



# **AGENDA**

## **Waikanae Community Board Meeting**

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

**Date: Tuesday, 19 November 2019**

**Time: 7.00pm**

**Location: Waikanae Community Centre, Utauta Street, Waikanae**

**James Jefferson  
Group Manager Place and Space**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 19 November 2019, 7.00pm.**

**Waikanae Community Board Members**

Mr James Westbury	Member
Ms Margaret Stevenson- Wright	Member
Mr Geoffrey Churchman	Member
Ms Jill Griggs	Member
Cr Jocelyn Prvanov	Member

**Order Of Business**

- 1 Welcome. The Group Manager will chair the meeting until a Chair is appointed..... 5**

**Community Board members (including the Ward Councillor) make their declarations of office:**

*[For member]: I, [name], declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Waikanae Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Waikanae Community Board, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

*[For Ward Councillor]: I, [name] declare that when I am acting as a Community Board member I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Waikanae Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Waikanae Community Board, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNIUM).....	6
6ELECTION OF COMMUNITY BOARD CHAIR AND DEPUTY CHAIR FOR 2019-2022 TRIENNIUM.....	10
<b>2 Apologies .....</b>	<b>13</b>
<b>3 Declarations of Interest Relating to Items on the Agenda .....</b>	<b>13</b>
<b>4 Public Speaking Time.....</b>	<b>13</b>
<b>5 Members’ Business .....</b>	<b>13</b>
<b>6 Reports .....</b>	<b>14</b>
6.3 APPOINTMENT OF BOARD MEMBER TO EXTERNAL ORGANISATIONS .....	14
6.4 Community Board Remuneration 2019-2020 .....	16
6.5 Waikanae Community Board - Draft Calendar of Meetings 2020.....	27
6.6 Consideration of Applications for Funding .....	30
<b>7 Matters Under Action.....</b>	<b>68</b>
7.1 Matters Under Action.....	68



**1 WELCOME**

**EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBERS (2019-2022 TRIENNIUM)**

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

**Authoriser:** Janice McDougall, Group Manager

**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) (ie 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 inhouse 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

**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 Waikanae 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 Waikanae 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 Waikanae 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 Waikanae Community Board for the 2019-2022 Triennium.
- 3 That, using System [...], [name] is elected as Deputy Chair of the Waikanae 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

**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 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 appointment of Board members to a number of community organisations and one Council Committee.

**DELEGATION**

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

**ISSUES AND OPTIONS**

- 3 The board is being asked to make appointments to the following:

*Council's Grants Allocation Committee (Waste Levy grants)*

- 4 On 7 November 2019 the Council noted the Mayor's appointments and establishment of one Committee and a number of Subcommittees, and confirmed delegations to the various decision-making bodies. The Grants Allocation Subcommittee was confirmed as part of the 2019-2022 Triennium Governance Structure. This Committee administers five different granting programmes including a Waste Levy grants programme.

- 5 The objective of the Waste Levy grants programme is to assess applications and allocate grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long term action.

- 6 Cr Elliott will chair the Subcommittee with the Mayor, Deputy Mayor, Cr McCann, Cr Halliday and Cr Randall making up the membership. For the Waste Levy Grants programme one representative from the Waikanae Community Board is required. (One representative is also required from the Paraparaumu-Raumati Community Board).

*The Pharazyn Reserve Focus Group*

- 7 The Pharazyn Reserve is a Council-sponsored project for the rehabilitation of an area stretching from the old sewerage ponds at the junction of Rutherford Drive and Paetawa Road, and across the roadway to the beach. The redevelopment has been in progress for about seven years and is expected to continue. The development plan envisages the rehabilitation of the former wetland area, and the creation of passive recreation areas and walkways from the wetlands down to the beach. A comprehensive plan has been prepared by consultants, and progress is supervised by a Focus Group.

- 8 The Focus Group is a voluntary community group which provides advocacy for and development of the Reserve as a wildlife and passive recreation space. The Group includes community representatives as well as Board representatives. Meetings are usually held every three months, or more frequently as required.

- 9 A meeting of the Grants Allocation Committee to consider Waste Levy grant applications is scheduled before the end of 2019.

- 10 The Pharazyn Reserve Focus Group requires two Board members but in the previous triennium Jocelyn Prvanov was essentially the appointee. The Board may appoint two members one of whom could be the alternate.

**CONSIDERATIONS**

**Policy considerations**

11 There are no policy considerations.

**Legal considerations**

12 There are no legal considerations.

**Financial considerations**

13 There are no financial considerations.

**Tāngata whenua considerations**

14 There are no tāngata whenua considerations.

**SIGNIFICANCE AND ENGAGEMENT**

**Significance policy**

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

**Engagement planning**

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

**Publicity**

17 The appointments will be publicised on the Council website.

**RECOMMENDATIONS**

- 1 That the Waikanae Community Board appoints:
  - (a) to the Grants Allocation Subcommittee (Waste Levy Grants Programme) Board member.....
  - (b) to the Pharazyn Reserve Focus Group, Board members..... and .....

**APPENDICES**

Nil

**6.2 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 Waikanae Community Board are as follows:

Chairperson	\$16,325
Member	\$ 8,163

- 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 updated 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 Waikanae Community Board notes the information on Board remuneration in the report 'Community Board Remuneration 2019-2020'.

**APPENDICES**

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

**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**

<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**

	Page
Policy objective	2
Principles	2
<b>A. Remuneration – Mayor and Councillors</b>	2
<b>B. Remuneration – Community Board Chairs and Members</b>	2
<b>C. Elected Member Expenses and Allowances</b>	3
1. Accommodation	3
2. Air dollars/points	3
3. Airline clubs	3
4. Air Travel	3
5. Carparks	3
6. Communication Technology	3
7. Entertainment & hospitality	4
8. Gifts	4
9. Incidentals	4
10. Meals	4
11. Professional development	4
12. Stationary	4
13. Subscriptions & memberships	4
14. Vehicles	5
15. Childcare Allowance	5
<b>D. The Mayor</b>	5
1. Carparks	5
2. Communications Technology	5
3. Subscriptions & memberships	5
4. Vehicle	5
<b>E. Fees related to Hearings</b>	6
Document version control	6

**Policy objective**

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

Elected Members are remunerated in accordance with legislation oversighted 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>             | <ul style="list-style-type: none"> <li>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</li> <li>b) private/provided by friends/relatives – Council has no involvement</li> </ul>  |
| <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>                | <ul style="list-style-type: none"> <li>a) Generally air travel bookings are made by staff upon approval and in accordance with Council policy.</li> <li>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.</li> </ul>  |
| <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> | <ul style="list-style-type: none"> <li>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).</li> <li>b) Consumables (ink cartridges/paper) – Council will provide these on request.</li> <li>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.</li> <li>d) Mobiles – Councillors, Community Board Chairs and</li> </ul> |

---

	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.
	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.

---

<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.

<b>D. The Mayor</b>
---------------------

<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>

<b>E. Fees related to Hearings</b>
------------------------------------

<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 Raymond Date: 12/06/19  
CHIEF EXECUTIVE



**6.3 WAIKANAĒ 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**

- 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 will be scheduled for February 2020 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 Waikanae Community Board in 2020 are:
 

4 February	11 August
------------	-----------

17 March	29 September
5 May	17 November
23 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.

17

**RECOMMENDATIONS**

That the Waikanae 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 [↓](#) 



**6.4 CONSIDERATION OF APPLICATIONS FOR FUNDING**

**Author:** Tracey Waye, Executive Secretary to Group Manager Place and Space

**Authoriser:** James Jefferson, Group Manager Place and Space

**PURPOSE OF REPORT**

1 Four new applications for funding have been received:

**Discretionary Fund**

- Environmental Mentoring Group between Paraparaumu College and Waikanae School
- Paraparaumu College – Tournament of Minds team

**Promotion Fund**

- Combined Lions Club of Kapiti
- Discover Kapiti Heritage Group

**DELEGATION**

2 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 7 November 2019:

*‘Approving criteria for and disbursement of community-based grant funds as approved through the Long Term Plan or Annual Plan’.*

**BACKGROUND**

3 Budget allocations for the 2019/20 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Fund are as follows:

Fund	2019/20 Budget Allocation	Total Allocated to Date <sup>1</sup>	Total Unallocated to Date
Discretionary Grants Fund	\$6,534	\$3,650	\$2,884
Waikanae Promotion Fund	\$36,587	\$10,500	\$26,087
Waikanae Capital Improvement Fund	\$36,587	\$0	\$36,587

4 Accountability reports on grants allocated are required six months after the event or activity for which the grant was awarded takes place.

5 An amount of approximately \$1.227 million was held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$1.033 by the end of the current financial year. The following table shows how the funds have been allocated:

---

<sup>1</sup> \$500 from the Discretionary Grants Fund and \$3,500 from the Promotion Fund are payments which were granted in 2018/19 but not paid until 2019/20; the remaining funds already allocated are those which were granted in previous years for 3-year funding, and are due for payment in 2019/20

Amount (\$000)	Purpose of Grant
1,227	Balance at 30 June 2018 as per Annual Report
36	Earnings during 2018/19
-200	Expenditure during 2018/19 (for Mahara Gallery Trust)
1,063	Balance at 30 June 2019 as per Annual Report (subject to audit)
0	Pledged to the Mahara Gallery Trust
40	Estimated Interest earnings for the 2019/20 year
-70	Forecast grants for 2019/20 (note this includes unspent budgeted grants from 2018/19)
<b>1,033</b>	<b>Forecast Balance as at 30 June 2020</b>

**CONSIDERATIONS**

- 6 It will be noted that two of the applications presented for consideration in this report are for activities that have already taken place (Paraparaumu College Tournament of Minds team and the Combined Lions Club of Kapiti). However, these two applications were received during the election period, when the Community Board was in abeyance. Although grant criteria states that applications will not be considered retrospectively, the Board also has the discretion to consider any application outside of the grant criteria, should it wish to do so.
- 7 Grants are allocated in accordance with the specific criteria (attached to this report as **Appendix 1**).
- 8 All applicants have been advised by email of the meeting date, time and location.

**Discretionary Fund**

9 There is currently \$2,800 available for distribution from the Discretionary Fund in the 2019/20 financial year.

10 New grant applications totalling \$3,000 are presented for the Board’s consideration:

Environmental Mentoring Group between Paraparaumu College and Waikanae School

11 Funding of \$500 is sought to assist with the cost of providing sustainable stationery packs to Year 4 students at Waikanae School.

12 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

Paraparaumu College – Tournament of Minds team

13 Funding of \$2,500 is sought to assist with the cost for five students from Waikanae to compete in the international final of the Tournament of Minds competition, which was held in Hobart, Australia, in October 2019.

14 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

**Promotion Fund**

15 There is currently \$26,087 available for distribution from the Promotion Fund in 2019/20.

16 Grant applications totalling \$1,185.20 are presented for the Board’s consideration:

Combined Lions Club of Kapiti

- 17 Funding of \$835.20 is sought to assist with the cost of hiring the Waikanae Memorial Hall and sound system, for the Monster Lions Book Fair held on 19 October 2019.
- 18 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*
- 19 Board members will note that this group has applied for three years of funding, however grant criteria states that first-time applicants to the Promotion Fund will not be eligible for three years of annual funding. The applicant has been advised accordingly and invited to re-apply for three years of funding in 2020, should this year’s application be successful.

Discover Kapiti Heritage Group

- 20 Funding of \$350 is sought to assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020 by the Discover Kapiti Heritage Group, which is a group of nine museums in the Kapiti region.
- 21 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*

**Historical Grants**

- 22 Attached to this report as **Appendix 2** are tables showing all grants made in the current triennium, plus the list of current 3-yearly grants.

**RECOMMENDATIONS**

**Discretionary Fund**

- 23 That the Waikanae Community Board grants the Environmental Mentoring Group between Paraparaumu College and Waikanae School a Discretionary Fund grant of \$..... to assist with the cost of providing sustainable stationery packs to Year 4 students at Waikanae School.
- 24 That the Waikanae Community Board grants the Paraparaumu College – Tournament of Minds team a Discretionary Fund grant of \$..... to assist with the cost of competing in the international final of the Tournament of Minds competition, which was held in Hobart, Australia, in October 2019.

**Promotion Fund**

- 25 That the Waikanae Community Board grants the Combined Lions Club of Kapiti a Promotion Fund grant of \$..... to assist with the cost of hiring the Waikanae Memorial Hall and sound system, for the Monster Lions Book Fair held on 19 October 2019.
- 26 That the Waikanae Community Board grants the Discover Kapiti Heritage Group a Promotion Fund grant of \$..... to assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.

**APPENDICES**

- 1. Discretionary Grant and Promotion Fund Grant criteria [↓](#) 
- 2. Current and historical grants made [↓](#) 
- 3. Grant applications received [↓](#) 
- 4. Accountability reports received [↓](#) 

**Waikanae Community Board – Appendix 1:**

- Discretionary Grant Fund criteria
- Promotion Fund criteria

**WAIKANAE COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Priority**

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

**Eligibility Criteria**

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

**Applications will be considered for:**

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants 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.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

**Ineligible purposes**

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

***Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.***

#476072A

**WAIKANAĒ COMMUNITY BOARD  
DISCRETIONARY GRANTS – CRITERIA**

**Grant allocation guidelines**

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

*Note – all applications must include full supporting documentation.*

**Consideration of Grants**

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

**Accountability**

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

**Procedure for applications**

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye  
Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

[tracey.waye@kapitcoast.govt.nz](mailto:tracey.waye@kapitcoast.govt.nz)

**WAIKANAĒ COMMUNITY BOARD  
PROMOTION FUND – CRITERIA**

**Priority**

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

**Eligibility Criteria**

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for “events based” activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

**Does the application promote Waikanae by:**

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year’s funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

**Accountability**

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

**Procedure for applications**

Applications are to be made on the approved application form and addressed to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: [tracey.waye@kapiticoast.govt.nz](mailto:tracey.waye@kapiticoast.govt.nz).

*Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.*

*Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.*

#1299763

**Waikanae Community Board – Consideration of Applications for Funding**

**Appendix 2:**

- List of grants made in current financial year
- List of grants made in 2018/19 financial year
- List of grants made in 2017/18 financial year
- List of 3-yearly grants

**WAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2019/2020 YEAR<sup>1</sup>**

**Summary:**

Fund	2019/20 Budget Allocation	Total Allocated to Date <sup>2</sup>	Total Unallocated to Date
Discretionary Grants Fund	\$6,534	\$3,650	\$2,884
Waikanae Promotion Fund	\$36,587	\$10,500	\$26,087
Waikanae Capital Improvement Grant	\$36,587	\$0	-

**Waikanae Capital Improvement Grant:**

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

**Discretionary Grants Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
03/09/19	Kidz Need Dadz Kapiti	\$500.00 (Year 3)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Due March 2019
03/09/19	Kapiti Ballet Society	\$500 (Year 3)	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.	Due March 2020
06/08/19	Combined Lions Club of Waikanae Inc	\$400.00 (Year 2)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)	Due Dec 2019
17/09/19	Fernando Figuero	\$500	To assist with the cost of running the Kapiti Coast Latin America and Spain Film Festival in Otaki, in October 2019.	Due April 2020
17/09/19	NZ Camellia Society, Kapiti Branch	\$250	To assist with the cost of running the 2019 Camellia Show, from 16-17 August 2019.	Due February 2020
17/09/19	Waikanae Under 12 Wolves	\$500	To assist with the cost for the team to compete at the NZ Junior Rugby Festival, being held in Taupo in September 2019.	Due March 2020
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of providing trophies and medals for the Wellington Amateur Boxing Championships, held in Waikanae on 17 August 2019.	Due February 2020

<sup>1</sup> All amounts are GST exclusive

<sup>2</sup> Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	Report Back
17/09/19	Rotary Club of Waikanae	\$500	To assist with the cost of sending two students from Waikanae to the Rotary National Science and Technology Forum being held in Auckland in January 2020.	Due June 2020
	<b>Total Discretionary granted</b>	<b>\$3,650</b>	<i>Balance available \$2,884</i>	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
03/09/19	Waikanae Lions Club	\$3,500 (Year 3)	To assist with the costs of printing and advertising for the Waikanae Lions Super Spring Garden Trail for each year in 2017, 2018 and 2019.	Due March 2020
20/09/19	Waikanae Boating Club	\$3,000 (Year 3)	To assist with the costs of running the Fishing for Youth Day in 2019.	Due Sept 2020
23/09/19	Waikanae Music Society	\$1,800 (Year 3)	To assist with printing costs for the Society's annual concert brochure	Due April 2020
17/09/19	Information Waikanae	\$1,200	To assist with the cost of setting up an information centre following the closure of the Waikanae Library Service Centre in December 2019.	Due March 2020
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of hiring the Waikanae Memorial Hall, including the sound system, for the Wellington Amateur Boxing Championships held in Waikanae on 17 August 2019.	Due February 2020
17/09/19	Tara Fitzgerald	\$500	To assist with the cost of attending the Ollerup gymnastics school in Denmark, from January – June 2020.	Due December 2020
	<b>Total Promotions granted</b>	<b>\$10,500</b>	<i>Balance available \$26,087</i>	

WAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2018/2019 YEAR<sup>1</sup>

Summary:

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$3,512.50	\$2,755.50
Waikanae Promotion Fund	\$35,100	\$16,321	\$18,779.00
Waikanae Capital Improvement Grant	\$35,100	-	-

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	<b>TOTAL WCIF</b>	<b>\$35,100</b>	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
26/7/18	Lions Club of Waikanae	-\$500.00	Refund due to Lions Club receiving a Capital Improvement grant for an AED defibrillator	Refund returned July 2018
28/8/18	Kidz Need Dadz Kapiti	\$500.00 (Year 2)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Received 12/03/19
28/8/18	Lions Club of Waikanae Inc	\$400.00 (Year 1)	To assist with the costs of purchasing collection bags for the Club's annual Foodbank Collection (2018, 2019 and 2020)	Received 24/01/19
28/8/18	*Kapiti Youth Support	\$312.50	To assist with costs associated with the Youth Art Exhibition in the 2018 Kapiti Coast Arts Trail.	Received 10/10/19
29/1/19	Rose Biddiscombe	\$500.00	To assist with costs of representing New Zealand at the Taekwondo World Championships in Germany in April 2019.	Due Dec 2019
29/1/19	Kapiti Branch of Camellia Society Inc	\$500.00	To assist with its 2018 Camellia Show event.	Received 28/02/2019
12/03/19	Waikanae Estuary Care Group	\$0	To assist with the cost organising a hui for the Waikanae River.  <i>Advised 03/04/19 that funds no longer required.</i>	

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Menzshed Kapiti	\$300	As reimbursement costs for Kate Hartmann and Sue Lusk, for the 2018 Christmas community event.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March 2019.	Received 17/06/19
21/05/19	Kapiti Health Advisory Group	\$500	To assist with the cost of producing a brochure which will provide information on transport options to Wellington and Kenepuru Hospitals and other CCDHB services.	Received 06/09/19
18/06/19	Christopher Campbell	\$500	To assist with the cost of attending the 2019 High School Honors Performance Series at the Sydney Opera House, in late July/early August 2019.	Due December 2019
	<b>Total Discretionary</b>	<b>\$3,512.50</b>	<i>Balance available \$2,755.50</i>	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
28/8/18	Legacy (Eleanor Reo)	\$200	To assist with venue, promotion banners, whiteboard and stationery costs	Received 19/09/2018
28/8/18	Waikanae Rugby Club (Chiefs Under 13s)	\$1,500	To assist with costs of competing in the NZ Junior Rugby Festival in Taupo	Due Feb 2019 Reminder sent 30/07/19
3/10/18	Waikanae Music Society	\$1,800 (Year 2)	To assist with funding towards the printing of the 2019 Annual Concert brochure for the Waikanae Music Society.	Due April 2019
3/10/18	Waikanae Boating Club	\$3,000 (Year 2)	To assist with the costs of running the Fishing for Youth Day in 2019.	Due Sept 2019
20/11/18	Discover Kapiti Heritage Group	\$500	To assist with the promotion of a history and heritage event on Wellington Anniversary weekend in January 2019.	Received 20/02/2019
20/11/18	Tutere Gallery & Creative Space	\$300	To assist with materials and time for the Armistice Day poppy installation at the Waikanae Beach Domain on 11 November 2018.	Received 22/11/2018
29/1/2019	Coastella Community Music Initiative	\$500	To assist with workshops to encourage the development of emerging young artists in the community.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with costs for hiring the Waikanae Memorial Hall and providing a doctor for the Kapiti Boxing event on 30 March.	Received 17/06/19
12/03/19	Waikanae Beach Tennis Club	\$500	To pay for a professional tennis instructor and encourage participation of more local children.	Due September 2019

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Mulled Wine Concerts	\$500	To assist with the cos of advertising and promotion for concerts in May and July 2019.	Received 29/07/19
21/05/19	Otaki and District Memorial RSA	\$500	To assist with the cost of running an Anzac Day service in Waikanae.	Due November 2019
18/06/19	Mahara Gallery Trust	\$6,521	To assist with the cost of a range of advertising and promotion events, including Makariki events.	Due December 2019
<b>TOTAL Promotions</b>		<b>\$16,321</b>	<i>Balance available \$18,779</i>	

**WAIKANAE COMMUNITY BOARD  
LIST OF GRANTS MADE IN THE 2017/2018 YEAR<sup>1</sup>**

**Summary:**

<b>Fund</b>	<b>2017/18 Budget Allocation</b>	<b>Total Allocated to Date</b>	<b>Total Unallocated to Date</b>
Discretionary Grants Fund	\$6,268	\$8,848	-\$2,580
Waikanae Promotion Fund	\$35,098	\$31,276	\$3,822
<b>Total Grant Allocation for 2017/2018 year</b>	<b>\$41,366</b>	<b>\$40,124</b>	<b>\$1,242</b>

Waikanae Capital Improvement Grant <i>Balance of \$1,242 transferred to the Capital Improvement Fund</i>	\$35,098	\$23,993	\$11,105 \$1,242 \$12,347
---	----------	----------	---------------------------------

**Waikanae Capital Improvement Grant:**

<b>Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose of Grant</b>	<b>Report Back</b>
31/7/17	Ngatiawa Retreat	\$10,000	To assist with the upgrade of the sewage system.	Received 1/09/2018
31/5/18	<i>Advertising WCIF</i>	\$277		N/A
19/06/18	Lions Club of Waikanae	\$1,000	To assist with the purchase of an AED defibrillator.	Received 26/07/2018
19/06/18	Waikanae Playcentre	\$6,000	To assist with re-roofing costs for the playcentre building.	Received 08/08/19
19/06/18	Kapiti Coast Museum Inc	\$1,716	To assist with the purchase/installation of a replacement heat pump.	Received 11/10/2018
19/06/18	Reikorangi Residents Assn	\$5,000	To assist with construction costs for a public toilet at Mangaone South carpark	Due Dec 2018 Reminder sent 30/07/19
19/06/18	<i>Transferred from Promotion Fund</i>	<i>-\$1,242</i>	<i>To ensure the Promotion Fund monies were not lost.</i>	N/A
	<b>TOTAL WCIF</b>	<b>\$22,750.78</b>	Balance \$12,347.22	

**Discretionary Grants Fund:**

<b>Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose of Grant</b>	<b>Report Back</b>
31/7/17	Waikanae Estuary Care Group	\$500	To assist with the costs of building two wooden garden sheds.	Received 29/05/2018
31/7/17	Kidz Need Dadz	\$500	To assist with the costs of running a Father's Day Event. (Year One)	Received February 2018
14/7/17	Cheyenne Brown	-\$500	Refund due to Choral Festival trip 2015	Refund

<sup>1</sup> All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
			not going ahead.	returned 14/7/2017
31/7/17	Cheyenne Brown	\$100	To assist with the costs of going to Thailand with her Kapa Haka Group.	Received 31/07/19
5/9/17	Paul Fallon	\$500	To assist with the costs of attending the Wheelchair Basketball Nationals.	Received 2/07/2018
5/9/17	Lincoln Parker	\$500	To assist with the costs of attending the Halberg Junior Disability games.	Received 10/07/2018
5/9/17	Kāpiti MenzShed	\$500	To assist with the costs of developing a second growing area.	Received 12/05/2018
17/10/17	Kapanui School	\$500	To assist with the costs of purchasing new uniforms.	Received 1/12/2017
17/10/17	Combined Lions Club of Kapiti	\$333	To assist with the costs of purchasing bags for the foodbank collection.	Received 14/2/2018
17/10/17	Rotary Club of Waikanae	\$500	To assist with sending two students to the Rotary Science & Tech Forum.	Received 19/4/2018
28/11/17	Waikanae Lions Club	\$315.20	To assist with the costs of hiring the Senior Citizens Hall for the annual Xmas community lunch.	Received 26/1/2018
28/11/17	Menzshed Kapiti	\$500	To assist with the cost of building materials for rat traps.	Received 12/05/2018
28/11/17	WREMO	\$900	To assist with the costs of purchasing emergency water supply tanks.	Received 10/4/2018
28/11/17	Joseph Mansell	\$500	To assist with travel costs to the USA attending the United Nations Youth Model Conference at Harvard University.	Received 17/12/2018
13/3/18	Waikanae Surfing Club	\$500	To assist with the cost of members attending a Level 1 Surf Coaching Course.	Received 20/12/2018
13/3/18	Meghan Walker-Cudby	\$500	To assist with the costs associated with attending the Sydney Royal Easter Show and grand nationals in March 2018.	Due Oct 2018 Reminder sent 29/07/19
13/3/18	Teddy Bears Picnic Kapiti	\$500	To assist with the costs associated with the annual Teddy Bears Picnic Kapiti.	Due Aug 2018 Reminder sent 29/07/19
13/3/18	Amelia Fitton	\$250	To assist with attendance costs for a week long course at the National Scout Aviation School.	Received 15/05/2018
13/3/18	Lucy Griggs	\$250	To assist with travel costs to Sweden and participating in a film/music workshop exchange.	Received 15/05/2018
13/3/18	Transferred from Promotion Fund	-\$1,390.20	To cover shortfall.	N/A

Date	Recipient	Amount	Purpose of Grant	Report Back
June 2018	Kapiti Ballet Society	\$500	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.	Due May 2019
19/06/18	Lions Club of Waikanae	\$500	To assist with installation of an AED defibrillator unit in the Waikanae Community Hall.	N/A
19/06/18	Mokana Eruini	\$200	To assist with training/travel costs of attending the National Under 15s basketball tournament in Auckland.	Due Dec 2018 Reminder sent 30/07/19
19/06/18	<i>Transferred from Promotion Fund</i>	-\$1,190	<i>To cover shortfall.</i>	N/A
	<b>Total Discretionary</b>	<b>\$6,268</b>	Balance \$0	

**Waikanae Promotion Fund:**

Date	Recipient	Amount	Purpose of Grant	Report Back
18/7/17	Waikanae Chartered Club	-\$5,000	8Ball Nationals event was cancelled – grant unspent	Refund received 18/7/2017
31/7/17	Kapiti Youth Support	\$500	To assist with participating in the Kapiti Coast Arts Trail.	Received 8/06/2018
31/7/17	Royal NZ Plunket Society	\$500	To assist with the costs of purchasing new resources.	Received 31/10/2017
31/7/17	Waikanae Arts & Crafts Society Inc	\$6,600	To assist with the costs of purchasing a heat pump.	Received Jan 2019
31/7/17	Coast Access Radio Trust	\$1,600	To assist with the costs of installing and purchasing building signage	Received 9/05/2018
31/7/17	Waikanae Boating Club	\$3,000	To assist with the costs of running the Fishing for Youth Day. (Year One)	Received 10/05/2018
5/9/17	Kapiti Branch of NZ Camellia Society	\$520.20	To assist with the costs of hiring the Waikanae Memorial Hall	Received 30/1/2018
17/10/17	Waikanae Music Society	\$1,700	To assist with the costs of their brochure. (year one)	Received 11/05/2018
17/10/17	Coastella	\$500	Waikanae School (refunded see below)	N/A
28/11/17	Ariel Community Care	\$8,752.18	To assist with the costs for the Waikanae Show 2018	Due July 2018 Reminder sent 25/07/19
9/2/18	Coastella	-\$575	Refund return due to the Waikanae Schools non-attendance (\$500 plus GST - \$575)	<i>Refund returned 9/2/2018</i>
13/3/18	The Phonic Posse	\$500	To assist with costs associated with	Due October

Date	Recipient	Amount	Purpose of Grant	Report Back
			organising a charity fiesta in Mahara Place Square.	2018 Reminder sent 29/07/19
13/3/18	<i>Transferred to Discretionary Fund</i>	\$1,390.20	<i>To cover shortfall.</i>	N/A
24/4/18	Mahara Gallery	\$8,129	To assist with the cost of organising the annual Matariki Event.	Received 02/07/19
24/4/18	Friends of Waikanae Town Centre	\$200	To assist with the costs of an online survey and printing 2000 fliers.	Received 28/06/18
June 2018	Waikanae Lions Club	\$3,500	To assist with printing/advertising for the Waikanae Lions Super Garden Trail (2017, 2018 and 2019)	Received 05/08/19
19/06/18	Waikanae Support Hub	\$850	To assist with advertising/promotion provided by Waikanae Support Hub	Received 7/01/2019
19/06/18	<i>Transferred to Discretionary Fund</i>	\$1,190	<i>To cover shortfall.</i>	N/A
19/06/18	<i>Transferred to Capital Fund</i>	\$1,241	<i>To ensure the Promotion Fund monies are not lost</i>	N/A
<b>TOTAL Promotions</b>		<b>\$35,098</b>	Balance \$0	

**WAIKANAĒ COMMUNITY BOARD  
LIST OF 3-YEARLY GRANTS**

		2017/2018	2018/2019	2019/2020	2020/2021
Kidz Need Dadz (Sept event)	Discretionary	\$500 (paid Aug 2017)	\$500 (paid Aug 2018)	\$500 (paid Aug 2019)	X
Waikanae Lions Club (Nov event)	Promotion	\$3,500 (paid June 2017)	\$3,500 (paid June 2018)	\$3,500 (paid Aug 2019)	X
Kapiti Ballet Society (July event)	Discretionary	\$500 (paid June 2017)	\$500 (paid June 2018)	\$500 (paid Aug 2019)	X
Waikanae Boating Club (Feb/Mar event)	Promotion	\$3,000 (paid Sept 2017)	\$3,000 (paid Oct 2018)	\$3,000 (paid Oct 2019)	X
Waikanae Music Society (October event)	Promotion	\$1,700 (paid Oct 2017)	\$1,800 (paid Oct 2018)	\$1,900 (paid Oct 2019)	X
Lions Club of Waikanae Inc	Discretionary	X	\$400 (paid Aug 2018)	\$400 (paid Aug 2019)	\$400 (payment due Aug 2020)

#4026129

## 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 [↓](#) 

Item	Date Raised	Target Date	Matter	Progress
2		October 2019	Future Waikanae Beach Vision and Action Plan	<p><b>Variation 2 to the KCDC Proposed District Plan:</b></p> <ol style="list-style-type: none"> <li>1. To Rezone Part of Waikanae Beach from Residential Zone to Beach Residential Zone; and</li> <li>2. To make amendments to the Beach Character Setback Margin Provisions (which apply to all Beach Residential Zone properties).</li> </ol> <p>Variation 2 was publicly notified for submissions on 14 August 2019, with the submission period closing on 12 September. A total of 18 submissions were received, with 15 in support, two requesting amendments and one in opposition.</p> <p>A summary of submissions was publicly notified on 25 September to allow for further submissions, and four further submissions were received. A section 42A recommendation report is being prepared for a hearing in early 2020.</p> <p>All relevant information on the variation can be found at <a href="https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/">https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/</a></p>
3		2033	Town Centres	<p><b>Upgrade to Mahara Place:</b></p> <p>Mahara Place is looking great, with the creation of lovely areas for people to come together, enjoy and relax. There was a ribbon-cutting ceremony on Labour Weekend, supporting the businesses and the Labour Weekend market.</p> <p>This project is now complete.</p>
4		October 2019	Waikanae Police Base	<p>Letters to the Police Commissioner, Area Commander Inspector, Regional Commander and the Minister of Police were sent on 12 March 2019, requesting reinstatement of the Police Base in Waikanae. Inspector Tracey Thompson provided an update at the Board meeting of 18 June 2019.</p> <p>Police have been working with Council staff and Mr Westbury.</p> <p>The Officer in Charge of the Kapiti Police Station has confirmed that regular foot patrols in Waikanae have been scheduled, and other measures are being looked into, to better enable a police presence in Waikanae.</p>
5		December 2019	Signage Audit	<p>The Signage Audit has been completed and the information collated will assist in developing signage guidelines. The purpose of the guidelines is to provide guidance and identify best practice for the installation of signs proposed to be within legal roads in the Kapiti Coast District. They will provide clarity around</p>

Item	Date Raised	Target Date	Matter	Progress
				<p>how signs will be assessed and enables clear and consistent decisions when determining the need for, and form of, signs within legal road.</p> <p>Draft guidelines are expected to be ready for the Board to look at before the end of the calendar year.</p>
6	June 2019		Assistance with application to Transpower's community grant.	A link to the page on Transpower's website which provides all information about their Community Care fund was circulated to Board members on 17 July 2019.
7			Parking in Waikanae	<p>A report providing an update on Stage Three of the Waikanae Town Centre Access and Safety Study was presented to the Community Board meeting on 17 September.</p> <p>The Traffic Bylaw is being reviewed next calendar year, which will be the time to review any issues such as permit parking that may be included in the Bylaw.</p> <p>A review is also planned this fiscal year, to look at parking issues across the district. This will include a review of car park markings, such as the space at Waikanae town centre which is currently marked "Police".</p> <p>The scope of the review is yet to be finalised, but it may be that this incorporates, or commences with, a further review of the Waikanae issues.</p>
8	17/09/19		Waikanae Library Project	<p>Council staff are in the process of briefing Boffa Miskell to update their 2016 site investigation work, which looks at where a library is best placed within the town.</p> <p>The library team have commenced strategic planning for future library services, including considering the nature of community services appropriate for incorporation into library facilities. This work is being done in conjunction with the Connected Communities team. As this work is looking at district-wide library services, including a focus on Waikanae, it is expected to take approximately six months.</p>
			State Highway 1 revocation	We are currently awaiting an update from NZTA in regards to the construction tender being awarded for the work required to tidy up the old State Highway 1, prior to it being handed over to the Council. This will determine where the SH1 Revocation/Town Centres project begins, which will involve working alongside NZTA where the opportunity presents e.g. at the Paraparaumu and Waikanae railway stations.

