small and large) to do business with Council.
- Be open to subcontracting opportunities in big projects.
- Clearly explain how you will assess proposals – so suppliers know what to focus on.
- Talk to unsuccessful suppliers so they can learn and know how to improve for the future.

3. GET THE RIGHT SUPPLIER

- Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along.
- Choose the right supplier who can deliver what you need, at a fair price and on time.
- Choose suppliers that comply with Council's Supplier Code of Conduct.
- Build demanding, but fair and productive, relationships with suppliers.
- Make it worthwhile for suppliers – encourage and reward them to deliver great results.
- Identify relevant risks and get the right person to manage them.

4. GET THE BEST DEAL FOR EVERYONE

- Get best public value – account for all costs and benefits over the lifetime of the goods or services.
- Make balanced decisions – consider the possible social, environmental, economic and cultural outcomes that should be achieved.
- Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive.
- Take calculated risks and reward new ideas.
- Have clear performance measures – monitor and manage to make sure you get great results
- Work together with suppliers to make ongoing savings and improvements.
- It's more than just agreeing the deal – be accountable for the results.

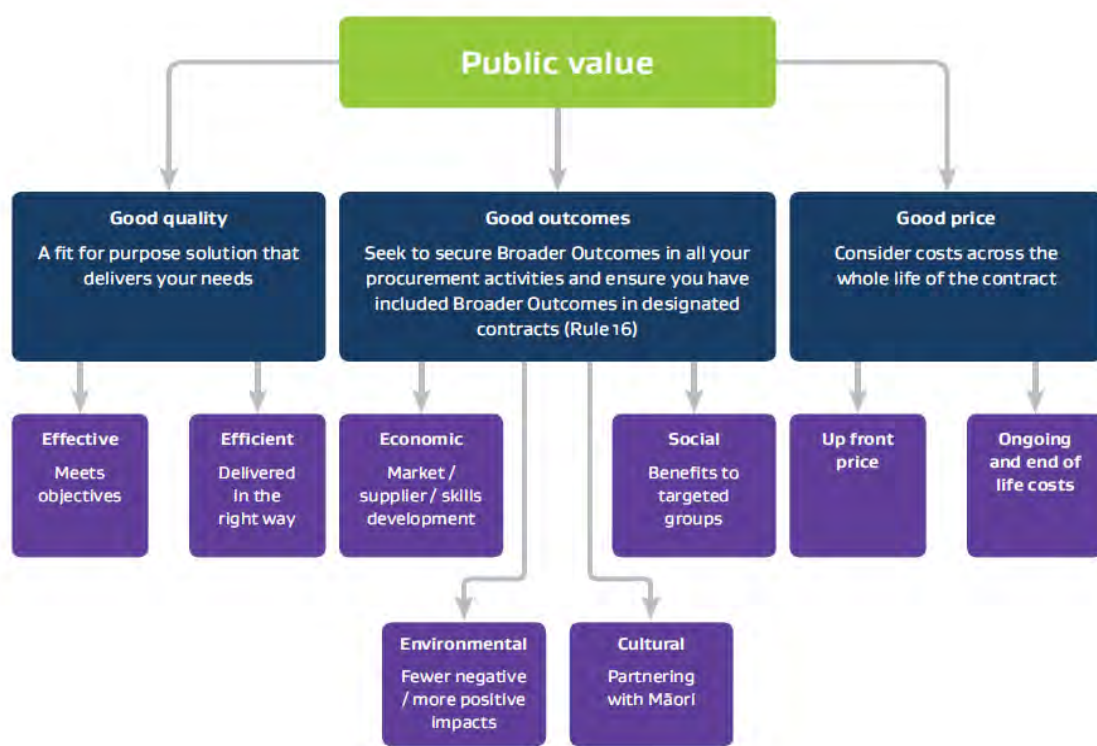
5. PLAY BY THE RULES

- Be accountable, transparent and reasonable.
- Make sure everyone involved in the process acts responsibly, lawfully and with integrity.
- Stay impartial – identify and manage conflicts of interest.
- Protect suppliers' commercially sensitive information and intellectual property.

PROCUREMENT POLICY

1. Overview

This Procurement Policy is designed to provide all employees and authorised third parties with clarity and guidance over the purchase of goods, services and/or works required to support Council's business delivery. The policy is designed to ensure that the Council obtains best public value for the goods, services and/or works that it purchases, and to maintain the highest ethical standards in dealing with its suppliers. The principle of public value when procuring goods, services or works means the best possible outcome for the total cost of ownership (over the whole-of-life of the goods, services or works). Selecting the most appropriate procurement process that is proportionate to the value, risk and complexity of the procurement will help achieve best public value.



2. Application

This Policy applies to all staff and third parties committing expenditure on behalf of the Council.

3. Scope of this Policy

This Policy applies to the commitment of all funds by staff, or approved third parties on behalf of the Council with the exception of property-related acquisitions/leases.

Any community groups, committees or boards that have delegated authority to spend public funds, must comply with the principles and objectives stated in this Policy.

Examples of expenditure to which this Policy applies include:

1. Operational Expenditure – Goods, services and/or works required to support the day-to-day running of the Council.
2. Material Outsourcing Arrangements – involves Council entering into an agreement with another party (supplier) to perform, on a continuing basis, a business activity which currently is, or could be, undertaken by the Council itself.

3. Panel Suppliers – where staff can purchase against pre-agreed rates and conditions of contract.
4. Consultancy Expenditure – involves the use of professional service providers to obtain advice and / or support relating to an area of specific expertise.
5. Project and Capital Expenditure – involves the Council entering into an agreement on a one-off basis with another party (supplier) to provide an agreed specific set of outcomes/deliverables aligned to a project or capital outlay.

Waka Kotahi/NZTA Subsidised Arrangements – covers NZTA subsidised activities/services obtained through the NZTA procurement process (Note that the financial limits and procedures prescribed in the NZTA Procurement Manual will apply if NZTA standards are higher than those set by the Council).

4. Policy Objectives

The objectives of the Procurement Policy are to provide clear direction and support to management, staff and third parties in relation to the performance of procurement activities in line with the Procurement Principles and establishes a decision framework that ensures:

- **Adherence** – all procurement is required and is undertaken in accordance with the Procurement Policy and all other associated Council Policies and Strategies;
- **Openness** - all procurement is made in an open and transparent manner with full and fair opportunity for all eligible suppliers;
- **Fairness** - all procurement is carried out in a fair manner and decisions are made with impartiality and without bias;
- **Integrity** - all Council staff and/or third parties undertaking procurement do so ethically, equitably and with behavioural standards of the highest levels;
- **Public Value** – getting the best possible result from procurement, using resources effectively, economically and without waste, and taking into account:
 - The total costs and benefits of a procurement (total cost of ownership), and
 - Its contribution to the results to be achieved.
- **Risk** – all procurement considers the risks (commercial and otherwise) and ensures these are managed appropriately;
- **Lawfulness** - all procurement is within the law and meets Council’s legal and organisational obligations;
- **Accountability** - staff and/or third parties and suppliers are accountable for their performance; and
- **Sustainability** - all procurement is environmental and socially sustainable wherever possible, having regard to economic, environmental, cultural and social impacts over their lifecycle.

Procurement is based on the Government Procurement Charter, Principles, Rules and other good practice guidance. Collectively, these provide a broad framework that supports accountability for spending, sound business practice and better results.

Good practice is about developing a strong understanding of all of the aspects of the procurement lifecycle, and skilfully applying these to deliver the best results. Processes should be proportionate to the value, risk and complexity of the procurement. Sound commercial judgement will achieve the best public value, and drive innovation and performance.

Understanding suppliers and the market is an essential part of a planned approach to market. Procurement also covers proactively managing supplier and stakeholder relationships throughout the sourcing and contract process. Development of supplier relationships drives public value through ongoing efficiency and effectiveness gains.

5. Contract Hierarchy

Once the requirement to spend has been established, the first consideration should be whether or not there are All of Government (AOG) contracts, Regional or Syndicated contracts available for use.

A review of these contract options should be undertaken and consideration given to whether the benefits of these contracts (such as economies of scale, and regional or national public value) outweigh pursuing a local (or local contribution) procurement approach, taking into account the principles of the Te Punga o te Hapori (The Anchor of the Community) framework.

6. Controls

Keep the integrity through the controls.

- The controls within the procurement process are there to protect staff, suppliers and the public - follow them.
- The Procurement Policy is not stand-alone - ensure understanding of the requirements in other policies as well (e.g. Delegated Authorities).
- Always ensure there is appropriate segregation of responsibility.
- Highlight any conflicts of interest so that everyone has transparency on any relationships.
- Always keep a record of the procurement activity undertaken so that there is clarity, ownership and accountability.

7. Spend Limits and Authorisations

Any employee wishing to make a purchase on behalf of the Council needs to be aware from whom within the organisation they must get approval before making the commitment.

Appropriate authorisation must be obtained prior to ordering goods, services and/or works. The authorising signatory is certifying that they have reviewed the transaction and all related documentation and that it conforms to Council policy and goals, as well as applicable laws.

An authorising signatory should not both initiate and approve the same transaction. In no circumstances shall an authorising signatory approve payments of any kind to themselves.

Any employee purchasing on behalf of the Council must ensure that they follow the correct procurement process based on the spend level and risk threshold. In all cases, when determining the correct procurement process, the spend level to be considered is the aggregate spend over the life of the contract and relates to the total spend on a project.

For example:

1. for a maintenance agreement of \$50k per annum with a three-year term the total spend is \$150k and the procurement process for spend of a level of \$150k should be applied;
2. the procurement planning for a project with multi-disciplines, such as refurbishment of a building, may require a builder - \$100k, electrical work - \$100k, HVAC work - \$75k and plumbing - \$50k: the procurement process for spend of a level of over \$250k should be applied for the aggregated spend, although it is accepted that as part of the procurement process the Council may decide to go out for individual tender processes for each of these services separately.

8. Preferred Suppliers

Wherever possible, employees should direct all goods, services and/or works purchases through preferred supplier contracted arrangements. A list of all AOG, Regional / Syndicated and local preferred suppliers should be available within each Council and reviewed before any commitment is made.

There may be occasions when employees will notice cheaper alternatives to these contracted arrangements. Employees should be aware that these contracts have been arranged with the overall benefit to the Council(s) in mind. Overall quality, performance, and public value have been considered when selecting the suppliers.

Note: Whether utilising preferred or non-preferred suppliers, the correct procurement process must be applied. Because the contract and commercial negotiations have been completed in advance, the process for using preferred suppliers is far less time consuming. However, if there is a need to vary the existing terms or pricing (where there is an increase in cost) outside of the agreed contract, the supplier should then be treated as a non-preferred supplier and the non-preferred supplier process applied.

A supplier who has pre-qualified under the Council's approved HSE system and/or process is not automatically a preferred supplier. A preferred supplier will have also been through a commercial process and have a contract in place.

9. Procurement Process

Where an employee or authorised third party is looking to make a purchase they need to follow the appropriate procurement process. The processes have been separated to take into consideration the potential costs and risks to the Council.

Cost – these are the total costs (exclusive of GST) expected for the life of the contract and should include any contingencies or on-going costs. It is the aggregate of all the costs that should be used to determine the correct procurement process to follow.

Risk – these are the risks, their likelihood, the ability to mitigate the risks and the relative impact to the Council should the risk occur. This should take into consideration all types of risk including but not limited to commercial, operational and reputational risk.

10. Values

The different levels of procurement process are as follows:

1. Procurement under \$50,000 and considered low or medium risk requires:
 - a. 1 quote where a preferred supplier is utilised or spend is under \$20,000; or
 - b. 2 quotes where a non-preferred supplier is utilised and spend is over \$20,000; or
 - c. a Purchase Order with a 'one-up' delegated authority approval.
2. Procurement between \$50,000 and \$250,000 and considered either low or medium risk requires
 - a. 3 quotes; or
 - b. a Public or Invited RFx process to be used as signed off in the procurement plan.

Note that if an approved Project Plan or Business Case has been completed which covers the information required within the Procurement Plan, completing a separate Procurement Plan is not required.

3. Procurement over \$250,000, or any high-risk procurement, regardless of dollar value requires:
 - a. a Public or Invited RFx process, as signed off in the Procurement Plan.

Note that if an approved Project Plan or Business Case has been completed which covers the information required within the Procurement Plan, completing a separate Procurement Plan is not required.

4. Where a contract is subject to a New Zealand Transport Authority (NZTA) subsidy, the financial limits and procedures prescribed in the NZTA Procurement Manual will apply if the standards are higher than those set by the Council.

Note: These are the minimum requirements pertaining to undertaking procurement activity and more suppliers than the minimum can participate. The Council Specific Information sheet in this document should be checked to see if there are any additional requirements applicable for your Council.

11. Procurement Exemption

The process for the relevant level should be followed fully. If deviation from the process is required, the reason for the deviation should comply with one or more of the following criteria:

1. **Monopoly situation:** Where there is a monopoly situation and only one Supplier capable of supplying the requirements (e.g. engaging an arrangement for the supply of electricity on a network where the network is owned by a single party);
2. **Proprietary technology:** Where a Supplier is the sole Supplier and/or patent holder of a specific product that is required by Council. The Council must be satisfied that the proprietary technology is the most appropriate for the needs of Council;
3. **Benefits and costs of competition:** The time and costs of a competitive process outweigh the benefits of competition;
4. **Unique business proposition:** Where a Supplier has a unique business proposition that can minimise risks or costs to Council. This could include existing knowledge relevant to a project; or
5. **Existing contract:** If goods, services and/or works are in addition to, or necessary for the completion of, delivery of an existing contract, provided that the original contract was publicly advertised, and a change of Supplier cannot be made for economic, technical, legal or practical reasons.

The key requirement is the direct appointment represents best value for Council. Poor planning or organisation of procurement is not justification for deviation from the framework. In all instance a procurement exemption must be signed off by the designated person(s) as detailed in the Council Specific Information.

12. Emergency Procurement

In an emergency it may be necessary to dispense with parts of the procurement process so that the Council can react quickly to unforeseen events.

Emergency procurement should be used only in genuinely unforeseen circumstances.

Poor planning or organisation of a procurement does not justify dispensing with parts of this policy.

In the context of this policy an emergency is defined as an event which results in:

1. Employees, public, supplier, property or equipment being placed in immediate risk;
2. Standards of health, welfare or safety having to be re-established without delay;
3. The significant impairment of the Council's delivery if the Council failed to respond promptly; or
4. A declared or undeclared response to an 'emergency' as defined in the Civil Defence and Emergency Management Act 2002 (or any replacement Act).

Emergency procurement should be limited to what is required to cope with the emergency.

Emergency procurement must be authorised by employees with the appropriate financial delegation as soon as practicable following the purchase.

13. Anchor Organisation

When planning the purchase of goods and services, Council staff must consider the Te Punga o te Hapori (The Anchor of the Community) framework as a key element to achieving best public and local value.



A key principle of this framework is that local suppliers must be given full and fair opportunity to participate and compete for council work, where they have sufficient capacity, capability and skillset.

When planning a specific procurement, including setting tender evaluation criteria, staff must consider:

- Any practical advantages, such as financial savings, lower carbon footprint and faster response times, that purchasing from a local supplier could bring.
- The local value contribution that can be made to the district by both local and non-local suppliers.
 - This includes how suppliers can contribute to broader social, cultural, economic, and environmental outcomes for the Ōtorohanga District.
 - For all RFX procurement processes, a Local Value component should be included as a Pass/Fail criterion or an attribute of no less than 10% weighting.
- How larger procurement activities and the procurement approach might be structured to support smaller local suppliers.
- Undertaking local advertising for all relevant RFX opportunities.
- Capability, capacity, and skill set of the local contractor to undertake the work and/or to develop capability.

Where NZTA funding is involved, NZTA procurement processes apply to all suppliers.

14. Roles and Responsibilities

Employees and authorised third parties are responsible for ensuring the purchasing, tendering and contract process is carried out in line with the Procurement Principles, Policy and Framework (and any other Council policies and procedures), by those who have the delegated authority to make decisions relating to procure.

All Contracts and Purchase Orders are to be authorised by the appropriate delegated authority prior to the commitment of funds.

Employees and/or authorised third parties are responsible for ensuring all contract information is uploaded on their local Electronic Document Management System, including all quotes or full RFX information.

Whenever the Council awards a contract, a suitably skilled employee or third party must be appointed to manage the contract. The person identified to manage the contract is responsible for ensuring that what has been agreed in the contract is delivered, on time, to the appropriate quality standards, and within the agreed price. It requires the employee to actively track and monitor delivery and costs, manage risks and manage the supplier relationship throughout the contract.

15. Corporate Purchasing (Credit) Card Policy

Where it is established that there is a regular requirement to purchase items for a cost centre to carry out their normal functions, the Council should consider arranging a preferred supplier contract. For more information regarding eligibility, use, and reconciliation of expenditure please refer to Council's Purchasing (Credit) Card Policy.

16. Conflicts of Interest

Conflicts of interest are circumstances where the exercise of an employee's duties or responsibilities to the Council with regards to their dealings with suppliers, could be, or might be perceived to be, influenced by some other interest that the employee may have. The other interest might exist because of:

- The employee's own financial affairs;
- A relationship or other role that the employee has (or has had); or
- Something that the employee has said or done.

Employees who believe they may have a conflict must disclose the conflict to the appropriate person(s) in a timely manner. For more information on identifying and managing conflicts of interest, employees should refer to the Council's Conflicts of Interest Management Policy (or similar Policy).

Any conflicts of interest (actual or perceived) identified by a supplier during the procurement process will be assessed by the procurement/contract manager, who will exercise discretion in determining the level of risk and mitigation measures, and will seek advice from the GM Business Enablement if there is any doubt.

17. Confidentiality

The Council is committed to fair and ethical business practices that encourage competition and enhances our supplier relationships. A cornerstone of this policy is maintaining the confidentiality of all supplier proposals, quotations, prices, contracts and other proprietary materials by all employees and third parties. Confidential information is not to be disclosed in any way to other suppliers, outside organisations, or to any unauthorised persons, subject to the provisions of LGOIMA (Local Government Official Information and Meetings Act, 1987).

Disclosure of confidential information is not only professionally unethical and damaging to the Council's negotiations with suppliers, it also exposes the Council to possible reputational risk or legal action. If you have any questions about any request to provide information concerning contracts, pricing, supplier proposals or other internal information, please refer to the Council Specific Information.

18. Monitoring of Compliance with this Policy

The prime responsibility for the on-going monitoring of compliance with this policy rests with the delegated persons detailed in the Council Specific Information.

19. Breaches of Policy

When there is evidence of a breach of this policy, Council will investigate to determine the circumstances and extent of the breach.

Any breaches of this policy must be notified to the relevant Council employee and appropriate Council personnel will manage the incident and take action (which may include escalation).

20. Related Policies

All related Policies can be found in the Council Specific Information.

21. Version Reference

Version 2

THE WAIKATO REGIONAL PROCUREMENT FRAMEWORKS

The Procurement Frameworks have been developed to accommodate the different levels and complexity of spend within a Council's portfolio. They have been 'sized' to enable the most efficient process to be undertaken having considered the cost and risk associated with the procurement.

After ensuring that the spend is necessary, yet prior to choosing the methodology, it is important to determine whether there are acceptable AOG, Regional or Syndicated contracts available that should be used rather than undertaking a local process.

Consideration of the Government Procurement Charter (Appendix 1) must be part of procurement planning.

If it has been determined that the process is to be managed locally, then the decision has to be made on which of the three processes should be used:

Under \$50,000 - Low or Medium Risk:

Procurement under \$50,000 and considered low risk – Documented quotes required: One quote where a preferred supplier is utilised or spend is under \$20,000, two quotes where a non-preferred supplier is utilised and spend is over \$20,000 or a Purchase Order with a 'one-up' delegated authority approval.

Spend between \$50,000 and \$250,000 - Low or Medium Risk:

Procurement between \$50,000 and \$250,000 and considered either low or medium risk – Three quotes or a Public or Invited RFX process to be used as signed off in the Procurement Plan, if a Project Plan or Business Case has been completed which covers all of the requirements at this level of spend detailed in the Project Plan and has been appropriately signed off, this can be used in lieu of the Procurement Plan. On certain occasions it may be a requirement for direct negotiations, in which case a Procurement exemption would be sought as part of the process.

Spend over \$250,000 - Low or Medium Risk or all High Risk spend:

Procurement over \$250,000 and considered either low, medium or high risk, or any high-risk procurement, regardless of dollar value – Public or Invited RFX process should be used as signed off in the Procurement Plan, if a Project Plan or Business Case has been completed which covers all of the requirements at this level of spend detailed in the Project Plan and has been appropriately signed off, this can be used in lieu of the Procurement Plan. On certain occasions it may be a requirement for direct negotiations, in which case a Procurement Exemption would be sought as part of the process.

NB – These are the minimum requirements pertaining to undertaking procurement activity and more suppliers than the minimum can participate. The Council Specific Information sheet in this document should be checked to see if there are any additional requirements applicable for your Council.

When considering the right procurement framework to use, the spend should equate to the total spend and cover the life of the contract.

For example:

- if a building project is being undertaken the spend across all disciplines should be aggregated to assess the spend level, not by individual discipline, although the resulting procurement strategy may determine that the go to market strategy is by discipline.
- if it is a maintenance contract, spend over the life of the maintenance agreement should be aggregated to assess the spend level.

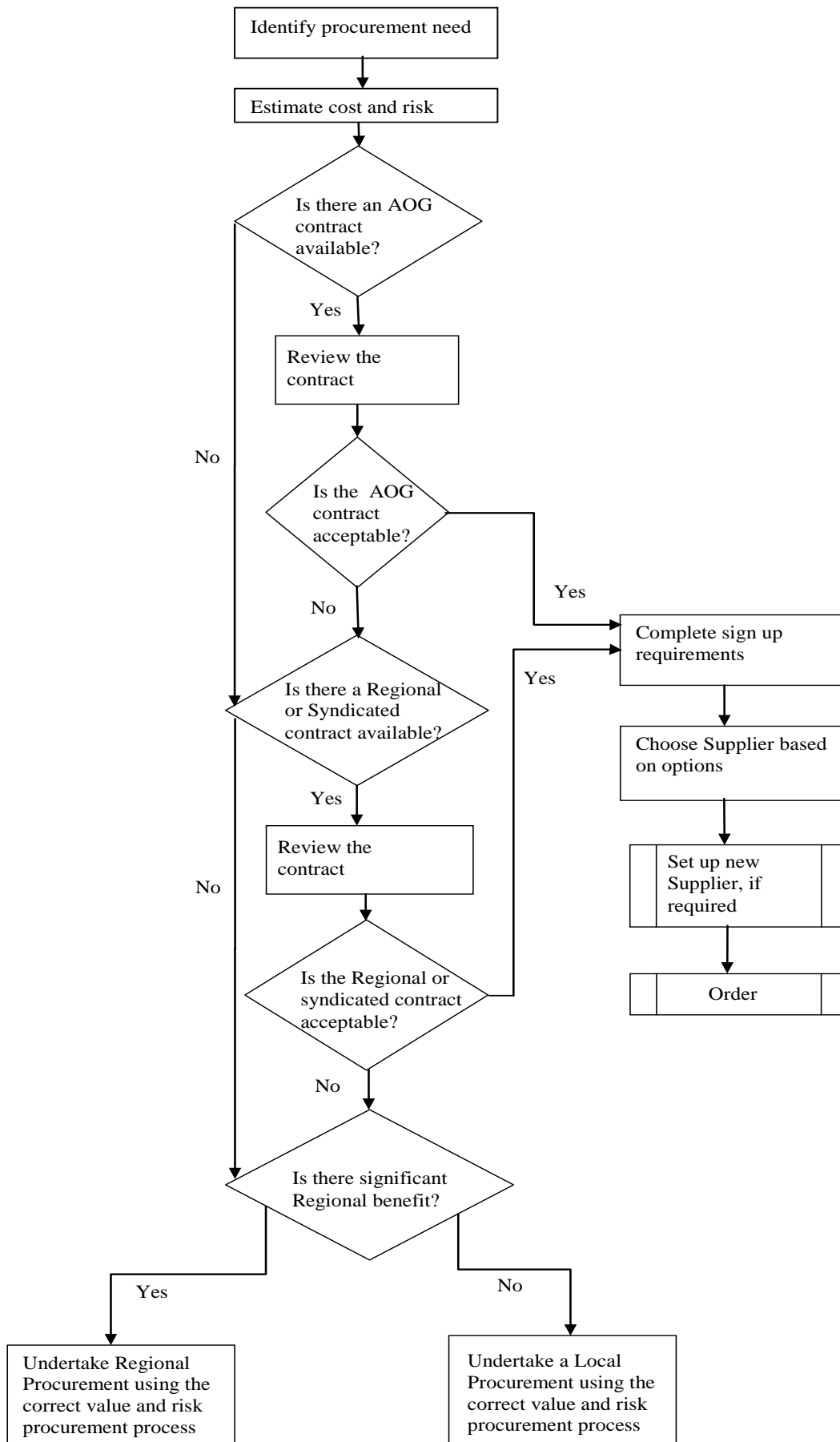
- if panel suppliers are being developed, the total spend for the category should be considered regardless of whether it is likely to be split across multiple suppliers.

Below are flowcharts and step-by-step guides for:

- determining whether to use an AOG, regional, syndicated or local process; and
- the process for each spend threshold.

NB: The most effective local processes have been highlighted in green and the decision points in red.

DETERMINING WHETHER TO USE AN AOG, REGIONAL OR LOCAL PROCESS



DETERMINING WHETHER TO USE AN AOG, REGIONAL OR LOCAL PROCESS STEP BY STEP GUIDE

Step	Description	Guiding Information
1.	Procurement Need	Prior to undertaking any procurement, the need for procurement should be established. To ensure that the correct goods, services and/or works are received by the Council, it is important to understand what is required. These requirements need to be clearly articulated with the suppliers to enable them to effectively offer goods, services and/or works. Upon completion of the procurement process these must be recorded in the contract or on the requisition.
2.	Estimate Cost and Risk	Once the need is clearly defined, the person leading the process needs to estimate the cost and risk. The cost should be the full cost of the procurement as defined in the Procurement Policy, and the risk needs to be considered in line with the Council or Waikato LASS risk thresholds. This will then provide guidance as to the correct procurement process to follow.
3.	AOG Contracts	Is there an All of Government (AOG) contract available for use? If there is then this should be reviewed to determine if it provides the goods, services and/or works required. If it does, then this method should be utilised. If it does not, then go to Step 6.
4.	AOG Sign Up	Request the documentation required to sign up to the AOG contract, if it is unclear on where to get the documentation or how to fill the information in then contact either your local or regional procurement expert or the MBIE Procurement team for guidance. Once completed submit all of the information.
5.	AOG Supplier Selection	Upon inclusion into the AOG contract, if there is a choice of supplier, assess the most suitable provider, ensure that they meet the HSE requirements for the Council, and go to step 10.
6.	Regional / Syndicated Contracts	If there is no AOG contract, identify whether there is a Regional or Syndicated Contract, if there is then assess that it meets the requirements of the procurement, if it does, utilise the Contract if not, go to step 9.
7.	Regional / Syndicated Contracts Sign Up	Request to join the contract with the contract owner. This will be either Waikato LASS or one of the other Councils in the region. They will vary the contract to allow for your inclusion. Discuss and agree your requirements with the Supplier, go to step 10.
8.	Regional or Syndicated Benefit Realisation	If there is no Regional or Syndicated Contract, assess whether it would be beneficial to set one up. Review this with the other council's procurement leads. If there is agreement by all or a significant proportion of the Councils then agree who will lead the process, select the appropriate procurement process based on threshold and risk detailed within the frameworks and execute.
9.	Local Procurement	If there is no appetite or need for a Regional Contract, undertake a local procurement process. Utilise the methodology for choosing the correct procurement process based on threshold and risk detailed within the frameworks and follow the appropriate procurement process.

Step	Description	Guiding Information
10.	Supplier Set Up	If the chosen Supplier is a new supplier, <u>after</u> they have met the HSE requirements of the Council, ensure that they are set up on the system. Once this is completed or if they are already on the system go to Step 11.
11.	Order	<p>Award the contract and / or provide a Purchase Order detailing the goods, services and/or works to be supplied.</p> <p>Inform the unsuccessful suppliers and provide the opportunity for feedback, if required.</p> <p>Ensure all Procurement information is correctly filed.</p>

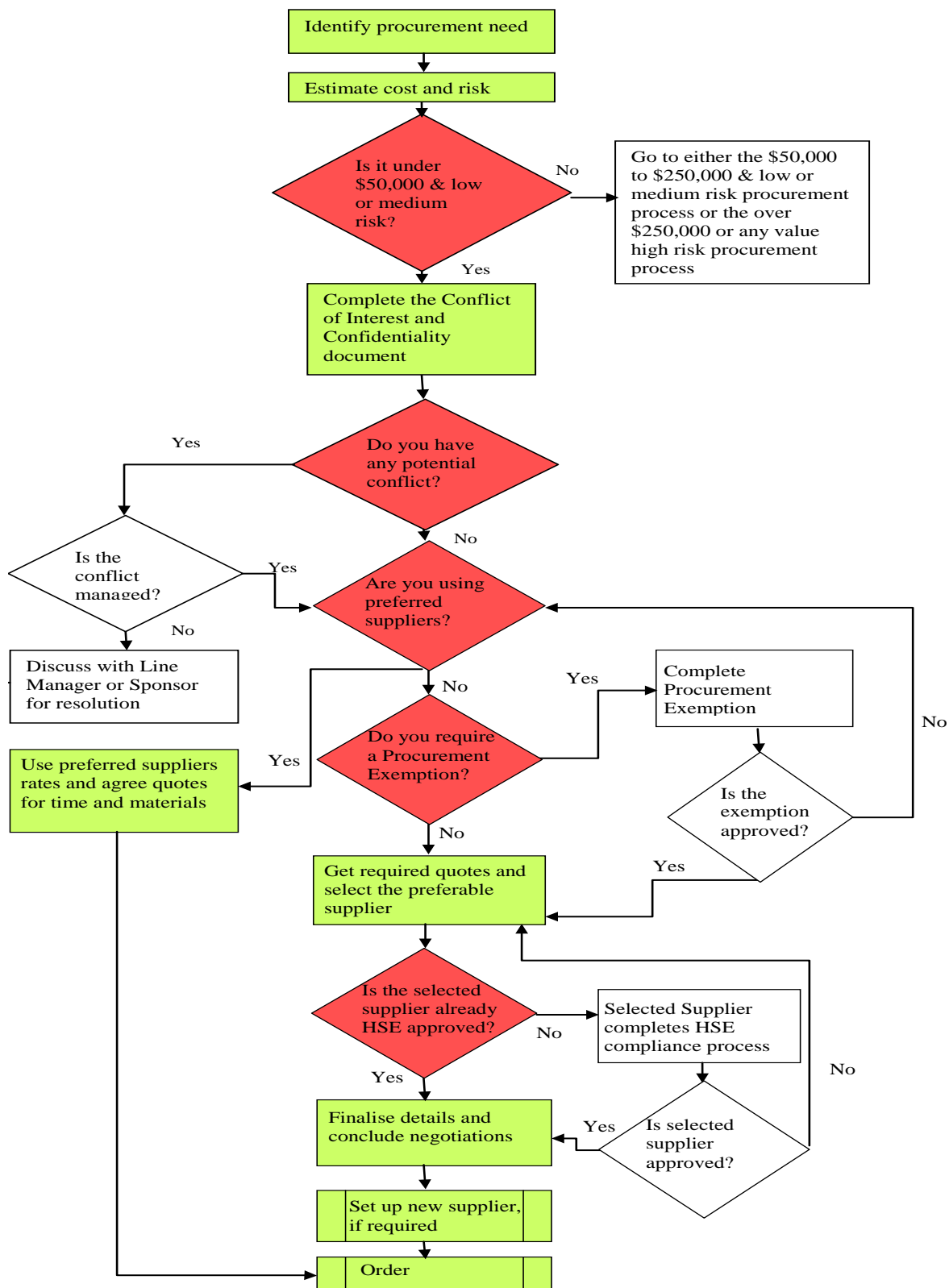
PROCUREMENT CHECKLIST

Below is a checklist to ensure all of the required information has been completed (NB the green boxes are required and the red are not. Orange has been used where there is a choice e.g. quote or RFx):

Required Documents / steps	Under \$50k & Low / Medium Risk	Between \$50k & \$250k & Low / Medium Risk	Over \$250k & Low / Medium Risk or any High Risk
Estimate of total cost for the life of the agreement			
Conflict of Interest forms			
Confidentiality forms			
Procurement Plan or acceptable Business Case / Project Plan			
Scope			
Quote template			
RFx documents			
Draft contract			
Evaluation documents			
Notes to tenderers template			
Bid receipt form			
Evaluation report			
Approval to proceed to negotiation form			
HSE confirmation			
Supplier insurance information			
Final contract			
Letters to unsuccessful tenderers			
Recommendation / Approval form(s)			
Supplier details for new supplier set up			
Purchase Order			
Contract management plan			
Escalation process			
Contract variation form			

Documents that may be required	Under \$50k & Low / Medium Risk	Between \$50k & 250k & Low / Medium Risk	Over 250k & Low / Medium Risk or any High Risk Procurement
Procurement timetable			
Conflict of Interest resolution plan			
Preferred supplier agreements			
Procurement Exemption			
Risk review			
Market & supplier analysis			
Category strategy			
Evaluation guidelines			
Evaluation scoring sheet			
Negotiation strategy			
Legal contract review			
Transition plan			
KPI review meeting agenda			
Annual review meeting agenda			
Termination letter			

PROCUREMENT UNDER \$50,000 - LOW OR MEDIUM RISK



PROCUREMENT UNDER \$50,000 - LOW OR MEDIUM RISK

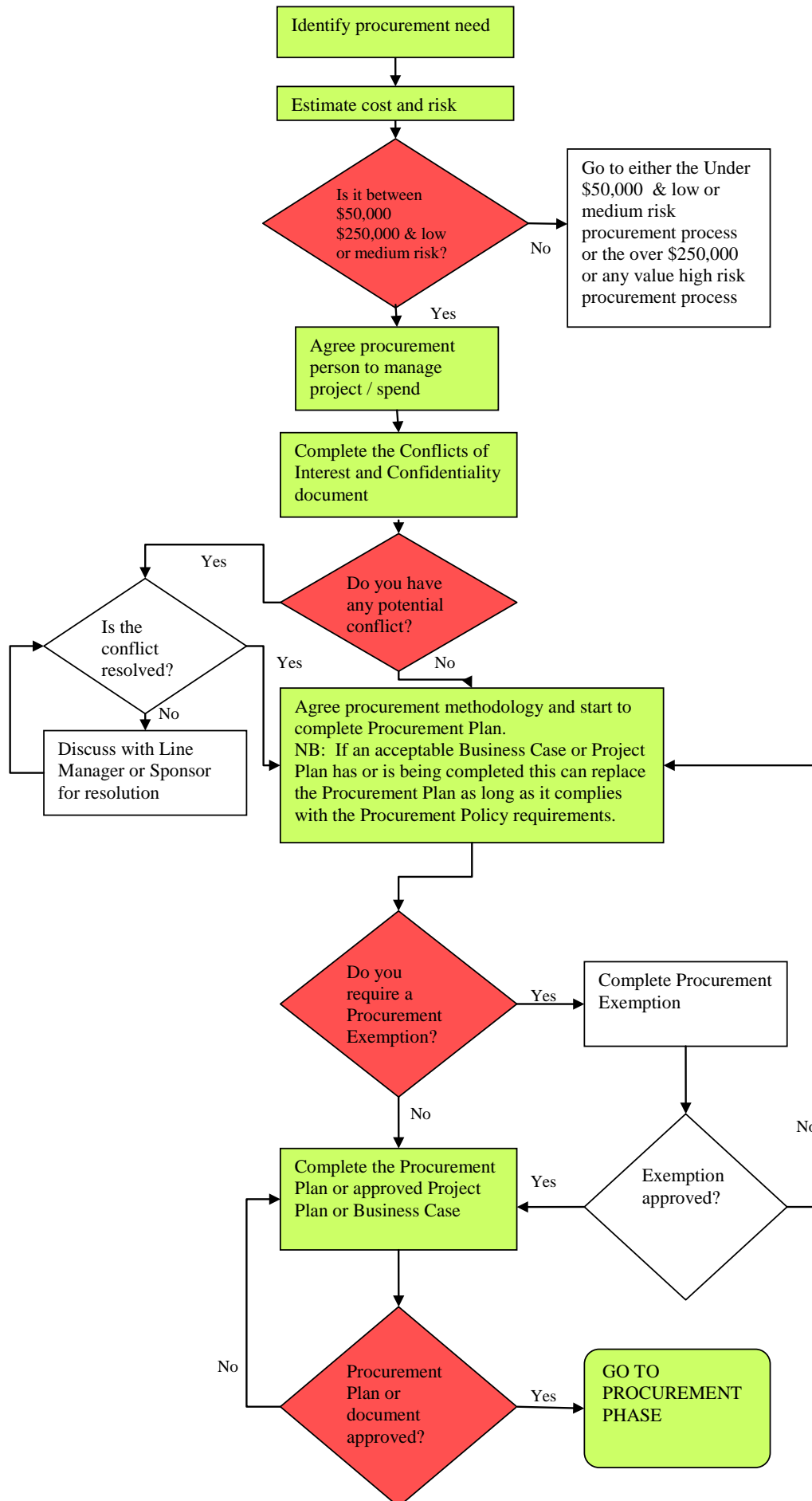
STEP BY STEP GUIDE

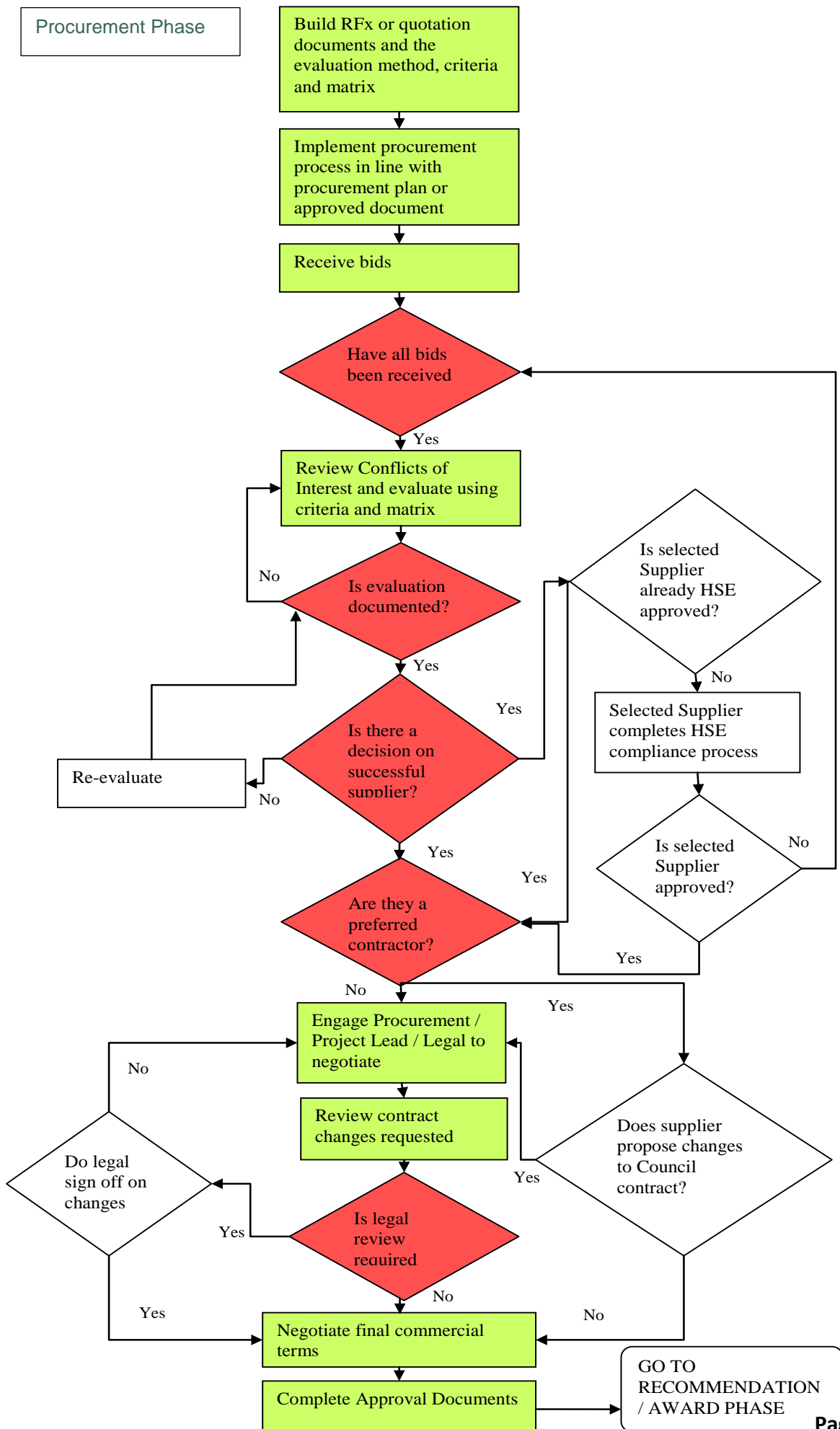
Step	Description	Guiding Information
1.	Procurement Need	Prior to undertaking any procurement, the need for procurement should be established. To ensure that the correct goods, services and/or works are received by the Council, it is important to understand what is required. These requirements need to be clearly articulated with the suppliers to enable them to effectively offer goods, services and/or works. Upon completion of the procurement process these must be recorded in the contract or on the requisition.
2.	Estimate Cost and Risk	Once the need is clearly defined, the person leading the process needs to estimate the cost and risk. The cost should be the full cost of the procurement as defined in the Procurement Policy, and the risk needs to be considered in line with the Council or Waikato LASS risk thresholds. This will then provide guidance as to the correct procurement process to follow.
3.	Correct threshold	Ensure that the total value is below \$50,000 and either a low or medium risk, if it is not then go to either the \$50,000 to \$250,000 and low or medium risk step by step guide or the over \$250,000 and low or medium risk or any spend which is high risk step by step guide.
4.	Conflict of Interest and Confidentiality	Complete your Councils' Conflicts of Interest and Confidentiality template(s). If there is no conflict of interest, go to step 6.
5.	Conflict of Interest resolution	If there is a Conflict of Interest, discuss this with your Line Manager or the Delegated Authority / Sponsor for this spend and agree a plan for managing the Conflict. NB this may include removal of the individual from the procurement process if it could materially impact the outcome or produce a potential conflict for the individual or any supplier(s) involved.
6.	Preferred Suppliers	Are you using Preferred Suppliers? (Preferred Suppliers are defined in the Procurement Policy Glossary of Terms). If you are, go to step 7, if you are not using a Preferred Suppliers, go to step 9.
7.	Using Preferred Suppliers	Ensure that the Preferred Suppliers are contracted to perform the services. Undertake the works or supply the goods that you require, if they are not go, to step 9.
8.	Time and Materials Supplier rates	The Preferred Supplier rates may already be established if they are then get the supplier to provide time and materials quotes so that you can assess the total cost, if the rates are not already provided get the supplier to provide these as well. Ensure that the supplier is prepared to carry out the work under their existing contract if they are go to step 18, if they are not, go to step 9.
9.	Procurement Exemption	If you are not going to comply with Procurement Policy or your Council Specific Information sheet requirements for this level of spend complete a Procurement Exemption form. If you are complying with Procurement Policy, go to step 12.

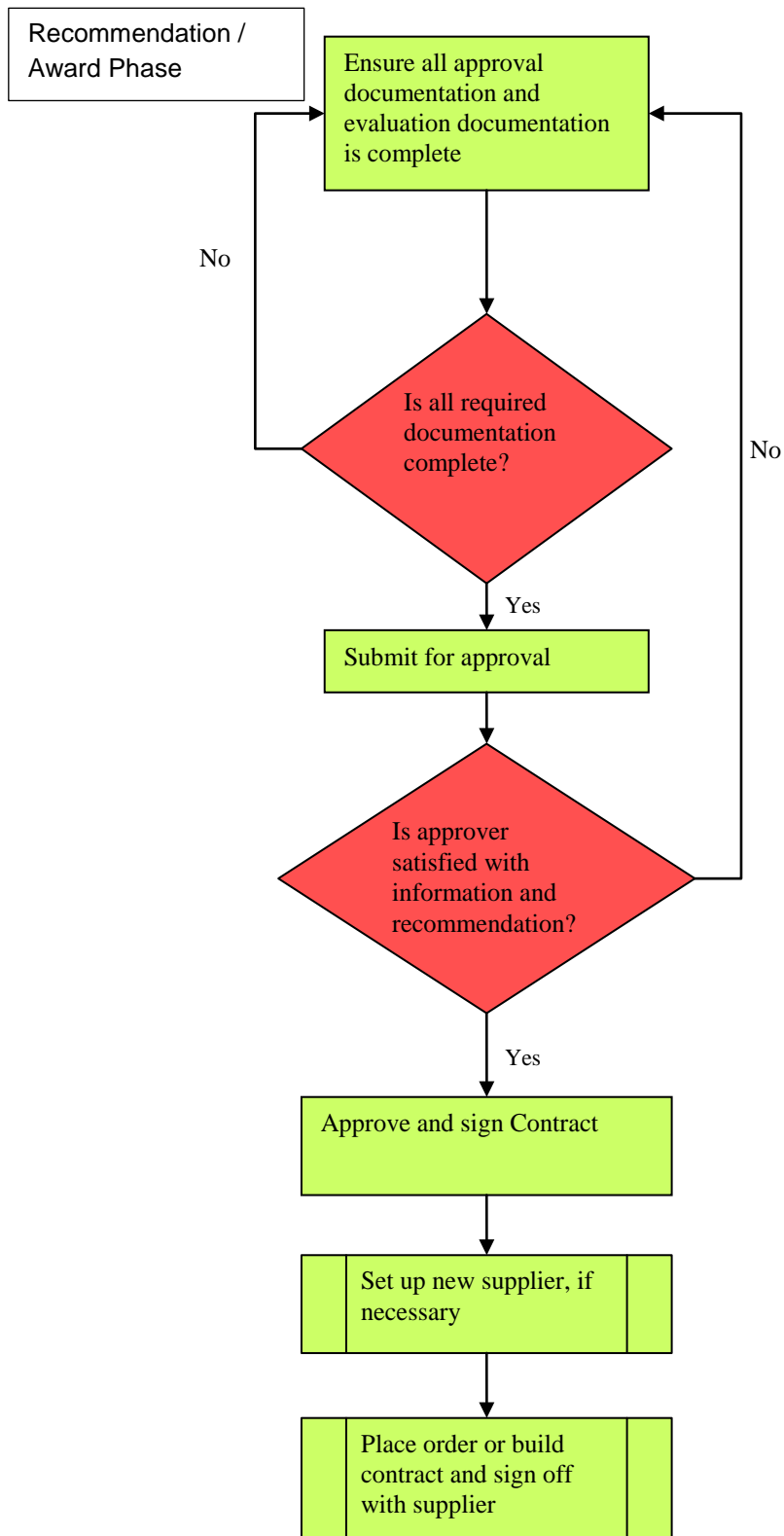
Step	Description	Guiding Information
		NB: this is designed to support the rationale for going outside of the general procurement process and where there is legitimacy to this the procurement exemption provide support to the procurer.
10.	Procurement Exemption Sign Off	Once the Procurement Exemption is complete it needs to be assessed and signed off by the authorised person or their delegated alternate, this is detailed in your Council Specific Information.
11.	Exemption approval	If the procurement exemption is approved, go to step 12. If the procurement exemption is not approved go back to step 6 and reassess the suppliers to be engaged.
12.	Quoting process	For spend under \$50,000 it is likely that a quoting process will be utilised, ensure that you receive the required number of quotes in line with the Procurement Policy or as specified in the Council Specific Information Sheet. If you are not going to receive the required number of quotes, go to step 9, unless you have an approved Procurement Exemption. Ensure that you have clearly articulated what you require so that all of the suppliers have adequate information to provide you with a full quote. It is preferable that the quotes are requested in writing, however if these are requested verbally ensure that the responses are in writing or that you have documented these and that they are clearly detailed in the Purchase Order.
13.	Receiving quotes	Ensure that you have received all of the quotes before you make a final decision, if you have evaluate, make a decision and, go to step 14.
14.	HSE	At the time of requesting quotes, it is essential to establish whether the supplier(s) are HSE approved, if they are, go to step 16.
15.	HSE approval process	If the supplier(s) are not HSE approved outline the requirements to be approved to the supplier. If required, utilise the HSE team / expert to provide assistance in explaining the requirements to the supplier(s). It is acceptable to allow them to quote and undertake the full HSE approval process if they are successful, but this <u>must</u> be completed prior to the award of the contract or the raising of the Purchase Order. If the supplier will not undertake the HSE approval process or does not gain approval, then go back to step 12 if you have other quotes you can consider or, step 6 if you have no other quotes to consider.
16.	Finalising Arrangements	Complete the final commercial negotiations. Include any final technical negotiations in this process and ensure that HSE approval has been attained and any Insurance Certificates required have been received.
17.	Supplier Set Up	If the chosen Supplier is a new supplier, <u>after</u> they have met the HSE requirements of the Council, ensure that they are set up on the system. Once this is completed or if they are already on the system go to Step 18.
18.	Order	Award the contract and / or provide a Purchase Order detailing the services to be provided, the works to be undertaken and/or the goods to be supplied.

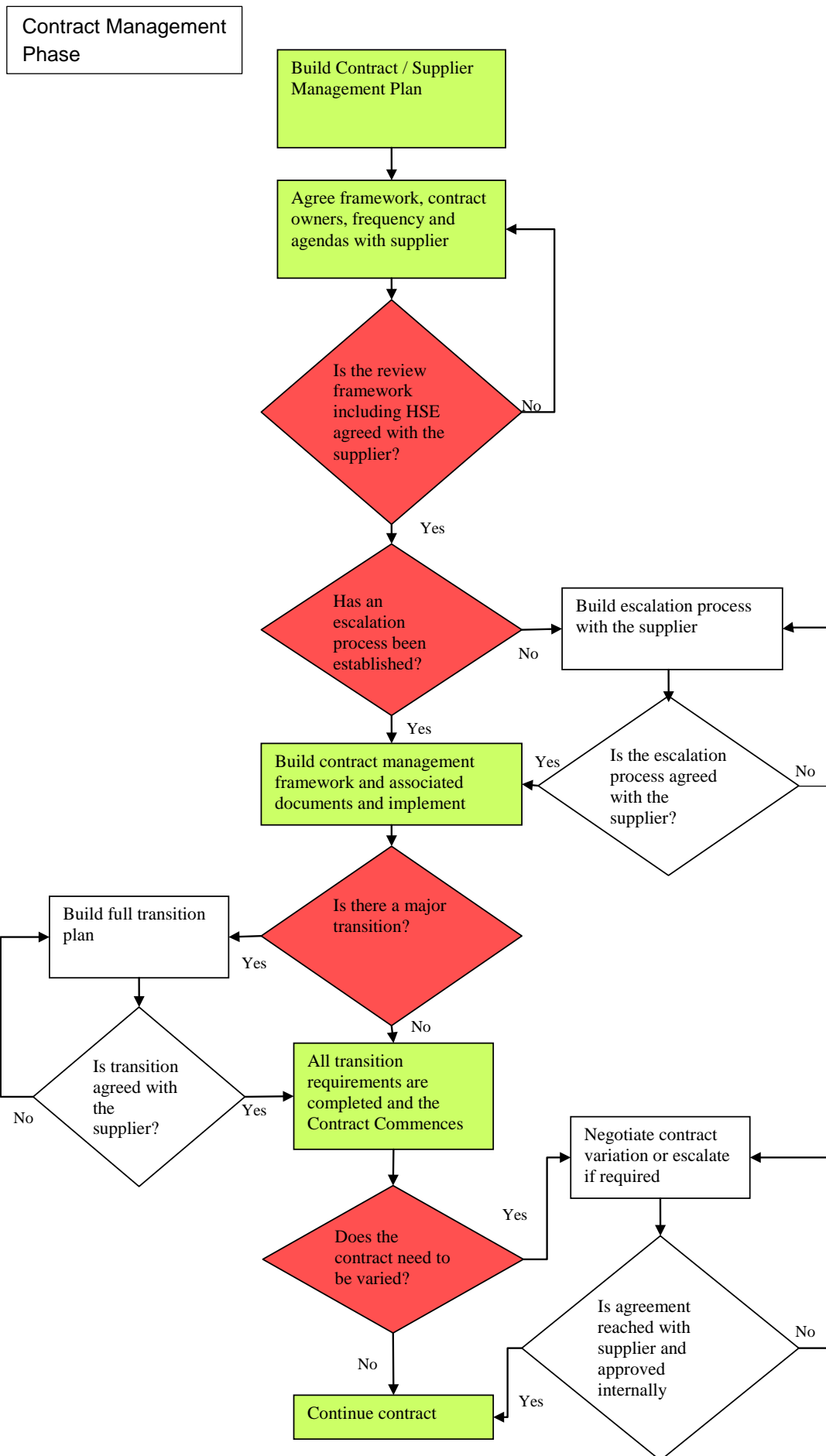
Step	Description	Guiding Information
		<p>NB: No work should commence before the contract is signed or Purchase Order sent or before the Insurance and HSE requirements are completed.</p> <p>Inform the unsuccessful suppliers and provide the opportunity for feedback, if required.</p> <p>Ensure all Procurement information is correctly recorded and filed.</p>

PROCUREMENT BETWEEN \$50,000 AND \$250,000 - LOW OR MEDIUM RISK









PROCUREMENT BETWEEN \$50,000 AND \$250,000 - LOW OR MEDIUM RISK STEP BY STEP GUIDE

Step	Description	Guiding Information
1.	Procurement Need	Prior to undertaking any procurement, the need for procurement should be established. To ensure that the correct goods, services and/or works are received by the Council, it is important to understand what is required. These requirements need to be clearly articulated with the suppliers to enable them to effectively offer goods, services and/or works. Upon completion of the procurement process these must be recorded in the contract or on the requisition.
2.	Estimate Cost and Risk	Once the need is clearly defined, the person leading the process needs to estimate the cost and risk. The cost should be the full cost of the procurement as defined in the Procurement Policy, and the risk needs to be considered in line with the Council or Waikato LASS risk thresholds. This will then provide guidance as to the correct procurement process to follow.
3.	Correct Threshold	Ensure that the total value is between \$50,000 and \$250,000 and either a low or medium risk, if it is not then go to either the below \$50,000 and low or medium risk step by step guide or the over \$250,000 and low or medium risk or any spend which is high risk step by step guide.
4.	Procurement Lead	Establish who is going to lead the Procurement process and be responsible for completing all of the procurement documentation
5.	Conflict of Interest and Confidentiality	Complete your Councils' Conflicts of Interest and Confidentiality template(s). If there is no conflict of interest, go to step 7.
6.	Conflict of Interest resolution	<p>If there is a Conflict of Interest, discuss this with your Line Manager or the Delegated Authority / Sponsor for this spend and agree a plan for managing the Conflict.</p> <p>NB: this may include removal of the individual from the procurement process if it could materially impact the outcome or produce a potential conflict for the individual or any supplier(s) involved.</p>
7.	Procurement Methodology	<p>For spend between \$50,000 and \$250,000 you may decide to utilise a quoting process or an RFx process, ensure that you receive the required number of quotes or bids in line with the Procurement Policy. If you are not going to receive the required number of quotes or intend to use an invited RFx process, you will need to complete a Procurement Exemption as part of this process.</p> <p>Ensure that you have clearly articulated what you require so that all of the suppliers have adequate information to provide you with a full quote. It is preferable that the quotes are requested in writing, however if these are requested verbally ensure that the responses are in writing or that you have these documented and clearly detailed in the Purchase Order.</p>
8.	Procurement Plan	If there is a Business Case or Project Plan that covers all the required procurement applicable to this level of spend in the Procurement Plan, then this can be

Step	Description	Guiding Information
		<p>substituted for the Procurement Plan (for clarity comply with all sections relating to Procurement Plan using your alternate document).</p> <p>Otherwise complete the Procurement Plan sections applicable to this threshold of spend in the Procurement Plan, to assist a suite of tools have been developed in the Council Procurement Toolkit.</p>
9.	Preferred Suppliers	Are you using Preferred Suppliers? (Preferred Suppliers are as defined in the Procurement Policy Glossary of Terms). If you are, go to step 10, if you are not using a Preferred Suppliers, go to step 12.
10.	Using Preferred Suppliers	Ensure that the Preferred Suppliers are contracted to perform the services. Undertake the works or supply the goods that you require, if they are not go, to step 12.
11.	Time and Materials Supplier rates	The Preferred Supplier rates may already be established if they are the get the supplier to provide time and materials quotes so that you can assess the total cost, if the rates are not already provided get the supplier to provide these as well. Ensure that the supplier is prepared to carry out the work under their existing contract if they are go to step 31, if they are not, go to step 12.
12.	Procurement Exemption	<p>If you are not going to comply with Procurement Policy or your Council Specific Information sheet requirements for this level of spend or if you intend to use an invited tender process complete a Procurement Exemption form. If you are complying with Procurement Policy, go to step 15.</p> <p>NB: this is designed to support the rationale for going outside of the general procurement process and where there is legitimacy to this the procurement exemption provide support to the procurer.</p>
13.	Procurement Exemption Sign Off	Once the Procurement Exemption is complete it needs to be assessed and signed off by the authorised person or their delegated alternate, this is detailed in your Council Specific Information.
14.	Procurement Exemption Approval	<p>If the Procurement Exemption is approved, go to step 15.</p> <p>If the Procurement Exemption is not approved, go back to step 7 and reassess the suppliers to be engaged.</p>
15.	Procurement Plan Approval	Upon completion of the Procurement Plan this should be approved by the authorised person detailed in the Council Specific Information or the delegated person.
16	Build Procurement Documents	<p>Depending on whether a quoting or an RFx process is being utilised, build the appropriate documents to enable you to go to market for either quotes or formal responses.</p> <p>Ensure that you build in sufficient negotiation time and flexibility.</p> <p>This should also include providing a draft contract where appropriate, requested changes can then be marked up by the supplier as part of their submission. (NB: It is often good to add this in as a weighted criterion in the evaluation, especially as this can minimise their requested changes to those which are material).</p>

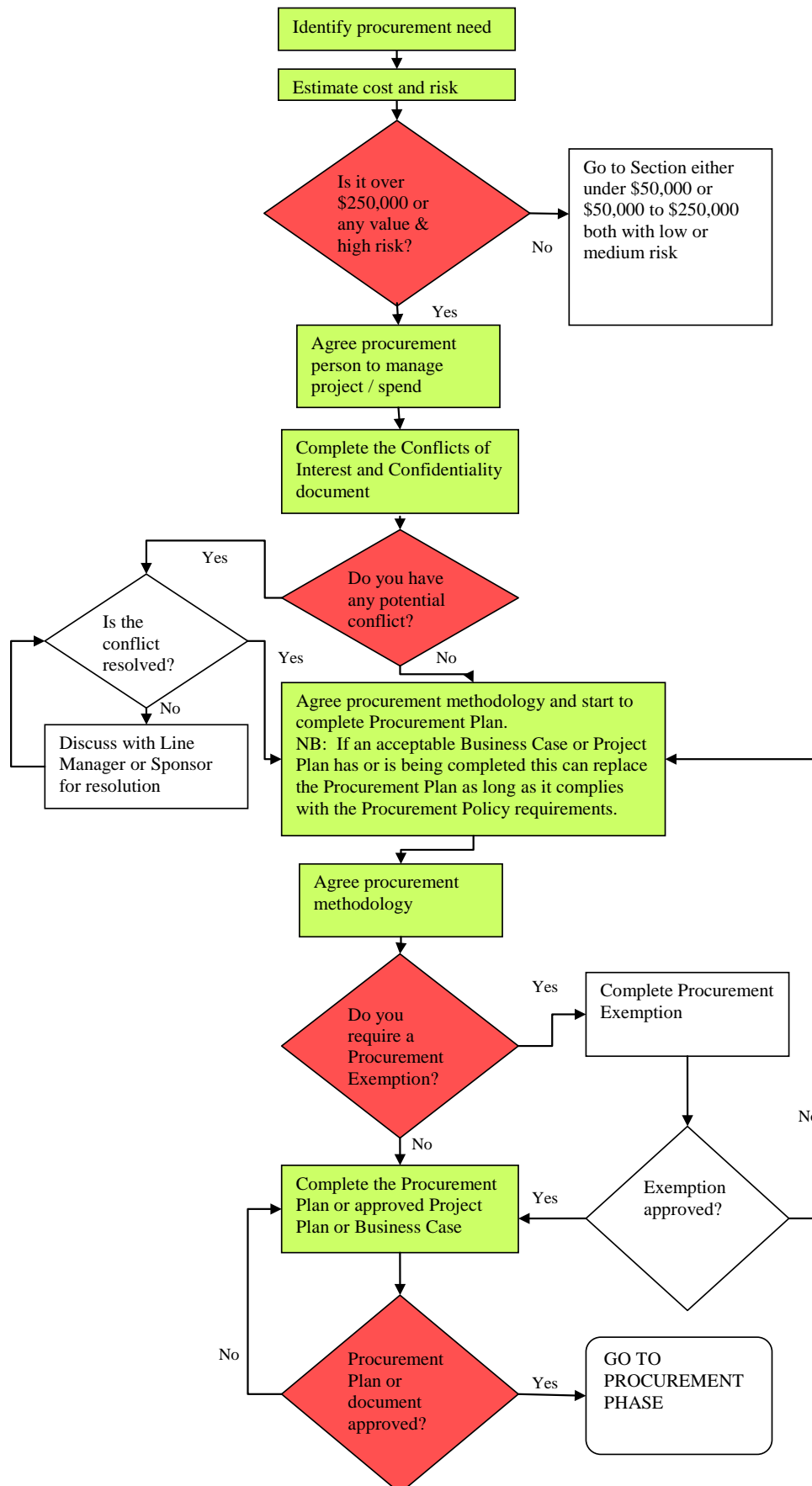
Step	Description	Guiding Information
17.	Build Evaluation Documents	Prior to going to market it is important to develop and sign off the evaluation criteria and methodology, what the weightings are and the panel who will be evaluating the responses (this should include both technical and commercial reviews).
18.	Go To Market	<p>Once all the documents have been completed (and if required, signed off). The Procurement Lead should go to market, this may be a direct process if a quoting methodology is used, or an invited or an open tender process if an RFx process is being used. If an open process is being used it is important that you follow the Council requirements and use the correct system (TenderLink/LG Tenders or GETS).</p> <p>Ensure that your process provides for an adequate amount of time for the suppliers to respond. This will ensure that you get the most complete and well developed responses from the suppliers.</p> <p>Ensure that you have clearly articulated how you want the documentation provided (paper, memory stick, electronically), where the information is to be sent to, the number of copies and any specific splits (such as non-commercial copies for technical only evaluators).</p> <p>Ensure that there is also a clear deadline for submissions, regardless of whether you run a quoting or RFx process so that all suppliers are working to the same rules and timelines.</p>
19.	Quote or RFx Questions	<p>If any supplier seeks clarification on anything to do with the Procurement Documents, the question and response should be shared with all other bidders in writing.</p> <p>The only exception to this is if the information requested by the supplier is of a personal nature to their bid / quote, the Procurement Lead should then decide whether this information should be kept proprietary or shared with all bidders and inform the supplier prior to answering the question. In the event the information would be shared the supplier should make a final decision on whether they want the question answered or whether they want to withdraw the question (this is likely if they feel it would have a detrimental impact on their bid / quote).</p>
20.	Bid Receipting	<p>All bids / quotes should be received by the deadline. Any supplier bid which is late must be approved by the person with delegated authority. Council should only extend the deadline if there is a significant reason for allowing an extension of time (e.g. a significant change or addition to the scope).</p> <p>No bids / quotes should be opened prior to the deadline, if these are being received electronically, they should not be reviewed, however they can be printed ready for the deadline.</p> <p>All bids or quotes should be registered. If paper copies are provided / printed these should be initialled and witnessed at the time of opening and recorded on the bid opening sheet. If electronic copies are to be utilised these should be recorded on the bid opening sheet.</p>
21.	Evaluation	The evaluation panel established in step 17, now undertake the evaluation subject to no further Conflicts of Interest being identified. Ensure that the right documentation is received by each evaluator (e.g. if they are undertaking a

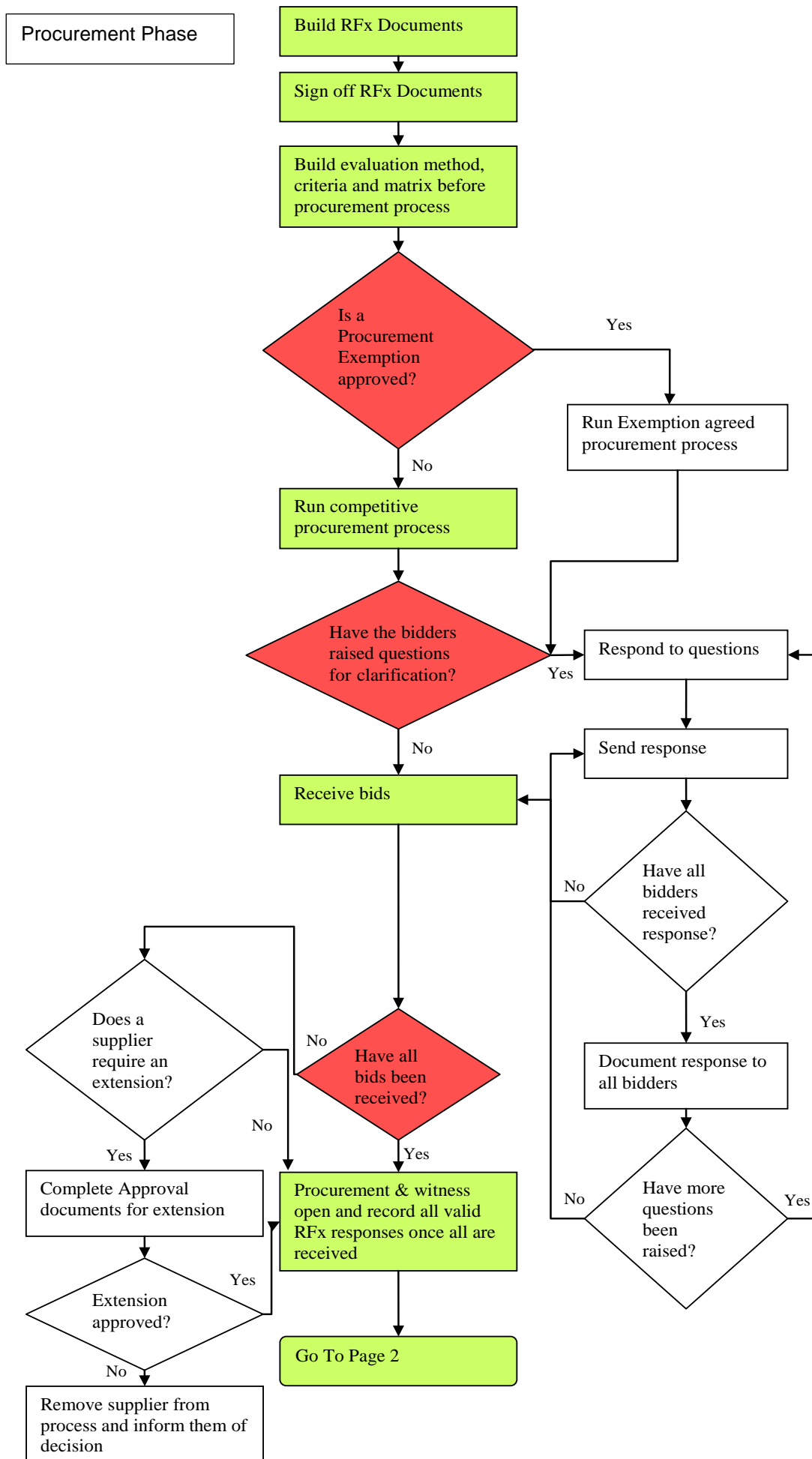
Step	Description	Guiding Information
		<p>technical only evaluation do not provide the commercial documentation). Provide a timeline for the panel to feedback their evaluations.</p> <p>Upon completion of the individual evaluations the Procurement lead may bring the evaluation team together to go through the evaluations and collate the results with the team (this is useful if you want a deep understanding of their rationale, often used on technically complex or large scale tenders) or collate the results and feed back to the team (this is less time consuming and often used on straight forward tender processes).</p> <p>It is important that the evaluation team are on board with the final decision. Therefore, there should be an opportunity to challenge and review the results of the evaluation to ensure that the correct decision is being made.</p> <p>At this point all appropriate due diligence should also be undertaken as part of the evaluation process.</p>
22.	Evaluation Sign Off	<p>It is important that all of the evaluators sign off on the evaluation, process, results and final decision prior to proceeding. If this cannot be agreed the results should be escalated for a final decision.</p> <p>If there is a requirement for any other sign off of the evaluation prior to proceeding, this should be undertaken at this stage.</p>
23.	Supplier Selection	Advise the selected supplier of their selection and the intention to enter into formal negotiations, do not advise the other bidders of being unsuccessful at this stage as you still need to complete the negotiation process.
24.	HSE	At the time of requesting quotes, it is essential to establish whether the supplier(s) are HSE approved, if they are go to step 26.
25.	HSE Approval Process	<p>If the supplier(s) are not HSE approved outline the requirements to be approved to the supplier. If required, utilise the HSE team / expert to provide assistance in explaining the requirements to the supplier(s).</p> <p>It is acceptable to allow them to bid or quote and undertake the full HSE approval process if they are successful, but this <u>must</u> be completed prior to the award of the contract or the raising of the Purchase Order.</p> <p>If the supplier will not undertake the HSE approval process or does not gain approval, then go back to step 21 if you have other quotes you can consider or, step 7 if you have no other quotes to consider.</p>
26.	Negotiation Preparation	<p>Identify the negotiating person or team.</p> <p>Review the tender documentation and establish the technical and commercial points of negotiation.</p> <p>Review the contract and identify any changes requested by the supplier.</p>
27.	Legal Team Review	<p>Where there are significant changes to contract ensure the Legal Team undertake a review of the changes.</p> <p>If you are unsure whether they are significant ask the Legal Team to advise.</p>
28.	Legal Team Sign Off	If the Legal Team sign off the changes, go to step 29.

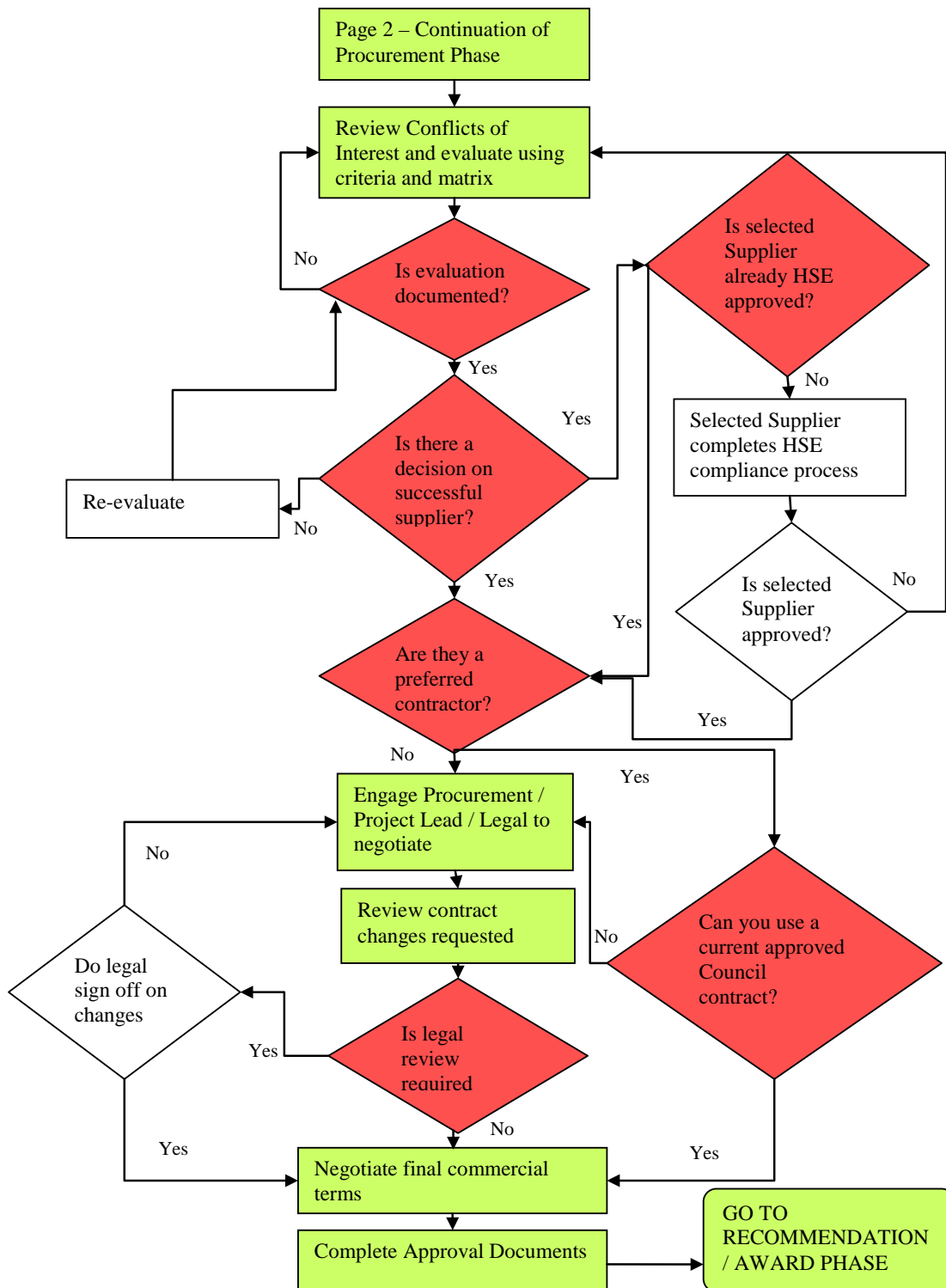
Step	Description	Guiding Information
		<p>If the Legal Team do not sign off the changes negotiate the terms in line with the Legal Team's guidance and, go to step 29.</p> <p>If all aspects of the contractual negotiations are not agreed escalate for resolution, if resolution is successful, go to step 29. If resolution cannot be reached, go to step 21 and reconsider the supplier to be selected.</p>
29.	Commercial Negotiation	<p>Complete the final commercial negotiations. Include any final technical negotiations in this process and ensure that HSE approval has been attained and any Insurance certificates required have been received.</p> <p>If all aspects are agreed by the parties, go to step 30.</p> <p>If all aspects are not agreed escalate for resolution, if resolution is successful, go to step 30. If resolution cannot be reached, go to step 21, and reconsider the supplier to be selected.</p>
30.	Complete Recommendation to Award Documentation	Ensure all of the Procurement Plan, Evaluation Documentation and all Approval Documentation is completed
31.	Approval process	Submit for final approval to the appropriate person within the Council Specific Information, the Delegate Authority holder or the designated person with the delegation provided to them.
32.	Final Approval	<p>If approval is given, go to step 33.</p> <p>If approval is not given either:</p> <ol style="list-style-type: none"> if additional approval information is required, go to step 30; if additional evaluation is required, go to step 21; if the process is to be run, go to step 7; or end the process and inform all Suppliers of the decision not to proceed.
33.	Supplier Set Up	If the chosen Supplier is a new supplier, <u>after</u> they have met the HSE and Insurance requirements of the Council, ensure that they are set up on the system. Once this is completed or if they are already on the system go to Step 34.
34.	Order	<p>Award the contract and / or provide a Purchase Order detailing the services to be provided, the works to be undertaken and/or the goods to be supplied.</p> <p>NB: No work should commence before the contract is signed or Purchase Order sent or before the Insurance and HSE requirements are completed.</p> <p>Inform the unsuccessful suppliers and provide the opportunity for feedback, if required.</p> <p>Ensure all Procurement information is correctly recorded and filed.</p>
35.	Contract / Supplier Management	Assess the need for on-going contract management and the level required, if there is no need for Contract / Supplier Management (e.g. one off purchase), go to Step 37.

Step	Description	Guiding Information
36.	Contract / Supplier Management Framework	Agree the required Contract / Supplier Management with the supplier; this should include all documents, reports, meetings and HSE requirements to be produced or attended, their frequency and the owner.
37.	Escalation Process	Agree with the supplier an escalation process for both commercial and technical issues, and go to step 38, or if it has been established in step 35 that there is no need for Contract / Supplier Management (e.g. one off purchase), go to Step 39.
38.	Contract / Supplier Management Framework	Build the framework based on the agreed documentation in Step 36.
39.	Transition	Determine whether there is a transition plan required. If not, go to Step 42.
40.	Transition plan	Create a full transition plan with the supplier; this should take into consideration timeframes, operational issues / challenges associated with the change, resources and employee awareness requirements.
41.	Transition	Undertake transition and complete process.
42.	Contract Commencement	Commence contract on the agreed start date.
43.	Contract Variations	During the life of the contract, if the contract needs to be varied identify the variation required and negotiate / agree with the supplier.
44.	Variation approval	<p>Seek approval to vary contract in line with Council Specific Information or the Delegated Authority budget holder.</p> <p>If agreed write variation to contract, sign off with supplier, get authorised Council sign off, implement and file variation with the other procurement documentation.</p> <p>If not agreed, go to step 45 and continue the contract, or, step 37 to escalate.</p>
45.	Continuance	Continue Contract in line with agreed Contractual Terms.

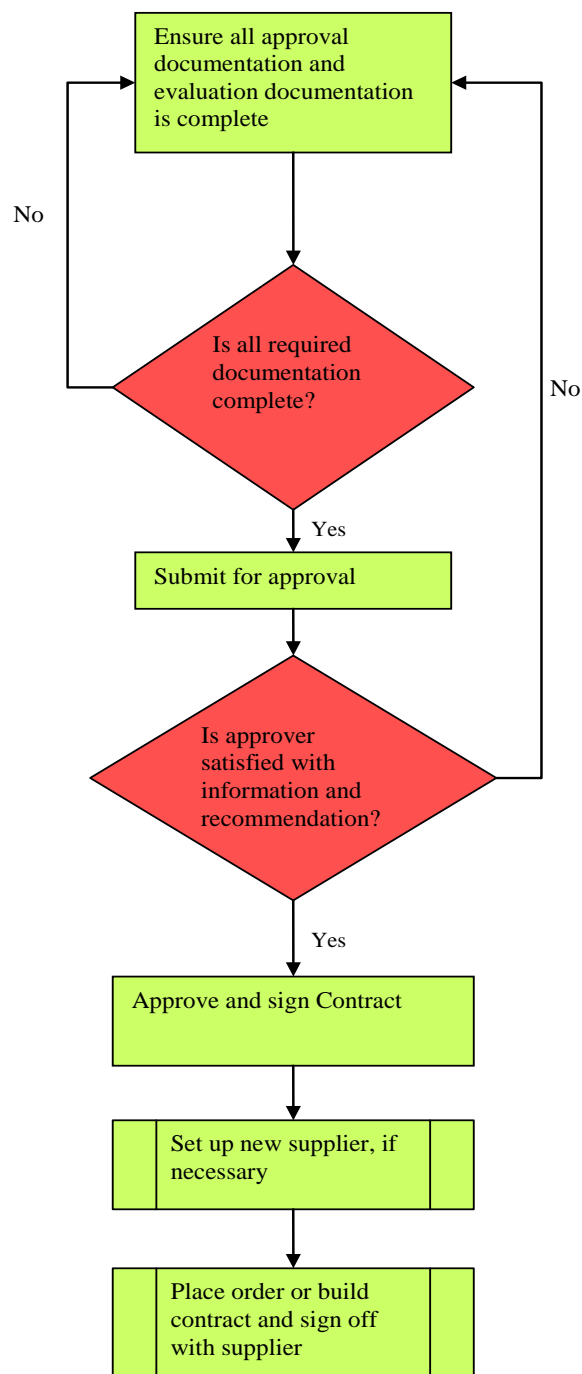
PROCUREMENT OVER \$250,000 - LOW OR MEDIUM RISK; OR ANY VALUE WITH HIGH RISK

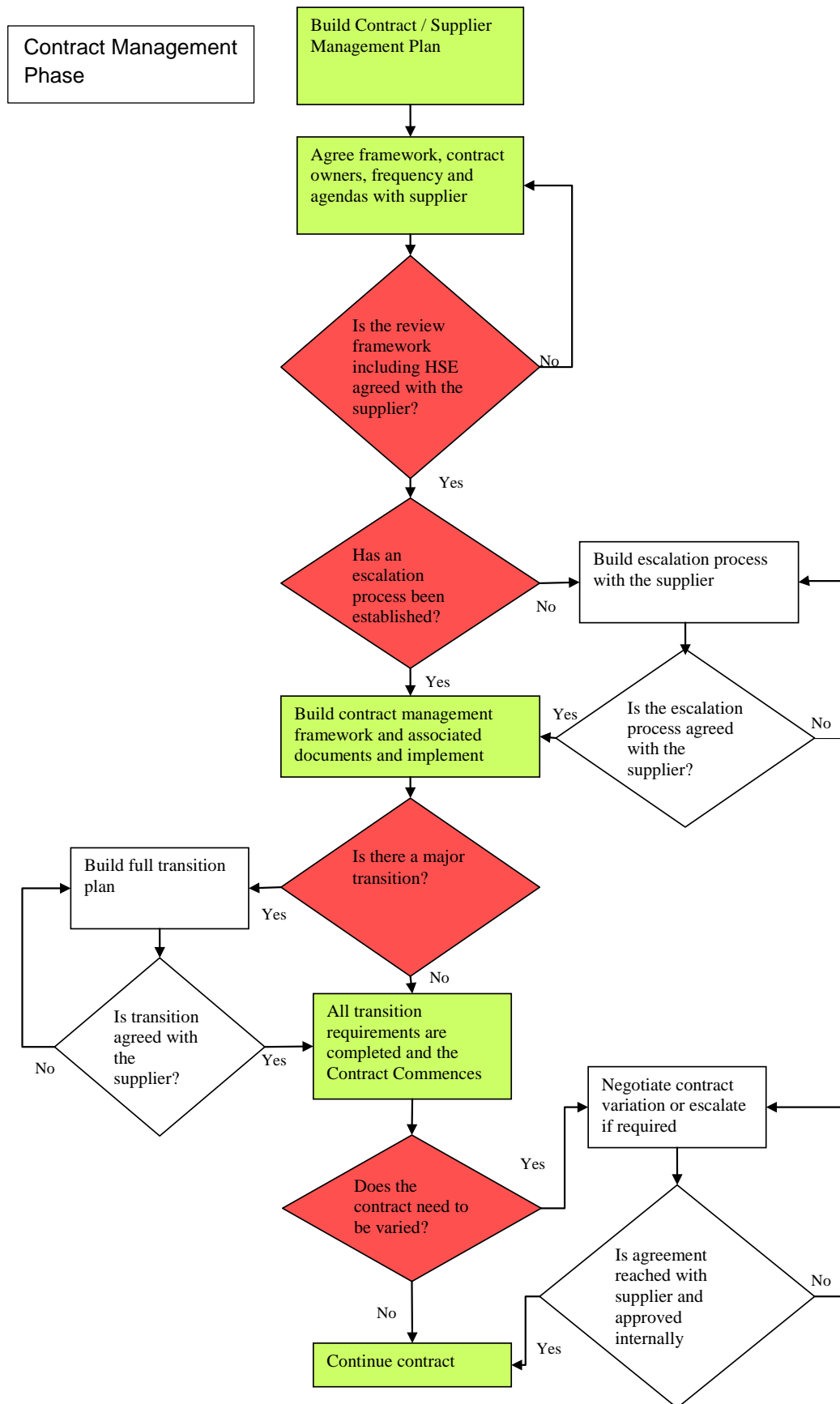






Recommendation /
Approval Phase





PROCUREMENT OVER \$250,000 - LOW OR MEDIUM RISK (OR ANY VALUE WITH HIGH RISK) - STEP BY STEP GUIDE

Step	Description	Guiding Information
1.	Procurement Need	Prior to undertaking any procurement, the need for procurement should be established. To ensure that the correct goods, services and/or works are received by the Council, it is important to understand what is required. These requirements need to be clearly articulated with the suppliers to enable them to effectively offer goods, services and/or works. Upon completion of the procurement process these must be recorded in the contract or on the requisition.
2.	Estimate Cost and Risk	Once the need is clearly defined, the person leading the process needs to estimate the cost and risk. The cost should be the full cost of the procurement as defined in the Procurement Policy, and the risk needs to be considered in line with the Council or Waikato LASS risk thresholds. This will then provide guidance as to the correct procurement process to follow.
3.	Correct Threshold	Ensure that the total value is over \$250,000 and low or medium risk or any spend which is high risk, if it is not then go to either the below \$50,000 and low or medium risk step by step guide or \$50,000 to \$250,000 and low or medium risk step by step guide.
4.	Procurement Lead	Establish who is going to lead the Procurement process and be responsible for completing all of the procurement documentation
5.	Conflict of Interest and Confidentiality	Complete your Councils' Conflicts of Interest and Confidentiality template(s). If there is no conflict of interest, go to step 7.
6.	Conflict of Interest Resolution	<p>If there is a Conflict of Interest, discuss this with your Line Manager or the Delegated Authority / Sponsor for this spend and agree a plan for managing the Conflict.</p> <p>NB: this may include removal of the individual from the procurement process if it could materially impact the outcome or produce a potential conflict for the individual or any supplier(s) involved.</p>
7.	Procurement Methodology	<p>For spend over \$250,000 or high risk you will be running an RFx process unless otherwise approved via a procurement exemption (NB an invited RFx process will require approval via an exemption), ensure that you receive the required number of bids in line with the Procurement Policy. If you are not going to receive the required number of quotes you will need to complete a Procurement Exemption as part of this process.</p> <p>Ensure that you have clearly articulated what you require so that all of the suppliers have adequate information to provide you with a full submission. Or provide them with the opportunity to develop a response based on their experience if you do not have clarity, detail or believe that they are best placed to provide this.</p>

Step	Description	Guiding Information
		Also consider whether you want to run a one or two stage process, if you expect a large amount of responses it may be preferable to run an EOI process ahead of the RFx to shortlist the tenderers to an acceptable level.
8.	Procurement Plan	<p>If there is a Business Case or Project Plan that covers all the required procurement applicable to this level of spend in the Procurement Plan then this can be substituted for the Procurement Plan (for clarity comply with all sections relating to Procurement Plan using your alternate document).</p> <p>Otherwise complete the Procurement Plan sections applicable to this threshold of spend in the Procurement Plan, to assist a suite of tools have been developed in the Council Procurement Toolkit.</p>
9.	Procurement Exemption	<p>If you are not going to comply with Procurement Policy or your Council Specific Information sheet requirements for this level of spend or if you intend to use an invited tender process complete a Procurement Exemption form. If you are complying with Procurement Policy, go to step 15.</p> <p>NB: this is designed to support the rationale for going outside of the general procurement process and where there is legitimacy to this the procurement exemption provide support to the procurer.</p>
10.	Procurement Exemption Sign Off	Once the Procurement Exemption is complete it needs to be assessed and signed off by the authorised person or their delegated alternate, this is detailed in your Council Specific Information.
11.	Procurement Exemption Approval	<p>If the Procurement Exemption is approved, go to step 12.</p> <p>If the Procurement Exemption is not approved, go back to step 7 and reassess the suppliers to be engaged.</p>
12.	Procurement Plan Approval	Upon completion of the Procurement Plan this should be approved by the authorised person detailed in the Council Specific Information or the delegated person.
13.	Build Procurement Documents	<p>Depending on whether a quoting or an RFx process is being utilised, build the appropriate documents to enable you to go to market for either quotes or formal responses.</p> <p>Ensure that you build in sufficient negotiation time and flexibility.</p> <p>This should also include providing a draft contract where appropriate, requested changes can then be marked up by the supplier as part of their submission. (NB: It is often good to add this in as a weighted criterion in the evaluation, especially as this can minimise their requested changes to those which are material).</p>
14.	Procurement Document Review	Prior to going to market it is advisable to get an independent review of the documents. This does not need to be an external review, but by ensuring that somebody with knowledge who has not been involved putting the tender documents together reviews the documents enables you to have an impartial view on them and identify any gaps or issues that the supplier may face before they arise.

Step	Description	Guiding Information
15.	Build Evaluation Documents	Prior to going to market it is important to develop and sign off the evaluation criteria and methodology, what the weightings are and the panel who will be evaluating the responses (this should include both technical and commercial reviews).
16	Go To Market	<p>Once all the documents have been completed (and if required, signed off). The Procurement Lead should go to market; this may be a direct process or an invited tender process if a Procurement Exemption has been approved or an open tender.</p> <p>If a Procurement Exemption approved process is being used, then follow the agreed methodology.</p> <p>If an open process is being used it is important that you follow the Local Council requirements and use the correct system (TenderLink or GETS).</p> <p>Ensure that your process provides for an adequate amount of time for the suppliers to respond. This will ensure that you get the most complete and well developed responses from the suppliers.</p> <p>Ensure that you have clearly articulated how you want the documentation provided (paper, memory stick, electronically), where the information is to be sent to, the number of copies and any specific splits (such as non-commercial copies for technical only evaluators).</p> <p>Ensure that there is also a clear deadline for submissions, regardless of whether you run a closed or open RFx process so that all suppliers are working to the same rules and timelines.</p>
17.	Advising Suppliers	In an open tender situation, there may be certain suppliers it would be beneficial to have bidding. It is acceptable to advise these suppliers that you have gone to market and where they can find the information should they wish to bid.
18.	EOI or RFx Questions	<p>If any supplier seeks clarification on anything to do with the Procurement Documents, the question and response should be shared with all other bidders in writing.</p> <p>The only exception to this is if the information requested by the supplier is of a personal nature to their bid, the Procurement Lead should then decide whether this information should be kept proprietary or shared with all bidders and inform the supplier prior to answering the question. In the event the information would be shared the supplier should make a final decision on whether they want the question answered or whether they want to withdraw the question (this is likely if they feel it would have a detrimental impact on their bid).</p>
19.	Bid Receipting	<p>All bids / quotes should be received by the deadline. Any supplier bid which is late must be approved by the person with delegated authority. Council should only extend the deadline if there is a significant reason for allowing an extension of time (e.g. a significant change or addition to the scope).</p> <p>No bids / quotes should be opened prior to the deadline, if these are being received electronically, they should not be reviewed, however they can be printed ready for the deadline.</p>

Step	Description	Guiding Information
		All bids or quotes should be registered. If paper copies are provided / printed these should be initialled and witnessed at the time of opening and recorded on the bid opening sheet. If electronic copies are to be utilised these should be recorded on the bid opening sheet.
20.	Evaluation	<p>The evaluation panel established in step 15, now undertake the evaluation subject to no further Conflicts of Interest being identified. Ensure that the right documentation is received by each evaluator (e.g. if they are undertaking a technical only evaluation do not provide the commercial documentation). Provide a timeline for the panel to feedback their evaluations.</p> <p>Upon completion of the individual evaluations the Procurement lead may bring the evaluation team together to go through the evaluations and collate the results with the team (this is useful if you want a deep understanding of their rationale, often used on technically complex or large scale tenders) or collate the results and feed back to the team (this is less time consuming and often used on straight forward tender processes).</p> <p>It is important that the evaluation team are on board with the final decision. Therefore, there should be an opportunity to challenge and review the results of the evaluation to ensure that the correct decision is being made.</p> <p>At this point all appropriate due diligence should also be undertaken as part of the evaluation process.</p>
21.	Evaluation Sign Off	<p>It is important that all of the evaluators sign off on the evaluation, process, results and final decision prior to proceeding. If this cannot be agreed the results should be escalated for a final decision.</p> <p>If there is a requirement for any other sign off of the evaluation prior to proceeding, this should be undertaken at this stage.</p>
22.	Supplier Selection	Advise the selected supplier of their selection and the intention to enter into formal negotiations, do not advise the other bidders of being unsuccessful at this stage as you still need to complete the negotiation process.
23.	HSE	At the time of requesting quotes, it is essential to establish whether the supplier(s) are HSE approved, if they are go to step 25.
24.	HSE Approval Process	<p>If the supplier(s) are not HSE approved outline the requirements to be approved to the supplier. If required, utilise the HSE team / expert to provide assistance in explaining the requirements to the supplier(s).</p> <p>It is acceptable to allow them to bid and undertake the full HSE approval process if they are successful, but this <u>must</u> be completed prior to the award of the contract or the raising of the Purchase Order.</p> <p>If the supplier will not undertake the HSE approval process or does not gain approval, then go back to step 20 if you have other quotes you can consider or, step 7 if you have no other quotes to consider.</p>
25.	Negotiation Preparation	Identify the negotiating person or team.

Step	Description	Guiding Information
		<p>Review the tender documentation and establish the technical and commercial points of negotiation.</p> <p>Review the contract and identify any changes requested by the supplier.</p>
26.	Legal Team review	<p>Where there are significant changes to contract ensure the Legal Team undertake a review of the changes.</p> <p>If you are unsure whether they are significant ask the Legal Team to advise.</p>
27.	Legal Team Sign Off	<p>If the Legal Team sign off the changes, go to step 28.</p> <p>If the Legal Team do not sign off the changes negotiate the terms in line with the Legal Team's guidance and, go to step 28.</p> <p>If all aspects of the contractual negotiations are not agreed escalate for resolution, if resolution is successful, go to step 28. If resolution cannot be reached, go to step 20 and reconsider the supplier to be selected.</p>
28.	Commercial Negotiation	<p>Complete the final commercial negotiations. Include any final technical negotiations in this process and ensure that HSE approval has been attained and any Insurance Certificates required have been received.</p> <p>If all aspects are agreed by the parties, go to step 29.</p> <p>If all aspects are not agreed escalate for resolution, if resolution is successful, go to step 30. If resolution cannot be reached, go to step 20, and reconsider the supplier to be selected.</p>
29.	Complete Recommendation to Award Documentation	<p>Ensure all of the Procurement Plan, Evaluation Documentation and all Approval Documentation are completed.</p>
30.	Approval process	<p>Submit for final approval to the appropriate person within the Council Specific Information, the Delegate Authority holder or the designated person with the delegation provided to them.</p>
31.	Final Approval	<p>If approval is given, go to step 32.</p> <p>If approval is not given either:</p> <ol style="list-style-type: none"> if additional approval information is required, go to step 29; if additional evaluation is required, go to step 20; if the process is to be run, go to step 7; or end the process and inform all Suppliers of the decision not to proceed.
32.	Supplier Set Up	<p>If the chosen Supplier is a new supplier, <u>after</u> they have met the HSE and Insurance requirements of the Council, ensure that they are set up on the system. Once this is completed or if they are already on the system go to Step 33.</p>
33.	Order	<p>Award the contract and / or provide a Purchase Order detailing the services to be provided, the works to be undertaken and/or the goods to be supplied.</p>

Step	Description	Guiding Information
		<p>NB: No work should commence before the contract is signed or Purchase Order sent or before the Insurance and HSE requirements are completed.</p> <p>Inform the unsuccessful suppliers and provide the opportunity for feedback, if required.</p> <p>Ensure all Procurement information is correctly recorded and filed.</p>
34.	Contract / Supplier Management	Assess the need for on-going contract management and the level required, if there is no need for Contract / Supplier Management (e.g. one off purchase), go to Step 40.
35.	Contract / Supplier Management Framework	Agree the required Contract / Supplier Management with the supplier; this should include all documents, reports, meetings and HSE requirements to be produced or attended, their frequency and the owner.
36.	Escalation Process	Agree with the supplier an escalation process for both commercial and technical issues, and go to step 37 or if it has been established in step 35 that there is no need for Contract / Supplier Management (e.g. one off purchase), go to Step 38.
37.	Contract / Supplier Management Framework	Build the framework based on the agreed documentation in Step 35.
38.	Transition	Determine whether there is a transition plan required. If not, go to Step 41.
39.	Transition Plan	Create a full transition plan with the supplier; this should take into consideration timeframes, operational issues / challenges associated with the change, resources and employee awareness requirements.
40.	Transition	Undertake transition and complete process.
41.	Contract Commencement	Commence contract on the agreed start date.
42.	Contract Variations	During the life of the contract, if the contract needs to be varied identify the variation required and negotiate / agree with the supplier.
43.	Variation Approval	<p>Seek approval to vary contract in line with Council Specific Information or the Delegated Authority budget holder.</p> <p>If agreed write variation to contract, sign off with supplier, get authorised Council sign off, implement and file variation with the other procurement documentation.</p> <p>If not agreed, go to step 44 and continue the contract, or, step 36 to escalate.</p>
44.	Continuance	Continue Contract in line with agreed Contractual Terms.

COUNCIL SPECIFIC INFORMATION

Council	Ōtorohanga District Council		
Document Owner	Brendan O'Callaghan	Date Last Reviewed:	<dd/mm/yyyy>
Sponsor	Graham Bunn , GM Business Enablement		
Location of this Document	MagiQ docs		

1. Key Information

General Procurement Advice / Information	Brendan O'Callaghan
Sign off of Procurement Documents	Procurement Plans – Relevant Group Manager
NZTA Procurement	Paul Strange
AOG & Regional Procurement	AOG Procurement – Brendan O'Callaghan (oversight), Billy Michels (IS Manager (IT), Sharen Webster-Fuatai (Office Supplies, Cleaning Supplies), Emma Good (Vehicles) Regional Procurement (LASS) – Brendan O'Callaghan
AOG & Regional Contracts	Please see the Co-Lab Mahi Tahi portal for a list of current AoG and shared regional contracts that have been signed up to and are available for use.
Risk Management	Graham Bunn
HSE	Noah Lockett-Turton
Legal	Contact appropriate legal counsel
Conflicts of Interest and Confidentiality	Rebecca Griffin
Where to file Procurement Contracts / Information	If in doubt, contact Rebecca Griffin
Any other information	

2. Documents – updated/amended as required

Document	Document Description	Link or location of the Document
Procurement Quick Guide	A resource to help staff plan and manage their Procurements in line with this Policy.	MagiQ Docs
Conflict of Interest Form	There is a Conflict of Interest form in the Procurement Toolkit. There is also an online MBIE process available.	The COI form is located in MagiQ, or see Rebecca Griffin to set up an online procurement COI.
Procurement Toolkit	A set of documents and templates to help plan and execute your procurement.	MagiQ Docs

3. Controls

Person(s) authorised to make changes to this document	Role	Effective date
Brendan O'Callaghan	Finance Manager	October 2021
Person(s) to be informed of changes to ensure consistency / compliance with Regional Principles, Policy & Framework	Role	Effective date
Brendan O'Callaghan	Finance Manager	October 2021
Person(s) authorised to approve changes to this document	Role	Effective date
Graham Bunn	Group Manager, Business Enablement	October 2021

GLOSSARY OF TERMS

Definition	Detail
Approved Contract Sum	The sum total, exclusive of GST, of any individual agreement, purchase requisition, purchase order, disbursement, payment authorisation certificate, or payment made to a Supplier over the full term of the contract, including rights of renewal.
Approved Supplier	A supplier set up and approved for use in the Council's financial system.
Confidentiality Agreement	This is the Agreement between the parties and their staff to keep confidential all information pertaining to the Agreement, except where required to divulge by law.
Conflict of Interest	There is a conflict of interest where a staff member or an elected member's duties or responsibilities to Council could be affected, or perceived to be, by some other interest or duty that the staff member or an elected member may have.
Contingency	An amount allowed for in the Approved Contract Sum to take into account either foreseen but unquantifiable requirements or unforeseen circumstances. Sum of money to be spent only as a Variation or site instruction on approval by Council.
Contract	Means any and all contracts, agreements, memoranda of understanding (or agreement), letters of agreement, or any other document which purports to be binding upon Council as generally defined in the Contracts Enforcement Act 1975 - Including any subsequent extensions, renewals, or modifications to a Contract.
Council Specific Information	Any amendments, additional requirements or policies and procedures that the individual Councils wish to include. These should only be used to increase the requirements rather than lowering the minimum requirements (e.g. the procurement framework may require two quotes to be obtained, the council specific information may require three as a minimum; however it cannot reduce the minimum number of quotes to one).
Delegated Authority	The person with the authority to approve the total Contract commitment over its entire term. The entire term includes the initial term plus any renewal periods contemplated at the commencement of the contract. Delegated Authority is completed by signature or electronic signoff within Councils finance systems. All non-electronic signatures must be accompanied by the printed name, position of the Delegated Authority as well as the date of signatory.
Direct Appointment	A supplier selection method that involves the negotiation of a contract with a single Supplier.
Invited RFx	Limited numbers of Tenderers' are invited to submit a tender without public advertisement of Contract. Where the value of the contract is <\$250,000.00, selected Suppliers who satisfy the required criteria are invited to put forward a submission. It is recommended a minimum of three (3) Suppliers should be invited.
LGOIMA	The Local Government Official Information and Meetings Act 1987, to which the Council must adhere.
Local Supplier	A supplier of goods, works or services operating or based within Ōtorohanga District Council boundary, and employing and developing local people.
NZTA	New Zealand Transport Authority
One Up Authorisation	The procurement officer's manager or other person with the authority to sign off on the procurement.

P-Card	Purchasing Card. A Council credit card used by certain positions as required. Purchases for goods and services which are approved by Financial Delegated Authority.
Preferred Supplier	A supplier with a formal Contract for the supply of a category of goods, services or works for a specified period of time. This is not a guarantee of work to the supplier.
Procurement Exemption	Authorises, through a signed exemption form, the continuation with the procurement activity outside of the Procurement Policy.
Procurement Plan	Is the detailed plan outlining how the procurement activity will be carried out.
Procurement Policy	The Policy which provides guidance on how procurement activity is conducted.
Purchase Order	Legal document for purchase of goods, services or works issued from the Council following approval by the relevant Delegated Financial Authority. Terms and conditions are governed by the Councils Purchase Order terms and conditions.
Public RFx	A publically advertised RFx (Request for Quotation, Request for Expression of Interest, Request for Proposal or Request for Tender) that any party may respond to.
RFx	A generic abbreviation that covers all 'Request for' "processes" (Request for Quotation, Request for Expression of Interest, Request for Proposal or Request for Tender). Specifies what the Council wishes to purchase, the terms and conditions plus instructions on how to bid and respond.
Supplier	The person or organisation responsible for the supply of goods, services or works as required to Council. Also known as vendor, contractor, consultant or provider.
Syndicated Procurement Contract	Syndicated procurement is when a Government agency or Local Body contracts with a Supplier on behalf of other entities. This can lead to economy of scale advantages for Council. Council is part of a number of syndicated arrangements.
Third Party	A third person or organisation less directly involved in a matter than the main people or organisations that are involved.
Variation	Written changes to the scope, price or term of a Contract.

Appendix 1 - Government Procurement Charter

The Charter sets out the Government's expectations of how public sector agencies should conduct their procurement activity to achieve public value.

Government agencies spend approximately \$41 billion a year on a wide range of goods and services from third party suppliers. We need to ensure that government procurement delivers public value for all New Zealanders while supporting the delivery of better public services throughout New Zealand.

Agencies should identify their key priorities and seek to meet as many of these expectations as practical.

The New Zealand Government directs agencies to:

1. **Seek opportunities to include New Zealand businesses.** Openly work to create opportunities for local businesses and small-to-medium enterprises to participate in your procurement processes.
2. **Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility.** Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution.
3. **Look for new and innovative solutions.** Make sure you don't overprescribe the technical requirements of a procurement, give businesses the opportunity to demonstrate their expertise.
4. **Engage with businesses with good employment practices.** Ensure that the businesses you contract with operate with integrity, transparency and accountability, and respect international standards relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.
5. **Promote inclusive economic development within New Zealand.** Engage with Māori, Pasifika, and regional businesses and social enterprises in order to actively contribute to our local economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce.
6. **Manage risk appropriately.** Responsibility for managing risks should be with the party – either the agency or the supplier – that is best placed to manage the risk. Agencies and suppliers should work together on risk mitigation strategies.
7. **Encourage collaboration for collective impact.** Look to support greater collaboration, both across-agency and across-businesses to give likeminded groups the opportunity to find common solutions within your procurement opportunities.

Information only reports**Ngā pūrongo mōhiohio anake**

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

Item 266 Concept Plans Implementation Update - July 2025

To Ōtorohanga District Council

From Sahndra Cave, Community Projects Lead

Type **INFORMATION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

- 1.1. To provide an update on progress with implementing the Ōtorohanga Town Concept Plan (ŌTCP), Kāwhia/Aotea/Ōpārau Concept Plan (KAŌCP) and Ōtorohanga Rural Concept Plan (ŌRCP).

2. Executive summary | Whakarāpopoto matua

- 2.1. In August 2024 Ōtorohanga District Council (ŌDC) adopted a prioritised programme of projects supporting the coordinated implementation of the three Concept Plans. ¹
- 2.2. Progress with these priority projects is presented in Appendix 1.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Discussion | He kōrerorero

- 4.1. In July 2024 the Ōtorohanga Community Board (ŌCB) reviewed the projects reflected in the ŌTCP, including the prioritised programme confirmed by ŌDC in 2023, following the ŌTCP adoption in October 2022. The Kāwhia Community Board (KCB) did the same regarding the KAŌCP. Similarly, ŌDC's rural ward members did the same with the ORCP. The purpose of this exercise was to establish an updated list of priority projects for ŌDC to consider/confirm as part of an overall prioritised programme covering the three concept plans.
- 4.2. In August 2024 ŌDC confirmed the overall prioritised programme for the three concept plans. In doing so, ŌDC placed a preference on progressing 'shovel ready' projects that could be delivered

promptly (i.e. delivering something tangible 'on the ground' rather than producing more plans and strategies).

4.3. Progress in delivering the overall programme is presented in the attached table (Appendix 1).

5. Financial

- 5.1. To support implementation of the district's concept plans, ŌDC allocated **\$765,000** for the 2023/24 year.² A further **\$550,000 per year** has been allocated for each of the first three years of the 2024–2034 Long Term Plan (LTP)³ (2024/25–2026/27 years) to progress priority ŌDC-led initiatives across all concept plans.
- 5.2. In addition, **\$50,000 per year** has been set aside for each of the first three years of the 2024–2034 LTP (2024/25–2026/27 years) to deliver the *Climate Change Response Plan*⁴, one of the key initiatives arising from the concept plans.
- 5.3. Actual expenditure on concept plan projects was **\$514,000** in the 2023/24 year and estimated to be **\$400,000** in the 2024/25 year, reflecting a phased approach to implementation as projects progress through planning, design, and delivery stages.
- 5.4. In September 2025, ŌDC may be asked to approve the carry-forward of unspent project budgets from the 2024/25 financial year into the 2025/26 financial year. This would allow funding to remain available for priority concept plan projects that are underway or planned but not completed within the original timeframe.
- 5.5. The budgets allocated for the delivery of the concept plans are internally loan funded. The rate impact of that internal loan was approximately \$18,000 for Year 2 of the LTP (2025/26) which equalled 0.12% of the rate increase. For Year 3 (2026/27) the rate impact is approximately \$36,000, and 0.24% of the forecasted rates increase in the LTP of 8.18%⁵.

¹ [Minutes-ODC-27-August-2024.pdf](#) Page 8

² [odc-230919-minutes-open.pdf](#) Page 8

³ [LTP-2024-Volume-1.pdf](#) Volume 1 page 48

⁴ [LTP-2024-Volume-1.pdf](#) Volume 1 page 32

⁵ <https://engage.otodc.govt.nz/ltp> Volume 2 page 8

Ōtorohanga District Concept Plans Implementation¹ – Status of Priority Projects – July 2025

Project	Concept Plan Source	Status
Ōtorohanga Reserves Strategy and Management Plan	Ōtorohanga Town	Progressing - Due for adoption by Council in July 2025
Huipūtea Reserve Development Plan	Ōtorohanga Town	Progressing - Development plan included in Draft Reserves Strategy for Council adoption
Multi-purpose Community Hub (Concept Review/Due Diligence)	Ōtorohanga Town	Progressing - Ōtorohanga Club have reconfirmed interest in progressing. Awaiting funding consideration by Club (i.e. use of Pokie machine funds)
Interconnected walking/cycling network	Ōtorohanga Town	Progressing - Reflected in the Draft Reserves Strategy. Note that walking/cycling is no longer a specific focus/funding area for NZTA
Investigate Business/Industrial Land/Growth areas	Ōtorohanga Town	Progressing – initial scoping with Ōtorohanga north (unserved area) but will be considered as part of the District Plan review (subject to the outcome of Government reform of the RMA)
Ōtorohanga Fitness Trail	Ōtorohanga Town	Progressing – stage 1 (training station). Obtaining architect signoff early July.
Investigate feasibility of a local Resource Recovery Centre	Ōtorohanga Town	Project scoping underway.
Explore future of Ōtorohanga swimming pool as part of Community Facilities Asset Management	Ōtorohanga Town	Progressing - Community Facilities Asset Management Plan under development. Painting complete, pricing upgrade of changing room underway. Feasibility Study is on hold.
Ōtorohanga Sports Hub (led by Sport Waikato)	Ōtorohanga Town	Progressing - Clubs are working closer together and the draft Ōtorohanga Reserves Strategy signals agreed options for the development of Island Reserve and the Domain that will enhance collaboration
Te Ara a Waiwaiā – Storyboards* (led by Mana Whenua)	Ōtorohanga Town	Awaiting progress on related projects – this initiative is linked to the District-wide Signage Strategy and the Arts, Heritage & Culture Strategy, both of which are currently underway.
Work with Schools and Community Halls to understand maintenance needs for safe access and parking,	Rural & Kāwhia/Aotea /Ōpārau	Completed
Undertake a condition and needs assessment of the community halls and playcentres to understand level of support required.	Rural & Kāwhia/Aotea /Ōpārau	Completed - Condition/needs assessments (incl cost estimates) of community halls. Playcentres Association undertaking their condition assessments

¹ Collation of the top ranked projects from the Ōtorohanga Town, Kāwhia/Aotea/Ōpārau and Rural Ōtorohanga Concept Plans – as approved by Council in August 2024

Project Area	Ōtorohanga	Kāwhia/Aotea/Ōpārau	Rural	All
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Stocktake and review of reserves	Rural & Kāwhia/Aotea /Ōpārau	Progressing - Stocktake complete. Lease information being compiled.
Develop Urban Design Plan and Jervois Streetscape Upgrade.	Kāwhia/Aotea/Ōpārau	Progressing – Better Places Together due for adoption by Council in July 2025
Develop fitness/recreation loop around town/waterfront.	Kāwhia/Aotea/Ōpārau	Progressing – Council supporting community group. Will be reflected in Kāwhia Urban Plan (Better Places Together)
Develop Concept Plan for Omimiti Reserve	Kāwhia/Aotea/Ōpārau	Progressing – Better Places Together due for adoption by Council in July 2025
Investigate need for additional footpaths/cycleways or shared path where roadway is constrained (include as part of sea wall renewal project).	Kāwhia/Aotea/Ōpārau	Progressing – Better Places Together due for adoption by Council in July 2025
Support redevelopment opportunities for the Kāwhia Sports Club.	Kāwhia/Aotea/Ōpārau	Progressing – agreement in place and rebuild process underway
Review Karewa boat ramp access and parking.	Kāwhia/Aotea/Ōpārau	Progressing – Agreement with landowners being finalised
Ōpārau Community Hall – Resilience Project	Kāwhia/Aotea/Ōpārau	Progressing - Discussions ongoing with Hall group, including support to access funding
Develop concept plan for Aotea Beach Reserve	Kāwhia/Aotea/Ōpārau	Progressing – Better Places Together due for adoption by Council in July 2025
Kāwhia beach access	Kāwhia/Aotea/Ōpārau	Progressing – TKI confirmed support for project. Preferred route identified, project being scoped/costed
Consolidate Kāwhia Community Noticeboards	Kāwhia/Aotea/Ōpārau	Reassessing - KCB declined Ōtorohanga College noticeboard upgrade proposal
Upgrade access to Mangatutu 'Reserve'.	Rural	Completed
Develop community facility (Rural Park) on Ōtewa Road providing for Riding for the Disabled (community led).	Rural	Progressing – Land Gift and leasing agreements signed. Subdivision process underway by John Oliver. Process for Council to establish independent Trust underway.
Investigate growth opportunities to sustain communities that have existing facilities (halls, schools, playcentres) – Rural Hamlet concept.	Rural	Not started - Being considered as part of the District Plan review (subject to the outcome of Government reform of the RMA)
Cycling Safety Signage – Waikato River Trails Bypass Route	Rural	Completed
Climate Change Response Plan (use CCR as a lens over all Council does as well as a stand-alone project)	All	Progressing – CC roadmap adopted June 2025. Discussions underway with WRC on undertaking risk assessments to support conversations around adaptation/resilience uplift

Project Area	Ōtorohanga	Kāwhia/Aotea/Ōpārau	Rural	All
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Explore Waka Kotahi funding	All	Not Progressing – Change in Government priorities has removed most non-core funding
Weave Nature through Town (a consideration for all projects involving planting)	All	Progressing - Specific consideration is included in the draft Ōtorohanga Reserves Strategy and Huipūtea Reserve Development Plan Due for adoption by Council in July 2025
Ōtorohanga Naming Protocol	All	Progressing - Project underway to be led by mana whenua (awaiting direction)
Establish an enabling regulatory framework/District Plan review	All	Not started - Being considered as part of the District Plan review (subject to the outcome of Government reform of the RMA)
Develop/Implement Waste Management and Minimisation Plan for the District to consider needs of all communities.	All	Completed
Develop/Implement Economic Development Strategy	All	Complete - Economic Wellbeing Strategy and Implementation Plan adopted
Develop a Climate Change Response Plan to address climate risk assessment including flooding, sea level rise and coastal erosion	All	Progressing – Discussions underway with WRC on undertaking risk assessments to support community conversations around adaptation
Review flood risk assessment of the Waipā River, Waikato River, Ōpārau River and Awaroa River	All	Progressing - Scoping discussions held with WRC staff. Awaiting completion and application of updated Waipā River catchment modelling
Papakāinga framework to support papakāinga development across the district.	All	To be scoped as part of District Plan review
Pest control and weed management plan for Council administered/owned land	All	Budget provision made in LTP
Consider how to celebrate sites of cultural significance*	All	Project scoping underway with mana whenua (aligned with District Signage Strategy)
Establish local community civil defence response groups and support the development of their emergency response plan.	All	Community Plans in place
Community Gardens/Planting	All	This project is intended to be community-led. Some planting has already been undertaken outside the police station by the Ōtorohanga Kai Forest Group and in other locations around Ōtorohanga township.
Gateway Signage (Town/Village/District)	All	Progressing - Scoping underway

*Led by mana whenua. In adopting the prioritised programme, Council acknowledged that non-Council led projects could progress at any stage if there was a partner/stakeholder/community willingness to do so.

Project Area	Ōtorohanga	Kāwhia/Aotea/Ōpārau	Rural	All
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Item 267 Water Services Report to 30 June 2025

To Ōtorohanga District Council

From Kumar Sevaratnam, Manager Waters

Type **INFORMATION REPORT**

Date 29 July 2025



1. Purpose | Te kaupapa

- 1.1. To provide information on the activities pertaining to the Water Services activity for the period from 1 February 2025 to 30 June 2025.

2. Executive summary | Whakarāpopoto matua

- 2.1. Three water operations remain stable with generally good compliance. To achieve full compliance at Tihiroa WTP, staff are transferring the compliance criteria from T2 to T3 (Drinking Water Quality Assurance Rules 2022) from January 2026 which means more strict monitoring and reporting requirement which would be in alignment to the existing treatment processes.
- 2.2. Several renewals and maintenance works have been undertaken to improve wastewater discharge compliance. Based on the sample results from laboratories, wastewater treatment performance has improved.
- 2.3. Renewals and maintenance activities at all sites are carried out as per our programme and plan. We remain focused on improving preventative maintenance and reducing reactive maintenance.
- 2.4. Data quality for service request response has improved to maintain Council's level of service. The service requests are attended based on their priorities. Required data is captured using electronic forms.
- 2.5. Recruitment for the new Team Leader Waters is ongoing at the time this report was written; potential candidates have been identified and are going through interview processes.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Discussion | He Kōrerorero

Compliance and demand management

- 4.1. Ōtorohanga town drinking water (including Waipā Rural Water Scheme) is fully compliant with drinking water quality assurance rules. Drinking water compliance for bacteriological, protozoal and network compliance zones remain at a high level this quarter, and year to date.
- 4.2. Tihiroa (S2-T2-D2) treatment rules will be changed to reach full compliance with a higher treatment rule (T3). Staff expect this change to happen from January 2026, to align with the reporting year.
- 4.3. Staff are investigating equipment upgrades at no extra budgetary requirements to reach full compliance at Kāwhia (S2-T2-D2) drinking water. This will be similar to what has been done at Tihiroa.
- 4.4. Permanent Boil water notice remains in place for Arohena Rural Water Scheme water supplies.

Arohena water supply closure

- 4.5. The proposal to close the drinking water component of the three Arohena Supplies (Kahorekau, Huirimu and Taupaki) is progressing well, and staff are working closely with Taumata Arowai to meet their expectations. Staff are delaying the referendum until support from Taumata Arowai is received.

Resource consent compliance

Table 1: Resource consent compliance tracking and audit outcomes/actions

Consent Number	Consent Name	Expiry	Annual Reporting	Compliance Report Outcome	Audit comments and actions
RC130076.0 1	Ōtorohanga WTP - Water Take	30/10/28	31/07/25	Submitted awaiting for outcome	
RC144930	Ōtorohanga Stormwater (interim)	1/07/23	30/06/25	<u>Moderate Non-Compliance:</u>	SUMMARY OF REQUIRED ACTIONS Maintain and report records of inspections, maintenance, flooding, and erosion control works in annual reports. Include the escalation procedure in the Stormwater Management Plan Submit the register of stormwater assets, wetland inventory, and wetland design for catchments 8 and 14 by 31 March 2025. Provide maintenance and visual inspection records, trade waste inspection records, and storm flow inspection records for unusually high rainfall events with the 2024-25 annual report by 30 June 2025.
RC105631	Kāwhia Stormwater Discharge	1/07/23	30/06/25	<u>Moderate Non-Compliance:</u>	SUMMARY OF REQUIRED ACTIONS Condition assessments and maintenance inspection records must be included in the 2024-25 Annual Report, and consent limits must always be complied.

Consent Number	Consent Name	Expiry	Annual Reporting	Compliance Report Outcome	Audit comments and actions
					The SWMP and monitoring plan must be updated
RC120393	Kāwhia Water Supply - Water Use	30/11/30	1/09/25	Not yet received	
RC120401	Kāwhia Water Supply - Water Take	30/11/30	1/09/25	Not yet received	
RC123567 RC123568 RC123569.0 1.01 RC143381.0 1.01 RC143381.0 2.01	WWTP Discharge to air WWTP Discharge to land WWTP Discharge to water Discharge to land (sludge) Discharge to air (sludge)	30/10/37 30/10/37 30/10/37 30/10/37	30/09/25	Full Compliance: RC123567 RC123568 RC143381.01.01 RC143381.02.01 Moderate Non-Compliance: RC123569.01.01 (audit comments at right)	SUMMARY OF REQUIRED ACTIONS Provide most recent flow meter calibration certification no later than 28 February 2025. Ensure the updated OMP is provided to Waikato Regional Council no later than 28 February 2025. Ensure details of existing and planned inflow and infiltration reduction programs or works for the wastewater network to Council is provided to Waikato Regional Council no later than 28 February 2025. Ensure an investigation to identify all water users downstream of the discharge pipe into the Mangaorongo Stream. Ensure the updated register is provided to Waikato Regional Council no later than 28 February 2025.

4.6. The majority of actions outlined in the compliance review report have been successfully completed, demonstrating strong progress and commitment to meeting regulatory expectations

Demand management – water production

4.7. All the treatment plants are able to meet the demands in their respective areas with the planned renewals being carried in a timely manner.

4.8. A district wide water management plan is being developed, as part of the Tihiroa RWS water take consent process.

4.9. The new weir constructed at Kahorekau intake significantly improved its treatment performance and reliability. We will need to focus on preventative maintenance activities at the intake moving forward to get full benefit of this upgrade.

Demand management – water activities and initiatives

4.10. Investment on the renewals and minor capital projects continues to improve equipment redundancies and resilience in water supplies.

- 4.11. The treatment plants are operated at their average capacities to meet the demand, and reservoirs are maintained at more than 85% at any given time of the day.
- 4.12. Some errors were identified in production data (reading higher than produced) at Tihiroa WTP which has been rectified. This means we will have better accuracy around the water leak data since the loss is calculated using production and consumption data.

Table 2: Water connection statistics

Area	Number of connections	% change from last quarter	Location of new Meters
Ōtorohanga	1626	0%	
Kāwhia	420	0%	
Waipā	136	0%	
Tihiroa	53	-1.8%	1 Disconnection -Ouruwhero Road
Kahorekau	32	-3.1%	1 Disconnection - Kahorekau Road
Huirimu	30	0%	
Taupaki	9	0%	

Resource consents

Wastewater consent compliance

- 4.13. The treated wastewater discharge consent compliance was evaluated to be “Moderate Non-Compliance” in the last consent year (from July 2023 to June 2024). This was due to a few exceedances in discharge limits of various parameters.
- 4.14. Several improvements and preventative maintenance have been undertaken in recent months (i.e. dosing control improvement, settling pond capacity upgrade, dredging operation, gravel bed refurbishment) at the wastewater treatment plant which has improved treatment performance. These improvements will help to achieve better compliance in this consent year.
- 4.15. A modern disc aerator has been installed at the inlet works as a trial to test treatment performance with better aeration/air supply. The recent sampling and testing indicate good improvements. If the trial is successful council will purchase the equipment as part of our inlet upgrades capital programme.

Stormwater consent compliance

- 4.16. Staff are waiting for the approval of “Comprehensive Stormwater Discharge Consent application” to work on the budget allocations. Until such approval is received, staff need to focus on improving reporting and maintenance on stormwater assets. The stormwater consent compliance report has been submitted to Waikato Regional Council for their assessment (for 1 July 2024 to 30 June 2025).

Levels of service and performance measures

- 4.17. The compliance of all our three waters operations and response times for the all-service requests are key parameters in our non-financial performance measures.
- 4.18. Service Requests are attended based on their priority. New electronic forms have been created to capture data around service request response times. Introduction of new electronic forms to capture data around service requests has improved this process.

Activity management

Asset management

- 4.19. The Asset Management team is implementing new processes to support the consistent and accurate capitalisation of both new and existing assets. This approach is currently being introduced within the Waters activity, where regular recording of asset changes has already begun. The next phase of this initiative—focused on improving the accuracy of maintenance activity records—will be developed throughout the upcoming financial year.
- 4.20. Data improvement is ongoing for the water services assets. In addition to the desktop condition assessment further work on the criticality assessments has been done to feed into an improved forward works programme.
- 4.21. The renewal programme for 2024/25 and 2025/26 has been finalised and will be out for tender by the end of July.
- 4.22. To improve resilience and reliability in our water and wastewater services, the following capital and operational projects were identified and are in progress or completed.

Operational projects/renewals

- 4.23. Ranginui reservoir level monitoring work – A new level monitoring device has been installed, and this is used for treated water pump control as well.
Percent Complete 100% / Budget Utilised 100%
- 4.24. Huirimu reservoir roof - the roof has been repaired, replacement of the entire roof liner was investigated, and it was not identified to be the preferred option.
Percent Complete 100% / Budget Utilised 100%
- 4.25. Huirimu VSD replacement - A new VSD has been installed for the high lift pump since the existing soft starter had failed.
- 4.26. Kahorekau weir failure and upgrade – The Kahorekau weir was planned for an upgrade to meet the new consent conditions, unfortunately the weir failed during the autumn, and the upgrade was carried out as emergency works.
- 4.27. The new weir now has a compliant fish passage and has significantly improved treatment performance and reduced filter backwashes, reducing water demand. As part of the upgrade the vehicle access was improved to allow heavy vehicle access up to the weir for carting construction materials to the site, the track will now allow for monitoring and maintenance operations going forward.
- 4.28. A place holder budget was in the LTP for the upgrade of \$50,000 the completed project cost \$70,000 for the weir upgrade and \$23,000 for the track upgrade, a total cost of \$93,000.
Percent Complete 100% / Budget Utilised 186%
- 4.29. Tihiroa Pump intake screen – A new compliant (1.5mm aperture size) has been installed around the intake pump to comply with the consent conditions.
- 4.30. Ōtorohanga plant intake motor and VSD replacement – A new motor and VSD have been installed for the intake pump 1 (Low lift pump 1).

- 4.31. Waipā high lift pump VSD replacement – The failed VSD for Waipā high lift pump at the plant has been replaced.
- 4.32. Gravel removal at Waipā River intake– Over 4,500 tonnes of gravel has been removed from the river. Staff are exploring options on what the gravel can be used for now, which is stockpiled by the treatment plant.
- 4.33. Waipā Weir condition assessment and reinforcement – A condition assessment on Waipā River weir was completed, and some temporary reinforcement works were done which will give some time to assess options for a permanent solution.

Capital projects

- 4.34. Desludging main treatment pond – 7000 m3 of sludge was removed (Approximately 267 tonnes of dry solid)
Percent Complete 100% Budget Utilised 101%
- 4.35. Wastewater Treatment Plant grit removal system - An optioneering has been carried out internally and a solution has been identified which will be further evaluated.
Percent Complete 20% / Budget Utilised 5%
- 4.36. Tihiroa resource consent renewal – This is ongoing and on schedule for submission in December.
Percent Complete 90% / Budget Utilised 30%
- 4.37. Cannon road water main renewal – This pipe work is under construction and will be completed by early August 2025.
Percent Complete 50% / Budget Utilised 90%

Upcoming capital works

- 4.38. Ōtorohanga water services renewal – Tender documents are in final review and anticipated to be for tender by the end of July.

Operations Update

- 4.39. All the treatment plants are operating very well (water and wastewater). However, the risks of plant failures cannot be underestimated. Single point of failures is assessed, and improvement works are undertaken at each site.
- 4.40. Big storm water events are a risk to the sewer system and wastewater treatment plant operation. Infiltration of stormwater into the wastewater network remains, as well as the rain falling onto the ponds themselves. Successive intense rain events and in particular the last heavy rain event (on 3 and 4 July 2025), required staff to deploy additional pumping from the tertiary ponds to keep up with the inflow. The was done to minimise any the risk of damage to infrastructure and environment from the ponds overflowing. The pumps were deployed for 2 days and restored adequate buffer within the ponds. An internal wastewater network condition assessment is being carried out which will be fed into our renewal programme.
- 4.41. A condition assessment was completed for more than 80% of the sewer pumps. Based on the condition assessment, maintenance activities were carried out on the pumps.

- 4.42. The dredging operation at the WWTP commenced on 21 January 2025 and completed in early March 2025. The removal of approximately 7000 m³ of sludge from the pond has increased the treatment performance and buffering capacity.
- 4.43. Disposal of dried biosolids is going to increase the operational costs of the wastewater activity, and staff are continuing to stockpile in Geobags while investigations continue into a viable option for the future. Staff currently have around 800 tonnes of dry matured solids onsite in the Geobags.
- 4.44. The communication and control system for the entire treatment and reticulation networks requires an upgrade as the existing system is very old and outdated. The new system will be gradually rolled out in the next two to three years. So far, the new control system has been implemented at Progress Drive pump station.
- 4.45. The conditions of the flood station pumps remain good and regular maintenance are being carried out. However, some control system assets need upgrading which will be carried out using allocated budget. Huiputea flood station has been selected for this upgrade first since it has the oldest and outdated version of the control system.

Trade Waste

- 4.46. The Trade Waste Bylaw is due for renewal and the update of this is currently on hold until we have further understood of “Bill 3” of the Water Services Bill.
- 4.47. Trade Waste inspections are on-going with a thorough inspection checklist being completed to provide a robust understanding of the Trade Waste compliance.
- 4.48. Ensuring compliance from Trade Waste consent holders will be a focus over the coming financial year and will ensure the capture of accurate and critical information to improve the quality of wastewater entering the network.

Councillor updates on meetings attended on behalf of Ōtorohanga District Council

Ngā kōrero hou a ngā Kaikaunihera

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

Resolution Register

Rēhita tatūnga

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

#	Date	Resolution	Staff update
C361	29/04/25	<p>Item 227- Rewarewa Schoolhouse</p> <p>That the Ōtorohanga District Council:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 	<p>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</p>
C363		<p>Item 229 - Draft Development and Financial Contributions Policy – Approval to Consult</p> <p>That, having regard to the decision-making provisions of the Local Government Act 2002, including the principles of consultation, and considered the proposed draft</p>	<p>The Policy was adopted by ŌDC at its 24 June 2025 meeting.</p> <p>Staff recommend this resolution be removed from the Register.</p>

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.

C376	27/5/25	<p>Item 237 – Te Nehenehenui Joint Management Agreement draft Schedules</p> <p>That Ōtorohanga District Council:</p> <ul style="list-style-type: none"> 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 next TNN JMA Co-Governance Forum Meeting. 	<p>The JMA Co-Governance Forum has yet to be rescheduled.</p> <p>Staff recommend this Resolution remain on the Register.</p>
C391	24/06/25	<p>Item 248 – Kāwhia Community Hall hire charges – 25/26</p> <p>Refer to the Minutes for the Resolution.</p>	<p>The fees and charges were in force from 1 July 2025.</p> <p>Staff recommend this resolution be removed from the Register.</p>
C392	24/06/25	<p>Item 249 – Recommendation on Ōtorohanga community metered water charges</p> <p>That the Ōtorohanga District Council adopts the recommendation from the Ōtorohanga Community Board that the 2025/26 Metered Water Rates be set at:</p> <ul style="list-style-type: none"> a. \$220 per connection per annum (GST exclusive); and, b. \$2.00 per cubic meter of water (GST exclusive). 	<p>The Ōtorohanga community metered water charges were in force from 1 July 2025.</p> <p>Staff recommend this resolution be removed from the Register.</p>

C393	24/06/25	<p>Item 250 – Adoption of Annual Plan 2025/26</p> <p>That Ōtorohanga District Council adopt the 2025/26 Annual Plan with minor editorial changes as required.</p>	<p>The Annual Plan was in force from 1 July 2025.</p> <p>Staff recommend this resolution be removed from the Register.</p>
C394	24/06/25	<p>Item 251 – Rates Resolution 2025/26</p> <p>Refer to the Minutes for the Resolution.</p>	<p>The Rates were struck in alignment with the Resolution.</p> <p>Staff recommend this resolution be removed from the Register.</p>
C395	24/06/25	<p>Item 247 – Water Services Delivery Plan – Confirmation of preferred service delivery model</p> <p>That Ōtorohanga District Council:</p> <p>a) Endorses the responses to submissions received on ŌDC’s preferred option – Waikato Water Done Well - for the future delivery of water services as per its deliberations held on 10 June 2025 (refer Appendix One);</p> <p>b) Adopts as its preferred option for inclusion in the Ōtorohanga District Council Water Services Delivery Plan –</p> <p>i) Becoming a Waikato Water Done Well (WWDW) Stage One shareholder for the delivery of water supply and wastewater services noting that this decision will take effect once the requisite documentation is signed;</p> <p>ii) Transitioning to becoming a Stage Two shareholder for the delivery of water supply and wastewater services in 2027/28 on the proviso that the district is no worse off - financially and operationally - under WWDW than it would be under the Enhanced Status Quo Model;</p> <p>iii) Continuing to deliver district stormwater services ‘in-house’ in a manner that complies with legislative requirements;</p> <p>c) Notes that the Water Services Delivery Plan is subject to the approval of the Minister for Local Government and must be submitted no later than 3 September 2025.</p>	<p>A separate report has been included in this agenda seeking the signing of the Shareholders Agreement.</p> <p>The Water Services Delivery Plan (which is subject to the approval of the Minister for Local Government and must be submitted no later than 3 September 2025) will be presented as a decision report at the August meeting.</p> <p>Staff recommend this resolution be removed from the Register.</p>

C396	24/06/25	Item 253 – Amendments to guidelines and criteria for Council-administered contestable grants	<p>The amendments are being progressed as an operational matter.</p>
		<p>That Ōtorohanga District Council:</p> <p>a) Approve amendments to the Ōtorohanga Community Grants Fund Guidelines to:</p> <p>i) include businesses as potential ‘umbrella’ organisations alongside registered nonprofits and/or incorporated organisations.</p> <p>ii) remove the criteria which does not allow applications from those groups already funded through a Service Level Agreement (SLA) with ŌDC if the project funding application activities fall outside of the group’s SLA deliverables.</p> <p>b) Confirm that the Ōtorohanga Community Grants Fund retain the level of accountability presented to the Committee which can include description of activity, photographs, quotes and receipts.</p> <p>c) Allow Sport New Zealand Rural Travel Fund applications from informal groups who are based in the Ōtorohanga district.</p> <p>d) Retain two Grants Committee meetings per year, approximately six months apart, for funding decisions; and amend the application process for all three contestable funds—the Fund, the Rural Travel Fund, and the Creative Communities Scheme—to allow year-round submissions with clearly defined cut-off dates for each funding round acknowledging that this may change under the new Mayorship.</p>	<p>Staff recommend this resolution be removed from the Register.</p>
C397	24/06/25	Item 252 – Proposed Development and Financial Contributions Policy – Recommendation to adopt	<p>The Policy was in force from 1 July 2025.</p>
		<p>That Ōtorohanga District Council, having followed the decision-making provisions of the Local Government Act 2002, including consulting on the draft Development and Financial Contributions Policy, adopt the Ōtorohanga District Council Development and Financial Contributions Policy (document number 829751) as presented, with effect from 1 July 2025.</p>	<p>Staff recommend this resolution be removed from the Register.</p>

- C398 24/06/25 **Item 254 – Bylaw reviews – Approval to consult** The consultation process is underway.
- That Ōtorohanga District Council:
- Staff recommend this Resolution **remain** on the Register until the process is completed.
- a) Approve the Statement of Proposal, Consultation Document, and Proposed Amendments to the bylaws as shown in: Appendix 1 (Structures and Works in Public Places Bylaw); and Appendix 2 (Keeping of Stock, Poultry and Bees Bylaw); and
- b) Approve the following dates:
- i) Monday 30 June to Friday 8 August 2025 (30 working days): Combined consultation for bylaw reviews
- ii) Tuesday 26 August 2025 ŌDC meeting: Hearings, deliberations and decision on bylaws.
- iii) Monday 8 September 2025: Public notice of the final bylaws.
- iv) Monday 15 September 2025: Bylaws as amended, come into effect.
- C399 24/06/25 **Item 255 – Co-Lab constitution – Proposed amendment** 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 letter from Co-Lab seeking approval to change the Co-Labs constitution; and
- b) Approves amendment of Clause 13.6.1 of the Co-Lab Constitution by deleting the wording “for a further term but can serve only a maximum of six years consecutively” so that the clause reads: “13.6.1 Other than as set out under 13.6.2, all Board terms are three years. Any Board member may be reappointed”.

Staff recommendation

That Ōtorohanga District Council confirm the removal of Resolutions C363, C391, C392, C393, C394, C395, C396, C397 and C399 from the Register.

Resolution(s) made in a public excluded session

No Resolutions were made in a public excluded session and subsequently released.

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 268 Recommendation to exclude the public for Item PE25 - Contract C1160 Unsealed Road Metalling Contract Award

To Ōtorohanga District Council

From Kaia King, Governance Manager

Type **DECISION REPORT**

Date 29 July 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. ŌDC must provide a good reason if to exclude the public from a ŌDC 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 268 - Tender award	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

4. Context | Horopaki

- 4.1. Public excluded agendas and minutes are not available to the public. Where possible, ŌDC 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 disadvantaging commercial negotiations 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 commercial disadvantage.

Recommended option and rationale

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