

# 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"> <li>7 March 2024</li> </ul>

### 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.