



Otorohanga

District Council

*Otorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

OPEN AGENDA

Kāwhia Community Board

Membership:	Chairperson	Geoff Good	Aotea ward
	Community Board Member	Hinga Whiu	Kāwhia ward
	Community Board Member	Dave Walsh	Kāwhia ward
	Community Board Member	<i>Vacant</i>	Kāwhia ward
	Councillor	Kit Jeffries	Council appointee

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, 2 February 2023 commencing at 4.00pm.

Tanya Winter
CHIEF EXECUTIVE

25 January 2023

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.

ROLE OF THE COMMUNITY BOARD

The role of the Community Board is to:

- Represent, and act as an advocate for the interests of the Kāwhia community.
- Consider and report on all matters referred to it by Ōtorohanga District Council, or any matter of interest or concern to the Community Board.
- Maintain an overview of services provided by Ōtorohanga District Council within the Kāwhia community.
- Prepare an annual submission to Ōtorohanga District Council for expenditure within the Kāwhia community.
- Communicate with community organisations and special interest groups within the Kāwhia community.
- Undertake any other responsibilities that are delegated to it by the Ōtorohanga District Council.

QUORUM

A majority of members (including any vacancies).

MEETING FREQUENCY

Monthly or as required.

COMMUNITY BOARD CONTACT DETAILS

Chairperson	Geoff Good	geoffgood@otodc.govt.nz	022 678 6053
Community Board Member	Hinga Whiu	hingawhiu@otodc.govt.nz	021 181 1009
Community Board Member	Dave Walsh	davewalsh@otodc.govt.nz	021 296 0392
Community Board Member	<i>Vacant</i>		
Councillor	Kit Jeffries	kitjeffries@otodc.govt.nz	021 226 4904

COUNCIL STAFF CONTACT DETAILS

Lead staff member	Andrew Loe	andrewl@otodc.govt.nz	027 281 6459
Manager Governance	Kaia King	governance@otodc.govt.nz	027 288 5781

ORDER OF AGENDA

Commencement of meeting	4
Opening prayer	4
Apologies	4
Making and attesting of declaration of community board member elect	4
Late items	4
Declaration of conflict of interest	4
Service acknowledgement	5
Public forum	5
Minutes of the previous meeting	5
DECISION REPORTS	
Item 7: Kāwhia Community Board meeting dates	11
INFORMATION ONLY REPORTS	
Item 8: Kawhia and Aotea concept plans	14
Item 9: Elected members allowance and reimbursements policy	23
PUBLIC EXCLUDED	
No reports	
OTHER BUSINESS	
Resolutions register	25
Closing prayer	26
Meeting closure	26

WORKSHOPS

Please note that workshops will not be livestreamed but are open to the public to attend where indicated.

There are no workshops planned.

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Kāwhia Community Board 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.

COMMENCEMENT OF MEETING

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

OPENING PRAYER**APOLOGIES**

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

That Kāwhia Community Board receive and accept the apology from Councillor Kit Jeffries for non-attendance.

MAKING AND ATTESTING OF DECLARATION OF COMMUNITY BOARD MEMBER ELECT

The Local Government Act 2002 (schedule 7 clause 14) states that a person cannot act as a member of a local authority until that have made an oral and written declaration in the form set out in the Act.

The Chairperson will invite community board member elect, Dave Walsh to make his declaration to Ōtorohanga District Mayor, Max Baxter.

LATE ITEMS

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 ...*

Should the Board resolve to discuss a late item, the following recommendation is made: *That Kāwhia Community Board confirm the order of the meeting as indicated in the agenda with the late item ... to be heard ...*

DECLARATION OF CONFLICT OF INTEREST

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 following recommendation is made: *That Ōtorohanga Community Board receive the declaration of a conflict of interest from ... for item ... and direct the conflict to be recorded in Council's Conflicts of Interest Register.*

SERVICE ACKNOWLEDGEMENT

After 15 years, Linda Wix resigned from her role as the Kāwhia Library Assistant in November 2022 to move closer to her grandchildren. Pauline Lellman has been a volunteer at the Kawhia Library for 22 years but has advised she is leaving the district in 2023.

The Board will present a small token of appreciation for their service.

PUBLIC FORUM

*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. Requests to attend the public forum must be to the Manager Governance (governance@otodc.govt.nz) at least **two working days before the meeting**. Requests should outline the matters that will be addressed by the speaker. A period of up to 30 minutes will be available for the public forum.*

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 at the meeting on issues raised during the forum unless related to items already on the agenda.

At the finalisation of this agenda, a request had been received from Kelly Isherwood.

MINUTES OF THE PREVIOUS MEETING

The unconfirmed minutes of the previous Board meeting are attached on the following page.

Staff recommendation

That the open minutes of the Kāwhia Community Board meeting held on 3 November 2022, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.



Ōtorohanga

District Council

*Ōtorohanga - where kiwi can fly
A dynamic, inclusive and unique district*

OPEN MINUTES

Minutes of the Inaugural meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on Thursday, 3 November 2022 commencing at 2.42pm.

Tanya Winter
CHIEF EXECUTIVE

17 November 2022

Kāwhia Community Board

Community Board Member
Community Board Member
Community Board Member
Community Board Member
Ōtorohanga Ward Councillor

Geoff Good
Hinga Whiu
Dave Walsh
Vacant
Kit Jeffries

ORDER OF BUSINESS

Commencement of meeting	3
Opening prayer - Karakia timatanga	3
Apologies – Tono aroha	3
Making and attesting of declarations of community board members elect	3
Process of electing a chairperson	3
Election of a chairperson	4
Election of a deputy chairperson	4
DECISION REPORTS	
Item 1: Fixing of a date and time for the first meeting	4
INFORMATION ONLY REPORTS	
Item 2: General explanation of laws affecting elected members	4
PUBLIC EXCLUDED	
No reports	
Closing prayer - Karakia whakamutunga	4
Closure of meeting	5

Present

His Worship the Mayor M Baxter, Councillor K Jeffries, Community Board Members H Whiu and G Good.

In attendance

G Bunn (Acting Chief Executive and Group Manager Business Enablement), A Loe (Group Manager Regulatory & Growth) and K King (Manager Governance).

COMMENCEMENT OF MEETING

His Worship the Mayor, M Baxter declared the meeting open at 2.42pm following the pōwhiri process.

OPENING PRAYER - KARAKIA TIMATANGA

Kaumatua Lloyd Whiu provided the opening karakia.

APOLOGIES - TONO AROHA

His Worship the Mayor, M Baxter advised Board Member D Walsh was unable to attend the meeting due to sickness. He noted the resignation due to ill health from Board Member elect K Briggs and the subsequent vacancy on the Board.

He also noted the recent passing of kaumatua Nick Tuwhangai and offered his condolences to the whanau.

MAKING AND ATTESTING OF DECLARATION OF COMMUNITY BOARD MEMBERS ELECT

His Worship the Mayor, M Baxter invited the community board members elect to make their declarations individually.

PROCESS OF ELECTING A CHAIRPERSON

His Worship the Mayor, M Baxter advised the community board must select System A or System B to elect its chairperson and deputy chairperson and outlined the two systems.

RESOLVED K1: That Kāwhia Community Board selects System B from Schedule 7, clause 25 of the Local Government Act 2002 to elect its chairperson and deputy chairperson.

Board Member Whiu | Board Member Good

ELECTION OF A CHAIRPERSON

His Worship the Mayor, M Baxter called for nominations for the role of Chairperson. Board Member Whiu nominated G Good. No further nominations were received. His Worship declared G Good the Chairperson of the Kāwhia Community Board.

The elected chairperson, G Good assumed the role of chairperson for the remainder of the meeting. Chairperson Good also acknowledged the passing of Nick Tuwhangai.

ELECTION OF A DEPUTY CHAIRPERSON

This item was not taken due to the vacancy arising from the resignation of K Briggs and the apology for non-attendance from Board Member D Walsh.

ITEM 1: FIXING OF A DATE AND TIME FOR THE FIRST MEETING

The Acting Chief Executive, G Bunn advised of the requirement to fix the date and time of the first meeting of Ōtorohanga District Council for the 2022-25 Triennium.

RESOLVED K2: That Kāwhia Community Board confirm the first meeting of the Board for the 2022-25 Triennium to be held on Thursday, 8 December 2022 commencing at 4.00pm.

Chairperson Good | Board Member Whiu

ITEM 2: GENERAL EXPLANATION OF LAWS AFFECTING ELECTED MEMBERS

The Acting Chief Executive, G Bunn advised of the requirement to fix the date and time of the first meeting of Ōtorohanga Community Board for the 2022-25 Triennium.

RESOLVED K3: That Kāwhia Community Board receive the report titled 'General explanation of laws affecting elected members' (document number 658307) from Tanya Winter, Chief Executive.

Chairperson Good | Board Member Whiu

OPENING PRAYER - KARAKIA TIMATANGA

Kaumatua Lloyd Whiu provided the closing karakia.

CLOSURE OF MEETING

Chairperson Good declared the meeting closed at 3.02pm.

UNCONFIRMED

ITEM 7: KĀWHIA COMMUNITY BOARD MEETING DATES**TO: THE CHAIRPERSON AND BOARD MEMBERS OF THE KĀWHIA COMMUNITY BOARD****FROM: MANAGER GOVERNANCE****DATE: 2 FEBRUARY 2023****Relevant Community Outcomes**

Responsible

Connected

United

**1 PURPOSE**

1.1 To set the Kāwhia Community Board meeting dates for the 2023 calendar year.

2 EXECUTIVE SUMMARY

2.1 Council must hold meetings for the good government of the Ōtorohanga District. Every meeting of Council and its committees must be open to the public. Meetings must be called and conducted in accordance with legislation. Items within a meeting may be public excluded in accordance with the relevant legislation.

2.2 The staff recommendation seeks to bring certainty to the Kāwhia community of the meeting dates and allow for the required public notices to be lodged in the local newspaper.

3 STAFF RECOMMENDATION

That Kāwhia Community Board adopt the meeting schedule to the end of 2023 as follows:

- Thursday, 2 March
- Wednesday, 5 April (due to Good Friday)
- Thursday, 4 May
- Thursday, 1 June
- Thursday, 6 July
- Thursday, 3 August
- Thursday, 7 September
- Thursday, 5 October
- Thursday, 2 November
- Thursday, 7 December

4 CONTEXT

- 4.1 The chief executive must give notice in writing to each member of the local authority of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the Board has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.
- 4.2 Where the Board adopts a meeting schedule it may cover any period considered appropriate and may be amended.
- 4.3 Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment.
- 4.4 The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

5 CONSIDERATIONS

Significance and engagement

- 5.1 Staff have considered the key considerations under the Significance and Engagement Policy and have assessed that the matters in this report have a low level of significance.

Impacts on Māori

- 5.2 Staff consider the matters set out in this report do not have a direct impact on cultural wellbeing, sites of significance or waterways.

Risk Analysis

- 5.3 There are no known significant risks associated with the decisions required for this matter.

Policy and plans

- 5.4 Staff confirm that the staff recommendation complies with Council's policy requirements.

Legal

- 5.5 Staff confirm that the staff recommendation complies with Council's legal requirements.

Financial

- 5.6 The cost of Council's governance structure is provided for in existing budgets.

6 OPTIONS ANALYSIS

Option 1: Adopt the meeting schedule

- 6.1 This option is consistent with the standard approach within New Zealand local government and provides both elected members and members of the public with confirmation of dates.

Option 2: Do not adopt a meeting schedule

- 6.2 To not adopt a meeting schedule for 2023 provides a monthly administrative burden to send the notification and may cause members of the public to be unaware of any specific meeting if they miss the public notice in the newspaper.

7 RECOMMENDED OPTION

- 7.1 To adopt the meeting schedule as outlined in the recommendation.

Rationale

- 7.2 Adopting the Board meeting schedule for the 2023 calendar year allows the Kāwhia community certainty of the timing to engage and provide input into the matters contained in the agendas.

Kaia King

MANAGER GOVERNANCE

ITEM 8: ELECTED MEMBERS ALLOWANCES AND REIMBURSEMENTS POLICY

TO: THE CHAIRPERSON AND MEMBERS OF THE KAWHIA COMMUNITY BOARD

FROM: GROUP MANAGER BUSINESS ENABLEMENT

DATE: 2 FEBRUARY 2022

Relevant Community Outcomes

Sustainable

Prosperous

Responsible



1 PURPOSE

- 1.1 To present the Elected Members Allowances and Reimbursements Policy adopted by Council on 14 December 2022.

2 EXECUTIVE SUMMARY

- 2.1 The Policy is a comprehensive guide on the allowances available and the processes around reimbursement of expense claims.
- 2.2 The Elected Members Allowances and Reimbursements Policy 2022 (attached as appendix 1) replaces the Elected Members Allowances and Reimbursements Policy dated 1 December 2020.

3 STAFF RECOMMENDATION

That Kāwhia Community Board receive the Elected Members Allowances and Reimbursements Policy adopted by Council on 14 December 2022 (document number 664632).

4 DISCUSSION**Background**

- 4.1 In July 2018 the Remuneration Authority issued Local Government Members (2018/19) (Local Authorities) Determination 2018. In an email accompanying the determination, sent to Mayors, Chairs and CEOs, the Remuneration Authority advised of a change in procedure. There was no longer a requirement for expense policies to be sent to the Authority for checking. Instead, the Authority recommended that Council Auditors check the policy and randomly check its implementation.

Current Situation

- 4.2 The current Elected Members Allowances and Reimbursements Policy was adopted by Council on 14 December 2022.
- 4.3 The policy (attached as appendix 1) incorporates the changes as advised by the Remuneration Authority to form part of the 2022/23 Determination in conjunction with the Governance Pool following the 2022 Local Body Elections.
- 4.4 The policy does not allow for a provision of a tablet for Community Board Members. If a Community Board member chooses to use their own tablet device, they will receive an annual allowance of \$200 in addition to an allowance for Printer, Mobile Phone and Internet Coverage totalling \$725 pa. For this triennium the payment of the allowance will be backdated to the date of declaration.
- 4.5 The implementation of this policy will be randomly checked by the Council Auditors as part of the audit process.
- 4.6 This Policy should be read in conjunction with Council's Sensitive Expenditure Policy.

Graham Bunn

GROUP MANAGER BUSINESS ENABLEMENT

Appendices

Appendix #	Name of document	Document #
1	Draft Elected Members Allowances and Reimbursements Policy	664632

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENTS POLICY

Approval and Review	Details
Approval authority	Chief Executive
Administrator	Group Manager Business Enablement
Effective date	1 April 2020
Next review date	1 December 2024

Version History

Date	Changes	By	Date Adopted
5 March 2020	Policy created – revamp of existing Councillors' Allowances and Reimbursements Policy	Graham Bunn	
21 November 2022	Review of Elected Members Allowances and Reimbursement Policy after Election	Graham Bunn	14 December 2022

1 Purpose

- 1.1 This policy provides details of the allowances and expenses available to elected members during their term of office and details the process for reimbursement. The objective is to avoid unjustified expenditure and ensure transparency in the process for reimbursement.

2 Scope

- 2.1 Reimbursement of expenses apply only to Elected Members personally and only while they are acting in their official capacity as Elected Members.

3 Policy Statement

- 3.1 This policy applies to all elected members. It is intended to be read alongside the Council's Sensitive Expenditure Policy, Travel and Accommodation Policy, Gifts and Koha Policy and Entertainment and Hospitality Policy. Elected members are expected to exercise proper and prudent behaviour in relation to expenditure. This includes being honest and accountable, and complying with expenditure controls. Relevant principles are:

- There must be a justifiable business purpose
- Expenditure decisions must preserve impartiality
- Expenditure must be moderate and conservative, having regard to the circumstances, and
- The process must be transparent and appropriate in all respects, it should be able to withstand public scrutiny and have appropriate approvals

- 3.2 Claims must be considered reasonable. Any concerns regarding whether a claim is reasonable should be discussed with the Finance Manager prior to submitting a claim.

- 3.3 Council officers will ensure good financial controls and scrutiny of expenditure in the administration of this policy and elected members are expected to exercise sound judgement and integrity.

- 3.4 Details of allowances and expense claims are discoverable under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

4 Definitions

Actual means as evidenced by the original receipt attached to the expenses reimbursement claim form.

Council Business includes, but is not limited to, formal Council meetings, Committee meetings, workshops, Zone Committee meetings, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups and meetings with members of the public. It does not include events where the primary focus is on social activity.

Elected Members includes the Mayor, Councillors and Community Board Members

Expenses means actual and reasonable expenses including but not limited to accommodation, rental car, air travel, taxis, meals and non-alcoholic refreshments, parking and other such costs directly relating to the business of Otorohanga District Council.

Reasonable means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive

Travel includes journeys made by air and sea, travel by taxi and travel by public transport, hire vehicle or private vehicle.

5 Authentication of expense reimbursements and allowances

5.1 The process for reimbursement of claims includes the following principles:

- Any expenses to be reimbursed must be on an actual and reasonable basis,
- Expense claims for all Councillors and the Deputy Mayor are approved by the Mayor. The Mayors Expense Claims will be authorised by the Deputy Mayor with the independent chair of the Risk and Assurance committee reviewing them on a quarterly basis.
- Full original receipts are required for all claims, and
- Cost reimbursements will be made via the payroll system.

5.2 In the case of a mayoral vehicle, vehicle mileage, travel time, communications and childcare allowance, no limits set in this document exceed the Remuneration Authority's Determination.

5.3 All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

6 Allowances and Expenses

Communications Equipment

Position	Equipment
Mayor	Provision of a cell phone which includes full payment of the base rental and Council-related usage. Provision of a tablet computer which includes full payment of the base rental and Council-related usage. Full technical support is approved.

ŌTOROHANGA DISTRICT COUNCIL: ELECTED MEMBER ALLOWANCES AND REIMBURSEMENTS POLICY

Position	Equipment
Councillors	<p>Provision of a tablet computer which includes full payment of the base rental and Council-related usage. Full technical support is approved.</p> <p>Provision of an annual allowance for any or all equipment provided by the elected member, as follows:</p> <ul style="list-style-type: none">• \$50 for a printer• \$200 for a telephone (mobile or handset)• \$800 for internet service <p>Total - \$1050</p>
Community Board Members	<p>Provision of an annual allowance for any or all equipment provided by the Community Board Member, as follows:</p> <ul style="list-style-type: none">• \$25 for a printer• \$100 for a telephone (mobile or handset)• \$400 for internet service <p>Total - \$525</p> <p>Where the member provides their own personal computer, tablet or laptop, including any related docking station an additional \$200 annual allowance will apply, bringing the total allowance to \$725. Technical support is restricted to Council provided email issues.</p>

Vehicle mileage

- 6.1 Mileage for approved Council business by an elected member will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination. Mileage may be claimed for either a petrol/ diesel vehicle or an electric vehicle.
- 6.2 The maximum mileage per kilometre payable to a member is for the first 14,000km of eligible travel in the determination term. For any distance over 14,000km of eligible travel in the determination term, the lower payment per kilometre applies.
- 6.3 Mileage will be paid to eligible members on receipt of a completed and signed mileage claim and approved as per the process outlined in Clause 2 above.

Mayoral Vehicle

- 6.4 The mayor will have the option to be provided with a vehicle that will also be available for private use, provided the following conditions of use and eligibility are met:
- The mayor will not be able to claim for mileage if a vehicle is provided.
 - The mayor must use the mayoral vehicle for travel to and from Council business.
 - The mayor may suggest a vehicle for purchase but the vehicle must satisfy Council's Plant Purchasing Policy requirements. The maximum purchase price is available as per the Determination; (a) Petrol or diesel vehicle - \$55,000, or (b) Electric or hybrid vehicle - \$68,500. These prices are inclusive of goods and services tax and any on-road costs.

- The mayor will be provided with a fuel card to cover fuel costs. The mayor is expected to act prudently with the use of this card.

Usage Type

6.5 The mayor must determine the type of usage prior to the provision of the mayoral vehicle. The Determination sets out three types of usage:

Full private use – the vehicle:

- Is usually driven home and securely parked by the mayor;
- Is available for the mayor's unrestricted personal use; and
- Is used by the mayor for a mix of Council business; private use; and may also be used by other elected members or staff on Council business, with the permission of the mayor.
- There will be a salary deduction as required by the Determination for this type of usage.

Partial private use – the vehicle

- Is usually driven home and securely parked by the mayor;
- Is used by the mayor for a mix of Council business and private purposes;
- May also be used by other local authority members or staff on Council business, with the permission of the mayor;
- Is used for private purposes accounting for no more than 10% of the vehicle's annual mileage; and
- All travel in the vehicle is recorded in a logbook.
- There will be a salary deduction as required by the Determination for this type of usage.

Restricted private use – the vehicle

- Is usually driven home and securely parked by the mayor;
- Is otherwise generally available for use by other elected members or staff on Council business;
- Is used solely for Council business; and
- All travel in the vehicle is recorded in a logbook.
- There is no deduction from the annual remuneration if the mayor opts for restricted private use.

7 Travel Time

7.1 As per the Sensitive Expenditure Policy, elected members are expected to consider the cost implications of travel. The most economical mode of transport, taking into account the cost of travel allowance, should be pursued.

7.2 Elected members are entitled to reimbursement at \$40.00 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend Council business with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will

qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.

Childcare allowance

- 7.3 Council will pay a childcare allowance to eligible elected members as per the Remuneration Authority determination 2022/23. This allowance is claims based, and claims must be submitted as soon as possible following the childcare. This allowance is intended as a contribution towards childcare costs for qualifying members when they are attending Council business.
- 7.4 Elected members will be paid a contribution for childcare while the member is engaged on Council business, provided the following conditions are met:
- The member is a parent or guardian of the child or is the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis).
 - The child is aged under 14 years of age.
 - The childcare is provided by a person who is not a family member of the member and does not ordinarily reside with the member.
 - The member provides evidence to Council of the amount paid for childcare and the hours claimed, who (person or organisation) has provided the childcare, and the age of the child requiring care.
- 7.5 No more than \$6,000 per child will be paid in childcare allowances during the determination term.

Appendix 1 – Reimbursement of mileage

Councillors and the Mayor (if no mayoral vehicle)

Type of meeting/ function	Mileage	
	Paid	Not Paid
Official meetings of Council (any committee/ subcommittee reporting directly to Council)	✓	
Working groups (only paid to members of the working group)	✓	
Community Board meetings (other than the Council appointees)		✓
Community consultation meetings	✓	
Constituency “meetings” (either with individuals or organisations)		✓
Briefings and discussions with the mayor, chief executive, managers and officers	✓	
Statutory hearings (only if attendance requested)	✓	
Field trips or site visits/ inspections (including site visits for resource consent hearings where approved by mayor or Committee Chairperson)	✓	
Where councillors officiate at “official” functions as determined by the mayor	✓	
Conference/ seminars/ training within New Zealand (if an appointed representative)	✓	
Social events – including concerts, shows and sporting events		✓

Community Board Members

Type of meeting/ function	Mileage	
	Paid	Not Paid
Council meetings (ordinary, extra-ordinary and emergency)		✓
Community Board meetings	✓	
Community consultation meetings (only if attendance required)	✓	
Constituency “meetings” (either with individuals or organisations)		✓
Briefings and discussions with the mayor, chief executive, managers and officers	✓	
Conference/ seminars/ training within New Zealand (if an appointed representative)	✓	
Social events – including concerts, shows and sporting events		✓

ITEM 9: KĀWHIA/AOTEA CONCEPT PLAN – PROJECT UPDATE**TO: THE CHAIRPERSON AND MEMBERS OF THE KĀWHIA COMMUNITY BOARD****FROM: CHIEF ADVISOR****DATE: 2 FEBRUARY 2023****Relevant Community Outcomes**

Engaged

Vibrant

Thriving

**1 PURPOSE**

1.1 To provide an update on the Kāwhia/Aotea Concept Plan project.

2 STAFF RECOMMENDATION

That Kāwhia Community Board receive the report titled '*Kāwhia/Aotea Concept Plan – project update*' (document number 674116) from Ross McNeil, Chief Advisor, together with the project report, outline project plan and terms of reference for the community advisory group contained in the Board's December meeting agenda, given that the Board's December meeting did not proceed.

3 DISCUSSION**Background/Context**

3.1 In December 2022 the Ōtorohanga District Council considered a report on the proposed scope and process for the Kāwhia/Aotea and Ōtorohanga Rural Concept Plan projects. In part that report was based on one prepared for the Board's December meeting but was not considered by the Board as the meeting was cancelled. Council considered the report as the development of an Ōtorohanga Rural Concept Plan will run concurrently with this project.

3.2 For this project the Council report included:

- An outline project plan
- Terms of reference for establishing a community advisory group
- Mana whenua as project partners
- The process for appointing consultants to support the project
- The leadership role of the Kāwhia Community Board.

Council confirmed the above matters as presented. For completeness the Kāwhia/Aotea Concept Plan project report, outline project plan and terms of reference for the community advisory group, as contained in the Board's December meeting agenda, are attached to this report for information.

Community Advisory Group Establishment

- 3.3 The establishment of a Community Advisory Group (CAG) is an important element of the project. The purpose of the CAG is to provide direct local input to and advice on the project, including identifying issues, challenges and/or opportunities. It is important that the CAG is representative of the whole Kāwhia/Aotea community.
- 3.4 Potential members of the CAG will be identified utilising Board, Council, and local mana whenua representatives (noting that a separate mana whenua working group will also be established). To maintain project timeframes, the Board will be asked to finalise the CAG membership by April 2023.

Consultant Appointment Process

- 3.5 Letters of invitation to submit proposals for the project have been sent to the three consultants who were short-listed for the Ōtorohanga Town Concept Plan project. Proposals are due in the second week of February and will be evaluated by a group whose members are to be drawn from the Council, Board, and mana whenua. Council's Chief Executive has the delegated authority to appoint the consultants, which it is expected to be completed by March.

Communications/Engagement

- 3.6 The scope of the project will largely be defined by the issues, opportunities, challenges, and desires identified by the Kāwhia/Aotea community, partners, and stakeholders. For this reason, it is important that there is widespread engagement and input during the project.
- 3.7 A communication/engagement plan will be developed for the project. By way of outline, the means of raising awareness about the project and encouraging participation from residents/ratepayers will likely include letter box drop, email, posters, social media, newspaper, and website. Board members are asked to 'spread the word' about the project and encourage community members to understand the nature/purpose of the project and have input when called for. A structured approach will be followed for community engagement and seeking feedback.
- 3.8 Once the consultants are appointed, a project information sheet will be widely distributed. A specific project page will be developed on Council's website and a dedicated email address established.

Ross McNeil
CHIEF ADVISOR

RESOLUTION REGISTER

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

Staff recommendation

That the Kāwhia Community Board receive the staff updates on the Resolution Register.

Staff updates

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.	This matter is going to be progressed through the Kāwhia concept plan process. It will be initiated with an asset management plan for the wharf structure. 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.
N/A	23/4/21	That Kāwhia Community Board recommend to Council that a verandah at the Old Post Office in Kāwhia be constructed and that funding of \$12,500 (plus GST) be allocated from the District and Kawhia property budget(s); That Kāwhia Community Board confirm they understand that this is an unbudgeted expenditure (which will create a negative variance in this budget).	The verandah construction was completed in April 2022. This resolution will be removed from the Register.
N/A	29/10/21	The Kāwhia Community Board approve the request to fund a grant of \$500 to the Christmas Parade.	The parade was cancelled due to COVID restrictions. The \$500 allocated was not provided and was retained within the grants account. This resolution will be removed from the Register.
N/A	25/02/22	The Kāwhia Community Board support the installation of a prefabricated speed hump on Morrison Road before of the Lawton Drive intersection to improve road safety for both residents and	The prefabricated speed reducing hump was installed April 2022. This resolution will be removed from the Register.

		motorists in Aotea Village at a cost of an estimated \$3,500.00 excluding GST from the subsidised Low Cost/Low Risk approved funding for safety improvements.	
N/A	25/03/22	That three raised pedestrian access platforms are installed at the intersection of Jervois and Pouewe Streets. That the budget of \$54,120.00 from the subsidised Low Cost/Low Risk budget be approved for the project.	Three raised platforms were installed at intersection August 2022. This resolution will be removed from the Register.
N/A	29/04/22	Approve the construction of a scenic 'Picture Frame' to be erected on the Omimiti Reserve and that \$1500 (plus GST) be allocated from the Kāwhia Community Board Sundry Grant Account and, Confirm that the scenic 'Picture Frame' is to be erected at 'site one' as shown on the plan of the reserve attached as Appendix 1 of document number 625435.	The picture frame was installed in December 2022. This resolution will be removed from the Register.
N/A	27/05/22	That the Kāwhia Community Board approve funding of \$3,125 towards the Kāwhia entrance sign restoration from the Kāwhia Community Board Sundry Grant 2021-2022 fund.	The Kawhia entrance sign was restored and re-installed in September 2022. This resolution will be removed from the Register.

CLOSING PRAYER**MEETING CLOSURE**

The chairperson will declare the meeting closed.

The livestream to YouTube will cease and a short break held before any workshop sessions commence (where applicable).