



**Ōtorohanga**

*District Council*

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

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# OPEN MINUTES

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## 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

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 15 August 2023 commencing at 10.00am.

Tanya Winter

**CHIEF EXECUTIVE**

17 August 2023

**ORDER OF BUSINESS**

<b>OPENING FORMALITIES</b>	4
<a href="#"><u>Commencement of meeting   Te tīmatanga o te hui</u></a>	4
<a href="#"><u>Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī</u></a>	4
<a href="#"><u>Apologies   Ngā hōnea</u></a>	4
<a href="#"><u>Late items   Ngā take tōmuri</u></a>	4
<a href="#"><u>Declaration of conflict of interest   Te whakapuakanga pānga taharua</u></a>	4
<a href="#"><u>Confirmation of minutes (18 July 2023)   Te whakaū i ngā meneti</u></a>	4
<a href="#"><u>Receipt of minutes (OCB 6 August)   Te rironga o ngā meneti</u></a>	5
<a href="#"><u>His Worship the Mayor’s verbal report   Te pūrongo ā-waha a te Kahika</u></a>	5
<b>INFORMATION ONLY REPORTS   NGĀ PŪRONGO MŌHIOHIO ANAKE</b>	
<a href="#"><u>Item 72: Ōtorohanga Support House Whare Āwhina six month report – 1 January to 30 June 2023</u></a>	5
<a href="#"><u>Item 73: Thrive Ōtorohanga Youth Trust three month report – 1 April to 30 June 2023</u></a>	5
<b>PUBLIC FORUM   HUI TŪMATANUI</b>	6
<b>INFORMATION ONLY REPORTS   NGĀ PŪRONGO MŌHIOHIO ANAKE</b>	
<a href="#"><u>Item 75: Capital projects report for the month ending 31 July 2023</u></a>	6
<b>DECISION REPORTS   NGĀ PŪRONGO WHAKATAU</b>	
<a href="#"><u>Item 67: Concept Plan Implementation – Delegation to Chief Executive</u></a>	7
<b>INFORMATION ONLY REPORTS   NGĀ PŪRONGO MŌHIOHIO ANAKE</b>	
<a href="#"><u>Item 69: Hamilton &amp; Waikato Tourism full year report – 1 July 2022 to 30 June 2023</u></a>	7
<a href="#"><u>Item 70: Waikato Regional Council Enviroschools Programme six month report – 1 January to 30 June 2023</u></a>	8
<a href="#"><u>Item 71: Sport Waikato six month report – 1 January to 30 June 2023</u></a>	9
<a href="#"><u>Item 74: Financial report for the month ending 31 July 2023</u></a>	9
<a href="#"><u>Item 68: Update on Three Waters Reform Programme</u></a>	10
<b>OTHER BUSINESS   ĒTAHI ATU TAKE</b>	
<a href="#"><u>Councillor updates   Ngā kōrero hou a ngā kaikaunihera</u></a>	10

[Resolutions register](#) 11

**PUBLIC EXCLUDED | TAKE MATATAPU**

No reports.

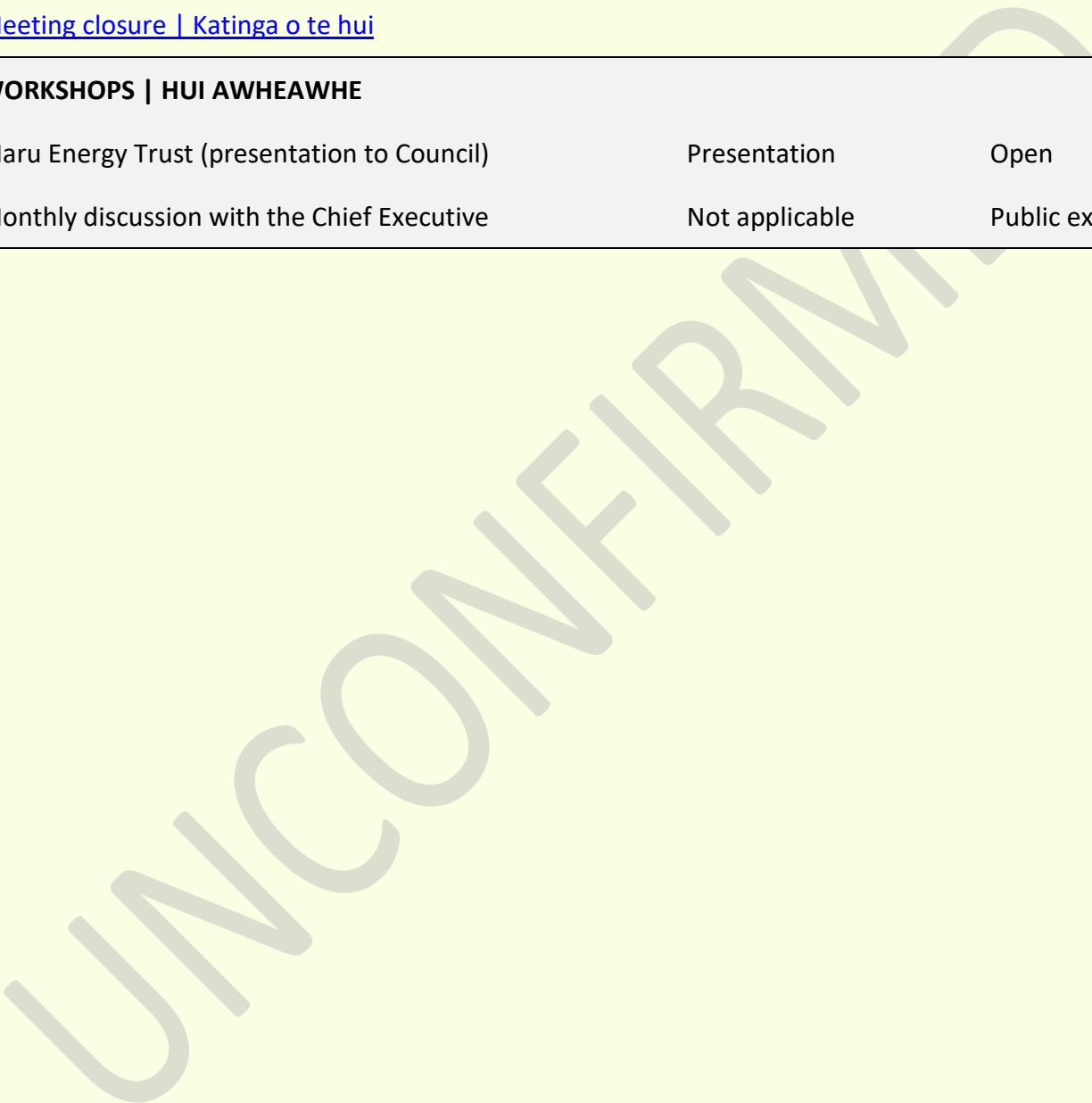
**CLOSING FORMALITIES**

[Closing prayer/reflection/words of wisdom | Karakia/huritao/whakataukī](#) 11

[Meeting closure | Katinga o te hui](#) 12

**WORKSHOPS | HUI AWHEAWHE**

Maru Energy Trust (presentation to Council)	Presentation	Open
Monthly discussion with the Chief Executive	Not applicable	Public excluded. <sup>1</sup>



<sup>1</sup> 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, and Councillors Katrina Christison, Rodney Dow, Kit Jeffries, Steve Hughes, Roy Johnson, Cathy Prendergast, and Jaimee Tamaki.

**IN ATTENDANCE**

Chief Executive Tanya Winter (from 10.23am), Group Manager Business Enablement Graham Bunn, Group Manager Strategy & Community Nardia Gower, Group Manager Engineering & Assets Mark Lewis, Chief Advisor Ross McNeil, Manager Community Development & Wellbeing Nicky Deeley (for items 69-73), Manager Finance Brendan O’Callaghan (for item 74), Manager Projects Robbie Whiteman (for item 75), Executive Assistant Day Dowd, PA to the GMs Cathy Plowright, and Manager Governance Kaia King.

*Mr. Bunn assumed the role of Acting Chief Executive from the commencement of the meeting to the arrival of Ms. Winter.*

**OPENING FORMALITIES**

**COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI**

His Worship declared the meeting open at 10.00am.

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

Councillor Tamaki provided the opening karakia.

**APOLOGIES | NGĀ HŌNEA**

RESOLVED O92: That Ōtorohanga District Council receive and accept the apology from Councillor Roy Willison for non-attendance.

His Worship | Councillor Christison

**LATE ITEMS | NGĀ TAKE TŌMURI**

There were no late items.

**DECLARATION OF CONFLICT OF INTEREST | TE WHAKAPUAKANGA PĀNGA TAHARUA**

There were no declarations.

**CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI**

Deputy Mayor Williams noted a minor error had been advised to the Manager Governance for correction.

RESOLVED O93: That the unconfirmed open minutes of the Ōtorohanga District Council meetings held on 18 July 2023, having been circulated, be taken as read and confirmed as a true and correct record of the meeting.

Councillor Prendergast | Councillor Johnson

**RECEIPT OF MINUTES | TE RIRONGA O NGĀ MENETI**

RESOLVED O94: That the unconfirmed open minutes of the Ōtorohanga Community Board’s meeting held on 6 August 2023 be received.

Councillor Hughes | Councillor Dow

**Kāwhia Community Board**

The Board’s August meeting was cancelled.

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

His Worship provided an update on his activities since the last meeting. He had attended interviews and meetings for the Mayors Taskforce for Jobs including hosting the MTfJ breakfast at the Local Government New Zealand National Conference in Christchurch. He met with the Tuia representative, Kauri Coffin.

His Worship attended the annual Farmers evening, Idea Services lunch, and met with ratepayers, a local day care centre and a hui on access to the boat ramp car park area at Kāwhia. He also attended a Future for Local Government hui on Zoom, the Mayoral Forum in Thames and an elected member workshop day.

RESOLVED O95: That the verbal report provided by His Worship the Mayor be received.

His Worship | Deputy Mayor Williams

**INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE**

**Item 72: Ōtorohanga Support House Whare Āwhina six month report for 1 January 2023-30 June 2023**

Council’s Manager Community Development & Wellbeing noted the report highlighted their full year activities. She noted the three-year lease granted for 88 and 120 Maniapoto Street made by Ōtorohanga District Council at its May meeting and the associated grant for the additional lease costs of \$17,000 bringing the total annual grant to \$36,000.

In response to a query from Councillor Jeffries on the shortage of food stocks noted in the report, Ms. Deeley advised she would need to confirm if the shortage was still an ongoing issue. In response to an additional query, she agreed to follow up and confirm if the White Ribbon strategy was conducted in liaison with the New Zealand Police.

RESOLVED O96: That the Ōtorohanga District Council receive the report ‘Ōtorohanga Support House Whare Āwhina six month report for 1 January 2023- 30 June 2023’ (document number 710336) from Nicky Deeley, Manager of Community Development and Wellbeing.

His Worship | Councillor Jeffries

**Item 73: Thrive Ōtorohanga Youth Trust Three Month Report for 1 April 2023 - 30 June 2023**

Council’s Manager Community Development & Wellbeing noted the report contained a nine-month and three-month report to highlight their full year activities. This was to bring the reporting cycle into alignment with other service provider reporting. She advised the Trust received \$30,000 per year as

granted by Ōtorohanga District Council in the current Long-Term Plan. His Worship advised the Trust received funding from Trust Waikato and previously from the Ministry of Social Development.

In response to a query from Councillor Prendergast, Ms Deeley advised she would need to follow up to confirm if statistics on the number of students who didn't take up the programme would be available. In response to a query from Councillor Jeffries, Ms. Deeley agreed to liaise with Ōtorohanga College on a possible update on the future of the hostel and current student numbers.

In response to a query from Councillor Tamaki, Ms. Deeley agreed to liaise with the Trust on a possible presentation from the new mentor, Bradley Hamilton.

RESOLVED O97: That the Ōtorohanga District Council receive the report 'Thrive Ōtorohanga Youth Trust Three Month Report- 1 April 2023- 30 June 2023' (document number 710368) from Nicky Deeley, Manager of Community Development and Wellbeing.

Councillor Jeffries | Councillor Prendergast

## PUBLIC FORUM | HUI TŪMATANUI

### Brian Pitts-Brown (6 supporters in attendance)

Mr. Pitts-Brown advised the petition was created following the opening of the second vaping shop in the Ōtorohanga township. Local citizens expressed concern around the minimum age requirement not being monitored, noting many small retailers were also selling vaping products. He noted the concerned citizens were aware that vaping was originally made available to people to assist in curbing their smoking addiction and they understood the need for vaping. The other major concern related to the flavoured vaping products being accessible among children and accepted by their parents.

Mr. Pitts-Brown formally presented the petition to His Worship.

Mr Pitts-Brown handed over to Ms. Jane Clapcott who provided health information on vaping.

*The Acting Chief Executive ceded to the Chief Executive at 10.23am.*

Mr. Pitts-Brown urged Ōtorohanga District Council to associate and align with other local government councils and send a remit to central Government to change the legislation to allow local government to control the number and location of vaping shops.

## INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

### Item 75: Capital projects report for the month ending 31 July 2023

Council's Manager Projects noted the report provides an update on the completion of the 22/23 capital projects and the progress of capital projects for the period ending 31 July 2023. In response to a query from Councillor Jeffries, Mr. Whiteman confirmed reports on the Kāwhia stormwater consent and Aotea seawall renewals would be presented to the Kāwhia Community Board.

In response to a query from Councillor Johnson on the Ōtorohanga security patrol services contract, Mr. Whiteman advised the tender would be open towards the end of October with the tender award prior to

the December holiday period. He noted the existing contract was being extended to the end of January 2024 to provide a handover period.

In response to a query from Councillor Dow on the watermain renewal on Ōtewā Road, Mr. Whiteman advised the contractor had taken responsibility for damage to the internet and waste pipe on a property. He confirmed the location information had been provided to the contractor.

Councillor Tamaki provided feedback from a recent hui on concerns of sewage leakage on the Kāwhia foreshore into the moana. She noted the concerns had been raised with Waikato Regional Council who advised to take photos and provide the location information for investigation.

RESOLVED O98: That the Ōtorohanga District Council receive the report titled ‘Capital projects report for the month ending 31 July 2023’ (document number 710336) from Robbie Whiteman, Manager Projects.

Councillor Johnson | Councillor Hughes

## DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

### Item 67: Concept Plan Implementation – Delegation to Chief Executive

Council’s Chief Advisor noted Ōtorohanga District Council set the overall programme budget and priorities as part of the implementation plan approval process. Mr. McNeil advised delegation to the Chief Executive to authorise individual project management activities in accordance with the approved implementation plan would ensure a streamlined implementation programme.

In response to a query from Councillor Johnson, Mr. McNeil advised Sahndra Cave was employed part-time to support activity managers and provide project management support for the Ōtorohanga Town Concept implementation plan.

RESOLVED O99: That the Ōtorohanga District Council delegate authority to the Chief Executive to implement the Ōtorohanga Town, Kāwhia/Aotea/Ōpārau and Ōtorohanga Rural Concept Plans in accordance with the priorities and within programme budget of \$2.1M set by Council.

Councillor Jeffries | Councillor Johnson

## INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

### Item 69: Hamilton & Waikato Tourism full year report - 1 July 2022 to 30 June 2023

Council’s Manager Community Development & Wellbeing was joined by Hamilton Waikato Tourism’s chief executive, Nicola Greenwell. Ms Deeley noted the report provided a twelve-month update on Hamilton & Waikato Tourism’s targets and activities. She confirmed Ōtorohanga District Council had provided funding of \$67,796 for the 22/23 financial year.

In response to a query from His Worship, Ms. Greenwell advised visitor numbers from China had increased in September 2022. Following an additional query, she confirmed visitor numbers were higher than pre-COVID levels despite the limited visitor numbers from China. She noted it was the first day New Zealand was official post-COVID with the seven day isolation and mask wearing requirements no longer

compulsory. She noted many of the projects completed were funded through central Government as part of their COVID recovery program and service levels were now at normal levels.

Ms. Greenwell spoke to a presentation, noting the figure of \$104m on slide two was recently amended to include only electronic card transactions only whereas formerly it had included cash as well. In response to a query from His Worship, Ms. Greenwell confirmed the measure was a trend rather than a true representation of spend.

In response to a query from Councillor Johnson on occupancy rates, Ms. Greenwell advised the figure provided was commercial only and didn't include Bed & Breakfast accommodation and that all figures were for the Ōtorohanga district. She noted many Bed & Breakfast offerings were listed on multiple platforms.

Ms. Greenwell advised as part of their support for new operators, they had met with the Sands of Kāwhia management. In response to a query from Councillor Jeffries, she advised no communication had been received from the SteamFest organisers on any future event. Following a second query, she confirmed there were printed visitor guides at Auckland Airport which were supplemented by digital signs during specific campaigns. Following a third query, she advised the road between Raglan, Kāwhia and south was reviewed and although indicated on the maps, were not highlighted as some travellers would not find them suitable.

RESOLVED O100: That the Ōtorohanga District Council receive the report 'Hamilton & Waikato Tourism full year report - 1 July 2022 to 30 June 2023' (document number 710309) from Nicky Deeley, Manager of Community Development and Wellbeing.

Councillor Jeffries | His Worship

**Item 70: Waikato Regional Council Enviroschools Programme Six Month Report - 1 January 2023 - 30 June 2023**

Council's Manager Community Development & Wellbeing noted the report provided a six-month update on the Programme. She noted that five Ōtorohanga District schools were participating with three as full Enviroschools and two as 'Friends of Enviroschools'. She noted Ōtorohanga District Council provided funding of \$6,000 per annum through the Long Term Plan.

In response to a query, Waikato Regional Council's Michelle Daly noted there was no financial contribution required by schools to join the programme however a commitment from the school's board was required as it had an impact on the curriculum.

Ms. Daly introduced Ambassadors from Kio Kio School, Zoe Lupton and Eden Culpan, who spoke to a presentation on their school's Enviroschool activities.

Councillor Hughes, a former Kio Kio School student, thanked the students for their presentation and the quality of the activities undertaken.

RESOLVED O101: That the Ōtorohanga District Council receive the report 'Waikato Regional Council Enviroschools Programme, 1 January 2023 - 30 June 2023' (document number 710400) from Nicky Deeley, Manager of Community Development and Wellbeing.

Councillor Hughes | Councillor Williams



**Item 71: Sport Waikato six month report - 1 January to 30 June 2023**

Council’s Manager Community Development & Wellbeing noted the report provided a six-month update. Sport Waikato’s Matthew Cooper and Robbie Matthews spoke to a presentation.

In response to a query from His Worship, Mr. Cooper advised the data emphasized that if people don’t maintain a physically active lifestyle, then their overall wellbeing was impacted. Ms. Matthews noted competitions were becoming smaller and of a shorter duration so more people could participate. She outlined the recent innovation of traditional models of sport with a focus on new formats, lower time commitment for busy people and reduced costs of participation including travel costs. She commented on the plan to revitalise the Ōtorohanga Island Reserve and the selection of Ōtorohanga College as one of 40 schools nationally for a pilot trial to increase activity as part of the education system.

Ms. Matthews was supporting local initiatives, such as the Ōtorohanga Hauora and Connectivity Trail, to ensure alignment with the Ōtorohanga town concept plan and other initiatives/projects. She was also working with the Ōtorohanga Riding for Disabled on their planned relocation and was liaising with the Kāwhia Sports Club on the creation of a sports hub.

In response to a comment from Councillor Dow on the loss of athletics programmes in some schools, Mr. Cooper advised discussions were being held at a regional level on the matter. In response to a query from Councillor Hughes, he advised a regional conference was being held on 14 November for primary and secondary teachers along with regional sports organisations. The key speakers are expected to reinforce the importance of physical education in schools.

*Councillor Tamaki left the meeting at 11.54am and returned at 12.01pm.*

Mr. Cooper elaborated on the importance of the quality of sporting experiences with Sport Waikato working with councils to ensure local infrastructure that supports female players. Traditionally, female players have had to use male-type changing rooms. He also noted the need for localized competitions. Ms. Matthews spoke on discussions within sporting codes on opportunities for small rural inter-community challenges.

Ms. Deeley noted the Rural Travel Fund was currently open for applications and was created specifically to assist with travel costs for young people.

RESOLVED O102: That the Ōtorohanga District Council receive the report ‘Sport Waikato six month report - 1 January to 30 June 2023’ (document number 710403) from Nicky Deeley, Manager of Community Development and Wellbeing.

Councillor Prendergast | Councillor Dow

**Item 74: Financial report for the month ending 31 July 2023**

Council’s Manager Finance outlined the report noting overall net surplus of \$5.7m. Mr. O’Callaghan noted expenditure was currently under budget as projects were in the planning stages. He noted revenue as forecast with the rates notices being due for payment at the end of August.

RESOLVED O103: That the Ōtorohanga District Council receive the report titled ‘Financial report for the month ending 31 July 2023’ (document number 710303) from Brendan O’Callaghan, Finance Manager.

Councillor Prendergast | Councillor Jeffries

*His Worship adjourned the meeting for the lunch break at 12.24pm and resumed the meeting at 1.01pm.*

**Item 68: Update on Three Waters Reform Programme**

Council’s Group Manager Engineering & Assets noted the central Government decision to move from four entities to ten with Ōtorohanga District Council remaining in Entity B. Mr. Lewis also noted the extension of the transition date and associated funding from central Government. This change improved local input but had a decrease in economies of scale.

In response to a query from Councillor Johnson on the need to review some projects, Mr. Lewis advised the Department of Internal Affairs had requested capital and operational expense information as part of their planning information requests. Ōtorohanga District Council staff had provided a conservative program which now needed to be reviewed for funding and resource capabilities before inclusion in the overall Long Term Plan process.

*Councillor Tamaki left the meeting at 1.06pm and returned at 1.08pm.*

In response to a query from Councillor Jeffries, Mr. Lewis advised the first payment from the Department of Internal Affairs for transition costs was \$350,000 with a further two payments expected of approximately \$100,000 each. He confirmed the funding provided had covered the costs to Council at the time of the meeting. In response to a second query, Council’s Group Manager Business Enablement advised staff were waiting on debt confirmation from the Department of Internal Affairs. Council’s Chief Executive advised that the head of the National Transition Unit (NTU) indicated this was likely to be delayed due to the change from four entities to ten required further planning to be completed. In response to a third query, Mr. Lewis advised any mergers of entities would only be implemented after the initial establishment. In response to a fourth query, Mr. Lewis confirmed the Ranginui Rural Water Scheme would not be transitioned to the new entity as it did not have any potable water and was stock only. In response to a fifth query, Mr. Lewis advised the migration of asset data had commenced. Ms. Winter confirmed a procurement process would be initiated for one data platform for all entities.

Councillor Johnson noted the potential of a merger of entities B and C while good for efficiency purposes may mean a reduction on local democracy and the ability to impact decisions.

His Worship queried the request by the NTU to contract water services for two years after the handover date. Mr. Lewis advised this was more focussed on maintenance contracts to ensure there was enough time for the entity to undertake full procurement processes.

RESOLVED O104: That the Ōtorohanga District Council receive the report ‘Update on Three Waters Reform Programme’ (document number 709031) from Group Manager Engineering and Assets, Mark Lewis.

Councillor Johnson | Councillor Jeffries

**OTHER BUSINESS | ĒTAHI ATU TAKE**

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

Deputy Mayor Williams and Councillor Prendergast attended Waikeria Prison liaison meetings. Councillor Prendergast also attended the North King Country Development Trust meeting.

His Worship was joined by Deputy Mayor Williams and Councillor Dow at the Local Government New Zealand national conference in Christchurch. Councillor Dow also attended the Waikato Regional Transport Committee meeting.

Councillors Dow and Christison also attended the annual Farmers night. Councillor Christison also attended meetings for the Ōtorohanga Hauora and Connectivity Trail working group. Members attended an elected members workshop day and Councillor Johnson attended the Central Tractor Pull held in Ōtewā. Councillor Jeffries attended meetings of the Ōtorohanga District Housing Group.

Councillor Tamaki attended mana whenua hui for the two concept plans currently in development. She met with the Ōtorohanga Kiwi House manager and Board Chairperson to discuss their proposed pathways design as part of the re-development. She travelled with His Worship to Kāwhia to meet with mana whenua to discuss the Kāwhia boat ramp car park area. She attended the Ngāti Apakura launch which showcased clips of Matariki from around the rohe and met with the Waipā Maori ward councillor. She also visited a Te Kūiti marae to support their discussions on the introduction of Māori wards for the Waitomo district.

Councillor Jeffries provided the following words of wisdom:

- *Abraham Lincoln said “The best way to predict your future, is to create it.”*
- *Henry Ford said “Obstacles are those frightful things you see when you take your eyes off the goal.”*
- *Lindon Johnson said “If two men agree on everything, you may be sure that only one of them is doing the thinking.”*
- *And my favourite is, Napoleon Bonaparte said “Never interrupt your enemy when he is making a mistake.”*

## RESOLUTION REGISTER

Council’s Chief Executive advised the review of the Road Naming Policy will be progressed as a priority once Andrew Loe transitions into his new role within Council. In response to a comment from Councillor Jeffries, Ms. Winter advised that fees and charges could be reviewed by Ōtorohanga District Council at any time. She noted any requests needed to identify which specific fees and charges required review and needed to be requested by Ōtorohanga District Council itself rather than by an individual request.

RESOLVED O105: That the Ōtorohanga District Council confirm the removal of resolutions C55 (parts b and c), C81, C82, C83, C84, C86, C87, C88 and C90 from the Register.

Councillor Prendergast | Councillor Dow

## PUBLIC EXCLUDED | TAKE MATATAPU

There were no reports.

## CLOSING FORMALITIES

### CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ

Councillor Tamaki provided the closing karakia.

MEETING CLOSURE | KATINGA O TE HUI

His Worship declared the meeting closed at 1.54pm.

UNCONFIRMED