



# **AGENDA**

## **Ōtaki Community Board Meeting**

**I hereby give notice that a Meeting of the Ōtaki Community Board will  
be held on:**

**Date: Tuesday, 12 November 2019**

**Time: 7.00pm**

**Location: Gertrude Atmore Supper Room,  
Memorial Hall,  
Main Street,  
Ōtaki**

**Janice McDougall  
Group Manager**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Ōtaki Community Board will be held in the Gertrude Atmore Supper Room,, Memorial Hall,, Main Street, , Ōtaki, on Tuesday 12 November 2019, 7.00pm.**

**Ōtaki Community Board Members**

|                    |        |
|--------------------|--------|
| Ms Christine Papps | Chair  |
| Ms Marilyn Stevens | Deputy |
| Ms Shelly Warwick  | Member |
| Cr James Cootes    | Member |

**Order Of Business**

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Welcome.....</b>  | <b>5</b>  |
| <b>2</b> | <b>Apologies .....</b>   | <b>5</b>  |
| <b>3</b> | <b>Declarations of Interest Relating to Items on the Agenda .....</b>            | <b>5</b>  |
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**1 WELCOME****2 APOLOGIES****3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**4 PUBLIC SPEAKING TIME****5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNium)

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Wayne Maxwell, Chief Executive

#### PURPOSE OF REPORT

- 1 Schedule 7, Section 21(5)(c) of the Local Government Act 2002 requires the Chief Executive, or his nominee, to give Elected Members a general explanation of laws relevant to their role.

#### DELEGATION

- 2 This briefing is a statutory requirement.

#### BACKGROUND

- 3 The explanation pertains to relevant statutory obligations, which include the provisions relating to meetings and official information, members' financial interests and disclosure duties, and offences relating to corruption.
- 4 Further to this explanation it is recommended that members familiarise themselves with the Local Government New Zealand Elected Members Governance Handbook ("Grow/Tipu") to be provided under separate cover.

#### ISSUES AND OPTIONS

##### Issues

##### Local Government Official Information and Meetings Act 1987

- 5 This Act applies to every local authority in New Zealand and has two main aspects. The first concerns "Official Information", its availability and the means of making it available. The second aspect deals with meetings of local authorities and their committees and in particular the rights of the public to attend such meetings. The principles underpinning the Act include open government and accountability.
- 6 Official information which includes practically all information held by a local authority or by any of its members, or staff in their official capacities, should be made available unless there are good reasons for withholding it. Good reasons for withholding are detailed in the Act and can be summarised as follows:
  - Providing the information would contravene legal requirements, including
    - Breaching legal privilege
    - Prejudicing the maintenance of the law; or
    - Endangering the health or safety of any persons;
  - The need to protect the privacy of natural persons;
  - To prevent material loss to members of the public or improper commercial exploitation of information held, whether related to the authority's activities or those of another party;
  - To protect the public interest
  - To enable a local authority to conduct its affairs effectively without improper pressure or harassment;

- The information requested is not available or is trivial;
  - Substantial collation or research would be required to provide the information
- 7 Decisions made by the Council regarding withholding information may be reviewed by the Ombudsman. The Chief Executive is delegated the power relating to requests for Official or Personal Information (the latter is subject to the provisions of the Privacy Act 1993), as it would not be practical for Council to consider all such requests.
  - 8 Meetings of Council, its Committees and Community Boards are open to the public and the Council must publish a list of all meetings, with times and venues, in advance, each month. Agendas must also be available to the public before the meetings. The public may on occasion be excluded from all or part of a meeting for reasons essentially the same as the ones for withholding official information, as summarised above.
  - 9 Meetings are run according to Standing Orders and members must abide by these. The Chair is the presiding member and must ensure that order is maintained.

The Local Authorities' (Members' Interests) Act 1968

- 10 The significant sections of this Act relate to Contracting and Pecuniary Interests, and Conflicts of Interest. It is important to note that these provisions also relate to a member's spouse or civil partner. The Office of the Auditor-General's has a publication called "Guidance for members of local authorities about the law on conflicts of interest" available through their website.
- 11 Section 5 of the Act disqualifies a person from being elected or appointed to membership of a Council or Committee if they have an interest in contracts to be let by that Council or Committee above \$25,000 in any one year, without the approval of the Audit Office.
- 12 Regarding discussing and voting, an Elected Member or appointed member may not take part in discussions, or vote on any matter if they have a direct or indirect financial interest. (An indirect financial interest could be one held by an elected member's spouse or partner.) Failure to observe this requirement is considered an offence and conviction would lead to disqualification from office. Members should declare any interests to the meeting (without being required to specify what the interest is) and it is the member's responsibility to act on this matter.
- 13 Situations sometimes arise (particularly in a small community) where an Elected Member does not have a pecuniary interest but does have an interest greater than the public at large, for example, as an office-holder in a community organisation seeking funding from Council.
- 14 A Register of Members' Interests is held at Council (updating is coordinated through the Democracy Services team) and members will be asked to declare any interests every six months. The Register is made available on the Council website.

Sections 99, 105, and 105A of the Crimes Act 1961

- 15 These sections make it a crime for any official to corruptly accept or obtain any bribe for themselves or another person for doing, or failing to do, an action within in their official capacity; or to corruptly use, for their own gain, information obtained in their official role. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Secret Commissions Act 1910

- 16 Under this Act it is an offence for an elected member to accept or attempt to obtain for themselves (or any other person) a gift, inducement or reward for doing or not doing something. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Financial Markets Conduct Act 2013

- 17 This Act promotes informed participation in the financial markets, facilitating the development of fair, efficient and transparent financial markets. It replaces a number of outdated pieces of legislation, including the Securities Act 1978 and also details how offences and misconduct around financial products or services would be dealt with.
- 18 The Act essentially places Elected Members in the same position as company directors if the Council ever offered stock to the public (which the Council's current Treasury Management Policy expressly bans). Elected members may be personally liable if investment documents such as a prospectus contained untrue statements.

#### The Health and Safety at Work Act 2015

- 19 This Act allocates duties to those people who are in the best position to control risks to health and safety as appropriate to their role in the workplace and for the person conducting a business or undertaking (PCBU) (i.e. the Council) to ensure, as far as reasonably practicable the safety of workers and others who may be impacted by the work the business undertakes. One of the significant changes is the introduction of the term 'Officer' who is any person occupying a position in the business or undertaking who exercises significant influence over the management of the business or undertaking. The roles of Chief Executive, the Mayor and Elected Members are deemed to be Officers under the Act.
- 20 Officers have obligations of due diligence to ensure that the organisation meets its health and safety obligations:
  - (a) to acquire, and keep up-to-date, knowledge of work health and safety matters; and
  - (b) to gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations; and
  - (c) to ensure that the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work;
  - (d) To ensure that the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards, and risks for responding in a timely way to that information; and
  - (e) to ensure that the business or undertaking has and implements processes for complying with any duty of organisation under his Act; and
  - (f) to verify the provision and use of the resources and processes referred to in paras (c) to (e).
- 21 Elected members are exempt from prosecution for failure to comply with the duty of officers when acting in their capacity as an Officer, however they are still required to exercise due diligence when carrying out their duties. The role of the Chief Executive is not exempt from prosecution.
- 22 You will have the opportunity to ask questions and discuss this in more detail during the workshop we have scheduled for you in December.

#### Local Government Act 2002

- 23 Under Schedule 7 of the Local Government Act 2002 an elected member may be ousted from office if, while in office, that person is convicted of an offence punishable by a term of imprisonment of two years or more.

#### Public Records Act 2005

- 24 This Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. It includes a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic



device or process. In the conduct of their affairs elected members should be mindful of the parameters of this Act, especially in respect of storage and archiving of emails.

**CONSIDERATIONS****Policy considerations**

25 There are no policy considerations.

**Legal considerations**

26 There are no additional legal considerations. This report has been reviewed by in-house legal counsel.

27 If any Elected Member has doubts about compliance with any legislation they are advised to consult with the Chief Executive in the first instance.

**Financial considerations**

28 There are no financial considerations.

**Tangata whenua considerations**

29 There are no tangata whenua considerations.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

30 As this matter is a procedural one prescribed under statute, it is deemed to have a low level of significance under Council policy.

**Engagement planning**

31 An engagement plan is not relevant to this briefing.

**Publicity**

32 The report is available on the Council website.

**RECOMMENDATIONS**

33 That Elected members of the 2019-2022 Triennium note the general explanation of legislation provided by the Chief Executive's nominee pursuant to Section 21 of Schedule 7, Local Government Act 2002.

**APPENDICES**

Nil

## 6.2 ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2019-2022 TRIENNium

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Janice McDougall, Group Manager

### PURPOSE OF REPORT

- 1 This report sets out the process for electing the Chair and Deputy Chair of the Ōtaki Community Board in the event that there is more than one nomination for each of the positions, under the provisions of the Local Government Act 2002 ('the Act').

### DELEGATION

- 2 The Ōtaki Community Board has the delegation to consider this matter.

### BACKGROUND

- 3 Section 54(2) of the Act says that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities". This being so, then clauses 25 and 37(1) apply to the election of Chair and Deputy Chair roles.

### ISSUES AND OPTIONS

#### Issues

- 4 Under the provisions of the Act a community board must determine by resolution that a person be elected or appointed by a system of voting being either System A or System B as outlined below (see Appendix 1).
- 5 Under System A a candidate is successful if he or she receives the votes of the majority of the members of the community board present and voting. If no candidate is successful in the first round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. If no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful. In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.
- 6 System B is first past the post except that a tie for the most votes is resolved by lot.
- 7 In terms of process the Board needs to:
  1. Resolve on using either system A or system B to elect the Chair and Deputy Chair; and then
  2. Use that system to effect the elections for both roles.

### CONSIDERATIONS

#### Policy considerations

- 8 There are no policy considerations.

#### Legal considerations

- 9 There are no additional legal considerations.

#### Financial considerations

- 10 Community Board Chairs receive an increase in remuneration.

**Tāngata whenua considerations**

- 11 There are no tāngata whenua considerations.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

- 12 As this is a procedure mandated under statute, this matter has a low level of significance under Council's Significance and Engagement Policy.

**Engagement planning**

- 13 An engagement plan is not needed to implement this decision.

**Publicity**

- 14 The decisions will be publicised through the Council website.

**RECOMMENDATIONS**

- 1 That the Ōtaki Community Board adopts System A **or** B as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Board's Chair and Deputy Chair for the 2016-2019 Triennium.
- 2 That, using System [...], [name] is elected as Chair of the Ōtaki Community Board for the 2019-2022 Triennium.
- 3 That, using System [...], [name] is elected as Deputy Chair of the Ōtaki Community Board for the 2019-2022 Triennium.

**APPENDICES**

1. Legislative provisions for election of community board chairs and deputy chairs [↓](#) 

## ATTACHMENT 1 – LEGISLATIVE EXTRACTS REGARDING VOTING FOR CHAIR AND DEPUTY CHAIR OF COMMUNITY BOARDS

### 25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

#### (3) **System A**—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:
  - (i) there is a first round of voting for all candidates; and
  - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

#### (4) **System B**—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
  - (i) there is only 1 round of voting; and
  - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

### Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards



### 6.3 APPOINTMENT OF BOARD MEMBER TO EXTERNAL ORGANISATIONS

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Janice McDougall, Group Manager

#### PURPOSE OF REPORT

- 1 This report seeks the Ōtaki Community Board's appointment of a Board member to a number of external bodies:
  - the Friends of the Ōtaki River (FOTOR)
  - the NZTA Community Liaison Group (CLG)
  - the NZTA Neighbourhood Impact Forum (NIF).

#### DELEGATION

- 2 The Community Board has the delegation to consider this matter.

#### BACKGROUND

##### *Friends of the Ōtaki River (FOTOR)*

- 3 On 7 November 2019 the Council considered and made a number of appointments of Councillors to external organisations. One of these was the appointment of a councillor to the FOTOR. This group requires representation from the Ōtaki Community Board as well as Council. The Board is invited to make this appointment. Background information on the Group is at Attachment 2.

##### *NZTA Community Liaison Group and Neighbourhood Impact Forum*

- 4 The NZTA establishes a CLG to keep community groups up to date with construction activities and as a conduit for any concerns. It is also responsible for monitoring the social effects of any construction activities. The Neighbourhood Impact Forums allow residents affected by construction to raise concerns, which can be elevated to the CLG as required; from there, recommendations can be made to the requiring authority to mitigate construction effects. The Board is asked to formally appoint one member to each of these groups. See Attachment 1 for further details.

#### CONSIDERATIONS

##### **Policy considerations**

- 5 There are no policy considerations.

##### **Legal considerations**

- 6 There are no legal considerations.

##### **Financial considerations**

- 7 There are no financial considerations.

##### **Tāngata whenua considerations**

- 8 There are no tāngata whenua considerations. Ngāti Raukawa is a representative member of FOTOR.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

- 9 This matter has a low level of significance under Council's Significance and Engagement Policy.

### Engagement planning

- 10 An engagement plan is not needed to implement this decision.



### Publicity

- 11 FOTOR will receive formal notification of the appointments and this information will also appear on the Council website.

## RECOMMENDATIONS

- 12 That the Ōtaki Community Board appoints.....as the Board's representative on the Friends of the Ōtaki River group for the 2019-2022 Triennium.
- 13 That the Ōtaki Community Board appoints.....as the Board's representative on the NZTA Community Liaison Group, and .....as the alternate.
- 14 That the Ōtaki Community Board appoints.....as the Board's representative on the NZTA Neighbourhood Impact Forum, and .....as the alternate.

## APPENDICES

1. Background information on CLG and NIF [!\[\]\(1f101ad452ef9a3f01bb1e89af34fc34\_img.jpg\)](#) 
2. Background information on the Friends of the Ōtaki River [!\[\]\(4dcb2e0a5dd4ebc9597cee4f5b07c053\_img.jpg\)](#) 

## APPENDIX 1

## APPENDIX FIVE: Comms and stakeholder consent conditions

| DC.11 | Community communications and impact monitoring – construction  |
|-------|--|
|       | <p>A Community Liaison person shall be appointed by the Requiring Authority for the duration of the construction phase of the Project and for 12 months following completion of the Project to be the main and readily accessible point of contact at all times for persons affected by the construction and operation of the Project. The Requiring Authority shall take appropriate steps to advise all affected parties of the Community Liaison person's name and contact details. If the Community Liaison person will not be available for any reason, an alternative contact person shall be nominated, to ensure that a Project contact person is reasonably available by telephone during the construction phase of the Project and for 12 months following completion of the Project.</p>  |
| DC.12 | <p>a) Prior to the commencement of construction and/or enabling Work, the Requiring Authority shall prepare and implement, a Stakeholder and Communications Management Plan (SCMP) that sets out procedures detailing how the public and stakeholders will be communicated with throughout the construction period. The stakeholders comprise the Kāpiti Coast communities, road users and the residents affected by construction activities.</p> <p>b) The purpose of the SCMP is to provide a framework to:</p> <ol style="list-style-type: none"> <li>Inform the community of construction progress;</li> <li>Engage with the community in order to foster good relationships and to provide opportunities for learning about the Project;</li> <li>Provide early information on key Project milestones; and</li> <li>Respond to queries and complaints.</li> </ol> <p>c) As a minimum, the SCMP shall include:</p> <ol style="list-style-type: none"> <li>Details of a contact person available on site at all times during work. Contact details shall be prominently displayed at the entrance to the site(s) so that they are clearly visible to the public at all times.</li> <li>Methods to consult on and to communicate the proposed hours of construction activities outside of normal working hours and on weekends and public holidays, to surrounding residential communities, and methods to deal with concerns raised about such hours.</li> <li>Methods to record concerns raised about hours of construction activities and, where practicable, methods that, insofar as it is practicable, avoid particular times of day which have been identified as being particularly sensitive for neighbours.</li> <li>Any stakeholder specific communication plans required.</li> <li>Monitoring and review procedures for the SCMP.</li> <li>Details of communications activities proposed including: <ol style="list-style-type: none"> <li>Publication of a newsletter, or similar, and its proposed delivery area.</li> <li>Newspaper advertising.</li> </ol> </li> </ol> |



|       |  |
|-------|--|
| DC.13 | <p>3. Notification and consultation with individual property owners and occupiers with dwellings within 20 metres of construction activities.</p> <p>4. The use of the Project website for public information.</p> <p>d) The SCMP shall include linkages and cross-references to methods set out in other management plans where relevant. The SCMP shall be provided at least 15 working days prior to construction commencing, to the Manager and Community Liaison Group.</p> <p>a) The NZTA shall, in consultation with the Manager, establish at least two Community Liaison Groups (CLG) at least 30 working days prior to construction commencing in each of the following key construction areas:</p> <ul style="list-style-type: none"> <li>i) Northern Project Area (including the communities of Waikanae Beach and Peka Peka);</li> <li>ii) Southern Project Area (including the communities of Raumati South, Raumati Beach, Paraparaumu and Otaihanga).</li> </ul> <p>The number of CLGs shall be confirmed in consultation with the Council, and shall be sufficient for the purposes of effective facilitation of the ongoing dissemination of information and communication to and from the Requiring Authority from and to communities (including the Requiring Authority's responses to issues arising).</p> <p>b) The CLGs shall continue for the duration of the construction phase of the Project and for 12 months following completion of the Project.</p> <p>c) The Requiring Authority will in consultation with the Council, appoint one or more persons appropriately qualified in community consultation and social assessment as Community Consultation Advisor(s) (Community Consultation Advisor) to provide advice to the Groups as or if required, to ensure the Groups are working effectively (including the development of a Code of Conduct) and appropriate procedures for each group and to act as a community consultation advisor to the Group.</p> <p>d) The purpose of the CLGs shall be to provide a means for monitoring the effects of constructing the Project on the community by providing a regular forum through which information about the Project can be provided to the community. The CLGs will also enable opportunities for concerns and issues to be reported to and responded by the Requiring Authority. Matters to be addressed by the CLGs may include, but not be limited to, the following matters:</p> <ul style="list-style-type: none"> <li>i) Effects of construction on schools and other educational and community facilities, including effects on traffic;</li> <li>ii) Effects of construction on housing supply and accommodation costs;</li> <li>iii) Arrangements for adequate provision of health and social services to the construction workforce;</li> <li>iv) Provision of information about the expected construction workforce at all times throughout construction;</li> <li>v) Extent of generation of local training and employment; and</li> <li>vi) Response to issues raised by the Neighbourhood Impact Forums (under DC.13A) and complaints received.</li> </ul> <p>e) In addition to representative(s) of the Requiring Authority, membership of the Community Liaison Group shall be open to all interested organisations within the Project area including, but not limited to the following groups:</p> <ul style="list-style-type: none"> <li>i) the Council;</li> <li>ii) Educational facilities within the project area (including schools, kindergartens, childcare facilities);</li> <li>iii) Community / environmental groups;</li> <li>iv) Business groups; and</li> </ul> |
|-------|--|

|        |  |
|--------|--|
|        | <p>v) Community Boards.</p> <p>f) The Requiring Authority shall arrange that the Project's Community Liaison person and, as required, the Community Consultation Adviser (as required to be appointed under c)) attends meetings of the CLG, and that the meetings are held at least once every three months throughout the construction period so that the intentions of this condition are fulfilled. The role of the Community Liaison person at these meetings shall be to hear and convey information received from the Groups to the Requiring Authority and the construction contractors, and to provide the Groups with updates on construction, including any remedial responses to issues raised by the Groups.</p> <p>g) The Requiring Authority shall arrange that the Chairperson of each CLG (or other person appointed by the Group) writes a report summarising the main points arising from each meeting of the CLGs reporting on any social impacts of the Project, along with recommendations on the measures to mitigate those effects. The Requiring Authority shall ensure that a copy of the report is provided to the Council and to meeting attendees within 10 working days of the meeting. The Requiring Authority shall be responsible for all reasonable costs associated with the resourcing of the CLGs.</p> <p>h) The Requiring Authority shall consider the recommendations and shall take reasonable steps to implement any recommendations that are within its statutory powers to execute under this designation.</p>  |
| DC.13A | <p>a) The Requiring Authority shall establish and coordinate at least two Neighbourhood Impact Fora (NIFs) and appoint an independent community development facilitator ('Facilitator') for the NIFs in consultation with the Council. A NIF shall be established for each of the following neighbourhoods:</p> <ul style="list-style-type: none"> <li>i) Leinster Avenue neighbourhood; and</li> <li>ii) Makarini Street neighbourhood.</li> </ul> <p>The extent of the neighbourhood shall be defined by the Facilitator.</p> <p>b) Additional NIF(s) shall be established in relation to any other neighbourhood which the Council considers requires special attention; for example, following a recommendation of the relevant CLG or on receipt of a substantial number of complaints from a neighbourhood;</p> <p>c) Each NIF shall include the Community Liaison person, the Facilitator, one representative from the Council's social wellbeing team, and one representative from the relevant Community Board. The Requiring Authority shall also invite all residents from the relevant neighbourhood to participate in the NIF. If required, Project expert(s) shall attend NIF meetings to respond to any issues raised by the NIF as relevant on behalf of the Requiring Authority.</p> <p>d) The purpose of the NIF is to provide a forum for the neighbourhood to inform the CLG and the Requiring Authority about concerns in relation to the construction and for one year after completion of construction of the Project in that neighbourhood so that the Requiring Authority can respond to those concerns.</p> <p>e) Each NIF shall be formed within one month of the commencement of construction of the Project within the relevant sector and shall have their first meetings within one month of being formed. Meetings shall be convened once every three months thereafter for the duration of construction affecting the locality, unless otherwise sought by the majority of its members. The NIFs shall continue for the duration of the</p> |

|        |  |
|--------|--|
|        | <p>construction of that sector of the Project in proximity to the relevant neighbourhood and for twelve months subsequent to the completion of works in that sector;</p> <p>f) Each NIF may formulate its own Terms of Reference and procedures as it sees fit, including the frequency, times and locations of meetings.</p> <p>g) The NIF Facilitator shall write a report summarising the main points arising from each meeting of the NIFs, which shall be forwarded to the Council, the Requiring Authority, the CLG and to attendees within 5 working days of the meeting.</p> <p>h) The Requiring Authority shall not be in breach of this condition if any one or more of the parties specified in this condition do not wish to be members of the NIF or do not attend particular meetings or do not perform tasks and roles specified in this condition.</p>   |
| DC.13B | <p>a) The Requiring Authority shall provide the attendees of each CLG and NIF at least 5 working days before their first meetings the construction programme relevant to their area of interest, which shall include the staging of construction, the anticipated number of construction staff, and other facets that may impact on residents and community facilities;</p> <p>b) The Requiring Authority shall ensure it provides further meetings of the CLGs and NIFs with updates about the Project construction so the attendees can understand changes in the nature and scale of the works, including the numbers of construction staff, their accommodation, and other facets that may impact on residents and community facilities.</p> <p>c) The Requiring Authority shall ensure that appropriate personnel attend meetings of the NIFs and CLGs to explain how the effects of construction are proposed to be managed and to respond to any questions</p>  |
|        | <p>a) During archaeological investigations, the Requiring Authority shall hold a series of open days associated with the archaeological field investigations.</p> <p>b) Following completion of construction work the Requiring Authority shall, in consultation with Te Ati Awa ki Whakarongotai Charitable Trust, the Takamore Trust, the Council and the New Zealand Historic Places Trust and for the purpose of public information and education;</p> <p>i) Prepare a series of fixed interpretive signs and the placement of those signs at culturally and/or archaeologically significant or strategic locations adjacent to the combined pedestrian footpath/cycleway;</p> <p>ii) Prepare a complementary set of portable interpretive panels to be supplied to the Council for use and distribution, incorporating and based on information obtained as part of any investigations undertaken in accordance with any archaeological authorities granted under Part 1 of the Historic Places Act.</p> <p>iii) Prepare and publish material (for example, a booklet or series of booklets, and publication in academic journal) suitable for a general audience that provides a summary of the archaeological findings and cultural heritage along the route.</p> <p>c) Prepare a cultural landscape map of the route, drawing on the archaeological and cultural information obtained for the Project.</p> |

## **FRIENDS OF THE ŌTAKI RIVER**

Secretary Trevor Wylie

Tel (06) 364 8918

[geminiservices@xtra.co.nz](mailto:geminiservices@xtra.co.nz)

Website: [www.friendsoftheotakiriver.org](http://www.friendsoftheotakiriver.org)

Address: Riverbank Road Ōtaki (nursery)

Next Committee meeting: 28 November 2019

The Friends of the Otaki River [FOTOR] represents the community in the management and development of the Otaki River and its environment. Established in 2000, FOTOR is made up of members of the community, riparian landowners, environmentalists, representatives from local government, iwi and environmental and recreational groups. It is supported by Greater Wellington Regional Council, and KCDC.

- Environmental restoration
- Education
- Flood protection
- Environmental Advocacy

The group monitors the management of the Otaki River for flood protection and liaises regularly with Greater Wellington Regional Council's flood protection group. FOTOR was instrumental in the restoration at Chrystalls Bend by creating a beautifully landscaped lagoon. Since the settling in of the Floodplain Programme there has been a change of emphasis and now restoration and planting occupy the greater portion of the group's activities.

FOTOR is fortunate to have generous sponsorship from local businesses, charitable organisations and private individuals. Sponsors include:

|                               |                  |
|-------------------------------|------------------|
| Westpac Banking Corporation   | Pub Charities    |
| The Philipp Family Foundation | Otaki Rotary     |
| Winstone Aggregates           | Transpower       |
| Trees that Count              | BOC Gases        |
| Fonterra                      | Concrete Doctors |
| RD1                           | Watson Gardens   |
| Quin Buildings                | Kliptank Ltd     |
| Farmlands                     | Coastal Kerb     |

### **FOTOR Executive Committee members**

|                  |                          |
|------------------|--------------------------|
| Max Lutz (Chair) | Peter Pope               |
| Ron Clouston     | Barbara Simons           |
| Pat Hakaraia     | Graham Winterburn        |
| Barry Mansell    | Graham Kerr              |
| Eric Mathews     | Trevor Wylie (Secretary) |

### **Other members**

|                               |                       |
|-------------------------------|-----------------------|
| Kāpiti Coast District Council | Ōtaki Community Board |
|-------------------------------|-----------------------|

---

|                                       |  |
|---------------------------------------|--|
| Keep Ōtaki Beautiful<br>Ngāti Raukawa | Royal Forest and Bird (Margaret Niven)<br>Riparian Owners' group (Carl Lutz) |
|---------------------------------------|--|

## 6.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager

### PURPOSE OF REPORT

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2019/2020 year.

The applications received are:

#### Community Grant

- Birthright Ōtaki
- Rentables Ōtaki
- Ōtaki College

### DELEGATION

- 2 The Ōtaki Community Board has the authority to:

*“consider this matter under Part D of the Governance Structure for the 2016-2019 Triennium”*

### BACKGROUND

- 3 A net amount of \$25,054.00 is provided in the 2019/2020 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas.

|                                   | Budget             | Granted to date   | Total remaining    |
|-----------------------------------|--------------------|-------------------|--------------------|
| Community Grants                  | \$13,066.00        | \$4,040.00        | \$9,026.00         |
| Sporting Activity Grants          | \$5,994.00         | \$1,500.00        | \$4,494.00         |
| Building & Resource Consent Grant | \$5,994.00         | \$938.20          | \$5,055.80         |
| <b>TOTAL</b>                      | <b>\$25,054.00</b> | <b>\$6,478.20</b> | <b>\$18,575.80</b> |

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period.
- 5 Grants are allocated in accordance with established criteria (copies attached).
  - 3 applications have been received for a Community Grant;

### APPLICATIONS FOR CONSIDERATION

#### Applications to the Community Grants Fund

- 6 Birthright Ōtaki  
Birthright Ōtaki has applied for a Community Grant of \$500.00 to help with the costs of Christmas BBQ party for Ōtaki Birthright clients.

- 7 Rentables Otaki  
Rentables Otaki has applied for a Community Grant of \$500.00 to help with the costs of running the Otaki Christmas window display competition.
- 8 Otaki College  
Otaki College has applied for a Community Grant of \$500.00 to help with the costs of attending the National Evolicity Competition in Hamilton.

**Financial considerations**

- 9 An amount of \$25,054.00 has been provided in the 2019/2020 budget for the Community Grants Fund.

**Community Grants**

| Meeting Date | Recipient                       | Amount   | Purpose of Grant   | Report Back Received |
|--------------|---------------------------------|----------|--|----------------------|
| 23/7/19      | Otaki College – Parekawa Finlay | \$500.00 | To assist with the costs of attending the National Shakespeare Drama Workshop.   |                      |
| 23/7/19      | Taki Toi                        | \$500.00 | To assist with the costs of running their afterschool programme.   |                      |
| 23/7/19      | Otaki Community Expo            | \$300.00 | To assist with the costs of running the Otaki Community Expo in September.   |                      |
| 23/7/19      | Kidz need Dadz                  | \$500.00 | To assist with the costs of running the 2019 Father's Day event.   |                      |
| 3/9/19       | Michelle Young                  | \$330.00 | To assist with the costs of attending a Summer Camp at the University of Xiamen.   | Received 30/10/19    |
| 3/9/19       | Karen Su                        | \$330.00 | To assist with the costs of attending a Summer Camp at the University of Xiamen.   | Received 30/10/19    |
| 3/9/19       | Alex Lundie                     | \$330.00 | To assist with the costs of attending the Pacific Leaders Programme in the Cook Islands.   |                      |
| 3/9/19       | Amicus Club                     | \$500.00 | To assist with the costs of transport for taking members on trips.   |                      |
| 3/9/19       | Otaki & District RSA            | \$500.00 | To assist with the costs of a structural engineer who will complete an examination of the structures in a main internal wall at the RSA. |                      |
| 3/9/19       | Music Matters                   | \$250.00 | To assist with the costs of advertising, transport and venue hire.   | Received 22/10/19    |

|                               |                    |  |
|-------------------------------|--------------------|--|
| <b>Total Budget 2018/2019</b> | <b>\$13,066.00</b> |  |
| <b>Total Granted to date</b>  | <b>\$4,040.00</b>  |  |
| <b>Total Remaining</b>        | <b>\$9,026.00</b>  |  |

### Sporting Activity Grants

| <b>Meeting Date</b>          | <b>Recipient</b>                 | <b>Amount</b>     | <b>Purpose of Grant</b>   | <b>Report Back Received</b> |
|------------------------------|----------------------------------|-------------------|---|-----------------------------|
| 23/7/19                      | Kiri Winiata-Enoka               | \$500.00          | To assist with the costs of attending tournaments in America with the Capital Diamond Sports Academy. |                             |
| 23/7/19                      | Tahu Potiki Tikikatene           | \$500.00          | To assist with the costs of attending the Waka Ama Trans-Tasman Championships in Australia.           | Received 17/10/19           |
| 23/7/19                      | Golden Coast Senior Golf - Otaki | \$500.00          | To assist with the costs of running their annual Golf Tournament in August.                           | Received 17/9/19            |
| <b>Total Budget</b>          |                                  | <b>\$5,994.00</b> |   |                             |
| <b>Total Granted to date</b> |                                  | <b>\$1,500.00</b> |   |                             |
| <b>Total Remaining</b>       |                                  | <b>\$4,494.00</b> |   |                             |

### Building and Resource Consent Grants

| <b>Meeting Date</b> | <b>Recipient</b>              | <b>Amount</b>     | <b>Purpose of Grant</b>   | <b>Report Back Received</b> |
|---------------------|-------------------------------|-------------------|---|-----------------------------|
| 23/7/19             | Otaki Community Expo          | \$158.00          | To assist with the costs of running the Otaki Community Expo in September.                            | Received 19/9/19            |
| 3/9/19              | Fernando Figueroa             | \$500.00          | To assist with the costs of rental costs to host a Kapiti Coast Latin America and Spain Film Festival |                             |
| 3/9/19              | Otaki Community Network Group | \$292.20          | To assist with the costs of room hireage costs for their monthly meetings.                            |                             |
| <b>Total Budget</b> |                               | <b>\$5,994.00</b> |   |                             |



|                       |            |
|-----------------------|------------|
| Total Granted to date | \$938.20   |
| Total Remaining       | \$5,055.80 |

10 This is the third meeting of the 2019/2020 financial year.

11 A total of \$1,500.00 has been requested from the 3 applications currently being considered.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

12 This report is not significant under Council's Significance and Engagement Policy.




### Other Considerations

13 There are no other considerations relating to this report.

## RECOMMENDATIONS

- 14 That the Ōtaki Community Board approves a Community Grant of \$..... to Otaki Birthright to help with the costs of Christmas BBQ party for Otaki Birthright clients.
- 15 That the Ōtaki Community Board approves a Community Grant of \$..... to Rentables Otaki to help with the costs of running the Otaki Christmas window display competition.
- 16 That the Ōtaki Community Board approves a Community Grant of \$..... to Otaki College to help with the costs of attending the National Evolicity Competition in Hamilton.

## APPENDICES

1. Grant Applications [↓](#) 
2. Accountability Reports [↓](#) 
3. Grant Criteria [↓](#) 

ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS FUND CRITERIA

**Community Grants**

The Ōtaki Community Board will consider the applications that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*( this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- individual young people or youth organisations where there is an opportunity to excel at a range of cultural, community, environmental or educational achievements
- progressing the activities of community groups in the areas of culture, social or economic that advance the general enjoyment and wellbeing of the community.  
*( this relates to groups that while not having a particular focus on improving social wellbeing, do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward and can include individuals or groups.
2. Groups that provide cultural, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged, people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events that are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, environmental, social or educational activities within the local district.
4. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Board.

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

ŌTAKI COMMUNITY BOARD  
SPORTING ACTIVITY GRANTS FUND CRITERIA

**Sporting Activity Grants**

The Ōtaki Community Board will consider the applications that support:

- Individuals, sporting groups, (preferably focused on youth) where there is an opportunity to participate and to excel in a range of sporting activities. *(the Community Board will not consider applications relating to sporting activities where there is a potential for these to be funded by SPARC.)*
- community groups providing sporting and active recreational opportunities within the Ward, where they contribute to health and wellbeing of the community and encourage people to participate in active recreation.
- Community activities which provide sporting events within Ōtaki Ward which are open to general community involvement.

**Eligible Groups**

- 1 Applicants must reside in the Ōtaki Ward.
- 2 Groups that provide cultural, sports, environmental or social services will be eligible.
- 3 Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
- 4 Groups must be non-profit making.
5. Purely recreational groups shall be eligible in relation to youth, the aged, and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent sports and active recreation events which are important to the Ōtaki Ward.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of sports and active recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board.

**Please note:**

**For the purpose of transparency and clarity, the Board asks applicants to coordinate their multiple applications when seeking funding for the same team/club/event.**

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.

No individual or group can lodge more than one application in any 12 month period.

ŌTAKI COMMUNITY BOARD  
BUILDING & RESOURCE CONSENT GRANTS FUND CRITERIA

**Building & Resource Consent Grants**

The Ōtaki Community Board will consider the applications for remission of hall hire/rentals and/or Council permit, licence or resource consent fees that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*( this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- youth organisations supporting youth initiatives.
- Activities undertaken by community groups that advances the general enjoyment and wellbeing of the community.  
*( this relates to groups that while not having a particular focus on improving social wellbeing, environmental, economic and cultural that they do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

•  
**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward.
2. Groups that provide cultural, sports, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events which are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board.

5. Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board.
6. Grant to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.

#### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

#### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

#### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

#### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

#### **Please Note:**

**Applications must be forwarded to the Kapiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

## 6.5 COMMUNITY BOARD REMUNERATION 2019-2020

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Janice McDougall, Group Manager

### PURPOSE OF REPORT

- 1 This report informs the Community Board of the Remuneration Authority's determination in respect of Community Board remuneration for 2019/2020 (post-election).

### BACKGROUND

- 2 Elected member remuneration is determined by an independent statutory body, the Remuneration Authority ('the Authority'). Under the Local Government Act 2002 the Authority sets the base remuneration for all elected members including community boards. It also sets allowances and expenses. In undertaking its duties, the Authority has regard to the need to maintain fair relativity with other levels of remuneration elsewhere and be fair to both elected members and ratepayers.
- 3 Remuneration for community boards is based on the population of their community and a job description. The primary function of community boards is representation, so the Authority has taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a smaller number of people, thus the remuneration of members of a community boards serving a large population will be greater than that of members of a board serving a small population. This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members.
- 4 The remuneration for board chairs is set at twice that of members. The deputy chair of a community board is remunerated as a board member. This reflects the Authority's view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration.
- 5 The Authority has released a Determination for Elected Member Remuneration for 2019/20 (see Appendix 1) and the salaries applying to the Ōtaki Community Board are as follows:
 

|             |          |
|-------------|----------|
| Chairperson | \$15,250 |
| Member      | \$ 7,625 |
- 6 Elected members are able to claim reimbursement for using private vehicles on council business. In making its decisions on vehicle allowances the Authority uses Automobile Association calculations of car running costs and the IRD mileage rate. Elected members are able to receive up to 79 cents per km allowance for the first 14,000 kms travelled on council business, and 30 cents per km thereafter for a petrol or diesel vehicle, or 19 cents per km thereafter for a petrol hybrid vehicle, or 9 cents thereafter for an electric vehicle.
- 7 Community Board Chairs are provided with a tablet early in the triennium for Council-related use. Community board members retrospectively receive \$400 allowance per year for the use of home broadband. A communications allowance of \$240 shall be paid to each member per annum to cover the use of a personal computer and printer.
- 8 Community Board members who use their own mobile phone for Council-related business are entitled to \$150 equipment allowance and \$400 service allowance for the 2019/20 year (pro-rated).



## CONSIDERATIONS

### Policy considerations

- 9 The Elected Members Remuneration Expenses and Allowances Policy 2019-2020 provides additional helpful information. This policy will be in the early months of the 2019-2022 Triennium. No changes are proposed to the policy as a result of this paper.

### Legal considerations

- 10 There are no legal considerations.

### Financial considerations

- 11 Council has sufficient funds to meet elected member remuneration and reimbursements.

### Tāngata whenua considerations

- 12 There are no tāngata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

- 13 This matter has a low level of significance under Council's Significance and Engagement Policy.

### Publicity

- 14 Elected Member remuneration information is posted on the Council website.

## RECOMMENDATIONS

That the Ōtaki Community Board notes the information on Board remuneration in the report 'Community Board Remuneration 2019/20'

## APPENDICES

1. Extract from Remuneration Authority Determination 2019/20 [↓](#) 
2. Elected Member Remuneration Expenses and Allowances Policy 2019/2020 [↓](#) 

**Extract from Local Government Members' (2019/20) Determination 2019 (post-election)**<http://www.legislation.govt.nz/regulation/public/2019/0135/latest/whole.html>**Kāpiti Coast District Council**

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| <b>Office</b>                               | <b>Annual remuneration (\$)</b> |
|---|---------------------------------|
| Mayor                                       | 138,500                         |
| Councillor (Minimum Allowable Remuneration) | 35,517                          |
| Ōtaki Community Board                       |                                 |

| <b>Office</b>               | <b>Annual remuneration (\$)</b> |
|-----------------------------|---------------------------------|
| Chairperson                 | 15,250                          |
| Member                      | 7,625                           |
| Paekākāriki Community Board |                                 |

| <b>Office</b>                       | <b>Annual remuneration (\$)</b> |
|-------------------------------------|---------------------------------|
| Chairperson                         | 7,947                           |
| Member                              | 3,973                           |
| Paraparaumu–Raumati Community Board |                                 |

| <b>Office</b>            | <b>Annual remuneration (\$)</b> |
|--------------------------|---------------------------------|
| Chairperson              | 19,976                          |
| Member                   | 9,988                           |
| Waikanae Community Board |                                 |

| <b>Office</b> | <b>Annual remuneration (\$)</b> |
|---------------|---------------------------------|
| Chairperson   | 16,325                          |
| Member        | 8,163                           |



## ELECTED MEMBER REMUNERATION EXPENSES AND ALLOWANCES POLICY 2019-2020

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|---|------|
| Policy objective  | 2    |
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| <b>A. Remuneration – Mayor and Councillors</b>              | 2    |
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| 12. Stationary  | 4    |
| 13. Subscriptions & memberships                             | 4    |
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| <b>D. The Mayor</b>   | 5    |
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| 3. Subscriptions & memberships                              | 5    |
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| <b>E. Fees related to Hearings</b>                          | 6    |
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### Policy objective

This policy clarifies payment of elected member salaries, allowances and reimbursements to October 2019.

Elected Members are remunerated in accordance with legislation oversight by the Remuneration Authority. (See Local Government Members (2019/20) (Local Authorities) Determination 2019)[The Determination]. Determinations also stipulate the parameters around the payment of allowances and other fees. Within these parameters councils can develop their own policies.

### Principles

The payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by Elected Members while acting in their role
- payable under clear rules communicated to all claimants
- over sighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering

*(Fees related to District Licencing Committee hearings are not included in this policy.)*

#### A. Remuneration – Mayor and Councillors

| Role                                     | Annual remuneration |
|--|---------------------|
| Mayor                                    | \$128,099           |
| Deputy Mayor                             | \$48,602            |
| Committee Chairperson (3)                | \$46,733            |
| Appeals Committee Chairperson            | \$41,124            |
| Chairperson, Grants Allocation Committee | \$41,124            |
| Councillor                               | \$37,386            |

#### B. Remuneration – Community Board Chairs and Members

| Board               | Chairperson | Member  |
|---------------------|-------------|---------|
| Ōtaki               | \$15,250    | \$7,625 |
| Paekākāriki         | \$7,947     | \$3,973 |
| Paraparaumu-Raumati | \$19,976    | \$9,988 |
| Waikanae            | \$16,325    | \$8,163 |

The following sections detail the payment of Elected Member reimbursements and allowances.

**C. Elected Member Expenses and Allowances**

- |                                    |  |
|------------------------------------|--|
| <b>1 Accommodation</b>             | <p>a) while at conferences or training events or other Council business – Council will pay for accommodation where applicable that balances cost-effectiveness with proximity to the event</p> <p>b) private/provided by friends/relatives – Council has no involvement</p>  |
| <hr/>                              |  |
| <b>2 Air Dollars/Points</b>        | Air points/air dollars earned on travel, accommodation etc. paid for by the Council are available for the private use of members. Due to the low level of air travel this is insignificant.  |
| <hr/>                              |  |
| <b>3 Airline Clubs</b>             | Council doesn't pay or reimburse for these memberships.  |
| <hr/>                              |  |
| <b>4 Air Travel</b>                | <p>a) Generally air travel bookings are made by staff upon approval and in accordance with Council policy.</p> <p>b) If Elected Members make their own bookings, domestic and international travel taken for Council-related business will be reimbursed up to the level of economy class fares; if the elected member wishes to travel at a different class they must meet the cost of the difference.</p>  |
| <hr/>                              |  |
| <b>5 Carparks</b>                  | At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building, Paraparaumu. This permit is non-transferable and must be returned at the end of the triennium.  |
| <hr/>                              |  |
| <b>6 Communications Technology</b> | <p>a) Broadband – All elected members will retrospectively receive a \$400 allowance for use of home broadband for Council business for the period 1 July 2019 to 30 June 2020 in line with the Determination. (Where an elected member has not been a member for the whole for the 2019/20 year the amount paid will be pro-rated).</p> <p>b) Consumables (ink cartridges/paper) – Council will provide these on request.</p> <p>c) Email – at the beginning of the triennium Elected Members are provided with a Council email address which is not to be used by members for any personal business.</p> <p>d) Mobiles – Councillors, Community Board Chairs and</p> |

|           |  |   |
|-----------|--|---|
|           |  | <p>Community Board members, who use their own mobile phone for Council-related business, are entitled to a \$150 equipment allowance and \$400 service allowance for the 2019/20 year. (Where an elected member is not a member for the whole for the 2018/19 year the amount paid will be pro-rated). A member may opt, instead of receiving the \$400 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls.</p> <p>e) Tablets and Printers – Councillors and Community Board Chairs will be provided with tablets at the beginning of the triennium for Council-related use, although a reasonable degree of private use is acceptable. For Community Board Members a communications allowance of \$240 shall be paid to each member per annum to cover the use of a personal computer and printer.</p> |
| <b>7</b>  | <b>Entertainment &amp; hospitality</b> | Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor, the Chief Executive and the Financial Controller.   |
| <b>8</b>  | <b>Gifts</b>                           | Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.   |
| <b>9</b>  | <b>Incidentals</b>                     | Reasonable expenses incurred in the pursuit of Council business will be reimbursed on presentation of an expense claim supported with the relevant invoices/receipts.   |
| <b>10</b> | <b>Meals</b>                           | This excludes Council catering for meetings. Reasonable costs for meals and sustenance are reimbursed when travelling on Council business on presentation of receipt/s.   |
| <b>11</b> | <b>Professional development</b>        | Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.  |
| <b>12</b> | <b>Stationery</b>                      | Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.   |
| <b>13</b> | <b>Subscriptions &amp; memberships</b> | The costs of these will not be met by the Council.  |

---

**14 Vehicles**

- a) Mileage - Reimbursements apply according to the following conditions:
    - i. Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected member.
    - ii. The travel must be by the most direct route that is reasonable in the circumstances.
    - iii. For a petrol or diesel vehicle:  
79 cents for the first 14,000 km per annum,  
30 cents for travel over 14,000 km per annum.
    - iv. For a petrol hybrid vehicle:  
79 cents for the first 14,000 km per annum,  
19 cents for travel over 14,000 km per annum.
    - v. For an electric vehicle:  
79 cents for the first 14,000 km per annum,  
9 cents for travel over 14,000 km per annum.
  - b) Private use of vehicle – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage would be cheaper than air travel.
  - c) Rental cars – the Council will not meet the costs of using these.
  - d) Taxis - the Council will reimburse reasonable costs for the use of taxis associated with training events and Council business.
- 

**15 Childcare allowance**

- a) Childcare – Reimbursements apply according to the following conditions:
    - i. The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and
    - ii. the child is under 14 years of age; and
    - iii. the childcare is provided by a person who is not a family member and does not ordinarily reside with the member; and
    - iv. the member provides evidence satisfactory to the authority of the amount paid for child care.
    - v. Childcare allowance will be paid at a maximum rate of \$15 per hour; not exceeding a total amount of \$6000 per annum OR
    - vi. An annual amount of \$6000 paid retrospectively for the year.
-

**D. The Mayor**

- |          |  |  |
|----------|--|--|
| <b>1</b> | <b>Carparks</b>                        | The Mayor has a dedicated parking space.   |
| <b>2</b> | <b>Communications Technology</b>       | The Mayor is provided with a mobile phone for the triennium with reasonable private use being acceptable.  |
| <b>3</b> | <b>Subscriptions &amp; memberships</b> | The subscription for the Mayor's role as Justice of the Peace will be paid by the Council.   |
| <b>4</b> | <b>Vehicle</b>                         | The Mayor is provided with a vehicle for private and business use during the term of office. <i>[A local authority may provide (a) a motor vehicle or (b) a vehicle mileage allowance. If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination.]</i> |

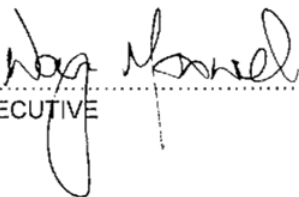
**E. Fees related to Hearings**

- |          |                              |  |
|----------|------------------------------|--|
| <b>1</b> | <b>Chairperson</b>           | A member of a local authority who acts as the chairperson of a hearing is entitled to a fee of up to \$100 per hour. |
| <b>2</b> | <b>Member</b>                | A member of a local authority who is not the chairperson of a hearing is entitled to a fee of up to \$80 per hour.   |
| <b>3</b> | <b>Mayor or Acting Mayor</b> | These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances. |

**DOCUMENT VERSION CONTROL – AMENDMENTS DURING 2016-2019 TRIENNIUM**

| NO | AMENDMENT/S SUMMARY           | ADOPTED BY COUNCIL |
|----|-------------------------------|--------------------|
| 1  | Policy adopted by the Council | 8 August 2019      |
|    |                               |                    |
|    |                               |                    |
|    |                               |                    |



Signed  Date: 12/06/19  
CHIEF EXECUTIVE



## 6.6 ŌTAKI COMMUNITY BOARD - DRAFT CALENDAR OF MEETINGS 2020

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Janice McDougall, Group Manager

### PURPOSE OF REPORT

- 1 This report presents the draft calendar of meeting dates for 2020 and asks that the Board confirm its meeting dates as proposed at Appendix 1.

### DELEGATION

- 2 The Community Board has the authority to consider this matter.

### BACKGROUND

- 3 At the beginning of each Triennium it is recommended that elected members consider and adopt a meeting schedule for the following year. There is no statutory requirement to do so and Community Boards are free to set their own meeting dates.
- 4 A monthly cycle of meetings for Council, and twice monthly cycle of meeting for the Strategy and Operations Committee was proposed to Council. A six weekly cycle for Community Boards is proposed.
- 5 This cycle allows for substantial progression of issues. Statutory requirements indicate that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded in order to give Elected Members as much time as possible to consider the reports and associated information.
- 6 A number of Keep-Free spots in the calendar allow for breaks over statutory and school holiday periods.
- 7 Reports going forward to any Council, Committee, Subcommittee or Community Board meetings undergo an internal review process to ensure that the information, advice and options provided are of high quality. The processes, both statutory and operational, add to the lead time required for the comprehensive consideration of issues.

### ISSUES AND OPTIONS

#### Issues

- 8 Board members are invited to consider the following points in respect of the calendar of meetings:
  - As has been the practice for past triennia all Community Board meetings have been scheduled for Tuesday evenings, with meetings starting at 7pm;
  - Annual Plan workshops are generally scheduled for February 2017 to progress the development of the draft Annual Plan. These workshops are informal in nature and open to the public;
  - The calendar also features dates for the meetings of the Council's independent iwi partnership body, Te Whakaminenga o Kāpiti and these meetings are public;
  - If changes have to be made to meeting dates this is done in consultation with the Chair and members, and resulting changes publicly advertised;
  - A schedule of meetings is also published in the Elected Members' Bulletin circulated each Friday to Elected Members.

9 The dates proposed for meetings of the Ōtaki Community Board in 2020 are:

|            |              |
|------------|--------------|
| 28 January | 4 August     |
| 10 March   | 22 September |
| 28 April   | 10 November  |
| 16 June    |              |

## CONSIDERATIONS

### Policy considerations

10 There are no policy considerations.

### Legal considerations

11 There are no legal considerations.

### Financial considerations

12 There are no financial considerations.

### Tāngata whenua considerations

13 There are no tāngata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

14 This matter has a low level of significance under Council's Significance and Engagement Policy.

### Engagement planning

15 An engagement plan is not needed to implement this decision.


### Publicity

16 Meetings of Council, its Committees, Subcommittee and Community Boards are advertised each month in local newspapers as well as on the Council website in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.

## RECOMMENDATIONS

That the Ōtaki Community Board adopts the schedule for its meetings in 2020 as set out in Attachment 1 of this report 'Draft Calendar of Meetings 2020'.

## APPENDICES

1. Draft Calendar of meetings 2020 [↓](#) 

| Calendar For New Triennium Meetings 2019 -2022 |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
|--|----|------------------------|----|-----------------------|----|-----------------------|----|-----------------------|----|-----------------------|-----------------------|-----------------------|-----------------------|-----------|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------|-------------------|-----------------------|------------------|------|-----------|
|  |    | January                |    | February              |    | March                 |    | April                 |    | May                   |                       | June                  |                       | July      |                       | August                |                       | September                  |                       | October           |                       | November         |      | December  |
| SAT  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           | 1                     |                       |                       |                            |                       |                   |                       |                  |      |           |
| SUN  |    |                        |    |                       | 1  |                       |    |                       |    |                       |                       |                       |                       |           | 2                     |                       |                       |                            |                       |                   | 1                     |                  |      |           |
| MON  |    |                        |    |                       | 2  |                       |    |                       |    | 1                     |                       | QUEEN'S BIRTHDAY      |                       |           | 3                     |                       |                       |                            |                       |                   | 2                     |                  |      |           |
| TUE  |    |                        |    |                       | 3  |                       |    |                       |    | 2                     |                       |                       |                       |           | 4                     | OCB                   | 1                     |                            |                       |                   | 3                     |                  | 1    | PCB       |
| WED  | 1  | NEW YEAR               |    |                       | 4  |                       | 1  |                       |    | 3                     |                       |                       | 1                     |           | 5                     |                       | 2                     |                            |                       |                   | 4                     |                  | 2    |           |
| THU  | 2  |                        |    |                       | 5  | STRATEGY & OPERATIONS | 2  | STRATEGY & OPERATIONS |    | 4                     | STRATEGY & OPERATIONS | 2                     | STRATEGY & OPERATIONS | 6         | STRATEGY & OPERATIONS | 3                     | STRATEGY & OPERATIONS | 1                          | STRATEGY & OPERATIONS | 5                 | STRATEGY & OPERATIONS | 3                | TWOK |           |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
| FRI  | 3  |                        |    |                       | 6  |                       | 3  |                       | 1  | 5                     |                       | 3                     |                       |           | 7                     |                       | 4                     |                            | 2                     |                   | 6                     |                  | 4    |           |
| SAT  | 4  |                        | 1  |                       | 7  |                       | 4  |                       | 2  | 6                     |                       | 4                     |                       |           | 8                     |                       | 5                     |                            | 3                     |                   | 7                     |                  | 5    |           |
| SUN  | 5  |                        | 2  |                       | 8  |                       | 5  |                       | 3  | 7                     |                       | 5                     |                       |           | 9                     |                       | 6                     |                            | 4                     |                   | 7                     |                  | 6    |           |
| MON  | 6  |                        | 3  |                       | 9  |                       | 6  |                       | 4  | 8                     |                       | 6                     |                       |           | 10                    |                       | 7                     |                            | 5                     |                   | 9                     |                  | 7    |           |
| TUE  | 7  |                        | 4  | WCB                   | 10 | OCB                   | 7  |                       | 5  | WCB                   | 9                     |                       | 7                     |           | 11                    | WCB                   | 8                     |                            | 6                     | PRCB              | 10                    | OCB              | 8    |           |
|  |    | KEEP FREE              |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
| WED  | 8  |                        | 5  |                       | 11 |                       | 8  |                       | 6  | 10                    |                       | 8                     |                       |           | 12                    |                       | 9                     |                            | 7                     |                   | 11                    |                  | 9    |           |
| THU  | 9  |                        | 6  | WAITANGI DAY          | 12 | TWOK                  | 9  | GAC (CCNZ)            | 7  | STRATEGY & OPERATIONS | 11                    | TWOK                  | 9                     | KEEP FREE | 13                    | AUDIT RISK            | 10                    | TWOK                       | 8                     | GAC (Comm Grants) | 12                    | GAC (Waste Levy) | 10   | COUNCIL   |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       | CAMPE                 |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
| FRI  | 10 |                        | 7  |                       | 13 |                       | 10 | EASTER                | 8  | 12                    |                       | 10                    |                       |           | 14                    |                       | 11                    |                            | 9                     |                   | 13                    | ZONE 4           | 11   |           |
| SAT  | 11 |                        | 8  |                       | 14 |                       | 11 |                       | 9  | 13                    |                       | 11                    |                       |           | 15                    |                       | 12                    |                            | 10                    |                   | 14                    |                  | 12   |           |
| SUN  | 12 |                        | 9  |                       | 15 |                       | 12 |                       | 10 | 14                    |                       | 12                    |                       |           | 16                    |                       | 13                    |                            | 11                    |                   | 15                    |                  | 13   |           |
| MON  | 13 |                        | 10 |                       | 16 |                       | 13 | EASTER                | 11 | 15                    |                       | 13                    |                       |           | 17                    |                       | 14                    |                            | 12                    |                   | 16                    |                  | 14   |           |
| TUE  | 14 |                        | 11 | PRCB                  | 17 | WCB                   | 14 |                       | 12 | PRCB                  | 16                    | OCB                   | 14                    |           | 18                    | PRCB                  | 15                    |                            | 13                    | PCB               | 17                    | WCB              | 15   |           |
|  |    | KEEP FREE              |    |                       |    |                       |    | KEEP FREE             |    |                       |                       |                       |                       | KEEP FREE |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
| WED  | 15 |                        | 12 |                       | 18 |                       | 15 | FREE                  | 13 | 17                    |                       | 15                    | FREE                  | 19        |                       |                       | 16                    |                            | 14                    |                   | 18                    |                  | 16   |           |
| THU  | 16 |                        | 13 | STRATEGY & OPERATIONS | 19 | GAC (DWFHR)           | 16 | KEEP                  | 14 | AUDIT RISK            | 18                    | STRATEGY & OPERATIONS | 16                    | LGNZ CONF | 20                    | STRATEGY & OPERATIONS | 17                    | GAC (Creative Communities) | 15                    | CEPEC             | 19                    | AUDIT RISK       | 17   |           |
| FRI  | 17 |                        | 14 |                       | 20 | GAC (Waste Levy)      | 17 |                       | 15 | 19                    |                       | 17                    | LGNZ CONF             | 21        | ZONE 4                | 18                    |                       | 16                         |                       | 20                |                       | 18               |      |           |
| SAT  | 18 |                        | 15 |                       | 21 |                       | 18 |                       | 16 | 20                    |                       | 18                    | LGNZ CONF             | 22        |                       | 19                    |                       | 17                         |                       | 21                |                       | 19               |      |           |
| SUN  | 19 |                        | 16 |                       | 22 |                       | 19 |                       | 17 | 21                    |                       | 19                    |                       | 23        |                       | 20                    |                       | 18                         |                       | 22                |                       | 20               |      |           |
| MON  | 20 | WELLINGTON ANNIVERSARY | 17 |                       | 23 |                       | 20 |                       | 18 | 22                    |                       | 20                    |                       | 24        |                       | 21                    |                       | 19                         |                       | 23                |                       | 21               |      |           |
| TUE  | 21 |                        | 18 | PCB                   | 24 | PRCB                  | 21 | KEEP FREE             | 19 | PCB                   | 23                    | WCB                   | 21                    | PCB       | 25                    | PCB                   | 22                    | OCB                        | 20                    |                   | 24                    | PRCB             | 22   | KEEP FREE |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
| WED  | 22 |                        | 19 |                       | 25 |                       | 22 |                       | 20 | 24                    |                       | 22                    |                       | 26        |                       | 23                    |                       | 21                         |                       | 25                |                       | 23               |      |           |
| THU  | 23 | COUNCIL                | 20 | AUDIT RISK            | 26 | COUNCIL               | 23 | KEEP                  | 21 | CEPEC                 | 25                    | COUNCIL               | 23                    | TWOK      | 27                    | COUNCIL               | 24                    | COUNCIL                    | 22                    | TWOK              | 26                    | COUNCIL          | 24   |           |
|  |    |                        |    | GAC (Heritage Fund)   |    |                       |    | FREE                  |    |                       |                       |                       |                       |           |                       |                       |                       | AUDIT RISK                 |                       |                   |                       |                  |      |           |
| FRI  | 24 |                        | 21 |                       | 27 |                       | 24 |                       | 22 | ZONE 4                | 26                    |                       | 24                    |           | 28                    |                       | 25                    |                            | 23                    |                   | 27                    |                  | 25   | XMAS      |
| SAT  | 25 |                        | 22 |                       | 28 |                       | 25 | ANZAC DAY             | 23 | 27                    |                       | 25                    |                       | 29        |                       | 26                    |                       | 24                         |                       | 28                |                       | 26               |      |           |
| SUN  | 26 |                        | 23 |                       | 29 |                       | 26 |                       | 24 | 28                    |                       | 26                    |                       | 30        |                       | 27                    |                       | 25                         |                       | 29                |                       | 27               |      |           |
| MON  | 27 |                        | 24 |                       | 30 |                       | 27 |                       | 25 | 29                    |                       | 27                    |                       | 31        |                       | 28                    |                       | 26                         | LABOUR DAY            | 30                |                       | 28               |      |           |
| TUE  | 28 | OCB                    | 25 |                       | 31 | PCB                   | 28 | OCB                   | 26 | 30                    | PRCB                  | 28                    |                       |           |                       | 29                    | WCB                   | 27                         |                       |                   |                       | 29               | XMAS |           |
| WED  | 29 |                        | 26 |                       |    |                       | 29 |                       | 27 |                       |                       | 29                    |                       |           |                       | 30                    |                       | 28                         |                       |                   |                       | 30               | XMAS |           |
| THU  | 30 | TWOK                   | 27 | COUNCIL               |    |                       | 30 | TWOK                  | 28 | COUNCIL               |                       | 30                    | COUNCIL               |           |                       |                       |                       | 29                         | COUNCIL               |                   |                       | 31               |      |           |
| FRI  | 31 |                        | 28 | ZONE 4                |    |                       |    |                       | 29 |                       |                       | 31                    |                       |           |                       |                       |                       | 30                         |                       |                   |                       |                  |      |           |
| SAT  |    |                        | 29 |                       |    |                       |    |                       | 30 |                       |                       |                       |                       |           |                       |                       |                       | 31                         |                       |                   |                       |                  |      |           |
| SUN  |    |                        |    |                       |    |                       |    |                       | 31 |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
|  |    |                        |    |                       |    |                       |    |                       |    |                       |                       |                       |                       |           |                       |                       |                       |                            |                       |                   |                       |                  |      |           |
|  |    | January                |    | February              |    | March                 |    | April                 |    | May                   |                       | June                  |                       | July      |                       | August                |                       | September                  |                       | October           |                       | November         |      | December  |

## **7 MATTERS UNDER ACTION**

### **7.1 MATTERS UNDER ACTION**

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Leyanne Belcher, Democracy Services Manager

### **APPENDICES**

1. Matters Under Action [!\[\]\(d328bb1c8b293dce97ce8ae48fe06a23\_img.jpg\)](#) 

# ŌTAKI COMMUNITY BOARD

## MATTERS UNDER ACTION

### NOVEMBER 2019

| Matters Under Action |               |                                |  |                              |                 |
|----------------------|---------------|--------------------------------|--|------------------------------|-----------------|
| Item                 | Date Raised   | Action Required                | Progress   | Estimated Date of Completion | GM Responsible  |
| 1                    | February 2017 | Tasman Road Speed Issue        | The shared path works have been completed up to the intersection with Robert McKeen Street.<br>A survey, design, and consultation with residents with regard to a kerb realignment on Tasman Road and a pedestrian refuge island across to the bus stop will be undertaken before the end of the calendar year.<br>The construction of these items to be completed by the end of the financial year. | In progress.                 | Sean Mallon     |
| 2                    | November 2017 | Haruatai Tennis Courts Lease   | The courts resurfacing is complete and they have been open since 1 August. Signs are in place to let people know hours the courts are available to the public. Council are still working on finalising the MoU and the lease documents.  | In progress                  | James Jefferson |
| 3                    | December 2017 | Ōtaki Railway Station Building | The railway station building renovation is now held up due to ongoing discussion between the NZTA and Heritage New Zealand regarding adjustment or modification work to the platform canopy.<br><br>This now sits with the NZTA and FCL to resolve and at this time Council does not have any input until such time as a resolution can be reached between the parties.                              | In progress                  | Sean Mallon     |
| 4                    | July 2018     | Winstones Lake easement        | The Te Roto Road steering group has now been set up, and all work associated with the Te Roto Road access is being channelled through that group.<br>There has been an on-site meeting to look at the options with further discussions to come.  | In progress                  | James Jefferson |

|    |                |                                     |  |             |                 |
|----|----------------|-------------------------------------|--|-------------|-----------------|
| 5  | November 2018  | Free Wifi on the Main Street, Otaki | The pole required to relocate this equipment has been supplied and Council staff are working with contractors to schedule the works.   | In progress | Mark de Haast   |
| 6. | April 2019     | Otaki Civic Theatre                 | Roof repairs at approx \$9k were undertaken in July last year as a consequence of roof leaks. Council was recently made aware of a new roof leak at the Theatre which will be remediated this week. There have been no recent reports of any leaks provided to the Property team.<br>The building has a seismic rating of 36% NBS. Following a Strategy and Policy meeting in July last year it was agreed that the Theatre would be prioritised for renewal. It is intended that the Theatre will be included in the first round of detailed building surveys scheduled for later this year to give us a better understanding of the overall condition of the building. |             | James Jefferson |
| 7. | June 2019      | Council Flats in Otaki              | Eighteen units in the District have been inspected with finalisation of the remaining inspections across the District including Otaki due to be completed before the end of September. None of the inspected units to date are in Otaki. Our approach is to be refurbishing Council flats as they become vacant. A broader programme of maintenance and renewals will be developed once conditioning surveys have been completed. A procurement process for this work is underway.   |             | James Jefferson |
| 8. | July 2019      | Te Horo Beach Reserve Funding       | Staff will provide an update to the Board early in 2020 as part of the 2020-21 Annual Plan process.  |             |                 |
| 9. | September 2019 | Haruatai Park Signage               | Improved signage for the park is a future consideration for the Parks team and budget will be applied for through the Long Term Plan.  |             | James Jefferson |



| Reserve Priorities/Projects: Status Update |   |           |             |  |   |                 |
|--|---|-----------|-------------|--|---|-----------------|
| Date Raised                                | Project   | Budget    | Status      | Progress   | Estimated Date of Completion  | GM Responsible  |
| September 2014                             | Ōtaki Beach Development concept facilitation process.                                 | \$10,000  | Progressing | Ongoing  | Road stopping process underway for land; once that has completed work can commence on the management/development plan (similar process to Maclean Park). The management/development process will commence in 2018-19 provided the road stopping process has been completed. | James Jefferson |
|  | <ul style="list-style-type: none"><li>Improved BBQ Facilities – Ōtaki Beach</li></ul> | \$10,000* | On hold     | Considered in the overall development of the beach as part of the Ōtaki Beach Development process. |   |                 |
|  | <ul style="list-style-type: none"><li>Shade Area – Ōtaki Beach</li></ul>              | \$10,000  | On hold     |  |   |                 |

\* Upon further investigation the cost of installing a new BBQ may be up to \$30,000.

