



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA COMMUNITY BOARD

6 October 2025

Ōtorohanga Community Board

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 6 October 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

1 October 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga Community Board membership

Chairperson	Councillor Katrina Christison
Deputy Chairperson	Peter Coventry
Board Member	Kat Brown-Merrin
Board Member	Jo Butcher
Board Member	Councillor Steve Hughes
Board Member	Tori Muller

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

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Ōtorohanga Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Ōtorohanga township community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Ōtorohanga township community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	6
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	7
Confirmation of minutes	Te whakaū i ngā meneti	7

Decision reports	Ngā pūrongo whakatau	
Item 37 Ōtorohanga Dog Agility Course		17

Information only reports	Ngā pūrongo mōhiohio anake	
There are no reports.		

Other business	Ētahi atu take	
Board Member		26
updates Board projects		26
Board Funds		26
Resolution Register	Rēhita tatūnga	27

Public excluded	Take matatapu	
There are no reports.		

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	27
Meeting closure	Katinga o te hui	27

Workshops	Hui awheawhe	
Briefing: Update on bus stop seating		Open
Briefing: Ōtorohanga decorative streetlight pre-set calendar		Open

Please note: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council views or policy until such time that they might be adopted by ŌDC resolution. This Open Agenda may be subject to amendment by the addition or withdrawal of items contained therein or the taking of items in another order.

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 1 October 2025.

Commencement of meeting**Te tīmatanga o te hui**

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

Apologies**Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received, the following is recommended: *That Ōtorohanga Community Board receive and accept the apology from for (late arrival, early departure, non-attendance).*

Public forum**Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No requests to be heard had been received when this agenda was distributed.

Late items**Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to

note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga Community Board accept the late item due to to be heard*

Declaration of conflict of interest

Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga Community Board receive the declaration of a conflict of interest from for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes

Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 01 September 2025 (document number 846344).



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

1 September 2025

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 1 September 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 September 2025

Ōtorohanga Community Board attendance

Chairperson	Councillor Katrina Christison	Attended
Deputy Chairperson	Peter Coventry	Apology
Board Member	Kat Brown-Merrin	Apology
Board Member	Jo Butcher	Attended
Board Member	Councillor Steve Hughes	Attended
Board Member	Tori Muller	Apology

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Engineering and Assets	Mark Lewis	Attended

Opening formalities**Ngā tikanga mihimihi**

Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	5

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Other business**Ētahi atu take**

Board Member updates		6
Board projects		6
Discretionary Fund		6
Resolution Register	Rēhita tatūnga	7

Public excluded**Take matatapu**

There were no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	7
Meeting closure	Katinga o te hui	7

Workshops**Hui awheawhe**

Signage Strategy	Open
Decorative streetlight policy	Open
Monthly discussion with staff	Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 10 September 2025.

Commencement of meeting**Te tīmatanga o te hui**

Chairperson Christison declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

Councillor Christison provided the following words of wisdom: *Let's remind ourselves that every item on the agenda links back to the people who call our district home. May our decisions be thoughtful, our disagreements respectful and our decisions made with the best interests of our community at heart.*

Apologies**Ngā hōnea**

Resolved O111: That Ōtorohanga Community Board receive and accept the apologies from Deputy Chairperson Peter Coventry, and Board Members Kat Brown-Merrin and Tori Muller for non-attendance.

Board Member Butcher | Councillor Hughes

Public forum**Hui tūmatanui**

There were no requests to speak.

Late items**Ngā take tōmuri**

There were no late items.

Declaration of conflict of interest**Te whakapuakanga pānga taharua**

There were no declarations made.

Confirmation of Minutes**Te whakaū i ngā meneti**

Resolved O112: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 04 August 2025 (document number 842810).

Matters arising

Board Member Butcher requested an addition to her Board Member update in the Minutes. “Board Member Butcher spoke on the community service work undertaken in Rotary Park and Bob Horsfall Reserve which was organised by Fiona Prescott from the Ōtorohanga Kai Forest Committee. “

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Board Member updates

Chairperson Christison had attended Ōtorohanga District Council meetings and Elevate meetings in her role as the Council representative. She was involved in the career speed dating event at the Ōtorohanga College.

Board projects**Project 4: Ōtorohanga dog park**

Board Member Butcher advised the working group had met and 7 stations had been mapped. Chairperson Christison thanked Board Member Butcher for leading this project.

Discretionary Fund

No funds were distributed.

Resolution Register**Rēhita tatūnga**

The Register was not amended.

Public excluded**Take matatapu**

There were no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritao/whakataukī**

Board Member Butcher provided the closing karakia.

Meeting closure**Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.10pm.

Workshops**Open to the public to attend****Hui awheawhe****Signage Strategy**

4.20pm to 4.32pm

Presentation available upon request

Minor queries for clarification only.

Kakamutu intersection

4.34pm to 4.57pm

Presentation available upon request

Guidance provided on an amendment to the design to widen the footpath.

Decorative streetlight policy

4.58pm to 5.13pm

Presentation available upon request

Guidance provided on the use of a calendar of events. Information on the Policy is to be included in the next Community Facilities quarterly report to Ōtorohanga District Council.

Antenno briefing

5.14pm to 5.21pm

No presentation

A minor process error on one (1) service request saw a failure to respond to the complainant. The process has been confirmed with staff to ensure no further issues. Staff noted that if contact details are not provided with the complaint, no response would be provided. A request was made to re-publicise on ŌDC's Facebook page the use of Antenno to log service issues.

Monthly discussion with staff

There were no further discussions.

Decision reports**Ngā pūrongo whakatau**

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 37 Ōtorohanga Dog Agility Course

To Ōtorohanga Community Board

From Jared le Fleming, Manager Community Facilities

Type **DECISION REPORT**

Date 6 October 2025



1. Purpose | Te Kaupapa

- 1.1. To seek approval for the installation of dog agility equipment on the old landfill site on Waipā Esplanade and to recommend that Ōtorohanga District Council (ŌDC) funds the maintenance and depreciation of the equipment.

2. Executive summary | Whakarāpopoto matua

- 2.1. ŌDC staff received a request from the Ōtorohanga Community Board (ŌCB) to have dog agility equipment constructed on the old landfill site on Waipā Esplanade.
- 2.2. The equipment would be located around the perimeter of the old landfill site; this is ŌDC-owned land and is designated as an off-lead dog area.
- 2.3. The dog agility course would be comprised of 7 different agility stations outlined in section 4.6, with the layout shown in section 4.7.
- 2.4. The capital outlay would be funded from the ŌCB reserve fund and would be subject to ŌDC approval of the depreciation and maintenance costs as the equipment would be added to ŌDC's asset data base.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga Community Board:

- a) Approve the amount of \$45,000 be allocated from the Ōtorohanga Community Board reserve fund to construct a dog agility course as stated in option 1, subject to Ōtorohanga District Council approval of recommendation b) and c).
- b) Recommend Ōtorohanga District Council approve funding of an additional \$500 per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c) Recommend Ōtorohanga District Council approve the addition of the dog agility course to the Council's asset base and included in the annual depreciation calculations, currently estimated at \$2,500 per annum.

4. Context | Horopaki

- 4.1. ŌDC staff received a request from ŌCB to have a dog agility course constructed on the perimeter of the old landfill area on Waipā Esplanade. This is ŌDC-owned land.
- 4.2. This is the preferred location as this area is not currently utilised, it is easily accessed, there is carparking available and this area is currently a designated off-lead dog area.
- 4.3. A social media post invited people to share their thoughts on the idea of a dog agility park. The results were positive and are listed in appendix 1.
- 4.4. Each individual station would have a concrete base for ease of maintenance. Care would need to be taken to ensure the closed landfill cap is not damaged during construction.
- 4.5. This equipment would be added to ŌDC's asset base and would be maintained and depreciated by ŌDC.
- 4.6. The list below shows an example of the individual agility stations that would be encompassed in the overall agility course. A picture of the planned layout is shown in 4.7 of this report.

1- Weave Poles, a set of 5 poles.	2- Series of Jumps, 3 low and 3 medium height.
	
3 - Tyre jumps, 3 in a row.	4 - Swing Bridge
	

5 - Culvert Pipe Tunnel	6 - Seesaw
	
7 - Boardwalk	
	

4.7. This map shows the approximate layout of the agility course.



5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. This agility course is of low significance and therefore consultation is not required.
- 5.2. A social media post was uploaded in the early planning stages and invited people to have their say on a proposed dog agility course which received positive responses.

Impacts on Māori

- 5.3. The installation of a dog agility course will have a positive impact on Māori as this equipment will be freely accessible to everyone.
- 5.4. The area identified for installation is ŌDC-owned land and recorded as having no cultural significance.

Risk analysis

- 5.5. As this dog agility equipment is of low value it is considered low risk.
- 5.6. Care would need to be taken during construction to ensure the landfill cap is not damaged.

Policy and plans

- 5.7. The installation of the agility equipment aligns with ŌDC's current policies and plans. This agility course also aligns with the Ōtorohanga Reserve Management Plan.
- 5.8. This proposal also aligns with ŌDC's Dog Control Policy and Bylaw.

Legal

- 5.9. As the proposed location of the agility equipment is on ŌDC land there are no legal requirements. This land is classified as Fee Simple.
- 5.10. The landfill area is a designated off lead dog area as stated in the Dog Control Policy and Bylaw.

Financial

- 5.11. The cost to construct the agility stations is \$45,000 which will be funded from the ŌCB reserve fund. This will cover site preparation, materials and construction of the equipment, this also includes minor perimeter fence upgrades.
- 5.12. The expenditure of \$45,000 from the ŌCB reserve fund would leave a remaining balance of \$36,000.
- 5.13. As the equipment is proposed to be added to ŌDC's asset data base annual depreciation calculations are currently estimated at \$2,500 per annum.
- 5.14. Funding of an additional \$500 per year will be required to be added to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.

6. Discussion | He kōrerorero

Option 1: Approve the installation of a dog agility course

- 6.1. This would give the public access to a free dog agility course. This helps to exercise dogs and aids in training the dogs.

- 6.2. A free dog agility course will help encourage the public to be active.
- 6.3. Community feedback received was in favour of a dog agility course.

Option 2: Decline the request to construct a dog agility course

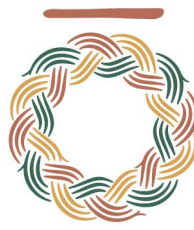
- 6.4. This option would keep the ŌCB reserve fund at a higher level to allow the money to be spent on other projects.
- 6.5. There would be no benefit to members of the public in regard to free fitness activities for persons and their dogs.

Recommended option and rationale

- 6.6. Option 1 is the recommended option.
- 6.7. A free dog agility course can have a positive impact on the community helping encourage exercise and help keeping the community active. This also gives a space to exercise dogs and aid with training.
-

7. Appendices | Ngā āpitihanga

Number	Title
1	Facebook replies



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Facebook Post Engagement Report Proposed Dog Agility Park

ŌTOROHANGA DISTRICT COUNCIL

May 2025



Facebook Post Engagement Report - Proposed Dog Agility Park

Post Details:

- **Published by:** Ōtorohanga District Council (Helen Williams)
- **Date:** Approximately 5 weeks ago
- **Topic:** Community feedback request on the potential development of a dog agility park in Ōtorohanga township.
- **Post Content Summary:**

The post invited local dog owners to share their thoughts on the idea of converting an existing off-lead dog area into a fenced agility park. Residents were encouraged to comment, like, or share the post to express support and provide suggestions.

Engagement Highlights

- **Reactions & Support:**
 - The post received widespread positive feedback with dozens of comments in strong support of the initiative.
 - Many commenters used enthusiastic language such as “great idea,” “absolutely,” and “fantastic.”
 - There was a high volume of “yes please,” “would use,” and heart/emoji reactions showing genuine community excitement.
- **Comments:**
 - Over 50 comments expressing support or tagging others to increase reach.
 - Suggestions included:
 - Building the course to competition standards.
 - Making the area lockable and fully fenced to support dogs with special needs.
 - Providing human amenities like toilets and covered areas.
 - Involving local or regional dog agility clubs for advice and planning.
 - Promoting Ōtorohanga as a dog-friendly destination, with potential economic and tourism benefits.
 - Community members also offered to help fundraise or volunteer.
- **Concerns Raised:**
 - A few users expressed concerns about disease risks (e.g. parvovirus) and potential dog fights.
 - These were raised respectfully and highlight the need for careful planning around hygiene, safety, and user behaviour management.

Key Takeaways & Recommendations

- Strong community support exists for this project, with a wide range of stakeholders showing interest.





- There is a clear opportunity to co-design the space with community members, especially those with experience in dog sports.
- Additional considerations (health & safety, competition standards, human facilities) should be factored into next steps.
- Consider hosting a community drop-in session or online survey as a follow-up to dive deeper into preferences and address concerns.
- Positive sentiment also presents an opportunity to build community pride and engagement around the project.

List of comments:

- Great idea. Build the course to competition standards/compliant. Ask dog agility clubs what is required to host a competition. Not just about the dogs but also what is required for owners, parking, access to vets, accommodation, being able to take their dog into cafes. What can Otorohanga do that could make the competition better than what other towns offer. Otorohanga could become a "DOG friendly town" 😊
- Would I be a party pooper to voice concerns about a parvo hotspot and increase in dog fights?
- Yes and how about a covered outdoor area to exercise all dogs all year round. I'm happy to help fundraise for this. Human toilets too.
- Fantastic idea
- This is a great idea!
- This is sooo good
- Awesome idea 😊😊😊
- This would be an incredible asset to Ōtorohanga!
- Yes please and make it lockable. So if we have dogs that need space to be safe, they get to enjoy it as well.
- Yes would use it, great idea
- Great idea
- YES ABSOLUTELY 😊😊🐕🐕🐾🐾
- How good would this be !!!
- This would be so great! We always had to take our girl to TA to practice agility so this would be fab 😊
- This would be absolutely amazing
- Good idea 👍
- YES PLEASE
- Awesome idea!
- Yes it's a good idea
- Yes definitely!
- This would be such a fantastic addition to our community! It would be so exciting to see it come to life 😊 Big yes from me and my doggy ✅
- Yes !!
- Brilliant idea will use it
- Yes please 😊



Information only reports

Ngā pūrongo mōhiohio anake

There are no reports.

Board Member updates

All Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

Project 4: Ōtorohanga dog park is subject to a separate report on this agenda.

Ōtorohanga Community Board Funds

Any decision to allocate the Board's Funds must be made to promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community in the present and for the future.

The following table provides an overview of the Funds that have been allocated to the Board.

Type	Purpose	Balance
Discretionary*	To be used by the Board at their discretion within the ŌCB area.	\$9,144.00
General Reserve**	The Reserve Fund should only be used to fund expenditure within the ŌCB area. The fund can be used to fund one off items of unforeseen expenditure for which there is no approved budget.	\$131,148.99
Property Development**	The Fund should only be used to fund capital expenditure within the ŌCB area. The fund can be used for one off items of unforeseen expenditure for which there is no approved budget.	\$1,401,496.49
Total funds		\$1,541,789.48

* The balance provided is as at 30 September 2025.

**The balances provided are as at 30 June 2025.

Resolution Register**Rēhita tatūnga**

Previous resolutions of Ōtorohanga Community Board which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
O95	04/11/24	That the Ōtorohanga Community Board recommend to the 2025-28 Triennium's Ōtorohanga Community Board to relook at the Board project: Ōtorohanga Hauora and Connectivity Trail and pursue further options as appropriate.	Staff recommend this Resolution is retained in the Register until the new Triennium.

Valedictory speeches

Public excluded**Take matatapu**

There are no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritao/whakataukī**

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure**Katinga o te hui**

The Chairperson will declare the meeting closed.

Workshops**Hui awheawhe**

Refer to page 5.

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakaponono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>