



Ōtorohanga District Council

# MINUTES

15 September 2020

10.00am

**ŌTOROHANGA DISTRICT COUNCIL**

18 September 2020

Minutes of an Ordinary meeting of the Ōtorohanga District Council held on Mōkai Kainga Marae, Kawhia.

Tanya Winter  
**CHIEF EXECUTIVE**

**MINUTES**

**PRESENT**

**IN ATTENDANCE**

**APOLOGIES**

**REFLECTION / PRAYER / WORDS OF WISDOM (HIS WORSHIP THE MAYOR)**

**DECLARATION OF CONFLICTS OF INTEREST**

**PUBLIC FORUM**

**CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL – 18 AUGUST 2020**

**RECEIPT OF MINUTES ŌTOROHANGA COMMUNITY BOARD – 2 SEPTEMBER 2020**

**REPORTS**

<b>ITEM 111</b>	<b>HAMILTON &amp; WAIKATO TOURISM ANNUAL REPORT</b>	<b>2</b>
<b>ITEM 112</b>	<b>HIS WORSHIP THE MAYOR – VERBAL REPORT</b>	<b>3</b>
<b>ITEM 113</b>	<b>CHIEF EXECUTIVE REPORT 21 JULY 2020 – 17 AUGUST 2020</b>	<b>3</b>
<b>ITEM 114</b>	<b>WATER REFORM PROGRAMME – ŌTOROHANGA PROJECTS</b>	<b>4</b>
<b>ITEM 115</b>	<b>FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2020</b>	<b>5</b>
<b>ITEM 116</b>	<b>BEATTIE HOME GRANT APPLICATION</b>	<b>5</b>
<b>ITEM 117</b>	<b>GOVERNANCE STATEMENT</b>	<b>4</b>
<b>ITEM 118</b>	<b>ROUTINE ENGINEERING REPORT FOR WATER SERVICES AND COMMUNITY FACILITIES JUNE TO AUGUST 2020</b>	<b>5</b>
<b>ITEM 119</b>	<b>ROUTINE ENGINEERING REPORT ON ROADING - JUNE 2020 TO AUGUST 2020</b>	<b>6</b>
<b>COUNCILLOR UPDATE</b>		<b>6</b>

## **PRESENT**

His Worship the Mayor MM Baxter, Councillors K Christison, B Ferguson, R Dow, K Jeffries, RA Klos and A Williams

## **IN ATTENDANCE**

Ms. T. Winter (Chief Executive), Messrs., A Loe (Group Manager Environment), R, Brady (Group Manager Engineering), G Bunn (Group Manager Corporate), M Lewis (Services Manager), CA Tutty (Governance Supervisor), Ms. T Ambury (Community & Economic Development Manager) and Mrs. C King (Business Support – Regulatory).

Members were welcomed to the Marae with a cultural blessing and prayer.

His Worship welcomed all those present to the meeting.

## **APOLOGY**

**Resolved** that the apology received from Councillor R Johnson (Deputy Mayor) be sustained.

## **COUNCILLOR JEFFRIES / COUNCILLOR DOW**

## **WORDS OF WISDOM**

Councillor Williams in the spirit of today's Council meeting recited the following –

One language sets you in a corridor for life.  
Two languages open every door along the way.

## **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**

Mrs. Daisy Scott extended a welcome to Councillors and in the first instance spoke on behalf of the Maori Woman's Welfare League.

Mrs. Scott covered the following issues –

- Kawhia is not fine, it does have a housing problem.
- The MWWL supports all organisations within Kawhia and any funds raised go back into the Community.

Mrs. Scott then spoke on behalf of the Onepu Charitable Trust being a voluntary Trust undertaking beach control duties. She thanked Council for their support by way of a grant.

Mrs. Scott then raised two issues these being –

- Erosion – what happens to land taken by the sea.
- Pollution – attempting to stop regular traffic on the Beach.

Mr. Scott referred to the Maketu Marae and reported that they are looking at an alternative access way. She queried why vehicles are being allowed to travel along the Beach.

His Worship thanked Mrs. Scott for the work undertaken by the organisations she represented today. He said her concerns are very real and some are the effects of Climate Change.

## **CONFIRMATION OF MINUTES ŌTOROHANGA DISTRICT COUNCIL – 18 AUGUST 2020**

**Resolved** that the minutes of the meeting of the Ōtorohanga District Council held on 18 August 2020, as circulated, be approved as a true and correct record of that meeting and the recommendations contained therein be adopted.

### **COUNCILLOR DOW / COUNCILLOR JEFFRIES**

## **RECEIPT OF MINUTES ŌTOROHANGA COMMUNITY BOARD – 2 SEPTEMBER 2020**

**RESOLVED** that the Minutes of the meeting of the Ōtorohanga Community Board held on 2 September 2020 be received.

### **COUNCILLOR CHRISTISON / COUNCILLOR DOW**

## **ITEM 111 HAMILTON & WAIKATO TOURISM ANNUAL REPORT**

Mr. Jason Dawson, Chief Executive of Hamilton & Waikato Tourism attended the meeting and presented their Annual Report for 2020 – 2021 and COVID-19 response.

He asked members to take his report as read, highlighting the following matters-

- Performance 2019 – 2020.
- Ōtorohanga COVID-19 impacts.
- COVID-19 regional tourism impact.
- Sector update – i-SITE review.
- Sector update – Managed Isolation
- COVID-19 regional tourism response.
- Restart – their response and actions.
- Restart – the power of domestic tourism.
- Restart National strategy – in a nutshell.
- Restart – their response and actions.
- 400 million dollars for Tourism recovery.
- STAPP funding for RTO's.
- STAPP destination management and industry capability.
- STAPP domestic marketing.
- STAPP destination management plan.

Mr. Dawson referred to his organisation's performance 2019 – 2020 and reports on their seven key performance indicators.

- Visitor nights – up 6.1%
- Visitor spend – decrease of 11% on 2018 – 2019.
- Conventions and business events – up 10.1%
- Visitor awareness and perception – 7.5 / 10
- Website – Social Media; Waikato NZ – up 21.16%
- Industry investment – down \$323,000
- Return on investment - \$1141 per dollar of Council funding.

His Worship thanked Mr. Dawson for his comprehensive presentation and asked whether his organisation sees a change in focus.

Mr. Dawson replied that their models have changed with new markets and targets being identified.

**RESOLVED** that the Annual Report and presentation by Mr. Jason Dawson, Chief Executive of Hamilton & Waikato Tourism for the period from 1 July 2019 – 30 June 2020 be received.

### **HIS WORSHIP / COUNCILLOR FERGUSON**

#### **ITEM 112 HIS WORSHIP THE MAYOR VERBAL REPORT**

His Worship presented the following verbal report of activities carried out since the last meeting –

- CouncilMARK introduction.
- Mayoral time with CouncilMARK accessors.
- LGNZ Annual General Meeting held over Zoom.
- Northern King Country Development Trust Zoom meeting.
- Mayors Taskforce for Jobs with Mayor Andy Foster.
- Waitomo Cycleway Hui.
- Ōtorohanga College Hostel meeting.
- Northern Explorer Zoom meeting.
- Meeting with MSD Regional Commissioner Mrs. Gloria Campbell.
- Te Waka meeting.
- Northern King Country Development Trust – Meeting 2.
- Long Term Plan meeting.
- Zoom with Dot loves Data.
- Meeting with Mr. Stephen Hamilton and Ōtorohanga Kiwi House Charitable Trust.
- 3 Day South Island Mayors Taskforce for Jobs Partnership Tour meetings with Grey and Westland District Councils.
- Waikato Plan meeting in Hamilton.

**RESOLVED** that His Worship the Mayor's Verbal Report be received.

#### **MAYOR / COUNCILLOR JEFFRIES**

#### **ITEM 113 CHIEF EXECUTIVE REPORT 18 AUGUST – 14 SEPTEMBER 2020**

The Chief Executive referred members to her report the purpose of which is to inform Council of the key focus areas for the Chief Executive in the last month and signal anything of note coming forward in the next month.

The Chief Executive asked members to take her report as read and highlighted the following matters –

- Organisational road-map – focused on gearing up our organisation for the future.
- HR Workshop – investing and supporting leadership in our organisation / setting KPI's.

**RESOLVED** that the Chief Executive's report for the period 18 August – 14 September 2020 be received.

#### **MAYOR / COUNCILLOR KLOS**

#### **EXPRESSION OF THANKS**

His Worship expressed thanks to all those people for their contribution enabling Council to hold it's meeting on the Marae. He extended special thanks to the Executive Assistant for his efforts in setting up the meeting. His Worship said he will remember the day forever and it has been a pleasure to be able to be at Mōkai Kainga. He hoped that Council and Iwi can work together in the future.

Mrs. Pera MacDonald replied on behalf of the Kaimahi.

#### ITEM 117 GOVERNANCE STATEMENT

Mrs. Claire King, Business Support – Regulatory referred members to her report advising that under Section 40 of the Local Government Act 2002 the Ōtorohanga District Council is required to provide a Governance Statement within six months after the triennial general election.

Due to the effects of COVID-19 including the period spent in Alert Level 3/4 Lockdown, the six month timeframe since the most recent Local Government election has passed however, the Governance Statement 2020 is now ready for Council to receive.

Mrs. King asked members whether they had any questions on the content of the report.

#### RESOLVED that

1. The Governance Statement 2020, with amendments be received, and
2. Council adopt the Governance Statement 2020, with amendments for publication on the Council website, and
3. Council delegate to the Chief Executive the authority to maintain the Governance Statement 2020 by approving administrative updates as and when required.

#### COUNCILLOR JEFFRIES / COUNCILLOR FERGUSON

#### ITEM 114 WATER REFORM PROGRAMME – ŌTOROHANGA PROJECTS

The Group Manager Engineering referred members to his report the purpose of which is to formalise the identification of which projects will be undertaken pursuant to the signing by Council of the Memorandum of Understanding Three Water Reform and subsequent availability of \$2.5 million in funding.

He asked members to take the report as read and queried if they had any questions on it's content. He was assisted by Council's Services Manager.

#### RESOLVED that

1. the following projects be undertaken as part of the three waters reform programme utilising the funding made available for this purpose by Central Government.

	Cost Estimate
<b>Design and Planning</b>	
Design and costing for Kawhia Waste Water Reticulation	\$100,000
Design and costing for Te Raumauku Water Storage	\$75,000
Design of Water storage for Ōtorohanga - Raw or Treated?	\$75,000
Complete design work for Tihiroa and Arohena Compliance	\$75,000
Regional collaboration - Water Reform Programme	<u>\$100,000</u>
Sub Total	<u>\$425,000</u>
<b>Ōtorohanga</b>	
Continuation of Ōtorohanga water main renewal	\$700,000
Additional water storage for Ōtorohanga - Mountain View	<u>\$250,000</u>
Sub Total	<u>\$950,000</u>
<b>Rural Water</b>	
Kahorekau Rural Water Scheme to drinking water standards	\$750,000
Extra storage for Tihiroa Rural Water Scheme	<u>\$125,000</u>
Sub Total	<u>\$875,000</u>

<b>Contingency Projects</b>	
Ōtorohanga Waste Water Pond Plant Sludge Removal	100,000
Ōtorohanga Waste Water Line Replacement	150,000
<b>Total</b>	<b>\$2,500,000</b>

2. That Council procurement policies be waived for these local stimulus projects.

**HIS WORSHIP / COUNCILLOR FERGUSON**

**ITEM 115 FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2020**

The Group Manager Corporate summarised the Finance Manager's financial report for the year ended 30 June 2020.

The Group Manager Corporate advised that this is a draft set of accounts as they currently are and that they could change in the future depending on the outcome of the annual audit process. He said the Auditors are currently at Council and to date no major issues have been identified.

**RESOLVED** that the Financial Report for the year ended 30 June 2020 be received.

**COUNCILLOR JEFFRIES / COUNCILLOR KLOS**

**ITEM 116 BEATTIE HOME GRANT APPLICATION**

His Worship reported that new information has come to hand from the Beattie Home Community Trust Inc. requesting Council to remove this item from the agenda until such time as he and the Chief Executive can meet with them tomorrow.

**RESOLVED** that Item 116 Beattie Home Grant Application be withdrawn from today's agenda.

**HIS WORSHIP / COUNCILLOR FERGUSON**

**ITEM 118 ROUTINE ENGINEERING REPORT FOR WATER SERVICES AND COMMUNITY FACILITIES JUNE 2020 TO AUGUST 2020**

The Services Manager referred to his report the purpose of which is to provide information on the activities of the water services and community facilities department for the last quarter from 1 June 2020 to 31 August 2020. This report contains matters of an activity nature and does not require any decision from Council.

He asked members to take the report as read and highlighted the following activities.

- Tihiroa Rural Water Supply Scheme – issues with clarifier and sand filter, two burglaries at plant.
- New water main on Mountain View Road is complete.
- Waste water treatment – sludge buildup in the inlet area requiring mechanical desludging to reduce the levels.
- Kawhia new playground project construction scheduled to start in October.
- Kawhia Museum building work is now complete, painting will be finished within a few days.
- Kawhia Wharf – clean and dive survey carried out with pleasing results.
- Solid waste and recycling waste – audit to take place on 14 – 16 September 2020 in both Ōtorohanga and Kawhia to determine what is in our waste-stream.

Councillor Jeffries expressed thanks to all those involved in the recent work carried out on the Kawhia Museum building.

His Worship expressed thanks to Councillor Jeffries and Council's Community and Economic Development Manager on their input into the proposed new playground.

**RESOLVED** that the information presented by the Services Manager to Council within this report be received.

**COUNCILLOR DOW / COUNCILLOR JEFFRIES**

**ITEM 119 ROUTINE ENGINEERING REPORT ON ROADING – JUNE 2020 TO AUGUST 2020**

The Engineering Manager referred members to the Roading Manager's report on roading matters for the period June 2020 to August 2020. He asked whether members had any questions on it's content.

Discussion was held on the following items-

- NZTA – reintroduction of public engagement on speed management.
- District promotion signage

**RESOLVED** that the Roading Manager's report be received.

**COUNCILLOR FERGUSON / COUNCILLOR JEFFRIES**

**COUNCILLOR UPDATE**

Councillor Klos

- Now a resident in Te Awamutu and finding it a learning experience.
- Interest will still remain within the Wharepuhanga Ward.
- Reported she has been phoning into Council however, her calls have not been answered.

Councillor Ferguson

- Attended via Zoom Clubs New Zealand Annual General Meeting.
- Ōtorohanga Club Annual General Meeting – new President Mr. J Gollan.
- Concern with proposed Waitomo Golf Club / Ōtorohanga Club project.

Councillor Jeffries

- Attended Council Workshop – 8 September 2020
- Attended a Market Day held in Fielding where Council had a stall.

Councillor Dow

- Attended meeting of Ōtorohanga District Council and Kiwi House Charitable Trust meeting.
- Met the new Chief Executive of NZTA.

Councillor Williams

- Met with the new Chief Executive of NZTA – very interesting meeting with a focus on PR.
- Attended Civil Defence Joint Committee meeting – approved an increase in the Regional Council rates to cover the shortfall generated by the regional response to COVID-19.
- Attended the Ōtorohanga District Council and Kiwi House Charitable Trust meeting.
- Referred to ongoing discussion regarding Tapuae Road.



**PUBLIC EXCLUDED**

Resolved that the Public be excluded from the meeting.

**RESOLVED** that

- a) that the public be excluded from the following parts of the proceedings of this meeting, namely,-

**Receipt of Confidential Minutes – 18 August 2020**

- 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:

<b>General Subject of each Matter to be Considered</b>	<b>Reason for Passing this Resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the Passing of this Resolution</b>
Confidential Minutes Ōtorohanga District Council 18 August 2020	Good reason to withhold exists under section 7	Section 48(1)(a)

- c) 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, 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:
- Section 7(2)(a) to protect the privacy of natural persons, including that of deceased natural persons.
  - 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).

**NOTE**

Section 48(4) of the Local Government Official Information and Meeting Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)-

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minute of the local authority.

**HIS WORSHIP / COUNCILLOR JEFFRIES**

**CONFIRMATION OF CONFIDENTIAL MINUTES**

**RESOLVED** that the Confidential Minutes of the Ōtorohanga District Council held 18 August 2020 be received and the recommendations contained therein adopted.

**HIS WORSHIP / COUNCILLOR WILLIAMS**

**READMIT THE PUBLIC**

Resolved that the Public be readmitted to the meeting.

**HIS WORSHIP / COUNCILLOR JEFFRIES**

**MEETING CLOSURE**

The meeting closed at 12.28pm