



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Waikanae | Waikanae Community Board Meeting

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

Te Rā | Date: Tuesday, 20 August 2024

Te Wā | Time: 7.00pm

**Te Wāhi | Location: Waikanae Community Centre, Utauta
Street, Waikanae**

**Brendan Owens
Group Manager Customer and Community**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Waikanae | Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 20 August 2024, 7.00pm.

Poari ā-Hapori o Waikanae | Waikanae Community Board Members

Mr Richard Mansell	Chair
Mr Michael Moore	Deputy
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member
Cr Nigel Wilson	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

7.1 UPDATE ON 56-62 MAIN ROAD, WAIKANAE

Kaituhi | Author: **Isaac Cant, Development Facilitation Lead**

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

TE PŪTAKE | PURPOSE

1. To update the Waikanae Community Board on the property at 56-62 Main Road Waikanae, and work currently underway.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note the update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
- B. That that Waikanae Community Board provide any feedback for inclusion in next steps and further discussion with Council.

TŪĀPAPA | BACKGROUND

2. In September 2023, Council acquired the property at 56-62 Main Road Waikanae. See Attachment 1 which shows the location of the property. The land was acquired as a strategic property purchase to support future strategic development opportunities in the Waikanae Town Centre.
3. At the time of purchase, it was signalled that the existing improvements were of little value and would require significant investment to rectify current safety issues, including asbestos containment. The building has subsequently been demolished and removed, which included appropriate disposal of any asbestos material.
4. Council agreed in principle that, before longer term work around the future strategic development of the Waikanae Town Centre progresses, it would be valuable for low-cost options to be explored and progressed to address short-term challenges and needs of business and the community. It is intended that this initial stage of work will:
 - (a) Address short-term challenges raised by business and the community in Waikanae.
 - (b) Be cost-neutral, in that the space will provide space that can be rented for modest rates and that operating costs will be covered through this period.
 - (c) Provide an opportunity to pilot an innovative approach which may be refined and replicated where opportunity arises in other parts of the district.

HE TAKE | ISSUES

N/A

NGĀ KŌWHIRINGA | OPTIONS

5. This paper provides you with an update on the property at 56-62 Main Road Waikanae and the proposed pop-up development.
6. Pending any decision on the long-term use of the site, temporary usage opportunities have been explored with members of the local Waikanae community. This occurred via Council's existing communications channels, signage onsite and in discussion with the Waikanae Business Association. Feedback to date includes:
 - (a) It was often difficult for small or new businesses to find space that was low risk and flexible to their needs.

WAIKANAĒ COMMUNITY BOARD MEETING AGENDA

- (b) There is limited space currently available for businesses in the town centre, despite some buildings being empty for an extended period of time.
7. In order to understand how different uses could be accommodated on site in a low cost and flexible approach we have engaged, a local architect, Rosalind Darby to assist with potential site options, including options to provide temporary green / open space for other users in the area. The brief for this work includes:
- (a) Options for the design of the short-term activity to activate the town centre, and to support potential longer-term use of the site.
 - (b) The potential for future movement through the site to the proposed library.
8. A copy of the draft, high-level layout developed through this work is attached in Attachment 2. The proposed design includes the use of converted shipping containers linked together by temporary walkways and overhead sails providing some shelter which are all designed to create a collaborative and interactive environment.

NGĀ MAHI PANUKU | NEXT STEPS

9. Following engagement with you, we will be briefing Council on feedback from the Waikanae Community and proposed next steps which will include:
- (a) Exploring any necessary consents.
 - (b) Identifying ground and civil works (expected to be minor).
 - (c) Implementing the design, including containers located on site and connection to services; and confirming initial businesses and organisation that may wish to occupy the site.
 - (d) Organising community days to introduce the new pop-up area.
 - (e) Releasing information about the initial businesses and organisations that will occupy the site.

NGĀ ĀPITI HANGA | ATTACHMENTS

- 1. Overview of the site
- 2. Draft Waikanae pop-up design

56 - 62 Main Road, Waikanae



Key to map symbols

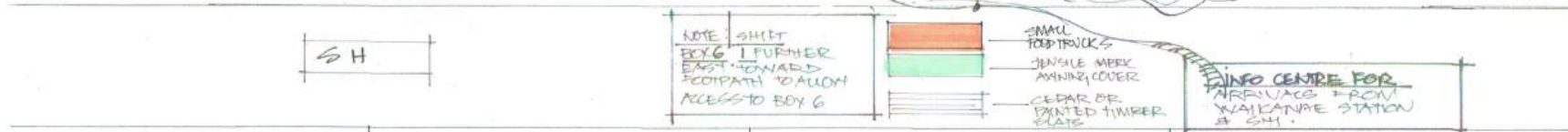
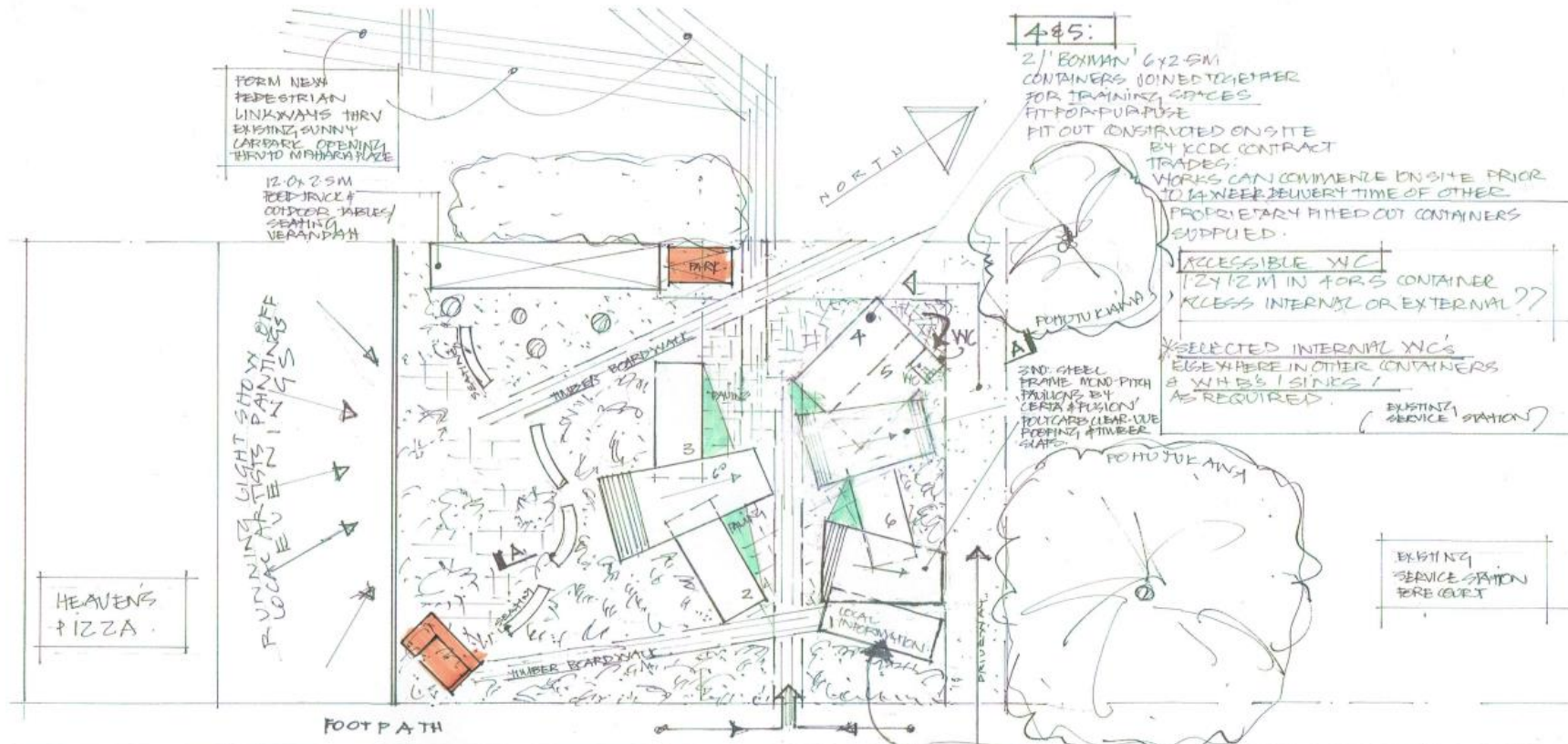
- Property for sale



Date Printed: September 1, 2023

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CONTAINER / PAVILION LAYOUT
KCDC POP-UP PROJECT
FORMER BLOOM SITE
SH1
WAIKANAĒ

SITE PLAN
 SCALE 1:200

5 / 6 x 2.5M WIDE CONTAINERS
 FITTED OUT

3 / STEEL FRAME CONNECTOR PAVILIONS
 1 / 12 x 2.3 CONTAINER

DATE: _____
 SHEET NO: _____

AMENDMENTS

ROSALIND DERBY ARCHITECTURE
BARCH

WAIKANAĒ

M: 0226757364
 E: rosallind@rosalindderby.co.nz
 WWW: rosalindderby.co.nz

NZIA: 18495 ADNZ: 14049
 LBP: DESIGN 2: 12052-9

INFO CENTRE FOR
ARRIVALS FROM
WAIKANAĒ STATION
& SH1

7.2 WAIKANAE PROPERTY FUND

Kaituhi | Author: **Morag Taimalietane, Principal Advisor Customer and Community**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 To provide the Waikanae Community Board with a brief update on the Waikanae Property Fund.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board note that officers are investigating options for projects the Waikanae Property Fund could be used to fund in 2024/25.
- B. That the Waikanae Community Board provide direction on their support for each of the three projects noted within the report.
- C. That the Waikanae Community Board note that delegation for decisions around the Waikanae Property Fund currently sits with Council, and therefore a report to Council would be required to enable approval of any grant from the Fund.

TŪĀPAPA | BACKGROUND

- 2 The Waikanae Property Fund (the Fund) is a restricted equity reserve created for the purpose of funding improvements to Council-owned properties in Waikanae. The source of the Fund is the proceeds from the sale of other Council property in the Waikanae ward (excluding districtwide funded properties).
- 3 The Fund, totalling \$187,000 capex, is currently the only ward specific property fund and has not been used in recent years.
- 4 At the Council hui on 25 July 2024, the Council approved a Waikanae Property Fund grant to the Reikorangi Residents' Association of \$35,000.00 to assist with the cost of installing a playground at the Reikorangi Hall.
- 5 Therefore, with \$152,000 capex remaining in the fund, this report is focused on options for projects the Waikanae Property Fund could be used to fund in 2024/25.

HE TAKE | ISSUES

- 6 Council owns many properties in the Waikanae ward, however the focus for this report has narrowed the scope to only consider properties where Council has current projects / initiatives in planning or underway and:
 - the project / initiative supports our top 10 priorities; and
 - the project would benefit from additional capex funding in 2024/25.
- 7 A benefit, as noted above, has included considerations such as:
 - the project is underway and currently overbudget.
 - the project has been approved by SLT but is unable to progress due to a lack of available funding in 2024/25.
 - the projects positive outcomes would be notably increased by additional funding.

NGĀ KŌWHIRINGA | OPTIONS

Option A: Public Toilets - Waikanae Boating Club

- 8 There is a requirement for new public toilets to be installed this financial year. The installation was not planned, and therefore was unbudgeted with a shortfall of funding totalling approximately \$180k.

Option B: Te Ara Whetū

- 9 Te Ara Whetū is a key project within the Waikanae Town Centre. Additional funding could be used to enable opportunities that improve the integration of Te Ara Whetū to Mahara Place and support the activation of Mahara Place.

Option C: Waikanae Park – Stage Two

- 10 Council currently has a helicopter view of the future Waikanae Park development. Additional funding would provide an opportunity to bring forward stage two (feasibility and more detailed design planning for the precinct).

NGĀ MAHI PANUKU | NEXT STEPS

- 11 Council officers will consider direction provided by the Waikanae Community Board, and present a report to Council recommending an option/s for projects the Waikanae Property Fund could be used to fund in 2024/25.

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Kate Coutts, Advisor Governance**

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae Community Board to consider grant applications for the Promotion Fund and the Discretionary Fund.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Promotion Fund has received one application for funding in the amount of \$1,450.
- 3 The Discretionary Fund has received three applications for funding in the amount of \$4,050. Two of the discretionary fund applications are for three years of funding.

TE TUKU HAEPAPA | DELEGATION

- 4 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 24 November 2022. The section states that the community board has the delegation to:
 - 4.1 *Approve criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board approves a Promotion Fund grant of \$_____ to Waikanae Gymnastics Club to assist with the cost of hall hire and purchasing medals and certificates for the Club's Team Gym competition in Waikanae.
- B. That the Waikanae Community Board approves a Discretionary Fund grant to Good Bitches Baking to assist with the cost of running the Baking it Better Kapiti programme:
 - B.1 \$_____ for the 2024/25 financial year;
 - B.2 \$_____ for the 2025/26 financial year;
 - B.3 \$_____ for the 2026/27 financial year.
- C. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ to the Nourish Trust to assist with the cost of providing Christmas hampers for families in need in the Waikanae community.
- D. That the Waikanae Community Board approves a Discretionary Fund grant of \$_____ per year for the next three years, to Alana Reardon to assist with the cost of attending and competing in the 2024 World Skate Games in Rome, and subsequent annual New Zealand Scooter National Competitions at Bay Skate Napier.
- E. That the Waikanae Community Board note the accountability reports received, as attached under a separate cover at Attachments 7-10.

TŪĀPAPA | BACKGROUND

- 5 This is the first Waikanae Community Board meeting of the 2024/2025 financial year.
- 6 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.

7 All applicants have been advised by email of the meeting date and time.

HE KŌRERORERO | DISCUSSION

8 Four applications for funding have been received and are attached to this report (under separate cover) as Attachments 3-6.

Promotion Fund

9 There is currently \$29,959 available for distribution from the Promotion Fund in the 2024/2025 financial year.

10 One grant application in the amount of \$1,450 is presented for the board's consideration.

Waikanae Gymnastics Club

11 Funding of \$1,450 is sought to assist with the cost of hall hire, and purchasing medals and certificates for the Club's Team Gym competition in Waikanae.

12 The application can be considered under Eligible Criteria 1 and 2: *Promotions within the Waikanae Ward* and *"Events based" activities*.

Discretionary Fund

13 There is currently \$6,797 available for distribution from the Discretionary Fund for distribution in the 2024/2025 financial year.

14 Three discretionary grant applications in the amount of \$4,050 are presented for the board's consideration.

The applications can all be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas*:

Good Bitches Trust – Good Bitches Baking

15 Three years of funding in the amounts of \$500 for 2024, \$750 for 2025, and \$1000 for 2026 (\$2,250 total over three years) is sought to assist with the cost of running the Baking it Better Kapiti programme.

16 Good Bitches Baking is eligible for the three years of funding as they have previously received funding from the Waikanae Community Board (June 2023).

Nourish Trust

17 Funding of \$300.00 is sought to assist with the cost of providing Christmas hampers for families in need in the Waikanae community.

Alana Reardon

18 Three years of funding in the amount of \$500 per year (\$1,500 total over three years) is sought to assist with the cost of attending and competing in the 2024 World Skate Games in Rome, and subsequent annual New Zealand Scooter Nationals events at Bay Skate Napier.

He take | Issues

19 There are no issues to be considered.

Ngā kōwhiringa | Options

20 There are no options to be considered.

Mana whenua

21 There are no mana whenua matters to be considered.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

22 There are no climate change and environment matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

23 Budget allocations for the 2024/2025 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2024/2025 budget allocation	Total allocated to date*	Total unallocated to date
Discretionary Grant Fund	\$7,297	\$500	\$6,797
Promotion Grant Fund	\$40,859	\$10,900	\$29,959
Waikanae Capital Improvement Grant Fund	\$40,859	\$-	\$40,859

*Includes 3 yearly grant payments previously approved.

24 Promotion and Discretionary grants approved in the 2023/2024 financial year can be found at Attachment 2 of this report.

25 Promotion and Discretionary grants approved for the 2024/2025 year are as follows:

Promotion Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
1 Aug 2023	Lions Club of Waikanae (Year 2 of 3)	To assist with the cost of promoting the Super Garden Trail held in January each year.	\$6000	Due July 2024
12 Sept 2023	Waikanae Music Society (Year 2 of 3)	To assist with the cost of printing, distributing and advertising promotional material for the Society’s annual concert seasons.	\$2400	Due Mar 2025
21 May 2024	Waikanae Business Association (Year 2 of 3)	To assist with the cost of maintaining and updating the Association’s website promoting Waikanae as a destination.	\$2000	Due Dec 2025
21 May 2024	Combined Lions Club of Kapiti (Year 2 of 3)	To assist with the cost of advertising and printing costs for the Club’s annual Foodbank Collection.	\$500	Due Mar 2026

Discretionary Fund

Date	Recipient	Purpose of Grant	Amount	Report Back
18 June 2024	Benefit Advocacy Kapiti (Year 2 of 3)	To assist with the groups operating costs.	\$500	Due Jan 2025

26 Attached to this report as Attachments 7-10 (under separate cover) are four accountability reports received since the last meeting of the Waikanae Community Board.

27 An amount of approximately \$946,000 is held in the Waikanae Capital Improvement Fund, and this is expected to increase to \$960,000 by the end of the current financial year, as shown in the table below:

Amount	Commentary
\$930,045	Balance as of 30 June 2023 as per Annual Report
-\$38,477	Grants paid in 2023/24

\$54,544	Interest earnings for the 2023/24 year
\$946,112	Balance as of 30 June 2024 as per Annual Report (<i>subject to audit</i>)
-\$40,000	Forecast grants for 2024/25
\$54,500	Estimated interest earnings for the 2024/25 year
\$960,612	Forecast balance as of 30 June 2025

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

28 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

29 As noted previously, grants are allocated in accordance with established criteria (at Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

30 Board members actively engage with the community to promote the various grants available.

31 Information on grants and the application process are also available via the Council’s website.

32 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

34 Successful grants are published through Council’s established communication channels.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Waikanae Community Board Grant Criteria [↓](#)
2. Grant Applications Funded in the 2023/2024 Financial Year [↓](#)
3. Promotion Fund - Waikanae Gymnastics Club (under separate cover) [⇌](#)
4. Discretionary Fund - Good Bitches Trust (under separate cover) [⇌](#)
5. Discretionary Fund - Nourish Trust (under separate cover) [⇌](#)
6. Discretionary Fund - Alana Reardon (under separate cover) [⇌](#)
7. Accountability Report - Dakota Bell (under separate cover) [⇌](#)
8. Accountability Report - Lions Club of Waikanae (under separate cover) [⇌](#)
9. Accountability Report - Waikanae Swimming Club (under separate cover) [⇌](#)
10. Accountability Report - Waikanae United Bowling Club Inc (under separate cover) [⇌](#)

WAIKANAĒ COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Criteria for Promotion Fund Grants

The purpose of the Waikanae Community Board’s Promotion Fund is to provide financial assistance for groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for “events based” activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to **ONLY** funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year’s funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Ineligible Purposes

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Applications will not be considered retrospectively.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

WAIKANAE COMMUNITY BOARD PROMOTION FUND GRANT APPLICATION FORM

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information.
2. Applications must include a bank deposit slip.

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council or democracy.services@kapiticoast.govt.nz
Private Bag 60601
Paraparaumu 5254

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

WAIKANAĒ COMMUNITY BOARD DISCRETIONARY FUND GRANT APPLICATION FORM

Criteria for Discretionary Grants

The purpose of the Waikanae Community Board's Discretionary Fund is to provide financial assistance for groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12-month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible Purposes:

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

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

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

Kaiwhakamana | Authoriser: **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

- 1 This report asks the Waikanae 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 Waikanae 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 Waikanae Community Board adopted its current version of Standing Orders on 28 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 Waikanae 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. Waikanae Community Board Standing Orders 2022-2025 Amended August 2024 [↓](#)
2. Local Government Electoral Legislation Bill Supplementary Order Paper [↓](#)

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Kate Coutts, Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Waikanae Community Board meeting of 18 June 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Waikanae Community Board Meeting Minutes - 18 June 2024 [↓](#)

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Kate Coutts, Advisor Governance

Authoriser: Brendan Owens, Group Manager Customer and Community

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Waikanae Community Board with the updated matters under action (as of 14 August 2024) to review and note.

TAUNAKITANGA | RECOMMENDATIONS

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

Item	Date Raised	Matter	Progress
1.	Ongoing	Te Ara Whetū (Waikanae Library and Service Centre)	The Concept Design is currently going through a cost estimate phase to ensure the project is staying on budget. Once Council officers have this confirmation, they will be in a position to present to the Waikanae Community Board and Council. Following this, in early September, there will be a community engagement update on the concept design plans.
2.	21/5/24	Old State Highway 1 Beautification	The Project Management Office are looking at Town Centre upgrades for the footpath along the Main Road in Waikanae, with a focus on the area between Te Ara Tangata and Mahara Place outside the shops. Due to feedback from the Community board the scope has been decreased to minimise the effects on the local businesses. The main items to

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			be repaired are the footpath’s stormwater grate between Te Ara Tangata and Mahara Place outside the shops and footpath repairs.
3.	09/11/21	Takutai Kāpiti Coastal Adaptation Panel	The Coastal Advisory Panel’s recommendation report was received by Council on 20 June 2024. At that meeting, Council confirmed the completion of the project and the role the Panel (which is now disestablished). Council will consider next steps in due course, with updates provided via formal Council meetings. The Takutai Kapiti project team is also no longer in place. No further updates will therefore be available on this item. <i>Previously this item was a standing update provided by Deputy Chair Michael Moore.</i>
4. C	09/11/21	Pharazyn Reserve Focus Group	Update from board representative Michelle Lewis to be provided as a standing item at each board meeting.
5.	01/02/22	Status of reserves in Waikanae	All three Iwi will help evaluate the current reserves land purpose and legal status, and will identify any specific mana whenua interests for inclusion into the next stage evaluations of reserve land ahead of classification. A planned two day session with Te Atiawa has been arranged (hosted by Ātiawa Awa ki Whakarongotai) to work through all land parcels within the rohe (district). The majority of reserves sit within the Ātiawa Awa ki Whakarongotai rohe so this will see a significant portion of assessments completed.
6.	01/02/21	Work planned for Waikanae Park	The Waikanae Park Development plan has been received from Recreation, Sport and Leisure (RSL) and was presented to the Waikanae Community Board early June 2024. A copy of the report and plan was circulated to the board. A project plan for the proposed play space upgrade under this Development Plan will be presented to the Capital Project Management Board (CPMB) shortly for approval.
7.	01/06/22	Waikanae Beach Hall future plans*	There is currently no plan or significant budget to address the existing beach hall, which must be strengthened by December 2033 if it is to remain open.
8.	22/11/22	Beach Access	The new Tracks and Trails Advisor is currently working through prioritised maintenance and repair requirements across the district. The Waikanae River track is now benefitting from a contracted river ranger (engaged by Greater Wellington Regional Council) – which is co-funded by the Kapiti Coast District Council.

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9.	2/5/23	Flooding of the Mangaone Stream at Te Horo Beach Road	There is no further update on this item.
10.	27/6/23	Re-establishment of a bus stop in Te Horo for Route 290	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.
11.	1/8/23	Waikanae Visioning Work	The second phase of feedback on Vision Waikanae has now closed. A final draft Vision is being prepared for September 2024 alongside a consolidated summary of feedback across the two phases of local engagement informing the Vision. The next Stage of the Vision process will commence later this year and will help identify and test potential pathways with the community for “how” the Vision and supporting outcomes could be best achieved.
12.	12/9/23	Waimanu Lagoons Weir*	There is no further update on this item at this time.
13.	31/10/23	Reikorangi Hall	Building Consent has now been obtained, and the seismic and associated upgrade work has commenced. The work programme is on track with all contractors involved, and the Hall is expected to available for community and event bookings from 7 October 2024.
14.	3/4/24	Te Horo Community Hall	Update from Deputy Chair Michael Moore to be provided as a standing item at each board meeting.

15.	21/5/24	Schedule of Works Planned for Waikanae (2024/25 Financial Year)	<p>Waikanae Pool</p> <ul style="list-style-type: none"> • The installation of Variable speed drives to filtration pumps to reduce energy costs and improve filtration. • Resurfacing Concourse. • Repainting & renewing the sealants on the Pool Tanks. • Minor improvements to Poolside seating <p>Stormwater Programme – Marae Lane</p> <ul style="list-style-type: none"> • Stormwater upgrade to replace a broken stormwater pipe across Marae Lane and installing a new manhole. The upgrade is set to mitigate surface flooding on Marae Lane and adjacent properties on Iti Grove, and increase capacity of the system with larger sumps and pipes. • Work is set to begin mid-September, and will restrict traffic access on Marae Lane and the nearby Mahara Place carpark. Traffic management and traffic controllers will be in place at the time of the upgrade. <p>Waikanae Parks, Open Space and Environment</p> <ul style="list-style-type: none"> • Waikanae Park play space/skate park to be renewed • Waikanae Memorial playground to be renewed
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**No update to the item since the last Waikanae Community Board meeting.*

NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA