



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Agenda

**Kāwhia Community Board**

2 October 2025

# 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, 2 October 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

23 September 2025

## 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

### Audio and visual recording

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.

**Opening formalities**

Commencement of meeting	Te tīmatanga o te hui	6
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	7
Confirmation of minutes	Te whakaū i ngā meneti	7

**Decision reports****Ngā pūrongo whakataū**

Item 39	Tom French Reserve – Proposed Installation of Security Camera	21
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Public excluded****Take matatapu**

There are no reports.

**Other business****Ētahi atu take**

Board Member updates	25
Board projects	25
Kāwhia General Reserve Fund	25
Kāwhia Discretionary Fund	26
Kāwhia Community Centre hire charge waivers	26

**Valedictory speech from retiring Board Member****Closing formalities**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	29
Meeting closure	Katinga o te hui	29

**Workshops/briefings**

Kāwhia alternate beach access update	Open
Better Places Together project prioritisation	Open
Monthly discussion on items raised in public forum or outstanding matters.	Open
Kāwhia boat ramp parking update	Closed to the public

**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 Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 23 September 2025.

**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 Maori.

**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).

Should an apology be received the following resolution is recommended: *That Kāwhia Community Board receive and accept the apology from ... for ... (non-attendance, late arrival, early departure).*

**Public forum****Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: [otodc.govt.nz/about-council/meetings/speak-at-public-forum](https://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 debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

**No requests to be heard were received at the publication of this agenda.**

**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 7 August (document number 843360).

Please note that the Minutes from this meeting will not be confirmed by Resolution due to the Local Government Elections. The Minutes will be circulated by email and Members will have 7 days to request any corrections. Chairperson Good and ŌDC's Chief Executive will then sign the Minutes as a true and correct record.



TE KAUNIHERA Ā-ROHE O  
**ŌTOROHANGA**  
DISTRICT COUNCIL

# Open Minutes

## **Kāwhia Community Board**

7 August 2025

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Centre, 141 Jervois Street, Kāwhia on Thursday, 7 August 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 August 2025

## Kāwhia Community Board attendance

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

## Senior staff in attendance

Chief Executive	Tanya Winter	Did not attend
Group Manager Business Enablement	Graham Bunn	Attended online
Group Manager Engineering & Assets	Mark Lewis	Did not attend
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Strategy & Community	Nardia Gower	Did not attend

**Opening formalities**

Commencement of meeting	Te fīmatanga o te hui	5
Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	5
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	7

**Decision reports****Ngā pūrongo whakatau**

Item 38	Kāwhia Community Centre fees and charges waiver criteria and requirements	7
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Public excluded****Take matatapu**

There are no reports.

**Other business****Ētahi atu take**

Board Member updates	9
Board projects	10

Kāwhia General Reserve Fund	10
Kāwhia Discretionary Fund	10
Kāwhia Community Centre hire charge waivers	11
Resolution Register	11

### **Closing formalities**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	12
Meeting closure	Kātinga o te hui	12

### **Workshops/briefings**

Monthly discussion on items raised in public forum or outstanding matters.	Open
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These open Minutes were prepared by PA to Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 13 August 2025.

**Commencement of meeting****Te tīmatanga o te hui**

Chairperson Good declared the meeting open at 4.00pm.

**Opening prayer/reflection/words of wisdom****Karakia/huitao/whakataukī**

Deputy Chairperson Whiu provided some opening words followed by a karakia.

**Apologies****Ngā hōnea**

Resolved K122: That Kāwhia Community Board receive and accept the apology from Board Member Walsh for non-attendance.

Chairperson Good | Board Member Harpur

Chairperson Good offered congratulations and thanks to those Board Members who had put themselves forward for re-election. And he welcomed the new Board Member who had attended the meeting in the public forum. He said he looked forward to working with the Community Board over the next three years.

**Public forum****Hui tūmatanui**

Horahaere Scott spoke on behalf of the Onepū Charitable trust beach patrol and specifically about the proposed signage for the beach. She said she was disappointed with the photograph used in the pānui sent out about beach access at the boat ramp as it didn't relate to the kaupapa being talked about. She said the photograph was taken from the wharf, not the boat ramp, and she stressed the importance of using the correct photograph to reflect the kaupapa. She said she had a number of suitable photographs on file that could have been used.

Ms Scott said she was also disappointed that she hadn't seen the updated wording for the sign "Taihoa e Haere" as that alteration should have been communicated to Maketū Marae and to herself prior to approval by the Community Board.

Ms Scott asked the Community Board to support Tainui Kāwhia Inc (TKI) with its alternate accessway and to ask ŌDC to either change or remove the Bylaw that allows vehicle access onto the beach. She said the Board should be concerned about pollution, destruction and safety issues on the beach and

that there had been two instances where the public had chopped out the bank to allow vehicles to have access. She said there should be no vehicle passage across Māori owned land, only human access.

ŌDC's Tony Quickfall said if Ms Scott was able to provide a high resolution original photograph of vehicles on the beach then that could be used for the sign provided the vehicle owner could not be identified from the photograph. In answer to a question from Ms Scott, Mr Quickfall said the signs had not been printed so there was still time to make changes.

With respect to supporting the TKI alternate accessway, Mr Quickfall said this would be subject to a three-stage process. The first stage is investigation by consultants, which is underway, and a report due end August. ŌDC will then discuss the report with TKI to identify costs and what contribution TKI and ŌDC could make. The report will be presented to the Kāwhia Community Board and then onto ŌDC for a funding decision. If ŌDC decides to fund the work, it will be part of next year's Annual Plan considerations. Mr Quickfall said ŌDC is unable to change the Bylaw until that decision has been made.

Councillor Jeffries said a group from ŌDC will be meeting with TKI on 19 August to look at strategic outcomes, not just the beach access.

Chairperson Good said the Community Board would be unable to make a call on the beach access until the consultant's report has been received by ŌDC.

Board Member Whiu said she understood Ms Scott's frustration at not seeing the updated wording for the sign, which had been signed off by the Board on 25 March. She said we need to communicate better. Mr Quickfall said he would double check but believed the updated wording had been sent to Maketū Marae at that time. He apologised if that had not been communicated to Ms Scott.

## **Late items**

## **Ngā take tōmuri**

There were no late items.

## **Declaration of conflict of interest**

## **Te whakapuakanga pānga taharua**

Councillor Jeffries said he had an interest in the funding request for the Kāwhia Kai Festival. He said he would appreciate the opportunity to answer any questions but would not take part in the vote.

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

Resolved K123: That Kāwhia Community Board confirm as a true and correct record of the meeting; the open Minutes of the meeting held on 3 June 2025 (document number 833963).

Chairperson Good | Board Member Harpur

Referring to page 14 in the agenda, Chairperson Good said it should be clarified that Aotea Ratepayers had not asked for the relocation of the speed bumps on Pouewe and Jervois Streets to Aotea. Councillor Jeffries said he understood the Board had agreed to the removal of two speed humps as it was felt just one was sufficient.

Also on page 14 in the agenda, Board Member Harpur said he didn't believe he had said anything about removal of the seawall and it was probably the trees on the seawall that he had referred to.

Referring to page 12 in the agenda, Councillor Jeffries said Pipi Barton was liaising directly with Gaylene Kanawa and Jeanette Schollum regarding the proposed fitness trail.

**Decision reports****Ngā pūrongo whakatau****Item 38 - Kāwhia Community Centre fees and charges waiver criteria and requirements**

ŌDC's Graham Bunn said ŌDC had delegated authority to the Kāwhia Community Board to waive Kāwhia Community Centre fees and charges for some non-profit community groups who regularly use the Centre and provide significant benefit to the Kāwhia community. He said the Board had met informally to consider the criteria for waiving those fees and the report had captured the outcome of that discussion.

Councillor Jeffries said the criteria proposed in the report was sound. He said users should be made aware that the onus of leaving the hall in a clean and tidy condition is on them. He said there had been some discussion about whether it was necessary for someone to check on the Centre after it's been used to make sure it's been left in a pristine condition. Board Member Harpur said he was happy to do that if ŌDC was prepared to give him the entry code to the Centre.

Chairperson Good commended ŌDC staff for the report which he said was an accurate reflection of discussion at the workshop. He said waiving the fees wouldn't cost too much and it would be good to give back to the community.

In answer to a question from Councillor Jeffries, Mr Bunn said ŌDC could arrange for a new schedule of fees and charges for hire of the Centre to be pinned to the window. Board Members to let ŌDC staff know if that is required.

Resolved K124: That the Kāwhia Community Board:

- a) Advise that all applications for a waiver of the Kāwhia Community Centre fees and charges must be submitted for consideration by the Board as an agenda item at the next available meeting.
- b) Determine that the following criteria be used in assessing any applications from community groups for a Kāwhia Community Centre fees and charges waiver:
  - i) must be recognised, non-profit volunteer run that are Kāwhia/Aotea based.
  - ii) must be providing a service that benefits the Kāwhia/Aotea communities e.g. health, wellness, youth development etc.
  - iii) must be using the Centre on a regular weekly basis.
- c) Advise that community groups who receive a fees and charges waiver for the Kāwhia Community Centre must abide by the following requirements:
  - i) Must leave the hall in a clean, swept condition, including the toilet area.
  - ii) Cannot re-allocate their booking to any other group or person.
  - iii) Must relinquish or choose to pay for any booking that has been requested by a fee-paying individual or group.
  - iv) Cannot use the Centre for profit-making purposes.
  - v) Will be responsible for any damage caused by attendees/participants.
  - vi) Must maintain an on-site event attendance register detailing attendance numbers for their bookings.
  - vii) Will be required to provide a short verbal or written update to the Board at their November and March meetings except as agreed and confirmed in writing.
- d) Advises that the Kāwhia Community Board reserve the right to rescind the waiver at their discretion.

Board Member Harpur | Board Member Whiu

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

There were no reports.

**Public excluded****Take matatapu**

There were no reports.

**Board Member updates****Ngā kōrero hou a ngā Kaikaunihera**

Board Member Whiu said she had attended the pōwhiri at Maketū Marae on 21 July for the new Kāwhia Police Constable which had received a great turn out from the community. She said a joint collaboration between Kāwhia and Kaiewe Māori Woman's Welfare League had catered for the pōwhiri. She thanked everyone for attending for Constable David Kraay and his whānau. She said the 'slow down' sign had been installed just before the garage and she had been working on the narrative for the sign at Omimiti Reserve. She noted she would be stepping down from membership of the local COGS allocation committee after serving two terms and would be happy to nominate a member of the Board if they wished to take that role on. Nominations close 25 August.

Councillor Jeffries said he had attended a celebration to mark Sandra Drummond's birthday on 5 July. On 7 July he had attended an information evening in Kāwhia, hosted by ŌDC's Chief Executive Tanya Winter, for anyone considering standing in the local government elections. On 8 July he attended the Reserve Strategy and Management Plan hearing at ŌDC and on 21 July he also attended the pōwhiri at Maketū Marae for Constable David Kraay. He attended the Extra-ordinary Council meeting at ŌDC on 23 July and the monthly Council meeting on 29 July. During the month he also attended the AGMs of Rūnanga Ngāti Hikairo and the Kāwhia Museum.

Chairperson Good said he had attended the Board's informal workshop on 14 July which had been followed by 'Tea with Tanya' for potential Council or Community Board candidates. He attended the Kāwhia Kai Festival meeting on 15 July and had been impressed with the organisation and solid backing for that event. He attended a meeting hosted by Te Taiao o Kāwhia Moana on 18 July and noted the impressive turnout when they presented their petition on the protection of Kāwhia Harbour to ŌDC on 29 July.

He attended the NZ Police community meeting which was very well attended with over 50 members of the community and where there had been a solid and robust debate around known issues. He also attended the pōwhiri for the new Police Constable on 21 July and said he had been impressed with the way in which Kāwhia had welcomed its new police officer. He especially thanked Board Member Whiu and her husband Lloyd for organising that event. He said he had received an invitation to attend the Prizegiving ceremony at Kāwhia Kura at the end of the year.

## **Board projects**

### **Project 1: Kāwhia Storyboards**

Frank Thorne joined the meeting remotely at 4.37pm to provide an update on the Kāwhia Storyboards.

Mr Thorne said he was currently exploring Storyboard pros and cons including ongoing maintenance requirements. He said he had recently shared some information with Board Member Whiu about low-maintenance story markers being used by a neighbouring council which were constructed from stainless steel and mounted on old railway sleepers. He said he hoped to be able to share more information on that design at the next Board meeting.

## **Kāwhia General Reserve Fund**

It was noted the Kāwhia General Reserve Fund had a balance of \$201,022.66 as at 30 June 2025.

Chairperson Good noted a mistake in the agenda which said the Reserve Fund should only be used to fund expenditure within the ŌCB area (this should be the KCB area).

## **Community Board Discretionary Fund**

Chairperson Good said two applications for funding had been received, the first being a request from the Kāwhia Māori Woman's Welfare League for \$500 to cover the cost of kai for the pōwhiri held for the new Kāwhia Police Constable. Following discussion, it was confirmed that the Board has already approved funding for this event (refer resolution K120) and it appeared to be a double up.

The other funding request was from the 2026 Kāwhia Kai Festival organising committee. It was noted the Board granted them \$1,000 last year but it was refunded as the festival didn't go ahead. They have asked for a grant of \$1,000 for the 2026 Festival.

Board Member Whiu said it would be good if the committee could provide a five-year strategic plan to show how it aimed to become self-sustainable and not asking the Community Board for funding every year. Board Member Harpur said he supported the grant of \$1,000. He said the organising committee was asking for something to kick start the event, which may help to allay Board Member Whiu's concerns about it becoming an annual funding request.

Resolved K125: That the Kāwhia Community Board grant \$1,000 to the 2026 Kāwhia Kai Festival.

Chairperson Good | Board Member Harpur

## Kāwhia Community Centre hire charge waivers

Board Members were advised that the following non-profit community groups have received hire charge waivers for the 2025/26 financial year:

- a) **Operation Kai 4 All** – weekly hire of the Board/Supper Room (and kitchen) for the purpose of free food distribution services for those in need (volunteer run); and,
- b) **Kāwhia Hauora Club** – hire of the main hall at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,
- c) **Strength training exercise class** – weekly hire of the main hall for the purposes of assisting those with mobility issues and fall prevention (volunteer run).

Resolution K124 (page 8 in these minutes) confirmed the criteria and requirements for future waiver requests.

## Resolution Register

Resolved K126: That the Kāwhia Community Board approve the removal of Resolutions K101, K102, K103 and K119 from the Register.

Chairperson Good | Board Member Harpur

**Closing prayer/reflection/words of wisdom****Karakia/huritao/whakataukī**

Deputy Chairperson Whiu gave a closing karakia.

**Meeting closure****Katinga o te hui**

Chairperson Good declared the meeting closed at 5.01pm.

**Workshops/briefings**

Monthly discussion with staff on items raised in public forum or outstanding matters.

**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 39** Tom French Reserve – Proposed Installation of Security Camera

**To** Kāwhia Community Board

**From** Jared le Fleming, Manager Community Facilities

**Type** **DECISION REPORT**

**Date** 2 October 2025



## 1. Purpose | Te kaupapa

- 1.1. To present the capital and operation expense to install and maintain a CCTV camera in Tom French Reserve Te Puia Road, Kawhia

## 2. Executive summary | Whakarāpopoto matua

- 2.1. Following a request from Kāwhia Community Board (KCB), Ōtorohanga District Council (ODC) staff have investigated the feasibility of installing a Closed-Circuit Television (CCTV) Camera at Tom French Reserve.
- 2.2. The request was received following continued anti-social behaviour at the reserve. Since receiving the request, a permanent Police Officer has been assigned to the Kāwhia region and is based in the Kāwhia township.
- 2.3. The installation of a CCTV camera is unbudgeted and requires council approval of both capital investment and ongoing operational expenses.
- 2.4. Tom French Reserve is designated as a District Reserve, and the Kawhia Community Board do not have delegation over this reserve and can only recommend this project is considered by council.
- 2.5. The price to install the camera including the mounting pole is \$7,000 and yearly operational costs are estimated to be \$900.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That Kāwhia Community Board receive the report and recommend the incoming Board revisit the need for a camera in March 2026 as part of the Annual Plan process.

## 4. Context | Horopaki

- 4.1. A request from KCB to investigate the possibility of installing a CCTV camera and Tom French Reserve.
- 4.2. The request for CCTV has come following an increase of anti-social activity occurring at Tom French Reserve. This increased following the departure of the permanent police officer in Kāwhia.

- 4.3. Anti-social behaviour has been a re-occurring issue at Tom French Reserve, the main issue has been vehicles doing burnouts and leaving debris all over the reserve.
- 4.4. Tainui Kāwhia Incorporated (TKI) have expressed concern over the years around the possibility of the anti-social behaviour starting a fire directly or indirectly in the area. If a fire was to spread into the forestry area, it would have major repercussions.
- 4.5. ŌDC's Roding team installed speedbumps to try and deter the burnouts. This was unsuccessful as the burnouts continued over and around the speed bumps.
- 4.6. Since this request was received by ŌDC staff, Kāwhia has now been appointed a full time Police Officer and anti-social behaviour has begun to decrease and will continue to decrease over the next few months.
- 4.7. Kāwhia already has CCTV in the main street monitored by the Police and this system would connect remotely to the current camera system in Kāwhia however, given the remote location the camera would need to be solar powered to charge the batteries.
- 4.8. The camera would also need to be fitted with mobile sim card to connect to the cell network to send the information back to the main hub. The sim card would incur monthly charges like a cell phone set up.
- 4.9. To help lower vandalism the camera and solar panel will need to be mounted at height, this would involve installing a high streetlight type pole.

## 5. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 5.1. This CCTV installation is of low significance and therefore consultation is not required, but consideration must be given to privacy of law-abiding people going about their day to day activities.

### Impacts on Māori

- 5.2. This would have no direct impact on Māori although, as stated earlier in the report the reduction of the anti-social behaviour in this area would reduce the fire risk to the forest owned by TKI.

### Risk analysis

- 5.3. As the CCTV camera is of low value and could be considered as risk but, there is always risks associated with proceeding with unbudgeted projects that have not been considered through any Long Term Plan or Annual Plans process.

### Policy and plans

- 5.4. The installation of the CCTV camera aligns with ŌDC's current policy and plans.

### Legal

- 5.5. As the proposed location of the camera is on ŌDC administered land there are no permissions needed to install however, installing CCTV in public reserves in New Zealand requires careful consideration when it comes to privacy.

- 5.6. Privacy is a significant consideration when installing CCTV in public reserves, particularly as these spaces are intended for relaxation and recreation. Some members of the public may feel uneasy or perceive surveillance as an invasion of privacy or even interpret it as a signal that the area is unsafe or under scrutiny. Conversely, others may feel reassured by the presence of monitoring, viewing it as a measure that enhances safety and deters unwanted behaviour. Balancing these perspectives is essential to ensure that surveillance supports community wellbeing without compromising individual rights.

### **Financial**

- 5.7. All financial requirements would be funded through the District Reserves Budgets as Tom French Reserve is designated as a District Reserve.
- 5.8. The capital costs to install the CCTV camera are \$7,000. This will cover purchasing of the camera, the installation of the mounting pole and associated solar panels and connectivity.
- 5.9. As the equipment would be added to ŌDC's asset data base the annual operational costs would be \$900 which includes maintenance, depreciation, and insurance.
- 5.10. The capital and operational costs have not been budgeted for, and therefore ŌDC would need to approve the installation and the increase in budgets as they will have a rates impact.
- 5.11. The capital expenditure would be paid from the surplus sitting in the District Reserves Depreciation account.
- 5.12. Operational costs would see an increase in the District Reserves operating account which would have a very minor rates impact, a district wide increase of approximately 0.006%.

## **6. Discussion | He kōrerorero**

### **Option 1: Recommend Council approve the CCTV Camera**

- 6.1. KCB would pass a resolution to recommend to ŌDC to consider the approval unbudgeted expenditure to have the camera installed and maintained.
- 6.2. Installing a camera may deter anti-social behaviour, but there is no evidence to support this, and the camera may become the target for vandalism increasing maintenance costs.

### **Option 2: Delay the installation of the Camera**

- 6.3. KCB supports a delay in further consideration of the installation of cameras to allow the rates impact to be considered throughout an annual plan process instead of in isolation.
- 6.4. The risk with any delay is the anti- social behaviour may continue at the reserve.

### **Recommended option and rationale**

- 6.5. It is the staff recommendation to adopt option 2 and not install the camera at this time. It is suggested that a period of time is allowed to pass, to give the new Police Officer time to embed in the community and address the anti-social behaviour that has crept in since the Kawhia Station was not fully operational.

- 6.6. There is an element of risk with this approach and if there is not a change in behaviour at the reserve then the camera can be installed at that point, but importantly it can be included into an annual plan process, and all the costs can be considered.
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**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****Kāwhia General Reserve Fund**

The Reserve Fund should only be used to fund expenditure<sup>1</sup> within the KCB area. Any surplus in the General Reserve can be used to fund one off items of unforeseen expenditure for which there is no approved budget. When considering any request for funding from the General Reserve Fund the Board should ensure that any distribution from the Reserve:

- a) Is appropriately targeted,
- b) Occurs in a consistent, efficient and effective manner,
- c) Is fair and transparent, and
- d) Promotes accountability.

The Fund had a balance of \$201,022.66 as at 30 June 2025.

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<sup>1</sup> 1 Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

## 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)
03/07/25	K120	Kaiewe MMWL	Kai for Maketū Marae pōwhiri for new Police Officer.	500.00
07/08/25	K125	Kāwhia Kai Committee	Kāwhia Kai Festival 2026	1,000.00
Total granted				1,500.00
Total remaining				3,500.00

### Request for funding

No requests have been received.

## Kāwhia Community Centre hire charge waivers

### Waiver criteria and requirements

The Kāwhia Community Board:

- a) Advise that all applications for a waiver of the Kāwhia Community Centre fees and charges must be submitted for consideration by the Board as an agenda item at the next available meeting.
- b) Determine that the following criteria be used in assessing any applications from community groups for a Kāwhia Community Centre fees and charges waiver:
  - i. must be recognised, non-profit volunteer run that are Kāwhia/Aotea based.
  - ii. must be providing a service that benefits the Kāwhia/Aotea communities e.g. health, wellness, youth development etc.
  - iii. must be using the Centre on a regular weekly basis.
- c) Advise that community groups who receive a fees and charges waiver for the Kāwhia Community Centre must abide by the following requirements:
  - i. Must leave the hall in a clean, swept condition, including the toilet area.
  - ii. Cannot re-allocate their booking to any other group or person.
  - iii. Must relinquish or choose to pay for any booking that has been requested by a fee-paying individual or group.
  - iv. Cannot use the Centre for profit-making purposes.
  - v. Will be responsible for any damage caused by attendees/participants.

- vi. vi) Must maintain an on-site event attendance register detailing attendance numbers for their bookings.
  - vii. Will be required to provide a short verbal or written update to the Board at their November and March meetings except as agreed and confirmed in writing.
- d) Advise that the Kāwhia Community Board reserve the right to rescind the waiver at their discretion.

### Existing waivers

The following non-profit community groups have received hire charge waivers for the 2025/26 financial year:

- a) **Operation Kai 4 All** – weekly hire of the Board/Supper Room (and kitchen) for the purpose of free food distribution services for those in need (volunteer run); and,
- b) **Kāwhia Hauora Club** – hire of the main hall at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,
- c) **Strength training exercise class** – weekly hire of the main hall for the purposes of assisting those with mobility issues and fall prevention (volunteer run).

### Request for hire charge waiver

A request for a waiver has been received from Rowley Clegg to provide music both live and via website playlists to give our local community the opportunity to sing or play an instrument.

*I wish to apply for use of the Hall on Wednesdays commencing 3rd of September 2025 to the 10th of December 2025. The hours would be between 12noon and 3pm.*

*The purpose of the Hall use would be to provide music both live and via website playlists to give our local community the opportunity to sing or play an instrument. I was actively involved with Annie Mahara and using my equipment last year and it was great success over several weeks.*

*There have been many requests from members of our community asking when we could start again as it was an enjoyable experience and entertaining for all who attended young and old at no cost.*

*Based on this I believe that this activity is good for our community members.*

*I am aware that Wednesdays is also Kai distribution day which is run by Annie Mahara.*

*There would be no issue with access and we can work together for the very short time it takes to complete the handouts.*

*I am familiar with care and responsibility use of the Hall.*

*I am a local ratepayer living in Kawhia.*

## 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	The development of an asset management plan for the wharf structure is on hold. Staff recommend the Resolution is <b>retained</b> on the Register.
05/12/24	K91	That the Kāwhia Community Board: a) receives the feedback from the community from the consultation period and b) approves the removal of 12 trees including 10 Pōhutukawa along the seawall to the left of Pouewe St on the main entrance to Kāwhia as identified in the October 2024 report (document number 781672). c) Requests the trees are identified via marking for community awareness prior to their removal. d) Requests the wood is offered to local marae and the community for re-use.	The removal of the trees occurred on Monday, 8 September. The trees have been stockpiled for use by mana whenua for carving. It is recommended that this Resolution be <b>removed</b> from the Register.
08/05/25	K107	<b>Item 34 – Kāwhia boat parking</b> That the Kāwhia Community Board: a. Support the continuation of the historic agreement with the owners of the land on Kaora Street noting that: i. ŌDC would continue to pay the Rates on the land in compensation; and ii. The boat parking area remains as it is currently; and b. Recommend that ŌDC investigate the overall parking situation in Kāwhia, particularly around the Wharf and Boat Ramp area and prepare a full report on various options for enforcement and potential charging; and c. Recommend that ŌDC enter into a formal lease agreement discussion with the landowners.	Staff recommend this Resolution be <b>retained</b> on the Register until ŌDC make a decision.
05/06/25	K116	<b>Item 36 - Kāwhia Community Board Discretionary Fund</b> That the Kāwhia Community Board recommend to Ōtorohanga District Council that any balance left in the Kāwhia Community Board Discretionary fund as at 30 June 2025 be carried over to the following financial year and	ŌDC will make a decision on this recommendation at their 30 September meeting. An update will be provided to this meeting. Staff recommend this Resolution be <b>removed</b> from the Register.

		be included in the carryover schedule for adoption by Council in September.	
07/08/25	K124	<b>Item 38 - Kāwhia Community Centre fees and charges waiver criteria and requirements</b> Refer to Minutes or see section above.	This criteria and requirements are now in place and outlined earlier in the agenda. Staff recommend this Resolution be <b>removed</b> from the Register.

That the Kāwhia Community Board approve the removal of Resolutions K91, K116 and K124 from the Register.

### Valedictory speech from retiring Board Member

#### 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

Better Places Together project prioritisation Open

Monthly discussion with staff on items raised in public forum or outstanding matters. Open

### 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 whakaponono	<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>