

**ORDINARY MEETING
OF
TAWA COMMUNITY BOARD
AGENDA**

Time: 7.00pm
Date: Thursday, 12 November 2020
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

Jill Day
Graeme Hansen
Richard Herbert
Steph Knight
Jackson Lacy (Deputy Chair)
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 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

1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

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

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

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 8 October 2020 will be put to the Tawa Community Board for confirmation.

1.5 Tawa Community Board Service Award

A Tawa Community Board Service Award may be presented.

1.6 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.

1.7 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.

2. Oral Reports

ORAL REPORTS 12 NOVEMBER 2020

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. Fire Update – Dean Tutton (Chief Fire Officer, Tawa Station Area 16)
 - b. Waste Minimisation – Jo Langford (Wellington City Council)
 - c. Sports, Parks and Recreation Update – David Halliday (Wellington City Council)
 - d. Libraries Update – Justin Hoenke (Wellington City Council)
 - 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

Attachment 1. 12 November Members' Update [!\[\]\(51514032c8ca341817228f39f1307b05_img.jpg\) !\[\]\(aba7c07a80262aa874bfebb3cd21d047_img.jpg\)](#)

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, Acting 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

MEMBERS' UPDATE

Purpose

1. To provide an update on Board activities and priorities actioned by its members and note public feedback.

Planning for Growth

- Publicised on Facebook the upcoming consultation on Upper Stebbings / Glenside West development
- Shared Board submission on Draft Spatial Plan with Tawa Residents Association and Tawa Business Group

Roading, Transport

- Talks with NZTA
- Followed up with GWRC regarding possible workshop with Board
- Board member presented before WCC Regulatory Processes Committee, resulting in adoption of Board's recommended street name: Ara Patukawenga
- Further follow up with Track safe regarding faded yellow hatching paint at Tawa St level crossing

Youth Development

- Board member facilitated spatial planning workshop for students at Tawa College alongside WCC officers and members of the Wellington City Youth Council
- Take10 starting at Linden Community Centre on Wednesday 4th November

Community Development

- Running Tawa College/Intermediate uniform drive again. Poster created, advertising on social media and through networks, and liaising with schools.
- Planning for Christmas Parade continues
- Attended opening/blessing of new Linden School mural (28 Oct)
- Board members volunteered at Spring into Tawa
- Ongoing discussions about Linden Development - planning next steps

Waste Management/Carbon Reduction

- Supported Sustainable Tawa stall at Spring into Tawa
- 2 Board members volunteered for waste stations at Spring into Tawa - all other volunteers were from Tawa College

Economic Development

- Several Board members attended the Tawa Business Group AGM on 21 Oct
- Working with TBG on a summer school holiday voucher flier for local businesses/residents and a Tawa booklet. Met with a local designer/printer and awaiting pricing estimates.

TAWA COMMUNITY BOARD
12 NOVEMBER 2020**Absolutely Positively**
Wellington City Council
Me Heke Ki Pōneke**Public Spaces**

- Attendance by board members of the book launch in Tawa and its recreational parks and reserves’.

Water/Resilience

- Agreed to participate in monthly WREMO survey on impact of COVID-19 in our community
- Requested that Wellington Water advise the Board as well as Councillors in future when events are planned in Tawa

Governance

- 6-monthly meeting of Chair with Board - Mayor offered to come to a Tawa meeting on planning for growth or other major issues. Aim to time this for the next round of District Plan consultation (now not till mid 2021)
- Monthly meeting with Tawa Business Group chair and Tawa Residents Association President
- Workshop led by Chair for Board members to discuss discretionary fund spending priorities

Feedback, requests, complaints received

- Received request for funding of proposed event by Tawa Technology Education Trust for \$1,500

3. Reports

RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 24 SEPTEMBER 2020 TO 26 OCTOBER 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 24 September 2020 to 26 October 2020.

Discussion

3. For the period from 24 September 2020 to 26 October 2020, there was one application received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
474156	12 WOODMAN DRIVE, Tawa	Boonrun Tan
Subdivision consent for a two lot fee simple subdivision.		

4. For the period from 24 September 2020 to 26 October 2020, there no applications approved under delegated authority.

Attachments

Nil

Author	Nicole Tydda, Manager Customer Service and Business Support
Authoriser	Bill Stevens, Resource Consents Team Leader Liam Hodgetts, Chief Planning Officer

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

FORWARD PROGRAMME

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, 3 December 2020
<p>Short meeting.</p> <p>Oral Reports:</p> <ul style="list-style-type: none">○ Police Update (alternate standing item)○ WREMO○ Tawa Community Board Members Reports (standing item) <p>Written Reports:</p> <ul style="list-style-type: none">○ 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)

Thursday, 11 February 2021
<p>Oral Reports:</p> <ul style="list-style-type: none">○ Fire Update (alternate standing item)○ Long Term Plan – Baz Kaufman, Wellington City Council○ Transport – Siobhan Procter, Wellington City Council○ Linden Development Reset Programme – Gisella Carr○ Tawa Community Board Members Reports (standing item) <p>Written Reports:</p> <ul style="list-style-type: none">○ 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

TAWA COMMUNITY BOARD
12 NOVEMBER 2020

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, Acting 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 - MONTHLY ALLOCATIONS 2020/2021

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 financial period of 2020/2021. The allocation for the 2020/21 Discretionary Fund is \$11964.72.
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
- Newsletter Digital Print \$1041.70

Total: \$1847.58

b) Payments to be paid:

2020/2021 Discretionary Fund

- Tawa Primary School Citizenship Awards resolution as agreed at 8 October Tawa Board meeting: \$1300.00 (estimate)

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: \$7406.31

Balance of the 2020/21 Discretionary Fund is **\$8817.14 (from allocated \$11964.72)**

Attachments

Attachment 1. Discretionary Fund November 2020 [↓](#) 

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Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, Acting 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 8,817

Starting balance of Fund	-	11,964.72	
Invoices paid in the 2020/21 financial year	-	305.88	Please refer to Note A
Resolutions from meetings in the 2020/21 financial year	-	2,841.70	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
Purchases made as at June 2020/21	-	3,147.58	
Remaining balance of fund	-	8,817.14	

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 D:** These costs relate to creative services recharges.

Note A: Invoices paid in 2020/21

305.88

Transaction Date	Item Description	Amount	Additional Commentary
29/07/2020	Photo	\$ 95.08	Reimbursement to Clr Sparrow
29/07/2020	Photo frames	\$ 210.80	Reimbursement to Clr Sparrow
		305.88	

Note B: Resolutions from meetings in 2020/21 financial year

2,841.70

Resolution Date	Item Description	Amount	Additional Commentary
20/08/2020	Newsletter Digital Print	1,041.70	
03/09/2020	Tawa Scouts Group delivery of Newsletter	\$ 500.00	Scouts New Zealand
08/10/2020	Tawa Schools Citizenship Awards (November 2020)	1,300.00	
		2,841.70	

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	
		- 7,406.31	

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

SPEAKING RIGHTS AT COUNCIL MEETINGS

Purpose

1. This report asks the Tawa Community Board (the Board) to note the right for the chairperson of the Board to speak at Council (inclusive of committee and subcommittee) meetings and agree that these rights may be delegated to other board members as appropriate.

Summary

2. Under Wellington City Council Standing Orders (Standing Orders) the chairperson of any community board has speaking rights at Council meetings when the matter is of particular interest to residents within its community.
3. In 2013, the Board passed a resolution delegating to the chairperson the power to represent the Board at Council meetings and providing that that power could be further delegated to a relevant portfolio holder if the chairperson was not available.
4. In October 2020, the chairperson of the Board approached Democracy Services to determine whether the 2013 delegations are still in effect and whether they could be updated so that a broader range of representatives could be selected from in the case that the chairperson was unable to attend the relevant Council meeting.
5. These delegations are still in effect as they have not been superseded. Delegations do not automatically expire at the end of the triennium in which they have been agreed.
6. Officers are recommending that the Board agree that the chair may further delegate their speaking rights to another member as appropriate. This could be to a relevant portfolio holder for a specific matter, or to the deputy chair or another member if the matter is of a more general nature.

Recommendation/s

That the Tawa Community Board:

1. Receive the information.
2. Note that the chairperson of the Tawa Community Board has speaking rights at Council, committee and subcommittee meetings when the motion under debate is considered by the Board to be of particular interest to the residents within its community.
3. Agree that the chairperson of the Tawa Community Board chairperson may delegate this right to another board member as appropriate.
4. Agree that when the chairperson or another member exercise the speaking rights at a Council, committee or subcommittee meeting, they report back to the next Tawa Community Board meeting.
5. Note that the speaking rights relate to a particular item on the agenda, not the meeting in general, and that there are no rights to vote or to move amendments.

Background

Standing Order 20.14: Community Board to Speak at Debate

7. Under Wellington City Council Standing Orders (Standing Orders) the chairperson of any community board has speaking rights at Council meetings when the matter is of particular interest to residents within its community.
8. Wellington City Council Standing Order 20.14:

When a motion under debate relates to a matter that a community board considers being of particular interest to the residents within its community, the chairperson of the community board may speak in the debate but not vote on or move amendments to the motion. Such participation is subject to these standing orders.
9. This right allows the chairperson to speak at the table during debate on the item. However, the chairperson cannot vote on the item or move any amendments to the motion.
10. The right only applies to a particular item that the Board deems to be of particular interest to the residents of Tawa. The chairperson does not have the right to speak to other items at the meeting.
11. This right has only rarely been exercised by the Tawa Community Board in the past.

Previous Delegations to the Chairperson

12. In 2013, the Board passed a resolution delegating to the chairperson the right to represent the Board at Council meetings and also provided that that right could be further delegated to a relevant portfolio holder if the chairperson was not available.
13. The resolution passed was as follows:
 1. *Receive the information.*
 2. *Agree that the Chair of the Tawa Community Board be delegated the authority to represent the Board at Council, committee or subcommittee meetings when there is business under consideration to be of particular interest to the residents within its community.*
 3. *Agree that should the Chair be unable to attend a meeting to represent the Board then the relevant Tawa Community Board portfolio appointee attends to represent the Board.*
 4. *Agree that where the Chair or portfolio appointee have attended a Council, Committee or Subcommittee meeting under the general delegation that a report back to the next meeting of the Board is provided.*
14. When this resolution was passed, the Standing Orders of the time provided that a representative of the Community Board had speaking rights at Council meetings where the motion under debate was of particular interest to its residents.
15. That set of Standing Orders made no particular reference to the chairperson of the Board being the representative. Due to this, a decision of the Board was sought to agree a representative to speak.
16. In some cases, there was insufficient time for the Board to agree a representative before the opportunity to speak. To resolve this issue, the general delegation above was passed for the chairperson to be the representative in such cases.

Discussion

17. Under the Local Government Act 2002 schedule 7 clause 32(3) a person who has been delegated a power may further delegate that power subject to any restrictions imposed by the delegating authority.
18. Local Government Act 2002 schedule 7 clause 32(3):

A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or to another committee or subordinate decision-making body, community board, or member or officer of the local authority, but, to avoid doubt, if doing so is itself a sub-delegation, the power to so delegate is subject to any conditions, limitations, or prohibitions imposed in connection with the primary delegation.
19. In October 2020, the chairperson of the Board approached Democracy Services to determine whether the 2013 delegations are still in effect and whether they could be updated so that a broader range of representatives could be chosen from in the case that the chairperson was unable to attend the relevant Council meeting.
20. These delegations are still in effect as they have not been superseded. Delegations do not automatically expire at the end of the triennium in which they have been agreed.
21. Because the latest version of Standing Orders specifically refers to the chairperson having speaking rights, and not a representative, the delegation for the chairperson to represent the Board is no longer needed.
22. Any update of the delegation requires a resolution of the Board.
23. In some cases, the relevant matter may overlap several portfolio areas. Additionally, it seems appropriate for the deputy chair to speak in some cases where the chair is unavailable.
24. Officers are recommending that the Board agree that the chair may further delegate their speaking rights to another member as appropriate. This could be to a relevant portfolio holder for a specific matter, or to the deputy chair or another member if the matter is of a more general nature.
25. The 2013 delegation already provides that the chair may delegate their right to speak further to other members. This updated delegation just allows for more flexibility in which members of the board may speak.

Risk

26. There is a small amount of risk involved in this further delegation in that it is allowing one member to speak on behalf of the Board without the Board formally agreeing a stance on the issue.
27. It is envisioned that before exercising their right to speak, the chairperson or other representative will seek to informally canvas the views of other board members to understand their position on the issue. This will help mitigate the risk involved.
28. Recommendation 4 incorporates a feedback mechanism whereby if the right to speak at Council meetings is used, this will be reported back at the next Board meeting.
29. This feedback mechanism was also included in the 2013 delegation.

30. The feedback mechanism provides full transparency in the process and ensures that all members are aware of when the right to speak is used and to provide oversight by the Board.
31. Under the delegations passed in 2013, the chairperson could already delegate their right to speak to another board member and so this updated delegation does not introduce any risk that does not already exist.

Options

32. Agree to the officer's recommendations in full: This will mean that the Tawa Community Board has flexible way for members to represent the Board at Council meetings.
33. Not agree to recommendation 3: The Board could decide not to allow the chairperson to further delegate their rights to another member. This involves slightly less risk, however officers believe that the benefits in flexibility gained by allowing further delegations outweigh this risk.
34. Not agree to recommendation 4: Officers believe that the feedback mechanism in recommendation 4 is a good mechanism to ensure that all members are aware of when the right to speak is used and allow oversight by the Board. However, the Board could elect not to require this.

Attachments

Nil

Author	Sean Johnson, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager Stephen McArthur, Director Strategy & Governance

SUPPORTING INFORMATION

Engagement and Consultation

N/A

Treaty of Waitangi considerations

N/A

Financial implications

There are no financial implications.

Policy and legislative implications

This delegation is permitted by the Local Government Act 2002 schedule 7 clause 32(3).

Risks / legal

There is a small risk in allowing a member to speak on behalf of the Board without the Board formally agreeing a position on the matter. This risk is mitigated by the expectation that those using the right to speak will informally canvas the views of other members, and the presence of a feedback mechanism where a report will be made to the Board when the right is used. The risk in this updated delegation is not any greater than risks that currently exist.

Climate Change impact and considerations

These delegations will have no climate change impacts.

Communications Plan

No communications plan is required.

Health and Safety Impact considered

N/A