

# 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, 7 March commencing at 4.00pm.**

Tanya Winter, Chief Executive

29 February 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.

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**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](mailto: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.

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### Information only reports | Ngā pūrongo mōhiohio anake

No reports.	
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### Public excluded | Take matatapu

No reports.	
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There are no workshops scheduled.	18
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## 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). Should an apology be received, the staff recommendation is shown below.

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

### 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.

- Jill Ross requested to be heard regarding a proposed sharing shed in Kāwhia.

### 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 8 February 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

# OPEN MINUTES



## Kawhia Community Board

## Te Poari Hapori o Kawhia

Minutes of an ordinary meeting of the Kāwhia Community Board held in the Kāwhia Community Hall, Jervois Street, Kāwhia on **Thursday, 8 February commencing at 4.00pm.**

Tanya Winter, Chief Executive

12 February 2024

### Elected members

Chairperson	Upoko	Geoff Good	Apology
Deputy Chairperson	Upoko Tiriwā	Hinga Whiu	Attended
Member	Mema	Dave Walsh	Attended
Member	Mema	Richard Harpur	Attended
Member	Mema	Councillor Kit Jeffries	Attended

### Quorum

A majority of members (including any vacancies).

### Ōtorohanga District Council staff

Chief Executive	Tumu Whakarae	Tanya Winter	Apology
Policy Advisor	Kaitohutohu Kaupapa here	Andrew Loe	Apology
Chief Advisor	Kaitohutohu Matua	Ross McNeil	Attended
Manager Governance	Kaiwhakahaere o te Mana Urungi	Kaia King	Attended
Executive Assistant	Kaiāwhina Matua	Day Dowd	Attended

## Order of business

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### Decision reports | Ngā pūrongo whakatau

No reports.	
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### Information only reports | Ngā pūrongo mōhiohio anake

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### Public excluded | Take matatapu

No reports.	
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## Workshops | Hui awheawhe

There are no workshops scheduled.	
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## Opening formalities

### Commencement of meeting | Te tīmatanga o te hui

Deputy Chairperson Whiu declared the meeting open at 4.01pm.

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

Deputy Chairperson Whiu provided the opening karakia.

### Apologies | Ngā hōnea

Resolved K47: That the Kāwhia Community Board receive and accept the apology from Chairperson Geoff Good for non-attendance.

Councillor Jeffries | Board Member Walsh

### Public forum | Hui tūmatanui

#### Nin Duggan and Kelly Isherwood

Mobile gym: Ms Duggan outlined a proposal for a purpose-built gym and café for Kāwhia. She noted that once the proposal was socialised with the community, funding applications would commence. In response to a query from Board Member Harpur, Ms Duggan advised the gym would be an extension of the fitness trail. In response to a query from Board Member Walsh, Ms Duggan stated a collaboration with the Kāwhia Sports Club would be an option for consideration.

Request for funding: Ms Duggan advised the toilets were delivered prior to the Move Your Tinana event. This was an unexpected cost with the toilets having to be re-delivered when the rescheduled event occurred. She requested a grant for the cancelled event toilet costs of \$862.00 including GST which was due for payment.

### Late items | Ngā take tōmuri

Resolved K48: That the Kāwhia Community Board accept the late item raised by Nin Duggan in the public forum due to the urgency of obtaining a decision on a grant of \$862 including GST before the Board meets in March.

Board Member Walsh | Councillor Jeffries

**Late item: Request for funding from Nin Duggan**

Deputy Chairperson Whiu adjourned the meeting at 4.27pm and recommenced at 4.29pm to seek advice on a potential resolution from staff. Board Member Harpur noted his concerns on the Board's fund being a first rather than last resort for funding but noted his support for this request. Councillor Jeffries noted the organisers did not have time to make an application to the community grant schemes. Board Member Walsh noted bad weather had caused the event cancellation.

Resolved K49: The Kāwhia Community Board approve a grant of \$862 including GST from the Board's Discretionary Fund requested by Nin Duggan for the Move Your Tinana toilet costs associated with the rescheduled event.

Deputy Chairperson Whiu | Board Member Harpur

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

No declarations were made.

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

Resolved K50: That the open minutes of the Kawhia Community Board meeting held on 7 December 2023, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Board Member Harpur | Board Member Walsh

**Decision reports | Ngā pūrongo whakatau**

There are no reports.

**Information only reports | Ngā pūrongo mōhiohio anake****Item 22: Background on Mayors Task Force for Jobs Community Employment Programme**

Council's Chief Advisor, Ross McNeil outlined the Programme then introduced Elle Freestone from The Employment Hub. Ms Freestone outlined the delivery of the Programme within the Ōtorohanga District, focussing on the Kāwhia area.

Resolved K51: That the Kāwhia Community Board receive the report 'Item 22 - Background on Mayors Task Force for Jobs Community Employment Programme' (document number 734098) from Nardia Gower, Group Manager Strategy and Community.

Deputy Chairperson Whiu | Board Member Harpur

## Public excluded | Take matatapu

There are no reports.

## Board projects

### Project 1: Kāwhia storyboards

Frank Thorne joined the meeting via Zoom to provide an update on the project. He advised the narratives and translation for 12 sites has been completed. The finalisation of photographs, both historical and contemporary, was in progress with permissions for usage being sought. Once finalised the team will present to the Board.

## Other business | Ētahi atu take

### Board Member updates

Board Member Walsh advised the Kāwhia Sports Club building contract had been confirmed with Total Span Sheds. He noted this was a two-stage project with the structure then fitout.

Mr Walsh spoke on the need for seating around Omiti Reserve and Council's Chief Advisor, Ross McNeil suggested Board Members look at the working draft Kāwhia/Aotea/Ōpārau concept plan. (Note, Mr McNeil provided a copy of the working draft concept plan to Board Members after the meeting).

Mr Walsh then queried if the Board should request an update on the Pohutukawa tree project and the Board agreed that an offer would be made to speak to the next Board meeting to the parties involved.

Mr Walsh noted the dogs on beach signage was not located where people walk onto the beach.

Board Member Harpur spoke on the importance of logging service requests on the Council website or by calling the Council office to ensure requests were being captured and updates or work undertaken.

Councillor Jeffries spoke on the Long Term Plan workshops, tri-Council social evening and the Police presence in the area. He also commented on a complaint regarding the speed of traffic on Waiwera Street with a request for speed hump installation. Mr Jeffries commented staff might consider what mitigation may be suitable.

Community Board discretionary fund

Following the grant made at the meeting, the Board now has \$3,950.44 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

Resolved K52: That the Kāwhia Community Board confirm the removal of Resolution K34 from the Register.  
Councillor Jeffries | Board Member Walsh

Closing formalities

Closing prayer | Karakia

Deputy Chairperson Whiu provided some closing words then the closing karakia.

Meeting closure | Katinga o te hui

Deputy Chairperson Whiu declared the meeting closed at 5.11pm.

Workshops | Hui awheawhe

There are no workshops held.

## 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 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 23: Kāwhia/Aotea/Ōpārau Concept Plan – Endorsement of proposed draft for community consultation****To: The Chairperson and Members of the Kāwhia Community Board****From: Ross McNeil, Chief Advisor****Date: 7 March 2024****Relevant community outcomes:** Engaged Vibrant Thriving**1 Purpose | Te Kaupapa**

- 1.1 To consider the proposed draft Kāwhia/Aotea/Ōpārau Concept Plan and endorse its adoption/confirmation by the Ōtorohanga District Council for community consultation in April 2024.  
*Note: the proposed draft Plan will be circulated separately to members.*

**2 Executive Summary | Whakarāpopoto Matua**

- 2.1 The proposed draft Kāwhia/Aotea/Ōpārau Concept Plan is the culmination of multiple project phases covering assessment/analysis, community/stakeholder feedback and review. Subject to the Board's endorsement, the proposed draft Plan will be approved by the Ōtorohanga District Council in late March for a final round of community engagement in April 2024, with submissions to be considered/determined in May before the Plan's final adoption in June 2024.

**3 Staff recommendation | Tūtohutanga a ngā Kaimahi**

That the Kāwhia Community Board endorses the proposed draft Kāwhia/Aotea/Ōpārau Concept Plan, noting any further changes to be made, and recommends that the proposed Draft be approved by the Ōtorohanga District Council for community consultation in April 2024.

**4 Discussion | He Kōrerorero**

- 4.1 The proposed draft Kāwhia/Aotea/Ōpārau Concept Plan reflects the identification of constraints and opportunities, assessment/analysis undertaken, and feedback received and reviewed through the various phases of the project. It has been subject to an internal review process involving advisory group members, mana whenua representatives, elected members and Council staff. Some context information (e.g. history) is still being compiled but is expected to be available for inclusion in the draft Plan before the final community consultation phase in April.
- 4.2 Subject to the Board's endorsement the proposed draft Plan will be approved by the Ōtorohanga District Council for a final round of community engagement in April 2024, with submissions to be considered/determined in May ahead of the Plan's final adoption in June 2024.

- 4.3 The project programme signals the final adoption of the Concept Plan by Council in late June 2024. To achieve this, the following milestones are in place:

Date	Milestone	Comment
March 2024	• KCB meeting	Endorse proposed draft Concept Plan
	• Council meeting	Approve draft Concept Plan for community engagement
April 2024	• Community Engagement	Kāwhia drop-in session (scheduled for Saturday 20 April 2024); Online, email and hard-copy feedback options
May 2024	• Joint KCB/Council meeting	Submission hearings/consideration
June 2024	• KCB meeting	Endorse updated draft Concept Plan
	• Council meeting	Adopt Concept Plan

- 4.4 The consultation and adoption process for the Draft Kāwhia/Aotea/Ōpārau Concept Plan will run concurrently with the Draft Ōtorohanga Rural Concept Plan and Council's Draft 2024-34 Long-Term Plan.



## 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:	An asset management plan for the wharf structure will be developed.

		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.	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.
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## 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.