TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga Community Board

Open Agenda
Date: Monday 2nd November 2026
Time: 4.00pm
Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga
Meeting type: Ordinary
Public access: Open to the public
Recording: Available on YouTube

Ōtorohanga Community Board

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikowhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 2 November 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive *28 October 2026*

Open Agenda

Ōtorohanga Community Board membership

Chairperson	Bronwyn Tubman
Deputy Chairperson	Craig Thomas
Board Member and Ōtorohanga Ward Councillor	Tayla Barclay
Board Member, Ōtorohanga Ward Councillor and Deputy Mayor	Katrina Christison
Board Member	Leanne Massey
Board Member	Brendon McNeil

Disclaimer

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to ŌDC's YouTube channel. Attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Board, for members of the community to speak to their elected members. This reflects the Board's desire to encourage public participation in decision-making.

To speak at the forum please use the online form on our website. Alternatively, please contact our Customer Experience team on 07 873 4000.

Role of the Ōtorohanga Community Board

The Ōtorohanga Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Mayor and Councillors). 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 Ōtorohanga District Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by Ōtorohanga District Council within the Ōtorohanga township community.
4. Prepare an annual submission to Long Term Plan or Annual Plan for expenditure within the community.
5. Communicate with community organisations and special interests' groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by Ōtorohanga District Council.

Delegations by Ōtorohanga District Council

Ōtorohanga District 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 Council policy for:

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 Council policy.

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.

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Public excluded	Take matatapu	Page #
There are no reports.		

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Workshops	Hui awheawhe	Status
Item 1	Monthly discussion on items raised in public forum or outstanding matters.	Open

This Open Agenda was prepared by Manager Governance, Jess Hood and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 28th October 2026.

Commencement of meeting — Te tīmatanga o te hui

The meeting 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 a Board Member to provide opening words and/or a prayer or karakia.

Apologies — Ngā hōnea

A Board Member who does not have a 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 Board Members apology constitutes a grant of ''leave of absence' for that specific meeting(s).

Should an apology be received, the following is recommended: *That the Ōtorohanga Community Board receive and accept the apology from _____ for _____ (late arrival, early departure, non-attendance).*

Public forum — Hui tūmatanui

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call Council's Customer Experience team on 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debates or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

Late items — Ngā take tōmuri

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item.

It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga Community Board accept the late item _____ due to _____ to be heard _____.*

Declaration of a conflict of interest Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: That Ōtorohanga Community Board receive the declaration of a conflict of interest from _____ for item _____ and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.

Confirmation of minutes Te whakaū i nga meneti

The unconfirmed Open Minutes of the previous meeting are attached on the following page.

Staff recommendation

That the Ōtorohanga Community Board confirm as a true and correct record of the meeting, the Open Minutes of the meeting held on 7 September 2026 as distributed.

TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga Community Board

Open Minutes

Date: Monday, 07 September 2026

Time: 4.00pm

Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: Open to the public

The recording is available on ŌDC's YouTube channel (@otorohangadistrictcouncil2783).

Open Minutes of an ordinary meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 2 February 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive 8 September 2026

Ōtorohanga Community Board attendance

Chairperson	Bronwyn Tubman	Present
Deputy Chairperson	Craig Thomas	Present
Board Member and Ōtorohanga Ward Councillor	Tayla Barclay	Present via Zoom
Board Member, Ōtorohanga Ward Councillor & Deputy Mayor	Katrina Christison	Present
Board Member	Leanne Massey	Present
Board Member	Brendon McNeil	Present

Other elected members present

Mayor	Rodney Dow	Present

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Present
Acting Group Manager Engineering & Assets	Jared le Fleming	Present

Chairperson's Certification

These minutes of the meeting of the Ōtorohanga Community Board held on 07 September 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____Chairperson _____Date:

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Confirmation of minutes	08 June 2026	6

Decision reports	Nga pūronga whakatau	Page #
There are no reports.		

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There are no reports.		

Other business	Ētahi atu take	Page #
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Public excluded	Take matatapu	Page #
There were no reports.		

Closing formalities	Nga tikanga whakakapi	Page #
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Workshops	Hui awheawhe	Status
Item 1	Asset Management Plans: Roading and Community Facilities	Open
Item 2	Monthly discussion on items raised in public forum or outstanding matters.	Open

Commencement of meeting — Te tīmatanga o te hui

Chairperson Tubman declared the meeting open at 4.00pm.

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

Board Member Massey gave the karakia provided in the agenda.

Apologies — Ngā hōnea

There were no apologies.

Public forum — Hui tūmatanui

Adrianna Astle, President of Grey Power King Country, introduced herself and outlined Grey Power's local advocacy role for people aged 50 and over. She advised that Grey Power King Country has 158 members and is focused on supporting seniors across the King Country by working constructively with councils and community organisations. Key matters raised included access to health services, local transport concerns following changes to the number 24 bus service, the loss of beds at Te Kūiti Hospital, and possible changes affecting SuperGold transport access between Te Awamutu and Hamilton. She encouraged members to engage with the consultation opportunities undertaken by Grey Power. Ms Astle also noted Grey Power's support for clear public information about the proposed King Country Council.

Late items — Ngā take tōmuri

There were no late items.

Declaration of a conflict of interest — Te whakapuakanga pānga taharua

There were no declarations made.

Confirmation of minutes — Te whakaū i nga meneti

Resolved O24: That the Ōtorohanga Community Board confirm as a true and correct record of the meeting, the Open Minutes of the meeting held on 08 June 2026 as distributed.

Board Member Massey | Deputy Chairperson Thomas

Decision reports — Ngā pūrongo whakatau

There were no reports.

Information reports — Ngā pūrongo mōhiohio anake

There were no reports.

Board Member updates

Board Member Christison noted her usual ŌDC workshops and meetings. Deputy Chairperson Thomas had no update. Board Member McNeil had no update. Board Member Massey advised that Parkrun is continuing to progress and is awaiting Council approval. Board Member Barclay noted her usual Council workshops and Council meeting, and advised that she had attended a North King Country Development Trust meeting in relation to Mayors Taskforce for Jobs.

Board projects

Chairperson Tubman noted the projects would be discussed during the workshop following the meeting.

Ōtorohanga General Reserve Fund

There were no changes made.

Ōtorohanga Property Reserve Fund

There were no changes made.

Discretionary Fund

Resolved O25: That the Ōtorohanga Community Board recommend to Ōtorohanga District Council that the unspent discretionary fund budget of $5,941.00 GST exclusive be carried over to the 2026/27 financial year to fund a photo frame for the Jim Barker Memorial Playground for installation in the same year.

Board Member McNeil | Deputy Mayor Christison

Resolution Register

There were no outstanding Resolutions.

Public excluded

There were no reports.

Closing prayer/reflection/words of wisdom

Deputy Mayor Christison reflected that being on the Community Board is not only about what is written on the agenda, but about staying connected to the community, listening to people, and ensuring local matters have a voice. She thanked Grey Power King Country for attending and speaking to the Board, noting that hearing directly from the community is an important part of the Board's role. She also acknowledged that, even when the agenda is light, there is still plenty happening in the community and the Board's role is to remain connected and look for ways to support the people and community it represents.

Meeting closure

Chairperson Tubman declared the meeting closed at 4.18pm.

Workshops

Unscheduled update from ŌDC staff on dog training session proposal	4.18pm to 4.33pm
Asset Management Plans: Roading and Community Facilities.	4.33pm to 5.11pm
Monthly discussion with staff on items raised in public forum or outstanding matters.	5.11pm to 5.36pm

Adoption of Minutes — Te whakaūnga o ngā meneti

Resolution to be added following confirmation.

Version control

Version	Status	Date	Description
1.0	Draft	08 September 2026	Initial draft prepared following the meeting
2.0	Confirmed	*Yet to be confirmed*	Minutes adopted by the Ōtorohanga Community Board

Decision reports Ngā pūrongo whakatau

There are no decision reports.

Information reports Ngā pūrongo mōhiohio anake

Disclaimer

The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga Community Board 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	Community Facilities Quarterly Project Update – Quarter Two 2026/27
To	Ōtorohanga Community Board
From	Jared le Fleming, Manager Community Facilities.
Type	**INFORMATION REPORT**
Date	2nd November 2026



1. Purpose | Te kaupapa

1.1. To provide the Community Board with a quarterly update on selected Community Facilities projects that are considered to be of particular interest or significance to the Board and the Ōtorohanga community.

2. Executive summary | Whakarāpopoto matua

2.1. This quarterly report has been prepared to provide Community Board Members with greater visibility of the projects and works being undertaken within their community.

2.2. The report provides a practical overview of current and upcoming projects, including progress, key activities, and any matters that may be of particular interest to the community. It is intended to provide members with sufficient operational context to understand what is happening on the ground and to assist them in responding to questions or issues raised within their community.

2.3. While the report provides a greater level of project detail than standard governance reporting, its purpose is to keep members informed rather than involve the Community Board in the day to day management or delivery of individual projects. Operational decisions, contract management and delivery remain the responsibility of Council staff within existing delegations.

2.4. The report will be provided quarterly, allowing members to maintain an overview of the programme of works, progress being made, and significant issues or changes that may affect their communities.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board receives the 'Community Facilities Quarterly Project Update – Quarter Two 2026/27', prepared by Jared Le Fleming, Manager Community Facilities.

4. Discussion | He kōrerorero

4.1. The following section provides an update on the current programme of projects and maintenance activities across the Ōtorohanga community. Each project includes a brief status update, anticipated completion timeframe and a delivery status to provide an at a glance indication of whether the work is progressing as expected or whether there are matters that may affect delivery.

4.2. Jim Barker Memorial Playground (JBM)

4.3. Repairs to the Jim Barker Memorial Playground following damage caused by the February flood event have now been completed. The repair works formed part of Council's insurance claim associated with the flood event, and all insurance-related works at the playground are now complete. The installation of the new shade sails has also been completed, bringing the planned works at the playground to a close.

4.4. Dog Agility Park

4.5. Procurement for the Dog Agility Park has been completed and a contractor has been appointed. The project is expected to be completed by the end of the year, subject to contractor availability.

4.6. Dog Waste Bin

4.7. The new dog waste bin has arrived and is ready for installation. Installation is planned for the first week of November.

4.8. Disability Swing

4.9. The new disability swing for Jim Barker Memorial Playground has been ordered and will be installed once it arrives.

4.10. Musical Instruments – Reg Brett Reserve and Windsor Park

4.11. New outdoor musical instruments for JBM and Windsor Park are planned to be ordered in November. Installation is expected early next year.

4.12. Shade Sails – Windsor Park and Reg Brett Reserve

4.13. Installation of the shade sails at Windsor Park and JBM has been completed. The work was undertaken alongside the flood repair works.

4.14. Ōtorohanga Parks and Cemetery Broadleaf Spraying

4.15. The planned broadleaf spraying programme for Ōtorohanga parks and the cemetery has been completed. This work helps control weeds within grassed areas and maintain the overall condition and presentation of Council's parks and cemetery grounds.

4.16. Lake Huipūtea – Bridge Replacement

4.17. The existing bridge at Lake Huipūtea had reached the end of its useful life and required replacement. Rather than replacing it with another bridge, a culvert was installed as a more practical solution that also provides a safer crossing for users of the walkway. The work has now been completed.

4.18. Girl Guide Hall – Wheelchair Ramp

4.19. Installation of the wheelchair access ramp at the Girl Guide Hall has been completed. The work was undertaken to improve accessibility to the building, providing safer and easier access for people with limited mobility and making the facility more accessible to a wider range of users.

4.20. Swimming Pool Complex – Changing Room and Indoor Pool Maintenance

4.21. Contractors have been booked to undertake a refresh of the women's changing room and to strip back and repaint the indoor pool. The works are scheduled to commence in November and have been planned around the seasonal operation of the indoor and outdoor pools.

4.22. Mair Street Flood Protection Upgrades

4.23. Works at Mair Street have included removing accumulated drain material and recontouring the area, restoring it closer to its previous profile prior to the drain widening undertaken in 2019. The culvert beneath the walkway has also been replaced, improving stormwater flows through the area, as well as improving access and making ongoing maintenance easier. The disturbed areas have now been reinstated and grassed.

4.24. Pound Upgrades – Septic System

4.25. Plans for the installation of a septic system as part of the pound upgrades have been completed. The next stage is to obtain building consent, with the project currently expected to be completed by March next year.

4.26. Ōtorohanga Cemetery – Berm Extensions

4.27. Planning and pricing for the proposed berm extensions at the Ōtorohanga Cemetery will be progressed this year to enable a contractor to undertake the works next year. Completion is currently targeted for March 2027.

5. Project Status

5.1. The following RAG (Red, Amber, Green) status provides a simple indication of the current delivery position for each project against its anticipated timeframe. Green indicates the project is progressing as planned or has been completed, Amber identifies where there are matters that could affect delivery, and Red identifies

where the planned timeframe is unlikely to be achieved or a significant delivery issue has arisen. The status is intended to provide an at-a-glance view of project delivery for the Community Board.

5.2.

Project	Current status	Estimated completion	Delivery status
Dog Agility Park	Procurement has been completed and the contract awarded. Delivery remains dependent on contractor availability.	End of 2026	Amber
Dog Waste Bin	The bin has arrived and is ready to be installed.	First week of November 2026	Green
Disability Swing	The swing has been ordered and will be installed once it arrives.	Subject to delivery of the swing	Amber
Musical Instruments for Reg Brett Reserve and Windsor Park	The musical instruments are planned to be ordered in November.	Early 2027	Green
Windsor Park and Reg Brett Reserve Shade Sails	Installation was completed alongside the flood repair works.	Completed	Green
Ōtorohanga Parks and Cemetery Broadleaf Spraying	The planned broadleaf spraying has been completed.	Completed	Green
Lake Huipūtea Bridge Replacement	The old bridge has been replaced with a culvert.	Completed	Green
Girl Guide Hall Wheelchair Ramp	The wheelchair ramp has been installed.	Completed	Green
Swimming Pool Complex Changing Room and Pool Repainting	Contractors have been booked to refresh the women's changing room and strip back and repaint the indoor pool.	Work commencing November 2026	Green
Mair Street Flood Protection Works	The culvert beneath the walkway has been replaced. Grass seeding was completed during the week of 27 October following removal of old drain cleanings and contouring of the area.	Completed	Green

Pound Septic System Upgrade	Plans have been completed. The next stage is to obtain building consent.	March 2027	Amber
Ōtorohanga Cemetery Berm Extensions	Planning and quotations are to be completed this year to allow physical works to begin next year.	March 2027	Amber

Delivery Status Key

Status	Meaning
Green – On schedule	Completed or progressing as planned, with no significant delivery issues identified.
Amber – Some delivery risk	Delivery remains achievable, but outstanding matters could affect the planned timeframe.
Red – Off schedule	Delivery is not expected to meet the planned timeframe, or a significant issue is affecting progress.

6. Upcoming waste events

6.1. Food Lovers Master Class – On 11 November at 6:30pm WasteEd with Kate will be hosting a food lovers master class event at the Ōtorohanga Library. This session is based around food planning for Christmas period.

Item	Ōtorohanga Community Board Led Community Initiative Opportunities
To	Ōtorohanga Community Board
From	Jess Hood, Manager Governance
Type	**INFORMATION REPORT**
Date	2nd November 2026



1. Purpose | Te kaupapa

1.1. To enable the Ōtorohanga Community Board (OCB) an opportunity to consider allocating discretionary funds for potential ŌCB led community initiatives.

2. Executive summary | Whakarāpopoto matua

2.1. The ŌCB is the full decision-making authority on the use of the Board's discretionary fund in accordance with Council policy has the option to spend their discretionary fund for funding requests or board led initiatives. Currently remaining in the fund is $11,157.

2.2. Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community in the present and for the future.

Staff recommendation | Tūtohutanga a ngā kaimahi

That Otorohanga Community Board **receive** the report titled 'Ōtorohanga Community Board Led Community Initiative Opportunities by Jess Hood, Manager Governance.

Board Member updates

Board Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

The Board have no confirmed projects at this time.

Ōtorohanga General Reserve Fund

The Reserve Fund should only be used to fund expenditure[1] within the Ōtorohanga township area. Any surplus in the General Reserve can be used to fund one off items of unforeseen expenditure for which there is no approved budget.

When considering any request for funding from the General Reserve Fund, the Board should ensure that any distribution from the Reserve:

a. is appropriately targeted,

b. occurs in a consistent, efficient and effective manner,

c. Is fair and transparent, and

d. promotes accountability.

Ōtorohanga Property Reserve Fund

The Reserve Fund should only be used to fund capital expenditure within the Ōtorohanga township area. Any surplus in the Fund can be used to fund one off items of unforeseen expenditure for which there is no approved budget.

When considering any request for funding from the Property Reserve Fund, the Board should ensure that any distribution from the Reserve:

e. is appropriately targeted,

f. occurs in a consistent, efficient and effective manner,

g. Is fair and transparent, and

[1] Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

h. promotes accountability.

Discretionary Fund

The Ōtorohanga Community Board discretionary fund is provided to support projects and initiatives that promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community.

Request for funding

No requests have been received.

Resolution Register

There are no outstanding resolutions on the register.

Public excluded

There are no reports.

Closing prayer/reflection/words of wisdom

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure

The Chairperson will declare the meeting closed.

Workshops

Monthly discussion with staff on items raised in public forum or outstanding matters. Open

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 whakapono	*By believing and trusting*
Mā te tūmanako	*By having faith and hope*
Mā te titiro	*By looking and searching*
Mā te whakarongo	*By listening and hearing*
Mā te mahi tahi	*By working and striving together*
Mā te manawanui	*By patience and perseverance*
Mā te aroha	*By all being done with compassion*
Ka taea e tātou	*We will succeed*