



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Meeting

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

Te Rā | Date: Tuesday, 7 March 2023

Te Wā | Time: 7.00pm

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

**Kris Pervan
Group Manager Strategy & Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Ōtaki | Ōtaki Community Board will be held in the Gertrude Atmore Supper Room,, Memorial Hall,, Main Street, , Ōtaki, on Tuesday 7 March 2023, 7.00pm.

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Members

| | |
|--------------------|--------|
| Mr Cam Butler | Chair |
| Mr Simon Black | Deputy |
| Ms Jackie Elliott | Member |
| Ms Christine Papps | Member |
| Cr Shelly Warwick | Member |

Order Of Business | Te Raupapa Take

| | | |
|-----|------------------------------------------------------------------------------------------------------------------------------|-----|
| 1 | Nau mai Welcome | 5 |
| 2 | Whakapāha Apologies | 5 |
| 3 | Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take Declarations of Interest Relating to Items on the Agenda | 5 |
| 4 | He Wā Kōrero ki te Marea Public Speaking Time | 5 |
| 5 | Ngā Take a ngā Mema Members' Business | 5 |
| 6 | He Kōrero Hou Updates | 6 |
| 6.1 | Kāpiti Youth Support Graffiti Project | 6 |
| 6.2 | Speed Management Plan 'Heads Up' | 6 |
| 7 | Pūrongo Reports | 7 |
| 7.1 | Elected Members' Remuneration, Expenses and Allowances Policy | 7 |
| 7.2 | Adoption of Standing Orders - 2022-2025 Triennium | 93 |
| 7.3 | Consideration of Applications for Funding | 252 |
| 8 | Te Whakaū i ngā Āmiki Confirmation of Minutes | 275 |
| 8.1 | Confirmation of Minutes | 275 |
| 9 | Ngā Take e Mahia ana Matters Under Action | 284 |
| 9.1 | Matters Under Action..... | 284 |
| 10 | Te Whakaūnga o Ngā Āmiki Kāore e Wātea ki te Marea Confirmation of Public Excluded Minutes | 287 |
| | Nil | |

1 NAU MAI | WELCOME

2 WHAKAPĀHA | APOLOGIES

**3 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

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

5 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 HE KŌRERO HOU | UPDATES
 - 6.1 KĀPITI YOUTH SUPPORT GRAFFITI PROJECT
 - 6.2 SPEED MANAGEMENT PLAN 'HEADS UP'

7 PŪRONGO | REPORTS

7.1 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY

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

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

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

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TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki 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

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

Table of Contents

| | |
|-------------------------------------------------|---|
| A. Policy Objective | 3 |
| B. Remuneration of Elected Members..... | 3 |
| B.1 Mayor and Councillors..... | 3 |
| B.2 Community Boards..... | 3 |
| C. Elected Member Expenses and Allowances | 3 |
| C.1 All Elected Members | 3 |
| C.2 Mayor..... | 6 |
| D. Hearing Fees..... | 6 |
| E. Claims Processes | 7 |
| F. Review and Monitoring | 7 |
| G. Document Version Control | 7 |

7.2 ADOPTION OF STANDING ORDERS - 2022-2025 TRIENNIUM

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

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

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

TAUNAKITANGA | RECOMMENDATIONS.

- A. That the Ōtaki Community Board adopts the standing orders in the document Attachment 1 as the Ōtaki Community Board standing orders for the 2022-2025 Triennium with effect from 1 March 2023.
- B. That the Chairperson of the Ōtaki 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 Ōtaki Community Board standing orders were adopted on 2 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 KŌRERORERO | DISCUSSION

He take | Issues

- 9 The table below discusses the proposed amendments to the existing Ōtaki 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 Ōtaki 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 audio visual links or livestreaming of community board meetings. However, the reference to audio visual 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 Ōtaki 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 Audio visual 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) |

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| | <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 audio visual 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:</p> <p>“(e) Information classified as confidential may be compromised (see also SO 13.16”.</p> |

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| | |
| 13.14 Giving or showing a document | Addition of the means: “(b) Using the audio visual 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 Ōtaki 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. |

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| 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 Ōtaki 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 Ōtaki Community Board Standing Orders 2022-2025 Triennium [↓](#)
2. Current Ōtaki Community Board Standing Orders [↓](#)

7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2022/2023 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 As above.

TE TUKU HAEPAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to consider this matter under part D point 7 of the Governance Structure and Delegations for the 2022-2025 Triennium

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AUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of [\$] to the Ōtaki Boating Club to assist with the installation of security cambers around the perimeter of the boating club building.
- B. That the Ōtaki Community Board approves a Community Grant of [\$] to Tama Porter to assist with the costs of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare company at the Shakespeare Globe in London.
- C. That the Ōtaki Community Board approves a Community Grant of [\$] to Ōtaki RSA to assist with the costs of the annual dawn service and evening retreat for ANZAC day 2023.
- D. That the Ōtaki Community Board approves a Community Grant of [\$] to Friends of the Ōtaki Rotunda to assist with the costs of organising an auction of donated artwork to raise funds for the restoration project.
- E. That the Ōtaki Community Board approves a Community Grant of [\$] to Aotearoa Astrotourism Academy to assist with the costs of running an astronomy and astrotourism course.
- F. That the Ōtaki Community Board note that the remaining initiatives funding must be allocated by 30 June 2023.

TŪĀPAPA | BACKGROUND

- 4 This is the fourth Ōtaki Community Board meeting of the 2022/2023 financial year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1).
- 6 All applicants have been advised by email of the meeting day, time and venue.

HE KŌRERORERO | DISCUSSION

- 7 Five applications for funding have been received and are attached to this report (under separate cover) as Attachment 2. These applications are summarised below.
- 8 Ōtaki Boating Club Inc has applied for a Community Grant of \$500 to assist with the installation of security cameras around the perimeter of the boating club building.

- 9 Tama Porter has applied for a Community Grant of \$500 to assist with the costs of representing New Zealand as a member of the Shakespeare Globe Centre New Zealand Young Shakespeare Company at the Shakespeare Globe in London.
- 10 Ōtaki RSA has applied for a Community Grant of \$500 to assist with the costs of holding the annual dawn services and evening retreat for ANZAC day 2023.
- 11 Friends of the Ōtaki Rotunda has applied for a Community Grant to assist with the costs of organising an auction for donated artworks to raise further funds for the restoration project.
- 12 Aotearoa Astrotourism Academy has applied for a Community Grant to assist with the costs of running an astronomy and astrotourism course with an emphasis on Matariki.

Initiatives Funding

- 13 The purpose of the Ōtaki Community Board’s Initiatives Fund is to provide financial assistance for the health, wellbeing or aesthetic enhancement of the community and to better enable local projects, activities and engagement.
- 14 The Ōtaki Community Board was granted \$20,000 in the Long Term Plan for the year 2021/22 and \$20,000 for the year 2022/23. Due to the impacts of Covid-19 stalling the implementation of the fund in 2021/22, the amount was specially retained, meaning \$40,000 was available. A minimum of \$20,000 was required to be allocated at the 13 September 2022 meeting and any remaining balance is to be allocated before 30 June 2023.
- 15 At the 13 September 2022 meeting, a total of \$20,700.00 was granted, leaving \$19,300.00 to be distributed by 30 June 2023.
- 16 There are two further Ōtaki Community Board meetings before 30 June 2023.

He take | Issues

- 17 There are no issues to be considered.

Ngā kōwhiringa | Options

- 18 There are no options to be considered.

Tangata whenua

- 19 There has been no engagement with mana whenua regarding this report.

Panonitanga āhuarangi | Climate change

- 20 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

- 21 Budget allocations for the 2022/2023 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building & Resource Consent Grants Fund are as follows in the table.

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

| Fund | 2022/2023 budget allocation | Total allocated to date | Grant Money returned | Total unallocated to date |
|-----------------------------------------|-----------------------------|-------------------------|----------------------|---------------------------|
| Community Grants Fund | \$13,741.00 | \$1000.00 | \$500.00 | \$13,241.00 |
| Sporting Activity Grants Fund | \$6,304.00 | \$3,500.00 | - | \$2,804.00 |
| Building & Resource Consent Grants Fund | \$6,304.00 | \$1000.00 | - | \$5,304.00 |

Ture me ngā Tūraru | Legal and risk

22 There is no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

23 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

24 Board members actively engage with the community to promote the various grants available.

25 Information on grants and the application process are also available via the Council’s website.

26 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

28 Successful grants are communicated through the Council’s usual communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Criteria: Community Grant Fund, Sporting Activity Grant Fund and Building & Resource Consent Grants Fund [↓](#)
2. Grant Applications (under separate cover) [⇒](#)
3. Accountability Reports [↓](#)

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Fiona Story, Senior Advisor Democracy Services

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 6 December 2022 be accepted as a true and correct record.

APPENDICES

1. Minutes of Ōtaki community board 6 December 2022 [↓](#)

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

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

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE**HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY****TE TUKU HAEPAPA | DELEGATION**

→

TAUNAKITANGA | RECOMMENDATIONS

A. That the Otaki Community Board notes the matters under action.

TŪĀPAPA | BACKGROUND**HE KŌRERORERO | DISCUSSION**

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action 7 March 2023 [↓](#)

**10 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA |
CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil