



Kawhia Community Board

AGENDA

30 September 2016

The Kawhia Community Board will attend the Kawhia School Community Garden at 12 noon
The Kawhia Art Group will present to the Board at 1.30pm in relation to establishing an Arts Hub

1.00pm

Members of the Kawhia Community Board

Mr CE Jeffries (Chair)
Ms A Gane
Mrs DM Pilkington
Mr AJ Rutherford
Mr DM Walsh

Meeting Secretary: Mr CA Tutty (Governance Supervisor)

KAWHIA COMMUNITY BOARD

30 September 2016

Notice is hereby given that an Ordinary meeting of the Kawhia Community Board will be held in the Community Meeting Room, Jervois Street, Kawhia on Friday 30 September 2016 commencing at 1pm.

19 September 2016

DC Clibbery
CHIEF EXECUTIVE

AGENDA

ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
PRESENT		2
IN ATTENDANCE		2
APOLOGIES		2
ITEMS TO BE CONSIDERED IN GENERAL BUSINESS		2
CONFIRMATION OF MINUTES – 22 JULY 2016		2
DECLARATION OF INTEREST		2
REPORTS		
ITEM 86	REVIEW OF COUNCIL POLICY FOR BUILDING OVER SERVICES	2
ITEM 87	ROUTINE REPORT ON INFRASTRUCTURE MAINTENANCE	12
ITEM 88	KAWHIA STONE CARVING DEMONSTRATION – LABOUR WEEKEND	14
ITEM 89	KAWHIA REFUSE	16
ITEM 90	CIVIL DEFENCE – COMMUNITY RESPONSE PLAN	18
ITEM 91	KAWHIA SCHOOL EXTENDING THEIR GRATITUDE	28
ITEM 92	VOLUNTEER EVENTS COORDINATOR RE APPROVAL TO HOLD MOVIE NIGHTS ON KAWHIA FORESHORE	33
ITEM 93	KCB MATTERS REFERRED FROM 22 JULY 2016	37
	GENERAL	37

PRESENT

IN ATTENDANCE

APOLOGIES

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 22 JULY 2016

DECLARATION OF INTEREST

REPORTS

ITEM 86 REVIEW OF COUNCIL POLICY FOR BUILDING OVER SERVICES

To: Chairperson and Members

Kawhia Community Board

From: Chief Executive

Date: 30 September 2016

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
 - Promote the local economy and opportunities for sustainable economic development
-

Executive Summary

A revised Council policy on building over Council administered services reticulation (pipes) is proposed.

Staff Recommendation

That the Board approves the proposed revised Policy for Building Over Services Reticulation, as attached to this report.

Report Discussion

The Otorohanga Community Board (OCB) has recently had extended discussions over Council's policy in respect of giving permission to build structures over Council administered pipes.

Previously the policy of this Council, like that of most other NZ Councils has been to prohibit the construction of residential buildings over Council controlled pipes, because of the potential for substantial problems to arise if in future that pipe leaks or fails and the presence of the building makes it difficult or impossible to access that pipe.

The OCB has felt that this policy was unfairly restrictive for residential property owners, and Council staff have therefore prepared a revised policy that permits any type of building

(residential or commercial) to be placed over certain pipes, provided that specific conditions are met.

In essence the conditions that must be met by the applicant are:

1. The pipe in question is not a water supply pipe. Such pipes can always be practically diverted away from the building.
2. The existing pipe is in good condition (or will be made such)
3. Inappropriate loadings are not exerted on the pipe by the building or structure
4. Provision is made to replace the pipe at the end of its life without causing severe damage to the building. This can be done by methods which include:
 - a. Making arrangements for future relocation of the pipe to another Council approved position on the property if such a position exists, or;
 - b. Having a section of building floor which can be removed to enable suitable access to the pipe, or;
 - c. Re-laying the pipe within a duct before construction of the new building takes place.
5. Adequate clearance must be allowed for maintenance activities and future replacement of the pipe.

Whilst meeting all of these conditions is may not always be straightforward, and will have associated costs, they do provide an increased range of options for a party considering

In the case of Kawhia the relevance of this policy is limited because the community does not have a reticulated wastewater system, and the storm water network is also of a very limited extent. It is however considered appropriate that the views of the Board be heard in relation to the potential revision of this District-wide policy.

Dave Clibbery
CHIEF EXECUTIVE

Attachments

- a. Draft Policy for Building Over Services Reticulation
- b. Draft Build Over Pipe Info for ODC website



Policy for Building over Services Reticulation

Note: This is provided for information only and does not form part of the Water Services Bylaw.

1. General Principles

Council owned pipes carrying water, storm water and wastewater are provided for the benefit of the associated community, and in some cases these pipes cross private properties.

In almost all cases such 'public' pipes that serve multiple properties have a legal right to be where they are, that is either created by registration of an easement for that purpose, or through a process of 'statutory easement' whereby such legitimately constructed infrastructure that has been in place for an extended period without any objections being raised becomes entitled to remain there, and to be accessed as necessary.

Construction of permanent, privately owned structures over existing public water, sewer or stormwater services reticulation (pipes or drains) in the Otorohanga and Kawhia Communities is considered by Council to be disadvantageous in two respects:

- i. The cost associated with future maintenance or renewal of reticulation beneath such structures is likely to be substantially higher than would otherwise be the case.
- ii. There is potential for future conflict with or between property owners or occupiers if it is necessary to remove or otherwise substantially interfere with overlying structures to carry out essential reticulation maintenance or renewal work. For example, if a large buried pipe fails in a central position under a house the only practical means of remedying it may be to remove the house, which would obviously be hugely disruptive to its residents, and is likely to be strongly opposed.

Because of this Otorohanga District Council actively discourages building over such reticulation, and in general construction of any new privately owned structure of a type that requires a building permit will not be permitted within 1.5 metres of any public water, sewer or storm water reticulation.

It is however recognised that in some cases an absolute prohibition of building over all such pipes may unreasonably limit the use of land, and that in some cases options should be provided to enable building over pipes provided that specific conditions are met that mitigate the disadvantages identified above.

It is however stressed that the provision of these options is not intended to free property owners of any burdens that may be associated with the presence of public pipes on their land, and in all cases the exercise of these options is likely to have a significant cost (in most cases expected to be at least \$3,000, and potentially much more) which must be met by the property owner.

The options that are provided for building over pipes are also only applicable to storm water and waste water (sewer) pipes in which flow is gravity driven.

No permissions will in any case be given to build over any public pressurised water services since it should always be possible for these services to be re-routed in a manner than avoids the need to have structures over them. Where such re-routing is undertaken the property owner will be required to meet all associated costs, which may include the registration of an easement for the re-routed section of pipe.

No permissions will be given to build over manholes or other pipe junctions because of the likely need for access to these features in the future.

It should also be noted that Council can only give approval in respect of building over Council owned reticulation. Issues relating to building over 'private' reticulation (other services or pipes and drains which serve a single property or otherwise fail to meet the criteria required for 'public' classification) must be resolved between the owners of the relevant properties and reticulation.

Finally it should be noted that the restrictions created by this policy in respect of building over Council owned reticulation do not apply to existing structures that had been formally approved by Council prior to the adoption of this policy, though the restrictions would apply to future replacements or extensions of those structures.

2. Conditions for Building over Council owned Reticulation

Construction of permanent privately owned structures over Council owned sewer or storm water reticulation will only be approved where all of the following conditions (a to f) are met and associated works are conducted to standards that are to the satisfaction of Council's Engineering Manager:

- a) The flow in the pipe is motivated by gravity, not external pressure.
- b) The proposed structure is of a form and design such that the loads imposed by the structure on the in-situ reticulation are considered by Council's Building Inspector and/or Engineers to be sufficiently low as to pose no threat to the structural stability of the reticulation. Factors to be considered by Council staff in making such an assessment will include ground conditions, the diameter, materials, and burial depth of the reticulation and the size and design of the structure and the form of load-bearing foundations. Council may request that an engineering report on these issues is provided by the applicant.
- c) Arrangements are made to ensure that future maintenance and renewal of the pipe is not compromised by the presence of the proposed structure, through one of the following 3 methods:

Method 1: Applicable to sections of sewer or storm water pipes without changes in direction or junctions (including manholes), for which an agreed viable alternative alignment for those pipes exists within that property which could be utilised for a future replacement of these pipes:

- If the reticulation in question is assessed by Council Engineers on the available information to have a likely remaining serviceable life of less than 30 years, then the entire section of reticulation that exists within 1.5 metres of the proposed structure shall be renewed, to appropriate standards defined by Council, and;
- Manhole(s) or (if acceptable to Council's Engineering Manager) rodding eye(s) shall be installed within 20 metres of the proposed structure on the downstream side, unless suitable access point(s) to the reticulation in

question already exist within this proximity. These manholes or rodding eyes shall be maintained in a readily accessible state

- An easement is registered in favour of Council for the alternative future alignment of the pipe.

It should be noted that where this method is proposed, and it is judged necessary to renew the existing pipes, it may be more appropriate to immediately install a pipe along the alternative alignment.

Method 2: Applicable to sections of public sewer or storm water pipes without changes in direction or junctions (including manholes):

- If the reticulation in question is assessed by Council Engineers based on the available information to have a likely remaining serviceable life of less than 30 years, then the entire section of reticulation that exists within 1.5 metres of the proposed structure shall be renewed, to appropriate standards defined by Council, and;
- Any structure constructed above the pipes shall be designed in a way that permits the entire length of pipe below to be readily exposed for maintenance or replacement. Where the external diameter of the pipe is greater than 300mm diameter the design and use of the structure must be such that a 12 tonne excavator and trucks could readily gain access along the line of the pipe for the purpose of undertaking such works. Where the external diameter of the pipe is 300 mm or less the design and use of the structure must be such that an appropriately sized excavator could readily gain access along the line of the drain for the purpose of undertaking such work, or (where the depth of cover over the pipe is less than 1 metre) appropriate access is available for hand digging, and;
- Any floor constructed over the pipe has removable lift out sections suitable for facilitating access to the pipe.

Making the structure removable may be considered to meet the above requirements in respect of design for this method provided that such removal is very straightforward and/or responsibility for the property owner to arrange and meet the costs of this is clearly defined through a legal encumbrance.

Method 3: Applicable to sewer or storm water pipes of 225mm diameter or less without changes in direction or junctions (including manholes), and for which the length of pipe to be built over is not more than 12 metres.

- The length of pipe or drain to be built over is re-laid using a length of pipe that contains not more than one joint, sleeved inside an appropriately laid and properly bedded Z class concrete pipe with an internal diameter that is at least 50mm greater than the external diameter of the pipe that will be inside it, in such a way that the internal pipe can be readily replaced within the sleeve, and;
 - To ensure that the sleeved pipe is readily replaceable there must be continuing easy access to both ends of the section of built-over pipe to facilitate connection and disconnection, including a length of clear open and unobstructed space at one end of the sleeve that is not less than half of the length section of pipe that is being built over plus 1.0 metre, to accommodate the internal pipe prior to insertion or for subsequent replacement.
- d) A legal encumbrance is placed on the title of the property that absolves Council of any responsibility for additional costs, damage or disruption that may occur if

current or future owners of the property fail to ensure continuing compliance with the relevant requirements of section 2c that compromise the ability Council to undertake repairs or replacements of the sections of covered pipes.

- e) All physical works undertaken to meet the requirements of the methods outlined in section 2c must be undertaken by a relevant Council approved contractor or a party who has been formally approved by Council as being competent to undertake the works to the standards expected for public reticulation.
- f) The applicant shall be responsible for all works, services and costs associated with the requirements of sections 2a, 2b, 2c and 2d.
- g) The applicant shall make a formal application to Council, fully identifying the section of pipe that is proposed to be built over, the form of the proposed structure including foundation details, and which of the methods outlined in section 2c of this policy will be adopted.

A fee based on the actual time spent by Council Staff shall be payable to Council for the processing of this application.

Physical works towards the building over of the pipe shall not commence until a formal approval is granted in writing.

3. Council Acceptance of Responsibility – Future Works

Approval by Council for over-building of sections of publicly owned reticulation under this policy shall be given in writing, and will be taken to be an acceptance by Council of the financial responsibility for future maintenance or renewal works relating to those sections of reticulation, providing that the agreed conditions of section 2c have continued to be met.

Written approvals for over-building shall be included in the information kept by Council in relation to the relevant properties.

4. Unapproved Build Overs

Where built structures are constructed over Council pipes without Building Consents and associated build-over approvals Council will accept no financial or other liability in relation to disturbance or damage to the structure that may result from Council carrying out its normal duties in respect of the relevant reticulation under the Local Government Act.

Structures will be required to be removed if access is required to the pipe for maintenance, repair or renewal. All such structures, including those that do not require a Building Consent, should therefore be constructed in a form that makes them readily removable.

Council will accept no responsibility for costs that may be associated with the removal, repair, reinstatement or replacement of such structures, with the exception that where a section of a driveway for essential access to a garage on the property and an associated vehicle 'turn-around' area has to be excavated to obtain access to the pipe, Council will reinstate at its own cost the excavated section of driveway at the completion of works to the general standard that is being applied for such works.

This exception shall however be limited to an extent that is deemed reasonable for essential access to a first garage. Where the extent of the surfaced area is substantially larger than that required for essential purposes, Council may only take responsibility for reinstating part of the area that may be excavated.

5. Construction of New Public Reticulation on Private Property

In cases where it is necessary for Council to construct new public sewer or storm water reticulation through private property it may, if appropriate, enter into agreements with property owners to provide partial exemption from the requirements of this policy.

Such agreements shall however only be entered into with the approval of the relevant Community Board, and shall be limited to the greatest practical extent.

Such agreements shall be recorded in writing and included in the information kept by Council in relation to the relevant properties.

6. Over-Building of Private Reticulation

Council also discourages construction of permanent, privately owned structures over existing water, sewer or storm water reticulation of a private nature because this also has potential to result in conflicts or increased costs in the future.

Council does however believe that the responsibility for the control of such construction over privately owned reticulation lies entirely with the owners of the private property and reticulation concerned, and Council will accept no liability whatsoever in respect of any issues that may arise as a result of structures being built over 'private' reticulation.

Further Information

Should you require further information, or wish to discuss this policy, please contact Council's Services Staff at 07 873 4000.

Building over Council Pipes

If you are thinking about or planning a new building project, a garage, a sleep out or an extension to your house, you should check to see if an Otorohanga District Council water, wastewater (sewer) or storm water pipe runs through or near the area that you wish to build within.

This is important as structures built over these pipes could cause damage to those pipes or disturb fill material in the surrounding areas. Building over pipes can also cause considerable problems if those pipes become blocked, collapse, leak or otherwise need to be repaired or replaced in the future.

Even if there are pipes running through the area you may still be allowed to build over wastewater or storm water pipes subject to certain conditions. These conditions include use of structural designs that meet Council's requirements, and provision of means to manage potential future failures or replacement of those pipes.

It should however be noted that wastewater and storm water manholes and public water supply pipes cannot be built over in any circumstance. Please contact Council's Water Services Department if you wish to discuss any alternatives such as relocation of manholes or pipes.

The process:

Step 1: Identify Council Assets (pipes/manholes/catchpits/ service connections) located in the Immediate Area

You can do this by visiting Council at 17 Maniapoto Street and viewing a copy of the service plans via a computer at the front counter.

Step 2: Detailed Investigation

If you have identified Council assets located on your proposed building site, further investigation will be required.

This investigation will accurately identify where the assets are located in relation to your proposed building site and the depth and current condition of these assets. This is done by accurately marking the position of the pipes on the site (normally by pegs from boundary to boundary) and in some cases by an internal CCTV inspection of the pipe and any connections to it.

You will need to pay all of the cost of this investigation. A period of at least five working days' notice is required for this service (and longer if a CCTV inspection is required) which can be requested as part of your Building Consent process.

You may also apply for the CCTV inspection prior to lodging your Building Consent application by contacting Council's Services Manager.

Step 3: Conditions for Building over Pipes

It is important the pipe is in good condition if a building is to be placed over it. If the CCTV inspection or other information indicates that it is not, an appropriate repair or replacement must be carried out before any building activities can commence. Depending on the condition of the pipe, you may be liable for some or all of the cost of this work.

Council staff may in some cases be able to undertake these works, but our ability to do so quickly will be dependent on how much other work this team has, and as a result your Building Consent may be delayed until the repair work is completed and paid for. Because of this employing a private Council-approved drainlayer to do the required work may be a better option if you want to move your project forward as quickly as possible..

If the pipe is in good state you will be granted permission to build over it, subject to other certain important conditions, which are roughly outlined below:

- The intended building must be specifically designed so that no structural load is placed on the pipeline. If piling is required, all piles must be located no less than one metre clear of the outside of the pipeline. All piles from one metre to two metres from the pipeline must be drilled to at least one metre below the invert level of the pipeline before pile driving can commence;

or if the building has the potential to put a load on the pipe, a structural engineer is engaged to design a foundation that ensures that this load is kept to a level that will not damage the pipe. This final design must be approved by Council.

- Provision must be made to replace the pipe at the end of its life without causing severe damage to the building. This can be done by methods which include:
 - i. Making arrangements for future relocation of the pipe to another Council approved position on the property if such a position exists.
 - ii. Having a section of building floor which can be removed to enable suitable access to the pipe.
 - iii. Re-laying the pipe within a duct before construction of the new building takes place.

7. Adequate clearance must be allowed for maintenance activities and future replacement of the pipe. (The distances can be determined when the depth and location of the pipe is confirmed.)

You will be required to meet the cost of satisfying these conditions.

For a more comprehensive description of the rules relating to building over Council pipes, a copy of Council's Policy for Building over Services Reticulation is available on request.

If you are considering building over Council pipes it is strongly recommended that you discuss your proposal with relevant staff from Council's Building Control and Water Services teams at the earliest opportunity, so that you can get a clear picture of what is required and is achievable.

Step 4: The Building Process

Once the design is approved you can then proceed with lodging your Building Consent with the Council's Building Control Unit. If you have already lodged your Building Consent prior to a required pipe inspection the results of the pipe inspection and details of the associated required works for building over the pipe need to be obtained before your consent is processed.

ITEM 87 ROUTINE REPORT ON INFRASTRUCTURE MAINTENANCE

To: **Chairperson & Members
Kawhia Community Board**

From: **Engineering Manager**

Date: **30 September 2016**

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

The purpose of this report is to provide Kawhia Community Board Members with an update on the maintenance tasks identified and subsequent action taken in Kawhia and Aotea over the last two months.

Staff Recommendation

It is recommended:

That the report be received.

Report Discussion

Unsealed Roads Metal Replacement Grading and Compacting

During the last two months the Inframax team have been very active in the Kawhia ward replacing metal to the following roads: -

Raglan Road	11.30km
Moerangi Road	11.50km
Okupata Road	3.50km
Pirongia West Road	16.20km
Lake Road	0.72km
Braine Road	0.86km
MacKenzie Road	2.66km

The total value of this work is \$249 645.

Erosion Protection Karewa Sea Wall - Authority 119079.01.01

Full compliance was achieved from the Waikato Regional Council in their 2016 audit. There had been some confusion by the WRC representative about the section of wall at the Maketu Marae which is not part of the area administered by ODC.

Water Supply Agreement – Tom French Grove Reserve

A new ten year agreement with Tainui Kawhia Incorporated (TKI) to supply water to the toilets at Tom French Grove has been negotiated and agreed in principle. The document is currently with TKI for signature.

Entrance to Danks Road

After discussion with John Dodson and site inspections it has been agreed to complete some maintenance to the lower section, approximately 170m of Danks Road, which is used by Council. This scope of work will include relaying and extending the existing culvert including the section giving access to the cemetery reserve, removing old concrete makeshift repairs to the road and importing, shaping and compacting new basecourse material.

Underwater Hazards Removed

The three lengths of rusted steel uprights (one of which had broken off) identified as a hazard adjacent to the wharf have been cut off by divers to a level below the existing seabed. It was originally planned for Dive Co to do the work during a round trip to Taharoa but unfortunately they did not bring all the equipment needed and had no plans to return to the area any time soon. Due to the imminent arrival of spring and warmer weather it was decided that a dedicated trip was warranted to remove the hazard before people started swimming, Bay Underwater services quoted a price of \$3360 and Dive Co \$4200 for a dedicated trip.

Bank and Associated Planting to the Corner of Tainui and Waiwera Streets

A recent inspection shows the bank has not deteriorated further since the KCB inspection in April 2016.

Maintenance to Aotea Seawall and Associated steps

Restacking of the rock wall in the vicinity of 655 and 661 Lawton Drive has been completed. Subsequent to this work some additional work is required to the topmost layer of rock where some “holes” have become apparent between the rocks and flat area of the section. This has been assessed as an unacceptable hazard and it will be repaired in the near future.

Repairs to the handrails on the steps have been delayed due to rot being found in some of the steps and bearers. It was decided that this repair work was outside the skill-set of Council's Landscape Servicemen and Ross Dockery is currently quoting to remove and repair the stairs in his workshop. The piles are suitably protected by H6 treatment and show no signs of decay and can therefore stay as they are.

Roger Brady
ENGINEERING MANAGER

ITEM 88 KAWHIA STONE CARVING DEMONSTATION - LABOUR WEEKEND

**To: Chairperson & Members
 Kawhia Community Board**

From: Engineering Manager

Date: 23 September 2016

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

Permission is requested to hold stone carving demonstrations near Omimiti Park, Kawhia leading up to and including Labour Weekend 2016. The exact dates are 14th to the 23rd of October starting from 9am and finishing no later than 5pm. The 14th will be a set up day and the 23rd will be a pack up day.

Staff Recommendation

It is recommended:

That permission be granted for the Kawhia Stone Carving Club to hold stone carving demonstrations in Kawhia at Omimiti Reserve Friday 14th through to Sunday the 23rd of October between the hours of 9am and 5pm. Their goal is to start a carving and complete it through the week. The area will be left clean, tidy and in an undamaged condition with no stone chips left in the grass.

Report Discussion

This demonstration took place last year and was well received. The demonstration will entail setting up a small number of work stations behind security fencing and also have stone carvings on display outside the fence for the public to view. The public will get to see a stone carver go through the various stages resulting in the finished product. All stone chips will be cleaned away and the site left clean.

The planned location of the area to be used is shown in the following image.



Mark Lewis
COMMUNITY FACILITIES OFFICER

ITEM 89 KAWHIA REFUSE

**To: Chairperson & Members
 Kawhia Community Board**

From: Engineering Manager

Date: 30 September 2016

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

To consider Russell Thomson's advice and recommendation when dispersing of garden waste at the Kawhia Refuse Transfer Station.

Staff Recommendation

That Russell Thomson's letter be received and referred to Council's Engineering Manager for consideration.

Report Discussion

Russell Thomson's reported on his visit to the transfer station on 4 September 2016 to dispose of green waste and found the facility less than user friendly.

He advised of the sheer physical difficulties involved in dealing with garden waste and suggested three ways the situation could be remedied that are relatively simple and inexpensive.



RUSSELL THOMSON SOLICITORS

BARRISTERS • SOLICITORS • NOTARY PUBLIC

Principal:
Russell Laird Thomson
B.A. LL.B., Postgrad Dip Law,
Notary Public

13 September 2016

Mr CE Jefferies
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Dear Kit

RE: KAWHIA REFUSE TRANSFER STATION

Our Ref: 1/10476

I visited the transfer station on 4 September with a load of green waste. The facility for disposing of green waste is less than user friendly.

The present situation is more or less as shown on the attached sketch plan, with users depositing rubbish into what appear to be old shipping containers, open at the top. Users deposit green waste or rubbish into these bins from the upper hill side (marked on my sketch as "unload side"). The bins are located at a level at which their sides are about waist high to a user. There is a wooden fence adjacent to but between the bins and a user.

The bins are located in a staggered fashion, so that the green waste bin overlaps the immediately adjacent general waste bin by $\frac{1}{3}$ to $\frac{1}{5}$ of its length. I did not have any need to use the general rubbish bins and I am not sure from memory whether they overlap as shown on my sketch, but I think they do.

When I was there, the lady in charge asked if me if I could throw my rubbish off to the right-hand end of the green waste bin. That end was just about empty while the left-hand end was full to overflowing. The location of the bin is such that it is impossible to back up to it with a vehicle and push a load into it, a user needs to throw a load into the bin branch by branch. This is somewhat tedious, particularly in the rain (which was the case on Sunday 4 September).

For the pleasure of spending 15 minutes in the rain throwing bits of garden waste into a bin, the dump fee is \$30.00. User pays, I suppose.

My concern is the sheer physical difficulty involved in dealing with garden waste. It seems to me the whole situation could be remedied relatively simply and inexpensively by:

1. Cutting out the ground on the downhill (recycling shed) side of the operation area so that the bins can be situated at a height such that it is possible to back up to them with a utility vehicle or light truck and simply push a load into them.
2. This may necessitate some form of sloped covering between the offload point and the bin, so that waste does not fall into a gap between the bin and the berm (see for example the method adopted at the Te Kuiti Dump).
3. The bins should be aligned end to end, rather than overlapping.

I can assure you from anecdotal evidence that I am not alone in finding the present arrangement unsatisfactory.

Kind regards

RUSSELL THOMSON SOLICITORS

RUSSELL THOMSON
(Principal) enc;

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TAW 17

ITEM 90 CIVIL DEFENCE – COMMUNITY RESPONSE PLAN

**To: Chairperson & Members
 Kawhia Community Board**

From: Martin Berryman

Date: 30 September 2016

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Ensure services and facilities meet the needs of the Community
-

Executive Summary

The Kawhia Community Board is to review the Kawhia Community Emergency Response Plan.

Staff Recommendation

It is recommended:

That the Operations Manager – Emergency Management report be received.

Report Discussion

The existing plan covers most of what is in the template but needs updating and some clarity on the various processes and roles etc

It is important that this is driven by the community so they can take ownership and activate it should an emergency occur, as the local emergency services will be fully engaged and will need their support.

Aotea response team have intimated that they would like to develop their own plan as they are highly likely to be isolated. They will plan to support themselves but still dovetail into what Kawhia are preparing. Both can support one another.

The intent of the short presentation is to gain support from the Board to help promote the plan redevelopment within the community

Community Response Plan

For:



The community looking after the community in an emergency

Contents

<u>PLAN OVERVIEW</u>	<u>22</u>
<u>HAZARDS</u>	<u>22</u>
<u>TSUNAMI EVACUATION.....</u>	<u>22</u>
<u>ALERTS AND WARNING SIGNALS.....</u>	<u>24</u>
<u>POSSIBLE COMMUNITY RESPONSE CENTRES</u>	<u>25</u>
<u>ALTERNATE COMMUNICATIONS</u>	<u>26</u>
<u>RADIO STATION.....</u>	<u>26</u>
<u>WIDER COMMUNITY COMMUNICATIONS.....</u>	<u>26</u>
<u>VULNERABLE GROUPS.....</u>	<u>26</u>
<u>CALL OUT PROCEDURE</u>	<u>27</u>
<u>SIGN OFF PROCEDURE</u>	<u>27</u>

When a natural disaster hits, the community may need to take care of itself for up to three days before help can arrive.

This Community Response Plan has been developed to ensure there are measures in place to help the community look after itself.

THE PURPOSES OF A COMMUNITY RESPONSE PLAN

- Help you to understand the hazards that exist in the community
- Let you know what level of risk these hazards pose to your community
- Help you to know what you can do to prepare yourself, and those who depend on you, to survive through an emergency
- Ensure you know the warning signals to evacuate, and where to evacuate to
- Help the community to put their response plan into action without any immediate help from emergency services or civil defence.

SIGN OFF OF THE COMMUNITY RESPONSE PLAN

This community-driven response plan is owned and developed by the community.

The plan is developed by representatives of stakeholder agencies and organisations within the community, who form a working group with the goal of completing and maintaining the plan. The process of developing the plan can be facilitated by an Emergency Management Officer.

Ownership of the plan stays with the community, represented by the stakeholder group.

Once your Community Response Plan group is happy with the plan, it is signed off by the Community Response Plan Group. You may also have your Mayor or local Councillor sign the document in support.

PLAN OVERVIEW

Plan owner(s)	
Plan updates	
Plan boundary	
Ideal state	

HAZARDS

Hazard 1	
Areas most vulnerable	

Hazard 2	
Areas most vulnerable	

Hazard 3	
Areas most vulnerable	

Hazard 4	
Areas most vulnerable	

Hazard 5	
Areas most vulnerable	

Hazard 6	
Areas most vulnerable	

Hazard 7	
Areas most vulnerable	

TSUNAMI EVACUATION

Insert a map detailing your tsunami safe zones here

Coromandel Township



ALERTS AND WARNING SIGNALS

Local source tsunami	
Warning signs	
Actions to take	

Regional and distant source tsunami	
Warning signs	
Actions to take	

River and stream flood events	
Warning signs	
Actions to take	

Storm and other weather events	
Warning signs	
Actions to take	

Other emergency incidents (e.g. rural fire or hazardous spill)	
Warning signs	
Actions to take	

Pandemic	
Warning signs	
Actions to take	

Alerting platforms	
Websites	
Social media channels	
Email alerts	
Text alerts	
Radio stations	

POSSIBLE COMMUNITY RESPONSE CENTRES

Building 1	
Name of building	
Locations	
Contact name	
Phone	

Building 2	
Name of building	
Locations	
Contact name	
Phone	

Building 3	
Name of building	
Locations	
Contact name	
Phone	

Building 4	
Name of building	
Locations	
Contact name	
Phone	

Building 5	
Name of building	
Locations	
Contact name	
Phone	

ALTERNATE COMMUNICATIONS

Communication details	
Method	Contact details

RADIO STATION

Radio station details		
Station	Contact number	Frequency

WIDER COMMUNITY COMMUNICATIONS

Communication Method	Location

VULNERABLE GROUPS

Group	How we can help group prepare

CALL OUT PROCEDURE

These are instructions for members of the Community Response Group and Emergency Services for initiating their pre-planned roles

Arrange to meet at	
---------------------------	--

- Liaise to determine what actions should be taken
- Consider who will be affected and where
- Activate community warning systems (e.g. phone tree, sirens, notice boards etc)
- Consider the location of a control point/centre
- Consider the establishment of a Community Response Centre
- Notify the emergency operations centre (EOC) of what actions have been taken.

Call out procedure	With Communications	Without Communications
		Self Activation
	↓	↓

SIGN OFF PROCEDURE

This community-driven response plan is owned and developed by the community, it is not imposed by your local council or civil defence.

The plan is developed by representatives of stakeholder agencies and organisations within the community, who form a working group with the goal of completing and maintaining the plan. The process of developing the plan can be facilitated by an Emergency Management Officer.

Ownership of the plan stays with the community, represented by the stakeholder group.

Once your community response plan group is happy with the plan, it is signed off by the Community Response Group. You may also have your Mayor or local councillor sign the document in support.

Plan Champion	
Local official	

ITEM 91 KAWHIA SCHOOL

To: Chairperson and Members

Kawhia Community Board

From: Leanne Apiti

Date: 30 September 2016

Relevant Community Outcomes

- The Otorohanga District is a safe place to live
 - Provide for the unique history and culture of the District
 - Promote the local economy and opportunities for sustainable economic development
 - Foster an involved and engaged Community
-

Executive Summary

Leanne Apiti on behalf of the Kawhia School

Extending their gratitude to the Community Board Members who were able to attend the Kawhia School Matariki Celebrations.

Staff Recommendation

Leanne Apiti letter on behalf of the Kawhia School be received.

Report Discussion

Leanne Apiti on behalf of the Kawhia School extending their gratitude to the Community Board Members who were able to attend the Schools Matariki Celebrations (and those that attended their apologies).

Also extending their gratitude to Annette Gane, who through her involvement with helping Kawhia Adult Learning.



KAWHIA SCHOOL

P. O. Box 28
318 Rosamond Tce,
KAWHIA 3843.
Ph: 07-871 0725
Fax: 07-871 0728
email: office@kawhia.school.nz

1 August 2006

Kawhia Community Board
C/- Kit Jeffries
Chairperson
Rosamond Terrace
Kawhia 3843

Dear Community Board Members

Ngā mihi tuatahi ki a koutou.

I wish to extend our gratitude to those community board members who were able to attend, and those that tendered their apologies for Kāwhia School's Matariki Celebrations.

It was certainly more than just a school event, with many other members of the community enjoying and supporting the celebrations with us. It has always been our intention to give back to the community for all that we are blessed with here in Kāwhia and that is why we choose to host this event in the Kāwhia Community Hall and open the invitation out to anyone in the Kāwhia community who would like to come along.



Kawhia School: P.O. Box 28, Kawhia 3843
Phone (07) 871 0725
Fax (07) 871 0728

Principal: Mrs Leanne Apiti
Board of Trustees Chairperson: Carey Thom





We would also like to extend our gratitude to Annette, who through her involvement with helping Kāwhia Adult Learning to bring Wintec to Kāwhia, she kindly involved Kāwhia School in participating in the pōwhiri and catering for the first day of the course. Opportunities like these give the children authentic contexts in which they can apply skills they learn at school.





We are currently in the planning stage for the carving of the Hinuera stone tiles to support the Poumahara Project kaupapa, which I am aware that Kāwhia Community Board members past and present are involved in. We see this as another opportunity for the children to be involved with the Kāwhia community in a genuine and meaningful way.

Thank you for your continued involvement and support of Kāwhia School.

Nāku noa, nā

Leanne Apiti

On behalf of Kāwhia School

ITEM 92 Approval to hold movie nights on the Kawhia Foreshore

To: Chairperson and Members

Kawhia Community Board

From: Chief Executive

Date: 30 September 2016

Relevant Community Outcomes

- Foster an involved and engaged Community
-

Executive Summary

An initial trial outdoor movie night in Kawhia is proposed.

Staff Recommendation

That approval be given for an initial trial outdoor movie night event in Kawhia.

Report Discussion

The recent launch of free WiFi in the Otorohanga CBD was accompanied by a range of public events, jointly organised by Council's Executive Assistant and Leigh Peglar, who has been undertaking a voluntary role as an Events Coordinator for Council.

Amongst these events have been two outdoor movie nights, where movies have been shown on large screens on the Otorohanga Village green, accompanied by some other entertainment and refreshments.

These movie nights have been well received by the public despite the sometimes unfavourable winter weather, and it is expected that further such events will be even more popular as the weather improves into the spring and summer.

It is now proposed that a similar outdoor movie night be held in Kawhia, on a trial basis. These events have relatively low cost, and it is proposed that the initial trial event in Kawhia will be funded from sources outside of that community.

A proposal from Leigh Peglar as Council's 'Voluntary Events Coordinator' (VCE) for a continuing series of Movie Nights in Kawhia is attached. It is stressed that the views expressed in this proposal are those of the VCE, not necessarily those of Council, though Council has been very supportive of other similar events ranged previously.

Given the success of recent relatively low-cost public events in Otorohanga it is suggested that it may be appropriate for Council and/or the Community Boards to give consideration to establishing budgets for such events if they are to continue in the future.

This discussion will be part of the broader ongoing discussion that Council is having regarding community development objectives and structures.

Dave Clibbery
CHIEF EXECUTIVE



Movie Nights

Kawhia
Foreshore



Bringing the Community together

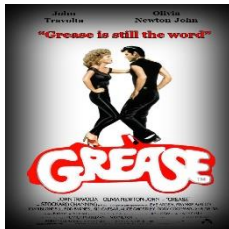
"Movies are a great equalizer, people come to movie night from very different backgrounds and walks of life, but after the movie, they all have a shared experience."

Introduction

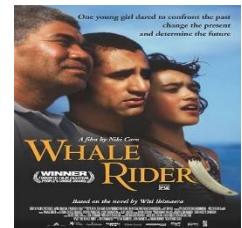


The Volunteer Events Coordinator (VEC), would like to bring the Kawhia community together, on a regular basis, on the foreshore of Kawhia to provide for the entertainment, social and cultural development and inclusion of the Kawhia public. Movie nights on the foreshore are a fun and inviting way to bring the community together. We are confident these film screenings will be a positive step in moving the Kawhia community towards cultural development and connectivity.

Objective



Movies nights on the foreshore is an outdoor movie screening to be held bi-monthly, and on special occasions, on the lawn of the Foreshore. It will be a family orientated evening in a safe environment, where all members of the community can interact, socialize and as it will be an alcohol free evening; it will encourage and promote family and community time.

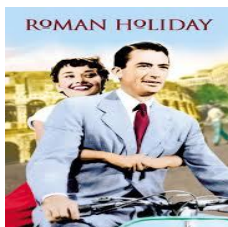


Benefit to Community

Benefit to Community				
LOW		MED		HIGH

Goals

Movies are the perfect balance for social development in a community such as ours because they are low pressure and inviting, but they create a shared experience and bring people together. These movie screenings will be a connecting point for people and begin the process of social development



Public Performance License

The VCE is currently operating under the License to Broadcast of Peter Coventry of Harvest Fellowship until such time as ODC can obtain their own.

Security and Public Safety

The Kawhia Police and Maori Wardens will be notified prior to each event to enable them ascertain whether a police presence is required. All instructions given by Police will be adhered to, to ensure the safety of patrons.

Local Businesses



Otorohanga businesses and organizations have embraced and supported the initiative of communal movie nights and have passed comments about the return business they have encountered as a result of drawing people into the CBD. Familiarization of our local businesses by locals plays a major role in sculpting the development of our local economy. The flow on effect to local business is tremendous as it allows people to see what is in their store or to buy. A public event such as this one gives local traders the opportunity to

change their trading hours and to talk with locals as they wander around town or to and from their cars, thereby publicising their wares.

A number of Otorohanga businesses, primarily hospitality, saw an increase in patronage during the events and feel that continued events would attract more business in the long term.

Food and Beverages



The movie nights are a night of free entertainment, free popcorn, and where possible and the possibility of a free sausage sizzle.

The movie nights will also host local food vendors, in the background, to add to the relaxed atmosphere and increase the appeal. Local restaurants cafes, vendors and caterers will be given the opportunity to set up stalls to advertise themselves and promote their products. Food and beverages on site would encourage folks to attend the event. For some of our lower socioeconomic

locals the food provided at such events may be the only meal they have that day and if the provision of food means that there is more on their plates for the remainder of the week, then there is value in hosting such an event.

Publicity



It will be widely publicised on Facebook and advertised in Te Kuiti and Te Awamutu and with radio coverage, a very broad audience will be reached.

Cruise FM, Maniapoto FM and The Hits radio stations will be identified as the key components for publicity of the event along with a major Facebook campaign. Newspaper advertising may be used but is unlikely.

ITEM 93 KCB MATTERS REFERRED FROM 22 JULY 2016

To: KAWHIA COMMUNITY BOARD MEMBERS

From: Governance Supervisor

Date: 22 JULY 2016

1. CHAIRMAN

22 JULY 2016

- i. To give consideration to Councils 'New Resident Pack' in particular to inserting information of a local nature.

CA Tutty
GOVERNANCE SUPERVISOR

GENERAL