



# **AGENDA**

## **Ōtaki Community Board Meeting**

**I hereby give notice that a Meeting of the Ōtaki Community Board will be held on:**

**Date: Tuesday, 3 August 2021**

**Time: 7.00pm**

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

**Janice McDougall  
Group Manager People and Partnerships**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Ōtaki Community Board will be held in the Gertrude Atmore Supper Room, Memorial Hall, Main Street, Ōtaki, on Tuesday 3 August 2021, 7.00pm.**

**Ōtaki Community Board Members**

|                    |        |
|--------------------|--------|
| Ms Christine Papps | Chair  |
| Ms Marilyn Stevens | Deputy |
| Ms Shelly Warwick  | Member |
| Cr James Cootes    | Member |
| Mr Cam Butler      | Member |

## Order Of Business

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Welcome.....</b>   | <b>5</b>  |
| <b>2</b> | <b>Apologies .....</b>  | <b>5</b>  |
| 6.1      | Explanation of Legislation for New Elected Member.....                | 5         |
| <b>3</b> | <b>Declarations of Interest Relating to Items on the Agenda .....</b> | <b>9</b>  |
| <b>4</b> | <b>Public Speaking Time.....</b>                                      | <b>9</b>  |
| <b>5</b> | <b>Members' Business .....</b>  | <b>9</b>  |
| <b>6</b> | <b>Reports.....</b>   | <b>10</b> |
| 6.2      | Consideration of Applications for Funding .....                       | 10        |
| <b>7</b> | <b>Confirmation of Minutes.....</b>                                   | <b>25</b> |
| 7.1      | Confirmation of minutes .....   | 25        |
| <b>8</b> | <b>Matters Under Action.....</b>                                      | <b>32</b> |
| 8.1      | Matters Under Action.....   | 32        |



**1 WELCOME**

**2 APOLOGIES**

**Community Board member makes their declaration of office:**

[For member]: I, [name], declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Waikanae Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Waikanae Community Board, by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

**6.1 EXPLANATION OF LEGISLATION FOR NEW ELECTED MEMBER**

**Author:** Leyanne Belcher, Democracy Services Manager

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**PURPOSE OF REPORT**

- 1 Schedule 7, Section 21(5)(c) of the Local Government Act 2002 requires the Chief Executive, or his nominee, to give Elected Members a general explanation of laws relevant to their role.

**DELEGATION**

- 2 This briefing is a statutory requirement.

**BACKGROUND**

- 3 The explanation pertains to relevant statutory obligations, which include the provisions relating to meetings and official information, members' financial interests and disclosure duties, and offences relating to corruption.

**ISSUES AND OPTIONS**

**Issues**

Local Government Official Information and Meetings Act 1987

- 4 This Act applies to every local authority in New Zealand and has two main aspects. The first concerns "Official Information", its availability and the means of making it available. The second aspect deals with meetings of local authorities and their committees and in particular the rights of the public to attend such meetings. The principles underpinning the Act include open government and accountability.
- 5 Official information which includes practically all information held by a local authority or by any of its members, or staff in their official capacities, should be made available unless there are good reasons for withholding it. Good reasons for withholding are detailed in the Act and can be summarised as follows:
  - Providing the information would contravene legal requirements, including
    - Breaching legal privilege
    - Prejudicing the maintenance of the law; or
    - Endangering the health or safety of any persons;
  - The need to protect the privacy of natural persons;

- To prevent material loss to members of the public or improper commercial exploitation of information held, whether related to the authority's activities or those of another party;
  - To protect the public interest
  - To enable a local authority to conduct its affairs effectively without improper pressure or harassment;
  - The information requested is not available or is trivial;
  - Substantial collation or research would be required to provide the information
- 6 Decisions made by the Council regarding withholding information may be reviewed by the Ombudsman. The Chief Executive is delegated the power relating to requests for Official or Personal Information (the latter is subject to the provisions of the Privacy Act 1993), as it would not be practical for Council to consider all such requests.
- 7 Meetings of Council, its Committees and Community Boards are open to the public and the Council must publish a list of all meetings, with times and venues, in advance, each month. Agendas must also be available to the public before the meetings. The public may on occasion be excluded from all or part of a meeting for reasons essentially the same as the ones for withholding official information, as summarised above.
- 8 Meetings are run according to Standing Orders and members must abide by these. The Chair is the presiding member and must ensure that order is maintained.

The Local Authorities' (Members' Interests) Act 1968

- 9 The significant sections of this Act relate to Contracting and Pecuniary Interests, and Conflicts of Interest. It is important to note that these provisions also relate to a member's spouse or civil partner. The Office of the Auditor-General's has a publication called "Guidance for members of local authorities about the law on conflicts of interest" available through their website.
- 10 Section 5 of the Act disqualifies a person from being elected or appointed to membership of a Council or Committee if they have an interest in contracts to be let by that Council or Committee above \$25,000 in any one year, without the approval of the Audit Office.
- 11 Regarding discussing and voting, an Elected Member or appointed member may not take part in discussions, or vote on any matter if they have a direct or indirect financial interest. (An indirect financial interest could be one held by an elected member's spouse or partner. however, elected members should still declare this and seek advice on a case by case basis). Failure to observe this requirement is considered an offence and conviction would lead to disqualification from office. Members should declare any interests to the meeting (without being required to specify what the interest is) and it is the member's responsibility to act on this matter.
- 12 Situations sometimes arise (particularly in a small community) where an Elected Member does not have a pecuniary interest but does have an interest greater than the public at large, for example, as an office-holder in a community organisation seeking funding from Council.
- 13 A Register of Members' Interests is held at Council (updating is coordinated through the Democracy Services team) and members will be asked to declare any interests every six months. The Register is made available on the Council website.

Sections 99, 105, and 105A of the Crimes Act 1961

- 14 These sections make it a crime for any official to corruptly accept or obtain any bribe for themselves or another person for doing, or failing to do, an action within in their official capacity; or to corruptly use, for their own gain, information obtained in their official role. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Secret Commissions Act 1910

- 15 Under this Act it is an offence for an elected member to accept or attempt to obtain for themselves (or any other person) a gift, inducement or reward for doing or not doing something. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Financial Markets Conduct Act 2013

- 16 This Act promotes informed participation in the financial markets, facilitating the development of fair, efficient and transparent financial markets. It replaces a number of outdated pieces of legislation, including the Securities Act 1978 and also details how offences and misconduct around financial products or services would be dealt with.
- 17 The Act essentially places Elected Members in the same position as company directors if the Council ever offered stock to the public (which the Council's current Treasury Management Policy expressly bans). Elected members may be personally liable if investment documents such as a prospectus contained untrue statements.

The Health and Safety at Work Act 2015

- 18 This Act allocates duties to those people who are in the best position to control risks to health and safety as appropriate to their role in the workplace and for the person conducting a business or undertaking (PCBU) (ie the Council) to ensure, as far as reasonably practicable the safety of workers and others who may be impacted by the work the business undertakes. One of the significant changes is the introduction of the term 'Officer' who is any person occupying a position in the business or undertaking who exercises significant influence over the management of the business or undertaking. The roles of Chief Executive, the Mayor and Elected Members are deemed to be Officers under the Act.
- 19 Officers have obligations of due diligence to ensure that the organisation meets its health and safety obligations:
- (a) to acquire, and keep up-to-date, knowledge of work health and safety matters; and
  - (b) to gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations; and
  - (c) to ensure that the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work;
  - (d) To ensure that the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards, and risks for responding in a timely way to that information; and
  - (e) to ensure that the business or undertaking has and implements processes for complying with any duty of organisation under his Act; and
  - (f) to verify the provision and use of the resources and processes referred to in paras (c) to (e).
- 20 Elected members are exempt from prosecution for failure to comply with the duty of officers when acting in their capacity as an Officer, however they are still required to exercise due diligence when carrying out their duties. The role of the Chief Executive is not exempt from prosecution.

Local Government Act 2002

- 21 Under Schedule 7 of the Local Government Act 2002 an elected member may be ousted from office if, while in office, that person is convicted of an offence punishable by a term of imprisonment of two years or more.

Public Records Act 2005

- 22 This Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. It includes a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic device or process. In the conduct of their affairs elected members should be mindful of the parameters of this Act, especially in respect of storage and archiving of emails.

Section 17, NZ Bill of Rights Act 1990

- 23 Every person has the right to the observance of the principles of natural justice by any public body with power to determine that person's rights, obligations, or interests.

## **CONSIDERATIONS**

### **Policy considerations**

- 24 There are no policy considerations.

### **Legal considerations**

- 25 There are no additional legal considerations.
- 26 If any Elected Member has doubts about compliance with any legislation they are advised to consult with the Chief Executive in the first instance.

### **Financial considerations**

- 27 There are no financial considerations.

### **Tangata whenua considerations**

- 28 There are no tangata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### **Significance policy**

- 29 As this matter is a procedural one prescribed under statute, it is deemed to have a low level of significance under Council policy.

### **Engagement planning**

- 30 An engagement plan is not relevant to this report.

### **Publicity**

- 31 The report is available on the Council website.

## **RECOMMENDATIONS**

- 32 That the members note the general explanation of legislation provided by the Chief Executive's nominee pursuant to Section 21 of Schedule 7, Local Government Act 2002.

## **APPENDICES**

Nil



**3        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        PUBLIC SPEAKING TIME****5        MEMBERS' BUSINESS**

- (a)    Public Speaking Time Responses
- (b)    Leave of Absence
- (c)    Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d)    Community Board Members' Activities

## 6 REPORTS

### 6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### PURPOSE OF REPORT

- 1 This report details funding applications that have been received by the Ōtaki Community Board for consideration for the 2021/2022 year.

##### **Community Grant**

- Kidz Need Dadz Wellington
- Music Matters

##### **Sporting Activity Grant**

- Junior Interclub Tennis – Otaki Sports Club

#### DELEGATION

- 2 The Ōtaki Community Board has the authority to:  
*“consider this matter under Part D of the Governance Structure for the 2019-2022 Triennium”*

#### BACKGROUND

- 3 A net amount of \$25,730.00 is provided in the 2021/2022 budget for the Ōtaki Community Grants Fund, which is spread across three grant areas.

|                                   | Budget             | Granted to date | Total remaining    |
|-----------------------------------|--------------------|-----------------|--------------------|
| Community Grants                  | \$13,419.00        | \$0.00          | \$13,419.00        |
| Sporting Activity Grants          | \$6,156.00         | \$0.00          | \$6,156.00         |
| Building & Resource Consent Grant | \$6,156.00         | \$0.00          | \$6,156.00         |
| <b>TOTAL</b>                      | <b>\$25,730.00</b> | <b>\$0.00</b>   | <b>\$25,730.00</b> |

- 4 The maximum amount payable per grant is \$500.00 and applicants can only receive one grant within a 12-month period. Additional grants may be considered at the discretion of the Board.
- 5 Grants are allocated in accordance with established criteria (copies attached).
  - Two applications have been received for a Community Grant;

- One application has been received for a Sporting Activity Grant;

**APPLICATIONS FOR CONSIDERATION****Applications to the Community Grant Fund****6     Kidz Need Dadz Wellington**

Kidz Need Dadz Wellington have applied for a Community Grant of \$500.00 to help with the costs of the Father's Day community event at Kapiti 10 Pin Bowling on 5 September 2021.

**7     Music Matters**

Music Matters have applied for a Community Grant of \$400.00 to help with the costs of the annual Spring Sing in September.

**Applications to the Sporting Activity Grant Fund****8     Junior Interclub Tennis- Otaki Sports Club**

Junior Interclub Tennis – Otaki Sports Club has applied for a Sporting Activity Grant of \$500.00 to help with the costs of purchasing tennis balls.

**Financial considerations**

- 9     An amount of \$25,730.00 has been provided in the 2021/2022 budget for the Community Grants Fund.
- 10    This is the first meeting of the 2021/2022 financial year.
- 11    A total of \$1,400.00 has been requested from the three applications being considered.

**SIGNIFICANCE AND ENGAGEMENT****Significance policy**

- 12    This report is not significant under Council's Significance and Engagement Policy.

**Other Considerations**

- 13    There are no other considerations relating to this report.

**RECOMMENDATIONS**

- 14 That the Ōtaki Community Board approves a Community Grant of \$ to Kidz need Dadz Wellington to help with the costs of the Father's Day community event at Kapiti 10 Pin Bowling on 5 September 2021.
- 15 That the Ōtaki Community Board approves a Community Grant of \$ to Music Matters to help with the costs of the annual Spring Sing in September.
- 16 That the Ōtaki Community Board approves a Sporting Activity Grant of \$ to Junior Interclub Tennis – Otaki Sports Club to help with the costs of purchasing tennis balls.

**APPENDICES**

1. Otaki Community Board - Grant Applications (under separate cover)
2. Otaki Community Board - Accountability reports [↓](#)
3. Otaki Community Board - Criteria [↓](#)

ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS

**Accountability Report Back**

You/your organisation received a grant from the Ōtaki Community Board recently. As part of the acceptance of this grant we require you to:

- attend a meeting of the Ōtaki Community Board and give a verbal report on how the money was spent; and/or
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable.

Could you please complete this form within **two months** of the use of the grant and return to the address listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Otaki Presbyterian Church  
Amount of Grant: \$ 500  
Date Received: 17/03/21 (date of confirmation email)  
Project/Event for which grant was made: Waitohu School "How it works club"

Please give details of how money was spent, the benefits you received and the benefits to the Ōtaki Ward as a result of the grant.

Rapco Petone \$498 for 3x Tool Kits  
The money was used to kit out our "How it works" club  
with full tool kits to allow the group to explore how  
various pieces of equipment work, i.e. Lawn mowers,  
chain saws, computers etc.  
The kids are picked by the Deputy principal/Principal  
as kids who may struggle in class but may excel in  
practical situation.  
The long term gains are building self esteem, hope and a  
future for these kids

I haven't spent \$2, how do I return it?

**NOTE:** If the money has not been spent please explain why, and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Ben Tennant Second Contact: \_\_\_\_\_  
Signature: [Signature] Signature: \_\_\_\_\_  
Position: family + children worker Position: \_\_\_\_\_  
Date: 28.06.21 Date: \_\_\_\_\_

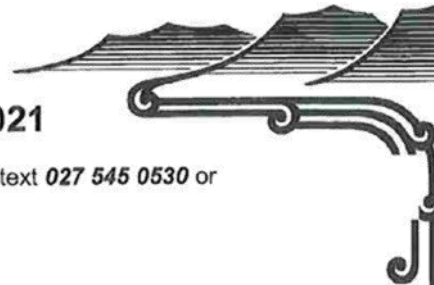
Please return to: Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

File No. 8.7.9.1

# Waitohu School

Newsletter – June 10 - 2021

For absences please phone 364 8272, text 027 545 0530 or email [absences@waitohu.school.nz](mailto:absences@waitohu.school.nz)



Hands on Learning

Ngā mihi Ben

TO BE OUR BEST  
Valuing and nurturing individuals to be themselves  
In all things there are many forms of best - as individuals and as a community of learners we always strive to be our best

Te Manuao Road, Otaki  
Phone: (06) 364 8272  
Fax: (06) 364 8272  
Email: [office@waitohu.school.nz](mailto:office@waitohu.school.nz)

REPO3 PETDNF  
 BRANCH: 015 ACCOUNT: 9999015/0001  
 TAX INVOICE: 01040131  
 GST REG. #00-049-188 21/05/21 10:49AM  
 PART NUMBER DESCRIPTION QTY EXT  
 MP213CRV 176 PC CANTIL 3 498.00  
 ROUNDED 0.00  
 TOTAL 498.00  
 GST 64.96

\*-----EFTPOS-----\*  
 TERMINAL 06267304  
 TIME 21MAY21 10:49  
 TRAN 013498 CREDIT  
 VISA  
 CARD .....0554  
 CONTACTLESS  
 ANZ Visa UK II  
 RID: A000000003  
 PIX: 1010  
 ARQC:  
 2A6C80A9660135C0  
 TVR: 0000000000  
 ATC: 0018  
 TSI: 0000  
 AUTH 159865  
 PURCHASE NZ\$455.00  
 TOTAL NZ\$498.00  
 ACCEPTED  
 \*-----\*  
 CUSTOMER COPY  
 EFT (VISA) 498.00

SERVED BY: RONALD  
 FEEDBACK WWW.FEEDBACK.FYI  
 ENTER CODE: FNUERC  
 PLEASE KEEP DOCKET AS PROOF OF PURCHASE

The material in this email is confidential to the individual or entity named above, and may be protected by legal privilege. If you are not the intended recipient please do not copy, use or disclose any information included in this communication without Kāpiti Coast District Council's prior permission.

ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS

**Accountability Report Back**

Your organisation received a grant from the Otaki Community Board recently. As part of the acceptance of this grant we require you to:

- attend a meeting of the Otaki Community Board and give a verbal report on how the money was spent; and/or
- complete the Accountability Report Back and attach copies of receipts of payments and any other financial information if applicable

Could you please complete this form within **two months** of the use of the grant and return to the address listed below.

**NOTE: You must return this form in order to be considered for future funding.**

Name of Individual/Organisation: Otaki Bowling Club (inc) including Otaki Petanque  
Amount of Grant: \$ 500  
Date Received: 21/7/21  
Project/Event for which grant was made: Purchase of new club house vacuum cleaner

Please give details of how money was spent, the benefits you received and the benefits to the Otaki Ward as a result of the grant.

The Otaki Bowling Club House is used by Otaki Bowling Club members, Petanque members, Otaki Railway Bowling Club members, Kāpiti Coast Bowling Centre committee members, Otaki indoor Bowling Club members, Bowling club members of other bowling clubs, groups of the public hiring the club house for a variety of functions.

The Otaki Bowling Club is very grateful for this grant as despite its strong membership numbers, the great majority of members are of very modest means. Neil Lunnell, Otaki Bowling Club 5/7/21

**NOTE:** If the money has not been spent please explain why, and your intentions for the money.

Please sign below. (2 signatures required for organisations only)

|                  |                 |
|------------------|-----------------|
| Grant Recipient: | Second Contact: |
| Signature:       | Signature:      |
| Position:        | Position:       |
| Date:            | Date:           |





Paraparaumu, Kapiti Coast Rd 3002  
P: 04 298 4295  
F: 04 298 4299  
www.godfreys.co.nz  
E: CustomerService@godfreys.co.nz

New Zealand Vacuum Cleaner Company Limited  
GST: 77 599 118

June 23, 2021 14:49:14 0100165892  
Invoice: 017601096991 0176 76

## Tax Invoice

Customer Details: 01760122219  
OTAKI BOWLING CLUB  
OTAKI 5512  
063648315

|                                       |          |
|---------------------------------------|----------|
| Tool Floor Mega Gulper 32mm           | \$       |
| 31151819                              | 44.95    |
| Pullman ASS EWO Dry Commercial Vacuum | 499.00   |
| 11300121                              |          |
| Serial No. 210332302                  |          |
| Total                                 | \$543.95 |
| Items 2.00                            |          |
| Buyers Edge                           | 543.95   |
| 017676                                |          |

Inclusive of \$70.95 GST at 15.00%  
You were served by Ankit

1. Retain this invoice as proof of purchase.
2. In addition to any Godfreys guarantee or warranty, you may have a right to a refund/repair/exchange or compensation under the Consumer Guarantees Act.

For more information see

<https://www.consumerprotection.govt.nz>

3. Note that you may not have warranty rights if (amongst other things): the defect is normal wear and tear or was caused by misuse, negligence, deliberate damage or repairs other than by an authorised repairer.

4. For more information see [www.godfreys.co.nz](http://www.godfreys.co.nz)

5. Layby minimum value \$199.00
6. Layby cancellation fee \$20.00
7. Layby deposit \$50.00

THANKYOU FOR SHOPPING AT GODFREYS



001760100165892001

Tran No

**ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS**

**Accountability Report Back**

**Name of Individual/Organisation:** Ōtaki and District RSA  
**Amount of Grant:** \$500.00  
**Date Received:** April/May 2020  
**Project/Event for which grant was made:** ANZAC Day 2021 Commemoration - Ōtaki

The grant of \$500 by the Ōtaki Community Board (OCB) was to assist with the commemoration of ANZAC Day 2021 events in the Ōtaki area. The \$500 provided by the WCB has been applied to the Ōtaki Dawn Service and the Ōtaki Sunset retreat on 25<sup>th</sup> April 2021.

The Dawn Service is the major event in the commemorations for ANZAC Day at Ōtaki. The strength and quality of the service has increased over the last 3 years with the assistance of previous grants from the OCB. The format of the Service and the layout of the events at the Memorial and Cenotaph grounds in Main street has improved. A enhancement was achieved this year with changes to the sound system with direct cabling established between the microphones, the three sound systems and the speakers. The earlier Bluetooth based links had been variable. This significantly improved the standard and quality of the sound and the commentary and events were clearly heard. We have been delighted to have received a lot of very positive and heart-felt feedback from members of the Ōtaki community on this improvement and how they felt to all be a part of the service.

The NZ Defence Force provided reduced support this year due to their ongoing commitments in managing the COVID 19 isolation and quarantine facilities, and was limited to a small honour guard. We look forward to a full NZDF commitment in out years.

Veterans, RSA members and families joined in refreshments at the Ōtaki District and Memorial RSA rooms in Raukawa street, Ōtaki at the conclusion of the remembrance activities.

The funds were used to support grants to organisations who supported the event.

- A payment of \$100 was made to the 49 Squadron of the Air Training Corp for their support to the evening Retreat Service (note that this payment is matched by a similar payment provided through the Waikanae Community Board grant to Waikanae commemorations.)
- A grant of \$50 to offset travel costs for the bugler from the Levin Brass Band who attended and played at both the Dawn Service and the evening Retreat.
- The cabling for the sound system cost \$64.11.

The grant was used to offset the costs of preparing the Dawn Order of Service, with 100 copies provided for the Dawn Service.

The balance was put towards the costs of breakfast at the Ōtaki RSA after the event. Over 150 meals were provided by the RSA Caterers, AbelSo.

A grant was considered for the Kapiti Pipes and Drums, for the Retreat Piper, but they declined the grant as they consider this a community service that they are honored to provide.

We again express our thanks for the OCB support for the memorial service for the Ōtaki veterans, their families and the Ōtaki community.

**Please sign below:** (2 signatories required for organisations only)

Grant Recipient: Cam Ronald

Second Contact: Peter Clarendon

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: Ōtaki RSA Vice President

Position: Ōtaki & Districts RSA Secretary / Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ŌTAKI COMMUNITY BOARD  
COMMUNITY GRANTS FUND CRITERIA

**Community Grants**

The Ōtaki Community Board will consider the applications that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*(this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- individual young people or youth organisations where there is an opportunity to excel at a range of cultural, community, environmental or educational achievements
- progressing the activities of community groups in the areas of culture, social or economic that advance the general enjoyment and wellbeing of the community.  
*(this relates to groups that while not having a particular focus on improving social wellbeing, do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward and can include individuals or groups.
2. Groups that provide cultural, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged, people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events that are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, environmental, social or educational activities within the local district.
4. Unique and specially meritorious events that meet none of these criteria, at the discretion of the Board.

**Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

**Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

**Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

**Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

**Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**

ŌTAKI COMMUNITY BOARD  
SPORTING ACTIVITY GRANTS FUND CRITERIA

**Sporting Activity Grants**

The Ōtaki Community Board will consider the applications that support:

- Individuals, sporting groups, (preferably focused on youth) where there is an opportunity to participate and to excel in a range of sporting activities. *(the Community Board will not consider applications relating to sporting activities where there is a potential for these to be funded by SPARC.)*
- community groups providing sporting and active recreational opportunities within the Ward, where they contribute to health and wellbeing of the community and encourage people to participate in active recreation.
- Community activities which provide sporting events within Ōtaki Ward which are open to general community involvement.

**Eligible Groups**

- 1 Applicants must reside in the Ōtaki Ward.
- 2 Groups that provide cultural, sports, environmental or social services will be eligible.
- 3 Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
- 4 Groups must be non-profit making.
5. Purely recreational groups shall be eligible in relation to youth, the aged, and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent sports and active recreation events which are important to the Ōtaki Ward.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of sports and active recreation activities within the Ōtaki Ward.
4. Unique and especially meritorious effort in sport or recreation events that otherwise meet none of the above criteria, at the discretion of the Board.

**Please note:**

For the purpose of transparency and clarity, the Board asks applicants to coordinate their multiple applications when seeking funding for the same team/club/event.

### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

### **Maximum Grant**

The maximum amount payable is \$500.00. Applicants can receive only one grant within a 12 month period.

### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant from any further application.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu

### **Please Note:**

**Applications must be forwarded to the Kāpiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.**

**No individual or group can lodge more than one application in any 12 month period.**



ŌTAKI COMMUNITY BOARD  
BUILDING & RESOURCE CONSENT GRANTS FUND CRITERIA

**Building & Resource Consent Grants**

The Ōtaki Community Board will consider the applications for remission of hall hire/rentals and/or Council permit, licence or resource consent fees that support:

- community groups contributing directly to wider community wellbeing – environmental, social, cultural and economic.  
*(this relates to community groups specifically set up to help people in the community and/ or improve the local environment. It does not include business development initiatives.)*
- youth organisations supporting youth initiatives.
- Activities undertaken by community groups that advances the general enjoyment and wellbeing of the community.  
*(this relates to groups that while not having a particular focus on improving social wellbeing, environmental, economic and cultural that they do contribute to the general feel and enjoyment of the community – for example, a Music Society, a group set up to put on a concert or event, a sports club.)*

**Eligible Groups**

1. Applicants must reside in the Ōtaki Ward.
2. Groups that provide cultural, sports, environmental or social services will be eligible.
3. Churches and schools will also be eligible in special circumstances.
4. Groups that are unable to receive sufficient grants from other sources because of the timeframe or because they are otherwise ineligible.
5. Groups must be non-profit making.
6. Purely recreational groups shall be eligible in relation to youth, the aged and people with disabilities or the socially disadvantaged or for unique historic occasions.

**Eligible Purposes**

1. Unique or infrequent events which are historically important to the town.
2. Special events that will promote the town and enhance opportunities within the town.
3. Activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
4. Unique and especially meritorious events that meet none of these criteria, at the discretion of the Board.

5. Remission of hall rentals for worthy causes in line with Council policy that all remissions of hall rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council, Wards Committee or Community Board.
6. Grant 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.

#### **Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. The Board will not approve any retrospective grants.
3. The Board will not consider applications relating to sporting activities where there is potential for these to be funded by Sport New Zealand or a national sporting body to which the applicant is affiliated.

#### **Maximum Grant**

The maximum amount payable is **\$500.00**. Applicants can receive only one grant within a 12 month period.

#### **Accountability**

1. All applicants are required to provide a short, simple report back on use of the funds. This can be done either by attending a meeting of the Board and reporting verbally or sending an "Accountability Report Back" form to Samara Shaw outlining the benefits gained, and to attaching copies of receipts of payments and any other financial information if applicable. Applicants failing to meet this accountability requirement will be excluded from any further applications for a period of two years.
2. Any money **NOT** used for the purpose applied for is required to be immediately repaid to the Ōtaki Community Board Community Grants Fund. Failure to do so will exclude the applicant for two years from any further application.

#### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

Samara Shaw  
Kāpiti Coast District Council  
Private Bag 60 601  
Paraparaumu 5254

#### **Please Note:**

Applications must be forwarded to the Kapiti Coast District Council at least 8 working days prior to the Ōtaki Community Board meeting date in order to meet the report deadline.

No individual or group can lodge more than one application in any 12 month period.



## **7 CONFIRMATION OF MINUTES**

### **7.1 CONFIRMATION OF MINUTES**

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

#### **RECOMMENDATIONS**

That the minutes of the Otaki Community Board meeting on 15 June 2021 be accepted as a true and accurate record of the meeting.

#### **APPENDICES**

1. Otaki Community Board minutes - 15 June 2021 [↓](#)

**MINUTES OF KAPITI COAST DISTRICT COUNCIL  
ŌTAKI COMMUNITY BOARD MEETING  
HELD AT THE GERTRUDE ATMORE SUPPER ROOM, MEMORIAL HALL, MAIN STREET,  
ŌTAKI  
ON TUESDAY, 15 JUNE 2021 AT 7.00PM**

**PRESENT:** Ms Christine Papps, Ms Marilyn Stevens, Ms Shelly Warwick, Cr James Cootes

**IN ATTENDANCE:** Mrs Janice McDougall, Ms Samara Shaw, Hamish McGillivray, Leeza Boyd and Chris Worth.

**APOLOGIES:** Nil

**LEAVE OF  
ABSENCE:** Nil

## **1 WELCOME**

The Chair welcomed everyone to the meeting including media and Cr Elliott. The Chair also announced that Stephen Carkeek had tendered his resignation and there would be a by-election.

## **2 APOLOGIES**

Nil

## **3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Shelly Warwick declared that she was on the Otaki College Board of Trustees and would not participate in discussion and voting on the Otaki College grant.

Chris Papps declared that she was a Friends of the Otaki Rotunda Trustee and would not participate in discussion and voting on the Friends of the Otaki Rotunda grant.

## **4 PUBLIC SPEAKING TIME**

1. Brent Bythell, on behalf of the Otaki Scout Group, spoke to their grant application.
2. Trevor Hunter, on behalf of the Otaki Boating Club, spoke to their grant application.
3. Di Buchan, on behalf of Friends of the Otaki Rotunda, spoke to their grant application.
4. Ian King, on behalf of the Otaki Volunteer Fire Brigade, spoke to their grant application.
5. Yvonne Tahere, on behalf of Otaki Primary School, spoke to their grant application.
6. Joshua Housiax, on behalf of Te Kākano o te Kura Kohanga Reo, spoke to their grant application.
7. Rachael Martin, on behalf of Special Olympics Kapiti, spoke to their grant application.
8. Neil Tunnicliffe, on behalf of Otaki Bowling Club, spoke to their grant application.
9. Irene McShane, on behalf of Kapiti Chorale Inc, spoke to their grant application.
10. Rob McIndoe spoke to the Board about the Ashford Park Community Liaison Group.

11. JC Butcher spoke to the Board about horse riders safety on the Ashford Park track and that she supported the paper road track being opened.
12. Anne Herrington, spoke on behalf of Angela Taylor about the safety issues on the Ashford Park track.
13. Anne Herrington spoke to the Board about the safety issues on the Ashford Park track.
14. Richard Schrimpf spoke to the Board about the Ashford Park track and the safety issues and asked the Board to ask Kapiti Coast District Council to provide use of the paper road.
15. Rae Macrae spoke to the Board about the Ashford Park track and how dangerous it was.
16. Ruth Halliday spoke to the Board about the Ashford Park track. She would like the fence removed or Council to support the request to open the paper road.
17. Dennis Harnett spoke to the Board about the lack of transparency over the issue with the Ashford Park track.
18. Donna Annett-Bright spoke to the Board on the Ashford Park track and that she supported the paper road track being opened.
19. Mary Pagnamenta spoke to the Board on the Ashford Park Track and that it is not safe for the Community.

It was noted that Jamie Bull did not attend the meeting but following discussions with the Chair her grants would be considered later in the meeting.

The meeting adjourned at 7.51pm and recommenced at 7.58pm.

## **5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses – there were none.
- (b) Leave of Absence – there were none.
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting) – there were none.

It was noted that the Chair moved the Community Board Member's activities down the agenda.

## **6 REPORTS**

### **6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING**

The Board noted that due to the financial year of 2019/2020 monies being carried over to this current 2020/2021 year due to COVID-19. There would be a sizeable amount of grants awarded at the meeting, which was the last for this financial year.

#### **COMMITTEE RESOLUTION OCB2021/12**

Moved: Ms Christine Papps

Seconder: Ms Marilyn Stevens

That the Ōtaki Community Board approves a Community Grant of \$4,000.00 to Otaki Boating Club to help with the costs of upgrading the Boating Club tractor.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki Scout Group to help with the costs of programme manuals for Leaders.

That the Ōtaki Community Board approves a Community Grant of \$500.00 to Otaki Primary School to help with the costs of a Matariki event at the school.

That the Ōtaki Community Board approves a Community Grant of \$4,000.00 to Sam Pritchard – Land Matters to help with the costs of supporting a development of a strategy to identify a suitable off-road route linking Paraparaumu and Waikanae with Otaki for the purpose of a one/two-day mountain bike track.

That the Ōtaki Community Board approves a Community Grant of \$1,000.00 to Te Kākano to te Kura Kōhanga Reo to help with the costs of building a new playground.

That the Ōtaki Community Board approves a Community Grant of \$2,800.00 to Otaki Volunteer Fire Brigade to help with the costs of purchasing a rescue dummy for training.

That the Ōtaki Community Board approves a Community Grant of \$710.56 to Zero Waste Otaki to help with the costs of providing power to a container to help with processing, upcycling and recycling wood.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Special Olympics Kapiti to help with the costs of five Otaki based participants to attend the Special Olympics Summer games.

That the Ōtaki Community Board approves a Sporting Activity Grant of \$500.00 to Otaki Bowling Club Inc (including Otaki Pentaque) help with the costs buying a vacuum cleaner.

That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$1,000.00 to Cobbler Soup Lunch to help with the costs of hall hire for the Gertrude Atmore supper room.

That the Ōtaki Community Board approves a Building & Resource Consents Grant of 300.00 to Kapiti Chorale Inc to help with the costs of hall hire for their weekly rehearsals.

That the Ōtaki Community Board approves a Building & Resource Consents Grant of \$100.00 to Zero Waste Otaki to help with the costs of hall hire for meetings to progress Incorporated Society discussions.

**CARRIED**

#### **COMMITTEE RESOLUTION OCB2021/13**

Moved: Ms Marilyn Stevens

Seconder: Cr James Cootes

That the Ōtaki Community Board approves a Community Grant of \$4,000.00 to Friends of the Otaki Rotunda to help with the costs of restoration of memorabilia.

**CARRIED**

#### **COMMITTEE RESOLUTION OCB2021/14**

Moved: Ms Marilyn Stevens

Seconder: Cr James Cootes

That the Ōtaki Community Board approves a Community Grant of \$4,200.00 to Ōtaki College to help with the costs of creating an artwork in their all-weather turf area.

**CARRIED**

It was noted that Shelly Warwick did not participate in discussion and voting on the Otaki College grant and that Chris Papps did not participate in discussion and voting on the Friends of the Otaki Rotunda grant.

## **7 UPDATES**

### **7.1 UPDATE ON WORK ON A LOCAL ALCOHOL POLICY**

Leeza Boyd provided an update to the Board around the Local Alcohol Policy and the upcoming work that is being undertaken.

The key points discussed were:

- it will likely be at least a two to three year process
- informing the community around the timeframes and processes;
- how the community is informed in respect to information being sent out about current applications for liquor licences.

### **7.2 DISTRICT GROWTH STRATEGY REVIEW**

Chris Worth provided an update on the Review of Kapiti Coast's District Growth Strategy. A growth strategy is a vision for how the district will grow through to 2050. It will provide principles for growth to guide planning and implementation, broadly identifying how and where we grow upwards and grow outwards and guiding changes to the District Plan.

The next steps are :

- developing up a proposed approach;
- analyse and reflect LTP feedback;
- engaging with iwi and key stakeholders;
- public consultation later this year.

## **8 MEMBERS' BUSINESS**

### **(d) Community Board Members' Activities**

Shelly Warwick stated that she would like to move a motion in regards to the Ashford/Paper Road discussions that had been happening.

**COMMITTEE RESOLUTION OCB2021/15**

Moved: Ms Shelly Warwick

Seconder: Ms Christine Papps

That the Otaki Community Board request Kapiti Coast District Council investigate whether the Ashford Park Community Liaison Group is operating in accordance to their Terms of reference (TOR) and consent conditions, and if not that Kapiti Coast District Council take appropriate steps to change this:

The investigation is to include:

- assessing if the running of meetings is legitimate
- whether matters are being decided on behalf of the Community Liaison Group (CLG) outside of the meetings without the full CLG input or consent
- whether votes are being presented that are not legitimate
- inclusion of new CLG members without proper process change to the TOR or consultation with the CLG i.e. Walking/Cycling rep.

**CARRIED**

**9 MEMBERS' BUSINESS CONTINUED**

(d) Community Board Members' Activities

Shelly Warwick had circulated her updates to the Board.

James Cootes provided the following update and also circulated his updates to the Board:

- provided an update on the Long Term Plan;
- discussions with Council staff on notification system re applications for Liquor Licenses
- attended the PP2O briefing;
- attended a meeting re the Otaki Beach Pavillion;
- spoke to the Horizons Council on behalf of Kapiti Coast District Council's submission;

Chris Papps provided the following updates:

- attended the representation review workshop;
- attended the Chairs meeting at the Mayors Office;
- attended Te Roto Steering group meeting;
- attended Council briefings.

Marilyn Stevens provided the following update:

- attended the PP2O briefing;
- attended Otaki Museum meeting;
- attended Community Network meeting;
- attended CBEC meeting.

The Board discussed the Ashford Park Community Liaison group and that there was no Community Board member allocated to that group.

**10 CONFIRMATION OF MINUTES****8.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION OCB2021/16**

Moved: Ms Marilyn Stevens

Seconder: Cr James Cootes

That the minutes of the Otaki Community Board meeting on 4 May 2021 be accepted as a true and accurate record of the meeting.

**CARRIED**

**11 MATTERS UNDER ACTION****9.1 MATTERS UNDER ACTION**

The Board reviewed the matters under action.

---

Mrs McDougall provided an update to the Board that the Electoral Officer would be advised of this resignation and a timeline will be prepared for the by-election.

**The Ōtaki Community Board meeting closed at 9.46pm.**

.....  
**CHAIRPERSON**

## **8 MATTERS UNDER ACTION**

### **8.1 MATTERS UNDER ACTION**

**Author:** Samara Shaw, Executive Secretary to Group Manager People and Partnerships

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

### **MATTERS UNDER ACTION**

#### **RECOMMENDATIONS**

- 1 That the Otaki Community Board notes the matters under action.

#### **APPENDICES**

1. Otaki Community Board - matters under action [↓](#)



# ŌTAKI COMMUNITY BOARD

## MATTERS UNDER ACTION

AUGUST 2021

| Matters Under Action |               |                                     |  |                              |                |
|----------------------|---------------|-------------------------------------|--|------------------------------|----------------|
| Item                 | Date Raised   | Action Required                     | Progress   | Estimated Date of Completion | GM Responsible |
| 1                    | December 2017 | Ōtaki Railway Station Building      | <p>The railway station building renovation is now held up due to ongoing discussion between the NZTA and Heritage New Zealand regarding adjustment or modification work to the platform canopy.</p> <p>This now sits with the NZTA to resolve and at this time Council does not have any input until such time as a resolution can be reached between the parties.</p>   | In progress                  | Sean Mallon    |
| 2                    | July 2018     | Winstones Lake easement             | <p>Winstones have now swapped access through Ashford Park eastern perimeter route so the horse riders use the new 3m wide double fenced alignment and pedestrians and cyclists use the original 5m wide alignment.</p> <p>Discussions are being held with KCDC, GWRC and nearby residents on building vehicle access to Winstone Lake, off the end of Te Roto Road. GWRC have now a preferred design option which they are now obtaining an engineer's estimate.</p> | In progress                  | Sacha Haskell  |
| 3                    | November 2018 | Free Wifi on the Main Street, Otaki | Staff have been waiting for confirmation of the installation date from the vendor but despite several requests this is yet to be provided. This will be escalated and if no suitable response is provided staff will start looking for an alternative provider to undertake the work.  | In progress                  | Mark de Haast  |
| 4                    | April 2019    | Otaki Civic Theatre                 | There will be a meeting with Kapiti Coast District Council and the Otaki Players regarding new lease.  | In progress                  | Sacha Haskell  |

|   |                |                                    |   |             |               |
|---|----------------|------------------------------------|---|-------------|---------------|
| 5 | June 2019      | Council Flats in Otaki             | <p>The refurbishment programme is ongoing. The Healthy Homes programme will be ongoing for the next twenty four months.</p> <p><u>Healthy Homes</u></p> <ul style="list-style-type: none"> <li>• Healthy Homes assessment of all residential property was undertaken during the month of May. Assessment data collected will provide detailed scope necessary to progress the planning and implementation aspect of this programme of works.</li> <li>• Upon completion, council's housing will be compliant to new standards for heating, insulation, ventilation, draught-stopping and moisture ingress (drainage) as required by 1 July 2024.</li> <li>• Each assessment determines the correct kw heating requirement for the main living space using MBIE's strict measurement/calculation tool. Early indications are, Housing for Older Persons units will require a heat pump be installed.</li> <li>• Tenants will be fully communicated with regarding installation and use of a new appliance, and provided general guidance on maintaining a warm, dry, and healthy living environment.</li> <li>• Work has commenced to retro-fit heat pumps to all vacant refurbished units (4 Otaki units) to meet compliance for incoming tenancies. We anticipate letting these units to registered applicants from July.</li> </ul> | In progress | Sacha Haskell |
| 6 | July 2019      | Te Horo Beach Reserve Funding      | As per the last update at the previous meeting. Council staff are available to discuss potential projects when the community is ready.  |             |               |
| 7 | September 2019 | Haruatai Park Signage              | Directional signs will be developed later in the year.  |             | Sacha Haskell |
| 8 | March 2020     | Stride and Ride Programme for PP2O | Council staff are currently looking at the draft programme and will look to engage professional services for design for the three year time period.   |             | Sean Mallon   |

| Reserve Priorities/Projects: Status Update |   |           |             |  |   |                |
|--|---|-----------|-------------|--|---|----------------|
| Date Raised                                | Project   | Budget    | Status      | Progress   | Estimated Date of Completion  | GM Responsible |
| September 2014                             | Ōtaki Beach Development concept facilitation process.                                 | \$10,000  | Progressing | Ongoing  | Road stopping process underway for land; once that has completed work can commence on the management/development plan (similar process to Maclean Park). The road stopping process is presently on hold as objections were received. The management/development process is unable to continue until the road stopping process has been completed. | Sacha Haskell  |
|  | <ul style="list-style-type: none"><li>Improved BBQ Facilities – Ōtaki Beach</li></ul> | \$10,000* | On hold     | Considered in the overall development of the beach as part of the Ōtaki Beach Development process. |   |                |
|  | <ul style="list-style-type: none"><li>Shade Area – Ōtaki Beach</li></ul>              | \$10,000  | On hold     |  |   |                |

\* Upon further investigation the cost of installing a new BBQ may be up to \$30,000.

