



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

4 November 2025

Ōtorohanga Community Board

Open Minutes of the Inaugural meeting of the Ōtorohanga Community Board 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

7 November 2025

Ōtorohanga Community Board attendance

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

ŌDC Leadership Team in attendance

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

Other Elected Members present

Mayor	Rodney Dow	Attended
Deputy Mayor	Katrina Christison	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

Opening formalities**Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4

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 were no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
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These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 7 November 2025.

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

Mayor Dow presided as Chairperson. He declared the meeting open at 4.19pm.

Apologies**Ngā hōnea**

There were no apologies as all Members were present.

Making and attesting of declaration of Board Member-elects

Mayor Dow invited each Board Member-elect to make their Declaration in alphabetical order.

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

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

Decision reports**Ngā pūrongo whakatau****Item 1 - Voting system used to appoint Chairperson**

ŌDC's Chief Executive, Tanya Winter outlined why staff have recommended System B. In response to a query from Deputy Mayor Christison, ŌDC's Manager Governance, Kaia King provided an explanation of the two systems.

Resolved O1: 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.

Mayor Dow | Councillor Barclay

Item 2 - Appointment of Chairperson

ŌDC's Chief Executive, Tanya Winter called for nominations. Two nominations were received however one was not seconded. Mayor Dow declared Board Member Bronwyn Tubman as the Chairperson.

Resolved O2: That the Ōtorohanga Community Board

- a) **APPOINTS** Bronwyn Tubman 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.

Deputy Mayor Christison | Councillor Barclay

Item 3 - Appointment of Deputy Chairperson

ŌDC's Chief Executive, Tanya Winter explained that it is not required under legislation to have a Deputy Chair however staff recommend the appointment to ensure leadership continuity. Two nominations were received and accepted. A secret ballot vote was undertaken and resulted in a tie. The two names were placed into a container and Mayor Dow pulled one name out. He then declared Board Member Craig Thomas as the Deputy Chair.

Resolved O3: That the Ōtorohanga Community Board

- a) **APPOINTS** Craig Thomas 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.

Deputy Mayor Christison | Councillor Barclay

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

ŌDC's Chief Executive, Tanya Winter spoke to the staff report.

Resolved O4: 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.

Board Member Massey | Board Member McNeil

Information only reports**Ngā pūrongo mōhiohio anake****Item 5 - General explanation of laws affecting elected members**

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation¹ outlining the key legislation.

Resolved O5: 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.

Deputy Mayor Christison | Deputy Chairperson Thomas

Public excluded**Take matatapu**

There were no reports.

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

ŌDC's Chief Executive, Tanya Winter 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 4.57pm.

Confirmed by Resolution

Chairperson's signature

¹ Available upon request.