



Otorohanga

District Council

*Otorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

OPEN AGENDA

Ōtorohanga Community Board Te Poari Hapori o Ōtorohanga

Membership:	Chairperson	Upoko o te Poari Hapori o Ōtorohanga	Kat Brown-Merrin
	Deputy Chairperson	Upoko Tiriwā o te Poari Hapori o Ōtorohanga	Peter Coventry
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Jo Butcher
	Board Member	Mema o te Poari Hapori o Ōtorohanga	Tori Muller
	Councillor – Ōtorohanga	Kaikaunihera – Ōtorohanga	Katrina Christison
	Councillor – Ōtorohanga	Kaikaunihera - Ōtorohanga	Steve Hughes

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in the Council Chambers, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 7 August 2023 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

31 July 2023

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.

Role of the community board

The Community Boards are a separate entity to the Council. The role of a Community Board is set out in Section 52 of the Local Government Act 2002.

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

Delegations by Otorohanga District Council

The Council is authorised to delegate powers to the Community Boards. Council 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 fund.

- a. Ōtorohanga General Reserve Fund
- b. Ōtorohanga Community Board Property Development Reserve

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) within the Board’s area or to make a submission in relation to any policy matter which may have an effect within the Board’s area.

Advocacy/Submission to Other Agencies

Recommend to Council inclusions to submissions/advocacy to external organisations.

Quorum

A majority of members (including any vacancies).

Meeting frequency

Monthly or as required.

Community Board Member contact details

Kat Brown-Merrin	katbrownmerrin@otodc.govt.nz	021 139 3676
Peter Coventry	petercoventry@otodc.govt.nz	027 493 0117
Jo Butcher	jobutcher@otodc.govt.nz	027 500 8800
Tori Muller	torimuller@otodc.govt.nz	021 022 57427
Steve Hughes	stevehughes@otodc.govt.nz	021 161 8487
Katrina Christison	katrinachristison@otodc.govt.nz	021 153 0774

ORDER OF AGENDA

OPENING FORMALITIES	4
Commencement of meeting Te tīmatanga o te hui	4
Apologies Ngā hōnea	4
Late items Ngā take tōmuri	4
Declaration of conflict of interest Te whakapuakanga pānga taharua	4
Confirmation of minutes (3 July 2023) Te whakaū i ngā meneti	4
PUBLIC FORUM HUI TŪMATANUI	11
DECISION REPORTS NGĀ PŪRONGO WHAKATAU	
Item 19: Renewal of Decorative Lighting in Maniapoto Street, Ōtorohanga	12
INFORMATION ONLY REPORTS NGĀ PŪRONGO MŌHIOHIO ANAKE	
No reports.	
PUBLIC EXCLUDED TAKE MATATAPU	
No reports.	
BOARD PROJECTS	
Project 1: Picnic in the Park	17
Project 2: Ōtorohanga Hauora and Connectivity Trail	17
Project 3: Ōtorohanga Kai Forest	17
Project 4: Ōtorohanga Dog Park	17
OTHER BUSINESS ĒTAHI ATU TAKE	
Board Member updates	17
Community Board discretionary fund	17
Resolutions register	17
CLOSING FORMALITIES	
Meeting closure Katinga o te hui	18
WORKSHOPS HUI AWHEAWHE	
There are no workshops planned.	

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.

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 apologies from Councillor Katrina Christison and Councillor Steve Hughes for non-attendance.

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:

- a) *accept the late item ... due to ...; and,*
- b) *confirm the order of the meeting as indicated in the agenda with the late item ... 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. 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 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 3 July 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

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 to the Manager Governance (governance@otodc.govt.nz) at least **two working days before the meeting**. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.

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.

David Brown from Fire and Emergency New Zealand (FENZ) has requested to speak.

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 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.

INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

No reports.

PUBLIC EXCLUDED | TAKE MATATAPU

No reports.

BOARD PROJECTS

Project 1: Picnic in the Park

Board Members will provide a verbal update at the meeting.

Project 2: Ōtorohanga Hauora and Connectivity Trail

Board Members will provide a verbal update at the meeting.

Project 3: Ōtorohanga Kai Forest

Board Members will provide a verbal update at the meeting.

Project 4: Ōtorohanga dog park

Board Members will provide a verbal update at the meeting.

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

The new financial year commenced on 1 July and the Board has \$5,000.00 excluding GST available to grant during the 23/24 financial year.

Date of grant	Resolution number	Recipient	Purpose	Amount
				\$0

Resolution Register

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

Resolution #	Date resolved	Resolution	Staff update
	08/04/21	Resolved that the Group Manager Engineering report be received and that the Ōtorohanga Community Board allocate funding up to an amount of \$25,000 from the Ōtorohanga General Reserve Fund for the replacement of the decorative lighting around the street light posts in the Ōtorohanga Town Centre.	A separate report has been included on the agenda. It is recommended this Resolution be removed from the Register.
O40	03/07/23	That the Ōtorohanga Community Board recommend the Ōtorohanga District Council: a. continue with an Alcohol (Liquor) Control Bylaw; and, b. approve the Alcohol Control Bylaw 2023 Statement of Proposal for public consultation in accordance with the special consultative process of the Local Government Act.	Ōtorohanga District Council resolved at their meeting on 18 July to commence the consultation process. It is recommended this Resolution be removed from the Register.

Staff recommendation

That the Ōtorohanga Community Board confirm the removal of resolution O40 and the resolution made on 08/04/21 by the previous Board.

CLOSING FORMALITIES

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

WORKSHOPS | HUI AWHEAWHE

There are no workshops planned.