



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Agenda

**ŌTOROHANGA DISTRICT COUNCIL**

24 February 2026

**Notice is hereby given** that an ordinary meeting of the Ōtorohanga District Council will be held in St David's Community Hall, corner Ranfurly and Turongo Streets, Ōtorohanga on Tuesday, 24 February 2026 commencing at 10.00am.

Tanya Winter, Chief Executive

19 February 2026

## **OPEN TO THE PUBLIC AGENDA**

### **Ōtorohanga District Council membership**

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

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

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6
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<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
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Item 23 Application for Temporary Road Closures – ANZAC Day 2026 (Ōtorohanga & Kāwhia)		48
Item 24 Application for Temporary Road Closure – Ōtorohanga Fire Brigade 100-year event		55
Item 25 Council Contribution to Mayoral Disaster Relief Fund		59

<b>Information only reports</b>	<b>Ngā pūrongo mōhiohio anake</b>	
There are no reports.		

<b>Other business</b>	<b>Ētahi atu take</b>	
Councillor updates	Ngā kōrero hou a ngā Kaikaunihera	70
Resolution Register	Rēhita tatūnga	70

<b>Public excluded</b>	<b>Take matatapu</b>	
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<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	73

<b>Workshops</b>	<b>Hui awheawhe</b>	
1	Monthly discussion with the Chief Executive	Public not permitted

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Acting Chief Executive, Graham Bunn on 19 February 2026.

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

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

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

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

**Apologies****Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received, the following is recommended: *That Ōtorohanga District Council receive and accept the apology from ... for ... (non-attendance, early departure, late arrival).*

**Public forum****Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on ŌDC's website: [otodc.govt.nz/about-council/meetings/speak-at-public-forum](https://otodc.govt.nz/about-council/meetings/speak-at-public-forum). Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

**No members of the public have requested to speak.**

**Late items****Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to

note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga District Council accept the late item .... due to .... to be heard ....*

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga District Council receive the declaration of a conflict of interest from .... for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

**Confirmation of minutes****Te whakaū i ngā meneti**

The unconfirmed Minutes of the previous ordinary meeting are on the following pages.

**Staff recommendation**

That Ōtorohanga District Council confirm as a true and correct record, the open Minutes of the meeting held on 9 December 2025.
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TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

**ŌTOROHANGA DISTRICT COUNCIL**

9 December 2025

Open Minutes of an ordinary meeting of the Ōtorohanga District Council held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 9 December 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

16 December 2025

### Ōtorohanga District Council attendance

Chairperson	His Worship the Mayor, Rodney Dow	Attended
Deputy Chairperson/Ōtorohanga Councillor	Deputy Mayor Katrina Christison	Attended
Kāwhia Tihiroa Councillor	Jo Butcher	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Andrew Barker	Apology
Ōtorohanga Councillor	Tayla Barclay	Attended (online)
Rangiātea Councillor	Tennille Kete	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Waipā Councillor	Michael Woodward	Attended from 11.15am
Wharepūhanga Councillor	Shane Carr	Attended

### ŌDC senior staff in attendance

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

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
Commencement of meeting	Te tīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
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Confirmation of minutes	Te whakaū i ngā meneti	6
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Mayor Dow's verbal report	Te pūrongo ā-waha a te kahika	7

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<b>Decision reports</b>	<b>Ngā pūrongo whakatau</b>	
Item 18    Ōtorohanga Historical Society – Rewarewa Schoolhouse Relocation and Funding		10
Item 19    Council logo change revisit		13

<b>Other business</b>		<b>Ētahi atu take</b>	
Councillor updates		Ngā kōrero hou a ngā Kaikaunihera	14
Resolution Register		Rēhita tatūnga	15

<b>Public excluded</b>		<b>Take matatapu</b>	
Item 20	Resolution to exclude the public for Item PE2		15

<b>Closing formalities</b>		<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom		Karakia/huritao/whakatauki	16
Meeting closure		Katinga o te hui	16

<b>Workshops</b>		<b>Hui awheawhe</b>	
1	Ōtorohanga Kiwi House update		Open to the public
2	Kāwhia beach access briefing		Open to the public
3	Annual Plan rating update		Open to the public
4	Legislation updates		Open to the public

These Open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Chief Executive, Tanya Winter on 16 December 2025.

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

Mayor Dow declared the meeting open at 10.03am.

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

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

Councillor Car provided the following words of wisdom: *“Every challenge is a chance to grow – let’s make today count.”*

**Apologies****Ngā hōnea**

Resolved C19: That Ōtorohanga District Council receive and accept the apologies from Councillor Andrew Barker for absence and from Councillor Michael Woodward for lateness.

Councillor Tamaki | Councillor Jeffries

**Public forum****Hui tūmatanui**

No members of the public had requested to speak.

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

There were no declarations made.

**Recognition of past councillors**

Mayor Dow welcomed two special guests; Cathy Prendergast and Steve Hughes, who had served as councillors in the last triennium. He thanked them for their work and presented them both with a floral bouquet in appreciation of their service to the community. He wished them well for the future.

Cathy Prendergast said it was really nice to be back in the Chambers and to see everyone. She said she'd found it difficult to pick a single highlight from the last three years; emphasising the value of people, the district community, elected members, the leadership team and the council team. As a newly elected member, she said she had appreciated learning from a great Mayor and a significant number of experienced elected members.

She highlighted the delivery of the 10-Year Plan, noting it was a solid result achieved under challenging budget constraints. She praised the Economic Wellbeing Strategy which was a powerful foundation document. She said she had valued her involvement with the Ōtorohanga Kiwi House and supporting their journey. She also spoke about the value she had gained from working with the two Rangiātea Ward councillors and that she had learned a lot from being a member of the Risk and Assurance Committee, especially in challenging norms. She acknowledged Chair Peter Stubbs' contributions.

Cathy said she had appreciated the professionalism and hard work of Council's Senior Leadership Team, whose quality reports enabled sound decisions. She said it was also very notable how they prioritised connection with the community. Cathy said all of this had been achieved under an inspirational leader and that Chief Executive, Tanya Winter, empowers everyone around her and is passionate about Ōtorohanga District.

Cathy wished everyone a restful Christmas, hopefully with family.

Steve Hughes echoed Cathy Prendergast's sentiments, especially as both had experienced their first triennium in parallel. He thanked all the experienced councillors who had showed wisdom to them and said it had been great working with the Leadership Team. In particular, he expressed gratitude to Councillor Jeffries for mentorship and learning. He said he had learned a lot from being a member of the Risk and Assurance Committee and that, overall, it had been an enjoyable and rewarding experience being a councillor.

### Confirmation of minutes

### Te whakaū i ngā meneti

Resolved C20: That Ōtorohanga District Council confirm as a true and correct record, the open Minutes of the meeting held on 25 November 2025.

Councillor Jeffries | Councillor Kete

### Receipt of Minutes

### Te rironga o ngā meneti

The unconfirmed Minutes of the meetings of the Ōtorohanga Community Board and the Kāwhia Community Board were not available and will be presented to the February 2026 meeting.

## Mayor Dow's verbal report

## Te pūrongo ā-waha a te kahika

Mayor Dow said he had attended the launch of the Hamilton Arts Festival at Hamilton Gardens on 26 November and had spoken at the Elevate business breakfast and attended morning tea at the Ōtorohanga Museum on 28 November. On 1 December he attended the Waikato Waters Shareholders' Representative Forum and the Ōtorohanga Community Board meeting. On 2 December he attended a site meeting at the Ōtorohanga Netball Centre and a civil defence briefing on what his role would be as Mayor. He attended the Celebrating Waipā function at Karāpiro Domain on 3 December and the Kāwhia Community Board meeting on 4 December. On 5 December he went to the opening of the new Animal Nutrition and Enrichment facility at the Ōtorohanga Kiwi House and had attended the Ōtorohanga Christmas Parade that evening.

Resolved C21: That Ōtorohanga District Council receive the verbal update from Mayor Rodney Dow.

Mayor Dow | Councillor Tamaki

## Decision reports

## Ngā pūrongo whakatau

### Item 15 – Ōtorohanga Dog Agility Course

ŌDC's Manager Community Facilities, Jared le Fleming took his report as read and highlighted the main points. The purpose of the report was to seek Council's approval to install dog agility equipment at the Waipā Esplanade and funding for ongoing maintenance and depreciation of the equipment.

Mr le Fleming noted that the Ōtorohanga Community Board had resolved to allocate funding for the construction of the dog agility course from their Reserve Funds. The site is Council owned and already designated as an off-lead dog area in Council's Dog Control Policy. He said feedback from Council's Facebook post on the proposal had been extremely positive.

In answer to a question from Councillor Jeffries, it was confirmed that the ongoing maintenance and depreciation costs would be funded across the district.

Councillor Carr asked how Council would respond to dog fights at the Dog Agility Course. ŌDC's Group Manager Regulatory and Growth, Tony Quickfall said users of dog agility courses were typically responsible dog owners and they would need to have their dogs under control at all times in accordance with the Dog Control Act. He said in the case of occasional altercations, Council's Animal Control staff would investigate at site and follow up if required.

Councillor Kete asked if there was access at the site for people with disabilities who wished to exercise their dogs. Mr le Fleming said the site was flat with no steps which made it generally accessible for most people. The track is mown which provides access around the perimeter of the course for pushchairs.

Councillor Barclay asked if dog waste bins would be installed at the site. Mr le Fleming said users of the site would be expected to take any dog waste away with them as is currently the case.

Mr le Fleming thanked the working group, comprising Councillors, Community Board and community members, who had seen the project through to this point.

Resolved C22: That Ōtorohanga District Council:

- a) **APPROVE** the construction of the Dog Agility Course on Waipā Esplanade.
- b) **APPROVE** the recommendation from the Ōtorohanga Community Board to increase funding of an additional \$500 per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c) **APPROVE** the recommendation from the Ōtorohanga Community Board for the addition of the Dog Agility Equipment to the Council asset base and included in the annual depreciation calculations, currently estimated at \$2,500 per annum.

Councillor Tamaki | Councillor Kete

### Item 16 – Adoption of Code of Conduct

ŌDC's Chief Executive, Tanya Winter said the report sought the formal adoption of the current Code of Conduct pending the introduction of a national Code of Conduct under new legislation. She said this had recently been workshopped with Council and the relevant sections had been highlighted.

In answer to a question from Councillor Jeffries, Ms Winter said it was unknown whether the amendment clause would still apply once the national code has been adopted.

Resolved C23: That Ōtorohanga District Council:

- a) **ADOPTS** the current Code of Conduct (as adopted 5 November 2019) as the governing document for all members of ŌDC, its committees, subcommittees, and community boards; and
- b) **NOTES** that this Code of Conduct will remain in force until the national model is issued and adopted in accordance with forthcoming legislative requirements.

Councillor Jeffries | Councillor Carr

**Information only reports****Ngā pūrongo mōhiohio anake****Item 17 – 2024/25 Annual Survey and Implementation Plan**

ŌDC's Group Manager Strategy and Community, Nardia Gower took her report as read, highlighting a few key points for context. She said the number of survey respondents continues to decline which increases the margin of error. Whilst there are useful insights, some of the data should be treated with caution as fewer voices means less certainty.

Ms Gower said the themes in the feedback are largely consistent with previous years; including a desire for more transparency and follow-through, stronger visibility of Council in the community and practical improvements to parks and recycling. She said some of those could be addressed and the Improvement Plan outlines where work is already happening or planned. But some requests would not be possible without either increasing rates or subsidising through other funding. She said whilst satisfaction levels had dipped slightly in a few areas, there was overall satisfaction across the board.

In answer to a question from Councillor Butcher regarding an increase in roadside littering, ŌDC's Tanya Winter said it had become unviable to have a staff member picking this up and that activity had been included in the Road Maintenance Contract. She said paying for anti-litter signage may not be a wise investment. Ms Gower said educating youth about this via Enviroschools was something Council could try along with pushing out communications on social media to keep this message to the forefront.

Councillor Tamaki said there are common areas where roadside litter is dumped (in proximity to food outlets) which could be targeted for pick-up.

In answer to a question from Councillor Jeffries, Ms Gower said some of the surveys were targeted to a specific audience whereas others were promoted through the local newspaper and social media. She said she was unsure if continuing to ask the same questions year on year was a good return on investment and that Council may want to change this for the following year. It was noted that Council still has to ask questions for performance measures in the current Long Term Plan (LTP). Ms Winter said, in light of central government's proposals on rates capping, Council might wish to consider doing an annual survey through the LTP process, or across three years, or deep dives into hot spots. She said this could be discussed as part of the LTP process.

Councillor Carr asked how Council could specifically target a survey for younger members of the community. Ms Gower said staff could look at that aspect for next year's survey. She said valuable information could be elicited in different ways, other than through a survey, such as asking specific questions with QR codes at activity sites such as parks.

Councillor Kete said it was great to see the Māori Leader's relationships high trust in the survey. She said one of the hot spots moving forward would be Māori participation during local government reforms. She said Māori want the best results in the survey in terms of Māori relations.

In relation to how Council communicates and "tells the story", Deputy Mayor Christison asked if some information could be sent out about the painting of the Council building before the scaffolding goes up as

it will be of interest to the public. She said she was frustrated to read the comments about the storyboards along the walkway as this has been going on for seven years. She said she hoped the Rangiātea councillors could help to move this forward.

Resolved C24: That Ōtorohanga District Council **RECEIVE** the report titled '2024/25 Annual Survey and Implementation Plan' by Nardia Gower, Group Manager Strategy and Community.

Councillor Tamaki | Deputy Mayor Christison

## Decision reports

## Ngā pūrongo whakatau

### Item 18 – Ōtorohanga Historical Society – Rewarewa Schoolhouse Relocation and Funding

ŌDC's Tony Quickfall provided a brief summary of the circumstances leading to the request from the Ōtorohanga Historical Society (ŌHS) concerning the proposed relocation of the Rewarewa Schoolhouse. He said Council staff had recently held a pre-application meeting with the ŌHS to discuss resource consent requirements associated with the relocation project. As a result, the report was being presented to Council to allow members to consider opportunities going forward and to respond to the ŌHS's request for financial support with the consent process.

In relation to the recommendation presented in the report, Mr Quickfall suggested the amendment of clause a) to read "RESOLVES to partially fund the regulatory costs by not charging for staff time, Council fees, or Independent Hearing Commissioner Costs relating to the building consent (*assessed at \$2,750*) and resource consent (*estimated at \$5,000* if resource consent is required)". He also tabled a request from the ŌHS asking for an additional clause e) to be added to the recommendation reading "In the unforeseen event that additional costs are incurred by Ōtorohanga Historical Society, e.g. specialised reports, Council provides contingency funding." He said it was up to the Mayor to decide if the tabled recommendation would be accepted.

Mr Quickfall said he did not recommend the support of proposed clause e) as it was contrary to staff advice in clause b) of the recommendation. He said any additional costs were unable to be quantified until a Building Consent had been received and that agreeing to this request would be setting a precedent (in terms of Council absorbing its own costs by covering the costs of an applicant). He said it would also put Council in a conflict position of potentially direct funding an applicant for their application where Council is also the regulator.

Mr Quickfall said further information had recently been provided by the ŌHS indicating a Resource Consent will probably not be needed (provided all required information is submitted with the Building Consent and that nothing additional crops up). He said it would still be prudent to make a decision on funding a Resource Consent, as a contingency, but likely the only cost to Council would be the Building Consent fees assessed at \$2,750.

ŌDC's Group Manager Engineering & Assets, Mark Lewis said some of the challenges being faced with wastewater upgrades in this area had been detailed in the report. He said he was still confident the work would not exceed the original budget pending any difficulties once the Gold Elm tree has been removed.

In answer to a question from Mayor Dow, Mr Lewis said if Council replaced the stormwater pipe now it would add a 12 month delay to the relocation of the Schoolhouse and there would be additional costs because the whole site would need to be compacted and stabilised. He explained the risk with build-over projects and if the pipe failed it could affect the foundation of the building above it.

Councillor Carr said it made sense to do the stormwater replacement work now as it would only be more expensive in years to come. Mr Lewis said placing the Schoolhouse over the existing pipework had been proposed because of the tight timeframe required by the ŌHS. He said the stormwater replacement work had been budgeted in the Long Term Plan (LTP) and the pipes could be replaced now using those funds, but it would delay the Schoolhouse relocation project and that would require a decision from Council. He said contractors who are currently doing sewer and water upgrade work in Ōtorohanga could be contracted to do the stormwater replacement work if that was what Council decided.

Councillor Kete said she preferred to have the work done once and done properly as long as it didn't delay other works and was not too much of a financial burden.

Councillor Jeffries said there appeared to be an alternative site for the Schoolhouse behind the waka house and Museum building but Mr Lewis explained that was where a new sewer pump station was going to be located.

The meeting adjourned at 11.11am and reconvened at 11.16am.

Councillor Woodward joined the meeting at 11.15am

In answer to a question from Deputy Mayor Christison, Mr Quickfall said Council staff were not involved in the condition assessment of the Schoolhouse and didn't know whether the roof leaked or whether rodent bait had been used. This could be investigated but would have a cost attached to it and staff had been instructed not to spend any more money on the Schoolhouse.

Mr Lewis said removing the trees at the site made perfect sense as they were affecting the infrastructure. This work hadn't been planned but had been triggered by the relocation proposal. He said the removal of the trees could be funded from a Parks and Reserves budget or as a part of the cost of the stormwater upgrade. He said when Councillors workshopped the wastewater upgrade they saw a benefit to Ōtorohanga from having the pump station positioned at that site, which was an aside to the Schoolhouse relocation project.

With respect to the request from the ŌHS for Council to fund a contingency amount if additional costs are incurred, ŌDC's Tanya Winter recommended that an amount should be quantified and not left as an "open chequebook". Councillors Jeffries and Carr both spoke in support of that suggestion. Councillor Carr said any additional costs should be funded by the ŌHS as it was their responsibility and a dangerous precedent would be set if Council funded those costs. Councillor Jeffries cautioned Council to be careful from a risk and assurance position about funding any contingencies.

Deputy Mayor Christison said she supported having a value assigned to the contingency and that there was a public value in getting the project over the line. She said new councillors might not know how much

community support and funding has already been pledged to the relocation project. She said aside from staff time, Council has not spent any money on the upkeep of the Schoolhouse building. Ms Winter said a considerable amount of staff time had been spent on the project.

In answer to a question of clarification from Councillor Butcher, Mr Quickfall said his recommendation was for Council to fund a Resource Consent, even though one isn't required based on current information, so it doesn't have to come back to Council for approval at a later stage should one be required.

Councillor Barclay highlighted the advice in the report that it's not the preferred approach to put the building on the grounds first and the construction being done afterwards. She said she was concerned about moving the building onto the site without the pipes being resolved. Councillor Kete reiterated her earlier position – that the work should be done once and done properly. She also agreed with putting a cap on any contingency amount.

An amended recommendation was presented to Council for consideration based on discussions held - adding the amounts previously mentioned into clause a), deleting clauses c) and d) and adding in additional clauses d) – f). Councillor Carr said he felt most councillors were on the same page about the infrastructure work but there was some division around third party costs. Mr Quickfall reminded councillors that none of the Schoolhouse relocation costs had been budgeted for.

Deputy Mayor Christison said she was happy to move an amendment for Council to fund up to \$10,000 for contingencies but Mayor Dow said that was guesswork as it's unknown what those costs might be or even if they would be required. Councillor Jeffries said he was concerned about making a decision with converging opinions and that it was a confusing situation that required clarification. He asked if Council was in a position to make a decision today. Councillor Carr said he agreed.

Mr Quickfall said the ŌHS intends to submit a Building Consent application before Christmas. He said if a decision wasn't made today, and a Building Consent is submitted, Council staff would be obliged to process it in the absence of any direction from Council around costs. In answer to a question from Deputy Mayor Christison, Mr Quickfall said Council would have 20 days to process the Building Consent application and would be in breach of statutory timeframes if it held up the application to obtain a decision from Council on costs. It was noted that the next scheduled Council meeting is on 24 February 2026.

Mr Lewis said submitting the Building Consent application at this point would be premature if Council decided to delay the project by 12 months in order to replace the pipe. Ms Winter suggested that, with those delays likely, Council should concentrate on the infrastructure and come back to the regulatory costs at a later date.

The recommendation was updated in line with the discussion and presented to Council for approval.

Councillor Butcher asked if Council could give the ŌHS some reassurance that the project would not drag on for another three or four years. Mr Lewis said there was an existing budget in the LTP for the stormwater work and contractors working in town that could be contracted to do the work so 12 months was a realistic estimate.

Deputy Mayor Christison read out the amended recommendation which was resolved as follows.

Resolved C25: That the Ōtorohanga District Council:

- a) **RESOLVES** to partially fund the regulatory costs by not charging for staff time, Council fees, or Independent Hearing Commissioner Costs relating to the building consent assessed at \$2,750 and resource consent (estimated at \$5,000 if resource consent is required); and,
- b) **APPROVES** the replacement of the existing stormwater pipe in its current location as soon as practically possible; and,
- c) **ACCEPTS** that this project will be funded from budgets as approved in the 2024-27 Long Term Plan; and,
- d) **ACCEPTS** that this project will take place as soon as practically possible and may delay the relocation of the Rewarewa Schoolhouse.

Councillor Woodward | Councillor Butcher

Mayor Dow adjourned the meeting for a short break at 11.30am and reconvened at 11.38am.

### Item 19 – Council logo change revisit

ŌDC's Nardia Gower said her report presented some options for revisiting the Council's organisational logo following community feedback.

Councillor Jeffries asked why it was necessary to go out for consultation when a petition with nearly 400 names had been received. Mayor Dow said the petition had specifically asked why the community had not been consulted on the logo and it was appropriate to do so this time.

In answer to a question from Councillor Jeffries, Ms Gower said if the current Te Ōhanga/The Nest logo is retained, staff could bring back a report explaining how the colours had been chosen and what they mean along with other colour options for Council to choose from. She asked if there was interest in having a colour version of the black kiwi logo presented as a fourth option. Mayor Dow said he thought the three options presented in the report would suffice.

Councillor Kete said she was mindful of the workload ahead for staff in the current reforms climate, along with the cost of changing the logo. She said it was important to keep things simple and her preference was the third option (Te Ōhanga/The Nest and a kiwi). Councillor Jeffries said he also liked the third option but had seen one with a different coloured beak that he preferred.

Ms Gower said if the resolution was agreed to then a small working party could be formed to define the concept of the third logo option and work out the detail of it. In answer to a question from Councillor Barclay, Ms Gower suggested that the working group should decide whether the logo goes out for consultation as a draft concept as presented in the report or whether a designer should create a more professional version at a cost of \$200.

Councillor Carr asked for permission to address the two members in the audience what their thoughts were on the options. Murray Lowenthal said he liked the third option. Ian Clark said he would prefer a good picture of a kiwi rather than an abstract design.

Resolved C26: That Ōtorohanga District Council consult on the former Kiwi Logo, Te Ōhanga/The Nest, and a presented new combined logo using a consultation method of structured named submissions and informal sentiment gathering methods.

Councillor Tamaki | Deputy Mayor Christison

### **Councillor updates on meetings attended on behalf of Ōtorohanga District Council**

### **Ngā kōrero hou a ngā Kaikaunihera**

Councillor Carr said he was scheduled to attend a water scheme meeting in Arohena on 10 December but that might not go ahead due to a lack of response from the community. He said he had been spending time on AKONA getting up to date on legislative changes.

Councillor Butcher said she had attended a farewell function for Elle Freestone at the Employment Hub on 26 November, both on behalf of the Mayor and as an employer. She attended a morning tea at the Ōtorohanga Museum on 28 November and the Kāwhia Community Board meeting on 4 December. On 5 December she attended Gillian Dampney's funeral and the Ōtorohanga Christmas parade.

Deputy Mayor Christison said she had attended the Hamilton Arts Festival launch with the Mayor on 26 November along with the Elevate Business Breakfast and the Ōtorohanga Museum morning tea on 28 November. She attended the Ōtorohanga Community Board meeting on 1 December and the Ōtorohanga Netball Centre Island Reserve meeting on 2 December. She also attended the Ōtorohanga Christmas parade on 5 December and the Christmas market on 7 December.

Councillor Woodward said he had been occupied at Ōtorohanga College with the transition of the library to the science block.

Councillor Tamaki attended Te Maruata Advisory Group in Pōneke on 27 November. She also attended the turning of the first sod for a new Te Nehenehenui development in Te Kuiti and the opening of the new Animal Nutrition and Enrichment facility at the Ōtorohanga Kiwi House on 5 December. She helped set up for the Kawenata Awards in Hamilton on 28 November. She has spent some time at the Kāwhia Hauora Hub helping them to become more sustainable and she has been involved with a project at Te Kauri Lodge involving the extraction of a 200 year old Rimu that fell during Cyclone Gabrielle.

Councillor Kete also attended Te Maruata Advisory Group in Pōneke on 27 November and the opening of the graduate medical school at Waikato University on 5 December. She won a prestigious Te Nehenehenui award for emergency services work at a ceremony in Hamilton.

Councillor Jeffries attended a Maru Trust presentation in Te Kuiti on 1 December and a Civil Defence Emergency Management briefing on 2 December. He attended the Kāwhia Community Board meeting on

4 December and the opening of the new Animal Nutrition and Enrichment facility at the Ōtorohanga Kiwi House on 5 December.

Councillor Barclay attended a Young Elected Members Hui on 28 November in Wellington and voted in the Young Elected Members Committee for LGNZ Zone 2. She is keen to attend any community group meetings and would appreciate a heads up from other councillors when these are taking place.

**Resolution Register**

**Rēhita tatūnga**

ŌDC’s Tanya Winter outlined the Resolutions and staff recommendation.

Resolved C27: That Ōtorohanga District Council confirm the removal of Resolutions C8, C9, C10, C11, C12, C13 and C14 from the Register.

Councillor Tamaki | Councillor Jeffries

**Public excluded**

**Take matatapu**

**Item 20 - Recommendation to exclude the public for Items PE2**

Resolved C28: 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 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE2 – Chief Executive delegated authority	Section 7(2)(b)(ii)	To protect where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Deputy Mayor Christison | Councillor Kete

Members of the public were excluded from the meeting at 12.41pm and re-admitted at 1.32pm. The meeting adjourned for lunch at 12.41pm and reconvened for the public excluded session at 1.10pm.

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

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

**Meeting closure****Katinga o te hui**

Mayor Dow declared the meeting closed at 1.33pm.

**Workshops****Hui awheawhe**

Members of the public were permitted to attend the workshops as indicated below.

Ōtorohanga Kiwi House update

The Mayor, Councillors, the Chief Executive, and key staff were present.

Kāwhia beach access briefing

The Mayor, Councillors, the Chief Executive, and key staff were present.

Annual plan rating update

The Mayor, Councillors, the Chief Executive, and key staff were present.

Legislation updates

The Mayor, Councillors, the Chief Executive, and key staff were present.

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**Receipt of Minutes****Te rironga o ngā meneti**

The Confirmed Minutes of the meetings of the Ōtorohanga Community Board on 1 December and the Kāwhia Community Board on 4 December are attached overleaf. The Unconfirmed Minutes from their February meetings were not available at the distribution of the agenda.

**Staff recommendation**

That Ōtorohanga District Council **RECEIVE** the Confirmed Minutes of the meetings of the Ōtorohanga Community Board on 1 December 2025 and the Kāwhia Community Board on 4 December 2025.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

**ŌTOROHANGA COMMUNITY BOARD**

1 December 2025

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 1 December 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 January 2026

### **Ōtorohanga Community Board attendance**

Chairperson	Bronwyn Tubman	Attended
Deputy Chairperson	Craig Thomas	Attended
Board Member and Ōtorohanga Ward Councillor	Tayla Barclay	Attended
Board Member and Ōtorohanga Ward Councillor	Deputy Mayor Dow Katrina Christison	Attended
Board Member	Leanne Massey	Attended
Board Member	Brendon McNeil	Attended

### **Senior staff in attendance**

Chief Executive	Tanya Winter	Apology
Group Manager Engineering & Assets	Mark Lewis	Attended

**Opening formalities****Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	5
Confirmation of minutes	Te whakaū i ngā meneti	6

**Decision reports****Ngā pūrongo whakatau**

Item 6	Adoption of Ōtorohanga Community Board meeting schedule	6
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Other business****Ētahi atu take**

Board Member updates		7
Board projects		7
Ōtorohanga General Reserve Fund		7
Ōtorohanga Property Fund		7
Discretionary Fund		8
Resolution Register		8

**Public excluded****Take matatapu**

There are no reports.

<b>Closing formalities</b>	<b>Ngā tikanga whakakapi</b>	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	8
Meeting closure	Katinga o te hui	8

<b>Workshops</b>	<b>Hui awheawhe</b>	
Code of Conduct		Open
Monthly discussion on outstanding matters		Open
Property update		Public excluded

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 14 January 2026.

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

Chairperson Tubman declared the meeting open at 4.00am.

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

Board Member McNeil led the meeting in a recitation of the karakia provided in the agenda.

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

No requests to be heard had been received.

**Late items****Ngā take tōmuri**

Deputy Mayor Christison requested the Board accept a late item for consideration under the Discretionary Fund. She advised 'Fun-raising Chicks Waikato' were seeking funding to cover the advertising costs for the Christmas Markets which were being held in December 2025. The applicants required confirmation prior to the event and could not wait until the Board's next meeting in February 2026.

Resolved O6: That Ōtorohanga Community Board accept the late item being an application for funding from the Board's Discretionary Fund by Fun-raising Chicks Waikato due to a decision being required prior to the event.

Deputy Chairperson Thomas | Board Member Massey

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

A non-monetary conflict of interest was declared by Deputy Mayor Christison, due to a close personal relationship with the organiser.

Resolved O7: That Ōtorohanga Community Board receive the declaration of a conflict of interest from Deputy Mayor Christison for the Discretionary Fund item and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Board Member Massey | Deputy Chairperson Thomas

## Confirmation of minutes

## Te whakaū i ngā meneti

Resolved O8: That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 4 November 2025 as distributed.

Deputy Mayor Christison | Deputy Chairperson Thomas

## Decision reports

## Ngā pūrongo whakatau

### Item 6: Adoption of Ōtorohanga Community Board meeting schedule

ŌDC's Manager Governance, Kaia King advised the staff recommendation to approve the dates for the Triennium was to provide certainty for staff, elected members, and the community regarding meeting dates, and to facilitate timely public notification. She advised the February dates in the staff recommendation of the report were incorrect noting the correct dates were 2 February 2026, 1 February 2027 and 7 February 2028. Ms King stated that any resolution needed to include the corrected dates.

Resolved O9: That the Ōtorohanga Community Board **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

#### 2026

- 2 February
- 2 March
- 13 April
- 4 May
- 8 June
- 6 July
- 3 August
- 7 September
- 5 October
- 2 November
- 7 December

#### 2027

- 1-February
- 1-March
- 5-April
- 3-May
- 14 June
- 5-July
- 2-August
- 6-September
- 4-October
- 1-November
- 6-December

#### 2028

- 7-February
- 6-March
- 3-April
- 1-May
- 12 June
- 3-July
- 7-August
- 4-September
- 2-October

Deputy Chairperson Thomas | Deputy Mayor Christison

**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Board Member updates****Ngā kōrero hou a ngā Kaikaunihera**

Deputy Mayor Christison, as ŌDC's representative on the Elevate Board, advised they were seeking expressions of interest for CCTV camera installation. Councillor Barclay spoke on the Young Elected Member hui in Wellington she attended.

**Board projects**

The new Board had no confirmed projects.

Suggestions from Board Members included playground shade, baby changing facilities, church property discussions, dog signage/enforcement, social media management, and walkway extension. ŌDC's Mark Lewis advised the Board could put forward projects for consideration as part of the Annual Plan process. ŌDC's Tanya Winter suggested the Board consider financial options to fund projects at their next meeting.

**Ōtorohanga General Reserve Fund**

The Board made no changes to the Fund but noted the funding commitments made by the previous Board for the following projects.

- a) Ōtorohanga Fitness Trail
- b) Ōtorohanga Dog Agility Course.

**Ōtorohanga Property Reserve Fund**

The Board made no changes to the Fund

## Discretionary Fund

Deputy Mayor Christison spoke on behalf of Fun-raising Chicks Waikato who sought funding for the advertising costs of the Christmas Market 2025.

Resolved O10: That the Ōtorohanga Community Board grant \$850.00 including GST to Fun-raising Chicks Waikato to cover the cost of the advertising costs the Christmas Markets and recommend they apply to the Ōtorohanga Community Grants in 2026.

Deputy Mayor Christison | Chairperson Tubman

## Resolution Register

## Rēhita tatūnga

ŌDC's Mark Lewis advised the Ōtorohanga Exercise Circuit (named as the Ōtorohanga Hauora and Connectivity Trail by the previous Board) was in the Ōtorohanga Reserves Management Strategy and Plan.

Resolved O11: That the Ōtorohanga Community Board approve the removal of Resolutions O1, O2, O3 and O4 from the Register.

Deputy Chairperson Thomas | Board Member McNeil

## Public excluded

## Take matatapu

There were no reports.

## Closing prayer/reflection/words of wisdom

## Karakia/huritaō/whakataukī

Deputy Chairperson Thomas led the meeting in a recitation of the karakia provided in the agenda.

## Meeting closure

## Katinga o te hui

Chairperson Tubman declared the meeting closed at 4.44pm.

## **Workshops**

**Hui awheawhe**

The following open workshops and briefings were held:

- a) Code of Conduct and
- b) Monthly discussion with staff.

The following public excluded briefing was held:

- c) Property update

There being no further business, the session concluded at 5.33pm.



TE KAUNIHERA Ā-ROHE O  
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# Open Minutes

**KĀWHIA COMMUNITY BOARD**

4 December 2025

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Centre, 27 Jervois Street, Kāwhia on Thursday, 4 December 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

16 January 2026

## Kāwhia Community Board attendance

Chairperson	Geoff Good	Apology
Deputy Chairperson	Hinga Whiu	Meeting Chairperson
Board Member	Richard Harpur	Attended
Board Member	Kit Jeffries	Attended
Board Member	Annie Mahara	Attended

## ŌDC Leadership Team in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Regulatory & Growth	Tony Quickfall	Attended

## Other Elected Members present

Mayor	Rodney Dow	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

**Opening formalities****Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	5
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6

**Decision reports****Ngā pūrongo whakatau**

Item 6 Adoption of Kāwhia Community Board meeting schedule		6
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**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Other business****Ētahi atu take**

Board Member updates		7
Board projects		7
Kāwhia General Reserve Fund		7
Kāwhia Discretionary Fund		7
Kāwhia Community Centre hire charge waivers		7
Resolution Register		8

**Public excluded****Take matatapu**

There are no reports.

**Closing formalities**

Closing prayer/reflection/words of wisdom	8
Meeting closure	8

**Workshops/briefings**

Code of Conduct	Open
Monthly discussion on items raised in public forum or outstanding matters.	Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 16 January 2026.

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

Deputy Chairperson Whiu declared the meeting open at 4.01pm and welcomed everyone to the meeting.

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

Deputy Chairperson Whiu provided an opening karakia.

**Apologies****Ngā hōnea**

Resolved K6: That Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Board Member Mahara | Board Member Harpur

**Public forum****Hui tūmatanui**

Lucylou van Tol spoke on a business idea for Kāwhia Kai and read out her business summary. She requested a letter of support from the Board and any funding that would be available. Board Member Mahara queried the operating days, and Lucy advised a trailer would have to be purchased and would operate 7 days a week. Deputy Chairperson Whiu spoke to the business idea.

**Late items****Ngā take tōmuri**

Resolved K7: That Kāwhia Community Board accept the late item from Lucylou van Tol for Kāwhia Kai due to the request of a letter of support and the delay until the Board's next meeting in February 2026.

Councillor Jeffries | Board Member Mahara

Mayor Dow advised Lucylou to contact Elevate (Ōtorohanga District Development Board).

Resolved K8: That the Kāwhia Community Board provide a letter of support to Lucylou van Tol for the Kāwhia Kai business idea to be used for funding applications subject to all necessary licenses being obtained.

Chairperson Whiu | Board Member Harpur

Deputy Chairperson Whiu adjourned the meeting at 4.19pm for a short break and resumed the meeting at 4.24pm.

## Declaration of conflict of interest

## Te whakapuakanga pānga taharua

There were no Declarations made.

## Confirmation of minutes

## Te whakaū i ngā meneti

Resolved K9: That Kāwhia Community Board confirm as a true and correct record of the meeting the open Minutes of the meeting held on 6 November 2025 as distributed.

Board Member Harpur | Board Member Mahara

## Decision reports

## Ngā pūrongo whakatau

### Item 6 - Adoption of Kāwhia Community Board meeting schedule

ŌDC's Manager Governance, Kaia King advised that there was no requirement under the legislation to adopt a meeting schedule for the Triennium, but the staff recommendation sought to enable effective planning and enhance opportunities for community and Māori engagement in decision-making.

Resolved K10: That the Kāwhia Community Board **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

2026	2027	2028
• 12 February	• 4-February	• 3-February
• 5-March	• 4-March	• 2-March
• 2-April	• 1-April	• 6-April
• 7-May	• 6-May	• 4-May
• 4-June	• 3-June	• 1-June
• 2-July	• 1-July	• 6-July
• 6-August	• 5-August	• 3-August
• 3-September	• 2-September	• 7-September
• 1-October	• 7-October	• 5-October
• 5-November	• 4-November	
• 3-December	• 2-December	

Board Member Mahara | Board Member Harpur

**Information only reports****Ngā pūrongo mōhiohio anake**

There were no reports.

**Board Member updates****Ngā kōrero hou a ngā Kaikaunihera**

Councillor Jeffries attended the business expo and spoke on a meeting with Waipā Networks. Board Member Harpur attended the employment initiative and spoke on a mental health initiative. Board Member Mahara had various discussions around the trees on Waiwera St. She also attended a tourism workshop and a recycling workshop. Mayor Dow attended the St Johns Cadet prizegiving, the Hamilton Airport annual general meeting and the Waikato Mayoral Forum.

**Board projects****Project 1: Kāwhia Storyboards**

Deputy Chairperson Whiu advised Frank Thorne was making progress on the narratives and text.

**Kāwhia General Reserve Fund**

No funds were allocated.

**Kāwhia Community Board discretionary fund**

No funds were allocated.

**Kāwhia Community Centre hire charge waivers**

No waivers were granted.

## Resolution Register

Resolved K11: That the Kāwhia Community Board approve the removal of Resolutions K1, K2, K3 and K4 from the Register.

Board Member Harpur | Board Member Mahara

## Public excluded

## Take matatapu

There were no reports.

## Closing prayer/reflection/words of wisdom

## Karakia/huritao/whakatauki

Deputy Chairperson Whiu led the meeting in a recitation of the karakia provided in the agenda.

## Meeting closure

## Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 4.49pm.

## Workshops/briefings

Monthly discussion with staff on items raised in public forum or outstanding matters.

Open

- |  |                                  |
|--|----------------------------------|
| a) Alternative beach access              | c) Karewa boat ramp boat parking |
| b) Better Places Together (Kāwhia/Aotea) | d) Kāwhia parking plan.          |

There being no further business the session ended at 5.16pm.

**Mayor Dow's verbal report**

**Te pūrongo ā-waha a te kahika**

Mayor Dow will provide a verbal update at the meeting on his activities as Mayor since the last meeting.

**Staff recommendation**

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

**Decision reports**

**Ngā pūrongo whakatau**

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

**Item 22** Report on the Proposed Road Name (Fern Lane) adjacent to 60 Kiokio Station Road, Ōtorohanga

**To** Ōtorohanga District Council

**From** Robbie Whiteman, Manager - Projects

**Type** **DECISION REPORT**

**Date** 24 February 2025



### 1. Purpose | Te kaupapa

1.1. To approve the naming of the new right of way (ROW) serving the 6-lot subdivision adjacent to 60 Kiokio Station Road, Ōtorohanga.

### 2. Executive summary | Whakarāpopoto matua

2.1. In accordance with the Road Naming and Numbering Policy, the applicant originally proposed the following ROW name options for Council consideration:

- a) Fern Lane
- b) Farm Lane
- c) Cow Lane.

2.2. Subsequent to the lodging of the application, and prior to the preparation of this report, the applicant has submitted an additional name option for consideration:

- a) Williams Way

2.3. The applicant has advised that this additional option is intended to assist Council in reaching a decision, should the original options not find approval. The proposed name “Williams Way” is intended to acknowledge Dale Williams, a former long-serving Mayor of Ōtorohanga, who resided in close proximity to the proposed ROW.

2.4. Ōtorohanga District Council (ŌDC) is asked to consider all proposed names and resolve to adopt one ROW name in accordance with the Road Naming and Numbering Policy and statutory requirements.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **APPROVE** Fern Lane as the name of the new right of way adjacent to 60 Kiokio Station Road, Ōtorohanga.

## 4. Context | Horopaki

- 4.1. ŌDC approval is sought to adopt a name for a new right of way associated with the subdivision at adjacent to the entrance to 60 Kiokio Station Road, Ōtorohanga.
- 4.2. In accordance with the Road Naming and Numbering Policy, the applicant has submitted several proposed ROW name options for ŌDC's consideration. During the processing of the application, the applicant provided an additional name option to assist ŌDC should the original options not be supported.
- 4.3. This report presents all proposed ROW name options, assesses them against the Road Naming and Numbering Policy, and seeks an ŌDC resolution to approve a ROW name.

## 5. Discussion | He kōrerorero

- 5.1. The naming of ROW's is a statutory function of ŌDC and must be undertaken in accordance with the Road Naming and Numbering Policy and relevant legislative requirements. The purpose of the policy is to ensure that ROW names are unique, appropriate, and easily identifiable for emergency services, navigation, and the wider community.
- 5.2. The applicant has proposed several name options for the new ROW adjacent to 60 Kiokio Station Road. These options have been reviewed by officers against the Road Naming and Numbering Policy, including considerations such as duplication, spelling, pronunciation, appropriateness, and local relevance.
- 5.3. Following the initial submission, the applicant provided an additional name option, Williams Way, for consideration. The applicant has advised that this option is intended to acknowledge Dale Williams, a former long-serving Mayor of Ōtorohanga, who resided in close proximity to the site. This additional option was received prior to the preparation of this report and has therefore been included for consideration alongside the original options.
- 5.4. All proposed names have been checked against the Land Information New Zealand (LINZ) database to confirm that there is no duplication or potential for confusion with existing road/ROW names within the district or adjoining areas.
- 5.5. ŌDC is required to consider the proposed options and determine whether any of the names are consistent with the intent and requirements of the Road Naming and Numbering Policy. ŌDC may approve one of the proposed names or decline the options and request alternative names if none are considered suitable.

## 6. Strategic Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. The decision to name a new ROW is considered low significance under ŌDC's Significance and Engagement Policy. The decision does not involve a change to ŌDC's services, levels of service, or funding, and the effects are localised to the immediate area.

- 6.2. Engagement has been undertaken through the road/ROW naming application process, which includes consultation with relevant internal and external parties to ensure compliance with the Road Naming and Numbering Policy. This includes checks for duplication and suitability through Land Information New Zealand (LINZ) and consideration of any Community Board input where applicable.
- 6.3. Given the limited scope and impact of the decision, no further public consultation has been undertaken or is required. The applicant has been informed of the process and has had the opportunity to submit name options for consideration.

### **Mana whenua / Māori**

- 6.4. Naming of a new ROW is an operational matter assessed as low significance under ŌDC's Significance and Engagement Policy.
- 6.5. Mana whenua has not been formally consulted on the proposed ROW names, as the options submitted are not intended to reference Māori history, tikanga, or culturally significant sites, and the decision does not affect land, resources, or matters of cultural impact.
- 6.6. Should ŌDC wish to consider a Māori ROW name or a name with cultural significance in the future, engagement with mana whenua would be undertaken in accordance with ŌDC's policy and established processes.

### **Strategic alignment**

- 6.7. Naming of a new ROW is an operational decision that supports the effective administration of the district. It does not directly advance or conflict with ŌDC's strategic objectives but enables accurate addressing, navigation, and emergency response for new development.
- 6.8. The proposal is consistent with ŌDC's Road Naming and Numbering Policy and supports the orderly growth and management of infrastructure within the district. As such, the decision aligns with ŌDC's broader objectives of good governance, public safety, and efficient service delivery.

### **Legal**

- 6.9. Has the statutory authority to name and alter roads and ROWs under section 319(1)(j) of the Local Government Act 1974.
- 6.10. The proposed ROW naming has been assessed against ŌDC's Road Naming and Numbering Policy and relevant legislative requirements. The process outlined in the policy has been followed, including the submission of name options by the applicant and checks to ensure there is no duplication or potential confusion with existing road/ROW names.
- 6.11. Once ŌDC resolves to adopt a ROW name, the approved name will be notified to Land Information New Zealand (LINZ) and relevant agencies in accordance with statutory requirements.
- 6.12. There are no identified legal impediments to ŌDC making a decision on this matter.

### **Financial**

- 6.13. There are no direct financial implications for ŌDC arising from the adoption of a ROW name for the new right of way adjacent to 60 Kiokio Station Road.

6.14. Costs associated with signage and address allocation are the responsibility of the developer in accordance with standard subdivision conditions. Any minor administrative costs associated with processing and notifying the approved ROW name are met within existing operational budgets.

**Risk analysis**

6.15. The overall level of risk associated with this decision is assessed as low.

6.16. The primary risks relate to the potential selection of a ROW name that could cause confusion, duplication, or be considered inappropriate over time. These risks are mitigated through compliance with the Road Naming and Numbering Policy, including checks against the Land Information New Zealand (LINZ) database to confirm uniqueness and suitability.

6.17. There is a minor reputational risk if a road/ROW name is perceived as contentious or inconsistently applied. This risk is mitigated by presenting multiple name options, assessing them against policy criteria, and requiring ŌDC to make the final decision by resolution.

6.18. No operational, financial, or legal risks have been identified beyond those inherent in the standard road/ROW naming process.

**7. Options analysis | Tātari Kōwhiringa**

**Options summary of considerations**

Fern Lane	Farm Lane	Cow Lane	Williams Way
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7.1. The above list is an order of preference as detailed by the Insel Farm application, and in accordance with the Road Naming and Numbering Policy. ŌDC is asked to consider the application and accept or decline the road name, or it may decide on another name, in accordance with Local Government Act 1974. Part 21 – Section 319 General powers of councils in respect of roads.

**Recommended option and rationale**

7.2. It is recommended that ŌDC approve Fern Lane as the name of the new right of way adjacent to 60 Kiokio Station Road, Ōtorohanga.

7.3. This option is recommended because it best meets the intent and requirements of the Road Naming and Numbering Policy. In particular, the proposed name is:

- a) unique within the district and surrounding areas,
- b) easily pronounced and spelled,
- c) unlikely to cause confusion for emergency services, residents, or visitors, and
- d) appropriate for long-term use.

7.4. All proposed road name options submitted by the applicant, including the additional option received during the processing of the application, have been assessed consistently against the Road Naming and Numbering Policy. While each option was considered, Fern Lane is assessed as presenting the lowest overall risk and the strongest alignment with policy criteria.

7.5. ŌDC may choose to adopt an alternative option if it considers that option to better meet the policy requirements.

## 8. Appendices | Ngā āpitihanga

Number	Title
1	RM250054 - Sub-Division Plan – Kio Kio



**Item 23** Application for Temporary Road Closures – ANZAC Day 2026 (Ōtorohanga & Kāwhia)

**To** Ōtorohanga District Council

**From** Paul Strange, Manager Roothing

**Type** **DECISION REPORT**

**Date** 24 February 2026



### 1. Purpose | Te kaupapa

1.1. To approve the temporary road closures required to deliver the ANZAC Day 2026 parades and civic services in Ōtorohanga and Kāwhia using the established 2025 routes and timings.

### 2. Executive summary | Whakarāpopoto matua

- 2.1. ANZAC parades in Kāwhia and Ōtorohanga are held annually and are well supported by the community.
- 2.2. This report requests formal approval from Ōtorohanga District Council (ŌDC) for the temporary road closures for ANZAC Day 2026. The event format, routes, and timings mirror those successfully implemented in 2025, including the dawn parade and civic service in Ōtorohanga and the midday civic service in Kāwhia. The closures align with the operational requirements of the event and have been reviewed in partnership with the RSAs, Inframax (traffic management), and NZ Police.
- 2.3. The proposed event was advertised on 29 January 2026. One objection was received for the Ōtorohanga event (refer to Appendix 1).

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council:

- a) **APPROVE** the Temporary Road Closures, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Maniapoto Street SH 3 (from SH31/3 to intersection of Huiputea Drive), Kakamutu Road (from SH3 to Turongo Street), Gradara Avenue (from Kakamutu Street to Summit Drive), in Ōtorohanga on 25 April 2026 between 4.00am and 1.00pm. Noting this will also affect traffic on SH3, SH31, Turongo Street, Kakamutu Road, Tuhoro Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Wahanui Crescent, Gradara Avenue, Cowley Lane, Hunter Lane and Pine Street, and
- b) **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, of Pouewe Street and Jervis Street in Kāwhia on 25 April 2026 between 12.00pm and 2.30pm. Note this will affect traffic in and out of Kāwhia; and

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

#### 4. Context | Horopaki

- 4.1. Anzac Day marks the anniversary of the landing of New Zealand and Australian soldiers – the Anzacs – on the Gallipoli Peninsula in 1915. Their aim was to capture the Dardanelles, the gateway to the Bosphorus and the Black Sea. At the end of the campaign, Gallipoli was still held by its Turkish defenders. New Zealanders have commemorated the Gallipoli landings ever since and Anzac Day has been a public holiday since 1921.
- 4.2. Over time the way the day has been commemorated has changed, reflecting the changing nature and concerns of our society. It has come to embrace New Zealanders' service and losses during the Second World War, and in Korea, Vietnam and many other conflicts and peacekeeping operations. Anzac Day is an opportunity to recognise the diversity of New Zealanders' experiences of war.
- 4.3. As well as those who did not return, Anzac Day is a time to remember the many more who did and acknowledge their struggles and achievements in post-war society.

#### 5. Discussion | He kōrerorero

- 5.1. ANZAC Day services are delivered annually by ŌDC in partnership with the Ōtorohanga RSA and Kāwhia RSA. The parades require the full closure of specific roads for safety, crowd management, and ceremonial movement.

- 5.2. The 2026 closures and timings are as follows:

##### **Ōtorohanga — Timings & Route (unchanged)**

- a) Dawn Parade: 5:45am–6:45am
- b) Civic Service: 9:30am–11:00am
- c) Affected roads: SH3 Maniapoto Street, Turongo Street, Kakamutu Road, Tuhoro Street, Balance Street, Ranfurly Street, Huiputea Drive, Whittington Lane, Clarke Street, Wahanui Crescent, Gradara Avenue, Cowley Lane, Hunter Lane, Pine Street.

##### **Kāwhia — Timings & Route (unchanged)**

- a) Civic Service: Assemble 12:45pm; Service 1:00pm–1:45pm
- b) Affected roads: Pouewe Street, Jervois Street, Tainui Street
- 5.3. Traffic management will be delivered by Inframax, with early morning installation and removal following the final parade.
- 5.4. Police liaison and support continue for this event.

## 6. Strategic Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. This activity is discretionary, low-cost, and not significant. Public notice and affected-property notices meet statutory engagement expectations.
- 6.2. The ANZAC parades was advertised on 29 January 2026.
- 6.3. One objection was received about the Ōtorohanga event who was concerned about the length of the closure. The parade organisers have discussed details with the objector and explained the road is open between the dawn parade and the civic service.

### Mana whenua / Māori

- 6.4. This decision has no direct impact on Māori, except as participants in the event. It does not affect whenua, awa, moana, wāhi tapu or other taonga, and has no implications for iwi, hapū or marae.

### Strategic alignment

- 6.5. Enhances community wellbeing and civic remembrance.
- 6.6. Demonstrates responsible stewardship through consistent, safe event delivery.

### Legal

#### *Local Government Act 2002*

- 6.7. Significance & Engagement: As in 2025, this activity is discretionary, low-cost, and not significant. Public notice and affected-property mail-drop meet statutory engagement expectations.

#### *LGOIMA 1987*

- 6.8. All notices, approvals, TMPs, CARs, Police correspondence, and debrief notes must be retained in the governance record.

#### *Privacy Act 2020*

- 6.9. Staff phone numbers and operational contact lists will be held only in the H&S operational pack, not publicly released. Photos taken at the event will follow privacy guidance (no identifying minors without consent).

### Financial

- 6.10. Costs fall within existing budgets for TTM, printing of programmes/posters, and support to RSAs.

### Risk analysis

- 6.11. The delivery of ANZAC Day 2026 parades and civic services in Ōtorohanga and Kāwhia carries a range of operational, reputational, legal, cultural, financial, and health and safety risks. The following analysis identifies the key risks and outlines mitigation measures consistent with ŌDC's Risk Management Policy and Risk Management Framework.
- 6.12. With the application of established and proven mitigation measures, the residual risk profile for the ANZAC Day 2026 events remains low to moderate, consistent with prior years. Approval of the

temporary road closures is a necessary and proportionate step to enable safe, legally compliant, and culturally appropriate delivery of these services.

6.13. The two most critical operational risks are outlined below.

**Operational risk: Traffic management failure**

6.14. Risk: Inadequate or incorrectly implemented traffic management could compromise parade safety, disrupt emergency access, or cause public confusion.

6.15. Mitigation: Inframax to deliver TTM using the approved Traffic Management Plans (TMPs). Early-morning installation and post-event removal processes remain unchanged and rehearsed. ŌDC staff to undertake pre-event checks and maintain a direct communication line with Inframax throughout the event.

**Operational risk: Vehicle–pedestrian interface**

6.16. Risk: Unauthorized entry of vehicles into parade routes.

6.17. Mitigation: Approved road closures with physical barriers. TTM crew to implement secondary protection at access point. ŌDC staff on site and roving to provide back up or Health and Safety support if required.

## 7. Options analysis | Tātari Kōwhiringa

### Options summary of considerations

**Option 1: Approve the Temporary Road Closures (Recommended)**

**Option 2: Decline the Road Closures**

**Summary**

Approves the temporary road closures for ANZAC Day 2026 as requested to enable safe delivery of the dawn and civic ceremonies in Ōtorohanga and Kāwhia.

Does not approve the road closures, preventing the event from proceeding in its recognised format.

**Advantages**

Ensures ANZAC Day services proceed safely and consistently with community and RSA expectations.

Uses proven 2025 traffic management and event structures, reducing operational risk.

Supports community wellbeing, remembrance, and civic identity.

Minimises uncertainty for RSAs, Police, and partners by confirming the established delivery approach.

Avoids relatively small operational costs associated with traffic management and event resourcing.

	Option 1: Approve the Temporary Road Closures (Recommended)	Option 2: Decline the Road Closures
Disadvantages	Requires staff resourcing and operational oversight across two locations on a public holiday.	<p>ANZAC services could not safely proceed in their established format, leading to significant community dissatisfaction.</p> <p>Likely negative feedback from Ōtorohanga and Kāwhia RSAs due to the absence of an alternative event model.</p> <p>Diminished civic and commemorative outcomes for the district.</p> <p>Reputational harm to ŌDC for failing to support a longstanding and high-value civic event.</p>

**Recommended option and rationale**

- 7.1. Option 1 – Approve the Temporary Road Closures (Recommended)
- 7.2. This option is recommended because it enables ŌDC to deliver the established ANZAC Day 2026 commemorative programme safely, consistently, and in alignment with community expectations and statutory obligations. The recommended approach maintains the proven 2025 traffic management model, which has already demonstrated reliability, operational effectiveness, and strong acceptance by the Ōtorohanga RSA, Kāwhia RSA, NZ Police, Inframax, and the wider community.
- 7.3. Approving the temporary road closures at this stage supports operational certainty, ensures compliance with the statutory public notification requirements under the Local Government Act 2002, and upholds record-keeping responsibilities under the Local Government Official Information and Meetings Act 1987. It also aligns with the Privacy Act 2020 through established safeguards relating to event communications, photography protocols, and the secure handling of operational contact information.
- 7.4. This option best supports the safe and dignified delivery of a high-significance civic event, promotes community wellbeing and remembrance, and preserves the integrity of longstanding ANZAC Day traditions in both Ōtorohanga and Kāwhia. The use of established routes and timings reduces operational risk, strengthens consistency of service delivery, and ensures efficient resource deployment across the district. The residual risks associated with this option are low to moderate and can be effectively mitigated through existing controls and operational planning processes.

## 8. Appendices | Ngā āpitihanga

1	Objection received.
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# OTOROHANGA CLUB INC.

Ōtorohanga Club strongly objects to the extent of the proposed closures on 25 April 2026, as advertised in King Country News 29 January 2026.

To shut our main street and our town down for 9 hours at the beginning of a long weekend is unacceptable.

In the past participants in the parades have assembled at the Council building and marched to Memorial Park. I suggest closing Maniapoto Street from Tuhoro / Whahanui Crescent intersection to Kakamutu Road. Make Gradara Ave a right turn only onto Kakamutu Road.

This allows businesses and essential workers to operate with the least amount of inconvenience. It will make dispersing after the service easier.

I offer the Ōtorohanga Club Inc premises for public consultation.

Yours faithfully

Jock Gollan

President

**Item 24** Application for Temporary Road Closure – Ōtorohanga Fire Brigade 100-year event

**To** Ōtorohanga District Council

**From** Paul Strange, Manager Roading

**Type** **DECISION REPORT**

**Date** 24 February 2026



### 1. Purpose | Te kaupapa

1.1. To approve an application for road closures within the Ōtorohanga town to enable the Ōtorohanga Fire Brigade 100-year event.

### 2. Executive summary | Whakarāpopoto matua

- 2.1. An application has been received from Ōtorohanga Fire Brigade 100-year event for a road closure on Balance Street from Turongo Street to the Mitre 10 entrance, Ōtorohanga on Saturday 7 March 2026 from 10am to 2pm.
- 2.2. Ōtorohanga Fire Brigade 100-year event are in the process of obtaining consents from residents of the affected areas, indicating agreement for the road closures.
- 2.3. The proposed event was advertised on 6 November 2025 in the King Country News and no objections were received.
- 2.4. The event is planned for one day only. This generates local interest and provides additional income to the community.
- 2.5. The Ōtorohanga Fire Brigade 100-year event is an open day is to enable the public to view the fire trucks and the newly renovated station.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga District Council:

- a **APPROVE** the Temporary Road Closure for the Ōtorohanga Fire Brigade 100-year event, in accordance with Sections 319(h) and 342, and Section 11 of Schedule 10 of the Local Government Act 1974, of Balance Street, on Saturday 7 March 2026 from 9.30am to 2.30pm.
- b **AUTHORISE** public notification of the approved road closure before the event, as required by the Local Government Act 1974.

## 4. Context | Horopaki

- 4.1. This event is a local event and provides an opportunity to attract interest in the district.
- 4.2. If approved, the application process includes the following conditions are met:
  - Public notice advertisements are to be published in the King Country News, ŌDC's website and Facebook page.
  - Applicant is responsible for obtaining public liability insurance, (and paying the cost thereof), to a minimum value of \$2,000,000.
  - Applicant is to liaise and provide evidence of liaison with all operators and businesses that may be affected by the road closures. A subsequent mail-drop is to be completed no later than ten full days before the proposed closures.
  - Applicant is solely responsible for submitting the appropriate Traffic Management Plan for approval, for signposting and policing of the roads to be closed, to ensure that only vehicles connected with the event have access to the road closure areas. This includes arranging the delivery, erection and staffing of all road closure barriers, and the removal thereof, after closures.
  - All gates and entranceways are to be taped, and to ensure its removal thereafter.
  - Signs advising of the road closures are to be erected at the start and end of the closed portions of the roads and on each intersecting road two weeks prior to the road closure. All signs are to be removed immediately after the closure.
  - Emergency Services have right of passage at all times during closure.

## 5. Discussion | He kōrerorero

- 5.1. This is a community event held in the district which provides entertainment and promotes the district. Participants and spectators will visit the district and spend money with local businesses.
- 5.2. The location of the event is central in Ōtorohanga. It will attract visitors.

## 6. Strategic Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. Roothing is defined as a significant activity. However, as this is a discretionary activity with a low cost and impact is assessed as not significant.
- 6.2. The proposed event was advertised on 6 November 2025 in the King Country News and no objections were received.
- 6.3. If approved this event will be publicly advertised.
- 6.4. Individual properties affected will be mail dropped 10 days before the event. One property is directly affected; however, the Police and Mitre 10 will also be affected.

**Mana whenua / Māori**

6.5. Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

**Legal**

6.6. The road closure is being dealt with under the provisions of the Tenth Schedule of the Local Government Act 1974 for this event.

**Financial**

6.7. There is no cost to ŌDC.

**Risk analysis**

6.8. The applicant has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for ŌDC.

**Legal**

6.9. The applicant has applied for this road closure pursuant to the Tenth Schedule of the Local Government Act 1974. It raises no significant risks for ŌDC.

**7. Options analysis | Tātari Kōwhiringa**

**Options summary of considerations**

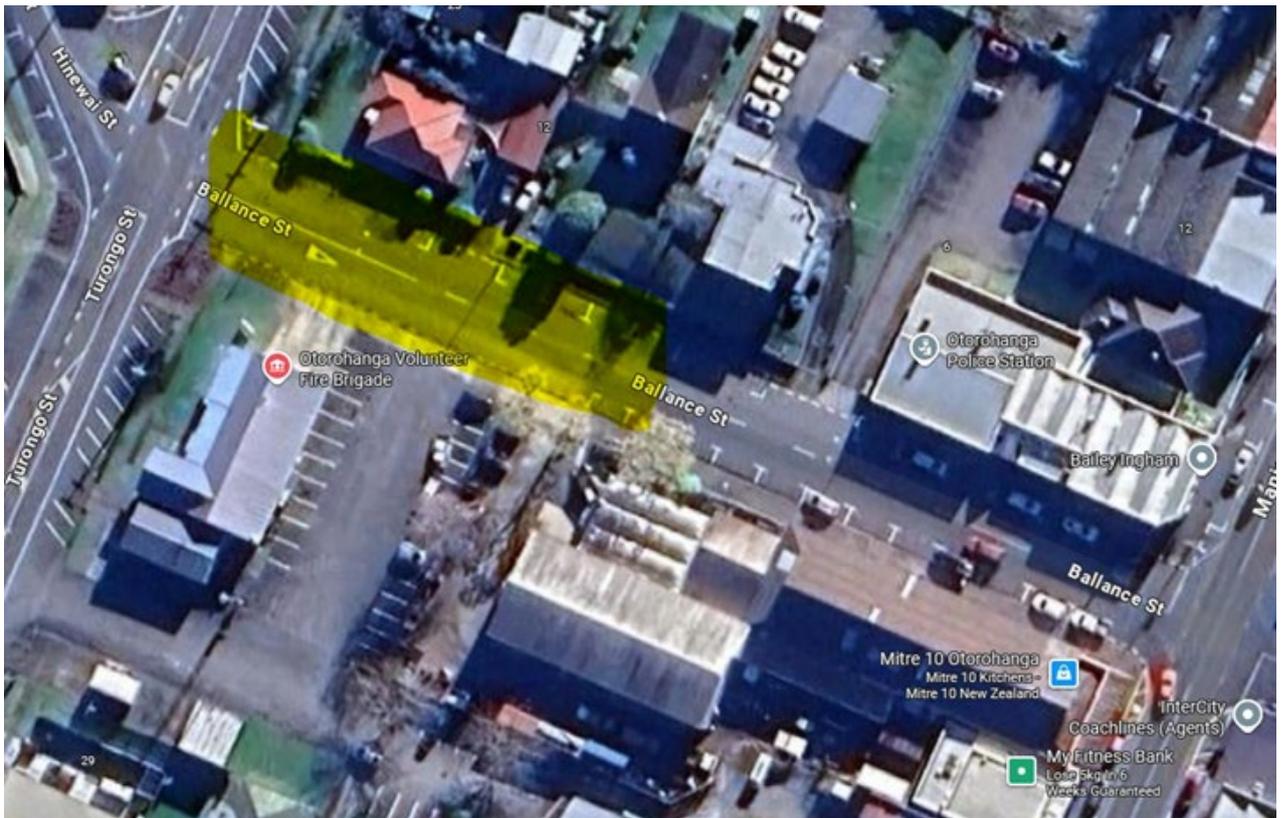
	Option 1	Option 2
<b>Summary</b>	Approve the temporary road closure	Decline the temporary road closure
<b>Advantages</b>	This is a community event held in the district which provides entertainment and promotes the district. Participants and spectators will visit the district and spend money with local businesses.  The location of the event is central in Ōtorohanga. It will attract visitors.	Avoids relatively small operational costs associated with traffic management and event resourcing.
<b>Disadvantages</b>	A short disruption to throughfare traffic.	The opportunity to provide entertainment and district promotion would be lost along with associated increased spending within the district.

### Recommended option and rationale

7.1. The preferred option is that ŌDC grant approval. The reason for this is because the benefits outweigh the negatives.

## 8. Appendices | Ngā āpitihanga

1 Map of affected are



**Item 25** Council Contribution to Mayoral Disaster Relief Fund

**To** Ōtorohanga District Council

**From** Graham Bunn, Group Manager Business Enablement

**Type** **DECISION REPORT**

**Date** 24 February 2026



## 1. Purpose | Te kaupapa

1.1. To determine Ōtorohanga District Council’s contribution to the Mayoral Disaster Relief Fund.

## 2. Executive summary | Whakarāpopoto matua

2.1. The Mayoral Disaster Relief Fund was established on 15 February 2026 in response to the 14 February flooding event by Mayor Dow under delegation in accordance with the Mayoral Disaster Relief Fund Policy (the Policy).

2.2. Ōtorohanga District Council (ŌDC) can contribute to the Mayoral Disaster Relief Fund (MDRF) and any contribution could be made from the General Reserve Fund.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga District Council **APPROVES** an amount of \$100,000 from the General Reserve fund to the Mayoral Disaster Relief Fund established in response to the 14 February 2026 flooding event, on the proviso that any money unspent after six months will be returned to the General Reserve Fund.

## 4. Context | Horopaki

4.1. On 14 February 2026, a Local State of Emergency was declared as a result of the significant rainfall and the resulting impact on the Ōtorohanga District.

4.2. On 15 February, the MDRF for this event was established as per the Policy adopted by ŌDC on 23 April 2024.

## 5. Discussion | He kōrerorero

5.1. The MDRF is set up to provide financial support to those individuals, families, small businesses, community groups and marae adversely affected.

5.2. Each fund is for a specific event and has a finite lifespan.

- 5.3. Contributions to the fund can come from multiple sources, including the public, community groups and organisations, businesses, ŌDC and Central Government. Where Government funding is provided, any unspent amount after six months is required to be returned to the Government.
- 5.4. Authority to approve applications received is delegated to the Mayor, who can form a panel to assist with the decision making and oversight, as well as approve the final report on spending and the rationale for the distributions.
- 5.5. The Group Manager Business Enablement is responsible for reporting to the Risk and Assurance Committee on grants given, and also to the National Emergency Management Agency when funds have been provided by the Government.
- 5.6. ŌDC needs to make a decision as to whether they wish to contribute any funds to the MDRF to sit alongside other contributions received.
- 5.7. Any ŌDC contribution to the MDRF in excess of the annual budget is unbudgeted expenditure and requires ŌDC's approval as per the policy. Currently, there is no annual budget for contributions to MDRF and so therefore approval is required.

#### **Funding for Council Contribution**

- 5.8. Any ŌDC contribution towards the MDRF could be funded from existing reserves. The General Reserve Fund currently has a balance of \$973,273 as at the end of January 2026.
- 5.9. Given the maximum Government contribution is \$100,000, staff recommend that a contribution from ŌDC should match the contribution from the Government.
- 5.10. The intention with this contribution would be that the money provided by ŌDC would be the last amount used to fulfil any request for support, and any unspent amount from the ŌDC contribution would be returned to the General Reserve Fund. The recommendation would be to use the six month timeframe consistent with any Government funding received.

## **6. Strategic Considerations | Ngā whai whakaarotanga**

### **Significance and engagement**

- 6.1. Given that the policy to establish these funds has already been adopted, and the urgency required to respond to this issue, it is not deemed that there is any requirement to engage on this issue.

### **Mana whenua / Māori**

- 6.2. This decision has no direct impact on Māori, as it relates only to internal ŌDC processes. It does not affect whenua, awa, moana, wāhi tapu or other taonga, and has no implications for iwi, hapū or marae.

### **Strategic alignment**

- 6.3. This decision has a close alignment with our community outcomes of People, Places and Partnerships, as it relates to supporting our community through this time.

### **Legal**

- 6.4. There are no legislative requirements around the contribution by ŌDC for the fund.

**Financial**

6.5. The General Reserve Fund is held for Capital or one-off type expenses. There is no rates impact if ŌDC use the General Reserve Fund.

**Risk analysis**

6.6. There is deemed to be a low risk from undertaking this contribution.

**7. Options analysis | Tātari Kōwhiringa**

**Options summary of considerations**

	Option 1	Option 2
<b>Summary</b>	Provide a contribution to the MDRF of \$100,000	Provide a contribution to the MDRF of a different amount
<b>Advantages</b>	This option gives another \$100,000 to the fund to be distributed to residents and ratepayers that meet the criteria.	This option boosts the fund by an amount as decided by ŌDC. This provides additional funds that can be distributed to support residents and ratepayers.
<b>Disadvantages</b>	Reduces the general reserve fund by the \$100,000, which means that money cannot be used in the future for other projects.	Reduces the general reserve fund by the amount decided, which means that money cannot be used in the future for other projects.

**Option 3**

<b>Summary</b>	Do not provide a contribution from ŌDC to the MDRF
<b>Advantages</b>	No changes to the general reserve fund
<b>Disadvantages</b>	Any funds distributed will be limited to those amounts received from the public and/or Government.

**Recommended option and rationale**

7.1. The recommended option is to contribute \$100,000 to the fund from ŌDC. This aligns with the maximum amount that can be obtained from the Government and also shows a commitment to helping the members of our community that have been impacted by this event.

## 8. Appendices | Ngā āpitihanga

Number	Title
1	Mayoral Disaster Relief Fund Policy



**Otorohanga**

District Council

# POLICY

## Mayoral Disaster Relief Fund Policy

### Approval and review details

<b>Approval authority</b>	Ōtorohanga District Council	<b>Effective date</b>	23 April 2024
<b>Administrator</b>	Group Manager Business and Administration	<b>Next review date</b>	To be confirmed

### Version history

Date	Version	Changes	By	Date Adopted
23 April 2024	1.0	Policy presented for approval	Policy Advisor	23 April 2024

## Purpose

The purpose of this policy is to provide guidance on the implementation and management of the Mayoral Disaster Relief Fund.

The Mayoral Disaster Relief Fund can be set up by Council following a significant natural disaster event to provide financial support to those individuals, families, small businesses, community groups and marae adversely affected.

A fund can only be created for a significant event or associated cluster of events, e.g. Cyclone Gabrielle or the Auckland Severe Weather Event, and every fund has a finite lifespan as detailed below.

Contributions to the fund may be made by Council, the public, or other community groups and organisations. The Government (Minister of Emergency Management, together with the Prime Minister or Minister of Finance) may provide a financial contribution per emergency event in a district. The financial contribution will need to be applied for following an emergency event.

The funding provided by the Government needs to be ring-fenced specifically for those affected by the emergency event. After six months, any unspent funds need to be returned to the Crown.

While Council has in place procedures for covering grants, it is desirable to have a specific policy for the Mayoral Disaster Relief Fund. This will provide coverage for all parties connected to the funds and include provisions for monitoring and reporting.

## Policy Statement

The key principle of this policy is to financially support affected individuals/families, community organisations, small businesses, and marae during times of hardship caused by a natural disaster event.

In the process of implementing and managing this policy, elected members, Council employees and members of the Mayoral Disaster Relief Fund panel will, at all times, respect the privacy of individuals and communicate in a courteous and professional manner.

## Reporting

A schedule of grants made under this policy will be reported to the Risk and Assurance Committee within six months of receiving the contribution.

A high-level report on payments made from the Mayoral Disaster Relief Fund (if a Government grant has been provided), including the purpose of these payments will be provided to the National Emergency Management Agency (NEMA) within six months of receiving the contribution.

## Implementation

1. Agreement in principle on the content of the policy has been provided from management and the Risk and Assurance Committee.
2. Following Council approval, implementation of this policy will include:
  - a. Notification to the Mayor and inclusion in future induction processes
  - b. Council officers with delegated authority to set up reporting mechanisms for the Risk and Assurance Committee and NEMA.
  - c. Inclusion of policy requirements in Council processes.

## Measurement and review

The effectiveness of the policy shall be measured through feedback from the Risk and Assurance Committee. The policy shall be reviewed at least once every five years, or within 12 months following an event should Council consider a policy review is necessary.

## Principles

This policy sets out the criteria, delegations, and responsibilities for administering the Mayoral Disaster Relief Fund.

The Fund will be managed in line with best practice, observing fairness and equity, and to withstand public scrutiny.

All decisions to grant funding from the Fund shall be conducted in accordance with the policy.

All decisions for funding shall be in accordance with the principles as set out in the Auditor General's "*Principles to underpin management by public entities of funding to non-Government organisations*" (*Appendix Two*).

Sufficient records shall be maintained to show that the funds have been expended in accordance with the policy.

## Mayoral Disaster Relief Fund Criteria

The Mayoral Disaster Relief Fund may be used to support and meet the needs of affected individuals, families, community organisations, small businesses, and marae. The aim of the fund is to help towards alleviating the emotional and financial stress experienced by the community resulting from a natural disaster event. The fund provides one off assistance for extraordinary circumstances, where a real need can be shown. Each local authority has discretion in setting its own criteria for how the funds are disbursed.

The Mayoral Disaster Relief Fund is intended to financially support affected individuals/families, community organisations, small businesses, and marae:

- experiencing financial hardship caused by a natural disaster event

- with basic needs, household goods and personal items (uninsured or underinsured)
- with clearing debris from properties that are not insured or are underinsured with replacement of structures that are not insured or are underinsured
- by assisting with insurance excess payments

Funds contributed to the Mayoral Disaster Relief Fund must not be used for Council's administrative or business costs.

The fund is a last resort measure when other appropriate sources of funding have been exhausted. Disaster relief funds are not intended to replace other existing funding sources, such as:

- Welfare - eligible costs are funded separately by the Government.
- Infrastructure - the Government will meet some costs of essential infrastructure.
- Insurance or costs covered by other funding sources.
- Other response costs – e.g. 60 percent funded by the Government (above the local authority's threshold) and 40 percent funded by the local authority.

## Delegations and Responsibilities

The Mayor will have delegated authority to approve applications to the Mayoral Disaster Relief Fund for grants and financial assistance, within the parameters of the Fund Criteria.

The Mayor is responsible for exercising good judgment in applying the Mayoral Disaster Relief Fund criteria, ensuring that expenditure is appropriate, transparent, and appropriate monitoring processes are in place.

The Group Manager Business Enablement is responsible for providing the Risk and Assurance Committee with a summary of expenditure from the Mayoral Disaster Relief Fund.

The Group Manager Business Enablement is responsible for reporting to the National Emergency Management Agency on the use of the Mayoral Disaster Relief Fund (if funds have been provided by the Government).

### Delegations to the Mayor for the establishment and management of a Disaster Relief Fund.

1. To announce the establishment of a fund and invite applications
2. To form a panel to assist with the decision making and oversight of the distribution of funds from the Mayoral Disaster Relief Fund
3. To determine the level of funding per application when setting up a Mayoral Disaster Relief Fund
4. To receive written applications based on the funding criteria and make a decision on whether to allocate funds
5. To approve a final report on expenditure outlining how funds were spent and the rationale for distributions

## Application Process for the Fund

Applications for the Mayoral Disaster Relief Fund must be in writing, on an approved application form submitted electronically through:

- Council's website, or
- emailed to Customer Services, or
- posted to Council's postal address or
- handed over the counter at one of Council's offices or public libraries.

Applications will remain open for a set period of time after a significant event as determined by the Mayor.

## Decisions on Funding

The Mayor will assess written applications based on the funding criteria and make a decision on whether to allocate funds. Advice may be sought from Council officers and sign-off is required from the Group Manager Business Enablement.

The Mayor will choose to determine the level of funding per application when setting up a Mayoral Disaster Relief Fund after a specific natural disaster event.

The Mayor will form a panel to assist with the decision making and oversight on the distribution of funds from the Mayoral Disaster Relief Fund. Members of the panel will be appointed at the Mayor's discretion. Meetings to determine the allocation of funding will be minuted.

Applicants will be advised in writing of the decision relating to their application.

Council contribution to the Funds in excess of the annual budget is unbudgeted expenditure and requires Council approval.

## Conditions of Receiving a Mayoral Disaster Relief Fund Grant

All grants provided must be used for the purpose for which they were given.

Recipients of a Mayoral Disaster Relief Fund grant may be required to meet certain conditions and provide supporting documentation to substantiate their claim.

## Appendix One: Government Policy Guidelines

The Minister for Emergency Management, together with the Prime Minister and Minister of Finance, may authorise a contribution of up to \$100,000 (GST exclusive) per event. Government contributions above \$100,000 (GST exclusive) per event will require Cabinet approval. As of April 2022, all contributions are announced as GST exclusive amounts.

### Once you receive or are made aware of a Relief Fund contribution

1. Your local authority/CDEM Group will receive a letter from the Director of Civil Defence Emergency Management, detailing the contribution amount and instructions on how to receive funds.
2. You will then be asked to prepare and submit a tax invoice to the Department of the Prime Minister and Cabinet (DPMC) for the contribution amount, plus GST.
3. To receive Government contribution to Relief Funds, local authorities/CDEM Groups are asked to set up a Relief Fund, publicise this and create a committee to oversee fund spending.
4. DPMC will make the payment to the local authority/CDEM Group after receiving the appropriate authorisation from joint Ministers or Cabinet (depending on the value of the contribution) and a tax invoice.

### Provide a report on their Relief Fund spending

To enable NEMA to understand local authorities' needs after an emergency and meet obligations regarding taxpayers' funds, local authorities who receive funding are asked to:

1. Report back on their expenditure within six months of receiving this fund. Any unspent monies must be returned to the Crown.
2. Provide a high-level report outlining how funds were spent and the rationale.
3. Engage with NEMA if there are any unspent monies six months after receiving the fund.

## Appendix Two: Principles to underpin management by public entities of funding to non-Government organisations

The Auditor-General expects public entities to show that they have entered into and managed funding arrangements with NGOs according to the following principles:

- **Lawfulness:** Have activities, resourcing, and accountability requirements been undertaken within the authority granted by Parliament?
- **Accountability:** Have public entities given full and accurate accounts of their activities? Are governance and management arrangements suitable to address any concerns?
- **Openness** (transparency): Is the nature of the funding arrangement, and the way in which it was entered into, clear to all parties?
- **Value for money:** Are resources used effectively and efficiently, without waste, and in a way that optimises the public benefit?
- **Fairness and Integrity:** Are public entities and NGOs that are involved in funding arrangements together meeting Parliament's and the public's expectations of an appropriate standard of behaviour in the public sector?

<https://oag.parliament.nz/2006/funding-ngos/part1>.

## Information only reports

## Ngā pūrongo mōhiohio anake

**DISCLAIMER:** The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

## 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

Previous resolutions of Ōtorohanga District Council which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
C22	09/12/25	<p><b>Item 15 – Ōtorohanga Dog Agility Course</b></p> <p>That Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>APPROVE the construction of the Dog Agility Course on Waipā Esplanade.</li> <li>APPROVE the recommendation from the Ōtorohanga Community Board to increase funding of an additional \$500 per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.</li> <li>APPROVE the recommendation from the Ōtorohanga Community Board for the addition of the Dog Agility Equipment to the Council asset base and included in the annual depreciation calculations, currently estimated at \$2,500 per annum.</li> </ol>	<p>Project Team are working with potential funding partners/sponsors.</p> <p>Staff recommend this Resolution remain on the Register.</p>
C23	09/12/25	<p><b>Item 16 – Adoption of Code of Conduct</b></p> <p>That Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>ADOPTS the current Code of Conduct (as adopted 5 November 2019) as the governing document for all members of ŌDC, its committees, subcommittees, and community boards; and</li> <li>NOTES that this Code of Conduct will remain in force until the national model is issued and adopted in accordance with forthcoming legislative requirements.</li> </ol>	<p>The Codes are in effect.</p> <p>There is no further action required, therefore staff recommend this Resolution be <b>REMOVED</b> from the Register.</p>
C25	09/12/25	<p><b>Item 18 – Ōtorohanga Historical Society – Rewarewa Schoolhouse Relocation and Funding</b></p> <p>That the Ōtorohanga District Council:</p> <ol style="list-style-type: none"> <li>RESOLVES to partially fund the regulatory costs by not charging for staff time, Council fees, or Independent Hearing Commissioner Costs relating to the building consent assessed at \$2,750 and</li> </ol>	<p>Staff are working with geotech engineers and OHS to coordinate the project. Both ODC and OHS Project Managers are progressing this project.</p>

resource consent (estimated at \$5,000 if resource consent is required); and,

- b. APPROVES the replacement of the existing stormwater pipe in its current location as soon as practically possible; and,
- c. ACCEPTS that this project will be funded from budgets as approved in the 2024-27 Long Term Plan; and,
- d. ACCEPTS that this project will take place as soon as practically possible and may delay the relocation of the Rewarewa Schoolhouse.

Staff recommend this Resolution remain on the Register.

C26 09/12/25

**Item 19 – Council logo change revisit**

That Ōtorohanga District Council consult on the former Kiwi Logo, Te Ōhanga/The Nest, and a presented new combined logo using a consultation method of structured named submissions and informal sentiment gathering methods.

The consultation closed on 6 February. This Resolution is complete. Staff recommend this Resolution be **REMOVED** from the Register.

**Staff recommendation**

That Ōtorohanga District Council confirm the removal of Resolutions C23 and C26 from the Register.

**Resolution made in a public excluded session**

No Resolutions have been released.

**Public excluded**

**Take matatapu**

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**Item 26** Resolution to exclude the public for Item PE3 and Item PE4

**To** Ōtorohanga District Council

**From** Kaia King, Manager Governance

**Type** **DECISION REPORT**

**Date** 24 February 2026



### 1. Purpose | Te kaupapa

1.1. To exclude the public from parts of the proceedings of the Ōtorohanga District Council meeting.

### 2. Executive summary | Whakarāpopoto matua

2.1. All formal meetings are open to the public; however, there are some parts of the meeting where the public can be excluded. ŌDC must provide a good reason if to exclude the public from a ŌDC or committee meeting - this also includes the media. A resolution must be made at a time when the meeting is open to the public stating the general subject of each matter, the reason for passing that resolution in relation to the matter, and the grounds on which the resolution is based.

### 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the 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 and the particular interest or interests protected by section 7 of that Act where a risk of prejudice is minimised by the holding of the whole or the relevant part of the proceedings of the meeting in public; and
- b) The general subject of each matter to be considered while the public is excluded and the reason for passing this resolution in relation to each matter and the specific grounds for the passing of this resolution are as follows:

General subject of each matter to be considered	Ground(s) under section 48(1) for the passing of this resolution	Interest
Item PE3: Amendment of Loan to Ōtorohanga Kiwi House Charitable Trust	Section 7(2)(b)(ii)	To protect where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item PE4: Waikato Waters Limited – Deed of Guarantee	Section 7(2)(b)(ii)	To protect where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
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**4. Context | Horopaki**

- 4.1. The Ōtorohanga District Council (ŌDC) is required under the Local Government Official Information and Meetings Act 1987 (LGOIMA) to conduct its meetings in a manner that is open and transparent to the public, except in circumstances where there is a justified reason to exclude the public. Section 48(1)(a) of LGOIMA permits the exclusion of the public from parts of a meeting to protect commercial interests, as specified in section 7(2)(b)(ii).
- 4.2. Public excluded agendas and minutes are not available to the public; however, ŌDC will release public information considered during the public excluded part of a meeting where possible. This approach ensures compliance with statutory obligations while balancing the principles of transparency and privacy.

**5. Discussion | He kōrerorero**

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

**6. Strategic Considerations | Ngā whai whakaarotanga**

**Significance and engagement**

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

**Mana whenua / Māori**

- 6.2. ŌDC acknowledges its obligations to engage with mana whenua and Māori in decision-making processes. The subject matter of this report is procedural and does not require consultative or informative discussions with mana whenua/Māori.

**Strategic alignment**

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

**Legal**

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

**Financial**

6.5. There are no direct financial implications arising from the procedural decision to exclude the public.

**Risk analysis**

6.6. Excluding the public for this item mitigates the risk of breaching commercially sensitive information and ensures compliance with statutory requirements. There is a reputational risk if the exclusion is not clearly justified or communicated; however, this is mitigated by adherence to legislative requirements and ŌDC’s commitment to releasing non-sensitive information post-meeting.

**7. Options analysis | Tātari Kōwhiringa**

**Options summary of considerations**

	<b>Option 1: Exclude the public for the entire item</b>	<b>Option 2: Exclude the public for part of the item</b>	<b>Option 3: Do not exclude the public</b>
<b>Summary</b>	Full exclusion to protect privacy.	Partial exclusion, with some discussion in public.	All discussion held in public.
<b>Advantages</b>	Maximum protection and compliance with LGOIMA.	Balances transparency. Non-sensitive matters discussed publicly.	Maximum transparency.
<b>Disadvantages</b>	Limits public oversight; may be perceived as lacking transparency.  Reputational risk if perceived as overly secretive.	Risk of inadvertent disclosure of sensitive information.  Complexity in managing public/private split; potential for error.	Risk of breaching obligations; potential legal liability.  Legal and reputational risk.

**Recommended option and rationale**

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

**8. Appendices | Ngā āpitihanga**



**Closing prayer/reflection/words of wisdom**

**Karakia/huritao/whakataukī**

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

**Meeting closure**

**Katinga o te hui**

The Chairperson will declare the meeting closed.

## For use in both opening and closing meetings

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

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

## For use in blessing food

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

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