

# OPEN AGENDA



## Kawhia Community Board

## Te Poari Hapori o Kawhia

Notice is hereby given that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 6 June 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

29 May 2024

**As Chairperson Geoff Good has given his apologies for this meeting, Deputy Chairperson Hinga Whiu will chair the meeting.**

### Membership

Chairperson	Upoko	Geoff Good	022 678 6053
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	021 181 1009
Member	Mema	Dave Walsh	021 296 0392
Member	Mema	Richard Harpur	022 401 7192
Member	Mema	Councillor Kit Jeffries	021 226 4904

### Quorum

A majority of members (including any vacancies).

### Role of the Community Board

The Kawhia Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). 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 Kawhia and Aotea communities.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Kawhia and Aotea communities.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kawhia and Aotea communities.
6. Undertake any other responsibilities that are delegated to it by the Council.

## Delegations by Ōtorohanga District Council

The 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 the Terms of Reference for the following funds:

1. Kāwhia Reserve Fund.

### ***Power to act - Discretionary Fund***

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

### ***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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## **Important note for members of the public attending meetings**

This meeting will be electronically recorded (audio and video) for the purpose of webcasting to Council's YouTube channel. Every care will be taken to maintain individual's privacy however attendees are advised they may be recorded as part of the general meeting proceedings or if speaking in the public forum.

## **Public forum**

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum contact [governance@otodc.govt.nz](mailto:governance@otodc.govt.nz) at least two days prior to the meeting, identifying the speaker/s, providing their contact details and the topic(s) on which they wish to speak. 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.

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Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī	5
Apologies   Ngā hōnea	5
Public forum   Hui tūmatanui	5
	<ul style="list-style-type: none"> <li>Aubrey Te Kanawa</li> </ul>
Late items   Ngā take tōmuri	5
Declaration of conflict of interest   Te whakapuakanga pānga taharua	6
Confirmation of minutes   Te whakaū i ngā meneti	6
	<ul style="list-style-type: none"> <li>2 May 2024</li> </ul>

### Decision reports | Ngā pūrongo whakatau

No reports.

### Information only reports | Ngā pūrongo mōhiohio anake

No reports.

### Public excluded | Take matatapu

No reports.

### Board projects

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## Opening formalities

### Commencement of meeting | Te tīmatanga o te hui

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

### Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

The Chairperson will invite an elected member or a staff member to provide the opening words.

### Apologies | Ngā hōnea

An elected member who has not been granted a leave of absence may tender an apology should they be absent for all or part of a meeting. The Board may accept or decline any apologies. For clarification, the acceptance of an elected member's apology constitutes a grant of leave of absence for that specific meeting(s).

### Staff recommendation

That the Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for 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 the local authority.

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 debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

Mr Aubrey Te Kanawa requested to be heard on a Solar Sense Ltd project, alongside Waipa Networks, looking at innovative ways to improve energy network resilience in the Kāwhia area.

### 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 of the Act relating to meeting notice, agendas, agenda format and content. Should a late item be raised, the staff recommendation is shown below.

*That the Kāwhia Community Board accept the late item relating to ... (subject) due to ... (special circumstance).*

### **Declaration of 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 staff recommendation is shown below.

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. Should any conflicts be declared the staff recommendation is shown below.

*That Kāwhia 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 minutes of the previous Board meeting are attached on the following page. The staff recommendation is shown below.

That the open minutes of the Kawhia Community Board meeting held on 2 May 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

# OPEN MINUTES



## Kawhia Community Board

## Te Poari Hapori o Kawhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 2 May commencing at 4.00pm.**

Tanya Winter, Chief Executive

7 May 2024

### Elected Member attendance register

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Apology
Member	Dave Walsh	Attended
Member	Richard Harpur	Attended
Member	Councillor Kit Jeffries	Attended

### Quorum

A majority of members (including any vacancies).

### Senior staff in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Business Enablement	Graham Bunn	Apology
Group Manager Engineering & Assets	Mark Lewis	Apology
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Apology
Chief Advisor	Ross McNeil	Apology
Policy Advisor	Andrew Loe	Attended

## Order of business

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Public forum   Hui tūmatanui <ul style="list-style-type: none"> <li>• Annie Mahara and Nedracita Dunn</li> <li>• Kelly Dockery and Hano Ormsby</li> <li>• Jeanette Schollum and Gaylene Kanawa</li> </ul>	4
Late items   Ngā take tōmuri	6
Declaration of conflict of interest   Te whakapuakanga pānga taharua	6
Confirmation of minutes   Te whakaū i ngā meneti <ul style="list-style-type: none"> <li>• 4 April 2024</li> </ul>	6

### Decision reports | Ngā pūrongo whakatau

No reports.	
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### Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
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### Public excluded | Take matatapu

No reports.	
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## Opening formalities

### Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.01pm.

### Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Public forum member Hano Ormsby provided the opening karakia.

### Apologies | Ngā hōnea

Resolved K59: That the Kāwhia Community Board receive and accept the apology from Hinga Whiu for non-attendance.

Chairperson Good | Councillor Jeffries

### Public forum | Hui tūmatanui

#### *Kāwhia Fitness Trail*

Jeanette Schollum and Gaylene Kanawa spoke to the project's development over the last three years including the design work undertaken by a consultant. They have liaised with ŌDC staff who have approved the design presented to the meeting. They sought approval from the Board for the location and overall design.

They advised the next stage of the project would be community and affected party consultation lead by ŌDC staff with support from the Trail project team. Once the consultation period has closed, a report will be presented to the Mayor and Councillors at an ŌDC meeting for formal approval for the use of the public land. Following the formal approval, fundraising will commence. They advised that approval had been given from Waikeria Prison to build the equipment once the materials have been purchased by the Trail project team. Due to the timings, it is anticipated implementation will be in 2024/25.

In response to a query from Councillor Jeffries, Ms Schollum advised the Trail project was included in the Kāwhia/Aotea/Ōpārau concept plan that was out for public consultation.

In response to a query from Board Member Walsh, Ms Kanawa advised small signs will be at all pieces of equipment with the exercises that can be done for that item. She expected improvements over time based on community feedback.

In response to a query from Board Member Harpur, Ms Kanawa advised the focus over the next few months would be on obtaining quotes from suppliers for the required materials.

*Pouewe (behind the old Kāwhia Post Office)*

Annie Mahara and Nedracita Dunn spoke on behalf of the Kāwhia Maori Women's Welfare League. They spoke to the area known as Pouewe and the recent redevelopment of the site. The area has historical significance with expectant mothers bathing in the hot water springs at the mouth of the Pouewe Stream to assist with the birthing process.

They sought in principle approval from the Board for the installation of a 'Mother/Child figure' stone artwork to adorn the area. They intended to seek support from the local community for the boxing/concrete platform for the artwork to be displayed upon. Board Member Walsh offered to create the platform.

ŌDC's Andrew Loe advised staff would look to relocate the community noticeboard from the area as it was a proposed site for the Kāwhia storyboard project.

*Social community events at the Kāwhia Community Hall*

Annie Mahara spoke to the success of the social events held at the Hall. She thanked the Board for their December 2023 grant to offset the Hall hire costs and also the local community member who donated to cover the hire of extra sessions. She advised the last event would be held the following week.

In response to a comment from Chairperson Good, Ms Mahara spoke on the reinvigoration of badminton and table tennis using the equipment found in the back of the Hall by some local residents. Every Mondays there is badminton and on Tuesday's it is table tennis.

*Kaora planting proposal*

Kelly Dockery and Hano Ormsby spoke on behalf of Te Taio o Kāwhia Moana's Kaora planting proposal. The proposal was to beautify the area and replant with 200 native plants. They advised it was a multi-phase project of which the Kaora proposal was phase one. They noted there was some urgency to secure the native plants as most nurseries had plants already reserved for the current planting season, but Smart Plants in Te Kuiti had the right sized plants available in the quantities required. They noted the area was currently being used to dump grass clippings and suggested signs be erected to discourage this activity.

In response to a query from Board Member Walsh, Ms Dockery advised the local nurseries did not have the stock available for the project's requirements.

In response to a query from Councillor Jeffries on the status of the reserve, ŌDC's Andrew Loe thought the area between the trees was a registered wahi tapu site and if so, would require an accidental discovery plan.

In response to a further query from Councillor Jeffries, Ms Dockery confirmed Te Taiao o Kāwhia Moana would be responsible for the ongoing maintenance of the site.

**Late items | Ngā take tōmuri**

Resolved K60: That the Kāwhia Community Board accept the late item relating to the request for funding from Kelly Dockery for the Kaora Planting proposal due to the urgency of securing native plants for the current planting season to be discussed in the agenda item 'Community Board Discretionary Fund'.

Chairperson Good | Councillor Jeffries

**Declaration of conflict of interest | Te whakapuakanga pānga taharua**

There were no conflicts declared.

**Confirmation of minutes | Te whakaū i ngā meneti**

Resolved K61: That the open minutes of the Kawhia Community Board meeting held on 7 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Chairperson Good | Board Member Harpur

**Decision reports | Ngā pūrongo whakatau**

There were no reports.

**Information only reports | Ngā pūrongo mōhiohio anake**

There were no reports.

**Public excluded | Take matatapu**

There were no reports.

**Board projects****Project 1: Kāwhia storyboards**

This project was led by Board Member Whiu who was an apology for non-attendance.

## Other business | Ētahi atu take

### Community Board discretionary fund

Chairperson Good spoke in support of the request for funding in the public forum for the Kaora Planting proposal noting the need to purchase the plants for the current planting season. Board Member Harpur spoke against a requirement that the grant be subject to ŌDC staff approval or further mana whenua consultation.

Resolved K62: That the Kāwhia Community Board grant Kelly Dockery, on behalf of Te Taiao o Kāwhia Moana, \$800.00 excluding GST for the Te Taiao o Kāwhia Moana Kaora planting proposal.

Chairperson Good | Board Member Harpur

Chairperson Good spoke on the need to formalise the Board's support of the Kāwhia Fitness Trail.

Resolved K63: That the Kāwhia Community Board expresses its continued support of the Kāwhia Fitness Trail project.

Chairperson Good | Board Member Harpur

### Board Member updates

Councillor Jeffries spoke on the Local Government New Zealand meeting via Zoom on bullying and harassment of Council staff and elected members throughout the country.

Board Members expressed thanks to Theresa Armstrong and Tracey Kerr for organising a well-attended ANZAC Day service noting the large amount of work required to host the event. They thanked the people who prepared the cenotaph area and installed the poppies for the Kāwhia service and the organisers of the Aotea sunset service. Councillor Jeffries, on behalf of the Board, thanked Chairperson Good for being the Master of Ceremonies for the service.

In response to a comment from Board Member Harpur, Chairperson Good advised the squeaky wheel on the flagpole would have the bush replaced with a nylon version prior to the 2025 service.

Chairperson Good noted the good attendance by the community, and Board Members, for the ŌDC open day on 20 April. He noted submissions on the Kāwhia/Aotea/Ōpārau concept plan, the Rural concept plan, and the draft Long Term Plan close on Monday, 6 May.

### Resolution register

Councillor Jeffries spoke on the number of commercial fishing trawlers operating from Kāwhia and Members then discussed the other commercial vessels e.g. charter boats using the wharf. Members noted the future maintenance requirements for the Kāwhia wharf and the need to ensure all commercial vessels are paying equitably.

In response to a query from Councillor Jeffries, ŌDC's Andrew Loe suggested a workshop could be held to discuss all aspects of the matter. No changes were made to the Register shown below.

Resolution #	Date resolved	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: <ul style="list-style-type: none"> <li>a) costs required to maintain the wharf asset</li> <li>b) the setting of fair and reasonable fees and charges and how these will be collected</li> <li>c) who pays.</li> </ul>	An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood.

## Closing formalities

### Meeting closure | Katinga o te hui

Chairperson Good closed the meeting 'in harmony' at 5.03pm.

## Workshops | Hui awheawhe

### Kāwhia mowing contract areas

ŌDC's Mark Lewis and Jared le Fleming provided an overview of the contract tender process and the mowing areas included. Members requested an amendment to ensure it specified the mowing of Omimiti Reserve is to be carried out close to the weekend.

The session concluded at 5.37 pm.

## Decision reports | Ngā pūrongo whakatau

There are no reports.

## Information only reports | Ngā pūrongo mōhiohio anake

There are no reports.

## Public excluded | Take matatapu

There are no reports.

## Board projects

### Project 1: Kāwhia storyboards

## Other business | Ētahi atu take

### Board Member updates

Board members who have attended meetings on behalf of the Kawhia Community Board may give feedback to the Board. This is a discussion item only and no resolutions can be made from the discussion.

### Community Board 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 Kāwhia and Aotea community in the present and for the future.

A request for funding has been received from the Kāwhia Māori Womens Welfare League for a 'Garden Sculpture - Terrazzo Family Statue' to go in the proposed Kaora garden. The requested amount is \$1,079.00.

A request for funding has been received from the Kāwhia Whaleboats to help with traffic management costs for 2025. Any amount would be greatly appreciated.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
07/12/23	K45	Ōtorohanga District Council for Annie Mahara	Hall hire for weekly community social events	\$300
08/02/24	K49	Nin Duggan for Move Your Tinana event	Temporary toilet delivery costs	\$862.00
02/05/24	K62	Kelly Dockery, on behalf of Te Taiao o Kāwhia Moana	Kaora planting: purchase of native plants	\$800.00
				\$1,962.00

## Resolution register

Previous resolutions of the Kawhia Community Board which are not yet finalised are outlined below.

Resolution #	Date resolved	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: <ul style="list-style-type: none"> <li>a) costs required to maintain the wharf asset</li> <li>b) the setting of fair and reasonable fees and charges and how these will be collected</li> <li>c) who pays.</li> </ul>	An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood.

## Closing formalities

### Closing prayer | Karakia

The Chairperson will invite an elected member or a staff member to provide the closing words.

### Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

## Workshops | Hui awheawhe

Footpath programme

Open