



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

# Open Minutes

**ŌTOROHANGA DISTRICT COUNCIL**

28 April 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, 28 April 2026 commencing at 10.00am.

Tanya Winter, Chief Executive

30 April 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	Apology
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	Apology

<b>Opening formalities</b>	<b>Ngā tikanga mihimihi</b>	
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**Public excluded**

No reports.

**Take matatapu****Closing formalities**

Closing prayer/reflection/words of wisdom

**Ngā tikanga whakakapi**

Karakia/huritao/whakataukī

13

**Workshops**

1 Bylaw review program for 2026

2 Hikurangi Subduction Zone

3 Te Pae Tawhiti (The Horizon)

4 Monthly discussion with the Chief Executive

**Hui awheawhe**

Open to the public

Public not permitted

Public not permitted

Public not permitted

These Open Minutes were prepared by Manager Governance, Kaia Penwarden and approved for distribution by Chief Executive, Tanya Winter on 30 April 2026. These minutes will be presented for confirmation at a subsequent ordinary meeting and once confirmed and authenticated, will be the prima facie evidence of the proceedings.

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

Mayor Dow declared the meeting open at 10.02am. The meeting was streamed live on YouTube and recorded to enable public access to the meeting and to assist with the preparation of an accurate record of the proceedings.

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

Mayor Dow led the meeting in a recitation of the karakia. Deputy Mayor Christison then delivered words of wisdom, reminding members that while they come to the table with different views, they shared a responsibility to do what is right for the community.

**Apologies****Ngā hōnea**

Resolved C51: That Ōtorohanga District Council **RECEIVE** and **ACCEPT** the apology from Councillor Andrew Barker for non-attendance, and the apologies from Councillors Jeffries and Tamaki for lateness.

Councillor Woodward | Councillor Barclay

**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.

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

Resolved C52: That Ōtorohanga District Council **CONFIRM** as a true and correct record, the open Minutes of the meeting held on 31 March 2026.

Councillor Carr | Deputy Mayor Christison

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

Resolved C53: That Ōtorohanga District Council **RECEIVE** the unconfirmed Minutes of the meetings of the Ōtorohanga Community Board on 13 April 2026 and the Kāwhia Community Board on 2 April 2026.

Councillor Carr | Councillor Kete

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

Mayor Dow provided a verbal update on his activities since the previous ordinary meeting. In particular, he noted:

- a) A community "pizza night" held for residents affected by flooding at Mangauika Road
- b) Attendance at a regional transport workshop as part of long term plan work
- c) A visit by the Leader of the Opposition, Chris Hipkins, including time spent meeting people affected by flooding
- d) Participation in a Civil Defence Emergency Management review
- e) Attendance at the Ōtorohanga Community Board meeting and a Council workshop
- f) Attendance at the Kāwhia Museum for the unveiling of the refurbishment of its foyer
- g) Engagement on a regional health bus service issue affecting access between Te Kūiti/Taumarunui and Hamilton
- h) Attendance at the Grants and Awards Committee meeting
- i) Participation in chairperson training
- j) Attendance at a staff farewell at the Support House
- k) Participation in ANZAC Day commemorations.

Resolved C54: That Ōtorohanga District Council receive the verbal update from Mayor Rodney Dow.

Councillor Tamaki | Councillor Carr

**Decision reports****Ngā pūrongo whakatau****Item 36: Adoption of Referendum Results and Approval to Close the Drinking water component of the Arohena Rural Water Supplies - Kahorekau, Huirimu and Taupaki, known as the Arohena Rural Water Scheme**

ŌDC's Mark Lewis, presented the report and advised it formed part of a process commenced approximately 18 months earlier to close the drinking water component of the Arohena Rural Water Supplies. He noted the purpose of the report was for Council to formally adopt the binding referendum results from February 2026 and to approve the closure date of 31 March 2027.

Council was advised the referendum result was binding under section 9 of the Local Electoral Act 2001 and that it was required to implement the result. Mr Lewis noted there was no opportunity to change or modify the referendum outcome.

Members discussed the transition arrangements and timing to revert the Kahorekau, Huirimu and Taupaki supplies to stock water only by 31 March 2027. In response to questions, Mr Lewis advised that costs to establish alternative drinking water supplies would be borne by the residents/people connected to the scheme, with the exception of Arohena Hall (noting the playcentre operates from the hall), for which the Scheme Committee had decided it would fund the upgrade. Mr Lewis also advised Council would establish the system initially, then connect the hall committee with local suppliers/contractors for ongoing maintenance, as the system would be similar to a typical household self-supply system.

Resolved C55: That Ōtorohanga District Council

- a) **ACKNOWLEDGES** that the referendum result is binding on Council under Section 9 of the Local Electoral Act 2001
- b) **RESOLVES TO ACCEPT AND ADOPT** the result of the referendum to formally close the drinking water component of the three Arohena water supplies - Kahorekau, Huirimu and Taupaki known as the Arohena Rural Water Scheme and reverting them to Stock Water Only supplies.
- c) **DIRECTS THE CHIEF EXECUTIVE** to implement the necessary changes to revert the Arohena water supplies - Kahorekau, Huirimu and Taupaki known as the Arohena Rural Water Scheme to Stock Water Only supplies.

Councillor Tamaki | Councillor Woodward

**Item 37: Adoption of 2026-27 Fees and Charges**

ŌDC's Brendan O'Callaghan, Manager Finance, presented the report to adopt the fees and charges for the financial year beginning 1 July 2026. Mr O'Callaghan advised he would take the report as read, noting the context and significant changes had been discussed at workshops with Council.

Members asked questions on specific items within the schedule, including clarification of the use of “deposit” wording for resource consent fees (and whether this should more explicitly signal that additional actual costs may be charged), and the proposed increase in wastewater treatment and disposal charges for discharge of septic tank waste.

Members also sought clarification on building consent charging for solar panel installations (noting that solar panels are generally exempt unless the installation is substantial enough to affect building loading). Further questions were raised regarding categories and presentation of building consent fees (including differences between specified buildings and extension categories), and an observation was made about the relative costs of re-sited dwellings compared with new builds. Members discussed mobile or temporary trading permits and how repeat use of one-day permits is monitored.

Additional questions were raised about the domestic food premises levy (noting it is set by MPI), and the removal of hairdresser fees due to legislative change. Members also queried swimming pool admission age thresholds (including why “adult” is set at 16 years and “children” is under four years) and requested a follow up on the rationale for the under-four category. A query was also raised about the security patrol service rate, with staff advising the rate had not yet been set.

Resolved C56: That Ōtorohanga District Council **ADOPT** the Fees and Charges 2026/27 as presented in Appendix 1 of the staff report.

Councillor Jeffries | Councillor Butcher

### Item 38: 2026/27 Annual Plan – Confirmation of Workshop Direction

Chief Executive Tanya Winter presented the report noting it was intended to reflect back to Council the direction provided through a series of workshops to develop the 2026/27 Annual Plan, and to ensure that direction was confirmed and on the public record.

Ms Winter advised that the direction provided had been assessed as not triggering the Significance and Engagement Policy and therefore did not require consultation with the community. Ms Winter invited questions, and none were raised.

Resolved C57: That Ōtorohanga District Council **APPROVES** the direction provided through the 2026/27 Annual Plan workshops:

#### 1. Kāwhia Community Board (KCB)

- a) Increase Kāwhia Wharf berthage fees by 15% from \$1,000 to \$1,150 pa including GST
- b) Include \$12,000 pa in the budget for a potential annual lease, funded 75% across the Ōtorohanga district and 25% across the Kāwhia community
- c) Allocate \$100,000 towards maintenance on the Kāwhia Community Hall as follows:

- i) \$45,000 from the Kāwhia Community Hall reserve
- ii) \$55,000 from a loan funded across the Kāwhia community

## 2. Ōtorohanga Community Board (ŌCB)

- a) Use the \$148,000 provided in the 2025/26 budget from depreciation reserves and for turf replacement at the Jim Barker Memorial Playground towards the following items:
  - i) Shade sails at Jim Barker and Windsor Park playgrounds estimated at \$100,000 total
  - ii) Musical instruments at Jim Barker and Windsor Park playgrounds estimated at \$48,000 total
- b) Install one dog waste bin and provide dog waste compostable bags near the Dog Agility Park in Ōtorohanga to be funded from the existing Solid Waste budget
- c) Provide two public dog owner training workshops a year to be funded from the existing Animal Control budget.

## 3. Elevate (Ōtorohanga District Development Board)

- a) Include \$135,000 in the Ōtorohanga town security budget for the initial capital costs of:
  - i) Hardware for five perimeter camera sites and one central overview site
  - ii) Software
  - iii) Traffic management contingency
- b) Note that the ongoing operational costs of \$7,170 for 2026/27 will be funded from the existing Ōtorohanga town security budget and this will be reviewed as part of the Long Term Plan development.

## 4. Climate change adaptation resourcing

- a) Include \$26,000 additional funding in the Annual Plan budget for one year to support implementation of the Climate Adaptation Plan.

Councillor Tamaki | Councillor Woodward

## Item 39: Community Outcomes Review – 2027/37 Long Term Plan

ŌDC's Tanya Winter presented the report and advised it reflected the direction provided by Council at the most recent workshop regarding the 'People, Place, and Partnerships' community outcomes. Ms Winter

noted that Council had indicated the current outcomes remained relevant for inclusion in the 2027/37 Long Term Plan, with one proposed wording change under the Partnerships outcome: replacing the word “wellbeing” with “prosperity”.

Members discussed the proposed amendment, including whether “prosperity” appropriately reflected the intent of the Partnerships outcome and whether it might be interpreted too narrowly. Members discussed the relationship between “wellbeing” and “prosperity”, including comments that “wellbeing” is a broad concept, and that “prosperity” can also be interpreted in a holistic way.

Resolved C58: That Ōtorohanga District Council **ENDORSE** the current community outcomes for ‘People, Place and Partnerships’ (refer Appendix 1) for inclusion in the 2027/37 LTP with the following amendment:

a) Partnerships: Progressive, enduring, supportive partnerships for district ~~wellbeing~~ **prosperity**; ...

Mayor Dow | Councillor Woodward

Deputy Mayor Christison and Councillors Butcher and Tamaki recorded their votes against.

## Information only reports

## Ngā pūrongo mōhiohio anake

### Item 40: Co-Lab Interim Report and Statement of Intent 30 June 2027

ŌDC’s Graham Bunn advised the purpose of the report was to receive Co-Lab’s six-month report to 31 December and Co-Lab’s draft Statement of Intent for the upcoming financial year. Council viewed a pre-recorded briefing video from Co-Lab as part of the presentation.

Members asked questions and discussed Co-Lab’s objectives, performance measures, and value for money. Questions included what it would mean in practice for “*all shareholders taking up at least one additional shared service*”, why the staff engagement target is set at 85%, and whether Co-Lab could investigate options to share audit costs across councils. Members also sought clarification on Co-Lab’s “water services” in light of upcoming changes as water services transition to Waikato Waters Ltd, and whether Co-Lab could provide surge capacity for building consent processing if required.

ŌDC’s Tanya Winter outlined ŌDC’s current spend with Co-Lab and advised the total cost was approximately \$122,000 in the previous year and was budgeted to increase to approximately \$135,000 (including member charges and shared procurement support).

Members queried aspects of Co-Lab’s financial statements (including cash balances), and raised broader questions about governance, the relationship between Co-Lab and other shared service models nationally, and how return on investment is demonstrated. ŌDC’s Brendan O’Callaghan, Manager Finance noted benefits achieved through shared initiatives (including collective insurance and procurement capability). Ms Winter also offered to arrange a session with Co-Lab’s Board Chair and Chief Executive to discuss priorities, performance, and how benefits are measured and reported.

Resolved C59: That the Ōtorohanga District Council:

- a) Receives the Co-Lab Half-Yearly report for the period ended 31 December 2025.
- b) Receives the Co-Lab Statement of Intent for 2026/27 and endorses the direction set therein.

Councillor Carr | Councillor Jeffries

#### Item 41: Finance Report to 31 March 2026

ŌDC's Brendan O'Callaghan, Manager Finance, presented the Finance Report to 31 March 2026. Mr O'Callaghan advised Council was in a positive position, with an operating surplus of just under \$2.2 million compared to a year-to-date budget of \$2.0 million. He noted the variance was largely driven by additional income from subsidies and grants (including Waka Kotahi NZ Transport Agency funding associated with recent weather events), with corresponding increases in expenditure reflecting the costs of the response and recovery work.

Members also asked questions regarding cashflow items (including investments purchased) and debt/interest rates. Mr O'Callaghan advised the relevant loan had been rolled over at approximately 2.955% and noted internal borrowing interest rates had reduced accordingly for budget purposes.

Members asked questions regarding variances within "other expenses", including the composition of sundry expenses and movements in contract costs. In response, Mr O'Callaghan advised sundry expenses included a range of smaller operational items (including stationery and postage). He also advised some variances were attributable to timing of payments (year-to-date budget compared with actuals), and that some budgets reflected work that had not progressed due to staffing capacity (including town centre development work following staff departures).

Members queried consultant expenditure and why actual consultant spend was above budget. ŌDC's Tanya Winter advised that consultant costs can be higher where external resource is used to maintain service levels during vacancies, and these costs are often offset by underspends in salary and wages. He also noted that consultant costs can include resource consent processing specialist costs that are recoverable from applicants when invoiced.

Members sought clarification regarding Better Off funding, including how it operates, how it has been applied to approved projects, and the remaining balance for seawall works. Mr O'Callaghan outlined that Better Off funding was received as part of the former Three Waters reform programme (with the initial tranche received and used for non-water projects, and funding drawn down based on project milestones). He advised that for the seawall allocation, approximately \$200,000 remained and was expected to be used for the next stage of repairs, with ongoing reporting through Council's regular financial reporting.

Resolved C60: That Ōtorohanga District Council **RECEIVE** the report titled 'Finance Report to 31 March 2026' by Brendan O'Callaghan, Manager Finance.

Councillor Carr | Councillor Jeffries

## Councillor updates

## Ngā kōrero hou a ngā Kaikaunihera

Councillor Jeffries advised it had been a quiet month due to being away for two weeks. He attended the Kāwhia Community Board meeting on 2 April 2026 and the ANZAC Day parade/service at Kāwhia. Councillor Jeffries acknowledged the passing of Sandra Drummond and noted her long involvement in community activities, including the Kāwhia Hall Committee.

Councillor Kete advised she attended the Civil Defence Emergency Management review on 15 April 2026. She also noted Kāwhia Community Board matters and a briefing with Māori lawyers regarding interest in providing free legal advice in Kāwhia. Councillor Kete advised she had otherwise been studying in Wellington.

Councillor Tamaki advised she had been focused on kapa haka commitments and noted her current involvement in kapa haka preparations.

Councillor Woodward advised he attended the Federated Farmers Ōtorohanga branch AGM and attended the ANZAC civic service.

Councillor Carr advised he attended a meeting with residents affected by flooding on Mangauika Road. He attended Mayoral Disaster Relief Fund meetings and reported he had been working through Local Government New Zealand's online training. Councillor Carr also attended the ANZAC Day dawn and civic services in Ōtorohanga, and conveyed thanks from the RSA executive to Council for changes to road management, noting the changes worked well.

Councillor Butcher advised she participated in the post-CDEM review and attended an Ōtorohanga Kiwi House BBQ (noting involvement with solar panels). She advised she was unwell and unable to attend the ANZAC Day parade/service. Councillor Butcher also attended the Council workshop day and assisted with Ōtorohanga Primary School returning to the school site on 18 April 2026. She attended the Grants and Awards Committee meeting and acknowledged the passing of Sandra Drummond, also noting Sandra and Alan Rubay's long involvement with the whaleboat committee.

Councillor Barclay advised she attended the Ōtorohanga Community Board meeting, workshop days and the Grants and Awards Committee meeting. She attended the ANZAC service and acknowledged a local young woman, Khalani Henry, as a Miss New Zealand finalist, and wished her well with fundraising.

Deputy Mayor Christison advised she attended the Ōtorohanga Community Board meeting, the Grants and Awards Committee meeting, and chair training at Waipā (with the Mayor and others). She attended both the ANZAC Day dawn service and the civic service.

**Resolution Register****Rēhita tatūnga**

ŌDC's Tanya Winter advised that several items could be removed from the Resolution Register:

- a) C22 (Dog agility course in Ōtorohanga) – now an operational matter being followed up by staff; recommended for removal.
- b) C25 (Schoolhouse relocation) – to remain on the register as work is ongoing.
- c) C43 (Funding of weather event recovery) – recommended for removal.
- d) C44 (Affected dwellings consenting for the February weather event) – recommended for removal.
- e) C45 (Water triennial agreement) – recommended for removal.
- f) C46 (Submission on simplifying local government) – recommended for removal.

Resolved C61: That Ōtorohanga District Council confirm the removal of Resolutions C22, C43, C44, C45 and C46 from the Register.

Councillor Woodward | Councillor Tamaki

**Resolution made in a public excluded session**

No Resolutions have been released.

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

There were no reports.

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

Mayor Dow led the meeting in a closing karakia.

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

Mayor Dow declared the meeting closed at 11.43am and advised workshops would commence.

## Workshops

**Workshop 1 – Bylaw reviews 2026 (open to the public):** Council received an update on upcoming bylaw review priorities and processes for 2026, including proposed work relating to alcohol fees, land transport and freedom camping. (Speakers: Tony Quickfall, Charmaine Ellery and Rajeshwari Mahadeappa.)

**Workshop 2 – Hikurangi Subduction Zone (public not permitted):** Council received a briefing on likely local impacts of a credible M9.1 Hikurangi Subduction Zone earthquake to support response planning and preparedness, including discussion of next steps. (Speakers: Tony Quickfall, Danielle O’Shaughnessy and Irving Young.)

**Workshop 3 – Te Pae Tawhiti (The Horizon) (public not permitted):** Council received an information-sharing update. (Speakers: Tanya Winter, Noah Lockett-Turton and Brendan O’Callaghan.)

**Workshop 4 – Monthly discussion with the Chief Executive (public not permitted):** Council held its monthly discussion with the Chief Executive.