



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA DISTRICT COUNCIL

4 November 2025

Notice is hereby given that the Inaugural meeting of the Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 4 November 2025 commencing at 11.00am.

Tanya Winter, Chief Executive

28 October 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga District Council membership

Chairperson	Mayor Rodney Dow
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor Katrina Christison
Kāwhia Tihiroa Councillor	Jo Butcher
Kāwhia Tihiroa Councillor	Kit Jeffries
Kio Kio Korakonui Councillor	Andrew Barker
Ōtorohanga Councillor	Tayla Barclay
Rangiātea Councillor	Tennille Kete
Rangiātea Councillor	Jaimee Tamaki
Waipā Councillor	Michael Woodman
Wharepūhunga Councillor	Shane Carr

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.

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>

Opening formalities**Ngā tikanga mihimihi**

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Public excluded**Take matatapu**

There are no reports.

Closing formalities**Ngā tikanga whakakapi**

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This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 28 October 2025.

Commencement of meeting**Te tīmatanga o te hui****Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

The Chief Executive 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).

That Ōtorohanga District Council receive and accept the apology from Councillor-elect Michael Woodward for non-attendance.

Making and attesting of declaration of Mayor-elect

The Local Government Act 2002 (schedule 7 clause 14) states that a person cannot act as a member of a local authority until that have made an oral and written declaration in the form set out in the Act.

The Chief Executive will invite the Mayor Elect to make his declaration. Following the declaration, Mayor Dow will assume the Chairperson role.

Making and attesting of declarations of Councillors-elect

The Local Government Act 2002 (schedule 7 clause 14) states that a person cannot act as a member of a local authority until that have made an oral and written declaration in the form set out in the Act.

Mayor Dow will invite the Councillors-elect to make their declarations individually.

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 1 Fixing of a date and time for the first ordinary meeting

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To seek formal confirmation by Ōtorohanga District Council (ŌDC) of the date and time for the first ordinary meeting for the 2025–28 Triennium, in accordance with statutory requirements, thereby ensuring procedural certainty, compliance, and the effective commencement of Council business.

2. Executive summary | Whakarāpopoto matua

- 2.1. Following the triennial election, ŌDC is required to fix the date and time for its first ordinary meeting of the new term, as set out in Schedule 7, Clause 21(5)(d) of the Local Government Act 2002. This report recommends the confirmation of a proposed date and time, ensuring compliance with legislative obligations and facilitating the timely initiation of ŌDC business for the new triennium.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) **CONFIRMS** the first ordinary meeting of the Council for the 2025–28 Triennium is to be held on Tuesday, 25 November 2025, commencing at 10.00am; and,
- b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of Council business.

4. Context | Horopaki

- 4.1. The fixing of the first ordinary meeting date and time is a statutory requirement under the Local Government Act 2002. Prompt decision-making is necessary to ensure compliance and to provide certainty for elected members, staff, and stakeholders. The first ordinary meeting marks the commencement of the new triennium and sets the tone for effective governance.

5. Discussion | He kōrerorero

- 5.1. The fixing of the first meeting date and time enables ŌDC to commence its business for the new triennium. Consideration has been given to member availability and statutory timeframes. Timely

scheduling supports effective induction and orientation for new members and ensures that Council business can proceed without delay.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. This decision is administrative and required by statute. While the matter is of low significance in terms of community impact, it is essential for the lawful operation of ŌDC. Engagement with elected members and key staff has been undertaken to ensure availability and readiness.

Mana whenua / Māori

- 6.2. In accordance with the Māori Engagement Framework and Policy, and consistent with the principles of Te Tiriti o Waitangi, ŌDC staff have provided mana whenua with formal notification of the pōwhiri and swearing-in of the Mayor and Councillors. The scheduled meeting dates will also be notified to mana whenua.
- 6.3. This notification is undertaken as part of ŌDC's commitment to transparent and inclusive governance and is intended to ensure mana whenua are informed of key discussion topics through the agendas of those meetings. This process supports ŌDC's obligations under its policy, ensuring that mana whenua are kept apprised of significant events and opportunities for future communication.

Strategic alignment

- 6.4. This decision is consistent with ŌDC's commitment to transparent, accountable, and effective governance. It supports the strategic objective of fostering a well-functioning local authority that meets statutory and community expectations.

Legal

- 6.5. Failure to fix the meeting date and time in accordance with the Act could result in procedural irregularities and undermine the legitimacy of subsequent ŌDC decisions. The recommended approach ensures robust compliance and mitigates legal risk.

Financial

- 6.6. There are no direct financial costs associated with fixing the meeting date and time. Indirect costs may arise if delays impact the scheduling of subsequent ŌDC activities or induction processes.

Risk analysis

- 6.7. Risks associated with this decision are primarily procedural. Delays or failure to confirm the meeting date may disrupt Council business and erode stakeholder confidence. The recommended option is low risk and aligns with best practice.

7. Options analysis | Tātari Kōwhiringa

7.1. The following information outlines four options available to ŌDC.

	Option 1: Proposed date/time	Option 2: Alternative date/time
Summary	Confirm proposed date/time.	Select an alternative date/time.
Advantages	Ensures compliance, enables timely start, supports induction.	May better accommodate availability.
Disadvantages	May not suit all members.	Potential delay in Council business.
	Option 3: Defer decision	Option 4: Delegate decision
Summary	Defer decision.	Delegate decision to Chief Executive.
Advantages	Allows further consultation.	Expedites process.
Disadvantages	Risks non-compliance, delays operations.	Reduces ŌDC oversight.

Recommended option and rationale

7.2. Option 1 is recommended, as it provides certainty, ensures compliance, and supports the effective commencement of ŌDC business for the 2025–28 Triennium.

8. Appendices | Ngā āpitihanga

Number	Title	Magiq number
There are no appendices.		

Item 2 Appointment of Deputy Mayor

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To advise members that Mayor Dow has exercised the power pursuant to section 41A(3)(a) of the Local Government Act 2002 (LGA) to appoint Councillor Katrina Christison as Deputy Mayor.

2. Executive summary | Whakarāpopoto matua

- 2.1. Following the triennial election of members of the local authority, the appointment of a Deputy Mayor is required under clause 21(5)(e) of Schedule 7 of the LGA. The Deputy Mayor is empowered to perform all responsibilities and duties, and may exercise all powers of the Mayor:
- a) With the consent of the Mayor, during any temporary absence of the Mayor.
 - b) Without that consent, if the Mayor is prevented by illness or other cause from performing the responsibilities and duties or exercising the powers of office.
 - c) While there is a vacancy in the office of the Mayor.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council

- a) **ACKNOWLEDGES** the appointment of Councillor Katrina Christison as Deputy Mayor pursuant to section 41A(3)(a) of the Local Government Act 2002; and,
- b) **NOTES** this appointment complies with statutory requirements, ensures immediate continuity of leadership and supports effective governance.

4. Context | Horopaki

- 4.1. Section 41A of the LGA provides the Mayor with the authority to appoint the Deputy Mayor. Should the Mayor decline to exercise this power, the position is then elected by ŌDC.
- 4.2. The Mayor has confirmed the intention to exercise this statutory power to appoint Councillor Katrina Christison as Deputy Mayor.

5. Discussion | He kōrerorero

- 5.1. The Deputy Mayor is a councillor appointed by the Mayor under section 41A(3)(a) of the Local Government Act 2002. The Deputy Mayor's primary function is to support the Mayor in the leadership and governance of the Council. The Deputy Mayor acts as the Mayor in the following circumstances:
 - a) With the consent of the Mayor, during any temporary absence of the Mayor.
 - b) Without that consent, if the Mayor is prevented by illness or other cause from performing the responsibilities and duties or exercising the powers of office.
 - c) While there is a vacancy in the office of the Mayor.
- 5.2. In these situations, the Deputy Mayor is empowered to perform all the responsibilities and duties, and may exercise all the powers, of the Mayor. This includes presiding at ŌDC meetings, representing ŌDC at civic and ceremonial functions, and providing leadership to elected members and the community.
- 5.3. The Deputy Mayor may also be delegated specific duties by the Mayor and is expected to work collaboratively with the Mayor to ensure effective governance and the smooth operation of ŌDC business. The Deputy Mayor may be called upon to represent ŌDC on external bodies or committees, and to act as an advocate for the ŌDC's strategic objectives.
- 5.4. The appointment of the Deputy Mayor is a statutory requirement following each triennial election. ŌDC retains the authority to remove a Deputy Mayor appointed by the Mayor, subject to the process set out in clause 18 of Schedule 7 of the Local Government Act 2002.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. This decision is of low significance under the ŌDC's Significance and Engagement Policy, as it is a statutory requirement and does not materially affect levels of service, strategic assets, or the community.

Mana whenua / Māori

- 6.2. For this decision, the appointment of a Deputy Mayor is a statutory governance matter and does not, in itself, have direct implications for Māori rights, interests, or taonga. However, ŌDC remains committed to ensuring that Māori are engaged and their perspectives are considered in all aspects of governance, consistent with the Māori Engagement Framework.

Strategic alignment

- 6.3. The appointment aligns with ŌDC's commitment to effective governance and leadership.

Legal

- 6.4. The appointment is made in accordance with section 41A(3)(a) of the Local Government Act 2002.

Financial

- 6.5. The remuneration and allowances for the Deputy Mayor are set in accordance with the Elected Members Determination, as issued by the Remuneration Authority. The Determination prescribes the annual remuneration for elected members, including the Deputy Mayor, and outlines the process for the allocation of the governance remuneration pool following the triennial election.
- 6.6. The Deputy Mayor's remuneration is drawn from the governance remuneration pool, which is allocated by resolution of ŌDC in accordance with the Determination. The remuneration rates are reviewed annually and are subject to change as determined by the Remuneration Authority. The Deputy Mayor is also entitled to reimbursement of expenses and allowances as provided for in the ŌDC's Elected Members Allowances and Reimbursements Policy.
- 6.7. There are no additional financial implications arising from the appointment of the Deputy Mayor beyond those provided for in the Determination and existing Council budgets. The appointment does not require any amendment to the current budget or financial forecasts.

Risk analysis

- 6.8. The appointment of a Deputy Mayor ensures continuity of leadership and mitigates risks associated with the absence or incapacity of the Mayor.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Acknowledge appointment	Option 2: Decline to acknowledge appointment
Summary	Acknowledge the Mayor's appointment of Councillor Katrina Christison as Deputy Mayor.	Decline to acknowledge the appointment and request the Mayor reconsider the decision.
Advantages	Complies with statutory requirements; ensures immediate continuity of leadership; supports effective governance.	Provides ŌDC with an opportunity to seek further information or express concerns.
Disadvantages	None identified; this is the standard and expected process under the Local Government Act 2002.	May delay the formalisation of the Deputy Mayor's role; could be perceived as undermining the Mayor's statutory authority.

	Option 3: Remove Deputy Mayor	Option 4: Refer the matter
Summary	Remove the Deputy Mayor appointed by the Mayor, subject to the process set out in clause 18 of Schedule 7 of the Local Government Act 2002.	ŌDC may choose to seek independent legal or governance advice regarding the appointment process or the Mayor's exercise of statutory powers and defer making a decision until such advice is received.
Advantages	Allows ŌDC to exercise its authority; may foster a sense of collective decision-making.	Ensures that ŌDC's decision is fully informed by expert advice, reducing the risk of procedural error. Demonstrates a commitment to robust governance and due diligence. May provide clarity on any complex or contested aspects of the appointment process.
Disadvantages	The removal process is procedurally complex and requires strict adherence to statutory requirements, which may be time-consuming and resource intensive. Initiating removal may create or exacerbate divisions within ŌDC, potentially undermining collegiality and effective governance. Such action could be perceived by the public and stakeholders as destabilising ŌDC leadership or as a lack of confidence in the Mayor's judgment. The process may distract from ŌDC's core business and strategic objectives, impacting organisational focus and momentum. There is a risk of reputational damage to both ŌDC, and the individuals involved, particularly if the process is contested or subject to public scrutiny.	Delays the appointment of the Deputy Mayor, potentially impacting ŌDC's ability to ensure continuity of leadership. May incur additional costs and resource requirements associated with obtaining external advice. Could be perceived as a lack of confidence in the Mayor's statutory authority or in existing ŌDC processes. May create uncertainty for elected members and staff during the period of deferral.

Recommended option and rationale

- 7.1. Option 1 is recommended because it complies with the statutory requirements of the Local Government Act 2002, specifically section 41A(3)(a), which empowers the Mayor to appoint a Deputy Mayor following each triennial election.
- 7.2. Acknowledging the Deputy Mayor's appointment ensures immediate continuity of leadership and supports effective governance by enabling the Deputy Mayor to perform all responsibilities and duties, and to exercise all powers of the Mayor as required.
- 7.3. This approach aligns with established best practice, avoids unnecessary delay or uncertainty, and upholds the integrity of ŌDC's decision-making processes. No disadvantages have been identified for this option, as it represents the standard and expected process under the Act.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 3 Appointment of councillors to community boards

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To appoint ward councillors to the Ōtorohanga and Kāwhia Community Boards for the 2025–2028 triennium.

2. Executive summary | Whakarāpopoto matua

- 2.1. Section 19(f) of the Local Electoral Act 2001 requires that appointees to community boards be ward members representing the relevant community. The Ōtorohanga Community Board has two vacancies, and the Kāwhia Community Board has one vacancy. The recommended appointments ensure compliance with statutory requirements and continuity of representation for both communities.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council, pursuant to section 50(b) of the Local Government Act 2002 and section 19(f) of the Local Electoral Act 2001, makes the following appointments to the Community Boards for the 2025–2028 triennium:

- a) Ōtorohanga Community Board: Councillor Katrina Christison and Councillor Tayla Barclay (Ōtorohanga Ward); and,
- b) Kāwhia Community Board: Councillor Kit Jeffries from 4 November to 25 April 2027 and Councillor Jo Butcher from 26 April 2027 to the 2028 Local Government Election.

4. Context | Horopaki

- 4.1. The appointment of ward councillors to the Ōtorohanga and Kāwhia Community Boards is a statutory requirement under section 19(f) of the Local Electoral Act 2001, which stipulates that appointees must be members representing the relevant ward in which the community is situated.
- 4.2. For the current triennium, the Ōtorohanga Community Board has two vacancies, corresponding to the two Ōtorohanga ward members, while the Kāwhia Community Board has one vacancy, with two Kāwhia-Tihiroa ward members eligible for appointment.

5. Discussion | He kōrerorero

- 5.1. Historically, ŌDC has addressed the Kāwhia Community Board appointment by splitting the term between the two ward members, providing each with an opportunity to serve. For the 2025–2028 triennium, It is proposed that the Triennium is split equally between the two ward councillors to provide both ward members with direct experience and engagement in community board activities, thereby broadening representation and fostering a greater understanding of community issues among elected members.
- 5.2. The recommended appointments ensure compliance with statutory obligations, continuity of representation, and effective governance at the community board level. These appointments also support ŌDC's strategic objectives of empowered, enduring, and united communities, as articulated in the Long Term Plan and community outcomes framework.
- 5.3. No significant risks, policy conflicts, or financial implications have been identified. The process is governed by established statutory requirements and aligns with ŌDC's commitment to robust, transparent, and community-focused governance.

6. Strategic Considerations | Ngā whai whakaarotanga

- 6.1. This decision does not trigger ŌDC's Significance and Engagement Policy. The appointment of councillors to community boards is a statutory requirement and does not materially affect levels of service, strategic assets, or the community at large. Community engagement is not required for this administrative decision.

Mana whenua / Māori

- 6.2. The appointments do not have a direct impact on cultural wellbeing, sites of significance, or waterways. However, ŌDC remains committed to upholding the principles of partnership, participation, and protection as articulated in Te Tiriti o Waitangi (Treaty of Waitangi) and the Māori Engagement Framework. ŌDC will continue to ensure that mana whenua and Māori communities are engaged and their perspectives considered in all relevant governance matters.

Strategic alignment

- 6.3. The appointment of councillors to the Ōtorohanga and Kāwhia Community Boards directly supports the ŌDC's strategic objectives of empowered, enduring, and united communities, as articulated in the Long Term Plan and community outcomes framework. These appointments ensure that local representation is maintained, enabling effective advocacy for community interests and the delivery of ŌDC's strategic priorities at the community board level.
- 6.4. By appointing ward councillors to community boards, ŌDC upholds its commitment to effective governance, local decision-making, and the strengthening of relationships between ŌDC, community boards, and the communities they serve. This approach is consistent with ŌDC's vision of fostering resilient, inclusive, and well-governed communities across the district.

Legal

- 6.5. Section 19(f) of the Local Electoral Act 2001 requires that persons appointed as members of a community board must be members representing a ward in which the community is situated.
- 6.6. The recommended appointments align with statutory obligations under the Local Electoral Act 2001 and the Local Government Act 2002, ensuring that governance arrangements are robust, transparent, and responsive to the needs of all residents.

Financial

- 6.7. There are no additional financial implications arising from the recommended appointments to the community boards. The remuneration and allowances for councillors, including any additional duties associated with appointments to community boards, are set in accordance with the current Local Government Elected Members Determination, as adopted by ŌDC resolution. The Determination prescribes the governance remuneration pool and provides for additional responsibilities, ensuring that all payments are consistent with statutory requirements and ŌDC's approved allocation. Any changes to remuneration resulting from additional duties are managed within existing budgets and in accordance with the Determination and ŌDC's resolution.

Risk analysis

- 6.8. Risks associated with the appointments are minimal and primarily relate to ensuring continuity of representation and effective community engagement.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1: Appoint for full Triennium	Option 2: Split the term
Summary	Appoint the required number of ward members to fill the Board vacancies for the full triennium.	Split the term of the Kāwhia Community Board between the two ward members (e.g., 18 months each).
Advantages	Ensures continuity of representation; complies with statutory requirements; supports effective governance and community engagement.	Provides both ward members with experience and engagement in Board activities; consistent with previous triennium practice.
Disadvantages	Restricts the remaining Kāwhia-Tihiroa ward member from participating in Board activities; may limit diversity of input.	May disrupt continuity and community engagement; could cause confusion for the community and Board.

	Option 3: Do not appoint	Option 4: Refer for advice
Summary	Do not appoint any councillors to the community boards at this time.	Refer the matter for independent legal or governance advice before making a decision.
Advantages	Allows for further consideration or consultation; avoids premature appointments if there are unresolved issues.	Ensures ŌDC's decision is fully informed by expert advice; demonstrates robust governance and due diligence.
Disadvantages	Leaves the community boards without full representation; may impact governance and community engagement; non-compliance with statutory requirements.	Delays the appointment process; may incur additional costs; could be perceived as a lack of confidence in existing processes.

Recommended option and rationale

- 7.1. Option 2 proposes that the term of appointment to the Kāwhia Community Board be divided equally between the two Kāwhia-Tihiroa ward members, with each serving for a period of 18 months. This approach is consistent with the resolution passed by ŌDC for the 2019-22 triennium, where both Councillor Annette Williams and Councillor Kit Jeffries were given the opportunity to serve on the Board for part of the term.
- 7.2. The rationale for this option is to provide both ward members with direct experience and engagement in community board activities, thereby broadening representation and fostering a greater understanding of community issues among elected members. This arrangement can enhance the capacity of both councillors to advocate for the Kāwhia-Tihiroa ward and contribute to the effective governance of the community board. Additionally, it may support succession planning and continuity of knowledge within the ward's representation.
- 7.3. However, it is important to note that while this option promotes shared experience, it may also disrupt continuity and community engagement during the triennium, particularly if significant projects or initiatives require sustained involvement from a single representative.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Information only reports**Ngā pūrongo mōhiōhio anake**

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Item 4 General explanation of laws affecting elected members

To Ōtorohanga District Council

From Tanya Winter, Chief Executive

Type **INFORMATION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To provide a general explanation of legislation affecting elected members, as required by the Local Government Act 2002.

2. Executive summary | Whakarāpopoto matua

- 2.1. Clause 21(5)(c) of Schedule 7 to the Local Government Act 2002 requires Ōtorohanga District Council (ŌDC) to include in the business to be conducted at its first meeting, a general explanation of the Local Government Official Information and Meetings Act 1987 and other legislation affecting elected members.
- 2.2. In addition to these core legal requirements, there are numerous other statutes relevant to ŌDC decisions, such as the Resource Management Act 1991 and the Reserves Act 1977.
- 2.3. Elected members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure understanding of legal obligations when making decisions.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council

- a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,
- b) **NOTES** Elected Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

4. Discussion | He kōrerorero

Local Government Official Information and Meetings Act 1987 (LGOIMA)

- 4.1. LGOIMA enables members of the public to request official information from Council. Official information includes all information held by Council, regardless of format. Council must respond to requests as soon as possible, and no later than 20 working days after receipt. The principle is that information should be made available unless there is good reason for withholding it. Grounds for

withholding are exhaustively listed in the Act, and all responses are reviewable by the Office of the Ombudsman. LGOIMA also governs public notification of meetings, public access to agendas and reports, and the exclusion of the public from meetings under specified grounds. The Act provides protections for Council in the publication of meeting materials and sets out procedures for supplementary items and maintenance of order at meetings.

Local Authorities (Members' Interests) Act 1968

4.2. This Act contains two key rules:

- c) Contracting Rule: A member is automatically disqualified from office if concerned or interested in contracts with Council exceeding \$25,000 (including GST) in any financial year, unless prior or retrospective approval is obtained from the Auditor-General, or certain exemptions apply.
- d) Non-Participation Rule: A member may not discuss or vote on any matter in which they have a direct or indirect financial interest, other than an interest in common with the public, unless an exemption is granted. Breach of these rules is a criminal offence and results in disqualification from office. Both rules apply to direct and indirect interests, including those involving spouses/partners, companies, or trusts associated with the member.

Crimes Act 1961

4.3. Sections 105 and 105A make it a crime for any elected member to corruptly accept, obtain, or offer to accept any bribe, or to use or disclose information acquired in their official capacity for personal gain. Conviction results in disqualification from office and carries a maximum sentence of seven years' imprisonment.

Secret Commissions Act 1910

4.4. This Act prohibits agents (including elected members and officers) from corruptly accepting or soliciting gifts or other consideration as inducement or reward in relation to Council business, or from failing to disclose pecuniary interests in contracts. Offences under this Act are punishable by imprisonment and result in disqualification from office.

Local Government Act 2002 (Sections 44–47)

4.5. These sections relate to financial loss incurred by local authorities due to unlawful expenditure, asset sales, liabilities, or failure to collect money. The Auditor-General may recover such losses from each member jointly and severally, unless the member can prove lack of knowledge, protest, contrary voting, or good faith reliance on professional advice.

Ongoing Advice and Induction

4.6. Elected members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions. Staff are available to provide guidance on any statutory or regulatory matters as required.

5. Appendices | Ngā āpitihanga

Number	Title
1	Link to Local Government Official Information and Meetings Act 1987 (LGOIMA)
2	Link to Local Authorities (Members' Interests) Act 1968
3	Link to Crimes Act 1961
4	Link to Secret Commissions Act 1910
5	Link to Local Government Act 2002 (Sections 44–47)

Public excluded

Take matatapu

There are no reports.

**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.