

# 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, 1 August 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

19 July 2024

### 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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### Decision reports | Ngā pūrongo whakatau

No reports.

### Information only reports | Ngā pūrongo mōhiohio anake

No reports.

### Public excluded | Take matatapu

No reports.

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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). Should an apology be received, the following is recommended:

*That the Kāwhia Community Board receive and accept the apology from ... for ... (non-attendance, late arrival, early departure).*

### 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.

No requests to be heard had been received when the agenda was distributed.

### 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 4 July 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

Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 6 June 2024 commencing at 4.00pm.**

Tanya Winter, Chief Executive

10 July 2024

### Membership

Chairperson	Upoko	Geoff Good	Apology
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	Attended
Member	Mema	Dave Walsh	Attended
Member	Mema	Richard Harpur	Attended
Member	Mema	Councillor Kit Jeffries	Attended via Zoom

### Quorum

A majority of members (including any vacancies).

### Senior staff in attendance

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

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Policy Advisor, Andrew Loe.

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Confirmation of minutes   Te whakaū i ngā meneti	6 June 2024
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### Decision reports | Ngā pūrongo whakatau

No reports.

### Information only reports | Ngā pūrongo mōhiohio anake

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### Public excluded | Take matatapu

No reports.

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## Opening formalities

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

Deputy Chairperson Whiu welcomed everyone to the meeting and declared the meeting open at 4.03pm.

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

Deputy Chairperson Whiu provided the opening prayer.

### Apologies | Ngā hōnea

Resolved K68: That the Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Board Member Harpur | Board Member Walsh

### Late items | Ngā take tōmuri

There were no late items.

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

There were no declarations.

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

Board Member Harpur noted his declaration of a conflict provided at the June meeting was not recorded and requested the Minutes be amended.

Resolved K69: That the open minutes of the Kawhia Community Board meeting held on 6 June 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting subject to the amendment required from Board Member Harpur.

Deputy Chairperson Whiu | Board Member Walsh

**Public forum | Hui tūmatanui**

Lees Seymour from Tainui Kāwhia Incorporated spoke on planned forest harvesting with 100 hectares to be felled over the six coming months commencing in August 2024. In response to a query from Councillor Jeffries, Mr Seymour confirmed that the operations would be shut down over the summer holiday period.

**Decision reports | Ngā pūrongo whakatau**

There were no reports.

**Information only reports | Ngā pūrongo mōhiohio anake****Item 26 - Policy updates: Trading in public places, and compliance and enforcement**

ŌDC's Andrew Loe took the report as read. In response to a query from Board Member Harpur, Mr Loe advised that if food traders had a food safety licence issued by another council, then they would be able to trade in the Ōtorohanga District.

In response to query from Councillor Jeffries, he noted the food licence was a separate issue to the location of trading which was covered by the Policy for public places. In response to second query, he confirmed that an event organiser would normally apply for a master permit or license to occupy rather than each trader being required to hold an individual permit.

Resolved K70: That the Kawhia Community Board receive the report 'Policy updates: Trading in public places, and compliance and enforcement' (document number 762390) from Tony Quickfall, Group Manager Regulatory & Growth.

Deputy Chairperson Whiu | Board Member Harpur

**Public excluded | Take matatapu**

There were no reports.

## Board projects

### Project 1: Kāwhia storyboards

Deputy Chairperson Whiu noted Frank Thorne's apology for the meeting. She advised the project had progressed with discussion being held with the Kāwhia Museum and photos obtained from the Te Awamutu Museum.

## Other business | Ētahi atu take

### Board Member updates

Councillor Jeffries commented on the concerns of the Risk and Assurance Committee at their June meeting around the costs of audits required by the Office of the Auditor General. He advised the Ōtorohanga Housing Group had confirmed their Terms of Reference and an action plan at their June meeting. He noted a meeting was held in the Kāwhia Hall with elected members, ŌDC staff and members of the public regarding wandering stock. He also attended the Kāwhia Sports Club annual general meeting.

Board Member Harpur queried if the recently announced central Government's Resilience Fund would be suitable for projects such as the seawalls. ŌDC's Tanya Winter advised the Fund was by way of loans rather than grants and had a focus on hard infrastructure. She advised staff would review the Fund criteria and assess options.

Board Member Harpur then proposed the use of solar powered speed signage rather than the installation of speed bumps noting there were two areas of concern. Board Member Walsh responded that speed cameras and increased local Police enforcement were needed. ŌDC's Andrew Loe queried if the Board would like ŌDC's Road Safety Officer to attend the August meeting to discuss options. The Board agreed.

Board Member Walsh spoke on the Kāwhia Sports Club annual general meeting. He advised the company erecting the structure had provided a quote that was in alignment with the forecasted budget. He sought support from Board Members for an application to Ōtorohanga District Council seeking a waiver or reduction in building consent fees.

Deputy Chairperson Whiu spoke on the Matariki Market Day and the Matariki Kaumatua Ball. She then provided two handouts for design options for State Highway 39 road signage.



Resolved K71: That the Kāwhia Community Board approve the 'Pōhutakawa' and 'Moana' road signs designs for the two locations being the Ngutunui and Tihiroa turnoffs from State Highway 39.

Board Member Walsh | Board Member Harpur

Deputy Chairperson Whiu queried the process of applying for a pensioner housing unit. ŌDC's Andrew Loe advised there was a form available on the ŌDC website ([otodc.govt.nz/council-services/housing](https://otodc.govt.nz/council-services/housing)).

Board Member Walsh queried if staff had an update on the footpath repairs as discussed at the previous meeting. ŌDC's Andrew Loe advised that a roading update, including speed management and footpaths, would be provided to the Board's August meeting.

Mr Loe provided an update on the Te Taio o Kāwhia Moana's Kaora planting proposal confirming that Kelly Dockery and Hano Ormsby had received approval from Ōtorohanga District Council, Heritage New Zealand and Ngāti Hikairo for the project along the bank.

### Community Board discretionary fund

Resolved K72: That the Kāwhia Community Board alter Resolution K67: *'That the Kāwhia Community Board grant the amount of \$883 excluding GST to the Kāwhia Whaleboats to help with traffic management costs for 2025'* to *'That the Kāwhia Community Board grant the amount of **\$1,898.13** excluding GST to the Kāwhia Whaleboats to help with traffic management costs for 2025.'* in accordance with the intent to grant the remaining Discretionary Fund budget allocation for the 23/24 financial year.

Deputy Chairperson Whiu | Board Member Harpur

Board Member Walsh queried the criteria for using the Kāwhia Reserve Fund. ŌDC's Andrew Loe advised the Terms of Reference would be provided to the Board.

### Resolution register

In response to a query from Board Members Harpur and Walsh, ŌDC's Andrew Loe confirmed the wharf shed user who was behind on fees is now making payments.

## Closing formalities

### Closing prayer | Karakia

Deputy Chairperson Whiu provided closing comments and concluded with a prayer.

### Meeting closure | Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 5.12pm.

## Workshops | Hui awheawhe

**Concept Plans priority projects**

Open

This workshop was cancelled due to staff availability.

## 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.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)
			Total granted	\$0
			Total remaining	\$5,000



**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: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	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**

Concept Plans priority projects

Open