

**ORDINARY MEETING  
OF  
TAWA COMMUNITY BOARD  
AGENDA**

**Time:** 7.00pm  
**Date:** Thursday, 8 October 2020  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Jill Day  
Graeme Hansen  
Richard Herbert (Deputy Chair)  
Steph Knight  
Jackson Lacy  
Robyn Parkinson (Chair)  
Anna Scott  
Malcolm Sparrow

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.*

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## 1. Meeting Conduct

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### 1.1 Karakia

The Chairperson will open the meeting with a karakia.

<b>Kia hora te marino</b>	May peace be widespread.
<b>Kia whakapapa pounamu te moana</b>	May the sea be like greenstone;
<b>Hei huarahi mā tatou i te rangi nei</b>	a pathway for all of us this day.
<b>Aroha atu, aroha mai</b>	Let us show respect for each other,
<b>Tātou i a tātou katoa.</b>	love for one another.

At the appropriate time, the following karakia will be read to close the meeting.

<b>Kia whakairia te tapu</b>	Restrictions are moved aside,
<b>Kia wātea ai te ara</b>	so the pathway is clear to return to
<b>Kia turuki whakataha ai</b>	everyday activities.
<b>Kia turuki whakataha ai</b>	Let us be united.
<b>Haumi e. Hui e. Tāiki e!</b>	

### 1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.4 Confirmation of Minutes

The minutes of the meeting held on 10 September 2020 will be put to the Tawa Community Board for confirmation.

### 1.5 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### 1.6 Items not on the Agenda

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and
2. The Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and

3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.

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## 2. Oral Reports

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### ORAL REPORTS 8 OCTOBER 2020

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#### **Purpose**

1. Oral reports provide an opportunity for Council officers, external organisations and Tawa Community Board members to share updates on relevant issues.
2. The following oral reports are scheduled to be delivered at this meeting:
  - a. WREMO Update – Chris Moore (Community Resilience and Recovery)
  - b. Roding Update: Bradley Singh (Transport Assets Manager at Wellington City Council), Downer Group – Belinda MacKenzie-Dodds (Stakeholder Manager – Infrastructure Projects).
  - c. Porirua City Council – Ron Minnema (Manager Planning and Programming – Transport)
  - d. Friends of Tawa Bush Reserves – Gary Beecroft (President Friends of Tawa Bush Reserves)
  - e. Tawa Community Board members' updates.

#### **Recommendations**

That the Tawa Community Board:

1. Receives the information.
2. Thanks the presenters for their oral reports.

#### **Attachments**

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, EMSA Team Leader





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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

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### 3. Reports

## RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 25 AUGUST 2020 TO 23 SEPTEMBER 2020

### Purpose

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications.

### Recommendation

That the Tawa Community Board:

1. Receives the information.

### Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 25 August 2020 to 23 September 2020.

### Discussion

3. For the period from 25 August 2020 to 23 September 2020, there were two applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>472675</b>	<b>36B Ranui Terrace, Tawa</b>	<b>Lisa Grinling</b>
Land use consent for a garage and deck area.		
<b>473180</b>	<b>11 Davies Street, Tawa</b>	<b>Boonrun Tan</b>
Subdivision and land use consent for a two lot fee simple subdivision, removal of an existing dwelling and a new dwelling.		

4. For the period from 25 August 2020 to 23 September 2020, there were three applications approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>466790</b>	<b>96 Larsen Crescent, Tawa</b>	<b>Sindy &amp; Daniel Gallen</b>

Subdivision consent for a two lot fee simple subdivision.		
<b>406543</b>	<b>1 Ranui Terrace, Tawa</b>	<b>Tawa Intermediate School.</b>
Outline plan waiver for new decks, steps and ramps, external recladding and internal reconfiguration of blocks 5&6 and new exterior doors.		
<b>407052</b>	<b>74 Victory Crescent, Tawa</b>	<b>Francis Maitland</b>
Boundary activity application for the construction of a fence.		

### Attachments

Nil

Author	Nicole Tydda, Manager Customer Service and Business Support
Authoriser	Moana Mackey, Acting Chief Planning Officer

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

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## **FORWARD PROGRAMME**

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### **Purpose**

1. To provide the Tawa Community Board with a draft work programme for its amendment and approval.

### **Recommendations**

That the Tawa Community Board:

1. Receives the information.
2. Approves its current draft work programme subject to any alterations, additions or deletions deemed necessary.

### **Discussion**

#### **Thursday, 12 November 2020**

##### **Oral Reports:**

- Fire Update (alternate standing item)
- Waste Minimisation – Jo Langham, Wellington City Council
- Sports, Parks and Recreation Update – David Halliday, Wellington City Council
- Libraries Update – Justin Hoenke, Wellington City Council
- Linden Development Programme Reset – Gisella Carr, Wellington City Council
- Tawa Community Board Members Reports (standing item)

##### **Written Reports:**

- Resource Consent Applications and Approvals Report (standing item)
- Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- Tawa Community Board Discretionary Fund Update (standing item)
- Forward Programme (standing item)

#### **Thursday, 3 December 2020**

##### **Oral Reports:**

- Police Update (alternate standing item)
- Transport – Siobhan Proctor, Wellington City Council
- Linden Development Programme Reset – Gisella Carr, Wellington City Council
- Tawa Community Board Members Reports (standing item)

##### **Written Reports:**

- Grants Subcommittee
- Resource Consent Applications and Approvals Report (standing item)
- Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- Tawa Community Board Discretionary Fund Update (standing item)
- Forward Programme (standing item)

**Attachments**

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, EMSA Team Leader



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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable

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## **TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2020/2021**

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### **Purpose**

1. To approve by resolution the spending of the Tawa Community Board Discretionary Fund.

### **Recommendations**

That the Tawa Community Board:

1. Receives the information.

### **Background**

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$11,964.72 exclusive of GST per annum.
3. At every Board meeting, the Board decides whether to make any payments from its Discretionary Fund for projects that directly benefit residents or organisations in Tawa. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.
4. The Board does not invite applications to the discretionary fund.
5. In February 2020 the Board clarified that they would not consider requests by families or individuals for memorials, including those of former Board members. The discretionary fund is seen as being primarily to meet local community needs.
6. As the fund is discretionary, there is no commitment by the Board to repeat funding to any group in future from this pool, even if regular payments have been made in the past.
7. The Board agreed that it may retrospectively approve funds of up to \$500 for one-off activities to cater for immediate needs via reimbursement. The retrospective vote will take place at the next Board meeting.
8. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
9. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
10. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
11. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
12. Motions requiring direct payment to an organisation or business will be actioned by the officer and in conjunction with the Chair, shall ensure an appropriate level of detail is kept on record.

13. Funds given to groups or organisations will require an appropriate level of accountability, with proof of expenditure and accompanying details of use reported back to the Board within six months.
14. Groups or organisations who have not previously received funds from the Board will be asked to provide evidence of good financial practice, or oversight from another established and trusted organisation.

## Discussion

15. Attached, is the annual breakdown of spending for the new financial period of 2020/2021. The allocation for the 2020/21 Discretionary Fund is \$11,964.72.
16. The Tawa Board members agreed to pay the following:

a) Payments 2020/2021:

- Harvey Norman photo frames reimbursement to Cr Sparrow \$95.08
- Briscoe's photo frames reimbursement to Cr Sparrow \$210.80
- Tawa Scouts Newsletter Delivery \$500.00

Total: \$805.88

b) Resolutions to be paid from 20 August 2020 meeting:

- Newsletter Digital Print \$1155.22

Total: \$1155.08

c) Accruals incurred from 2019/20 Discretionary Fund:

- Manaaki Group of Tawa College/PTA \$1000.00
- Community Wellbeing initiative \$2000.00
- Wharekura at Tawa College \$3500.00
- Tawa Borough Scholarship \$846.31
- Te Roopu Raranga to farewell Denise \$60.00

Total: \$7,406.31

Balance of the 2020/21 Discretionary Fund is **\$10,003.76 (from allocated \$11,964.72)**

## Attachments

Attachment 1. Discretionary Fund September 2020  

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, EMSA Team Leader



## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable

Tawa Community Board - Discretionary Fund 2020/21 to September 20  
Please note that figures here have been stated exclusive of GST where possible.

**Discretionary Fund 2020/21 - Financial results up to September 2020**

As at September 2020, including passed resolutions, the available balance of the Fund is 10,004

<b>Starting balance of Fund</b>	<b>- 11,964.72</b>	
Invoices paid in the 2020/21 financial year	- 805.88	Please refer to Note A
Resolutions from meetings in the 2020/21 financial year	- 1,155.08	Please refer to Note B
Internal printing and design costs incurred in 2020/21	-	Please refer to Note D
Accruals for expenses incurred but not paid	-	Please refer to Note C
<b>Purchases made as at June 2020/21</b>	<b>- 1,960.96</b>	
<b>Remaining balance of fund</b>	<b>- 10,003.76</b>	

A copy of the statement of financial performance has been included as an Appendix to this report.

- \* **Note A:** Charges incurred during financial year (excludes printing and design costs - See note D)
- \* **Note B:** Relates to resolutions passed during the current financial year
- \* **Note C:** Relates June 2020 Accruals.

**Note A: Invoices paid in 2020/21** **805.88**

Transaction Date	Item Description	Amount	Additional Commentary
29/07/2020	Photo	\$ 95.08	Reimbursement to Cllr Sparrow
29/07/2020	Photo frames	\$ 210.80	Reimbursement to Cllr Sparrow
03/09/2020	Tawa Community Board Spring 2020 Newslet	\$ 500.00	Scouts New Zealand
		<b>805.88</b>	

**Note B: Resolutions from meetings in 2020/21 financial year** **1,155.08**

Resolution Date	Item Description	Amount	Additional Commentary
20/08/2020	Excel Digital Print Newsletter	1,155.08	
		<b>1,155.08</b>	

**Note C: June 2019 year end Accruals FY 2019/20. Left over accruals** **- 7,406.31**

Resolution Date	Item Description	Amount	Commentary
30/06/2020	Manaaki Group of Tawa College/PTA	-\$ 1,000.00	
30/06/2020	Community Wellbeing initiative	-\$ 2,000.00	
30/06/2020	Wharekura at Tawa College	-\$ 3,500.00	
30/06/2020	Tawa Borough Scholarship	-\$ 846.31	
30/06/2020	Te Roopu Raranga to farewell Denise	-\$ 60.00	
		<b>- 7,406.31</b>	

**Note C: 2020/21 Accruals** **-**

Resolution Date	Item Description	Amount	Commentary
		-	

**Note D: Internal printing and design costs incurred in 2020/21** **-**

Transaction Date	Item Description	Amount	Details
		-	





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## **ELECTION OF DEPUTY CHAIR**

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### **Purpose**

1. At the Election for the appointment of a Deputy Chair 11 November 2019, the Tawa Community Board agreed to appoint a Deputy Chair annually. In the event that the appointed Chair of the Tawa Community Board is absent or incapacitated for any reason, the Deputy Chair will act on behalf of the Chair and fulfil the duties of the Chair. The appointment is made by resolution of the Tawa Community Board.

### **Summary**

2. The appointment of a member of the Tawa Community Board as Chair is required under statute. The election of a member of the Tawa Community Board as Deputy Chair will provide the Tawa Community Board with an agreed representative to fulfil the duties of the Chair in the event that the Chair is unable to fulfil his or her duties.

### **Recommendations**

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint a member of the Tawa Community Board as Deputy Chair for the 2021-2022 triennium.

### **Background**

#### **Role of the Chair**

3. The Chair of the Tawa Community Board is responsible for:
  - Ensuring the decisions of the Board are consistent with the powers delegated to it by Wellington City Council
  - Conducting the business of the Board in an orderly way and in accordance with the Board's Standing Orders and any other legislation that may apply
  - Act as official spokesperson for the Tawa Community Board on issues within its terms of reference and delegations.

#### **Role of the Deputy Chair**

4. In the event of the Chair being absent or incapacitated, the Deputy Chair must perform all the responsibilities and duties of the Chair and must preside at the meeting where the Chair is absent.

#### **Method of voting**

5. Clause 25, Schedule 7 of the Local Government Act 2002 prescribes the appointment of the Chair using one of two voting systems (either System A or System B) and must be by resolution of the Board.
6. The prescribed method of voting will be done using "System A" as per Tawa Community Board's current standing orders (Standing order 2.6.1).

7. “System A” states that a person is elected or appointed to a role if he or she receives the votes of a majority of the members of the Tawa Community Board present and voting.
8. The voting process is as follows:
  - a) There is a first round of voting for all candidates; and
  - b) If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - c) If no candidate is successful in the second round there is a third, and if necessary subsequent rounds of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### Discussion

9. There are no formal requirements for a nomination. The Chair will call for nominations at the meeting of the Tawa Community Board. Members may be nominated for this role “in absentia” but cannot vote.
10. Voting will be conducting as prescribed with the appointment of the Deputy Chair confirmed by resolution of the Tawa Community Board.
11. The Deputy Chair may terminate or have their office terminated by:
  - Resigning as Deputy Chair
  - A majority decision of the Tawa Community Board by resolution
  - Being no longer eligible to hold office.

### Options

12. Should the Board not appoint a Deputy Chair and the Chair is absent, then the Board members present at any meeting must elect one of the members present (by resolution) to act as Chair for that meeting.

### Next Actions

13. N/A.

### Attachments

Nil

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, EMSA Team Leader

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable