



Otorohanga

District Council

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

OPEN MINUTES

Otorohanga District Council **Te Kaunihera ā-Rohe o Otorohanga**

Chairperson

Deputy Chairperson and Kāwhia Tihiroa Councillor

Kāwhia Tihiroa Councillor

Kio Kio Korakonui Councillor

Otorohanga Councillor

Otorohanga Councillor

Rangiātea Councillor

Rangiātea Councillor

Waipā Councillor

Wharepūhunga Councillor

His Worship the Mayor, Max Baxter

Deputy Mayor, Annette Williams

Kit Jeffries

Rodney Dow

Katrina Christison

Steve Hughes

Jaimee Tamaki

Roy Willison

Roy Johnson

Cathy Prendergast

Minutes of an ordinary meeting of the Otorohanga District Council held in the Council Chambers, Otorohanga District Council, 17 Maniapoto Street, Otorohanga on Tuesday, 18 July 2023 commencing at 10.00am.

Tanya Winter

CHIEF EXECUTIVE

20 July 2023

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No reports.

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The following workshops were held:

- Local Government New Zealand remits Open
- Risk Management 101 Open
- Financial Strategy Open
- Monthly discussion with the (Acting) Chief Executive Public excluded¹

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

Present

His Worship the Mayor Max Baxter, Deputy Mayor Annette Williams, Kit Jeffries, Rodney Dow, Katrina Christison, Steve Hughes, Jaimee Tamaki, Roy Willison, Roy Johnson and Cathy Prendergast (via Zoom).

In attendance

Acting Chief Executive Nardia Gower, Group Manager Business Enablement Graham Bunn, Group Manager Regulatory & Growth Andrew Loe (until 10.50am), Group Manager Engineering & Assets Mark Lewis (via Zoom), Chief Advisor Ross McNeil, Manager Finance Brendan O’Callaghan, Acting Manager Roading Richard Shailer (for items 56, 59 and 60), Executive Assistant Day Dowd, PA to the GMs Cathy Plowright, Manager Governance Kaia King.

OPENING FORMALITIES

COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI

His Worship declared the meeting open at 10.03am.

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

Councillor Willison provided the opening karakia.

APOLOGIES | NGĀ HŌNEA

There were no apologies.

LATE ITEMS | NGĀ TAKE TŌMURI

There were no late items.

DECLARATION OF CONFLICT OF INTEREST | TE WHAKAPUAKANGA PĀNGA TAHARUA

RESOLVED C75: That Ōtorohanga District Council receive the declaration of a conflict of interest from Councillor Dow for item 61: Fees and Charges for 2023/24 and item 64: Ōtorohanga District Development Board and direct the conflict to be recorded in Council’s Conflicts of Interest Register.

His Worship the Mayor | Councillor Jeffries

CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI

RESOLVED C76: That the unconfirmed open minutes of the Ōtorohanga District Council meeting held on 20 June 2023, having been circulated, be taken as read and confirmed as a true and correct record of the meeting.

Councillor Johnson | Councillor Hughes

RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI

Ōtorohanga Community Board

RESOLVED C77: That the unconfirmed open minutes of the Ōtorohanga Community Board’s meeting held on 3 July 2023, be received.

Councillor Hughes | Councillor Jeffries

Kāwhia Community Board

RESOLVED C78: That the unconfirmed open minutes of the Kāwhia Community Board’s meeting held on 6 July 2023, be received.

Councillor Hughes | Councillor Jeffries

PUBLIC FORUM | HUI TŪMATANUI

No members of the public had requested to be heard.

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

His Worship provided a verbal update on his activities since the last meeting. He attended interviews, awards ceremonies, concept plan community sessions, Ōtorohanga District Citizenship Ceremony, several meetings relating to Mayors Taskforce for Jobs, the Ōtorohanga District Development Board business breakfast, elected members workshop and the unveiling for Derek Wooster.

His Worship also met with the three candidates for the Local Government New Zealand presidency, central Government member of parliament Louise Upston and the Raukawa-led hui ‘*He Tiaki Tahi i te Whenua o Raukawa*’.

RESOLVED C79: That the verbal update from His Worship the Mayor, Max Baxter be received.

Councillor Dow | Councillor Christison

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 56: Draft Interim Speed Management Plan - consideration of submissions

Council’s Acting Manager Roading took the report as read. Councillor Dow challenged the content of the survey questions as reinforcing a particular result when answered.

Councillor Christison queried why Ouruwhero Road was 50/60/80kms rather than 50/80kms. Mr Shailer advised the 50/80kms option was part of Option A during the consultation. He noted the 50/60/80kms approach was consistent with neighbouring districts.

In response to a query from Councillor Jeffries on marae signage, Mr Shailer advised options such as permanent fold-down signs were being considered. These signs could be unfolded for events. Council’s

Group Manager Engineering & Assets advised there was a need to balance the amount of infrastructure against driver distraction noting variable speed signs were key mitigation measures as they are noticeable.

RESOLVED C80: That Ōtorohanga District Council, following the consideration of the submissions received on the Draft Interim Speed Management Plan (DISMP):

a) Direct the DISMP to be updated with the five amendments outlined below:

Urban Schools

1. St Marys/Ōtorohanga College: Change the 30km/h signs from permanent to variable during pick up and drop off times on the relevant roads surrounding St Marys and Ōtorohanga College.

Rural Schools

2. Ōtewā Primary School: Reduce the speed further to reflect the difference in road layout and school needs.
3. Ngutunui Primary School: Amend the speed leading up to the school to a permanent 80km/h to reflect the road layout and school needs.

Roads of Concern

4. Ouruwhero Road – Adopt Option 2 - Extension of speed limit of 60km/h and 80km/h north of Kakamutu Street as recommended in the technical assessment.
5. Mangauika Road - Lowering of the speed limit to 60km/hr to reflect submissions received.

b) Request the Amended DISMP be presented to the Council’s August meeting for consideration.

Councillor Tamaki | Deputy Mayor Williams

Item 57: Review of the Alcohol (Liquor) Control Bylaw – statement of proposal

Council’s Group Manager Regulatory & Growth advised the Bylaw was required to be reviewed every ten years. He noted the Ōtorohanga and Kāwhia community boards had both considered and recommended the draft Statement of Proposal be approved for community consultation.

RESOLVED C81: That Ōtorohanga District Council

- a) continue with an Alcohol (Liquor) Control Bylaw; and,
- b) approve the Statement of Proposal, Review of the Alcohol (Liquor) Control Bylaw 2007 and the proposed Alcohol Control Bylaw 2023 for public consultation in accordance with the special consultative process of the Local Government Act.

His Worship the Mayor | Councillor Jeffries

Item 58: Confirmation of the Local Easter Sunday Shop Trading Policy 2017

Council’s Group Manager Regulatory & Growth advised the Policy was opened for public consultation in May, but no submissions were received.

RESOLVED C82: That the Ōtorohanga District Council confirm the Local Easter Sunday Shop Trading Policy 2017 (document number 547211) be continued without amendment.

His Worship the Mayor | Councillor Dow

Item 62: Appointment of District Licensing Committee Commissioner (Chairperson)

Council’s Group Manager Regulatory & Growth advised that an appointment was required due to the resignation of the Commissioner. Council’s appointed representative, Councillor Johnson spoke in support of the appointment of Ms McIntyre.

RESOLVED C83: That Ōtorohanga District Council:

- a Recommend the Chief Executive appoint Ms Tegan McIntyre to be independent Commissioner (Chairperson) of the District Licensing Committee pursuant to section 193 of the Sale and Supply of Alcohol Act 2012,
- b Confirm the term of this appointment will align with those of the current Committee members which ends on 30 November 2026.

Councillor Johnson | Deputy Mayor Williams

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 65: Civil Defence Emergency Management quarterly report

Council’s Group Manager Regulatory & Growth advised the report was inadvertently not included in the June agenda and apologised for the delay in presentation.

RESOLVED C84: That Ōtorohanga District Council receive the report titled ‘Civil Defence Emergency Management quarterly report’ (document number 691087) from A Loe, Group Manager Regulatory and Growth.

Deputy Mayor Williams | Councillor Johnson

Council’s Group Manager Regulatory & Growth left the meeting at 10.50am.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 59: Application for temporary road closure for the Ngutunui Hill Climb 2023

Council’s Acting Manager Roading took the report as read. Councillor Jeffries noted he had concerns around public liability insurance.

RESOLVED C85: That the Ōtorohanga District Council grant application for Temporary Road Closure of sections on Pekanui Road, from the intersection with Ngutunui Road to its intersection with Okupata – Pirongia West and Te Rauamoā, ‘T’ intersection on Sunday 12 November 2023 with the following conditions imposed:

- a) Hamilton Car Club is to pay an application fee of \$400.00 towards the administration of the road closure to Ōtorohanga District Council.
- b) Hamilton Car Club is to comply with the provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965.

- c) Should any objections be received by affected parties to the event, a further report is brought back to Council at the nearest opportunity for consideration of the objections as per Section 6 of the Transport (Vehicular Traffic Road Closure) Regulations 1965.
- d) If no objections are received that the road closure will go ahead as planned without returning to Council.
- e) Hamilton Car Club is to pay for all advertising costs to the appropriate newspapers. Council will place the public notices in the Waitomo News, Te Awamutu Courier, Council’s website and Facebook page. Hamilton Car Club will be invoiced for the advertisements.
- f) Hamilton Car Club 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.
- g) Hamilton Car Club is to consult with all residents of all properties on the roads intending to be closed and the residents on roads connecting with roads intending to be closed, including any no exit roads by way of two mail-drops to residents and businesses. The subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
- h) Hamilton Car Club is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures. All gates and entranceways are to be taped, and to ensure its removal thereafter.
- i) 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.
- j) Emergency Services always have complete rite of passage.

His Worship the Mayor | Councillor Hughes

Item 60: Application for temporary road closure for the Hoddle Road Rally Sprint 2023

Council’s Acting Manager Roading took the report as read.

RESOLVED C86: That the Ōtorohanga District Council grant the application for Temporary Road Closure of sections on Hoddle, Maihihi and Tauraroa Valley Roads on Sunday 20 August 2023 with the following conditions imposed:

- a) Hamilton Car Club is to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.
- b) Hamilton Car Club is 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 Roading Team.
- c) Hamilton Car Club is 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. Hamilton Car Club will be invoiced for the advertisements.
- d) Hamilton Car Club 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) Hamilton Car Club is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures.
- f) Hamilton Car Club is to consult with all residents of all properties on the roads intending to be closed and the residents on roads connecting with roads intending to be closed, including any no exit roads by way of two mail-drops to residents and businesses. The subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
- g) Hamilton Car Club is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures. All gates and entranceways are to be taped, and to ensure its removal thereafter.
- 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 complete rite of passage.

Councillor Jeffries | Councillor Dow

Item 61: Fees and Charges for 2023/24

Council’s Manager Finance took the report as read. His Worship noted the Kāwhia Community Hall was now under Council control and was a new addition to the Fees and Charges.

Councillor Dow commented on the overweight heavy vehicle permits noting they were normally two-year permits. Council’s Group Manager Engineering & Assets advised twelve month permits allowed staff to assess the road traffic on an annual basis. In response to a query from Councillor Johnson, Mr Lewis advised Council portion of traffic management plan application costs could be waived for community events (conditions apply). He noted this would not include any Waka Kotahi costs for events involving State Highways.

RESOLVED C87: That the Ōtorohanga District Council:

- a Adopt the amended fees and charges for the 2023/24 financial year as follows:

| Activity | Fee/charge | Old Charge | New Charge |
|----------|--|------------|---|
| Roading | Traffic Management Plan – Simple | \$120 | \$150 flat fee |
| | Traffic Management Plan – Complex | New charge | \$150 per hour |
| | Overweight Permit – New 12 month permit | New charge | \$200 |
| | Overweight Permit – Renewal of 12 month permit | New charge | \$150 |
| Library | Programmes Room use | New charge | Free to Local Community Groups |
| Property | Kāwhia Community Centre – Hire Fee (excluding Kitchen) | New charge | Minimum charge \$40 Up to 4 hours - \$40 Up to 8 hours - \$80 |
| | Kāwhia Community Centre – Hire Fee (excluding Kitchen) for not-for-profit community groups | New charge | Up to 4 hours - \$20 |

| | | | |
|---|------------|--|----------------------|
| | | | Up to 8 hours - \$40 |
| Kāwhia Community Centre – Hire Fee (night time whole hall hire) | New charge | \$160, includes day for setup, kitchen and supper room use | |
| Kāwhia Community Centre – Hire Fee (Board/Supper room only) | New charge | \$20 | |
| Kāwhia Community Centre – Hire Fee (Kitchen) | New charge | \$50 | |
| Kāwhia Community Centre – Hire Fee (shoulder day) | New charge | Charges as above | |
| Kāwhia Community Centre – Callout Fee (staff member attendance during event for issue with hall caused by user) | New charge | \$50 (to be taken from bond) | |
| Kāwhia Community Centre – Hire Bond | New charge | \$200 | |

b The adopted fees and charges take effect from the date of adoption.

Deputy Mayor Williams | Councillor Tamaki

A short break was held at 11.04 and the meeting recommenced at 11.12am

Item 63: Ōtorohanga District Council top risks update

Council’s Chief Advisor reported that the top risks had been reviewed by the Risk and Assurance Committee and recommended to Council to consider the residual risk and risk appetite ratings. He noted that if Council determined a lower residual risk was required then staff would identify the resourcing requirements and present to the Committee for consideration prior to any recommendation to Council.

Councillor Christison raised reputational risk and suggested the Risk and Assurance Committee review whether it should be included in the Top Risks. Mr McNeil noted each top risk had an inherent component of reputational risk. Councillor Johnson spoke in support of Councillor Christison’s comments. Councillor Jeffries, as Deputy Chairperson of the Risk and Assurance Committee, advised he would raise the matter with the Committee.

In response to a query from Councillor Tamaki, His Worship confirmed that there had not been a fundamental change in Council direction resulting from the local government elections.

RESOLVED C88: That the Ōtorohanga District Council:

- a Endorse the risk assessment and management measures for each top/strategic risk area as at June 2023 (refer to appendix 1 of the staff report); and,
- b Confirm the level of risk appetite for each risk area, as recommended by Council’s Risk and Assurance Committee (refer to appendix 1 of the staff report).

Councillor Jeffries | Councillor Prendergast

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

Item 66: Kāwhia/Aotea/Ōpārau (KAO) and Ōtorohanga Rural concept plans, Ōtorohanga Town Concept Plan Implementation: Project update

Council’s Chief Advisor took the report as read, noting the Chief Executive extended the feedback period for the Ōtorohanga Rural concept plan until Wednesday, 26 July. He advised this was due to the Rural feedback period commencing later than the KAO concept plan. Additionally, the amendment allows staff to provide information at the annual Farmers Night held at the Ōtorohanga Club on Wednesday, 19 July. Council’s consultants had confirmed there would be no impact on the overall timeframes.

RESOLVED C89: That the Ōtorohanga District Council receive the report titled ‘Kāwhia/Aotea/Ōpārau and Ōtorohanga Rural Concept Plans; Ōtorohanga Town Concept Plan Implementation: Project Update July 2023’ (document number 699470) from Ross McNeil, Chief Advisor.’

Councillor Jeffries | Councillor Hughes

The meeting was adjourned at 11.36pm and reconvened at 1.00pm.

DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

Item 64: Ōtorohanga District Development Board (ŌDDDB) annual update and funding request

Council’s Group Manager Strategy & Community took the report as read. In response to a query from Councillor Jeffries, Ms Gower advised the staff recommendation was only a recommendation and Council were able to make any resolution they required. Councillor Christison, Council’s appointed representative to the ŌDDDB, commented that requiring the ŌDDDB to come to Council for approval would impede their ability to respond in a timely manner.

ODDB representatives, Michelle Hollands and Carolyn Christian, spoke to a PowerPoint presentation noting the Waikato Regional Sentiment Survey which showed overall business confidence in the Ōtorohanga District had dropped over the previous two surveys as it has across the region. They also spoke on the ŌDDDB’s future plans.

His Worship commented on the remarkable work undertaken by the ŌDDDB over the past year. He sought clarification that the ŌDDDB were anticipating an operating deficit for the financial year, noting the ŌDDDB had previously sought an additional \$50,000 funding but had also provided a \$30,000 grant to an Ōtorohanga enterprise. He clarified there were no issues with the recipient but previously a commitment had been made by the ŌDDDB that it would not give grants and requestors would be referred to Council’s funding opportunities.

Ms Christian advised that following the commitment the service agreement had been changed with the new agreement containing no mention of that stipulation. Councillor Christison commented the commitment was made regarding grants for festivals and other community events whereas the recent grant was purely for business and district development.

Members discussed the staff recommendation contained in the cover report.

RESOLVED C90: That the Ōtorohanga District Council confirm the additional operational funding of \$50,000 to the Ōtorohanga District Development Board for 23/24.

Councillor Jeffries | Councillor Willison

OTHER BUSINESS | ĒTAHI ATU TAKE

Councillor updates on meetings attended on behalf of Ōtorohanga District Council

Councillor Johnson noted he hadn't provided Words of Wisdom at the opening of the meeting and His Worship invited him to speak. The Words provided were:

"A young couple moved into a new house. The next morning while they were eating breakfast, the young woman saw her neighbor hanging the washing outside. *"That laundry is not very clean; she doesn't know how to wash correctly. Perhaps she needs better soap powder"*. Her husband looked on, remaining silent.

Every time her neighbor hung her washing out to dry, the young woman made the same comments. A month later, the woman was surprised to see a nice clean wash on the line and said to her husband, *"Look, she's finally learned how to wash correctly. I wonder who taught her this?"* The husband replied, *"I got up early this morning and cleaned our windows."*

And so it is with life...

What we see when watching others depends on the clarity of the window through which we look. So don't be too quick to judge others, especially if your perspective of life is clouded by anger, jealousy, negativity or unfulfilled desires. Judging a person does not define who they are. It defines who you are."

A Council delegation joined His Worship and key Council staff at the Raukawa-led hui 'He Tiaki Tahī i te Whenua o Raukawa' and also the Ōtorohanga Housing Forum held at the St David's Community Hall. Many councillors attended the Ōtorohanga District Development Board business breakfast, elected members workshop, Matariki celebrations, community planting and concept plan open days.

Councillor Prendergast attended the North King Country Development Trust meeting as Council's appointed representative. Councillors Christison, Hughes and Jeffries attended their respective community board meetings with Councillor Christison also attending the Ōtorohanga Community Board led Ōtorohanga Kai Forest project meetings and the Ōtorohanga Hauora and Connectivity Trail project meetings.

Councillors Jeffries, Prendergast and Hughes joined His Worship for the Risk and Assurance Committee meeting with independent Chairperson Peter Stubbs. Councillor Tamaki joined His Worship and Deputy Mayor Williams at the Ōtorohanga District Citizenship Ceremony.

Resolution Register

Councillor Christison spoke in support of retaining Resolution C55 until Council's lawyer had prepared the lease agreement.

RESOLVED C91: That the Ōtorohanga District Council confirm the removal of Resolution C67 from the Register.

His Worship the Mayor | Councillor Christison

PUBLIC EXCLUDED | TAKE MATATAPU

There were no reports presented.

CLOSING FORMALITIES

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

Councillor Willison provided the closing karakia.

Meeting closure | Katinga o te hui

His Worship declared the meeting closed at 2.09pm.

WORKSHOPS | HUI AWHEAWHE

The following workshops were held. Presentation material is available upon request where indicated.

| | | |
|--|--------------|------------------------------|
| Local Government New Zealand remits | Presentation | Open |
| Risk Management 101 | Handouts | Open |
| Financial Strategy | Presentation | Open |
| Monthly discussion with the (Acting) Chief Executive | None | Public excluded ² |

² Withheld under the Official Information Act 1982 in accordance with clause s9(2)(g)(i).