



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

Ōtorohanga Community Board

9 June 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, 9 June 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

3 June 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	
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Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	7
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 38 Ōtorohanga Community Metered Water Charges		15
Item 39 Ōtorohanga Community Board Discretionary Fund		19

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

Other business	Ētahi atu take	
Board Member updates		22
Board projects		22
Discretionary Fund		22
Resolution Register	Rēhita tatūnga	23

Public excluded**Take matatapu**

There are no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	23
Meeting closure	Katinga o te hui	23

Workshops**Hui awheawhe**

Monthly discussion with staff	Open
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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 Engineering & Assets, Mark Lewis on 3 June 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).

That Ōtorohanga Community Board receive and accept the apology from Board Member Brown-Merrin for 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.

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 07 April 2025 (document number 817915).

Ōtorohanga Community Board

Open minutes of an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 7 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

9 April 2025



Ōtorohanga Community Board attendance

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

Senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Apology
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology

Opening formalities	Ngā tikanga mihimihi	
Commencement of meeting	Te tīmatanga o te hui	4
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
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Confirmation of minutes	Te whakaū i ngā meneti	4

Decision reports	Ngā pūrongo whakatau	
Item 37 Removal of mature trees on Ballance Street		5

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

Other business	Ētahi atu take	
Board Member updates		5
Board projects		5
Discretionary Fund		5
Resolution Register	Rēhita tatūnga	6

Public excluded	Take matatapu	
There were no reports.		

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

6

Meeting closure

Katinga o te hui

6

Workshops**Hui awheawhe**

Workshop 1: Dog agility area

Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 9 April 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 Steve Hughes provided the following words of wisdom: *“Wisdom is knowing what to do next, skill is knowing how to do it and virtue is doing it.”* - Thomas Jeferson

Apologies**Ngā hōnea**

There were no apologies as all Members were present.

Public forum**Hui tūmatanui**

No requests to be heard had been received.

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 O101: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 02 December 2024 (document number 794259).

Councillor Hughes | Board Member Butcher

Decision reports

Ngā pūrongo whakatau

Item 37: Removal of mature trees on Ballance Street

ŌDC's Manager Community Facilities, Jared le Fleming outlined the location of the trees and the issues arising from the size of the trees. He noted the trees were not historic or planted for any specific reason. In response to a query from Councillor Hughes on footpath remediation, Mr le Fleming advised the Roding team had costed remediation as part of the removal. Board Member Butcher queried the footpath maintenance program and whether it could be used to fund the remediation as a lot of people use their mobility scooters. ŌDC's Mark Lewis stated that a discussion could be held with the Roding team on the wider program and whether that work could be incorporated.

Resolved O102: That the Ōtorohanga Community Board approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.

Deputy Chairperson Coventry | Board Member Brown-Merrin

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Board Member updates

Councillor Hughes and Chairperson Christison had been busy since the last meeting with their Councillor roles.

Board projects

Project 4: Ōtorohanga dog park

Board Member Butcher had liaised with ŌDC's Mark Lewis on a possible area. As a result, a workshop was held after the meeting.

Discretionary Fund

Chairperson Christison reminded Members that the budget expired on 30 June. No change was made to the Fund.

Resolution Register**Rēhita tatūnga**

No changes were made to the Resolution Register.

Public excluded**Take matatapu**

There were no reports.

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

Deputy Chairperson Coventry provided a closing prayer.

Meeting closure**Katinga o te hui**

Chairperson Christison declared the meeting closed at 4.09pm.

Workshops**Hui awheawhe**

Workshop 1: Dog agility area

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 38 Ōtorohanga Community Metered Water Charges

To Ōtorohanga Community Board

From Brendan O'Callaghan, Manager Finance

Type **DECISION REPORT**

Date 9 June 2025



1. Purpose | Te kaupapa

- 1.1. To consider making a recommendation to Ōtorohanga District Council (ŌDC) on the setting of the metered water charges for the Ōtorohanga Community for 2025/26.

2. Executive summary | Whakarāpopoto matua

- 2.1. Staff have done calculations to determine the optimal level for water charges to be set at to ensure that the income projected in the 2025/26 Annual Plan is achieved.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that the 2025/26 Metered Water Rates be set at:

- a. \$225 per connection per annum (GST exclusive); and,
- b. \$2.10 per cubic meter of water (GST exclusive).

4. Context | Horopaki

- 4.1. As part of the rate setting process each year, ŌDC is required to set the rates for metered water by rates resolution. The rates resolution is set based on the information contained within the relevant Annual Plan or Long Term Plan document for the year the rates are being set for.
- 4.2. As part of the Annual Plan process for the 2025/26 Annual Plan, ŌDC has been considering the funding of the various water supply schemes within the district.

- 4.3. As the Board represents the community, it was considered appropriate to provide the Board with the opportunity to provide their recommendation to ŌDC as to where the water meter charges should be set.

5. Discussion | He kōrerorero

Current charges and proposed charges

- 5.1. Currently, the Ōtorohanga Community water charges are \$200 per annum per connection (GST exclusive), and \$1.80 per cubic meter of water consumed. These charges were increased in the 2024/25 financial year.
- 5.2. The recommended adjustment would be to increase the fixed charge from \$200 to \$225 per annum (GST exclusive), an increase of \$25. The recommended increase to the consumption charge would be from \$1.80 per cubic metre to \$2.10 per cubic metre (GST exclusive), an increase of \$0.30 per cubic metre.
- 5.3. In determining these figures, the information on current and prior year consumption and water losses has been used to determine the amount of chargeable consumption. This has then been used, along with the number of connections, to calculate where the charges need to be to provide sufficient income to cover budgeted expenditure for the 2025/26 year.
- 5.4. Based on the average per connection consumption for the prior year of 220 cubic metres, this would result in an annual increase for an average property of \$91.00 (GST exclusive), comprising \$25 increase in the fixed charge and \$66 for consumption.
- 5.5. In terms of spread of the increases, the lowest user would have an increase of \$25, based on the fixed charge increase, while the biggest user would have an increase of \$2,016 (GST exclusive).
- 5.6. Based on these charges, and the current consumption and water loss figures, the income received from water charging would be in line with the budgeted income requirement for 2025/26 of \$1,086,500.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. Given that the total income required is consistent with that identified as part of the Long Term Plan process, there is not deemed to be a requirement to consult with the community on this increase.

Impacts on Māori

- 6.2. There is no specific impact on Māori of this change, except as end users of the water provided by ŌDC, in line with all other users.

Risk analysis

- 6.3. The main risk associated with the items in this report would be if the income did not match the projected income. This may result in a deficit within the Water Supply account, which may necessitate further increases to recover the deficit in future years.

Policy and plans

- 6.4. This increase aligns with the movement in income requirements as identified in the 2024-34 Long Term Plan. It also ties in with the plans ŌDC has to work on reducing water losses within all the water supply networks it manages.

Legal

- 6.5. There are no legal considerations, as this report just provides a recommendation, and ŌDC are the ones who will be setting the rate in line with the Local Government Act 2002.

Financial

- 6.6. This report covers the financial considerations related to this recommendation.

7. Options analysis**Option 1: Recommend the identified increase in water charges**

- 7.1. The Board can recommend to ŌDC that the recommended increase in water charges is what is adopted.

Option 2: Do not recommend any increases in water charges

- 7.2. The Board could decline to recommend any increase in water charges to the Council. This would mean that ŌDC would be the ones who determine the level of any increase if they believe that an increase is needed.

Option 3: Recommend a different increase in water charges

- 7.3. The Board has the option to recommend a different increase to that identified within this report. ŌDC will still have the final say in adopting any increased water charges.

Recommended option and rationale

7.4. The recommendation is that the Board recommends to ŌDC that the charges be set as recommended in this report. These figures take into account potential water losses and will ensure that sufficient income to cover projected expenses will be recovered from the users of the water supply.

Item 39 Ōtorohanga Community Board Discretionary Fund

To Ōtorohanga Community Board

From Graham Bunn, Group Manager Business Enablement

Type **DECISION REPORT**

Date 9 June 2025



1. Purpose | Te kaupapa

- 1.1. To decide on whether the Ōtorohanga Community Board (ŌCB) will make a recommendation to carry forward any balance left in the Community Board Discretionary Fund (the Fund) to the next financial year.

2. Executive summary | Whakarāpopoto matua

- 2.1. The KCB wish to carry forward any unspent funds from their discretionary fund to the following financial year to avoid having to utilise all of the fund prior to 30 June.
- 2.2. This report provides the opportunity to consider if the ŌCB would like to make a similar recommendation to Ōtorohanga District Council (ŌDC).

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that any balance left in the Ōtorohanga Community Board Discretionary fund as at 30 June 2025 be carried over to the following financial year and be included in the carryover schedule for adoption by Council in September.

4. Context | Horopaki

- 4.1. 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.

- 4.2. The ŌCB have been allocated a discretionary fund of \$5K for the 24/25 financial year. The Fund can be used to support the Ōtorohanga Community through community projects initiated by the ŌCB itself, and/or for grants to community groups.
- 4.3. There is often a balance left in the discretionary fund at year end.

5. Discussion | He kōrerorero

- 5.1. Community Board discretionary funds are recognised as operating expenditure and generally it is only unspent capital expenditure that forms part of Ōtorohanga District Council's (ŌDC) carryover report to transfer unspent budget to the following financial year.
- 5.2. Community Boards have limited direct delegated authority for any expenditure and the amount of the discretionary funds are small. The Fund is still one way that the ŌCB can show direct support to the community, and it is appropriate in this case that any unused funds be able to be transferred to the following financial year. The fund can be used for community projects initiated by the ŌCB itself, or for distribution to appropriate community projects initiated by community groups.
- 5.3. The total amount available to be carried forward at the date of this report, if no further funds are distributed, is \$4,039.13.

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. The recommendation is of low significance to ŌDC under the Significance and Engagement Policy.

Impacts on Maori

- 6.2. This is an administrative decision and there is no requirement to engage with Iwi.

Risk analysis

- 6.3. There is no risk to carrying over the unspent balance of the discretionary fund at the end of the financial year.

Policy and plans

- 6.4. There is no impact on any policies or plans.

Legal

- 6.5. There are no legal implications affected by this decision.

Financial

- 6.6. Carrying over the unspent balance of the discretionary fund will have no financial impact.

7. Options analysis

Option 1: The unspent balance of the discretionary fund is carried forward to the following financial year.

- 7.1. This option recommends that the unspent balance of the discretionary fund is carried over to the following financial year and included in the Carryover schedule for adoption by ŌDC.

Option 2: The unspent balance of the discretionary fund is not carried forward to the following financial year.

- 7.2. This option recommends that the unspent balance of the discretionary fund is not carried forward to the following year.

Recommended option and rationale

- 7.3. Option 1: This will ensure that the ŌCB is fully utilising any unspent funds from the discretionary fund and will avoid trying to use the balance of the funds at the end of the financial year.
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Information only reports

Ngā pūrongo mōhiōhio 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

Board Members will provide updates as appropriate.

Project 4: Ōtorohanga dog park

Discretionary Fund

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.

Date	#	Recipient	Purpose	Amount (excl. GST)
07/10/24	O91	Ōtorohanga Group Day	Trophy engraving	260.87
04/11/24	O96	Ōtorohanga Support House	Holiday period assistance	700.00
Total granted				\$ 960.87
Total remaining				\$ 4,039.13

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.
O102	07/04/25	That the Ōtorohanga Community Board approves the removal of the three Melia trees located on Ballance Street, Ōtorohanga.	This is now completed. Staff recommend this Resolution be removed from the Register.

Staff recommendation

That the Ōtorohanga Community Board confirms the removal of Resolution O102 from the Register.

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

Monthly discussion with staff

Open

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>