

**ORDINARY MEETING  
OF  
TAWA COMMUNITY BOARD  
AGENDA**

**Time:** 7.00pm  
**Date:** Thursday, 3 December 2020  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**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](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 18 November 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.

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## 2. Oral Reports

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### ORAL REPORTS 3 DECEMBER 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. Police Update – Sarah Steed (Community Policing Team, Kapiti/Mana)
  - b. WREMO – Chris Moore (Advisor Community Resilience and Recovery)
  - c. 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. Members Update 3 December 2020 [↓](#) 

Author	Helena Patuwai, Elected Member Support Advisor
Authoriser	Kimberley Govenlock, Acting 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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**TAWA COMMUNITY BOARD**  
3 DECEMBER 2020

**Absolutely Positively**  
**Wellington City Council**  
Me Heke Ki Pōneke

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## **MEMBERS' UPDATE**

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### **Purpose**

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

### **Updates**

#### **Planning for Growth**

- Board members attended the Upper Stebbings community engagement at Tawa Library.
- Oral submission made to Councillors on the Draft Spatial Plan.

#### **Roading, Transport**

- Tracksafe connected with the Board regarding multi agency meeting regarding near miss at Collins Avenue level crossing. Meeting arranged to discuss further.
- Followed up with Greater Wellington Regional Council and set date for February workshop.

#### **Youth Development**

- Chair met with Tawa College Principal for update on youth and ways the Board can support them.
- Supported the annual Tawa Primary Schools' Citizenship Awards. (26th November)

#### **Community Development**

- Work continues on the Christmas parade and plaza after-event.

#### **Waste Management/Carbon Reduction**

- Posted on Facebook the results from waste management at this year's Spring into Tawa.

#### **Economic Development**

- Board members involved with the Tawa Business Group food truck event, to coincide with late night shopping on 17 December.

**TAWA COMMUNITY BOARD**  
12 NOVEMBER 2020

Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke

**Water/Resilience**

- Board members attended Wellington Water/WCC engagement on WCC flooding maps.
- Second WREMO Community Sentiment survey completed.
- Following resident query about risk to more trees falling opposite ITM on Main Rd Tawa, Board members raised with Elected Members Support. An engineer checked the site and indicated that a leaking pipe had caused the tree to fall. Forwarded to Wellington Water to follow up. Board member raised with Ben Fountain at flooding engagement for further investigation.

**Governance**

- The Chair attended LGNZ "Planning for the Future" webinar on 18 November 2020.
- Letter of support written for local cricket club grant requests.

**Feedback, requests, complaints received**

- Resident query about risk to more trees falling opposite ITM on Main Road.

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



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### 3. Reports

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## APPOINTMENT OF CHAIR AND MEMBERS OF THE TAWA COMMUNITY BOARD GRANTS SUBCOMMITTEE

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### Purpose

1. The purpose of this report is to approve new members to the Tawa Community Board Grants Subcommittee.

### Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint a total of five members of the Tawa Community Board to the Tawa Community Board Grants Subcommittee (four Tawa Community Board members and the Chair of the Tawa Community Board who is an ex-officio member) as outlined in the Terms of Reference (Attachment 1 under Community Board P.36.)
3. Agree to nominate and appoint one member of the Tawa Community Board as Chair of the Tawa Community Board Grants Subcommittee to commence on 1 January 2021 and end on 31 December 2021.

### Background

2. The Tawa Community Board Grants Subcommittee was established in June 1996 and has been in operation every triennium since its inception.
3. The Tawa Community Board Grants Subcommittee considers applications received for the Tawa Community Grants Fund and has delegated authority to decide on the distribution of these funds in accordance with the approved criteria for this fund. (See Attachment 2 for the Tawa Grants criteria.)
4. There is one round of funding for the Tawa Grants in the financial year with a total of \$15,000 available for allocation to various projects.
5. In the past, a total of five members of the Tawa Community Board were appointed to this subcommittee (four members plus the Chair of the Tawa Community Board.) The appointment of five members to the subcommittee allows for quorum to be maintained in decision making in the case where conflicts of interest may arise.

### Method of voting

6. The prescribed method of voting for the appointment of the members and Chair of the Tawa Grants Subcommittee will be done using "System A" as per Tawa Community Board's current standing orders (Standing Order 2.6.1).

## TAWA COMMUNITY BOARD

3 DECEMBER 2020

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 two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### Options

9. N/A.

### Next Actions

10. N/A.

### Attachments

- Attachment 1. [Attachement 1 Terms of Reference Community Boards](#)   Page 16
- Attachment 2. [Attachment 2 - Tawa Grants Criteria](#)   Page 20

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

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

None required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

Not applicable.

### **Policy and legislative implications**

This report meets the requirements of the Local Government Act 2002.

### **Risks / legal**

This report meets the requirements of the Local Government Act 2002.

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

Not applicable.

### **Communications Plan**

Not applicable.

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

There are no health and safety impacts associated with this report.

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**TERMS OF REFERENCE AND  
DELEGATIONS  
OF  
WELLINGTON CITY COUNCIL  
2019-2022**

Terms of Reference and Delegations for the 2019-2022 triennium, adopted by the Wellington City Council on 20 November 2019

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## 8 COMMUNITY BOARDS

### Tawa Community Board

<b>Chair</b>	Robyn Parkinson
<b>Deputy Chair</b>	Richard Herbert
<b>Members</b>	Steph Knight Graeme Hansen Jackson Lacy Anna Scott Plus 2 Council members
<b>Quorum</b>	4
<b>Frequency of meeting</b>	TBD

### Mākara/Ohariu Community Board

<b>Chair</b>	John Apanowicz
<b>Deputy Chair</b>	Christine Grace
<b>Members</b>	Hamish Todd Chris Renner Wayne Rudd Darren Hoskins
<b>Quorum</b>	3
<b>Frequency of meeting</b>	TBD

### Area of focus

1. The role of a Community Board is to:
  - (a) Represent and act as an advocate for the interests of its community.
  - (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
  - (c) Maintain an overview of services provided by the territorial authority within the community.
  - (d) Prepare an annual submission to the territorial authority for expenditure within the community.

- (e) Communicate with community organisations and special interest groups within the community undertake any other responsibilities that are delegated to it by the territorial authority.

**Delegations**

2. The Community Boards shall:
  - (a) Facilitate the Council's consultation with local residents and community groups on local issues and local aspects of citywide issues including input into the Long-term Plan, Annual Plan, and policies that impact on the Board's area.
  - (b) Engage with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks and gardens matters.
3. Council will consult with the Board on issues that impact on the Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.
4. The Community Board has responsibility for and authority to:
  - (a) Make submissions (as a Community Board) to any organisation (including submissions on resource consents notified by the Greater Wellington Regional Council and Wellington City Council) relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive).
  - (b) Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers of particular interest to the residents within its community.
  - (c) Determine expenditure of funds allocated by Council to the Board for specific purposes.
  - (d) Consider matters referred to it by officers, the Council, its committees or subcommittees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include:
    - (i) Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided
    - (ii) Providing input to the Council's Long-term and Annual Plans
    - (iii) Providing input to proposed District Plan changes that impact on the Board's area
    - (iv) Providing input to strategies, policies and plans
    - (v) Providing input to bylaw changes that impact on the Board's area
  - (e) Provide input (whether from the full Board, a subcommittee of the Board, or a nominated board member/s) to officers on the following matters:
    - (i) Local road work priorities

- (ii) Traffic management issues (such as traffic calming measures, pedestrian crossing, street lighting, etc.)
  - (iii) Street facilities management (such as taxi-stands, bus stops, bicycle stands, etc.)
  - (iv) Applications for licences under the Sale and Supply of Alcohol Act 2012
  - (v) Application of the Resource Management Act (including notification decisions) within the Board's area
  - (vi) The emergency management needs of the area, including the appointment of emergency centre coordinators
5. The final decision on matters set out above will be made by council officers acting under their delegated authority.

**Resource Management Hearings**

6. The Community Board may have up to two suitably-trained members available for selection to sit on hearings panels on resource management issues. Such selection will be in accordance with the Guidelines for Appointment of Hearings Panels approved by Council on 30 March 2005 (and as may be amended from time to time). No Board member shall be eligible for selection if the Board has made a submission on the matter to be decided.

**Criteria for the Tawa Community Grants Funding**

1. The applicant is based in Tawa and the project directly benefits residents in the Tawa Ward.
2. The applicant group must not have excess reserve funds.
3. The preference is for projects to be completed within 12 months.
4. There is a preference for new or expanded activities.
5. Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt - except in exceptional circumstances.
6. Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
7. Preference will be given to grants that help develop economically or socially disadvantaged groups.
8. Applications for individuals representing New Zealand in a recognised sporting, cultural or other approved event may be considered.

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## **TAWA BOROUGH SCHOLARSHIP AWARD TRUST 2020**

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### **Purpose**

1. To advise the Tawa Community Board of the recipient of the annual award granted by the Trustees of the Tawa Borough Scholarship Trust.

### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Note the report of the Trustees of the Tawa Borough Scholarship Award Trust.

### **Background**

2. The Tawa Borough Scholarship Award Trust was established in 1989 after the Tawa Borough Council was amalgamated with Wellington City Council. Prior to amalgamation, the Tawa Borough Council donated the sum of \$10,000 to establish a trust fund for the purposes of creating an annual award to recognise students of Tawa College who demonstrated all round ability and community service. The establishment of the Trust recognises the close association between Tawa College and the Council.
3. The Trust Deed for the Tawa Borough Scholarship Award Trust made provision for two Trustees to be appointed by the Tawa Community Board, with the Chair of the Tawa Community Board automatically becoming a Trustee. The current trustees are Richard Herbert and Steph Knight.
4. The recipient is recommended by Tawa College on an annual basis and the Trustees are required to meet and approve the nomination made by Tawa College.

### **Discussion**

5. The scholarship was presented to Lauren Baker at Tawa College's prize giving ceremony on the 6 November 2020.
6. The report of the Trustees for 2020 is attached for the Board's information.
7. The Trustees granted a scholarship of \$600 and arranged for payment

### **Attachments**

Attachment 1. Attachment 1: Tawa Borough Scholarship Trust Report  

Page 23

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

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not applicable

### **Treaty of Waitangi considerations**

Not applicable

### **Financial implications**

Not applicable

### **Policy and legislative implications**

Not applicable

### **Risks / legal**

Not applicable

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

Not applicable

### **Communications Plan**

Not applicable

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

Not applicable

### **Tawa Borough Scholarship Award Trust - Report for 2020.**

The purpose of the Award, established in 1989 upon the demise of the Tawa Borough Council, is to acknowledge and provide a grant, in co-operation with the Tawa College, to a student (or students) who has (have) demonstrated general all-around ability, with achievement firstly in academic endeavour, secondly in sporting or cultural fields, and who in addition has (have) given worthwhile service to the College and/or Tawa Community'. The Chair of the Tawa Community Board, or their nominee, presents this award, at the year-end Tawa College Senior Academic Prize giving.

Following the 2019 Local Government elections trustees Robert Tredger and Jack Marshall indicated their resignation as trustees following the investiture of the new Community Board. And at the next ordinary meeting the Tawa Community Board held on 12<sup>th</sup> December 2019 it was resolved to appoint trustees in accordance with the Trust Deed, one of which is automatically the Chair of the Tawa Community Board, together with Richard Herbert and Stephanie Knight.

Donations were received during the year to 30 June 2000, from the Tawa Community Board amounting to \$1,000.00.

The Trustees approved the student recommended by Tawa College for the Tawa Borough Scholarship Trust Award, and a \$600 award amount also approved has been transferred to the nominated Tawa College bank account.

### **The 2020 recipient of the award was Lauren Baker.**

Robyn Parkinson presented the Award at the Tawa College Senior Prize giving on 6th November 2020.

Attached is the citation for the award recipient as provided by the College.

Trustees

Robyn Parkinson, Richard Herbert, Stephanie Knight



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## RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 27 OCTOBER 2020 TO 18 NOVEMBER 2020

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### 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 27 October 2020 to 18 November 2020.

### Discussion

3. For the period from 27 October 2020 to 18 November 2020, there were five applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>475866</b>	<b>22 Hampton Hill Road, Tawa</b>	<b>Rajinder Kumar</b>
Land use and subdivision consent for a new dwelling and a two-lot fee simple subdivision.		
<b>476244</b>	<b>58 Bell Street, Tawa</b>	<b>Douglas Weir</b>
Land use consent for two new dwellings.		
<b>476923</b>	<b>25 Raroa Terrace, Tawa</b>	<b>Jennian Homes Wellington</b>
Land Use consent for a new dwelling.		
<b>477190</b>	<b>47 Beauchamp Street, Tawa</b>	<b>Daniel Barnett</b>
Land use consent for additions and alterations.		
<b>476818</b>	<b>21 Westhaven Drive, Tawa</b>	<b>Jordan Allan</b>
Boundary activity for an encroachment of a proposed deck on the north boundary.		

4. For the period from 27 October 2020 to 18 November 2020, there two applications approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<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.		
<b>474156</b>	<b>12 Woodman Drive, Tawa</b>	<b>Naveendra &amp; Umanga Senaviratne</b>
Subdivision consent for a two-lot fee simple subdivision.		

### **Attachments**

Nil

Author	Nicole Tydda, Manager Customer Service and Business Support
Authoriser	Bill Stevens, Resource Consents Team Leader Liam Hodgetts, 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, 11 February 2021**

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

- 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, 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, 18 March 2021**

##### **Short meeting.**

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

- Police Update (alternate standing item)
- Wellington Water - Ben Fountain, Chief Advisor Stormwater
- Tawa Residents Association - tbc
- 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, Acting 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 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
- Briscoes photo frames reimbursement to Cr Sparrow \$210.80
- Tawa Scouts Newsletter Delivery \$500.00
- Newsletter Digital Print \$1041.70

Total: \$1847.58

### b) Resolutions 2020/2021:

2020/2021 Discretionary Fund

- Tawa Primary School Citizenship Awards resolution as agreed at 8 October Tawa Board meeting: \$1300.00 (estimate)
  - Xmas Event at Linden \$250.00
  - Christmas Parade after party (subject to whether other funding is received) \$620.00
- \$2170.00

Balance of the 2020/21 Discretionary Fund is **\$7947.14 (from allocated \$11964.72)**

### c) Accruals 2019/2020:

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 (*paid 20/11/20*)
- Te Roopu Raranga to farewell Denise \$60.00 (*paid 20/11/20*)

Total: \$7406.31

## Attachments

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

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Author	Helena Patuwai, Elected Member Support Advisor
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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

## Tawa Community Board - Discretionary Fund 2020/21 to November 20

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

### Discretionary Fund 2020/21 - Financial results up to November 2020

As at November 2020, including passed resolutions, the available balance of the Fund is 7,947

<b>Starting balance of Fund</b>	-	<b>11,964.72</b>	
Invoices paid in the 2020/21 financial year	-	<b>1,847.58</b>	Please refer to Note A
Resolutions from meetings in the 2020/21 financial year	-	<b>2,170.00</b>	Please refer to Note B
Accruals for expenses incurred but not paid	-		Please refer to Note C
<b>Purchases made as at June 2020/21</b>	-	<b>4,017.58</b>	
<b>Remaining balance of fund</b>	-	<b>7,947.14</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 D:** These costs relate to creative services recharges.

#### Note A: Invoices paid in 2020/21

1,847.58

Transaction Date	Item Description	Amount	Additional Commentary
29/07/2020	Photo	\$ 95.08	Reimbursement to Cllr
29/07/2020	Photo frames	\$ 210.80	Reimbursement to Cllr
20/08/2020	Newsletter Digital Print	1,041.70	Newsletter
03/09/2020	Tawa Scouts Group delivery of Newsletter	\$ 500.00	Scouts New Zealand
		<b>1,847.58</b>	

#### Note B: Resolutions from the last meeting in November/Unpaid financial year

2,170.00

Resolution Date	Item Description	Amount	Additional Commentary
30/07/2020	Tawa Schools Citizenship Awards (November)	1,300.00	
12/11/2021	Xmas Event at Linden	250.00	
12/11/2021	Christmas Parade after party	620.00	Subject to whether the funding is available
		<b>2,170.00</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	to be paid
30/06/2020	Community Wellbeing initiative	-\$ 2,000.00	
30/06/2020	Wharekura at Tawa College	-\$ 3,500.00	to be paid
30/06/2020	Tawa Borough Scholarship	-\$ 846.31	paid 20/11/20
30/06/2020	Te Roopu Raranga to farewell Denise	-\$ 60.00	paid 20/11/20
		<b>- 7,406.31</b>	

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