



# **RĀRANGI TAKE AGENDA**

## **Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Meeting**

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

**Te Rā | Date: Tuesday, 10 December 2024**

**Te Wā | Time: 7:00 pm**

**Te Wāhi | Location: St Peter's Hall, Beach Road, Paekākāriki**

**Hara Adams  
Group Manager Iwi Partnerships**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 10 December 2024, 7:00 pm.**

**Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members**

Chair Kelsey Lee	Chair
Deputy Sorcha Ruth	Deputy
Mr Sean McKinley	Member
Mr Christian Judge	Member
Cr Sophie Handford	Member

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**1 NAU MAI | WELCOME**

**2 WHAKAPĀHA | APOLOGIES**

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

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

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

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

**5 NGĀ TEPUTEIHANA | DEPUTATIONS**

Nil

**6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

(c) Community Board Members' Activities

## 7 HE KŌRERO HOU | UPDATES

### 7.1 EMERGENCY MANAGEMENT UPDATE – THE COMMUNITY APPROACH

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

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

### TE PŪTAKE | PURPOSE

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

### TAUNAKITANGA | RECOMMENDATIONS

That the Paekākāriki Community Board:

- A. Note the Emergency Management update.
- B. Appoint a member of the Paekākāriki 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

Paekākāriki Community Board  
10th December 2024

## Emergency Management Team

### KCDC

- Roddy Hickling – Manager Emergency Management
- Aaron Cronin – Emergency Management Advisor

### WREMO

- Alistair Bache - Operational Readiness and Response
- Renée Corlett - Community Resilience and Recovery



# Why Emergency Management?



Territorial Authorities legislative obligations



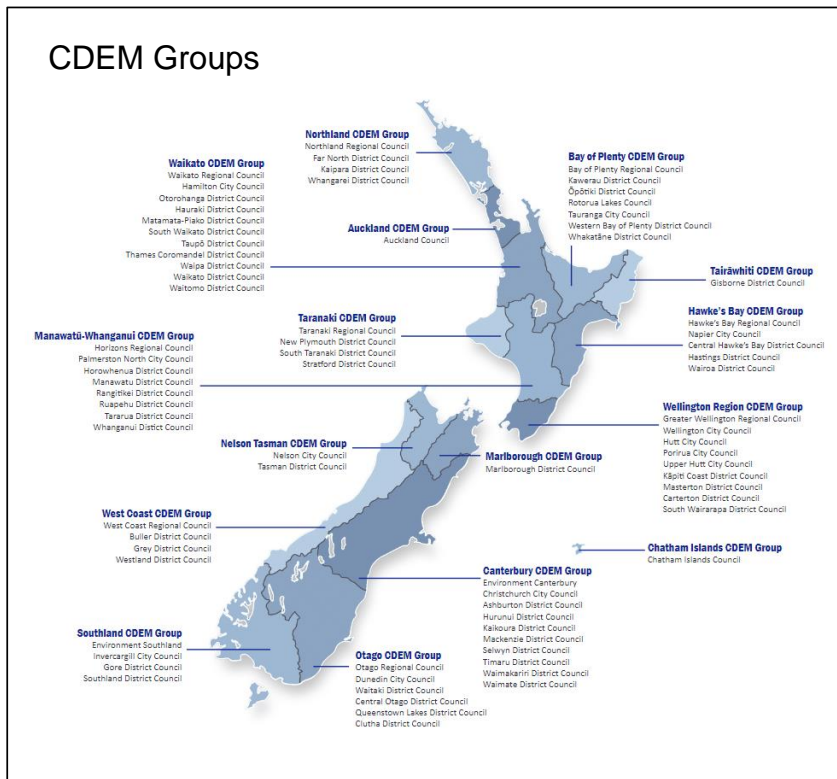
Recover from Disruption



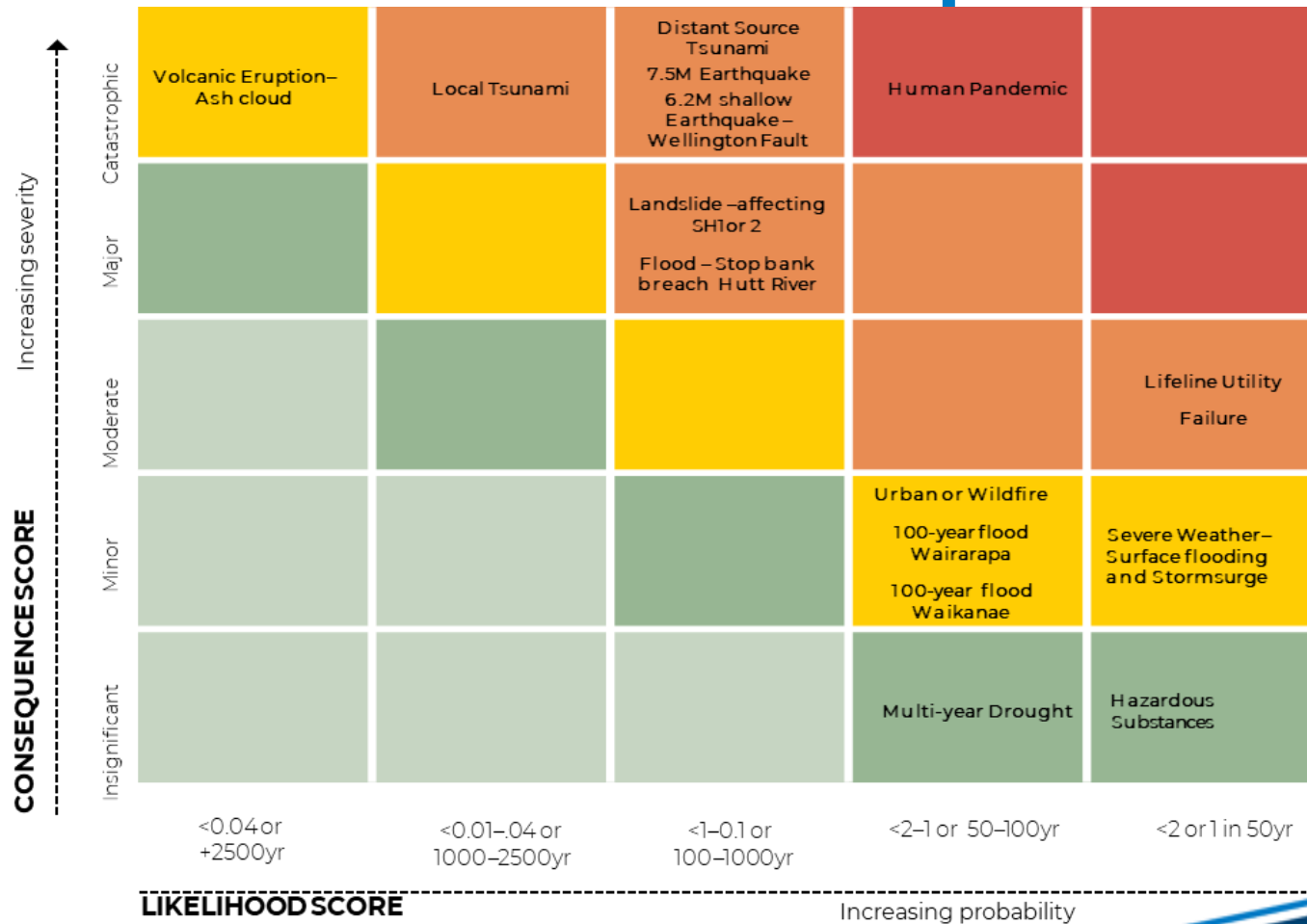
Findings from Gabrielle/Hale



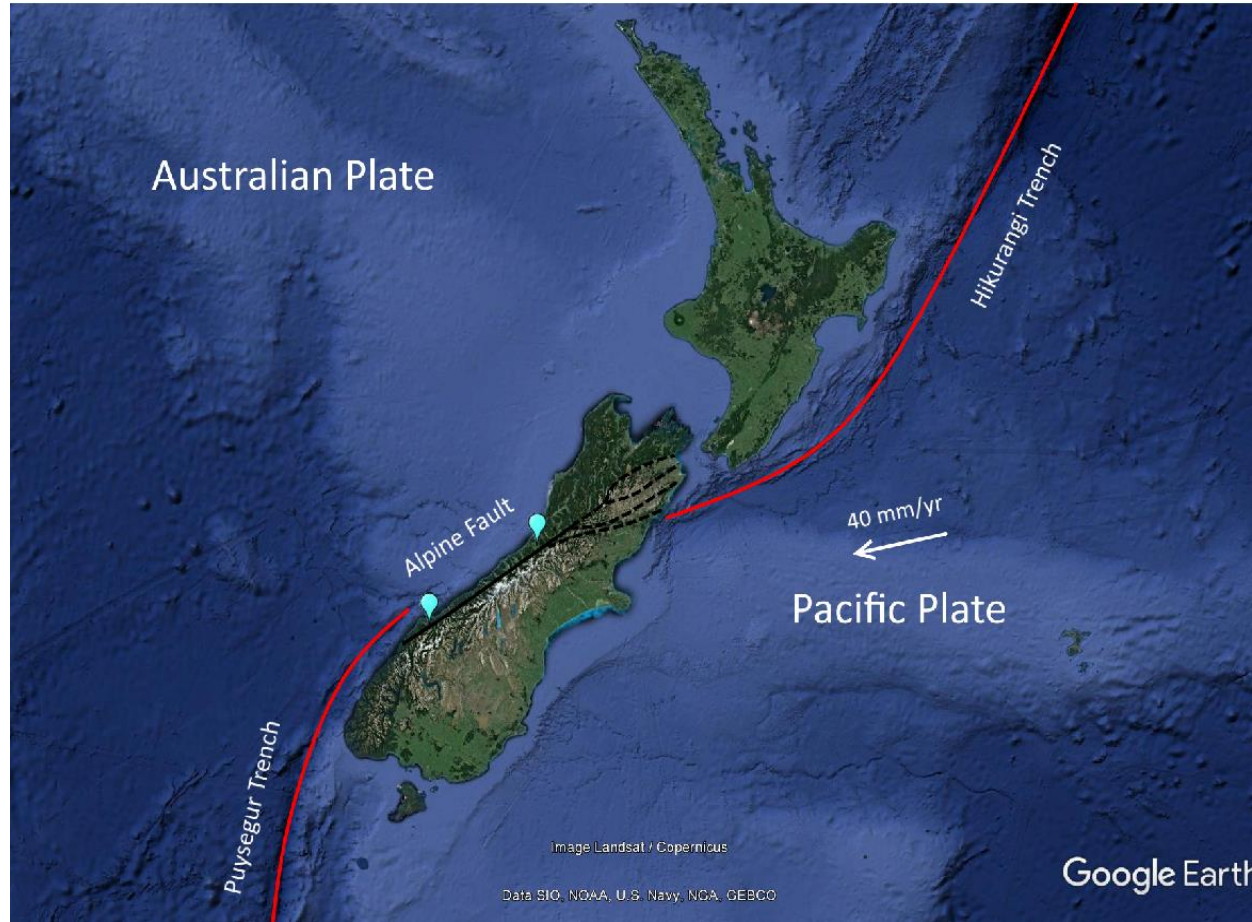
# How does CDEM work?



# Hazardscape



# Most dangerous – Earthquake & Tsunami















## 8 PŪRONGO | REPORTS

### 8.1 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Maria Cameron, Advisor Governance**

Kaiwhakamana | Authoriser: **Hara Adams, Group Manager Iwi Partnerships**

#### TE PŪTAKE | PURPOSE

- 1 To consider eligible applications to the Community Grants Discretionary, and to note Accountability Reports.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this report.

#### TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has delegated authority as at section D of the 2022-2025 Governance Structure:  
*Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.*

#### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board approve a grant of \$ \_\_\_\_\_ to Marian Weststrate on behalf of Home 4 All to assist with the costs of purchasing a trailer for a duo bike for people with dementia.
- B. That the Paekākāriki Community Board approve a grant of \$ \_\_\_\_\_ to Mark Amery on behalf of Paekākāriki Informed Community Incorporated (PICI) to assist with the costs of using the email newsletter service Mail Chimp.
- C. That the Paekākāriki Community Board approve a grant of \$ \_\_\_\_\_ to Amalia Calder to assist with the costs of putting on the show Mr Fungus and friends for the children of Paekākāriki.

#### TŪĀPAPA | BACKGROUND

- 4 This is the third meeting of the 2024/25 financial year.
- 5 The Paekākāriki Community Board has one fund from which they can draw on to grant applications for funding – the Community Board Grant Fund. The board also makes recommendations on funding applications to the biannual Campe Estate Trust meetings.

##### Paekākāriki Community Board Grants

- 6 The purpose of the Paekākāriki Community Board Grant is to support activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
- 7 The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
- 8 The criteria for the Paekākāriki Community Board Grants are attached in Appendix 1.
- 9 It should be noted that the conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

**HE KÖRERORERO | DISCUSSION**

10 There are three applications for funding to be considered at this community board meeting. This is summarised below and attached as appendices two, three and four.

**Home 4 All**

Marian Weststrate, on behalf of Home 4 All, has applied for a grant of **\$500** to assist with the costs of purchasing a trailer for a duo bike for people with dementia.

**Paekākāriki Informed Community Incorporated (PICI)**

Mark Amery on behalf of Paekākāriki Informed Community Incorporated (PICI) has applied for a grant of **\$483** to assist with the costs of using the email newsletter service Mail Chimp.

**Amalia Calder**

Amalia Calder has applied for a grant of **\$750** to assist with the costs of putting on the show 'Mr Fungus and Friends' for the children of Paekākāriki.

**He take | Issues**

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

**Ngā kōwhiringa | Options**

12 There were no options to be considered within this report.

**Tangata whenua**

13 There are no Tangata whenua issues to be considered within this report.

**Panonitanga āhuarangi | Climate change**

14 There are no climate change considerations required within this report.

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

15 An amount of **\$6,743.00** is allocated in the 2024/25 budget for the Paekākāriki Community Board. This is summarised in the table below:

<b>Total budget allocated for the 2024/25 year</b>	<b>\$6,743.00</b>
<b>Grants Allocated since start of financial year:</b>	
Nourish Trust – Christmas Hampers	\$500.00
Paekākāriki School – transport to Aquatic Centre for lessons	\$313.74
James Kilbride, 8 Paekākāriki Kāpiti College Students, Kapa Haka Trip	\$500.00
Paekākāriki Resilient – Over 65’s Meeting	\$250.00
Circle of Fifths Production of A Midsummers Night Dream	\$500.00
Paekakariki Community Trust	\$500.00
Wai Ata Studio	\$500.00
<b>Balance as of 01 December 2024</b>	<b>\$3,679.26</b>

16 Accountability Reports received and attached as appendices five and six of this report.

**Ture me ngā Tūraru | Legal and risk**

17 There are no legal or risk considerations in this report.

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

18 Grants are allocated in accordance with established criteria, attached as appendix one of this report.

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

**Te mahere tūhono | Engagement planning**

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

**Whakatairanga | Publicity**

20 Board members play an active role around the community in promoting the discretionary grant and details are available via the Council’s website.

**NGĀ ĀPITIHINGA | ATTACHMENTS**

1. PCB Community Grant Criteria and Application Form [↓](#)
2. PCB Grant Application - Home4All - Marian Weststrate - Public Excluded (under separate cover)
3. PCB Grant Application - Mark Amery - Paekākāriki Informed Community Inc (PICI) PCB09 - Public Excluded (under separate cover)
4. PCB Grant Application - Amalia Calder - Mr Fungus Show - Public Excluded (under separate cover)
5. PCB Accountability Report - Paekākāriki Playcentre - Public Excluded (under separate cover)
6. PCB Accountability Report - Paekakariki School - Public Excluded (under separate cover)









## 8.2 DRAFT CALENDAR OF MEETINGS 2025

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

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

### TE PŪTAKE | PURPOSE

- 1 This report seeks the Paekākāriki 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 Paekākāriki Community Board has the authority to set its meeting schedule.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki 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, 18 February 2025
  - Tuesday, 1 April 2025
  - Tuesday, 13 May 2025
  - Tuesday, 24 June 2025
  - Tuesday, 5 August 2025
  - Tuesday, 16 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 Paekākāriki 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 Paekākāriki Community Board is set for mid-February.
- 9 Paekākāriki 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 Paekākāriki 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 ĀPITIHINGA | 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:** Maria Cameron, Advisor Governance

**Authoriser:** Hara Adams, Group Manager Iwi Partnerships

#### **Taunakitanga | Recommendations**

That the minutes of the Paekākāriki Community Board meeting of 3 September 2024 be accepted as a true and correct record.

#### **NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Paekākāriki Community Board Unconfirmed Minutes from 3 September 2024 Meeting [↓](#)









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

**10.1 MATTERS UNDER ACTION**

**Author:** Maria Cameron, Advisor Governance

**Authoriser:** Hara Adams, Group Manager Iwi Partnerships

**MATTERS UNDER ACTION**

**Taunakitanga | Recommendations**

That the Paekākāriki Community Board meeting notes the matters under action

**NGĀ ĀPITI HANGA | ATTACHMENTS**

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













**11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA**