



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

# Open Agenda

Kāwhia Community Board

5 June 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, 5 June 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

26 May 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

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

### Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

### Role of the Community Board

The Kāwhia Community Board (the Board) is a separate entity to Ōtorohanga District Council. The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

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

### Delegations by Ōtorohanga District Council

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

#### Power to act – Reserve Funds

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

#### Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

#### Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

#### Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

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## Decision reports

## Ngā pūrongo whakatau

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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

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### Workshops/briefings

Monthly discussion on items raised in public forum or outstanding matters.	Open
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**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 26 May 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 speakers have requested to be heard.**

## 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 8 May 2025 (document number 817967).



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

## Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, 141 Jervois Street, Kāwhia on Thursday, 8 May 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

14 May 2025

### Kāwhia Community Board attendance

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

### Senior staff in attendance

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

## Opening formalities

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## Late item

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## Information only reports

### Ngā pūrongo mōhiohio anake

There are no reports.

## Public excluded

### Take matatapu

There are no reports.

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Monthly discussion on items raised in public forum or outstanding matters.	Open
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These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 14 May 2025.

## Commencement of meeting

## Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.00pm.

## Prayer/reflection/words of wisdom

## Karakia/huitao/whakataukī

Deputy Chairperson Whiu provided the opening karakia.

## Apologies

## Ngā hōnea

There were no apologies tendered. Board Member Walsh was absent.

## Public forum

## Hui tūmatanui

**Speaker:** Annie Mahara requested funding for the Kāwhia Community Hall charges to the end of 2025 for the Kai 4 All food distribution.

## Late items

## Ngā take tōmuri

Chairperson Good spoke to the Fees and Charges resolution passed by the Board at their April meeting. He proposed the Board consider the matter as a late item.

Resolved K105: That Kāwhia Community Board accept the late item 'Fees and Charges 2025/26' due to Ōtorohanga District Council considering and approving Fees and Charges for 2025/26 at their meeting on 27 May which is before the next Board meeting.

Chairperson Good | Deputy Chairperson Whiu

## Declaration of conflict of interest

## Te whakapuakanga pānga taharua

Chairperson Good noted he had proposed a grant for the Kāwhia ANZAC Day service and that Deputy Chairperson Whiu would assume the Chair for that discussion and decision.

## Confirmation of minutes

## Te whakaū i ngā meneti

Deputy Chairperson Whiu requested a correction on page 15 where the commentary for the signage was placed under Project 1: Kāwhia Storyboards. The signage was a separate project.

Resolved K106: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 3 April 2025 (document number 817967) with a correction on page 15 to clarify that the commentary was not in relation to the Board project.

Chairperson Good | Councillor Jeffries

## Decision reports

## Ngā pūrongo whakatau

### Item 34: Kāwhia boat parking

ODC's Graham Bunn spoke to the staff report noting the report recommended in a)ii) that no formal lease agreements be progressed. Councillor Jeffries spoke on the rates impact of any physical works in the area under discussion querying why it was proposed as a rate charge on only Kāwhia residents when the out of area visitors were the ones using the car parking area. Mr Bunn advised that under the current funding policy, any works would be included in the harbour budget which had 75% district and 25% Kāwhia rate funding. He noted there was no budget for lease payments or physical works in the current Long Term Plan. Mr Bunn noted the estimate provided did not include fencing, survey costs, archaeological assessment and legal costs. He noted the fencing was not on the boundary and the site had a drain running through the middle of the area and that the site was potentially historically important.

Board Member Harpur noted the report recommended in b) that a full report is prepared and Mr Bunn spoke on potential charging options and enforcement requirements which would require a bylaw to be drafted and consulted on before adoption.

Councillor Jeffries queried how a budget could be prepared for a upgrade of the car park area and ŌDC's Tony Quickfall advised a recommendation from the Board would need to be made to Ōtorohanga District Council for consideration as part of the next Long Term Plan development. Mr Bunn noted a lease agreement could only be signed if all the landowners were agreed. Deputy Chairperson Whiu spoke about the efforts over the previous years to progress discussions with the landowners and reiterated that all landowners would need to agree to any lease. Mr Quickfall advised the Board did not have delegation to enter into a lease agreement but could make a recommendation to ŌDC to consider.

Chairperson Good proposed a resolution which recommended that ŌDC enter into a formal lease agreement discussions with the landowners. Mr Bunn noted the proposed resolution was a reversal of the direction provided in the workshop.

Deputy Chairperson Whiu commented on the difficult task of obtaining agreement from all the landowners and Mr Bunn noted Councillor Tamaki had spent the previous year trying to pull the landowners together but was unsuccessful.

Councillor Jeffries spoke on the necessity of obtaining a lease agreement and Mr Bunn noted this would require considerable staff time when a wider analysis of parking within Kāwhia had not been undertaken. Board Member Harpur was concerned about the funding requirements to obtain an agreed lease and the following physical works. Deputy Chairperson Whiu noted the landowners may have other arrangements for the land.

Resolved K107: 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 discussions with the landowners.

Chairperson Good | Councillor Jeffries

## Late item

## Ngā take tōmuri

## Item 35: Fees and Charges 2025/26

Chairperson Good spoke to the item and commented on the increasing usage of the Hall and the impact of Fees and Charges increases on those groups. He proposed that the Board rescind the recommendation to ŌDC and relook at charging for recognised community groups.

Resolved K108: That the Kāwhia Community Board:

- a) revoke the KCB recommendation of April 2025 (resolution K99(a)) to amend Kawhia Community Centre fees; and
- b) recommend to ŌDC to defer any changes to the Kāwhia Community Centre Fees; and
- c) staff to report back to KCB on options around fees for the Community Centre”.

Deputy Chairperson Whiu | Board Member Harpur

## Information only reports

## Ngā pūrongo mōhiohio anake

There were no reports.

## Public excluded

## Take matatapu

There were no reports.

Chairperson Good adjourned the meeting at 4.54pm for a short break and recommenced the meeting at 5.00pm.

## Board Member updates

## Ngā kōrero hou a ngā Kaikaunihera

Board Member Harpur attended the Kāwhia/Aotea/Ōpārau concept plan meetings and the forestry community meeting. He also attended the Ōtorohanga ANZAC Day service. Councillor Jeffries attended the extra-ordinary Council and ordinary Council meetings and workshop day as well as

multiple Local Water Done Well meetings. He attended a site visit with Tainui Kāwhia Inc. and ŌDC staff to assess an alternative beach access site. He joined other councillors in a tour of Waikeria Prison prior to its opening. Councillor Jeffries attended the Aotea Ratepayers meeting, Housing Committee meeting and the Kāwhia ANZAC Day service.

Deputy Chairperson Whiu sat on the interview panel for the new Kāwhia Police Officer and attended the Tainui Regional Hui at Maketu Marae. Chairperson Good spoke on the forestry community meeting and the concept plan meetings. He attended the Te Korowai celebration at the Council offices and was also on the interview panel. He was the Master of Ceremonies for the Kāwhia ANZAC Day service and attended the Aotea sunset service.

## Board projects

### Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised a draft copy of the narratives should be presented to the next meeting.

### Other projects

Deputy Chairperson Whiu advised the draft slow down sign would be emailed to the Board for feedback. The sign would have branding similar to the photo frame design and Kāwhia turnoff signs recently installed. She advised a meeting would be scheduled with ŌDC staff to finalise the noticeboard design brief.

## Community Board discretionary fund

Chairperson Good referred the Board to the request included in the agenda from Jasmine Teei. Councillor Jeffries expressed concern that Board funding requests for social services should be funded by central Government. Deputy Chairperson Whiu noted there were several funding avenues and the Board was not a funding committee. ŌDC's Tony Quickfall referred to an additional request received for the Kāwhia Hauora Club after the agenda was published.

Resolved K109: That the Kāwhia Community Board grant Jasmine Teei the sum of \$1,500.00 excluding GST for the delivery of the 2025 Kāwhia Kaumatua Programme.

Board Member Harpur | Deputy Chairperson Whiu

Chairperson Good vacated the Chair for the discussion and following resolution relating to the Kāwhia ANZAC Day service. Deputy Chairperson Whiu assumed the Chair.

Mr Good spoke in support of a retrospective grant to the Kāwhia RSA. He did not participate in the discussion or decision.

Resolved K110: That the Kāwhia Community Board retrospectively grant the Kāwhia Returned Service Association the sum of \$500.00 excluding GST for the 2025 Kāwhia ANZAC Day service.

Deputy Chairperson Whiu | Board Member Harpur

Chairperson Good re-assumed the Chair.

Resolved K111: That the Kāwhia Community Board grant Annie Mahara up to \$540.00 excluding GST for the hireage of the Kāwhia Community Hall to the end of 2025 for the Kai 4 All food distribution noting the Fees and Charges for 2025/26 had not been confirmed and any unrequired funding should be returned to the Board.

Chairperson Good | Councillor Jeffries

Chairperson Good referred to the late request received from Kelly Barrett circulated to the Board by email.

Resolved K112: That the Kāwhia Community Board grant Kelly Barrett up to \$540.00 excluding GST for the hireage of the Kāwhia Community Hall for up to 25 fitness group sessions of the Kāwhia Hauora Club noting the Fees and Charges for 2025/26 had not been confirmed and any unrequired funding should be returned to the Board.

Deputy Chairperson Whiu | Board Member Harpur

Councillor Jeffries queried if any unspent funds would be held over to the following financial year. ŌDC's Tony Quickfall stated a recommendation would need to be made for ŌDC to consider and the funding would have to be for a specific project.

## Resolution Register

There were no changes made to the Register.

## Prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided the closing karakia and led the Board in a recitation of the karakia provided in the agenda.

## Meeting closure

Katinga o te hui

Chairperson Good declared the meeting closed at 5.57pm.

## 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 35 Kāwhia Community Centre hire charges for 2025/26

To Kāwhia Community Board

From Graham Bunn, Group Manager Business Enablement

Type DECISION REPORT

Date 5 June 2025



## 1. Purpose | Te kaupapa

- 1.1. To decide on whether some community groups regularly using the Kāwhia Community Centre (KCC) should be exempt from the hire charges or charged a reduced fee.
- 1.2. Subject to the above, to decide if a recommendation to Ōtorohanga District Council (ŌDC) is made with a suggested criteria for waiving fees for some community groups OR requesting delegation made to the Kāwhia Community Board to allow exemptions at its discretion.
- 1.3. To recommend to Ōtorohanga District Council proposed Fees and Charges for the 2025/26 financial year.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. As part of the 25/26 Annual Plan process Ōtorohanga District Council (ODC) reviews its Fees and Charges. The Kāwhia Community Board (the Board) has been delegated authority to make a submission on activities, service levels and expenditure within the Board's area. This includes making a recommendation on the Kāwhia Community Centre fees.
- 2.2. The Board reviewed the current charges and made a recommendation to ŌDC for consideration.
- 2.3. At their May meeting, the Board rescinded their recommendation to allow for further consideration of the charges for some community groups regularly using the KCC.
- 2.4. Following informal discussions with the Board Chairperson, this report has been prepared to allow the Board to consider and decide on a further recommendation to ŌDC for consideration at their June meeting.

### 3. Staff recommendation | Tūtuhutanga a ngā kaimahi

That the Kāwhia Community Board:

- a) Approve in principle that Kāwhia Community Centre hire charges be waived for some non-profit community groups who are regular users, noting the Board does not currently have the delegation to waive any fees.
- b) Recommend to Ōtorohanga District Council that delegation be granted to the Kāwhia Community Board to waive Kāwhia Community Centre hire charges for some non-profit community groups who are regular users with significant benefit to the Kāwhia community, at the Board's discretion.
- c) Recommend to Ōtorohanga District Council that the Kāwhia Community Hall hire charges be waived for the following non-profit community groups:
  - i) 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,
  - ii) Kāwhia Hauora Club – hire of the main hall area at six sessions per week for the purposes of fitness group sessions for the local community (volunteer run); and,
  - iii) Strength training exercise class – weekly hire of the main hall area for the purposes of assisting those with mobility issues and fall prevention (volunteer run).
- d) Recommend to Ōtorohanga District Council that the following Kāwhia Community Centre Fees and Charges be included in the 25/26 Annual Plan.

Kāwhia Community Centre	Private/Commercial Group	Non-Profit Group	Community
Half Day (up to 4 hours) Entire facility	\$75.00		\$35.00
Full Day (over 4 hours) Entire facility	\$150.00		\$75.00
Board/Supper Room only (Kāwhia Hall)	\$20.00		\$20.00
Bond	\$200.00		\$200.00

## Context | Horopaki

- 3.1. Fees and Charges are reviewed annually as part of the Annual Plan process. An Elected Member workshop was held on 11 March 2025 to discuss Fees & Charges including those for the Kāwhia Board area.
- 3.2. The Board were presented a report for deliberation at their April 2025 meeting making a recommendation resulting from direction given at the Elected Member Workshop discussions relating to Kāwhia Community Centre hire charges and Kāwhia Wharf fees. The Board made the following Resolution:

Resolved K99: That the Kāwhia Community Board recommend to Ōtorohanga District Council that the following Fees & Charges be included in the 25/26 Annual Plan.

**a) Kāwhia Community Centre**

<i>Type</i>	<i>Private/Commercial Group</i>	<i>Non-profit Community Group</i>
Half day (up to 4 hours) - Entire facility	\$75.00	\$35.00
Full day (over 4 hours) - Entire facility	\$150.00	\$75.00
Board/supper room only	\$20.00	\$20.00
Bond	\$200.00	\$200.00

**b) Kāwhia Wharf charges**

<i>Berthage</i>	<i>24/25</i>	<i>25/26</i>
Taharoa Ironsands	\$6,630.00 pa	\$7,625.00 pa
All other berthage (per boat)	\$869.00 pa	\$1,000.00 pa
<i>Shed rental</i>	<i>24/25</i>	<i>25/26</i>
All sheds	\$978.00 pa	\$1,125.00 pa
Power charges	Actual usage	Actual usage

Board Member Harpur | Board Member Walsh

- 3.3. At their meeting on 8 May, Chairperson Good spoke to the Fees and Charges resolution passed by the Board at their April meeting. He proposed the Board consider the matter as a late item.
- 3.4. Chairperson Good spoke to the item and commented on the increasing usage of the Centre and the impact of Fees and Charges increases on those groups. He proposed that the Board rescind the recommendation to ŌDC and relook at charging for recognised community groups.

Resolved K108: That the Kāwhia Community Board:

- a) revoke the KCB recommendation of April 2025 (resolution K99(a)) to amend Kawhia Community Centre fees; and
- b) recommend to ŌDC to defer any changes to the Kāwhia Community Centre Fees; and
- c) staff to report back to KCB on options around fees for the Community Centre”.

Deputy Chairperson Whiu | Board Member Harpur

## 4. Discussion | He kōrerorero

4.1. Informal discussions with Chairperson Good were held with ŌDC staff to determine what mechanisms could be put in place to support some community groups who were regularly using the Kāwhia Community Centre. The following groups were identified:

### Operation Kai 4 All

4.2. Led by Annie Mahara and in association with the community charity of the same name in Te Awamutu, this volunteer group hire the Centre every Wednesday to package and distribute free food to needy residents of the local area. The group utilise the kitchen and Board/Supper Room to package the food delivered from Te Awamutu and Cambridge organisations.

4.3. The hire charges are currently funded by the Board’s discretionary fund.

4.4. Staff have no concerns relating to the use of the Centre by this group.

### Kāwhia Hauora Club

4.5. Led by Kelly Barrett and Stephanie Green, this volunteer group ran fitness sessions in Omimiti Reserve until the changing weather moved the classes into the main hall area. Six sessions per week are held (early morning Tuesday and Thursday, and late afternoon on Monday, Tuesday, Thursday and Friday).

4.6. The hire charges are currently funded by the Board’s discretionary fund.

4.7. Staff have no concerns relating to the use of the Centre by this group.

### Strength training exercise class

4.8. Led by Jeanette Schollum and Lorraine Sabini, this volunteer group provides an exercise class aimed at anyone who needs assistance with mobility issues or fall prevention. The sessions are held every Thursday morning. This is an important health initiative not currently provided elsewhere in the community.

4.9. The hire charges are currently being funded by a koha collection by participants.

4.10. Staff have no concerns relating to the use of the Centre by this group.

#### Fees and Charges 2025/26

4.11. Chairperson Good indicated that if an exception process was provided in some manner for specified community groups, the Board's original recommendation to ŌDC on hire charges would be acceptable to the Board.

## 5. Discussion | He kōrerorero

5.1. There were several options explored to accommodate specified community groups:

#### Gold coin donation

5.2. Using a gold coin donation by participants as the basis for a contribution towards hire charges was considered by staff to be an inefficient method as the group identified were not formal non-profits with bank accounts. Accepting gold coins would result in the group having to deposit into a personal bank account and pay ŌDC and staff noted there were no banks located in Kāwhia. Staff explored capturing the gold coin donations with several methods considered however all methods required a staff member to be responsible for the collection, transportation and lodgement of the money and this was not anticipated to be at a level to support the additional costs associated with manual money handling.

5.3. Staff also note that the identified groups are volunteer run, and any gold coin donation would need to specify if for participants only or all parties. Equity is also a consideration with the volunteers running Operation Kai 4 All not having 'participants' unless the recipients of the food parcels were considered participants.

#### Recommend ŌDC approve a waiver for identified groups

5.4. This would allow for the groups to be included in the yearly Fees and Charges resolution by ŌDC as recommended by the Board, however, would not provide for any new initiatives that might arise during the financial year.

#### Recommend ŌDC delegate authority to the Board to waive hire charges

5.5. ŌDC could specify a limit on the amount that could be waived or provide criteria for the Board to apply when making a decision. If ŌDC do not specify a criteria, the Board could choose to implement one or choose to use their discretion. The identified groups in this report are all volunteer led and provide easily identifiable health benefits to the Kāwhia community.

## 6. Considerations | Ngā whai whakaarotanga

### Significance and engagement

6.1. The recommendation is of low significance to ŌDC under the Significance and Engagement Policy.

### Impacts on Maori

6.2. This is an administrative decision and there is no requirement to engage with Iwi.

### Risk analysis

6.3. There is a loss of income if community groups have their annual hire charges waived. This reduction may impact the budget available for maintenance of the Centre.

6.4. There is a risk that if the charges are not waived, the groups identified may not be able to continue their services to the Kāwhia community.

### Policy and plans

6.5. If the recommendation from the Board is adopted by ŌDC, the revised hire charges will be effective 1 July 2025.

### Legal

6.6. There are no legal implications affected by this decision.

### Financial

6.7. Changes to the hire charges will only have a minor impact on revenue for the 25/26 financial year.

## 7. Options analysis

7.1. Changes to the Kawhia Community Centre hire charges, including criteria for waiving charges for specific community groups have been considered earlier in the report and are not repeated in this section.

Option 1: The Board recommend Fees and Charges to ŌDC as originally signalled

7.2. The Board recommends the charges as originally recommended to ŌDC noting that no provision has been made for some community groups who regularly use the Centre.

Option 2: The Board recommend Option 1 and also recommend identified community groups have their hire charges waived for the financial year

- 7.3. This option recommends the charges as originally recommended to ŌDC and ensuring that provision is considered for some community groups who regularly use the Centre to have their fees waived for the 2025/26 financial year.

Option 3: The Board recommend Option 2 and also recommend ŌDC delegate authority to the Board to use their discretion or set criteria to allow the Board to waive hire charges for some community groups

- 7.4. This option recommends the charges as originally recommended to ŌDC and ensuring that provision is considered for some community groups who regularly use the Centre to have their fees waived for the 2025/26 financial year.
- 7.5. It also allows for the Board to recommend that ŌDC make provision for the Board to waive charges for similar non-profit groups who provide easily identifiable benefits to the Kāwhia community.

Recommended option and rationale

- 7.6. Option 3: This will ensure that an appropriate level of fees are being charged and that charges for specific community groups are waived allowing them access to a facility that will enable community wellbeing.
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Item 36 Kāwhia Community Board Discretionary Fund

To Kāwhia Community Board

From Graham Bunn, Group Manager Business Enablement

Type DECISION REPORT

Date 5 June 2025



## 1. Purpose | Te kaupapa

- 1.1. To decide on whether the Kawhia Community Board (KCB) will make a recommendation to carry forward any balance left in the Kawhia Community Board Discretionary Fund (the Fund) to the next financial year.

## 2. Executive summary | Whakarāpopoto matua

- 2.1. The KCB wish to carry forward any unspent funds from their discretionary fund to the following financial year to avoid having to utilise all of the fund prior to 30 June.

## 3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Kāwhia Community Board recommend to Ōtorohanga District Council that any balance left in the Kawhia Community Board Discretionary fund as at 30 June 2025 be carried over to the following financial year and be included in the carryover schedule for adoption by Council in September.

## 4. Context | Horopaki

- 4.1. 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.
- 4.2. The KCB have been allocated a discretionary fund of \$5K for the 24/25 financial year. The Fund can be used to support the Kāwhia Community through community projects initiated by the KCB itself, and/or for grants to community groups.

- 4.3. There is often a balance left in the discretionary fund at year end and the KCB are seeking to carry forward any unused funds to the following financial year.

## 5. Discussion | He kōrerorero

- 5.1. Community Board discretionary funds are recognised as operating expenditure and generally it is only unspent capital expenditure that forms part of Ōtorohanga District Council's (ŌDC) carryover report to transfer unspent budget to the following financial year.
- 5.2. Community Boards have limited direct delegated authority for any expenditure and the amount of the discretionary funds are small. The Fund is still one way that the KCB can show direct support to the community, and it is appropriate in this case that any unused funds be able to be transferred to the following financial year. The fund can be used for community projects initiated by the KCB itself, or for distribution to appropriate community projects initiated by community groups.
- 5.3. The total amount available to be carried forward at the date of this report, if no further funds are distributed, is \$962.60.

## 6. Considerations | Ngā whai whakaarotanga

### Significance and engagement

- 6.1. The recommendation is of low significance to ŌDC under the Significance and Engagement Policy.

### Impacts on Maori

- 6.2. This is an administrative decision and there is no requirement to engage with Iwi.

### Risk analysis

- 6.3. There is no risk to carrying over the unspent balance of the discretionary fund at the end of the financial year.

### Policy and plans

- 6.4. There is no impact on any policies or plans.

### Legal

- 6.5. There are no legal implications affected by this decision.

### Financial

- 6.6. Carrying over the unspent balance of the discretionary fund will have no financial impact.

## 7. Options analysis

Option 1: The unspent balance of the KCB discretionary fund is carried forward to the following financial year.

- 7.1. This option recommends that the unspent balance of the discretionary fund is carried over to the following financial year and included in the Carryover schedule for adoption by ŌDC.

Option 2: The unspent balance of the KCB discretionary fund is not carried forward to the following financial year.

- 7.2. This option recommends that the unspent balance of the discretionary fund is not carried forward to the following year.

Recommended option and rationale

- 7.3. Option 1: This will ensure that the KCB is fully utilising any unspent funds from the discretionary fund and will avoid trying to use the balance of the funds at the end of the financial year.
-

## 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

## 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)
3/10/24	K81	Kāwhia Kai Festival	Event funding	1,000
7/11/24	K86	Kāwhia Kai Festival	Resolution K81 rescinded	-1,000
5/12/24	K94	Annie Mahara	Hall hire for Operation Kai 4 All	417.40
3/04/25	K104	Kāwhia Hauora Club	Hall hire for 25 fitness group sessions	500.00
8/05/25	K109	Jasmine Teei	Kāwhia Kaumatua programme	1,500.00
8/05/25	K110	Kāwhia RSA	ANZAC Day service 2025	540.00
8/05/25	K111	Annie Mahara	Hall hire for Operation Kai 4 All	540.00
8/05/25	K112	Kāwhia Hauora Club	Hall hire for 25 fitness group sessions	540.00

Total granted	4,037.40
Total remaining	962.60

## Resolution Register

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

Resolution #	Date	Resolution	Staff update
N/A	26/2/21	That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays.	Part a) The development of an asset management plan for the wharf structure is on hold.  Staff recommend part a) is retained on the Register.  Parts b) and c) The fees and charges 2025/26 discussions included these matters.  Staff recommend points b) and c) are removed from 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 is still planned to go ahead and will be rescheduled once staff are confident that the removal will not be interrupted by protesters against the removal.  It is recommended that this Resolution be retained until the trees have been removed and an update provided to the Board.
03/04/25	K99	Item 32 - Kāwhia Fees & Charges increases for the 2025/26 financial year That the Kāwhia Community Board recommend to Ōtorohanga District Council that the following Fees & Charges be included in the 25/26 Annual Plan. (Refer to Minutes for full Resolution).	This Resolution was rescinded at the Board's May meeting via Resolution K108.  Staff recommend the Board confirm the Resolution be removed from the Register.

03/04/25	K100	Item 33 - New community noticeboard proposal That the Kāwhia Community Board approve Ōtorohanga College to prepare a concept design for a new community noticeboard.	Ōtorohanga College have rescinded their offer due to timeline restrictions.  Staff recommend this Resolution be rescinded as it is no longer required.
03/04/25	K101	Item 33 - New community noticeboard proposal That the Kāwhia Community Board approve the new noticeboard be sited in the outside foyer of the Kāwhia Community Hall, in principle, subject to a final design.	This resolution stands, but the noticeboard update project is no longer being progressed by the College. Board to confirm if they wish to progress the upgrade to the noticeboard as a board project.
03/04/25	K102	Item 33 - New community noticeboard proposal That the Kāwhia Community Board approve the design brief and staff to liaise with Deputy Chairperson Whiu on the design.	This resolution stands, but the noticeboard project is no longer being led by the College. Board to confirm if they wish to progress with an updated noticeboard as their own project.
03/04/25	K103	Item 33 - New community noticeboard proposal That staff report back to the Kāwhia Community Board on the proposed design, funding options and funding request.	If the Board wish to progress an upgrade to the noticeboard as a board project, staff will report back on funding.
08/05/25	K107	Item 34 – Kāwhia boat parking 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.	A report is expected to be presented to ŌDC at their June meeting.  Staff recommend this Resolution be retained on the Register until ŌDC make a decision.

08/05/25	K108	<p>LATE ITEM</p> <p>Item 35: Fees and Charges 2025/26</p> <p>That the Kāwhia Community Board:</p> <p>a) revoke the KCB recommendation of April 2025 (resolution K99(a)) to amend Kawhia Community Centre fees; and</p> <p>b) recommend to ŌDC to defer any changes to the Kāwhia Community Centre Fees; and</p> <p>c) staff to report back to KCB on options around fees for the Community Centre”.</p>	<p>At their meeting on 27 May, ŌDC resolved to retain the Kāwhia Community Hall fees at the 2024/25 rates until a further recommendation is made by the Board for ŌDC consideration.</p> <p>A report to the Board on fees is included in this agenda.</p> <p>Staff recommend this Resolution be removed from the Register.</p>
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That the Kāwhia Community Board approve:

- a) Parts b) and c) from the Resolution on 26/2/21 be removed from the Register.
- b) Resolution K99 be removed from the Register as it has been rescinded by Board Resolution K108; and,
- c) Resolution K100 to be rescinded and removed from the Register as it is no longer required; and,
- d) Resolution K108 be removed from the Register.

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

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

## For use in both opening and closing meetings

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

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

## For use in blessing food

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

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