



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Ōtorohanga Community Board

Open Agenda

Date: Monday, 07 September 2026

Time: 4.00pm

Location: Council Chambers, 17 Maniapoto Street, Ōtorohanga

Meeting type: Ordinary

Public access: Open to the public

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 Monday, 2 February 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

3 September 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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There are no reports.		

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There are no reports.		

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There are no reports.		

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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

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 3 September 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

Unconfirmed Open Minutes

ŌTOROHANGA COMMUNITY BOARD

08 June 2026

Ōtorohanga Community Board

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, 08 June 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

17 June 2026

Ōtorohanga Community Board attendance

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

Chairperson’s Certification

These minutes of the meeting of the Ōtorohanga Community Board held on 8 June 2026 are confirmed as a true and correct record of the proceedings of that meeting.

_____Chairperson _____Date:

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There are no reports.		
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There are no reports.			8
Closing formalities		Nga tikanga whakakapi	Page #
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Meeting closure			8
Workshops		Hui awheawhe	Status
Item 1	Ōtorohanga Town Concept Plan overview		Open
Item 2	Monthly discussion on items raised in public forum or outstanding matters.		Deferred

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**

Chairperson Tubman led the meeting in a recitation of the opening prayer provided in the agenda.

By believing and trusting

By having faith and hope

By looking and searching

By listening and hearing

By working and striving together

By patience and perseverance

By all being done with compassion

We will succeed.

Apologies**Ngā hōnea**

Resolution O21: That the Ōtorohanga Community Board accept the apology from Councillor Katrina Christison for non-attendance.

Mover: Board Member McNeil Second: Board Member Massey Result: **Carried.**

Public forum**Hui tūmatanui**

Mrs Liz Cowan from the Ōtorohanga Museum spoke on the installation of some basic amenities (picnic tables, basic shade covers etc.) and perhaps some low growing non-invasive native planting at the rear of the Ōtorohanga Museum following the recent earthworks.

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**

Resolution O22: That the Ōtorohanga Community Board confirm the Open Minutes of the meeting held on 04 May 2026 as a true and correct record subject to following minor amendments:

- a) Inclusion of the opening and closing words; and,
- b) Correction of Board Member McNeil's name in the Apologies item.

Mover: Deputy Chairperson Thomas Second: Councillor Barclay Result: **Carried.**

Decision reports**Ngā pūrongo whakatau****Item 8: Older Persons Housing Policy**

ŌDC's Graham Bunn presented the draft Older Persons Housing Policy and spoke to the review recommendations. During discussion, Councillor Barclay, Chairperson Tubman and Board Member McNeil spoke to the draft policy and the proposed approach to rental settings. Chairperson Tubman raised matters relating to tenant turnover and the provision of curtains in the units.

Chairperson Tubman adjourned the meeting for a short break at 4.41pm and reconvened the meeting at 4.55pm.

Following the adjournment, Board Member McNeil proposed an amendment that the rent benchmark move to 75% of market rent over the next three financial years. Graham Bunn responded to questions before the amendment was put.

Resolution O23: That the Ōtorohanga Community Board recommend Ōtorohanga District Council update the 'Older Persons Housing Policy' to incorporate the recommendations from the Ōtorohanga District Council Older Persons Housing Review and take into consideration the following matter: A target rent benchmark of 75% of market rent across the next three financial years to:

- a) 65% for 2026/27;
- b) 70% for 2027/28; and,
- c) 75% (for 2028 /29).

Mover: Board Member McNeil Second: Chairperson Tubman Result: **Carried.**

Information reports**Ngā pūrongo mōhiohio anake**

There were no reports.

Board projects underway from the last Triennium**Ngā kaupapa Poari nō ngā tau e toru kua pahure****Dog agility park**

No further updates since the last meeting.

Outdoor gym

No further updates since the last meeting.

Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year**Te tūtohunga a te Poari ki ŌDC mō te tau pūtea 26/27**

The projects will be confirmed at the adoption of the Annual Plan 26/27 in June 2026.

Ōtorohanga General Reserve Fund**Pūtea Rāhui Whānui o Ōtorohanga**

No disbursements were made.

Ōtorohanga Property Reserve Fund**Pūtea Rāhui Whenua o Ōtorohanga**

No disbursements were made.

Discretionary Fund**Pūtea Poari Hapori o Ōtorohanga**

No requests had been received and no grants were made.

Board Member updates**Ngā whakahoutanga a ngā mema o te Poari**

Board Member Massey provided an update on the board lunch and work underway with the Chief Executive in relation to a proposed parkrun initiative. Councillor Barclay provided an update on the board lunch, recent ŌDC workshops, an economic briefing with Brad Olsen, and a Mayor and Councillor catch-up with Barbara Kuriger. Deputy Chairperson Thomas and Board Member McNeil advised that they had no further updates. Chairperson Tubman provided an update on the board lunch, the Community Board informal catch-up, and discussions with staff regarding signage for the outdoor gym and other signage matters.

Resolution Register**Rēhita Whakatau**

There were no outstanding resolutions of the Ōtorohanga Community Board.

Public excluded**Take matatapu**

No public-excluded items were proposed for this meeting. The meeting remained open to the public.

Closing prayer/reflection/words of wisdom**Karakia whakakapi/huitao/whakataukī**

Board Member McNeil led the meeting in a recitation of the karakia provided in the agenda.

Mā te whakapono

Mā te tūmanako

Mā te titiro

Mā te whakarongo

Mā te mahi tahi

Mā te manawanui

Mā te aroha

Ka taea e tātou

Meeting closure**Te whakakapi o te hui**

Chairperson Tubman declared the meeting closed at 5.03pm.

Workshops

Hui awheawhe

Item #	1			Ōtorohanga Town Concept Plan update	
Type	Briefing ☒		Discussion ☒		Pre-decision options ☐
Open?	Yes ☒	No ☐			
Presenter/s	Mark Lewis (Group Manager Engineering & Assets).				
Attendance	Ōtorohanga Community Board Bronwyn Tubman (Chair), Craig Thomas (Deputy Chair), Leanne Massey, Brendon McNeil, and Tayla Barclay (Councillor). ŌDC Staff Tanya Winter (Chief Executive); and Graham Bunn (Group Manager Business Enablement). Other Rodney Dow (Mayor).				
Timing	Commenced	5.08pm	Concluded	5.30pm	
Any declared interest?	Yes ☐	No ☒			
Next steps	Workshop ☐	Report ☐	No action ☒		
Deferred?	Yes ☐	No ☒			
Presentation	Yes ☒	No ☐			

Item #	2		Monthly discussion with staff on items raised in public forum or outstanding matters		
Type	Briefing ☐		Discussion ☒		Pre-decision options ☐
Open?	Yes ☒	No ☒			
Deferred?	Yes ☒	No ☐	The Head Start community meeting was due to commence at 5.30pm.		

Adoption of Minutes

Te whakaūnga o ngā meneti

Resolution to be added.

Version control

Version	Status	Date	Description
1.0	Draft	17 June 2026	Initial draft prepared following the meeting
2.0	Confirmed	[insert adoption date]	Minutes adopted by the Ōtorohanga Community Board

Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Board Member updates

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

Board projects

The Board requested that the following projects be included in this financial year:

- 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.

Ōtorohanga General Reserve Fund

The Reserve Fund should only be used to fund expenditure¹ 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,

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

- 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
- 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. As at the end of each financial year, there is often a remaining balance in the discretionary fund. Carrying forward this unspent balance enables the Board to apply funding in a deliberate and planned manner, rather than requiring expenditure prior to 30 June that may not align with identified community priorities.

While discretionary funds are classified as operating expenditure and are not typically included in Council's standard carryover processes, it is appropriate in this instance to seek a carryover to support delivery of a defined community project. The proposed carryover will allow the Board to fund and install a photo frame at the Jim Barker Memorial Playground in the 2027 calendar year. This is a second frame with the first being located on the Sir Edmund Hillary Walkway and delivered in the 2026 calendar year.

This second frame project aligns with the purpose of the discretionary fund by enhancing a community asset and contributing to community identity and amenity. The proposed photo frame at the Jim Barker Memorial Playground is intended to provide an interactive and visually engaging feature that reflects the identity of the playground and its significance to the community. The design will be developed to complement existing playground elements and recent upgrades, ensuring durability, safety, and accessibility, while providing an opportunity for visitors to capture and share experiences within the space.

Staff recommendation

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.

Resolution Register

There are no outstanding Resolutions.

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

Asset Management Plans: Roading and Community Facilities.	Open
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Monthly discussion with staff on items raised in public forum or outstanding matters.	Open
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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	<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>