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ORDINARY MEETING  
OF  
TAWA COMMUNITY BOARD  
AGENDA

Time: 7:00pm  
Date: Thursday, 12 August 2021  
Venue: Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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## **MEMBERSHIP**

Malcolm Alexander  
Councillor Day  
Graeme Hansen  
Richard Herbert  
Jackson Lacy (Deputy Chair)  
Robyn Parkinson (Chair)  
Anna Scott  
Councillor Sparrow

### **Have your say!**

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

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## 1. Meeting Conduct

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### 1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

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

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

### 1.2 Apologies

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

### 1.3 Conflict of Interest Declarations

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

### 1.4 Confirmation of Minutes

The minutes of the meeting held on 10 June 2021 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 UPDATES 12 AUGUST 2021

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Purpose

1. Oral updates provide an opportunity for Council officers, external organisations and Tawa Community Board members to share progress on relevant issues.
2. The following oral updates are scheduled to be delivered at this meeting:
  - a. Fire Update – Chief Fire Officer Dean Tutton
  - b. Tawa College Prefects – Esha Silva, Raahan Dalwai, Tamara Ruaporo Ngatuakana
  - c. Tawa Business Group – Darcy Britliff and Bernadette Pallister
  - d. Roding update – Brad Singh
  - e. Tawa Community Board members' updates

Recommendations

That the Tawa Community Board:

1. Receive the information.
2. Thank the presenters for their oral updates.

Attachments

Attachment 1. [Members' Updates](#)  

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Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

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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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## Purpose

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

## Update to 4 August 2021

### Planning

- The Chair, the Acting Chair, Tawa Business Group, and the President, Tawa Residents' Association, requested a meeting with Chief Executive of WCC to discuss a potential vision for future use of WCC spaces

### Roading, Transport

- Reported lack of space in pedestrian temporary walkway on Collins Avenue, to Transmission Gully project. Issue addressed: the traffic management plan had specified a minimum 1.2m wide walkway for the project
- Work on level crossing campaign for Rail Safety Week with Tawa community patrol, Tawa college and Tracksafe.

### Youth Development

- Two members attended a hui on a potential Kids Greening Tawa concept

### Community Development

- Attended the Kai Kitchen lunch restart in July
- Attend Tawa Lions Christmas parade meeting
- Nominations are currently open for the Tawa Community Civic Awards. The closeoff date is Friday 27 August. The awards ceremony will take place at the Tawa Community Centre on Thursday 23 September.

### Waste Management / carbon reduction

- put Tawa College enviro group in touch with WCC officer to provide free worm farm and compost bin
- visited Tawa College Kaupapa Māori class onsite at the Wharekura to see if assistance could be given to set up their maara (garden)
- Met with WCC coordinator of Kids Greening Tawa project for update

### Community Safety

- The Tawa Community Safety hui originally scheduled for late June (but postponed because of Alert Level 2 in Wellington) will take place on Thursday 19 August with involvement from the Police, Tawa Community Patrol, Neighbourhood Support, Recon Security and one or two others.

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### **Economic Development**

- Three Board members attended WCC's biennial Summit for BIDs and local leaders

### **Public Spaces**

- Liaison with Parks & Rec officer for onsite visit at Willowbank in August, prior to planning for playground upgrade

### **Water / Resilience**

- 7 Board members attended a Wellington Water presentation on upcoming waste water projects. Representatives of Tawa Business Group and Friends of Tawa Bush Reserves were also present

### **Governance**

- The Chair notes with thanks the support of the Board and community to continue in her position as Chair. It is noted that six members requested an apology from Mr Alexander for conduct issues, prior to the June meeting of the Board. The subsequent apology was not considered fully satisfactory and independent mediation requested. This did not take place.
- Chair met with various community members and WCC staff including the Principal, Tawa College; community centre staff at Tawa and Linden; Wendy Jacobs (Library & Community Spaces); Acting Chair Tawa Business Group and President, Tawa Residents Association

### **Feedback, requests, complaints received:**

- Reported back to Tawa Rotary on the process as advised by WCC staff for their wayfinding signs project
- Maintenance request for pedestrian walkway Lane Crescent to St John's Terrace - referred to WCC staff
- Request to clear drain at Rugby club following heavy rain, followed up with WCC

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3. Reports

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RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR  
3 JUNE 2021 TO 2 AUGUST 2021

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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. Receive the information.

Background

2. This report advises the Community Board of resource consents lodged and decisions made during the period 3 June 2021 to 2 August 2021.

Discussion

3. For the period from 3 June 2021 to 2 August 2021, there were four applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>492698</b>	<b>24 Takapu Road, Grenada North</b>	<b>Traffic Management NZ</b>
Land use consent for a new commercial building.		
<b>492855</b>	<b>28 Collins Avenue, Tawa</b>	<b>R Cowie, A Stackhouse and R &amp; R Rogers</b>
Subdivision and land use consent for a six lot fee simple subdivision and four new dwellings.		
<b>494009</b>	<b>8 Oxford Street, Tawa</b>	<b>Oxford Partnership</b>
Subdivision and land use consent for a 24 unit, unit title subdivision, earthworks and additions and alterations.		
<b>496511</b>	<b>12 Chester Road, Tawa</b>	<b>G T Owens Building Ltd</b>
Subdivision and land use consent for a two lot fee simple subdivision and a new dwelling.		

4. For the period from 3 June 2021 to 2 August 2021, there were five applications approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>489442</b>	<b>42 Jamaica Drive, Grenada North</b>	<b>Toop St No. 1 Trust</b>
Land use consent for earthworks.		
<b>492698</b>	<b>24 Takapu Road, Grenada North</b>	<b>Traffic Management NZ</b>
Land use consent for a new commercial building.		
<b>491513</b>	<b>40A Main Road, Tawa</b>	<b>David Jaquierey</b>
Land use consent for additions and alterations to an existing dwelling.		
<b>491679 &amp; 491680</b>	<b>201 Bing Lucas Drive, Tawa</b>	<b>Nicole &amp; Andrew Garvie</b>
Land use consent for a new dwelling and variation of a consent notice condition for the building to extend beyond the building platform area.		

### Attachments

Nil

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

## SUPPORTING INFORMATION

Engagement and Consultation

**No consultation or engagement is required.**

Treaty of Waitangi considerations

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

Financial implications

**There are no financial implications associated with this report.**

Policy and legislative implications

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

Risks / legal

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

Climate Change impact and considerations

**Not applicable**

Communications Plan

**Not applicable**

Health and Safety Impact considered

**Not applicable**

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## TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2021/2022 AND CLOSE OF 2020/2021 FUND

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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. Receive the information.

### Background

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and for the 2021/2022 financial year the fund totals \$15,330.54 exclusive of GST.
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. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
9. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
10. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
11. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
12. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.

13. 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.
14. 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.
15. 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

16. 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.
17. The remaining balance of the 2021/2022 Discretionary Fund at 12 August 2021 is \$13,212.80.

## **Newsletter printing and delivery and Tawa Borough Scholarship donation**

18. At the 13 May 2021 meeting, the Tawa Community Board agreed the following resolutions:
  - a) Provide for approximately \$1,100 for printing costs, and for \$500 to Tawa Scouts for delivery of a printed Board newsletter to be produced this month.
  - b) Grant to the Tawa Borough Scholarship Trust the remainder of funds available in this financial year, expected to be approximately \$517.74.
19. At the 10 June 2021 meeting, the Tawa Community Board agreed the following resolutions:
  - a) Agree that the resolution of the 13 May 2021 meeting, to provide \$1,600 in printing and delivery costs for the Tawa Community Board newsletter, be revoked.
  - b) Note that the resolution of the 13 May 2021 meeting, to grant the Tawa Borough Scholarship Trust the remainder of the funds available in this financial year, is still valid.
20. Due to an administrative error, the payment of the remainder of the 2020/2021 funds (\$2117.74) to the Tawa Borough Scholarship Trust was not completed prior to the General Ledger close off. This will instead be paid out of the 2021/2022 Fund.
21. Additional funding has been secured for the 2021/2022 Fund, so that the Tawa Community Board are not disadvantaged by this error. Initially the 2021/2022 Discretionary Fund total was going to be \$13,212.54 (an increase of \$1,247.82 from the 2020/2021 Fund). With the additional funding to cover the donation to Tawa Borough Scholarship Trust, the Fund totals \$15,330.54 for 2021/2022.







22. Officers understand that a future payment for the printing and delivery costs of the Tawa Community Board newsletter will be resolved for payment from the 2021/2022 Fund.

**Tawa Community Board Civic Awards payments**

23. At the 18 March 2021 meeting, the Tawa Community Board agreed the following:  
a) Agree to run the Tawa Civic Awards night in June 2021, and fund the costs of catering, photography, AV equipment, printing and venue hire for this award from the 2021/2022 Discretionary Fund.
24. No further resolutions in regard to the Civic Awards were made in the 2020/2021 financial year, and the event has since been postponed to September 2021.
25. Printing of posters and certificates was commissioned in June. This invoice was paid prior to the General Ledger close of in June 2021, so was paid out of the 2020/2021 Fund.
26. Additional costs for the Civic Award will be paid from the 2021/2022 Fund.
27. Attachment One is the annual breakdown of spending for the financial period of 2020/2021.
28. Attachment Two is the annual breakdown of spending for the financial period of 2021/2022.

Attachments

- Attachment 1. 2020/2021 Discretionary Fund   Page 19
- Attachment 2. 2021/2022 Discretionary Fund   Page 20

Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

## 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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## CURRENT AND UPCOMING CONSULTATIONS AND ENGAGEMENTS

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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 consultations or surveys the Council is undertaking.

### Recommendation/s

That the Tawa Community Board:

1. Receive the information.

### Discussion

2. The current consultations and engagements are as follows:
  - a. **Trading and Events in Public Places Policy**  
Our public places are important – we use them to socialise, play and work. We want them to be vibrant and safe for everyone to use. We are reviewing our policies that set the framework for how we manage trading and event activities in our public places in Wellington.  
Consultation closes 16 August 2021. Further information can be found at <https://www.letstalk.wellington.govt.nz/trading-and-events-in-public-places-policy>.
3. Further information on the consultations can be found at this link <https://wellington.govt.nz/have-your-say/consultations>.

### Options

4. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.

### Attachments

Nil

Author	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

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## SUPPORTING INFORMATION

Engagement and Consultation

The above engagements and consultations are in line with the Council's Significance and Engagement Policy and Section 83 of the Local Government Act 2002.

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**

Health and Safety Impact considered

**N/A**

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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. Approve its current draft work programme subject to any alterations, additions or deletions deemed necessary.

### Discussion

#### **Thursday, 9 September 2021**

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

- Police Update (tbc)
- Tawa and Linden Community Centres Update
- Waste Minimisation
- Kids Greening Tawa
- Representation Review
- Tawa Members Update (standing item)

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

- Spatial Plan
- Parks, Sport and Recreation Update
- 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, 14 October 2021**

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

- Fire Update (tbc)
- Youth Council Update
- Tawa Community Board Members Reports (standing item)

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

- Election of Deputy Chair
- 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	Hedi Mueller, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager



## 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**