



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA COMMUNITY BOARD

4 May 2026

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, 4 May 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

29 April 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	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 29 April 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 if they are absent from all or part of a meeting. The meeting may accept or decline any apology. For clarity, the acceptance of a Board Member's apology constitutes the granting of 'leave of absence' for that specific meeting.

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 ngā 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 13 April 2026 as distributed.



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

13 April 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, 13 April 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

16 April 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	Attended
Board Member	Leanne Massey	Attended
Board Member	Brendon McNeil	Attended

ŌDC senior staff in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended
Group Manager Strategy & Community	Nardia Gower	Attended

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There were no reports.		

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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
Briefing 1	Recovery activity	Open
Briefing 2	Annual Plan update	Open
Briefing 3	Monthly discussion on items raised in public forum or outstanding matters.	Open

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 22 April 2026.

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

Chairperson Tubman declared the meeting open at 4.02pm.

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

Councillor Barclay provided the following words of wisdom: *“Dream big, work hard, stay focused, and surround yourself with good people.”*

A quote that is a perfect reflection of the foundations that great teams are built on.

That’s exactly what collaboration looks like for us — community people coming together, bringing different perspectives, and working towards a shared purpose. When we do that well, we’re not just making decisions for today, we’re shaping the future of Ōtorohanga for the next generation.

We might not always agree (and that’s okay!), but if we keep listening, supporting one another, and staying focused on what’s best for our whole community, we’ll keep moving in the right direction.

I’m really looking forward to the conversations and discussions we will have today — let’s make the most of this opportunity and build something great for the future of Ōtorohanga.

Apologies**Ngā hōnea**

There were no apologies.

Public forum**Hui tūmatanui**

There were no requests to speak.

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 O15: That the Ōtorohanga Community Board confirm as a true and correct record of the meeting, the Open Minutes of the meeting held on 2 February 2026 with the following changes:

- a) clarification of discretionary fund wording regarding unallocated balances
- b) confirmation that fireworks bylaw matters are subject to national legislative direction.

Chairperson Tubman | Deputy Chairperson Thomas

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information reports**Ngā pūrongo mōhiohio anake****Item 8: Arts, Culture and Heritage Activities for Ōtorohanga Township**

ŌDC's Nicky Deeley, Manager Community Development presented the report.

The Board discussed:

- a) photo frame installations and potential locations
- b) bus shelter art and local artist involvement
- c) options for community noticeboards and maintenance responsibilities
- d) signage and storytelling initiatives, including QR-enabled storyboards
- e) Play on the Way initiatives and road safety considerations.

Staff summarised the key discussion points and next steps arising from the Board's feedback:

Photo frame

The Board will contact staff with a list of preferred options for both location and shape. Staff will consider these options in consultation with appropriate stakeholders and return to the Board with a summary proposed locations and shapes for confirmation.

Bus stop artwork

The Board expressed support for the proposal.

Community noticeboard

Staff were asked to explore the feasibility of using the existing location in discussion with the property owner. Alternative views were noted, including a preference for retaining the existing site, design considerations (including weather protection and integrity), and opportunities for youth engagement. The

final decision on next steps was for the board to contact staff with a list of preferred options for location and a design brief to provide the college students. Staff will consider these options in consultation with appropriate stakeholders and return to the Board with a summary proposed locations. Staff also undertook to develop a set of guiding questions to assist the Board in contributing to the design brief, noting the project could link with existing curriculum based learning opportunities.

Play on the Way

The Board liked the idea and flagged concerns with location along State Highways. Staff are to work with schools and ECE's Councils road safety coordinator and Sport Waikato on location and game design. Staff will report to the Board as the project progresses.

Bus Shelter and Railway Station

The Board supported this project. Staff will report to the board as the project progresses.

Artist involvement and sustainability

The Board discussed opportunities to transition operational management of completed projects to local artists over time. Staff advised they are working individually with district artists to support capability-building and professional development, with further work anticipated over the next year. The role of Council was discussed as primarily facilitative and mentorship-focused, rather than commercial or curatorial, while ensuring projects remain well-maintained and current. Options such as digital elements and QR codes were noted as useful tools for keeping information up to date.

Resolved O16: That the Ōtorohanga Community Board receive the information report 'Arts, Culture and Heritage Projects for Ōtorohanga Township' from Manager of Community Development Nicky Deeley.

Board Member Massey | Board Member McNeil

Board Member updates

Councillor Barclay attended the Zone 2 Local Government New Zealand hui held in Karapiro.

Deputy Chairperson Thomas, Board Member Massey, and Board Member McNeil advised they had no updates. Deputy Mayor Christison advised there were no updates.

Chairperson Tubman reported on an informal ŌCB catchup, the ŌDC bus tours, an enquiry from Rural Women's regarding support following the February flood event, discussions with Ōtorohanga Kiwi House relating to solar panels, follow-up with Ōtorohanga Charitable Trust regarding flood relief funding previously granted by the Board, and research to inform Annual Plan considerations.

Board projects

There were no new projects identified. An update was provided on the sponsorship of a dog agility initiative; with advice that further work is ongoing with local businesses and a more detailed update will be provided at the next meeting.

Ōtorohanga General Reserve Fund

There were no distributions made. ŌDC's Kaia Penwarden, Manager Governance advised the previous Board's funding allocation would not be withdrawn from the Fund until after the end of the financial year. Chairperson Tubman noted an updated balance was available as \$134,315.46 as at 31 March 2026.

Ōtorohanga Property Reserve Fund

There were no distributions made. Chairperson Tubman noted the balance was incorrectly recorded in the agenda and should read \$1,429,932.62 as at 31 March 2026.

Discretionary Fund

Chairperson Tubman requested a grant of \$2,500 to be made to the Ōtorohanga Charitable Trust (OCT) to assist their work with the Ōtorohanga community following the 14 February weather event. As the March meeting was cancelled due to the State of Emergency, the Board collectively agreed to make a payment due to the urgency of the need, with the formal resolution to be made at their next meeting.

Conflict of Interest Declaration

Chairperson Tubman declared a conflict of interest as she is an OCT trustee. She stated she has no pecuniary interest, input or sway where the funds would be spent/directed as this is being undertaken by the Chair, Kim Ingham.

Resolved O17: That the Ōtorohanga Community Board retrospectively grant \$2,500 excluding GST to the Ōtorohanga Charitable Trust to assist the Ōtorohanga community following the 14 February weather event.

Board Member McNeil | Board Member Massey

Resolution Register

Resolved O18: That the Ōtorohanga Community Board approve the removal of Resolution O13 from the Register.

Councillor Barclay | Deputy Chairperson Thomas

Public excluded

There were no reports.

Closing prayer/reflection/words of wisdom

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

Meeting closure

Chairperson Tubman declared the meeting closed at 5.08pm.

Workshops/briefings

The following workshops/briefings were held:

- | | |
|--|--------------------|
| a) February 2026 Severe Weather Event – Recovery | Open to the public |
| b) Draft Annual Plan 2026/27 | Open to the public |

The session concluded at 5.44pm.

Decision reports**Ngā pūrongo whakatau**

There are no reports.

Information reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Board projects underway from the last Triennium

1. Dog agility park
2. Outdoor gym

Chairperson Tubman has requested updates be provided from Board Members or staff if appropriate.

Recommendation by the Board to Ōtorohanga District Council for the 26/27 financial year

The Board have requested the following projects be included in the budgets for the next 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.

These projects will be confirmed by Ōtorohanga District Council at the adoption of the Annual Plan 26/27 in June 2026.

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,
- b. occurs in a consistent, efficient and effective manner,
- c. Is fair and transparent, and
- d. promotes accountability.

The Fund had a balance of \$134,315.46 as at 31 March 2026. The previous Board committed a total of \$95,000 to two projects. These commitments are not included in the balance and will be deducted from the Fund once final costs are known at the end of the financial year.

Ōtorohanga Property Reserve Fund

The Reserve Fund should only be used to fund capital expenditure¹ 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:

- a. is appropriately targeted,
- b. occurs in a consistent, efficient and effective manner,
- c. Is fair and transparent, and
- d. promotes accountability.

The Fund had a balance of \$1,429,932.62 as at 31 March 2026.

Discretionary Fund

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.

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

Date	#	Recipient	Purpose	Amount (excl. GST)
01/12/26	O10	Fun-raising Chicks Waikato	Christmas Markets advertising.	\$739.13
13/04/26	O17	Ōtorohanga Charitable Trust	To assist the Ōtorohanga community following the 14 February weather event.	2,500
Total granted				\$3,239.13
Total remaining				\$5,904.87

Request for funding

No requests have been received.

Board Member updates

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

Resolution Register

There are no Resolutions of Ōtorohanga Community Board which are not yet finalised.

Public excluded

No public-excluded items are proposed; the meeting will likely remain open throughout.

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