



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA COMMUNITY BOARD

4 November 2025

Ōtorohanga Community Board

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 4 November 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

30 October 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga Community Board membership

Board Member	Leanne Massey
Board Member	Brendon McNeil
Board Member	Craig Thomas
Board Member	Bronwyn Tubman
Board Member	Tayla Barclay
Board Member	Katrina Christison

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council'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.

Role of the Community Board

The Ōtorohanga Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Ōtorohanga township community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Ōtorohanga township community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities**Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5

Making and attesting of declaration of Board Member-elects**Decision reports****Ngā pūrongo whakatau**

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Information only reports**Ngā pūrongo mōhiohio anake**

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Public excluded**Take matatapu**

There are no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	23
Meeting closure	Katinga o te hui	23

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 30 October 2025.

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 ŌDC's Kaitakawaenga to provide an opening 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 Community Board receive and accept the apology from for (late arrival, early departure, non-attendance).*

Making and attesting of declaration of Board Member-elects

The Local Government Act 2002 (schedule 7 clause 14) states that a person cannot act as a member of a local authority until that have made an oral and written declaration in the form set out in the Act.

The Chairperson will invite the Board Members-elect to make their declarations.

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 1 Process of electing a chairperson

To Ōtorohanga Community Board

From Tanya Winter

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To outline the statutory process for the election of a chairperson for the Ōtorohanga Community Board, as required under the Local Government Act 2002.

2. Executive summary | Whakarāpopoto matua

- 2.1. The Local Government Act 2002 mandates that every community board must have a chairperson. The election process is governed by Schedule 7, Clause 25, which requires the Board to resolve to use either System A or System B for the election. This report details the requirements and procedures for both systems to ensure compliance and transparency.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board:

- a) **ADOPTS** System B as the method for electing the chairperson,
- b) **NOTES** this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.

4. Context | Horopaki

- 4.1. Schedule 7, Clause 37(1) of the Local Government Act 2002 requires that each community board must have a chairperson. The process for electing the chairperson is prescribed by Schedule 7, Clause 25, which provides two alternative voting systems.

5. Discussion | He kōrerorero

- 5.1. The Board must resolve to use either System A or System B for the election (Schedule 7, Clause 25).

System A

- 5.2. A candidate is elected if they receive the votes of a majority of members present and voting.

- 5.3. If no candidate is successful in the first round, the candidate with the fewest votes is excluded, and further rounds are held as necessary.
- 5.4. In the event of a tie for the lowest number of votes, exclusion is determined by lot.

System B

- 5.5. A candidate is elected if they receive more votes than any other candidate.
- 5.6. Only one round of voting is held.
- 5.7. In the event of a tie for the most votes, the tie is resolved by lot.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. This decision is of low to moderate significance as it relates to internal board governance. Engagement is limited to Board Members, in accordance with ŌDC's Significance and Engagement Policy.
- 6.2. The impact is primarily internal to governance processes, but the method of electing a chairperson is foundational to lawful and effective board operation.
- 6.3. Wider community engagement is not required for this statutory process, but transparency is maintained through open agendas and public reporting.

Mana whenua / Māori

- 6.4. Consistent with the principles of Te Tiriti o Waitangi and ŌDC's Māori Engagement Policy, mana whenua are notified of key governance decisions and meeting dates. While the election of a chairperson does not directly impact Māori interests, the process upholds commitments to inclusive and transparent governance. Opportunities for future engagement are preserved through ongoing communication and agenda circulation.

Strategic alignment

- 6.5. This decision aligns with ODC's Long Term Plan (LTP), strategic objectives, and adopted policies. It supports the delivery of trusted leadership, resilient governance, and statutory compliance. The process is consistent with ŌDC's role in delivering core services and maintaining effective decision-making structures.

Legal

- 6.6. The process is governed by the Local Government Act 2002, Schedule 7, Clauses 25 and 37(1). Adherence to statutory requirements is essential to avoid procedural irregularities and ensure the legitimacy of subsequent decisions. Legal risk is mitigated by following prescribed procedures and documenting all resolutions.

Financial

- 6.7. There are no significant financial implications associated with the election process. Any minor administrative costs will be absorbed within existing budgets.

Risk analysis

6.8. Risks are primarily procedural, including potential delays or non-compliance with statutory requirements. Such risks may disrupt board business and erode stakeholder confidence. The recommended approach ensures robust compliance and mitigates legal and reputational risk.

7. Options analysis | Tātari Kōwhiringa

7.1. There are only two options available for consideration.

	Option 1: System A	Option 2: System B
Summary	Majority voting with elimination rounds until a candidate achieves a majority.	Single-round voting; candidate with the most votes wins; ties resolved by lot.
Advantages	Ensures broad support for the elected chairperson; allows for consensus-building; reduces risk of deadlock.	Simple and efficient process; quick resolution; transparent outcome.
Disadvantages	May require multiple voting rounds, increasing time and complexity; potential for strategic voting.	May result in a chairperson elected without majority support; less opportunity for consensus.

Recommended option and rationale

7.2. System B is recommended as the preferred method for electing the chairperson of the Ōtorohanga Community Board for the following reasons:

- Efficiency and Simplicity:** System B provides a straightforward, single-round voting process. The candidate with the most votes is elected, and any tie is resolved by lot.
- Transparency:** The process is clear and easily understood by all participants, supporting open and transparent governance.
- Statutory Compliance:** System B is explicitly provided for under Schedule 7, Clause 25 of the Local Government Act 2002, ensuring full compliance with legal requirements.

7.3. While System B may result in a chairperson elected without majority support, the process is designed to be fair and impartial, with ties resolved by lot as prescribed by statute.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 2 Election of a chairperson

To Ōtorohanga Community Board

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To appoint a Chairperson for the Ōtorohanga Community Board in accordance with statutory requirements.

2. Executive summary | Whakarāpopoto matua

- 2.1. This report outlines the statutory framework and considerations relevant to the election of a chairperson for a Community Board, as required under the Local Government Act 2002 (LGA 2002) and associated legislation. The report is intended to ensure compliance with legislative requirements and to support transparent, lawful governance processes.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board

- a) **APPOINTS** as the Chairperson for the 2025-28 Triennium.
- b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

4. Context | Horopaki

- 4.1. Clause 37(1) of Schedule 7 to the LGA 2002 mandates that every Community Board must have a Chairperson. The Chief Executive is responsible for overseeing the election process, including calling for nominations and declaring the result. The election must be conducted in a manner that is consistent with ŌDC's Standing Orders and relevant legislation.

5. Discussion | He kōrerorero

- 5.1. The election of a Chairperson is a statutory requirement and is essential for the effective governance and leadership of the Community Board. The process must be open, transparent, and in accordance with the LGA 2002 and ŌDC's Standing Orders.

5.2. The Chief Executive will call for nominations, and if more than one nomination is received, a vote will be conducted. The elected Chairperson will serve until the next triennial election or until a successor is appointed.

5.3. The process is outlined below.

Presiding Officer

5.4. The Chief Executive (or their delegate) presides over the meeting for the purpose of electing the Chairperson.

Calling for Nominations

5.5. The presiding officer calls for nominations for the position of Chairperson.

5.6. Each nomination must be moved and seconded by members of the Board.

5.7. A member may decline nomination.

Close of Nominations

5.8. Once all nominations have been received, the presiding officer declares nominations closed.

Voting procedure

5.9. If only one nomination is received, that nominee is declared elected as Chairperson.

5.10. If more than one nomination is received, an election is held by voting.

Method of voting

5.11. The voting is undertaken in accordance with the Board's previous Resolution on the method.

Declaration of Result

5.12. The presiding officer declares the candidate with the majority of votes elected as Chairperson.

5.13. The Board then makes the appointment official by a formal Resolution.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

6.1. The election of a Chairperson is a statutory requirement and is considered of low to moderate significance under ŌDC's Significance and Engagement Policy. While the process itself does not require public consultation, the outcome is important for the effective functioning and leadership of the Community Board. The process must be transparent and in accordance with legislative requirements to maintain public trust in governance.

Mana whenua / Māori

6.2. The election process itself does not have direct impacts on mana whenua or Māori, as it is an internal governance matter. However, the Chairperson plays a key role in fostering relationships with mana whenua and ensuring that Māori perspectives are considered in Board decision-making.

Strategic alignment

- 6.3. The appointment of a Chairperson is aligned with ŌDC's commitment to effective governance, leadership, and community representation. It supports the principles of transparency, accountability, and responsiveness as outlined in ŌDC's strategic framework.

Legal

- 6.4. The process is governed by the Local Government Act 2002 and ŌDC's Standing Orders. Failure to elect a Chairperson would result in non-compliance with statutory obligations and could undermine the legitimacy of Board decisions. The staff recommendation meets all legislative requirements.

Financial

- 6.5. There are no direct financial implications arising from the election of a Chairperson. Any incidental costs will be met within existing budgets.

Risk analysis

- 6.6. The primary risk is non-compliance with statutory requirements, which is mitigated by following the prescribed process.

7. Options analysis | Tātari Kōwhiringa

- 7.1. There are four options available for consideration.

Option 1: Elect a Chairperson as determined by the voting process

Option 2: Do not elect a Chairperson

Summary	Elect a Chairperson as determined by the voting process.	Do not elect a Chairperson (not compliant)
Advantages	Ensures compliance with legislation; provides leadership and accountability; supports effective governance and decision-making; maintains public confidence.	None identified.
Disadvantages	None identified.	Breach of statutory obligations; exposes Board and ŌDC to legal and reputational risk; undermines governance.

Option 3: Defer the election

Option 4: Resolve to elect a Chairperson not using the adopted voting process.

Summary	Postpone the election to a future meeting.	Resolve to appoint a Chairperson by means other than the prescribed voting process (e.g., by consensus or appointment without a formal vote).
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Advantages	Allows more time for consideration if there are exceptional circumstances (e.g., absence of key members).	None identified.
Disadvantages	Prolongs period without formal leadership; may create uncertainty; potential for non-compliance if delayed beyond a reasonable timeframe.	Not compliant with statutory requirements; exposes the Board and ŌDC to significant legal and reputational risk; undermines the legitimacy of the appointment and the integrity of governance processes.

Recommended option and rationale

- 7.2. It is recommended that the Board proceeds with Option 1: Elect a Chairperson at this meeting. This ensures compliance with statutory requirements, provides clear leadership and accountability, and supports the effective functioning of the Community Board.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 3 Election of a deputy chairperson

To Ōtorohanga Community Board

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To appoint a Deputy Chairperson for the Ōtorohanga Community Board in accordance with statutory requirements and to ensure continuity of leadership.

2. Executive summary | Whakarāpopoto matua

- 2.1. This report outlines the statutory framework and considerations relevant to the appointment of a Deputy Chairperson for the Ōtorohanga Community Board. The appointment supports effective governance, provides for leadership continuity, and ensures that the Board can function efficiently in the absence of the Chairperson.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board

- a) **APPOINTS** as the Deputy Chairperson for the 2025-28 Triennium.
- b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

4. Context | Horopaki

- 4.1. While the Local Government Act 2002 does not require the appointment of a Deputy Chairperson for Community Boards, it is considered best practice to do so.
- 4.2. The Deputy Chairperson acts in the absence of the Chairperson and provides support in fulfilling the Board's governance responsibilities.

5. Discussion | He kōrerorero

- 5.1. The appointment of a Deputy Chairperson ensures that the Board has designated leadership at all times, particularly when the Chairperson is unavailable. The Deputy Chairperson may be called upon to preside over meetings, represent the Board, and undertake other duties as delegated by the

Chairperson or the Board. The process for appointment should be open, transparent, and in accordance with Council's Standing Orders.

- 5.2. The process for appointment is consistent with the process for electing a Chairperson and is overseen by the Chief Executive (or their delegate).

Voting process

- 5.3. The process for appointing a Deputy Chairperson is as follows:
- a) The Chief Executive (or delegate) presides over the meeting for the purpose of the appointment.
 - b) Nominations are called for, each to be moved and seconded.
 - c) If only one nomination is received, that nominee is declared appointed.
 - d) If more than one nomination is received, a vote is held in accordance with the Board's earlier decision.
 - e) The nominee with the majority of votes is appointed Deputy Chairperson via Resolution.
 - f) The result is recorded in the minutes.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. The appointment is of low to moderate significance under ŌDC's Significance and Engagement Policy. The process is internal and does not require public consultation but is important for effective governance and public confidence.

Mana whenua / Māori

- 6.2. There are no specific impacts on mana whenua or Māori arising from the appointment process. The Deputy Chairperson, like all Board members, is expected to support ongoing engagement with Māori in accordance with ŌDC's Māori Engagement Framework.

Strategic alignment

- 6.3. The appointment supports the Board's commitment to effective governance, leadership, and continuity.

Legal

- 6.4. The process is consistent with the Local Government Act 2002 and ŌDC's Standing Orders.

Financial

- 6.5. There are no direct financial implications arising from the appointment.

Risk analysis

- 6.6. Failure to appoint a Deputy Chairperson may result in a lack of leadership continuity, which could impact the Board's effectiveness and decision-making in the absence of the Chairperson.

7. Options analysis | Tātari Kōwhiringa

7.1. There are four options available for consideration.

	Option 1: Appoint a Deputy Chairperson	Option 2: Do not appoint a Deputy
Summary	Proceed with the appointment at this meeting using the prescribed process.	Do not appoint a Deputy Chairperson.
Advantages	Ensures leadership continuity; supports effective governance; provides clarity of succession.	None identified.
Disadvantages	None identified.	Lack of leadership continuity; potential for confusion or inefficiency in the Chairperson's absence.

	Option 3: Defer the appointment	Option 4: Appoint by means other than the prescribed process
Summary	Postpone the appointment to a future meeting.	Appoint a Deputy Chairperson by consensus or other means not compliant with Standing Orders.
Advantages	Allows more time for consideration if there are exceptional circumstances.	None identified.
Disadvantages	Prolongs period without formal leadership backup; may create uncertainty.	Not compliant with Standing Orders; exposes Board to legal and reputational risk; undermines governance integrity.

Recommended option and rationale

7.2. It is recommended that the Board proceeds with Option 1: Appoint a Deputy Chairperson at this meeting using the prescribed process. This ensures leadership continuity, supports effective governance, and aligns with best practice.

8. Appendices | Ngā āpitihanga

Number	Title
There are no appendices.	

Item 4 Fixing of a date and time for the first ordinary meeting

To Ōtorohanga Community Board

From Tanya Winter, Chief Executive

Type **DECISION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To seek formal confirmation by the Ōtorohanga Community Board (ŌCB) of the date and time for the first ordinary meeting for the 2025–28 Triennium, in accordance with statutory requirements, thereby ensuring procedural certainty, compliance, and the effective commencement of business.

2. Executive summary | Whakarāpopoto matua

- 2.1. Following the triennial election, ŌCB is required to fix the date and time for its first ordinary meeting of the new term, as set out in Schedule 7, Clause 21(5)(d) of the Local Government Act 2002. This report recommends the confirmation of a proposed date and time, ensuring compliance with legislative obligations and facilitating the timely initiation of ŌCB business for the new triennium.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Ōtorohanga Community Board:

- a) **CONFIRMS** the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Monday, 1 December 2025, commencing at 4.00pm; and,
- b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.

4. Context | Horopaki

- 4.1. The fixing of the first ordinary meeting date and time is a statutory requirement under the Local Government Act 2002. Prompt decision-making is necessary to ensure compliance and to provide certainty for elected members, staff, and stakeholders. The first ordinary meeting marks the commencement of the new triennium and sets the tone for effective governance.

5. Discussion | He kōrerorero

- 5.1. The fixing of the first meeting date and time enables ŌCB to commence its business for the new triennium. Consideration has been given to member availability and statutory timeframes. Timely

scheduling supports effective induction and orientation for new members and ensures that ŌCB business can proceed without delay.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. This decision is administrative and required by statute. While the matter is of low significance in terms of community impact, it is essential for the lawful operation of ŌCB. Engagement with Board Members and key staff has been undertaken to ensure availability and readiness.

Mana whenua / Māori

- 6.2. In accordance with the Māori Engagement Framework and Policy, and consistent with the principles of Te Tiriti o Waitangi, the scheduled meeting dates will be notified to mana whenua.
- 6.3. This notification is undertaken as part of ŌDC's commitment to transparent and inclusive governance and is intended to ensure mana whenua are informed of key discussion topics through the agendas of those meetings. This process supports ŌCB's obligations under the policy, ensuring that mana whenua are kept apprised of significant events and opportunities for future communication.

Strategic alignment

- 6.4. This decision is consistent with ŌCB's commitment to transparent, accountable, and effective governance. It supports the strategic objective of fostering a well-functioning local authority that meets statutory and community expectations.

Legal

- 6.5. Failure to fix the meeting date and time in accordance with the Act could result in procedural irregularities and undermine the legitimacy of subsequent ŌCB decisions. The recommended approach ensures robust compliance and mitigates legal risk.

Financial

- 6.6. There are no direct financial costs associated with fixing the meeting date and time. Indirect costs may arise if delays impact the scheduling of subsequent ŌCB activities or induction processes.

Risk analysis

- 6.7. Risks associated with this decision are primarily procedural. Delays or failure to confirm the meeting date may disrupt Board business and erode stakeholder confidence. The recommended option is low risk and aligns with best practice.

7. Options analysis | Tātari Kōwhiringa

7.1. The following information outlines four options available to ŌCB.

	Option 1: Proposed date/time	Option 2: Alternative date/time
Summary	Confirm proposed date/time.	Select an alternative date/time.
Advantages	Ensures compliance, enables timely start, supports induction.	May better accommodate availability.
Disadvantages	May not suit all members.	Potential delay in ŌCB business.

	Option 3: Defer decision	Option 4: Delegate decision
Summary	Defer decision.	Delegate decision to Chief Executive.
Advantages	Allows further consultation.	Expedites process.
Disadvantages	Risks non-compliance, delays operations.	Reduces ŌCB oversight.

Recommended option and rationale

7.2. Option 1 is recommended, as it provides certainty, ensures compliance, and supports the effective commencement of ŌCB business for the 2025–28 Triennium.

8. Appendices | Ngā āpitihanga

Number	Title	Magiq number
There are no appendices.		

Information only reports**Ngā pūrongo mōhiohio anake**

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Item 5 General explanation of laws affecting elected members

To Ōtorohanga Community Board

From Tanya Winter, Chief Executive

Type **INFORMATION REPORT**

Date 4 November 2025



1. Purpose | Te kaupapa

- 1.1. To provide a general explanation of legislation affecting elected members, as required by the Local Government Act 2002.

2. Executive summary | Whakarāpopoto matua

- 2.1. Clause 21(5)(c) of Schedule 7 to the Local Government Act 2002 requires the Ōtorohanga Community Board (ŌCB) to include in the business to be conducted at its first meeting, a general explanation of the Local Government Official Information and Meetings Act 1987 and other legislation affecting elected members.
- 2.2. In addition to these core legal requirements, there are numerous other statutes relevant to ŌCB decisions, such as the Resource Management Act 1991 and the Reserves Act 1977.
- 2.3. Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure understanding of legal obligations when making decisions.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board:

- a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,
- b) **NOTES** Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

4. Discussion | He kōrerorero

Local Government Official Information and Meetings Act 1987 (LGOIMA)

- 4.1. LGOIMA enables members of the public to request official information from Ōtorohanga District Council (ŌDC). Official information includes all information held by ŌDC, regardless of format. ŌDC must respond to requests as soon as possible, and no later than 20 working days after receipt.

- 4.2. The principle is that information should be made available unless there is good reason for withholding it. Grounds for withholding are exhaustively listed in the Act, and all responses are reviewable by the Office of the Ombudsman.
- 4.3. LGOIMA also governs public notification of meetings, public access to agendas and reports, and the exclusion of the public from meetings under specified grounds. The Act provides protections for ŌDC in the publication of meeting materials and sets out procedures for supplementary items and maintenance of order at meetings.

Local Authorities (Members' Interests) Act 1968

- 4.4. This Act contains two key rules:
- a) Contracting Rule: A member is automatically disqualified from office if concerned or interested in contracts with ŌDC exceeding \$25,000 (including GST) in any financial year, unless prior or retrospective approval is obtained from the Auditor-General, or certain exemptions apply.
 - b) Non-Participation Rule: A member may not discuss or vote on any matter in which they have a direct or indirect financial interest, other than an interest in common with the public, unless an exemption is granted. Breach of these rules is a criminal offence and results in disqualification from office. Both rules apply to direct and indirect interests, including those involving spouses/partners, companies, or trusts associated with the member.

Crimes Act 1961

- 4.5. Sections 105 and 105A make it a crime for any elected member to corruptly accept, obtain, or offer to accept any bribe, or to use or disclose information acquired in their official capacity for personal gain. Conviction results in disqualification from office and carries a maximum sentence of seven years' imprisonment.

Secret Commissions Act 1910

- 4.6. This Act prohibits agents (including elected members and officers) from corruptly accepting or soliciting gifts or other consideration as inducement or reward in relation to ŌDC business, or from failing to disclose pecuniary interests in contracts. Offences under this Act are punishable by imprisonment and result in disqualification from office.

Local Government Act 2002 (Sections 44–47)

- 4.7. These sections relate to financial loss incurred by local authorities due to unlawful expenditure, asset sales, liabilities, or failure to collect money. The Auditor-General may recover such losses from each member jointly and severally, unless the member can prove lack of knowledge, protest, contrary voting, or good faith reliance on professional advice.

Ongoing Advice and Induction

- 4.8. Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions. Staff are available to provide guidance on any statutory or regulatory matters as required.

5. Appendices | Ngā āpitihanga

Number	Title
1	Link to Local Government Official Information and Meetings Act 1987 (LGOIMA)
2	Link to Local Authorities (Members' Interests) Act 1968
3	Link to Crimes Act 1961
4	Link to Secret Commissions Act 1910
5	Link to Local Government Act 2002 (Sections 44–47)

Public excluded

Take matatapu

There are no reports.

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 whakaponono	<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>