



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

CHIEF EXECUTIVE REVIEW COMMITTEE

16 September 2025

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, 16 September 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

10 September 2025

OPEN TO THE PUBLIC AGENDA

Committee membership

Chairperson	His Worship the Mayor, Max Baxter
Deputy Chairperson/Kāwhia Tihiroa Councillor	Deputy Mayor, Annette Williams
Rangiātea Councillor	Jaimee Tamaki
Waipā Councillor	Roy Johnson

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.

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	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 7	Resolution to exclude the public for Items PE17	13

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****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 17 June 2025 (document number 828551).



Open Minutes

CHIEF EXECUTIVE REVIEW COMMITTEE

17 June 2025

Open Minutes of an ordinary meeting of the Ōtorohanga District Council's Chief Executive Review Committee held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 17 June 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

23 June 2025

Committee member attendance

Chairperson	His Worship the Mayor, Max Baxter	Attended
Deputy Chairperson	Deputy Mayor, Annette Williams	Attended
Rangiaātea Councillor	Jaimee Tamaki	Attended via Zoom
Waipā Councillor	Roy Johnson	Attended

Other attendees

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

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 18 June 2025.

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 are no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

Item 7	Resolution to exclude the public for Items PE14, PE15 and PE16	5
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Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
Meeting closure	Katinga o te hui	6

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

His Worship the Mayor declared the meeting open at 10.03am.

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

ŌDC's Tanya Winter provided an opening karakia.

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 CE14: That the Chief Executive Review Committee confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 10 February 2025 (document number 805044).

Deputy Mayor Williams | Councillor Johnson

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 7: Resolution to exclude the public for Items PE14, PE15 and PE16

Resolved PE15: 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 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; 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 PE14 - Chief Executive Draft KPIs and Personal Development Plan for 2025/2026	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item PE15 – Councillors’ survey as input for the Chief Executive annual performance review	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.
Item 16 - Memo from the Chief Executive	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

His Worship the Mayor | Deputy Mayor Williams

Members of the public were excluded from the meeting at 10.05am and re-admitted at 11.55am.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

ŌDC's Tanya Winter provided the closing karakia.

Meeting closure

Katinga o te hui

His Worship the Mayor declared the meeting closed at 11.56am.

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 8 Resolution to exclude the public for Item PE17

To Chief Executive Review Committee

From Kaia King, Governance Manager

Type **DECISION REPORT**

Date 16 September 2025



1. Purpose | Te kaupapa

1.1. To exclude the public from parts of the proceedings of the Committee's meeting.

2. Executive summary | Whakarāpopoto matua

2.1. All formal meetings are open to the public however, there are some parts of the meeting where the public can be excluded. Council must provide a good reason if to exclude the public from a Council or committee meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, 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 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; 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 17 – Chief Executive annual performance review	7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

4. Context | Horopaki

- 4.1. Public excluded agendas and minutes are not available to the public. Where possible, ŌDC will release public information which has been considered during the public excluded part of a meeting.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 5.1. No community consultation is required under the Significance and Engagement Policy.

Impacts on Māori

- 5.2. Staff consider this report does not have a direct impact on Iwi/Māori greater than any other member of the public.

Risk analysis

- 5.3. This report seeks to reduce the risks associated with privacy information breaches.

Policy and plans

- 5.4. There are no policies or plans relevant to this report.

Legal

- 5.5. Resolutions to exclude the public are made under Section 48 of the Local Government Official Information and Meetings Act 1987.

Financial

- 5.6. There are no financial impacts resulting from the recommendation.

6. Discussion | He kōrerorero

Option 1: To exclude the public from the meeting

- 6.1. This option seeks to reduce the risk of privacy information breaches by the holding of the relevant part of the proceedings of the meeting with the public excluded.

Option 2: To decline to exclude the public

- 6.2. This option may potentially expose Ōtorohanga District Council to greater risk of information breaches.

Recommended option and rationale

- 6.3. To exclude the public for the parts of the meeting outlined in the recommendation.
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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>

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>