



# **RĀRANGI TAKE AGENDA**

## **Hui Poari ā-Hapori o Raumati | Raumati Community Board Meeting**

**I hereby give notice that a Meeting of the Poari ā-Hapori o Raumati |  
Raumati Community Board will be held on:**

**Te Rā | Date: Tuesday, 21 February 2023**

**Te Wā | Time: 7.00pm**

**Te Wāhi | Location: Raumati Bowling Club Rooms, 1 Matatua  
Road, Raumati Beach**

**Janice McDougall  
Group Manager People and Partnerships**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Poari ā-Hapori o Raumati | Raumati Community Board will be held in the Raumati Bowling Club Rooms, 1 Matatua Road, Raumati Beach, on Tuesday 21 February 2023, 7.00pm.**

**Poari ā-Hapori o Raumati | Raumati Community Board Members**

Mr Bede Laracy	Chair
Mr Jonny Best	Deputy
Ms Tarn Sheerin	Member
Mr Tim Sutton	Member
Cr Sophie Handford	Member

**Order Of Business**

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**1 NAU MAI | WELCOME****2 WHAKAPĀHA | APOLOGIES****3 COMMUNITY BOARD MEMBER TO MAKE THEIR DECLARATION OF OFFICE**

[FOR WARD COUNCILLOR] "E OATI ANA AU, A [NAME], HEI KANOHI MŌ TE POARI Ā-HAPORI, KA PONO KA TŌKEKE, E AI KI ŌKU PŪKENGĀ ME TAKU WHAKATAU, TE WHAKATUTUKI ME TE KAWĒ, MŌ NGĀ PAINGA O TE HAPORI O RAUMATI TE TAKE, I NGĀ MANA ME NGĀ MAHI KUA TUKUA MAI KI A AU HEI MEMA O TE POARI Ā-HAPORI O RAUMATI, I RARO I NGĀ TURE LOCAL GOVERNMENT ACT 2002, ME TE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987, I TĒTAHI ATU TURE RĀNEI.

[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 RAUMATI COMMUNITY, THE POWERS, AUTHORITIES, AND DUTIES VESTED IN, OR IMPOSED UPON ME AS A MEMBER OF THE RAUMATI COMMUNITY BOARD, BY VIRTUE OF THE LOCAL GOVERNMENT ACT 2002, THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987, OR ANY OTHER ACT."

**4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | 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

**5 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME****6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

**6.1 OUR VISION FOR RAUMATI UPDATE**

**7 HE KŌRERO HOU | UPDATES**

**7.1 UPDATE FROM PLACE AND SPACE**

## 8 PŪRONGO | REPORTS

### 8.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 This report asks the Raumatī Community Board to note the updated Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 adopted by Council on 26 January 2023.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

#### TE TUKU HAEPAPA | DELEGATION

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

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumatī Community Board notes the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 adopted by Council on 26 January 2023.

#### TŪĀPAPA | BACKGROUND

- 4 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') attached in Appendix 1 provides a comprehensive overview of Elected Members' remuneration, expenses and allowances.
- 5 The content of the Policy is informed by the annually gazetted determination of the Remuneration Authority ('the Authority'), which is the independent body responsible for setting Elected Members' remuneration and allowances.
- 6 The Authority released its latest determination in July 2022 (attached in Appendix 2) for the period 1 July 2022 – 30 June 2023. The determination contains two schedules:
  - 6.1 Schedule 1 of the Determination contains the remuneration for each Council up to the local body elections 2022
  - 6.2 Schedule 2 contains all remuneration payment amounts following the elections.
- 7 The determination also contains the allowances payable for the entire determination period and a governance remuneration pool to be allocated to its councillors at the start of the triennium.
- 8 The determination issued by the Authority also sets the remuneration of the Mayor and the Community Boards, and the expenses and allowances payments elected members can claim.

#### HE KŌRERORERO | DISCUSSION

##### He take | Issues

- 9 The Elected Members' Remuneration, Expenses and Allowances Policy was last updated and brought to Council for adoption in August 2022. The August 2022 version of the Policy was updated based on Schedule 1 of the July 2022 Remuneration Authority Determination ('the determination') containing the remuneration of Councillors and Community Boards ahead of the 2022 Local Body Elections.

- 10 The expenses and allowances set out in the determination remain unchanged for the duration of the determination from 1 July 2022 to 30 June 2023.
- 11 The remuneration of the Mayor and Community Boards as noted in Schedule 2 of the determination and a report was provided to each Community Board at the start of the triennium outlining their levels of remuneration.
- 12 As a result of the decision of the Local Government Commission in April 2022 on the district's representation arrangements establishing an extra Community Board, the Community Board remuneration has been adjusted to allow for compensation of an additional board and to reflect the adjusted representation arrangements. This means that with the exception of the Waikanae Community Board, all other Community Boards have been allocated a reduced remuneration amount.

### Ngā kōwhiringa | Options

- 13 The Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 1 has been drafted, signed by the Chief Executive, and adopted by Council on 26 January 2023.

### Tangata whenua

- 14 Council has agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of elected members under the Elected Members Remuneration, Expenses and Allowances Policy.
- 15 This has been communicated with our mana whenua partners and appointed representatives will be inducted by the Democracy Services team to ensure their awareness of the policy and as well as the expense claim processes.
- 16 Mana whenua remuneration is not set by the Remuneration Authority and is met through operational budgets.

### Panonitanga āhuarangi | Climate change

- 17 There are no climate change considerations.

### Ahumoni me ngā rawa | Financial and resourcing

- 18 The amended determination of the Authority signifies an increase in the budget required for Elected Member Remuneration as indicated in the body of the report. The budget for 2022/23 has been increased by 3.8% (\$19,306.00) compared to the 2021/22 budget.

### Ture me ngā Tūraru | Legal and risk

- 19 There are no additional legal considerations.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 20 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 has been updated with the updated figures outlined in the determination and is attached at Appendix 1.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 21 An engagement plan is not required to implement this decision.

### Whakatairanga | Publicity

- 22 The signed and adopted\ Elected Members' Remuneration, Expenses and Allowances policy has been made available on the Kāpiti Coast District Council website.

**NGĀ ĀPITIHANGA | ATTACHMENTS**

1. Elected Members' Remuneration, Expenses and Allowances Policy 2022 - 2025 [↓](#)





# **Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 Triennium**

*This document sets out the policy on remuneration, expenses and allowances payments to elected members. The policy is administered by Kāpiti Coast District Council's Democracy Services Manager. It may be reviewed annually and is current until superseded.*

*As adopted by Council on \_\_ January 2023*

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## 8.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report asks the Raumati Community Board to adopt a revised set of standing orders for the 2022-2025 Triennium.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

### TE TUKU HAEPAPA | DELEGATION

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

### TAUNAKITANGA | RECOMMENDATIONS.

- A. That the Raumati Community Board adopts the standing orders in the document Attachment 1 as the Raumati Community Board standing orders for the 2022-2025 Triennium with effect from 22 February 2023.
- B. That the Chairperson of the Raumati Community Board is delegated the power under standing order 13.3 to grant a leave of absence to board members.

### TŪĀPAPA | BACKGROUND

- 4 Standing orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and subordinate decision-making bodies, and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive, consistent, and legal manner.
- 5 Clause 27, Schedule 7 of the Local Government Act (LGA) 2022 requires every council and community board to adopt a set of standing orders. Once adopted, standing orders 'roll over' from triennium to triennium, until amended. They may be amended at any time but require a 75% voting majority for any changes to take effect. Legislation requires all elected members to follow standing orders.
- 6 Local Government New Zealand (LGNZ) produce a standing orders template which draws heavily on those which were published by Te Mana Tautikanga o Aotearoa Standards New Zealand in 2001 and the Department of Internal Affairs Guidance for Local Authority Meetings published in 1993. LGNZ updates the template every three years, or when there is legislative change, to ensure it reflects new legislation and incorporates evolving standards of good practice.
- 7 The current Raumati Community Board standing orders were adopted on 1 December 2020.
- 8 Leading up to the 2022 local authority elections and a newly elected Community Board, LGNZ have released updated standing orders. The changes proposed largely provide clarification in areas where there was previously some ambiguity. A summary of the changes will be discussed in more detail below.



**HE KŌRERORERO | DISCUSSION**

**He take | Issues**

- 9 The table below discusses the proposed amendments to the existing Paraparaumu Raumati Community Board standing orders adopted by the Raumati Community Board on 15 November 2022 to incorporate a revision to LGNZ’s model standing orders. Revised draft standing orders are attached at Attachment 1. The current Paraparaumu Raumati Community Board standing orders adopted with an amendment to allow the Chairperson a casting vote are attached at Attachment 2.
- 10 The draft changes proposed largely provide clarification in areas where there was previously some ambiguity. While it may appear a long list of changes, the majority of changes are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Where there has been a change in numbering, this is included to provide easy comparison to the current standing orders.
- 11 A number of standing orders are updated to refer to audiovisual links. Currently technology is not available for all community board venues to support audiovisual links or livestreaming of community board meetings. However, the reference to audiovisual links is included in standing orders so that it can be drawn upon if needed (i.e. during a future Covid-19 lockdown).
- 12 Standing order 13.3 provides that the board may delegate to the Chairperson the power to grant a leave of absence to board members. The advantage of the Chairperson being granted this power ensures that members do not have to request a leave of absence during a meeting and provides both privacy and security to board members who may not wish for their absence from their residence to be so widely known.

**Table 1: Summary of proposed changes to Standing Orders**

Section/Clause in revised version	Amendment
All headings	Te reo Māori headings first, followed by English headings.
2 - Definitions	Appointed member Audiovisual link Conflict of interest (new) Debate (new) Division (new) Item (new) Leave of the meeting (new) Mayor (new) Meeting (amended – refers to community board instead of local authority) Member of the police (new) Officer (new) Pecuniary interest (new) Petition (amended – refers to community board instead of local authority) Presiding member (amended for clarity) Public speaking time (new)

	<p>Secunder (amended to refer to “motion and amendment”)</p> <p>Working day (addition of Matariki)</p> <p>Workshop (amended for clarity)</p>
3.1 – Standing orders	Simplified by the removal of the words “and the meetings of its committees and subcommittees”.
3.2 Process for adoption and alteration of standing orders	Amended to clarify that the 75% majority is require for both the adoption of standing orders and the amendment of standing orders.
3.3 – Members must obey standing orders	Amended for clarity.
3.4 – Application of standing orders	Amended for clarity.
3.5 Temporary suspension of standing orders	Amended to replace “may” with “must” regarding identifying the specific standing order being suspended. Additional words added to clarify that other standing orders will continue to apply.
3.7 – Physical address of members	The words “Public access to those addresses is subject to the Privacy Act” added.
4.1 Legal requirement to hold meetings	Amended for clarity.
4.4 – Livestreaming meetings (if we are going to use it, we should say livestream for consistency)	Inserted to give guidelines if a meeting it livestreamed. Currently Community Board meetings are not livestreamed.
Change in numbering	Standing Orders 4.5 and 4.6 were previously numbered 4.4 and 4.5.
5.1 Elections of chairpersons and deputy chairpersons	Amended to refer specifically to community board instead of location authority.
Change in numbering	Previous 5.3 now numbered 5.2 with the removal of the standing order “Removal of a Chairperson or deputy chairperson”.
6.1 Limits on delegations	Has been removed as it related to Council rather than the Community Boards.
Change in numbering	New 6.1 Duty to consider delegations to community boards used to be 6.6.
7.1 Appointment of committees and subcommittees	Addition of the words “and other subordinate decision-making bodies”.
7.2 Discharge or reconstitution of committees and subcommittees	Addition of the words “or other subordinate decision-making body”.
8 – Giving Notice	New explanatory words inserted for clarity.
8.10 – Meeting schedules	Amended to refer to community board rather than “committee or subcommittee”.

9.1 Preparation of the agenda	<p>Addition of the words “on behalf of the chairperson” for clarity.</p> <p>Addition of “unless impracticable, such as in the case of the inaugural meeting” and “or the person acting as chairperson for the coming meeting”. These additions have been included to clarify intent.</p>
9.2 Process for raising matters for a decision	<p>Amended to refer to community board specifically rather than local authority.</p> <p>Removed: “A process for requesting reports is described in Appendix 13”.</p>
9.3 Chief executive may delay or refuse request	<p>The final sentence has been amended for clarity, but intention remains the same.</p>
9.4 Order of business	<p>Now refers to Appendix 10 rather than Appendix 12 as appendix number have been adjusted.</p>
9.5 Chairperson’s recommendation	<p>For clarity, the addition of the words “A recommendation that differs significantly from the officer’s recommendation must comply with the decision-making requirements of Part 6, LGA 2002”.</p>
9.6 Chairperson may prepare report	<p>Previously titled “Chairperson’s report”.</p> <p>Reworded to make intention clear.</p>
11.2 Committees and subcommittee meetings	<p>The addition of the words “or if established by a local board or community board, the relevant board” for clarity.</p>
11.5 Meeting lapses where no quorum	<p>Addition of the words “Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes” for clarity.</p>
12.1 Meetings open to the public	<p>Refers specifically to “community board” rather than “local authority”.</p>
12.2 Grounds for removing the public	<p>Reworded to provide clarity and provide more broad grounds for removal of public due to conduct.</p>
13.1 Members right to attend meetings	<p>Addition of the words “or of a committee of a community board”.</p>
13.3 Leave of Absence	<p>The board can agree to delegate the power to approve a leave of absence to the chairperson. Note that the Mayor may also be delegated the power to grant a leave of absence.</p>
13.4 Apologies	<p>Removal of the word “Specific” in the final sentence.</p>
13.7 Right to attend by audio or audiovisual link	<p>In the title – addition of the words “or audiovisual link”.</p> <p>Addition of the words “(and members of the public for the purpose of a deputation approved by the chairperson)”.</p>
13.11 Conditions for attending by audio or audiovisual link	<p>Inclusion of “audiovisual”</p>
13.12 Request to attend by audio or audiovisual link	<p>Inclusion of “audiovisual”.</p>
13.13 Chairperson may terminate link	<p>Addition of the reason: “(e) Information classified as confidential may be compromised (see also SO 13.16”.</p>

13.14 Giving or showing a document	Addition of the means: “(b) Using the audiovisual link”.
13.15 Link failure	New
13.16 Confidentiality	Addition of the words “If the chairperson is not satisfied by the explanation they may terminate the link”.
Clause 14 Chairperson’s role in meetings	Removal of SO 14.2 “Other meetings”
14.2-14.6	Change in numbering – previously 14.3-14.7
14.3 Chairperson’s rulings	Addition of words “(except in cases where a point of order questions the chairperson’s ruling)”
15.1 Time limits	Note that we are keeping this the same as it was to be consistent with Council standing orders around public speaking time rather than public forum.
17.2 Petition presented by petitioner	Amended to refer to Community board instead of local authority.
18.5 Release of information from public excluded session	The requirement for the Chief Executive to inform a subsequent meeting of the nature of any public excluded information released has been deleted due to administrative impracticability.
20.2 Behaviour consistent with Code of Conduct	Change from title “Disrespect” to specifically refer to the Code of Conduct, but the intention remains the same.
20.5 Contempt	Addition of the words “A member who has been found to be in contempt, and continues to be cautioned by the Chairperson for disorderly conduct, may be subject to standing order 20.6”.
20.11 Electronic devices at meetings	This standing order has been restructured for clarity, but the meaning remains the same.
21.8 Speaking only to relevant matters	This standing order has been restructured for clarity, but the content remains the same.
21.11 Objecting to words	Addition of the words “ <b>Note:</b> This provision does not preclude a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language”.
21.12 Right of reply	The final paragraph of this standing order has been reworded to provide clarity.
Clause 22 General procedures for speaking and moving motions	It is proposed that Option C applies as it is the least restrictive option and preferable for a smaller committee. Whilst the current Raumati Community Board standing orders state that option C is preferred in 22.2, at 22.1 it is stated that Option A applies unless the meeting resolves to adopt another option. For clarity it is proposed that at 22.1 it is clearly stated that Option C applies.
Clause 23.1 Proposing and seconding motions	Addition of the words “A motion should be moved and seconded before debate but after questions” and “Note: Members who move or second a motion are not required to be present for the entirety of the debate”.
23.5 Amendments to be relevant and not direct negatives	The addition of reasons for not accepting an amendment are inserted to provide clarity.

Previous 23.6 Chairperson may recommend amendment	Removed.
23.6-23.11	Change in numbering – previously 23.7-23.12.
23.10 Withdrawal of motions and amendments	First paragraph reworded to simplify.
24.2 Revocation must be made by the body responsible for the decision	Addition of the words “or subordinate decision-making body, or a local or community board”.
26.5 Chairperson’s decision on points of order	Addition of the final paragraph for clarity.
27.2 Refusal of notice of motion	At (e) addition of the words “If the mover of the notice of motion is unable to provide this information , or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report; or”.
28.2 Matters recorded in minutes	Addition of (e) and (f).
Appendix 7: Livestreaming protocols	Added.
Appendix 8: Powers of a Chairperson	Previously Appendix 7.
Appendix 9: Process for removing a chairperson from office	Previously Appendix 8.
Previous Appendix 9: Workshops and Briefings	Removed.

**Ngā kōwhiringa | Options**

**Option 1**

- 13 Adopt revised draft standing orders set out at Attachment 1.
  - 13.1 This is the recommended approach given most of the changes in the revised draft standing orders are minor in their effect and are simply a change to wording to provide clarity, improve practice or to better align with the underlying legislation. Additional revisions to Community Board standing orders may be made at a later date if they are required.

**Option 2**

- 14 Continue to operate under Raumati Community Board’s existing standing orders set out at Attachment 2, which carry over until Council adopt a revision to these.
  - 14.1 This is an option open to the Community Board, however is not the recommended option as it will result in a delay to the incorporation of the wording changes which are clarity, improve practice or to better align with the underlying. If further substantive changes are identified as being required once the Community Board begins operating under the new standing orders, it would be possible to make a further amendment to the standing orders at that time.

### Tangata whenua

- 15 Te reo Māori headings are included in the document for the first time. Council's reports and agenda have the te reo Māori headings first followed by the English headings and the standing orders attached at Attachment 1 retain that order for consistency.
- 16 Standing order 4.3 provides that a member may address a meeting in English, te reo Māori or New Zealand Sign Language.
- 17 Section 10 of standing orders provides for the opening and closing of meetings and suggests options for opening a meeting could include karakia timitanga, mihi whakatau or powhiri and suggests the use of karakia whakamutunga to close the meeting where appropriate.

### Panonitanga āhuarangi | Climate change

- 18 There are no climate change considerations

### Ahumoni me ngā rawa | Financial and resourcing

- 19 There are no financial and resourcing considerations.

### Ture me ngā Tūraru | Legal and risk

- 20 The adoption of standing orders is a requirement under Schedule 7 of the Local Government Act 2002.
- 21 This report has been reviewed by the Governance and Legal Services Manager.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 22 There are no policy considerations.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 23 There are no engagement planning considerations.

### Whakatairanga | Publicity

- 24 If adopted, the new version of standing orders will be published on the Council website.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Proposed Raumatī Community Board Standing Orders 2022 - 2025 [↓](#)
2. Current Paraparaumu Raumatī Community Board Standing Orders adopted by Raumatī Community Board on 15 November 2022 [↓](#)























































































































































































































































































































































### 8.3 BUS STOP AND PARKING UPGRADES IN RAUMATI

Kaituhi | Author: **Gary Adams, Traffic Engineer**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure Services**

#### TE PŪTAKE | PURPOSE

- 1 This report provides the details of proposed bus stop marking upgrades within the Raumati Community Board area for the Bus Route 250 Service. These upgrades are line marking improvements which the Greater Wellington Regional Council (GWRC) have consulted on and are now requesting Kāpiti Coast District Council (Council), as the Road Controlling Authority, to implement.
- 2 It also outlines details of a new disabled space for the lawn bowling club and any other miscellaneous road marking upgrades.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 3 An executive summary is not required.

#### TE TUKU HAEPAPA | DELEGATION

- 4 Section D of the 2022-2025 Triennium Governance Structure and Delegations gives the Community Board the authority to consider these matters:

*Authority to approve or reject officer recommendations relating to traffic control and signage matters for existing local roads, except those matters that involve significant safety issues. Community Boards will be consulted about these matters, but final delegation will rest with Council officers.*

#### TAUNAKITANGA | RECOMMENDATIONS

That the Raumati Community Board approves the following recommendations:

- A. Approval of the proposals put forward by the GWRC and approved by Council Transport engineers as detailed in Table 1 of this report. This will bring the Route 250 bus stops up to recommended industry standard which provides for safer access and visibility at these bus stops.
- B. New parking restrictions at the following locations:
  - B.1 The conversion of the first car parking space north of the Raumati Bowling Club clubrooms on Matatua Road from a regular unrestricted parking space to a disabled parking space.
  - B.2 The formal line marking of the car parking spaces and addition of no parking at the end of the closed section of Raumati Road for a turnaround area.
  - B.3 Paint no stopping lines across the rear vehicle access to 12 Menin Road opposite 100 Renown Road.
  - B.4 Install approximately 11m of no stopping lines north of the intersection on Rosetta Road. Relocate the Give Way line closer to Rosetta Road so that it is the regulation 1.5m from the dashed continuity line.
  - B.5 Install regulation 6m no stopping lines either side of the intersection of Kirkway and Matatua Road.

Noting that actions B2, B3, B4, and B5 are retrospective, with the work having already been undertaken for safety and efficiency reasons under Officer's delegations but require formal resolutions for traffic enforcement purposes.

**TŪĀPAPA | BACKGROUND**

- 5 GWRC has a multi-year plan to review and carry out improvements to all (approximately 3000) bus stops across the Wellington Region.
  - 5.1 GWRC's bus stop improvement programme gives effect to the Wellington Regional Public Transport Plan 2021 – 2031. The strategic priority is to achieve an efficient, accessible, and low carbon transport. These strategic policies align well with that of the Council, particularly by improving the customer experience for public transport users and helping to improve patronage.
  - 5.2 GWRC are focussed on continuing to improve the customer experience across the network by:
    - Improving access for patrons by ensuring buses can pull in close to the kerb for safe passenger boarding and alighting and the ability for the wheelchair ramp to be deployed when needed.
    - Improving safety at bus stops by ensuring buses can access bus stops while minimising the impact on following vehicular traffic.
    - Installing new bus shelters and renewing existing older shelters that have poor functionality and don't offer good weather protection.
  - 5.3 From mid-2018 GWRC awarded new bus contracts across the Wellington Region. These new bus contracts introduced a fleet of modern lower emission buses. These new buses allow full disability access and include space for mobility aids, prams, and luggage, as well as bike racks, to better meet a range of customer and community mobility needs. These new contracts have also introduced larger buses on some high demand services to cater for growing customer demand.
  - 5.4 While new buses are designed to be fully accessible for customers, they are only accessible where the bus can pull up parallel to the kerb allowing customers step-free access to the bus. This is particularly critical for customers with wheelchairs or other mobility aids, as well as customers with prams or wheeled luggage, where having to step out into the roadway and then up into the bus is a barrier to access.
  - 5.5 Recognising that there are several bus routes throughout the Kāpiti District, Route 250 was selected back in July 2021 as the first route to be progressed. This has involved engineering assessment, consultation with residents, and collaboration with Council Officers.
  - 5.6 The Route 250 package consists of 26 bus stops in the Paraparaumu and Raumati Wards, with 10 of them specifically in the Raumati Community Board's jurisdiction. The bus stop changes proposed in this report comprise of lengthening bus stops to improve safety by installing painted bus boxes and broken yellow lines before and after stops, as well as relocating some stops which cannot be made safe.
- 6 The Raumati Bowling Club initially contacted Council asking for some dedicated car parking spaces allocated to them on Matatua Road. The Access and Transport team advised that because it was public road individual spaces could not be allocated, but however, it could be possible to create a Loading Zone and/or disabled parking for the club. This project had initially come under the umbrella of the Raumati Town Centre upgrade but funding for this project was reallocated, and the disabled space proposal languished until the club re-engaged with the Council in 2022. Due to the elections the formal process has been delayed until now.
- 7 The parking area in the "Weka Rd triangle" opposite the Presbyterian Church has never been marked out and is variously used by parents at the local schools, childcare facilities, the Church, and Te Ara Korowai. The road connection from Raumati Road was closed off in 2017 as part of the shared path works from the expressway to Raumati village and created the dead-end stub road from Weka Road. Due to the lack of marked parking spaces parking has always been haphazard and the full size of the parking area not properly utilised. The



new stub road also lacked a turning area at the Raumati Road end. Council has received requests to assess the area and formalise the parking arrangements.

- 8 The business owners at 12 Menin Road became frustrated with vehicles parking too near to or partially over the back entrance to their premises on Renown Rd. Legally vehicles should not be parking within 1 metre of a vehicle crossing but Council Officers upon visiting the site witnessed cars closer than 1 metre and parked on the berms. There are twofold safety issues – blocking the access and blocking sight visibility for vehicles trying to enter and exit.
- 9 At the intersection of Rosetta Road and Menin Road visibility at the Give Way sign was obscured by vehicles parking too close to the southbound lane on Rosetta Road giving rise to concern from local residents. Council staff visited the site and assessed that the Give Way line was situated too far back from the intersection. It should be 1.5m back from the dashed continuity line but was measured at 2.8m back. The regulation broken yellow lines were also not present at this intersection – normally 6m back from the corner to restrict vehicles from parking too close.
- 10 At the intersection of Kirkway and Matatua Road vehicles were parking within 6m of the intersection restricting sight lines and raising a safety concern with residents who were having difficulty exiting the road. On inspection it was noted that there no broken yellow lines for the regulation 6m on either approach to Kirkway.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 11 All of the bus stops in this upgrade are existing stops, some with shelters, but mostly they are simply defined by the regulatory bus stop signage on a standalone pole or attached to existing utility poles.
  - 11.1 Very few of them currently have bus boxes painted on the road and are only protected by Sec 6.8 of the Land Transport (Road User) Rule 2004 which states “*A driver or person in charge of a vehicle must not stop, stand, or park within 6 metres of a bus stop sign.*”. This rule is not well observed, and vehicles regularly park over or park too close to bus stops. Even parking within 6 metres either side of a bus stop sign is not going to allow an 11m long bus room to actually pull into the kerb safely.
  - 11.2 Bus Stop 1310 Raumati Shops outside 24 Raumati Road has been an issue for several years now so extra consultation was needed to resolve the issues.
    - 11.2.1 Bus stop is partially over the driveway to 22 Raumati Road creating a safety issue for residents, buses, and bus patrons.
    - 11.2.2 The bus stop is too short to accommodate large buses and has insufficient entry and exit tapers.
    - 11.2.3 Moving the bus box away from the driveway would require removal of the on-street car parking space outside the child care facility
    - 11.2.4 Moving the bus stop requires the relocation of both the bus shelter and the real time information display which is quite a substantial cost.
    - 11.2.5 Moving the stop eastward takes it further away from the shops and zebra crossing making it less accessible for people with mobility issues.
    - 11.2.6 Moving the stop westwards would entail removing most of the on-street parking outside 18-22 Raumati Road (hairdressers, barbers, pharmacy, boutiques) which would not be well received by the business owners.
    - 11.2.7 This is a terminal or timing point for two different bus routes so GWRC regularly have two buses approaching the stop at the same time. GWRC would like to be able to park two buses there.
    - 11.2.8 Will moving the stop eastwards create bigger safety issues at the school and dental clinic?

- 12 The Raumati Bowling Club is situated on Council Reserve land and has no dedicated car park or vehicle access to the pavilion. 21 angle parks are available on Matatua Road and an unsealed gravel car park off Garden Road which could accommodate between 15 to 20 cars. No disabled spaces are provided.
- 13 The parking area opposite the Presbyterian Church on the closed section of Raumati Road forms one arm of the "Weka Road triangle" both of the other arms of the triangle on Raumati Road and Weka Road have had marked parking spaces since the early seventies. The angled corners of the car park and the short spaces has led to indecision as to which way to park correctly and has led to vehicles being parked at odd angles and leaving too much space between vehicles. On inspection Officers agreed that the preferred layout was to have 90-degree angle parking with yellow hatching in each triangle corner as well as hatching out the dead-end section of the road to create a safer unobstructed no parking zone for vehicles to manoeuvre and turn in.
- 14 At 12 Menin Road because the 1m clearance was not being complied with broken yellow no stopping lines were installed to protect access and sightlines for safety.
- 15 At the intersection of Rosetta Road and Menin Road the Give Way line was brought forward so it met the Manual of Traffic Signs and Markings (MOTSAM) rules and 11m of broken yellow lines were installed north of the intersection. Because of the safety implications with the parked vehicles and horizontal curve of Rosetta Road the length of the no stopping zone was extended from the statutory 6m out to 11m to increase safety.
- 16 At the intersection of Kirkway and Matatua Road the standard MOTSAM 6m broken yellow lines were installed to prevent vehicles parking too close and maintain sightlines for safety.

### Ngā kōwhiringa | Options

- 17 In September 2022 new *Bus Stop, Public Transport Design Guidance* was published by Waka Kotahi NZ Transport Agency. Appropriate layout of bus stops is essential to supporting the safe, efficient, and accessible operation of bus services. The key component of a successful bus stop is that the bus can reliably and consistently align close and parallel to the kerb and stop where passengers expect it to stop relative to the bus stop sign, shelter, footpath indicators, or road markings. A failure to align the bus with the kerb properly is often for one of two reasons:
  - the bus driver deliberately stops far away from the kerb to make it easier to pull out of the bus stop or
  - the kerb or bus stop layout forces the driver to pull in or out of the bus stop at too sharp an angle.Either reason can have serious implications for the bus service being accessible and safe.
- 18 Kerbside bus stops are the most common bus stop layout for most urban and suburban streets in New Zealand. Lead-in and lead-out space is required where the bus needs to pull out of and back into the kerbside traffic lane because of an obstruction, usually on-street parking. When on-street parking is too close to a kerbside bus stop, the bus may have trouble entering and exiting the stop and aligning close and parallel to the kerb.
- 19 The recommended dimensions, in the guidance, for a kerbside bus stop for a standard 13.5m bus with mounted bike rack and parking on either side is identified as having a 15m entry taper, a 15m long bus box, and a 9m exit taper. The entry and exit tapers being no parking areas marked with broken yellow lines.
- 20 The bus stop dimensions proposed by GWRC differ slightly to this, having a shorter 9m entry taper. This is due to the WK guidance only recently having been released when there was previously no national guidance, and each local authority or regional authority used its own local rules. Updating to the longer entry taper at this point in the process would result in the loss of another car park and differ from what had been consulted on with residents.
- 21 For the changes to Bus Stop 1310 Raumati Beach Shops (near 24) consultation involved all of the immediate neighbours as well as the Community Board and occupiers of the School

precinct who were potentially affected. The simplest and cheapest option was rejected due to the loss of parking and that it didn't meet GWRC's goal of achieving a double length bus stop. The final proposal repositions several car parks, removes the safety concerns, and provides a safer and larger bus terminal area for GWRC, its service provider (Uzabus) and the community.

22 The 17 Raumati sites are listed below in Table 1 and site plans are contained in Appendix 1.

**Table 1: Table of bus stops to be upgraded under Recommendation A**

<b>Bus Stop Number</b>	<b>Stop Name</b>	<b>Actions</b>
1306	Raumati Road at Matai Road (near 68)	Mark 15m bus box and 9m entry & exit tapers next to new bus shelter.
1380	Raumati Road at Matai Road (opposite 68)	Mark 15m bus box and 9m entry & exit tapers
1308	Raumati Road at Kiwi Road (near 36)	Extend tail of bus box 1.9m and add 9m exit taper
1378	Raumati Road at Kiwi Road (near 37)	Extend head of bus box by 5m to line up with new shelter (remove underlying bylls) and add a 9m entry taper
1310	Raumati Beach Shops - Raumati Rd (near 24)	Relocate the stop to in front of the school dental clinic, move shelter and RTI display. Create a 23m bus box to accommodate 2 buses and assign a new car park space in front of 24 Raumati Road. Adjust broken yellow lines, white edge lines, and car parking marking to suit.
1376	Raumati Beach Shops - Raumati Rd (near 15)	Extend head of bus box by 2m
1477	Poplar Avenue (near 43)	Add exit taper 9m long
1478	Poplar Avenue at Matai Road	Extend tail of bus box by 2.5m and add exit taper and corner bylls 18.6m
1484	Matai Road at William Drive	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit
1487	Menin Road (near 46)	Mark bus box and entry/exit tapers - 9m entry, 15 bus box, 9m exit
1489	Menin Road opposite Miro Road	Mark bus box and entry/exit tapers - remove underlying broken yellow lines 16.3 entry, 15m box, 9m exit
1432	Menin Rd	Mark bus box and entry/exit tapers - 16.7 entry, 15m box, 9m exit
1438	Rosetta Road (near 307)	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit
1454	Rosetta Road (near 254)	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit
1456	Rosetta Road at Menin Road (near 188)	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit
1461	Rosetta Road at Tiromoana Road (near 82)	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit

1465	Rosetta Road (near 6)	Mark bus box and entry/exit tapers - 9m entry, 12m bus box, 9m exit
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- 23 The line marking for the bus boxes and tapers will be undertaken by our maintenance contractor so these upgrades would be expected to be completed by the end of April. Where signage needs to be relocated GWRC’s contractors would complete this ahead of the line marking.
- 24 Table 2 details the parking upgrades and safety amendments proposed or installed in the Raumati Ward:

**Table 2: Table of parking changes under Recommendation B**

Location	Treatment	Comment
B1: Raumati Bowling Club Matatua Road	Convert the first car parking space into a disabled space	
B2: Weka Rd triangle parking area opposite the Church.	Line mark all of the car parking spaces and add no parking at the end of the road for a turnaround area.	Spaces had never been previously line marked and haphazard parking was wasting space. No turnaround area had been provided after the road was closed off to Raumati Rd.
B3: 12 Menin Road – back entrance on Renown Rd	Paint no stopping lines over driveway	Vehicles from neighbouring properties and businesses parking to close to entrance and creating a safety hazard.
B4: Rosetta Road and Menin Road intersection	Relocate the Give Way line closer to Rosetta Road so that it is the regulation 1.5m from the dashed continuity line.  Install approximately 11m of no stopping lines north of the intersection on Rosetta Road.	Both changes made to increase site visibility and safety for cars exiting Menin Road.
B5: Kirkway intersection with Matatua Road	Install regulation 6m no stopping lines either side of the intersection.	Increase visibility and safety by restricting vehicles from parking too close to the intersection.

**Tangata whenua**

- 25 The matters in this report will have minimal impact on local iwi. Improvements to the bus stops will provide benefits to the whole community including tangata whenua.
- 26 Tangata whenua were not consulted for this report.

### Panonitanga āhuarangi | Climate change

- 27 The upgrading of our bus stops is a positive step toward making our public transport system more accessible to the public and therefore promoting more use of the services which reduces private car use.
- 28 Having easier access to bus stops for buses increases the efficiency of the service and the network in general. Where buses may previously have had to park in a live lane due to parking issues they can now pull in safely and not add to congestion on the roads.
- 29 Having correctly sized bus stops helps future proof the network for the use of electric buses. A few electric buses have already been trialled in Kāpiti and they have tended to be larger sized buses so it is advantageous to install correctly sized stops.

### Ahumoni me ngā rawa | Financial and resourcing

- 30 There are no financial implications, the cost of the line marking is accommodated in current roading budgets.
  - 30.1 The Bus stop improvements is a rolling programme of upgrades instigated by GWRC with one route being completed each financial year which spreads the financial load. All engineering assessment, consultation, signage and shelter costs are borne by GWRC.

### Ture me ngā Tūraru | Legal and risk

- 31 This report ensures that the new road-markings are installed in accordance with New Zealand Transport Agency Guidelines and New Zealand Traffic Regulations.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 32 There are no policy implications in relation to this work. This is in line with the Council's Sustainable Transport Strategy 2022 which seeks to promote and improve sustainable travel throughout the district. It helps to fulfil the outcomes of "Improved access, connectivity and integration; resilient transport network; and addressing climate change.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 33 An engagement plan is not needed to implement this decision. GWRC have already consulted with affected residents and copies of the feedback is included in Appendix C.

### Whakatairanga | Publicity

- 34 Council will use its established communications channels to inform the community of any changes resulting from this decision.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Appendix A: GWRC Bus Stop Site Plans [↓](#)
2. Appendix B: Parking Changes [↓](#)
3. Appendix C: GWRC Consultation Feedback [↓](#)

























































## 8.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

1. To consider eligible applications to the Community Grants Discretionary Fund.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. To consider the allocation of grants.

### TE TUKU HAEPAPA | DELEGATION

3. The Raumati Community Board has delegated authority as at section D of the 2022-2025 Governance Structure:  
*Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan.*

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves a grant of \$..... to the US Marines Trust to assist with the costs of crafting a Pou that was placed alongside the new memorial wall in Queen Elizabeth Park.
- B. That the Raumati Community Board approves a grant of \$..... to the Kāpiti Coast Rugby League Club to assist with the costs of replacing window catches and stays throughout the Club's premises that are posing a health and safety risk.

### TŪĀPAPA | BACKGROUND

4. This is the second Raumati Community Board meeting of the 2022/2023 financial year.
5. Discretionary grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.
6. The Raumati Community Board has also been allocated an initiatives fund budget of \$20,540.00 for the 2022/2023 financial year. The Raumati Community Board will have to decide its criteria for allocating this fund so it can be advertised, and applications can be opened before the meeting on 30 May 2023, as the fund must be allocated by 30 June 2023.
7. The initiative fund criteria set by the Paraparaumu/Raumati Community Board ahead of the 2022 Local Body Elections is appended as Appendix 2.

### HE KŌRERORERO | DISCUSSION

8. The following applications for funding have been received and is attached as Appendix 3 and 4 to this report and summarised below.

#### US Marines Trust

9. Sue Harris, on behalf of the US Marines Trust, has applied for a grant of \$750 as retrospective funding for a Pou that was erected to acknowledge and honour the Budge Family's connection to the land that forms Queen Elizabeth Park.

#### Kāpiti Coast Rugby League Club

10. Tina Simcock, on behalf of the Kāpiti Coast Rugby League Club, has applied for a grant of \$5,876.90 to pay for the replacement of window catches and stays throughout the Club as the windows that are insecure pose a risk to the health and safety of players and club members.

11. Ms Simcock applied under the initiatives fund for which criteria has not been set yet.
12. The total grant applications under consideration in this report is \$6,626.90.

**He take | Issues**

13. There are no issues to be considered within this report.

**Ngā kōwhiringa | Options**

14. There were no options to be considered within this report.

**Tangata whenua**

15. There are no tangata whenua considerations required within this report.

**Panonitanga āhuarangi | Climate change**

16. There are no climate change considerations required within this report.

**Ahumoni me ngā rawa | Financial and resourcing**

17. Budget allocation for the 2022/2023 financial year for the Raumati Community Board as summaries below:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$25,000	\$500	\$24,500
Initiatives (Localism) Grant	\$20,540	-	\$20,540

18. Discretionary Grants approved by the Raumati Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
15/11/22	Raumati Village Association	\$500	Costs to hold the Raumati Village Christmas Festival	Report due Feb 23

19. No completed Accountability Reports have been received yet.

**Ture me ngā Tūraru | Legal and risk**

20. There are no legal or risk considerations in this report.

**Ngā pānga ki ngā kaupapa here | Policy impact**

21. Grants are allocated in accordance with established criteria, attached as Appendix 1 to this report.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

**Te mahere tūhono | Engagement planning**

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



**Whakatairanga | Publicity**

23. Board Members play an active role around the community in promoting the discretionary grants. Grant details are made available on the Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Raumati Community Board Discretionary Grant Criteria [↓](#)
2. Paraparumu Community Board Initiatives Grant Criteria [↓](#)
3. US Marines Trust Grant Application (under separate cover) [⇒](#)
4. Kāpiti Coast Rugby League Club Grant Application (under separate cover) [⇒](#)



















**9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****9.1 CONFIRMATION OF MINUTES**

**Author:** Steffi Haefeli, Manager Democracy Services

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**Taunakitanga | Recommendations**

That the minutes of the Raumati Community Board meeting of be accepted as a true and correct record.

**APPENDICES**

1. Confirmation of Minutes - 15 November 2022 [↓](#)















**10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION****10.1 MATTERS UNDER ACTION**

**Author:** Steffi Haefeli, Manager Democracy Services

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

Attached as appendix one are the updated matters under action for the Paraparaumu Community Board to review and note.

**Taunakitanga | Recommendations**

That the Raumati Community Board notes the attached matters under action.

**APPENDICES**

1. Current Matters Under Action [↓](#)



