



**Otorohanga**

*District Council*

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

---

# OPEN AGENDA

---

## Kāwhia Community Board Te Poari Hapori o Kāwhia

Membership:	Chairperson	Upoko	Geoff Good
	Deputy Chairperson	Upoko Tiriwā	Hinga Whiu
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Dave Walsh
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Richard Harpur
	Councillor – Kāwhia-Tihiroa	Kaikaunihera - Kāwhia-Tihiroa	Kit Jeffries

**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, 7 September 2023 commencing at 4.00pm.

Tanya Winter  
**CHIEF EXECUTIVE**

29 August 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 Community Boards are a separate entity to the Council. The role of a Community Board is set out in Section 52 of the Local Government Act 2002.

- 1 Represent, and act as an advocate for, the interests of its community
- 2 Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- 3 Maintain an overview of services provided by the territorial authority within the community
- 4 Prepare an annual submission to the territorial authority for expenditure within the community
- 5 Communicate with community organisations and special interest groups within in the community
- 6 Undertake any other responsibilities that are delegated to it by the territorial authority.

**DELEGATIONS BY OTOROHANGA DISTRICT COUNCIL**

The Council is authorised to delegate powers to the Community Boards. Council has made the following specific delegations, to be exercised in accordance with Council policy.

**POWER TO ACT****Reserve Funds**

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the fund.

- a. Kāwhia Reserve Fund (KCB)

**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 (note: these need to be developed)

**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) within the Board's area or to make a submission in relation to any policy matter which may have an effect within the Board's area.

**Advocacy/Submission to Other Agencies**

Recommend to Council inclusions to submissions/advocacy to external organisations.

**QUORUM**

A majority of members (including any vacancies).

**MEETING FREQUENCY**

Monthly or as required.

**COMMUNITY BOARD CONTACT DETAILS**

Geoff Good	<a href="mailto:geoffgood@otodc.govt.nz">geoffgood@otodc.govt.nz</a>	022 678 6053
Hinga Whiu	<a href="mailto:hingawhiu@otodc.govt.nz">hingawhiu@otodc.govt.nz</a>	021 181 1009
Dave Walsh	<a href="mailto:davewalsh@otodc.govt.nz">davewalsh@otodc.govt.nz</a>	021 296 0392
Richard Harpur	<a href="mailto:richardharpur@otodc.govt.nz">richardharpur@otodc.govt.nz</a>	022 401 7192
Kit Jeffries	<a href="mailto:kitjeffries@otodc.govt.nz">kitjeffries@otodc.govt.nz</a>	021 226 4904

## ORDER OF AGENDA

<b>OPENING FORMALITIES</b>	4
<a href="#">Commencement of meeting   Te tīmatanga o te hui</a>	4
<a href="#">Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī</a>	4
<a href="#">Apologies   Ngā hōnea</a>	4
<a href="#">Late items   Ngā take tōmuri</a>	4
<a href="#">Declaration of conflict of interest   Te whakapuakanga pānga taharua</a>	4
<a href="#">Confirmation of minutes (6 July 2023)   Te whakaū i ngā meneti</a>	5
<b>PUBLIC FORUM   HUI TŪMATANUI</b>	13
<b>DECISION REPORTS   NGĀ PŪRONGO WHAKATAU</b>	
No reports	
<b>INFORMATION ONLY REPORTS   NGĀ PŪRONGO MŌHIOHIO ANAKE</b>	
No reports	
<b>PUBLIC EXCLUDED   TAKE MATATAPU</b>	
No reports	
<b>BOARD PROJECTS</b>	
<a href="#">Project 1: Kāwhia storyboards</a>	13
<b>OTHER BUSINESS   ĒTAHI ATU TAKE</b>	
<a href="#">Board Member updates</a>	13
<a href="#">Community Board discretionary fund</a>	14
<a href="#">Resolutions register</a>	14
<b>CLOSING FORMALITIES</b>	
<a href="#">Closing prayer/reflection/words of wisdom   Karakia/huritao/whakataukī</a>	14
<a href="#">Meeting closure   Katinga o te hui</a>	14
<b>WORKSHOPS   HUI AWHEAWHE</b>	
Session with community advisory group	15

**OPENING FORMALITIES****COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI**

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

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ****APOLOGIES | NGĀ HŌNEA**

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).

If an apology is received the following resolution is recommended:

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

**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:*

- a) *accept the late item ... due to ...*
- b) *confirm the order of the meeting as indicated in the agenda with the late item ... 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. 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 Council's Conflicts of Interest Register.*

**CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI**

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

**Staff recommendation**

That the open minutes of the Kāwhia Community Board meeting held on 6 July 2023, 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

---

## Kāwhia Community Board Te Poari Hapori o Kāwhia

Membership:	Chairperson	Upoko	Geoff Good
	Deputy Chairperson	Upoko Tiriwā	Hinga Whiu
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Dave Walsh
	Community Board Member	Mema o te Poari Hapori o Kāwhia	Richard Harpur
	Councillor – Kāwhia-Tihiroa	Kaikaunihera - Kāwhia-Tihiroa	Kit Jeffries

Minutes of an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Hall, Jervis Street, Kāwhia on Thursday, 6 July 2023 commencing at 4.00pm.

Tanya Winter  
**CHIEF EXECUTIVE**

12 July 2023

## ORDER OF BUSINESS

<b>OPENING FORMALITIES</b>	3
<a href="#">Commencement of meeting   Te tīmatanga o te hui</a>	3
<a href="#">Opening prayer/reflection/words of wisdom   Karakia/huritao/whakataukī</a>	3
<a href="#">Apologies   Ngā hōnea</a>	3
<a href="#">Late items   Ngā take tōmuri</a>	3
<a href="#">Declaration of conflict of interest   Te whakapuakanga pānga taharua</a>	3
<a href="#">Confirmation of minutes (1 June 2023)   Te whakaū i ngā meneti</a>	3
<b>PUBLIC FORUM   HUI TŪMATANUI</b>	14
<b>DECISION REPORTS   NGĀ PŪRONGO WHAKATAU</b>	
<a href="#">Item 17: Review of the Alcohol (Liquor) Control Bylaw – Statement of Proposal</a>	15
<b>INFORMATION ONLY REPORTS   NGĀ PŪRONGO MŌHIOHIO ANAKE</b>	
<a href="#">Item 18: Kerbside rubbish collection waste audit</a>	31
<a href="#">Item 19: Kawhia/Aotea/Oparau concept plan – project update June 2023</a>	31
<b>PUBLIC EXCLUDED   TAKE MATATAPU</b>	
No reports	
<b>BOARD PROJECTS</b>	
<a href="#">Project 1: Kāwhia storyboards</a>	65
<b>OTHER BUSINESS   ĒTAHI ATU TAKE</b>	
<a href="#">Board Member updates</a>	65
<a href="#">Community Board discretionary fund</a>	65
<a href="#">Resolutions register</a>	66
<b>CLOSING FORMALITIES</b>	
<a href="#">Closing prayer/reflection/words of wisdom   Karakia/huritao/whakataukī</a>	66
<a href="#">Meeting closure   Katinga o te hui</a>	66
<b>WORKSHOPS   HUI AWHEAWHE</b>	
There are no workshops planned.	

**PRESENT**

Geoff Good, Hinga Whiu, Richard Harpur, Kit Jeffries, Dave Walsh (from 4.02pm)

**IN ATTENDANCE**

Chief Executive Tanya Winter, Group Manager Regulatory & Growth Andrew Loe, Chief Advisor Ross McNeil (via Zoom), Manager Community Facilities Jared le Fleming, Executive Assistant Day Dowd and Manager Governance Kaia King.

**OPENING FORMALITIES****COMMENCEMENT OF MEETING | TE TĪMATANGA O TE HUI**

Chairperson Good declared the meeting open at 4.00pm.

**OPENING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ**

Board Member Whiu provided the opening karakia.

**APOLOGIES | NGĀ HŌNEA**

There were no apologies.

**LATE ITEMS | NGĀ TAKE TŌMURI**

There were no late items.

**DECLARATION OF CONFLICT OF INTEREST | TE WHAKAPUAKANGA PĀNGA TAHARUA**

There were no declarations.

**CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ MENETI**

RESOLVED K33: That the open minutes of the Kāwhia Community Board meeting held on 4 June 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Harpur | Whiu

*Board Member Walsh joined the meeting at 4.02pm.*

**PUBLIC FORUM | HUI TŪMATANUI****Daisy Horahaere Scott, Annie Mahara and Karen Bishop on behalf of the Māori Women's Welfare League**

Ms Scott spoke on the importance of the Kāwhia gardens which is a very sacred piece of whenua for the people of Kāwhia and sought for the story to be more widely shared.

Ms Bishop provided a kōrero on the name 'Pouewe' which was named in honour of the hot springs that were once active in the area behind the Fire House. She advised the springs were once where ancestors gave birth to their children with karakia and a spiritual presence flowing to Hawaiki. 'Ewe' is a traditional name for placenta or afterbirth while 'Pou' is something of significance that holds strength (mana). Pouewe therefore means a place that holds the afterbirth and story of new life.



Ms Mahara spoke on the significance of wāhine Māori taking charge of the area and cleaning it up in honour of the history of the site. She advised a kaumatua will bless the site prior to physical work commencing and in conjunction with Council staff the project would commence in the first week of spring (September). A landscaper, at no cost to the community, would create a plan for the area which would need to be approved by Council staff.

Together they sought a return of the traditional name, Te Riakina, given by Ngāti Hikairo.

In response to a query from Councillor Jeffries, Ms Bishop confirmed they sought a return to the original story and a written version of the korero instead of retaining the current butterfly scheme.

Deputy Chairperson Whiu advised the history of the area could be included in the Board's Storyboard Project. Ms Whiu undertook to discuss with the project team.

## DECISION REPORTS | NGĀ PŪRONGO WHAKATAU

### ITEM 17: REVIEW OF THE ALCOHOL (LIQUOR) CONTROL BYLAW – STATEMENT OF PROPOSAL

Council's Group Manager Regulatory & Growth advised the report sought Board support to continue the Bylaw and a recommendation to Council to proceed with public consultation. He noted there was minor changes to reflect legislative changes, such as the change of term from 'liquor' to 'alcohol', but the intent remained the same.

In response to a query from Councillor Jeffries, Mr Loe noted most visitors didn't arrive until close to Christmas Day and no history of complaints have been notified to Council relating to the weeks prior to Christmas Day. He advised there was no justification for limiting people's activities without an identified and provable problem. He noted a Council resolution could be made to extend the time of the enforcement period if complaints were received.

RESOLVED K34: That the Kāwhia Community Board recommend the Ōtorohanga District Council:

- a. continue with an Alcohol (Liquor) Control Bylaw; and,
- b. approve the Alcohol Control Bylaw 2023 Statement of Proposal for public consultation in accordance with the special consultative process of the Local Government Act.

Walsh | Jeffries

## INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE

### ITEM 18: KERBSIDE RUBBISH COLLECTION WASTE AUDIT

Council's Manager Community Facilities advised Council were legally required to carry out the audits and noted the results were comparable with national trends. In response to a comment from Councillor Jeffries, Mr le Fleming advised the National Waste Strategy had been released standardising which types of recycling can be accepted at kerbside. An advertising package will be rolled out as part of national campaign. In response to a further query, he advised by 2027, Ōtorohanga township will be required to have a food waste service however Kāwhia township didn't meet the mandatory minimum threshold.

In response to a query from Board Member Walsh, Mr le Fleming confirmed window glass was a speciality item with limited quantities being recycled. Council's Group Manager Regulatory & Growth advised a higher temperature is required in the furnace than with bottle glass so more energy use is required, and the two types need to be recycled separately. At this time, it was uneconomic to undertake this recycling. In response to a second query, Mr le Fleming advised tyre disposal was complicated by radial tyres which have steel in them. There is a promotion and incentive package for companies that have a second use for tyres however it was not a big market. In response to a third query, Mr le Fleming confirmed green waste should be recycled however if there were any contaminants, then the batch would be redirected to landfill.

Deputy Chairperson Whiu noted the Kāwhia results included a decrease in the volume of items redirected to landfill.

RESOLVED K35: That the Kāwhia Community Board receive the report titled 'Kerbside rubbish collection waste audit' (document number 695454) from J le Fleming, Manager Community Facilities.

Jeffries | Whiu

#### ITEM 19: KĀWHIA/AOTEA/OPARAU CONCEPT PLAN – PROJECT UPDATE JUNE 2023

Council's Chief Advisor noted over 200 pieces of feedback had been received with people using the online survey and mapping tool. He noted the feedback period closed on Friday, 14 July with the results being presented to the Board at the September meeting. A community drop-in session was planned for Saturday, 9 September. In response to a query from Councillor Jeffries, Mr McNeil advised he was working with Council's Kaitakawaenga – Iwi Relations Advisor to reach out to marae representatives seeking to schedule hui in early August with those marae who were open. He noted another hui with the mana whenua advisory group would be scheduled for late July.

RESOLVED K36: That Kāwhia Community Board receive the report titled 'Kāwhia/Aotea/Ōpārau Concept Plan – project update June 2023' (document number 698596) from Ross McNeil, Chief Advisor.

Whiu | Harpur

### PUBLIC EXCLUDED | TAKE MATATAPU

There were no reports.

### BOARD PROJECTS

#### PROJECT 1: KAWHIA STORYBOARDS

Deputy Chairperson Whiu noted project member Frank Thorne was intending to present the draft but was unable to attend so he was hoping to present to the Board's August meeting.

## OTHER BUSINESS | ĒTAHI ATU TAKE

**BOARD MEMBER UPDATES**

Board Member Walsh spoke on the Sports Club redevelopment noting the concept plan would be approved by Club Committee then socialized with the community. Once approved by the Club, the next stage would be any permits and resource consents required. The design seeks to make the most of solar power generation. Chairperson Good spoke on the Club Committee and the project team noting their passion for the project.

Councillor Jeffries reminded the Board that the planned water main renewals would commence shortly with a letter drop to all affected parties and noticeboards at each end of the area impacted by the physical works. He noted an advertisement for the Chief Executive role would be published but that it was a legal requirement to advertise as part of the end of contract period process. He advised Council had adopted the Annual Plan 2023/24 and encouraged the community to read the Council agendas which include the reports with detailed information on the topics that Council was required to make a decision on.

Deputy Chairperson Whiu spoke on the Matariki Ball and thanked the kaumatua for all their hard work.

Chairperson Good noted the new executive and refreshed Aotea Ratepayers Society Committee following the recent Annual General Meeting. He tendered his apology for the Board's August meeting and advised that Deputy Chairperson Whiu would chair the meeting.

**COMMUNITY BOARD DISCRETIONARY FUND**

Chairperson Good spoke on a contribution by the Board towards the Kāwhia Rowing Regatta's traffic management plan and implementation costs for the event held in January 2023.

RESOLVED K37: That the Kāwhia Community Board approve a one-off grant of \$2,756.47 excluding GST from the 22/23 budget to the Kāwhia Rowing Club for their Kāwhia Rowing Regatta's traffic management plan and implementation costs.

Walsh | Whiu

**RESOLUTION REGISTER**

No changes were made to the Register.

**CLOSING FORMALITIES****CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ**

Deputy Chairperson Whiu provided the following words of wisdom: "There is a saying that Princess Te Puea said 'Mehemea ka moemoeā ahau, ko ahau anake. Mehemea ka moemoeā tātou, ka taea e tātou'. Which means if I have a dream its only my dream but if we all have a dream, we can all accomplish that

dream. For example, I had a dream of the story boards but with all of us having that same dream, we can make that a reality.

Ms Whiu then wished Tanya Winter and Geoff Good each safe travel before providing the closing karakia.

**MEETING CLOSURE | KATINGA O TE HUI**

Chairperson Good declared the meeting closed at 5.00pm.

**WORKSHOPS | HUI AWHEAWHE**

There were no workshops.

**PUBLIC FORUM | HUI TŪMATANUI**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the local authority. Requests to attend the public forum must be to the Manager Governance ([ODCgovernance@otodc.govt.nz](mailto:ODCgovernance@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 no requests have been received.

**DECISION REPORTS | NGĀ PŪRONGO WHAKATAU**

There are no reports.

**INFORMATION ONLY REPORTS | NGĀ PŪRONGO MŌHIOHIO ANAKE**

There are no reports.

**PUBLIC EXCLUDED | TAKE MATATAPU**

There are no reports.

**BOARD PROJECTS****PROJECT 1: KAWHIA STORYBOARDS**

Board Members will provide a verbal update at the meeting.

**OTHER BUSINESS | ĒTAHI ATU TAKE****BOARD MEMBER UPDATES**

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

**COMMUNITY BOARD DISCRETIONARY FUND**

The new financial year commenced on 1 July and the Board has \$5,000 available to grant during the 23/24 financial year.

Date of grant	Resolution number	Recipient	Purpose	Amount
				\$0

**RESOLUTION REGISTER**

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

#	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.	An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood.
K34	06/06/23	That the Kāwhia Community Board recommend the Ōtorohanga District Council: a. continue with an Alcohol (Liquor) Control Bylaw; and, b. approve the Alcohol Control Bylaw 2023 Statement of Proposal for public consultation in accordance with the special consultative process of the Local Government Act.	Ōtorohanga District Council resolved at their meeting on 18 July to commence the consultation process.  It is recommended this Resolution be removed from the Register.

**Staff recommendation**

That the Kāwhia Community Board confirm the removal of Resolution K34 from the Register.

**CLOSING FORMALITIES****CLOSING PRAYER/REFLECTION/WORDS OF WISDOM | KARAKIA/HURITAO/WHAKATAUKĪ****MEETING CLOSURE | KATINGA O TE HUI**

The Chairperson will declare the meeting closed.

WORKSHOPS | HUI AWHEAWHE

A session will be held with the community advisory group.

---