



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

# Open Agenda

**KĀWHIA COMMUNITY BOARD**

2 April 2026

# Kāwhia Community Board

**Notice is hereby given** that an ordinary meeting of the Kāwhia Community Board will be held in the Kāwhia Community Centre, 27 Jervois Street, Kāwhia on Thursday, 2 April 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

27 March 2026

## OPEN TO THE PUBLIC AGENDA

### Kāwhia Community Board membership

Chairperson	Geoff Good
Deputy Chairperson	Hinga Whiu
Board Member	Richard Harpur
Board Member	Kit Jeffries
Board Member	Annie Mahara

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 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 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 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 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 Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Kāwhia General Reserve Fund.

#### ***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****Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom		6
Apologies		6
Public forum	<b>Two speakers</b>	6
Late items		7
Declaration of conflict of interest		7
Confirmation of minutes		7

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

There are no reports.

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

There are no reports.

**Other business****Ētahi atu take**

Board Member updates		17
Board projects		17
Kāwhia General Reserve Fund		17
Kāwhia Discretionary Fund	<b>Three requests</b>	18
Kāwhia Community Centre hire charge waivers		18
Resolution Register		20

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

There are no reports.

**Closing formalities**

20

**Workshops/briefings**

Kāwhia boat ramp parking update

Open to public

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

Open to public

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 31 March 2026.

**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.

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

**Public forum****Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made 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.

The following people have requested to speak:

- Hads Te Huia is requesting support from the KCB discretionary fund for the Hauora (fitness) Group, based in an old building at Okapu Marae.
- Liz Stolwyk from Waikato Regional Council will be speaking to introduce herself as she is the elected member representative for the area.

**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 12 February 2026 as distributed.



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

# Open Minutes

**KĀWHIA COMMUNITY BOARD**

12 February 2026

# Kāwhia Community Board

Open Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Centre, 27 Jervois Street, Kāwhia on Thursday, 12 February 2026 commencing at 4.00pm.

Tanya Winter, Chief Executive

31 March 2026

## Kāwhia Community Board attendance

Chairperson	Geoff Good	Attended
Deputy Chairperson	Hinga Whiu	Attended
Board Member	Richard Harpur	Attended
Board Member	Kit Jeffries	Attended
Board Member	Annie Mahara	Attended

## ODC Leadership Team in attendance

Chief Executive	Tanya Winter	Apology
Group Manager Regulatory & Growth	Tony Quickfall	Attended
Group Manager Business Enablement	Graham Bunn	Attended

## Other Elected Members present

Mayor	Rodney Dow	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

**Opening formalities****Ngā tikanga mihimihi**

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	6

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

Item 7	Endorsement of the adopted Code of Conduct	7
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**Information only reports****Ngā pūrongo mōhiohio anake**

There are no reports.

**Other business****Ētahi atu take**

Board Member updates		7
Board projects		8
Kāwhia General Reserve Fund		8
Kāwhia Discretionary Fund		8
Kāwhia Community Centre hire charge waivers		9
Resolution Register		9

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

There are no reports.

**Closing formalities**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	9
Meeting closure	Katinga o te hui	9

**Workshops/briefings**

Code of Conduct	Open to public
Monthly discussion on items raised in public forum or outstanding matters.	Open to public
Karewa boat ramp and boat parking	Closed to public

These Open Minutes were prepared by PA to the Group Managers, Cathy Plowright and approved for distribution by Group Manager Regulatory and Growth, Tony Quickfall on 31 March 2026.

**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**

Board Member Mahara provided an opening karakia

**Apologies****Ngā hōnea**

There were no apologies.

**Public forum****Hui tūmatanui**

The following people spoke:

***Kelly Isherwood - Kāwhia Community Centre***

Ms Isherwood said the condition of the Kāwhia Community Hall was not at an unacceptable standard and that hirers needed to clean it before use. She said the Hall was run down, dirty, unable to cater for large groups and the equipment not fit for purpose. She mentioned several safety concerns (no safety rail on the stage steps, no hall lighting, old toilets, outdated cleaning equipment). She also said some hirers had been treated unfairly and not got their bond back. Ms Isherwood asked where the funds handed over by the previous caretakers had gone and she asked if those funds could be used to upgrade the facilities.

Chairperson Good thanked Ms Isherwood for the comprehensive list of issues. He confirmed that \$47,000 is earmarked in the Kāwhia Community Hall account and would be used for maintenance requirements.

***Horahaere Scott - vehicles on beaches***

Ms Scott said the Onepū Charitable Trust wished to give notice that it would be blocking off and preventing vehicle access to the beach past Maketū Marae (but would remain open for pedestrian access, emergency vehicles and beach patrols). She said the date for this proposed action (likely over a weekend) will be announced at the Maketū Marae Poukai on 13 March. She said protection of the seabed and destruction of the dunes was the Trust's major concern.

In answer to a question from Councillor Jeffries, Ms Scott said the Trust is yet to confirm how it will block the access and that members of the Māori Women's Welfare League would be giving out explanatory leaflets to explain why the access was being stopped.

***Vanessa Rotohiko - destruction of native trees on Pouewe St.***

Ms Rotohiko raised concern about the way the native trees opposite the camping ground had been badly trimmed and that it would take a long time for them to recover. She said tree trimming needs to be done to a better standard and more care taken.

Chairperson Good said Ms Rotohiko's concerns had been noted and that more care would be taken next time.

***Malcolm Ormsby - fire risk at Tom French Grove***

Mr Ormsby raised concern about fire risks from campers at Tom French Grove. He asked that ŌDC work with Tainui Kāwhia Inc (TKI) on appropriate fire warning signage. He said that request had been raised by TKI when they met with ŌDC in 2025 but there had been no follow up action. He said it would only take one spark from a fire to cause havoc for the community and the risk was very real.

Chairperson Good thanked the speakers for the important points brought up. He said there would be a kōrero around those presentations in a workshop after the meeting.

**Late items****Ngā take tōmuri**

There were no late items.

**Declaration of conflict of interest****Te whakapuakanga pānga taharua**

There were no declarations made.

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

K12: That Kāwhia Community Board confirm as a true and correct record of the meeting the open Minutes of the meeting held on 4 December 2026 as distributed.

Board Member Harpur | Board Member Whiu

Matters arising:

Chairperson Good noted a correction was required on page 12 of the minutes relating to Kāwhia Kai Ltd.

In answer to a question from Councillor Jeffries, ŌDC's Tony Quickfall said Lucylou van Tol has been asked to confirm the legal status of her entity as that was required before a letter of support from the Board could be provided.

Referring to page 14 of the minutes, Board Member Whiu said an update on the Kāwhia Storyboards would be provided at the March Board meeting.

## Decision reports

## Ngā pūrongo whakatau

### Item 7 – Endorsement of the adopted Code of Conduct

ŌDC's Graham Bunn said the Code of Conduct was an interim measure until a new national code of Standing Orders is adopted by all councils. He said the Board was being asked to endorse the Code of Conduct adopted by Council in December 2025. He said staff would be running a workshop after the meeting to take Board Members through the Code of Conduct in more detail.

Councillor Jeffries drew Board Members' attention to page 27 in the agenda regarding pecuniary interest. He said there was no need for elected members to declare a conflict of interest provided there was no pecuniary gain to that member. He also drew Board Members' attention to page 35 in the agenda regarding non-pecuniary bias.

K13: That the Kāwhia Community Board:

- a) **ENDORSES** the adoption of the Code of Conduct by Ōtorohanga District Council at their December 2025 meeting; and
- b) **NOTES** that this Code of Conduct will remain in force until the national model is issued and adopted in accordance with forthcoming legislative requirements.

Chairperson Good | Board Member Mahara

## Information only reports

## Ngā pūrongo mōhiohio anake

There were no reports.

## Board Member updates

## Ngā kōrero hou a ngā Kaikaunihera

Councillor Jeffries said he had attended the opening of the KiwiHouse Animal Nutrition and Enrichment Centre on 5 December, the Council meeting on 9 December, the Risk and Assurance Committee meeting on 15 December, a Tourism Waikato meeting on 19 January and this week's Elected Member workshop. He said he had also attended the Kāwhia Kai festival last Saturday and congratulated everyone involved with

a successful event. He acknowledged the work done by Board Member Harpur, Hano Ormsby and Chris Kelly in staining the bollards and pou around Omimiti Reserve prior to the event.

Board Member Harpur said he had been involved with the Kāwhia Kai festival and had been impressed with the help provided by local people and businesses during that time. He said he had been keeping an eye on the Kāwhia Community Centre and hadn't found it to be messy. He said he agreed about the brutal pruning of the trees on Pouewe Street. He said he was still hearing concern from Kāwhia locals about unemployment. He noted the One Base fishing competition was in progress and said there had been fantastic community cooperation around this event.

Board Member Whiu talked of the sadness on her shoulders having lost her younger sister to cancer earlier in the month. She mentioned her involvement where local marae tribal whānau had paddled from the source of the Waikato River, listening to the narratives of local people along the way.

Chairperson Good said the Kāwhia Kai festival had been an amazing event and had returned it to its former iconic status. He also mentioned the One Base fishing competition which he said was another iconic event along with the Whale Boat racing. He said the little community of Kāwhia does so much and is the crown jewel of Ōtorohanga District. Board Member Whiu said the kaupapa of the original kai festival was to bring back traditional Māori kai and no other types of food had been allowed.

Chairperson Good said he had attended an Elected Member workshop earlier in the week which started the ball rolling on the Annual Plan.

Board Member Good said Board Members would be taking it in turns to provide the opening and closing karakia in future with Board Member Harpur next on the roster at the March meeting.

## **Board projects**

### **Project 1: Kāwhia Storyboards**

Board Member Whiu will have an update for Board Members at the March meeting.

## **Kāwhia General Reserve Fund**

No funds were distributed.

## **Kāwhia Community Board discretionary fund**

Board Member Jeffries said the total of \$3,500 was understated as there was also the carryover from the previous year that could be added to that. He asked for that to be shown in future agendas.

## Kāwhia Community Centre hire charge waivers

There were no requests for a waiver.

## Resolution Register

K14: That the Kāwhia Community Board approve the removal of Resolution K10 from the Register.

Councillor Jeffries | Board Member Whiu

## Public excluded

## Take matatapu

There were no reports.

## Closing prayer/reflection/words of wisdom

## Karakia/huritao/whakatauki

Board Member Mahara provided a closing karakia.

## Meeting closure

## Katinga o te hui

Chairperson Good declared the meeting closed at 5.00pm.

## Workshops/briefings

Code of Conduct Open

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

Karewa boat ramp and boat parking Closed

Board Member Whiu left the workshop at 6.00pm.

There being no further matters, the session ended at 6.45pm.

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

There are no reports.

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

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 and priorities**

Board Members will provide updates as appropriate.

**Project 1: Kāwhia Storyboards**

The Board held an informal session to consider their priorities for the 2025-28 Triennium. It is appropriate that the Board confirm these priorities by formal resolution.

**Staff recommendation**

That the Kāwhia Community Board confirm their priorities for the 2025-28 Triennium:

- a) Kāwhia boat ramp carpark
- b) Kāwhia Community Centre.

**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:

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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.

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

The Fund had a balance of \$203,742 as at 31 December 2025.

## Kāwhia 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. The grants below were made by the previous Kāwhia Community Board.

Date of grant	Resolution #	Recipient	Purpose	Amount (excl. GST)	
				Budget	\$
					<b>5,963.00</b>
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
			<b>Total granted</b>	\$	<b>1,500.00</b>
			<b>Total remaining</b>	\$	<b>4,463.00</b>

## Request/s for funding

A request has been received from Hads Te Huia for funding for the Hauora Group based in a building at the Ōkapū Marae. Mr Te Huia will speak to his request in the public forum.

Chairperson Good has made two requests:

1. A grant of \$1,000 to be made to the Mayoral Disaster Relief Fund; and,
2. A grant of \$500 to be made to the Kāwhia RSA to assist with the costs for the 2026 Kāwhia ANZAC Day parade.

## 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.
- a) 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.
- b) 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 from the previous Kāwhia Community Board.

- 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).
- d) **Rowley Clegg** – weekly hire of the main hall for the purpose of providing music both live and via website playlists to provide residents the opportunity to sing or play an instrument (volunteer run).

### Request for hire charge waiver

No requests have been received.

## Resolution Register

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

Resolution #	Date	Resolution	Staff update
K13	12/02/26	That the Kāwhia Community Board: <ul style="list-style-type: none"> <li>a) ENDORSES the adoption of the Code of Conduct by Ōtorohanga District Council at their December 2025 meeting; and</li> <li>a) NOTES that this Code of Conduct will remain in force until the national model is issued and adopted in accordance with forthcoming legislative requirements.</li> </ul>	There is no further action required. Staff recommend this Resolution is <b>removed</b> from the Register.

### Staff recommendation

That the Kāwhia Community Board approve the removal of Resolution K10 from the Register.

## Public excluded

## Take matatapu

There are no reports.

## 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

Workshops will commence after a short break.

- |    |   |                |
|----|---|----------------|
| 1. | Kāwhia boat parking   | Open to public |
| 2. | Monthly discussion with staff on items raised in public forum or outstanding matters. | Open to public |

## 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 manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>