



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

CHIEF EXECUTIVE REVIEW COMMITTEE

Open Agenda

Date: 01 September 2026

Time: Open meeting commences at 10am

Location: Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: No public access

Livestream and recording: Not livestreamed or recorded.

Notice is hereby given that an ordinary meeting of the Ōtorohanga District Council's Chief Executive Review Committee will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 01 September 2026 commencing at 10.00am.

Tanya Winter, Chief Executive

13 June 2026

OPEN TO THE PUBLIC AGENDA

Committee membership

Chairperson	His Worship the Mayor, Rodney Dow
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor, Katrina Christison
Rangiātea Councillor	Jaimee Tamaki
Waipā Councillor	Michael Woodward

All attendees at this meeting are advised that the meeting will not be electronically recorded and will not be streamed to the ŌDC YouTube channel.

Opening formalities**Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom		4
Apologies		4
Late items		4
Declaration of conflict of interest		4
Confirmation of minutes	16 June 2026	5

Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

Item 3	Recommendation to exclude the public for Item PE10	13
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Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	16
Meeting closure	Katinga o te hui	16

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

The Chairperson will confirm the meeting is quorate and 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 the Chief Executive Review Committee receive and accept the apology from ... for ... (non-attendance, early departure, late arrival).*

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 the Chief Executive Review Committee 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 the Chief Executive Review Committee 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 last meeting is attached on the following page.

Staff recommendation

That the Chief Executive Review Committee confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 16 June 2026.



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

CHIEF EXECUTIVE REVIEW COMMITTEE

Date: 16 June 2026

Time: 10am

Location: Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: No public access

Livestream and recording: Not livestreamed or recorded

Open Minutes of an ordinary meeting of the Ōtorohanga District Council's Chief Executive Review Committee will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 16 June 2026 commencing at 10.00am.

Tanya Winter, Chief Executive

19 June 2026

Committee Member attendance

Chairperson	His Worship the Mayor, Rodney Dow	Attended
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor, Katrina Christison	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Waipā Councillor	Michael Woodward	Attended

In attendance

Chief Executive	Tanya Winter	Attended
Consultant HR Advisor	Robyn McCulloch	Attended
Manager Governance	Kaia Penwarden	Attended

Chairperson's Certification

These Open Minutes of the meeting of the Chief Executive Review Committee on 16 June 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____ Chairperson _____ Date:

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
Late items		Ngā take tōmuri	4
Declaration of conflict of interest		Te whakapuakanga pānga taharua	4
Confirmation of minutes		Te whakaū i ngā meneti	4

Decision reports		Ngā pūrongo whakatau	
There were no reports.			

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

Public excluded		Take matatapu	
Item 2	Recommendation to exclude the public for Items PE3 and PE4		5

Closing formalities		Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom		Karakia/huritao/whakataukī	5
Meeting closure		Katinga o te hui	6

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

Mayor Dow declared the meeting open at 10.01am.

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

Mayor Dow led the meeting in a recitation of the karakia in te reo Māori, then he provided the English translation.

Apologies**Ngā hōnea**

There were no apologies tendered.

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 CE2: That the Chief Executive Review Committee confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 3 March 2026.

Mayor Dow | Councillor Tamaki

CARRIED

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports

Ngā pūrongo mōhiohio anake

There were no reports.

Public excluded

Take matatapu

Item 2 Recommendation to exclude the public for Items PE3 and PE4

Resolved CE3: That the Chief Executive Review Committee exclude the public from the following parts of the proceedings of this meeting confirming:

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 because holding the relevant parts of the meeting in public would be likely to disclose information for which there is good reason to withhold under section 7 of that Act; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE3: Chief Executive Key Performance Initiatives 2026/2027	Section 48(1)(a)	To protect the privacy of natural persons, including that of a deceased person, under section 7(2)(a).
Item PE4: Councillors’ survey as input for the Chief Executive annual performance review	Section 48(1)(a)	To protect the privacy of natural persons, including that of a deceased person, under section 7(2)(a).

Deputy Mayor Christison | Councillor Tamaki

Carried

The public were excluded from the meeting at 10.03am and were readmitted from 11.23am.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Mayor Dow led the meeting in a recitation of the karakia in te reo Māori.

Meeting closure

Katinga o te hui

Mayor Dow declared the meeting closed at 11.24am.

Adoption of Minutes

[Resolution to be added]

Version control

Version	Status	Date	Description
1.0	Draft	19 June 2026	Unconfirmed Minutes approved for distribution.
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Chief Executive Review Committee

Decision reports

Ngā pūrongo whakatau

There are no reports.

Information only reports

Ngā pūrongo mōhiohio anake

There are no reports.

Public excluded

Take matatapu

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 3 Recommendation to exclude the public for Item PE10

To Chief Executive Review Committee

From Kaia Penwarden, Manager Governance

Type **DECISION REPORT**

Date 01 September 2026



1. Purpose | Te kaupapa

1.1. To exclude the public from parts of the proceedings of the Chief Executive Review Committee meeting.

2. Executive summary | Whakarāpopoto matua

2.1. Formal meetings must be open to the public unless there is a lawful reason to exclude the public. If the Committee excludes the public from a meeting or part of a meeting, it must pass a resolution in open meeting that states the general subject of the matter, the reason for excluding the public, and the grounds on which the resolution is based.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Chief Executive Review Committee exclude the public from the following parts of the proceedings of this meeting confirming:

- a) This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 because holding the relevant parts of the meeting in public would be likely to disclose information for which there is good reason to withhold under section 7 of that Act; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE3: Chief Executive Key Performance Initiatives 2026/2027	Section 48(1)(a)	To protect the privacy of natural persons, including that of a deceased person, under section 7(2)(a).
Item PE4: Councillors' survey as input for the Chief Executive annual performance review	Section 48(1)(a)	To protect the privacy of natural persons, including that of a deceased person, under section 7(2)(a).

4. Context | Horopaki

- 4.1. Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), local authority meetings must be open to the public unless there is a lawful reason to exclude the public. Section 48(1)(a) allows the public to be excluded where holding that part of the meeting in public would be likely to disclose information for which there is good reason to withhold, including to protect the privacy of natural persons under section 7(2)(a).
- 4.2. Public excluded agendas and minutes are not available to the public; however, the Committee may release non-sensitive information considered during the public excluded part of a meeting where appropriate. This approach supports compliance with statutory obligations while balancing transparency and privacy.

5. Discussion | He kōrerorero

- 5.1. The Committee must ensure that any decision to exclude the public is clearly justified by the relevant legislative grounds. The Committee should also consider whether any non-sensitive information can be released after the meeting to support transparency.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. Although excluding the public is a procedural step, the reason for doing so must be clearly stated. Any non-sensitive information should be released as soon as practicable, where appropriate, to maintain public confidence in the Committee's processes.

Mana whenua / Māori

- 6.2. ŌDC, and its committees, acknowledge its obligations to engage with mana whenua and Māori in decision-making processes. The subject matter of this report is procedural and does not require consultative or informative discussions with mana whenua/Māori.

Strategic alignment

- 6.3. This decision supports sound governance by ensuring the Committee's processes are robust and compliant. The exclusion of the public in this context is consistent with best practice for managing privacy-sensitive information and upholds the integrity of the Committee's assurance role.

Legal

- 6.4. The recommendation is made under section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, with the withholding interest being the protection of privacy under section 7(2)(a).

Financial

- 6.5. There are no direct financial implications arising from the procedural decision to exclude the public.

Risk analysis

- 6.6. Excluding the public for this item mitigates the risk of disclosing personal or privacy-sensitive information and ensures compliance with statutory requirements. There is a reputational risk if the exclusion is not clearly justified or communicated; however, this is mitigated by adherence to legislative requirements and, where appropriate, the release of non-sensitive information after the meeting.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Exclude the public for the entire item	Option 2: Exclude the public for part of the item	Option 3: Do not exclude the public
Summary	Full exclusion to protect privacy.	Partial exclusion, with some discussion in public.	All discussion held in public.
Advantages	Maximum protection and compliance with LGOIMA.	Balances transparency. Non-sensitive matters discussed publicly.	Maximum transparency.
Disadvantages	Limits public oversight; may be perceived as lacking transparency. Reputational risk if perceived as overly secretive.	Risk of inadvertent disclosure of sensitive information. Complexity in managing public/private split; potential for error.	Risk of breaching obligations; potential legal liability. Legal and reputational risk.

Recommended option and rationale

- 7.1. Staff recommend Option 1: exclude the public for the entire item. This option provides the strongest protection for privacy-sensitive matters and supports compliance with section 48(1)(a) of LGOIMA and the withholding interest in section 7(2)(a). Although this limits immediate transparency, the Committee may release non-sensitive information after the meeting where appropriate.

8. Appendices | Ngā āpitihanga

There are no appendices.

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.



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 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>