



Kawhia Community Board

# AGENDA

1 FEBRUARY 2019

1pm

Members of the Kawhia Community Board

Mr. CE Jeffries (Chair)  
Mrs. DM Pilkington (Deputy Mayor)  
Mr. G Fletcher  
Mr. AJ Rutherford  
Mr. DM Walsh

Meeting Secretary: Mr. C Tutty (Governance Supervisor)

# KAWHIA COMMUNITY BOARD

1 FEBRUARY 2019

Notice is hereby given that an Ordinary meeting of the Kawhia Community Board will be held in the Kawhia Community Hall, Jervois Street Kawhia on Friday 1 February 2019 commencing at 1pm.

29 January 2019

**DC Clibbery**  
**CHIEF EXECUTIVE**

## AGENDA

### ORDER OF BUSINESS:

ITEM	PRECIS	PAGE
	PRESENT	1
	IN ATTENDANCE	1
	APOLOGIES	1
	PUBLIC FORUM (UP TO 30 MINUTES)	1
	ITEMS TO BE CONSIDERED IN GENERAL BUSINESS	1
	CONFIRMATION OF MINUTES – 7 DECEMBER 2018	1
	DECLARATION OF INTEREST	1
ITEM 104	PARKING ENFORCEMENT IN KAWHIA	2
ITEM 105	DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2018	4
ITEM 106	KCB MATTERS REFERRED FROM 7 DECEMBER 2018	5
	GENERAL	5

PRESENT

IN ATTENDANCE

APOLOGIES

PUBLIC FORUM (UP TO 30 MINUTES)

ITEMS TO BE CONSIDERED IN GENERAL BUSINESS

CONFIRMATION OF MINUTES – 7 DECEMBER 2018

DECLARATION OF INTEREST

**ITEM 104            PARKING ENFORCEMENT IN KAWHIA**

**TO:                    CHAIRMAN AND MEMBERS  
                          KAWHIA COMMUNITY BOARD**

**FROM:                CHIEF EXECUTIVE**

**DATE:                1 FEBRUARY 2019**

---

**Relevant Community Outcomes**

- Ensure services and facilities meet the needs of the Community
- 

**Executive Summary**

Enforcement of Council's Traffic Bylaw is proposed to assist in addressing parking issues in Kawhia.

**Staff Recommendation**

It is recommended that:

The Kawhia Community Board approves funding of enforcing parking restrictions on the basis set out in this report, and requests Council to fund from District accounts the residual shares of costs indicated.

**Discussion**

The success and popularity of fishing charters based from Kawhia harbour has created a localised parking problem in Kawhia. Customers of the charter operations are taking over all or most of the available parking spaces in the proximity of the wharf. As most fishing trips are for an entire day this effectively denies other visitors and residents the ability to park in the vicinity of the wharf. The community board instructed staff to investigate options to incentivize or enforce a more compliant and fair use of these public parking spaces.

A report was presented to the Kawhia Community Board on 23 January 2015 that outlined the issues suggested three possible solutions. Since that time two of the three solutions suggested in the report - creating additional parking spaces and asking the fishing charter boat operators to request that their customers to park in other areas have been pursued, but without success.

An additional parking area was formed and signposted on Tainui Street for the intended use of charter boat customers, but it has remained virtually unused and continuing discussions with the charter boat operators has resulted in little if any change to the parking behaviour of their customers.

It has also been accepted that the third option of implementing extended parking time restrictions in affected areas is unlikely to be effective unless it is accompanied by some level of active enforcement. In summary the 'soft approach' has not had the desired result in changing the use of these parking spaces and the Community Board now believe that the only realistic remaining approach to address the parking issues will require the appointment of a parking warden or other enforcement officer.

The implementation of an enforcement programme is however not just a matter of issuing infringement notices, for reasons that have been previously presented to elected members. The Council has not had a warranted Parking Officer available since 2005 and parking enforcement has never been actively provided in Kawhia. The Board was advised in 2018 that in order to deliver effective enforcement including the issuing of infringements notices it was essential that the provisions of the Traffic Bylaw 2005 (the Bylaw) be extremely sound to avoid any potential for legal challenges.

Over the last six months' work has been undertaken to provide the structure necessary for enforcement of the parking restrictions in the Bylaw. Amendments to the Bylaw were approved in October 2018 to align the enforcement provisions in the Bylaw with best practice examples from larger Councils who enforce parking restrictions. The schedule of restricted parking areas was revised to include new parking areas and accurately detail the location and extent of restricted parking areas. In December the road marking contractor laid out these new street markings.

**Enforcement Funding**

Material has previously been provided to elected members which outlines the programme for implementation of an enforcement programme and associated financial costs.

The cost of work undertaken to date on this issue has been absorbed into operational budgets but the next stages, in particular advertising and signage and the cost of employing a Parking Warden will need a budget allocation approved by the Board.

The exact details of the employment arrangement has not yet been determined, but a contract with an experienced service provider is the preferred option.

Preliminary estimates suggest that preparation for enforcement (installation of signs, advertising, administration and legal review) could have a one-off cost of \$2,500, together with a net annual operating cost that might be in the order of \$7,500. This sum is based on the likely costs of employing a Parking Warden for 12-15 working days per annum.

An initial suggestion of how these ongoing costs of enforcement might be funded was as follows:

- \$5,000 (67% of \$7,500) – Kawhia Harbour Services Account
- \$2,500 (33% of \$7,500) – District Economic Development Account

It is suggested that the initial preparation cost of \$2,500 be 60% funded from the Kawhia Harbour Services account (since vehicles associated with charter boats have been the very dominant cause of parking issues in Kawhia) and 40% from the District Economic Development Account.

A proposal of such a funding model was presented to Otorohanga District Council at its meeting of 18 September 2018, but Council chose not to make any resolution in respect of it. As such it is not clear if Council is agreeable to such funding shares of these costs, and it is believed that the Kawhia Board needs to lead the way by first indicating its approval to fund the Kawhia shares of these costs, and to then then make a request to Council for the District to fund the remainder.

It would be proposed that any revenue generated by the activity is distributed between the Kawhia Community and the District in the same proportion as the distribution of ongoing costs. It is however considered very unlikely that this activity will generate substantial income and that putting in place such enforcement is likely to have a net cost to the Kawhia Community. If there is not a willingness on the part of The Board to meet such costs, then there appears to be little point in pursuing the matter further.

It also needs to be recognised that there is a likely to be a need for the form of parking enforcement to be flexible to respond to needs, and as such costs may vary significantly from what is indicated.

A parking enforcement policy will also have to be drafted that covers the issuing of infringement notices, objections to notices, discretions for officers and other matters. This will be prepared and circulated to Board members prior to any advertising and the commencement of enforcement action.

**Dave Clibbery**

**CHIEF EXECUTIVE**

**ITEM 105            DRAFT MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING 31 DECEMBER 2018**

**TO:                    CHAIR & MEMBERS  
                          KAWHIA COMMUNITY BOARD**

**FROM:                FINANCE MANAGER**

**DATE:                1 FEBRUARY 2019**

---

**Relevant Community Outcomes**

- Ensure services and facilities meet the needs of the Community
  - Promote the local economy and opportunities for sustainable economic development
  - Foster an involved and engaged Community
- 

**EXECUTIVE SUMMARY**

The Draft Management Accounts for the period ended 31 December 2018 are attached under separate cover.

**STAFF RECOMMENDATION**

It is recommended:

That the Draft Management Accounts for the period ended 31 December 2018 be received.

**B O'Callaghan**  
**FINANCE MANAGER**

**ITEM 106            KCB MATTERS REFERRED FROM 7 DECEMBER 2018**  
**TO                    CHAIR AND MEMBERS**  
**KAWHIA COMMUNITY BOARD**

**FROM:              FINANCE MANAGER**

**DATE:               1 FEBRUARY 2019**

---

**ENGINEERING MANAGER**

**19 OCTOBER 2018**

- To look into the matter of the Pohutukawa trees as you approach into Kawhia Township.
- To investigate whether an EFTPOS facility could be installed at the Kawhia Refuse facility.

**7 DECEMBER 2018**

- To investigate the options available to provide a toilet in the Kawhia Cemetery, Cemetery Reserve or in the Kawhia Refuse facility.
- To arrange for a report to be prepared on the suggestion of a pedestrian crossing being installed at the end of Jervois Street.

**CHIEF EXECUTIVE**

**7 DECEMBER 2018**

- To follow up on the advice that an additional building cannot be placed on the existing Kawhia Medical Centre Site.

**CA Tutty**  
**GOVERNANCE SUPERVISOR**

**GENERAL**

