



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 November 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 November 2023, 7.00pm.

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Members

Mr Cam Butler	Chair
Mr Simon Black	Deputy
Mrs Jackie Elliott	Member
Ms Christine Papps	Member
Cr Shelly Warwick	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 ŌTAKI RESERVOIR

Author: Peter Bollmann, Project Manager, Ōtaki Growth Infrastructure

Authoriser: Sean Mallon, Group Manager Infrastructure Services

TE PŪTAKE | PURPOSE

An update on the Ōtaki Reservoir project.

Planting Plan

We held two successful community meetings with a small group of interested neighbours to develop a planting plan for the site.

Second reservoir

We have contracted Align NZ to investigate potential sites for a second Waitohu reservoir and two replacement bores.

Keeping people informed

We ran a half page advertisement in the November issue of the Ōtaki Mail to let the community know about the environmental protection features on site and that earthworks have started.

Site earthworks

The contractor Goodmans has completed the topsoil strip of the access and reservoir site. There is a large topsoil stockpile on site that will remain for the duration of the project and Goodmans will now monitor dust as we get into the dryer months. Trucks have been delivering a small amount of aggregate for the reservoir access. Once the access is complete, truck movements will increase in frequency to deliver aggregate that is required for other parts of the project. Traffic management measures will be installed shortly around the intersection of Te Manuao Road. Following the recent spell of rain, the site and all erosion and sediment control measures were inspected and were working well and there was no untreated discharge from the site. Effectively, the environmental controls are in good working order and operating as designed. This should continue to protect the downstream water environment as the project progresses.

Open tenders

We have two tenders currently out in the market – for the installation of the pipework down to Te Manuao Rd connecting to the pump station at County Rd, and for the construction of the tank itself. We expect to have both contracts in place by early 2024 for works to be completed by the end of 2024. Once we have detailed programmes from the successful contractors, we will update the Community Board on proposed timeframes and work to mitigate any disruption to nearby residents.

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: **Kris Pervan, Group Manager Strategy & Growth**

TE PŪTAKE | PURPOSE

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

TAUNAKITANGA | RECOMMENDATIONS

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

AND

- C. That the Ōtaki 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 behaviours, 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 Ōtaki 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

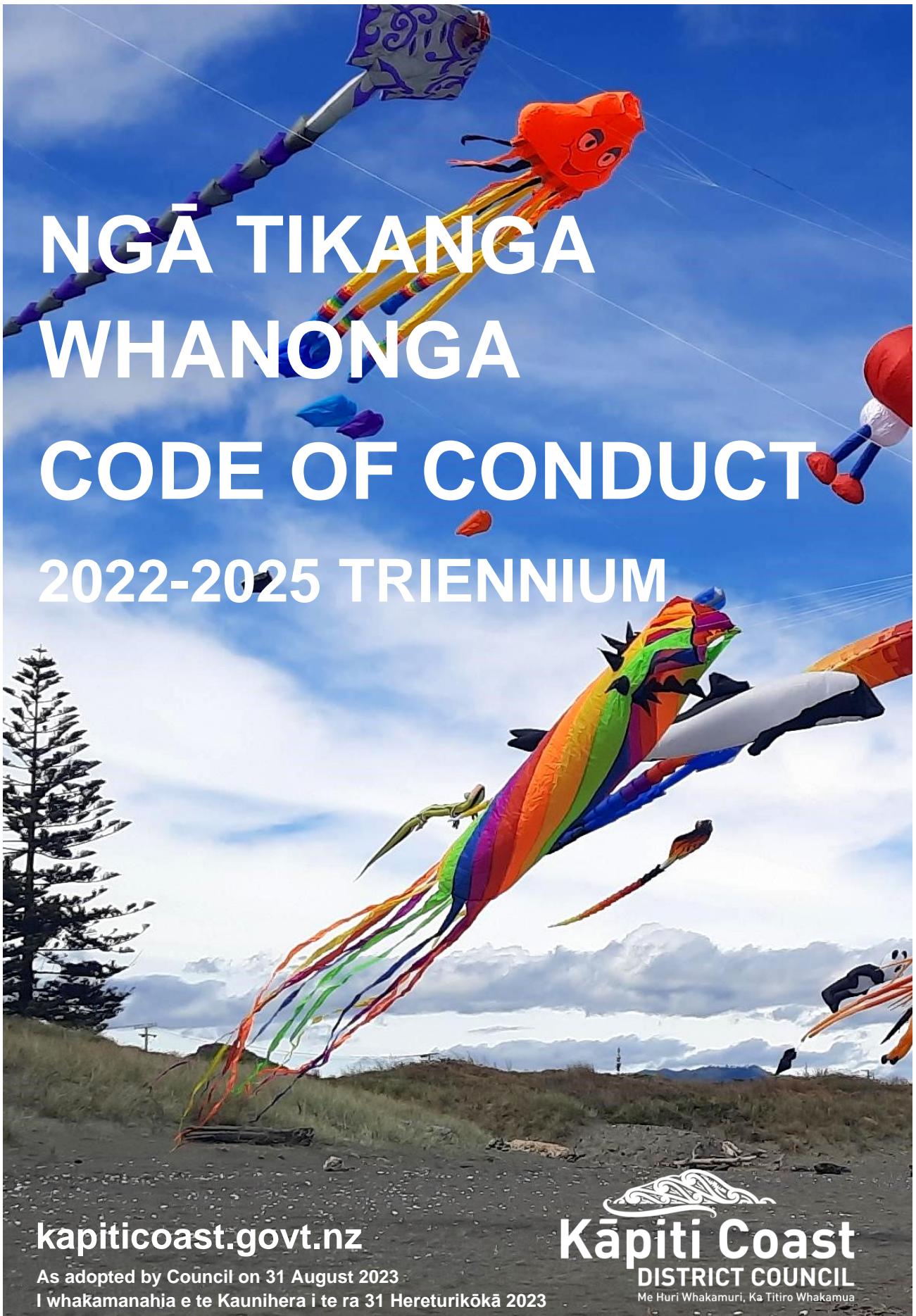
39 An engagement plan is not required to implement this decision.

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: **Kate Coutts, Democracy Services Advisor**

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

TE PŪTAKE | PURPOSE

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves the following dates for their 2024 meetings as shown in the appended calendar of meetings ‘Draft Calendar of Meetings 2024’:
 - Tuesday, 5 March 2024
 - Tuesday, 9 April 2024
 - Tuesday, 28 May 2024
 - Tuesday, 23 July 2024
 - Tuesday, 27 August 2024
 - Tuesday, 15 October 2024
 - Tuesday, 26 November 2024

TŪĀPAPA | BACKGROUND

- 4 The calendar of meetings for 2024 covers the meeting cycle for the Ōtaki 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 Ōtaki 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 Ōtaki 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.
- 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 Years period for elected members.

- 9 During the school holidays, there are no meetings or briefings scheduled for the first week of the holidays; these periods are shown as ‘Keep Free’ days. During the second week of the holidays briefing placeholders are scheduled on Tuesdays and Thursdays. There are no meetings scheduled during school holidays.

Ngā kōwhiringa | Options

Meeting start times

- 10 Ōtaki Community Board meetings are currently scheduled to take place on Tuesday evenings beginning at 7.00pm.
- 11 Community boards are free to decide on a different dates, days 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 other community board meetings are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are 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 board members 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 invites, 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.

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: **Kate Coutts, Democracy Services Advisor**

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 2023/2024 year.

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 under part D point 7 of the Governance Structure and Delegations for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a Community Grant of \$_____ to the Friends of the Ōtaki Foodbank to assist with the cost of printing and distributing promotional material for the annual Friends of Ōtaki Foodbank collection appeal.
- B. That the Ōtaki Community Board approves a Community Grant of \$_____ to Youth Nation Ōtaki to assist with the cost of hiring the Gertrude Atmore Supper Room.
- C. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Padder Tennis New Zealand to assist with the cost of holding Padder Tennis events in Ōtaki Beach from December 2023 – February 2024.
- D. That the Ōtaki Community Board approves a Sporting Activity Grant of \$_____ to Kokoro Frost to assist with the cost of attending and competing in swimming events at the 2023 Pacific Games in November.
- E. That the Ōtaki Community Board notes the accountability reports received as attachments 4-10.

TŪĀPAPA | BACKGROUND

- 4 This is the third Ōtaki Community Board meeting of the 2023/2024 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 Three applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-5. The applications are summarised below.

Community Grant Fund

- 8 Friends of the Ōtaki Foodbank has applied for a Community Grant of \$300.00 to assist with the cost of printing and distributing promotional material for the annual Friends of Ōtaki Foodbank collection appeal.
- 9 Youth Nation Ōtaki has applied for a Community Grant of \$750.00 to assist with the cost of hiring the Gertrude Atmore Supper Room.

Sporting Activities Grant Fund

10 Padder Tennis New Zealand has applied for a Sporting Activity Grant of \$750.00 to assist with the cost of holding Padder Tennis events in Ōtaki Beach from December 2023 – February 2024.

11 Kokoro Frost has applied for a Sporting Activity Grant of \$750.00 to assist with the cost of attending and competing in swimming events at the 2023 Pacific Games in November.

Building and Resource Consent Fund

12 There were no applications to the Building and Resource Consent Fund.

He take | Issues

13 There are no issues to be considered.

Ngā kōwhiringa | Options

14 There are no options to be considered.

Mana whenua

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

Panonitanga āhuarangi | Climate change

16 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

17 Budget allocations for the 2023/2024 financial year for the Community Grants Fund, Sporting Activity Grants Fund and Building and Resource Consent Grants Fund are as follows in the table.

Fund	2023/24 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Community Grants Fund	\$13,741.00	\$3,182.50	\$ -	\$10,558.50
Sporting Activity Grants Fund	\$6,304.00	\$500.00	\$1,000.00	\$5,804.00
Building & Resource Consent Grants Fund	\$6,304.00	\$ -	\$ -	\$6,304.00

18 Community and Sporting Activity Grants approved for the 2023/2024 year are as follows:

Community Grants Fund

Date	Recipient	Purpose of Grant	Amount
8 Aug 2023	Music Matters	To assist with the cost of promoting and running the Spring Sing 4 2023 concert in September.	\$500
8 Aug 2023	Kāpiti Crop Swap	To assist with the cost of hiring a hall once a month and stalls, and the creation of branding including flags, stamps, pamphlets and advertisement.	\$500

Date	Recipient	Purpose of Grant	Amount
19 Sept 2023	Amicus Club of Ōtaki	To assist with the cost of subsidising bus trips for their club members.	\$750
19 Sept 2023	Ōtaki Market	To assist with the cost of running and purchasing props for a “Free Santa Photo Opportunity” at the upcoming Ōtaki Christmas Market.	\$500
19 Sept 2023	Te Korowai Manaaki Charitable Trust	To assist with the cost of purchasing Oamaru stone for the “Tamariki/Rangatahi” programme.	\$932.50

Balance Available: \$10,558.50

Sporting Activity Grants Fund

Date	Recipient	Purpose of Grant	Amount
8 Aug 2023	Anahera Roach Box	To assist with the cost of the team attending and competing in the Christchurch Girls Rugby Festival in late September.	\$500 <i>(Returned)</i>
8 Aug 2023	Te Akau Pidduck	To assist with the cost of the team attending and competing in the Christchurch Girls Rugby Festival in late September	\$500 <i>(Returned)</i>
19 Sept 2023	Kāpiti Basketball Association	To assist with the cost of the Kāpiti Girls U13 Representative Team attending the Basketball New Zealand AON Regional Tournament in October.	\$500

Balance Available: \$5,804.00

- 19 Attached to this report as Attachments 6-10 (under a separate cover) are five accountability reports received since the last Ōtaki Community Board meeting.

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

- 20 There is no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

- 21 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

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

26 Successful grants are communicated through the Council's usual communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria [↓](#)
2. Community Grant Application - Friends of the Ōtaki Foodbank (under separate cover) [⇒](#)
3. Community Grant Application - Youth Nation Ōtaki (under separate cover) [⇒](#)
4. Sporting Activity Grant Application - Padder Tennis New Zealand (under separate cover) [⇒](#)
5. Sporting Activity Grant Application - Kokoro Frost (under separate cover) [⇒](#)
6. Accountability Report - Ōtaki Surf Lifesaving Club (under separate cover) [⇒](#)
7. Accountability Report - Te Ataarangī ki Ōtaki (under separate cover) [⇒](#)
8. Accountability Report - Kāpiti Chorale Inc. (under separate cover) [⇒](#)
9. Accountability Report - Youth Nation Ōtaki (under separate cover) [⇒](#)
10. Accountability Report - Kokoro Frost (under separate cover) [⇒](#)

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: Steffi Haefeli, Manager Democracy Services

Authoriser: Kris Pervan, Group Manager Strategy & Growth

Taunakitanga | Recommendations

That the minutes of the Ōtaki Community Board meeting of 19 September 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Ōtaki Community Board minutes - 19 September 2023 [↓](#)

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Kate Coutts, Democracy Services Advisor

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Ōtaki Community Board with the updated matters under action (as of 1 November 2023) to review and note.

TAUNAKITANGA | RECOMMENDATIONS

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

Item	Date Raised	Target Date	Matter	Progress
1	April 2019	30 June 2025	Ōtaki Civic Theatre	The earthquake strengthening work has been brought forward to commence in FY23/24. This is being managed by the Council Property Team, who have an existing relationship with the Otaki Players Society. The property team is in the process of confirming the final scope of works required on the theatre. They will continue to keep the Otaki Players updated and will discuss the final scope and impacts of this with them when this is confirmed. A further update will be provided to the community board when details of the scope are confirmed.
2	September 2014	30 June 2024	Land Designation at Ōtaki Beach	Work is underway looking into the feasibility of the road stopping and reserve classification.

Item 9.1

3	August 2023	TBC	Ōtaki Market Potholes	<p>The new shared path is being installed now, and part of that work is to install a new roadside sump near the entrance into the market area. The NZTA contractor working on the installation of the shared pathway by the market site was requested to also look at resurfacing of the carpark. They however advised that this was outside the scope of their contract and could not assist. The market operators were advised to contact NZTA directly also, as the owners of the site. Council have expressed interest in the land for a “public work”. The land has currently been declared surplus by NZTA, if it was declared surplus Council would need to provide a report to NZTA re our public work requirement.</p>
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10 CLOSING KARAKIA