



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Meeting

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

Te Rā | Date: Tuesday, 10 September 2024

Te Wā | Time: 6.30pm

**Te Wāhi | Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Mark de Haast
Group Manager Corporate Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 10 September 2024, 6.30pm.

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Members

Mr Glen Olsen	Chair
Mr Guy Burns	Deputy
Mr Bernie Randall	Member
Mr Karl Webber	Member
Cr Glen Cooper	Member
Cr Kathy Spiers	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 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Evan Dubisky, Advisor Governance**

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 For the Paraparaumu Community Board to consider applications to the Discretionary Fund and to note Accountability Reports of previous funding recipients.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paraparaumu Community Board has delegated authority under section D of the 2022-2025 Governance Structure to consider and approve grant funding applications. The section states that the community board has the delegation to:

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

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Deb Donnelly to support the financial costs for her exhibition Aotearoa Shibui, in Thistle Hall from 7-13 October 2024.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Naomi Boyd to assist with financial costs of competing in the Lower North Island Netball competition in Hastings.
- C. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Elizabeth Boyd to assist with costs for transportation, accommodation, and entry fees for attending a rugby tournament in Auckland.
- D. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Fletcher Cooper to assist with costs to travel to compete for the NZ Under 15 Basketball team at the Oceania Championships in Canberra in November 2024.
- E. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Home4All to buy the trailer for their Duo-bike to enable them to cycle with three of their visitors instead of one.
- F. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Kapiti Powerlifting Club to cover a portion of the costs to travel to South Africa for the Masters World Championships.

TŪĀPAPA | BACKGROUND

- 4 This is the second Paraparaumu Community Board meeting of the 2024/2025 financial year.
- 5 To allocate Discretionary Grants, the Board should duly consider the established criteria, attached as Appendix 1 to this report.

- 6 Once funding has been approved and allocated to applicants, accountability reports will be required two months after the event or activity for which the grant was awarded takes place.

HE KŌRERORERO | DISCUSSION

- 7 The following applications for funding have been received and are attached as Appendix 2 (public excluded) to this report and summarised below.
- 8 Deb Donnelly
Deb Donnelly has applied for a grant of \$750 to support the financial costs for her exhibition Aotearoa Shibui, in Thistle Hall from 7-13 October 2024.
- 9 Naomi Boyd
Naomi Boyd has applied for a grant of \$648.46 to assist with financial costs of competing in the Lower North Island Netball competition in Hastings.
- 10 Elizabeth Boyd
Elizabeth Boyd has applied for a grant of \$437 to assist with costs for transportation, accommodation, and entry fees for attending a rugby tournament in Auckland.
- 11 Fletcher Cooper
Fletcher Cooper has applied for a grant of \$1500 to assist with costs to travel to compete for the NZ Under 15 Basketball team at the Oceania Championships in Canberra in November 2024.
- 12 Home4All
Marian Weststrate of Home4All has applied for a grant of \$750 to buy the trailer for their Duo-bike to enable them to cycle with three of their visitors instead of one.
- 13 Kapiti Powerlifting Club
Tom Snow, on behalf of Kapiti Powerlifting Club, has applied for a grant of \$1200 to cover a portion of the costs to travel to South Africa for the Masters World Championships.
- 14 The discretionary grant applications under consideration in this report total \$5,285.46.

He take | Issues

- 15 There are no issues to consider.

Ngā kōwhiringa | Options

- 16 There are no options to consider for this report.

Mana whenua

- 17 Mana Whenua have not been consulted as part of this report. The funding allocation is fully within the delegation of the Paraparaumu Community Board to consider.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

- 19 Budget allocations for the 2024/2025 financial year for the Paraparaumu Community Board Discretionary Grant are as follows:

2024/2025 budget allocation	Total allocated to date	Total unallocated to date
\$32,167.00	\$5,550.00	\$26,617.00

- 20 For the previous 2023/24 financial year, Discretionary Grants approved by the Paraparaumu Community Board are attached as Appendix 3.

- 21 For the current 2024/25 financial year, Discretionary Grants approved by the Paraparaumu Community Board are attached as Appendix 4.
- 22 3 completed Accountability Reports for a Discretionary Grant approved by the Paraparaumu Community Board prior to 30 June 2024 are attached as Appendix 5 (public excluded).

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

- 23 There are no legal or organisational risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

- 24 Grants are allocated in accordance with the established criteria as per Appendix 1 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

- 25 This matter has a low level of significance under Council's Significance and Engagement Policy and engagement is not conducted prior to decision making.

Whakatairanga | Publicity

- 26 Board Members play an active role around the community in promoting the discretionary grants available. Details are also made available on Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Discretionary Grant Criteria of Paraparaumu Community Board [↓](#)
2. Combined Discretionary Grant Applications for 10 September 2024 - Public Excluded
3. 2023/24 Financial Year Discretionary Grants Summary [↓](#)
4. 2024/25 Financial Year Discretionary Grants Summary [↓](#)
5. Combined Accountability Reports for 10 September 2024 - Public Excluded

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Updated January 2023

PARAPARAUMU 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 Paraparaumu 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 Paraparaumu 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 Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

2023/24 Financial Year Paraparaumu Community Board

Date	Recipient	Amount	Purpose of Grant	Report Due
18/07/23	Kāpiti Chorale	\$183.80	Assist with the cost of their 40 th anniversary concert to be held at Te Raukura ki Kāpiti on Saturday 12 August	Received October 2023
18/07/23	1 st XI Boys Football Team, Paraparaumu College	\$500	Assist with the team attending the winter Tournament in Auckland in August 2023.	Received September 2023
18/07/23	Loss and Grief Centre	\$500	Assist with the set-up of a Bereaved by Suicide Support Group launching in August 2023	Received October 2023
18/07/23	Paraparaumu College 1st XI Boys Hockey team	\$500	Wear matching with matching hoodies while they attend the Rankin Cup/India Shield competition held in Wellington between 28 August and 2 September 2023	Received
18/07/23	Paraparaumu College 1st XI Boys Hockey team	-\$500	Funds unused	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	Received April 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024 – followed up July 2024
18/07/23	Paraparaumu Beach School	\$500	Assist with the girls' hockey team to the Zespri AIMS (Association of Intermediate Middle Schooling) Games in Tauranga in September 2023	Received October 2023
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	Received December 2023
18/07/23	Loved4Life	\$500	Assist with the cost of providing volunteers with the materials for making quilts for new babies in the community	Received October 2023
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 th August 2023	November 2023 - followed up Jan & July 2024
29/08/23	Michelle Scullion	\$750	Assist with the cost of organising a travel sketching course at KEDA business hub on 25-26 November 2023	Received January 2024
29/08/23	The Combined Lions Club of Kāpiti	\$250 -\$35.35	Assist with the printing costs of flyers and advertising to promote Food Bank collection in November. \$35.35 of unused funds were returned.	Received December 2023
24/10/23	Kāpiti Health Advisory Group, Sandra Daly	\$750	Assist with the printing costs of brochures and posters to provide information about accessing health services	Received July 2024
24/10/23	Kāpiti Basketball Association	\$500	Partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 2023	Received November 2023
24/10/23	Widowed, Separated & Divorced Support Group	\$750	Assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course	Received May 2024

Date	Recipient	Amount	Purpose of Grant	Report Due
24/10/23	Ashton & Kim Foote	\$500	Assist with the costs associated with a school trip to Thailand which they have been fundraising for.	Received April 2024
05/12/23	Naomi Allen-Boyd	\$650	Assist with the costs associated with attending NZ Touch Rugby Nationals in Auckland	Received August 2024
07/12/23	The Combined Lions Club of Kāpiti	-\$35.35	Refund of unused funds	N/A
13/02/23	Kapiti Cubers	\$560	To cover venue hire until the end of the financial year 2025	Received July 2024
13/02/23	Kapiti Senior Singers	\$750	Assist with the costs of a pianist for rehearsals and concerts in order to achieve the required standard of performance for their choir	Received July 2024
13/02/23	Paraparaumu College	\$750	To assist with costs for a cultural festival three-hour mini night market, including advertising, hiring of staging and sound equipment, activity resources and performance costs	Received May 2024
26/03/24	Horowhenua Coastal Football Club Inc.	\$750	To assist with the purchase of equipment to deliver their football programmes.	June 2024 – followed up July 2024
26/03/24	Kāpiti Primary School	\$750	To assist with paying the wages of mentors who deliver the Create and Relate programme to primary school students.	June 2024 – followed up July 2024
07/05/24	Brain Injury Association Wellington	\$750	To assist with the costs of running regular support groups in Paraparaumu	August 2024
07/05/24	Fletcher Martin	\$750	To assist with the costs of representing Paraparaumu College at the London International Youth Science Forum (LIYSF) in 2024	October 2024
07/05/24	Coastguard Kapiti Coast	\$1200	To assist with the purchase of an Automated External Defibrillator outside Paraparaumu Boating Club	Verbal accountability report on 18 June 2024
07/05/24	The Combined Lions Club of Kapiti	\$300	To assist with the printing costs of flyers and advertising to promote Food Bank collection in November 2024	January 2025
07/05/24	Paraparaumu Scouts Group	\$750	To purchase replacement tents and cover some of the cost of their annual insurance	August 2024
07/05/24	Linda Wood	\$750	To help cover the costs for her daughter travel to Christchurch in August 2024 to attend the Canterbury Champs gymnastics event	October 2024
07/05/24	Kapiti Archery Club	\$750	To purchase amenities to enhance the infrastructure of the club and prioritize the well-being of those who partake in their archery activities	Received June 2024
07/05/24	Kapiti Art Studio	\$1000	To help pay for flights, accommodation, and transportation costs for Rebecca Bond and artist Erena Wylie to attend the Webbs auction in Auckland where Erena's art is up for auction	September 2024
07/05/24	Kapiti Chess Club	\$517.50	To pay for the venue hire for the 30th Kāpiti Rapid Chess Championship	August 2024
18/06/24	Digital Seniors	\$750	To assist with expenses related to expanding their technology support for seniors to the Kapiti Coast	September 2024

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

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

Kaiwhakamana | Authoriser: **Mark de Haast, Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

- 1 This report asks the Paraparaumu 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 Paraparaumu 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 Paraparaumu Community Board adopted its current version of Standing Orders on 14 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 Paraparaumu 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. Paraparaumu 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: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Paraparaumu Community Board meeting of 30 July 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Unconfirmed Minutes of the 30 July 2024 Paraparaumu Community Board Meeting [↓](#)

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

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated matters under action for the Paraparaumu Community Board to review and note. The updated information is bolded.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action - September 2024 [↓](#)

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA

Kia tau ngā manaakitanga ki runga i a tātou katoa,
Kia hua ai te mākihikihi, e kī ana
Kia toi te kupu
Kia toi te reo
Kia toi te wairua
Kia tau te mauri
Ki roto i a mātou mahi katoa i tēnei rā
Haumi e! Hui e! Taiki e!

*May blessings be upon us all,
And our business be successful.
So that our words endure,
And our language endures,
May the spirit be strong,
May mauri be settled and in balance,
Among the activities we will do today
Join, gather, and unite! Forward together!*