



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, 13 August 2024

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Puoro 1
Te Raukura ki Kāpiti
34A Raumati Road
Raumati Beach**

**Sean Mallon
Group Manager Infrastructure and Asset Management**

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 Puoro 1, Te Raukura ki Kāpiti, 34A Raumati Road, Raumati Beach, on Tuesday 13 August 2024, 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 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 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Jessica Mackman, Senior Advisor Governance**

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

1. This report details applications to the Discretionary Grants Fund received by the Raumati Community Board for consideration for the 2024/2025 year; and notes any accountability reports received.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. The Raumati Community Board has received five grant applications for consideration at this meeting. The Board have \$26,548.00 available to disperse in the 2024/2025 year.

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 Kāpiti Waldorf Trust to assist with the costs of commissioning a mural.
- B. That the Raumati Community Board approves a Discretionary Grant of \$..... to Home4All to assist with the cost of purchasing a trailer for the group's Duo-bike.
- C. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Creative Wellbeing Centre Te Ara Korowai to assist with the costs of purchasing art supplies for the Centre's community art classes.
- D. That the Raumati Community Board approves a Discretionary Grant of \$..... to the Loss and Grief Centre Kāpiti to assist with the costs of delivering a second WAVES Bereaved by Suicide Support Group programme.
- E. That the Raumati Community Board approves a Discretionary Grant of \$..... to Raumati South Residents' Association to assist with the costs of repairing the Raumati South Community noticeboard.

TŪĀPAPA | BACKGROUND

4. This is the first meeting of the Raumati Community Board of the 2024/2025 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 \$26,548.00 available for distribution from the Discretionary Grants Fund in the 2024/2025 financial year. This amount does not roll over to the next financial year.
9. The following five applications are seeking total funding of \$12,500.00 from the Discretionary Grants Fund.
10. Toni Weir, on behalf of the Kāpiti Waldorf Trust (Te Rā School) has applied for a grant under the Discretionary Grants Fund of \$2000.00 to assist with the costs of commissioning a mural on the fence that borders their playgroup and a public walkway in Paraparaumu Beach.
 The Paraparaumu Community Board encouraged the applicant to apply to the Raumati Community Board for funding after the Paraparaumu Community Board resolved to decline to fund their application at its meeting of 18 June 2024.
 The application was left to lie on the table at the Raumati Community Board meeting of 25 June 2024 pending further discussion with the applicant and the Paraparaumu Community Board.
11. Marion Weststrate, on behalf of Home4All has applied for a grant under the Discretionary Grants Fund of \$7,500.00 to assist with the cost of purchasing a trailer for the group’s Duo-bike which will enable Home4All’s volunteers to cycle with three passengers.
12. Sarah Yuile, on behalf of Creative Wellbeing Centre Te Ara Korowai has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the cost of purchasing art supplies for the Centre’s community art classes.
13. Letitia Geldenhuys, on behalf of the Loss and Grief Centre Kāpiti has applied for a grant under the Discretionary Grants Fund of \$750.00 to assist with the costs of delivering a second WAVES Bereaved by Suicide Support Group programme.
14. Clare Hynd, on behalf of the Raumati South Residents’ Association, has applied for a grant under the Discretionary Grants Fund of \$1,500.00 to assist with the cost of repairing the Raumati South Community noticeboard.

He take | Issues

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

Ngā kōwhiringa | Options

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

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

18. There are no climate change and environment considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

19. Budget allocation for the 2024/2025 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	\$26,548.00	\$0	\$26,548.00

20. Discretionary Grants dispersed by the Raumati Community Board for the 2023/2024 year totalling \$25,000.00 were 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 received
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 Received
25/07/23	Pikikotuku Thomas	\$750.00	Costs associated with staging a disco for kapa haka groups from local Colleges.	Awaiting report
25/07/23	Combined Lions Clubs of Kāpiti	\$250.00	Cost of printing and advertising for Combined Lions Clubs' Annual Foodbank Collection.	Report received
05/09/23	Raumati Village Community Garden	\$273.70	Cost of seedlings and compost for Spring planting.	Awaiting report
17/10/23	Cancer Society of New Zealand Wellington Division	\$750.00	Costs associated with maintaining garden and outdoor area at Kāpiti Support Centre.	Report received
17/10/23	Eisa Mozhdah	\$750.00	Costs associated with competing in martial arts at the Pacific Games in the Solomon Islands.	Report received
17/10/23	Raumati South Residents Association	\$500.00	Costs of the Raumati South Memorial Hall reopening event.	Report received
17/10/23	Rae Bolton	\$750.00	Cost of advertising and equipment for the Walk 4 Women Hīkoi 4 Wāhine breast cancer awareness and fundraising event.	Report received
17/10/23	Kāpiti Homeschool Hub	\$750.00	Costs associated with establishing an online platform for the local homeschooling community.	Report received
20/02/24	Mulled Wine Concerts Kāpiti	\$250.00	Costs associated with staging a performance by an international pianist at the Memorial Hall in Paekākāriki.	Report received
20/02/24	Raumati South Community Orchestra	\$750.00	Costs of recording and creating professional-quality videos of the Orchestra's performances for YouTube.	Report Due October 2024
19/03/24	Horowhenua Coastal Football Club Inc	\$750.00	Costs of purchasing sports equipment to deliver the Club's football programme.	Awaiting Report
19/03/24	Raumati South Resident's Association Inc. - Predator Free Raumati	\$750.00	Costs of purchasing tools and materials to produce traps to support the eradication of pests in the area.	Report Due September 2024
14/05/24	Combined Lions Club of Kapiti	\$300.00	Advertising and printing costs associated with the Clubs' annual Foodbank collection to be held in November 2024.	Report Due December 2024
14/05/24	Paraparaumu Scout Group	\$750.00	Costs associated with the purchase of new tents, repairs to the Scout Den and the cost of annual insurances.	Report Due September 2024

14/05/24	Kamal Patel	\$750.00	Costs associated with hosting an Indian Cultural Festival in the district.	Report Due September 2024
14/05/24	Natasha Goggin	\$750.00	Costs associated with representing New Zealand in ten pin bowling at the World Youth Tenpin Bowling Championships in Korea and the Australian National Championships in Queensland.	Report Due September 2024
14/05/24	Kāpiti US Marines Trust	\$750.00	Costs of holding annual Memorial Day Celebrations at Queen Elizabeth Park on May 27 2024.	Report Due September 2024
14/05/24	Louie Vatble	\$750.00	Costs of representing the Ricki Herbert Football Academy in an International football tournament in Christchurch in July 2024.	Report Due September 2024
25/06/24	Kāpiti Table Tennis Club	\$750.00	Cost of hall hire increases	Report Due September 2024
25/06/24	Volunteer Kāpiti	\$2176.30	Costs associated with running an outreach programme.	Report Due September 2024
25/06/24	Raumati Raptors Swimming Club	\$750.00	Cost of trophy engraving for the Club's 2023-2024 annual prize-giving.	Report Due September 2024
25/06/24	Nourish Trust	\$2750.00	Costs associated with providing food hampers to families in need at Christmas in Raumati.	Report Due February 2025
25/06/24	Kāpiti Horticultural Society	\$750.00	Cost of a portable banner sign to advertise the group in its new location.	Report Due September 2024
25/06/24	Calligraphers of Kāpiti	\$750.00	Cost of monthly hall hire fees at the Raumati Uniting Church.	Report Due September 2024
25/06/24	Te Kura Waka o Whātonga Charitable Trust	\$3750.00	Costs associated with the provision of training and equipment.	Report Due September 2024

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 - Kāpiti Waldorf Trust (under separate cover) [⇒](#)
3. Raumati Community Board Grant Application - Home4All (under separate cover) [⇒](#)
4. Raumati Community Board Grant Application - Te Ara Korowai (under separate cover) [⇒](#)
5. Raumati Community Board Grant Application - Loss and Grief Centre Kāpiti (under separate cover) [⇒](#)
6. Raumati Community Board Grant Application - Raumati South Residents' Association (under separate cover) [⇒](#)

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Criteria

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

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

Eligible Purposes:

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

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

Ineligible Purposes

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

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

RAUMATI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

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

Accountability

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

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

Procedure for Applications

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

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

Applications are to be addressed to:

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

or

democracy.services@kapiticoast.govt.nz

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

Meetings are held every six weeks.

8.2 AMENDMENT TO STANDING ORDERS FOR MEETINGS OF THE RAUMATI COMMUNITY BOARD

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

Kaiwhakamana | Authoriser: **Sean Mallon, Group Manager Infrastructure and Asset Management**

TE PŪTAKE | PURPOSE

- 1 This report asks the Raumati 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 Raumati 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 Raumatī Community Board adopted its current version of Standing Orders on 21 February 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 Raumati 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>Option A</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>Option B (recommended) 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. Raumatī 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 Raumati
Raumati Community Board
Standing Orders**

As adopted by Raumati Community Board on 21 February 2023

I whakamanahia e te Poari ā-Hapori o Raumati 21 Hui-Tanguru 2023

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Jessica Mackman, Senior Advisor Governance

Authoriser: Sean Mallon, Group Manager Infrastructure and Asset Management

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Raumati Community Board meeting of 25 June 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Minutes of the Raumati Community Board Meeting of 25 June 2024 [↓](#)

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**10.1 MATTERS UNDER ACTION**

Author: Jessica Mackman, Senior Advisor Governance

Authoriser: Sean Mallon, Group Manager Infrastructure and Asset Management

MATTERS UNDER ACTION

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

TAUNAKITANGA | RECOMMENDATIONS

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

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Raumati Community Board Matters Under Action (as at August 2024) [↓](#)

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA