

**ORDINARY MEETING**

**OF**

**TAWA COMMUNITY BOARD**

**AGENDA**

Time: 7.00pm  
Date: Thursday, 9 June 2016  
Venue: Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Graeme Hansen  
Richard Herbert  
Councillor Lester  
Margaret Lucas (Deputy Chair)  
Jack Marshall  
Councillor Sparrow  
Alistair Sutton  
Robert Tredger (Chair)

**Have your say!**

*You can make a short presentation to the 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 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.*

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**TABLE OF CONTENTS**  
**9 JUNE 2016**

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<b>Business</b>	<b>Page No.</b>
<b>1. Meeting Conduct</b>	<b>5</b>
<b>1.1 Apologies</b>	<b>5</b>
<b>1.2 Conflict of Interest Declarations</b>	<b>5</b>
<b>1.3 Confirmation of Minutes</b>	<b>5</b>
<b>1.4 Public Participation</b>	<b>5</b>
<b>1.5 Items not on the Agenda</b>	<b>5</b>
<b>2. Oral Reports</b>	<b>5</b>
<b>2.1 Policing in Tawa</b>	<b>5</b>
<b>2.2 Tawa Community Civic Awards 2016 Update</b>	<b>5</b>
<b>2.3 Tawa Community Board Discretionary Funding Update</b>	<b>5</b>
<b>2.4 Members' Reports</b>	<b>5</b>
<b>3. Reports</b>	<b>7</b>
<b>3.1 Update on October 2016 Local Government Elections Process</b>	<b>7</b>
<b>3.2 Update to the Board on new obligations under the Health and Safety at Work Act</b>	<b>9</b>
<b>3.3 Tawa Community Board Quarterly Report: February to April 2016</b>	<b>11</b>
<b>3.4 Resource Consent Applications and Approvals for 1 May 2016 to 27 May 2016.</b>	<b>15</b>
<b>3.5 Current and Upcoming Council Consultations Items</b>	<b>17</b>

**3.6 Forward Programme**

**19**

## **1 Meeting Conduct**

### **1.1 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.

### **1.2 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.

### **1.3 Confirmation of Minutes**

The minutes of the meeting held on 12 May 2016 will be put to the Tawa Community Board for confirmation.

### **1.4 Public Participation**

A period of at least 10 minutes shall be set aside near the beginning of Tawa Community Board meetings to enable members of the public to make statements about any matter that may be of importance to the residents of Tawa. The total time set aside for public participation may be extended with the majority agreement of the Board. A member of the public wishing to raise a substantive matter should be invited to present it under deputations.

### **1.5 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**

### **2.1 Policing in Tawa**

### **2.2 Tawa Community Civic Awards 2016 Update**

### **2.3 Tawa Community Board Discretionary Funding Update**

### **2.4 Members' Reports**



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### 3. Reports

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## UPDATE ON OCTOBER 2016 LOCAL GOVERNMENT ELECTIONS PROCESS

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### Purpose

1. The purpose of this report is to provide the Board with an oral presentation of the process for the 2016 local authority elections.

### Recommendation

That the Tawa Community Board:

1. Receive the information

### Background

2. Local authority elections are held every 3 years for the election of Mayor, Councillors and Community Board members.
3. Members will recall that prior to the 2013 elections, there were considerable changes made to the Local Electoral Act 2001. There have been no legislative changes made in the last three years.

### Discussion

4. The Deputy Electoral Officer will be providing key dates and will answer any questions that the Board may have in relation to the running of the elections.

### Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

The elections process is a statutory process and as such no consultation and engagement is required.

### **Treaty of Waitangi considerations**

N/a.

### **Financial implications**

There are no financial implications emerging from this oral briefing.

### **Policy and legislative implications**

There are no policy and legislative implications emerging from this oral briefing.

### **Risks / legal**

There are no risks or legal implications emerging from this oral briefing.

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

There are no climate change implications emerging from this oral briefing.

### **Communications Plan**

There is no communications plan as a result of this oral briefing.



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## UPDATE TO THE BOARD ON NEW OBLIGATIONS UNDER THE HEALTH AND SAFETY AT WORK ACT

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### Purpose

1. The purpose of this report is to provide an oral update on the role that the Tawa Community Board members have as Officers under the Health and Safety at Work Act.

### Recommendation

That the Tawa Community Board:

1. Receive the information.

### Background

2. The Health and Safety Reform Bill was passed in Parliament and the new law, which commenced on 4 April 2016, is now called the Health and Safety at Work Act.
3. The new legislation makes safety in the workplace the responsibility of everyone and aims to reduce serious work related injuries by at least 25 percent in 2020. The new legislation shares various duties and responsibilities on Officers, Workers, Contractors, Volunteers and on Persons Conducting a Business or Undertaking (PCBU).

### Discussion

4. This oral update provides an opportunity to outline practical examples and provide guidance to the Board Members on their responsibilities as Officers in order to embed the Health and Safety at Work Act changes that directly affect the elected members in their roles.

### Attachments

Nil

Authors	Helga Sheppard, Governance Advisor Deborah Hammond, Manager, Health Safety & Wellness
Authoriser	Kane Patena, Director Legal and Risk

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## **SUPPORTING INFORMATION**

### Consultation and Engagement

N/A.

### Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations in relation to this oral briefing.

### Financial implications

There are no financial implications or considerations in relation to this oral briefing

### Policy and legislative implications

Any policy and legislative implications will be discussed as part of this oral briefing.

### Risks / legal

Any risks or legal implications will be discussed as part of this oral briefing.

### Climate Change impact and considerations

N/A.

### Communications Plan

N/A.

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## TAWA COMMUNITY BOARD QUARTERLY REPORT: FEBRUARY TO APRIL 2016

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### Purpose

1. To provide the Tawa Community Board with an update on the activities of the Mervyn Kemp Library, Tawa Community Centre and Linden Social Centre, for the quarter of February to April 2016.

### Summary

2. Mervyn Kemp Library offers circulation, information, outreach, class visits, preschool storytimes, holiday programmes and Baby Rock & Rhyme sessions. Tawa Community Centre and Linden Social Centre provide community spaces for event and meeting bookings, as well as recreational drop-in space.

### Recommendation

That the Tawa Community Board:

1. Receive the information.

### Discussion

3. **Mervyn Kemp (Tawa) Library –**
  - a. In April, the new Radio Frequency Identification (RFID) system was implemented at all Wellington libraries. This included installing two new self-loan stations in Tawa, as well as a new Welcome station replacing the issues desk. RFID allows better stock management of library materials, and speeds up returns and issues of those materials. Thus it allows library staff more time to spend with customers out 'on the floor'. Coupled with the above system change was the flooring, which has been upgraded to a lighter colour and more durable vinyl product. Two new and secure doors to the staff area were installed, and paint was refreshed, to complete the spruce-up of the front service area.
  - b. Baby Rock & Rhyme – this is held every Friday morning at 9.30am and is aimed at babies aged 0-2 years.
  - c. Pre-school story time – this is held every Monday morning at 10.30am and is aimed at children aged 2-5 years.
  - d. School visits – St Francis Xavier primary school continue to visit the library weekly for a fun-filled 45 minutes.
  - e. Wellington City Libraries has rolled out a new membership for schools, which allows teachers to issue items for 6 weeks (items will remain at school). Children are also now able to use their personal library cards at the self-loan stations.
  - f. Stories @ Six – these have continued on the first Thursday of every month. (See 12 May report to TCB, for a list of the remaining 2016 programmes.)
  - g. Tea & Tales – the monthly book club is run on the first Tuesday of every month at 10.30am.
  - h. Displays – these have included ones for Valentine's Day, Biographies, Banned Books, Easter and Anzac Day.
  - i. **Statistics** - The figures for the children's attendance represent Baby Rock & Rhyme, Pre-school story time, school visits and holiday programmes. The pre-

school story time sessions are held on Monday mornings, and the low attendance can be attributed to three public holidays in this quarter – Waitangi Day, Easter and Anzac Day – falling on Mondays.

	Issues	Visitors	New borrowers	Children's attendance
Feb - April 2015	32,961	24,827	172	815
Feb - April 2016	32,943	25,621	147	574
+/-% variation	0%	3.2%	-14.5%	-29.6%

**4. Tawa Community Centre (TCC) –**

- a. There were good attendance numbers at an Open Day for the Tracey Odell School of Dance in February.
- b. There was a free Arthritis NZ seminar, covering a variety of relevant topics.
- c. TCC new bookings include: Baby Sensory using the hall every Saturday for 4 ½ hours during term time (this is for parents connecting with their babies in a really positive way); and two new monthly bookings using the Boardroom, a craft group and a Mindfulness/ Colouring-in meetup group. Both of these are casual come-along groups, and are great for attendees to meet new people in the area.
- d. In March, Tawa Rotary and the Tawa Historical Society organised a Tawa Community walk, where people met at the centre to start their walk.
- e. In April, there were two school holiday programmes. In the first week was a Zendoodle/ Colouring-in session with Monique. In the second week St John's First Aid taught about 30 primary aged children the first aid basics – from how to call 111 to what to do with an injured arm and how to strap it properly. This brought lots of positive feedback, and a booking for a return session in July.
- f. In April, Triple One Care began their tenancy of the rooms vacated by Tawa Plunket in January. Over the past year they had hired rooms at the centre for courses, but had mentioned that they were then working their office out of a garage. They are very happy now at the centre, and occupy two rooms: one for an office and the other to store training material.
- g. It is good to have regular people at the centre during the day, now with the staff from Triple One Care. The Volunteer Police Base has recently suspended operation and so there are otherwise fewer people in the building. The Police continue to lease the space but the future of their presence is yet to be determined.
- h. Water tanks – Mandy initiated requests for another order through the City Council Service Centre, and got an impressive 40 orders. So the tanks ended up coming straight from the supplier, Mouldings Ltd, to TCC. Customers were very happy, and the whole process was very successful. This served as a multipurpose exercise. It brought more people into the centre, as they had to pay and collect their tanks from there. A high percentage of these people had never been to TCC, or previously didn't even know where it was. Mandy appreciated knowing that people in the local area could make the easy trip down to the centre, rather than having to go to the Council service centre in the city centre. And the community was encouraged to be more self-sufficient in an emergency. Advertising for placing the orders was by way of Neighbourly and by Councillor Malcolm Sparrow putting it into his regular newsletter. Mandy has since done another order of 50, with more on a waitlist.

- i. **Statistics** – Monthly average visitors: 3,307. Quarterly (February/March/April) occupancy rate, across the three spaces: 28.16%.
5. **Linden Social Centre (LSC)** –
- a. There was also a free Arthritis NZ seminar at LSC.
- b. In February and March, the Tawa Plunket Society used LSC a few times, whilst final arrangements were being made on their new premises on the grounds.
- c. Grandmothers Garden, a quilting business, booked out LSC for 2 ½ days in April for their annual exhibition. Amazing pieces were displayed, and the group was very happy with the interest and turnout. This is their second year of running the exhibition there, and they will be back again next year.
- d. “Caged” motion-sensor security lights were recently installed out the back at LSC. They are designed to be tamper-proof, so it is hoped that the constant breaking and misdirecting of those lights is now over. This is a major improvement in security around the building.
- e. **Statistics** – Monthly average visitors: 1,206. Quarterly (February/March/April) occupancy rate, across the two spaces: 25.25%.

## Attachments

Nil

Author	Jay Robinson, T/L Libraries&Community Spaces
Authoriser	Greg Orchard, Chief Operating Officer

## **SUPPORTING INFORMATION**

Consultation and Engagement

N/A

Treaty of Waitangi considerations

N/A

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

N/A

Communications Plan

N/A

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## RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 1 MAY 2016 TO 27 MAY 2016.

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**PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD  
THE REQUIREMENTS CONTAINED IN THE SUPPORTING  
INFORMATION TEMPLATE CONTAINED AT THE BACK OF THIS  
REPORT.**

### 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. Receive the information.

### Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 1 May 2016 to 27 May 2016.

### Discussion

3. For the period from 1 May 2016 to 27 May 2016, there were six applications lodged with the Council.

<b>359668</b>	<b>530 TAKAPU ROAD</b>	<b>CPB HEB Joint Venture</b>
Land use consent for the realignment of existing electricity lines and the installation of additional support poles		
<b>359711</b>	<b>454 TAKAPU ROAD</b>	<b>David Wayne Watson</b>
Land use consent for a new accessory building (garage)		
<b>359769</b>	<b>246 TAKAPU ROAD</b>	<b>Wellington City Council</b>
Land use consent application for earthworks for the purpose of stream bank stabilization		
<b>359888</b>	<b>282 TAKAPU ROAD</b>	<b>Stuart Charles Lewis Woodman</b>
Subdivision consent for a 4 lot fee simple involving three existing land titles		
<b>359994</b>	<b>530 TAKAPU ROAD</b>	<b>CPB HEB Joint Venture</b>

Land use consent for the construction, operation and maintenance of a site compound		
<b>358472</b>	<b>110 TREMEWAN STREET</b>	<b>CPB HEB Joint Venture</b>
Land use consent for the realignment of existing electricity lines and the installation of an additional support pole		

4. For the period from 1 May 2016 to 27 May 2016, there were three applications approved under delegated authority.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
<b>346205</b>	<b>4 WILLIAM EARL PLACE</b>	<b>Sean MacBean Murrie</b>
Land use consent for a multi residential development of 30 units and associated earthworks		
<b>356039</b>	<b>36A RANUI TERRACE</b>	<b>Joshua Luke Beyer</b>
Subdivision consent for a 2 lot fee simple		
<b>357198</b>	<b>13 MAIN ROAD</b>	<b>Department of Corrections</b>
Outline Plan waiver for upgrade works at Arohata Prison		

### Attachments

Nil

Author	Judy Harte, Executive Support Officer
Authoriser	David Chick, Chief City Planner



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## CURRENT AND UPCOMING COUNCIL CONSULTATIONS ITEMS

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### Purpose

1. To provide the Tawa Community Board with an update on the current items Council is seeking public feedback on and to advise the Board on upcoming items for consultations.

### Recommendation

That the Tawa Community Board:

1. Receive the information

### Discussion

2. The Council will be or is currently seeking feedback on the following items:
  - Open Space Access Plan – consultation starts on 07 June 2016 and closes on Wednesday, 13 July 2016.
3. Wellington City Council would like your views on the draft plan which covers 340km of walkways and tracks in Wellington City that are used and enjoyed by walkers, runners and cyclists.
4. All relevant information and supporting information is available on Council's website: <http://wellington.govt.nz/have-your-say/consultations>

### Options

5. Should the Board wish to make a submission; the submission will need to be retrospectively ratified at the next Board meeting which is scheduled for Thursday, 11 August 2016.

### Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

All relevant supporting information and documentation relating to these items for consultation are available on Council's website and community input is being sought.

### **Treaty of Waitangi considerations**

Any Treaty of Waitangi considerations will be taken into account.

### **Financial implications**

Any financial implications will be considered.

### **Policy and legislative implications**

Any policy and legislative implications will be considered.

### **Risks / legal**

Any legal implications and risks will be taken into account.

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

Climate change impacts (if any) will be considered.

### **Communications Plan**

Council's website details the next steps for each item that is being consulted on.

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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. Receive the information.
2. Amend the work programme if necessary.

### Discussion

2. Below is the draft work programme for the Board's approval and amendment where necessary:

<b>Thursday, 11 August 2016</b>	
<ul style="list-style-type: none"><li>• Standing Items:<ul style="list-style-type: none"><li>○ Community Speaker (if any)</li><li>○ Policing in Tawa</li><li>○ Update from Tawa Volunteer Fire Brigade</li><li>○ Resource Consents</li><li>○ Upcoming Areas of Consultation (if any)</li><li>○ Tawa Community Board Discretionary Fund Update</li><li>○ Reports back from Board Members</li><li>○ Forward Programme</li><li>○ Spicer Landfill Update</li><li>○ Retrospective ratification of any submissions made in relation to any consultation processes undertaken by Council.</li></ul></li></ul>	

### Attachments

Nil

Author	Helga Sheppard, Governance Advisor
Authoriser	Crispian Franklin, Governance Team Leader

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## **SUPPORTING INFORMATION**

### Consultation and Engagement

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 or legislative implications associated with this report.

### Risks / legal

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

### Climate Change impact and considerations

N/A.

### Communications Plan

N/A.