



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA DISTRICT COUNCIL

26 May 2026

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, 26 May 2026 commencing at 11.30am.

Tanya Winter, Chief Executive

2 June 2026

Ōtorohanga District Council attendance

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

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Public excluded	Take matatapu	
No reports.		

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

10

Workshops**Hui awheawhe**1 Monthly discussion with the Chief Executive¹

Public not permitted

2 Post weather event flood assessment²

Public not permitted

3 Service request reporting

Open to the public

4 Centres of Excellence

Deferred

Chairperson's Certification

These minutes of the meeting of the Ōtorohanga District Council held on 26 May 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____ Chairperson

_____ Date:

¹ s7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers and employees of any local authority in the course of their duty.

² s7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons.

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

Mayor Dow declared the meeting open at 11.30am.

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

Mayor Dow led the meeting in a recitation of the karakia. Councillor Barclay provided the following words of wisdom:

I'd like to take a moment to reflect on the weight of the month behind us. It has been a time of difficult conversations, significant decisions, and careful planning for the years ahead. The responsibility of local leadership is not only to respond to the needs of today, but to look beyond the immediate horizon and consider the kind of future we are shaping for our community.

Many of the choices we have before us are not simple and at times, the work will feel heavy. But within the weight there is purpose — because every discussion and every decision we are laying the foundation for a stronger and more resilient future.

The work we do around this table is ultimately about people, families who call this place home, the young people who will inherit what we build, and the generations who trust us to steward this community with care into the next phase of governance. Planning ahead is not simply about budgets, projects, or policies. It is about paving the way for a future that reflects our shared values, protects what matters most, and creates opportunities for those who come after us.

Today may we continue our work with clarity, respect, and a sense of collective responsibility. And may we remember that the future of our community is not something that simply happens to us — it is something we are building together.

Apologies**Ngā hōnea**

There were no apologies lodged.

Public forum**Hui tūmatanui**

No public forum speakers were registered.

Late items**Ngā take tōmuri**

There were no late items.

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

There were no declarations made.

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

Resolved C62: That Ōtorohanga District Council confirm the open minutes of the ordinary meeting held on 28 April 2026 as a true and correct record, subject to any corrections agreed by the meeting.

Councillor Kete | Councillor Jeffries

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

Mayor Dow reported on a number of recent engagements and events. This included attendance at the Lines Company centenary celebration in Te Kūiti; the Local Government New Zealand rural and provincial meeting in Wellington, where discussion focused on government amalgamation and regional matters including the fuel crisis; meetings relating to risk, insurance and the allocation of additional relief funding; and a meeting with Liz Cowan regarding the 40th anniversary of the Harrods event in the district, with a museum display planned for 11 June 2026. Mayor Dow also advised on participation in a Waitomo and Ōtorohanga amalgamation meeting concerning the Head Start proposal, attendance at a Zone 2 meeting, and hosting Waikato mayors at the council chambers for a mayoral forum.

Resolved C63: That Ōtorohanga District Council receive the verbal update from Mayor Dow.

Councillor Jeffries | Councillor Carr

Decision reports**Ngā pūrongo whakatau****Item 42 - Simplifying Local Government - Head Start Process**

ŌDC's Tanya Winter presented the report and outlined the proposal to engage in Central Government's Head Start process as a pathway for simplifying local government. It was noted that participation would focus on Ōtorohanga District Council and Waitomo District Council, with a proposal required to be submitted by 9 August 2026 within a condensed timeframe for analysis.

Ms Winter advised that the decision to enter the process was intended to position Council for the future and could be reversed at a later stage, but that participation would place both councils in a stronger position to shape any proposal submitted to Central Government. During discussion, members acknowledged the limited options and time available, and raised matters including potential rates impacts, effects on staff, the risk of being drawn into a larger regional structure, and the importance of maintaining local identity and representation.

Resolved C64: That Ōtorohanga District Council **AGREES** to develop a ‘Head Start’ proposal with Waitomo District Council for submission to Central Government by 9 August 2026.

Mayor Dow | Councillor Woodward

Following the decision, Ms Winter sought direction on engagement with iwi Māori. Members discussed that this work should be undertaken in conjunction with Waitomo District Council, with initial engagement through the iwi governance structure. It was suggested that Councillors Tamaki and Kete work with staff to help shape that approach.

Ms Winter also sought direction on wider community engagement. It was noted that staff would ensure communications were coordinated, including a central information source to support consistent material across both councils’ websites. Discussion also covered the role of the two mayors, possible community events, and presentations to community boards, with a distinction noted between informing the community and formal consultation.

Item 43 - Alcohol Fees Bylaw Business Case

ŌDC’s Tony Quickfall presented the report and outlined the development of a business case for an Alcohol Fees Bylaw. It was noted that the current annual cost of administering alcohol licences was approximately \$57,922, with revenue of \$39,215, leaving the remaining cost to be met from rates. Members were advised that introducing a bylaw could increase fee revenue and reduce the transfer from rates to user-pays.

Mr Quickfall also advised that the estimated cost to prepare the bylaw, including policy staff input, was approximately \$8,000. During discussion, members considered the fairness of the fee structure and whether commercial entities should meet a greater share of the cost. Staff cautioned that a differential recovery approach, or targeting particular businesses, could give rise to legal complexity and challenge through the consultation process.

Resolved C65: That Ōtorohanga District Council **DIRECT** the Chief Executive to prepare a “Alcohol Fees Bylaw determination and Statement of Proposal” report to formally approve the bylaw preparation process.

Councillor Jeffries | Deputy Mayor Christison

Information only reports

Ngā pūrongo mōhiohio anake

Item 44 - WRAL Interim Report and Statement of Intent 30 June 2026

ŌDC's Graham Bunn was joined by Mark Morgan and Scott Kendall from Waikato Regional Airport Limited via video link. Members were advised that the airport had reported a break-even trading result for the half-year, supported by relatively strong passenger numbers across international and domestic jet services. It was also noted that the airport was progressing a significant capital investment programme of approximately \$30 million for the full year.

The presenters advised that, while passenger volumes remained below the low-scenario projections following COVID-19, recovery was continuing with noticeable step changes as new services came online. Updates were also provided on WRAL's application to Waipā District Council to extend the lapse period on its designation by 15 years, and on airport land and infrastructure development, including securing Asimus as an anchor tenant for a 5,000 square metre building on a 20-year lease commencing 1 May 2026. Members also noted that Ōtorohanga District Council held a 3% shareholding in the airport, valued at approximately \$10 million.

Resolved C66: That the Ōtorohanga District Council:

- a) **RECEIVES** the WRAL Half-Yearly report for the period ended 31 December 2025.
- b) **RECEIVES** the WRAL Statement of Intent for 2026/27 and **ENDORSES** the direction set therein.

Councillor Jeffries | Mayor Dow

Mayor Dow adjourned the meeting for the lunch break and reconvened the meeting at 1.16pm.

Item 45 - Finance Report to 30 April 2026

ŌDC's Brendan O'Callaghan, Manager Finance, presented the report reporting a favourable year-to-date position of approximately \$415,000. This was largely attributed to increased grant revenue, including higher NZTA subsidy rates for work relating to recent weather events. Members were also advised that operating expenditure was slightly over budget due to emergency response costs and increased roading maintenance following those events, although these costs were largely offset by the additional subsidy revenue.

Mr O'Callaghan also outlined Council's debt management approach, noting that approximately \$13 million of debt would mature over a three-week period in June and was expected to be refinanced in smaller 364-day tranches to allow flexibility for repayment from incoming rates revenue and to minimise interest costs. In response to questions on outstanding rates and water charges, it was noted that receivables had reduced from the previous month and that staff were continuing recovery action through a range of

channels, including rating sales, with a recent settlement on an abandoned property noted as a positive outcome.

Resolved C67: That Ōtorohanga District Council **RECEIVE** the report titled 'Finance Report to 30 April 2026' by Brendan O'Callaghan, Manager Finance.

Councillor Tamaki | Councillor Woodward

Councillor updates

Ngā kōrero hou a ngā Kaikaunihera

Councillor Carr reported constituent concerns regarding speed limits on Waikeria Road in response to increased traffic volumes. He also referred to local school fundraising activities and acknowledged his mother's recent investiture in Wellington. Councillor Barker reported attendance at risk and assurance meetings, relief fund discussions, and other related meetings. Councillor Butcher reported attendance at the Waikato Regional Council catch-up in Te Kūiti and other workshop sessions.

Councillor Barclay reported on site visits, a civil defence morning tea, a community board meeting, and attendance at an LGNZ meeting in Wellington. She also referred to work associated with the Mayor's Taskforce for Jobs and a rural women's event. Deputy Mayor Christison reported attendance at the Waipā water scheme meeting and the inaugural meeting of the King Country Development Board, noting the regeneration of project funding.

Councillor Woodward reported on Joint Management Agreement forums, workshops, and discussion relating to natural disaster management and community resilience. Councillor Tamaki reported attendance at CDEM training, Joint Management Agreement hui, and wider community resilience workshops. Councillor Kete also reported attendance at Head Start and related governance discussions and acknowledged the Mayor's leadership during the recent amalgamation meetings. Councillor Jeffries reported attendance at the Elevate business breakfast, Head Start discussions with Waitomo District Council, LGNZ Zone 2 matters, Te Kūiti water supply discussions, CDEM briefings, and ongoing work to progress an electric vehicle charging station in Kāwhia.

Resolution Register

Rēhita tatūnga

ŌDC's Tanya Winter outlined the Resolution Register and staff recommendations.

Resolved C68: That Ōtorohanga District Council **CONFIRM** the removal of Resolutions C55, C56, C57 and C58 from the Register.

Mayor Dow | Councillor Tamaki

Public excluded**Take matatapu**

There were no public excluded items.

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

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

Meeting closure**Katinga o te hui**

Mayor Dow declared the meeting closed at 2.01pm.

Workshops**Hui awheawhe**

Workshops are held to brief, discuss or provide feedback on options. No formal decisions are made, as any decisions will be made at a properly constituted Council or Committee meeting.

1	Monthly discussion with the Chief Executive ³	Public not permitted
2	Post weather event flood assessment ⁴	Public not permitted
3	Service request reporting	Open to the public
4	Centres of Excellence	Deferred

³ s7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers and employees of any local authority in the course of their duty.

⁴ s7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons.

Item #	1			Monthly discussion with the Chief Executive
Type	Briefing <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Pre-decision options <input type="checkbox"/>	
Open?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no: Section 9 clause (and public interest test)	s7(2)(f)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members or officers and employees of any local authority in the course of their duty.
Presenter/s	Tanya Winter			
Attendance	Mayor and Councillors	Rodney Dow (Mayor); Katrina Christison (Deputy Mayor); Tayla Barclay; Andrew Barker; Jo Butcher; Shane Carr; Kit Jeffries; Tennille Kete; Jaimee Tamaki; and Michael Woodward.		
	ŌDC Staff	Tanya Winter (Chief Executive) For part of the item: Graham Bunn (Group Manager Business Enablement); Nardia Gower (Group Manager Strategy & Community); Brendan O’Callaghan (Manager Finance).		
	External	None.		
Timing	Commenced	2.07pm	Concluded	2.55pm
Any declared interest?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Name	
Actions taken	Noted <input type="checkbox"/>	Left the room <input type="checkbox"/>	Did not participate <input type="checkbox"/>	Other
Next steps	Workshop <input type="checkbox"/>	Report <input type="checkbox"/>	No action <input checked="" type="checkbox"/>	
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral	
Presentation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		

Item #	2 Post weather event flood assessment			
Type	Briefing <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Pre-decision options <input type="checkbox"/>	
Open?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If no: Section 9 clause (and public interest test)	s7(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons.
Presenter/s	Langley Cavers (Recovery Manager)			
Attendance	Mayor and Councillors	Rodney Dow (Mayor); Katrina Christison (Deputy Mayor); Andrew Barker; Jo Butcher; Shane Carr (<i>until 3.45pm</i>); Kit Jeffries; Tennille Kete; Jaimee Tamaki; and Michael Woodward.		
		Absent: Tayla Barclay		
	ODC Staff	Tanya Winter (Chief Executive); Graham Bunn (Group Manager Business Enablement) (<i>until 3.43pm</i>); Nardia Gower (Group Manager Strategy & Community); Tony Quickfall (Group Manager Regulatory and Growth); Mark Lewis (Group Manager Engineering & Assets); Cathie Shaw (Recovery Office) and Chris Ryan (Recovery Office).		
	External	None		
Timing	Commenced	3.00pm	Concluded	3.59pm.
Any declared interest?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Name	Councillor Tayla Barclay
Actions taken	Noted <input type="checkbox"/>	Left the room <input checked="" type="checkbox"/>	Did not participate <input type="checkbox"/>	Other
Next steps	Workshop <input checked="" type="checkbox"/>	Report <input type="checkbox"/>	No action <input type="checkbox"/>	
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral	
Presentation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		

Item #	3			Service request reporting
Type	Briefing <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Pre-decision options <input type="checkbox"/>	
Open?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If no: Section 9 clause (and public interest test)	
Presenter/s	Nardia Gower			
Attendance	Mayor and Councillors	Rodney Dow (Mayor); Katrina Christison (Deputy Mayor); Tayla Barclay; Andrew Barker; Jo Butcher; Kit Jeffries; Tennille Kete; Jaimee Tamaki; and Michael Woodward.		
		Absent: Shane Carr		
	ODC Staff	Tanya Winter (Chief Executive); Nardia Gower (Group Manager Strategy & Community); Tony Quickfall (Group Manager Regulatory and Growth); Mark Lewis (Group Manager Engineering & Assets).		
		Absent: Graham Bunn (Group Manager Business Enablement).		
	External	None		
Timing	Commenced	4.01pm	Concluded	4.08pm
Any declared interest?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Name	
Actions taken	Noted <input type="checkbox"/>	Left the room <input type="checkbox"/>	Did not participate <input type="checkbox"/>	Other
Next steps	Workshop <input type="checkbox"/>	Report <input type="checkbox"/>	No action <input checked="" type="checkbox"/>	
Deferred?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Reason for deferral	
Presentation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		

Item #	4			Centres of Excellence
Type	Briefing <input checked="" type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Pre-decision options <input type="checkbox"/>	
Open?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If no: Section 9 clause (and public interest test)	
Deferred?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Reason for deferral	Time restrictions.

Adoption of Minutes

Resolution to be added.

Version control

Version	Status	Date	Description
1.0	Draft	27 May 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Ōtorohanga Community Board