



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Meeting

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

Te Rā | Date: Tuesday, 24 October 2023

Te Wā | Time: 6.30pm

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Mark de Haast
Group Manager Corporate Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 24 October 2023, 6.30pm.

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Members

Mr Glen Olsen	Chair
Mr Guy Burns	Deputy
Mr Bernie Randall	Member
Mr Karl Webber	Member
Cr Glen Cooper	Member
Cr Kathy Spiers	Member

Te Raupapa Take | Order Of Business

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	Tikotu Stream Bridge Update	6
6.2	MacLean Park Story Telling Update	8
6.3	Te Newhanga Kapiti Community Centre Update	9
7	Pūrongo Reports	10
7.1	Considerations of Applications for Funding	10
7.2	Road Naming - Corner of Kapiti Road, Waimarie Avenue and Amohia Street, Paraparaumu	21
7.3	Adoption of new Code of Conduct 2022-2025 Triennium	25
7.4	Draft Calendar of Meetings 2024.....	58
8	Te Whakaū i ngā Āmiki Confirmation of Minutes	62
8.1	Confirmation of Minutes - 29 August 2023.....	62
9	Ngā Take e Mahia ana Matters Under Action	66
9.1	Matters Under Action.....	66
10	Closing Karakia	69

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 TIKOTU STREAM BRIDGE UPDATE

Kaituhi | Author: **Dave Hardy, Manager Project Management Office**

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

TE PŪTAKE | PURPOSE

- 1 Provide update on Tikotu Stream Bridge

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board note this report

TŪĀPAPA | BACKGROUND

- 2 The bridge over the Tikotu stream was removed as part of the stream upgrades. The bridge was towards the end of its design life and was planned to be replaced with a new bridge which was designed to be integrated into the proposed Te Uruhi building's deck
- 3 With the Te Uruhi project not proceeding there is no design, consent and funding available for the bridge replacement. The widening of the adjacent footpath has previously been looked at as an effective alternative to a bridge and could be delivered as part of the proposed culvert upgrade works.
- 4 The previous bridge that was removed was designed to allow floodwater to spill over and through the structure. It was non-complying from an accessibility perspective and would not meet current minimum standards if it was simply replaced.

HE TAKE | ISSUES

- 5 There is no funding in the Long-term plan for a replacement bridge.
- 6 A replacement bridge will require designing.
- 7 A replacement bridge would likely require building and resource consent.
- 8 An at grade widened footpath would provide access to the Northern side of the Tikotu stream without impacting on the wider environment.
- 9 Due to climate change, associated storm surges and increased sea and flood levels, this site is not a suitable location for a bridge
- 10 The height required to mitigate flood and storm surge risk would require significant ramps on either side of the bridge to comply with accessibility standards.
- 11 11 Ideally you would not look to put a structure across a stream mouth if there is an alternative access available

NGĀ KŌWHIRINGA | OPTIONS

- 12 Nil

NGĀ MAHI PANUKU | NEXT STEPS

- 13 Proposed to widen the adjacent Marine Parade footpath that crosses the Tikotu stream as part of the Kapiti Culverts project.

NGĀ ĀPITIHANGA | ATTACHMENTS

Nil

6.2 MACLEAN PARK STORY TELLING UPDATE

Kaituhi | Author: **Dave Hardy, Manager Project Management Office**

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

TE PŪTAKE | PURPOSE

- 1 Provide update on MacLean Park Story Telling

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board note this report

TŪĀPAPA | BACKGROUND

- 2 At the 2 March 2023 meeting Council, as part of the Te Uruhi project not proceeding agreed to the following Notice of Motion:
- 3 That Council reflects on the key outcomes Te Uruhi was seeking to achieve and, alongside key partners and stakeholders, builds on or develops work streams to deliver on these aspirations. We see the aspirations as including;
- 4 To enhance biosecurity and visitor experience of travelling to Kāpiti Island – **Economic Development and Property developing**
- 5 To provide opportunity for mana whenua stories to be told in an integrated, visible and mana enhancing way - **The project is currently being scoped and developed and we intend to work with the Iwi Partnerships Team to progress this work.**
- 6 To refine and tell our Kāpiti story, to support our destination marketing and sense of self and place - **Economic Development are currently progressing this work.**

HE TAKE | ISSUES

- 7 Nil

NGĀ KŌWHIRINGA | OPTIONS

- 8 Nil

NGĀ MAHI PANUKU | NEXT STEPS

- 9 Nil

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

6.3 TE NEWHANGA KAPITI COMMUNITY CENTRE UPDATE

Kaituhi | Author: **Dave Hardy, Manager Project Management Office**

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

TE PŪTAKE | PURPOSE

- 1 Provide an update on Te Newhanga Kapiti Community Centre

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board note this report

NGĀ MAHI PANUKU | NEXT STEPS

- 2 We have engaged a provider to deliver a needs assessment to create a clear picture of unmet social and community needs. This will ensure that any future development is fit for purpose and supports re-development of the Te Newhanga Community Centre, to create a space for the community which is inclusive and responsive to existing and future community needs. We will be coming to the community board to help with input during this engagement and expect to report back to Council on the assessment's outcomes post the Christmas break.
- 3 We have engaged an engineering company to carry out further structural assessment of the building to enable us to have a better understanding of our options for the building moving forwards.
- 4 We have been tidying up the outside area of the building and are developing the design of the "meanwhile space" and hope to have this in place this year. A meanwhile space is a place for the community to connect and share stories, and for council to inform and engage about this community space.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7 PŪRONGO | REPORTS

7.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Evan Dubisky, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 For the Paraparaumu Community Board to consider applications to the Discretionary Fund and to note Accountability Reports of previous funding recipients.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paraparaumu Community Board has delegated authority under section D of the 2022-2025 Governance Structure to consider and approve grant funding applications. The section states that the community board has the delegation to: *Approve criteria for, and disbursement of, community-based grant funds as approved through the Long-Term Plan or Annual Plan.*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Kāpiti Health Advisory Group to assist with the printing costs of brochures and posters to provide information about accessing health services.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Kāpiti Basketball Association to partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 2023.
- C. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Paraparaumu College to assist with access to Agracademy subscription to access tutorial videos for students to access learning to help them attain employment.
- D. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Widowed, Separated & Divorced Support Group Incorporated to assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course.

TŪĀPAPA | BACKGROUND

- 4 This is the third Paraparaumu Community Board meeting of the 2023/2024 financial year.
- 5 To allocate Discretionary Grants, the board should duly consider the established criteria, attached as Appendix 1 to this report.
- 6 Once funding has been approved and allocated to applicants, accountability reports will be required two months after the event or activity for which the grant was awarded takes place.

HE KŌRERORERO | DISCUSSION

- 7 The following applications for funding have been received and are attached as Appendix 2, 3, 4, and 5 to this report and summarised below.

Kāpiti Health Advisory Group

- 8 The Kāpiti Health Advisory Group has applied for a grant of \$750 to assist with the printing costs of brochures and posters to provide information about accessing health services.

Kāpiti Basketball Association

- 9 Kāpiti Basketball Association has applied for a grant of \$750 to partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 2023.

Paraparaumu College

- 10 Paraparaumu College has applied for a grant of \$500 to assist with access to Agracademy subscription to access tutorial videos for students to access learning to help them attain employment.

Widowed, Separated & Divorced Support Group Incorporated

- 11 Widowed, Separated & Divorced Support Group Incorporated has applied for a grant of \$750 to assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course.

- 12 The discretionary grant applications under consideration in this report total \$2,750.

He take | Issues

- 13 There are no issues to consider.

Ngā kōwhiringa | Options

- 14 There are no options to consider for this report.

Mana whenua

- 15 Mana Whenua have not been consulted as part of this report. The funding allocation is fully within the delegation of the Paraparaumu Community Board to consider.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 16 There are no climate change and environment considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 17 Budget allocations for the 2023/2024 financial year for the Paraparaumu Community Board Discretionary Grant is as follows:

2023/24 budget allocation	Total allocated to date	Total unallocated to date
\$23,954.00	\$5,483.80	\$18,470.20

- 18 For the 2023/24 financial year, Discretionary Grants approved by the Paraparaumu Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
18/07/23	Kāpiti Chorale	\$183.80	Assist with the cost of their 40 th anniversary concert to be held at Te Raukura ki Kāpiti on Saturday 12 August	Received Oct 2023
18/07/23	1 st XI Boys Football Team, Paraparaumu College	\$500	Assist with the team attending the winter Tournament in Auckland in August 2023.	Received Oct 2023

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
18/07/23	Loss and Grief Centre	\$500+GST	Assist with the set-up of a Bereaved by Suicide Support Group launching in August 2023	Received Oct 2023
18/07/23	Paraparaumu College 1st XI Boys Hockey team	\$500	Wear matching hoodies while they attend the Rankin Cup/India Shield competition held in Wellington between 28 August and 2 September 2023	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	March 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024
18/07/23	Paraparaumu Beach School	\$500	Assist with the girls' hockey team to the Zespri AIMS (Association of Intermediate Middle Schooling) Games in Tauranga in September 2023	December 2023
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	November 2023
18/07/23	Loved4Life	\$500	Assist with the cost of providing volunteers with the materials for making quilts for new babies in the community	November 2023
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 th August 2023	November 2023
29/08/23	Michelle Scullion	\$750	Assist with the cost of organising a travel sketching course at KEDA business hub on 25-26 November 2023	January 2024
29/08/23	The Combined Lions Club of Kāpiti	\$250	Assist with the printing costs of flyers and advertising to promote Food Bank collection in November 2023	January 2024
Total		\$5,483.80		

- 19 Completed Accountability Reports of grants approved by the former Paraparaumu/Raumati Community Board during the 2022/23 financial year, are attached as Appendix 6 to this report. One new accountability report has been received against these grants, and can be found in Appendix 8 to this report (under a separate cover).
- 20 Discretionary and Initiatives Grants approved by the Paraparaumu Community Board since the 2022 Local Body Elections for the 2022/2023 financial year are attached as Appendix 7 of this report. Three new accountability reports have been received against these grants, and can be found in Appendix 8 to this report (under a separate cover).

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 21 There are no legal or organisational risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 22 Grants are allocated in accordance with the established criteria as per Appendix 1 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

- 23 This matter has a low level of significance under Council's Significance and Engagement Policy and engagement is not conducted prior to decision making.

Whakatairanga | Publicity

- 24 Board Members play an active role around the community in promoting the discretionary grants available. Details are also made available on Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Discretionary Grant Criteria [↓](#)
2. Grant Application - Kāpiti Health Advisory Group (under separate cover) [⇒](#)
3. Grant Application - Kāpiti Basketball Association (under separate cover) [⇒](#)
4. Grant Application - Paraparaumu College Agracademy (under separate cover) [⇒](#)
5. Grant Application - Widowed, Separated and Divorced Support Group (under separate cover) [⇒](#)
6. Raumatī/Paraparaumu 2022/2023 Funding [↓](#)
7. Discretionary and Initiatives Funds PARCB 2022/2023 [↓](#)
8. Accountability Reports (under separate cover) [⇒](#)

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

The purpose of the Paraparaumu Community Board's Community Grants is to provide financial assistance for projects or activities that promote the wellbeing of the Paraparaumu community and show clear community benefit.

Eligible Organisations/Individuals

1. The organisation/individual must undertake its activities in the Paraparaumu area. The Board may consider financial assistance for events occurring outside the Paraparaumu Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paraparaumu areas.

Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paraparaumu Community. The Board may consider financial assistance for events occurring outside the Paraparaumu Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paraparaumu Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

Please note: All applications must have full documentation to support their application (**maximum of five pages in total**).

Eligible Purposes:

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees*;
5. The remission of hall rental*.

* within **the current financial year** of the project or activity

Ineligible Purposes

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses**.

**Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

Updated January 2023

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

The maximum grant payable is **\$750**.

Accountability

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paraparaumu Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

The above conditions and criteria do not preclude the Paraparaumu Community Board from considering any application at its discretion.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

PARAPARAUMU/RAUMATI COMMUNITY BOARD

LIST OF GRANTS FOR THE 2022/23 YEAR

Summary of activity:

Fund	2022/23 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$23,954	\$8,364	\$15,590
Initiatives Grant (includes \$20,000 unspent from 21/22)	\$40,000	\$28,556	\$11,444

Discretionary Grants allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
5/7/22	Zoe Boyd	\$500	To attend Ignite 2023, the international scouting event in Christchurch Dec-Jan 23	Report due Feb 23
5/7/22	Kāpiti Ballet Society	\$500	To help with costs to hold their four-day Dance Festival in July 22 at Southwards	Report due Sept 22
5/7/22	Kāpiti BMX Club	\$460	To purchase lime to repair erosion on their track caused by recent heavy rainstorms	Received 23/11/22
5/7/22	Mulled Wine Concerts	\$250	To help with costs to hold their Concert on 17 July at the Paekākāriki Memorial Hall	Received 31/8/22
5/7/22	Nikau Valley Restoration Society	\$500	To purchase plants as part of their successful community planting scheme in the Paraparaumu Scenic Reserve	Received 15/9/22
5/7/22	Kāpiti Concert Orchestra	\$500	Hall hire and expenses to hold their August 22 Concert at Te Raukura Raumati	Received 5/9/22
5/7/22	Raumati South Residents' Association	\$500	Start-up costs of a Raumati South Repair Café	Report due Sept 22
16/8/22	Lions Club of Kāpiti	\$500	Printing costs for leaflets advertising their foodbank Collection (Nov 22)	Report due Jan 23
16/8/22	Kidz Need Dadz	\$500	Annual Father Day community event (4 Sep 22)	Report due Nov 22
16/8/22	Actively Coping with Cancer (Christine Lenk)	\$500	Hall hire (Aug-Dec 22) to hold Tai Chi Qi Gong classes	Report due Feb 23
16/8/22	Kāpiti Table Tennis Club	\$500	Hall hire to hold extra Interclub and Club Championships	Received 21/10/22
27/9/22	Bede Laracy	\$1,904	Illustration work for a long-term vision for Raumati Village	Received 11/1/23
27/9/22	Kapiti Chess Club	\$500	Additional equipment for their Junior Chess Club	Report due Dec 22
27/9/22	Kapiti Ladies Floral Group	\$750	Hall hire for monthly meetings at the Ocean Road Community Centre	Received 27 Sept 2023

Date	Recipient	Amount	Purpose of Grant	Report Back
	TOTAL GRANTS	\$8,364		

Initiatives Fund allocated

Date	Recipient	Amount	Purpose of Grant	Report Back
16/8/22	Kāpiti Coast Rugby League Club	\$2,847	Replacement window catches and stays at their Club Rooms, Matthew Park	Report due Nov 22
16/8/22	Kāpiti Community Recreational Turf Trust	\$2,846	Purchase and installation of external drinking fountains/heat pumps for the Pavilion room and/or memorial plaque to acknowledge members	Report due Mar 23
16/8/22	Kāpiti Citizens Services Trust	\$2,846	Upgrading toilet area in the Ocean Road Community Centre	Report due Mar 23
16/8/22	Kidz Need Dadz	\$1,500	Workshops, Mural Project and Lighthouse Supervised Pilot Programme	Report due Nov 22
16/8/22	Kāpiti Crop Swap	\$1,000	Hall hire to hold their Crop Swaps at the Kāpiti Uniting Parish Hall	Report due Nov 22
16/8/22	The Kai Ora Initiative	\$1,700	To Build a garden shed with composting toilet on their community-supported urban farm on He Tāngata Place, Paraparaumu	Report due Nov 22
16/8/22	Nourish Trust	\$500	Providing families in need with hampers of nourishing food	Report due Nov 22
16/8/22	Jenna-Lea Philpott Creative Kapiti	\$2,846	To arrange Summer Music in the Parks on the Kāpiti Coast	Report due Mar 23
16/8/22	Pickle Pot Be-In	\$1,000	Annual Pickle Pot event in Paekākāriki on 11 February 2023	Report due Feb 23
16/8/22	Our Lady of Kāpiti School	\$2,915	Hire of 18-20 flushing port-a-loos for public use during Takiri O Te Ata-Kapahaka Festival on 1 Dec 22	Received 8/12/22
27/9/22	Adienna Sloman	\$1,500	Travel costs to Sydney to attend Brent Street Performing Arts	Report due Dec 22
27/9/22	Carry Kapiti – Kapiti Babywearing	\$1,000	Workshop content creation and Māori parenting consultant	Report due Dec 22
27/9/22	Daniel Jefferies	\$1,000	Travel costs to Auckland in Oct 22 to attend the Trans-Tasman Men's Netball	Report due Dec 22
27/9/22	Eisa Mozhdeh	\$1,500	Travel costs to Mexico in Nov 22 to attend Taekwondo Nationals	Received 31/10/22
27/9/22	Hoop Club Kapiti	\$1,814	Stationery and equipment for Junior Basketball Programme	Report due Feb 23
27/9/22	The Shed Project Kapiti	\$1,742	Hanging system for new community gallery	Report due Dec 22
	TOTAL GRANTS	\$28,556		

7.2 Road Naming - Corner of Kapiti Road, Waimarie Avenue and Amohia Street, Paraparaumu

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report asks the Paraparaumu Community Board to approve road names for two new private rights-of-ways at the corner of Kapiti Road, Waimarie Avenue and Amohia Street, Paraparaumu.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paraparaumu Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure
Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board approves the names for the following Private Right-of-ways:

- A. Approves the name for Private Right-of-Way One shown in Appendix 1 of this report.
- B. Approves the name for Private Right-of-Way Two shown in Appendix 1 of this report.

TŪĀPAPA | BACKGROUND

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private.
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, and/or historical connections of previous owners.
- 6 The Paraparaumu Community Board may accept one of the proposed names within the report or reject all the suggested names and request Council staff to provide alternative names in a subsequent report.
- 7 The developer is Kāpiti Road Development Ltd.

HE KŌRERORERO | DISCUSSION

- 8 The subdivision at the corner of Kapiti Road, Waimarie Avenue and Amohia Street will create 78 new lots and 2 new Private rights-of-ways.
- 9 The new roads are shown as Private Right-of-Way One and Private Right-of-Way Two, as shown on attachment 1 to this report.
- 10 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way), shall provide

three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.

- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 12 Throughout the process local iwi and historian have been consulted and have supported the options provided.
- 13 The proposed names have been approved for use by Land Information NZ.

He take | Issues

- 14 It is proposed that the road names reflect the native trees that were on the site previously and/or people who had historical links to the area.

Ngā kōwhiringa | Options

- 15 The three names provided in preferential order for Roads One and Two are as follows:

PRIVATE RIGHT-OF-WAY ONE

Option 1

Houhere Street - Native tree and there were several Lacebarks and Ribbonwoods on site previously.

Option 2

Tarata Street - Native Tree.

Option 3

Travers Street - Director of the Wellington and Manawatu Railway companies that surveyed the Paraparaumu village in 1889, Travers also previously owned a portion of this site.

PRIVATE RIGHT-OF-WAY TWO

Option 1

Kamahi Place - Native tree and there were several Lacebarks and Ribbonwoods on site previously.

Option 2

Akeake Place – Native Tree.

Option 3

Plimmer Place - Director of the Wellington and Manawatu Railway companies that surveyed the Paraparaumu village in 1889.

Mana whenua

- 16 Local Iwi have been consulted and support the recommendations put forward by the developers.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 17 There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 18 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

19 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

21 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

22 There are no publicity issues arising from this report.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Map showing Private Right-of-Ways One and Two [↓](#)

7.3 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM

Kaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 For the Paraparaumu Community Board to consider the adoption of a Code of Conduct for the 2022 – 2025 triennium following the adoption of the Code (appended in Appendix 1) by Council on 31 August 2023. The proposed draft Code appended in Appendix 1 is based on the new 2022 model standard Code of Conduct developed by Local Government New Zealand.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board adopt the Code of Conduct appended at Appendix 1 for the 2022-2025 triennium as adopted by Council on 31 August 2023.

AND

- B. That the Paraparaumu Community Board adopt a two-step complaints of alleged breaches assessment process.

AND

- C. That the Paraparaumu Community Board either:

C.1 adopt that recommendations from independent investigators are **binding** in the resolution of a Code of Conduct complaint.

OR

C.2 adopt that recommendations from independent investigators are **not binding** in the resolution of a Code of Conduct complaint and will be brought back to the Board for consideration of resolution.

TŪĀPAPA | BACKGROUND

Why should the Paraparaumu Community Board adopt the Code of Conduct

- 4 The provisions of the Local Government Act (LGA) 2002 (“the Act”) require a local authority to adopt a code of conduct for members of the local authority (Clause 15, Schedule 7 of the LGA 2002 appended at Appendix 2).
- 5 The Act specifies the contents of a code of conduct which ‘must define the expectations about the manner in which members may conduct themselves while acting in their capacity as members’; including the behaviour of members towards each other, staff and the public. The Act further specifies that a code must also define how members are to manage information received in their capacity as elected members.
- 6 While most disagreements and complaints may be managed through effective relationships between the Mayor, elected members and staff, a code is an instrument that can be used when this is insufficient to resolve an issue.

- 7 Council adopted the appended Code of Conduct (“the Code”) (appended at Appendix 1) on 31 August 2023.
- 8 Under the definitions of the Act, Community Board members are not considered to be members of the territorial authority and Community Boards are therefore not required to adopt a code. If Community Boards decide to adopt a code, the code will need to be re-adopted at the beginning of each triennium.
- 9 Each triennium, Local Government New Zealand (LGNZ) has provided councils with model code of conduct versions considering any learnings taken from code of conduct complaints and breaches as well as general feedback on complexities concerning interpretation and application experienced by councils’.
- 10 In October 2022, LGNZ released Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct; an updated model code developed over three years following feedback from councils’ around Aotearoa New Zealand.
- 11 Each triennium, LGNZ encourages councils and community boards to formally review their existing code of conduct and either amend, or re-adopt it, to ensure that the code is fully endorsed by all members.

The Code of Conduct – based on the LGNZ Model

- 12 The Code of Conduct (appended at Appendix 1) adopted by Council on 31 August 2023, is based on the model code suggested by LGNZ and includes refreshed, up-to-date content that is in line with current best practice.
- 13 The purpose of the new Code is to support the effectiveness of the Community Board and provide for good local governance by promoting effective decision-making and community engagement; enhancing the credibility and accountability of the Community Board to its communities; and developing a culture of mutual trust, respect, and tolerance between members of the Community Board and between the members and management.
- 14 The Code sets boundaries on the standards of behaviour of members towards each other, the Chief Executive and staff, the general public, and the media and provides a means of resolving situations when elected members breach those standards. The Code also provides direction around the disclosure of information that members receive in their official roles and information which impacts on the ability of the Council to give effect to its statutory obligations.
- 15 The Code is a self-regulating instrument which governs day-to-day and less formal relationships. It is supported by other mechanisms such as the Governance Structure and Delegations 2022-2025, the Local Governance Statement 2022-2025 and Standing Orders. The Code is most effective when “owned” by elected members and if the drafting of such a code takes into consideration their feedback and input.
- 16 The Code also contains procedural steps on how to manage complaints in relation to the Code.

What is new in the 2022 LGNZ Model Code compared to older model versions

- 17 Te Tikanga Whanonga a LGNZ: The Local Government Code of Conduct contains several significant changes to previous model codes released by LGNZ, including:
 - 17.1 A focus on managing specific types of behaviors, such as bullying or harassment, regardless of the place or platform on which the member is engaging, such as social media, in meetings, or interactions between members.
 - 17.2 An explicit description of unacceptable behaviors.
 - 17.3 Acknowledgement of Te Tiriti o Waitangi as the foundational document for Aotearoa New Zealand and a description of Te Tiriti principles and how they apply to councils.
 - 17.4 An acknowledgement of the principles of good governance.

- 17.5 An amended approach to investigating and assessing alleged breaches of the Code designed to ensure the process is independent and focused on serious rather than minor or trivial complaints.
- 17.6 A reduction to essential items not covered elsewhere, for example, the new version no longer includes items covered by legislation, Standing Orders, the Governance Structure 2022-2025 or the Local Governance Statement 2022-2025.

Process for Managing Alleged Breaches of the Code of Conduct

- 18 Any complaints made under the Code of Conduct, even complaints in relation to Community Board Members' conduct not specifically mentioned in the Code, will upon adoption of the Code, be managed in accordance with the process appended to the Code.
- 19 The Community Board is asked to adopt a process for managing alleged breaches under the Code as suggested by LGNZ and as part of this the Board should determine the following when adopting the Code of Conduct:

A single step or two step complaints assessment process

- 19.1 In a single step assessment process, the Chief Executive refers all complaints directly to an independent investigator who determines whether the complaint is valid and, if so, recommends an action or actions which are appropriate to the level of materiality or significance of the breach.
- 19.2 In a two-step assessment process, the Chief Executive refers all complaints to an initial assessor who determines whether the complaint is valid and, if so, can refer the complaint to the Mayor or relevant Chairperson or recommend that the parties undertake mediation. Where the nature of the breach is significant and where mediation is not an option (or not agreed to) then the initial assessor will refer the complaint to an independent investigator, who may also re-assess the complaint.
- 19.3 Council officers recommend a two-step process to maintain the principle of ensuring complaints are resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement. A two-step process also allows for efficiencies in cost and for an approach to be taken that is appropriate to the particular complaint.

Binding or non-binding recommendations from an investigator

- 19.4 It is important that the process for investigating an alleged breach of the Code of Conduct is politically independent. The perception of independence and objectivity may be lost if it is ultimately elected members who decide the nature of the action to be taken when a complaint is upheld. This perception can be avoided if the Community Board agrees to be bound by an independent investigator's recommendations.
- 19.5 On the other hand, if the Community Board agrees that it will be bound by an independent investigator's recommendations, it will not have flexibility to adopt another approach if the findings are deemed inappropriate to the issue. Code of Conduct complaints can also be political issues and as such, Council may wish to retain the ability to make the final decision on an investigator's recommendations. The risk of this being an issue for the Board is lessened by a two-step complaints process where complaints are resolved at an appropriate level. Complaints referred to an independent investigator will likely be complaints with a level of seriousness where there is merit in an independent investigation.
- 19.6 Should the Community Board resolve that the recommendations from an independent investigator are binding, the Chief Executive's report together with the investigators report and recommendations are presented to the Board for noting only.
- 19.7 Should the Community Board resolve that the recommendations from an independent investigator are non-binding, the Chief Executive's report together with the investigators report and recommendations are presented to the Board for consideration.

- 20 At its meeting of 31 August 2023, Council adopted a two-step assessment process for managing alleged breaches under the Code.
- 21 Council also resolved that any recommendations received from an independent investigator will not be binding on Council. Consequently, the Chief Executive's report together with the investigators report and recommendations are presented to Council for consideration. Council retains flexibility to adopt another approach if the findings are deemed inappropriate to the issue.
- 22 The following principles will guide the investigation into, and assessment of, complaints made against a member for breaching the Code of Conduct:
- 22.1 The complaints process will be independent, impartial, and respect members' privacy.
- 22.2 Members will be given due notice that an investigation is underway and will be provided with an opportunity to be heard.
- 22.3 Members will have a right to seek independent advice, be represented, and, if they choose, be accompanied by a support person throughout the process.
- 22.4 Complaints will be resolved at the lowest level of resolution as possible, with priority given to finding a mediated settlement.
- Complainants, and members subject to a complaint, will have access to advice and support for the time it takes to find a resolution. For example, by enabling both parties to access Council's Employee Assistance Programme (EAP) or elected members' equivalent.

Steps taken to develop the Code of Conduct

- 23 Council officers reviewed the LGNZ model and after consulting with LGNZ included a section on social media in the Code appended as Appendix 1.
- 24 Following this review, Council officers held a briefing and workshop with elected members and mana whenua representatives to work through the elements of the proposed Code. Council officers incorporated key feedback into the LGNZ 2022 model Code to produce the Code of Conduct (appended at Appendix 1).
- 25 Council officers have engaged with Community Board Chairs and all Community Board Members were invited to the briefing and workshop sessions. Community Board Members were also encouraged to provide feedback following the circulation of the draft Code via email to ensure feedback from Community Boards was also captured.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 26 The Paraparaumu Community Board is asked to consider the adoption of the Code of Conduct appended as Appendix 1 in line with current best practise and LGNZ's proposed model code of conduct.

Ngā kōwhiringa | Options

- 27 While Community Boards are not required by legislation to adopt a code or could decide to adopt a different code of conduct to Council;
- 27.1 If a Community Board decided to adopt a different code, it would complicate the management of alleged breaches considerably and would harm the cohesion of all elected members.
- 27.2 If Community Boards decided not to adopt a code at all, they cannot be held to a code and therefore a complaints process under the code would not exist.
- 28 Community Boards could also decide to adopt the content of the Code but contrary to Council adopt:

- 28.1 A one-step complaint process, and/or
 - 28.2 That independent investigator recommendations are binding.
- 29 Council Officers recommend that Community Boards adopt the same Code and complaints process adopted by Council. This will allow for all elected members and appointed members, in the serving term on Council, a Committee or Community Board to be governed by the same Code and will reduce the chance of confusion when managing complaints.

Tangata whenua

- 30 Council's mana whenua partners were invited to attend a briefing and workshop to contribute to the Code of Conduct adopted by Council and were encouraged to provide feedback following the circulation of the draft Code to Councillors, mana whenua representatives and Community Board Members via email.
- 31 Mana whenua representatives are expected to comply with the Code of Conduct as a term of their appointment to Council and its Committees and Subcommittees for the 2022-2025 triennium. After confirmation of appointment by Council, mana whenua representatives and other appointed members receive an appointment letter setting out this expectation.

Panonitanga āhuarangi | Climate change

- 32 There are no climate change or environment considerations for this report.

Ahumoni me ngā rawa | Financial and resourcing

- 33 There are no direct financial considerations for this report though Council must ensure that members who make a complaint under the Code of Conduct are not left to meet any costs created by doing so. Members, those who make complaints, and those who are subject to a complaint, should be given appropriate and reasonable support.
- 34 Complaints made under the Code may incur a cost if an external independent assessor and/or investigator is required to be engaged. Assessors and investigators will be engaged as required and on a case-by-case basis so precise costs are difficult to determine. The costs of assessment and investigatory services will be met by Council.

Ture me ngā Tūraru | Legal and risk

- 35 Any failure to observe the provisions of the Code of Conduct may result in the following:
- 35.1 Exposing the Council to litigation.
 - 35.2 Invalidating insurance of indemnity for members.
 - 35.3 Exposing individual members to responsibility for loss under section 46 of the Local Government Act.
- 36 In cases where a breach of the Code is found to involve regulatory or legislative requirements, the Chief Executive will refer the complaint to the relevant agency.

Ngā pānga ki ngā kaupapa here | Policy impact

- 37 The relevant policies that elected members must have an understanding of have been referenced in the Code of Conduct document. These policies are:
- 37.1 Council's Media Communications Protocol
 - 37.2 Council's Members' Declaration of Interest Policy
- 38 These policies will be updated as required and provided to Council for adoption or noting and will subsequently be communicated with Community Boards.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

39 An engagement plan is not required to implement this decision.

Whakatairanga | Publicity

40 The Code of Conduct has been uploaded to Council's website and will be available for the community to access.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Code of Conduct Triennium 2022 - 2025 adopted on 31 August 2023 [↓](#)
2. Clause 15, Schedule 7 of the LGA 2002 [↓](#)

7.4 DRAFT CALENDAR OF MEETINGS 2024

Kaituhi | Author: **Evan Dubisky, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report seeks the Paraparaumu Community Board's approval of the appended meeting schedule for 2024.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves the following dates for the Paraparaumu Community Board meetings in the 2024 calendar year.
 - Tuesday, 13 February 2024
 - Tuesday, 26 March 2024
 - Tuesday, 7 May 2024
 - Tuesday, 18 June 2024
 - Tuesday, 30 July 2024
 - Tuesday, 10 September 2024
 - Tuesday, 5 November 2024

TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for the Paraparaumu Community Board.
- 5 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 6 The calendar of meetings lists an approximate six to seven-weekly cycle for the Paraparaumu Community Board, which is the same for all other Community Boards.
- 7 Provisions in the Local Government Official Information and Meetings Act 1987 and the Paraparaumu Community Board's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded to give Board members adequate time to consider the reports and associated information within meeting agendas. Agendas are distributed five working days in advance of meetings.
- 8 The meeting calendar year sets the first meeting in February 2024, with no meetings or briefings scheduled in January 2024 to allow for a good break over the Christmas and New Year period for elected members.

- 9 During each two-week school holiday period, there are no meetings or briefings scheduled for the first week; these periods are shown as 'Keep Free' days.
- 10 During the second week of the school holiday period, placeholders for briefings only are scheduled on Tuesdays and Thursdays. There are no meetings scheduled during the school holiday period.

Ngā kōwhiringa | Options

Meeting start times

- 11 Paraparaumu Community Board meetings are currently scheduled to take place on Tuesday evenings commencing at 6.30pm.
- 12 Community Boards are free to decide on different dates and times for their meetings.
- 13 Council, Committee and Subcommittee meetings, where Community Board Members are participating or voting members, are scheduled to begin at 9.30am on Tuesdays or Thursdays.
- 14 The meetings of other Community Boards are currently scheduled to take place on Tuesday evenings at 7.00pm.

Briefings, workshops and training

- 15 Briefings and workshops placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 16 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and are not intended for decision-making as per the provisions set in the Local Government Official Information and Meetings Act 1987.
- 17 Elected member training events will also be held on Tuesdays or Thursdays as required.

Other meetings

- 18 The draft calendar also includes meeting dates for Council, Committee, Subcommittee, Zone 4, Te Whakaminenga o Kāpiti and other Community Board meeting dates. These dates have been included for information purposes for those Community Board members that are participating or voting members of those committees.

Changes to the calendar

- 19 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings. In such cases, the matter is first addressed with the Chair of each Community Board prior to informing the Board about the proposed alternative meeting dates.
- 20 Any changes to meeting dates are publicly communicated through the Council's Calendar of Meetings webpage. Community Board members are also promptly alerted of changes via Karanga Mai calendar invitations, alongside being notified via the weekly Elected Members' Bulletin '*Schedule of Meetings*' section. Cancellation notices will include reasons for cancelling.

Mana whenua

- 21 The appended Calendar of Meetings includes meeting placeholders for Te Whakaminenga o Kāpiti, however these dates are subject to change following formal adoption by Te Whakaminenga o Kāpiti at a hui later in the year.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 22 There are no climate change and environmental considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

- 23 The proposed timetable of meetings can be delivered within existing budgets.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 24 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

Ngā pānga ki ngā kaupapa here | Policy impact

- 25 There are no policy considerations within this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

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

Whakatairanga | Publicity

- 27 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.
- 28 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2024 [↓](#)

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES - 29 AUGUST 2023**

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

Taunakitanga | Recommendations

That the minutes of the Paraparaumu Community Board meeting of 29 August 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes from 29 August 2023 [↓](#)

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated matters under action for the Paraparaumu Community Board to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action - October 2023 [↓](#)

10 CLOSING KARAKIA