TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

CHIEF EXECUTIVE REVIEW COMMITTEE

Open Agenda

Date: 06 November 2026

Time: Open meeting commences at 10am

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

Meeting type: Extraordinary

Public access: No public access

Livestream and recording: Not livestreamed or recorded.

Notice is hereby given that an extraordinary 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 Friday, 06 November 2026 commencing at 10.00am.

Tanya Winter, Chief Executive 3 November 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	NIL	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 11	6

Closing formalities	**Ngā tikanga whakakapi**	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	10
Meeting closure	Katinga o te hui	10

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 anga 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

NIL – The minutes for the previous meeting will be brought to the committee at the next ordinary meeting.

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	Resolution to exclude the public for Item PE11
To	Chief Executive Review Committee
From	Jess Hood - Manager, Governance
Type	**DECISION REPORT**
Date	3 November 2026



1. Purpose | Te kaupapa

To exclude the public from parts of the proceedings of the Chief Executive Review Committee 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. ŌDC must provide a good reason if to exclude the public from a ŌDC 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 PE11: Chief Executive Offboarding and Recruitment	Section 7(2)(a)	protect the privacy of natural persons, including that of deceased natural persons.
	Section 7(2)(i)	enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

4. Context | Horopaki

4.1. The Ōtorohanga District Council (ŌDC) is required under the Local Government Official Information and Meetings Act 1987 (LGOIMA) to conduct its meetings in a manner that is open and transparent to the public, except in circumstances where there is a justified reason to exclude the public. Section 48(1)(a) of LGOIMA permits the exclusion of the public from parts of a meeting to protect commercial interests, as specified in section 7(2)(b)(ii).

4.2. Public excluded agendas and minutes are not available to the public; however, ŌDC will release public information considered during the public excluded part of a meeting where possible. This approach ensures compliance with statutory obligations while balancing the principles of transparency and privacy.

5. Discussion | He kōrerorero

5.1. ŌDC must ensure that any decision to exclude the public is made transparently, with clear reference to the relevant legislative grounds. The process must also consider the potential for releasing non-sensitive information after the meeting, in line with ŌDC's commitment to openness. The decision aligns with the requirements of the Local Government Act 2002.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. While the exclusion of the public is a procedural matter, it is important to ensure that the rationale for exclusion is clearly communicated and that any non-sensitive information is made available to the public as soon as practicable. This approach maintains public confidence in ŌDC's processes and aligns with the principles of transparency and accountability under the Local Government Act 2002.

Mana whenua / Māori

6.2. ŌDC acknowledges 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 ŌDC's strategic objectives by ensuring that governance processes are robust and compliant, The exclusion of the public in this context is consistent with best practice for managing commercial interests and upholds the integrity of ŌDC's risk and assurance functions.

Legal

6.4. The recommendation is made in accordance with section 48(1)(a) of the Local Government Official Information and Meetings Act 1987. The process also aligns with the decision-making provisions of the Local Government Act 2002.

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 breaching commercially 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 ŌDC's commitment to releasing non-sensitive information post-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 recommended Option 1: Exclude the public for the entire item. This approach provides the highest level of protection for matters under consideration, ensures full compliance with section 48(1)(a) of LGOIMA. While this limits immediate transparency, ŌDC can release non-sensitive information after the meeting, maintaining public trust and accountability.

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.