

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, 4 November 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

30 October 2024



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 ŌDC'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.

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 whakapono	<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 aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

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	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports	Ngā pūrongo whakatau	
Item 34 Ōtorohanga Outdoor Fitness Station – Waipā Esplanade		14

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

Other business	Ētahi atu take	
Board Member updates		19
Board projects		19
Resolution Register	Rēhita tatūnga	19

Public excluded	Take matatapu	
There are no reports.		

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

19

Meeting closure

Katinga o te hui

19

Workshops**Hui awheawhe**

There are no scheduled workshops.

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering and Assets, Mark Lewis on 30 October 2024.

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).

Staff recommendation

That Ōtorohanga Community Board receive and accept the apology from Councillor Steve Hughes 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.

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 7 October 2024 (document number 785606).

Ōtorohanga Community Board

Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 7 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

10 October 2024



OPEN MINUTES

Ōtorohanga Community Board membership

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

Ōtorohanga District Council senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Support (Acting)	Billy Michels	Apology
Group Manager Engineering & Assets (Acting)	Jared le Fleming	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
Apologies	Ngā hōnea	4
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	4
Declaration of conflict of interest	Te whakapuakanga pānga taharua	4
Confirmation of minutes (2 September 2024)	Te whakaū i ngā meneti	4

Decision reports	Ngā pūrongo whakatau
There are no reports.	

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

Public excluded	Take matatapu
There are no reports.	

Other business	Ētahi atu take	
Board Member updates		5
Board projects		5
Community Board discretionary fund		6
Resolution Register		5

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

6

Meeting closure

Katinga o te hui

6

Workshops/briefings

There were no scheduled workshops or briefings.

This Minute was prepared by Manager Governance, Kaia King and approved for distribution by Acting Group Manager Engineering & Assets, Jared le Fleming on 10 October 2024.

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 Hughes provided the following words of wisdom: *“Stay away from those people who try to disparage your ambitions. Small minds will always do that, but great minds will give you a feeling that you can become great too.”* Mark Twain.

Apologies**Ngā hōnea**

There were no apologies as all members were present.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no conflicts declared.

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

Resolved O88: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 2 September 2024 (document number 777335).

Deputy Chairperson Coventry | Board Member Butcher

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Public excluded**Take matatapu**

There were no reports.

Board Member updates**Ngā kōrero hou a ngā Kaikaunihera**

There were no updates provided.

Board projects**Project 2: Ōtorohanga hauora and connectivity trail and Project 4: Ōtorohanga dog park**

There were no updates provided on either project.

Resolution Register

Resolved O89: That the Ōtorohanga Community Board approve the removal of Resolutions O82 and O86 from the Register.

Councillor Hughes | Board Member Brown-Merrin

Chairperson Christison adjourned the meeting at 4.04pm to await the arrival of the public forum speaker and recommenced at 4.26pm upon their arrival.

Public forum**Hui tūmatanui****Louise Collingwood and Claire Reeve on behalf of the Ōtorohanga Group Day**

The speakers spoke on their event and the current financial commitments. They requested a grant from the Board of \$300 including GST to cover the cost of engraving the trophies. The event is in November, so a decision was requested before the Board next meets in early November.

Resolved O90: That the Ōtorohanga Community Board receive the request for funding from Ōtorohanga Group Day and note it will be considered as part of the Community Board discretionary fund item.

Councillor Hughes | Deputy Chairperson Coventry

Community Board discretionary fund

Resolved O91: That the Ōtorohanga Community Board grant a one-off amount of \$300 including GST for the Ōtorohanga Group Day event to be held in November 2024.

Board Member Butcher | Board Member Brown-Merrin

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakatauki

Deputy Chairperson Coventry provided the closing prayer.

Meeting closure

Katinga o te hui

Chairperson Christison declared the meeting closed at 4.58pm.

Workshops/briefings

There were no workshops or briefings.

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 34 Ōtorohanga Outdoor Fitness Station – Waipā Esplanade

To Ōtorohanga Community Board

From Jared le Fleming, Manager Community Facilities.

Type **DECISION REPORT**

Date 4 November 2024



1. Purpose | Te Kaupapa

1.1. To seek approval for the installation of fitness equipment 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 a fitness station constructed on Waipā Esplanade.
- 2.2. The equipment would be located on the greenspace beside the carpark at the end of Waipā Esplanade, this is ŌDC owned land. The picture in 4.5 of this report indicates the location and is highlighted in purple.
- 2.3. The fitness station would be comprised of 13 different exercise stations outlined in section 4.4, with the layout shown in section 4.5.
- 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

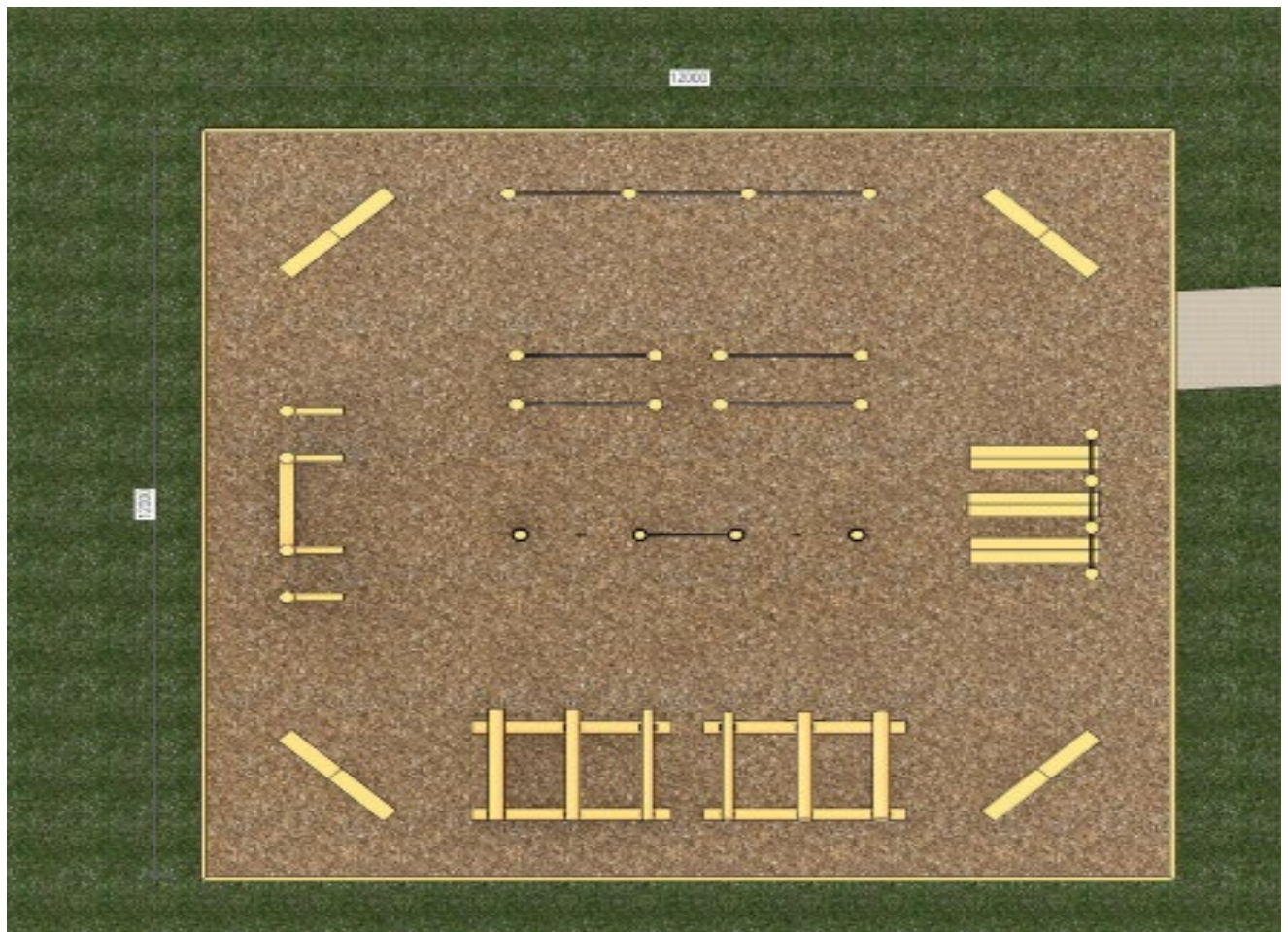
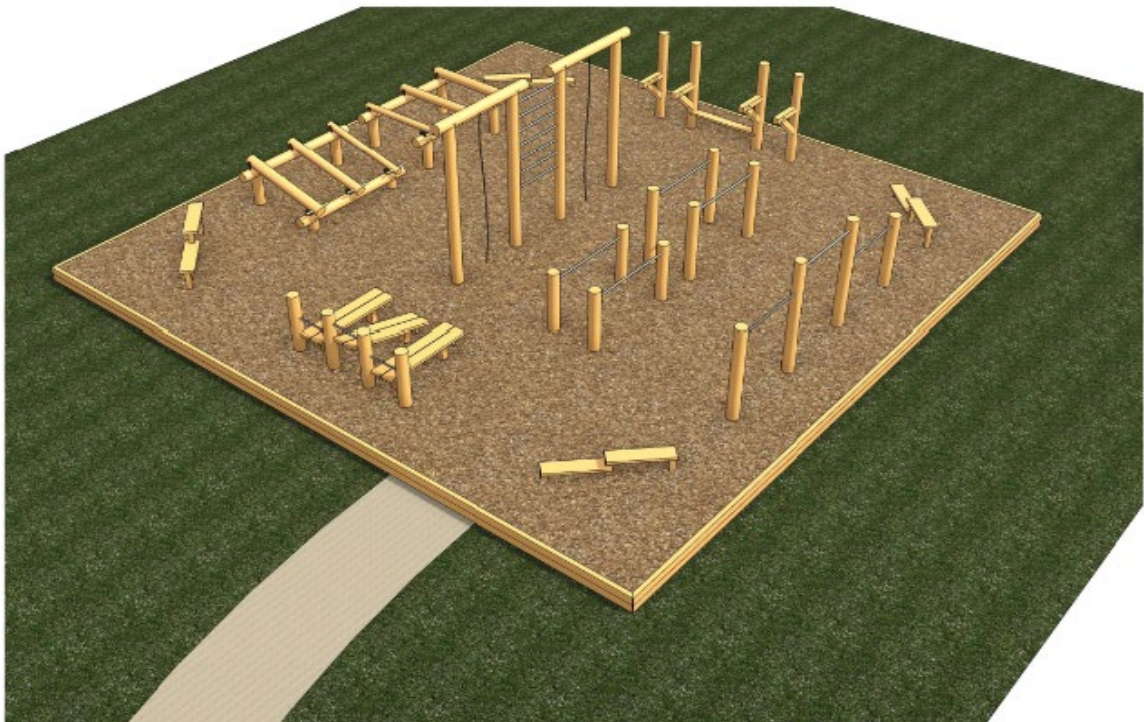
That Ōtorohanga Community Board:

- a) Approve the amount of \$50,000 plus GST (where applicable) be allocated from the Ōtorohanga Community Board Reserve Fund to construct a fitness station 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 \$2,500 plus GST (where applicable) 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 Fitness Station to the Council asset register and included in the annual depreciation calculations, currently estimated at \$2,500 plus GST (where applicable) per annum.

4. Context | Horopaki

- 4.1. ŌDC staff received a request from ŌCB to have a fitness station installed on the grassed area beside the carpark at the end of Waipā Esplanade. This is ŌDC owned land. The area is highlighted in purple in the picture in 4.5 of this report.
- 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 links directly to the stopbank pathway.
- 4.3. The fitness station would have a solid timber surround with a mulch base.
- 4.4. The list below outlines the individual fitness stations that would be encompassed in the overall fitness station. A picture of the planned layout is shown in 4.5 of this report.
 - 3 x chin up bars - 3 different heights step up benches - various heights from 150-650mm (each corner)
 - 3 x Ab benches - 2 flat and 1 declined
 - Shoulder press - 3 different SED pole sizes
 - Bent over row - 3 different SED pole sizes
 - Dip area - 1 bench dip & 2 hanging dips different heights
 - 2 x rope climb and 1 x ladder climb
 - 2 x parallel dip bars - different heights.
- 4.5. All equipment would be added to ŌDC’s asset register and would be maintained and depreciated by ŌDC.





5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. This fitness station is of low significance and therefore consultation is not required.

Impacts on Māori

- 5.2. The installation of the planned fitness station will have a positive impact on Māori as this equipment will be freely accessible to everyone.
- 5.3. The area identified for installation is ŌDC land and recorded as not having cultural significance.

Risk analysis

- 5.4. As there are currently no specific New Zealand Standards for outdoor exercise equipment staff would ensure that the fitness station would be built in line with the Playground Equipment and Surfacing Standards NZS 5828.
- 5.5. To minimise risks Council staff would carry out routine inspections in conjunction with ŌDC's playground inspections.
- 5.6. To minimise risk of damage due to flooding the playground will be built on the high section of the grassed area.

Policy and plans

- 5.7. The installation of the fitness equipment aligns with ŌDC's current policy and plans. This fitness station also aligns with the draft Ōtorohanga Reserve Management Plan.

Legal

- 5.8. As the proposed location of the fitness station is on ŌDC land there are no legal requirements around land use.
- 5.9. There are currently no New Zealand Standards for outdoor exercise equipment. The Playground Equipment and Surfacing Standards NZS 5828 would be used as guide in the design of the equipment.
- 5.10. This equipment would be exempt from needing a building consent provided it is signed off by an Engineer as stated in schedule one of the Building Act.

Financial

- 5.11. The cost to construct the fitness station is \$50,000 which will be funded from the Ōtorohanga Community Board Reserve Fund. This will cover site preparation, materials and construction of the equipment, the timber surround and the mulch for the base.
- 5.12. The table below shows a breakdown of the build costs. Included in the costs is council staff time as staff will be required to manage the build. There has also been a contingency amount factored in to cover unforeseen costs.

Site Preparation	\$3,000
Build Costs	\$31,000
Softfall	\$4,000
Engineer	\$3,000
Staff Time	\$2,000
Contingency	\$7,000
Total Cost	\$50,000

- 5.13. The expenditure of \$50,000 from the ŌCB reserve fund would leave a remaining balance of \$70,700.
- 5.14. As the equipment is proposed to be added to ŌDC’s asset register council will need to consider future depreciation, which is calculated at approximately \$2,500 per annum.
- 5.15. Funding of an additional \$2,000 per year will be required to be added to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets. This will cover softfall top ups, staff inspections and repairs and maintenance.

6. Discussion | He kōrerorero

Option 1: Approve the installation of a fitness station

- 6.1. This would give the public access to a free exercise station and will link well with the stopbank pathway.
- 6.2. A free fitness station will help encourage the public to be active.
- 6.3. As this is a free fitness station it may have a negative effect on local gym memberships as this will be a free alternative.

Option 2: Decline the request to construct a fitness station

- 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.

Recommended option and rationale

- 6.6. Option 1 is the recommended option.
- 6.7. A free fitness station can have a positive impact on the community helping encourage exercise and help keeping the community active.

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

Board Members will provide updates as appropriate.

Project 2: Ōtorohanga hauora and connectivity trail

Project 4: Ōtorohanga dog park

Resolution Register**Rēhita tatūnga**

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

#	Date	Resolution	Staff update
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Public excluded**Take matatapu**

There are no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritaō/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

There are no scheduled workshops.