

OPEN AGENDA



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Tuesday, 4 June 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

21 May 2024

Membership

Chairperson	Upoko	Councillor Katrina Christison	021 153 0774
Deputy Chairperson	Upoko Tiriwā	Peter Coventry	027 493 0117
Member	Mema	Kat Brown-Merrin	021 139 3676
Member	Mema	Jo Butcher	027 500 8800
Member	Mema	Councillor Steve Hughes	021 161 8487
Member	Mema	Tori Muller	021 022 57 427

Quorum

A majority of members (including any vacancies).

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.

Important note for members of the public attending meetings

This meeting will be electronically recorded (audio and video) for the purpose of webcasting to Council's YouTube channel. Every care will be taken to maintain individual's privacy however attendees are advised they may be recorded as part of the general meeting proceedings or if speaking in the public forum.

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](#) available on our website.

Each speaker will be allocated a maximum of 5 minutes speaking time.

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No reports.	
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Public excluded | Take matatapu

No reports.	
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Opening formalities

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/huritao/whakataukī

The Chairperson will invite an elected member or a staff member to provide the opening words.

Apologies | Ngā hōnea

An elected member who has not been granted a leave of absence may tender an apology should they be absent for all or part of a meeting. The Board may accept or decline any apologies. For clarification, the acceptance of an elected member's apology constitutes a grant of leave of absence for that specific meeting(s). Should an apology be received, the staff recommendation is below.

That the Ōtorohanga Community Board receive and accept the apology from for ... (non-attendance, late arrival, early departure).

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 the local authority. Requests to attend the public forum must be sent to governance@otodc.govt.nz at least two working days before the meeting. Requests should outline the matters that will be addressed by the speaker.

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 debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

No requests to be heard had been received at the finalisation of this 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 of the Act relating to meeting notice, agendas, agenda format and content. Should a late item be raised, the staff recommendation is shown below.

That the Ōtorohanga Community Board accept the late item relating to (subject) due to ... (special circumstance).

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 staff recommendation is shown below.

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 Board meeting are attached on the following page.

Staff recommendation

That the open minutes of the Ōtorohanga Community Board meeting held on 6 May 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

OPEN MINUTES



Ōtorohanga Community Board

Te Poari Hapori o Ōtorohanga

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in the Waikōwhitiwhiti Room (Council Chamber) at Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on **Monday, 6 May 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

8 May 2024

Membership

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

Quorum

A majority of members (including any vacancies).

Senior staff in attendance

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

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

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Information only reports | Ngā pūrongo mōhiohio anake

No reports	
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Public excluded | Take matatapu

No reports.	
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Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Christison declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Board Member Butcher provided the following words of wisdom:

- “Children don’t quit after a failed first attempt. Just look at how they learn to walk. However, most adults fear stepping out of their comfort zones in life, especially if the first attempt wasn’t successful. Keep the childhood gift alive of not being hindered by fear of failure. Your confidence will soar”.
- “He toka tū moana | As durable as a rock pounded by the surf.”

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

Jo Butcher advised as previously stated, she was a member of the Ōtorohanga Railway Station 100 years event organising group and would withdraw from any discussions and decisions relating to that group.

Confirmation of minutes | Te whakaū i ngā meneti

Resolved O71: That the open minutes of the Ōtorohanga Community Board meeting held on 2 April 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Deputy Chairperson Coventry | Board Member Brown-Merrin

Decision reports | Ngā pūrongo whakatau

Item 28: Removal of Trees at Ōtorohanga Girl Guide Hall and Ōtorohanga Medical Centre

ŌDC’s Jared le Fleming outlined the report and advised the staff recommendation to undertake public consultation was due to the age of the trees. He noted it was possible members of the community had information on the history of those trees that staff might be unaware of.

Board Member Butcher queried why staff had not considered the removal of the elm in light of the recent discovery of Dutch elm disease in Te Awamutu. Mr le Fleming advised the disease shows up quickly in the trees and staff had no concerns with the current state of the tree’s health.

In response to a query from Deputy Chairperson Coventry, Mr le Fleming advised the Ōtorohanga Medical Centre had been in touch with St Mary’s School about the tree located on their land. Staff had no further involvement as the tree was on private property.

Chairperson Christison requested staff consider engaging the contractor during the consultation period to ensure prompt removal of the trees as soon as the consultation period is completed, subject to no objections being received. Mr le Fleming confirmed staff could action this request.

Resolved O72: That the Ōtorohanga Community Board:

- a. Approve a three-week public consultation on the removal of the two Oak trees on Council land as shown in point 6.3 of the report; and
- b. Following the completion of the consultation period, on the provision there are no objections to the removal of the trees, Ōtorohanga Community Board approve the removal the two Oak trees.

Councillor Hughes | Board Member Muller

Information only reports | Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Picnic in the park (project closed)

Project 2: Ōtorohanga hauora and connectivity trail

Board Member Butcher advised the plans and locations for two stations were nearing final approval. She stated one station was to be located by the pump station near Ōtorohanga Groundspread and the other at Alex Telfer Drive (Kakamutu Road end) before the Bob Horsfall Reserve entrance. She advised the Board of a Waikato Regional Council requirement to have any structures 10 or more meters away from the base of the Te Ara a Waiwaiā walkway. This meant that the Phillips Avenue end of the walkway was unable to be used.

ŌDC’s Mark Lewis advised a report will be prepared by ŌDC’s Jared le Fleming for the Board’s consideration. ŌDC’s Tanya Winter commented that ongoing costs including maintenance and depreciation would be included in the report.

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park (project on hold)

Board Member Butcher advised she was still in discussions with Resilio and iwi, but the project was effectively on hold at this time.

Other business | Ētahi atu take

Board Member updates

Board Member Butcher and Chairperson Christison attended the Ōtorohanga Kiwi House opening of the Zone 1 redevelopment. They both spoke to ŌDC’s Tony Quickfall at the opening about the number of drivers parking in the bus parking on Maniapoto Street. They sought the realignment of the signage to be visible to approaching traffic rather than facing directly into the street as currently located. Board Member Butcher also sought the addition of two new ‘No dog’ signs in the middle of Maniapoto Street in addition to the existing signage at each end. ŌDC’s Mark Lewis advised staff would consider if any enforcement actions were appropriate.

Deputy Chairperson Coventry queried the lack of yellow rubbish bags available for purchase at the supermarket. ŌDC’s Jared le Fleming noted these were still available to purchase from local dairies. He advised the issue related to the bags being back ordered with the supplier but until the delivery, bags from Taupo had been made available to the supermarket for purchase. These bags would be collected in lieu of the normal bags until the supply was re-established.

Board Member Muller had lodged a service request after noticing skid marks from motorbikes along the Te Ara a Waiwaiā walkway. She also commented on the intersection of Turongo and Te Kanawa streets and the tendency for drivers turning into Turongo to cut the corner which created a hazard for pedestrians. ŌDC’s Mark Lewis advised staff will look into mitigation options.

Chairperson Christison sought in installation of the 1km markers along the Te Ara a Waiwaiā walkway which was originally requested in November 2022. ŌDC’s Tanya Winter noted the need to install solid posts rather

than plastic markers which can be easily damaged. She advised staff would include this on the work program.

In response to a query from Councillor Christison, Mr Lewis advised the information signage for the Te Ara a Waiwaiā walkway would be installed. These would not be as large as first anticipated but of a design that can be added to in the future. This installation is to complete the project as agreed with the Waikato River Authority.

Community Board discretionary fund

Chairperson Christison referred to the request for funding by Trish Fisher for the Ōtorohanga Railway Station 100 years event at the previous month’s public forum. She noted no decision was made at the meeting as a number of Board Members were absent. Members spoke in favour of a grant.

Resolved O73: That the Ōtorohanga Community Board grant the sum of \$3,000 excluding GST from their Discretionary Fund to Trish Fisher for the Ōtorohanga Railway Station 100 years event.

Board Member Brown-Merrin | Councillor Hughes

Resolution register

There were no outstanding Resolutions.

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Coventry provided a closing prayer.

Meeting closure | Katinga o te hui

Chairperson Christison declared the meeting closed at 4.32pm.

Workshops | Hui awheawhe

Ōtorohanga mowing contract areas	Open to the public	Jared le Fleming
Reserve Management Strategy update	Open to the public	Ross McNeil

The meeting day concluded at 5.20pm.

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 29: Ōtorohanga metered water charges

To: The Chairperson and Members of the Ōtorohanga Community Board

From: Brendan O’Callaghan, Manager Finance

Date: 4 June 2024

Relevant community outcomes: Engaged Responsible Liveable



1 Purpose | Te Kaupapa

1.1 To provide the Board the opportunity to make a recommendation to Council on the setting of the metered water charges for the Ōtorohanga Community for 2024/25.

2 Executive Summary | Whakarāpopoto Matua

2.1 Staff have completed calculations to determine the optimal level for water charges to be set at to ensure the income projected in the 2024-34 Long Term Plan is achieved.

2.2 As the Board represents the Ōtorohanga township community, it was considered appropriate to provide the Board with the opportunity to provide their recommendation to Council as to where the water meter charges should be set.

3 Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Ōtorohanga Community Board recommend to Ōtorohanga District Council the 2024/25 Metered Water Rates be set at:

- a \$200 per connection per annum (GST exclusive); and,
- b \$1.80 per cubic metre of water (GST exclusive).

3.1 As part of the rate setting process each year, Council 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.

3.2 As part of the Long Term Plan process for the 2024-34 Long Term Plan, Council has been considering the funding of the various water supply schemes within the district.

3.3 Current Charges and Proposed Charges

3.4 Currently, the Ōtorohanga Community water charges are \$171 per annum per connection (GST exclusive) and \$1.71 per cubic metre of water consumed. These charges have been the same since the 2022/23 financial year.

- 3.5 Given the significant increase in costs over the previous two years, it is believed prudent to increase the charges slightly in the 2024/25 year.
- 3.6 The recommended adjustment would be to increase the fixed charge from \$171 to \$200 per annum (GST exclusive), an increase of \$29. The recommended increase to the consumption charge would be from \$1.71 per cubic metre to \$1.80 per cubic metre (GST exclusive), an increase of \$0.09 per cubic metre.
- 3.7 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 increased to provide sufficient income to cover budgeted expenditure for the 2024/25 year.
- 3.8 Based on the average per connection consumption for the prior year of 252 cubic metres, this would result in an annual increase for an average property of \$51.95 (GST exclusive), comprising \$29 increase in the fixed charge and \$22.95 for consumption.
- 3.9 In terms of spread of the increases, the lowest user would have an increase of \$29, based on the fixed charge increase, while the biggest user would have an increase of \$980.21 (GST exclusive).
- 3.10 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 2024/25 of \$930,000.

4 Considerations | Ngā whai whakaarotanga

Significance and engagement

- 4.1 Given that Council has just undertaken their Long Term Plan consultation and the prevalence of water issues within the media over the last six months, it is believed that people with a significant interest in water charges will have already been involved through these processes.

Impacts on Māori

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

Risk analysis

- 4.3 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

- 4.4 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 Council has to work on reducing water losses within all the water supply networks it manages.

Legal

- 4.5 There are no legal considerations, as this report just provides a recommendation, and Council is the one that will be setting the rate in line with the Local Government Act 2002.

Financial

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

5 Discussion | He Kōrerorero**Option 1: Recommend the identified increase in water charges**

- 5.1 The Board can recommend to Council that the recommended increase in water charges is what Council adopts.

Option 2: Do not recommend any increases in water charges

- 5.2 The Board could decline to recommend any increase in water charges to the Council. This would mean that Council would be the one who determines the level of any increase if it believes that an increase is needed.

Option 3: Recommend a different increase in water charges

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

Recommendation option and rationale

- 5.4 The recommendation is that the Board recommends to Council 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.

Information only reports | Ngā pūrongo mōhiohio anake

There are no reports.

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Picnic in the park (project closed)

Project 2: Ōtorohanga hauora and connectivity trail

Project 3: Ōtorohanga kai forest (project closed)

Project 4: Ōtorohanga dog park

Other business | Ētahi atu take

Board Member updates

Board members who have attended meetings on behalf of the Ōtorohanga Community Board may give feedback to the Board. This is a discussion item only and no resolutions can be made from the discussion.

Community Board 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.

Following the grant made in May 2024, the Board now has \$1,000.00 excluding GST available to grant.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/08/23	O44	Blue Light	Transport costs	1,000

06/05/24	073	Trish Fisher	Ōtorohanga Railway Station 100 years event	3,000
				\$4,000

Resolution register

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

Resolution #	Date resolved	Resolution	Staff update
072	06/05/24	<p>That the Ōtorohanga Community Board:</p> <ul style="list-style-type: none"> a. Approve a three-week public consultation on the removal of the two Oak trees on Council land as shown in point 6.3 of the report; and b. Following the completion of the consultation period, on the provision there are no objections to the removal of the trees, Ōtorohanga Community Board approve the removal the two Oak trees. 	The consultation period closes on 5 June. An update will be provided to the Board’s July meeting.

Closing formalities

Closing prayer | Karakia

The Chairperson will invite an elected member or a staff member to provide the closing words.

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops | Hui awheawhe

Workshops will begin following a short break following the meeting closure. Refer to the Order of Agenda for a list of workshops expected to be held.