



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA DISTRICT COUNCIL

4 November 2025

Open Minutes of the Inaugural meeting of the Ōtorohanga District Council 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

6 November 2025

Ōtorohanga District Council attendance register

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

Senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended

Opening formalities**Ngā tikanga mihimihi**

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Public excluded**Take matatapu**

There were no reports.

Closing formalities**Ngā tikanga whakakapi**

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These Open Minutes prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 6 November 2025.

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

ŌDC's Chief Executive, Tanya Winter declared the meeting open at 11.25am. Ms Winter provided a welcome speech to all elected members, friends and family present.

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

Ms Winter recited the opening karakia as provided in the agenda.

Apologies**Ngā hōnea**

Ms Winter noted that Councillor-elect Michael Woodward had tendered an apology.

Making and attesting of declaration of Mayor-elect

The Chief Executive witnessed the Mayor Elect Rodney Dow make his Declaration. Following the Declaration and ceremonial placing of the Mayoral Chains, Mayor Dow made an opening speech.

Making and attesting of declarations of Councillors-elect

Mayor Dow invited the Councillors-elect to make their declarations individually commencing with Deputy Mayor Christison followed by Councillors in alphabetical order.

Mayor Dow adjourned the meeting at 11.40am to allow family to depart and reconvened the meeting at 12.11pm.

Decision reports**Ngā pūrongo whakatau****Item 1 - Fixing of a date and time for the first meeting**

ŌDC's Chief Executive, Tanya Winter advised Mayor Dow had discussed the date and time with Councillors as provided in the staff recommendation.

Resolved C1: 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.

Councillor Jeffries | Councillor Tamaki

Item 2 - Appointment of Deputy Mayor

ŌDC's Chief Executive, Tanya Winter confirmed Mayor Dow had exercised his power to appoint a Deputy Mayor and he had appointed Councillor Katrina Christison to the role.

Resolved C2: 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.

Councillor Tamaki | Councillor Butcher

Item 3 - Appointment of councillors to community boards

ŌDC's Chief Executive, Tanya Winter spoke to the staff report noting there were two Ōtorohanga ward councillors and two vacancies on the Ōtorohanga Community Board. She noted there were two Kāwhia-Tihiroa ward councillors but only one vacancy on the Kāwhia Community Board. She advised Mayor Dow had liaised with the two councillors who had agreed to split the Triennium.

Resolved C3: 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; and,
- b) **Kāwhia Community Board:** Councillor Kit Jeffries from 4 November 2025 to 25 April 2027 and Councillor Jo Butcher from 26 April 2027 to the 2028 Local Government Election.

Mayor Dow | Deputy Mayor Christison

Information only reports**Ngā pūrongo mōhiohio anake****Item 4 - General explanation of laws affecting elected members**

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation¹ outlining the key legislation. Councillor Jeffries spoke on the importance of speaking to the Chief Executive if any Member has questions or queries. Deputy Mayor Christison queried the conflict of interest declaration and Ms Winter spoke on the declaration process. Mayor Dow spoke on the importance of declaring to ensure transparency.

Resolved C4: 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.

Mayor Dow | Deputy Mayor Christison

Public excluded**Take matatapu**

There were no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritao/whakataukī**

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda, first in Māori and again in English.

Meeting closure**Katinga o te hui**

Mayor Dow declared the meeting closed at 12.33pm.

Confirmed by Resolution

Chairperson's signature

¹ Available upon request.