

Kāwhia Community Board

Notice is hereby given that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 3 October 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

27 September 2024



Te Kaunihera ā-Rohe o
Otorohanga
District Council
Where kiwi can fly

OPEN TO THE PUBLIC AGENDA

Kāwhia Community Board membership

Chairperson

Geoff Good

Deputy Chairperson

Hinga Whiu

Ōtorohanga District Councillor

Kit Jeffries

Board Member

Richard Harpur

Board Member

Dave Walsh

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however 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 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 please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Kāwhia Community Board (the Board) is a separate entity to Ōtorohanga District 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 Kāwhia and Aotea community.
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 Kāwhia and Aotea community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kāwhia and Aotea community.
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 the Kāwhia Reserve Funds in accordance with the Terms of Reference.

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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Public excluded**Take matatapu**

No reports.

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Workshops/briefings

No workshops

Please note: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council views or policy until such time that they might be adopted by ŌDC resolution. This Open Agenda may be subject to amendment by the addition or withdrawal of items contained therein or the taking of items in another order.

This Open Agenda was prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 27 September 2024.

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/huitao/whakataukī

The Chairperson will invite a member to provide opening words and/or prayer/karakia. Refer to the last page for a karakia in both English and Māori.

Apologies

Ngā hōnea

Staff recommendation

That Kāwhia Community Board receive and accept the apology from Councillor Kit Jeffries 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 Council. Requests to attend the public forum must be made on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 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 debate or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

Requests were received from:

- **Steven Morris (Misuse of Vehicles on Public Roads in Kāwhia)**
- **Kathie Rifle (Kāwhia Museum update)**
- **Horahaere Scott (Lawn mowing contract)**
- **Les Phillips (Funding request – Kāwhia Kai Festival)**

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 Kāwhia Community Board accept the late item due to to be heard*

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 following recommendation is made: *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 meeting is attached on the following page.

Staff recommendation

That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 1 August 2024 (document number 775349).

OPEN MINUTES



Kāwhia Community Board

Te Poari Hapori o Kāwhia

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on Thursday, 1 August 2024 commencing at 4.00pm.

Tanya Winter, Chief Executive

6 August 2024

Elected Member attendance register

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended
Member	Dave Walsh	Apology
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	Attended
Group Manager Business Enablement	Graham Bunn	Attended via Zoom
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	Attended
Policy Advisor	Andrew Loe	Attended

Order of business

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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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Other business | Ētahi atu take

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Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.03pm.

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

ŌDC's Kaitakawaenga – Iwi Relations Advisor, Cassidy Temese provided the opening karakia.

Apologies | Ngā hōnea

Resolved K73: That the Kāwhia Community Board receive and accept the apology from Board Member Dave Walsh for non-attendance.

Councillor Jeffries | Deputy Chairperson Whiu

Public forum | Hui tūmatanui

Steven Morris spoke on the state of the Kāwhia Community Hall following an event held last weekend. He also spoke on the management of the Hall.

Late items | Ngā take tōmuri

There were no late items.

Declaration of conflict of interest | Te whakapuakanga pānga taharua

There were no conflicts.

Confirmation of minutes | Te whakaū i ngā meneti

Resolved K74: That the open minutes of the Kāwhia 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.

Board Member Harpur | Deputy Chairperson Whiu

Matters arising: Councillor Jeffries queried the installation of the Kāwhia turnoff signage and ŌDC's Andrew Loe advised the signs were being manufactured with installation to occur in August weather permitting.

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

Mr Frank Thorne joined the meeting via Zoom. He advised the stories were ready and the finalisation of the imagery was underway. He noted some organisations had approved the use of the images without payment but with appropriate referencing. He stated the Kāwhia Museum were having trouble locating two images. Once the images were finalised, the storyboard designs would be presented to the Board for endorsement.

Deputy Chairperson Whiu noted a query from the last meeting about the inclusion of Pakeha stories and Mr Thorne advised the stories were solely from Ngāti Hikairo and tangata whenua. He noted a second project could explore local street names.

Other business | Ētahi atu take

Board Member updates

Board Member Harpur spoke on the new Health Centre and the response from ŌDC to a service request he logged via the website noting the response was received within 40 minutes of being logged.

Deputy Chairperson Whiu spoke on the Community Organisation Grants Scheme (COGS) fund noting there were no applications from the Kāwhia/Aotea community in 2024.

Councillor Jeffries spoke on the ŌDC consideration on the receipt of a gift of land from two Ōtorohanga families.

Chairperson Good thanked Deputy Chairperson Whiu for chairing the previous two Board meetings. He spoke on the Aotea Ratepayers Society annual general meeting. He also spoke on a meeting with Aotea horse owners along Morrison Road to address wandering stock issues. Mr Good advised he will attend the

Local Government New Zealand (LGNZ) Community Board Conference later in August, noting Councillor Jeffries would be attending the main LGNZ conference at the same venue. He sought comments from Board Members on the 'Community Champions' idea highlighted in the King Country News noting there were plenty of people in Kāwhia who were unsung heroes.

Community Board discretionary fund

No allocations were made from the discretionary fund.

Kāwhia Reserve fund

ŌDC's Andrew Loe advised that following a query from Board Member Walsh at the previous meeting, staff had drafted guidelines for the allocation of the Kāwhia Reserve Fund. He provided a hard copy of the guidelines which will be presented to the Board for review at the next meeting.

Resolution register

No changes were made to the Register.

Closing formalities

Closing prayer | Karakia

ŌDC's Kaitakawaenga – Iwi Relations Advisor, Cassidy Temese provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good thanked departing ŌDC staff member, Andrew Loe noting his guidance to the Board over the previous years. With leave from the Chair, two members of the public present, Hano Ormsby and Daisy Scott, also thanked Mr Loe for his support over the years. Chairperson Good delegated the closing of the meeting to Mr Loe who thanked the Board and community members for their words. He then declared the meeting closed at 4.38pm.

Workshops | Hui awheawhe

Concept Plans priority projects

Open

ŌDC's Ross McNeil spoke to a handout.

**Local Government (Electoral Legislation and Māori Wards and Māori Constituencies)
Amendment Bill – options analysis**

Open

ŌDC's Graham Bunn spoke to a PowerPoint presentation on the options available to Council under the amendment legislation.

Decision reports

Ngā pūrongo whakatau

Disclaimer

The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 26 Street tree removal in Kāwhia

To Kāwhia Community Board

From Paul Strange, Manager Rooding.

Type **DECISION REPORT**

Date 3 October 2024



1. Purpose | Te Kaupapa

1.1. To seek approval to consult on the removal of approximately 10 pohutukawa street trees on Pouewe Street, Kāwhia.

2. Executive summary | Whakarāpopoto Matua

2.1. Around 10 pohutukawa trees are planted on top of the seawall along Pouewe Street, Kāwhia.

2.2. The root systems of the trees are causing the seawall to fail and will cause further issues as they get bigger.

2.3. The trees growing bigger had forced a temporary footpath to be painted on the roadside for pedestrians as all available space was being used by the trees. This temporary path is substandard and provides no security to pedestrians.

2.4. The trees are not identified as notable trees within the District Plan but do trigger the requirement under the Urban Tree Policy that trees taller than five metres in height shall be considered by the relevant Community Board who shall determine whether public consultation is required before a final decision is made.

2.5. The trees have no other protection under other legislation.

2.6. The Kāwhia Community Board discussed these trees at their footpath workshop on 6 June 2024 and requested a report be presented for the Board's consideration.

2.7. This report enables the Kāwhia Community Board to make a formal decision about the tree removal.

3. Staff recommendation | Tūtohutanga a ngā Kaimahi

That the Kāwhia Community Board approves a three-week consultation on the removal of the 10 pohutukawa trees planted on the top of the seawall along Pouewe Street, Kāwhia and staff provide a further report with the submissions for a final decision on the removal of the trees once submissions are considered.

4. Discussion | He Kōrerorero

- 4.1. The trees were planted as small trees sourced from a Te Awamutu Garden Centre to beautify the entrance to Kāwhia around 20 years ago.
- 4.2. The 10 trees are relatively small pohutukawa trees. Other problem vegetation along the seawall includes wattle and ivy.
- 4.3. The trees are growing well but are causing issues with the seawall. They also occupy valuable space on the roadside that has meant a temporary painted footpath has had to be installed.
- 4.4. The footpath and the bollards along it are a concern for larger vehicles, and footpath users have little protection. Recent increased logging at Kāwhia will make the pedestrians feel even more exposed.
- 4.5. By removing around 10 trees, the seawall condition will stabilise, and any repairs will be more effective.
- 4.6. Removal of the trees will also enable Council to construct a new gravel footpath closer to the wall and the yellow zone to be a buffer between pedestrians and traffic. The gravel path can be concreted once the seawall stability is confirmed.
- 4.7. If the trees remain the seawall stability will be further compromised, and the trees are larger to deal with.
- 4.8. The trees can be identified with a ribbon, prior to removal, with a Community Board representative ensuring the correct trees are removed.
- 4.9. Any wood from the removal can be made available to locals for firewood or crafts.
- 4.10. Involving public consultation would require information about the seawall and footpath safety to be made available so the public understood all the issues. There should be some discussion around future potential costs, however these would be speculative.



5. Considerations | Ngā Whai Whakaarotanga

Significance and engagement

- 5.1. Roading is a significant activity for Council, and the management of the network, to ensure a safe and efficient network is important.
- 5.2. The issue was raised with the Community Board at the footpath workshop on 6 June 2024, and this report is formal endorsement of the tree removal. This section of footpath was identified as the highest priority needing attention.
- 5.3. If the board decides to consult on the removal, a three-week consultation will be initiated. Consultation will be via Ōtorohanga District Council's online consultation portal and advertised on Council's media platforms. A subsequent report will be presented with the submissions for further consideration.

Impacts on Māori

- 5.4. It was suggested that the trees had been grown from local seedlings from Tangi-te-Korowhiti. However, it has been confirmed by the Community Board that the seedlings were sourced from Te Awamutu.
- 5.5. These trees are on road reserve and not recorded as having cultural significance.

Risk analysis

- 5.6. Some community voices may not be pleased about the removal of any trees, and pohutukawa in a coastal environment are sensitive.
- 5.7. Public submissions may not consider future costs and liabilities.
- 5.8. We have the opportunity to remove these trees prior to them becoming more significant, and a bigger problem.
- 5.9. Damage to the seawall will incur costs and major repairs to the seawall and future issues with the road could have a big impact on local traffic and access.

Policy and plans

- 5.10. Removal of these trees aligns with Council policy and the District Plan. The Urban Tree Policy states that trees taller than five metres in height shall be considered by the relevant Community Board.
- 5.11. The trees have no other protection under other legislation.
- 5.12. It is not considered appropriate to have public consultation on works considered essential. However, given the trees have been there for a considerable time, it is recommended that the community are afforded an opportunity to have their say.

Legal

- 5.13. No legal implications for Council.

Financial

- 5.14. The tree removal, wall stability assessment and monitoring, and a gravel path can be accommodated withing existing budgets.

5.15. Coastal structures are expensive to maintain and if the trees continue to damage the existing structures this will increase the cost of any future maintenance and make repairs more difficult.

Options Analysis

Option 1: Remove trees

5.16. Removal of the 10 Pohutukawa trees would improve stabilisation of the seawall and allow a safer footpath to be installed.

Pros – minimises risk of further seawall damage and future costs, and limits risks associated with the current footpath. Any seawall repairs are considered maintenance.

Cons – trees are removed without public consultation.

Option 2: Consult on tree removal

5.17. Carry out a three-week public consultation and upon completion of consultation, a further report to be brought back to the Community Board for consideration of the submissions and a final decision on the trees.

Pros – Public have a chance to voice their opinions.

Cons – difficulty getting public to understand the future financial and reputational risks. The Community Board's options are limited to option 1,2 or 3 and the public submissions get outweighed by the need for essential works to proceed.

Option 3: Defer removal

5.18. Delay removal of the Pohutukawa trees, continue use of the yellow painted path, monitor the seawall, and manage the trees until their removal is a bigger job.

Pros – the trees remain until they become a problem that cannot be ignored.

Cons – increasing exposure to risk of further seawall damage and future costs, and risk associated with the current path. The trees become a bigger and a more expensive problem to manage.

Option 4: Do not remove trees, and accept seawall and access risks

5.19. Do not remove the trees and accept the seawall and footpath will become unserviceable, potentially affecting access to the community.

Pros – The trees remain.

Cons – the trees become more important than safe community access and the seawall eventually fails or requires rebuilding in the tidal zone to protect the road (a very expensive option).

Recommended option and rationale

5.20. Option 2: Carry out a three-week public consultation and upon completion of consultation, a further report to be brought back to the board for consideration of the submissions and a final decision on the trees.

6. Appendices | Ngā apitihanga

Number	Title	Document number
1	Ōtorohanga District Council Urban Tree Policy	

URBAN TREE POLICY



Adopted by the Otorohanga District Council at a meeting held on
24 June 2008

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1. BACKGROUND

This policy revises and replaces the "Guidelines for Tree Planting" produced in October 1997, which covered tree planting on Council road reserves within the Otorohanga Community. This revised policy includes a section on tree planting in other land managed by Otorohanga District Council including recreation reserves (active and passive) cemeteries and pensioner housing. It is intended that this policy will be applicable to all trees on Council owned land in the communities of Otorohanga and Kawhia.

Trees are one of the best single methods of improving and enhancing the urban area however careful consideration needs to be given to selecting the best sites for trees in relation to underground services, road integrity, traffic visibility, safety and security of pedestrians and cyclists. Trees need to be located so they do not cause the icing of any road pavement between the hours of 10.30am and 2.30pm, in accordance with the requirements of the District Plan.

Careful consideration also needs to be given to the best tree species for the site. This relates to tree size, leaf fall, vigour, climatic tolerances or toxicity. All trees need ongoing maintenance and management and this needs to be considered when tree planting is planned.

Trees sometimes need to be removed if they become unsafe, diseased or outgrow the site. They can also pose a risk to adjacent structures such as buildings, roads, footpaths and other services.

Some direction is needed in allowing public involvement in tree planning and placement especially in new subdivisions, other new plantings and tree removal.

Some trees on both private and public land have special significance because of inherent qualities of the tree or their cultural and historic value. These trees need special acknowledgement and protection within this policy and within the District Plan. A standard set of criteria to evaluate trees is referenced in this policy.

Trees in larger plant communities also need consideration. Our forest and scenic reserves at Rotary Park, Phillips Reserve, Davis Reserve and Bob Horsfall Reserve all have significant tree species such as Kauri and Redwoods.

This tree policy connects to other Council strategies and guidelines including the District Plan, the two Community Landscape Plans and the adopted Hamilton City Development Manual.

2. PURPOSES FOR PLANTING TREES IN URBAN AREAS

Trees planted in urban areas can serve a number of purposes however careful planning is needed to achieve the desired outcomes and effects.

Trees help to define land use and land character, they can be used to break up what is often an endless vista of houses, increase privacy, provide shade and shelter and reduce or soften noise level. They can assist drivers to identify bends and other road definitions and help to reduce glare and reflections.

Planned tree planting can be functional defining space and scale, screening unsightly areas, and used to make a physical barrier or to stop erosion on steep slopes.

Trees are also capable of absorbing air pollutants and carbon dioxide, and release oxygen.

Tree planting can be for aesthetic reasons. They can frame views, enhance land forms and give unity to landscapes. They reduce the hard impacts of roads and buildings with soft colours and textures. Trees give the town a sense of continuity by linking the present with the past and dramatically display the seasons. They bring nature back into the town. In early October each year when the Kowhai in Otorohanga are flowering, large numbers of Tui can be seen in a single tree. Kowhai and other trees that attract birds can enhance the lives of our residents and bring joy to visitors.

The trees in Otorohanga add much to the identity and character of the town. The larger trees in Memorial Park, Island Reserve, Windsor Park and the Otorohanga Domain all reflect the age and maturity of the town while smaller trees along the roads and streets soften the urban lines and add colour and natural life to the townscape. Despite this Otorohanga is lacking enough large trees to have a great visual impact on the visitor driving through the town.

Our forested areas allow passive recreation such as bush walks and jogging, and opportunities for nature study, enjoyment and education. The special trees such as Kauri and Redwoods are also of special interest. Tree communities in Phillips Reserve, Bob Horsfall Reserve, Rotary Park and around the hills flanking Kawhia are important land stabilisers that mitigate environmental hazards by reducing erosion and flooding.

3. TREES ON ROAD RESERVE IN URBAN AREAS

3.1 Site Selection

3.1.1 Services and Utilities

Generally wherever plantings are being proposed some type of service or utility will be encountered and must be taken into consideration before trees are planted. Tree roots are the most common cause of failed services or utilities. In many cases the intrusion of tree roots into sewer and / or stormwater pipes or growing under roads and footpaths can cause expensive repair costs to Council and private owners. The selection of the tree species must be considered carefully to ensure roots do not infringe. Certain tree species such as Poplar and Willows with extensive systems of shallow roots are inherently unsuitable for planting next to utility services.

Acceptable minimum distances from services or utilities to which planting is permitted, are included in Table A below.

TABLE A - MINIMUM TREE PLANTING DISTANCES FROM SERVICES AND UTILITIES, AND MAXIMUM EXPECTED HEIGHT OF TREES

Type of Service or Utility	Trees and shrubs up to 2 metres	Trees 2-5 metres	Trees over 5 metres
Water Main	300mm	1 metre	3 metres
Sanitary Sewer	300mm	1 metre	3 metres
Stormwater Main	300mm	1 metre	3 metres
Telecom	300mm	1 metre	2 metres
Underground Power	300mm	1 metre	3 metres
Gas Main	300mm	1 metre	3 metres
Kerb & Channel	600mm	1 metre	2 metres
Footpath	500mm	1 metre	2 metres
Standard Streetlight	4 metres	4 metres	6 metres
Overhead Power	Discretion required	Discretion required	Not permitted

In some circumstances tree root directors may allow trees to be planted closer to underground services. Their use and location must be approved by the Engineering Manager prior to planting.

3.1.2 Road and Property Access Splay

Trees have often been planted in places which restrict the visibility of road users at intersections or private accesses. Traffic or pedestrian safety is an important reason to control where trees are planted in relation to road boundaries. Splay areas which must remain free from tree plantings are included in Diagram A.

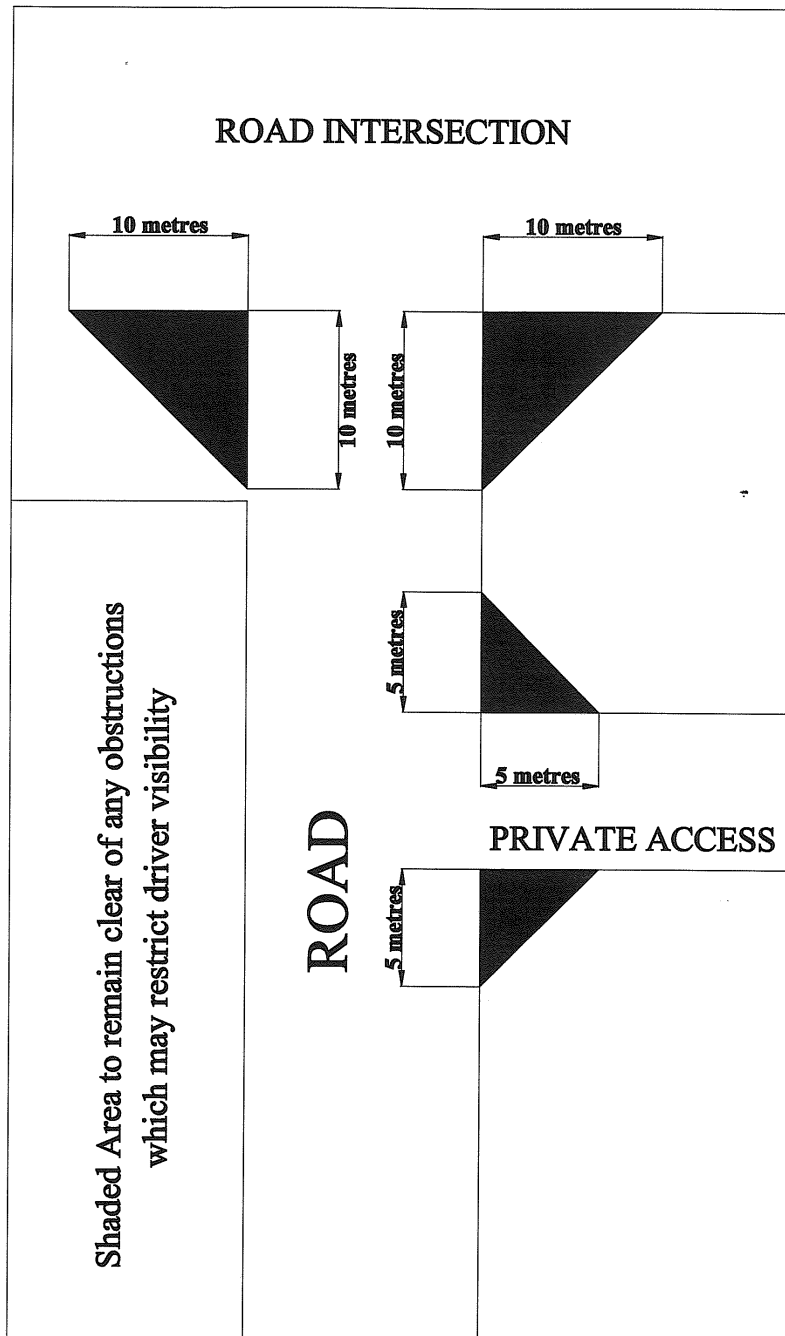


DIAGRAM A - ROAD AND PROPERTY ACCESS SPLAYS

3.2. Tree Selection

Appropriate selection of tree species prior to planting is essential and shall take account of maximum expected tree height, root span, site tolerance, maintenance, establishment and access to mowing. Species chosen should not spread seeds that can germinate and become a nuisance elsewhere. The two Phoenix Palms flanking Tainui Street in Kawhia seed up to one kilometre away and are a good example of a poor selection decision. Tree species suitable for the Kawhia and Otorohanga are detailed in the two Community Landscape Plans.

3.2.1 Maximum Expected Height

When considering the height of the tree, it is important to consider possible undesirable shade or visibility loss to private properties. Consultation with private property owners is seen as an essential part of acceptance to the proposed planting. Overhead power lines and street lighting splays also need to be considered.

3.2.2 Site Tolerance

Plants used must be able to cope with compacted, poorly drained, urban soils. Where service-free tree planting corridors are available, relief of soil compression prior to planting should be undertaken. This will improve drainage and aeration in the soil. The trees need to tolerate urban conditions of heat, drought, poor drainage, pollution and pedestrian and vandal abuse.

3.2.3 Low Maintenance Planting

Design of planting must be appropriate to its function, the maintenance available and the need to reduce existing maintenance in all areas. This is possible while still creating a planting framework and enhancing the environment. The use of small trees and shrubs tends to close off the private landscape from the street rather than integrating it. This happens because they occupy and obstruct the street space at the critical level for safe visibility and views into or from intersections and private properties. Drivers, pedestrians and domestic viewers are all affected. The result is a maintenance cost to maintain safe visibility and should be avoided.

3.2.4 Establishment

For the first two to three years after planting, trees should normally be staked. This is also the period when most vandal damage occurs on street trees. It requires frequent monitoring of recent planting to quickly rectify any limb or trunk damage, and recording of trees removed for replacement. The establishment period is critical for the long term development and health of all street trees.

3.2.5 Access to Mowing

The mowing of grassed areas on roadside berms and reserve areas is essential to the up keep and presentation of Council areas. Positioning and selection of tree species is vital to the accessibility for continued mowing of grassed areas.

3.3 Trees on Private Property Causing a Public Nuisance

Trees and shrubs on private properties sometimes encroach over boundaries and become a nuisance to users of roads and footpaths. Where the cost of removing these obstructions is estimated to be less than \$50.00, Council will request in writing the property occupier remove them within 14 days or Council will remove them at no charge to the occupier. Where the cost to remove these obstructions is estimated to be more than \$50.00, Council will again request the occupier remove them within 14 days or that they will be removed and the cost recovered from the occupier. The trimming of hedges often falls into this category.

4. TREES GENERAL

4.1 Community Landscape Plans

Both the Otorohanga and Kawhia townships have approved Community Landscape Plans. These plans declare in broad terms the desired outcomes of planned tree planting. They include the street location of planting and tree types and the rationale for selecting a particular tree species is explained.

These plans are revised regularly and public submissions are called and considered. This is the best opportunity for the public to be involved in the planning of our tree planting in our towns.

4.2 Public Consultation and Notification

Public consultation and notification are important legal requirements in local government planning. The planning of landscape development and tree planting are no exception.

Public submissions shall be called for during the revision of the Landscape Plans and public notification shall be made when trees are felled in circumstances other than emergency hazard mitigation. In such circumstances the relevant Community Board shall make the final decisions.

In new streets or subdivisions tree planting not covered in the Landscape Plans is to be approved first by Council's landscape design consultant and then the relevant Community Board. Residents or property occupiers will be notified that a tree will be planted outside their property and they can recommend the desired location within the guidelines set out in Section 3. Residents or property occupiers do not have the right to exclude a tree outside their property but can make submissions to the Community Board who shall make the final decision.

4.3 Tree Maintenance

Trees need to be managed and maintained to keep or develop desired shapes. The shape and form of a tree is managed not only for aesthetic presentation but for the health of the tree, prevention of damage and disease, and more difficult management later. Street trees in particular need to be pruned also to prevent intrusions onto the roadway and footpaths. This work is done annually in mid-winter before bud-burst. Tree care is specialised work and in most circumstances shall only be carried out by qualified arborists.

4.4 Removing Trees

There are times when trees need to be felled. They can be damaged in strong winds, by fire, by vandalism or disease, and be left in a hazardous state. If damaged trees are posing an obvious hazard to people or property they shall be felled as soon as possible. If there is some doubt about the safety of a damaged mature tree over 5 metres high a qualified arborist shall be consulted.

Some trees can outgrow their space and damage or pose a risk to services, roading, private or public property, or cause other nuisance. In such cases the proposed removal of one or more trees of 5 metres or more in height in an urban area shall be considered by the relevant Community Board, who shall determine whether public consultation is required before a final decision is made.

Similar consideration shall also be applied to any tree planted for memorial purposes, a record of which is contained in a register kept by Council.

Younger, immature trees may be removed without consultation. This typically occurs when trees are vandalised or it becomes apparent that the tree is not suited to that location.

Removal and disposal of large trees shall only be carried out by qualified staff or outside contractors. This hazardous work is also a notifiable activity and the Labour Department shall be notified as required before work commences. All safety procedures, including a Safety Plan and Temporary Traffic Management Plan, must be prepared and strictly adhered to.

4.5 New Urban Subdivisions

Otorohanga District Council employs Hamilton City Council's *'Hamilton City Development Manual'* as a guideline in respect of development standards. This comprehensive and up-to-date manual has well defined policies and engineering designs, and shall be used for the planning of tree planting in any new subdivisions in the District.

4.6 Protected Trees

It is proposed that there will be provision in the revised District Plan for the protection of significant trees in the Otorohanga District. These trees can be on private or public land, and can be individual specimens or significant groups of trees.

Trees can have historic or cultural value that is associated with or commemorates historic events. The Kahikatea tree known as 'Huiputea' and 'Lord Bledisloe's Chestnut' are good examples. Some trees can have spiritual values such as Kawhia's famous Pohutukawa 'Tangi te Korowhiti' and 'Papa o Karewa'. The growing reverence now given to Memorial Park, especially on Anzac Day, and the trees planted to remember those from local communities that died during military service, have a similar value.

Some trees have special botanic or ecological values, the Redwoods and Kauri in Rotary Park are good examples. They may be rare in the region or in New Zealand. Otorohanga District has New Zealand's most southerly Kauri growing naturally in native forests and the ancient Pohutukawa on the Aotea peninsula are the District's only significant cormorant nesting sites.

Other trees are useful landmarks, with the Woolworth's Plane Tree and the Beattie Home Copper Beech being good examples.

4.7 Tree Evaluation

The 'Royal New Zealand Institute of Horticulture' (RNZHI) have developed a standard method of assessing the value of a tree which has been proposed for protection within New Zealand District Plans. This method and application is included in Rule 2.2 of the Hamilton City Development Manual. It is proposed that this be adopted in the revised Otorohanga District Plan.

4.8 Private Commemorative Planting on Public Land

From time to time members of the public wish to plant trees on public land in memory of deceased family or friends.

At present there are a number of trees planted in Council reserves to commemorate people who had no connection to the District and where there is no record of approval been given, for example the Kauri trees in WW2 Memorial Park and in Kawhia Cemetery a Totara tree has been planted with a commemorative plaque. There is a similar planting and plaque in Rotary Park.

Memorial planting on public land shall only be allowed if the deceased has significant connection to the District and / or a strong case is presented to and approved by the relevant Community Board or by Council for the rural area.

References

References contained in this document relate to the following versions of these documents:

Otorohanga Community Landscape Plan 2006

Kawhia Community Landscape Plan 2005

Hamilton City Development Manual: Aug 2007

Otorohanga District Plan: under revision

Item 27 Aotea Sharing Shed
To Kāwhia Community Board
From Jared le Fleming, Manager Community Facilities.
Type **DECISION REPORT**
Date 3 October 2024



1. Purpose | Te kaupapa

1.1. To present a proposal from the Aotea Ratepayers Association for permission to install a sharing shed in Aotea.

2. Executive summary | Whakarāpopoto matua

- 2.1. Council received a request from the Aotea Ratepayers Association to install a sharing shed in the Aotea township.
- 2.2. The purpose of the sharing shed is for the community to share excess kai and be used as a community book exchange.
- 2.3. The location signalled for the sharing shed is beside the park area on Lawton Drive. The pink line on the picture below indicates the location area. The exact location will be confirmed on site with Council staff and before the dig process is complete.



2.4. Installation, maintenance and operation of the sharing shed will be carried out by the Aotea Ratepayers Association at no cost to Council. Below is a picture of the proposed shed.



3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Kāwhia Community Board approve the Aotea Ratepayers Association to install a sharing shed on Lawton Drive under the conditions set out in 4.2 of this report.

4. Discussion | He kōrerorero

- 4.1. Sharing sheds are effective ways for communities to utilise excess produce and share books. This helps communities to work together to minimise wastage. Sharing sheds are becoming more common in

communities due to their success. Ōtorohanga township has a sharing shed which is well used and is maintained and managed by the community.

4.2. Should the decision be made to allow the sharing shed installation to proceed, Council advise it is carried out with the following conditions:

- The shed structure is installed in line with the existing bollards and has a small concrete base to eliminate small, grassed areas that are difficult to maintain.
- Should the shed fall into disrepair, become untidy or a safety hazard, and the Aotea Ratepayers Association fail to remedy the issues, Council reserves the right to remove the structure.
- Aotea Ratepayers Association will be responsible for all maintenance and repairs to the structure, day to day operations, e.g. cleaning, removal of graffiti, removal of old produce and unwanted items in and around the shed.

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

5.1. This request does not meet the significance and engagement threshold.

Impacts on Māori

5.2. The installation of a sharing shed will have positive impacts on Māori. Allowing for the sharing of kai in the community helps minimise waste and brings the community together.

Risk analysis

5.3. The risk to Council is minimal due to the fact there is no cost to Council and the small overall size of the structure.

Policy and plans

5.4. A sharing shed installed in this location will not contravene any policies or plans and will align with our current Waste Management and Minimisation Plan as a sharing shed helps promotes a circular economy.

Legal

5.5. There are no legal requirements.

Financial

5.6. Installation, maintenance and operation of the sharing shed will be carried out by the Aotea Ratepayers Association at no cost to Council.

Option 1: Approve the installation of a sharing shed in Aotea.

5.7. This option will help the community share reading resources and lower food wastage.

5.8. As a community funded project there is no cost to Council for the project to proceed.

Option 2: Decline the request to install a sharing shed in Aotea

5.9. This option could be seen as not supporting the community.

Recommended option and rationale

5.10. Option 1 is the preferred option. With no cost to Council this is a good community project with positive outcomes for the Aotea community.

6. Appendices | Ngā apitihanga

Number	Title	Document number
1	Email Request from Aotea Ratepayers Association	

Jared Le Fleming

From: Geoff Good <geoffgood1577@gmail.com>
Sent: 23 September 2024 15:11
To: Jared Le Fleming
Subject: Fwd: Aotea Pataka Kai and Book Exchange

You don't often get email from geoffgood1577@gmail.com. [Learn why this is important](#)

----- Forwarded message -----

From: COLIN CULLIFORD <culliford@xtra.co.nz>
Date: Mon, 23 Sep 2024 at 1:53 PM
Subject: Aotea Pataka Kai and Book Exchange
To: Geoff Good <geoffgood1577@gmail.com>

Good afternoon Geoff.

The Aotea Ratepayers Society has financed and built a Pataka Kai and Book Exchange. We would like to install it adjacent to the Aotea Little Park and are seeking ODC and KCB agreement for this to happen.

I understand the next Community Board meeting is on the 3rd October and hope this can be discussed.

Regards
Colin Culliford
Chairman, Aotea Ratepayers Society
aotearatepayers@gmail.com
021 974 108

Information only reports

Ngā pūrongo mōhiohio anake

Disclaimer

The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga District Council policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 28 Initial seismic assessment of Kāwhia Community Centre

To Kāwhia Community Board

From Andrew Loe, Policy Advisor

Type **INFORMATION REPORT**

Date 3 October 2024



1. Purpose | Te kaupapa

1.1. To present the results of an initial seismic assessment of the Kāwhia Community Centre.

2. Executive summary | Whakarāpopoto matua

- 2.1. An initial seismic assessment report (ISA) has been completed on the Kāwhia Community Centre.
- 2.2. Ōtorohanga District Council (ŌDC) has recently taken a more active role in the management of this facility and commissioned a seismic assessment of our largest building in Kāwhia to obtain a definitive assessment of its structural stability and an indication of any future upgrading requirements.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Kāwhia Community Board receive the report 'Initial seismic assessment of Kāwhia Community Centre' (document number 778042) from Andrew Loe, Policy Advisor.

4. Discussion | He kōrerorero

Assessment process

- 4.1. Chartered Professional Engineer, Ian Kearney was engaged to assess the building in accordance with the Initial Evaluation Procedure (IEP) prescribed by the New Zealand Society for Earthquake Engineering.
- 4.2. The assessment is against requirements which are stated in terms of percentage compliance with the new building standards (NBS), that would be required of a newly constructed building. An existing building is considered to be 'potentially earthquake prone' if it is assessed as being less than 34% of the NBS. There is a general requirement that buildings which fall into this category should be upgraded or in the worst case demolished if the cost of strengthening work is not commercially viable.
- 4.3. The next lower risk category being a 'potential earthquake risk' if compliance is with between 34% and 66% of NBS. At 67% NBS or above the building is classified as 'unlikely to be an earthquake risk', the lowest risk category.

- 4.4. The Kāwhia Community Centre was designed and constructed during 1961-62 and has now provided over 60 years of use to the community. The design is credited to Leigh, de Lisle and Fraser, Registered Architects and Engineers, Hamilton and ŌDC records show the building permit was issued to Lee Bros, Te Awamutu. The attached report confirming the building remains in a sound condition is a testament of good design and construction practice, and constant maintenance.
- 4.5. The New Zealand Building Code assigns 'Importance Levels' to all buildings dependant on their use and the necessity for them to withstand and continue functioning after severe natural events.
- 4.6. Each successive level requires additional building strength to withstand events of increasing orders of magnitude. For instance, a building of importance level 2 (IL2) into which category most buildings fall must withstand an earthquake with a 1 in 500 year return period.
- 4.7. A building of importance level 4 (IL4) the very highest level, which is applicable only to extremely important buildings, such as hospitals, high security prisons or civil defence operation centres has to resist the impact of an extremely severe 1 in 2500 year event.
- 4.8. This classification system is however nationally based and does not take account of regional variations in respect of earthquake risk. The severity and likelihood of an earthquake that has an average return period of 2500 years in the central Waikato – one of the least earthquake prone regions in the country – is almost certainly significantly less than the average across all of NZ, which includes some very earthquake prone areas.

Summary of assessment

- 4.9. The complete Initial Seismic Assessment (appendix 1) is summarised below.
 - a) The building known as the Kāwhia Community Centre Hall is located at 141 Jervois Street, Kāwhia and consists of a rectangular shaped steel portal frame structure with timber framing and suspended timber floor on reinforced concrete perimeter foundation wall and internal concrete pads. The roof consists of lightweight metal cladding on timber purlins.
 - b) The site does not slope and is very flat from front to rear and across its width and the block is oriented perpendicular to Jervois Street on the West side. The building is one combined structure that is tied together all along in both directions and therefore we have considered the whole building as one structure for the %NBS ratings. The building is non-residential and only commercial and is used as a community hall space with normally less than 150 people congregating inside the building at any given time
 - c) Our ISA assessment for the whole building, carried out for Importance Level 2 and using the IEP indicates an overall potential score of 50%NBS (percentage of new building standard) which corresponds to a Grade C building, as defined by the NZSEE building grading scheme.
 - d) Our IEP assessment of this building indicates the building achieves 50%NBS in the longitudinal direction and 80%NBS in transverse (shorter) direction. The IEP assessment of this building therefore indicates an overall score of 50%NBS largely due to the fact that it is a relatively modern steel portal braced frame type structure with standard robust detailing and connections and an acceptable foundation design.

- e) This %NBS rating corresponds to a 'Grade C' building as defined by the New Zealand Society for Earthquake Engineering (NZSEE) building grading scheme. This is above the threshold for earthquake prone buildings (>34%NBS) and is deemed medium risk as recommended by the NZSEE.

Emergency Management Civil Defence Centre

- 4.10. This report was also commissioned to assess whether the Kāwhia Community Centre has a prescribed level of safety against damage in an earthquake to confirm if the building is suitable for use as an emergency management civil defence centre (CDC).
- 4.11. A CDC is a building or facility that can be set up to support response and recovery activities during and after an emergency. The centre may be used for a range functions such as an emergency operations centre (EOC), a welfare centre or a combination of uses depending on the size and scale of the emergency event.
- 4.12. In readiness for an emergency event Civil Defence Emergency Management officers have established an EOC at the ŌDC office in Ōtorohanga and identified locations for alternate civil defence centres in Ōtorohanga and Kāwhia.
- 4.13. The current Kāwhia Response Plan 2018 identifies Kāwhia School on Rosamond Terrace as the CDC for Kāwhia, and information on the ŌDC website listed Kāwhia Sports Club (since destroyed by fire) as an alternative location.
- 4.14. ŌDC is seeking to increase the activities that can make use of the Community Centre, and a recent improvement has been the installation of Starlink, a satellite based broadband connection. The resilience provided by this service was another consideration in the decision to move the preferred location for a CDC to the Kāwhia Community Centre. Other benefits this site provides is the building is owned and controlled by ŌDC, it is in a central location, has ample floor space, toilets and kitchen facilities, a partition wall which forms a meeting space, an entrance foyer and ample parking spaces.
- 4.15. The ŌDC website and emergency management plans will be updated to record this change of venue.

5. Appendices | Ngā apitihanga

Number	Title	Document number
1	Initial Seismic Assessment	N/A

Job No. 24-34

19 July 2024

Ōtorohanga District Council
17 Maniapoto Street, Ōtorohanga
PO Box 11 Ōtorohanga 3900

Attention: Andrew Loe (E-mail: andrewl@otodc.govt.nz)

Dear Andrew

RE: Kawhia Community Hall building at 141 Jervois Street Kawhia- Initial Seismic Assessment

We have now completed an Initial Seismic Assessment (ISA) of the Kawhia Community Centre Hall building at 141 Jervois Street Kawhia using the Initial Evaluation Procedure (IEP) as described in the New Zealand Society for Earthquake Engineering guideline document Assessment and Improvement of the Structural Performance of Buildings in Earthquakes, dated July 2017 and including corrigenda. The assessment was carried out after completing a site visit, a visual inspection and site measurements of the building. There was an original drawing and info available of the building in the property file held at Otorohanga District Council at the time of preparing this report.

1 Executive Summary

Based on the Consented drawings the building was designed and constructed in circa. 1961.

Our ISA assessment for the whole building, carried out for Importance Level 2 and using the IEP indicates an overall potential score of 50%NBS (percentage of new building standard) which corresponds to a Grade C building, as defined by the NZSEE building grading scheme.

The building has a relatively good 80%NBS score rating in the transverse shorter direction because the main structure consists of a steel frame type building with steel portal frames at 3.14m spacing in the transverse direction and is tied all along with a two-level and single storey timber framing at the front area. A Consented Architectural drawing was obtained which clearly shows the structural arrangement and overall building size and height and we could also find some building specifications which confirmed a relatively good industry standard, and the steel portal frame has acceptable typical connections. This assessed performance rating in the transverse (across) direction is far above the threshold for Earthquake Prone Buildings (>34%NBS) and also well above the > 67%NBS threshold for Earthquake Risk Buildings as defined by the NZSEE and the New Zealand Building Code.

Our ISA assessment for the building in the other main longitudinal East-West direction, carried out for Importance Level 2 and using the IEP indicates an overall potential score of 50%NBS (percentage of new building standard) which corresponds to a Grade C building, as defined by the NZSEE building grading scheme. This is far above the threshold for Earthquake Prone Buildings (>34%NBS) as defined by the NZSEE and the New Zealand Building Code however it is below the threshold for Earthquake Risk Buildings (< 67%NBS) as defined by the NZSEE.

The existing building is therefore not deemed to be earthquake prone however it is considered a medium risk due to the relatively low perceived performance in the one longitudinal direction.

The front timber framed building part and single storey kitchen and toilets were not found to be earthquake prone. The building is considered medium risk and, in our opinion, based on the initial visual inspection and IEP there appears to be sufficient resilience in the moment resisting framing in both directions with sufficient ties along and some internal wall bracing for the building not to be considered earthquake prone.

The ISA is considered to provide a relatively quick, high-level, and qualitative measure of the building's performance. A more reliable result will be obtained from a Detailed Seismic Assessment (DSA). A DSA could find critical structural weaknesses (CSWs) not identified from the IEP, or that identified CSWs have been addressed in the design of the building.

We are therefore of the opinion that a further detailed seismic assessment is required for this building to provide a more accurate rating and confirm whether strengthening is required in the long direction. Although we have not visually identified any major critical structural weakness in the building based on the inspection and design drawing and specification information obtained as part of the investigation, further weakness could be identified with more intrusive and detailed investigation work.

2 Background to the IEP and Its Limitations

The IEP procedure was first developed in 2006 by the New Zealand Society for Earthquake Engineering (NZSEE) and updated in 2013 and again in 2017 to reflect experience with its application and as a result of experience in the Canterbury earthquakes. It is a tool to assign a percentage of New Building Standard (%NBS) score and associated grade to a building as part of an initial seismic assessment of existing buildings.

The IEP enables territorial authorities, building owners and managers to review their building stock as part of an overall risk management process.

Characteristics and limitations of the IEP include:

- An IEP assessment is primarily concerned with life safety. It does not consider the susceptibility of the building to damage, and therefore to economic losses.
- It tends to be somewhat conservative, identifying some buildings as earthquake prone, or having a lower grading, which subsequent detailed investigation may indicate is less than actual performance. However, there will be exceptions, particularly when critical structural weaknesses (CSWs) are present that have not been recognised from the level of investigation employed.
- It can be undertaken with variable levels of available information, e.g. exterior only inspection, structural drawings available or not, interior inspection, etc. The more information available the more representative the IEP result is likely to be. The IEP records the information that has formed the basis of the assessment and consideration of this is important when determining the likely reliability of the result.
- It is an initial, first-stage review. Buildings or specific issues which the IEP process flags as being problematic or as potentially critical structural weaknesses, need further detailed investigation and evaluation. A Detailed Seismic Assessment is recommended if the seismic status of a building is critical to any decision making.
- The IEP assumes that the buildings have been designed and built in accordance with the building standard and good practice current at the time. In some instances, a building may include design features ahead of its time - leading to better than predicted performance.

Conversely, some unidentified design or construction issues not picked up by the IEP process may result in the building performing not as well as predicted.

- It is a largely qualitative process, and should be undertaken or overseen by an experienced engineer. It involves considerable knowledge of the earthquake behaviour of buildings, and judgement as to key attributes and their effect on building performance. Consequently, it is possible that the grade derived for a building by independent experienced engineers may differ.
- An IEP may over-penalise some apparently critical features which could have been satisfactorily taken into account in the design.
- An IEP does not take into account the seismic performance of non-structural items such as ceiling, plant, services or glazing.

Experience to date is that the IEP is a useful tool to identify potential issues and expected overall performance of a building in an earthquake. However, the process and the associated grade should be considered as only indicative of the building's compliance with current code requirements. A detailed investigation and analysis of the building will typically be required to provide a definitive assessment.

An IEP score of 34%NBS or above should be considered sufficient to classify the building as not earthquake prone. However, if further information comes available reassessment may be required.

The potential presence of URM unreinforced masonry walls (irrespective of whether these a bearing walls or not) and cantilevering parapets should be sufficient grounds for rating a building less than 34% NBS, at least until the stability of the wall or the effectiveness of the restraint of the masonry can be confirmed. Neither of the two element types have been identified in this specific building.

3 Basis for the Assessment

A site visit, including an interior and exterior visual inspection, was carried out by Ian Kearney, Structural Engineer representing Kearney Consulting Ltd on the 21st of June 2024.

The visual inspection also included some basic measurements to confirm steel members sizes, wall framing and foundation and inspecting the front meeting and projector room above and kitchen and toilet areas to confirm the wall and roof structure layout.

No geotechnical investigations have been carried out however we have obtained the Consented design layout drawing and foundation specifications, and it seems clear that the foundation design would have been based on some form of Geotechnical Engineering input of the existing ground conditions assuming that the re-claimed land consisted of a relatively well compacted and consolidated backfilled platform.



Front entrance on West side of building showing double pitch gable roof and front meeting room with projector room above and kitchen to the right and toilet area with extended lean-to roof on left side.

4 Building Description

The building known as Kawhia Community Centre Hall is located at 141 Jervis Street Kawhia and consists of a rectangular shaped steel portal frame structure with timber framing and suspended timber floor on reinforced concrete perimeter foundation wall and internal concrete pads. The roof consists of lightweight metal cladding on timber purlins. The site does not slope and is very flat from front to rear and across its width and the block is oriented perpendicular to Jervis Street on the West side. The building is one combined structure that is tied together all along in both directions and therefore we have considered the whole building as one structure for the %NBS ratings. The building is non-residential and only commercial and is used as a community hall space with normally less than 150 people congregating inside the building at any given time.



Location of building at No. 141 Jervis Street, Kawhia, Ōtorohanga District.

4.1.1 Building Construction

- The building is a rectangular elongated steel portal frame and timber wall framed type building with part two level front component which has a timber mezzanine floor structure.
- The plan size footprint of the building is approximately 22.8m long x 11m – 15m wide. The ground is flat and the site is level from front to back and end to end and the height of the building is approximately 4m at the eaves and up to 6m at the apex.
- The front of the building up to the Hall is ground floor level reinforced concrete floor slab on grade. The Hall has a suspended timber floor structure on concrete pads and perimeter foundation wall < 1m high. The steel columns, internal and external walls and floor are supported on concrete foundation wall edge strip footing and internal reinforced pads.
- The steel portal framing and timber wall framing all appears to be in accordance with current relevant NZ Design Standards except for the internal wall linings and ceiling linings.
- The external cladding is fixed to timber wall framing studs with Fibrolite panels on the outside. The condition of the cladding walls, internal and side walls seem to still be good and no clear deterioration or major damage is visible. The concrete floor slab and Hall timber floor appears in good condition with very few cracks and no deterioration.

- The double pitch roof structure consists of lightweight metal sheeting roof on 150x45mm timber purlins on 200x100 RSJ. steel portal rafters which span across the width of the building.



Internal Hall area showing steel portal frames and eaves tie-beams with timber sub-floor structure.

4.1.2 Building Lateral Load Resisting Systems

- The transverse shorter direction consists of a series of steel portal frames in the Hall area and timber wall framing in the front two level meeting and projector room structure.
- In the longitudinal direction there does not appear to be any vertical bracing or X-braces between the steel portal frames. There is an eaves tie beam all along on each side which is fully welded to the steel portals and forms a steel moment resisting frame with limited capacity along the length of the building on each side
- The timber mezzanine floor structure at first floor level forms a structural diaphragm above the meeting room area which provides restraint to seismic loads at mezzanine floor level. In the front part there are 90mm and 120mm timber wall framing with studs at 0.6m spacing which extend up to roof level which we understand to have some roof bracing and the Pine shiplap internal wall linings will provide some limited bracing capacity for walls in both directions for the front area.
- There does not appear to roof bracing between the steel portal frames. There are steel eaves tie beams which form struts along each side and there are 150x45 timber purlins fixed on top of the steel portal frames running along the length of the building which also tie the portals.
- The single storey toilets and kitchen have 90mm / 100mm timber wall framing with only internal hardboard linings which will not provide adequate wall bracing capacity however the timber framing and roof is tied to the main structure in each direction.

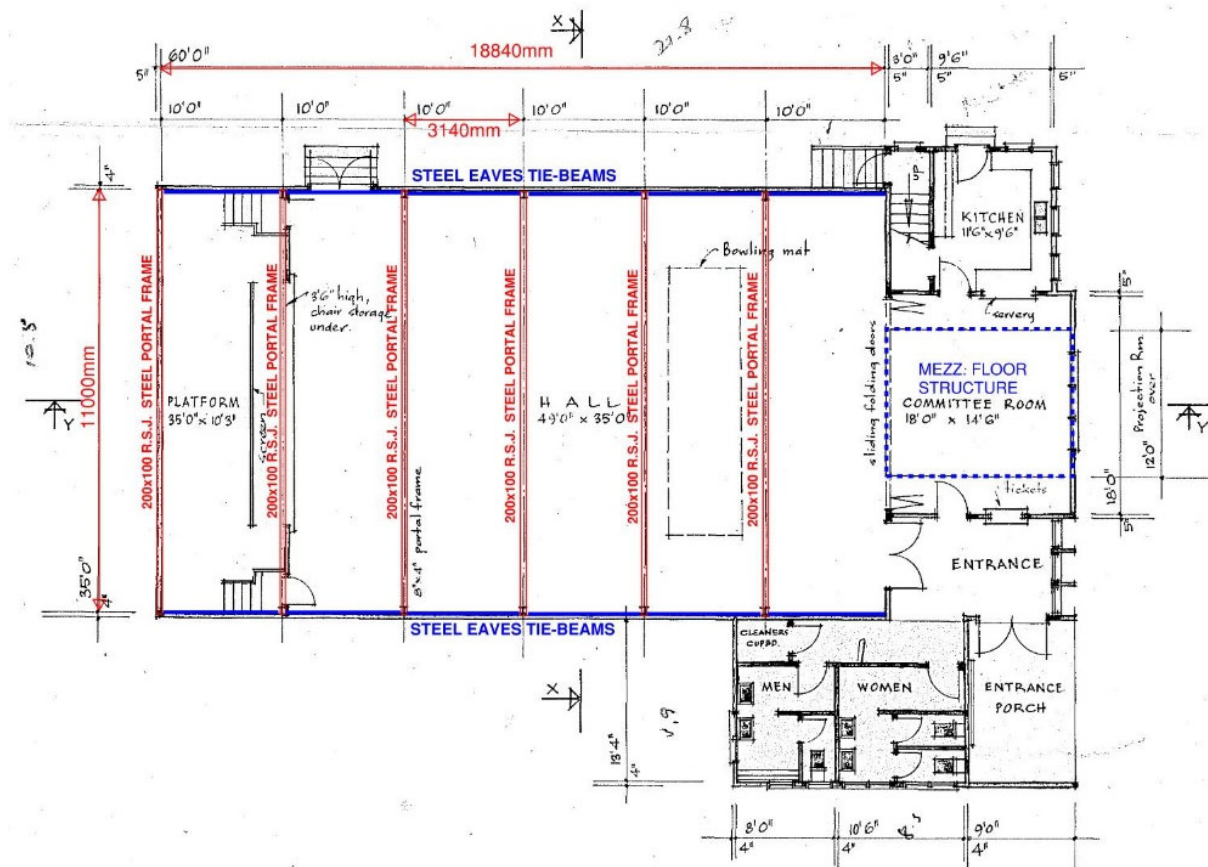
- Seismic loads at foundation level are resisted by the solid concrete floor slab at the front and the timber floor structure acting as a structural diaphragm.
- There is a perimeter RC foundation beam and 125mm thick foundation wall up to floor level and all internal RC blocks on pads are all tied together by the timber bearers.
- There are 200x200mm foundation pillar blocks on 350mm x 350mm RC foundation pads.

4.1.3 Alterations and Additions

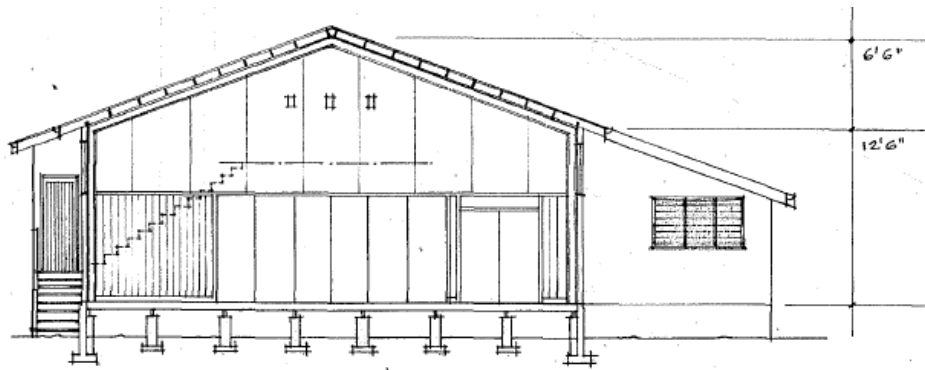
As far as we can determine no major structural alterations or additions have been done to the original building structure.

4.2 Relationship to Neighbouring Buildings

The building is bounded by Jervois Street to the West (front) and open parking and/or loading area to the back (East side), and there are large gaps > 3m between the building on the South and North sides and adjacent buildings. There are no other closely situated adjacent buildings on any side.



Floor Plan Layout drawing of existing building showing Hall with steel portal frames and the front timber framed entrance and two-level meeting room and single storey kitchen and toilet areas.



SECTION XX

Cross section of existing building showing Hall portal frame 6m high with timber roof purlins at close spacing, and the timber floor structure on concrete foundations with single storey timber framed extended lean-to roof for toilets on the right.

5 IEP Assessment Results

Our IEP assessment of this building indicates the building achieves 50%NBS in the longitudinal direction and 80%NBS in transverse (shorter) direction. The IEP assessment of this building therefore indicates an overall score of 50%NBS largely due to the fact that it is a relatively modern steel portal braced frame type structure with standard robust detailing and connections and an acceptable foundation design.

This %NBS rating corresponds to a 'Grade C' building as defined by the New Zealand Society for Earthquake Engineering (NZSEE) building grading scheme. This is above the threshold for earthquake prone buildings (>34%NBS) and is deemed medium risk as recommended by the NZSEE.

The key assumptions made during our assessment are shown in the Table below. Refer also to the attached IEP assessment.

IEP Item	Assumption	Justification
Date of Building Design	1961 Pre 1965	Available Architectural Drawing and Consented Specifications.
Soil Type	D	Site Subsoil Category based on previous local knowledge.
Building Importance Level	IL2	Normal structure.
Ductility of Structure	1.25 Long 1.25 Transv.	As per NZSEE recommendations for steel moment resisting frame and braced structures.
Structural Performance Factor, Sp	1.0 Long 1.0 Transv.	As per NZSEE recommendations for structures of this type and age.
Plan Irregularity Factor, A	1.0 Long 1.0 Transv.	The building has a regular layout of lateral load resisting elements.
Vertical Irregularity Factor, B	1.0 Long 1.0 Transv.	The timber floor forms a structural diaphragm and bracing at floor level, and the site is flat and the height of the building does not vary greatly.
Short Columns Factor, C	1.0 Long 1.0 Transv.	Not applicable for this building. Only front large openings for entrance windows; columns & framing studs extend full height.
Pounding Factor, D	1.0 Long 1.0 Transv.	There are no close adjacent buildings.
Site Characteristics	1.0 Long 1.0 Transv.	Slope stability is not considered to be an issue for this flat level site.
Critical Structural Weaknesses Identified	Longitudinal Transverse	No weaknesses have been identified and connections are all relatively standard and robust.
F Factor	0.9 Long	As per the NZSEE recommendations we have applied a factor approaching the lower limit for such a building. There appears to be no vertical bracing in the longitudinal direction. Only penalized the structure by 10% because there are steel eaves tie beams along each side which form moment resisting frames and provide limited bracing capacity along the length.
F Factor	1.0 Transv.	

IEP Grades and Relative Risk

Table 2 taken from the NZSEE Guidelines provides the basis of a proposed grading system for existing buildings, as one way of interpreting the %NBS score.

Table 2: Relative Earthquake Risk

Building Grade	Percentage of New Building Strength (%NBS)	Approx. Risk Relative to a New Building	Life-safety Risk Description
A+	>100	<1	Low risk
A	80 to 100	1 to 2 times	Low risk
B	67 to 79	2 to 5 times	Low to medium risk
C	34 to 66	5 to 10 times	Medium risk
D	20 to 33	10 to 25 times	High risk
E	<20	More than 25 times	Very high risk

The building has been classified by the IEP as a grade C building and is therefore considered to be a medium risk.

The New Zealand Society for Earthquake Engineering (which provides authoritative advice to the legislation makers, and should be considered to represent the consensus view of New Zealand structural engineers) classifies a building achieving less than 67%NBS as “Medium Risk”, and having “Acceptable (improvement may be desirable)” building structural performance.

This building is below the 67%NBS threshold and the lowest scoring part of the building determines the overall performance rating, essentially meaning that this building as a whole is rated as 50%NBS and would not be considered earthquake prone according the NZSEE Seismic Assessment Guidelines.

Therefore, we do recommend carrying out a more detailed seismic assessment to determine how best to strengthen the building up to above > 67%NBS rating.

6 Seismic Restraint of Non-Structural Items

During an earthquake, the safety of people can be put at risk due to non-structural items falling on them. These items should be adequately seismically restrained, where possible, to the NZS 4219:2009 “The Seismic Performance of Engineering Systems in Buildings”.

An assessment has not been made of the bracing of the ceilings, in-ceiling ducting, services or plant. We have also not checked whether tall or heavy furniture or equipment has been seismically restrained or not. These issues are outside the scope of this initial assessment but could be the subject of another investigation.

7 Limitations

This Report has been prepared for the sole use of Otorohanga District Council who has engaged us directly. This Report is not intended for use by other parties and no other party should rely on this Report without the prior written consent of Kearney Consulting Ltd. The opinions expressed by Kearney Consulting Ltd in this Report are based on the sources of information noted above.

The following limitations apply to this report:

- Kearney Consulting Ltd and its employees and agents are not able to give any warranty or guarantee that all defects, damage, conditions, or qualities have been identified.

- Inspections are primarily limited to visible structural components. As such, there will be concealed structural elements that will not be directly inspected.
- The inspections are limited to building structural components only.
- Inspection of building services, pipework, pavement, and fire safety systems is excluded from the scope of this report.
- Inspection of the glazing system, linings, carpets, claddings, finishes, suspended ceilings, partitions, tenant fit-out, or the general water tightness envelope is excluded from the scope of this report.
- Assessment of the lateral load capacity of the building/s is limited to a visual inspection only.
- Assumptions have been made in respect of the geotechnical conditions at the site.
- We have not undertaken any detailed checks of the gravity system, wind load capacity, or foundations.
- Our professional services are performed using a degree of care and skill normally exercised, under similar circumstances, by reputable consultants practising in this field at this time. No other warranty, expressed or implied, is made as to the professional advice presented in this report.

8 Conclusion and Recommendations

Our ISA assessment for building, carried out for Importance Level 2 and using the IEP indicates an overall score of 50%NBS which corresponds to a Grade C building, as defined by the NZSEE building grading scheme.

This is far above the threshold for Earthquake Prone Buildings (>34%NBS) however it is still below the threshold for Earthquake Risk Buildings (< 67%NBS) as defined by the NZSEE and the New Zealand Building Code.

The ISA is considered to provide a relatively quick, high-level and qualitative measure of the building's performance. Since the building was designed and constructed in the early 1960s before the 1965 NZ Design Standards were updated to include more rigorous seismic loading and design requirements it would therefore be prudent to carry out a detailed seismic assessment (DSA) which can then also form the basis for determining the most suitable strengthening options for bracing the longitudinal direction.

Based on our initial ISA investigation we are of the opinion that installing one or two bays of vertical and roof bracing will easily improve the building performance rating to > 67%NBS rating.

We trust this letter and initial seismic assessment meets your current requirements. We would be pleased to discuss further with you any issues raised in this report.

Yours Sincerely

KEARNEY CONSULTING LTD



Ian Kearney
BEng (Civil) CPEng CMEngNZ
Principal Structural Engineer - Director

Encl: IEP Assessments

Appendix: Additional Photographs

Public excluded

Take matatapu

There are no reports.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

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

Board projects

Project 1: Kāwhia Storyboards

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

A request for funding assistance has been received for the Kāwhia Kai Festival (to be held on 8 February 2025).

KAWHIA MOANA-KAWHIA KAI-KAWHIA TANGATA
FESTIVAL COMMITTEE

To the Kawhia Community Board,
The Kawhia Kai Festival Committee are reviving the Kawhia
Kai Festival, the next one will be held on the Maketu Marae
on Saturday the 8th of February 2025.

As is always the case with this event, it requires funding to
make it happen, we would appreciate any assistance the
Kawhia Community Board could offer, we expect that this
local event should qualify for \$2000.00 from your
Discretionary Community Fund.

If this is correct please read this as an application for
\$2000.00 from the Discretionary Community Fund to the
Kawhia Kai Festival Committee.

For further information, or to confirm the success of this
application please contact, The secretary, Les Phillips by
email --- les.phillips1940@icloud.com---
or call on 021 185 2483.

Thanking you in anticipation,
Les Phillips.

Resolution Register

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

Resolution #	Date	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.	There are two phases of this project. The first is the development of an asset management plan for the wharf structure. This phase has been included in a wider project which is currently underway. Once completed the Plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further discussions are anticipated in 2025 about ongoing charges and funding.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure

Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops/briefings

There are no workshops.

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakapono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>

For use in blessing food

A Member will provide the words of their preference or may choose to use the following:

Nau mai e ngā hua o te wao	<i>I welcome the gifts of food from the forest</i>
O te ngakinga	<i>From the cultivated gardens</i>
O te wai tai	<i>From the sea</i>
O te wai māori	<i>From the fresh waters</i>
Hei oranga mō tātou	<i>For the goodness of us all</i>
Tūturu whakamaua	<i>Let this be my commitment to all!</i>
Kia tina! Tina! Hui e! Tāiki e!	<i>Drawn together and affirmed!</i>