



**Ōtorohanga**

*District Council*

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

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# OPEN MINUTES

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Open minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 21 February 2023 commencing at 10.04am.

Tanya Winter  
**CHIEF EXECUTIVE**

24 February 2023

## Ōtorohanga District Council

### Te Kaunihera ā-rohe o Ōtorohanga

Chairperson  
Deputy Chairperson and Kāwhia Tihiroa Councillor  
Kāwhia Tihiroa Councillor  
Kio Kio Korakonui Councillor  
Ōtorohanga Councillor  
Ōtorohanga 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

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**WORKSHOPS**

The following workshops were held at the conclusion of the meeting:

Workshop 6: Aotea seawall (scheduled for 1pm)	This open workshop was held.
Long Term Plan strategic direction	Not held due to time restrictions.
2023 Plan on a page	Not held due to time restrictions.
Workshop 7: District revaluations	This public excluded workshop was held.
Workshop 8: Solid waste (refuse and recycling)	This public excluded workshop was held.
Monthly discussion with the Chief Executive	This public excluded workshop was held.

**PRESENT**

Chairperson His Worship the Mayor, Max Baxter; Deputy Chairperson and 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; Waipā Councillor Roy Johnson (via Zoom); and Wharepūhanga Councillor Cathy Prendergast.

**IN ATTENDANCE**

Chief Executive Tanya Winter, Group Manager Engineering & Assets Mark Lewis, Group Manager Business Enablement Graham Bunn, Group Manager Strategy & Community Nardia Gower, Group Manager Regulatory & Growth Andrew Loe, Chief Advisor, Ross McNeil, Finance Manager Brendan O'Callaghan, Iwi Relations Advisor Cassidy Temese, and Manager Governance Kaia King.

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**COMMENCEMENT OF MEETING**

His Worship the Mayor declared the meeting open at 10.04am.

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM**

Council's Kaitakawaenga - Iwi Relations Advisor, C Temese provided the opening karakia.

Deputy Mayor Annette Williams provided the following words of wisdom from the book 'The Big Ones: How natural disasters have shaped us and what we can do about them'.

*The future is largely unknowable. We can see patterns and assess likelihoods, but time travels in only one direction. We cannot know which of the earth's many cities (and communities) will experience their Big One in our lifetimes. But we can say with confidence that it will happen somewhere.*

*And when it does, in our globally connected world, we will all participate. We will share in the distress of the victims, as information is fed over our phones and computers. ... We will seek out a reason that might spare us from suffering the same fate. We will, in other words, experience the fear that stems from randomness. But we can acknowledge these impulses in ourselves and those around us and choose to move beyond them. We can acknowledge our deep-seated, instinctual responses to disaster, but draw instead from our enormous capacities for empathy, our willingness to help. We can use what now know to help those most hurt by the disaster, and to prevent damage in the ones to come. Natural disasters strike us down together, and it is together that we will get back on our feet.*

*The message from her dedication at the beginning her book that I think is our reflection 'to the city planners, building officials, and others who love their communities and work every day to prevent future natural disasters from becoming human catastrophes'.*

## APOLOGIES

**RESOLVED C24:** That Ōtorohanga District Council receive and accept the apology from councillors Tamaki and Willison for non-attendance.

His Worship the Mayor | Councillor Jeffries

## LATE ITEMS

There were no late items.

## DECLARATION OF CONFLICTS OF INTEREST

There were no declarations.

## PUBLIC FORUM

David Sellars had requested to be heard in the public forum after the agenda closed. He was subsequently unable to attend so provided a written statement read out by Councillor Jeffries on his behalf. Mr Sellars sought information on whether the Ōtorohanga stop bank effectiveness had been reassessed considering the increasing frequency of extreme weather events.

## CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 14 DECEMBER 2022

**RESOLVED C25:** That the open minutes of the Ōtorohanga District Council meeting held on 14 December 2022 having been circulated be taken as read and confirmed as a true and correct record of that meeting.

Councillor Hughes | Councillor Dow

## Matters arising

Councillor Jeffries provided an update on a recent discussion with the Department of Internal Affairs on the effect of current valuations on 3 Waters assets and the associated impact on rates.

**RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 7 FEBRUARY 2023**

**RESOLVED C26:** That the open minutes of the Ōtorohanga Community Board meeting held on 7 February 2023 having been circulated be received.

Councillor Christison | Councillor Dow

**RECEIPT OF MINUTES – KĀWHIA COMMUNITY BOARD – 2 FEBRUARY 2023**

**RESOLVED C27:** That the open minutes of the Kāwhia Community Board meeting held on 2 February 2023 having been circulated be received.

Councillor Jeffries | Deputy Mayor Williams

**HIS WORSHIP THE MAYOR’S VERBAL REPORT**

His Worship advised the holiday period had been quiet and therefore he had no verbal update.

**ITEM 19: OTOROHANGA TOWN CONCEPT PLAN – IMPLEMENTATION PLAN**

Council’s Chief Executive, T Winter noted the development of the implementation plan included an assessment of the priorities to determine if they were provided for, or aligned with, an existing Long Term Plan project. She commented on the report recommendation to utilise an external programme coordinator and providing support to partner agencies who also had resourcing constraints. Ms Winter advised regular progress reports would be provided to both the Ōtorohanga Community Board and Council on the programme. In response to a query by Councillor Johnson, Ms Winter advised Mr McNeil would be the programme manager for both the creation and delivery of all three concept plans and implementation plans.

Council’s Chief Advisor, R McNeil noted the Ōtorohanga stop bank effectiveness matter raised in the public forum was a priority 1 project in the implementation plan presented for consideration.

In response to a query from Councillor Dow, Council’s Group Manager Strategy & Community, N Gower advised the Ōtorohanga business community were supportive of the installation of security cameras in the central business district. His Worship noted the NZ Police were involved in the discussions and sought cameras being installed in the town entrances to assist with investigations and emergency responses. Ms Winter advised any cameras installed would comply with the requirement to avoid any view into residential properties. Councillor Prendergast spoke on the cameras installed in the Arohena community and noted the community’s support.

In response to a query from Councillor Johnson, Mr McNeil advised the implementation plans arising from the Kāwhia & Aotea and Rural concept plans would not require funding in the first year which meant all the funding available could be allocated for Ōtorohanga projects. Consequently, Council may determine the following two years' funding be prioritised for the newly developed concept plans.

**RESOLVED C28:** That Ōtorohanga District Council:

- a **Confirm** the Ōtorohanga Town Concept Plan prioritised action plan (document number 676308), noting the budget cap of \$700,000 for 2023 and that each action (project) will be scoped, costed and an appropriate communications/engagement plan developed.
- b **Acknowledge** the need to appoint a programme coordinator to oversee the delivery of the action plan, with the Chief Executive **authorised** to make that appointment.

His Worship the Mayor | Councillor Prendergast

## ITEM 20: RESOURCE MANAGEMENT AND 3 WATERS REFORMS AND FUTURE FOR LOCAL GOVERNMENT REVIEW – CONSIDERATION/CONFIRMATION OF SUBMISSIONS

Council's Chief Advisor, R McNeil advised the first two submissions had been workshopped with elected members due to the timing of the submission period. Those submissions had been lodged with elected members requesting to be heard in support of the submission. His Worship advised he would be unavailable to present Council's submission and an alternative elected member would be confirmed to represent Council. His Worship and Councillor Jeffries both expressed concern at the number of tight deadlines imposed by central Government.

Mr McNeil spoke on the Future for Local Government submission noting the reference to the Scottish model. He commented on the Scottish reforms which sought to engaging public service organisations to focus on improving wellbeing in communities. The heart of the Scottish model was evidence based data. In response to a query from His Worship, Mr McNeil stated the 32 councils in Scotland are now all unitary councils and were responsible for a significant number of services provided by central Government in New Zealand. A mid-sized Scottish council had approximately 18,000 employees.

**RESOLVED C29:** That Ōtorohanga District Council:

- a Retrospectively **Confirm** the two submissions lodged in respect to:
  - i. the Natural and Built Environment Bill and Spatial Planning Bill; and,
  - ii. the Water Services Legislation Bill and Water Services Economic Efficiency and Consumer Protection Bill.

Noting that the timing for submissions did not allow Council the opportunity to formally consider and confirm these submissions prior to the closing date.

b **Confirm**, subject to any changes, the submission on the draft report on the Review into the Future of Local Government.

Councillor Prendergast | Councillor Jeffries

**ITEM 23: OTOROHANGA KIWI HOUSE PROGRESS REPORT**

Council’s Group Manager Business Enablement, G Bunn was joined by Ōtorohanga Kiwi House’s Jo Russell and Tim Jones. Mr Bunn outlined the report and Ms Russell commented on the Mahoenui Giant Weta breeding facility. She noted the Department of Conservation had just classified that breed as ‘critically endangered’. Ms Russell thanked Council for being stakeholders in the project.

Ms Russell advised Zone 1 of the redevelopment project was almost complete with the opening to be held in March. Zone 2 was placed on hold due to the kaka breeding so Zones 3 and 4 were being progressed. She thanked Council staff who processed the consent quickly to enable those areas to be commenced including a kea habitat and wetland facility.

She advised the project management was now split into two roles with one focussing on overseeing the build team and scheduling. Jason McCarthy was appointed to the role and is hugely experienced in project management, including at Wellington Zoo. The other role was reviewing park-wide services including electrical, security and data. Due to COVID and weather related impacts the overall project was estimated to be six months behind the original schedule. In response to a query from His Worship, Ms Russell noted the nocturnal viewing house rebuild and extension was in phase 6 and 7 of the project.

Mr Jones advised the visitor numbers in January 2023 was in line with the 2019 figures and was very encouraging. He noted this was reflected in the \$85k profit at the end of January. His Worship queried the recent Trip Advisor and Google reviews noting the Google reviews were significantly higher. Ms Russell advised the comments on Trip Advisor were construction-related with large areas of the park being shut. She noted that staff were advising visitors on what to expect before they brought their tickets.

In response to a query from Councillor Jeffries, Mr Jones advised the project total budget was anticipated to be 10% higher than forecast but noted the costings for Zones 6 and 7 had not yet been finalised. Ms Russell noted excellent support from James Hardy who enabled the project to save \$100k on one product alone.

In response to a query from Councillor Hughes, Mr Jones spoke on admission costs noting a 45 minute guided tour would be offered to tour buses along with other initiatives being explored. Ms Russell commented the Kiwi House was working with Hamilton Waikato Tourism, Tourism New Zealand and directly with some inbound tour operators.

**RESOLVED C30:** That Ōtorohanga District Council receive the report titled ‘Ōtorohanga Kiwi House progress report’ (document number 676344) from Graham Bunn, Group Manager Business Enablement.

Councillor Christison | Councillor Dow



**ITEM 24: OTOROHANGA DISTRICT DEVELOPMENT BOARD SIX MONTH REPORT 1 JULY TO 31 DECEMBER 2022**

Council’s Group Manager Strategy & Community, N Gower was joined by the Board’s Marain Hurley and Elle Freestone. Ms Gower outlined her report. Ms Hurley thanked Council for their ongoing support.

In response to a query from Councillor Jeffries, Ms Hurley advised discussion on CCTV camera installation had only been held with the Ōtorohanga Business Association. Ms Gower advised the project was being led by the local NZ Police sergeant. She noted that if ward councillors wanted the project to look at other areas, then a discussion would be needed to see how to integrate additional sites into the project.

His Worship acknowledged and thanked Elle Freestone for her work with the Mayor’s Taskforce for Jobs.

In response to a query by His Worship, Ms Hurley spoke on the iSite relocation project noting the expected completion would be mid-March.

Councillor Dow commented on the central business district revitalisation project which had completed the repainting of the first three main street shops.

**RESOLVED C31:** That Ōtorohanga District Council

- a receive the Ōtorohanga District Development Board 2022-2023 Plan on a page (document number 626864)
- b receive the Ōtorohanga District Development Board Six Month report to Ōtorohanga District Council for 1 July - 31 December 2022 (document number 676352).

Councillor Christison | Deputy Mayor Williams

**ITEM 21: ROAD NAMING (WILSHIER DRIVE, ANDERSON PLACE, ROTHERY PLACE AND CRAIG LANE)**

Council’s Manager Property, T Ambury outlined her report. His Worship spoke on the discussion held by the Ōtorohanga Community Board. The Board had resolved to request a review of the Road Naming Policy. In response to a query by Councillor Christison on the timing of a review, Council’s Chief Executive T Winter advised a list of policies will be brought to Council for prioritisation following the successful recruitment of the Manager Roading and the Strategic Planner.

In response to a query from Councillor Dow, Ms Ambury confirmed the Harper Avenue roads would be public and vested to Council whereas the Kāwhia Road one would be private and not maintained by Council.

**RESOLVED C32:** That Ōtorohanga District Council:

- a Resolve pursuant to Section 319 (1)(j) of the Local Government Act 1974 that the following road (street) names are given to;
  - i the Northern King Country Developments Limited subdivision on Harper Avenue, Ōtorohanga shown as Lots 221, 223 and 214 of Lot 2 DP 342000 on the attached subdivision plan (Appendix A) to be vested in Council as public roads and named; Lot 221 Wilshier Drive, Lot 223 Anderson Place and Lot 214 Rothery Place.
  - ii the Ron and Bev Davis subdivision on Kāwhia Road, Ōtorohanga shown as Lot 200 of Lot 1 DPS24448 on the attached draft Title Plan LT554595 (Appendix B) being a private Right of Way to be named Craig Lane.
- b Approve a review of the Road Naming Policy to be commenced in 2023.

Councillor Hughes | Councillor Dow

**ITEM 22: OTOROHANGA DISTRICT COUNCIL CODE OF CONDUCT**

Council’s Chief Executive, T Winter took the report as read.

**RESOLVED C33:** That Ōtorohanga District Council adopt the Ōtorohanga District Council Code of Conduct (document number 676635).

Councillor Jeffries | His Worship the Mayor

**ITEM 25: 2021-2022 ANNUAL SURVEY RESULTS AND IMPROVEMENT PLAN**

Council’s Group Manager Strategy & Community, N Gower outlined the report.

In response to a comment by Councillor Prendergast, Ms Gower noted the communication and engagement strategy under development would identify bespoke ways to communicate in the district.

Councillor Williams spoke on the recent reduction in newspaper circulation with three wards no longer receiving delivery. Councillor Prendergast confirmed the Wharepūhunga rural delivery no longer received the King Country News.

**RESOLVED C34:** That Ōtorohanga District Council receive the report titled ‘2021-2022 Annual Survey Results and Improvement Plan’ (document number 676317) from Nardia Gower, Group Manager Strategy and Community.

Councillor Prendergast | Councillor Dow

**ITEM 26: FINANCIAL REPORT FOR THE MONTH ENDING 31 JANUARY 2023**

Council’s Manager Finance, B O’Callaghan outlined his report and noted a claim lodged following the report preparation would reduce the variance by \$300k. He also noted the capital projects report to be presented in March would contain further information.

In response to a query by Councillor Hughes, Mr O’Callaghan advised approximately 30% of ratepayers were on direct debit with some paying small amounts weekly or fortnightly, and some paying either in full or in two instalments.

In response to a query by Councillor Jeffries, Mr O’Callaghan advised a report on rates arrears and rates remitted would be presented to the Risk and Assurance Committee at their 28 March meeting.

**RESOLVED C35:** That Ōtorohanga District Council receive the report titled ‘Financial report for the month ending 31 January 2023’ (document number 676347) from Brendan O’Callaghan, Finance Manager.

Councillor Jeffries | Councillor Prendergast

**RESOLUTION REGISTER**

Council’s Chief Executive, T Winter took the staff update as read.

**RESOLVED C37:** That Ōtorohanga District Council receive the staff updates on the Resolution Register.

Deputy Mayor Williams | Councillor Jeffries

**COUNCILLOR UPDATES ON MEETINGS ATTENDED ON BEHALF OF ŌTOROHANGA DISTRICT COUNCIL**

Most councillors attended a tour of the Waikeria Prison and were impressed with the development. Deputy Mayor Williams and Councillor Prendergast attended the Waikeria Prison Liaison Coordination meeting. Councillor Prendergast also attend the North King Country Development Trust meeting.

Councillor Johnson attended a District Licensing Committee training day in Wellington.

Councillors Christison and Hughes attended the Ōtorohanga Community Board meeting. Councillor Christison also attended the Ōtorohanga District Development Board meeting. Councillor Hughes acknowledged the work undertaken by Ōtorohanga Community Board member Tori Muller to organise the Picnic in the Park event.

Councillor Jeffries attended the Kāwhia Community Board meeting and spoke on future planning needed to ensure communication was available for communities during power and/or cell phone tower outages.

Councillor Dow attended the Waikato Regional Transport Committee meeting.

**ITEM 27: RESOLUTION TO EXCLUDE THE PUBLIC**

**RESOLVED C36:** That Ōtorohanga District Council:

a **Exclude** the public from the following parts of the proceedings of this meeting namely,

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
Contract award	Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987.	Section 7(2)(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 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item Number	Section	Interest
Item PE1: Waipā Rural Water Scheme additional water storage – Tender report	7(2)(1)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

His Worship the Mayor | Councillor Jeffries

*The public were excluded from the meeting at 12.19pm and re-admitted at 12.38pm.*

**CLOSING PRAYER/REFLECTION/WORDS OF WISDOM**

Council’s Kaitakawaenga - Iwi Relations Advisor, C Temese provided the closing karakia.

**MEETING CLOSURE**

His Worship declared the meeting closed at 12.42pm.