



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Meeting

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

Te Rā | Date: Tuesday, 15 October 2024

Te Wā | Time: 7:00pm

**Te Wāhi | Location: Gertrude Atmore Supper Room,
Memorial Hall,
Main Street,
Ōtaki**

**Kris Pervan
Group Manager Strategy & Growth**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Ōtaki | Ōtaki Community Board will be held in the Gertrude Atmore Supper Room, Memorial Hall,, Main Street, Ōtaki, on Tuesday 15 October 2024, 7:00pm.

Poari ā-Hapori o Ōtaki | Ōtaki Community Board Members

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

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- 1 **NAU MAI | WELCOME**
- 2 **WHAKAPĀHA | APOLOGIES**
- 3 **TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

- 4 **HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**

- 5 **NGĀ TEPUTEIHANA | DEPUTATIONS**

- 5.1 **GREATER WELLINGTON NEIGHBOURHOOD SUPPORT**

Lisa Theron, Kapiti Coordinator, Greater Wellington Neighbourhood Support.

- 5.2 **WAKA KOTAHI AND TONKIN + TAYLOR**

Representatives from Waka Kotahi and Tonkin + Taylor will present an update to the Ōtaki Community Board on the current status of the Peka Peka to Ōtaki (PP2Ō) old SH1 revocation project.

- 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 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

Kaituhi | Author: **Roddy Hickling, Manager Emergency Management**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory and Environment**

TE PŪTAKE | PURPOSE

- 1 To provide an update to the Ōtaki Community Board on how Emergency Management (EM) functions locally and the Emergency Management team's work programme.

TAUNAKITANGA | RECOMMENDATIONS

That the Ōtaki Community Board:

- A. Note the Emergency Management update.
- B. Appoint a member of the Ōtaki Community Board to be an 'Emergency Management Champion' who will have a proactive relationship with the Kāpiti Coast District Council Emergency Management team and seek to be an informed source of local Emergency Management activity and personnel.

TŪĀPAPA | BACKGROUND

- 2 In early 2023, severe weather events, Hale and Gabrielle, caused significant destruction in the northern and eastern districts of the North Island. As a result, many Territorial Authorities have had to reconsider their EM efforts.
- 3 The Kāpiti Coast District Council has proactively taken steps to strengthen its EM capability and capacity in response. An independent review, known as 'The Bush Report,' along with the official Government review of the emergency response to these events, highlighted important findings that support this approach. Notably, the reviews emphasised the need for EM to recognise and support the community response alongside the official response.

HE TAKE | ISSUES

- 4 A Public Opinion Survey conducted by the Wellington Region Emergency Management Office in 2023 noted reducing levels of community preparedness.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Emergency Management - The Community Approach [↓](#)

EMERGENCY MANAGEMENT THE COMMUNITY APPROACH

Ōtaki Community Board
15 October 2024



WELLINGTON REGION
EMERGENCY MANAGEMENT

OFFICE



Why Emergency Management?



Territorial Authorities legislative obligations

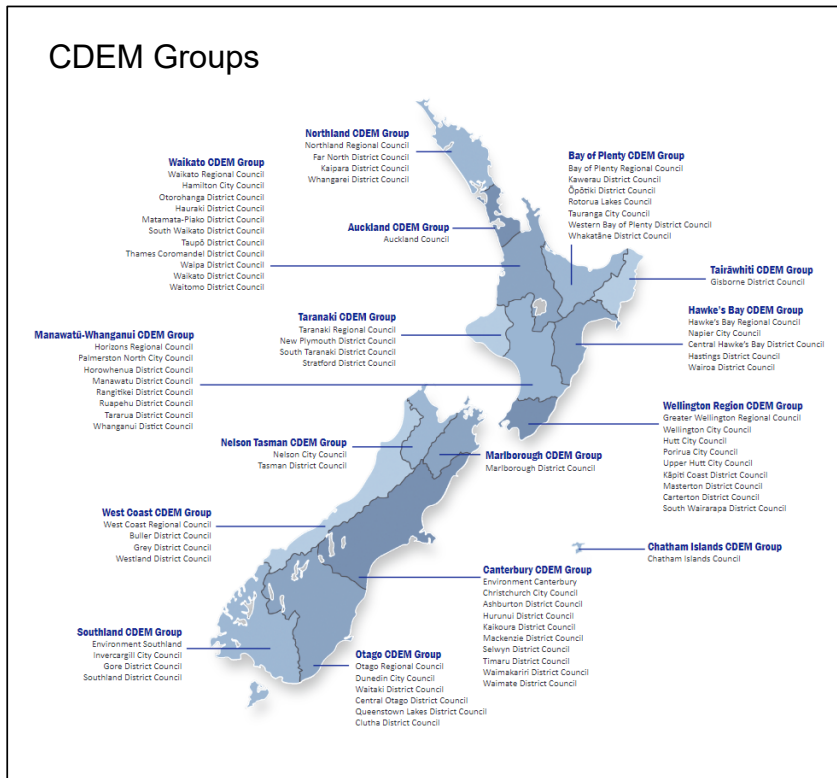


Recover from Disruption

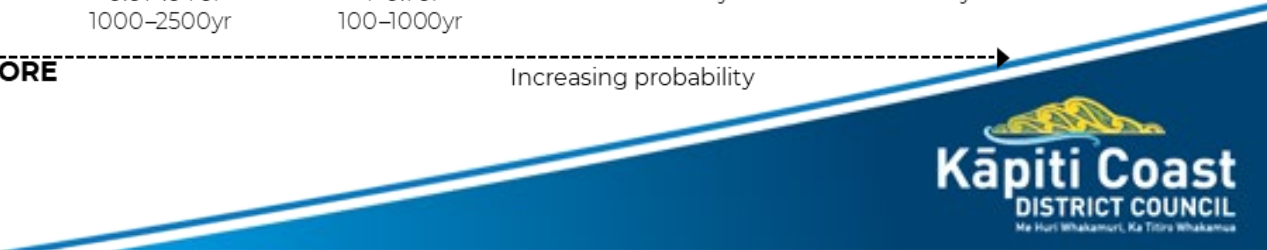
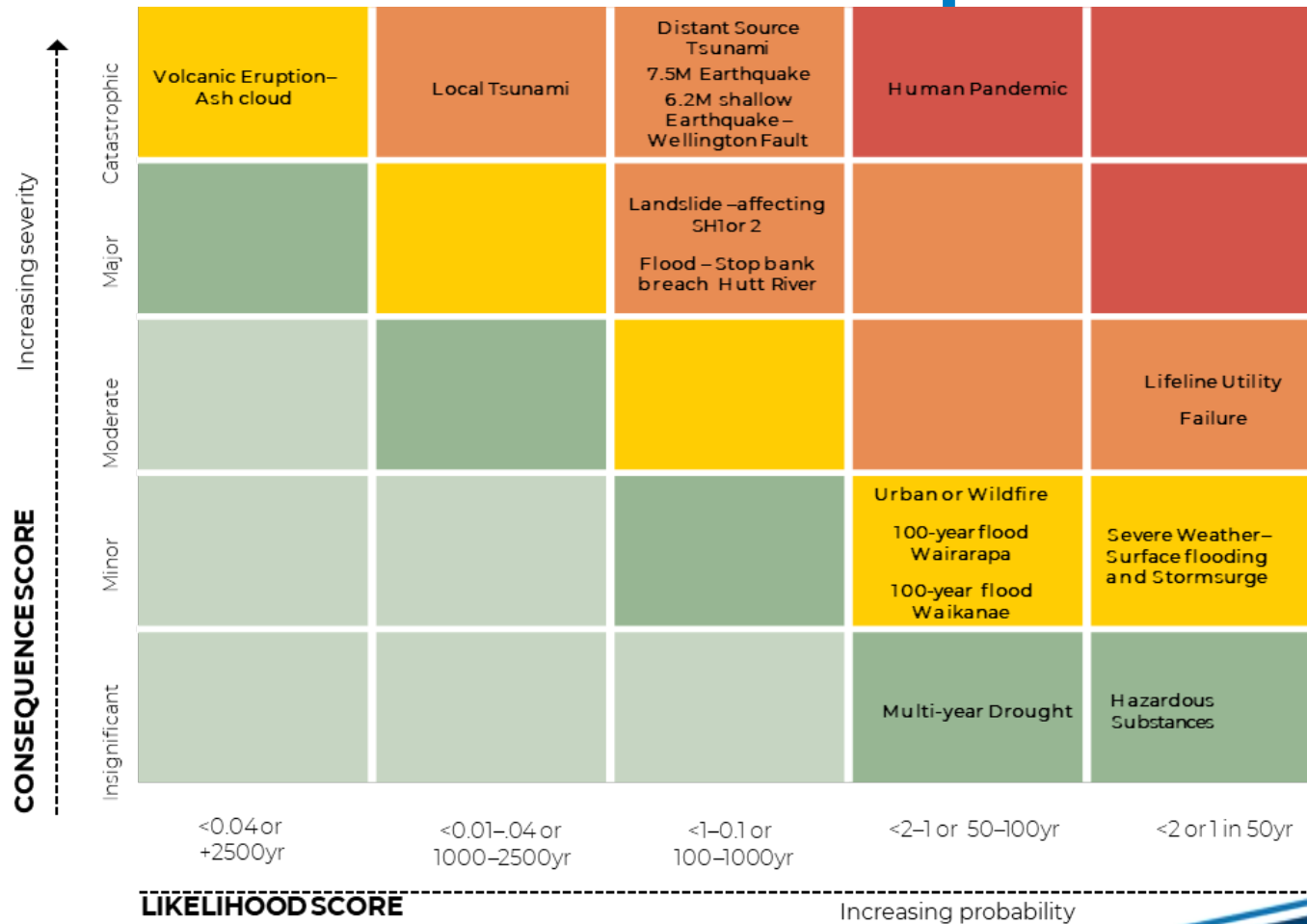


Findings from Gabrielle/Hale

How does CDEM work?



Hazardscape



8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

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

TE PŪTAKE | PURPOSE

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2024/2025 year.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

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

TE TUKU HAEPAPA | DELEGATION

- 3 The Ōtaki Community Board has the authority to consider this matter under part D point 7 of the Governance Structure and Delegations for the 2022-2025 Triennium.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves a grant of \$_____ to the Wellington Area Trail Riding Club to assist with the costs of holding two club riding events within the Ōtaki area.
- B. That the Ōtaki Community Board approves a grant of \$_____ to Home4All to assist with the costs of buying a trailer for their Duo-bike which will enable cycling with three of their visitors instead of one.
- C. That the Ōtaki Community Board approves a grant of \$_____ to Kapiti Concert Orchestra to assist with the costs of holding their annual concert in Ōtaki.
- D. That the Ōtaki Community Board approves a grant of \$_____ to Friends of the Ōtaki Foodbank to assist with the costs of their annual collection for the Ōtaki Foodbank to be held on Saturday 30 November.
- E. That the Ōtaki Community Board approves a grant of \$_____ to the Ōtaki Presbyterian Church to assist with costs in purchasing a table tennis table to expand their weekly sausage sizzle for local rangatahi.
- F. That the Ōtaki Community Board notes the accountability reports received as attachment 7-10.

TŪĀPAPA | BACKGROUND

- 4 This is the third Ōtaki Community Board meeting of the 2024/2025 financial year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1).
- 6 All applicants have been advised by email of the meeting day, time, and venue.

HE KŌRERORERO | DISCUSSION

- 7 Five applications for funding have been received and are attached to this report (under separate cover) as Attachments 2-6. The applications are summarised below.
- 8 Alesha Anset and Katrina Wood, on behalf of the Wellington Area Trail Riding Club, have applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of holding two club riding events within the Ōtaki area.

- 9 Marian Westrate, on behalf of Home4All, has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of buying a trailer for their Duo-bike which will enable cycling with three of their visitors instead of one.
- 10 Ruth McKenzie, on behalf of Kapiti Concert Orchestra, has applied for an Ōtaki Community Board Grant of \$750 to assist with holding their annual concert in Ōtaki this year.
- 11 Don Howden, on behalf of Friends of the Ōtaki Foodbank, has applied for an Ōtaki Community Board Grant of \$750 to assist with the costs of their annual collection for the Ōtaki Foodbank to be held on Saturday 30 November.
- 12 Margie Upson, on behalf of the Ōtaki Presbyterian Church, has applied for an Ōtaki Community Board Grant of \$700 to purchase a table tennis table in order to expand their weekly sausage sizzle activity for college age rangatahi.

He take | Issues

- 13 There are no issues to be considered.

Ngā kōwhiringa | Options

- 14 There are no options to be considered.

Mana whenua

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

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

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

Ahumoni me ngā rawa | Financial and resourcing

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

Fund	2024/25 budget allocation	Total allocated to date	Grant Money returned	Total unallocated to date
Ōtaki Community Board Grant Fund	\$27,979	\$7,374	\$ 0	\$20,605

- 18 Community Board Grants approved for the 2024/2025 are as follows:

Date	Recipient	Purpose of Grant	Amount
23 July 2024	Nourish Trust	To assist with the cost of providing Christmas hampers for families in the Ōtaki community doing it tough at Christmas.	\$750
23 July 2024	Jeana Bevan	To assist with the costs associated with an exchange student visit to Spain for two months in November 2024.	\$750
23 July 2024	Community Coffee and Chat	To assist with venue hire costs.	\$750
23 July 2024	Moahuia Goza	To assist with the cost of travelling to China for Kapa Haka performances.	\$650

Date	Recipient	Purpose of Grant	Amount
23 July 2024	Jacinta Patten	To assist with the cost of venue hire for the homeschool co-op's weekly meetings.	\$724
23 July 2024	OC Kohatu: Ōtaki College	To assist with the cost of attending the 2024 Lower North Island Secondary Schools Netball winter tournament in Taradale.	\$750
23 July 2024	Kāpiti Crop Swap	To assist with venue hire costs and event promotion.	\$750
27 Aug 2024	Michelle Deerheart	To assist with the costs of buying wool for volunteer knitters to provide hand knitted singlets to whānau that come through antenatal education at Bumps to Babies.	\$750
27 Aug 2024	Rāhui Māreikura	To assist with the costs of running the Rāhui Māreikura Girls Rugby programme.	\$750
27 Aug 2024	Ōtaki Sports Club	To assist with the costs of purchasing tennis balls for junior interclub tennis matches programme.	\$750

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

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

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

Ngā pānga ki ngā kaupapa here | Policy impact

- 21 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1).

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

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

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

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

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Ōtaki Community Board Grant Criteria and Application Form [↓](#)

2. Wellington Area Trail Riding Club - Application for Funding - Public Excluded (under separate cover)
3. Home 4 All - Application for Funding - Public Excluded (under separate cover)
4. Kapiti Concert Orchestra - Application for Funding - Public Excluded (under separate cover)
5. Friends of the Ōtaki Foodbank - Application for Funding - Public Excluded (under separate cover)
6. Ōtaki Presbyterian Church - Application for funding - Public Excluded (under separate cover)
7. Rāhui Rugby and Football Club - Accountability Report - Public Excluded (under separate cover)
8. The Loss and Grief Centre Kapiti - Accountability Report - Public Excluded (under separate cover)
9. Ōtaki Bridge Club - Accountability Report - Public Excluded (under separate cover)
10. Friends of the Rotunda - Accountability Report - Public Excluded (under separate cover)

8.2 DRAFT CALENDAR OF MEETINGS 2025

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

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

TE PŪTAKE | PURPOSE

- 1 This report seeks the Ōtaki Community Board's approval of the appended meeting schedule for 2025.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 Not required for this report.

TE TUKU HAEPAPA | DELEGATION

The Ōtaki Community Board has the authority to set its meeting schedule.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Ōtaki Community Board approves the following dates for their 2025 meetings for the 2025 calendar year, as shown in the appended calendar of meetings 'Draft Calendar of Meetings 2025':
 - Tuesday, 11 March 2025
 - Tuesday, 29 April 2025
 - Tuesday, 10 June 2025
 - Tuesday, 22 July 2025
 - Tuesday, 2 September 2025

TŪĀPAPA | BACKGROUND

- 3 The calendar of meetings for 2025 covers the meeting cycle for Council, committee and subcommittee meetings and briefings; and includes other meetings, such as meeting dates for the five community boards.
- 4 While there is no statutory requirement to adopt a calendar of meetings, it is practical and transparent to do so.

HE KŌRERORERO | DISCUSSION

He take | Issues

- 5 In accordance with the Governance Structure and Delegations for the 2022-2025 triennium, the calendar of meetings lists an approximate six to seven-weekly cycle for the Ōtaki Community Board, which is the same for all other community boards.
- 6 Provisions in the Local Government Official Information and Meetings Act 1987 and Council's Standing Orders prescribe that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date. This prescribed standard is exceeded by distributing the agendas five working days in advance of the meeting to give elected members, mana whenua representatives and independent members adequate time to consider the reports and associated information within meeting agendas.
- 7 No meetings or briefings have been scheduled for the first week of the school holidays; these periods are shown as 'Keep Free' days. During the second week of the holidays only briefing placeholders have been scheduled on Tuesdays and Thursdays.

Ngā kōwhiringa | Options

Meeting start times

- 8 The first meeting of the Ōtaki Community Board is set for the second week of March.
- 9 Ōtaki Community Board meetings are currently scheduled to take place on Tuesday evenings beginning at 7.00pm.
- 10 Community boards are free to decide on a different dates, days and times for their meetings.
- 11 Council, committee and subcommittee meetings, where community board members are participating or voting members, are scheduled to begin at 9.30am on Tuesdays or Thursdays.
- 12 The other community board meetings are currently scheduled to take place on Tuesday evenings at 7.00pm; with the exception of the Paraparaumu Community Board, whose meetings are proposed to begin at 6.30pm on Tuesday evenings.

Briefings, workshops, and training

- 13 Briefings and workshop placeholders have been scheduled on Tuesdays, with some exceptions of placeholders scheduled for a Thursday.
- 14 Briefings and workshops are intended to keep elected members' up to date with key projects and issues and in line with the provisions set in the Local Government Official Information and Meetings Act 1987, decisions must not be made in these sessions.
- 15 Elected member training events will also be scheduled on Tuesdays or Thursdays as required.

Other meetings

- 16 The Appeals Hearing Committee and the District Licensing Committee meet as required and no placeholders are included in the calendar of meetings.
- 17 The draft calendar includes meeting date placeholders for Te Whakaminenga o Kapiti and the other community boards; however, as Te Whakaminenga o Kāpiti and each of the boards are free to set and approve their own meeting schedule, the placeholders may be subject to change.
- 18 Dates for Local Government New Zealand's Zone 4 meetings are not confirmed yet. Zone 4 meetings usually take place quarterly on a Friday.

Changes to the calendar

- 19 Occasionally unforeseen circumstances arise, and it becomes necessary to add, reschedule, or cancel meetings in the calendar. In such cases, the matter is first addressed with the Mayor or Chair of the relevant committee prior to informing elected members about the proposed alternative meeting dates.
- 20 Any changes to meeting dates are publicly communicated through Council's Calendar of Meetings webpage. Elected members are also promptly alerted of changes via Karanga Mai (Outlook) calendar invites, alongside being notified via the weekly Elected Members' Bulletin 'Schedule of Meetings' section. Cancellation notices will include reasons for cancelling.

Proposed meeting dates for the 2025-2028 triennium

- 21 Tentatively proposed meeting dates, including the inaugural meeting of the Ōtaki Community Board, for the months immediately after the Local Body Elections in October 2025 have also been incorporated into the appended meeting schedule.

Mana whenua

- 22 The appended calendar of meetings includes meeting placeholders for Te Whakaminenga o Kapiti; however, these dates are subject to change following formal adoption by Te Whakaminenga o Kapiti.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

23 There are no climate change and environmental considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

24 The proposed timetable of meetings can be delivered within existing budgets.

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

25 Adopting a schedule of meetings assists with fulfilling the requirement under the Local Government Official Information and Meetings Act 1987 (section 46) to publicly notify meetings.

Ngā pānga ki ngā kaupapa here | Policy impact

26 There are no policy considerations within this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

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

Whakatairanga | Publicity

28 Meetings will be publicly advertised in advance each month in the local newspapers as required by the Local Government Official Information and Meetings Act 1987, and Council's Standing Orders.

29 Meeting dates will also be published to Council's Calendar of Meetings webpage.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Draft Calendar of Meetings 2025 (under separate cover) [⇒](#)

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Anna Smith, Acting Team Leader Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Ōtaki Community Board meeting of 27 August 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Ōtaki Community Board minutes - 27 August 2024 [↓](#)

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Anna Smith, Acting Team Leader Governance

Authoriser: Kris Pervan, Group Manager Strategy & Growth

TE PŪTAKE | PURPOSE

The purpose of this report is to present the Ōtaki Community Board with the updated matters under action (as of 27 August 2024) to review and note.

RECOMMENDATIONS

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

Item	Date Raised	Matter	Progress	Reporting Responsibility
1	April 2019	Ōtaki Civic Theatre	<p>Councils Property Team have been in regular contact and updating the Otaki Players Society since they have moved out of the Theatre. The earthquake strengthening work at the Otaki Theatre has progressed to the stage now with the Structural and Construction drawings completed.</p> <p>Along with the structural and building drawings finalised, scoping works completed, and the construction budget costs peer reviewed, and approved. The Resource Consent was lodged in early September and the Building Consent applied for mid-September and planned to go out to Tender in early October.</p> <p>Staff have reviewed the Long-Term Plan budgets and have set a revised reduced plan of Capital projects, in line with the Capex and Opex budget cuts</p>	Staff

Item 10.1

			that have been made. The Property Team now sit within the Infrastructure and Asset Management Division and are constantly reviewing the total Capex renewal and Opex maintenance works budgets.	
2	September 2014	Land Designation at Ōtaki Beach	<p>The Road stopping is not feasible; however, work will continue around the future of the management of the natural open space area at Ōtaki Beach. An update regarding the future of this space has been requested sometime over the next few months (September or October 2024).</p> <p>The team have advised that:</p> <ol style="list-style-type: none"> 1. The budget for the development of the Ōtaki Beach area is included in the LTP through to 2026. 2. The majority of budget (>\$300k) is signalled for the 2025/26 FY, but concept design work and consultation will be kicking off this FY. Procurement of a service provider for this Development Plan is underway. 3. Complimentary budgets i.e. for Ōtaki Educational Signage and Beach accessway renewals are also being factored into a wholistic ‘One’ project approach for this location. 	Staff
3	March 2024	Revocation Updates	<p>No updates at the present time, although on track for lane closure on the bridge in May for 4 – 6 months. Bridge lane closure has been put back and Waka Kotahi are looking at applying for consent to building scaffolding on riverbed to avoid long term lane closure. Andrew Torr – at this time consultants are working on the design. Contract will follow, work expected to be completed 2025. Bridge update from Cam – given up on working on the riverbed. Going to lane closures starting in August. August – December lane closures one lane at a time. January/February lane closures during working hours only. No formal updates have been received, but traffic impacts have not been too severe to date.</p>	Board (Cam)

4	May 2024	Problem cul de sacs	Raised islands to deal with bad behaviour traffic issues. The option was raised of consulting with the inhabitants of the cul de sacs. Problem areas to be nominated. Jackie, Simon and Cam presented on this issue at the Strategy, Operations and Finance Committee meeting. Recommendation made to Council coming up at the 29 August meeting.	Staff Board (Jackie)
5	May 2024	Trimming of trees grass mowing – waste	Staff will follow up internally regarding the overlap between teams. Entrance to the landfill, further trimming and mowing required.	Staff Board (Jackie)
6	July 2024	Clifton Cottage	Clifton Cottage is scheduled to be made weathertight and left as is. Cr Warwick has requested signage for toilets on the south bank. Community Board requests a report back on Clifton Cottage, consultation highlighted a request for restoration and that the building be made useable. Is this Waka Kotahi? What commitment was made during the process regarding this building? Is there heritage status? Request for public toilets on south bank. Staff advise that no formal commitment for this work can be found. Cam will follow up with former Ōtaki Ward Councillor to confirm board members recollection of the consultation. Cr Warwick to request all minutes that mention the building.	Staff Board Members
7	July 2024	Paper road off Te Roto Road	Cr Warwick has organised a meeting with Greater Wellington regarding the issues – access and parking.	Board - Cr Warwick
8	August 2024	Railway Station Safety & Upgrade	Safety concerns regarding lighting at the Ōtaki Railway Station. Board member to canvas station users over safety concerns.	Board – Jackie Elliott
9	August 2024	Railway Station Repairs & Maintenance	Paint has been gifted to paint the railway station building – potential for a community working bee to re-paint the building.	Board

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA