



# **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, 27 August 2024**

**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 27 August 2024, 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 TEPUTEIHANA | DEPUTATIONS**

Nil

**6 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

**7 HE KŌRERO HOU | UPDATES**

Nil

## 8 PŪRONGO | REPORTS

### 8.1 AMENDMENT TO STANDING ORDERS FOR MEETINGS OF THE ŌTAKI COMMUNITY BOARD

Kaituhi | Author: **Steffi Haefeli, Manager Governance**

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

#### TE PŪTAKE | PURPOSE

- 1 This report asks the Ōtaki Community Board to consider the adoption of an amended set of Standing Orders with the inclusion for remote participants (attending via audio or audiovisual link) to continue to count towards quorum once the Severe Weather and Emergency Recovery Legislation Bill provisions lapse on 30 September 2024.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Schedule 7, clauses 23 – 25B of the Local Government Act 2002 (LGA) provide the legislative parameters for the conduct of Community Board meetings and outline what constitutes a quorum for the conduct of meetings. The Board’s current version of Standing Orders is based on these provisions in the LGA, and the current version of Standing Orders (Standing Orders 11.1, 13.8 and 13.9) provides for remote participants at meetings to be able to participate and vote in meetings but not be counted towards quorum.
- 3 During the COVID-19 pandemic and most recently during the Cyclone Gabrielle response, to enable councils and community boards to continue to conduct their business when the ability to meet in person and meet this legislative requirement was restricted, the Government enacted temporary provisions in the LGA to allow for remote participants (via audio or audiovisual link) to also count toward quorum.
- 4 On 30 September 2024 the latest temporary provisions enacted by Government during the Cyclone Gabrielle response will expire. However, an amendment to the LGA was enacted on 30 August 2023, which provides for all participants (in person and remote) to count towards quorum if Standing Orders allow for it.
- 5 A minor amendment to Standing Orders 11.1, 13.8 and 13.9 is therefore proposed in order to enable the Board to consider meeting remotely if needed and lower the risk of meeting cancellation due to lack of quorum once the temporary provisions enabling this have lapsed.

#### TE TUKU HAEPAPA | DELEGATION

- 6 Under the provisions of schedule 7 clause 27 of the LGA, a community board must adopt a set of Standing Orders for the conduct of meetings. The adoption of a new or amended set of Standing Orders can only be resolved by the community board and must achieve a vote of not less than 75 percent of members present (a supermajority).

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approve the following amendments to Standing Orders (as attached in Appendix 1):
  - A.1 amend Standing Order 11.1 (Community Board Meetings) to reflect that a quorum is achieved with:
    - A.1.1 half of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is even; and
    - A.1.2 a majority of members present (in person or via audio/audiovisual link) where the number of members (including vacancies) is odd.

- A.2 amend Standing Order 13.8 (Member’s Status: Quorum) to reflect that members who attend meetings by electronic link will be counted as present for the purposes of a quorum.
- A.3 amend Standing Order 13.9 (Member’s Status: Voting) to reflect that quorum is achieved by members present both in person and via audio/audiovisual link.
- A.4 amend the Definitions section to define ‘present at the meeting to constitute quorum’ as the member is to be present in person or via audio/audiovisual link.

## TŪĀPAPA | BACKGROUND

- 7 Under schedule 7 clause 27 of the LGA, community boards are required to adopt a set of Standing Orders for the conduct of meetings. The Ōtaki Community Board adopted its current version of Standing Orders on 7 March 2023. The Board can only amend its Standing Orders by a vote of not less than 75% of members present (a supermajority).

### Current Standing Orders

- 8 The current set of Standing Orders allow for members to attend meetings via electronic (or audio/audiovisual) link provided certain conditions are met. Members who attend meetings by electronic (or audio/audiovisual) link cannot not be counted as present for the purposes of a quorum, but if a quorum has been met by those physically present, then members attending via electronic (or audio/audiovisual) link are able to participate in and vote on any matters raised during the meeting. The current version of Standing Order specifically states:
- 8.1 Standing Order 11.1 – Community Board meetings:  
*“The quorum of a meeting of the community board is a majority of the members **physically present**, where the number of members (including vacancies) is odd.”*
  - 8.2 Standing Order 13.8 – Member’s status: quorum:  
*“Members who attend meeting by **electronic link will not be counted as present** for the purposes of a quorum.”*
  - 8.3 Standing Order 13.9 – Member’s status: voting:  
*“Where a meeting has a quorum, determine by the number **physically present**, the members attending by electronic link can vote on any matters raised at the meeting.”*
- 9 Further to the above, the Definitions section of Standing Orders notes that “Present at the meeting to constitute quorum means the member is to be **physically present** in the room.”

### Temporary legislative provisions to count remote participants towards quorum

- 10 During the COVID-19 pandemic, an Epidemic Management – Covid-19 Notice 2020 (the Notice) was in force which made temporary amendments to the Local Government Act 2002 under section 25B to enable councils and community boards to hold virtual meetings and count all remote participants towards quorum. The Notice was in force from March 2020 until October 2022.
- 11 The effect of this temporary amendment was to ensure that quorum requirements, which would otherwise require physical attendance by elected members, were met when elected members attended meetings remotely due to adhering to lockdown or isolation requirements set by Government direction. In October 2022, after multiple extensions, the Notice lapsed, which required councils and community boards to revert to holding meetings under the standard provisions of the LGA. In practice this meant elected members were required to be present in person at meetings in order to be counted towards quorum. They were still able to attend remotely and vote in these meetings. In March 2023, at the start of the Cyclone Gabrielle response, the Government passed the Severe Weather Emergency Recovery Legislation Bill, which amongst other provisions, brought back the same provisions for councils and community boards to allow for remote participants to be counted towards quorum to enable councils to continue to conduct their business when the ability to meet in person was restricted.

- 12 While Council has been holding a combination of in-person and remote meetings (hybrid meetings) to enable Zoom participation if required, between October 2022 and March 2023 any members deciding to access such meetings remotely were not able to be counted towards quorum and if quorum requirements were not met, the meeting had to be cancelled. For community boards meetings this has meant that between October 2022 and March 2023, if circumstances arose that meant some or none of the members were able to make the meeting in person, the meeting had to be cancelled due to a lack of quorum.

**Changes to legislation**

- 13 On 30 August 2023, the Local Government Electoral Legislation Bill received royal assent. Amongst changes to the Local Electoral Act 2001, the Bill also sought permanent amendments to the LGA provisions around quorum requirements in the supplementary order paper dated 18 July 2023 in the Explanatory Note section (as attached in Appendix 2). As a result of the Bill, once the provisions enacted by the Severe Weather and Emergency Recovery Legislation Bill lapse, from 1 October 2024, member attendance by audio or audio-visual link at community board meetings will only count towards quorum if the Board’s Standing Orders allow for this.
- 14 The LGA enables councils and community boards to manage provisions for remote participation through their Standing Orders themselves and makes the changes enabled throughout the COVID-19 pandemic and the Cyclone Gabrielle response permanent.

**HE KŌRERORERO | DISCUSSION**

**He take | Issues**

- 15 For the Ōtaki Community Board to be able to conduct a fully remote meeting via Zoom if needed and to allow for members to attend via audio or audiovisual link and be counted towards quorum, from 1 October 2024, the Board must amend its Standing Orders to enable this on a permanent basis.
- 16 There is no legislative requirement for the Board to amend its Standing Orders and meetings can continue to be held under the current set of Standing Orders. However, in the event of an emergency where members cannot attend a meeting in person, without an amendment to the relevant Standing Order sections, the Board may risk a lack of quorum and therefore risk a meeting being cancelled. Considering new legislation is now in place, giving community boards the ability to manage their own provisions, it is considered less likely that Government will pass urgent legislation to enact temporary provisions, which will more likely lead to full cancellation of meetings if such events arise.

**Ngā kōwhiringa | Options**

- 17 The Board has the option to retain its current set of Standing Orders or amend its Standing Orders with the proposed changes to allow for remote participation to be counted towards quorum. Council officers recommend the adoption of an amended set of Standing Orders to enable the Board to hold fully remote meetings via Zoom as required and mitigate any risks presented by possible emergencies.

Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
<p><b>Option A</b></p> <p>Do not amend Standing Orders (status quo)</p>	<p>Elected members and staff are familiar with the Standing Orders as adopted.</p>	<p>From 1 October 2024, elected members joining a meeting remotely will not count as present for the purpose of quorum following the cessation of the temporary provisions enacted during the Cyclone Gabrielle response.</p>



Kōwhiringa   Options	Hua   Benefits	Tūraru   Risks
		<p>If a quorum is not achieved through physical presence after 1 October 2024, a meeting may need to be cancelled at short notice (e.g. on the day of the meeting).</p> <p>In the event of an emergency, the Board would not be able to hold fully remote meetings without a quorum achieved through in person attendance unless the Government passes legislation to allow for this. This is considered less likely.</p>
<p><b>Option B (recommended)</b> Amend Standing Orders to:</p> <p><i>11.1 Ngā hui kaunihera   Community Board meetings</i></p> <p>The quorum for a meeting of the community board is a majority of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is odd; and half of the members present (in person or via audio/audio visual link), where the number of members (including vacancies) is even.</p> <p><i>13.8 Te tūnga a te mema: kōrama   Member’s status: quorum</i></p> <p>Members who attend meetings by electronic link will be counted as present for the purposes of a quorum.</p> <p><i>13.9 Te tūnga a te mema: te pōti   Member’s status: voting</i></p> <p>Where a meeting has quorum, the members attending by electronic link can vote on any matters raised at the meeting.</p> <p><i>2. Ngā whakamārama   Definitions</i></p> <p>Present at the meeting to constitute quorum means the member is to be present (in person or via audio/audiovisual link).</p>	<p>The amended Standing Orders will allow for remote participation to be counted towards quorum in line with the intent of the amended legislation to enable councils to decide to make these provisions permanent.</p> <p>There is less risk of a meeting being cancelled due to lack of quorum and in the event of an emergency, the Board would be able to hold fully remote meetings and continue to conduct its business when the ability to meet in person is restricted.</p>	<p>No direct risks have been identified.</p>

**Mana whenua**

18 Mana whenua and tangata whenua have not been consulted for this report.

**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

19 There are no climate change considerations as part of this report.

**Ahumoni me ngā rawa | Financial and resourcing**

20 The required hardware, implementation, and training to provide the ability to hold fully remote meetings was put in place during the COVID-19 lockdown period and the expense was absorbed within the existing IT budget. The current cost to utilise Zoom software licences for meetings is \$161.86 per month.

21 There are no further costs associated with enabling this change to the Board's Standing Orders.

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

22 Not implementing the proposed amendments to Standing Orders may present a risk to the Board not being able to continue to conduct its business if a force majeure or emergency event would prevent elected members from attending a meeting in person. If such an event occurred after 1 October 2024, non-attendance in person would lead to a lack of quorum resulting in the cancellation of a meeting. Due to the amendments to legislative provisions, after 1 October 2024, the Board could no longer depend on Government to enact temporary provisions to allow for remote participation to count towards quorum as was the case during the COVID-19 pandemic and the response to Cyclone Gabrielle.

**Ngā pānga ki ngā kaupapa here | Policy impact**

23 This decision does not have an impact on existing or planned policies.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**

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

**Te mahere tūhono | Engagement planning**

25 An engagement plan is not needed to implement this decision.

**Whakatairanga | Publicity**

26 Once adopted, the amended Standing Orders will be made publicly available on the Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Ōtaki Community Board Standing Orders 2022-2025 Amended August 2024 [↓](#)
2. Local Government Electoral Legislation Bill Supplementary Order Paper [↓](#)

+



**Ngā Tikanga Whakahaere Hui e te  
Poari ā Hapori o Ōtaki  
Ōtaki Community Board Standing  
Orders**

*As adopted by Ōtaki Community Board on 7 March 2023*

*I whakamanahia e te Poari ā-Hapori o Ōtaki 7 Poutū-te-rangi 2023*











































































































































































## 8.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Anna Smith, Acting Team Leader Governance**

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 2024/2025 year.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Ōtaki Community Board has received three applications for funding for consideration at this meeting, and three accountability reports.

### 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 grant of \$\_\_\_\_\_ to Michelle Deerheart to assist with the costs of buying wool for volunteer knitters to provide hand knitted singlets to whānau that come through antenatal education at Bumps to Babies.
- B. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to Rāhui Rugby & Sports Club to assist with the costs of running the Rāhui Māreikura Girls Rugby programme.
- C. That the Ōtaki Community Board approves a grant of \$\_\_\_\_\_ to Ōtaki Sports Club to assist with the costs of purchasing tennis balls for junior interclub tennis matches.
- D. That the Ōtaki Community Board approve the Ōtaki Foodbank's use of the remaining \$160 from the grant made on 23 May 2024 for the purchase of a vacuum cleaner, for the provision of food.
- E. That the Ōtaki Community Board notes the accountability reports received as attachment 5-7.

### TŪĀPAPA | BACKGROUND

- 4 This is the second Ōtaki Community Board meeting of the 2024/2025 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 2-4. The applications are summarised below.
- 8 Michelle Deerheart has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of buying wool for volunteer knitters to provide hand knitted singlets to whānau that come through antenatal education at Bumps to Babies.
- 9 Jared Ruoro, on behalf of Rāhui has applied for a grant of \$750 to assist with the costs of running the Rāhui Māreikura Girls Rugby programme. The 10-week programme involves teams of college age girls attending two local festivals in Palmerston North and Ōtaki, and a National Festival in Auckland.



- 10 Ōtaki Sports Club has applied for a grant of \$750 to assist with the costs of purchasing tennis balls to use during matches of junior interclub tennis.

**Grant to Ōtaki Foodbank**

- 11 At the 21 May 2024 Ōtaki Community Board meeting, the board resolved to make a grant of \$600.00 to the Ōtaki Foodbank to assist with the costs of purchasing a new vacuum cleaner. In their Accountability Report, the foodbank advised that the purchase of the vacuum cleaner had come in under budget at \$440 and requested permission from the board to use the remainder of the grant to purchase food.
- 12 Grant criteria state that any un-used funds are to be returned to the board for reallocation. Given that the grant was made in the previous financial year, and if the funds were returned, they would be unable to be reallocated to another grant recipient.
- 13 Feedback from board members indicates support for allowing the foodbank to repurpose the unused portion of the grant funds to enable additional food items to be purchased.

**He take | Issues**

- 14 There are no issues to be considered.

**Ngā kōwhiringa | Options**

- 15 There are no options to be considered.

**Mana whenua**

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

**Panonitanga Āhuarangi me te Taiao | Climate change and Environment**

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

**Ahumoni me ngā rawa | Financial and resourcing**

- 18 Budget allocations for the 2024/2025 financial year for the Ōtaki Community Board Grant Fund are as follows in the table.

Fund	2024/25 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Ōtaki Community Board Grant Fund	\$27,979	\$5,124	\$ 0	\$22,855

- 19 Attached to this report as Attachments 5-7 (under a separate cover) are three accountability reports received since the last Ōtaki Community Board meeting.

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

- 20 There are 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 and Application Form [↓](#)
2. Michelle Deerheart - Application for Funding (under separate cover) [⇄](#)
3. Rāhui Māreikura - Application for Funding (under separate cover) [⇄](#)
4. Ōtaki Sports Club - Application for Funding (under separate cover) [⇄](#)
5. Ōtaki Primary School - Accountability Report (under separate cover) [⇄](#)
6. Ōtaki Canoe Club - Accountability Report (under separate cover) [⇄](#)
7. Ōtaki Playcentre - Accountability Report (under separate cover) [⇄](#)











**9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**

**9.1 CONFIRMATION OF MINUTES**

**Author:** Anna Smith, Acting Team Leader Governance

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

**Taunakitanga | Recommendations**

That the minutes of the Ōtaki Community Board meeting of 23 July 2024 be accepted as a true and correct record.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Ōtaki Community Board minutes - 23 July 2024 [↓](#)











**10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**

**10.1 MATTERS UNDER ACTION**

**Author:** Anna Smith, Senior Advisor, Democracy Services

**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 27 August 2024) to review and note.

**| RECOMMENDATIONS**

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

Item	Date Raised	Matter	Progress	Reporting Responsibility
1	April 2019	Ōtaki Civic Theatre	The planning for the earthquake strengthening work is progressing with the developed designs currently being reviewed. Councils Property Team have been updating the Otaki Players Society and they have moved out of the theatre to enable the works to begin once consent and procurement processes have been completed. Initial scoping works have been carried out, moving to construction works following the Māoriland Festival. The Property Team now sit with Infrastructure and Asset Management and are currently conducting a review of projects underway. Staff are currently reviewing the Long-Term Plan budgets and will provide an update to the Board at the next meeting.	Staff

Item 10.1

2	September 2014	Land Designation at Ōtaki Beach	The Road stopping is not feasible; however, work will continue around the future of the management of the natural open space area at Ōtaki Beach. An update regarding the future of this space has been requested sometime over the next few months (September or October 2024).	Staff
5	March 2024	Revocation Updates	No updates at the present time, although on track for lane closure on the bridge in May for 4 – 6 months. Bridge lane closure has been put back and Waka Kotahi are looking at applying for consent to building scaffolding on riverbed to avoid long term lane closure. Andrew Torr – at this time consultants are working on the design. Contract will follow, work expected to be completed 2025. Bridge update from Cam – given up on working on the riverbed. Going to lane closures starting in August. August – December lane closures one lane at a time. January/February lane closures during working hours only.	Board (Cam)
6	May 2024	Problem cul de sacs	Raised islands to deal with bad behaviour traffic issues. The option was raised of consulting with the inhabitants of the cul de sacs. Problem areas to be nominated. Jackie, Simon and Cam presented on this issue at the Strategy, Operations and Finance Committee meeting. Resolution made to Council coming up at the 29 August meeting.	Staff Board (Jackie)
7	May 2024	Trimming of trees grass mowing – waste	Staff will follow up internally regarding the overlap between teams. Entrance to the landfill, further trimming and mowing required.	Staff Board (Jackie)
8	July 2024	Clifton Cottage	Clifton Cottage is scheduled to be made weathertight and left as is. Cr Warwick has requested signage for toilets on the south bank. Community Board requests a report back on Clifton Cottage, consultation highlighted a request for restoration and that the building be made useable. Is this Waka Kotahi? What commitment was made during the process regarding this building? Is there heritage status? Request for public toilets on south bank. Staff advise that no formal commitment for this work can be found.	Staff

Item 10.1

9	July 2024	Paper road off Te Roto Road	Cr Warwick has organised a meeting with Greater Wellington regarding the issues – access and parking.	Board Cr Warwick
10	July 2024	Swimming Pool Renovation Work	Board has requested that the PMO team look at putting in showers that are accessible from the outside for members of the public to access. Council staff understand that a need has been identified by the Ōtaki community for bathroom facilities to be available for vulnerable persons, and a suggestion was tabled that external bathroom facilities could be installed as part of the Ōtaki Pool redevelopment project. While staff understand the need to support vulnerable persons, the suggested approach would create a number of issues. Instead, staff suggest we work with agencies and groups already supporting vulnerable persons in Ōtaki, to better understand the need and to create solutions that support those already working in this space.	Staff (Brendan Owens)

**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**