



Otorohanga District Council

AGENDA

20 March 2018

10.00am

STANDING APPOINTMENTS

10.30am - Waikato Regional Council Presentation
11am – Hamilton & Waikato Tourism Presentation
2pm – Citizenship Ceremony

Members of the Otorohanga District Council

Mr M Baxter (Mayor)
Mrs K Christison
Mr R Johnson
Mrs RA Klos
Mr P McConnell
Mr K Phillips
Mrs D Pilkington (Deputy Mayor)
Mrs A Williams

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

OTOROHANGA DISTRICT COUNCIL

20 March 2018

Notice is hereby given that an Ordinary meeting of the Otorohanga District Council will be held in the Council Chambers, 17 Maniapoto Street, Otorohanga on Tuesday 20 March 2018 commencing at 10am.

12 March 2018

DC Clibbery
CHIEF EXECUTIVE

AGENDA

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REPORTS

ITEM 241 PROPOSED KAWHIA PLAYGROUND UPGRADE

To: His Worship and Councillors

From: Governance Supervisor

Date 20 March 2018

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
-

Executive Summary

The Kawhia Community Board seeks support from Council for a new playground to be erected on the Omimiti Reserve in Kawhia, to be funded by the Kawhia Projects Trust.

Staff Recommendation

It is recommended:

That Council approves and supports in principle the upgrading of the children's playground in the Omimiti Reserve to be undertaken by the Kawhia Community Projects Trust.

Report Discussion

The Kawhia Community Projects Trust Inc. has approached Playground Creations (playground construction company) to provide a challenging playground on the Omimiti Reserve in Kawhia.

This project is being promoted by the Kawhia Community Projects Trust however the KCB is seeking permission to use the land and to seek Council support in principle for the proposal.

The proposed upgrade will cost approximately \$80,000 with the Trust making separate applications for funding to various organisations as well as Council.

Prepared by Colin Tutty

GOVERNANCE SUPERVISOR

ITEM 242 WAIKATOREGIONAL COUNCIL 2018–2028 LONG TERM PLAN PRESENTATION 10.30AM

To: His Worship and Councillors

From: Governance Supervisor

Date 20 March 2018

Relevant Community Outcomes

- Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A presentation to be made by Waikato Regional Council in the 2018 – 2020 Long Term Plan.

Staff Recommendation

That the presentation by the representatives of the Waikato Regional Council be received.

Colin Tutty

GOVERNANCE SUPERVISOR

ITEM 243 HAMILTON AND WAIKATO TOURISM - SIX MONTHLY REPORT TO OTOROHANGA DISTRICT COUNCIL – 11AM

To: His Worship and Councillors

From: Governance Supervisor

Date 20 March 2018

Relevant Community Outcomes

- Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A presentation to be made by Hamilton and Waikato Tourism.

Staff Recommendation

That the presentation by the Chief Executive of Hamilton and Waikato Tourism for members information, be received.

Colin Tutty

GOVERNANCE SUPERVISOR

**ITEM 244 APPLICATION FOR TEMPORARY ROAD CLOSURE – HAMILTON CAR CLUB
– PIRONGIA WEST RALLYSPRINT**

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: Senior Engineering Assistant

Date: 20 March 2018

Relevant Community Outcomes

- Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

An application has been received from the Hamilton Car Club for the following road closure within the Otorohanga District, to enable the Hamilton Car Club to hold the Pirongia West Rally Sprint.

Staff Recommendation

It is recommended that council approves a temporary road closure as follows:

Purpose: Pirongia West Rally Sprint

Date: Sunday, 20 May 2018

Details of Closure: **PIRONGIA WEST ROAD** – From RP: 1057 to RP: 2021 (Pekanui / Okupata intersection)

Period of Proposed Closure: 8:45am to 5:00pm

With the following conditions imposed:

1. Persons will be allowed through the closure in the event of an emergency.
2. Hamilton Car Club is to pay an application fee of \$400.00 towards the administration of the road closure to Otorohanga District Council.
3. 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.
4. Hamilton Car Club is responsible for obtaining public liability insurance (and paying the cost thereof) to a minimum value of \$2,000,000. This is required to indemnify Council against any damage to the property or persons as a result of rally activities during the road closure period.
5. Hamilton Car Club is to pay Otorohanga District Council a bond of \$5000.00 to be held in lieu of any repairs that may require carrying out, post-rally.

6. Hamilton Car Club is to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965.
7. Hamilton Car Club is to liaise, and provide evidence of liaison with all operators and businesses that may be affected by the road closures.
8. Hamilton Car Club is to consult with all residents of all properties on the roads intending to be closed and also the residents on roads connecting with roads intending to be closed, including any, no exit roads. Two mail drops to residents are to be carried out. All initial mail drops to residents are to be approved by Council staff before distribution commences. The subsequent mail drop is to be completed no later than ten full days before the proposed closures.
9. Hamilton Car Club is solely responsible 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.
10. 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. A Hamilton Car Club representative is to meet with Council Engineering staff regarding the required signs format, size, location and quantity of signs for approval before they are manufactured and erected.

Report Discussion

Hamilton Car Club have applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974.

They are prepared to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965. Hamilton Car Club, are in the process of obtaining consents from residents of the affected areas, indicating agreement for the road closures. They have also conducted an initial letter drop and will carry out a reminder mail drop no later than ten full days before the proposed closure.

This event is also a major fundraising event for Ngutunui School, who provide an off-road venue, sausage sizzle and catering for the competitors and visitors to the school and the event.

Marion Fleming

SENIOR ENGINEERING ASSISTANT

ITEM 245 WAIKATO REGIONAL AIRPORT – STATEMENT OF INTENT

**To: His Worship the Mayor & Councillors
 Otorohanga District Council**

From: Finance and Administration Manager

Date: 20th March 2018

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

Waikato Regional Airport Ltd has issued its Statement of Intent for 2018/19

Staff Recommendation

It is recommended:

That the Waikato Regional Airport Statement of Intent be received.

Report Discussion

Waikato Regional Airport Ltd (Hamilton International Airport) is jointly owned by five local authorities: Hamilton City, Waikato District, Waipa District, Otorohanga District and Matamata- Piako District Councils.

Otorohanga District Councils Shareholding is 3.125%.

The attached Statement of Intent sets out WRALs Strategic Intent, Goals, Nature and Scope of activities to be undertaken and Performance Targets for the next three years.

Graham Bunn
FINANCE AND ADMINISTRATION MANAGER



Waikato Regional Airport Limited
Statement of Intent
2018/2019
June 2018

1.0 Introduction

This statement is presented by the Directors in accordance with s.64 (1) of the Local Government Act 2002 and sets out the Board's intentions for the Company for the year ending 30 June 2019 and succeeding two financial years.

2.0 Strategic Intent

The Airport has identified its core purpose and key objectives that recognise the strategic intent of the business:

Core Purpose

1. Enabler of air services to the region.
2. Operate a first class, safe and compliant regional airport.
3. Strategic positioning of the business to enhance capital value.

Key Objectives of Waikato Regional Airport Limited

1. Operate an efficient and compliant airport.
2. Enhance the traveller experience.
3. Maintain a viable aeronautical business.
4. Maximise revenue diversification through non-aeronautical business opportunities.

Key Objectives of the Group (*incorporating Titanium Park Limited & Hamilton Waikato Tourism Limited*)

1. Operate an efficient and compliant airport.
2. Enhance the traveller experience.
3. Maintain a viable aeronautical business.
4. Maximise revenue diversification through non-aeronautical business opportunities.
5. Develop and optimise the land holdings of the Group to generate a long-term property income from a diversified property portfolio.
6. To promote the Hamilton & Waikato region as an appealing destination to international and domestic visitors.

3.0 In Pursuing its Goals the Company will:

- At all times behave in a professional and ethical manner in all its business dealings with its customers and stakeholders.
- Be a good employer.
- Ensure a safe and healthy work place environment that complies with government legislation.
- Identify and recognise Shareholders' expectations, within the bounds of corporate prudence.

4.0 Nature and Scope of Activities to be Undertaken

(4.1) Operate an efficient and compliant airport

Operate a safe, secure and compliant airport by providing for essential projects together with any compliance expenditure warranted.

(4.2) Enhance the traveller experience

Maximise traveller satisfaction and airport experience.

(4.3) Maintain a viable aeronautical business

Identify opportunities to develop new, and expand existing, domestic passenger services.

Promote development and growth of the general aviation sector.

To allow the main runway to be extended when supported by an appropriate business case.

Position and protect the airport as an efficient, cost-effective international port of arrival for private, corporate and medical aircraft.

(4.4) Maximise revenue diversification through non-aeronautical business opportunities

Support the development of land within the bounds of a sound strategic approach to long-term planning for the airport precinct by its subsidiary Titanium Park Limited (TPL).

TPL will identify and market for sale or development all available surplus airport-owned land in a planned and co-ordinated approach.

Look to develop, design and build opportunities and additional non-aeronautical revenue streams.

Land sales and property development are always subject to volatility dependent on regional and national economic conditions. Therefore, this presents a degree of risk for the Group that will be carefully managed.

(4.5) Ensure appropriate internal and external resource to enable a commercially driven and high performing organisation

Knowledgeable and capable, high performing and appropriately resourced management team to ensure sound reporting and accountability, and delivery of the strategic plan.

(4.6) Capital Expenditure

Planned major capital expenditure included in the three-year forecast is:

2019	\$1.1m
2020	\$1.4m
2021	\$1.5m

Strategic Activities

Key activities for the 2018/19 year are:

- Optimise domestic passenger services and the customer experience;
- Maximise property lease income.
- Continue to implement the comprehensive property business plan that will address development and investment opportunities to grow long term property income for the Group.
- Finalise the most appropriate future operating model for the hotel.
- Review zoning and master planning for the WRAL farm.

5.0 Performance Targets

The following annual performance targets are for Waikato Regional Airport Limited (Parent).

Years ending 30 June	2019	2020	2021
5.1 Shareholders' funds to total assets <i>a minimum of</i>	65%	65%	65%

Definitions:

Shareholders' funds: Total assets less the total liabilities.

Total assets: The value of all assets reported in the Company's statement of financial position at the end of each reporting period.

	Year Ending 30 June		
	2019	2020	2021
<i>Based on the company forecasts</i>			
5.2 Earnings before interest, taxation & depreciation (EBITDA) <i>of at least</i>	\$3,000,000	\$3,200,000	\$3,400,000
5.3 Net profit after tax <i>of no less than</i>	\$75,000	\$150,000	\$200,000
5.4 Net cash flow (operating & investing)			
Net operating cash flow	\$1,600,000	\$1,800,000	\$2,000,000
Net investing cash flow (excl TPL)	(\$3,050,000)	(\$1,800,000)	(\$1,950,000)
Funding Titanium Park Limited	<u>(\$200,000)</u>	<u>\$100,000</u>	<u>\$100,000</u>
Total net cash flow (operating & investing) <i>at least</i>	(\$1,650,000)	\$100,000	\$150,000
Net debt <i>a maximum of</i>	\$18,000,000	\$18,000,000	\$18,000,000
5.5 Total liabilities/shareholders' funds (debt/equity ratio) <i>a maximum of</i>	35:65	35:65	35:65

5.6	Percentage of non-landing charges revenue of at least	74%	74%	74%
5.7	Interest cover of at least <i>(The interest cover measures the number of times the net profit before interest, tax and depreciation (EBITDA) covers interest paid on debt.)</i>	4.0x	4.0x	4.0x
5.8	Net profit before tax, interest, revaluations to total assets	0.5%	0.5%	0.5%
5.9	Net profit before tax, interest, revaluations to shareholder funds	0.5%	0.5%	0.5%
5.10	Net profit after tax, interest, revaluations to total assets	0.08%	0.1%	0.1%
5.11	Net profit after tax, interest, revaluations to shareholder funds	0.1%	0.1%	0.1%
Non-financial performance targets				
5.12	Health & Safety			
5.12.1	Facilitate Health & Safety meetings every 2 months with representatives from each company department			
5.12.2	Zero Work Safe notifiable accidents/injuries			
5.12.3	Independently review and audit the Health and Safety system each year.			
5.13	Operational Compliance			
5.13.1	To achieve the Airport Certification Standards as required by the Civil Aviation Authority and as evidenced by Civil Aviation Authority audit reports			
5.13.2	Ensure airport is operationally available for all scheduled passenger services (except for uncontrollable events)			
5.13.3	Facilitate noise management meetings every 4 months in accordance with the Noise Management Plan			
5.14	Customer Satisfaction			
5.14.1	Collect, document and act (where viable) on customer feedback forms to continuously monitor and improve the customer experience. Maintain a database to ensure recurring negative feedback is promptly acted upon			

6.0 Statement of Accounting Policies

The accounting policies adopted by the Group for the year ending 30 June 2019 and succeeding 2 years are those as adopted in the 2017 Annual Report prepared under Tier 2 of the Public Benefit Entity Standards Reduced Disclosure Regime (PBE Standards RDR).

7.0 Dividend Policy

WRAL will review payment of an ordinary annual dividend based on the forecast Cash Flow for the year 2018–19 and propose to make a decision in the last quarter of the financial year ending 2019-20.

8.0 Information to be provided to Shareholders

- 9.1 The Annual Report of the Company.
- 9.2 An Interim Report circulated to Shareholders each half-year including a Chair's Report, Consolidated Income Statement, Consolidated Balance Sheet and progress against Financial Performance Targets.
- 9.3 Shareholder Briefings.

9.0 Future Investment Proposals

If the Company wishes to subscribe for, purchase, or otherwise acquire shares in any other company or any other organisation it can do so only after first obtaining approval from the majority of shareholders at either a General Meeting or at a Special Meeting convened for that purpose.

10.0 Commercial Value of the Shareholders Investment

No valuation of shares has been completed.

The consolidated balance sheet of WRAL as at 30 June 2017 shows shareholder equity of \$82m. Company Property, Plant & Equipment is based upon a 2016 valuation and land which was revalued as at 30 June 2017. Company assets such as runways, aprons, taxiways and the terminal building are based upon depreciated replacement cost.

11.0 Compensation from Local Authorities

There are no activities of the Company for which the Directorate would seek compensation from any local authority.

12.0 Major Transactions

Shareholders approve major transactions via a special resolution. A major transaction is defined as:

- (a) the acquisition of, or an agreement to acquire (whether contingent or not), assets the value of which is more than 10% of the value of the Company's assets before the acquisition; or
- (b) the disposition of, or an agreement to dispose of (whether contingent or not), assets the value of which is more than 10% of the value of the Company's assets before the disposition; or

- (c) a transaction which has or is likely to have the effect of the Company acquiring rights or interests or incurring obligations or liabilities, the value of which is more than 10% of the value of the company's assets before the transaction;

but does not include:

- (d) any transaction entered into by a receiver appointed pursuant to a security over all or substantially all of the property of the Company.

Nothing in paragraph (c) of this definition applies by reason only of the Company giving, or entering into an agreement to give, a floating charge secured over assets of the Company the value of which is more than 10% of the value of the company's assets for the purpose of securing the repayment of money or the performance of an obligation.

There are no major transactions planned during the period.

13.0 Health and Safety

The Board and Management will ensure that all requirements to the Health and Safety at Work Act 2015 are maintained. This will be achieved by the engagement of an independent consultant and audit processes to ensure the organisation and its subsidiary companies are maintaining compliant and best practise processes. At all times the Company will continue to monitor and review health and safety requirements via monthly reporting.

ITEM 246 DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2017

**To: His Worship the Mayor & Councillors
 Otorohanga District Council**

From: District Accountant

Date: 20 March 2018

Relevant Community Outcomes

- Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

The Draft Management Accounts for the period ended 31 December 2017 are attached under separate cover.

Staff Recommendation

It is recommended:

That the Draft Management Accounts for the period ended 31 December 2017 be received.

B O'Callaghan
DISTRICT ACCOUNTANT

ITEM 247 HEALTH & SAFETY REPORT – SEPTEMBER 2017 TO FEBRUARY 2018

**To: His Worship the Mayor and Councillors
 Otorohanga District Council**

From: Health and Safety Advisor

Date: 20 March 2018

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

To advise Councillors of Council's processes, status and recent actions in relation to issues of health and safety.

Staff Recommendation

It is recommended that the report be received.

Report Discussion

Regulations

WorkSafe are still focusing on asbestos protocols and enforcement. An Asbestos Liaison Protocol is about to be signed off by the Waikato and Bay of Plenty Councils, including regional and DHBs.

On 1 December 2017 the Health and Safety at Work (Hazardous Substances) Regulations 2017 came into force.

Compliance

Council's water treatment plants recently complied with their annual inspection carried out by an independent company (Inferno Consultants) and Location Compliance Certificates were issued. Our water services staff have current approved handler certificates.

Auditing

Council staff continue to audit contractors and internal events to ensure safety compliance. Results have been very good.

Sun Protection Policy

This is a new policy that has been signed off by management. It encompasses both the Council's and the employees' responsibilities around sun protection. Council supplies employees with sunscreen, sun hats and sun glasses. Staff that work predominately outdoors are provided with shirts that are both hi viz and long sleeved.

Lone Work Devices

It has become apparent that the Spot Gen3 does not keep our staff totally accessible in the event of an emergency. Staff are currently researching a different system.

SHE Contractor Health & Safety Pre-Qualification Scheme

This project has been implemented across the district. Assistance has been offered to smaller contractors requiring help. Council's processes and procedures have incorporated this requirement.

Staff Training

The following staff have recently undertaken training:

Training	Staff	Expiry
Workplace First Aid Refresher	Jaime McLellan Hano Green Wayne Pu	October 2019
Confined Spaces & Gas Detection	Manga Roach Kevin Adams	November 2019
Traffic Controller (TC)	Dain Rothery	January 2021
	Alex Riddleston-Barrett	February 2021

Work Related Accidents, Incidents and Near Misses

During this six month period September 2017 to February 2018 the following accidents/incidents have been reported:

	Injury	Event	Treatment
1	Strain	Assist lifting office desk. Lower back strain	Rest
2	Bruising	Hit head on gantry during pump refit	Rest
3	Strain	Pulled calf muscle walking up steep steps	Rest
4	Slip/Bruising	Slipped on soap spilt on the floor in men's bathroom	Nil

Staff Wellness

The following are the number of staff sick days during this period. These calculations vary considerable from the last reporting period because two additional staff members have been employed.

Also during this period, one of the building team was off work from mid-January to the end of February on ACC after knee surgery, which was not a work related injury. Another staff member has been receiving chemo therapy since mid-November and is back at work on a part time basis.

Month	Sick Days	Total Working Days Across All Staff
September 2017	12.5 days	819 days
October	17.5 days	853 days
November	32 days	901 days
December	12 days	779 days
January 2018	32 days	859 days
February	30 days	779 days

Otherwise, a number of staff continue their personal fitness regime outside of working hours.

Fleet

During this six month period September 2017 to February 2018 the following accidents/incidents have been reported:

	Fleet No.	Event	Outcome
3 November 2017	158	Bent tow bar while dumping debris	Extension pipe secured to tow bar when dumping
21 November 2017	331	Broken rear side window by flying stone	Replaced
6 December 2017	146	Brake control module on trailer	Repaired
7 December 2018	428	Scratch on roof caused when removing temporary flashing light	Noted
8 December 2017	158	Brake light bulb broken	Repaired
8 December 2017	158	Tyre mudflap torn off while dumping debris	New mudflap refitted
8 February 2018	158	Wiring damage to lights	Repaired by Auto Electricks
14 Feb 2018	172	Stone chip on windscreen	Replacement windscreen. Insurance claimed
26 February 2018	155	Stone chip on windscreen	Chip repaired

The following vehicle issues have been rectified:

	Event
1	The replacement chassis for the survey ute (Fleet No. 145) has been completed at a cost of \$9,292, paid for by Council's insurance company, less Council's policy excess of \$500.

Health & Safety Representative Meetings

Staff representative meetings were held in September and November 2017, and February 2018. The current staff representatives are:

- Colin Tutty
- Hano Green
- Wendy Sewell

External Meetings

The following meetings have been attended:

Local Authority Shared Services (LASS) Health & Safety Working Party – 18 September and 23 November 2017, and 15 February 2018.

The regional Health and Safety Management Framework document underwent an independent review. The recommendations have been incorporated into the document, which is now complete. Best Practice guides continue to be developed for attachment to this base document. It is anticipated that the document will be adopted by WLASS Board in July 2018.

Robyn Kehoe
HEALTH & SAFETY ADVISOR
ENGINEERING SUPPORT OFFICER

ITEM 248 ODC MATTERS REFERRED – 20 FEBRUARY 2018

**To: His Worship the Mayor and Councillors
Otorohanga District Council**

From: Governance Supervisor

Date: 20 March 2018

COUNCIL

19 DECEMBER 2017

- I. In a workshop meeting to give consideration to the recording of minutes of both Boards and Council.

CHIEF EXECUTIVE

18 JULY 2017

- I. To report to the next meeting of Council on the new service agreement with the Otorohanga District Development Board.

LAND MANAGEMENT OFFICER

20 FEBRUARY 2018

- I. To obtain a second quote and look into design and other options for funding for a mural on the Waipapa Toilets.
- II. To speak to DOC representatives to ascertain if they have any measures in place to prevent unruly behaviour at the Arohena DOC campground.
- III. To investigate what other Councils do to keep their members appropriately informed outside of formal meetings.

CA Tutty
GOVERNANCE SUPERVISOR

ITEM 249

MOTION TO EXCLUDE THE PUBLIC

To: His Worship the Mayor and Councillors
Otorohanga District Council

From: Chief Executive

Date: 20 March 2018

Reason for Confidentiality

	Grounds	Reason
	Section 48(1) of the Local Government Official Information and Meetings Act 1987, which permits the meeting to be closed to the public for business relating to the following grounds: -	Subject to sections 6, 8 and 17 of the Local Government Official Information Act 1987, the withholding of the information is necessary to:
	48(1a) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.	7(2a) protect the privacy of natural persons, including that of deceased natural persons; and 7(2f) maintain the effective conduct of public affairs through (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment;

GENERAL

