

OPEN AGENDA



Kawhia Community Board

Te Poari Hapori o Kawhia

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

Tanya Winter, Chief Executive

24 March 2024

Membership

| | | | |
|--------------------|--------------|-------------------------|--------------|
| Chairperson | Upoko | Geoff Good | 022 678 6053 |
| Deputy Chairperson | Upoko Tiriwā | Hinga Whiu | 021 181 1009 |
| Member | Mema | Dave Walsh | 021 296 0392 |
| Member | Mema | Richard Harpur | 022 401 7192 |
| Member | Mema | Councillor Kit Jeffries | 021 226 4904 |

Quorum

A majority of members (including any vacancies).

Role of the Community Board

The Kawhia 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 Kawhia and Aotea communities.
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 Kawhia and Aotea communities.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Kawhia and Aotea communities.
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 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.

Important note for members of the public attending meetings

This meeting will be electronically recorded (audio and video) for the purpose of webcasting to Council's YouTube channel. Every care will be taken to maintain individual's privacy however attendees are advised they may be recorded as part of the general meeting proceedings or if speaking in the public forum.

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 contact governance@otodc.govt.nz at least two days prior to the meeting, identifying the speaker/s, providing their contact details and the topic(s) on which they wish to speak. 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.

Order of agenda

Opening formalities

| | | |
|--|--|---|
| Commencement of meeting Te tīmatanga o te hui | | 5 |
| Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī | | 5 |
| Apologies Ngā hōnea | | 5 |
| Public forum Hui tūmatanui | <ul style="list-style-type: none"> Annie Mahara Kāwhia Maori Women's Welfare League Kelly Dockery | 5 |
| Late items Ngā take tōmuri | | 5 |
| Declaration of conflict of interest Te whakapuakanga pānga taharua | | 6 |
| Confirmation of minutes Te whakaū i ngā meneti | <ul style="list-style-type: none"> 4 April 2024 | 6 |

Decision reports | Ngā pūrongo whakatau

| | |
|-------------|--|
| No reports. | |
|-------------|--|

Information only reports | Ngā pūrongo mōhiohio anake

| | |
|-------------|--|
| No reports. | |
|-------------|--|

Public excluded | Take matatapu

| | |
|-------------|--|
| No reports. | |
|-------------|--|

Board projects

| | |
|-------------------------------|----|
| Project 1: Kāwhia storyboards | 14 |
|-------------------------------|----|

Other business | Ētahi atu take

| | |
|------------------------------------|----|
| Board Member updates | 14 |
| Community Board discretionary fund | 14 |

Order of agenda

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|---------------------|----|
| Resolution register | 15 |
|---------------------|----|

Closing formalities

| | |
|--------------------------|----|
| Closing prayer Karakia | 15 |
|--------------------------|----|

| | |
|------------------------------------|----|
| Meeting closure Katinga o te hui | 15 |
|------------------------------------|----|

Workshops | Hui awheawhe

| | |
|-----------------------------------|----|
| There are no workshops scheduled. | 15 |
|-----------------------------------|----|

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

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

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

The Chairperson will invite an elected member or a staff member to provide the opening words.

Apologies | Ngā hōnea

An elected member who has not been granted a leave of absence may tender an apology should they be absent for all or part of a meeting. The Board may accept or decline any apologies. For clarification, the acceptance of an elected member's apology constitutes a grant of leave of absence for that specific meeting(s).

Staff recommendation

That the Kāwhia Community Board receive and accept the apology from Hinga Whiu for 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 the local authority.

At the conclusion of the presentation elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

No requests had been received when the agenda was distributed.

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 of the Act relating to meeting notice, agendas, agenda format and content. Should a late item be raised, the staff recommendation is shown below.

That the Kāwhia Community Board accept the late item relating to ... (subject) due to ... (special circumstance).

Declaration of conflict of interest | Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have. Should any conflicts be declared the staff recommendation is shown below.

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 Board meeting are attached on the following page. The staff recommendation is shown below.

That the open minutes of the Kawhia Community Board meeting held on 7 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

OPEN MINUTES



Kāwhia Community Board

Te Poari Hapori o Kāwhia

Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervis Street, Kāwhia on **Thursday, 4 April commencing at 4.00pm.**

Tanya Winter, Chief Executive

17 April 2024

Membership

| | | |
|--------------------|-------------------------|----------|
| Chairperson | Geoff Good | Attended |
| Deputy Chairperson | Hinga Whiu | Attended |
| Member | Dave Walsh | Apology |
| Member | Richard Harpur | Attended |
| Member | Councillor Kit Jeffries | Attended |

Quorum

A majority of members (including any vacancies).

Senior staff in attendance

| | | |
|-----------------------------------|----------------|----------|
| Chief Executive | Tanya Winter | Apology |
| Policy Advisor | Andrew Loe | Attended |
| Group Manager Regulatory & Growth | Tony Quickfall | Attended |

These Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Policy Advisor, Andrew Loe.

Order of business

Opening formalities

| | |
|--|--|
| Commencement of meeting Te tīmatanga o te hui | 4 |
| Opening prayer/reflection/words of wisdom Karakia/huritao/whakataukī | 4 |
| Apologies Ngā hōnea | 4 |
| Public forum Hui tūmatanui | 4 |
| Late items Ngā take tōmuri | 4 |
| Declaration of conflict of interest Te whakapuakanga pānga taharua | 4 |
| Confirmation of minutes Te whakaū i ngā meneti | <ul style="list-style-type: none"> 7 March 2024 |

Decision reports | Ngā pūrongo whakatau

| | |
|-------------|--|
| No reports. | |
|-------------|--|

Information only reports | Ngā pūrongo mōhiohio anake

| | |
|---|---|
| Item 24: Civil Defence and Emergency Management: Kāwhia Community Response Plan | 5 |
| Item 25: Proposed Road Naming and Numbering Policy | 5 |

Public excluded | Take matatapu

| | |
|-------------|--|
| No reports. | |
|-------------|--|

Board projects

| | |
|-------------------------------|---|
| Project 1: Kāwhia storyboards | 6 |
|-------------------------------|---|

Other business | Ētahi atu take

| | |
|------------------------------------|---|
| Board Member updates | 6 |
| Community Board discretionary fund | 6 |
| Resolution register | 6 |

Order of business

Closing formalities

| | |
|------------------------------------|---|
| Closing prayer Karakia | 7 |
| Meeting closure Katinga o te hui | 7 |

Workshops | Hui awheawhe

| | |
|-------------------------|--|
| There were no workshops | |
|-------------------------|--|

Opening formalities

Commencement of meeting | Te tīmatanga o te hui

Chairperson Good declared the meeting open at 4.00pm.

Opening prayer/reflection/words of wisdom | Karakia/huritao/whakataukī

Deputy Chairperson Whiu provided the opening karakia.

Apologies | Ngā hōnea

Resolved K55: That the Kāwhia Community Board receive and accept the apology from Board Member Dave Walsh for non-attendance.

Chairperson Good | Deputy Chairperson Whiu

Public forum | Hui tūmatanui

No requests had been received.

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

Resolved K56: That the open minutes of the Kāwhia Community Board meeting held on 7 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Harpur | Deputy Chairperson Whiu

Board Member Harpur noted an error on page 7 where he was attributed to a comment which was made by Board Member Walsh.

Decision reports | Ngā pūrongo whakatau

There were no reports.

Information only reports | Ngā pūrongo mōhiohio anake

Item 24: Civil Defence and Emergency Management: Kāwhia Community Response Plan

ŌDC's Group Manager Tony Quickfall outlined the report and Cathie Shaw spoke to the Response Plan's development noting it was not intended to be prescriptive but a tool to assist in communication and planning. She advised the Plan was reviewed every six months to ensure it remained up to date.

In response to a query from Councillor Jeffries, Ms Shaw advised the community response group had representatives from the Kāwhia Fire Station, NZ Police, the local CDEM Welfare lead, the local doctor, and St Johns along with two representatives from Aotea. In response to a second query, Ms Shaw noted the intention was to hold a demonstration day with the Aotea community. In response to a third query, Ms Shaw advised the wider community communications included a 'telephone tree'. She noted the Red Cross alerting app was slowing being phased out.

Deputy Chairperson Whiu noted Tainui Live 95.4 was not in the list of radio stations.

Resolved K57: That the Kāwhia Community Board receives the 'Civil Defence and Emergency Management: Kāwhia Community Response Plan' for information.

Councillor Jeffries | Deputy Chairperson Whiu

Item 25: Proposed Road Naming and Numbering Policy

ŌDC's Andrew Loe took the report as read and in response to a query from Councillor Jeffries noted the addition of macrons to existing road signs would be best addressed as project reviewing all street names in the community as opposed to responding to requests to change individual street names.

Resolved K58: That the Kāwhia Community Board receive the report titled 'Item 25: Proposed Road Naming and Numbering Policy' (document number 746548) from Andrew Loe, Policy Advisor.

Deputy Chairperson Whiu | Board Member Harpur

Public excluded | Take matatapu

There were no reports.

Board projects

Project 1: Kāwhia storyboards

Deputy Chairperson Whiu advised Frank Thorne was still seeking permission to use some of the images and narratives. ŌDC's Andrew Loe advised staff were still trying to finalise the cross-checking of locations to ensure no utilities or road safety issues arose. In response to a query from Board Member Harpur, Ms Whiu stated there were 7 signs under development. Mr Harpur noted the need to ensure durability of the signs to reduce fading of the images.

Other business | Ētahi atu take

Board Member updates

Deputy Chairperson Whiu advised the sign coming up to the to the Ngutunui Road Intersection needed to be renewed. Two design options for new signage were provided to Members as handouts. The proposal utilised the photo frame design. ŌDC's Andrew Loe noted that northbound traffic would also see a new sign before the SH31 and SH39 intersection on Kāwhia Road. Both affected landowners had given permission for the installation of the new signage.

Deputy Chairperson Whiu commented on the Poukai rounds noting the good turnout to the events. She noted the toilets had 'tane' and 'wahine' but needed to be amended to 'wāhine' and 'tāne'. This amendment transferred the meaning from singular to plural.

Board Member Harpur spoke on the Long Term Plan seawall proposal being discussed by the community. Chairperson Good noted an Long Term Plan event was being held on 20 April and was an opportunity for the community to question staff and provide feedback.

Councillor Jeffries noted his activities including an elected members workshop, Poukai at Maketū Marae, ŌDC's Risk and Assurance Committee, meeting between His Worship the Mayor, senior staff and the Kāwhia Community Board on the seawall proposal. He commented on the consultation for the Long Term Plan, the Aotea Ratepayers meeting and reminded the Board about the ANZAC Day service at 1pm in Kāwhia.

Chairperson Good spoke on the Maketū Marae Poukai, the Coastal Restoration Conference and reminded the Board of the Aotea sunset service for ANZAC Day.

Community Board discretionary fund

Chairperson Good noted the fund's budget was available until 30 June. There were no grants made.

Resolution register

In response to a query from Board Member Harpur, ŌDC's Andrew Loe advised a bylaw may be needed to manage issues relating to fees and berthing at the wharf. Mr Loe stated the justification mechanism for

the setting wharf fees and charges would be the condition assessment and asset management plan for the wharf.

No changes were made to the Register.

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Whiu provided the closing karakia.

Meeting closure | Katinga o te hui

Chairperson Good declared the meeting closed at 5.15pm.

Workshops | Hui awheawhe

There were no workshops.

Decision reports | Ngā pūrongo whakatau

There are no reports.

Information only reports | Ngā pūrongo mōhiohio anake

There are no reports.

Public excluded | Take matatapu

There are no reports.

Board projects

Project 1: Kāwhia storyboards

Other business | Ētahi atu take

Board Member updates

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

Community Board discretionary fund

Following the grant made in December, the Board now has \$4,700.00 excluding GST available to grant.

| Date of grant | Resolution # | Recipient | Purpose | Amount (excl. GST) |
|---------------|--------------|--|--|--------------------|
| 07/12/23 | K45 | Ōtorohanga District Council for Annie Mahara | Hall hire for weekly community social events | \$300 |
| 08/02/24 | K49 | Nin Duggan for Move Your Tinana event | Temporary toilet delivery costs | 862.00 |
| | | | | \$1,162.00 |

Resolution register

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

| Resolution # | Date resolved | Resolution | Staff update |
|--------------|---------------|--|--|
| N/A | 26/2/21 | That a meeting be held with recreational and commercial users of the Kāwhia wharf to discuss: a) costs required to maintain the wharf asset b) the setting of fair and reasonable fees and charges and how these will be collected c) who pays. | An asset management plan for the wharf structure will be developed. This plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further decisions about ongoing charges and funding will flow on once future costs are understood. |

Closing formalities**Closing prayer | Karakia**

The Chairperson will invite an elected member or a staff member to provide the closing words.

Meeting closure | Katinga o te hui

The Chairperson will declare the meeting closed.

Workshops | Hui awheawhe

There are no workshops scheduled.