



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Raumati | Raumati Community Board Meeting

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

Te Rā | Date: Tuesday, 17 October 2023

Te Wā | Time: 7.00pm

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

**Sean Mallon
Group Manager Infrastructure Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Raumati | Raumati Community Board will be held in the Raumati Bowling Club, 1 Matatua Road, Raumati Beach, on Tuesday 17 October 2023, 7.00pm.

Poari ā-Hapori o Raumati | Raumati Community Board Members

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

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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 UPDATE ON THE RAUMATI SEAWALL PROJECT AND OUTLINE OF PLANS****Author/ Authoriser: Sean Mallon, Group Manager Infrastructure Services****TE PŪTAKE | PURPOSE**

The intention is to update the Community Board on the proposed date for a community open engagement session of the proposed Raumati sea wall replacement design.

The community open engagement session will involve some images of the proposed design and the community will have the opportunity to give their feedback on the day. We are currently looking at venue availability and will confirm the date and venue at the Raumati Community Board meeting of 17 October 2023.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

7 PŪRONGO | REPORTS

7.1 ADOPTION OF NEW CODE OF CONDUCT 2022-2025 TRIENNIUM

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

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

TE PŪTAKE | PURPOSE

- 1 For the Raumati 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 Raumati Community Board has the delegated authority to consider this matter.

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TAUNAKITANGA | RECOMMENDATIONS

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

AND

- C. That the Raumati 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 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 behaviours.
 - 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 mentioning 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, is met. 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 Raumatī 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**

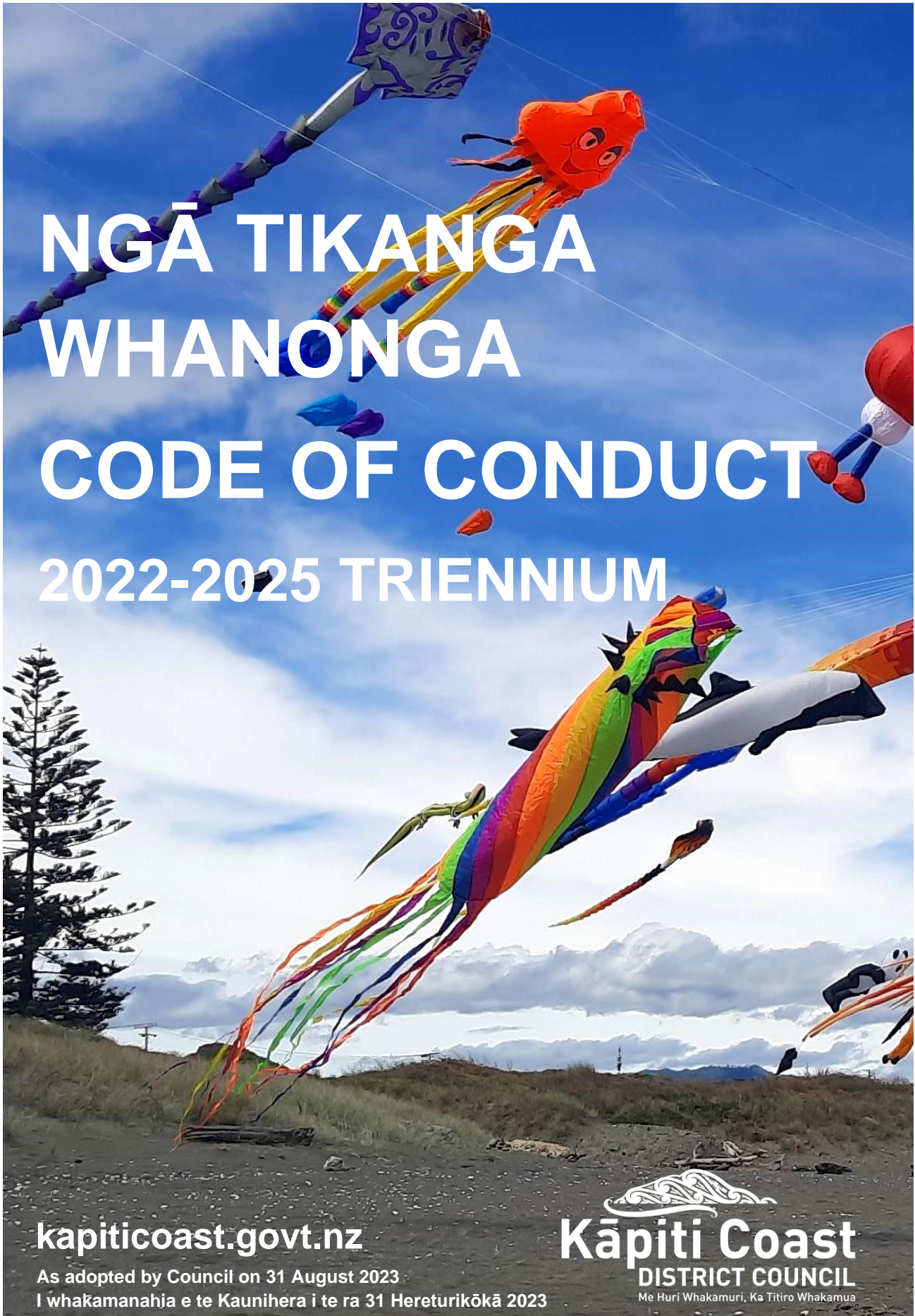
39 An engagement plan is not required to implement this decision.

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 [↓](#)



NGĀ TIKANGA WHANONGA CODE OF CONDUCT 2022-2025 TRIENNIUM

kapiticoast.govt.nz

As adopted by Council on 31 August 2023
I whakamanahia e te Kaunihera i te ra 31 Hereturikōkā 2023


Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

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7.2 DRAFT CALENDAR OF MEETINGS 2024

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

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

TE PŪTAKE | PURPOSE

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

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Although not legislatively required, it is good practice to approve a meeting schedule for the upcoming calendar year to ensure transparency and allow for planning.

TE TUKU HAEPAPA | DELEGATION

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves the following dates for the Raumati Community Board meetings in the 2024 calendar year.
 - Tuesday, 20 February 2024
 - Tuesday, 19 March 2024
 - Tuesday, 14 May 2024
 - Tuesday, 25 June 2024
 - Tuesday, 13 August 2024
 - Tuesday, 17 September 2024
 - Tuesday, 12 November 2024

TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for the Raumati 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 Raumati 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 Raumati 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, with no meetings or briefings scheduled in January 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.

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

- 10 Raumatī Community Board meetings are currently scheduled to take place on Tuesday evenings commencing at 7.00pm.
- 11 Community Boards are free to decide on different dates and times for their meetings.
- 12 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.
- 13 The meetings of other Community Boards are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are proposed to begin at 6.30pm on Tuesday evenings.

Briefings, workshops and training

- 14 Briefings and workshops placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 15 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.
- 16 Elected member training events will also be held on Tuesdays or Thursdays as required.

Other meetings

- 17 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

- 18 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.
- 19 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

- 20 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

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

Ahumoni me ngā rawa | Financial and resourcing

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

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

23 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

24 There are no policy considerations within this report.

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

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

Whakatairanga | Publicity

26 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.

27 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

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

7.3 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

1. This report details applications to the Discretionary Grants Fund received by the Raumati Community Board for consideration for the 2023/2024 year; and notes accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

3. The Raumati Community Board has delegated authority as at section D of the Governance Structure and Delegations for the 2022-2025 Triennium, approved by Council 24 November 2022:

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Cancer Society of New Zealand Wellington Division to assist with the costs of maintaining the garden and outdoor area at their Kāpiti Support Centre.
- B. That the Raumati Community Board approves a Discretionary Grant of \$..... to Eisa Mozhdeh to assist with the costs of competing at the Pacific Games in the Solomon Islands.
- C. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Raumati South Residents Association to assist with the costs of the Raumati South Memorial Hall reopening event.
- D. That the Raumati Community Board approves a Discretionary Grant of \$..... to Rae Bolton to assist with advertising and equipment costs for the Walk 4 Women Hīkoi 4 Wāhine breast cancer awareness and fundraising event.
- E. That the Raumati Community Board approves a Discretionary Grant of \$..... to Kāpiti Homeschool Hub to assist with the costs of establishing an online platform for the local homeschooling community.
- F. That the Raumati Community Board notes the accountability reports received, as attached under a separate cover as Appendices 7-13.

TŪĀPAPA | BACKGROUND

4. This is the third meeting of the Raumati Community Board of the 2023/2024 financial year.
5. Discretionary Grants are allocated in accordance with established criteria, appended to this report as Appendix 1.
6. The applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

7. Five applications for funding have been received and are attached to this report (under separate cover) as Appendix 2-6. The applications are summarised below.

8. There is currently \$21,726.30 available for distribution from the Discretionary Grants Fund in the 2023/2024 financial year. This amount does not roll over to the next financial year.

The following applications are seeking total funding of \$4139.75 from the Discretionary Grants Fund.

9. Claire Sonntag, on behalf of the Cancer Society of New Zealand Wellington Division, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the costs of maintaining the garden and outdoor area at their Kāpiti Support Centre.
10. Eisa Mozhdeh, of Mozhdeh Martial Arts NZ Ltd, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with travel costs associated with competing at the Pacific Games in the Solomon Islands.
11. Clare Hynd, on behalf of the Raumati South Residents Association, has applied for a grant under the Discretionary Grants Fund of \$500.00 to assist with the costs of the Raumati South Memorial Hall reopening event in November 2023.
12. Rae Bolton, on behalf of Walk 4 Women Hīkoi 4 Wāhine, has applied for a grant under the Discretionary Grants Fund of \$1389.75 to assist with the cost of advertising and equipment for a local breast cancer awareness and fundraising walk.
13. Elisha Nauta, on behalf of Kāpiti Homeschool Hub, has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the cost of establishing an online platform for the local homeschooling community.

He take | Issues

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

Ngā kōwhiringa | Options

15. There are no options to be considered within this report.

Tangata whenua

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

Panonitanga āhuarangi | Climate change

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

Ahumoni me ngā rawa | Financial and resourcing

18. Budget allocation for the 2023/2024 financial year for the Raumati Community Board is summarised below:

Fund	2023/24 budget allocation	Total allocated to date	Total unallocated to date
Discretionary Grant	\$25,000.00	\$3273.70	\$21,726.30

19. Discretionary Grants approved by the Raumati Community Board for the 2023/2024 year are as follows:

Discretionary Fund				
Date	Recipient	Amount	Purpose of Grant	Report Back
25/07/23	Kāpiti Community Patrol	\$750.00	Cost of fuel to operate the community patrols.	Report due Oct 2023

25/07/23	Kāpiti Concert Orchestra	\$750.00	Costs associated with staging the Orchestra's August 2023 concert.	Report received
25/07/23	Nourish Trust	\$500.00	Costs associated with providing Christmas hampers to the community.	Report due Oct 2023
25/07/23	Pikikotuku Thomas	\$750.00	Costs associated with staging a disco for kapa haka groups from local Colleges.	Report due Oct 2023
25/07/23	Combined Lions Clubs of Kāpiti	\$250.00	Cost of printing and advertising for Combined Lions Clubs' Annual Foodbank Collection.	Report due Oct 2023
05/09/23	Raumati Village Community Garden	\$273.70	Cost of seedlings and compost for Spring planting.	Report due Nov 2023

20. Attached to this report (under separate cover) as Appendices 7-13 are seven accountability reports received since the last Raumati Community Board meeting in September 2023.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

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

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

24. Board Members play an active role in the community in promoting the grant available.

25. Information on the grant and the application process is available via the Council's website.

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

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Raumati Community Board Discretionary Grants Criteria [↓](#)
2. Raumati Community Board Grant Application - Cancer Society of New Zealand Wellington Division (under separate cover) [⇌](#)
3. Raumati Community Board Grant Application - Mozhdeh Martial Arts NZ Ltd (under separate cover) [⇌](#)
4. Raumati Community Board Grant Application - Raumati South Residents Association (under separate cover) [⇌](#)
5. Raumati Community Board Grant Application - Walk 4 Women Hīkoi 4 Wāhine (under separate cover) [⇌](#)
6. Raumati Community Board Grant Application - Kāpiti Homeschool Hub (under separate cover) [⇌](#)
7. Raumati Community Board Accountability Report Back - Home4All (under separate cover) [⇌](#)
8. Raumati Community Board Accountability Report Back - Kāpiti Concert Orchestra (under separate cover) [⇌](#)
9. Raumati Community Board Accountability Report Back - Raumati South Residents Association (under separate cover) [⇌](#)

10. Raumati Community Board Accountability Report Back - Kāpiti Chorale Incorporated (under separate cover) [⇒](#)
11. Raumati Community Board Accountability Report Back - Kāpiti College 1XI Girls Football (under separate cover) [⇒](#)
12. Raumati Community Board Accountability Report Back - Friends of the Orchard (under separate cover) [⇒](#)
13. Raumati Community Board Accountability Report Back - Loss and Grief Centre (under separate cover) [⇒](#)

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

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Raumati Community Board meeting of 5 September 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes of Raumati Community Board Meeting 5 September 2023 [↓](#)

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

Author: Jessica Mackman, Senior Advisor, Democracy Services

Authoriser: Sean Mallon, Group Manager Infrastructure Services

MATTERS UNDER ACTION

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

TAUNAKITANGA | RECOMMENDATIONS

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

NGĀ ĀPITI HANGA | ATTACHMENTS

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

10 CLOSING KARAKIA