

Absolutely Positively
Wellington City Council

Me Heke Ki Pōneke

Ordinary Meeting of Tawa Community Board

Rārangi Take | Agenda

7:00 pm Rāhina, 18 Whiringa ā-rangi 2024

7:00 pm Monday, 18 November 2024

Tawa Community Centre

5 Cambridge Street

Tawa

Wellington



MEMBERSHIP

Rachel Allan
Tim Davin
Jill Day (Chair)
Liz Langham
Councillor McNulty
Miriam Moore (Deputy Chair)
Councillor Randle

Have your say!

You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-499-4444, 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 hui 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 hui.

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 hui, 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 21 October 2024 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 hui 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 hui setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the hui 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 hui; 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 hui, at a time when it is open to the public, that the item will be discussed at the hui but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent hui for further discussion; and
3. The Chairperson explains to the hui why the item is not on the agenda and the reason why discussion of the item cannot be delayed.

2. Oral Reports

ORAL UPDATES

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board provides an opportunity for Council officers, external organisations and Tawa Community Board members to share progress on relevant issues.

Relevant Previous decisions

Nil

Financial considerations

☒ Nil

☐ Budgetary provision in Annual Plan / Long-term Plan

☐ Unbudgeted \$X

2. There are no financial considerations associated with this report.

Risk

☒ Low

☐ Medium

☐ High

☐ Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

Kōrerorero | Discussion

3. The following oral updates are scheduled to be delivered at the this meeting:
 - a) Fire Update.
 - b) Greater Wellington Regional Council Transport Update.
 - c) Tawa Members' update (standing item).
 - d) Councillors' update (standing item).

Attachments

Attachment 1. Members Updates - November

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Purpose

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

Update to 11 November 2024

Planning

A petition on the OnDemand bus service proposal was presented to GWRC on Thursday 24th October. Community Board members attended the meeting and did an oral submission. The GWRC has agreed to establish a fixed route service for Tawa. The Board requested that the GWRC consults with the community about the route and that they put out clear communication about how the service will work. The current OnDemand service will run until 31st December 2024. There will be a gap in service whilst the buses are converted to able to take Snapper etc. We do not yet have a start date for the new service. The GWRC also requested staff to consider a half hour frequency for the service at peak hours, noting that the Board felt that half hourly throughout the day would be the ideal solution. The Board will continue to work with the GWRC about the new service.

Roading, Transport

Have had discussions with the Tawa Volunteer Fire Brigade about lack of information available about water flow rates for hydrants and supporting them to put in a request to Council via the COMMUNITY Board.

Youth Development

Considerable time has been invested in getting ready for the Tawa Primary School Citizenship Awards. All schools are participating, and the students have all been notified of their selection as a recipient for their school.

Community Development

The Community Board held a combined stall at Spring into Tawa with the Residents Association, Community Garden and Business Group. We had excellent engagement and found that the OnDemand petition and emergency water tank competition was helpful for starting conversations.

Waste Management, Carbon Reduction

Economic Development

Unfortunately the Tawa Community Board is not able to be represented at the Tawa Business Group end of year drinks as it clashes with the Tawa Primary Schools' Citizenship Awards.

Public Spaces

Community Board members are working with Tony Hassed and others to plan a party up at Wall Park to celebrate the successful completion of the BBQ and shelter at Wall Park.

Water / Resilience

Governance

Jackson Lacy tendered his resignation from the TCB with the CEO on Wednesday 6th November 2024 due to a change in family circumstances that has seen him have to move overseas. The CEO has replied and contacted the Community Board explaining the process from here. The vacancy will be considered at the December meeting, as the Board will not have time to complete the process of looking for a replacement if that is what we choose to do before then.

Feedback, requests, complaints received

Submission

3. Reports

ELECTION OF DEPUTY CHAIR

Kōrero taunaki | Summary of considerations

Purpose

1. This report to the Tawa Community Board asks the Board to consider the election of a deputy chair for the remainder of the triennium, commencing 18 November 2024.

Relevant Previous decisions

There are no relevant previous decisions.

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council’s Significance and Engagement Policy.

Financial considerations

☒ Nil ☐ Budgetary provision in Annual Plan / Long-term Plan ☐ Unbudgeted \$X

Risk

☒ Low ☐ Medium ☐ High ☐ Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers’ Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information
2. Thank Miriam Moore for her contributions as the outgoing deputy chair.

Following nominations for the position of deputy chair.

That the Tawa Community Board:

3. Appoint NAME as deputy chair.

Whakarāpopoto | Executive Summary

2. The appointment of a deputy chair is optional but recommended. In the event that the chair is absent or incapacitated for any reason, the deputy chair will act on behalf of the chair and fulfil duties of the chair. The appointment is made by resolution of the board.

Kōrerorero | Discussion

Method of voting

3. First, the Chair will call for nominations for the position. There are no formal requirements for a nomination. Members may be nominated if they are not attending the meeting but cannot vote.
4. If there is only one nomination, then the Board will vote on that nomination.
5. If there is more than one nomination, then the Boards Standing Orders (SO 2.6.1) require the following system ('System A' from clause 25 of schedule 7 LGA) to be used:
 - a. "There is a first round of voting for all candidates,
 - 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,
 - c. if no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded,
 - 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."
6. For a candidate to be successful in a round they need to have received a majority of votes.
7. The deputy chair may terminate or have their office terminated by:
 - Resigning their position
 - A majority decision of the Board by resolution
 - Being no longer eligible to hold office

Kōwhiringa | Options

8. If the Board did not want to appoint a deputy chair, and the chair was absent for any particular meeting, then the members present at that meeting would need to elect one of the members present to preside at that meeting.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

9. As a governance decision of the Board, there is no particular alignment with Council's strategies or policies arising from this decision.

Engagement and Consultation

10. As a governance decision of the Board, no engagement or consultation is required.

Implications for Māori

11. There are no particular implications for Māori arising from this decision.

Financial implications

12. N/A

Legal considerations

13. N/A

Risks and mitigations

14. No significant risks have been identified with this decision.

Disability and accessibility impact

15. Should a deputy chair need any particular support to fulfil their roles due to disability or accessibility needs, then staff will work to ensure that support is provided.

Climate Change impact and considerations

16. As a governance decision of the Board, there are no particular climate change impacts or considerations.

Communications Plan

17. The appointment of the deputy chair will be communicated through the Council's website.

Health and Safety Impact considered

18. There are no particular health and safety impacts stemming from this decision.

Ngā mahinga e whai ake nei | Next actions

19. The appointed person will act as deputy chair from the commencement date.

Attachments

Nil

1. **RESOURCE CONSENTS APPLICATIONS AND APPROVALS FOR 3 OCTOBER 2024 TO 31 OCTOBER 2024**

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board 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, in accordance with an agreement reached with the Tawa Community Board.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**

☐ Sustainable, natural eco city
☐ People friendly, compact, safe and accessible capital city
☐ Innovative, inclusive and creative city
☐ Dynamic and sustainable economy

☐ Functioning, resilient and reliable three waters infrastructure
☐ Affordable, resilient and safe place to live.
☐ Safe, resilient and reliable core transport infrastructure network
☐ Fit-for-purpose community, creative and cultural spaces.
☐ Accelerating zero-carbon and waste-free transition
☐ Strong partnerships with mana whenua

Financial considerations

- ☒ Nil

☐ Budgetary provision in Annual Plan / Long-term Plan

☐ Unbudgeted \$X

Risk

- ☒ Low

☐ Medium

☐ High

☐ Extreme

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

Taunakitanga | Officers' Recommendations

Officers recommend the following motion.

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report advises the Community Board of resource consents lodged and decisions made during the period 3 October 2024 to 31 October 2024.

Kōrerorero | Discussion

3. For the period from 3 October 2024 to 31 October 2024 there was one application received by the Council.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
552481	3 Davidson Crescent, Tawa	Sanjeeva & Nadeera Properties Limited
Boundary activity for a retaining wall		

4. For the period from 3 October 2024 to 31 October 2024 there were three applications approved under delegated authority.

<i>Service Request</i>	<i>Address</i>	<i>Applicant</i>
550240	282 Takapu Road, Takapu Valley	Stuart Woodman
Subdivision consent for a two-lot rural subdivision.		
545721	11 Willowbank Road, Tawa	Wellington Water Ltd
Land use consent for earthworks in a flood hazard overlay for an erosion protection structure.		
550976	22 Ngatitoa Street, Tawa	Tawa Linden Parochial Property Trust Board
Change of Conditions to SR534230 relating to services and site access.		

Attachments

Nil

LIBRARIES AND COMMUNITY SPACES QUARTERLY REPORT

Kōrero taunaki | Summary of considerations

Purpose

1. This report to the Tawa Community Board provides an overview of activity at the Tawa Library, Tawa Community Centre, and Wāhi Kōrero Linden Community Centre; in Attachment 1, Attachment 2 and Attachment 3.

Strategic alignment

2. The most relevant community outcomes, strategic approaches and priorities for this paper include Social Wellbeing – A city of healthy and thriving whānau and communities and engaging our community.

Financial considerations

☒ Nil ☐ Budgetary provision in Annual Plan / Long-term Plan ☐ Unbudgeted \$X

Risk

☒ Low ☐ Medium ☐ High ☐ Extreme

Authors	Tian Daniels, Democracy Advisor Brigid Brammer, Service Manager Libraries & Community Spaces
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

Attachments

Attachment 1.	Tawa Community Centre Quaterly Report	Page 18
Attachment 2.	Linden Community Centre Quaterly Report	Page 20
Attachment 3.	Tawa Library Quaterly Report	Page 22

Events/activities at Tawa CC between July and October 2024 (in no particular order)

- Most Fridays we receive a chilly bin of fish frames and/or heads from [Kai Ika](#), a project which distributes parts of the fish that would normally go to waste to the community. It has been well received!



1 Our volunteer Prea smiling and stirring a curry in our newly renovated kitchen

- Most Tuesday mornings we have a WINZ advocate from Poverty Free Aotearoa join us from 10am-1pm for a drop-in session.
- Soup on Tuesday mornings is still going well, we have a regular volunteer who comes most weeks and makes a delicious soup or curry.
- The centres outside front canopy steelwork had a makeover where they completely stripped down the steel beams, protective coated it and then gave it a new paint to sprouse it up.
- Our jigsaw puzzle library is heaving and we are expecting new shelving before the end of the month to support our increased numbers (well

over 1000) of puzzles. Extra puzzles are donated to our neighbours at Arohata. We get people from far and wide-Upper Hutt, Kapiti Coast and central Wellington.

- We've started regular school holiday routines of Tuesday afternoon LEGO and Thursday afternoon movies, and these have been well received by local tamariki.
- Last school holidays we participated in Beyond the Page, a free multi-disciplinary literary festival for tamariki and their whānau in a collaboration between libraries in the Wellington region. Check out these miniature masterpieces!
- We hold 4 table tennis sessions per week (2 private groups and 2 community led groups) and they are becoming increasingly popular. So much that they now have all 4 tables out in the hall and still people are waiting to play.



2 Miniature Masterpieces

- We've recently had our kitchen renovated and it now has significantly more storage space and a much more modern look.
- We have reduced the rate on a small meeting room that holds 2-3 people at the centre and this enables small businesses such as therapy and tutoring sessions to run successfully and help our local community.
- During Te Wiki o te reo Māori, our library coworker Jordan ran a special bilingual storytime for local tamariki and preschools. After that, we welcomed Tawa Intermediate's Kapa Haka group to the centre to perform for us and for the young tamariki who came for the storytime.
- We hosted a morning tea and quiz, as well as a movie day, during Seniors Week for our kaumātua.

- We hosted a very successful e-waste pop-up during Recycling Week in combination with The Tip Shop and Echo. We filled well over two vans and a truck with waste to be tested, fixed, and resold or recycled.
- A new Zumba class has joined our centre and holds weekly sessions on Thursdays. It's great to have a variety on offer to the community.
- When possible, we have had a team member from Te Wāhi Āwhina, a WCC-support team based in town, come to assist with community support on Monday mornings. Gene has built strong relationships with some of our regulars here at the community centre. However, staffing is a challenge – Gene can only come when their team are fully staffed.
- Our relationship with Tawa Intermediate and Tawa College continues by supporting the wider schools' communities with second hand uniform. We accept donations with the intension of running an end of year event. We need as much support as we can get in getting all unused uniform back to families who need it.
- We continue to receive kai from KCA for those in the community needing some support with food. We're finding that most of this food (generally, a banana box of bread, a banana box of milk, sometimes a banana box of cakes, and bananas) goes within a few days.
- Today I received a lovely comment from a community member who has dementia and is planning on coming to the centre to use the drop-in lounge more regularly – she told me that she appreciates the space and the feel of it.
- Dementia Wellington have started a regular clinic and Active Brain Connection groups here at the centre, which appear to be well used.
- Emerge Aotearoa have started running regular peer support mental health workshops here at the centre, and we've heard great feedback from one of our regulars here at the centre about them.



3 Mohit from The Tip Shop team loading a TV into a truck alongside e-waste stacked outside the community centre

Visitor numbers

Month	Visitor numbers
July	7862
August	6693
September	7494
October	7785

Linden community center Quarterly Report

FACILITY OVERVIEW

ADDRESS	10 Linden Avenue, Tawa, Wellington 5028
NUMBER OF BUILDINGS	1
BUILDING 1:	Linden Community Centre
LANDOWNER	Wellington City Council
BUILDING OWNER	Wellington City Council
AGE	Built in 1998 (36 years)
DESCRIPTION	• Single level building by Duncan Park & Playground, Kapi Mana Bridge Club and Tawa & Linden Plunket Centre. • Entry foyer with office, toilets, civil defence cupboard, book exchange and recycling collection point. • Hall: small, carpeted hall with small parquet area and stage with sound and lighting equipment. Capacity up to 120. • Doris Mills Lounge: carpeted room with small kitchenette. Capacity up to 30 people. • Community garden • 20+ off-street parks in front of the Centre and Duncan Park
SIZE	Estimated 333m ²
REGULAR SERVICES, PROGRAMMES & ACTIVITIES <i>(regular means the activity reoccurs daily, weekly or monthly)</i>	List / describe REGULAR community services, programmes and activities at the centre: recent examples. • Bake and Connect - weekly daytime. • Christian Gospel Group - weekly evening • Community Connections - weekly daytime • Cornerstone Worship Centre - weekend daytime • Drop-in Lounge - 4x weekly daytime • FETU - weekend daytime • Gateway Proton Fellowship - weekend evening • Grettas Craft Group - weekly daytime • Kai Kitchen preparation & Delivery - weekly daytime • Lions Club of Tawa - monthly evening • Mah Jong - weekly evening • Migrant Women's Social Group - weekend daytime • New Apostolic Church - weekend daytime • Nurtured at Home - weekly daytime. • Pamela Craft Group - weekly daytime • Paper Scissors Crop - monthly weekend • Kapi Mana Doll Craft – monthly weekend • Rummikub Games for Senior Ladies - weekly daytime • STAYGO Steady as you go 65+ Exercise - weekly daytime. • Take 10 Afterschool Programme (free) - 2x weekly afterschool. • Voice Art Drama - weekly daytime • People First NZ

	• Cropswap: third Saturday of the month • Heart Foundation (moved because of the uncertainty) • Theatre group (moved because of the uncertainty) • Dementia group (moved because of the uncertainty) - Muslim Community group (moved because of the uncertainty)
NON-REGULAR EVENTS & ACTIVITIES <i>(non-regular means the activity is a one-off or happens annually)</i>	<i>List / describe the nature of NON-REGULAR events and activities at the centre: examples (including short courses)</i> • Linden Craft Market (plan to be regular from 2025 onward, quarterly) • Maori Language Week Activities • Meditrain - First Aid Training • Children Play Day • Vietnamese cultural celebrations • EID celebration • Sri Lanka cultural celebration • School holiday programs. • St John 3 steps for life • South Indian cultural music and celebration • Elections – voting every three years. • Private bookings

Visitor numbers (from the Bell weather Stats)

- October: 5598
- September: 4940
- August: 3895
- July (the visitor counter was broken)
- June: 3754

Note: the building will be closed from 20th December 2024 until end of May, at least, for the upgrading and extension work.



Date: 1 November 2024

Purpose of this document

Mervyn Kemp (Tawa) Library – Te Takapū o Patukawenga – report to the Tawa Community Board

Period: 1 July 2024 – 31 October 2024

New signage was installed on the front door, integrating the Te Reo Maori library name – Te Takapū o Patukawenga.



Events & programmes:

During the four months from July to the end of October, the team have been busy with regular programmes, catering for all ages:

Under 5's – baby rock & rhyme & tinker time, outreach visits to childcare groups and kindergartens

School aged - let's go lego & Crafterschool, holiday programmes, on site school visits, Dungeons & Dragons,

Adults – crafting threads of Aroha, U3 book group (monthly), IDEAS group visits, poetry workshop, Janet Frame remembrance talks (Mary-Lynn Boyd), Redwood Club visits

For all – Music month performances during NZ music month in May; calm colouring sessions twice weekly

The Crafting Threads of Aroha visit twice monthly for sharing their craft ideas/expertise and socialising.

The library team worked hard to ensure a very successful 50th birthday party was run early in October. The team dressed accordingly (1974 attire), a playlist of music was compiled, library musicians enthralled the audiences, invited guests listened to speeches by Brigid (library service manager), Laurinda (Wellington Libraries Manager), Barbara (WCC CEO) and Jill (Community Board chair). A wonderful cake was cut by two very special people – Elizabeth (Mervyn Kemp’s daughter) and Joy (oldest active library member in Tawa).



While the party celebrations were happening, the children were treated to a day of fun, run by our Children and Youth Specialist, Claire. These activities were all Bluey related (TV character) which was loads of fun for the children.

School holiday activities have been – Royal NZ ballet, Here be Dragons (fantasy map making) and Dazzle Hands Disco, Nail art, Matariki activities, Harry Potter wand making and more.

Library layout – the team started creating open areas for reading/study a few years ago and it was finally completed this year. A larger, more inviting events area has been created with bright comfy seating. The Teen area has been shifted to an area that can now accommodate more study tables, as well as comfy couches.



Statistics

Period	Visitors	Items issued	Items returned	Number of self-check items
July-31 Oct '23	27,470	39,302	51,738	32,637
July	6,530	10,289	13,128	8,506
August	7,140	9,862	13,066	8,165
September	6,684	10,098	12,791	8,436
October	7,116	9,053	12,753	7,530
July-31 Oct '24:				
July	31,008	40,978	55,975	34,817
August	7,777	11,119	15,062	9,423
September	7,743	10,158	13,806	8,725
October	8,435	9,727	13,082	8,111
	7,053	9,974	14,025	8,558

The increase in the statistics show that the community are using the facilities, and we can see how it has become a more communal place for socialising, reading and internet usage. The public internet computers are well utilised daily by people of all ages.

Next quarter:

All regular programmes will cease mid-December and be reinstated in late January/early February. The library will be closing at 1pm on 24 December and will reopen on 6 January.



TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2024/25

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Financial considerations

☐ Nil ☒ Budgetary provision in Annual Plan / Long-term Plan ☐ Unbudgeted \$X

Risk

☒ Low ☐ Medium ☐ High ☐ Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report to Tawa Community Board is to approve by resolution the spending of the Tawa Community Board Discretionary Fund.

Takenga mai | Background

3. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and totals at \$18,249.96 effective from 1 July 2022.
4. 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.
5. 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.
6. The Board does not invite applications to the discretionary fund.
7. 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.
8. 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.
9. 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.

10. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
11. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
12. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
13. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
14. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
15. 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.
16. 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.
17. 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.

Kōrerorero | Discussion

18. The Finance Team, in discussion with Democracy Services, have advised the following:
 - a) Once the General Ledger is closed off for the year ending 30 June, it is not possible to allocate transactions to the previous year's Discretionary Fund. In real terms, this means that any manual payment forms (reimbursements, donations et cetera) received after 22 June or invoices received after 24 June will be paid out of the next year's Discretionary Fund.
 - b) Unspent Tawa Community Board Discretionary Funds are not able to be carried over to a future financial year.
19. Attachment One is the annual breakdown of spending for the financial period of 2024/2025.
20. The current balance for the financial period of 2024/2025 is \$17,087.54.

Ngā mahinga e whai ake nei | Next actions

21. Allocation of the fund is a reoccurring item on the Tawa Community Board agenda at each Board meeting.

Attachments

Attachment 1. November Financials

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Please note that figures here have been stated exclusive of GST where possible.

Discretionary Fund 2024/25 - Financial results up to November 2024

As at November 2024, including passed resolutions, the available balance of the Fund is \$17,088

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 2024 Accruals.

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

Note A: Invoices paid in 2024/25

1,162.42

1,162.42

Note B: Resolutions from meetings in 2024/25 financial year

7,288.51

\$ 7,288.51

Note C: June 2024 year end Accruals FY 2023/24. Left over accruals

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Note C: 2024/25 Accruals

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Note D: Internal printing and design costs incurred in 2024/25

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ACTIONS TRACKING AND FORWARD PROGRAMME

Kōrero taunaki | Summary of considerations

Purpose

1. This report provides a list of items that are scheduled to be considered at the next two hui of the board.

Financial considerations

☒ Nil	☐ Budgetary provision in Annual Plan / Long-term Plan	☐ Unbudgeted \$X
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Risk

☒ Low	☐ Medium	☐ High	☐ Extreme
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Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

Whakarāpopoto | Executive Summary

Actions Tracking

2. There are no actions in progress.

Forward Programme

3. The following items are scheduled to go to the Board's next two hui:

Rāhina 09 Hakihea 2024 (Monday 09 December 2024):

Oral reports:

- Police Update (tbc)
- Tawa Members' update (standing item)
- Councillors' update (standing item)

Written Reports:

- Quarterly Roding and Transport Report
- 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)
- Actions Tracking and Forward Programme (standing item)

Rāhina 17 Hui-tanguru 2025 (Monday 17 February 2025):

Oral reports:

- Fire Update (tbc)
- Tawa Members' update (standing item)
- Councillors' update (standing item)

Written Reports:

- Upcoming Areas of Consultation, Engagement or Surveys (if any)
(standing item)
- Tawa Community Board Discretionary Fund update (standing item)
- Actions Tracking and Forward Programme (standing item)

Takenga mai | Background

Actions Tracking

4. Council adopted the new 2022/2025 triennium Terms of Reference and Delegations on 16 November 2022.
5. In addition to delegations from last triennium, the community boards have been delegated the power within their community to:
 - Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
 - Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
 - Approve leases, subleases, and easements for all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977.
 - Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
 - Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
 - Temporarily close roads for events under clause 11(e), Schedule 10 of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965.
 - Recommend to Council whether to proceed with a road stopping and disposal of a stopped road, including if appropriate any related acquisition, disposal, or exchange of land.
 - Consider and recommend to Council any notification by the Minister of Lands that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road.
6. Decisions made in these areas are captured as part of actions tracking.
7. The community boards have the full power to make decisions in these areas.

8. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The board could resolve to receive a full update report on an item if it wishes.

Forward Programme

9. The forward programme sets out the reports planned for to go to the Board for consideration in the next two hui.
10. It is a working document and is subject to change on a regular basis.

Attachments

Nil