



Ōtorohanga District Council

MINUTES

15 March 2022

10am

In accordance with Ōtorohanga District Council's COVID-19 requirements,
THIS MEETING WAS CLOSED TO THE GENERAL PUBLIC
and was livestreamed to Council's YouTube channel.

Members of the Ōtorohanga District Council

His Worship the Mayor, MM Baxter
Councillor K Christison
Councillor K Jeffries
Councillor RA Klos

Councillor R Johnson (Deputy Mayor)
Councillor B Ferguson
Councillor R Dow
Councillor A Williams

For all meeting queries, please contact Council's Governance Manager (kaia@otodc.govt.nz)

All attendees at this meeting were advised that the meeting was electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care was taken to maintain individuals' privacy however attendees were advised they may be recorded as part of the general meeting proceedings.

Ōtorohanga District Council

Minutes of an ordinary meeting of the Ōtorohanga District Council held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Otorohanga on Tuesday, 15 March 2022 commencing at 10.00am.

Tanya Winter
CHIEF EXECUTIVE

21 March 2022

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PRESENT

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

IN ATTENDANCE

T Winter (Chief Executive), N Gower (Group Manager Strategy & Community), G Bunn (Group Manager Business Enablement), A Loe (Group Manager Regulatory & Growth), M Lewis (Group Manager Engineering & Assets), B O'Callaghan (Manager Finance), R McNeil (Chief Advisor), M Fleming (Senior Engineering Assistant/Corridor Manager), and K King (Manager Governance)

APOLOGIES

An apology for non-attendance was received from councillor R Johnson.

RESOLVED: That Ōtorohanga District Council receive and accept the apology from councillor R Johnson for non-attendance.

His Worship the Mayor | Councillor Ferguson

REFLECTION / PRAYER / WORDS OF WISDOM

Councillor Jeffries provided the following words of wisdom.

Never give in. Never give in. Never, never, never, never—in nothing, great or small, large or petty—never give in, except to convictions of honour and good sense. Never yield to force. Never yield to the apparently overwhelming might of the enemy.

Winston Churchill

Smiling is infectious, you catch it like the flu, When someone smiled at me today, I started smiling too. I passed around the corner and someone saw my grin. When he smiled I realized I'd passed it on to him. I thought about that smile, then I realized its worth. A single smile, just like mine could travel round the earth. So, if you feel a smile begin, don't leave it undetected. Let's start an epidemic quick, and get the world infected!

Spike Milligan

LATE ITEMS

There were no late items.

CONFIRMATION OF ORDER OF MEETING

RESOLVED: That Ōtorohanga District Council confirm the order of the meeting as indicated in the agenda.

His Worship the Mayor | Councillor Williams

DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest were declared.

PUBLIC FORUM

No requests had been received.

CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 30 NOVEMBER 2021

RESOLVED: That the open minutes of the Ōtorohanga District Council meeting held on 30 November 2021, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

His Worship the Mayor | Councillor Dow

CONFIRMATION OF MINUTES – ŌTOROHANGA DISTRICT COUNCIL – 15 FEBRUARY 2022

Councillor Klos queried the minutes recorded for Item 228: Repurposing of seal extension funding. She indicated the change from the report recommendation to the resolution was not explicit and requested an addition be made.

RESOLVED: That the open minutes of the Ōtorohanga District Council meeting held on 15 February 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting subject to an amendment for Item 228: Repurposing of seal extension funding to be circulated via email to members for approval.

Councillor Jeffries | Councillor Williams

An amended version was distributed to the Mayor and councillors for confirmation after the meeting. The final minute is shown below.

Council's Manager Roading took the report as read and noted Council had determined to continue with the seal extension programme as part of the Long Term Plan. Initial investigations into Huirimu Road and associated design cost estimates identified the budget allocation was insufficient to seal the anticipated one kilometre portion of the southern end where it adjoins Waipapa Road. The initial investigations identified a survey would need to be undertaken to confirm if the road lies with the road reserve designated area.

Mr Senger sought confirmation from Council if the project should continue with a smaller portion of the road sealed, if additional funding should be sought to continue with the proposed one kilometre as planned or, if the funding should be reallocated to either footpath extension work within Ōtorohanga Township or for safety improvements within the Wharepūhanga ward.

His Worship advised a letter had been received immediately prior to the Council meeting from a resident on Huirimu Road expressing their frustration however under Council's meetings procedures it was unable to be tabled. In response to a query, Mr Senger outlined alternative options for the unused funding within the Warepūhanga ward rather than elsewhere in the District. He noted safety improvement options included near Arohena School due to the pending school zone speed limit changes, tree removal where impacting the road corridor or, intersection/ lighting enhancements. The safety improvements may attract Waka Kotahi funding whereas seal improvements do not qualify.

The Warepūhanga ward councillor, R Klos spoke of the community's frustration and desire to proceed with the sealing as outlined in the Long Term Plan. She spoke of the expectation of road sealing being undertaken and the impact on traffic flows within the area.

Members spoke in support of sealing one kilometre of Huirimu Road during which the following were clarified by staff:

- *The actual maintenance costs for unsealed roads are lower than sealed roads.*
- *The vegetation maintenance costs are higher for sealed roads as the increased speeds require additional control as per the One Road Network Classification requirements.*
- *Sealed roads incur greater rehabilitation costs.*
- *Design work would be undertaken in the current financial year with the physical works to be undertaken in the 22/23 financial year.*
- *Unused funding from 21/22 can be transferred, and funding for 23/24 brought forward, to the 22/23 financial year. This will allow the maximum funding available for the physical works. There would be no impact on rates as the overall budget is in alignment with the Long Term Plan.*

RECEIPT OF MINUTES – KAWHIA COMMUNITY BOARD – 25 FEBRUARY 2022

RESOLVED: That Ōtorohanga District Council receive the unconfirmed minutes of the Kāwhia Community Board meeting held on 25 February 2022 as circulated.

Councillor Jeffries | His Worship the Mayor

RECEIPT OF MINUTES – ŌTOROHANGA COMMUNITY BOARD – 3 FEBRUARY 2022

RESOLVED: That Ōtorohanga District Council receive the minutes of the Ōtorohanga Community Board meeting held on 3 February 2022 as circulated.

Councillor Dow | Councillor Chistison

HIS WORSHIP THE MAYOR'S VERBAL REPORT

His Worship provided an update on his activities since the previous Ōtorohanga District Council meeting. He attended the following meetings:

- 16 February - Zoom meeting on CouncilMark report processes seeking feedback on opportunities for improvement
- 16 February - Meeting with a prospective new business seeking information
- 18 February – Visited the Maru Energy Trust expo in Te Kuiti (a not-for-profit trust, established by The Lines Company in 2018)
- 21 February – Meeting on a subdivision in Ōtorohanga
- 23 February – Visited the Ōtorohanga Museum exhibition on the township and surrounding district
- 24/25 February – Meeting in Wellington with Mayors Taskforce for Jobs and the Rural Water Working Group Zoom meeting
- 1 March – Met with the new Chief Executive of Happy Valley Nutrition
- 2 March - Meeting on a subdivision in Ōtorohanga
- 3 March – Chaired Waikato Plan Youth Education and Training Group
- 4 March – Rural Provincial Group meeting
- 10 March – Three waters technical working group

RESOLVED: That Ōtorohanga District Council receive the verbal update from His Worship the Mayor, M Baxter.

His Worship the Mayor / Councillor Ferguson

In response to a query, His Worship advised Taumata Arowai will initially focus on water scheme registration. Members raised the registration of rural water schemes noting these are situated on private land. In response, the Chief Executive, Ms Winter advised the infrastructure is owned by the water scheme committee and not the landowner. Leases, easements and other instruments ensure access to the land to enable infrastructure maintenance. The Group Manager Engineering & Assets, Mr Lewis advised the schemes were often set up on a cooperative basis without any formal agreements and as appropriate these are now being formalised.

In response to a query on the Happy Valley Nutrition project, His Worship advised a new Chief Executive had been appointed but due to COVID and other factors the original timeline has been pushed out a year.

In response to a query on the CouncilMark meeting, His Worship commented the meeting sought his feedback on the benefits, process and any opportunities for improvement. He noted the independent nature of the assessment provides a level of confidence in progressing any identified actions. Ms Winter advised an update on the CouncilMark action programme will be provided to the next meeting following a discussion with the Risk and Assurance Committee in late March.

ITEM 235: MONTHLY FINANCIAL REPORT AND CAPITAL PROJECTS UPDATE

The Finance Manager, Mr O'Callaghan took the financial section of the report as read and highlighted the timing of capital expenditure, rates revenue, trade receivables and year end accruals impact the financials throughout the year. He noted the comprehensive Revenue and Expenditure is down due to flood protection being invoiced at year end. Additionally, the regulatory income is affected by timing with larger projects, such as Waikeria, being invoiced in groups rather than separately.

Mr O'Callaghan noted the combined Cost of Service statement was impacted by the Mayors Taskforce for Jobs funding. When the budgets were set in the Long Term Plan, funding was included for the one year that had been agreed. The Taskforce had now agreed to fund a second year.

The Group Manager Engineering & Assets, Mr Lewis took the capital project update component of the report as read. He noted there was not a large change since the previous report but advised many roading projects were nearing completion. Of the eight projects funded from the Government's Three Waters Reform stimulus fund, six are completed with one project expected to be completed by the end of March. The remaining project's contract is being finalised with the contractor expecting completion by 30 June.

Mr Lewis noted the three waters projects were tracking well although options for the Huirimu consolidation project were being considered. In collaboration with Waipā District Council, the water main renewal project is now out to tender with a report for the tender award anticipated to be presented to the Council meeting in May.

In response to a query, Mr Lewis confirmed the dates for the unsealed road metalling were incorrect and should read 2021/22.

The Chief Executive, Ms Winter queried if the value of the projects should be included in the table and members confirmed this would be a useful addition.

In response to a query relating to the 3 Waters stimulus funding, Mr O'Callaghan advised the Department of Internal Affairs initially provided half of the funding with the remainder being invoiced as the projects were completed. His Worship queried if procurement had been an issue and Mr Lewis noted procurement was always a factor but staff were able to move quickly although the last project had proven challenging. Ms Winter advised the Council resolution to waive some procurement processes allowed staff to be responsive to the contractor market to ensure the projects could be completed by 30 June. In response to a query around contractor availability, Mr Lewis noted it was hard to predict but he was comfortable that progress was being made.

Ms Winter commented the capital works programme had historically run from 1 July to 30 June of the following year in alignment with local government's financial year. She advised Council were now working to a three year programme in alignment with the Long Term Plan and funders were also using a three year funding cycle. This means carryforwards at year end are deliberate and planned enabling Council to remain nimble and responsive to the external market.

RESOLVED: That the Financial Report, including the capital projects update, for the month ended 28 February 2022 be received.

Councillor Jeffries | Councillor Williams

ITEM 236: SIX MONTH REPORT FOR HAMILTON WAIKATO TOURISM

The Group Manager Strategy & Community, Ms Gower took the report as read and noted the six month report provides an overview of the targets and Council's financial commitment. She noted the departure of the Chief Executive and the appointment of the interim CE, Nicola Greenwell and referenced pages 53 and 54 which focuses on the Ōtorohanga accommodation data and page 56 noting businesses in the Ōtorohanga district. In response to a query on the commercial accommodation figure, Ms Gower agreed to ascertain if the stated figure is for the Ōtorohanga township or district.

RESOLVED

That Council:

- a Receive the report 'Six month report from Hamilton and Waikato Tourism' from Nardia Gower, Group Manager Strategy and Community.
- b Receive the Hamilton and Waikato Tourism Six Monthly Report to Ōtorohanga District Council 1 July - 31 December 2021.

His Worship the Mayor | Councillor Dow

ITEM 237: CO-LAB DRAFT STATEMENT OF INTENT 2022/23 AND HALF-YEARLY REPORT TO 31 DECEMBER 2021

The Chief Advisor, Mr McNeil noted the report consisted of two components, the consideration of the draft Statement of Intent (SOI) and the receipt of the six month report.

Mr McNeil advised as a shareholding council of Co-Lab, Council have the opportunity to provide comment on the draft Statement of Intent and thus influence the direction of the company. He noted the draft SOI was largely maintenance of base services and continuation of projects already underway. This was a result of the challenging nature of the wider environment.

His Worship noted the draft SOI raised no concerns and Mr McNeil commented on the continued opportunity for Council to benefit from the association and membership noting Council have the freedom and autonomy to choose which projects it participated in.

In response to a query the Chief Executive, Ms Winter advised Mr McNeil had been delegated responsibility to ensure reports and updates from any shared service or collaborative process were provided to Council for consideration.

Ms Winter also highlighted she was the sponsor of one of the three Co-Lab projects, to develop a shared learning and development platform across the participating councils. In response to a query, she noted that a range of learning and development programmes will be made available ranging from those that can be quickly implemented to a comprehensive leadership development programme which is likely to take time to gain agreement from all councils.

In response to a query around procurement, Mr McNeil advised a regional procurement template had been developed to ensure a consistent approach to procurement. There is an opportunity to use shared consultant procurement e.g. CCTV condition assessments enabling a package deal.

His Worship queried if there were any technology opportunities with the Waikato Regional Asset Technical Accord (RATA) and the Group Manager Engineering & Assets, Mr Lewis advised RATA were developing the water component following the success of the roading project. He commented there were opportunities although more around asset management.

RESOLVED

That Council:

- a Receive the report "Co-Lab Draft Statement of Intent 2022/23 and Half-Yearly Report to 31 December 2021".
- b Receive the Co-Lab Half-Yearly Report for the period ended 31 December 2021.
- c Receive the draft Co-Lab Statement of Intent for 2022/23 and endorses the direction set therein.

Councillor Klos | Councillor Jeffries

ITEM 238: PLANNING REPORT FOR OCTOBER 2021 TO DECEMBER 2021

Group Manager Regulatory & Growth, Mr Loe took the report as read and noted an error in paragraph 1 where the sentence '*These approvals compare with 33 consents (6 Land Use, 6 Permitted Boundary Activities and 8 Subdivision) granted during the same time in 2020*' should read '*These approvals compare with 20 consents ...*'.

RESOLVE: That Council receive the 'Planning report for October 2021 to December 2021' report from Andrew Loe, Group Manager Regulatory and Growth.

His Worship the Mayor | Councillor Dow

The Chief Executive, Ms Winter requested Mr Loe provide an update on Waikato Regional Council's plan change 1 in light of the recent developments. Mr Loe noted the plan change commenced in the previous triennium when Council engaged a consultant and subsequently lodged a submission in opposition. Following discussions occurring during the plan change process and subsequent appeal to the Environment Court, the only remaining item of contention related to point source discharges. This affects Council's wastewater discharge into the Waipā river. The matter has been heard by the appointed Judge and mediation with Waikato Regional Council is scheduled. Staff are hopeful the matter will be resolved and accepted by the Judge.

In response to a query, Mr Loe stated any change to land use that results in a greater discharge or affect on water is likely to require consent. His Worship noted a change in legislation regarding the planting of forestry is likely by the end of the calendar year.

ITEM 239: ANIMAL CONTROL OFFICER'S REPORT FOR OCTOBER 2021 TO DECEMBER 2021

Group Manager Regulatory & Growth, Mr Loe took the report as read and noted the Animal Control Officer was unable to carry out many property visits due to the pandemic restrictions.

In response to a query, Mr Loe advised the whereabouts of the two dogs stolen from the pound was unknown. Following a second query regarding horses roaming at Aotea, Mr Loe advised staff were working with the property owners concerned on fencing improvements, particularly the reinstatement of a portion of fencing removed due to forestry work.

RESOLVED: That Council receive the 'Animal control officer's report for October 2021 to December 2021' report from Andrew Loe, Group Manager Regulatory and Growth.

Councillor Christison | Councillor Ferguson

ITEM 240: APPLICATION FOR TEMPORARY ROAD CLOSURE – TARGA NEW ZEALAND 2022

The Senior Engineering Assistant/Corridor Manager, Marion Fleming took the report as read and noted this request was for a portion of a national rally involving various councils including Waitomo and Waipā. The predominant change from previous rallies was the absence of the sausage sizzle, car ride activities usually undertaken within Ōtorohanga township. This was a result of the pandemic restrictions under the traffic light protection framework.

His Worship reiterated the event was part of a section of travel moving between Waitomo and Waipā districts.

RESOLVED

That Council:

- a. **RECEIVE** the 'Application for Temporary Road Closure – Targa New Zealand 2022' report from Marion Fleming, Senior Engineering Assistant / Corridor Manager.
- b. **GRANT** the application for Temporary Road Closure of sections on Lurman, Paewhenua, Maihihi, Tauraroa Valley, Otewa, Waimahora, Barber, Rangitoto, Tahaia Bush, Thompson, Pururu West and East and Ngapeke roads (map attached, not all roads in Ōtorohanga District) on Wednesday 25 May 2022; with the following conditions imposed;
 1. The event be held within strict compliance under the COVID19 Protection Framework, set out by the New Zealand Government and the Ministry of Health.
 2. Emergency services have complete rite of passage at all times.
 3. Targa New Zealand is to pay a bond of \$5000.00, this bond can be waived at the discretion of the Engineering Group Manager on application to Mark Lewis. The said bond is returnable after post event drive over, undertaken by Ōtorohanga District Council Rooding Team.
 4. Targa New Zealand is to pay an application fee of \$905.00 towards the administration of the road closure to Ōtorohanga District Council.
 5. Targa New Zealand is to pay for all advertising costs to the appropriate newspapers. Public notice advertisements are to be published in the Waitomo News.
 6. Targa New Zealand is responsible for obtaining public liability insurance (and paying the cost thereof) to a minimum value of \$10,000,000. 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.
 7. Targa New Zealand is to comply with the objection provisions contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965.
 8. Targa New Zealand is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures.
 9. Targa New Zealand 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.
 10. Targa New Zealand 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.

11. 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 Targa New Zealand 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.

Councillor Ferguson | Councillor Christison

ITEM 241: ORDER OF CANDIDATE NAMES ON VOTING PAPERS FOR THE LOCAL AUTHORITY ELECTIONS 2022

Group Manager Business Enablement, G Bunn noted that in an election year there was a requirement for Council to determine the order of candidate names on voting papers. Mr Bunn noted there were three options outlined in the report and that research has shown candidates whose names are the beginning of the alphabet gain higher votes (where shown in alphabetical order). He noted there was no additional cost to show the names in random order and the recommendation was to use random order.

RESOLVED

That Council:

- a Receive the '2022 Local Body Elections – Candidate Order of Names' report from Graham Bunn, Deputy Electoral Officer is accepted; and
- b Resolve in accordance with Section 31 of the Local Electoral Regulations 2001, that for the next three years including the 2022 Local Body Election and any By-elections within that time if required, the names of the candidates are arranged in random order.

His Worship the Mayor | Councillor Christison

ITEM 242: CHANGE OF MEETING DATES FOR 2022

Manager Governance, K King took the report as read and asked if there were any questions. No questions were received.

RESOLVED

That Council:

- a Receive the 'Change of meeting dates for 2022' report from Kaia King, Manager Governance is accepted; and
- b Confirm, in accordance with clause 19 (6) Schedule 7, LGA 2002, the meeting schedule for 2022 as follows:
 - Ordinary meeting 26 April
 - Ordinary meeting 17 May
 - Ordinary meeting 14 June
 - Ordinary meeting 19 July
 - Ordinary meeting 16 August
 - Ordinary meeting 20 September

Councillor Ferguson | Councillor Jeffries

COUNCILLOR UPDATE

Councillor Dow left the meeting.

All councillors were invited by His Worship to provide a verbal update to the meeting.

Councillor Ferguson spoke on the staff shortages due to COVID affecting businesses.

Councillor Christison commented on the school closure within the District due to COVID and His Worship noted two further schools were nearing the threshold to close. Councillor Klos advised Korokonui School was closed for 10 days due to COVID.

Councillor Dow rejoined the meeting.

Councillor Jeffries attended the Kawhia Moana hub Zoom meeting on 24 February. This group were set up to support and deliver food parcels. There was some uncertainty as to the boundaries of neighbouring groups and people weren't sure of where to get help from. He also attended meetings on the LG Reform and Future for Local Government. He advised of issues raised around Freedom Campers who were camping in the Puti Scenic Reserve which requires self-containment but some people were living in cars or under tarps. There are hygiene and health & safety concerns. This area is under control of Waka Kotahi so he was working with the Chief Executive to resolve.

Councillor Jeffries advised video footage would be available at the Kāwhia Museum of interviews with locals on the history of the area. This was recorded by John Thompson, the Museum Director. He also spoke on milling operations at Aotea which had left a mess contrasting with the recent milling near Puti Scenic Reserve which was left very clean. The Chief Executive advised that staff undertake road inspections following milling operations but they weren't always notified.

Councillor Williams attended the Equip webinar on corruption prevention.

Councillor Dow attended the Regional Transport Committee meeting where Hamilton City Council put a motion to have two of their councillors on the Committee. The Committee voted against the motion. The meeting also contained a presentation by Waka Kotahi on their 'Road to Zero' programme. Councillor Dow is still advocating for the SH3 bridge railing to be reinstated. The Committee has a sub-committee named 'Regional Transport Emissions' focussed on reducing the emission footprint. Councillor Dow attended the sub-committee meeting.

There being no further business the meeting closed at 11.22am.