

Workshop notes of the Elected Member induction day 1 held in Waikōwhitiwhiti, Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 28 October 2025 commencing at 10.00am.

Tanya Winter, Chief Executive

29 October 2025

Elected Members attendance register

Chairperson	Mayor Rodney Dow	Attended
Deputy Chairperson/ Ōtorohanga Councillor	Deputy Mayor Katrina Christison	Attended
Kāwhia Tihiroa Councillor	Jo Butcher	Attended
Kāwhia Tihiroa Councillor	Kit Jeffries	Attended
Kio Kio Korakonui Councillor	Andrew Barker	Attended
Ōtorohanga Councillor	Tayla Barclay	Attended
Rangiātea Councillor	Jaimee Tamaki	Attended
Rangiātea Councillor	Tennille Kete	Attended
Waipā Councillor	Michael Woodwood	Attended
Wharepūhunga Councillor	Shane Car	Attended
Kāwhia Community Board	Geoff Good	Attended
Kāwhia Community Board	Richard Harpur	Attended
Kāwhia Community Board	Annie Mahara	Attended
Kāwhia Community Board	Hinga Whiu	Apology
Ōtorohanga Community Board	Brendan McNeil	Attended
Ōtorohanga Community Board	Bronwyn Tubman	Attended
Ōtorohanga Community Board	Leanne Massey	Attended
Ōtorohanga Community Board	Craig Thomas	Attended

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Business Enablement	Graham Bunn	Attended
Acting Group Manager Engineering & Assets	Jared le Fleming	Attended
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Attended

Open workshops	Topics
Building induction and walk through	Evacuation procedures, duress alarm procedures, and a health and safety induction into the building.
Elected Member introductions	Roundtable introductions and why they stood.
Leadership Team introductions	Roundtable introductions and why they work in Local Government.
Pōwhiri and mock run through	The meaning behind Pōwhiri, general advice, and an outline of the Powhiri followed by a walk through.
How to make your Declaration (swearing in)	Purpose of Declarations, who must make one and the failure to make a Declaration. The process and example wording.
First meeting processes	The differences between ŌDC and Board agendas, how agenda items are discussed, moved, seconded and voted upon.
Health and safety responsibilities	ŌDC's legal obligations, overview of the Health and Safety at Work Act 2015, the leadership role of the Mayor and Councillors and personal liability.
Payroll, tax, Determinations, expense claims	Payroll overview and tax implications, Remuneration Authority and the process for Determinations, Elected Member expenses and reimbursement claim process.

Public excluded workshops

There were no public excluded workshops.

These Workshop Notes were prepared by Manager Governance, Kaia King and approved for distribution by Chief Executive, Tanya Winter on 28 October 2025.