



RĀRANGI TAKE AGENDA

Hui Poari ā-Hapori o Waikanae | Waikanae Community Board Meeting

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

Te Rā | Date: Tuesday, 28 February 2023

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Waikanae Community Centre, Utauta
Street, Waikanae**

**Mike Mendonça
Acting Group Manager Place and Space**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 28 February 2023, 7.00pm.

Poari ā-Hapori o Waikanae | Waikanae Community Board Members

Mr Richard Mansell	Chair
Mr Michael Moore	Deputy
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member
Cr Nigel Wilson	Member

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1 WELCOME | NAU MAI**2 APOLOGIES | WHAKAPĀHA****3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA | TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE**

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

- (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 UPDATES | HE KŌRERO HOU
 - 6.1 SPEED MANAGEMENT PLAN 'HEADS UP'
 - 6.2 UPDATE ON THE BROWN STONE WALL

7 REPORTS | PŪRONGO

7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

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

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae 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 Waikanae Community Board has the delegation to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board notes the Elected Members' Remuneration, Expense and Allowances Policy in Appendix 1 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 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 [↓](#)
2. Remuneration Authority Determination [↓](#)



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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7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM

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

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae 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 Waikanae Community Board has the authority to consider this matter.

TAUNAKITANGA | RECOMMENDATIONS.

- A. That the Waikanae Community Board adopts the standing orders in the document Attachment 1 as the Waikanae Community Board standing orders for the 2022-2025 Triennium with effect from 1 March 2023.
- B. That the Chairperson of the Waikanae 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 Waikanae Community Board standing orders were adopted on 9 February 2021.
- 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 KÖRERORERO | DISCUSSION

He take | Issues

- 9 The table below discusses the proposed amendments to the existing Waikanae Community Board standing orders to incorporate a revision to LGNZ’s model standing orders. Revised draft standing orders are attached at Attachment 1. The current Waikanae Community Board standing orders 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 audio visual 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.
- 13 The current Waikanae community board standing orders provide for the Chairperson to have a casting vote at standing order 19.3.

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	Addition of the words “on behalf of the chairperson” for clarity. 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.
9.2 Process for raising matters for a decision	Amended to refer to community board specifically rather than local authority. Removed: “A process for requesting reports is described in Appendix 13”.
9.3 Chief executive may delay or refuse request	The final sentence has been amended for clarity, but intention remains the same.
9.4 Order of business	Now refers to Appendix 10 rather than Appendix 12 as appendix number have been adjusted.
9.5 Chairperson’s recommendation	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”.
9.6 Chairperson may prepare report	Previously titled “Chairperson’s report”. Reworded to make intention clear.
11.2 Committees and subcommittee meetings	The addition of the words “or if established by a local board or community board, the relevant board” for clarity.
11.5 Meeting lapses where no quorum	Addition of the words “Should a quorum be lost the meeting will lapse if the quorum is not present within 15 minutes” for clarity.
12.1 Meetings open to the public	Refers specifically to “community board” rather than “local authority”.
12.2 Grounds for removing the public	Reworded to provide clarity and provide more broad grounds for removal of public due to conduct.
13.1 Members right to attend meetings	Addition of the words “or of a committee of a community board”.
13.3 Leave of Absence	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.
13.4 Apologies	Removal of the word “Specific” in the final sentence.
13.7 Right to attend by audio or audiovisual link	In the title – addition of the words “or audiovisual link”. Addition of the words “(and members of the public for the purpose of a deputation approved by the chairperson)”.
13.11 Conditions for attending by audio or audiovisual link	Inclusion of “audiovisual”
13.12 Request to attend by audio or audiovisual link	Inclusion of “audiovisual”.
13.13 Chairperson may terminate link	Addition of the reason: “(e) Information classified as confidential may be compromised (see also SO 13.16”.

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 “ Note: 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 Waikanae 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

- 14 Adopt revised draft standing orders set out at Attachment 1.
 - 14.1 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

- 15 Continue to operate under Waikanae Community Board’s existing standing orders set out at Attachment 2, which carry over until Council adopt a revision to these.
 - 15.1 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

- 16 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.
- 17 Standing order 4.3 provides that a member may address a meeting in English, te reo Māori or New Zealand Sign Language.
- 18 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

- 19 There are no climate change considerations

Ahumoni me ngā rawa | Financial and resourcing

- 20 There are no financial and resourcing considerations.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 23 There are no policy considerations.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 24 There are no engagement planning considerations.

Whakatairanga | Publicity

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

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Proposed Waikanae Community Board Standing Orders 2022-2025 Triennium [↓](#)
- 2. Current Waikanae Community Board standing orders [↓](#)

7.3 PROPOSED NEW MOBILITY PARKING SPACES, MARAE LANE CARPARK, WAIKANAĒ

Kaituhi | Author: **Alison Law, Manager, Project Management Office**

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

TE PŪTAKE | PURPOSE

- 1 The purpose of this report is to seek approval to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Approval is sought to convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces.

TE TUKU HAEPAPA | DELEGATION

- 3 Under Part D of the 2022-2025 Triennium Governance Structure and Delegations, the Waikanae Community Board has the authority to consider this matter.

*“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.”*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approve converting two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4.

TŪĀPAPA | BACKGROUND

- 4 Mahara Gallery is currently being rebuilt to provide a quality gallery experience for the Kāpiti community and visitors.
- 5 Boffa Miskell urban landscape designers have worked with Athfield Architects to create a landscape design that enhances the entrance to the Gallery and Mahara Gallery.
- 6 On 6 September 2022 the Waikanae Community Board approved the location of six mobility parks and drop off zone adjacent to the Mahara Galley, as shown on the plan at Attachment 1.
- 7 As part of their resolution the Waikanae Community Board requested that a minimum of two mobility parks be retained at the western end of the Marae Lane carpark. The landscaping plans have been updated to reflect this change as shown on the plan at Attachment 2.
- 8 Separate to this Council received a request from community members to investigate providing an additional two mobility carparks in the Marae Lane carpark, closer to the Countdown supermarket.
- 9 The provision of adequate mobility parking contributes to the Long-term Plan community outcome:

“Our communities are resilient, safe, healthy, thriving and connected. Everyone has a sense of belonging and ca access the resources and services they need.”

HE KŌRERORERO | DISCUSSION

- 10 In response to the request Transport and Land Development (“TLD”) Engineers were engaged to investigate and design two additional mobility parking spaces in the Marae Lane Carpark, near the Countdown supermarket.
- 11 Council’s Access and Transport team identified two existing standard parking spaces that could be converted into mobility parking spaces as shown on the Plan at Attachment 3.
- 12 The location of these two existing standard parking spaces in the north-east corner of the carpark is already wide enough to accommodate two mobility parks without having to forfeit a third standard parking space.
- 13 The location identified for these mobility parking spaces by Council is deemed suitable by TLD Engineers as they are strategically within the Waikanae Town Centre.
- 14 Accessibility needs to be improved to cater for the two new mobility parking spaces to enable people to easily move through the area. These improvements include a new mobility/pedestrian ramp cut into the existing curb and a new connection to the existing footpath on Ngaio Road as shown on the plan at Attachment 4. Access to the north of these new mobility parking spaces is considered excellent due to the raised intersection/platform at Ngaio Road and Parata Street.
- 15 As per the plans appended at Attachments 3 and 4, the mobility parking bays will share a hatched “No Parking” median between them which will allow mobility users to exit their vehicle either from the passenger side or driver side depending on which parking space they choose to pull into. This gives greater flexibility to mobility users. In case a mobility vehicle pulls into the parking space on the eastern side and needs to exit using the driver’s side, additional space has been allowed for between this parking space and the block wall adjacent.

He take | Issues

- 16 Converting two existing parking spaces into two mobility parking spaces and improving accessibility to cater for the new mobility spaces has a low degree of significance under the Council’s Significance and Engagement Policy.

Ngā kōwhiringa | Options

Table 1: Table Name

Kōwhiringa Options	Hua Benefits	Tūraru Risks
Option A (recommended) <ul style="list-style-type: none"> • Convert two standard parking spaces in Marae Lane carpark (close to the Countdown supermarket) into two mobility parking spaces as shown on the plans at Attachments 3 and 4. 	Providing two additional mobility parking spaces closer to the Countdown supermarket will make it easier for people with mobility issues to access essential services.	There are no risks associated with this option.
Option B (not recommended) <ul style="list-style-type: none"> • Do nothing now and reassess need at a later date. 	Allows for the new configuration of the six mobility parks and drop off zone adjacent to the Mahara Gallery to be completed and demand	Patrons with mobility issues will be required to travel further from Countdown supermarket to the mobility parks.

	for these parks to be determined.	
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Tangata whenua

- 17 The Town Centres Iwi Working Group (Ātiawa ki Whakarongotai) have been kept informed with regard to the changes.

Panonitanga āhuarangi | Climate change

- 18 As this is a minor car parking change there are no climate change impacts.

Ahumoni me ngā rawa | Financial and resourcing

- 19 The cost associated with the changed parking layout will be minimal and covered within the Waikanae Town Centres budget.

Ture me ngā Tūraru | Legal and risk

- 20 There are no legal considerations.
- 21 Any parking infringement areas that may encompass parking or traffic fines must be completed using the appropriate resolution process under the Council Transport Bylaw 2022.

Ngā pānga ki ngā kaupapa here | Policy impact

- 22 There is no policy impact.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 23 The proposed plans and associated changes have been reviewed by the Disability Advisory Group and Countdown Supermarket.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 25 Council will communicate parking changes through its established communications channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Original Plan - six mobility carparks and drop off zone, Mahara Gallery [↓](#)
- 2. Updated Plan - six mobility carparks and drop off zone, Mahara Gallery [↓](#)
- 3. Proposed Plan - two existing parking spaces to be converted into mobility parking spaces [↓](#)
- 4. Proposed Plan - improvements to cater for two new mobility parking spaces [↓](#)

7.4 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund, and to note the accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

TE TUKU HAEPAPA | DELEGATION

3. The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022:

Approve criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Promotional Fund grant of \$..... to Ngā Manu Nature Reserve, to assist with the cost of upgrading the Robin’s Nest event and education facility.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Kapakapanui Lions Club Inc., to assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event “Sweet Louise”; with proceeds going to support women in the community with breast cancer.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to the Waikanae Orchard Establishment Group, to assist with the cost of purchasing fruit trees and materials to establish a community orchard.

TŪĀPAPA | BACKGROUND

- 4 This is the fourth Waikanae Community Board meeting of the 2022/2023 financial year and the second meeting of the board for the 2022-2025 triennium.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.
- 6 All applicants have been advised by email of the meeting date and time.

Initiatives Fund

- 7 The Waikanae Community Board has also been allocated an initiatives fund budget of \$21,512 for the 2022/2023 financial year. The board will need to decide how it would like to use this fund.
- 8 In the 2019-2022 triennium, the board resolved to approve \$20,000 to promote Waikanae as a destination, including its parks and reserves. Further details of this role and project will be defined.

HE KÖRERORERO | DISCUSSION

- 9 Three applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-4. Those applications are summarised below.

Promotion Fund

- 10 There is currently \$28,278 available for distribution from the Promotion Fund in the 2022/2023 financial year.
- 11 One new grant application in the amount of \$7,922.57 is presented for the Board's consideration:
- Ngā Manu Nature Reserve
- 12 Funding of \$7,922.57 is sought to assist with the cost of upgrading the Robin's Nest event and education facility.
- 13 This application outlines that it can be considered under all four of the criteria:
- *Contributing to making Waikanae a Good Place to live;*
 - *Contributing to making Waikanae an Active Community;*
 - *Attracting visitors to the area;*
 - *Promoting Waikanae as a visitor destination.*
- 14 Some upgrade activities within this application have already been completed, therefore some of the funding request is retrospective. The criteria states grants will not be considered retrospectively; however, the criteria also states that the Waikanae Community Board has the discretion to make grants outside of the criteria.

Discretionary Fund

- 15 There is currently \$3,721 available for distribution from the Discretionary Fund in the 2022/2023 financial year.
- 16 Two grant applications to the amount of \$796.40 are presented for the board's consideration, of which can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas:*
- Kapakapanui Lions Club Inc.
- 17 Funding of \$296.40 is sought to assist with the cost of hiring the Waikanae Community Hall to hold the fundraising event "Sweet Louise"; with proceeds going to support women in the community with breast cancer.
- Waikanae Community Orchard Establishment Group
- 18 Funding of \$500.00 is sought to assist with the cost of purchasing fruit trees, soil, compost, tools, and materials to establish a community orchard.

He take | Issues

- 19 There are no issues to be considered.

Ngā kōwhiringa | Options

- 20 There are no options to be considered.

Tangata whenua

- 21 There are no tangata whenua matters to be considered.

Panonitanga āhuarangi | Climate change

22 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

23 Budget allocations for the 2022/2023 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2022/23 budget allocation	Total allocated to date ¹	Total unallocated to date
Discretionary Grants Fund	\$6,871	\$3,150	\$3,721
Waikanae Promotion Fund	\$38,477	\$10,199	\$28,278
Waikanae Capital Improvement Grant	\$38,477	\$0	\$38,477

24 Promotion and Discretionary Grants approved for the 2022/2023 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
16 Aug 2022	Lions Club of Waikanae (Year 3 of 3)	To assist with the cost of the Super Spring Garden Trails held in January each year.	\$4,500	Due July 23
15 Sept 2022	Combined Lions Club of Kapiti Charitable Projects Inc	To assist with the cost of hiring the Waikanae Memorial Hall and sound system for the weekend of the Monster Lions Book Fair.	\$1,000	Received.
15 Sept 2022	Waikanae Music Society (Year 3 of 3)	To assist with the cost of printing marketing material.	\$2,200	Due Mar 23
7 Dec 2022	Reikorangi Residents Assoc.	To assist with the cost of purchasing a heavy-duty pop-up gazebo for local events run by the association.	\$2,499	Received.

Balance Available: \$28,278

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
11 Aug 2022	Kidz Need Dadz (Year 3 of 3)	To assist with the costs of the annual Kāpiti Father's Day community event.	\$500	Due Mar 23
29 Sept 2022	Combined Lions Club of Kāpiti (Year 2 of 3)	To assist with the costs of the annual Foodbank collection.	\$500	Due Mar 23

¹ Includes 3 yearly grant payments previously approved

10 Nov 2022	Waikanae Swimming Club (Year 2 of 3)	To assist with the cost of covering pool hire fees.	\$500	Due May 23
March 2023	Ōtaki & Districts RSA	To assist with the cost of annual Waikanae ANZAC Day commemorations.	\$500	Due Oct 23
7 Dec 2022	Ferndale Residents Assoc.	To assist with the cost of purchasing six traps to extend their community pest control trapping programme.	\$450	Due May 23
7 Dec 2022	Ebony Mason	To assist with the cost to assist with the cost of attending the National U16 Touch Tournament in Christchurch.	\$200	Due May 23
7 Dec 2022	Rangi Halbert	To assist with the cost of equipment and resources for teaching their Te Ao Māori classes	\$500	Received.

Balance Available: \$3,721

- 25 Attached to this report as Attachments 5-8 (under separate cover) are four accountability reports received since the last Waikanae Community Board meeting in 2022.
- 26 An amount of approximately \$913,000 is held in the Waikanae Capital Improvement Fund, and this is expected to reduce to \$884,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$936,000	Balance as at 30 June 2021 as per Annual Report
-\$38,000	Grants paid in 2021/22
\$15,000	Interest earnings for the 2021/22 year
\$913,000	Balance as at 30 June 2022 as per Annual Report (<i>subject to audit</i>)
-\$38,000	Forecast grants for 2022/23
\$9,000	Estimated interest earnings for the 2022/23 year
\$884,000	Forecast Balance as at 30 June 2023

Ture me ngā Tūraru | Legal and risk

- 27 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

- 28 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 29 Board members actively engage with the community to promote the various grants available.
- 30 Information on grants and the application process are also available via the Council’s website.
- 31 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

- 33 Successful grants are published through Council's established communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Application - Ngā Manu Nature Reserve (under separate cover) [⇨](#)
3. Grant Application - Kapakapanui Lions Club Inc. (under separate cover) [⇨](#)
4. Grant Application - Waikanae Orchard Establishment Group (under separate cover) [⇨](#)
5. Accountability Report - Reikorangi Residents Association (under separate cover) [⇨](#)
6. Accountability Report - The Combined Lions Club of Kapiti Charitable Projects (under separate cover) [⇨](#)
7. Accountability Report - Rangī Halbert (under separate cover) [⇨](#)
8. Accountability Report - Ngā Manu Nature Reserve (under separate cover)

8 CONFIRMATION OF MINUTES | TE WHAKAŪ I NGĀ ĀMIKI**8.1 CONFIRMATION OF MINUTES**

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Mike Mendonça, Acting Group Manager Place and Space

Taunakitanga | Recommendations

That the minutes of the Waikanae Community Board meeting of 22 November 2022 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 22 November 2022 [↓](#)

9 MATTERS UNDER ACTION | NGĀ TAKE E MAHIA ANA**9.1 MATTERS UNDER ACTION**

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Mike Mendonça, Acting Group Manager Place and Space

The updated matters under action, as attached at Appendix 1, for the Board's review.

Taunakitanga | Recommendations

That the Waikanae Community Board notes the following matters under action.

APPENDICES

1. Matters under Action - 28 February 2023 [↓](#)

