

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, 3 April 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

24 March 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.

Opening formalities

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Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	5
Apologies	Ngā hōnea	5
Public forum	Hui tūmatanui	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	6

Decision reports**Ngā pūrongo whakatau**

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Item 33	New community noticeboard proposal	23

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Public excluded**Take matatapu**

There are no reports.

Other business**Ētahi atu take**

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Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	30
Meeting closure	Katinga o te hui	30

Workshops/briefings

There are no scheduled workshops or briefings.

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 24 March 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. 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 had been received at the distribution 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 13 February 2025 (document number 794256).

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, 13 February 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

3 March 2025



OPEN TO THE PUBLIC MINUTES

Kāwhia Community Board membership

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

There were 19 members of the public present.

Opening formalities

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Declaration of conflict of interest	Te whakapuakanga pānga taharua	6
Confirmation of minutes	Te whakaū i ngā meneti	6

Decision reports**Ngā pūrongo whakatau**

There were no reports.

Information only reports**Ngā pūrongo mōhiohio anake**

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Public excluded**Take matatapu**

There were no reports.

Other business**Ētahi atu take**

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Closing formalities

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	10
Meeting closure	Katinga o te hui	10

Workshops/briefings

Workshop	Kāwhia boat park	Open to the public
Workshop	Draft Annual Plan 2025/26	Open to the public

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Regulatory & Growth, Tony Quickfall on 3 March 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 the opening karakia.

Apologies**Ngā hōnea**

Resolved K95: That Kāwhia Community Board receive and accept the apology from Board Member Walsh for non-attendance.

Chairperson Geoff Good | Councillor Jeffries

Public forum**Hui tūmatanui****Speaker 1: Hano Ormsby**

Mr Ormsby spoke on the Kāwhia Kai Festival and requested the use of the Domain for February 2026 on behalf of the Committee. He also sought to look at utilising the Sports Club and grounds for sports or any event and advocated for discussions on the matter.

Councillor Jeffries spoke on the reinstatement of the Festival but queried if use of the Domain had any traffic management issues and also if the current lessees had been approached for their consent. Bruce Brendon advised the Festival would not require a road closure but may require traffic management as all parking would be onsite. He stated it would be easier than using the main street. He advised the lessee had no issues in previous years, but a formal request is yet to be made for 2026.

Board Member Harpur noted the Kāwhia Domain lease was due for renewal. ŌDC's Graham Bunn noted the Kāwhia Sports Club lease was recently renewed and he noted the Club were keen to develop further use of the area.

Mr Ormsby noted confirmation of use was needed as communication to potential stall holders was pending.

Speaker 2: David Brown from Fire and Emergency New Zealand (FENZ)

Mr Brown spoke on his role with FENZ. He said Ōtorohanga District was on a restricted fire season, however it was likely a prohibited fire season would be activated shortly.

He referred to the Omimiti Street house raised by Councillor Jeffries at the December meeting noting that there was nothing onsite that would trigger FENZ to assess it as a fire hazard. A readily available ignition source was required whereas long dry grass or a derelict building was not a trigger.

He spoke on the liaison with Tainui Kāwhia Ltd (TKI) to ensure fire preparedness measures were in place. He acknowledged Aotea residents who approached FENZ about concerns with the forestry. A meeting was held in the community and some signs have now been installed. Installation of signs is restricted via legislation. However further installation of signs was under consideration.

Councillor Jeffries sought clarification that the prohibited fire ban is for all fires and Mr Brown confirmed that was correct. However this may be subject to approval from FENZ for some applications.

Speaker 3: Horahaere Scott

Ms Scott spoke on the land belonging to Kāwhia Tainui Incorporated Ltd (TKI), noting they have engaged a lawyer to claim back the land. The lawyer will be writing to ŌDC to advise the road is illegal where TKI's land crosses the beach. She asked the Board to support TKI's application for the alternative accessway proposal to ŌDC. She said ŌDC was responsible for the easement at Tom French Reserve and that TKI was waiting to talk to ŌDC to discuss this.

Board Member Harpur stated he believed the issue could be sorted with goodwill and that he supported its resolution. He noted there was angst in the community and an alternative access was required before access was restricted. Ms Scott reiterated that ŌDC has the ability to change the bylaw. Board Member Harpur queried who had the money or if the bill would need to be picked up by ratepayers.

Councillor Jeffries noted the introduction or amendment of a bylaw had an associated cost. He queried the legal advice on the Māori Registered land which was not affected by the King's Chain. He queried if the owners would still allow access until an alternative accessway was opened.

Board Member Harpur noted there was an element of danger in the pathway, but a couple of strategically placed signs may alleviate immediate issues. Chairperson Good agreed with the installation of signs.

Chairperson Good queried if the legal advice was that the TKI land extended into the ocean. ŌDC's Tony Quickfall said Council understood the legal advice was correct.

Deputy Chairperson Whiu supported the presentation from Ms Scott.

Speaker 4: Kathie Rifle

Ms Rifle spoke on the Kāwhia Museum and Information Centre. She said she had raised an issue on 1 February when visitors complained the public toilets were locked. She said the Information Centre had not been advised and there were no alternative toilets and no local contacts. She asked for an appropriate communication plan to be agreed between the Centre and ŌDC.

She spoke on access to the Museum and Information Centre, noting ongoing concerns on access as the yellow no parking lines were not being adhered to. She noted this was causing safety issues between the park and beach. She recommended a chain or similar with the Museum as a keyholder.

She advised there was insufficient mobility parks available close to the Museum and Reserve.

She noted the signage in the vicinity was not being adhered to. She advised the Museum would welcome regular visits from ŌDC and the Board to ensure that the facility meets the goals in their plan. She noted plumbing issues were not yet resolved.

Councillor Jeffries said any financial assistance requests should be provided as soon as possible as budgets were being reviewed. Chairperson Good queried if there were any potential issues with the use of a chain and Ms Rifle noted the only potential issue would be afterhours but a phone call would ensure a key could be produced.

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 K96: That Kāwhia Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 5 December 2024 (document number 794256).

Chairperson Good | Board Member Harpur

Board Member Harpur spoke on the presentation at the last meeting and the request for a letter of support from the Board.

Decision reports

Ngā pūrongo whakatau

There were no reports.

Information only reports

Ngā pūrongo mōhiohio anake

Item 31: Kāwhia beach access road – legal status

ŌDC's Tony Quickfall spoke to the staff report noting signs were an operational matter that staff could progress. He noted the next steps would be to identify the alternative beach access and have this legalised. And then a decision would need to be made on whether to close the road and if Council should be asked to amend its traffic management bylaw. He said the suggestion of a beach patrol had been mentioned but noted that would come at a cost and asked how that would be enforced.

The item was adjourned at 4.59pm to accommodate a public forum speaker.

Public forum

Hui tūmatanui

Speaker 5: Yvonne Hawker

Ms Hawker asked if a memorial seat could be installed close to the road that goes to the Museum in memory of her late husband.

Chairperson Good requested she speak to Councillor Jeffries and provide information on the location and type for further Board consideration.

Information only reports

Ngā pūrongo mōhiohio anake

Item 31: Kāwhia beach access road – legal status

ŌDC's Tony Quickfall introduced ŌDC's Roading Manager, Paul Strange and noted actions such as permits, beach control and other matters raised in the community meeting had an associated cost which would need to be considered.

Mr Strange spoke about the private land which was being treated as a public road. He noted that if a member of the public had an accident on a public road, then the driver was at fault, whereas on private land there was potential for the landowner to be considered responsible for any incidents. Mr Quickfall

noted this could be covered on a possible sign such as 'drive at your own risk' which may address the legal issue.

Chairperson Good spoke in response to comments made by Board Member Harpur noting there is work going on with the signage and, regardless of the final decision, it would be some time before this happens.

Chairperson Good noted the Waikato Regional Council representative at the community meeting held prior to the Board meeting was their Biodiversity Team Leader, Jacob Dexter. Mr Quickfall confirmed that on ŌDC's titles the Māori land extends into the water. He noted an esplanade strip moves with the river and that this did not apply for this matter.

Resolved K97: That the Kāwhia Community Board receive the report titled 'Kāwhia beach access road – legal status' (document number 797961).

Councillor Jeffries | Board Member Whiu

Public excluded

Take matatapu

There were no reports.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

Chairperson Good said a suggestion had been made to put ranch sliders and a deck in the community hall to assist with the airflow and to provide visibility to the playground.

Councillor Jeffries advised he had attended a catch up with Wāipa Networks, a Council meeting, a Risk and Assurance Committee meeting, Ōtorohanga Housing meeting, Kāwhia School prizegiving, Te Taiao o Kāwhia meeting and unveiling of a statue on Jervois Street. In February he attended the Ōtorohanga Reserve Management Strategy and Plan hearing and also Elected Member workshops.

Deputy Chairperson Whiu advised she was currently involved with the Waikato Tainui games event preparation and she noted the participation from Kāwhia and Aotea marae. She noted the signage raised at the previous meeting was underway with a concept design to be presented to the next meeting.

Board projects

Project 1: Kāwhia Storyboards

Deputy Chairperson Whiu advised she will present proofs to the next Board meeting.

Board Member updates

Ngā kōrero hou a ngā Kaikaunihera

Board Member Harpur advised he had visited the boat ramp and car parks on a regular basis. He advised the rubbish bins were full. He said he thought ŌDC needed to consider clamping vehicles.

Deputy Chairperson Whiu left the meeting at 5.22pm.

Board Member Harpur also raised an issue about a large tree over the garage which is covered in ivy. He had made enquiries and found out it was on private property. Mr Quickfall spoke on ŌDC's ability to intervene on private property matters.

Board Member Harpur said the five leaks he had reported which were attended to promptly but he said there were local contractors who could provide a quicker response.

Board Member Harpur queried if the ŌDC lease for the Domain could include a clause for the use by the Kāwhia Kai Festival when it was renewed. ŌDC's Graham Bunn indicated this was a possibility.

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
			Total granted	\$417.40
			Total remaining	\$4,582.60

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.	There are two phases of this project. The first is the development of an asset management plan for the wharf structure. This has been developed and is contained within the infrastructure Asset Management Plan and is currently being reviewed. Once completed, the Plan will provide guidance for ongoing maintenance costs, and possible replacement of the wharf. Further discussions are anticipated in 2025 about ongoing charges and funding.
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 planned for after the holiday period. It is recommended that this Resolution be retained until the trees have been removed and an update provided to the Board.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

Chairperson Good provided closing words of wisdom.

Meeting closure

Katinga o te hui

Chairperson Good declared the meeting closed at 5.33pm.

Workshops/briefings

Workshop	Draft Annual Plan 2025/26	5.47pm	Open to the public
Briefing	Tree removal	6.36pm	
Workshop	Kāwhia boat park	6.47pm	Open to the public
Discussion	Topics raised in the public forum		

End at 7.42pm

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 32 Kāwhia Fees & Charges increases for the 2025/26 financial year

To Kāwhia Community Board

From Graham Bunn, Group Manager Business Enablement.

Type **DECISION REPORT**

Date 3 April 2025



1. Purpose | Te kaupapa

1.1. To make a recommendation to Ōtorohanga District Council on Fees & Charges increases for the Kāwhia Community to be included in the 25/26 Annual Plan.

2. Executive summary | Whakarāpopoto matua

2.1. As part of the 25/26 Annual Plan process Council reviews its Fees and Charges. This report proposes increase in fees for Kāwhia Wharf Berthage and sheds and also minor changes to Kāwhia Hall hire charges to align with the Girl Guide Hall in Ōtorohanga.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

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

4. Context | Horopaki

4.1. Fees & Charges are reviewed annually as part of the Long-Term Plan/ Annual Plan process. The following are the proposed changes from the Council workshop held on 11 March 2025 for consideration by the Board.

Kāwhia Community Centre

4.2. The Kāwhia Community Centre charges were revised as part of the Long-Term Plan in 24/25. When the Fees & Charges were reviewed for the 25/26 Annual Plan it was noted that there were minor inconsistencies between the charges for the Kāwhia Community Centre and Girl Guide Hall in Ōtorohanga.

4.3. The following table sets out the variances and adjustments that need to be made.

Current hire charges		
Hire Fee (Excluding kitchen)	Minimum Charge	\$40.00
	Up to 4 hours	\$40.00
	Up to 8 hours	\$80.00
Hire Fee (Excluding kitchen) Not for Profit Community Groups	Up to 4 hours	\$20.00
	Up to 8 hours	\$40.00
Hire Fee (Night-Time whole hall hire)	Includes day for set-up, kitchen and supper room use	\$160.00
Hire Fee (Board/ Supper Room only)		\$20.00
Hire Fee – (Kitchen)		\$50.00
Hire Fee (shoulder day)		As above
Callout Fee	Staff member attendance during event for issue with hall caused by user	\$50.00 to be taken from bond
Refundable Hire Bond		\$200.00

Ōtorohanga Girl Guide Hall

Current hire charges		
Hire Fee	Per Day	\$150.00
Refundable Hire Bond		\$200.00

5. Proposed Changes

Kāwhia Community Centre

Hire type	Private/ Commercial Group	Non-Profit Community Group
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

Kāwhia Wharf Berthage Fees and Shed Rental

- 5.1. Kāwhia Wharf Charges have not been adjusted for some time. At the Council workshop on 11 March 2025, it was recommended that all charges be lifted by 15% for the 25/26 year (which is in line with general cost increases). Power charges will be based on actual usage. The changes are reflected in the table below.

Berthage	24/25	25/26
Taharoa Ironsands	\$6,630 pa	\$7,625 pa
All other Berthage (Per Boat)	\$869.00 pa	\$1,000.00 pa
Shed Rental		
All Sheds	\$978.00 pa	\$1,125.00 pa
Power Charges	Actual Usage	Actual Usage

6. Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. The recommendation is of low significance to Council. Shed users and boat owners will be advised of the change by email.

Impacts on Maori

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

Risk analysis

- 6.3. The recommendation is of low risk to Council.

Policy and plans

- 6.4. If the recommendation from the Board is adopted by Council, the revised Fees and Charges will be included in the 25/26 Annual Plan.

Legal

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

Financial

- 6.6. Changes to the Kāwhia Wharf Charges will generate another \$2,000 in revenue for 25/26. Changes to the Kāwhia Hall charges will only have a minor budget impact.

7. Discussion | He kōrerorero

- 7.1. Changes to the Kāwhia Hall and Kāwhia Wharf Fees are recommended to Ōtorohanga District Council to be included in the Annual Plan for 25/26.

Option 1: Description

- 7.2. The Board recommends the changes as outlined in the staff recommendation.

Option 2: Description

- 7.3. The Board doesn't recommend the changes.

Recommended option and rationale

- 7.4. Option 1: This will ensure that an appropriate level of fees are being charged and that maintaining increases in revenue will keep up with inflation and provide sufficient revenue for maintenance on the wharf.
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Item 33 New community noticeboard proposal

To Kāwhia Community Board

From Nicky Deeley, Manager Community Development

Type **DECISION REPORT**

Date 3 April 2025



1. Purpose | Te kaupapa

- 1.1. To propose a new community noticeboard for the Kāwhia community, which is designed, constructed and installed by senior woodworking students and teaching staff from Ōtorohanga College.

2. Executive summary | Whakarāpopoto matua

- 2.1. The Kāwhia and Aotea Concept Plan (2024) identified a project to consolidate community noticeboards and information boards. The current community noticeboard is in disrepair and no longer fit for purpose.
- 2.2. Ōtorohanga College has a new strategic direction to involve rangatahi in projects that benefit the wider community. After an initial brainstorm between the College leadership team and ŌDC staff, the design and construction of a new community noticeboard for Kāwhia was one of several projects identified as having potential.
- 2.3. The outdoor foyer entrance area of the Kāwhia Community Hall is proposed as the new location for the board as it is covered, can be secured to the wall, is viewable 24/7, and is near a busy community hub.
- 2.4. College carpentry teachers can manage senior woodworking students to research, design and fabricate the community noticeboard in their College workshop and install it on site.
- 2.5. A clear design brief from the Board will be included to inform the students of needs (see 4.13). It is suggested by staff that the installation day includes a small ribbon cutting ceremony, kai and photographs to celebrate student achievement.

3. Staff recommendations | Tūtohutanga a ngā kaimahi

That the Kāwhia Community Board:

- a) Approve Ōtorohanga College to design, fabricate and install a new community noticeboard.
- b) Approve this new noticeboard be sited in the outside foyer of the Kāwhia Community Hall.
- c) Approve the design brief.
- d) Fund \$2,240 towards project costs from the KCB discretionary fund.

4. Discussion | He kōrerorero

- 4.1. The Kāwhia and Aotea Concept Plan (2024) identified a project to consolidate community noticeboards and information boards.
- 4.2. ŌDC staff were invited by Ōtorohanga College Principal Lyndsay Kurth to collaborate on their strategic direction to involve rangatahi in projects that benefit the wider community. After an initial brainstorm between the College leadership team and ŌDC staff, the design and construction of a new community noticeboard was one of several projects identified as having potential.
- 4.3. The budget for this project is estimated at \$2,240 inclusive of materials, labour, transport and kai.
- 4.4. The use of the discretionary fund is within delegations of Board. The remaining funds for the 24/25 year are \$4,582.60. Any remaining funds at 30 June are not carried over into the next financial year.
- 4.5. The existing community noticeboard is no longer fit for purpose and the Board has also indicated a need to remove the board from its current site, so a new site needs to be identified (current site and board pictured below).



- 4.6. A new location proposed for the noticeboard is the outdoor foyer entrance wall of the Kāwhia Community Hall. This location is protected from the weather, the board can be secured to the wall, it has room to be larger than its present size to accommodate more notices and sits in proximity to the main community hub where large amounts of community activities occur (pictured below).



4.7. The KCB has four decisions to consider:

- a) Whether to approve the delivery of the noticeboard project to Ōtorohanga College
- b) Location of the new noticeboard to be sited at the Kāwhia Community Hall
- c) Any needs or considerations for the Design Brief
- d) Whether to fund the project from the boards discretionary fund or not, and to what level.

4.8. By approving Ōtorohanga College to deliver this project (with ŌDC staff support) the students get real world experience of working for a 'client'. This project will be aiding the development of our rangatahi by getting the chance to work on a specific design brief, and the Board will be championing and trusting our youth to create a lasting and meaningful addition to the township. The Kāwhia community will in turn receive an asset which is thoughtful, unique, and useful.

4.9. Community notice boards strengthen communities by providing a central hub for announcements and updates. They encourage active participation by giving everyone an accessible way to share and receive information, especially those members of the community who may not be online.

4.10. Costs for the project are estimated at a total of \$2,240

- Labour – \$0 (provided by students)
- Materials – e.g., timber, glass, paint (estimate \$2,000)
- Transportation – petrol (\$40) school van (\$0)
- Refreshments/ food (\$200)

The Design Brief

4.11. The demands of the College curriculum and the tight student timetable means there is little capacity for rounds of Board feedback and revisions in the design process. In light of this, a clear design brief (4.13) is the best option for the Board to be able to communicate what the noticeboard design can consider, without unnecessarily curbing possible ingenious design solutions that a youth perspective can provide.

4.12. Over several weeks during school hours, College carpentry staff can manage senior woodworking students to research the history of the Kāwhia area, then design and fabricate a new community noticeboard in their College workshop.

4.13. The design brief below will consider a product which:

- a) Is unique to Kāwhia
- b) Can be accessed easily so notices can be changed
- c) Has an option to lock access if needed
- d) Is attractive and unique
- e) Is sturdy and practical and suits the new location
- f) Incorporates appropriate materials

- g) Looks great and the community can be proud of it

4.14. Students will consider these factors:

- a) Materials
- b) Colour
- c) Strength
- d) Accessibility
- e) Design and dimensions
- f) Longevity
- g) Stability
- h) Security

Installation and Celebration

4.15. Once the product is built, College staff and students will travel to Kāwhia with their finished work and will install it together on site.

4.16. ŌDC staff suggest including a celebration ceremony to cut the ribbon at the end of the installation day to celebrate the rangatahi, including guests such as college teachers, community board, and community members and including kai, refreshments and group photographs. This is factored into the estimated budget.

Outcomes

4.17. Kāwhia supports the development of our rangatahi to connect to our community and supports the work of our teachers. The Kāwhia community receives an asset which is thoughtful, unique, and useful. KCB and ŌDC demonstrate a commitment to the Long-Term Plan 2024.

4.18. This initiative supports the Ōtorohanga District Community Outcomes by empowering rangatahi to lead and contribute to their community, fostering pride and connection (*People*). It enhances the vibrancy of Kāwhia through a practical, accessible hub for local information and engagement (*Place*). The collaboration between Council, Ōtorohanga College, and Kāwhia whānau reflects strong, enduring partnerships and showcases the Kāwhia Community Board's commitment to responsive, community-led leadership (*Partnerships*)

5. Considerations | Ngā whai whakaarotanga

Significance and engagement

5.1. This initiative is of low significance under the Significance and Engagement Policy, there is no requirement for wider community engagement.

Impacts on Māori

5.2. The notice board initiative has been assessed against its potential impact on Māori, including consideration of Māori rights and interests with regard to taonga (treasures), taiao (environment) and

wāhi tapu (sacred places). It has been determined that this decision does not require specific engagement with Māori.

- 5.3. The installation of a community noticeboard will have positive impacts on Māori. Allowing for the sharing of communications in the community helps bring the community together.

Risk analysis

- 5.4. The risk to the Board, and Council, is minimal due to the fact there is minimal costs for Council and the small overall size of the structure.

Policy and plans

- 5.5. A noticeboard installed in this new location will not contravene any policies or plans and will align with our vision for a connected empowered community.
- 5.6. This project is identified within the Kāwhia and Aotea Concept Plan (2024).

Legal

- 5.7. This decision has no specific legal implications.

Financial

- 5.8. The use of the discretionary fund is within delegations of the Board. The remaining funds for the 24/25 year are \$4,582.60. Any remaining funds at 30 June are not carried over into the next financial year. Costs for this project could be covered by funding from either the Board or ŌDC, or a combination of both.
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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****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
			Total granted	\$417.40
			Total remaining	\$4,582.60

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: <ul style="list-style-type: none"> 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. 	Once the Asset Management Plan is finalised elected members will be updated. Following that a meeting with users will be arranged to outline maintenance cost pressures for the wharf and to consider options for funding the ongoing costs in a way that balances private and public benefits. In the interim, an increase in user charges is proposed for the 2025/26 Annual Plan.
05/12/24	K91	That the Kāwhia Community Board: <ul style="list-style-type: none"> 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. 	<p>The scheduled removal of the Pōhutukawa trees was planned for Friday 21 March. The day began with karakia led by local kaumātua which was attended by board members, councillors, mana whenua representatives, Council staff, and community members.</p> <p>Shortly after, individuals from the public—some identifying as Ngāti Hikairo—entered the cordoned area in peaceful protest of the tree removal. In recognition of their presence and to maintain a respectful and safe environment, work on the Pōhutukawa trees ceased.</p> <p>While on site, contractors carried out unrelated work and removed the problem wattle trees located on the opposite side of the road.</p> <p>Council has since been contacted by representatives of Te Rūnanganui o Ngāti Hikairo, who have indicated they will be discussing the matter with their whānau. We acknowledge the importance of these conversations and are open to further engagement with mana whenua and the wider community if required.</p> <p>Council remains committed to working respectfully with iwi, hapū and community partners, and will provide updates as discussions progress.</p>

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

There are no scheduled workshops or briefings.

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>