

Ōtorohanga District Council

MINUTES

19 OCTOBER 2021

10.00AM

Members of the Ōtorohanga District Council

His Worship the Mayor MM Baxter
Councillor K Christison
Councillor B Ferguson
Councillor R Johnson (Deputy Mayor)
Councillor C Jeffries
Councillor R Dow
Councillor RA Klos
Councillor A Williams

Meeting Secretary: Mr. CA Tutty (Governance Supervisor)

ŌTOROHANGA DISTRICT COUNCIL

19 OCTOBER 2021

Minutes of an ordinary meeting of the Ōtorohanga District Council held via Zoom on Tuesday 19 October 2021

Tanya Winter
CHIEF EXECUTIVE

ORDER OF BUSINESS:

PRESENT

IN ATTENDANCE

APOLOGY

REFLECTION / PRAYER / WORDS OF WISDOM

DECLARATION OF CONFLICTS OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL 17 AUGUST 2021

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL RISK & ASSURANCE 1 SEPTEMBER 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD 5 AUGUST 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD EXTRAORDINARY MEETING 16 AUGUST 2021

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD 2 SEPTEMBER 2021

REPORTS

ITEM 196	HIS WORSHIP THE MAYOR – VERBAL REPORT	4
ITEM 197	REPRESENTATION REVIEW – FINAL PROPOSAL	4
ITEM 198	KAKAMUTU ROAD – REPLACEMENT OF SEWER MAIN	6
ITEM 199	PROCUREMENT POLICY	7
ITEM 200	DELEGATIONS POLICY & REGISTER	7
ITEM 201	FINANCIAL REPORT FOR THE MONTH ENDING 30 SEPTEMBER 2021	7
ITEM 202	HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2020/21	8
ITEM 203	DISTRICT LIBRARY REPORT	8
ITEM 204	PLANNING REPORT FOR JULY TO SEPTEMBER 2021	8
ITEM 205	CIVIL DEFENCE EMERGENCY MANAGEMENT REPORT FOR APRIL TO JUNE 2021	9
ITEM 206	RECOMMENDATION FROM ŌTOROHANGA DISTRICT COUNCIL RISK & ASSURANCE COMMITTEE	9
COUNCILLOR UPDATE		9
ITEM 207	RESOLUTION TO EXCLUDE THE PUBLIC	10

PRESENT

His Worship the Mayor MM Baxter, Councillors R Johnson (Deputy Mayor), B.Ferguson, R Dow , C Jeffries, RA Klos and A Williams.

IN ATTENDANCE

Ms T Winter (Chief Executive) (present) via Zoom Messrs. G Bunn (Group Manager Business Enablement), A Loe (Group Manager Regulatory & Growth), M Lewis (Acting Group Manager Engineering & Assets), B O'Callaghan (Finance Manager), C Tutty (Governance Supervisor) and Ms T Ambury (Property Manager)

His Worship declared the meeting open and welcomed members to the October meeting of Council and the public that may be viewing the meeting on the livestream.

APOLOGY

Resolved that the apology received from Councillor K Christison be sustained.

HIS WORSHIP / COUNCILLOR KLOS

REFLECTION / PRAYER / WORDS OF WISDOM

Councillor Ferguson read the following words of reflections –

Small Towns.

We grow good people in our small towns with honesty and scincerity and dignity.

There are things about growing up in a small town that you cant necessarily quantify.

Some say you spend half your life trying to get out of a small town, and the other half trying to get back to one.

The nice part about living in a small town is that when you don't know what you are doing, somebody else does!

DECLARATION OF CONFLICTS OF INTEREST

His Worship asked members whether they had any declarations of conflicts of interest.

No declarations of conflicts of interest were received.

PUBLIC FORUM

No members of the public were present in the public forum section of this meeting.

CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL – 28 SEPTEMBER 2021

Resolved that the minutes of the meeting of the Ōtorohanga District Council held 28 September 2021 be confirmed and the resolutions contained therein be adopted.

COUNCILLOR JOHNSON / COUNCILLOR WILLIAMS

RECEIPT OF MINUTES — ŌTOROHANGA COMMUNITY BOARD – 7 OCTOBER 2021

Resolved that the minutes of the meeting of the Ōtorohanga Community Board held 7 October 2021 be received.

HIS WORSHIP / COUNCILLOR DOW

ITEM 196 HIS WORSHIP THE MAYOR — VERBAL REPORT

His Worship reported on activities he has participated in since the last meeting of Council, these being —

- Attended MTFJ – MPI Zoom meeting.
- Answered numerous Press calls following the return of the Phillips family.
- TV interviews.
- Took leave 1 October – 10 October.
- Spoke with authorities in relation to the Homicide on Maniapoto Street and responded to requests.
- Attended MTFJ strategy meeting in Wellington – postponed due to requirements of positive COVID-19 case in Kāwhia.
- Iwi Hui.
- Risk and Assurance Committee meeting.
- Dennis O’Callaghan.
- Received second COVID 19 vaccination.
- Radio Interviews.
- Maukau / Taumaranui road sign meeting with WRC and WDC.
- Mayoral Breakfast Zoom with Waipa Deputy Mayor and Waitomo Mayor.
- Lines company update and final meeting exiting Chair TLC Mark Darrow.
- 3 Waters Hui.
- NKDCT Meeting
- Iwi Response Zoom Hui

Resolved that His Worship the Mayor’s verbal report be received.

HIS WORSHIP / COUNCILLOR JEFFRIES

ITEM 197 REPRESENTATION REVIEW – FINAL PROPOSAL

The Group Manager Business Enablement presented the executive summary section of his report and outlined the process to date. He said Council is able to confirm or amend it’s initial proposal however, any departure from that proposal must be based on matters raised in the submissions that are relevant to the statutory decision making framework.

He asked members if there were any questions on the contents of his report.

During discussion the following issues were raised:

- Query whether the increase in the number of Councillors would have an effect on the remuneration distribution. – the size of the pool does not change, this would be spread over the number of Councillors however, reducing the amount for additional remuneration.
- Federated Farmers Submission – if Council were to go to ‘at large’ there would be potential for watering down of the rural voice.
- ‘At large’ would create potential for a Rural Community Board.
- Ōtorohanga needs it’s rural people as elected members.
- Happy to see proposal go through without valid negative comment from the community.
- Considerable amount of work required should Council change to the ‘at large’ system.
- Opinion expressed that there will be too many Councillors and that consideration is always given to the rural areas of the District.
- Council has obligations under the Treaty Of Waitangi.

Resolved that Council

1. Receives the submissions.
2. Resolves, in accordance with the provisions of the Local Electoral Act 2001 and following its consideration of the public submissions received to its 2021 review of representation arrangements, to amend its initial proposal so that the final proposal for the 2022 and 2025 Ōtorohanga District Council triennial elections will be as follows:
 - a) Ōtorohanga District Council comprising of 9 councillors elected under the ward system, plus the Mayor elected at large, with all wards identified in Attachment 1.
 - b) Ōtorohanga District Council be divided into six wards, these being:

Kāwhia/Tihiroa Ward (2 councillors)

Kiokio/Korakonui Ward (1 councillor)

Ōtorohanga Ward (2 councillors)

Waipā Ward (1 councillor)

Wharepuhunga Ward (1 councillor)

One District Wide Māori Ward – Rangiātea (2 councillors)

- c) In accordance with section 19V(2) of the Local Electoral Act 2001, the population that each member of a general ward represents is within the range of 1,216 per councillor +/- 10% (1,094 – 1,338)
- d) That in accordance with sections 19H, 19K and 19T of the Local Electoral Act 2001, the wards reflect the following identified communities of interest:

Ward Name	Boundaries of each Ward shown on
Kāwhia/Tihiroa Ward	LG-018-2013-W-2
Kiokio/Korakonui Ward	LG-018-2013-W-3
Ōtorohanga Ward	SO 374679
Waipā Ward	SO 59039
Wharepuhunga Ward	LG-018-2013-W-4
District Wide Māori Ward - Rangiātea	This district-wide ward reflects the community of interest for Māori electors and those in the Māori community

- a) The Kāwhia and Ōtorohanga Community Boards be retained.

Explanation: Council believes that the Community Boards provide a valuable linkage between Council and the Ōtorohanga and Kāwhia Community.

- b) The two subdivisions within the Kāwhia Community Board be retained. The names of the subdivisions and the number of members to be elected by the electors of each subdivision are;

Kāwhia (3 members)

Aotea (1 member)

and 1 member representing the Kāwhia/Tihiroa Ward be appointed to the Board.

- c) No subdivisions for electoral purposes are required within the Ōtorohanga Community.
- d) Existing representation arrangements (4 community board members elected at large) be retained for the Ōtorohanga Community and 2 members representing the Ōtorohanga Ward be appointed to the Board.
3. That the Initial Proposal be amended after consultation with Iwi to include the naming of the District Wide Māori Ward being 'Rangiātea'.
4. That the Final Representation Proposal will be publicly notified on 21st October 2021 providing the opportunity for appeals and objections to be lodged in the period 22nd October 2021 to 4.30pm Tuesday 30th November 2021.

COUNCILLOR FERGUSON / COUNCILLOR KLOS

ITEM 198 KAKAMUTU ROAD – REPLACEMENT OF SEWER MAIN

The Acting Group Manager - Engineering and Assets asked members to take his report as read. He reported that since the time of writing the report, a response has been received from Iwi who have no concerns with the proposal and who are happy for it to proceed.

Resolved that Council

1. Approve the replacement of 200m of 225mm Asbestos Cement sewer pipe with a new 300mm uPVC pipe and associated manholes.
2. Approves unbudgeted expenditure of \$300,000 to carry out the replacement and the expense of the temporary repair, and that this expenditure be funded by way of loan over 25 years to be repaid from the Ōtorohanga Waste Water Budget.
3. Approves to waive the requirement under the Council Procurement Policy to put the work out to tender.

HIS WORSHIP / COUNCILLOR JOHNSON

ITEM 199 PROCUREMENT POLICY

Council's Strategic Advisor attended the meeting (via Zoom) and asked members to take his report as read. He advised that the proposed Procurement Policy has been through a fairly robust process being considered at Council's workshops and at Council's Risk and Assurance Committee.

Resolved that the Ōtorohanga District Council:

1. Receives this report "Procurement Policy";
2. Adopts the Ōtorohanga District Council Procurement Policy with immediate effect.

HIS WORSHIP / COUNCILLOR DOW

ITEM 200 DELEGATIONS POLICY & REGISTER

Council's Strategic Advisor referred members to his report and advised that this has been through a fairly robust process being considered at Council's workshops and at Council's Risk and Assurance Committee.

He said the change is reducing the financial value of dept writeoffs delegated to the Chief Executive from \$50,000 to \$25,000 and reporting the exercise of that delegation to Council.

Resolved that

1. Receives this report "Delegations Policy and Register";
2. Adopts the Ōtorohanga District Council Delegations Policy and Register, with immediate effect.

COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON

ITEM 201 FINANCIAL REPORT FOR THE MONTH ENDING 30 SEPTEMBER 2021

The Finance Manager referred members to the Financial report for the month ending 30 September 2021. He advised that the Annual Report has not been finalised however, this will be actioned by the next meeting of Council. He said before the next meeting the Financial report will go to Council's Risk and Assurance Committee.

The Finance Manager presented the following statements to members.

- Statement of Comprehensive Revenue and Expenses.
- Statement of Financial Position.
- Combined Cost of Service Statement.

He then asked members whether they had any questions on the content of his report.

During discussion the following items were raised –

- Risk report and presentation is like a "coming of age" for Council – huge change from previous times, well done to all concerned.
- No graph highlighted for the Waipa Rural Water Supply Scheme additional storage – this is budgeted for in year 2.
- The improvement to Councils reporting system is still a work in progress however, thanks goes to members for the positive comments.

Resolved that the Financial Report for the month ended 30 September 2021 be received.

HIS WORSHIP / COUNCILLOR JEFFRIES

ITEM 203 DISTRICT LIBRARY REPORT

The Library Manager attended the meeting (via Zoom) and presented her report on the activities of the Ōtorohanga District Libraries for the period July to September 2021.

During the presentation the following items were raised –

- Refreshing to receive this report and the efforts taken to connect with Library users, well done.
- Summer reading programme will be run in Kāwhia.
- The Mobile Library services run by National Libraries is no longer operational.

Resolved that Library Managers quarterly report be received.

COUNCILLOR WILLIAMS / COUNCILLOR JOHNSON

ITEM 202 HEALTH, SAFETY AND WELLBEING ANNUAL REPORT 2020/21

Council's Health, Safety and Wellbeing Advisor attended the meeting (via Zoom) and summarised her report to provide an Annual Report on health, safety and wellbeing management, performance and future focus.

During the presentation of the report the following issues were highlighted –

- To provide improved visibility of health and safety performance and various key performance indicators and how these, in the future will be reported.
- The leadership team must be committed to ensure that health and safety is managed effectively.
- Recently a new administrator position was approved to support Council and People and Capability, to assist with monitoring safety and compliance levels.
- A draft Annual Plan has been developed and submitted to the leadership team for approval and implementation for 2021/22. Active monitoring of this process will be required.
- The Waikato LASS Health and Safety Regional Framework is currently being implemented within Council.
- Desk files are being developed on how to implement the framework and in house training and education will commence by the end of 2021.
- Site inspections are a significant tool – focus needs to be placed on this area.
- Areas of focus – customer service, dealing with aggressive customers and the reporting of events.

Resolved that the Health, Safety and Wellbeing Annual Report 2020/21 be received.

COUNCILLOR JEFFRIES / COUNCILLOR DOW

ITEM 204 PLANNING REPORT FOR JULY TO SEPTEMBER 2021

The Group Manager Regulatory & Growth referred members to his report on Resource Consents granted under Delegated Authority for the period 1 July to 30 September 2021 and an update on the Natural and Built Environments Bill.

He requested that members take the report as read and asked whether they had any questions on it's content.

Natural and Built Environments Bill.

This is the first of three Acts that will transform the management of New Zealand's resource management system. During discussion there was a request for information on a guide for the every day user of this function.

The Chief Executive informed members that she is expecting briefings in the coming period in relation to these reforms and furthermore suggested that an invitation may be extended to subject experts to brief Council on the contents.

Members were informed that there will be an opportunity to look at the proposals at the next Zone 2 meeting being held via Zoom.

Resolved that the Planning Report for the third quarter of 2021 be received.

HIS WORSHIP / COUNCILLOR JEFFRIES

ITEM 205 CIVIL DEFENCE EMERGENCY MANAGEMENT REPORT FOR APRIL TO JUNE 2021

The Group Manager Regulatory & Growth referred members to the report and the purpose of which is to provide Council with a quarterly update on matters relating to civil defence emergency management (CDEM) in the Western Waikato Emergency Operations Area. This includes matters arising at national, regional and district levels including emergency management activities under the shared service arrangement between Waipā, Ōtorohanga and Waitomo District Councils.

Resolved that the Civil Defence Emergency Management report for April to June 2021 be received.

COUNCILLOR WILLIAMS / COUNCILLOR FERGUSON

ITEM 206 RECOMMENDATION FROM ŌTOROHANGA DISTRICT COUNCIL RISK & ASSURANCE COMMITTEE

The Chief Executive advised that the following Policies have been considered by Council's Risk and Assurance Committee, these being –

- Prevention of Fraud and Corruption Policy.
- The Protected Disclosures Policy.

Resolved that the resolutions noted herein by the Ōtorohanga District Council Risk & Assurance Committee be adopted by the Ōtorohanga District Council.

COUNCILLOR KLOS / COUNCILLOR WILLIAMS

COUNCILLOR UPDATE

Councillor Ferguson

- Reported that it is business as usual however, it is a tough time.

Councillor Klos

- Relatively quiet time.
- Made reference to the ability of Zoom / Internet throughout the Wharepūhanga area and whether anyone knows of other locations where there are connectivity issues. She queried if any action was being taken to improve the situation.

Councillor Jeffries

- Outlined the COVID-19 situation recently experienced in Kāwhia – requested in future that the Waikato DHB be informed of what is happening.
- The Chief Executive outlined the communications protocol used in a COVID-19 situation.
- COVID-19 Vaxathon, - very successful, a very good response.
- Acknowledge and thank the local Food Banks for the assistance they have provided to the Community.

Councillor Williams

- Attended the Risk and Assurance Committee meeting.
- Attended a staff check-in session
- Made reference to the difference in rural communities and the disconnect that exists from the urban areas in relation to COVID-19 testing and vaccinations.

Councillor Johnson

- Referred to COVID-19 vaccination and testing and hoped that farmers were giving their staff time to undertake these functions.
- Referred to the recent blessing of the Ex Royal Hotel apartments upgraded by Community Board member Alan Buckman and reported that a high standard of workmanship has been undertaken in these apartments. He expressed a job well done to those vested parties.
- Covered the Mayorality while His Worship was away and had to deal with matters of UFO sightings, COVID-19 cases in Kāwhia and the tragedy in the main street of Ōtorohanga.
- Attended a 3 Waters webinar.

MEETING ADJOURNMENT

Resolved that Council adjourn the meeting at 11.34am and resume at 11.53am.

HIS WORSHIP / COUNCILLOR FERGUSON

STAFFING MATTER

Councillor Jeffries and His Worship paid tribute to Colin Tutty for many years of public service dedicated to the Ōtorohanga District Council and Community on his pending retirement from Council as at 29 October 2021. Colin served 44 years and 9 months with Council.

ITEM 207 RESOLUTION TO EXCLUDE THE PUBLIC

Resolved that

- a) The public be excluded from the following parts of the proceedings of this meeting, namely,-
ITEM 208 AWARDING OF LEASE FOR 88 MANIAPOTO STREET, ŌTOROHANGA
ITEM 209 WRAL – CHANGE OF DIRECTORS
- b) The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each Matter to be Considered	Reason for Passing this Resolution in relation to each matter	Ground(s) under section 48(1) for the Passing of this Resolution
Awarding of Lease for 88 Maniapoto Street, Ōtorohanga	Good reason to withhold exists under section 7	Section 48(1)(a) 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).
WRAL – Change of Directors	Good reason to withhold exists under section 7(2)a	To protect the privacy of natural persons, including that of deceased natural persons.

HIS WORSHIP / COUNCILLOR JOHNSON

MEETING CLOSURE

The meeting closed at 12.10pm