TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga District Council

Open Agenda

Date: Tuesday, 24th November 2026

Time: 9.00am

Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: Open to the public

Livestream and recording: Livestreamed and recorded on YouTube

Ōtorohanga District Council

An ordinary meeting of Ōtorohanga District Council will be held in Waikōwhitiwhiti (Council Chambers), 17 Maniapoto Street, Ōtorohanga, on Tuesday, 24th November 2026 commencing at 9.00am.

Tanya Winter, Chief Executive 19 November 2026

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 Woodward
Wharepūhunga Councillor	Shane Carr

Disclaimer

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to ŌDC's YouTube channel. Attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Board, for members of the community to speak to their elected members. This reflects the Board's desire to encourage public participation in decision-making. To speak at the forum please use the online form on our website. Alternatively, please contact our Customer Experience team on 07 873 4000.

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Workshops		Hui awheawhe
1	Monthly discussion with the Chief Executive	Public not permitted
2	Storm Water Strategy	Open Workshop
3	Investment Fund Guidance	Open Workshop
4	Resource Consenting 101	Open Workshop
5	Service Request Dashboard	Open Workshop

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

Members may submit apologies for absence. The meeting will resolve whether to accept them.

Staff recommendation

That Ōtorohanga District Council receive and accept the apology from Councillor XXXX for non-attendance, lateness or early departure and grant leave of absence under standing orders.

Public forum Hui tūmatanui

Public forum allows members of the community to speak on matters of interest. Requests to speak must be received **at least two working days before the meeting**. Speakers may present for up to five minutes. No decisions will be made on matters raised unless already on the agenda.

Late items Ngā take tōmuri

Late items may only be considered in accordance with section 46A of the Local Government Official Information and Meetings Act 1987. A resolution is required, and the Chairperson must explain why the item was not included and why it cannot be delayed.

If a late item is raised, staff recommend that: *Ōtorohanga District Council consider the late item titled [item title] pursuant to section 46A(7) of the Local Government Official Information and Meetings Act 1987 because [reason item was not on agenda] and because the item cannot be delayed until a subsequent meeting because [reason].*

Declaration of conflict of interest Te whakapuakanga pānga taharua

Members must declare any actual, potential, or perceived conflicts of interest. A member with a conflict must not participate in the item unless permitted under law or standing orders.

If a conflict is declared, use wording such as: *That Ōtorohanga District Council receive the declaration of interest from [member name] in relation to item [x], note that [member name] [will remain / will not participate / will leave the table] for that item, and record the declaration in the conflicts register.*

Confirmation of minutes Te whakaū i ngā meneti

The unconfirmed open minutes are attached for confirmation.

Staff recommendation

That Ōtorohanga District Council confirm the open minutes of the ordinary meeting held on 29th September 2026 and the open minutes of the ordinary meeting held on 27th October 2026 as a true and correct record, subject to any amendments resolved by the meeting.

Note: The confirmed minutes will be kept as the official record of the meeting in accordance with the Public Records Act 2005.

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga District Council

Unconfirmed Open Minutes

Date: Tuesday, 29 September 2026

Time: 9.00am

Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: Open to the public

The recording is available on ŌDC's YouTube channel (@otorohangadistrictcouncil2783).

Open Minutes of an ordinary meeting of Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), 17 Maniapoto Street, Ōtorohanga, on Tuesday, 29 September commencing at 9.00am.

Tanya Winter, Chief Executive 8 October 2026

Ōtorohanga District Council attendance

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

ŌDC senior staff in attendance

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

Chairperson's Certification

These open minutes of the ordinary meeting of the Ōtorohanga District Council held on29 September 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____Chairperson _____Date:

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Apologies	Deputy Mayor Katrina Christison and Councillor Tayla Barclay	5
Public forum	None	5
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Workshops		**Hui awheawhe**
1	Long Term Plan - Assumptions	Open to the public
2	Monthly discussion with the Chief Executive	Public not permitted
3	Long Term Plan – Revenue and Financing Policy	Open to the public
4	Aotea seawall	Open to the public
5	Legislation update	Open to the public
6	Service request dashboard update	Open to the public

Commencement of meeting

Mayor Dow declared the meeting open at 9.00am.

Opening prayer/reflection/words of wisdom

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda.

Apologies

Resolved C90: That Ōtorohanga District Council **RECEIVE** and **ACCEPT** the apology from Deputy Mayor Christison and Councillor Tayla Barclay for non-attendance, and grant leave of absence under standing orders.

Mayor Dow | Councillor Carr

Public forum

None

Late items

There were no late items.

Declaration of conflict of interest

There were no Declarations made.

Confirmation of minutes Te whakaū i ngā meneti

Resolved C91: That Ōtorohanga District Council:

a) **CONFIRM** the open minutes of the extra-ordinary meeting on 04 August 20226 as a true and correct record subject to any amendments resolved by the meeting; and,

b) **CONFIRM** the open minutes of the ordinary meeting held on 25 August 2026 as a true and correct record subject to any amendments resolved by the meeting.

Councillor Woodward | Mayor Dow

Mayor Dow's verbal report

Mayor Dow reported that he had attended Koroneihana at Ngāruawāhia, the Ōtorohanga Kiwi House AGM, a Regional Transport Committee meeting and a public transport meeting, where Councillor Jeffries presented the case for a public transport service from Kāwhia. He also attended a Primary Cluster Group meeting focused on planning for natural hazard events, including briefings on a forecast El Niño event and avian influenza. He also commented on the Government's Head Start announcement, acknowledging the disappointment arising from the lack of a decision, thanking staff for the work undertaken, and noting that the work remained valuable for any future local government reorganisation.

Resolved C92: That Ōtorohanga District Council receive the verbal update from Mayor Dow.

Mayor Dow | Councillor Jeffries

Decision reports

Item 65: Carryovers – 2025/26 to 2026/27

The Chief Executive introduced the report and Brendan O'Callaghan, Project Accountant, explained the purpose, funding and treatment of carryovers. Discussion covered project delivery, consent and weather-related delays, funding sources, progress on water renewals, the Kāwhia wharf and pound improvements, the resource recovery centre feasibility study, and the distinction between accounting and cash surpluses. It was noted that most work-in-progress items were expected to be completed in the short term.

The report was amended to carry forward $250,000 for the Kāwhia/Aotea seawall and to add $518,000 for town concept plan implementation, with the consequential adjustment to the total carryover.

Resolved C93: That Ōtorohanga District Council approve the carrying over of $3,958,250 to the 2026/27 financial year for the following projects:

Tihiroa Rural Water Resource Consent Renewal - $150,000	Ōtorohanga Water Supply Mains Renewals - $750,000	Ōtorohanga Wastewater Mains Renewals - $750,000
Ōtorohanga Stormwater consent Renewal - $200,000	Ōtorohanga Stormwater Mains Renewals - $150,000	Kāwhia Stormwater Resource Consent Renewal - $220,000
Swimming Pools Building and Pool Upgrades - $100,000	Kāwhia Medical Centre Building Renewals - $18,000	Organisational Development - $184,150

IT Equipment Hardware & Software - $82,466	IT Equipment Website Development - $10,000	Kāwhia Public Conveniences Interior Upgrades - $15,000
Library Building Renewals - $11,000	Library Building Covered Parking - $14,550	Swimming Pools Sundry Renewals - $40,000
Housing Driveway Sealing - $10,000	Housing External Painting - $8,000	Housing Healthy Homes - $27,000
District Property Pound Improvements - $38,000	Ōtorohanga Cemetery Berm Extensions - $15,000	Ōtorohanga Parks & Reserves Lake Huiputea Wetlands Projects - $39,951
Ōtorohanga Parks & Reserves Interpretive Signage - $5,000	Ōtorohanga Public Conveniences External Painting - $10,000	Kāwhia Wharf Re-pile Wharf - $22,773
Ōtorohanga Flood Protection Sundry Renewals - $11,126	Ōtorohanga Flood Protection Inlet/Outlet Renewals - $60,908	Ōtorohanga Flood Protection Weir Renewals - $50,000
Ōtorohanga Refuse Resource Recovery Centre Feasibility Study - $75,000	Arohena Rural Water Pipe Renewals -$100,000	Ranginui Rural Water Sundry Renewals - $13,611
Ōtorohanga Board Discretionary Fund - $5,941	Kāwhia Board Discretionary Fund - $2,774	Kāwhia/Aotea Seawall – Maintenance and Resource Consent - $250,000
Town concept plans $518,000		

Mayor Dow | Councillor Jeffries

Item 66: Ōtorohanga Kiwi House – Investigation of Council's Future Financial Relationship

Nardia Gower, Group Manager Strategy and Community, presented the report and clarified that no decision was being sought to convert or forgive the existing $2 million loan, provide further capital, or adopt a particular investment, ownership or governance structure. Approval was sought to investigate potential investment and ownership pathways, undertake staged legal, financial, governance and structural due diligence within a budget of up to $75,000, and develop any viable proposal for community consultation through the 2027–37 Long Term Plan process.

Discussion covered protection of ratepayer interests, allocation of work between ŌDC and the Ōtorohanga Kiwi House Trust, the proposed confidentiality agreement with a potential third-party investor, treatment of foregone interest and investigation costs if an investment proceeds, and the need to complete the work before the current interest-free loan period ends in June 2027.

Resolved C94: That Ōtorohanga District Council:

a) CONFIRMS its preferred strategic direction is Strategic Pathway 3 – Investment/ Ownership: Explore an ongoing investment relationship that may preserve opportunities for future value to return to the community and provide varying degrees of governance or ownership participation; and

b) CONFIRMS its preference for Option 1 – Investigate First, then consult on a developed proposal; and

c) REQUESTS the Chief Executive to progress the necessary legal, financial, governance and structural investigations to assess Strategic Pathway 3; and

d) APPROVES a budget of up to $75,000 for specialist legal, financial, governance and related advisory services to support investigation of Strategic Pathway 3, with expenditure to be staged and additional work to be commissioned only when required; and

e) NOTES that this is unbudgeted expenditure that will be funded from Community Development which is District Rates Funded and will be an overspend in this account.

f) APPROVES the proposed programme of work and timeline to support development of the 2027-37 Long Term Plan; and

g) REQUESTS that the Chief Executive report back to Ōtorohanga District Council by November 2026 with the progress of the investigation work, associated risks, costs and recommendations for further consideration.

Mayor Dow | Councillor Jeffries

Information only reports Ngā pūrongo mōhiohio anake

Item 67: Economic Wellbeing Strategy Implementation Plan Report 2026

Cheryl Reynolds, Manager Economic Wellbeing, presented the report and explained that the implementation plan reflected collective delivery across ŌDC, partner organisations and the community. The review retained the outcomes of the Economic Wellbeing Strategy while updating the timing and delivery of actions to reflect current circumstances.

Discussion covered the status of the community-led housing plan, with Elevate remaining kaitiaki and no current appetite for ŌDC to assume the lead role; examples of partnership support for mana whenua initiatives, including energy security and solar engineering training; and continued relationship-building with Te Nehenehenui and Waikato-Tainui to identify practical opportunities for alignment of mutual outcomes

Resolved C95: That the Ōtorohanga District Council RECEIVE the report 'Economic Wellbeing Implementation Plan Report 2026' and accompanying appendices.

Councillor Carr | Councillor Kete

Item 68: Finance Report to 31 August 2026

Brendan O'Callaghan, Project Accountant, presented the Finance Report to 31 August 2026 and advised that ŌDC was in a healthy financial position following receipt of the first rates instalment. Discussion covered adjustments to water-by-volume income, year-end accruals, consultant expenditure associated with the Water Services Strategy, internal overhead recoveries and regional initiatives funded through shared services. It was agreed that the line item "security patrol" would be amended to "security patrol and noise control".

Councillor Carr left the meeting at 10.05am and returned at 10.07am.

Resolved C96: That Ōtorohanga District Council RECEIVE the report titled 'Finance Report to 31 August 2026' by Brendan O'Callaghan, Project Accountant.

Councillor Jeffries | Councillor Butcher

Councillor updates Ngā kōrero hou a ngā Kaikaunihera

Councillor Butcher reported that she had recently returned from overseas after visiting family. She had monitored ŌDC matters while away and acknowledged that matters had remained well managed.

Councillor Carr reported that he had attended elected member workshops and the Ōtorohanga Kiwi House AGM, where he discussed possible future ownership arrangements with trust members. He had received considerable correspondence from constituents in his ward concerning the Wharepūhunga Road skidpad. He had also been approached about lowering the speed limit on Waikeria Road. Councillor Carr hosted a fundraising quiz for Korakonui School, which raised approximately $24,400, and had subsequently been approached to host similar events for other organisations. He was also due to host a fundraiser for Riding for the Disabled.

Councillor Barker reported that he had attended an elected member workshop and had otherwise been occupied with commitments at home.

Councillor Woodward reported that he had attended the Ōtorohanga Charitable Trust AGM, where recipients spoke about funded initiatives and the Trust's strategic approach to distributing community funding. He had also attended a North King Country Development Trust meeting at which Elevate, Legendary Te Kuiti, the Maniapoto Māori Trust Board and other community providers discussed potential partnerships and future funding opportunities. A further meeting was scheduled to continue those discussions.

Councillor Tamaki reported that she had attended Koroneihana, monthly Te Maruata hui online, a Chief Executive Review Committee meeting, Meet the Candidates events and Local Government New Zealand

webinars. She had also attended a hui at Meremere Pā concerning prospective oil and gas exploration along the western coastline. The proposals remained at the desktop and application stage. Councillor Tamaki also attended the Waiwaia Festival, which she described as particularly well attended and involving several generations of the community.

Councillor Kete reported that she had attended the Waiwaia kapa haka festival at Ōtorohanga College. She had commenced two Council-supported micro-credential papers in financial and governance leadership and was also undertaking a wānanga paper in Māori governance. Councillor Kete attended a petroleum and gas exploration meeting at Marokopa, where companies outlined proposed onshore and offshore exploration and answered questions from mana whenua and whānau. She also attended a Waikato Civil Defence Emergency Management workshop concerning proposed changes to emergency management arrangements and their implications for ŌDC.

Councillor Jeffries reported that he had attended a Civil Defence Emergency Management response-plan meeting, a meeting concerning the Kāwhia fitness trail, the Kāwhia Community Board meeting, an elected member workshop and the Ōtorohanga Kiwi House AGM. He had presented to the Waikato Regional Council Public Transport Committee in support of a proposed bus service to Kāwhia. Preparations were underway for the Kāwhia Kai Festival on 6 February 2027, with a particular focus on the significance of Te Tiriti o Waitangi to Kāwhia. He also reported progress on the Kāwhia Sports Club, including operating tennis courts and the donation of a virtual golf screen, with the facility expected to open by Christmas. Councillor Jeffries noted that he had provided personal comments to the local newspaper regarding the Government's Head Start announcement and had made clear that he was not speaking on behalf of ŌDC.

Resolution Register — Rēhita tatūnga

Resolved C97: That Ōtorohanga District Council confirm the removal of Resolution C88 from the Register.

Mayor Dow | Councillor Tamaki

Public excluded — Take matatapu

Item 69: Resolution to exclude the public for Item PE11

Resolved C98: That the Ōtorohanga District Council 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. The grounds are those specified in section 7(2)(a) of that Act, as the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists; 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 annual performance review	Section 7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

Councillor Woodward | Councillor Tamaki

The public were excluded at 10.29am and were re-admitted at 11.56pm.

Meeting closure — Katinga o te hui

Mayor Dow declared the meeting closed at 11.57am.

Workshops — Hui awheawhe

1	Long Term Plan - Assumptions	Open to the public
2	Monthly discussion with the Chief Executive	Cancelled due to time limitations
3	Long Term Plan – Revenue and Financing Policy	Open to the public
4	Aotea seawall	Open to the public
5	Legislation update	Open to the public
6	Service request dashboard update	Cancelled due to time limitations

Adoption of Minutes

Resolution to be added.

Version control

Version	Status	Date	Description
1.0	Draft	08 October 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Ōtorohanga District Council

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga District Council

Unconfirmed Open Minutes

Date: Tuesday, 27 October 2026

Time: 9.00am

Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: Open to the public

The recording is available on ŌDC's YouTube channel (@otorohangadistrictcouncil2783).

Open Minutes of an ordinary meeting of Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), 17 Maniapoto Street, Ōtorohanga, on Tuesday, 27 October 2026 commencing at 9.00am.

Tanya Winter, Chief Executive 12th November 2026

Ōtorohanga District Council attendance

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

ŌDC senior staff in attendance

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

Chairperson's Certification

These open minutes of the ordinary meeting of the Ōtorohanga District Council held on 27 October 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____Chairperson _____Date:

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Public excluded	**Take matatapu**	**Page**
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Workshops		**Hui awheawhe**
1	Monthly discussion with the Chief Executive	Public not permitted
2	LTP – Funding Community-led Concept Plan Projects 3	Open to the Public
3	LTP – Revenue and Financing Policy – Part 3	Cancelled
4	Service Request Dashboard Update	Open to the Public
5	CE Recruitment	Public not permitted

Commencement of meeting

Mayor Dow declared the meeting open at 9.00am.

Opening prayer/reflection/words of wisdom

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda.

Mayor Dow welcomed the new Manager, Governance (Jess Hood).

Deliberation for the Draft Ōtorohanga District Alcohol Fees Bylaw 2026

The Mayor outlined the deliberation process for the Draft Ōtorohanga District Alcohol Fees Bylaw 2026, including guidance on conflicts of interest. Cr Shane Carr raised a potential conflict due to previous employment in the alcohol industry, but after discussion determined he had no pecuniary interest or conflict and remained involved in the deliberations.

Group Manager, Regulatory & Growth (Tony Quickfall), Alcohol Licensing Inspector (Nam Pham) and Waitomo District Council Policy Advisor (Raj Mahadevappa) presented the consultation results, noting that public consultation ran from 7 September to 6 October 2026 with only one submission received, from an existing licence holder who did not wish to be heard. Staff advised that the proposed fee increases were intended to reduce the current level of ratepayer subsidisation of alcohol licensing activities and align Ōtorohanga with neighbouring councils that already operate alcohol licensing fee bylaws.

Members sought clarification on the process and frequency of the application and annual licence fees, club charter fees, cost recovery percentages, the impact that central government reforms could have, simplifying licensing processes, user pays models and cost of reviews to the bylaw

Deputy Mayor Katrina Christison expressed concern about increasing costs for licence holders to mirror neighbouring councils, indicating she remained uncomfortable with the proposal and was likely to vote against it.

Resolved C99: That the Ōtorohanga District Council:

a) Receive this report on Submissions to the Draft Ōtorohanga District Alcohol Fees Bylaw 2026; and

b) Consider conflicts of interest declared from any elected members sitting on the panel; and

c) Resolve to hold deliberations in public; and

Cr Michael Woodward | Cr Shane Carr

Resolved C100: That the Ōtorohanga District Council:

d) Approve the Ōtorohanga District Alcohol Fees Bylaw 2026, coming into effect 1 July 2027, with no amendments as the Bylaw Deliberations Panel determine to be reasonable, necessary and within scope

of submissions, having regard to submissions received; and

e) Delegate the Chief Executive of Ōtorohanga District Council the authority to give effect to Council decisions arising from the consideration of submissions in the responses schedule and all subsequent changes to the Long term plan 2027-37 and Fees and Charges 2027-28 prior to adoption.

Cr Kit Jeffries | Cr Michael Woodward

Against: Deputy-Mayor Katrina Christison

Carried

9.29am - The Deliberation for the Draft Ōtorohanga District Alcohol Fees Bylaw 2026 concluded.

9.33am – The Ōtorohanga District Council meeting opened at 9.33am

Apologies

Resolved C101: That Ōtorohanga District Council RECEIVE and ACCEPT the apology from Cr Jaimee Tamaki for lateness, and grant leave of absence under standing orders.

Cr Shane Carr | Cr Jo Butcher

Carried

Public forum

There were no members of the public wishing to speak in the Public Forum.

Late items

There were no late items.

Declaration of conflict of interest

Cr Shane Carr wished it to be noted that in a previous workshop that he had expressed an interest in putting his name forward as the appointment for Item 70 - Appointment of Ōtorohanga representative to the Ōtorohanga District Licensing Committee and that if his name is put forward, he will not vote on the matter.

Cr Kit Jeffries declared that he is committee member for the Kāwhia Kai Festival.

Confirmation of minutes Te whakaū i ngā meneti

The minutes for the Ōtorohanga District Council held on 29th September 2026 will be brought back to the following meeting as a result of technology issues.

Mayor Dow's verbal report

Mayor Rodney Dow reported that it had been a quieter month than previous. Despite this he attended a meeting with Sport Waikato, the Te Papa Whaiora opening, the LGNZ conference in Rotorua, Artbeat, the Ōtorohanga Fire Brigade honours night. He has also had meetings with Waikato Group Controller Julian Snowball, Sports Hub and the Aotea Ratepayers Association, which he enjoyed as a good way to connect with community.

Resolved C102: That Ōtorohanga District Council receive the verbal update from Mayor Dow.

Mayor Rodney Dow | Cr Shane Carr

Decision reports

Item 70: **Appointment of Ōtorohanga representative to the Ōtorohanga District Licensing Committee**

The GM Regulatory & Growth (Tony Quickfall) presented a report on the appointment of a Council representative to the Ōtorohanga District Licensing Committee, noting that while the appointment process appears straightforward, it is governed by complex legislative requirements**.** Members were advised that only the Chief Executive has the authority to appoint the District Licensing Committee Chair or Commissioner, while Council has the authority to appoint a committee member. It was also noted that if no elected member wished to undertake the role, the current appointee could continue.

Members sought clarification on aspects of the appointment process, including the use of the committee member pool and the length of the appointment term. It was confirmed that the appointment could be made for either a three-year or five-year term and would remain valid only while the appointee continued to hold office as a councillor. Any appointment extending into the next triennium would require reconsideration through a future appointment process.

Mayor Rodney Dow called for nominations. Deputy Mayor Katrina Christison nominated Cr Shane Carr, who accepted the nomination.

Members discussed the potential for conflicts of interest should the appointee become involved in alcohol-related matters in another capacity. Staff advised that such situations could give rise to conflicts of interest. It was noted that the District Licensing Committee has established processes for managing conflicts, with the Chair playing a role in assisting with their resolution.

Staff further advised that Council endorsement of the appointment is considered good governance practice, although it is not a legal requirement.

Resolved C103: That the Ōtorohanga District Council:

a) **Appoint Councillor Shane Carr as Deputy Chair of the Ōtorohanga District Licensing Committee, pursuant to section 193 of the Sale and Supply of Alcohol Act 2012 from 30 November 2026 for a period of five years to 29 November 2031, noting that Ms Tegan McIntyre is currently the Chair of the District Licensing Committee**
b) **Endorse any respective Elected Member appointments by Waipā District Council and Waitomo District Council; and**
c) **Approve the following appointments to the list of persons approved to be members of the Council's District Licensing Committee from 30 November 2026 for a period of five years to 29 November 2031 pursuant to section 192 of the Sale and Supply of Alcohol Act 2012:**
    a. **Mr Ross Murphy,**
    b. **Dr Patsi Davies,**
    c. **Dr Michael Cameron,**
d) **Recommend to the Ōtorohanga District Council Chief Executive to appoint Tegan McIntyre as the Independent Chair of the Ōtorohanga District Licensing Committee pursuant to section 193 of the Sale and Supply of Alcohol Act 2012 from 30 November 2026 for a period of five years to 29 November 2031, noting that Ms Tegan McIntyre is currently the Chair of the District Licensing Committee.**

Cr Kit Jeffries | Cr Jo Butcher

Carried

Item 71: Application for Temporary Road Closure - Kāwhia Kai Festival

Presented by Manager Roading (Paul Strange) and GM Engineering and Assets (Mark Lewis).

Staff apologised for an error in the resolution that was circulated in the agenda and that the resolution date should read 2027 not 2026. Staff informed Council that there were no objections to the road closure.

Council asked staff around the cost of the advertisements for road closures and requested that for future road closure reports that there is an attachment of a map(s) to enable members and the public to have a clear visual on what roads are included in the closure.

Resolved C104: That the Ōtorohanga District Council

a) **Approve the Temporary Road Closure for the Kāwhia Kai Festival, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Jervois Street from the intersection of Tainui Street and Omimiti Street, Kāwhia on Saturday 6 February 2027 from 5:00am to 4:00pm.**

b) **Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.**

Cr Tenille Kete | Cr Andrew Barker

Carried

Item 72: Application for Temporary Road Closure – Elevate Ōtorohanga Christmas Parade 2026

Presented by Manager Roading (Paul Strange) and GM Engineering and Assets (Mark Lewis).

Staff informed Council that there were no objections to the road closure when it was advertised.

Resolved C105: That the Ōtorohanga District Council:

a) **Approve the Temporary Road Closure, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, Maniapoto Street, (from Te Kanawa Street to Ranfurly Street), Tūrongo Street, (from Kakamutu Road to Balance Street), Pine Street, Wahanui Crescent, Whittington Lane, Cowley Lane and Ranfurly Street, on Friday 4th December 2026 from 5pm – 8:30pm.**

b) **Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.**

Cr Andrew Barker| Cr Shane Carr

Carried

Item 73: Application for Temporary Road Closure – Kāwhia Rowing Regatta Club Annual New Years Regatta

Presented by Manager Roading (Paul Strange) and GM Engineering and Assets (Mark Lewis).

Staff informed Council that there were no objections to the road closure when it was advertised.

Resolved C106: That the Ōtorohanga District Council:

a) **Approve the Temporary Road Closure for the Kāwhia Regatta, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Jervois Street from the intersection of Tainui Street and Omimiti Street, Kāwhia on Friday 1st January 2027 from 6am – 5pm.**

b) **Authorise public notification of the approved road closure before the event, as required by the Local Government Act 1974.**

Cr Tayla Barclay | Cr Shane Carr

Carried

Item 74: Waikato Waters Ltd – Statement of Expectations Endorsement

Presented by Chief Executive (Tanya Winter). Tanya outlined the process that had been taken with the development of the Statement of Expectations and that the decision sought today is to endorse the document with approval being sought at the Shareholders meeting in late November 2026.

Cr Kit Jeffries queried whether the Establishment Expectations, including when shareholder expectations and reporting would be available. Clarification was provided that relevant matters are expected to come through the Shareholders' Representative Forum, with staff to confirm the process. Cr Jeffries also sought clarification on when we would have an understanding on how the charging will work for the Ōtorohanga District. Staff have not received information but noted that there was no indication that Waikato Waters Ltd is intending to change from current charging practices, but they do expect that information to be available to the public in early 2027.

Cr Michael Woodward sought clarification on reporting arrangements and were advised that reporting would be provided through the Shareholders' Representative Forum, with the method of communication to elected members still to be confirmed.

Discussion also covered the future review of the proposed arrangements by shareholder councils. It was noted that the transition is expected to be a long-term process and that shareholders intend to revisit aspects of the framework over time. Concerns were raised regarding the high number of inherited non-compliant water treatment plants and the potential impact on asset values.

Resolved C107: That the Ōtorohanga District Council:

a) **Receives the report *Waikato Waters Ltd – Statement of Expectations* (Ōtorohanga District Council, 27th October 2026) and;**

b) **Endorse the Waikato Waters Statement of Expectations (Attachment 1).**

Mayor Rodney Dow | Cr Kit Jeffries

Carried

Item 75: Ōtorohanga Historical Society request for additional funding for the Rewarewa School House relocation

Presented by General Manager Engineering and Assets (Mark Lewis).

Members considered a report regarding additional funding and consenting matters associated with the Rewarewa School House relocation. Staff advised that while some costs remain uncertain, the requested funding provision represented a maximum amount, with authority proposed to be delegated to the Chief Executive to manage any operational requirements. It was noted that the project is a partnership between Council and the Historical Society, with Council providing funding support.

Discussion focused on stormwater retention requirements, associated consenting costs, and potential foundation and site preparation costs. Staff advised that stormwater management requirements arise from Council's urban discharge consent obligations and are intended to manage flow and network capacity. While the final costs remain subject to further investigation, members were advised that the building platform and foundation design are still being confirmed, with the aim of achieving a standard foundation solution if possible.

Members sought clarification on project funding sources, the treatment of any unbudgeted expenditure, and the implications should project costs exceed the proposed funding limit. Staff confirmed that any additional funding requirements would need to be reported back to Council for consideration.

A roundtable discussion was held regarding the necessity of stormwater retention infrastructure, consistency with Council requirements, and options to minimise any impact on the character of the building and site.

11.02am – The meeting adjourned

11.11am – The meeting reconvened.

Resolved C108: That the Ōtorohanga District Council:

a) **Receives the report Ōtorohanga Historical Society request for additional funding for the Rewarewa Schoolhouse relocation (27 October 2026); and**

b) **Acknowledges that the request for additional funding has resulted from a clearer understanding of what is required to relocate the Rewarewa Schoolhouse on site.**

c) **Considers the additional funding request and agrees to provide a grant to Ōtorohanga Historical Society up to a total value of $20,000 upon receipt of invoices, to cover the additional costs for the Rewarewa Schoolhouse relocation including outstanding consent invoice, stormwater retention tank, any further consent processing costs and building foundations; or**

d) **Confirms that the funding is sourced from the Ōtorohanga Sundry Reserve Improvements budget.**

e) **That Council delegates authority to the Chief Executive to approve necessary additional project expenditure up to a maximum value of $20,000, with total project cost to be reported back to Council once the final costs are known.**

Mayor Dow| Cr Shane Carr

Carried

Item 76: Correction of General Rate Amount in 2026/27 Rates Resolution

Presented by General Manager – Business Enablement (Graham Bunn)

Apologies were given to the community by his Worship the Mayor for this error and that it was a simple human error.

Graham informed Council that this error was identified in the audit process. A legal opinion was sought as the process can be quite complex given the prescriptive nature of the legislation. He also noted that it was only in the resolution, the statements that went out to the public are correct.

Cr Shane Carr recognised that mistakes can happen and was assured by staff that measures have been implemented to ensure it doesn't happen again.

Cr Andrew Barker sought clarification on the cost of the legal opinion. Staff informed members that it was approximately $2000.

Resolved C109: That Ōtorohanga District Council:

a) **RECEIVES the report titled Correction of General Rate amount in 2026/27 Rates Resolution.**
b) **NOTES that the Funding Impact Statement (FIS) adopted as part of the 2026/27 Annual Plan on 30th June 2026 correctly set the General Rate at 0.0010521 cents in the dollar on the Capital Value of all rating units**
c) **NOTES that the rates resolution adopted by Council on 30th June 2026 (Ōtorohanga District Council - Open Minutes, 30th June 2026 – Page 9 – Resolution C77) incorrectly stated the General Rate as 0.0009307 cents in the dollar on the Capital Value of all rating units.**
d) **NOTES that rates assessments and invoices issued for the 2026/27 rating year have been calculated correctly using the General Rate of 0.0010521 cents in the dollar on the Capital Value of all rating units, as specified in the 2026/27 Funding Impact Statement.**
e) **NOTES that Council have sought and received legal advice on this matter from Simpson Grierson.**
f) **PURSUANT to Standing Order 24.6 and section 46 of the Legislation Act 2019, resolves to alter the 2026/27 rates resolution by replacing the General Rate of 0.0009307 cents in the dollar on the Capital Value of all rating units with 0.0010521 cents in the dollar on the Capital Value of all rating units.**
g) **NOTES that the purpose of the alteration is to correct an administrative error and ensure consistency between the rates resolution, the Funding Impact Statement and rates assessments issued to ratepayers.**
h) **REQUESTS that the Chief Executive undertakes all administrative actions necessary to give effect to the correction.**

Mayor Rodney Dow | Cr Kit Jeffries

Carried

Item 77: Annual Report - 30 June 2026 Adoption

Presented by Finance Manager (Brendan O'Callaghan).

This item was presented to the Risk and Assurance Committee on 22nd October 2026. There were no significant variances between the version that the Risk and Assurance Committee saw and what was included in the agenda.

Members discussed several performance measures that had not been achieved during the year. Clarification that building consent processing performance had decreased to 82% compliance in 2025/26, compared with 94.7% in the previous year, largely due to the implementation of a new online system and challenges with some consultants. Staff advised that recent performance had improved to 96% compliance between 1 July and 14 October 2026.

Resource consent processing performance was also discussed. While the Annual Report showed compliance of approximately 65%, staff advised this result had been affected by data entry errors within the reporting system. A review indicated actual compliance was approximately 88%, with further staff training and implementation of processes and procedures to address reporting and performance issues.

Members discussed consent volumes, with staff noting that the Council processes approximately 180 building consents and between 65 and 95 resource consents annually. Opportunities to improve processing efficiency through technology and process improvements were also noted.

Cr Shane Carr queried whether AI could be used to improve timeframes once staff are trained. Staff noted that there is a project of work being undertaken to screen the less complex building consents, but commented that it is difficult for staff to spend time on process efficiencies when they are already under pressure.

Discussion was held regarding dog registration performance measures. Staff advised that factors such as deceased animals, transfers out of the district and limitations within the measure itself can affect reported results. Existing verification processes were considered appropriate.

Members queried several performance measures within the report, including footpath condition assessments and road safety activities. Staff undertook to provide additional information regarding the footpath condition grading system and specific performance measure wording. It was also noted that a new refuse collection contract had been signed during the reporting period and members requested acknowledgement of this within the report narrative. Discussion was also held regarding the triennial valuation of three waters assets.

Members acknowledged that a number of the reported performance measures were mandatory measures prescribed by central government and that some non-achievements, particularly within three waters activities, had been influenced by adverse weather events.

The Committee also discussed audit processes, including commentary relating to local government reform matters and the timing of amendments considered by the Risk and Assurance Committee. It was noted that process improvements would be considered for future reporting cycles.

Members thanked staff for their work in preparing and completing the Annual Report.

***Action*:** Staff to circulate the Auditor's Final Report and the Three Waters Valuation Report to councillors.

Resolved C110: That Ōtorohanga District Council adopts the 30 June 2026 Annual Report and sign the associated Representation Letter.

Cr Kit Jeffries | Cr Andrew Barker

Carried

Information only reports — Ngā pūrongo mōhiohio anake

Item 78: 2025/26 Annual Survey and Implementation Plan

Presented by Group Manager Strategy and Community (Nardia Gower).

Cr Kit Jeffries discussed service request response processes and community perceptions of Council communication. Questions were raised regarding follow-up procedures once service requests are lodged and whether requests are tracked through to completion. Staff advised that responsibility for actioning requests sits with the relevant activity owner, and while customers are contacted within the required timeframe, requests are not closed until the work has been completed. It was acknowledged that workload pressures can occasionally affect response times.

Cr Michael Woodward raised community feedback on communication and engagement, including the use of social media. Staff advised that while feedback and survey results are monitored, Council does not generally respond to individual survey comments. Ongoing consideration is given to communication methods used by other councils, with approaches balanced against community needs, available resources, and budget constraints.

Deputy-Mayor Katrina Christison commented that the survey highlights the importance of coordination across council departments and the need for elected members to be communicated with. She raised some concerns with waste management and how long staff expect it take for everything to be embedded, the cost and accessibility of the rubbish bags, inaccessibility for older persons to recycle at the refuse centre and complaints for refuse.

Cr Shane Carr sought clarification on what the process is when something isn't working in relation to waste management and was assured by staff that there were mechanisms to manage this through the contract.

Nardia commented on that Council does try and plan good communications with the public and elected members. However, sometimes things do get missed and that we need to be able to be reactive. Communications is a service function to the organisation and is led by the owner of that function.

Council thanked Nardia for an excellent report.

Resolved C111: That Ōtorohanga District Council receive the report titled '2025/26 Annual Survey and Implementation Plan' by Nardia Gower, Group Manager Strategy and Community.

Cr Woodward | Cr Barker

Carried

Item 79: Finance Report to 31 September 2026

Presented by Finance Manager (Brendan O'Callaghan) who took the report as read.

Cr Tayla Barclay queried the waste management contracts budget, noting that budget allocations had not been split correctly. Staff advised that the matter would be corrected.

Cr Jo Butcher sought clarification on the level of expenditure within the Town Concept Plan budget and questioned the underspend in Parks and Reserves, which was reported as approximately $390,000 below

budget. It was noted that some variances were attributable to the timing of projects and expenditure, while certain budget lines fluctuate based on operational requirements.

Members also discussed organisational development expenditure, with advice that costs are spread across the financial year. Staff undertook to provide further clarification on specific capital expenditure variances.

Cr Tenille Kete raised a query regarding auditor fees and how they are set.

12.30pm – Deputy Mayor Katrina Christison left the meeting.

Resolved C112: That Ōtorohanga District Council receive the report titled 'Finance Report to 30 September 2026' by Brendan O'Callaghan, Project Accountant.

Cr Kit Jeffries | Cr Shane Carr

Carried

Councillor updates — Ngā kōrero hou a ngā Kaikaunihera

12.34pm – Cr Jaimee Tamaki entered the meeting.

Cr Shane Carr attended recent Council and committee meetings including Risk and Assurance. The LGNZ Conference in Rotorua. He raised the speed sign issue again at Waikeria Road. The committee raised that it could be worth sending a letter to the prison asking if they could discuss speed with their staff encouraging them to drive slower and safer.

Cr Jo Butcher attended Kāwhia Community Board on 1st October. She also attended the Sports Hub meeting and commented that it was a positive working group. She attended the LGNZ Conference in Rotorua with praise for the workshops. 22nd October she attended the Risk and Assurance Committee. Alongside the Mayor she attended the Aotea Ratepayers Association, as well as Artbeat.

Deputy-Mayor Katrina Christison attended an AI course, the Te Papa Whaiora gym opening, the Sports Hub meeting. She attended the LGNZ Conference. She provided a congratulations for Artbeat for a great event that she attended. She has also had Elevate and Kiwiana meetings.

Cr Michael Woodward attended the North King Country Development Board andis expecting the next meeting to have various employers from across the district to get their perspective on the business sector.

Cr Jaimee Tamaki attended the AI workshop, the LGNZ Workshop, Maniapoto Games over the weekend and the new board Powhiri for Te Nehenehenui.

Cr Tenille Kete attended the AI governance hui, the LGNZ conference, a Te Nehenehenui meeting and has completed 2 submissions for her studies. She also noted that the building consents team was really easy to work with for projects in her own whare.

Cr Kit Jeffries attended the Kāwhia & Aotea CDEM Meeting, Kāwhia Community Board meeting, AI Governance seminar in Te Kuiti, the LGNZ Conference, the closure of the Morrison Forest Harvest, as well as Council and committee meetings including Risk and Assurance.

12.44pm – Cr Kit Jeffries left the meeting.

Resolution Register — Rēhita tatūnga

There were no outstanding items on the resolution register.

Public excluded — Take matatapu

Item 80: Resolution to exclude the public for Item PE12

Resolved C113: That the Ōtorohanga District Council 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. The grounds are those specified in section 7(2)(a) of that Act, as the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists; 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 PE12: Waikato Regional Airport Limited (WRAL)	Section 7(2)(a)	To protect the privacy of natural persons, including that of deceased natural persons.

Cr Jo Butcher| Cr Jaimee Tamaki

Carried

12.46pm – The meeting went into public excluded session and adjourned.

1.49pm – The meeting moved back into open session.

Meeting closure — Katinga o te hui

Mayor Dow declared the meeting closed at 1.50pm.

Workshops — Hui awheawhe

1	Monthly discussion with the Chief Executive	Public excluded
2	LTP – Funding Community-led Concept Plan Projects 3 - Open Workshop	Open to the public
3	LTP – Revenue and Financing Policy – Part 3 - Open Workshop	Cancelled due to time limitations
4	Service Request Dashboard Update Open Workshop	Open to the public
6	CE Recruitment - Public not permitted	Public excluded

Adoption of Minutes

Resolution to be added.

Version control

Version	Status	Date	Description
1.0	Draft	08 October 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Ōtorohanga District Council

Mayor Dow's verbal report — Te pūrongo ā-waha a te kahika

The Mayor will give a verbal update on activities since the previous ordinary meeting. If the Mayor is absent, the item will lapse.

Staff recommendation

That Ōtorohanga District Council receive the verbal update from Mayor Dow.

Decision reports

Ngā pūrongo whakatau

Reports in this section contain recommendations for a decision.

Item	Regional Spatial Plan Governance Arrangements
To	Ōtorohanga District Council
From	Tony Quickfall, Group Manager Regulatory and Growth
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1. To update council on progress of regional governance arrangements for the Waikato Regional Spatial Plan, under the Planning Act, and to seek a decision to confirm the governance arrangement including an appointment of an ŌDC representative on the Regional Spatial Plan Committee.

2. Executive summary | Whakarāpopoto matua

2.1. The Planning Act 2026 requires that all regions establish Regional Spatial Plan Committees (SPC) and prepare a Regional Spatial Plan (RSP) for each region.

2.2. Waikato Regional Council is interim secretariat for the Waikato RSP and SPC, and has been working with CEs, Tier 2 group managers and technical staff in each council in the Waikato Region to prepare regional governance arrangements. These include approval of principles that will inform the statutory Process Agreement and the SPC Terms of Reference, and appointment of an ŌDC representative to the SPC.

2.3. These are now at a stage of seeking critical "establishment decisions" from each Council across the Waikato region, to provide the mandate for the programme team to move into setting up the governance structure.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a. **Approves** the establishment of the proposed Waikato Regional Spatial Plan Committee as a joint committee under the Local Government Act 2002; and

b. **Approves** the principles to inform the draft Regional Process Agreement and Spatial Plan Committee Terms of Reference as set out in Appendix 1; and

c. **Delegates** to the Mayor and Chief Executive the ability to negotiate and execute the Process Agreement and Terms of Reference; and

a) **Appoints** [MAYOR **or** COUNCILLOR XXX **or** AN INDEPENDENT MEMBER] as Ōtorohanga District Council's representative on the Spatial Plan Committee, and [MAYOR **or** COUNCILLOR XXX **or** AN INDEPENDENT MEMBER] as their alternate

4. Context | Horopaki

4.1. The Planning Act 2026 requires that all regions establish Regional Spatial Plan Committees (SPC) and prepare a Regional Spatial Plan (RSP) for each region.

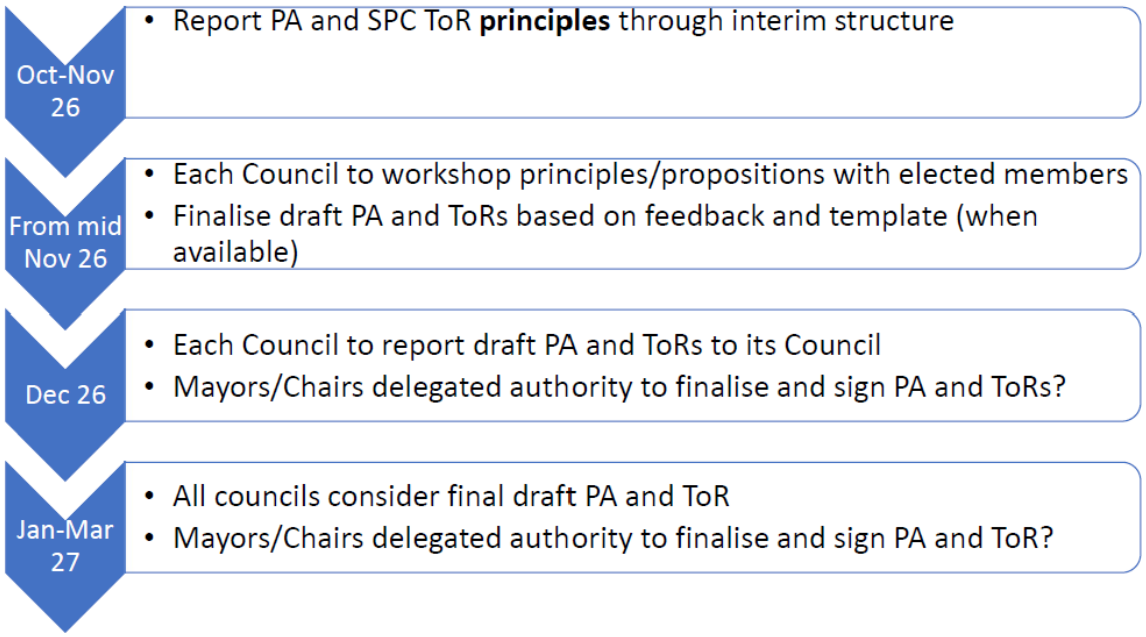
4.2. Waikato Regional Council is interim secretariat for the Waikato RSP and SPC, and has been working with CEs, group managers and technical staff in each council in the Waikato Region to prepare regional governance arrangements. These include approval of principles that will inform the statutory Process Agreement and the SPC Terms of Reference, and appointment of an ŌDC representative to the SPC.

5. Discussion | He kōrerorero

Overview

5.1. The regional programme team is now at a stage of seeking critical "establishment decisions" from each Council across the Waikato region, to provide the mandate for the programme team to move into setting up the governance structure. The high level programme for the Establishment Phase is set out below:

Figure 1: Regional Spatial Plan Regional Governance Establishment Arrangements



"PA" means Process Agreement
"SPC" means Spatial Plan Committee
"ToR" means Terms of Reference for the SPC

5.2. Regional Spatial Plan. The RSP is the mandatory statutory plan that is the output from this part of implementing the Planning Act 2026. There will be a separate technical group which will draft the RSP.

5.3. Spatial plan Committee. The SPC is the mandatory regional committee, constituted under the Local Government Act as a joint standing committee of all councils in a region. The Planning Act requires the SPC to prepare, recommend and implement the RSP. A separate Independent Hearings Panel will be set up to hear submissions and recommend decisions back to the SPC. The SPC then recommends back to each individual council represented on the SPC to approve / endorse the final RSP.

5.4. Process Agreement. The PA is a statutory requirement, and sets out the governance agreement between all councils.

5.5. Terms of Reference. The ToR sets out how the SPC will operate and make decisions.

Principles

5.6. The programme team have developed an agreed set of principles, which will be used to inform the drafting and development of the regional Process Agreement and the SPC Terms of Reference. These are set out in Appendix 1 and are as developed by the RSP Tier 2 Group and reviewed/recommended by the RSP CE Steering Group[1].

SPC Appointment

5.7. An appointment of a member to the SPC will be a strategic appointment for ŌDC, to represent ŌDC at a regional level in developing the RSP. The SPC will be supported by Waikato Regional Council and in practice, is expected to run along similar lines as the current Regional Transport Committee and the Regional Emergency Management Committee. There are several considerations to take into account for this appointment.

5.8. Time. This will be a Joint Regional Standing Committee spanning trienniums so will require a commitment for the appointed member. Assuming one meeting a month, preparation and follow up/report back, the time commitment could be between 3 days to 5 days or more each month, depending on the phase of the project.

5.9. Costs. The Local Government Act specifically precludes any additional remuneration over and above what elected members already receive. Claims for reasonable expenses (e.g. travel) may be made.

5.10. Skills. The ideal mix of skillset for members are:

a. Time: commitment to be on a Regional Standing Committee over multi-trienniums

b. Strategic: big picture thinker able to work collaboratively and navigate a range of alternate / competing views

c. Analytical: able to understand complex technical issues and interconnections at a district scale and regional scale

d. Open Mind: able to represent local voice BUT from a regional perspective, objectively and for the greater good

[1] Chirs Mclay WRC; Lance Vervoot HCC; David Speirs Hauraki DC; Susan Law South Waikato DC; Aileen Lawrie TCDC

e. Collaborative: interest-based negotiation and consensus building.

f. Ethical: sound governance ethics and conflict management.

g. Technical: general understanding of land-use planning, infrastructure, growth, natural hazards, and Māori interests.

h. Communication: able to summarise, report back to the Council, and communicate accurately and without bias

i. Role: ŌDC's governance spokesperson and RMA reform champion

5.11. The CE's steering group has recommended 1 member form each Council plus 1 alternate (to provide cover and continuity). A member may be an elected member or an independent member representing the Council.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. This is a significant decision under councils Significance and Engagement Policy, in terms of the strategic impact of establishing the regional governance arrangements under the Planning Act. However, a special consultative process is not required in this case, as the Planning Act has a prescribed process around establishing the regional governance arrangements, which overrides the LGA special consultative process.

Mana whenua / Māori

6.2. Manawhenua and Māori will have a specific interest in this process. However this decision does not materially affect Māori interests as these will be provided for in the development of the Process Agreement, Terns of Reference, and setting up the Iwi Authorities Working Group.

Strategic alignment and Legal

6.3. These decisions are required by legislation in order to implement a mandated, statutory process.

Financial

6.4. There are no financial implications from this decision. The funding arrangements are being developed and will be brought back to Council when these are finalised for endorsement. Staff have budgeted for ŌDC's financial contribution to this process.

Risk analysis

6.5. The only inherent risk around this decision is the appointment of on ŌDC representative on the SPC. These risks include:

a. Alignment with the desirable skills sets.

b. Time, capacity and continuity.

c. Effective representation on a collaborative consensus environment.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

Recommendation a: Approve the establishment of the proposed Waikato Regional Spatial Plan Committee as a joint committee under the Local Government Act 2002

	Option 1	Option 2
Summary	**Approve**	**Do not approve**
Advantages	Implements the Planning Act – it is a statutory requirement to establish a SPC for each region.	none
Disadvantages	none	Would be in breach of the Planning Act
Staff analysis	Recommended	Not recommended

Recommendation b. Approve the principles to inform the draft Regional Process Agreement and Spatial Plan Committee Terms of Reference as set out in Appendix 1

	Option 1	Option 2	
Summary	**Approve**	**Do not approve**	**Amend**
Advantages	ŌDC alignment with the principes developed and recommended by the CE's steering group	none	none
Disadvantages	None	The Process Agreement and Terms of reference would be unable to proceed OR would proceed in the absence of ODCs approval	The principles have been developed around legislation and recommended by the CE steering group for Council approvals. Any amendments would need to go back to through a process of secretariate revie, CE steering group assessment and recommendation, each individual council needing to reconsider amendments for approval. This would put programme timeframes and delivery at risk.

Staff analysis	Recommended	Not recommended	Not recommended

Recommendation c. Delegates to the Mayor and Chief Executive the ability to negotiate and execute the Process Agreement and Terms of Reference

	Option 1	**Option 2**
Summary	**Delegate to Both Mayor and CE**	**Delegate to either Maor or CE**
Advantages	Provides back up, provides check and balance for approval, enables Mayor to delegate to CE if desirable	Potential efficiency
Disadvantages	none	Risk of unilateral decisions that are not aligned with the Council. Potential future ramifications later in the process. Unclear accountability between governance (Mayor) and implementation of the agreements (CE)
Staff analysis	Recommended	Not recommended

Recommendation d. Appoint [MAYOR **or** COUNCILLOR XXX **or** AN INDEPENDENT MEMBER] as Ōtorohanga District Council's representative on th the Spatial Plan Committee, and [MAYOR **or** COUNCILLOR XXX **or** AN INDEPENDENT MEMBER] as their alternate

	Option 1	**Option 2**	**Option 3**
Summary	**Appoint elected members**	**Appoint an independent member**	**Appoint a staff member**
Advantages	Effective representation; local knowledge; community connection; integration back into Council BAU	More likely to secure relevant skills and knowledge; no additional impact on elected member time or cost	none
Disadvantages	Additional time commitment; remuneration limited to expense claims only; will require a specific focus	Highest cost (likely to be consultant rates); perception of not effectively representing the ŌDC community	Blurs the lines between governance and management; staff capacity constraints; would likely

			require backfill for other work
Staff analysis	Recommended	Alternative to option 2	Not recommended

8. Appendices | Ngā āpitihanga

Number	Title
1	Draft principles to inform the Process Agreement and Spatial Plan Committee Terms of Reference

Appendix 1: Draft Principles to Inform the Process Agreement and SPC Terms of Reference

1. Establish a standing joint committee, the Waikato Spatial Planning Committee (SPC), for the purpose of preparing, monitoring and reviewing the regional spatial plan.
2. Delegate to the SPC of all functions required to prepare a draft Regional Spatial Plan (RSP).
3. Appoint 1 member per local authority and 1 alternate per local authority.
4. Appoint an independent Chair for the SPC who has casting vote.
5. Decisions are made jointly by the SPC.
6. Funding of the SPC and secretariat will be provided on an agreed pro-rata basis across all councils and this could be in monetary contributions or work in kind arrangements.
7. The funding agreement will be based on WRC's share being between 5-15% and the remainder shared between territorial authorities using a proportional funding agreement (to be confirmed).
8. Waikato Regional Council will host the SPC and provide secretariat services - the organisational and administrative home for the secretariat. Staff may be employed by WRC, seconded from participating organisations, or contracted, with WRC systems, policies and procedures supporting its operation.
9. The "Head of Secretariat" has delegation to sign off on secretariat procurement, employment and administrative matters.
10. Establish an Iwi Authority Advisory Group (with membership to be determined) with 1 member, representing the collective Iwi Authorities, appointed to the SPC as a voting member of the SPC.
11. Endorse a voting central government member if the Minister wishes to appoint one.
12. Taupō, Waitomo and Rotorua Lakes to consider and formally confirm participation in the Waikato RSP.
13. Dispute process based on internal mediation process but elevated to external mediation if required.
14. Councils delegate to their respective Mayors and Chief Executives to negotiate and sign the Process Agreement, on behalf of their Council.

Item	Adoption of Ōtorohanga District Alcohol Fees Bylaw 2026
To	Ōtorohanga District Council
From	Tony Quickfall, Group Manager Regulatory and Growth
Type	DECISION REPORT
Date	24 November 2026



1. Purpose | Te kaupapa

1.1 The purpose of this business paper is to present to the Council the Ōtorohanga District Alcohol Fees Bylaw 2026 for adoption to come into effect from 1 July 2027.

2. Executive summary | Whakarāpopoto matua

2.1 Ōtorohanga District Council (ŌDC) administers alcohol licenses set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations). The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). This means the fees are not set by ŌDC.

2.2 The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.

2.3 Ratepayers have been subsidising these costs and this is expected to grow year on year. To enable greater cost recovery the option is to adopt an Alcohol Fees Bylaw to allow ŌDC to set alcohol licencing fees (excluding Managers Certificates) rather than use the default fees which are unlikely to increase in the near future.

2.4 On 25 August 2026 Council Meeting, Council passed a resolution proposing to set alcohol licensing fees and determined that a Draft Ōtorohanga District Alcohol Fees Bylaw would therefore be required. Council adopted the Statement of Proposal for community consultation which includes the Draft Ōtorohanga District Alcohol Fees Bylaw 2026 (the Bylaw) amended to increase fees by 70% in alignment with the current fees set by Waitomo District Council on 1 July 2026, for public consultation.

2.5 The consultation period was open from 7 September to 6 October 2026.

2.6 Two options were presented to the community:

Option 1 (Council preferred option): increasing alcohol licensing charges by 70% from 1 July 2027 to bring the total cost recovery closer to 100%.

Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

2.7 At the close of the submission period, one submission was received, and no submitters wanted to be heard at the Council Hearings.

2.8 On 27 October 2026 the Deliberation of Submissions report was presented to the Bylaw Deliberations Panel (full Council sitting as a panel), the submission was received and clarifying questions on the application of the Bylaw and central government legislation were answered by staff.

The Panel agreed with the staff recommendation that the 70% fee increase is a measured step towards higher cost recovery closer to 100%. Cost efficiencies and improved process as sought by the submitter would continue to be part of improving cost recovery for this activity. There were no recommended amendments to the Bylaw after consideration of the submission.

The Panel approved support for Option 1 (to increase alcohol licensing charges by 70% from 1 July 2027) following the deliberation of submission received on the Draft Ōtorohanga Alcohol Fees Bylaw 2026 Consultation.

2.9 Delegation was given to the Chief Executive that the direction provided be reflected in the Responses Schedule and all changes are made to the Long Term Plan 2027-37 and Fees and Charges 2027-28 prior to adoption. The Bylaw as drafted is assessed as having no implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

RECEIVES the report on Adoption of Ōtorohanga District Alcohol Fees Bylaw 2026.

ADOPTS the Ōtorohanga District Alcohol Fees Bylaw 2026 as consulted to come into effect from 1 July 2027.

4. Context | Horopaki

4.1 Sale and Supply of Alcohol (Fees) Regulations 2013

4.2 The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities.

4.3 Sale and Supply of Alcohol Act 2012

4.4 Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters. Under section 405(4) of the Act, ŌDC must consult with affected persons including the ŌDC's licensees and relevant stakeholders.

4.5 Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013

4.6 This allows local authorities to enact bylaws to prescribe their own alcohol licence fees. The Order does not apply to Manager Certificates because section 11 Regulations states that if fees for Manager's Certificate applications were to increase, they would need to change uniformly across the country. Manager's Certificates can be issued by any District Licensing Committee and used anywhere in the country irrelevant of where they are issued.

5. Discussion | He kōrerorero

5.1 The tables below show the current fees and the proposed fee increases:

Table 1: Special licence fees (excluding GST)

Special Licence Class	Description	Current Fee	Proposed Fee From 1 July 2027 (+70%)	Proposed Fee subsequent years
Class 1	1 large event*: more than 3 medium events**: more than 12 small events***	$500.00	$850.00	$850.00
Class 2	3 to 12 small events: 1 to 3 medium events	$180.00	$306.00	$306.00
Class 3	1 or 2 small events	$55.00	$93.50	$93.50

* large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people
** medium event means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people
***small event means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

Table 2: On, off, and club licences (including renewals) (excluding GST)

Fees category for premises	Number of licences in category (November 2026)	Current Application Fee	Proposed Application Fee from 1 July 2027 (+70%)	Proposed Fee subsequent years	Current Annual Fee	Proposed Annual Fee from 1 July 2027 (+70%)	Proposed Fee subsequent years
Very low	4	$320.00	$544.00	$544.00	$140.00	$238.00	$238.00
Low	9	$530.00	$901.00	$901.00	$340.00	$578.00	$578.00
Medium	9	$710.00	$1207.00	$1207.00	$550.00	$935.00	$935.00
High	0	$890.00	$1513.00	$1513.00	$900.00	$1530.00	$1530.00
Very High	0	$1050.00	$1785.00	$1785.00	$1,250.00	$2125.00	$2125.00

A territorial authority must assign a fees category (very low to very high) to any premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, its trading hours and its enforcement history.

Table 3: Other fees (excluding GST)

Type	Description	Current Fee	Proposed Fee From 1 July 2027 (+70%)	Proposed Fee Subsequent years
Temporary Authority	Section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	$258.00	$438.60	$438.60
Temporary licence	Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during repairs etc.	$258.00	$438.60	$438.60

Permanent club charters	The holder of a permanent club charter (as described in section 414 of the Act)	$550.00	$935.00	$935.00
Extract from register	Under section 66(2) of the Act for an extract from a register	$50.00	$85.00	$85.00

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1 ŌDC's Significance and Engagement Policy require ŌDC to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.

6.2 Based on the list of criteria for significance listed in the Significance and Engagement Policy, this draft Bylaw is considered to be of medium significance for the people of the District, which corresponds to the 'consult' level of engagement.

6.3 The public consultation was undertaken in accordance with the requirements of the LGA and its Significance and Engagement Policy.

Mana whenua / Māori

6.4 This decision (Deliberation of Submissions to the Draft Ōtorohanga District Alcohol Fees Bylaw 2026) has no impact specifically on iwi/Māori, all licence holders are impacted equally.

Strategic alignment

6.5 There are no inconsistencies with Council's direction, existing plans, and policies.

6.6 This decision has no bearing on any strategic documents. If ŌDC resolves to proceed with a bylaw, the 2027-37 Long Term Plan activity public/private cost/benefit split will need to reflect ŌDC's decision on transferring alcohol licensing fees from public (subsidised) to private (user pays).

Legal

6.7 This report is prepared in accordance with the relevant legislation and there are no legal implications.

Financial

6.8 There is a financial implication for the Revenue and Financing Policy for ŌDC in making the decisions set out in the recommended resolutions. Waitomo DC staff are supporting this process, and this is budgeted for in operating budgets.

6.9 There will be financial implications for licence holders from increase in fees. The increase in cost recovery from 30% currently to approximately 42% in the financial year 2027/28 better reflects the private benefit to licence holders, which is currently being heavily subsidised by ratepayers.

Risk analysis

6.10 There is no significant risk in approving the draft Ōtorohanga District Alcohol Fees Bylaw as the community has been consulted on the proposed changes.

The risk of fee increases being set through legislation is low, if this occurred the fees could be set in the Bylaw to match, though likely there would still be a shortfall due to the low number of liecence holders in the district.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1	Option 2
Summary	Adopt the Ōtorohanga District Alcohol Bylaw 2026 as consulted with the community with no changes enabling Council to set Alcohol licensing fees.	Do not adopt the Ōtorohanga District Alcohol Bylaw 2026, retain alcohol licensing fees set by the Regulations under the Act.

Recommended option and rationale

7.1 Based on the advice and reports presented to council, and the submission received, staff recommend option 1.

8. Appendices | Ngā āpitihanga

Number	Title
1	Copy of Business Paper – 27 October 2026 Council Meeting - Deliberation of Submissions to the Draft Ōtorohanga District Alcohol Bylaw 2026
2	Draft Ōtorohanga District Alcohol Bylaw 2026

Item	Deliberation of Submissions to the Draft Ōtorohanga District Alcohol Fees Bylaw 2026
To	Ōtorohanga District Council
From	Tony Quickfall, Group Manager Regulatory and Growth
Type	BYLAW DELIBERATIONS PANEL DECISION REPORT
Date	27 October 2026



1. Purpose | Te kaupapa

1.1. The purpose of this report is to present to the Bylaw Deliberations Panel (full Council sitting as a panel) the submissions received on the Draft Ōtorohanga District Alcohol Fees Bylaw 2026 Consultation and provide analysis on these submissions to assist with Council's deliberations.

2. Executive summary | Whakarāpopoto matua

2.1. Ōtorohanga District Council (ŌDC) administers alcohol licenses set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations). The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). This means the fees are not set by ŌDC.

2.2. The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the process associated with licensing activities.

2.3. Ratepayers have been subsidising these costs and this is expected to grow year on year. To enable greater cost recovery the option is to adopt an Alcohol Fees Bylaw allowing ŌDC to set alcohol licencing fees (excluding Managers Certificates) rather than use the default fees which are unlikely to increase in the near future.

2.4. On 25 August 2026 Council Meeting, Council passed a resolution proposing to set alcohol licensing fees and determined that a Draft Ōtorohanga District Alcohol Fees Bylaw would therefore be required. Council adopted the Statement of Proposal which includes the Draft Ōtorohanga District Alcohol Fees Bylaw 2026 (the Bylaw) amended to align with the current fees set by Waitomo District Council on 1 July 2026, for public consultation.

2.5. A letter to all the stakeholders in the district was emailed explaining the reasons for the proposed increase in alcohol licensing fees, proposed changes and the consultation process.

2.6. The consultation period was open from 7 September to 6 October 2026. No submitters wished to be heard.

2.7. Members of the public were able to submit online via Council's website, or submit their feedback by their own preferred method (i.e. email).

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

Pre-deliberation decisions

a) **Receive** this report on Submissions to the Draft Ōtorohanga District Alcohol Fees Bylaw 2026; and

b) **Consider** conflicts of interest declared from any elected members sitting on the panel; and

c) **Resolve** to hold deliberations in public; and

Post-deliberation decisions

d) **Approve** the Ōtorohanga District Alcohol Fees Bylaw 2026, coming into effect 1 July 2027, with such amendments as the Bylaw Deliberations Panel determine to be reasonable, necessary and within scope of submissions, having regard to submissions received; and

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e) **Delegate** the Chief Executive of Ōtorohanga District Council the authority to give effect to Council decisions arising from the consideration of submissions in the responses schedule and all subsequent changes to the Long Term Plan 2027-37 and Fees and Charges 2027-28 prior to adoption.

4. Context | Horopaki

4.1. Sale and Supply of Alcohol (Fees) Regulations 2013

4.2. The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities.

4.3. Sale and Supply of Alcohol Act 2012

4.4. Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters. Under section 405(4) of the Act, ŌDC must consult with affected persons including the ŌDC's licensees and relevant stakeholders.

4.5. Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013

4.6. This allows local authorities to enact bylaws to prescribe their own alcohol licence fees. The Order does not apply to Manager Certificates because section 11 Regulations states that if fees for Manager's Certificate applications were to increase, they would need to change uniformly across the country. Manager's Certificates can be issued by any District Licensing Committee and used anywhere in the country irrelevant of where they are issued.

5. Discussion | He kōrerorero

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5.1. Public Consultation

5.2. Attached for Council's information is a copy of the Statement of Proposal as consulted on (Attachment 1).

5.3. The Statement of Proposal contained a focus on:

- Overview and proposed changes
- Key considerations
- Proposal and options
- Legislative framework

5.4. Public notice was made in the King Country News; information and links were prominent on ŌDC's engagement website; and posts were made to ŌDC Facebook page.

5.5. While there were no scheduled public sessions during the consultation period, the consultation period provided an opportunity for members of the public to speak to ŌDC staff and Elected Members about the proposal. Staff did not receive any queries or information requests on the proposed changes.

5.6. Submissions On Proposal

5.7. Two options were presented to the community:

- Option 1 (Council preferred option): increasing alcohol licensing charges by 70% from 1 July 2027 to bring the total cost recovery closer to 100%.
- Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

5.8. At the close of the submission period, one submission was received, and no submitters wanted to be heard at the Council Hearings.

5.9. A summary of submissions and analysis is provided on pages 5-7 of this paper.

6. Procedure

6.1. As ŌDC does not have a hearings committee, submissions on bylaws must be considered by a "panel" of Council sitting as a whole, chaired by the Mayor sitting in the role as panel chair. Where submissions request

to be heard, the Council must hear all submitters. Where submitters do not request to be heard, Council moves straight into deliberations.

6.2. The hearing and deliberation process is based on the following principles:

6.3. Conflicts of interest must be invited from elected members and duly considered. Where there is an actual or potential conflict, the Panel Chair must make a determination around allowing the conflicted member to participate in discussion only or excuse themselves from the panel. A conflict member should not partake in any decision making.

6.4. Where submitters wish to be heard, the panel then hears form submitters. This is not a debate but is inquisitorial with the role of the Panel being to consider presentations, submissions and evidence to inform their decision. Submitters are given a speaking time and duration, and during hearings Panel members may ask questions of submitters and staff. This is no cross-examination whereby submitters and council staff cross-examine each other. The Panel Chair may however, and their sole discretion, allow questions of clarification between parties or "through the chair".

6.5. The Panel then moves into deliberations and must resolve whether to hold deliberations in public or public excluded. Bylaw deliberations are typically held in public.

6.6. The Panel must then consider all submissions, and staff recommendations, with an objective open mind and without bias or pre-determination. The panel must weigh submissions and staff advice, during which they may ask staff questions and invite staff to recommend changes to the bylaw having heard any submitters and the Panel's deliberation. Any amendments must be within scope of submissions received and take into account advice of the reporting staff.

6.7. The final procedural step before a decision on the bylaw is a review of amendments, usually presented by staff as a track-changed version of the bylaw for the panel decision.

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7. Strategic Considerations | Ngā whakaaro rautaki

Significance and engagement

7.1. ŌDC's Significance and Engagement Policy requires ŌDC to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.

7.2. Based on the list of criteria for significance listed in the Significance and Engagement Policy, this draft Bylaw is considered to be of medium significance for the people of the District, which corresponds to the 'consult' level of engagement.

7.3. The public consultation was undertaken in accordance with the requirements of the LGA and its Significance and Engagement Policy.

Mana whenua / Māori

7.4. This decision (Deliberation of Submissions to the Draft Ōtorohanga District Alcohol Fees Bylaw 2026) has no impact specifically on iwi/Māori, all licence holders are impacted equally.

Strategic alignment

7.5. There are no inconsistencies with Council's direction, existing plans, and policies.

7.6. This decision has no bearing on any strategic documents. If ŌDC resolves to proceed with a bylaw, the 2027-37 Long Term Plan activity public/private cost/benefit split will need to reflect ŌDC's decision on transferring alcohol licensing fees from public (subsidised) to private (user pays).

Legal

7.7. This report is prepared in accordance with the relevant legislation and there are no legal implications.

Financial

7.8. There is a financial implication for the Revenue and Financing Policy for ŌDC in making the decisions set out in the recommended resolutions. Waitomo DC staff are supporting this process, and this is budgeted for in operating budgets.

7.9. There will be financial implications for licence holders from increase in fees. The increase in cost recovery from 30% currently to approximately 42% in the financial year 2027/28 better reflects the private benefit to licence holders, which is currently being heavily subsidised by ratepayers.

Risk analysis

7.10. The Statement of Proposal was prepared as per the requirements of sections 83 and 87 of the Local Government Act 2002 (LGA). A consultation period of 1 month for public submissions was allowed to meet the legislative requirement. Hence, the level of risk involved is low.

8. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1	Option 2	Option 3
Summary	Panel considers the submission, deliberates and addresses the points raised by the submitter and approves the bylaw, with amendments to the bylaw as reasonably necessary to give effect to submission.	Panel approves the bylaw with no amendments.	Panel does not approve the bylaw.

Recommended option and rationale

8.1. Based on the advice and reports presented to council, and the submissions received, staff recommend option 1 OR option 2 if no amendments are considered to be necessary.

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9. Appendices | Ngā Tāpiritihanga

Number	Title
1	Statement of Proposal and Draft Ōtorohanga District Alcohol Fees Bylaw 2026
2	Copy of Business Paper - 25 August 2026 Council Meeting - Determinations of Draft Ōtorohanga District Alcohol Fees Bylaw 2026 and Approval of the Statement of Proposal for Consultation

Summary and Commentary on Submissions received to Draft Alcohol Fees Bylaw 2026 Consultation

Proposal: Proposing a new Alcohol Fees Bylaw to set fees and charges for alcohol licences in Ōtorohanga District.

Question: Do you have any further suggestions or recommendations for changes to the Bylaw?

Option 1 (Council preferred option): increasing alcohol licensing charges by 70% from 1 July 2027 to bring the total cost recovery closer to 100%.

Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

Sub.	Name and Organisation	Preferred Option	Submission Points (Summary)	Analysis and Recommendation
1	Jack Walters	We completely under[illegible]d there will need to be increase to fees, ho[illegible]er, encourage council t[illegible]ave a thorough review o[illegible]w various systems and processes are carried [illegible]t. As a commercial operator within the district, Pungent Pukeko Limited recognises that national default licensing fees set in 2013 have not been updated for inflation and that rising operational costs place pressure on local council budgets. However, we oppose the proposed fee increases under Option 1.	• Council focus on internal operational efficiency and wait for central government legislative updates. • Attempting to bridge operational cost recovery gaps by increasing local fee rates without first optimising internal systems places an unnecessary burden on local businesses[illegible] under tight [illegible]s. • Th[illegible]roposed fe[illegible]ucture s[illegible]d not be [illegible]uated in is[illegible]on, as [illegible]ohol licen[illegible]n repr[illegible]nts only one pa[illegible] of a hea[illegible] compliance s[illegible]k borne by commercial o[illegible]ators. In addition[illegible] initia[illegible]ence applicat[illegible] and ani[illegible] operating fe[illegible] businesses must m[illegible]tain [illegible]tified duty m[illegible]gers, incu[illegible]g ongoing app[illegible]tion, renewal, and [illegible]skillin[illegible] • Furthermore[illegible]ospitality business[illegible]ace m[illegible]ring compliance costs under[illegible]e Food [illegible]t 201[illegible]r National Progra[illegible]mes o[illegible]od Control Plan registrations verif[illegible]ions, a[illegible] annual audits [illegible]ious o[illegible]r compliance costs. When eve[illegible] re[illegible]tory requ[illegible]ent increa[illegible]n cost, [illegible] cumulative financial impact [illegible]kly undermines [illegible]l viability. • From a stakeholder perspective, processing a standard alcohol licence appears to involve a straightforward administrative workflow: receiving documentation, checking statutory compliance criteria, seeking reports from Police and Public Health, and issuing a decision. If internal administration requires resources far exceeding current fee recovery, Council should provide stakeholders with a transparent, itemised breakdown of staff processing hours and overhead allocations so operators can understand where their money is going. • This issue is further compounded by central government funding arrangements: despite collecting over a billion dollars nationwide in alcohol excise duty, central government provides no excise tax funding to local councils to run local alcohol compliance, monitoring, or DLC functions. Instead, councils are required to remit a statutory portion of local licence fees back to the central ARLA. We appreciate this is beyond councils' immediate control, however, we want to highlight this as even though businesses should certainly be paying licensing fees, contributions that are already taken from tax should be on the table to help carry out the functions associated with licensing events. • Considerable administrative savings could be achieved by restructuring how DLC sittings are organised. Council could establish a fixed monthly DLC meeting schedule with a published application cutoff date, allowing non-	**Staff recommendation:** 9.1. The submission is in scope so can be considered. 9.[illegible]The submission point opposing the proposed fee increase is not accepted for the reasons mentioned below. The points around administration efficiency and the need to increase fees are noted. While Council is committed to identifying operational efficiencies, these measures alone are not sufficient to address the current gap between the licensing fees and the actual costs involved. The cost of delivering these services has increased significantly over time, and the existing fee levels do not provide adequate cost recovery. While Council officers note the compliance costs faced by the hospitality sector, it is considered that the proposed increase in fees is necessary to reduce the amount of subsidisation applied to this activity from the general rate. Council officers have based the fee increase on the staff time to process each application and tried to ensure that we are consistent with neighbouring Districts who have introduced an alcohol fees bylaw. This was

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			contested applications to be batched and processed efficiently in a single sitting. • If an applicant misses the monthly cutoff and requires an urgent hearing, Council should charge a specific premium fee for that special meeting to cover the isolated cost, rather than inflating baseline fees for all standard operators. • Administrative efficiency would be markedly improved by modernising Council's digital portal to handle all application correspondence. Managing communication through separate email threads and external file attachments creates unnecessary friction and wastes staff time searching for records across multiple systems. • Centralising all emails, requests for further information, statutory agency reports, and supporting evidence directly within the specific application workspace on the portal would establish a single digital record. • This operational fix would eliminate lost paperwork, reduce staff processing hours, and lower administrative handling costs over time. Further efficiency could be created by having clear, easy-to-access guidelines, or videos on their website about alcohol education, how various processes work, etc. This in turn ould reduce the nu mails and co staff need have to rules and reme oss the • Info tion is ently availab ut it is attered across overnm council, and v ous other source nd not andardised in place. Progressing alised fee-setting law i 026 - schedu to take e t in July 2027 - f s somewhat prema e wh here gove ent discussi around stand ising alcohol licen g fran wide remain ong g. Introducing l changes ahead upcom elections risks wasting ratep er fund staff ti and stakehold ffort o cal rules that may be supers d or ered no mpliant by -electio egislative reforms, even if the a year later. • Finally, we suggest that Council improve its stakeholder notification processes for future public consultations. When notifying stakeholders about proposed regulatory or fee changes, Council should ensure that all relevant information - including full PDF consultation documents and monetary dollar values, rather than just percentage summaries - is provided directly within the original notification email. • Providing all information upfront enables stakeholders to evaluate the practical impact on their operations without having to search through website links, but also maintains transparency and trust between parties. We appreciate that budgets are tight and resources are limited. • If council has not done a thorough review of their systems and processes on how to undertake licensing procedures or related events, we encourage them to do so prior to passing the cost on to businesses. It could free up staff resources / time by optimising council systems more effectively and for long-term, sustainable district growth.	set out in the determinations report (Table 2 Estimate of hours and costs associated with processing an alcohol licence application). By using a shared service arrangement ŌDC has optimised the costs of alcohol licencing. Continued cost reduction measures will be pursued to increase cost recovery further and reduce ratepayer contribution. It is unlikely that central government will provide funding for this activity and considering the recent review of the Sale and Supply of Alcohol Act did not extend to fees it could be quite some time for legislated fee increases. Aligning to neighbouring councils' places ŌDC in better ion for future reforms. ouncil has considered the cost, benefits and social issues that alcohol sales generate and agreed that the benefits of selling alcohol are to the businesses making the sales and therefore should cover most of the licencing costs. **Phased fee increases** We have taken a phased approach where other Councils have gone with an immediate move to full cost recovery. This allows businesses time to adjust pricing (if they consider it necessary, as it is noted that the licence fees would only be a small portion of their operating costs), some fees are only charged every 3 years so this timeframe aligns with the cost recovery to our 3-yearly long term plan review cycle which considers delivery options of council activities. Full fee details were accessible on the website during consultation and hardcopies were also made available. **Council transparency**

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				Council have been very transparent through this process which has been discussed through public Council meetings that are live streamed and open to the public. The information on costings has been outlined during the determination process on whether an Alcohol Fees Bylaw would be required. A copy of this Council paper from 25 August 2026 Council Meeting is attached. Each year we assess the costs of each activity through our annual plan process. This activity was part of that process and efficiencies found incorporated in the budget setting process. We will continue to look for efficiencies in our day-to-day operations and with our contracted parties.

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TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

DRAFT ALCOHOL FEES BYLAW 2026

BYLAW REVIEW, STATEMENT OF PROPOSAL AND CONSULTATION DOCUMENT

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PROPOSAL

Ōtorohanga District Council (Council) is seeking feedback following the development of the Draft Ōtorohanga Alcohol Fees Bylaw 2026 (the Bylaw).

Council is proposing the new Bylaw to set fees and charges for alcohol licences in Ōtorohanga District. Introducing this Bylaw would allow Council to set the amount it charges to alcohol licence holders (e.g. bars, alcohol stores and supermarkets), to help cover costs relating to alcohol licensing.

Council is proposing to increase alcohol licensing charges from 1 July 2027 to bring the total cost recovery closer to 100%. After the initial increase, the Bylaw will be reviewed as part of review of Council's Fees and Charges Schedule, with the next review anticipated coming into effect on 1 July 2028.

If the Bylaw is adopted, alcohol licensing fees would increase as shown in the Draft Bylaw 2026 (provided as part of this Statement of Proposal). This document includes further information about the proposal, including the reasons for the proposal and the Draft Bylaw.

HAVE YOUR SAY

Before making any final decisions, Council would like to know your views. You can tell us what you think of this proposal between 7 September to 6 October 2026.

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Further information on how to let us know what you think about the proposal is included in this document.

Key dates

Feedback period:	7 September to 6 October 2026
Hearing and Deliberations:	27 October 2026
Decision of Council:	24 November 2026

CONSULTATION DOCUMENT

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Introduction

Council currently use the fees set by legislation; however, these fees have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities. This means every time Council processes an alcohol licence it costs more than the fee paid by the licensee.

Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, by introducing the Bylaw Council will have the ability to enable greater cost recovery and reduce public rates subsidising alcohol fees, which are largely for private benefit.

Costs are increasing due to inflation and an increase in alcohol licensing activities, including more District Licensing Committee hearings, education, monitoring, and enforcement. Costs are expected to continue to increase, in part because of legislative changes. The Bylaw would enable Council to set fees that would recover most of the costs of undertaking these licensing activities.

Consulting on these options provides an opportunity for the Council to discuss the intention of the draft Bylaw, hear community opinions, and consider feedback to the proposal.

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Reasons for the Proposal and Legislative Context

Is the Bylaw the most appropriate way of addressing the problem?

The development of the Draft Alcohol Fees Bylaw 2026 is in accordance with the Sale and Supply of Alcohol Act 2012 (the Act), the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Sale and Supply of Alcohol (Fees) Regulations 2013, and the Local Government Act 2002 (LGA 2002).

The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities. Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters.

Bylaws do not have the authority to override primary legislation but rather seek to supplement and support national rules with local rules. Bylaws must focus on providing a remedy to the identified problem, in this case the problem is only around 30% of the licencing cost is recovered through fees, the remainder is covered by ratepayers', however most of the benefit is to the private business owner.

All bylaws must be reasonable. The requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedoms and rights, as protected by the New Zealand Bill of Rights Act 1990 (NZBORA). Our assessment of the proposed bylaw is that there are no implications under the NZBORA, and this assessment will be reviewed before a final bylaw is made.

In reviewing and developing bylaws, the Council must follow both the decision making and consultation requirements set out in the LGA. Each bylaw must be evaluated in terms of its costs and benefits to the community, as well as an assessment of the other options available to the Council to regulate or remedy the problem.

OPTIONS CONSIDERED

Below is a summary of the options considered, and reasons given for the chosen option.

Option 1 (Council preferred option): increasing alcohol licensing charges by 70% from 1 July 2027 to bring the total cost recovery closer to 100%.

Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

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Table 1: Summary of options

Option	Key Points
Option 1 (preferred): Creating the Bylaw would mean:	• Council would increase the fees and charges for alcohol licenses by 70% in 2027/28. • Cost recovery would increase from 30% currently to approximately 42% in the financial year 2027/28. • A portion of the costs would continue to be subsidised by ratepayers – but less than Option 2
Option 2 (status quo): Not adopting the Bylaw would mean:	• Fees and charges for alcohol licences would not increase. • Council's cost recovery rate would decrease year-on-year. • Alcohol licensing activities undertaken by Council would continue to be mostly subsidised with ratepayer contributions.

Based on this analysis, creating the Bylaw is the most efficient, effective, and appropriate way to address the problem of increasing alcohol licensing costs and to set the alcohol licensing fees to enable greater cost recovery, thereby reducing the ratepayers' subsidisation of these costs.

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Is the Bylaw required?

Ōtorohanga District Council administers alcohol licenses set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations). This is a statutory obligation on ŌDC along with administering the District Licensing Committee (DLC).

The actual cost of regulating alcohol licenses comprises staff time and administering the District Licensing Committee. The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.

The only way Ōtorohanga District Council can change the fees is if a Bylaw is developed.

Proposed Bylaw

The proposed Bylaw is shown in the following pages.

Ōtorohanga District Council

Draft Ōtorohanga Alcohol Fees Bylaw 2026

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ŌTOROHANGA DISTRICT COUNCIL

Draft Ōtorohanga Alcohol Fees Bylaw 2026

This Bylaw is made pursuant to the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002. Ōtorohanga District Council makes and ordains this Bylaw.

1. TITLE

This Bylaw shall be cited and referred to as the "Ōtorohanga District Alcohol Fees Bylaw 2026''.

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to set fees for any matter for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.

2.2 This Bylaw applies only to the district of Ōtorohanga.

3. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Act" means the Sale and Supply of Alcohol Act 2012

"Application fee" has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following:

(a) an application for an on-licence, off-licence, or club licence:

(b) an application to vary an on-licence, off-licence, or club licence:

(c) an application to renew an on-licence, off-licence, or club licence

"2027/28 year'' means the period commencing 1 July 2027 and ending 30 June 2028.

"Subsequent years" means the period commencing 1 July 2028 onwards.

"Council" means the Ōtorohanga District Council.

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4. BYLAW

Unless the context requires another meaning, a term of expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act. Any guidance or explanatory notes do not form part of this Bylaw, and may be made, amended and revoked without formality. To avoid doubt, the Legislation Act 2019 applies to this Bylaw.

5. Fees payable for premises in each fees category

5.1 The application fees and annual fees are:

5.2 Regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides information on how the Council must assign the cost/risk rating and fees category to any premises for which an on-licence, off-licence or club licence (including renewals) is held or sought.

Period fee applies:	**2027/28 year**		**Subsequent years**	
Fees category for premises	**Application fee**	**Annual fee**	**Application fee**	**Annual fee**
Very low	$544.00	$238.00	$544.00	$238.00
Low	$901.00	$578.00	$901.00	$578.00
Medium	$1207.00	$935.00	$1207.00	$935.00
High	$1513.00	$1530.00	$1513.00	$1530.00
Very high	$1785.00	$2125.00	$1785.00	$2125.00

6. Fees payable for special licences

6.1 The fee payable to the Council for a special licence is as follows:

Period fee applies:	**2027/28 year**	**Subsequent years**
Special License class	**Fee**	**Fee**
Class 1	$850.00	$850.00
Class 2	$306.00	$306.00
Class 3	$93.50	$93.50

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Guidance note:
Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 sets out how Council must assign classes for special licenses. Under this provision, every special licence issued by a territorial authority must be one of the following classes:

Special Licence class	**Issued in respect of**
Class 1	1 large event More than 3 medium events More than 12 small events
Class 2	3 to 12 small events 1 to 3 medium events
Class 3	1 or 2 small events

For this purpose:
Large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

- **Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
- **Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

7. Temporary Authority

7.1 The fees payable under section 136 (2) of the Act for a temporary authority to carry on the sale and supply of alcohol is:

(a) for the 2027/28 year, $438.60; and

(b) for subsequent years, $438.60.

8. Temporary Licence

8.1 A person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than premises to which the licence relates must pay an application fee to the Council of:

(a) for the 2027/28 year, $438.60; and

(b) for subsequent years, $438.60.

9. Permanent Club Charter

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9.1 The holder of a permanent club charter (as described in section 414 of the Act) must, if the club's premises are located in the district of the Council, pay an annual fee to the Council of:

(a) for the 2027/28 year, $935.00; and

(b) for subsequent years, $935.00.

10. Extract from Register

10.1 The fee payable to a licensing committee under section 66(2) of the Act for an extract from a register is:

(a) for the 2027/28 year, $85.00; and

(b) for subsequent years, $85.00.

11. Goods and Services Tax Exclusive

11.1 The fees prescribed by this Bylaw are exclusive of goods and services tax.

THIS BYLAW WAS CONFIRMED BY COUNCIL ON [INSERT DATE]

This Bylaw was made by the **ŌTOROHANGA DISTRICT COUNCIL** under the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002 at a meeting of the Ōtorohanga District Council held [INSERT DATE]

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL** was hereunto affixed pursuant to a resolution of Council passed on the XXXXXX 2026.

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL**
was hereto affixed in the presence of:

_____ _____

Mayor Date

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_____ _____

Chief Executive Date

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TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

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Item 62	Determinations of Draft Ōtorohanga District Alcohol Fees Bylaw 2026 and Approval of the Statement of Proposal for Consultation
To	Ōtorohanga District Council
From	Tony Quickfall, Group Manager Regulatory and Growth
Type	**DECISION REPORT**
Date	25 August 2026

1. Purpose | Te kaupapa

1.1. To seek direction on setting alcohol licensing fees, thereby determining if a Draft Ōtorohanga District Alcohol Fees Bylaw is required.

1.2. To seek approval of the Statement of Proposal for Consultation on Draft Ōtorohanga District Alcohol Fees Bylaw 2026.

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2. Executive summary | Whakarāpopotomatu

2.1. Ōtorohanga District Council (ŌDC) administers alcohol licences set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations). This is a statutory obligation on ŌDC along with administering the District Licensing Committee (DLC). The DLC is an independent committee run in conjunction with Waipa, Waitomo and Ōtorohanga Councils. Alcohol licensing is undertaken by ŌDC's Environmental Health Officer (EHO), noting this is only one of several EHO functions.

2.2. The Regulations provide default fees that are payable by users of the licensing function under the Sale and Supply of Alcohol Act 2012 (the Act). This means the fees are not set by ŌDC.

2.3. The actual cost of regulating alcohol licenses comprises staff time and administering the District Licensing Committee. The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.

2.4. Fees are recovered under a fees schedule that is prescribed. Total annual costs to ŌDC of administering alcohol licenses are $87,145. Current cost recovery without alcohol fees bylaw is 30%. Ratepayers have been subsidising these costs and this is expected to grow year on year.

2.5. The only way ŌDC can change the fees is if a bylaw is developed, specifically for this purpose[1]. Therefore, it is recommended to introduce the Ōtorohanga District Alcohol Fees Bylaw (the Bylaw) to enable greater cost recovery.

[1] Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013

2.6. Section 405 of Sale and Supply of Alcohol Act 2012 (the Act) permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters. Under section 405(4) of the Act, ŌDC must consult with affected persons including ŌDC's licensees and relevant stakeholders.

2.7. While ŌDC does not have a bylaw, many councils (including Waitomo and Waipā) are using the bylaw powers to achieve greater cost recovery. Waitomo's and Waipā's bylaws were adopted in 2025, and over a 2-year period they will be increasing their fees to achieve closer to 100% cost recovery.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

a) **PROPOSES** to set alcohol licensing fees.

b) **DETERMINES** that a Draft Ōtorohanga District Alcohol Fees Bylaw is required.

c) **DETERMINES** that the draft Bylaw does not give rise to implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

d) **APPROVES** the Statement of Proposal, which includes the Draft Ōtorohanga District Alcohol Fees Bylaw 2026, for public consultation.

e) **CONFIRMS** that the public consultation period begins on 7 September 2026 and concludes on 6 October 2026.

f) **AUTHORISES** the Chief Executive to make any editorial or layout changes to the Statement of Proposal that may be necessary before it is made publicly available.

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4. Context | Horopaki

Sale and Supply of Alcohol (Fees) Regulations 2013

4.1. The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities.

Sale and Supply of Alcohol Act 2012

4.2. Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters. Under section 405(4) of the Act, ŌDC must consult with affected persons including the ŌDC's licensees and relevant stakeholders.

Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013

4.3. This allows local authorities to enact bylaws to prescribe their own alcohol licence fees. The Order does not apply to Manager Certificates because section 11 Regulations states that if fees for Manager's Certificate applications were to increase, they would need to change uniformly across the country. Manager's Certificates can be issued by any District Licensing Committee and used anywhere in the country irrelevant of where they are issued.

5. Discussion | He kōrerorero

Determinations

5.1. Under section 155 of the Local Government Act 2002 (LGA), ŌDC is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem, determine whether the proposed bylaw is the most appropriate form of bylaw, and determine that the proposed bylaw is not inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA). This determinations report fulfils the first requirement of section 155, an assessment against the NZBORA to be completed when a proposed draft bylaw is presented to ŌDC for consideration.

Perceived Problem Analysis

5.2. ŌDC staff have undertaken a comprehensive review of the current alcohol licencing costs. The current cost recovery without an alcohol fees bylaw is 30% ($26,143) of the total costs associated with the administration and monitoring of alcohol licences with the remainder of the shortfall being funded through rates.

5.3. It is proposed to increase the fees and charges prescribed for alcohol licensing matters by making an alcohol fees bylaw. The Draft Ōtorohanga District Alcohol Fees Bylaw 2026 is included as part of **Appendix 1**. The proposed new Bylaw ensures that Ōtorohanga can continue to provide essential services without relying on a high level of subsidisation by ratepayers.

5.4. Making a bylaw of this nature is permitted under section 405 of the Act and the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 (Order).

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Administering Alcohol Licensing

5.5. The alcohol licensing fees are comprised of two components:

- The application fee paid when obtaining or renewing an already issued licence; and
- The annual fee paid annually for premises licences.

5.6. The application fee/renewal fee is paid on the initial application, then the first renewal (after one year), then every three years after that. There are also application fees for special licences, temporary authorities and temporary licences. The annual fee covers monitoring of the licence to make sure conditions set on the licence are being met.

5.7. The actual cost of regulating alcohol licenses comprises staff time and administering the DLC. The DLC make all the decisions on the issue of alcohol licenses. Annual costs are made up of:

Alcohol licensing proportion of EHO's staff time (salary and overheads)	$80,509
Administration of District Licencing Authority[2]	$6,636
Total	**$87,145**

[2] Member fees and logistical costs e.g. hearings.

5.8. ŌDC staff investigated two options to shift the costs from ratepayer subsidisation of alcohol licensing, to a more user pays regime. This change to user pays also recognises that most of the benefits of the alcohol license regime are private benefits, while alcohol harm, attributed to a private benefit, comes at a public cost.

- Option 1A: 100% cost recovery from commercial premises and a lower percentage from clubs.
- Option 1B: Increasing cost recovery to 70% uniformly over a period of 2 years in line with approach taken by Waitomo's and Waipā's implementation of their Alcohol Fee Bylaws.

Analysis of the options based on the legislative framework

Option 1A - 100% cost recovery from commercial premises and a lower percentage from clubs

5.9. Under Regulation 7(2)(a) of the Act, fees must be set in the context of the cost/risk rating (Regulation 5) and resulting fees category (Regulation 6). The framework classifies premises by an objective cost/risk score (type of premises, trading hours, enforcement history) into Very Low through Very High categories, with set fees attached to each category.

5.10. The Regulations already account for the fact that many commercial premises create higher regulatory costs. For example, taverns, nightclubs and supermarkets tend to score higher on the cost/risk weightings than most clubs, so they land in higher fee categories.

5.11. Due to this requirement ŌDC can't impose a flat percentage split that overrides the category outcome as this would bypass the cost/risk methodology.

5.12. Although, there is a narrow discretion under Regulation 6(4) to step individual premises down one category where circumstances justify it, Regulation 5's cost/risk weightings for club premises already have lower weightings than commercial on-licence/off-licence types.

5.13. Below table shows the typical licensing fees currently paid by various premises in the district.

Table 1: Current licensing fees by premises, GST included

Premises	Risk Ranking	Application fee	Annual fees
Off-licence (bottle store, supermarket)	Medium	$816.50	$632.50
Off-licence (remote sales /manufacturer)	Low	$609.50	$391.00
On-licence (hotel, pub, tavern)	Medium	$816.50	$632.50
On-licence (restaurant, caf)	Low	$609.50	$391.00
Club licence class 1 (Large club 1000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs))	Medium	$816.50	$632.50

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Premises	Risk Ranking	Application fee	Annual fees
Club licence class 3 (fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs))	Very-low	$368.00	$161.00
Club licence class 2 (not fit into the above)	Low	$609.50	$391.00

5.14. As seen in the above table, the licensing fees paid by clubs are typically lower than commercial premises (except for the Ōtorohanga Returned and Services Association (RSA) which is covered by the Ōtorohanga Club license).

Option 1B - A stepped increase over two years

5.15. Option 1B provides a stepped increase to allow business owners time to adjust and aligns with the cost/risk framework as per the regulation.

5.16. Hence, as option 1A overrides the cost/risk framework, ŌDC staff recommend proceeding with option 1B achieving closer to 100% cost recovery. At a 35% cost recovery (comparable to Waitomo) this equates to an additional $4,357 per annum, or a 0.03% annual transfer from rates to user pays over the two years.

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5.17. Expenditure for alcohol licensing in the 2025/26 financial year totalled approximately $87,145[3]. ŌDC received $26,143.00 (including GST) through fees. This means the current fees covers 30% of the total cost of the administration and monitoring of alcohol licences.

5.18. With increasing costs over the 2-year period and some fees on a 3-year cycle the cost recovery is likely to be 70% once the two fee increases are implemented. With a Bylaw in place, regular review of the fees can be undertaken to retain a high percentage of cost recovery. A percentage of public benefit could be retained recognising the benefit of having well run licenced premises and clubs.

5.19. The costs associated with the activities relate to employing the alcohol licensing inspectors, associated administration functions, the cost of reimbursing the expenses of the District Licencing Committee and overhead costs. The only exception to this is the fees for Managers' Certificates which cannot be changed and any cost shortfall for this area cannot be directly recovered from these applications certificate under section 11(2) of the Regulations.

5.20. The proposed bylaw will increase fees for alcohol premises annual and application fees as well as application fees for special licences and temporary authorities. The Bylaw will not impact Manager's Certificate fees.

5.21. Fees will be set in proportion to the costs to ŌDC for each category of licence (on-licence, off-licence, or club licence). The proposed bylaw seeks to increase the current licence fees by between 50% to 89% in 2027/28 (for a 35% cost recovery). For comparative purposes:

[3] This costing includes fees paid to the Alcohol Regulatory Licencing Authority, District Licencing Committee, Waipa District Council for providing the Licencing Inspector service, and ŌDC staff time.

- A 35% cost recovery would result in initial fee increase between 50% to 89% over current fees.
- A 45% cost recovery (the maximum under ŌDC's current Revenue and Funding Policy) would result in fee increases of between 93% and 142%.
- A 70% cost recovery (requiring a change to ŌDC's revenue and Funding Policy) equates to a fee increase of between 200% to 277% from the current fees.

5.22. Introducing the Bylaw would ensure those who use the alcohol licensing services contribute an appropriate share of the costs of licensing, education, monitoring, and enforcement.

5.23. Below table shows the estimated worst-case costs associated with the processing of a licence application, and a cost recovery increase of 35%. This is in line with the increase in labour market inflation since 2013 when the fees were set by the Regulations as well as taking into account the original fees not covering costs and the bylaw review period. There is also no direct cost recovery, such as when hearings are required.

Table 2 Estimate of hours and costs associated with processing an alcohol licence application

Application	Initial Admin (hours)	Inspector (hours)[4]	Admin (hours)	DLC (hours)	Secretary (hours)	Total Hours	Approximate Cost
New licence	1.25	10	1.25	1	0.5	14	$2243
Licence renewal	1	9	1.25	1	0.5	12.75	$2,043
Special (medium)	1	10	1.25	1	0.5	13.75	$2203
Special (small)	0.75	4	1	1	0.25	7	$1122
Managers Certificate	0.75	2.5	1	1	0.25	5.5	$881.00

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Future cost recovery

5.24. If the Bylaw is adopted, it is anticipated to come into effect 1 July 2027. It is proposed to include a stepped approach to increases, meaning a further increase of the fees on 1 July 2028 to bring the total cost recovery closer to 70 per cent, taking into consideration a percentage of public good.

5.25. After the initial (35% cost recovery) and secondary (70% cost recovery) increases, it is intended that the Bylaw can be reviewed as part of any review of ŌDC's Fees and Charges Schedule. The Bylaw would require, as a minimum, a review 5 years after it was made.

5.26. The tables below show the application of proposed fee increases.

[4] Includes report, visit, review of application requiring very little effort, interview.

Table 3: Special licence fees (including GST)

Special Licence Class	Description	Current Fee	Proposed Fee From 1 July 2027 (@35% cost recovery)	Proposed Fee From 1 July 2028 (@70% cost recovery)
Class 1	1 large event : more than 3 medium events : more than 12 small events	$575.00	$1,084.17	$2,168.33
Class 2	3 to 12 small events: 1 to 3 medium events	$207.00	$390.30	$780.60
Class 3	1 or 2 small events	$63.25	$119.26	$238.52
large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people medium event means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people small event means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.				

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Table 4: On, off and club licences (including renewals) (including GST)

Fees category for premises	Number of licences in category (July 2026)	Current Application Fee	Proposed Application Fee from July 2027 (@35% cost recovery)	Proposed Application Fee from 1 July 2028 (@70% cost recovery)	Current Annual Fee	Proposed Annual Fee from 1 July 2027 (@35%) cost recovery	Proposed Annual Fee from 1 July 2028 (@70% cost recovery)
Very low	4	$368.00	$579.40	$1,158.80	$161.00	$241.36	$482.72
Low	9	$609.50	$958.84	$1,917.69	$391.00	$586.16	$1,172.33
Medium	9	$816.50	$1,284.76	$2,569.51	$632.50	$947.46	$1,894.91
High		$1023.50	$1,610.67	$3,221.34	$1035.50	$1,551.61	$3,103.22
Very High		$1207.50	$1,900.337	$3,800.74	$1437.50	$2,154.26	$4,308.53
A territorial authority must assign a fees category (very low to very high) to any premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, its trading hours and its enforcement history.							

Table 5: Other fees (excluding GST)

Type	Description	Current Fee	Proposed Fee From 1 July 2027 (@35% cost recovery)	Proposed Fee From 1 July 2028 (@70% cost recovery)
Temporary Authority	Section 136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	$258.00	$470.15	$940.31
Temporary licence	Under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates during repairs etc.	$258.00	$470.15	$940.31
Permanent club charters	The holder of a permanent club charter (as described in section 414 of the Act)	$550.00	$1,002.26	$2,004.54
Extract from register	Under section 66(2) of the Act for an extract from a register	$50.00	$91.11	$182.23

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5.27. The proposed new alcohol fee is not expected to result in substantial increase in revenue immediately. The changes in funding percentages from 1 July 2027 are in accordance with ŌDC's Revenue and Financing Policy (RFP) which provides for up to 45% cost recovery. The increase from 1 July 2028 will require a change ŌDC's Revenue and Financing Policy (RFP) – this will be incorporated into the review of the RFP as part of the Long Term Plan 2027-37.

Consultation

5.28. ŌDC must consult with affected persons including the ŌDC's licensees and relevant stakeholders. Under section 405(4) of the Act, ŌDC must, to the extent that is reasonably practicable having regard to the circumstances of the particular case, consult the persons the authority has reason to believe are representative of interests likely to be substantially affected by the bylaw.

5.29. Prior to public engagement, staff will send a letter to all licensed premises to advise them that ŌDC is consulting on the Bylaw and inviting them to submit.

Other Councils

5.30. Waikato councils who have introduced an alcohol fees bylaw include Waipā District Council, Waitomo District Council, and Hamilton City Council, also many other councils around the country.

5.31. The Bylaw is the only way ŌDC can change alcohol licensing fees, aligning the charges with the actual costs and inflation. Therefore, emphasising the importance of a new Bylaw as the most appropriate way to set alcohol licensing fees.

Statement Of Proposal

5.32. The special consultative procedure in section 86 of the LGA is required to be used when making Bylaws under the LGA. Section 86(2) of the LGA requires a statement of proposal for a Bylaw to include:

- A draft of the bylaw as proposed to be made.
- The reasons for the proposal.

5.33. The statement of proposal in **Appendix 1** to this report complies with these requirements.

Determinations under section 155 of the LGA

5.34. Before adopting a Draft Ōtorohanga District Alcohol Fees Bylaw for consultation, ŌDC must make the following determinations:

- That the draft Bylaw is the most appropriate way to address the perceived problem
- That the draft Bylaw is the most appropriate form of Bylaw.
- That the draft Bylaw does not give rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA).

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5.35. There are no other mechanisms to set the alcohol licensing fees other than introducing a new Bylaw. ŌDC has Bylaw-making powers that allow it to make Bylaws to address the perceived problems.

5.36. Staff do not consider the draft Bylaw gives rise to any implications under the NZBORA.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. ŌDC's Significance and Engagement Policy require ŌDC to assess the degree of significance of proposals and decisions, which informs the appropriate level of engagement.

6.2. Based on the list of criteria for significance listed in the Significance and Engagement Policy, this draft Bylaw is considered to be of medium significance for the people of the District, which corresponds to the 'consult' level of engagement.

6.3. Additionally, the Significance and Engagement Policy states that ŌDC will use the special consultative procedure set out in section 83 of the LGA for reviewing Bylaws.

6.4. Staff therefore recommend that ŌDC undertake public consultation in accordance with the requirements of the LGA and its Significance and Engagement Policy.

6.5. Section 83 of the LGA requires ŌDC to make some specific decisions which are summarised as follows:

- Prepare and adopt a Statement of Proposal.
- Ensure the Statement of Proposal is publicly available.

6.6. Ensure a description of how ŌDC will provide persons interested in the Proposal with an opportunity to present their views.

6.7. Ensure a statement of the period (not less than 1 month) within which views on the Proposal may be provided to ŌDC.

6.8. Provide an opportunity for persons to present their views to ŌDC in a manner that enables spoken interaction between the person and Elected Members (or delegated representatives) and ensure that any such person is informed about how and when they may take up that opportunity.

6.9. The proposed timetable for consultation and the adoption process is:

Key Milestone	Planned timeframe
Council Meeting: adoption of the proposed Bylaw for public consultation	25 August 2026
Letter to current license holders	End of August
Consultation Period	September 2026
Hearing of submitters who wish to speak to their submissions	27 October
Deliberations Council discuss feedback from the community and changes are agreed to if appropriate	27 October
Council Meeting – adoption of a final bylaw	24 November 2026

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Mana whenua / Māori

6.10. This decision (whether to proceed to consultation on a draft Alcohol Fees Bylaw) has no impact specifically on iwi/Māori.

Strategic alignment

6.11. This decision has no bearing on any strategic documents. If ŌDC resolves to proceed with a bylaw, the 2027 Long Term Plan activity public/private cost/benefit split will need to reflect ŌDC's decision on transferring alcohol licensing fees from public (subsidised) to private (user pays).

6.12. In respect of Local Government reform, a decision to proceed with a consultation on the draft Bylaw has no material impact on any future Local Government reorganisation (potentially from the end of 2028). ŌDC would continue to benefit from the financial benefits of increased cost recovery, from 1 July 2027.

Legal

6.13. This report is prepared in accordance with the relevant legislation and there are no legal implications.

Financial

6.14. There are no financial implications for ŌDC in making the decisions set out in the recommended resolutions. Waitomo DC staff are supporting this process, and this is budgeted for in operating budgets.

6.15. There will be financial implications for licence holders from increase in fees. The stepped increase in cost recovery (35% and 70%) better reflects the private benefit to licence holders, which is currently being heavily subsidised by ratepayers.

Risk analysis

6.16. There is very little risk involved in consulting on the proposed Bylaw. The Statement of Proposal has been prepared to fulfil the requirements of sections 83 and 87 of the LGA. A consultation period of 1 month allowing public submissions has been suggested which meets the legislative requirement.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations:

	Option 1	Option 2
Summary	Set the alcohol licensing fees, thereby determining a Draft Ōtorohanga District Alcohol Fees Bylaw as the most appropriate way to set alcohol licensing fees.	Do not set the alcohol licensing fees and retain the fees as set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (i.e. bylaw does not proceed)
Advantages	If ŌDC determines a bylaw is appropriate, this initiates a full public consultation process for a proposed bylaw allowing interested parties to provide feedback. If the bylaw is approved, this provides for improved cost recovery and rates savings (over time) from reduced subsidisation of alcohol licensing. Many councils in the country have either introduced or consulting on the introduction of an Alcohol Fees Bylaw. ŌDC's approach will be consistent with current practice across other councils.	Cost saving in not preparing the bylaw.

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	Option 1	Option 2
Disadvantages	One-off cost of preparing the bylaw (estimated at $7,940 which is well within operational budgets)	No opportunity to revise alcohol licensing fees. Ratepayers continue to heavily subsidise alcohol licensing beyond the assessed public benefit, and this is expected to grow year on year.

Recommended option and rationale

7.1. Option 1 is recommended because it is the only available legislative mechanism for ŌDC to address the growing gap between alcohol licensing costs and fee revenue.

7.2. Proceeding to consultation enables ŌDC to test community support for a phased user-pays approach, reduces ongoing ratepayer subsidisation of a service that primarily benefits licence holders, supports long-term financial sustainability, and satisfies the statutory requirements of sections 155 and 405 of the relevant legislation before any decision is made.

8. Appendices | Ngā āpitihanga

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Number	Title
1	Draft Statement of Proposal – Draft Ōtorohanga District Alcohol Fees Bylaw 2026 and Draft Ōtorohanga District Alcohol Fees Bylaw 2026

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Draft Ōtorohanga District Alcohol Fees Bylaw 2025

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ŌTOROHANGA DISTRICT COUNCIL

Statement of Proposal

PROPOSAL

Ōtorohanga District Council (Council) is seeking feedback following the development of the Draft Ōtorohanga Alcohol Fees Bylaw 2026 (the Bylaw).

Council is proposing the new Bylaw to set fees and charges for alcohol licences in Ōtorohanga District. Introducing this Bylaw would allow Council to set the amount it charges to alcohol licence holders (e.g. bars, alcohol stores and supermarkets), to help cover costs relating to alcohol licensing.

Council is proposing to increase cost recovery to 70% uniformly over a period of two years, with initial 35% cost recovery in July 2027, followed by a further 35% in July 2028 to bring the total cost recovery closer to 100%. After the initial and secondary increases, the Bylaw will be reviewed as part of review of Council's Fees and Charges Schedule, with the next review anticipated coming into effect on 1 July 2029.

If the Bylaw is adopted, alcohol licensing fees would increase as shown in the Draft Bylaw 2026 (provided as part of this Statement of Proposal). This document includes further information about the proposal, including the reasons for the proposal and the Draft Bylaw.

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HAVE YOUR SAY

Before making any final decisions Council would like to know your views. You can tell us what you think of this proposal between 7 September to 6 October 2026.

Further information on how to let us know what you think about the proposal is included in this document.

Key dates

Feedback period:	7 September to 6 October 2026
Chat with a Councillor:	xxx .....
Hearing and Deliberations:	27 October 2026
Decision of Council:	24 November 2026

CONSULTATION DOCUMENT

Table of Contents:

Introduction
Reasons for the proposal and Legislative Context
Need for the Bylaw
Proposed Bylaw

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Introduction

Council currently use the fees set by legislation; however, these fees have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities. This means every time Council processes an alcohol licence it costs more than the fee paid by the licensee.

Ratepayers have been subsidising these costs and this is expected to grow year on year. Therefore, by introducing the Bylaw Council will have the ability to enable greater cost recovery and reduce public rates subsidising alcohol fees, which are largely for private benefit.

Costs are increasing due to inflation and an increase in alcohol licensing activities, including more District Licensing Committee hearings, education, monitoring, and enforcement. Costs are expected to continue to increase, in part because of legislative changes. The Bylaw would enable Council to set fees that would recover most of the costs of undertaking these licensing activities.

Consulting on these options provides an opportunity for the Council to discuss the intention of the draft Bylaw, hear community opinions, and consider feedback to the proposal.

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Reasons for the Proposal and Legislative Context

Is the Bylaw the most appropriate way of addressing the problem?

The development of the Draft Alcohol Fees Bylaw 2026 is in accordance with the Sale and Supply of Alcohol Act 2012 (the Act), the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, Sale and Supply of Alcohol (Fees) Regulations 2013, and the Local Government Act 2002 (LGA 2002).

The Regulations specify the fees that can be charged and how fees are established for alcohol licensing related functions of territorial authorities. Section 405 of the Act provides the legal framework for the sale, supply and consumption of alcohol and the associated systems of control and licensing. This section permits making an alcohol fees bylaw to increase the fees and charges prescribed for alcohol licensing matters.

Bylaws do not have the authority to override primary legislation but rather seek to supplement and support national rules with local rules. Bylaws must focus on providing a remedy to the identified problem, in this case the problem is only around 30% of the licencing cost is recovered through fees, the remainder is covered by ratepayers', however most of the benefit is to the private business owner.

All bylaws must be reasonable. The requirement to be reasonable relates to the bylaw not unnecessarily impacting upon a person's freedoms and rights, as protected by the New Zealand Bill of Rights Act 1990 (NZBORA). Our assessment of the proposed bylaw is that there are no implications under the NZBORA, and this assessment will be reviewed before a final bylaw is made.

In reviewing and developing bylaws, the Council must follow both the decision making and consultation requirements set out in the LGA. Each bylaw must be evaluated in terms of its costs and benefits to the community, as well as an assessment of the other options available to the Council to regulate or remedy the problem.

OPTIONS CONSIDERED

Below is a summary of the options considered, and reasons given for the chosen option.

Option 1 (Council preferred option): Increasing cost recovery to 70% uniformly over a period of two years with initial 35% cost recovery in July 2027, followed by a further 35% in July 2028.

Option 2 (status quo): do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

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Table 1: Summary of options

Option	Key Points
Option 1 (preferred): Creating the Bylaw would mean:	• Council would increase the cost recovery for alcohol licences by 35% in 2027-28, followed by a further 35% in 2028-29. • A 35% cost recovery would result in initial fee increase between 50% to 89% over current fees. • A 70% cost recovery equates to a fee increase of between 200% to 277% from the current fees. • Cost recovery would increase from approximately 35% in the financial year 2027/28 to 70% in the financial year 2028/29 of the Bylaw. • A portion of the costs would continue to be subsidised by ratepayers – but less than Option 2
Option 2 (status quo): Not adopting the Bylaw would mean:	• Fees and charges for alcohol licences would not increase. • Council's cost recovery rate would decrease year-on-year. • Alcohol licensing activities undertaken by Council would continue to be mostly subsidised with ratepayer contributions.

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Based on this analysis, creating the Bylaw is the most efficient, effective, and appropriate way to address the problem of increasing alcohol licensing costs and to set the alcohol licensing fees to enable greater cost recovery, thereby reducing the ratepayers' subsidisation of these costs.

Is the Bylaw required?

Ōtorohanga District Council administers alcohol licenses set by the Sale and Supply of Alcohol (Fees) Regulations 2013 (the Regulations). This is a statutory obligation on ŌDC along with administering the District Licensing Committee (DLC).

The actual cost of regulating alcohol licenses comprises staff time and administering the District Licensing Committee. The fees set by the Regulations have not increased since they came into force in 2013 and do not cover the full cost of the processes associated with licensing activities.

The only way Ōtorohanga District Council can change the fees is if a Bylaw is developed.

Proposed Bylaw

The proposed Bylaw is shown in the following pages.

Ōtorohanga District Council

Draft Ōtorohanga Alcohol Fees Bylaw 2026

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ŌTOROHANGA DISTRICT COUNCIL

Draft Ōtorohanga Alcohol Fees Bylaw 2026

This Bylaw is made pursuant to the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002. Ōtorohanga District Council makes and ordains this Bylaw.

1. TITLE

This Bylaw shall be cited and referred to as the "Ōtorohanga District Alcohol Fees Bylaw 2026''.

2. PURPOSE OF THE BYLAW

2.1 The purpose of this Bylaw is to set fees for any matter for which fees payable to territorial authorities are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.

2.2 This Bylaw applies only to the district of Ōtorohanga.

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3. DEFINITIONS

In this Bylaw, unless the context otherwise requires:

"Act" means the Sale and Supply of Alcohol Act 2012

"Application fee" has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following:

(a) an application for an on-licence, off-licence, or club licence:

(b) an application to vary an on-licence, off-licence, or club licence:

(c) an application to renew an on-licence, off-licence, or club licence

"2027/28 year'' means the period commencing 1 July 2027 and ending 30 June 2028.

''Subsequent years'' means the period commencing 1 July 2028 onwards.

"Council" means the Ōtorohanga District Council.

4. BYLAW

Unless the context requires another meaning, a term of expression that is defined in the Act and used in this Bylaw, but not defined, has the meaning given by the Act. Any guidance or explanatory notes do not form part of this Bylaw, and may be made, amended and revoked without formality. To avoid doubt, the Legislation Act 2019 applies to this Bylaw.

5. Fees payable for premises in each fees category

5.1 The application fees and annual fees are:

5.2 Regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides information on how the Council must assign the cost/risk rating and fees category to any premises for which an on-licence, off-licence or club licence (including renewals) is held or sought.

Period fee applies:	**2027/28 year**		**Subsequent years**	
Fees category for premises	**Application fee**	**Annual fee**	**Application fee**	**Annual fee**
Very low	$579.40	$241.36	$1,158.80	$482.72
Low	$958.84	$586.16	$1,917.69	$1,172.33
Medium	$1,284.76	$947.46	$2,569.51	$1,894.91
High	$1,610.67	$1,551.61	$3,221.34	$3,103.22
Very high	$1,900.337	$2,154.26	$3,800.74	$4,308.53

6. Fees payable for special licences

6.1 The fee payable to the Council for a special licence is as follows:

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Period fee applie	**27/28 yea**	**Subsequent years**
Special License lass	**ee**	**Fee**
Class 1	$1,084.17	$2,168.33
Class 2	$390.30	$780.60
Class 3	$119.26	$238.52

Guidance note:
Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 sets out how Council must assign classes for special licenses. Under this provision, every special licence issued by a territorial authority must be one of the following classes:

Special Licence class	Issued in respect of
Class 1	1 large event More than 3 medium events More than 12 small events
Class 2	3 to 12 small events 1 to 3 medium events
Class 3	1 or 2 small events

For this purpose:
Large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

- **Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
- **Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

7. Temporary Authority

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7.1 The fees payable under section 136 (2) of the Act for a temporary authority to carry on the sale and supply of alcohol is:

(a) for the 2027/28 year, $470.15; and

(b) for subsequent years, $940.31

8. Temporary Licence

8.1 A person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than premises to which the licence relates must pay an application fee to the Council of:

(a) for the 2027/28 year, $470.15; and

(b) for subsequent years, $940.31.

9. Permanent Club Charter

9.1 The holder of a permanent club charter (as described in section 414 of the Act) must, if the club's premises are located in the district of the Council, pay an annual fee to the Council of:

(a) for the 2027/28 year, $1,002.26; and

(b) for subsequent years, $2,004.54.

10. Extract from Register

10.1 The fee payable to a licensing committee under section 66(2) of the Act for an extract from a register is:

(a) for the 2027/28 year, $91.11; and

(b) for subsequent years, $182.23

11. Goods and Services Tax Exclusive

11.1 The fees prescribed by this Bylaw are exclusive of goods and services tax.

COPY

THIS BYLAW WAS CONFIRMED BY COUNCIL ON [INSERT DATE]

This Bylaw was made by the **ŌTOROHANGA DISTRICT COUNCIL** under the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002 at a meeting of the Ōtorohanga District Council held [INSERT DATE]

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL** was hereunto affixed pursuant to a resolution of Council passed on the XXXXXX 2026.

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL**
was hereto affixed in the presence of:

_____ _____

Mayor Date

COPY

_____ _____

Chief Executive Date

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

COPY

Ōtorohanga District Council

Draft Ōtorohanga Alcohol Fees Bylaw 2026

ŌTOROHANGA DISTRICT COUNCIL

Draft Ōtorohanga Alcohol Fees Bylaw 2026

This Bylaw is made pursuant to the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002. Ōtorohanga District Council makes and ordains this Bylaw.

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2.2 This Bylaw applies only to the district of Ōtorohanga.

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"Application fee" has the meaning given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following:

(a) an application for an on-licence, off-licence, or club licence:

(b) an application to vary an on-licence, off-licence, or club licence:

(c) an application to renew an on-licence, off-licence, or club licence

"2027/28 year'' means the period commencing 1 July 2027 and ending 30 June 2028.

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"Council" means the Ōtorohanga District Council.

4. BYLAW

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5. Fees payable for premises in each fees category

5.1 The application fees and annual fees are:

5.2 Regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides information on how the Council must assign the cost/risk rating and fees category to any premises for which an on-licence, off-licence or club licence (including renewals) is held or sought.

Period fee applies:	**2027/28 year**		**Subsequent years**	
Fees category for premises	**Application fee**	**Annual fee**	**Application fee**	**Annual fee**
Very low	$544.00	$238.00	$544.00	$238.00
Low	$901.00	$578.00	$901.00	$578.00
Medium	$1207.00	$935.00	$1207.00	$935.00
High	$1513.00	$1530.00	$1513.00	$1530.00
Very high	$1785.00	$2125.00	$1785.00	$2125.00

6. Fees payable for special licences

6.1 The fee payable to the Council for a special licence is as follows:

Period fee applies:	**2027/28 year**	**Subsequent years**
Special License class	**Fee**	**Fee**
Class 1	$850.00	$850.00
Class 2	$306.00	$306.00
Class 3	$93.50	$93.50

Guidance note:
Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 sets out how Council must assign classes for special licenses. Under this provision, every special licence issued by a territorial authority must be one of the following classes:

Special Licence class	**Issued in respect of**
Class 1	1 large event More than 3 medium events More than 12 small events
Class 2	3 to 12 small events 1 to 3 medium events
Class 3	1 or 2 small events

For this purpose:
Large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

- **Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
- **Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

7. Temporary Authority

7.1 The fees payable under section 136 (2) of the Act for a temporary authority to carry on the sale and supply of alcohol is:

(a) for the 2027/28 year, $438.60; and

(b) for subsequent years, $438.60.

8. Temporary Licence

8.1 A person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than premises to which the licence relates must pay an application fee to the Council of:

(a) for the 2027/28 year, $438.60; and

(b) for subsequent years, $438.60.

9. Permanent Club Charter

9.1 The holder of a permanent club charter (as described in section 414 of the Act) must, if the club's premises are located in the district of the Council, pay an annual fee to the Council of:

(a) for the 2027/28 year, $935.00; and

(b) for subsequent years, $935.00.

10. Extract from Register

10.1 The fee payable to a licensing committee under section 66(2) of the Act for an extract from a register is:

(a) for the 2027/28 year, $85.00; and

(b) for subsequent years, $85.00.

11. Goods and Services Tax Exclusive

11.1 The fees prescribed by this Bylaw are exclusive of goods and services tax.

THIS BYLAW WAS CONFIRMED BY COUNCIL ON [INSERT DATE]

This Bylaw was made by the **ŌTOROHANGA DISTRICT COUNCIL** under the Sale and Supply of Alcohol Act 2012, the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013, and the Local Government Act 2002 at a meeting of the Ōtorohanga District Council held [INSERT DATE]

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL** was hereunto affixed pursuant to a resolution of Council passed on the XXXXXX 2026.

The Common Seal of the **ŌTOROHANGA DISTRICT COUNCIL**
was hereto affixed in the presence of:

_____ _____

Mayor Date

_____ _____

Chief Executive Date

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Item	Chief Executive Delegations Transfer
To	Ōtorohanga District Council
From	Noah Lockett-Turton, Manager People & Capability
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te Kaupapa

1.1. To seek Council approval to transfer all of the Chief Executive's delegated authorities to the Interim Chief Executive, effective from 5:00 pm on 15 January 2027, being the end of the current Chief Executive's employment.

2. Executive summary | Whakarāpopoto matua

2.1. Chief Executive Tanya Winter has resigned, and her last day of employment will be 15 January 2027. Council has been appointed Interim Chief Executive while a recruitment process is undertaken.

2.2. To ensure smooth operations of the organisation, it is proposed that all of the current Chief Executive's delegations be transferred to the Interim Chief Executive from 5:00 pm on 15 January 2027.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

1. receive the report titled 'Chief Executive Delegations Transfer (24 November 2026)' by Noah Lockett-Turton; and
2. Approve the transfer of all of the Chief Executive's delegations to the Interim Chief Executive effective from 5:00 pm on 15 January 2027.

4. Context | Horopaki

4.1. Last month, Chief Executive Tanya Winter resigned from her position and gave notice that her last day of employment will be 15 January 2027.

4.2. The Chief Executive Review Committee convened an extraordinary meeting to make a recommend a Interim Chief Executive. The Council has signed off on an Interim Chief Executive while a recruitment process for a Chief Executive is undertaken.

4.3. To allow for the smooth operation of the organisation, it is proposed that all of the Chief Executive's delegations be transferred to the Interim Chief Executive.

5. Discussion | He kōrerorero

5.1. Council has three options for the Chief Executive's delegated authorities when Tanya Winter's employment ends. The benefits and disadvantages of each option are set out below.

6. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1	Option 2
Summary	Do not give the Interim Chief Executive any delegations.	Provide the Interim Chief Executive with partial delegations.
Advantages	Council retains full control of all decisions, and this option carries the lowest risk of authority being exercised in a way Council does not intend.	Council can choose which authorities are transferred and keep oversight of higher-risk or more significant decisions. This option may suit Council if it wants to limit the Interim Chief Executive's authority for the interim period.
Disadvantages	Every decision that would normally sit with the Chief Executive would need to be brought to Council. This would slow operational decision-making, place a significant burden on elected members, and is likely to prevent the organisation from operating effectively during the recruitment process. It would also limit the Interim Chief Executive's ability to carry out the role she has been appointed to.	Council would need to assess every delegation and decide which to transfer, which takes time and effort before 15 January 2027. Decisions that are not delegated would still need to come to Council, causing delays. There is also a risk of gaps or uncertainty about who holds authority, particularly for matters not clearly covered.

	Option 3
Summary	The Interim Chief Executive has full delegations (recommended).
Advantages	The Interim Chief Executive can run the organisation without interruption, there is clear accountability for decisions, and the

	burden on Council is minimised. It also provides continuity with the current arrangements.	
Disadvantages	Council has less direct involvement in decisions that would otherwise sit with the Chief Executive, and the Interim Chief Executive would hold the full range of authorities for the duration of her appointment. This is mitigated by the Interim Chief Executive remaining accountable to Council, and by Council's ability to review or amend the delegations at any time.	

Recommended option and rationale

6.1. Staff recommend Option 3 for the reasons below.

6.2. Given the Interim Chief Executive's credibility and ability to manage the role effectively, transferring the delegations will enable the organisation to continue operating smoothly during the recruitment process.

6.3. Transferring the delegations also avoids the unnecessary burden of bringing Council together to make decisions that would otherwise sit with the Chief Executive.

7. Appendices | Ngā āpitihanga

Number	Title
1	ŌDC Delegations Register

Item	Community Action Fund
To	Ōtorohanga District Council
From	Sally Sheedy, Concept Plan Lead
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1. To seek Ōtorohanga District Council (ŌDC/Council) approval to establish a contestable fund from the 2026/27 Concept Plan budget (Town Centres Development), providing seed funding to support the delivery of community-led projects across the district's three Concept Plans - Ōtorohanga Town, Ōtorohanga Rural and Kāwhia, Aotea and Ōpārau Concept Plans.

2. Executive summary | Whakarāpopoto matua

2.1. The districts concept plans identify a number of community-led projects that are not proposed for direct funding through the 2027-37 Long Term Plan (LTP).

2.2. With an increasingly constrained external funding environment, there is an opportunity for Council to provide seed funding to support the progression of these projects.

2.3. Following Council workshops in October and November 2026, a $75,000 contestable fund is proposed from the existing 2026/27 concept plan budget to support community-led concept plan project delivery.

2.4. The fund would be administered through Council's established grants fund process, minimising additional administration. Subject to Council approval, this could be introduced in the current grant fund round closing in February 2027.

2.5. This report seeks Council approval to establish the contestable fund, providing a practical mechanism to support the implementation of community-led concept plan projects without Council assuming responsibility for their delivery.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

a) Receives the report *Community Action Fund (24 November 2026);*

b) Approves the establishment of a contestable Community Action Fund, with a sinking lid allocation of $75,000, from the 2026/27 Concept Plan Budget (Town Centres Development) to support community-led projects identified in the district's three Concept Plans;

c) Approves the allocation and administration of the Community Action Fund (outlined in b), through Councils existing grants fund process with a separate application page on the existing grants application portal; and

d) Adopts the Community Action Fund Guidelines, as outlined in Appendix 1.

4. Context | Horopaki

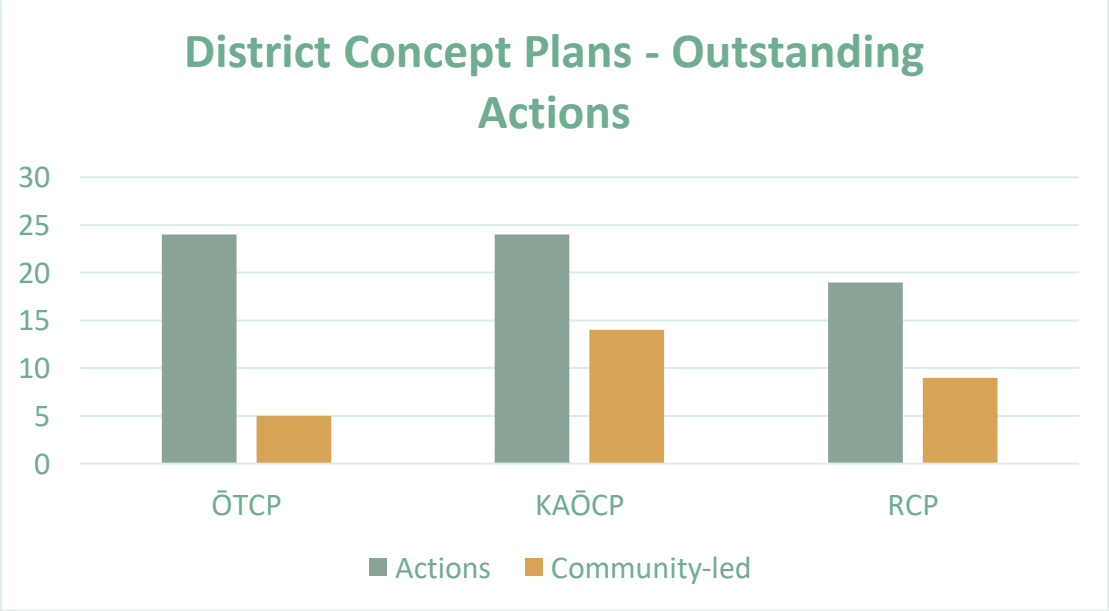
4.1. Three Concept Plans were developed for the district in partnership with iwi, mana whenua and through extensive community engagement. The Ōtorohanga Town Concept Plan (ŌTCP) was adopted by Council in 2022, followed by the Kāwhia, Aotea and Ōpārau Concept Plan (KAŌCP) and Rural Concept Plan (RCP) in 2024.

4.2. Following implementation delays arising from staff changes, the Ōtorohanga and Kāwhia Community Boards were engaged in August 2026 to review and prioritise projects within their respective concept plans. Community Board feedback, alongside the prioritisation of the RCP projects, were subsequently considered at a Council workshop in September 2026.

4.3. The prioritisation review identified projects to be progressed in 2026/27 financial year and longer term projects for consideration through the LTP process.

4.4. Through developing the LTP, a number of community-led projects where Council is not the lead agency or funder were identified. As a result, these projects are not proposed for direct funding through the LTP.

4.5. Across the districts three concept plans, 28 projects have been identified with a community-led delivery lead, as illustrated in the graph below:



4.6. Since adoption of the concept plans, the external funding environment has become increasingly constrained, with reduced funding availability and narrower eligibility criteria for community projects.

4.7. Without access to initial funding, there is a risk some of the 28 community-led projects may be delayed or not progressed. This presents an opportunity for Council to support project delivery through seed funding, without assuming responsibility for project ownership or implementation.

4.8. At a Council workshop on 27 October 2026, the concept of establishing a contestable fund to support community-led concept plan projects was introduced.

4.9. Councillors expressed general support for the proposal, while raising questions regarding the adequacy of the proposed $50,000 fund amount, the nature of the community-led projects, options to minimise the administrative burden on Council, and the potential ongoing maintenance liabilities should all projects proceed.

4.10. Further information was presented at a Council workshop on 10 November 2026, with agreement to bring a report to the 24 November Council meeting for a decision on establishing a contestable fund to support community-led concept plan projects.

5. Discussion | He kōrerorero

Proposed Community-Led Fund

5.1. The proposed contestable fund would a separate fund to the current funds administered by Council[1]. Its purpose is to provide seed funding to enable community groups to action eligible community-led projects identified within the districts concept plans.

5.2. As outlined at previous Council workshops, the proposed fund would operate on the following principles:

- Aligned with existing six month funding rounds
- Funding investment established with a sinking lid
- Available to eligible applicants2 to directly implement identified concept plan community-led actions (Appendix 2)
- Funding used as seed or enabling funding, not intended to meet full project costs
- Projects will need to demonstrate community contribution, support in kind, partnership and/ or ability to leverage other funding
- Clear eligibility, assessment and accountability requirements.

5.3. A bespoke set of funding guidelines, specific to this fund, have been developed to support the allocation and administration of the fund. These are provided in Appendix 1.

[1] Current funds administered by council: Community Grants Fund (rate-funded), Creative Communities Scheme (CreativeNZ funded) Rural Travel Fund (Sport NZ funded)
[2] As described in the Funding Guidelines (appendix 1)

Community-led Projects and potential ongoing costs

5.4. The community-led projects across the districts concept plans are outlined in Appendix 2, including an indicative assessment of potential ongoing maintenance costs and whether projects involve Council owned land or assets.

5.5. A high-level assessment indicates most projects are unlikely to result in significant additional ongoing maintenance costs to Council. This assessment identified:

- 17 projects will have no financial impact
- 7 projects are anticipated to have low ongoing maintenance costs
- 3 projects are anticipated to have moderate ongoing maintenance costs[3]. Two of these projects relate to Ōtorohanga CCTV and rural park set up, which have already been endorsed by Council.
- 1 project is anticipated to have high ongoing maintenance costs. This relates to the Waipā River/ Pureora Forest / Timber Trail Cycleway project and will require further discussion and approvals by Council.

Fund Administration and Allocation[4]

5.6. Three options have been considered to administer and allocate the fund as follows:

- Option 1 - Board Run Grant: Allocation and administration by Ōtorohanga and Kāwhia Community Boards and Rural Councillors.

5.7. Option 2 – Utilise councils existing grants fund processes: Use councils established grants portal/platform. Administration by Council's Manager Community Development. Consideration of applications and allocation of funding by existing Ōtorohanga Grants Committee.

5.8. Option 3 – External Group: Allocation and administration by an external organisation i.e. Ōtorohanga Charitable Trust, Elevate, Momentum etc.

5.9. Following assessment of the three options, staff recommend Option 2. This approach utilises existing Council systems, expertise and assessment processes, providing the most administratively efficient and cost-effective option while minimise additional demands on Council resources.

Fund amount

5.10. A total fund of $75,000 is proposed, increased from the initial $50,000 considered at the Council workshop on 27 October 2026. The increase responds to Councillor feedback regarding the adequacy of the fund to support community-led projects across the districts concept plans.

[3] There are two projects that have moderate ongoing maintenance costs for the portion on council land. These has been excluded from the analysis as they are being considered separately through LTP budget processes. There will be no cost to Council for these projects on private land.

[4] **Fund Administration** refers to the operational collation, compliance management, and applicant support required to run the fund. **Fund Allocation** refers to the governance-level deliberation of applications and the final decision-making regarding the distribution of funds

5.11. It is proposed the $75,000 amount be allocated as follows:

a. $37,500 for KAŌCP projects

b. $24,500 for RCP projects

c. $13,000 ŌTCP projects

5.12. The proposed allocations reflect the relative number of community-led projects identified within each concept plan, as outlined in section 4.5.

In summary

5.13. The proposed $75,000 contestable fund provides an opportunity for Council to support the progression of community-led projects identified across the districts three concept plans. By providing seed funding, Council can enable communities to progress projects and leverage other funding opportunities without assuming responsibility for project delivery.

5.14. Administering the fund through the existing council grant fund processes utilises the efficient and established method, minimising additional demands on Council resources. There is an opportunity to incorporate the proposed fund into the next grant fund round, which closes in February 2027, enabling timely implementation. For clarity the fund can have a dedicated page on Councils existing online application portal.

5.15. While some projects may have future maintenance implications, these would be subject to separate consideration and approval by Council as required.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The concept plans have been developed through extensive partner, stakeholder and community consultation and engagement process. The concept plan implementation budget was also considered and adopted within the 2024-34 LTP and 2026/27 Annual Plan.

6.2. This matter is not considered significant under ŌDC's Significant and Engagement Policy, and therefore consultation is not required. Given the impact of this report's decision, it will require an engagement of 'inform', which can be achieved through advertising of the proposed fund if agreed by Council.

Mana whenua / Māori

6.3. Mana whenua were project partners through the development of all three concept plans and the projects confirmed in the concept plans reflect their input. The proposed fund provides an opportunity for Mana whenua to apply for funding. Therefore, it has been determined this decision has low impact in terms of statutory requirements, and does not require specific engagement with Māori under the current process.

Strategic alignment

6.4. The proposed contestable fund aligns with Councils adopted concept plans by providing a mechanism to support the implementation of identified community-led actions.

6.5. This opportunity reinforces Council's role in enabling community participation, partnership and local initiatives to deliver outcomes identified through the concept plan process.

Legal

6.6. There are no perceived legal considerations for the development of the proposed fund.

Financial

6.7. The 2026/27 Concept Plan Budget (Town Centres Development) has sufficient budget to support the establishment of the proposed contestable fund at $75,000. This budget was allowed for in the 2024-34 LTP and within the 2026/27 annual plan to cover concept plan implementation costs.

6.8. As this fund is a sinking lid proposal, no further funding is required through the LTP, requiring no further rates impact.

Risk analysis

6.9. The proposed contestable fund does not directly impact Council's identified top risks.

6.10. Any operational or financial risks associated with individual projects will be assessed through the funding application and approval process.

6.11. The recommended administration approach utilising existing processes and frameworks is to minimise the risk of additional administrative burden on Council's staff resources

6.12. There is a risk, that without seed funding, the delivery of community-led projects may be delayed or not progressed due to a constrained external funding environment.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1 - Establishment of the Community Action Fund utilising Councils existing grant fund process	**Option 2 – do nothing**
Summary	Establish a $75,000 contestable fund utilising the existing grant fund process to provide seed funding for community-led concept plan projects.	Do not establish a dedicated fund. Community-led projects would require community groups to rely on funding opportunities outside of Council and on community resources.
Advantages	• Supports implementation of adopted Concept Plans • Uses established systems and processes, minimising additional administration • Enables community ownership and opportunities to leverage external funding • Opportunity for Council to enable community delivery without becoming the project owner.	• No additional administration or resource requirements. • Retains the $75,000 within the existing Concept Plan budget for other priorities.
Disadvantages	• Requires some additional staff administration and oversight.	• Community-led projects may be delayed or not progress due to limited funding

	• Funding may not be sufficient to support all eligible projects • There will be some additional ongoing maintenance costs to Council, if all projects are delivered.	• Reduced opportunity for Council to support successful delivery of adopted Concept Plan actions.

Option 3 - Establishment of a Community Action Fund managed and administered by Community Boards & Rural Councillors or External Group

Summary	Establish a $75,000 contestable fund to be managed and administrated either by: • Community Boards & Rural Councillors: or • an External Group.	
Advantages	• Supports implementation of adopted Concept Plans • Enables community ownership and opportunities to leverage external funding.	
Disadvantages	• Significant additional staff resources required to establish, coordinate and oversight of fund. 7.1. Duplication of existing Council grant administration systems and process may be required • External organisations capacity, willingness and suitability would need to be confirmed, including becoming familiar with concept plans and projects 7.2. External administration may incur additional costs and require additional Council oversight and connection.	

Recommended option and rationale

7.3. Option 1 is recommended by staff. Option 1 provides funding to enable community-led concept plan projects to progress, which otherwise may not. It provides an opportunity for Council to contribute to help unlock community effort, partnership and wider investment to achieve to implement the concept plans. This option also considers the most efficient administration model for the fund.

8. Appendices | Ngā āpitihanga

Number	Title
1	Draft Community Action Fund Guidelines
2	Ōtorohanga District Concept Plans – Community-Led Projects overview

THE ŌTOROHANGA COMMUNITY ACTION FUND GUIDELINES – 2026 - *draft*

1. Introduction and Purpose

The Community Action Fund provides seed funding to support the delivery of identified community-led projects across the district's three adopted Concept Plans.

The Fund is a one-off allocation from the 2026/27 Concept Plan budget and is not proposed to receive additional funding through the 2027–37 Long Term Plan.

The Fund operates separately from Council's other community funding programmes.

The Fund provides council assistance to enable the community to action concept plan objectives and create a strong social, environmental, economic and cultural base and to meet local needs and supports Council's priorities.

The Guidelines set out the funding criteria and allocation process for the Fund and help ensure the distribution of funding:

- Is appropriately targeted
- Occurs in a consistent, efficient and effective manner
- Is fair and transparent; and
- Promotes accountability

These Guidelines were approved through a Council resolution in (TBC).

2. Policy Considerations

These guidelines represent the primary basis on which applications to the Fund are determined.

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3. Definitions

Concept Plan

A community-informed plan that sets out a shared vision, priorities and actions for the future development and wellbeing of an area.

Developed in partnership with iwi and mana whenua, and through extensive community engagement, Concept Plans identify opportunities to improve local places, facilities, the environment and community wellbeing.

The plans guide future investment and action by Council, community groups and other partners. They are not statutory plans, and their adoption does not guarantee funding or delivery of individual projects.

Concept Plan Actions

Specific projects or initiatives identified in Council's adopted Concept Plans for implementation.

For the purposes of the Community Action Fund, eligible Concept Plan Actions are limited to those identified as community-led projects in the approved list of 28 projects across the three Concept Plans.

These projects are intended to be led and delivered by community organisations or groups, with Council potentially providing seed funding to support their progression.

Community Action Fund

The fund which enables community-led Concept Plan Actions to be delivered through seed -funding.

Kāwhia, Aotea and Ōpārau Concept Plan (KAŌCP)

The community consultation activity for Kāwhia, Aotea and Ōpārau.

https://engage.otodc.govt.nz/better-places-together-kawhia-and-aotea

Rural Concept Plan (RCP)

The community consultation activity for rural areas of Ōtorohanga district.

https://engage.otodc.govt.nz/otorohanga-rural-concept-plan

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Ōtorohanga Town Concept Plan (ŌTCP)

The community consultation activity for Ōtorohanga.

https://engage.otodc.govt.nz/concept-plan-otorohanga

Long Term Plan (LTP)

Council's adopts a Long Term Plan (LTP) every three years as defined by the Local Government Act 2002.

Capital Expenditure

Expenditure that results in the procurement and ownership of an asset, whose purpose or use will provide benefits to the applying organisation for a period greater than one year.

Operating Expenditure

Expenditure that supports the day-to-day operation of a community group/organization.

Community Organisation

A not-for-profit group or organisation that has the primary objective to provide programmes, services, facilities or activities that benefit the social, cultural, economic and environmental wellbeing of communities in the Ōtorohanga District.

Umbrella

A formally registered group (charity, non-profit, society, trust or a formally registered business) who acts as a referee for an applicant and receives the funding payment to their bank account and then either passes the funding along to the applicant or, disburses it on their behalf.

4. What can be funded

The following costs will be considered for the Fund:

- Expenditure to support or obtain resources for a project or initiative. This may include:
  - Purchasing materials, equipment or other resources needed to deliver a project.
  - Professional services, technical advice or specialist expertise required to progress a project.
  - Project planning, design, feasibility assessments or other preparatory work.

- Other project-related costs that directly support implementation or delivery.

5. What will not be funded?

The following will not be considered for the Fund:

- Projects that have been completed
- Costs that occur before the deliberation meeting
- Loan /debt repayment
- General organisational wages and salaries, excluding approved professional or specialist services directly required to deliver an eligible project
- Where an organization already has a funding arrangement or service agreement with Council to deliver services unless the project application falls outside of their service level agreement (SLA).

6. Funding Considerations

Applications will be considered that enable community groups to directly implement concept plan actions.

The fund cannot constitute 100% of the project budget and further support must be secured by the applicant. Projects will need to demonstrate community contribution, support in kind, partnership and/ or ability to leverage other funding.

Applications must relate directly to one of the identified community-led projects listed in Appendix 1 of these Guidelines.

Funding is intended to support the progression or delivery of these projects and does not transfer responsibility for project delivery, ownership or ongoing maintenance to Council.

Projects involving Council-owned land or assets, or potentially creating ongoing Council costs, should require appropriate Council approval before funding is released.

Where a proposed project involves Council-owned land or assets, Council staff will work with the applicant to identify any implications for Council, including asset ownership or vesting, ongoing maintenance, depreciation, operational costs and required approvals.

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These implications will be presented to the Grants Committee as part of its funding deliberations.

Any proposed transfer of asset ownership or ongoing financial commitment to Council will require approval through the appropriate Council processes. Approval of funding does not automatically constitute approval to undertake works on Council-owned land.

7. Project Leadership and Council Responsibilities

Projects supported through the Community Action Fund must be community-led and delivered, including those initiated or supported by Council's Community Boards.

The applicant or nominated project group is responsible for planning, coordinating, resourcing and delivering the project. Council staff are not responsible for undertaking work that would reasonably be expected of the project group.

Council may provide advice, technical input, approvals or other support where appropriate, particularly for projects involving Council-owned land or assets. Council will continue to undertake any work required to meet its statutory obligations and responsibilities as landowner or asset owner.

For projects involving Council-owned land or assets, the respective responsibilities of the project group and Council must be agreed before funding is released. Any proposed ongoing maintenance, operational costs or asset ownership arrangements will require separate Council consideration and approval where appropriate.

Approval of funding does not constitute approval to undertake works on Council land or commit Council to future costs.

8. Applicants – Eligible

Not-for-profit incorporated organisations

These include Charitable Trusts, Trusts, Incorporated Society and Māori Trust Boards.

These groups are a recognised legal entity and are referred to collectively as 'community organisations'. Most community organisations have a formal legal structure and founding documents (e.g. a constitution).

Groups or individuals with no formal legal structure/status

These may apply for grants but must have an 'umbrella' in place. This umbrella is a referee for the project and must be either;

- a registered organisation or a registered business.

The umbrella referee agrees to receive any successful funds in their bank account and then either transfer to the successful applicants bank account or administer the grant on their behalf. The umbrella referee would be legally accountable to Council for the expenditure of the grant.

- A maximum of one successful application for the Fund, per applicant at any one time.
- Applicants can apply for and already have been awarded another Council grant for unrelated projects. However, no applicant can apply to this Fund alongside another Council fund for an action project (ie; there is no double dipping).

Community Boards

Ōtorohanga and Kāwhia Community Boards are eligible to apply for funding and lead the delivery of community-led projects identified in Appendix 1.

Community Board-led projects must meet the same funding, delivery and accountability requirements as other eligible projects.

The financial administration of Community Board-led projects will be managed through appropriate Council processes

9. Applicants – Not eligible

- For-profit organisations- unless applying for a project with community benefit
- Applicants who require an agreed 'umbrella referee' but do not have one
- Political organisations
- Internal Council departments, excluding Community Boards
- Other local authorities, government agencies or public sector entities
- Applicants with outstanding projects from previous funding rounds
    - Applicants who were successful in the most recent previous round (applicants cannot receive funding twice in a year).

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10. Making an application

All applications:

- Can be submitted all year round
- Must be made via an appropriate Application Form
- Must be complete with all necessary information attached
- Incomplete applications may be deemed ineligible and therefore may not be considered for funding.
- Applications will be tagged towards the nearest funding deliberation round

All applications must include the following:

- Proof of legal entity, governance structure and charter/constitution, or an agreed umbrella.
- The group or applicants latest confirmed annual financial accounts
- Verified bank account details for the applicant organization
- Indication of which Community Action the applicant is applying to deliver
- Information about the other support (funding, in-kind, etc) that the applicant must be either in the process of applying for, or have in place, from other sources in relation to their chosen Community Action project. Noting that the fund cannot be the only source of support.
- Disclosure of any other monies, grants, benefits or assistance the group receives from Council, including but not limited to; rates, water charges, insurances, reduced rental.

11. Level of Financial Reserves

It is acknowledged that it is prudent for organisations to carry financial reserves for their operations. However, if an organisation is carrying reserves greater than a year of operating costs with funding not tagged for special projects, the deliberation Committee may not approve a grant to the organisation.

12. When to apply

- Applications may be submitted throughout the year. Complete applications received before the published cut-off date will be considered at the next funding deliberation meeting. Applications received after the cut-off date will

be considered in the following round.

- Funding availability will be advertised on Councils website, Facebook Page and in the local newspaper.

13. Funding Allocation

The total funding assistance provided to the community through the Fund is confirmed by Council as $75,000.00 and allocated as follows;

- $37,500 for KAŌCP projects
- $24,500 for RCP projects
- $13,000 ŌTCP projects

The level of funding available is at the sole discretion of Council, and not all funds available must be allocated.

The fund will have a sinking lid meaning funding available for future rounds will reduce as grants are awarded.

14. Action Projects

Each applicant must identify which action project they are applying for. The list of action projects across the districts concept plans are outlined online and in Appendix 1.

15. Decision Making

Applications will be determined by the Grants and Award Committee through a contestable comparative assessment process, where the relative merits of applications are considered, having regard to the relative benefits of each proposal. In this context contestable means that:

- Applications are invited all year round
- Deliberations to allocate funding are held twice a year
- Application cut-off dates for each deliberation meeting are publicly available
- Any eligible applicant has an equal opportunity to be considered for a grant
- Clearly defined processes will be applied to the consideration of all applications; and
- Final allocation decisions are made publicly available.

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Grants Committee will consider:

- The extent to which the proposal progresses the identified Concept Plan action.
- The applicant's ability and readiness to deliver.
- Community contribution, partnerships and other funding secured or being sought.
- Any risks, approvals or ongoing financial implications for Council.

These are considerations rather than a complicated scoring system. They give the Committee a consistent basis for deliberation.

16. Funding Obligations and Reporting

- Funding must be used for the purpose for which it was approved, and any specific conditions met.
- Should an applicant wish to amend a project after receiving the funds, but before they do the work, they must notify and be approved before proceeding.
- Smaller requested changes to the project that do not affect its core purpose may be approved by Manager Community Development and larger requested changes will be referred to the Grants and Wards Committee for consideration.
- Should requested changes not be approved by Grants and Wards Committee, the applicant can either deliver the project as originally intended or return the funds.
- On completion of the project or initiative, successful applicants must submit an Accountability Report, including all receipts.
- Failure to adequately account for the use of a past grant will be sufficient cause for any subsequent application by the applicant to any other Council fund to be declined.
- Using a grant for any purpose other than that approved may result in future applications being declined.
- Council reserves the right to request the repayment of any funds allocated to a successful applicant where grant misuse is identified.
- Council does not assume responsibility for project ownership or implementation. While some projects may have future maintenance implications, these would be subject to separate consideration and approve by Council as required.

Council reserves the right to conduct audits on grants received by a successful applicant.

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Approved funding not yet released
Where funding has been approved but not released because the applicant has not secured the remaining project funding within 12 months of approval, the applicant must provide a project progress update to the Grants Committee.

The Grants Committee will consider the progress made, the likelihood of the project proceeding and any relevant circumstances before determining whether the approved funding should remain allocated to the applicant and project or be returned to the Fund for allocation to other eligible projects.

Project completion
Projects must be completed within 12 months of receiving funding, unless an extension has been approved.

Where a project is unlikely to be completed within this timeframe, the applicant must notify Council and provide a progress update. Council may require the matter to be referred to the Grants Committee for consideration, including whether an extension should be granted or any unspent funding returned.

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Appendix One: Ōtorohanga District Concept Plans

Community-Led Actions

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
Ōtorohanga Town Concept Plan						
15	CCTV Camera Network – *funding allocated*	1	M-LT	Elevate	Yes	Moderate
25	Ōtorohanga Sports and Recreation Hub	1	S-LT	Sport Waikato/ Community	Mix	Moderate
2	Weave Nature Through Town	2	S-LT	ŌDC with Community Aspects	Mix	Moderate on Council land – none for private land
1	Develop, maintain and protect an ecological network and green belt for Ōtorohanga	2	S-LT	ŌDC with Community Aspects	Mix	Moderate on Council land – none for private land
29	Ōtorohanga naming protocol	7	S-LT	Te Whare o Waiwaiā	No	None
Kāwhia, Aotea & Ōpārau Concept Plan						
23	Develop fitness/recreation loop around town/waterfront -Kāwhia	1	S-MT	Community	Yes	Low
24	Support and advocate for economic opportunities in Kāwhia Town Centre	1	ST	Community	No	None
21	Consolidate community noticeboards and information boards - Kāwhia	1	ST	Community Board Led	Yes	Low
28	Consolidate community noticeboards and information boards - Aotea	1	ST	Community Board Led	Yes	Low
30	Establish Gateway Signage into Aotea	1	M-LT	Community Led with Mana Whenua	Yes	Low

5	Educational Resources, programs, signage to inform visitors and locals	4	S-MT	Te Taiao o Kāwhia Moana	No	None
25	Opportunities for community planting throughout town and surrounds - Aotea	5	S-MT	Community	Mix	Low

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
22	Undertake a CPTED assessment to increase safety in town and identify locations for CCTV cameras - Kāwhia	5	MT	Community	Yes	Moderate
27	Identify opportunities for improved boat ramp access - Aotea	6	S-LT	Community	No	None
33	Opportunities for community planting and restoration along the Ōpārau River.	6	M-LT	Community	No	None
35	Story Telling at Bike Fence and gateway signage	6	M-LT	Community	Yes	Low
32	Opportunities for EVs and e-bikes and formalise parking spaces (Ōpārau)	7	S-LT	Community	No	None
34	Upgrade and restore Community Hall - Ōpārau	7	ST	Community	No	None
13	Explore opportunities for charging of EVs and e-bikes - Kāwhia	7	S-LT	Community	No	None
Rural Concept Plan						
4	Community Gardens/ Kai Forest around schools and community halls	1	ST	Community	No	None
26	Develop community facility on Ōtewā Road providing for Riding for the Disabled – *continue to support the Trust establishment*	1	S-MT	Community	Yes	Moderate

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27	Upgrade driveway access/entrance - Arohena Community Hall and Playcentre –*scheduled with road resealing programme 2027/2028*	5	MT	Community	Yes	Low
29	Investigate opportunities to support community relationships between Aotearoa Marae, Arohena School and Community Hall - Eastern Rural	5	ST	Community	No	None
19	Kauri Dieback project for Te Kauri Park Scenic Reserve - Western Rural	6	S-MT	Community/ DOC	No	None
20	Support the development of the Turitea Marae Development Plan - Western Rural	7	MT	Turitea Marae	No	None

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
33	Funding support for upkeep of Arohena Hall - Eastern Rural	8	ST	Community	No	None
22	Repair and upgrade signage and access to Te Kōpua Mission site at Tihiroa - Central Rural	8	S-MT	Community	No	None
2	Cycleway along the Waipā River to connect to Pureora Forest and the Timbertrail	10	LT	Community	Yes	High

Key

	26/27 action to be progressed
	Action to be considered through long term plan budget processes
Ongoing Maintenance Costs	
Low	Up to $5,000
Moderate	Between $5,000 – $15,000
High	Greater than $15,000

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TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL



Appendix Two: Ōtorohanga District Concept Plans

Community-Led Actions

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
Ōtorohanga Town Concept Plan						
15	CCTV Camera Network – *funding allocated*	1	M-LT	Elevate	Yes	Moderate
25	Ōtorohanga Sports and Recreation Hub	1	S-LT	Sport Waikato/ Community	Mix	None
2	Weave Nature Through Town	2	S-LT	ŌDC with Community Aspects	Mix	None for private land
1	Develop, maintain and protect an ecological network and green belt for Ōtorohanga	2	S-LT	ŌDC with Community Aspects	Mix	None for private land
29	Ōtorohanga naming protocol	7	S-LT	Te Whare o Waiwaiā	No	None
Kāwhia, Aotea & Ōpārau Concept Plan						
23	Develop fitness/recreation loop around town/waterfront -Kāwhia	1	S-MT	Community	Yes	Low
24	Support and advocate for economic opportunities in Kāwhia Town Centre	1	ST	Community	No	None
21	Consolidate community noticeboards and information boards - Kāwhia	1	ST	Community Board Led	Yes	Low
28	Consolidate community noticeboards and information boards - Aotea	1	ST	Community Board Led	Yes	Low
30	Establish Gateway Signage into Aotea	1	M-LT	Community Led with Mana Whenua	Yes	Low
5	Educational Resources, programs, signage to inform visitors and locals	4	S-MT	Te Taiao o Kāwhia Moana	No	None
25	Opportunities for community planting throughout town and surrounds - Aotea	5	S-MT	Community	Mix	Low

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
22	Undertake a CPTED assessment to increase safety in town and identify locations for CCTV cameras - Kāwhia	5	MT	Community	Yes	Moderate
27	Identify opportunities for improved boat ramp access - Aotea	6	S-LT	Community	No	None
33	Opportunities for community planting and restoration along the Ōpārau River.	6	M-LT	Community	No	None
35	Story Telling at Bike Fence and gateway signage	6	M-LT	Community	Yes	Low
32	Opportunities for EVs and e-bikes and formalise parking spaces (Ōpārau)	7	S-LT	Community	No	None
34	Upgrade and restore Community Hall - Ōpārau	7	ST	Community	No	None
13	Explore opportunities for charging of EVs and e-bikes - Kāwhia	7	S-LT	Community	No	None
Rural Concept Plan						
4	Community Gardens/ Kai Forest around schools and community halls	1	ST	Community	No	None
26	Develop community facility on Ōtewā Road providing for Riding for the Disabled – *continue to support the Trust establishment*	1	S-MT	Community	Yes	Moderate
27	Upgrade driveway access/entrance - Arohena Community Hall and Playcentre –*scheduled with road resealing programme 2027/2028*	5	MT	Community	Yes	Low
29	Investigate opportunities to support community relationships between Aotearoa Marae, Arohena School and Community Hall - Eastern Rural	5	ST	Community	No	None
19	Kauri Dieback project for Te Kauri Park Scenic Reserve - Western Rural	6	S-MT	Community/ DOC	No	None
20	Support the development of the Turitea Marae Development Plan - Western Rural	7	MT	Turitea Marae	No	None

Action	Project Title	Priority	Timeframe	Delivery Lead	ŌDC Asset	Ongoing Maintenance Costs
33	Funding support for upkeep of Arohena Hall - Eastern Rural	8	ST	Community	No	None
22	Repair and upgrade signage and access to Te Kōpua Mission site at Tihiroa - Central Rural	8	S-MT	Community	No	None
2	Cycleway along the Waipā River to connect to Pureora Forest and the Timbertrail	10	LT	Community	Yes	High

Key

	26/27 action to be progressed
	Action to be considered through long term plan budget processes
Ongoing Maintenance Costs	
Low	Up to $5,000
Moderate	Between $5,000 – $15,000
High	Greater than $15,000

Item	2027-37 Long Term Plan Confirmation of Workshop Direction
To	Ōtorohanga District Council
From	Nardia Gower, Group Manager Strategy and Community
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1 To confirm the direction given by Ōtorohanga District Council (ŌDC), from specific workshops during the development of the 2027-2037 Long-Term Plan.

2. Executive summary | Whakarāpopoto matua

2.1 This report seeks Council's adoption of the 2027–2037 LTP Tactics Matrix, informed by the Environmental Scan and subsequent strategic workshops, to establish the strategic direction for developing the Long Term Plan.

2.2 Council is also asked to confirm preliminary workshop direction on rates increase targets and proposed changes to the Revenue and Financing Policy, providing staff with a basis for progressing financial modelling and preparation of the LTP. The future of community general rates remains under consideration, with further modelling being undertaken.

2.3 The recommendations are assessed as being of low significance, with no separate community consultation required at this stage. Adoption of the Tactics Matrix and confirmation of workshop direction will support timely LTP development, while final decisions on rates and funding arrangements will follow the required statutory processes.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

1. ADOPTS the 2027–2037 Long Term Plan Tactics Matrix (Attachment 1) as Council's strategic direction to guide the development and assessment of proposals for the 2027–2037 Long Term Plan.

2. APPROVES the following direction provided through the 2027–2037 Long Term Plan workshops to guide the continued development of the Long Term Plan and its supporting documents:

a) Rates increase targets

Adopt the following maximum annual rates increase targets for financial modelling and budget development purposes:

i. 2027/28 (Year 1): 6%.

ii. 2028/29 (Year 2): 5%.

iii. 2029/30 to 2036/37 (Years 3–10): 4% per annum.

b) Funding of Future Recovery Costs

Use debt to fund future recovery costs as required, rather than establishing a dedicated recovery fund through annual contributions.

c) Revenue and Financing Policy – Activity Funding

i. CCTV Cameras: Introduce a funding allocation of 0–20% from district rates and 80–100% from targeted rates across the Ōtorohanga and Kāwhia communities (depending on inclusion of Kāwhia cameras).

ii. Kāwhia Community Centre: Move from 100% Kāwhia Community Rate funding to 100% district rate funding.

iii. Public Toilets (not located on parks or reserves): Establish a separate activity grouping funded 100% through district rates.

iv. Council-owned Properties: Move from funding by the respective community to 100% district rate funding.

d) Revenue and Financing Policy – Stormwater

i. Progress the development of a single targeted rate for stormwater services across the Ōtorohanga and Kāwhia communities, with the same basis of assessment applying to both communities.

3. NOTES that Council has not yet determined its preferred approach to the future of community general rates, including whether to retain these rates or fund the remaining activities through district-wide general rates while retaining targeted rates for specific services.

4. NOTES that further financial modelling is being undertaken to inform Council's consideration of community general rates and the distribution of rating impacts across rural, Ōtorohanga and Kāwhia/Aotea properties.

5. NOTES that the direction approved under resolution 2 is preliminary and will be subject to further financial modelling, analysis, Council consideration and community consultation before final decisions are made through the relevant statutory processes.

4. Context | Horopaki

4.1 The Long Term Plan (LTP) is Council's key strategic planning document, setting out the direction, priorities, services and investments for the district over a 10-year period, along with how these will be funded. It is reviewed and updated every three years as legislated in the Local Government Act 2002[1].

4.2 Development of the 2027–2037 LTP provides Council with an opportunity to review its existing commitments, consider emerging challenges and opportunities, and determine its priorities for the next decade. This includes balancing community aspirations, levels of service, infrastructure investment and affordability, while continuing to work towards Council's community outcomes of People, Place and Partnerships.

4.3 Preparing the LTP is an extensive process involving a series of workshops where elected members consider information, explore options and tradeoffs, and provide strategic direction to guide the development of the draft plan.

4.4 Given the breadth and complexity of the LTP process, staff consider it prudent to progressively bring workshop direction back to formal Council meetings for confirmation, rather than consolidating all matters into a single report towards the end of the process.

4.5 This approach provides a clear and transparent record of Council's direction as the LTP develops, supports staff in progressing the work programme, and allows matters to be revisited where further information or consideration is required.

4.6 This report is the first in a series that will seek to confirm direction provided through the 2027–2037 LTP workshops. Further reports will be presented as the process progresses.

4.7 Confirmation of workshop direction at this stage does not constitute final adoption of the matters considered. Direction may be refined as further analysis is undertaken, financial implications are assessed, and community feedback is received through the LTP consultation process.

5. Discussion | He kōrerorero

5.1 The following outlines the direction provided by Council through the 2027–2037 LTP workshops to date, for formal confirmation.

2027–2037 LTP Tactics Matrix

5.2 At its meeting on 31 March 2026, Council received[2] an Environmental Scan outlining the key trends, challenges and opportunities likely to influence the district over the coming decade. This provided an evidence base to inform Council's strategic thinking and the development of the 2027–2037 LTP.

5.3 Building on the Environmental Scan, elected members have participated in a series of strategic workshops to consider the key issues facing the district and determine how Council should respond to them over the next decade.

[1] https://www.legislation.govt.nz/act/public/2002/84/en/latest/#DLM170873
[2] https://www.otodc.govt.nz/assets/Documents/Meetings/Council/2026/Agenda-ODC-31-March-2026.pdf Page 82

5.4 The Environmental Scan and subsequent workshop discussions have informed the development of the 2027–2037 LTP Tactics Matrix (Attachment 1), which brings together the issues identified by elected members and their preferred strategic responses, aligned with Council's community outcomes of People, Place and Partnerships.

5.5 The matrix identifies four key issues: Change, Resilience & Remediation, Affordability, and Relationships. It sets out a series of tactics to guide Council's response, including maintaining the voice and identity of communities, focusing on core services, investing in resilience, managing affordability and strengthening relationships with communities and partners.

5.6 Council is asked to adopt the Tactics Matrix as the strategic direction for the continued development of the 2027–2037 LTP. Adoption will establish an agreed framework for Council and staff to guide the development and assessment of proposals, ensuring that the LTP reflects the priorities and aspirations expressed by elected members.

Funding of Future Recovery Costs

5.7 As part of the LTP workshops, Council considered how to provide for the financial impacts of future emergency recovery events, including whether to establish a dedicated recovery fund through annual contributions or rely on borrowing when recovery costs arise.

5.8 Council indicated a preference to use debt to fund future recovery costs as required, rather than making annual contributions to a dedicated recovery fund.

5.9 This direction will inform the development of the 2027–2037 LTP's Revenue and Finance Strategy and financial forecasts, including consideration of Council's borrowing capacity, debt affordability and ability to respond to future recovery events.

Rate increase targets

5.10 As part of the early development of the 2027–2037 LTP, Council considered the importance of rates affordability and the need to balance investment in infrastructure and services with the financial impact on ratepayers.

5.11 Council indicated a preference for the following maximum annual rates increase targets over the 10-year period:

- 2027/28 (Year 1): 6%
- 2028/29 (Year 2): 5%
- 2029/30 onwards (Years 3–10): 4% per annum.

5.12 These targets provide staff with direction for developing the LTP budgets and financial strategy, including consideration of expenditure, levels of service, capital investment and funding options.

5.13 The targets are intended to guide financial planning rather than represent final rates decisions. As the LTP develops, Council will need to consider whether these increases are achievable and sustainable, particularly in light of infrastructure requirements, legislative obligations, external funding and other cost pressures.

5.14 Staff will continue to test the financial implications of these targets through the development of the LTP.

REVENUE AND FINANCING POLICY REVIEW

5.15 As part of the 2027–2037 LTP development, Council has undertaken a review of its Revenue and Financing Policy (RFP). The policy determines how Council funds its activities, including the balance between general rates, targeted rates, fees and charges, and other funding sources.

5.16 The review has been considered through a series of workshops, with the most recent held on 27 October 2026. Elected members have considered the existing funding arrangements, the rationale for how activities are funded, and the potential impact of proposed changes on different communities and ratepayers.

Activity Funding

5.17 The direction sought for confirmation includes the following proposed changes to activity funding:

- CCTV Cameras: Introduce a funding allocation of 0–20% from district rates and 80–100% from targeted rates across the Ōtorohanga and Kāwhia communities.
- Kāwhia Community Centre: Move from 100% Kāwhia Community Rate funding to 100% district rate funding.
- Public Toilets (not located on parks or reserves): Establish a separate activity grouping funded 100% through district rates.
- Council-owned Properties: Move from funding by the respective community to 100% district rate funding.

Stormwater

5.18 Council also considered options for the future funding of stormwater services. The options included separate targeted rates for Ōtorohanga and Kāwhia, a single targeted rate across both communities, and separating existing loan funding from future expenditure.

5.19 Following consideration of the modelling, the proposed direction is to have one targeted rate for both communities, meaning each community pays the same.

General vs Community Rates

5.20 A further area of consideration was the future of community general rates. The review identified that, following the proposed changes to activity funding, relatively few activities would remain funded through community general rates.

5.21 At the time of preparing this report, Council has yet to determine its preferred approach and continues to consider whether to retain community general rates or remove them and fund the remaining activities through district-wide general rates, while retaining targeted rates for specific services.

5.22 Council is also considering the potential impacts of these options on the distribution of rates across rural, Ōtorohanga and Kāwhia/Aotea properties. Initial modelling has indicated that adjustments to the

balance between capital value (CV) and the Uniform Annual General Charge (UAGC) could help manage these impacts.

5.23 Staff are undertaking further modelling, which will be presented to Council for consideration at a workshop on 24 November 2026. Any direction arising from that workshop may be confirmed through this report to enable staff to progress the drafting of the revised Revenue and Financing Policy and associated financial modelling. Council will have further opportunities to review and refine the proposed funding arrangements as the LTP develops, before the policy and associated financial information are finalised for consultation.

Next steps

5.24 The direction confirmed through this report will inform the ongoing development of the 2027–2037 LTP, including the financial strategy, activity budgets and supporting policies.

5.25 This staged approach will provide a clear record of Council's direction while retaining the flexibility to respond to further analysis, changing circumstances and community feedback before final decisions are made.

6 Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1 Council's Significance and Engagement Policy provides guidance on assessing the significance of decisions and determining the appropriate level of community engagement.

6.2 The decisions sought through this report are to adopt the 2027–2037 LTP Tactics Matrix as Council's strategic direction for developing the LTP and to confirm workshop direction on other matters where a preferred approach has been identified. Matters where Council has yet to determine a preferred approach will remain subject to further consideration.

6.3 The significance and engagement requirements of individual proposals will be considered as the LTP develops. Matters on which Council specifically seeks community feedback will be highlighted in the Key Consultation Items section of the Consultation Document. However, the community will be able to make submissions on any aspect of the draft LTP and its supporting documents through the special consultative procedure. Final decisions will be made following consideration of submissions and through the adoption of the LTP and its supporting documents.

Mana whenua / Māori

6.4 The proposed adoption of the Tactics Matrix reinforces Council's commitment to strengthening relationships with mana whenua/Māori, including honouring existing partnerships and agreements and exploring opportunities for ongoing Māori involvement in decision-making. Adoption of the matrix does not, in itself, approve specific initiatives or funding commitments.

6.5 The proposed changes to the Revenue and Financing Policy, including the potential implications for Māori-owned land, will require further consideration as the LTP develops. This will include assessing any impacts on Māori landowners and ensuring appropriate opportunities for engagement with mana whenua/Māori before final decisions are made.

Strategic alignment

6.6 Adoption of the 2027–2037 LTP Tactics Matrix will establish Council's agreed strategic direction for developing the LTP. Informed by the Environmental Scan received by Council on 31 March 2026 and subsequent strategic workshops, the matrix identifies the key issues facing the district and the approaches Council intends to take in responding to them.

6.7 The matrix is aligned with Council's community outcomes of People, Place and Partnerships and identifies strategic responses to Change, Resilience & Remediation, Affordability, and Relationships. It provides a framework against which future LTP proposals can be developed and assessed, supporting a coordinated approach to delivering Council's long-term priorities.

6.8 The direction provided on rates increases and the Revenue and Financing Policy will support the development of the LTP's Financial Strategy, particularly the matrix's focus on affordability, responsible financial management and maintaining core services. Individual proposals will continue to be assessed against Council's adopted strategies and plans as the LTP develops.

Legal

6.9 The Local Government Act 2002 (LGA) requires Council to prepare and adopt a Long Term Plan every three years, in accordance with the requirements set out in Part 6 and Schedule 10 of the Act.

6.10 The decisions sought through this report include adopting the Tactics Matrix as Council's strategic direction for developing the 2027–2037 LTP and confirming preliminary workshop direction on other matters. Adoption of the matrix does not constitute adoption of the LTP or approval of individual projects, investments or funding arrangements.

6.11 The LTP and its supporting policies, including the Revenue and Financing Policy, will be developed in accordance with the relevant legislative requirements, including those relating to decision-making, consultation and adoption. Final decisions will be made following the required statutory processes.

Financial

6.12 Adoption of the Tactics Matrix and confirmation of workshop direction do not, in themselves, commit Council to additional expenditure or establish final rates or funding arrangements. Any financial implications arising from implementation of the matrix's strategic direction will be considered through the development of the LTP and its supporting documents.

6.13 The direction provided on rates increases, funding of future recovery costs and the Revenue and Financing Policy will inform the development of the LTP's financial forecasts and Revenue and Financial Strategy. Further financial modelling and analysis will be undertaken to assess the implications of these proposals, including their impacts on affordability, financial sustainability, borrowing capacity and the distribution of costs across the district.

6.14 The financial implications of individual proposals will be presented to Council as the LTP develops, allowing elected members to consider any necessary adjustments before the draft documents are finalised for consultation. Final financial decisions will be made through the adoption of the LTP and its supporting documents, following consideration of community feedback.

Risk analysis

6.15 The risks associated with the recommendations have been considered in accordance with Council's Risk Management Policy and Framework. The primary risks are that the adopted Tactics Matrix may require review as circumstances change, and that preliminary workshop direction may need to be refined as further information, financial modelling and community feedback become available. This could result in rework or delays to the LTP development process.

6.16 These risks are assessed as Low, based on an Unlikely likelihood and Minor consequence under Council's Risk Management Framework. The assessment reflects the strategic nature of the matrix, the preliminary status of individual funding proposals and the controls provided through the staged LTP development process.

6.17 These controls include ongoing analysis and financial modelling, further Council workshops, progressive reporting to confirm or refine direction, and the statutory consultation process. Adoption of the Tactics Matrix establishes a consistent strategic framework for assessing proposals, while confirming workshop direction where a preferred approach has been identified reduces uncertainty and supports the continued development of the LTP.

6.18 Risks associated with implementing individual proposals, including the potential financial exposure and borrowing capacity implications of funding future recovery costs will be assessed and managed as the LTP develops.

7 Options analysis | Tātari Kōwhiringa

Options summary of considerations

	Option 1 Adopt the Tactics Matrix and confirm workshop direction (Recommended)	Option 2 Adopt an amended Tactics Matrix and/or confirm alternative workshop direction
Summary	Council adopts the 2027–2037 LTP Tactics Matrix as its strategic direction for developing the LTP and confirms workshop direction on other matters, as outlined in this report, where a preferred approach has been identified. Matters where Council has yet to establish a preferred approach will remain subject to further consideration and modelling.	Council resolves to amend the proposed Tactics Matrix and/or some or all of the workshop direction outlined in this report, and adopts or confirms the revised direction to guide the continued development of the 2027–2037 LTP.
Advantages	• Establishes a formally adopted strategic framework to guide the development and assessment of LTP proposals. • Provides clear and formally recorded direction for staff to progress the development of the LTP. • Supports a coordinated and timely planning process, reducing uncertainty and the potential for rework.	• Enables Council to reconsider and refine the proposed strategic direction in light of further discussion or changing priorities. • Provides an opportunity to address concerns or clarify matters before further work is undertaken. • Establishes a formal record of Council's revised strategic direction and workshop preferences.

	• Provides transparency and accountability by formally recognising the strategic priorities and direction identified through workshops. • Retains flexibility for Council to review and refine preliminary funding proposals as further information becomes available.	
Disadvantages	• Some preliminary workshop direction may need to be revisited as further financial modelling, analysis becomes available and/or Council's priorities or circumstances change. • Confirming preliminary direction may create expectations that individual proposals will proceed, despite final decisions not yet being made.	• May require additional analysis, financial modelling or rework, potentially affecting the LTP development programme. • Could create uncertainty if alternative direction is not sufficiently clear or supported by the information available. • May affect the alignment of work already undertaken based on previous workshop direction.

Option 3 Do not adopt the Tactics Matrix or confirm workshop direction at this stage

Summary	Council defers adoption of the Tactics Matrix and does not confirm or amend the workshop direction outlined in this report. Staff would need to seek further direction or clarification before progressing matters that depend on formal confirmation. Work that does not depend on these decisions could continue.	
Advantages	• Allows further information or analysis to be requested where elected members consider this necessary.	
Disadvantages	• Does not establish a formally adopted strategic framework to guide the development and assessment of LTP proposals. • Does not provide staff with formal confirmation of the direction required to progress relevant aspects of the LTP. • Creates uncertainty regarding Council's preferred approach and the assumptions to be used in further analysis and financial modelling. • May result in delays, additional workshops or rework, placing pressure on the LTP development programme.	

• Misses the opportunity to establish a clear and transparent record of Council's strategic direction at this stage.	

Recommended option and rationale

7.1 **Option 1 is recommended.** Adoption of the Tactics Matrix will establish Council's agreed strategic direction for developing the 2027–2037 LTP, reflecting the key issues and priorities identified through the Environmental Scan and subsequent strategic workshops. Confirming workshop direction where a preferred approach has been identified will provide staff with a clear basis for progressing the LTP and its supporting documents. Matters requiring further consideration, including the future of community general rates, will continue to be explored through additional modelling and Council workshops. The adopted matrix will guide the development and assessment of proposals, while individual funding and investment decisions will remain subject to further analysis, community consultation and the relevant statutory processes.

8 Appendices | Ngā āpitihanga

Number	Title
1	2027-2037 LTP Tactics Matrix

TACTICS/STRATEGY

COMMUNITY OUTCOMES / ISSUES	PEOPLE		PLACE		PARTNERSHIPS	
	Connected, empowered, engaged communities	Welcoming, proud, thriving district	Vibrant, diverse liveable communities	Sustainable, resilient district	Progressive, enduring, supportive partnerships for district prosperity	Aspirational, united, responsible leadership
CHANGE	**Be heard** Ensure that any change proposal: • Retains the voice of our communities • Continues to provide opportunities to express our district's unique character, while preserving local history & identity.		**Keep the wheels turning** • Nothing flashy; nothing fancy • Focus on the basics & do them well • Ensure BAU still gets done		**Be a leader & front foot change** Position our district as a change maker on our terms not a change casualty.	
RESILIENCE & REMEDIATION	**Resilient communities** Invest in helping people to help themselves.		**Bang for buck** • Focus major infrastructure spending on adaptation & resilience vs ongoing maintenance & repair (eg. Weir, culverts). • Avoid past mistakes – adapt & change when the opportunity arises • Take a 'long lens' when investing in critical infrastructure		**Be prepared & be real** • Resource our response to major events/shocks based on when not if • Continue to be authentic & accessible when responding to major events/shocks	
AFFORDABILITY	**Resourcing change** • Be transparent about the cost of change • Use debt to fund change where there are clear intergenerational benefits, as appropriate. • Apply AI solutions where there are tangible efficiency gains without compromising the human touch our customers value & expect.		**Be realistic & responsible** • Start with a clean slate (repay any outstanding debt related to water). • Work toward the imposition of a Rates Cap in 2029 while maintaining fiscal responsibility (ie. Continuing to invest for long term sustainability).		**Look beyond the boundaries** Continue to invest in shared services when it makes good economic sense	
RELATIONSHIPS	**Keep connecting** Continue the work we have done over the past six years to build trust & connect with the community.		**Shared values** • Partner with those that share our values and aspirations. • Turn our economic similarities into opportunities for district prosperity.		**Honour our partners** • Ensure existing partnerships & agreements are honoured & respected in any change process. • Explore, fund & implement ways of enabling ongoing Māori involvement in decision making.	

Item	Kāwhia General Reserve Fund – Approval
To	Ōtorohanga District Council
From	Graham Bunn, GM Business Enablement
Type	**DECISION REPORT**
Date	24th November 2026



1. Purpose | Te kaupapa

1.1. For the Ōtorohanga District Council to approve the recommendation from the Kāwhia Community Board for the use of the Kāwhia General Reserve Fund in the purchasing of 2 picnic tables.

2. Executive summary | Whakarāpopoto matua

2.1. At the Kāwhia Community Board meeting held on 5th November 2026, the Board considered the purchasing and installation of 2 picnic tables at the Kāwhia Coastal Reserve Area (Pouewe St). The seating is to increase public seating near the Skateboard Park and are solely for the benefit of the community for public use.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

1) That the Ōtorohanga District Council **receive** the report titled 'Kāwhia General Reserve Fund – Approval' by Graham Bunn, GM Business Enablement, and

a) On the recommendation of the Kāwhia Community Board the Ōtorohanga District Council approve the allocating of $7000 from Kāwhia General Reserve Fund to fund the installation of 2 picnic tables at the Kāwhia Coastal Reserve Area (Pouewe St) as a Council asset for public use.

4. Discussion | He kōrerorero

4.1. The Kawhia Community Board may make recommendations to Council to allocate funds from the Kawhia General Reserve Fund for approved projects that;

4.2. Are located within, or primarily benefit, the Kawhia Community Board area;

4.3. Constitute capital expenditure or other one-off strategic investments approved by the Board;

4.4. Deliver community benefit and contribute to the social, economic, environmental, or cultural wellbeing of the Kawhia community;

4.5. Are consistent with Council policies, statutory requirements, and available reserve funding.

4.2 At the Kawhia Community Board meeting on the 5th November the Board resolved to install two picnic tables at the Kawhia Coastal Reserve area (Pouewe Street) to increase public seating near the skateboard park for the benefit of Community use.

4.3 While the Kawhia Community Board administers the use of the fund, they do not have the delegated authority for the expenditure and must make a recommendation to Council to seek approval.

Item	Aotea Seawall Update Report
To	Ōtorohanga District Council
From	Langley Cavers, Aotea Seawall Project Lead
Type	**INFORMATION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1. To provide an update on matters relating to the Aotea Seawall and to get a direction from Council on how it approaches the future maintenance, upgrade and funding of the Aotea Seawall that would be subject to further reporting back to Council through the Long Term Plan for formal decisions

2. Executive summary | Whakarāpopoto matua

2.1. The Aotea Seawall, built in 2004 for $860,000, is deteriorating limestone was used in its construction, and the seabed in front of it continues to erode. A November 2026 survey shows the seabed at the eastern end is up to 4 m lower than in May 2025.

2.2. Emergency repairs in 2024 ($105,000) and 2025 ($189,000) were needed after collapses. In some areas a rebuilt wall would now need to be about 9 to 10 m high to be founded on the lowered seabed. No design or cost estimate has been prepared for a wall of that height

2.3. The 2025 resource consent (to 7 April 2045) is based on like-for-like maintenance within the existing footprint. Staff consider that this approach will not always produce a stable wall, and that the footprint is not practicable to maintain. Engagement with Waikato Regional Council is needed on whether a consent variation is required.

2.4. The rough order cost to rebuild Sections 1 to 3 of the wall, using the proposed repair methodology, is $7,389,200. This includes a 30% contingency but excludes the additional costs for any section of wall that is 9 to 10 m wall height noted above

2.5. The 104 residential properties in Aotea Township have a rateable capital value of $66.9 million and an estimated market value of $55.5 million. The properties closest to the seawall (Blocks 1, 3 and 5) have a collective market value of $22.4 million.

2.6. Seawall work is currently funded by the Kāwhia/Aotea Seawall Protection Rate. This is a Uniform Annual Charge across both the Kāwhia and Aotea Communities. For the 2026/27 year the uniform charge is $207.68 (excluding GST) set on 574 rating units giving a total revenue of $119,206. About 168 Aotea rating units pay this rate, which raises about $34,890 a year. This is small compared with the estimated cost.

2.7. This report does not present options on adaptation or the long-term sustainability of the wall. It asks Council to note that a preliminary design and rough order costing will be prepared, that engagement with Waikato Regional Council will take place, and that a further report on capital and maintenance costs will follow. Investigations and design are funded by Better Off Funding.

2.8. Given the potential scale and significance of the increased investment in the Aotea Seawall, further investigations and costings will need to be completed in time to inform the development of the 2027–2037 Long Term Plan. It is anticipated that the future of the seawall and associated funding arrangements will be a key consultation item through the LTP process.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **RECEIVES** the Aotea Seawall Update Report, and

b) **NOTES** that a preliminary design and Rough Order Cost of a seawall structure suitable for the current and future seabed levels in Aotea Harbour will be prepared, and

c) **NOTES** that engagement will take place with Waikato Regional Council on whether a variation to the current resource consent conditions will be required to enable the necessary seawall upgrade works to be undertaken to maintain the structural integrity of the current seawall

d) **NOTES** that staff will prepare a further report for Council at a future date on updated capital and maintenance costs

e) **NOTES** that the Investigations, design and other planning works are funded by the Better Off Funding as previously authorised by Council

f) **NOTES** that a detailed risk assessment of the wall will be undertaken as a priority action.

g) **NOTES** that the further investigations, assessment of options and associated costings will need to be progressed in alignment with the development timeframes for the 2027–2037 Long Term Plan, and that the future investment in the Aotea Seawall and associated funding arrangements are anticipated to be a key consultation item.

4. Context | Horopaki

4.1. This report has been prepared to provide the current councillors with:

a. An overview of the history of the Aotea Sewall

b. The morphological changes that have occurred and are still occurring in the Aotea harbour that are affecting the seawall

c. The Council's current responsibilities under the Resource Consent (Coastal Permit) issued in 2025

d. The nature and rough order costs of the works that are necessary to maintain the structural integrity of the seawall for the term of the current consent

e. The "value" of the residential properties in the Aotea Township, many of which would be impacted if the seawall is not maintained

f. This report does **NOT** present options on adaptation or the long-term sustainability of the seawall.

4.2. The Aotea Seawall was initially constructed in 2004 due to erosion that occurred in the 50 year period from 1963 to 2002.

4.3. The erosion events were particularly severe in the late 1960's and 1970's where twenty-two private properties were lost and a further twelve severely damaged.

4.4. In 2003 Council, working with the community applied for and obtained a resource consent to construct a 750m long seawall that featured the following engineering components:

- Timber retaining wall with Interlocking planks and H6 piles.
- Backfilled with sand and rock.
- Rock revetment layer to dissipate wave energy, which comprises:

4.5. Trenched footing at the toe of the seawall

- Core fill material overlaid with rock armour layer.
- Pedestrian access via four sets of timber stairs
- Vehicular access via an all-terrain vehicle (ATV) ramp.

4.6. A typical cross section of the wall that was built at this time is shown in Figure 1.

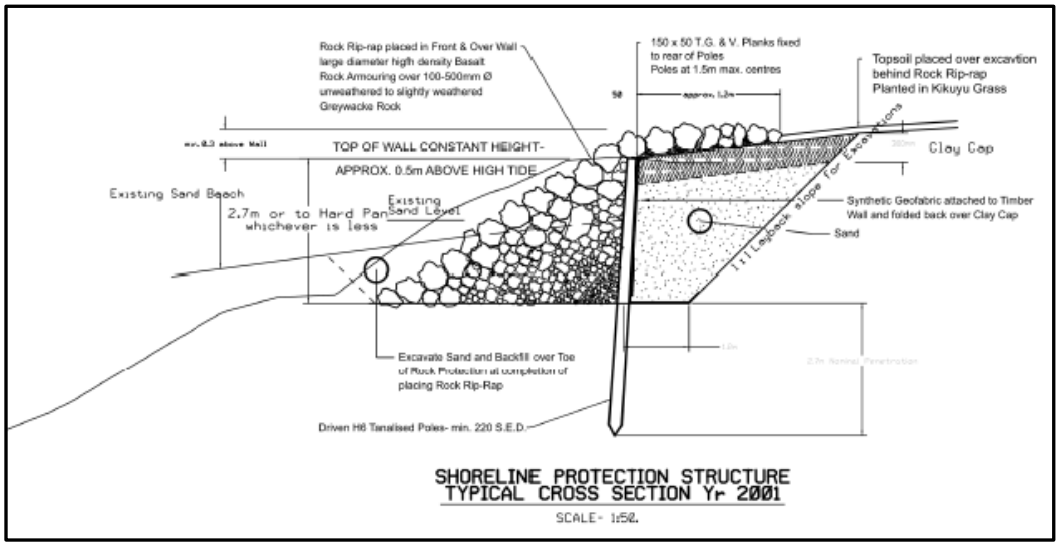


Figure 1: Typical Cross Section of Seawall Constructed in 2004

4.7. The location of the seawall is shown on Figure 2. While the coastal distance was reported to be 750m the actual as-built length of the wall allowing for its curvature is 835m.



Figure 2: Aotea Seawall Location

4.8. The initial consent for the wall was granted on the 31 May 2003 and had a term of 20 years.

4.9. The total construction cost of the initial seawall was $860,000.

4.10. One of the issues noted with the seawall was the material that it was constructed from. The original seawall design specified basalt armour rock and greywacke underlayer rock. In a Condition Assessment undertaken in March 2023 Tonkin & Taylor (T&T) found that much of the seawall was instead constructed using limestone sourced from a local quarry. The report states limestone is generally unsuitable for coastal revetments due to its poorer weathering resistance. The limestone has observed to have prominent bedding planes and was cracking and fracturing, particularly near the toe of the seawall. Tonkin & Taylor identified the use of this lower-quality rock as a primary cause of the seawall's poor condition, contributing to void formation, loss of interlock, exposure of underlayer material and ongoing deterioration of the structure. It is understood that limestone was used due to its local availability and cheaper cost. The timber components of the seawall while marine treated have a design life expectancy of 25 to 50 years.

4.11. Over time the seabed at the base of the wall has eroded and lead to wall collapses. Analysis of historical survey data indicates that the beach and seabed level in front of the seawall have changed significantly since the structure was constructed in 2004. At the time of construction, the toe of the seawall was located at or near the mid-tide level and was fronted by a sloping intertidal beach and a wide, shallow channel. In 2022 monitoring showed that bed levels adjacent to the seawall had lowered by approximately 1.0 to 2.0 metres, with the greatest erosion occurring along the central section of the wall.

4.12. The 2023 T&T report concluded that this reduction in bed level had transformed the nearshore environment from an intertidal beach setting to a deeper subtidal channel in places, resulting in much of the seawall now being submerged throughout the tidal cycle and increasing exposure of the structure to coastal processes.

4.13. As the beach level in front of the wall has fallen the sea wall has progressively been repaired and "added on to" with the placement of further rock. At the time that the consent expired in 2023 some sections of the wall had "grown" in height to about 5m. Its construction was essentially the same as the initial wall with rock armouring over smaller rip rap rock. The timber wall at the top of the wall remained unchanged.

4.14. An application was lodged for the renewal of the 2003 consent in 2023. For the renewal of the resource consent the Council adopted a strategy of maintenance and asset preservation focused on extending the life of the existing seawall through targeted repairs, removal of key weaknesses, and ongoing monitoring. It did not include the undertaking of more significant adaptation works such as raising crest levels or relocating beach access structures. The scope of works that the resource consent was based on is included in Appendix A.

4.15. The proposed works put forward for the resource consent were a practical maintenance regime aimed at preserving the existing seawall and extending its serviceability. The repairs were to address the most immediate structural defects, remove known weaknesses associated with the stair locations, and establish an ongoing monitoring programme to identify future deterioration.

4.16. The seawall would remain reliant on continued maintenance because the limestone rock used in construction prevents the structure from achieving current industry-standard performance and meant progressive deterioration is still to be expected over time.

4.17. While it was identified as a risk the works detailed in the resource consent were on the basis that the seabed level in front of the wall would not significantly change over the term of the consent (20 years).

4.18. The new resource consent (Coastal Permit) was issued to Otorohanga District Council on the 8 April 2025. The term was for 20 years and authorised the continued use and maintenance of the Aotea seawall up to the 7 April 2045.

4.19. Key conditions of the consent required Council to prepare and implement a Structure Management Plan and Construction Management Plan (to be certified by WRC) , undertake annual engineering inspections and reporting, remove unauthorised rock at the eastern end of the seawall, complete ongoing maintenance and repairs, monitor coastal processes and seawall performance, protect public access and environmental values during maintenance works, and comply with cultural heritage, noise and environmental management requirements. The consent is subject to five-yearly review provisions enabling Waikato Regional Council to amend conditions if monitoring identifies unforeseen adverse effect. A summary of the key conditions of the coastal permit is presented in Appendix B.

Long Term Plan 2027–2037

4.20. Given the potential scale of increased investment required for the Aotea Seawall, it is important that the further investigations, assessment of options and associated capital and ongoing maintenance costs are progressed in time to inform the development of the 2027–2037 Long Term Plan (LTP).

4.21. Having regard to Council's Significance and Engagement Policy, the status of the Aotea Seawall as a strategic asset, the potential scale of investment, implications for rates affordability, equity in funding arrangements and competing investment priorities across the district, it is anticipated that this will be a key consultation item through the LTP process.

4.22. This will provide an opportunity for Council to consider the future of the Aotea Seawall within the wider context of long-term financial sustainability and district-wide priorities and enable our communities to inform Council's decision-making prior to any significant long-term investment commitment being made.

5. Discussion | He kōrerorero

5.1. The Condition Assessment, Coastal Processes Report and Resource Consent application were prepared in 2023. At this time the bed level along the 450m section of the wall from close to its midpoint to the western end was at or close to low tide level with a short section being lower. A bathymetric survey undertaken in May 2025 showed that the bed level in front of the seawall along this length had degraded further, with some areas being recorded at 3.5m lower than the survey undertaken in 2022. The area where the greatest bed lowering occurred was between XS 150 and XS 300.

5.2. This significant lowering of the bed was the most likely cause of the collapses that occurred in the areas shown in Figure 3 that were repaired in 2024 and 2025.



Figure 3: 2024 and 2025 Collapse Emergency Repair Locations

5.3. The 2024 failure required a rebuild of the wall over a 40m length. This section was constructed using the general repair methodology that had been used in past repairs with rock armour placed over small sized rip rap material. The cost of this repair (excluding staff time) was $105,000 ($2,600/ lineal meter).

5.4. For the second failure that occurred in 2025 a revised repair methodology was used with rock filled bags being placed at the toe of the wall to provide better toe support and to allow for settlement of

the lower section of the wall without loss of the rock armouring. Two different toe supports arrangements using rock filled bags were used for this repair as a trial. The cost of the repair (excluding staff time) was $189,000 ($3,800/lineal meter).

5.5. A typical cross section of the general repair methodology used in the second repair is shown in Figure 4.

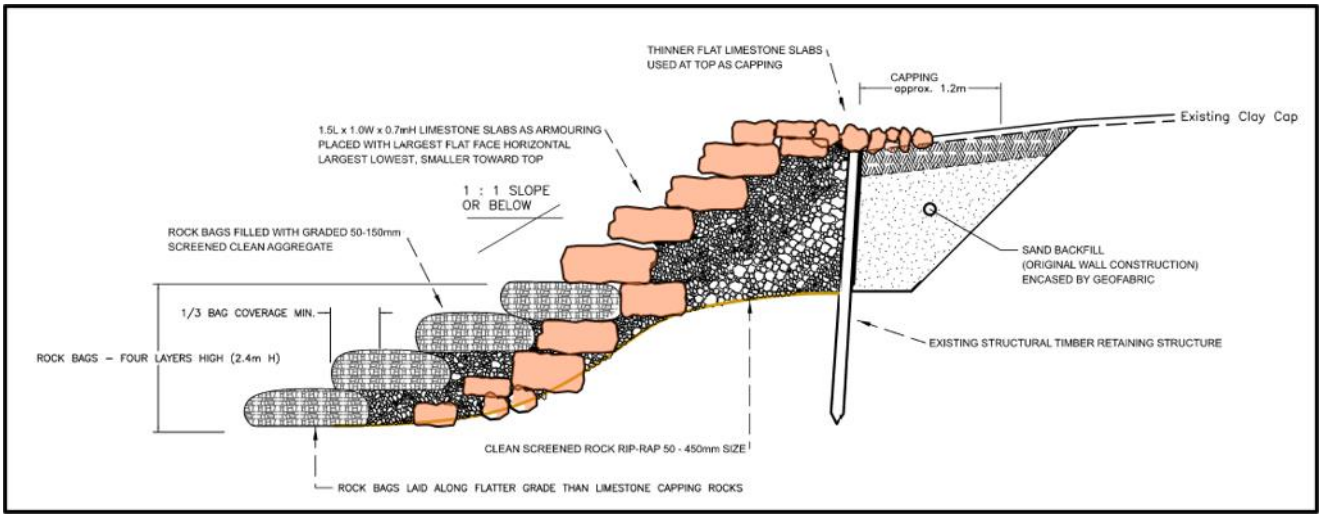


Figure 4: 2025 Repair Methodology with Rock bags for toe support

5.6. Following the 2025 repair and feedback from a Coastal Engineer Council staff developed a future repair methodology using the composite of rock filled bags and rack armouring. A typical section of this proposed repair methodology is shown in Figure 5

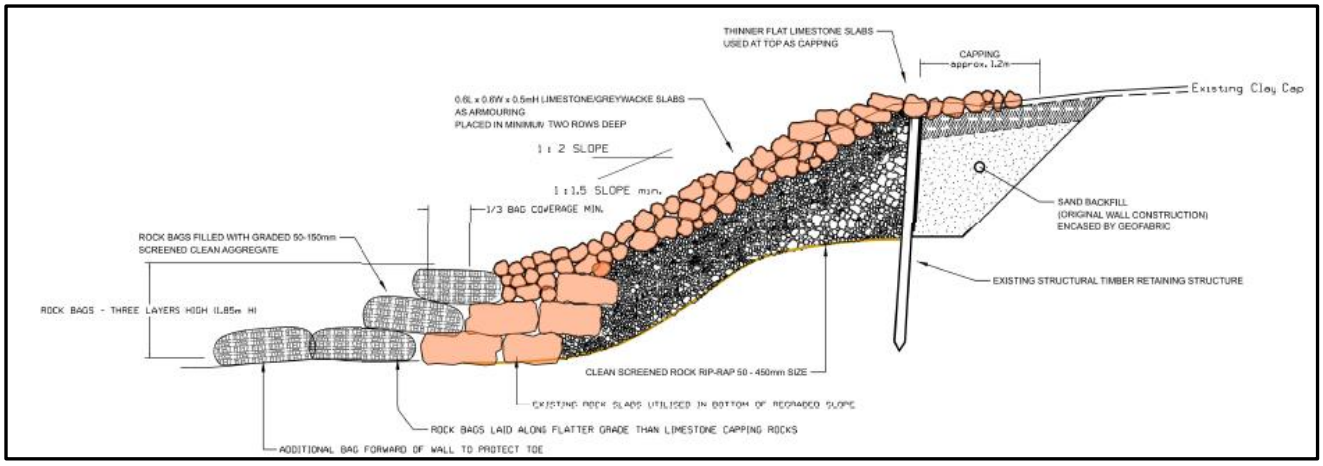


Figure 5: Possible Future Repair Methodology

5.7. Based on a total wall height of 7 meters, the front face constructed at a flatter slope no steeper than 1.5H to 1V and the use of basalt rock rather than the previously used limestone and with a double layer of rock armouring the estimated unit rate per lineal metre of wall has been assessed to be in the order of $8,500.

5.8. To determine if the seabed levels were continuing to degrade a further bathymetric survey was undertaken on the 1 November 2026. The results of this survey show that the seabed at the eastern

end of the seawall are up to 4 m lower than the May 2025 survey. Figure 6 is a heatmap showing the seabed level change from the May 2025 Survey.

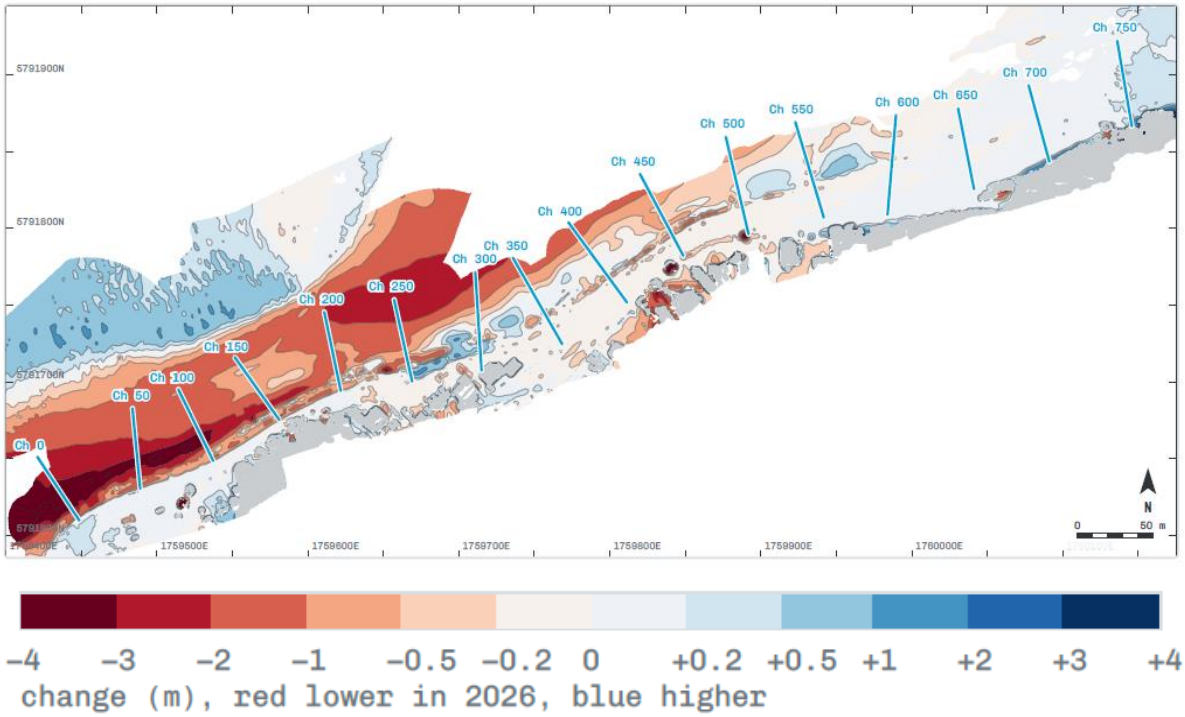


Figure 6: Change in Bed Level May 2025 to November 2026

5.9. The heat map shows that the seabed east of Cross Section (XS) 350 has remained reasonably stable since May 2025. In May 2025 the areas of greatest degradation were located between XS 200 and XS 500. While this has now stabilised the "hole" in front of the wall has now extended to the west. A typical section of the seawall and seabed in the location with the greatest change in seabed level is shown on Figure7.

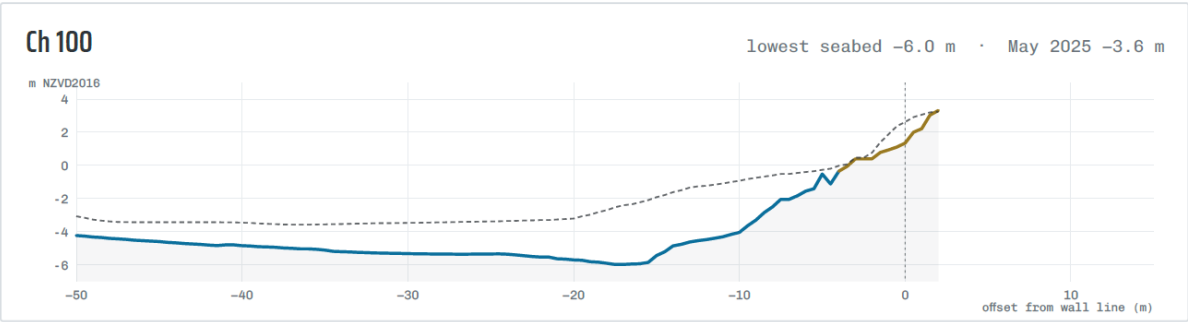


Figure 7: Cross Section 100 Seabed Change from May 2025 to Nov 2026

5.10. The seabed at the point that a repaired seawall would be founded has lowered by 4m since the May 2025 survey.

5.11. In some areas the seawall would need to be approximately 9 to 10m high for the base to be founded at or just below the seabed in front of the wall. A design and cost estimate for this height of wall has not been prepared.

6. Resource Consent Considerations

6.1. As outlined earlier in this report the renewal of the resource consent was based on a strategy of maintenance and asset preservation focused on extending the life of the existing seawall through targeted repairs, removal of key weaknesses, and ongoing monitoring. It did not include the undertaking of more significant adaptation works such as raising crest levels or relocating beach access structures or increasing the height or coastal marine area (CMA) footprint. The maintenance and repair of the seawall was essentially a like for like replacement. A summary of the Consent Conditions is provided in Appendix 1.

6.2. Professional oversight of all aspects of the monitoring and maintenance of the seawall and the post construction certification of any repair/maintenance works are required to be undertaken by a suitably qualified coastal engineer. As-built certification confirming compliance with consent conditions and structural integrity must be provided following completion of any maintenance works.

6.3. No maintenance works since the issue of the 2025 Resource Consent have been undertaken in accordance with the consent. The 2025 repair works were undertaken as emergency works.

6.4. A condition of the resource consent includes that "*The consent holder must maintain the Seawall to preserve the integrity and stability of the structure and/or to control erosion*". The significance of this condition is that to maintain the integrity and stability of the seawall the like for like works as allowed for by the consent are not for some sections of the seawall appropriate and will not result in a stable wall.

6.5. The consent requires that the seawall must be confined to its existing footprint along the linear strip of approximately 835m. The consent notes that the existing footprint represents approximately 4,000 square metres of reclaimed land within the CMA occupied by the seawall as originally applied for. This allows for on average a plan width of 4.8m. With the lowering of the seabed in front of the wall and using a similar rock armoured sloping wall the footprint of the wall has increased. It is not practicable to maintain the seawall within its existing footprint.

6.6. The emergency works carried out in 2025, and the possible repair methodology shown in Figure 5 were not designed or certified by a suitably qualified coastal engineer.

6.7. Council staff are in discussions with suitably qualified coastal engineers to establish budgets for the monitoring, design and certification of future seawall repairs. At the time of the drafting of this report this information had not been received.

6.8. While it is possible to maintain and repair the eastern end of the seawall in compliance with the current resource consent it is not possible for the western end that is affected by significant bed degradation. Until Council has the design for a suitable and "certified" seawall structure for the western end of the wall it will not be possible to determine whether these works will be able to be undertaken under the current consent conditions or whether a variation or new consent may be required.

7. Seawall Repair/Rebuild Cost Estimates

7.1. Without a better understanding of future morphological changes that may occur in the Aotea harbour and that have an impact on the seawall it is difficult to determine what future costs may be. However, it is acknowledged that Council and the Community need to have an appreciation of the likely quantum of costs to make decisions on future strategies for the seawall and the properties that it "protects". This is particularly important as Council prepares its next Long Term Plan and consults with the community on major challenges facing the district.

7.2. The Council has reasonable historic data with which to prepare rough order cost (ROC) estimates for the maintenance and repair of some sections of the seawall using the methodology allowed by the 2025 resource consent as these are not being significantly affected by degradation of the seabed at the toe of the existing wall. This relates to the eastern section of wall most of which is immediately adjacent to the Lawton Road reserve. This section (Section 3) has a length of is 245m.

7.3. It has been assumed that the 2 recent emergency repairs will, subject to ongoing minor maintenance, remain structurally sound for the term of the consent.

7.4. The assessment of ROC for the 2 other sections of the wall, one from the western end (Chainage 0) to the eastern end of the 2024 emergency repair (Chainage 200, 200m in length, Section 1) and the other from the eastern end of the 2025 emergency repair (Chainage 280) to the eastern section referred to in 7.2 (Chainage 525, 245m in length, Section 2) have been made on the assumption that the repair methodology shown in Figure 5 is used. Note as detailed in 5.11 the recent survey would indicate for the most eastern section of wall in increased height of 9 to 10m may be required and a design and cost estimate for this height of wall has not been prepared.

7.5. The ROC for the rebuild of the seawall to is presented in Table 1.

Section No.	Length(m)	Rate ($/m)	Amount ($)
1	200	8500	$1,700,000
2	245	8500	$2,082,500
3	245	3500	$857,500
Subtotal (Construction Cost)			**$4,640,000**
Project Management		7.5%	$348,000
Design		10.0%	$464,000
Construction Supervision		5.0%	$232,000
Subtotal (Total Cost)			**$5,684,000**
Contingency		30%	$1,705,200
Total ROC			**$7,389,200**

Table 1: ROC Seawall Repair

7.6. The contingency sum allowed is based on 30% of the cost. Once the preliminary design has been completed for Sections 1 and 2 it will be possible to further refine these costs estimates.

8. Aotea Township Residential Property Values

8.1. The Aotea Township has 104 residential properties. For the purposes of this report the data on property values has been presented for 6 blocks of properties, as shown on Figure 8. These blocks have been used for properties grouping and are not an indication of risk or benefit areas.

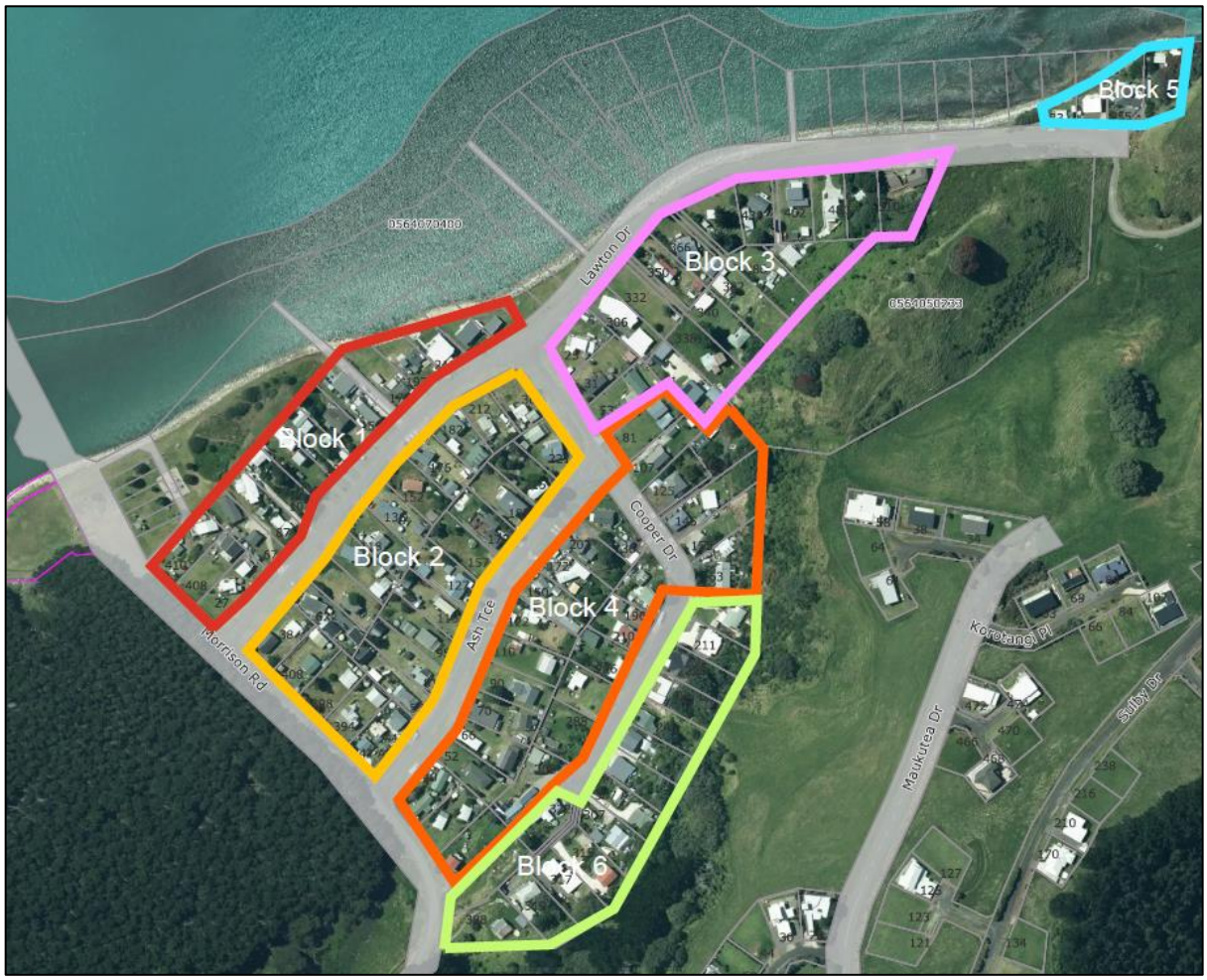


Figure 8: Aotea Township Residential Property Blocks

8.2. The value of the properties in the 6 blocks has been taken from the rating database and are presented in Table 2.

Area	Capital Value	Land Value	Improvement Value	Market Adj CV
Block 1	$11,400,000	$8,735,000	$2,665,000	$9,462,000
Block 2	$14,930,000	$8,885,000	$6,045,000	$12,391,900
Block 3	$13,250,000	$9,845,000	$3,405,000	$10,997,500
Block 4	$14,746,000	$8,310,000	$6,436,000	$12,239,180
Block 5	$2,380,000	$1,495,000	$885,000	$1,975,400
Block 6	$10,181,000	$5,930,000	$4,251,000	$8,450,230
Total	**$66,887,000**	**$43,200,000**	**$23,687,000**	**$55,516,210**
Blocks 1, 3 & 5	$27,030,000	$20,075,000	$6,955,000	$22,434,900
Blocks 2 &4	$17,310,000	$10,380,000	$6,930,000	$14,367,300

Table 2: Summary of Property Values Aotea Lower Township

8.3. The last valuation for rating purposes was in 2022. The current "market" value for a selection of properties was determined using Homes.co.nz data. While there was some variance it was observed that, on average, the "market" value was approximately 17% less than the ratable capital value. The property values with this market adjustment are also presented in Table 2. The current total rateable value for the Aotea Township residential properties is $66.9million and the current "market" value is $55.5million. Those properties closest to the seawall (Blocks 1, 3, and 5) have a collective market value of $22.4 million.

8.4. As assessment of the financial benefits of the seawall have not been undertaken as part of the research for this report nor has an assessment been made of the areas of risk. Some work was undertaken on this for the resource consent application.

9. Current Funding

9.1. The Aotea and Kāwhia Seawall monitoring, maintenance and capital works are currently funded by a Uniform Annual Charge across both the Kāwhia and Aotea Communities (Kāwhia/Aotea Seawall Protection Rate). For the 2026/27 year the uniform charge is $207.68 (excluding GST) set on 574 rating units giving a total revenue of $119,206.

9.2. There are approximately 168 rating units paying the Kāwhia/Aotea Seawall Protection Rate in the Aotea Community which gives a total annual income of $34,890.

9.3. The roading activity provided funding to the initial build of the Aotea Seawall. The road is immediately adjacent to the seawall for approximately 250m. For the initial wall construction, the roading contribution was $165,000.

9.4. Under NZTA funding rules the section of seawall that protects Lawton Drive would be eligible for a contribution from the roading activity for the cost of the maintenance and upgrade provided there is no betterment to the residential properties behind the road. No betterment is proposed as the crest level of the seawall is not being raised.

10. Proposed Next Steps

10.1. To enable future decisions by Council more accurate costs are required. The continued degradation of the seabed along a significant length of the wall requires a different structure than the current wall and those used in the recent emergency repairs. A preliminary design will be undertaken and a more accurate cost estimate prepared. It is estimated that this will cost in the order of $40,000 and is expected in the first quarter of 2027.

10.2. The proposed works to repair and maintain the structural integrity of the seawall would likely be non-compliant with the current resource consent. This may require a variation to the consent, but it is noted that without the change to the nature of the seawall Council would also not be compliant the consent. In this regard engagement will take place with Waikato Regional Council on whether a variation to the current resource consent will be required to enable the necessary seawall upgrade works to be undertaken to maintain the structural integrity of the current seawall

10.3. When the preliminary design, updated costings and response from Waikato Regional Council are available a further report will be presented to Council in February or March 2027.

10.4. In a previous decision Council has authorised the use of Better Off Funding for the investigations and repairs works for the Aotea Seawall. There are adequate remaining funds from the Better Off Funding to cover the costs of the further investigations. It should be noted that access to these funds is only available until end of March 2026

11. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

11.1. Whilst the immediate matters before Council in this report are considered to be of low significance, the potential increase in investment required for the Aotea Seawall is considered to be of high significance.

11.2. Given the scale of the anticipated investment, the status of the seawall as a strategic asset and the potential implications for rates affordability and funding arrangements, the 2027–2037 Long Term Plan is considered the appropriate vehicle for consultation on the proposed increased investment.

11.3. It is therefore important that the further investigations and associated costings identified in this report are progressed in alignment with the LTP development timeframes to enable this matter to be included as a consultation item.

11.4. The longer-term future of the seawall and wider coastal adaptation planning will require further investigation and engagement with mana whenua and affected communities.

Mana whenua / Māori

11.5. Whilst the immediate matters before Council relate to further investigations, future works on the Aotea Seawall may have implications for mana whenua interests and cultural values, particularly given the proximity of the seawall to a wāhi tapu of significance.

11.6. Engagement with mana whenua as this work progresses will be important to ensure these interests and values are understood and appropriately considered in future decision-making.

Strategic alignment

11.7. The proposed investigations align with Council's 2024–2034 Long Term Plan priorities of Resilient Infrastructure and Sustainable Development and Public Safety, and support our community outcomes of People, Place and Partnerships.

11.8. This work will support informed decision-making in relation to coastal risks, infrastructure resilience and future investment requirements, whilst recognising the need to consider the longer-term sustainability of coastal protection in Aotea.

12. Appendices | Ngā āpitihanga

Number	Title
1	Appendix 1: 2023 resource consent application scope of works
2	Appendix 2 2025 Resource Consent Conditions Summary

Appendix 1: 2023 resource consent application scope of works

1. Targeted Repairs to Existing Rock Armour (Option 2a in T&T Condition Assessment Report)

Council would undertake spot repairs along the revetment by:

- Removing fractured and deteriorated limestone armour rock.
- Filling existing voids with higher-quality replacement rock.
- Restacking and regrading armour stones to improve interlocking and overall structural stability.
- Addressing areas where weathering, fracturing and loss of underlayer material have occurred.

The objective was to slow the ongoing deterioration caused by the poor-quality limestone used in the original construction and reduce the risk of continued loss of armour and underlayer material.

2. Removal of Existing Timber Stairs (Option 2b)

Council would remove the existing timber stair structures and replace the areas behind them with primary armour rock to create a continuous revetment profile. This work would:

- Eliminate recognised weak points in the seawall.
- Reduce the risk of underlayer rock being washed out.
- Provide an opportunity to inspect the timber retaining wall behind the revetment for concealed defects.
- Improve the overall integrity of the seawall by maintaining uninterrupted armour protection.

3. Ongoing Monitoring and Maintenance (Option 2e)

In recognition that the seawall was constructed using rock of inferior quality to that specified in the original design, T&T concluded that continued maintenance would be required for the seawall to remain functional. The recommended programme included:

- Annual visual inspections by a qualified coastal engineer.
- Annual survey monitoring of the seawall profile and beach levels.
- Identification and repair of emerging defects before they become significant failures.

- Ongoing replacement of fractured rock and remediation of developing voids as required.

Appendix 2 – 2025 Resource Consent Conditions Summary

1. Seawall footprint and maintenance

- The seawall must remain within its existing footprint and existing reclaimed area.
- Council is responsible for maintaining the seawall to preserve its structural integrity and erosion protection function.
- Any material dislodged from the seawall must be recovered as soon as safely practicable.

2. Remedial works required

Within six months of consent commencement, Council must remove the unauthorised tipped rock at the eastern end of the seawall and, where practicable, restore a natural beach profile in that area.

3. Structure Management Plan (SMP)

Within three months of exercising the consent, Council must prepare and obtain Waikato Regional Council certification of a Structure Management Plan prepared by a suitably qualified coastal specialist.

The SMP must include:

- Annual condition assessments.
- Post-storm inspections.
- Monitoring of beach levels, beach width, wave overtopping, toe stability and end effects.
- Photographic monitoring.
- A maintenance and repair programme implementing Tonkin & Taylor's recommended Option 2A, 2B and 2E works.
- Annual reporting procedures.

4. Monitoring and reporting

An annual report prepared by a coastal engineer or coastal geomorphologist must be submitted to Waikato Regional Council by 30 June each year.

Every five years, the report must include a comprehensive review of long-term coastal trends and seawall performance.

5. Professional oversight

Maintenance works must be supervised by a suitably qualified coastal engineer.

As-built certification confirming compliance with consent conditions and structural integrity must be provided following completion of maintenance works.

6. Construction management

Prior to maintenance works, Council must prepare a Construction Management Plan certified by Waikato Regional Council.

The plan must address:

- Access routes and construction staging.
- Minimisation of disturbance to the foreshore and seabed.
- Sediment and erosion controls.
- Public access management.
- Spill prevention and contaminant controls.
- Contingency measures for storm events.

7. Restrictions on timing of works

Maintenance works cannot occur on weekends, statutory holidays, or between 20 December and 6 February inclusive.

8. Public access

Public access to the coastal marine area must be maintained wherever practicable.

Where temporary restrictions are required for safety reasons, advance public notification and signage must be provided.

9. Environmental protection requirements

Disturbed areas must be stabilised and revegetated where necessary.

Machinery must remain within designated work areas and avoid operating in coastal waters.

Equipment and materials must be removed from the coastal marine area around high tide periods.

Refuelling and maintenance activities must be undertaken to prevent contamination.

Machinery must be cleaned to avoid spreading pest plants.

10. Noise and cultural heritage

Construction noise must comply with NZS 6803:1999 Construction Noise standards.

If archaeological material is discovered, works must cease immediately and appropriate authorities and iwi representatives must be notified.

11. Consent review

Waikato Regional Council may review consent conditions every five years from 2030 onwards if monitoring identifies unforeseen adverse effects or if additional mitigation measures are required

Item	Ōtorohanga Kiwi House – Update on future financial direction and extension of loan
To	Ōtorohanga District Council
From	Graham Bunn, GM Business Enablement
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1 To update Council on the investigation of a potential investment/ ownership relationship with the Ōtorohanga Kiwi House Charitable Trust (the Trust), following advice that the trust cannot meet the 2027-37 Long Term Plan (LTP) timetable.

1.2 To seek Council approval to extend the existing $2 million loan term by two years, from 21 to 23 years, and the interest-free period by two years, from seven to nine years, while retaining all other existing loan conditions.

2. Executive summary | Whakarāpopoto matua

2.1 Council has an established relationship with the Trust through a $2 million loan, its responsibilities for the Ōtorohanga Domain Recreation Reserve and associated lease arrangements.

2.2 In its September 2026 report, Council was asked to pursue investigation of an Investment/ Ownership model, with staged specialist due diligence and potential consultation through the 2027-37 LTP. The report proposed an investigation budget of up to $75,000.

2.2 Subsequent discussions with the Trust have confirmed that it will not be in a position to complete the work required to support consideration of an investment proposal within the Long-Term Plan timeframe. As a result, staff are recommending that any investment or ownership opportunities be placed on hold. Council remains willing to enter into discussions should a suitable proposal emerge in the future.

2.3 No expenditure has been incurred against the $75,000 investigation budget. Staff propose that no further investigation expenditure be committed under the earlier approval unless Council separately authorises renewed work.

2.4 Council's auditors have reviewed the financial position of the Trust and have required Council to recognise the loan through a provision for doubtful debts. This is an accounting treatment only and does not remove Council's legal entitlement to repayment, nor does it constitute a write-off of the loan.

2.5 To provide the Trust with additional time to improve its financial position and pursue future opportunities, staff recommend extending the existing loan term by a further two years to 23 years, and extending the interest-free period by a further two years to nine years. All existing security, reporting and accountability requirements would remain unchanged

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **RECEIVES** the report Ōtorohanga Kiwi House – Update on future financial direction and extension of loan (24 November 2026);

b) **NOTES** the Ōtorohanga Kiwi House Charitable Trust Board has advised it cannot meet the 2027-37 Long Term Plan timetable for developing a potential investment/ ownership proposal;

c) **AGREES** to pause the investigation of Strategic Pathway 3 – Investment/ Ownership and not progress a proposal for consultation as part of the 2027-37 Long Term Plan;

d) **CONFIRMS** Council remains willing to consider future discussions about potential investment/ownership arrangements, with any proposal subject to a new report, due diligence and any required consultation and approvals;

e) **NOTES** no expenditure has been incurred against the previously approved investigation budget of up to $75,000;

f) **DIRECTS** that no further expenditure be committed under previous approval while the investigation of ownership or investment (costing up to $75,000) is paused;

g) **APPROVES,** variation of the existing $2,000,000 loan to provide a term of twenty-three (23) years from the initial drawdown date and an interest-free period of nine (9) years from the initial drawdown date, with all other terms, security, quarterly reporting and observer arrangements retained.

h) **REQUESTS** the Chief Executive to instruct Council's solicitors to prepare the necessary amendments to the loan agreement

4. Background | Papakorero

4.1 Council has an established financial and strategic relationship with the Ōtorohanga Kiwi House Charitable Trust through its administration of the Ōtorohanga Domain Recreation Reserve, existing lease arrangements and a $2 million loan facility provided to support redevelopment of the Kiwi House.

4.2 In September 2026 Council considered several strategic pathways regarding its future relationship with the Trust and indicated a preference to investigate an investment/ownership model that could potentially recognise Council's existing financial contribution and allow opportunities for future community benefit.

4.3 The intention was to undertake investigations, engage with specialist advisers and, if warranted, consult with the community through the 2027-37 Long-Term Plan process on a developed proposal.

4.4 Subsequent discussions with the Trust have confirmed that neither the Trust nor potential external parties are currently in a position to complete the investigation work required to develop a meaningful proposal within the Long-Term Plan timeframe.

4.5 Accordingly, staff do not consider there is sufficient information available to support consultation on any investment or ownership proposal at this time, or to continue with the investigation work at this time.

5 Discussion | He kōrerorero

5.1 In September 2026 Council indicated its preference to investigate an investment or ownership model as a potential long-term solution that could recognise Council's existing contribution while potentially enabling additional private investment to complete redevelopment of the facility. Council also indicated that any proposal would need to be sufficiently developed before being considered through the Long-Term Plan process.

5.2 Following that direction, discussions have been held with the Trust regarding potential future investment opportunities and the work required to support development of an investment proposition. The Trust has advised that it will not be able to complete the necessary commercial, governance and funding work within the timeframe required for inclusion in the 2027-37 Long-Term Plan process. While there remains interest in exploring opportunities in the future, there is currently insufficient information available for Council to properly assess, consult on or make decisions regarding any investment or ownership structure.

5.3 Separately, Council's auditors have continued to focus on the recoverability of the loan. Following consideration of the Trust's financial position and financial statements, the auditors have required Council to recognise the loan through a provision for doubtful debts. This accounting treatment reflects uncertainty regarding the timing and likelihood of repayment and is consistent with accounting standards. However, it does not remove the loan from Council's books, extinguish the debt, or prevent Council from seeking repayment in accordance with the loan agreement.

5.4 Staff note that writing off the loan would represent a fundamentally different proposition from that originally consulted on with the community. The funding was approved following consultation on the basis that it would be provided as a loan and be repaid to Council. Any proposal to forgive or write off some or all of the debt would require separate consideration by Council and would likely trigger public consultation under Council's Significance and Engagement Policy and Long-Term Plan framework.

5.5 Given that an investment proposal is not able to progress at this time, staff consider the most appropriate course of action is to maintain Council's existing financial position while providing the Trust with additional time to improve its operating performance, pursue external funding opportunities and revisit future investment discussions. Extending the loan term and the interest-free period achieves this outcome while retaining all existing security, reporting and governance oversight provisions currently contained within the loan agreement.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. Council previously consulted extensively with the community before advancing the original $2 million loan. The proposed amendment does not change the nature of the support or increase the quantum of funding provided. It only varies the timing of repayment.

6.2. Staff consider the proposed amendment is not significant under Council's Significance and Engagement Policy for reasons consistent with previous loan amendments. The proposal does not alter Council's principal investment, does not convert the loan to a grant and improves the likelihood of eventual repayment.

6.3. Accordingly, no specific consultation is recommended.

Mana whenua / Māori

6.4 The recommendations relate solely to financial arrangements between Council and the Trust. No changes are proposed to land ownership, reserve status or operational arrangements. No direct impacts on Māori have been identified

Legal

6.4 Should Council approve the recommendation, Council's solicitors will be required to amend the existing loan documentation, which is a straightforward administration matter. No other legal changes are proposed. Existing security arrangements and accountability provisions would remain unchanged

Policy and Plans

6.5 The recommendation does not require any amendment to existing Council policies or plans. Deferral of any investment proposal means there are currently no matters requiring inclusion in the 2027-37 Long-Term Plan beyond recognising Council's existing financial commitment

Financial

6.6 The proposal delays the commencement of loan repayments and extends the interest-free period by two years.

6.7 This will marginally defer future cash inflows to Council and extend Council's debt exposure for a further two years. However, staff consider the proposed extension is preferable to maintaining repayment conditions that the Trust is unlikely to be able to meet while redevelopment remains incomplete. This approach preserves Council's existing financial interest while improving the likelihood of eventual repayment

Risk analysis

6.8 Key risks include:

a) the Trust being unable to improve financial performance sufficiently to repay the loan;

b) future funding opportunities not eventuating;

c) Council continuing to carry long-term credit risk associated with the loan.

6.9 These risks already exist under the current arrangement.

6.10 The recommended option partially mitigates those risks by:

a) maintaining Council's security position;

b) retaining enhanced reporting requirements;

c) retaining Council observer arrangements;

d) providing additional time for operational improvement and future funding opportunities

7 Options analysis | Tātari Kōwhiringa

Option	Advantages	Disadvantages	Assessment
Option 1 – Approve loan extension amendment (recommended)	Supports operational sustainability; preserves Council's existing financial interest; provides time for future investment opportunities to emerge; maintains all accountability provisions.	Repayment is delayed and Council remains financially exposed for a longer period.	**Preferred.** Provides the most balanced outcome for Council and the Trust
Option 2 – Retain existing loan conditions	No further extension amendment required; repayments commence sooner.	Places significant pressure on Trust cashflow; may restrict funding opportunities; increases risk of financial distress and potential default	Not preferred
Option 3 – Progress investment consultation immediately	Keeps original timetable	Insufficient information available; Trust unable to meet the required timeframe; community consultation would not be supported by a developed proposal.	Not practicable

7.1 **The preferred option is Option 1**.

The proposed investment investigation has not reached a stage where Council can properly assess or consult on a future ownership model. Deferring consideration of investment opportunities while extending the existing loan arrangements provides continuity, protects Council's existing position and allows both parties to revisit opportunities when circumstances are more favourable.

The recommendation balances Council's role as lender, reserve administrator and community partner while maintaining accountability measures already incorporated into the loan agreement.

Item	Voting Rights Exception
To	Ōtorohanga District Council
From	Graham Bunn, GM Business Enablement
Type	**DECISION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1 To seek Council approval to apply to the Minister of Local Government for exceptions under the Local Government (Systems Improvements) Amendment Act 2026 for specified non-elected committee members serving on:

- Risk and Assurance Committee
- Creative Communities Committee
- Grants and Awards Committee

1.2 These exceptions would enable continued voting rights and quorum recognition for specified independent members where specialist expertise, independent oversight, or community representation are considered necessary.

2. Executive summary | Whakarāpopoto matua

2.1 The Local Government (Systems Improvements) Amendment Act 2026 restricts voting rights on council committees to elected members unless an exception is approved by the Minister of Local Government. Councils may continue to appoint non-elected members, however these members will not have voting rights or count toward quorum unless an exception is granted.

2.2 Ōtorohanga District Council currently relies on independent and community members to provide specialist expertise, community perspectives, and transparent decision-making across several committees.

2.3 Staff recommend that Council seek Ministerial exceptions for:

Committee	I**ndependent/ Community Members**
Risk and Assurance Committee	Peter Stubbs (Independent Chair)
Creative Communities Committee	Elle Freestone (Independent Chair), Kiana Ormsby, Richard Schott, Jasmine Yeei, Melissa Gage
Grants and Awards Committee	Melissa Gage (Independent Member/ Iwi Representative)

These appointments contribute directly to governance assurance, funding allocation transparency, community representation, and specialist expertise

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

a) **RECEIVES** the report titled **Voting Rights Exception** (24 November 2026); and

b) Approves the submission of an application to the Minister of Local Government seeking exceptions under the Local Government (Systems Improvements) Amendment Act 2026 for:

c) Peter Stubbs, Independent Chair, Risk and Assurance Committee;

d) Elle Freestone, Independent Chair, Creative Communities Committee;

e) Kiana Ormsby, Community Member, Creative Communities Committee;

f) Richard Schott, Community Member, Creative Communities Committee;

g) Jasmine Teei, Community Member, Creative Communities Committee;

h) Melissa Gage, Community Member/ Iwi Representative, Creative Communities Committee; and

i) Melissa Gage, Community Member/ Iwi Representative, Grants and Awards Committee

j) **AUTHORISES** the Chief Executive to make any minor amendments required prior to submission to the Minister of Local Government

4. Background | Papakorero

4.1 The Local Government (Systems Improvements) Amendment Act 2026 received Royal Assent on 18 September 2026 and requires councils to remove voting rights from non-elected members of committees unless a prescribed exemption or Ministerial exception applies.

4.2 The legislation comes into effect from 18 March 2027. Councils wishing to retain voting rights for non-elected members must submit a formal application demonstrating why specialist expertise or exceptional circumstances justify an exemption.

4.3 The legislation specifically recognises that exceptions may be sought for:

- Particular committees;
- Classes of committees; or Particular classes of non-elected members.

5. Discussion | He kōrerorero

Risk and Assurance Committee

5.1. The Risk and Assurance Committee provides independent oversight of:

- Risk management;
- Internal controls;
- Financial reporting;
- External audit processes; and
- Governance assurance.

5.2. The role of Independent Chair requires specialist governance, audit and financial expertise and aligns with Office of the Auditor-General good-practice guidance for local authorities. Independent leadership assists the Committee in maintaining objectivity and effective scrutiny of Council's control environment. Similar considerations formed the basis of Council's previous discussions regarding the Audit and Risk Committee Independent Chair.

5.3 The current Independent Chair is Peter Stubbs.

5.4. Staff consider there is a strong public-interest case to support retention of voting rights for the Independent Chair.

Creative Communities Committee

5.5. The Creative Communities Committee distributes Creative New Zealand funding and assesses local community initiatives.

5.6. Membership includes:

- Elle Freestone (Independent Chair)
- Kiana Ormsby
- Richard Schott
- Jasmine Teei
- Melissa Gage (Iwi Representative)

5.7 The committee's effectiveness relies upon representation from community members with local knowledge, cultural understanding, arts sector experience, and connections across the district. Removing voting rights would significantly reduce the purpose of community participation and diminish the value of independent assessment during funding decisions.

5.8. An exception would support the continued community-led nature of the programme while retaining Council oversight and accountability.

- **Grants and Awards Committee**

5.9. The Grants and Awards Committee considers applications across Council funding and recognition programmes.

5.10. The committee includes:

- Melissa Gage (Iwi Representative)

5.11 The role provides an external and community-based perspective that strengthens transparency and public confidence in funding allocation decisions.

5.12. Without voting rights, the contribution of the independent member would become advisory only, reducing the influence of the community perspective the committee was established to provide.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. This matter is considered to be of low significance under Council's Significance and Engagement Policy as it relates to governance arrangements rather than the delivery of services, levels of service, strategic assets or significant expenditure.

6.2 Public consultation is not considered necessary as the proposal relates to committee governance arrangements arising from legislative change. However, the proposal seeks to retain valuable community and iwi participation in decision-making processes where possible.

Mana whenua / Māori

6.3 The proposal supports continued iwi participation in Council decision-making processes through the retention of voting rights for Melissa Gage, who serves as the iwi representative on both the Creative Communities Committee and the Grants and Awards Committee.

6.4 Maintaining meaningful participation by mana whenua and iwi representatives aligns with Council's commitment to fostering constructive relationships with tangata whenua and supporting Māori participation in local decision-making.

6.5 Should the Minister decline the exception request, Council will need to consider alternative mechanisms to ensure iwi perspectives continue to inform committee deliberations.

Legal

6.6 The Local Government (Systems Improvements) Amendment Act 2026 restricts voting rights on council committees to elected members unless a prescribed exemption or Ministerial exception applies.

6.7 The legislation provides a mechanism for councils to seek an exception where specialist expertise or exceptional circumstances justify continued voting rights for non-elected members.

If exceptions are not granted, Council will be required to amend the relevant Terms of Reference to ensure compliance by 18 March 2027

Policy and Plans

6.8 The proposal is consistent with Council's governance framework and supports the intent of existing committee Terms of Reference.

6.9 The continued involvement of independent, community and iwi members supports Council's objectives of:

- Effective governance and assurance;
- Transparent and equitable allocation of community funding;
- Meaningful community participation in decision-making; and
- Strengthening partnerships with Māori.

6.10 The proposal is consistent with the broader direction established through Council's Long Term Plan and governance arrangements.

Financial

6.11 There are no additional budget implications associated with preparing and lodging applications for Ministerial exceptions. Existing budgets for committee operations and independent member remuneration remain unchanged.

6.12 Should an exception not be granted, any costs associated with revising Terms of Reference and governance arrangements can be met from existing operational budgets.

Risk analysis

Risk	Likelihood	Consequence	Mitigation
Ministerial exceptions are not approved	Medium	Medium	Prepare alternative compliant committee structures and updated Terms of Reference prior to 18 March 2027
Loss of specialist governance expertise on the Risk and Assurance Committee	Medium	High	Retain independent chair participation in an advisory capacity if voting rights are removed.
Reduced community confidence in grant allocation decisions	Medium	Medium	Maintain transparent assessment processes and continue independent/community

			participation where possible.
Reduced iwi participation in decision-making	Medium	Medium	Investigate alternative mechanisms for iwi engagement if voting rights are removed.
Delays implementing legislative changes	Low	Medium	Complete governance review and contingency planning before legislative deadlines.

7. Options analysis | Tātari Kōwhiringa

Option	Advantages	Disadvantages	Risks
Option 1 – Apply for Ministerial Exceptions for specified non-elected members (recommended)	Maintains specialist expertise and independent oversight on the Risk and Assurance Committee. Preserves community and iwi participation in Creative Communities and Grants and Awards funding decisions. Supports transparency, independence and diversity of viewpoints in decision-making. Maintains existing committee structures and practices.	Preparation of applications requires staff time and Ministerial approval is not guaranteed.	Applications may be declined, requiring committee structures and Terms of Reference to be amended before 18 March 2027.
Option 2 – Do not apply for exceptions and amend committee structures to comply with legislation	Ensures immediate compliance with legislative requirements. No Ministerial application process required.	Independent and community members lose voting rights and cannot be counted for quorum purposes. Reduced influence of specialist, community and iwi perspectives on committee decisions. May reduce effectiveness of assurance and funding allocation processes.	Potential loss of governance assurance, community confidence and sector expertise

The preferred option is Option 1.

7.1 Option 1 enables Council to retain the specialist expertise, independent oversight, community knowledge and iwi perspectives currently provided through the Risk and Assurance Committee, Creative Communities Committee and Grants and Awards Committee. This includes Peter Stubbs as Independent Chair of the Risk and Assurance Committee, Elle Freestone as Independent Chair of the Creative Communities Committee, and Melissa Gage as the iwi representative on both the Creative Communities Committee and Grants and Awards Committee.

7.2 While Ministerial approval is not guaranteed, the benefits of maintaining these governance arrangements outweigh the risks, which can be managed through alternative committee arrangements if required. Accordingly, staff recommend that Council proceed with an application for Ministerial exceptions.

Information only reports

Ngā pūrongo mōhiohio anake

Reports in this section are provided for information only.

Item	Finance Report to 31 October 2026
To	Ōtorohanga District Council
From	Brendan O'Callaghan, Project Accountant
Type	**INFORMATION REPORT**
Date	24 November 2026



1. Purpose | Te kaupapa

1.1. To provide an update on progress against the 2026/27 budget.

2. Executive summary | Whakarāpopoto matua

2.1. The Financial Report for the period ended 31 October 2026 shows the operating surplus being up on year to date budget by $847k.

2.2. Capital expenditure and loan repayments are under budget due to the timing of some capital projects compared to the budget timing.

2.3. The balance sheet shows a healthy working capital position due to the charging of the first instalments of the rates for the 2026/27 financial year producing a large cash balance.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **receive** the report titled 'Finance Report to 31 October 2026' by Brendan O'Callaghan, Project Accountant.

4. Discussion | He kōrerorero

Statement of Comprehensive Revenue and Expenses
For the Period Ending October

	Actual	Budget	Variance	Full Year Budget
Revenue				
Rates income	9,057,956	8,865,636	-192,320	17,935,894
Contributions	880	2,977	2,097	10,420
Water by Volume Rates	233,613	257,041	23,428	2,444,818
Subsidies and Grants	2,022,842	2,012,040	-10,802	6,839,026
Other Income	587,550	612,862	25,312	2,175,908
Other gains/(losses)	0	0	0	0
Total Revenue	11,902,841	11,750,556	-152,285	29,406,066
Expenses				
Employee Benefit Expenses	2,240,561	2,311,746	71,185	7,651,016
Depreciation and Amortisation	2,720,568	2,619,198	-101,370	8,106,468
Other Expenses	5,311,700	5,942,581	630,881	15,727,338
Finance Costs	11,729	106,000	94,271	371,995
Total Expenditure	10,284,559	10,979,525	694,967	31,856,817
Operating Surplus/(Deficit)	1,618,283	771,031	-847,252	-2,450,751

4.1. Overall, there is a net surplus to the end of October of $1.62M, compared to a budgeted year to date surplus of $771k. The variance in the surplus against budget is due to:

4.2. Operating Revenue is up on budget by $152k. This is due to being $192k up on budget in rates income, offset by being $23k under budget on water by volume rates and $25k under budget on other income.

4.3. Other income is down on budget due to the reversal of income accrued back to last year associated with the February weather event for funding to be invoiced to NEMA and Waipa District Council. This is offset by changes in timing of income for regulatory items.

4.4. Operating expenses is down on budget by $695k, with other expenses being $631k underbudget, employee benefit expenses being $71k under budget and finance costs being $94k under budget.

4.5. Other expenses are under budget by $631k because of savings on roading maintenance, activity operations and asset maintenance, mostly as a result of timing of receiving invoices compared to budget. Other expenses is broken down as we do in the notes to the financial statements below.

Other Expenses

	Actual	Budget	Variance	Full Year Budget
Activity operation	576,179	736,709	160,530	2,169,386
Asset Maintenance	195,483	352,863	157,380	784,174
Deloitte Fees	(8,225)	0	8,225	344,190
Grants and Subsidies	217,629	168,154	(49,475)	467,514
Insurance	9,939	85,057	75,118	225,090
Minimum Lease Payments Under Operating Leases	9,786	5,802	(3,984)	25,970
Other expenses	2,866,647	2,693,321	(173,326)	5,692,748
Regional Initiatives	13,750	0	(13,750)	192,955
Road maintenance	1,304,674	1,743,705	439,031	4,620,500
Youth Initiatives	125,838	156,970	31,132	273,010
	5,311,700	5,942,581	630,881	14,795,537

4.6. A further breakdown of the Other Expenses line follows below.

	Actual	Budget
Communication and Engagement	21,260	37,800
Consultants	142,375	176,807
Council Held Resource Consent Costs	6,583	36,252
Emergency Management Shared Services	74,484	28,954
February Flood Event Response Costs	684,506	0
Fleet Costs	60,363	60,879
Fringe Benefit Tax	15,586	21,038
Governance Costs	65,148	62,763
Grants to External Providers	21,880	64,355
Legal Expenses	22,414	30,585
Office Costs	181,381	207,165
Organisational Development	2,376	222,257
Other Sundry Expenses	492,736	134,307
Rates	279,638	260,544
Regulatory Costs	23,554	26,657
Security Patrol Contract	32,142	34,424
Shared Services	31,372	30,961
Strategies and Plans	35,788	151,904
System Support	444,414	314,445
Town Centres Development	130	668,406
Waste Management Contracts and Initiatives	228,517	122,818
	2,866,647	2,693,321

4.7. The Flood event costs relate to items that are being covered by insurance which are still on-going, and so those costs have been carried over from last year, as well as some of the final costs associated with recovery. Insurance payments related to these expenses have been approved in October and payments have started to be received for some repairs.

Statement of Financial Position
For the period ending October 2026

	Actual	Full Year Budget	YTD Last Year
Assets			
Current Assets			
Cash and Cash Equivalents	2,582,735	1,216,032	-916,438
Trade and Other Receivables	2,355,891	4,733,712	2,800,961
Inventory	56,821	33,807	60,079
Total Current Assets	4,995,446	5,983,551	1,944,602
Non-current Assets			
Investments	9,826,008	9,468,109	9,020,210
Property, Plant and Equipment	458,509,088	438,096,192	435,113,549
Intangible Assets	115,483	248,767	178,953
Loan Receivable	0	1,501,191	1,666,121
Total Non-current Assets	468,450,580	449,314,259	445,978,832
Total Assets	473,446,026	455,297,810	447,923,434
Liabilities			
Current Liabilities			
Trade and Other Payables	951,324	3,528,027	51,443
Provisions	1,246	1,164	1,164
Employee Benefit Liabilities	422,862	409,019	401,809
Income in Advance	0	1,061,969	0
Development and Financial Contributions in Advance	529,753	585,566	585,567
Borrowings	9,000,000	0	12,000,000
Total Current Liabilities	10,905,184	5,585,745	13,039,983
Non-current Liabilities			
Provisions	9,533	10,779	10,779
Employee Benefit Liabilities	42,374	51,048	47,531
Borrowings	5,447,613	18,947,613	447,613
Total Non-current Liabilities	5,499,520	19,009,440	505,922
Total Liabilities	16,404,704	24,595,185	13,545,905
Net Assets	457,041,322	430,702,625	434,377,529
Equity			
Retained Earnings	168,751,421	162,603,561	168,762,865
Reserve Funds	3,225,408	3,079,279	3,204,471
Revaluation Reserves	285,064,492	265,019,785	262,410,192
Total Equity	457,041,322	430,702,625	434,377,529

4.8. Overall, the balance sheet is showing a healthy position as at 31 October. The working capital to the end of October (excluding borrowings) is $3.1M. This is primarily due to the first rates instalment being invoiced in July and due at the end of August resulting in a large cash balance.

4.9. Non current assets and Equity have increased from the prior year, as a result of the revaluation of 3 Waters assets undertaken as at 30 June 2026. This has been offset by the reduction in the loan receivable due to the provision for the doubtful debt associated with this processed in the prior year Annual Report.

Combined Cost of Service Statement
For the Period Ending October 2026

	YTD Actual	YTD Budget	YTD Variance	Full Year Budget
Operating Revenue				
Activity Revenue	2,610,392	2,624,902	14,510	9,014,934
Targeted Rates	3,985,459	4,006,020	20,561	9,935,212
Development Contributions	880	2,977	2,097	10,420
General Rates	5,145,554	5,116,657	-28,897	10,445,500
Other General Sources	3,818,027	5,229,516	1,411,489	13,806,517
	15,560,313	16,980,072	1,419,759	43,212,583
Operating Expenditure				
Trusted Leadership & Relationships	4,789,714	6,246,042	1,456,328	17,811,765
Strong Communities	866,594	924,977	58,383	2,368,669
Vibrant Places and Spaces	1,321,970	2,118,230	796,260	4,915,200
Sustainable Development and Public Safety	518,783	905,420	386,637	2,706,583
Resiliant Infrastructure: Land Transport	4,194,836	5,750,066	1,555,230	11,901,574
Resiliant Infrastructure: Water Supply	886,926	1,100,842	213,916	3,240,787
Resiliant Infrastructure: Wastewater	456,942	491,745	34,803	1,444,266
Resiliant Infrastructure: Stormwater	145,607	146,400	793	408,766
Resiliant Infrastructure: Flood Protection	75,707	231,831	156,124	750,545
Responsible Waste Management	295,655	239,050	-56,605	823,985
	13,552,733	18,154,603	4,601,870	46,372,140
Funding Required				
Capital Renewals	3,929,603	4,371,053	441,450	9,564,154
Capital Growth	2,427	50,000	47,573	400,000
Capital Level of Service	245,646	1,042,994	797,348	1,364,999
Loans Repaid	0	332,367	332,367	967,931
	4,177,675	5,796,414	1,618,739	12,297,084
Funding Applied				
Funding from Depreciation Reserves	0	0	0	4,493,658
Loans Raised	0	0	0	4,523,871
Capital Income	505	130,375	129,870	151,235
Transfer to and from Balance	2,169,591	6,840,570	4,670,979	6,287,877
	2,170,096	6,970,945	4,800,849	15,456,641

4.10. In the Combined Cost of Services statement, overall operating revenue is $1.4M under budget. This relates mostly to Other General Sources being under budget due to the reduced costs associated with overhead activities.

4.11. Operating expenditure is $4.6M under budget, with this mostly being in Trusted Leadership and Land Transport groups due to the timing of budgets in the first half of the year, as well as the reversal of prior year accruals.

Statement of Cashflows
For the Period Ending October 2026

	Actual	Year to Date Budget
Cash flows from operating activities		
Receipts from rates revenue	9,370	7,125
Receipts from other revenue	5,021	4,001
Interest received	44	-
Dividends received	7	1
Payments to suppliers and employees	(9,752)	(7,135)
Interest paid	(12)	(67)
Net cash provided by/(used in) Operating Activities	4,678	3,924
Cash flows from investing activities		
Proceeds from Sale of Property, Plant and Equipment	1	-
Purchase of property, plant and equipment	(1,849)	(3,315)
Purchase of investments	792	-
Purchase of intangible assets	(385)	(234)
Net cash provided by/(used in) Investing Activities	(1,441)	(3,549)
Cash flows from financing activities		
Proceeds from borrowings	-	-
Prepayment of borrowings	(1,000)	-
Net cash provided by/(used in) Financing Activities	(1,000)	-
Net (Decrease)/increase in cash, cash equivalents and bank overdrafts	2,237	375
Cash, cash equivalents and bank overdrafts at the beginning of the year	346	2,207
Cash and cash equivalents at the end of the period	2,583	2,583

4.12. The cashflow statement shows the cashflows in and out for the period to 31 October 2026. As can be seen, net cashflow from operating activities has been money coming in, due to the first instalment of this year's rates being charged, as well as receipt of the increased NZTA subsidy from the end of the last financial year.

4.13. Cashflows from investing activities shows the amount spent on capital expenditure to the end of October. This is only cash spent this financial year and does not include items not yet paid. The purchase of investments relates to the money received from Waikato Waters Limited for the reimbursements of the initial setup funding provided.

4.14. Cash flows from financing activities shows the borrowings and repayments made on external loans as well as transfers between reserve accounts. When the August loan came due Council was able to repay $1M of that balance.

Current Debt Profile

4.15. Current LGFA borrowing at the end of October has the following maturity profile. This is higher than what was projected in the Long-Term Plan.

4.16. This increase is due to Council taking some borrowing to cover the funding of the reinstatement works for the storm damage from October 2025.

4.17. While the work to repair the October storm damage was being completed and the money was being claimed from NZTA, the February 2026 storm event hit, which meant that the loan was rolled over to cover those costs as well. The bulk of the NZTA subsidy has been received for both events (with some additionally subsidy recently approved for additional works), however the proceeds from the insurance claims are still outstanding. These funds will allow the repayment of some of these loans as they come due, either partially or in full.

4.18. Since the beginning of the year, Council has been able to repay $1M of the debt outstanding, as shown in the cashflow statement earlier in the report.

4.19. The loan below that came due on 15 October 2026 was rolled over for the same amount, with a term until August 2027.

Amount	Term	Maturity Date	Interest Rate
$3,000,000	6 months	27 November 2026	3.01%
$3,000,000	9 months	26 February 2027	3.287%
$3,000,000	12 months	26 May 2027	3.51%
$3,000,000	11 months	27 July 2027	3.695%
$2,000,000	10 months	13 August 2027	3.680%

Councillor updates — Ngā kōrero hou a ngā Kaikaunihera

All councillors will be invited by the Chairperson to provide a verbal update on meetings attended on behalf of Ōtorohanga District Council.

Resolution Register — Rēhita tatūnga

Outstanding Council resolutions are listed below.

There are no outstanding Council resolutions.

Public excluded — Take matatapu

Information considered in public excluded must be reviewed for release in accordance with the Local Government Official Information and Meetings Act 1987.

There are no public excluded items.

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.

Workshops Hui awheawhe

Workshops are held to discuss issues and provide direction. No decisions are made. Decisions will be made at a formal meeting. The timing indicated below is subject to change.

Please contact our team on 0800 734 000 for updated timing on the day.

Item #1	**Monthly discussion with the Chief Executive**			**Time 12.15pm**
Type	Briefing	**Discussion**	External	
Open?	Yes **No**	Reason for exclusion:	To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members, officers, or employees of a local authority.[1]	
Presenter/s	Chief Executive			

Item #2	**Stormwater Strategy**			**Time 12.45pm**
Type	Briefing	**Discussion**	External	
Open?	**Yes** **No**	:		
Presenter/s	Mark Lewis – GM Engineering & Assets			

Item #3	**Investment Fund Guidance**			**Time 1.15pm**
Type	Briefing	**Discussion**	External	
Open?	**Yes** **No**			
Presenter/s	Chris Ryan			

[1] Section 48(1)(a) of the Local Government Official Information and Meetings Act (LGOIMA), clause s7(2)(f)(i).

Item #4	Resource Consenting 101			Time 1.45pm
Type	Briefing	Discussion	External	
Open?	Yes	No		
Presenter/s	Tony Quickfall – GM Regulatory & Growth and Marianne Mackintosh			

Item #5	Service Request Dashboard Update			Time 2.45pm
Type	Briefing	Discussion	External	
Open?	Yes	No		
Presenter/s	Nardia Gower – GM Strategy & Community			