



Ōtorohanga

District Council

*Ōtorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

Ōtorohanga District Council

MINUTES

17 May 2022

10am

Members of the Ōtorohanga District Council

His Worship the Mayor, MM Baxter
Councillor K Christison
Councillor K Jeffries
Councillor RA Klos

Councillor R Johnson (Deputy Mayor)
Councillor B Ferguson
Councillor R Dow
Councillor A Williams

For all meeting queries, please contact Council's Manager Governance (governance@otodc.govt.nz)

Ōtorohanga District Council

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Otorohanga on Tuesday, 17 May 2022 commencing at 10.01am.

Tanya Winter
CHIEF EXECUTIVE

30 May 2022

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PRESENT

His Worship the Mayor M Baxter, Councillors A Williams, B Ferguson, K Christison (via Zoom), K Jeffries, R Dow and R Klos.

IN ATTENDANCE

T Winter (Chief Executive), N Gower (Group Manager Strategy & Community), G Bunn (Group Manager Business Enablement), A Loe (Group Manager Regulatory & Growth), M Lewis (Group Manager Engineering & Assets), B O’Callaghan (Finance Manager), R McNeil (Chief Advisor), T Ambury (Manager Property), P Saunders (Manager Building Control) and K King (Manager Governance).

APOLOGIES

There were no apologies.

REFLECTION / PRAYER / WORDS OF WISDOM

Councillor Christison provided the following words of wisdom.

The greatness of a community is most accurately measured by the compassionate action of its members.

Coretta Scott King

I alone cannot change the world, but I can cast a stone across the waters to create many ripples.

Mother Theresa

LATE ITEMS

There were no late items.

CONFIRMATION OF ORDER OF MEETING

There were no changes to the order of the meeting.

Please note that Item 253: Council office refurbishment – confirmation of budget was brought forward to allow Mr Skilton who presented in the public forum to hear the discussion and decision on the item later in the meeting.

DECLARATION OF CONFLICTS OF INTEREST

Councillor Williams advised she had a close relationship with individuals who may be affected by the decisions for the following items:

- Item 252: Ōtorohanga retail revitalisation project – confirmation of Council contribution.
- Item 254: Proposed priority buildings and priority pedestrian thoroughfares.

Councillor Williams declared there was no pecuniary interest and therefore would participate in the discussions and voting for these items.

RESOLVED: That Ōtorohanga District Council receive the declaration from Councillor Williams for the following items:

Item 252: Ōtorohanga retail revitalisation project – confirmation of Council contribution.

Item 254: Proposed priority buildings and priority pedestrian thoroughfares.

His Worship the Mayor | Councillor Fergusson

PUBLIC FORUM**1. Liz Cowan**

Mrs Cowan spoke on access to the Waipā river from Otewa Road. She noted that her request for the one of the public access points to be cleaned up was actioned and provided before and after photos. Mrs Cowan requested Council consider naming the area and also install a river access sign. She suggested the names 'Toa Reserve' and 'Otewa Gorge Reserve'. She also requested the access track be repaired as it was becoming rough, and requested Council do not relocate road spoil to the area noting it was a flood plain. Mrs Cowan noted the majority of the area was Department of Conversation land with the remainder owned by Council.

2. Trevor Skilton

Mr Skilton spoke to *Item 253: Council office refurbishment – confirmation of budget*. He raised concern that the risk of pending Government legislation relating to '3 waters' and local government reform had not been taken into consideration. He thought the current trend of amalgamation would result in a very small sub-office requirement. Mr Skilton was also concerned about the worldwide supply and transport problems affecting building and IT projects. He thought this would increase the difficulty in obtaining a reasonable Fixed Price agreement and also increase the risks associated with a longer build period.

CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 26 APRIL 2022

RESOLVED: That the open minutes of the Ōtorohanga District Council meeting held on 26 April, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor Johnson | Councillor Williams

RECEIPT OF MINUTES – KAWHIA COMMUNITY BOARD – 29 APRIL 2022

RESOLVED: That Ōtorohanga District Council receive the unconfirmed minutes of the Kāwhia Community Board meeting held on 29 April 2022 as circulated.

Councillor Jeffries | Councillor Dow

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 5 MAY 2022

RESOLVED: That Ōtorohanga District Council receive the unconfirmed minutes of the Ōtorohanga Community Board meeting held on 5 May 2022 as circulated.

Councillor Dow | Councillor Christison

HIS WORSHIP THE MAYOR’S VERBAL REPORT

His Worship provided an update on his activities since the last meeting.

- 2 May: Met with the Employers Manufacturers Association in Auckland. This meeting looked at options for mentoring support for businesses across New Zealand. He also met with the Auckland Chamber’s chief executive on the same day on a resource opportunity.
- 3 May: Provide updates from the Rural Water Scheme’s technical working party to both the Arohena Rural Water Scheme Committee and the Ranginui Rural Water Scheme Committee.
- 4 May: Met with the Ministry of Social Development to discuss ongoing support of Employment hubs across the motu. Then His Worship travelled to South Wairapa to support the programme.
- 9 and 10 May: Visited Kawerau, Otorhanga, Waitomo and South Waikato district councils for the Mayors Taskforce for Jobs.
- 11 May: Attended Rural Water Scheme Technical Working Group meeting.
- 12 May: Attended the Ōtorohanga District Development Board’s business breakfast.

- 15 May: Met with the Police Area Commander.

RESOLVED: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, M Baxter.

Councillor Fergusson | Councillor Johnson

His Worship thanked Mr Skilton for his presentation in the public forum and requested staff present Item 253: Council office refurbishment – confirmation of budget to allow Mr Skilton to hear the discussion and decision on the matter.

ITEM 253: COUNCIL OFFICE REFURBISHMENT – CONFIRMATION OF BUDGET

Council’s Chief Advisor, R McNeil noted the report sets out the process and scope of work of the project for consideration. The project was developed during the Long Term Plan process and rough order costing was included in the final Plan. During the development of a detailed assessment, the scope of work required was more extensive than anticipated. Contributing factors were components reaching ‘end of life’ being identified and security risks raised as part of the Health and Safety analysis. Mr McNeil advised the project was split into two stages; the results of the first stage (scope, design and costings) being presented to Council. The second stage (detailed design and timeframe) would be subject to the decision whether to approve the revised budget.

In response to a query, Council’s Chief Executive, T Winter commented the proposal was developed to address the immediate issues but had taken into account the changing external environment. Local government would likely deliver less of its traditional infrastructure and regulatory services but more in the community wellbeing area. The design allowed a more collaborative space. His Worship the Mayor noted a shared workspace by different organisations was becoming popular. He commented the actual cost of the aircon, security and cabling throughout the building had doubled the original cost estimate.

Members spoke in support of the revised budget, noting the cost increase and future focused design proposed.

RESOLVED: That Otorohanga District Council confirm the Office Refurbishment Budget at \$2.5 million, to be loan funded, for inclusion in the 2022/23 Annual Plan.

His Worship the Mayor | Councillor Williams

ITEM 250: MONTHLY FINANCIAL REPORT AND CAPITAL PROJECTS UPDATE

Council's Finance Manager, B O'Callaghan outlined the report noting the balance sheet was in a healthy position. Mr O'Callaghan referred to the operating expenditure which was under budget due to staff costs and COVID implications. The capital expenditure budget was also under budget due to the timing of Waka Kotahi subsidies and the stimulus fund payments from the Department of Internal Affairs.

Council's Group Manager Engineering & Assets, M Lewis commented on the stimulus fund advising the funds allocated to the Kahorekau project had been reallocated to other projects within the district. This was due to the Kahorekau project being unable to proceed. The reallocation included some recent unbudgeted expenditure which would no longer have to be loan funded. Two projects remain outstanding, Kahorekau and the Tihiroa rising main. The materials for Tihiroa have been delayed due to the widely experienced shipping issues.

Mr Lewis advised preparations for the 2022/23 financial year capital projects programme were well underway to allow for an early commencement. He noted the Haerehuka Street water main replacement tender was awarded.

The Kāwhia water meter installation project had already identified nine leaks in private property despite only being 60% complete. One leak was considerable with a calculated 27 cubic meters of water being lost over a 24 hour period. He compared this leak with the 120 cubic meters carted into Kāwhia over the summer to supplement supplies.

Mr Lewis advised the four annual rural water scheme committee meetings had been held earlier in May and water loss was a discussion point for each committee.

Mr Lewis referred to a date correction in the report on page 34 noting the table of current projects for the Roothing projects 2. District footpath maintenance and 3. Road resealing programme should read nearing completion for 22/23.

In response to a query, Mr Lewis clarified the minor service delivery increases for the Arohena rural water scheme were a telemetry upgrade of the existing plant, small electrical upgrade of a switchboard and an upgrade of the UV system at Arohena School to ensure there is no boil water requirement.

In response to a query around water consumer education, Mr Lewis advised rural communities were more aware of water loss so the focus of water usage communication was in the urban communities, especially in Ōtorohanga where water is charged. He noted the Kāwhia water meters were about measuring water consumption and identifying leaks and was not charged.

Council's Chief Executive, T Winter noted staff were responding to some of the queries raised by Councillor Jeffries who indicated he was happy to wait for a response.

RESOLVED: That Ōtorohanga District Council receive the report titled ‘Financial and capital projects report for the month ending 30 April 2022’ (document number 626991) from Brendan O’Callaghan, Finance Manager and Mark Lewis, Group Manager Engineering and Assets.

Councillor Jeffries | Councillor Klos

ITEM 251: ŌTOROHANGA DISTRICT DEVELOPMENT BOARD ANNUAL PLAN 2022/2023 REQUEST FOR AN INCREASED OPERATIONAL GRANT

Council’s Group Manager Strategy & Community, N Gower advised the Board’s request had been included in the draft Annual Plan 2022/23. She noted the annual plan grant was reduced for the 2017/18 financial year due to the Board’s cash reserves however this was with the intention to reinstate funding once the reserves were used.

Ms Gower advised a full time staff role in Council used to be focussed on both community and economic development. This role was currently vacant and had been reassessed to a community focus. The Board would function as Council’s economic provider within the district.

She noted Council had three options available, to deny or accept the request for both year 2 and year 3 of the Long Term Plan or to accept the request for year 2 with the year 3 grant subject to a performance assessment.

Members noted the table provided by the Board (on pages 44 and 45 of the agenda) indicated a large workload and sought reassurance that the Board would be able to deliver a good result.

RESOLVED: That Ōtorohanga District Council:

- a Receive the report titled ‘Ōtorohanga District Development Board Annual Plan 2022/23 request for increased operational grant’ from Nardia Gower, GM Strategy and Community.
- b Approve the request by Otorohanga District Development Board for a \$50,000 increase in the annual operational grant for year two and three of the Long Term Plan 2021/2031. The increase will be funded by district rates.
- c The \$50,000 increase for year three of the Long Term Plan 2021/2031 will be subject to an end of year assessment of outcomes measured against the ODDB Strategic Plan.

Councillor Jeffries | Councillor Dow

ITEM 252: ŌTOROHANGA RETAIL REVITALISATION PROJECT – CONFIRMATION OF COUNCIL CONTRIBUTION

Council’s Chief Adviser, R McNeil was joined by Michelle Hollands and Marain Hurley from the Ōtorohanga District Development Board.

Mr McNeil noted the project aligns with the Ōtorohanga town concept plan project as an initiative within the yet to be finalised main street upgrade programme. Referring to the presentation included in the agenda, he noted the historical building consultant, Peter Shaw had contributed to the project. He commented the total estimated cost excluded scaffolding as this was dependent on individual business needs.

Business owners/landlords would be provided two images, information on the project along with a full quote and an adjusted price showing the reduction due to community support. If neither image was supported the business owners/landlords would not be locked in to the project. He noted the town was grouped into blocks e.g. the block with the Mitre 10 business had a more orange pallet to align with the business’s nation-wide branding colour scheme.

In response to a query, Ms Hollands noted 57 buildings in the main street had been included with a total of 103 store fronts. She advised the project team were trying to keep a single storefront cost to under \$1,000 to keep it affordable. She also noted the project had not included side streets except in cases of corner buildings.

In response to a query on earthquake-prone buildings, Ms Hollands indicated verandahs were one of the identified project risks and noted a decision by Council later in the meeting on priority pedestrian thoroughfares and buildings may need to be taken into consideration. She advised the next steps, should Council agree to the staff recommendation, would be to confirm with business owners/landlords if they were opting in or out. This would be followed by community consultation including walk-in sessions.

Ms Hollands spoke on working to make sure the project was sustainable and suggested a targeted rate to ensure annual cleaning and regular painting were undertaken. In response to a query by members, Council’s Chief Executive, T Winter advised a targeted rate would require community consultation and suggested the matter be considered in the next long term plan due to the complexities involved.

RESOLVED: That Ōtorohanga District Council:

- a Confirm a contribution of \$17,500 towards the Ōtorohanga District Development Board Retail Revitalisation Project to clean and repaint Ōtorohanga main street buildings, with the funding to come from the approved Ōtorohanga Town Concept Plan budget.
- b Approve the release of funding confirmed in a above when the Ōtorohanga District Development Board have at least 80% of the project funding in place.

Councillor Johnson | Councillor Dow

ITEM 254: PROPOSED PRIORITY BUILDINGS AND PRIORITY PEDESTRIAN THOROUGHFARES

Council’s Building Control Manager, P Saunders referred to his report noting a correction within point 4.8. The information evening date should read Tuesday, 14 June 2022 at 5.30pm. Mr Saunders commented the recommendation was to classify a section of Maniapoto Street as a priority pedestrian thoroughfare. This would then identify thirty pre-1935 buildings along the section to be identified as priority earthquake-prone buildings.

Members noted the relevant legislation was passed over five years previously and the identification would not be unexpected. Members considered the extent of the section including the potential to include side streets before confirming the section as identified in the staff report.

RESOLVED: That Ōtorohanga District Council:

- a Proposes the section of Maniapoto Street (State Highway 3) between Ranfurly Street and Te Kanawa Street be classified as a priority pedestrian thoroughfare.
- b Approves the draft statement of proposal on the proposed priority pedestrian thoroughfare using the special consultation procedure set out in the Local Government Act 2002, for the period from 30 May to 27 June 2022, with the date for hearing submissions and deliberations to be confirmed.

His Worship the Mayor | Councillor Fergusson

ITEM 255: RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED: That Otorohanga District Council:

General subject of each matter to be Considered	Reason for Passing this resolution in relation to eachmatter	Ground(s) under section 48(1) forthe passing of this resolution
Item 256: Waipā and Ōtorohanga joint watermain renewals – contract award	Good reason to withhold exists under section 7 Local Government Offcical Information and Meetings Act 1987.	Section 7(2)(i)

His Worship the Mayor | Councillor Jeffries

The public were excluded from the meeting at 11.41am.

ITEM 256: WAIPĀ AND ŌTOROHANGA JOINT WATERMAIN RENEWALS – CONTRACT AWARD

This item was taken with the public excluded.

The public were readmitted to the meeting at 11.58am.

RESOLUTION MADE IN PUBLIC EXCLUDED SESSION – 8 APRIL 2022

The following resolution from the Otorohanga District Council meeting held on 8 April 2022 was made public.

RESOLVED: *That Ōtorohanga District Council:*

- a Receive the report titled ‘NKC Developments loan’ (document number 623383) from Graham Bunn, Group Manager Business Enablement.*
- b Approve a four-million-dollar (\$4M) loan to NKC Developments as part of a joint funding arrangement with Ōtorohanga Timber Company to a maximum of six-million-dollars (\$6M) to enable completion of the subdivision situated at 40-42 Harpers Avenue, Ōtorohanga, as reflected in the parties’ signed Heads of Agreement, and Joint Lending and Security Sharing Deed.*
- c Enter into an agreement with the Local Government Funding Agency Limited for the funds necessary to meet the terms and requirements of the funding arrangement referred to in b above, insofar as they relate to the Ōtorohanga District Council.*
- d Delegate to the Chief Executive the authority to execute the funding agreement with the Local Government Funding Agency Limited referred to in c above, including the authority to approve the necessary transactions with and execute the documents required by the Local Government Funding Agency Limited in order to give effect to the funding agreement.*
- e Agree that all Ōtorohanga District Council charges relating to the subdivision, including consent fees, development and reserve contributions and any other Council costs, are to be deferred for payment until 30 September 2023 or the end of the Loan Term whichever is the earlier.*
- f Agree that this resolution be released to the public once all the necessary documentation is signed and lodged as required.*

His Worship the Mayor | Deputy Mayor Johnson

COUNCILLOR UPDATE

Councillors provided the following updates:

- Councillor Dow provided an update on the State Highway 3 bridge safety railing matter previously raised. He advised Waka Kotahi had agreed to relook at the matter.

- Councillors Fergusson, Williams and Johnson attended the Ōtorohanga town concept plan community drop-in events.
- Councillor Williams also attended the Tihiroa Rural Water Scheme Committee meeting.
- Councillor Klos attended both the Arohena and Rangiuunui Rural Water Scheme Committee meetings.
- Councillor Jeffries attended a meeting of Te Taiao O Kāwhia Moana Steering Committee, the Kāwhia Community Board meeting and the Ōtorohanga town concept plan drop-in event at the Village Green.
- Councillor Christison chaired the Ōtorohanga Community Board meeting due to Chairperson Gadd's absence.

Council's Chief Executive, T Winter noted long-serving ex-staff member, Colin Tutty was being farewelled at an event following the Council meeting.

There being no further business, the meeting closed at 12.05pm.