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## **ORDINARY MEETING OF TAWA COMMUNITY BOARD AGENDA**

**Time:** 7.00pm  
**Date:** Monday, 5 December 2022  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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### **MEMBERSHIP**

Rachel Allan  
Tim Davin (Deputy Chair)  
Jill Day (Chair)  
Janryll Fernandez  
Jackson Lacy  
Miriam Moore

### **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 04-803-8337, 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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**TABLE OF CONTENTS**  
**5 DECEMBER 2022**

---

<b>Business</b>	<b>Page No.</b>
<b>1. Meeting Conduct</b>	<b>5</b>
<b>1.1 Karakia</b>	<b>5</b>
<b>1.2 Apologies</b>	<b>5</b>
<b>1.3 Conflict of Interest Declarations</b>	<b>5</b>
<b>1.4 Confirmation of Minutes</b>	<b>5</b>
<b>1.5 Tawa Community Board Service Award</b>	<b>5</b>
<b>1.6 Public Participation</b>	<b>5</b>
<b>1.7 Items not on the Agenda</b>	<b>5</b>

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<b>2.</b>	<b>Oral Reports</b>	<b>7</b>
2.1	Oral Updates	7
<b>3.</b>	<b>Reports</b>	<b>11</b>
3.1	Community Board delegations	11
3.2	Establishment of the Tawa Community Board Grants Committee	17
3.3	Appointment to the Camp Elsdon Board of Management	19
3.4	2022-2025 Triennium Meeting Schedule	43
3.5	Tawa Community Board Discretionary Fund - Monthly Allocations 2022/23	47
3.6	Resource consents applications and approvals for 2 September 2022 to 25 November 2022	51
3.7	Current and Upcoming Consultations and Engagements	55
3.8	Forward Programme	57

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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 7 November 2022 will be put to the Tawa Community Board for confirmation.

### **1.5 Tawa Community Board Service Award**

A Tawa Community Board Service Award may be presented.

### **1.6 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### **1.7 Items not on the Agenda**

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and

2. The Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and
3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.

## 2. Oral Reports

### ORAL UPDATES

#### Kōrero taunaki Summary of considerations

##### Purpose

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

##### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- |  |   |
|--|---|
| <b>Strategic alignment with priority objective areas from Long-term Plan 2021–2031</b> | <input checked="" type="checkbox"/> Sustainable, natural eco city<br><input checked="" type="checkbox"/> People friendly, compact, safe and accessible capital city<br><input type="checkbox"/> Innovative, inclusive and creative city<br><input type="checkbox"/> Dynamic and sustainable economy   |
|  | <input checked="" type="checkbox"/> Functioning, resilient and reliable three waters infrastructure<br><input type="checkbox"/> Affordable, resilient and safe place to live<br><input checked="" type="checkbox"/> Safe, resilient and reliable core transport infrastructure network<br><input type="checkbox"/> Fit-for-purpose community, creative and cultural spaces<br><input checked="" type="checkbox"/> Accelerating zero-carbon and waste-free transition<br><input type="checkbox"/> Strong partnerships with mana whenua |

##### Relevant Previous decisions

Speakers at this month's meeting were agreed at the previous Tawa Community Board meeting.

##### Financial considerations

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

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

##### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

#### Taunakitanga

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### **Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

### **Kōrerorero**

### **Discussion**

4. The following oral updates are scheduled to be delivered at this meeting:
  - a) Fire update – Dean Tutton
  - b) Police update – Constable Sarah Steed
  - c) Tūpiki Ora, 10-year Māori Outcomes strategy – Mataaho Aronui
  - d) Kahui Ako – Murray Lucas
  - e) Northern councillors' updates- Cr McNulty and Cr Randle
  - f) Tawa Members' Update (standing item)

### **Attachments**

Attachment 1. Members' updates - Dec [↓](#) 

Page 9

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## **TAWA COMMUNITY BOARD**

FOR DECEMBER 2022

### **MEMBERS' UPDATE**

#### **Purpose**

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

Update to 28 November 2022

#### **Planning**

- District Plan submission was completed and submitted Friday 5<sup>th</sup> December.

#### **Roading, Transport**

##### **Youth Development**

- Several members attended the open day of He Huarahi Tamariki Teen Parent Unit.
- The Tawa Primary School's Citizenship awards 2022 were held on the 24th November and attended by all schools and the Deputy Mayor.
- Member attended the AGM of Camp Elsdon.
- Chair presented the APW at the Tawa College prize-giving ceremony on behalf of the Mayor and the Tawa Borough Scholarship on behalf of the Board.

##### **Community Development**

- Members have worked with Tony Hassed from Residents Association to discuss AED signage in community
- Member attended the opening of upgraded Porirua Hospice which services Tawa residents.
- Members all attended and volunteered at Spring Into Tawa.
- Ongoing communications with Kym Fell regarding the process for reinstating the Community Development role in the Linden community.
- Wall Park Party being planned for the 12<sup>th</sup> January from 4-7pm.

##### **Waste Management, Carbon Reduction**

- Spicer Landfill - Several members attended landfill community meeting 1 November. Member appointed to the Joint committee is preparing for the first meeting on the 5<sup>th</sup> December. Issues have been covered by media. <https://www.stuff.co.nz/dominion-post/wellington-top-stories/130263649/stinky-landfill-makes-barbecues-gardening-a-nogo-for-these-tawa-residents> <https://www.stuff.co.nz/dominion-post/news/wellington/130350521/council-promises-to-sort-the-stink-plaguing-neighbours-before-applying-to-expand-landfill>

##### **Economic Development**

- Several members attended the AGM of the Tawa Business Group

##### **Public Spaces**

- Several members attended the launch of FOTB book by Gil Roper
- Community Facilities Survey was completed and submitted on the 29<sup>th</sup> November.
- Feedback provided for the street mural project.

##### **Water / Resilience**

##### **Governance**

- Board members met with the newly elected Mayor and Councillors as part of orientation.
- Several members attended induction sessions and the LGNZ session.
- The Board attended the swearing-in of the new Council at Pipitea Marae.
- Feedback is being provided on the induction process and a record will be kept to inform the next Board induction process in 2025.

**TAWA COMMUNITY BOARD**

FOR DECEMBER 2022

**MEMBERS' UPDATE**

**Feedback, requests, complaints received**

- Query from a resident re overflow of rubbish bins in Linden. Advised to report using WCC app.
- Resident raised concern with the Board about the exit from the Z-fuel station.
- Invitation received for Community Board members to attend the Kai Kitchen Christmas lunch on the 16<sup>th</sup> December. A request was also made to the Board for support for the pavlovas and drink.
- Board members have been in communications with the local businesses affected by the Wellington Water flood mitigation works happening on the Main Road.
- Query from resident about guidelines on planting fruit trees on Council-owned land.

### 3. Reports

## COMMUNITY BOARD DELEGATIONS

### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to the Tawa Community Board seeks to notify the board of changes to its delegations under the new 2022/25 Triennium Terms of Reference and Delegations.

#### 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

#### Relevant Previous decisions

#### Financial considerations

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

#### Risk

- ☒ Low      ☐ Medium      ☐ High      ☐ Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

## **Whakarāpopoto | Executive Summary**

2. Council adopted the new 2022/2025 triennium Terms of Reference and Delegations on 16 November 2022.
3. In addition to delegations carried forward from last triennium, the community boards have been delegated the power within their community to:
  10. Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
  11. Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
  12. 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.
  13. Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
  14. Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
  15. 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.
  16. 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.
  17. 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.
4. The community boards have the full power to make decisions, it would not need to be referred to the Koata Hātepe | Regulatory Processes Committee for final approval.

## **Kōrerorero | Discussion**


4. The Koata Hātepe | Regulatory Processes Committee retains the delegation to make these decisions if required and so any decision can always be referred to them.
5. For decisions required in November-December 2022, there is not sufficient time to bring decisions to the board so they will be considered by the Koata Hātepe | Regulatory Processes Committee.

## **Ngā mahinga e whai ake nei | Next actions**

6. When one of the aforementioned issues arises a report from staff will come through to the board for approval.

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**Attachments**

Attachment 1. Terms of Reference and delegations 2022-2025 [↓](#) 

Page 14

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## Community Boards

### Tawa Community Board

Chair	Jill Day
Deputy Chair	Tim Davin
Members	Rachel Allan Janryll Fernandez Jackson Lacy Miriam Moore Councillor Ben McNulty Councillor Tony Randle
Quorum	4
Frequency of meeting	Monthly

### Mākara / Ōhāriu Community Board

Chair	Mark Reed
Deputy Chair	Darren Hoskins
Members	Christine Grace Chris Renner Wayne Rudd Hamish Todd
Quorum	3
Frequency of meeting	Six-weekly

### Area of Focus

The role of a community board is to:

1. Represent and act as an advocate for the interests of its community
2. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
3. Maintain an overview of services provided by the territorial authority within the community
4. Prepare an annual submission to the territorial authority for expenditure within the community
5. Communicate with community organisations and special interest groups within the community and undertake any other responsibilities that are delegated to it by the territorial authority.

### Delegations

The community boards, within their community area, have the power to:

1. Determine expenditure of funds allocated by Council to the board for specific purposes.

***Community engagement and representation***

2. 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
3. Engage with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks and gardens matters.
4. 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.
5. 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).
6. 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.
7. 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:
  - a. Monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided.
  - b. Providing input to the Council's long-term plan and annual plan.
  - c. Providing input to proposed District Plan changes that impact on the board's area.
  - d. Providing input to strategies, policies and plans.
  - e. Providing input to bylaw changes that impact on the board's area.
8. Provide input (whether from the full board, a subcommittee of the board, or a nominated board member/s) to officers on the following matters:
  - a. Local road work priorities.
  - b. Traffic management issues (such as traffic calming measures, pedestrian crossing, street lighting, etc.).
  - c. Street facilities management (such as taxi stands, bus stops, bicycle stands, etc.).
  - d. Applications for licences under the Sale and Supply of Alcohol Act 2012.
  - e. Applications of the Resource Management Act 1991 (including notification decisions) within the board's area.
  - f. The emergency management needs of the area, including the appointment of emergency centre coordinators.
9. The final decision on matters set out in the 'community engagement and representation' section will be made by the appropriate decision-making body or specified person acting under their delegated authority.

***Regulatory processes***

10. Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
11. Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
12. 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.
13. Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
14. Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
15. 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.

***Road stopping***

16. 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.
17. 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.

***Resource management hearings***

18. 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.



## ESTABLISHMENT OF THE TAWA COMMUNITY BOARD GRANTS COMMITTEE

### Kōrero taunaki

### Summary of considerations

#### Purpose

1. This report to the Tawa Community Board is to appoint members to the Tawa Community Board Grants Committee.

#### 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

#### 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

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

#### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Alisi Puloka, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

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## **Taunakitanga**

### **Officers' Recommendations**

Officers recommend the following motion

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 Committee (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.

### **Background**

1. Initially established as the Tawa Community Board Grants Subcommittee in June 1996, this body has been in operation every triennium since its inception.
2. The Tawa Community Board Grants Committee 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.)
3. 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.
4. 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**

5. The prescribed method of voting for the appointment of the members and Chair of the Tawa Grants Committee will be done using "System A" as per Tawa Community Board's current standing orders (Standing Order 2.6.1).
6. "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.
7. 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.

### **Attachments**

Nil

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## APPOINTMENT TO THE CAMP ELSDON BOARD OF MANAGEMENT

### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Tawa Community Board seeks the appointment of one member of the Tawa Community Board to the Camp Elsdon Board of Management.

#### 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

#### Relevant Previous decisions

Outline relevant previous decisions that pertain to the decision being considered in this paper.

#### Significance

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

#### Financial considerations

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

#### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

- 1) Agree to nominate and appoint [NAME] of the Tawa Community Board as a representative on the Camp Elsdon Board of Management.

## **Whakarāpopoto | Executive Summary**

1. At its inaugural meeting held on 14 November 2019, Wellington City Council delegated to the Tawa Community Board the authority to appoint a Board member as a representative on the Camp Elsdon Board of Management.

## **Takenga mai | Background**

2. Camp Elsdon provides low cost accommodation for youth in a bush environment close to the cities of Porirua and Wellington. It is organised through school, churches, sports and community groups. Tawa Community Board is one of the core members of Camp Elsdon.
3. In November 2019, the Tawa Community Board appointed Richard Herbert as its representative to the Camp Elsdon Board of Trustees for the 2019-2022 triennium.

## **Kōrerorero | Discussion**

4. A copy of the 30 June 2021 Annual Report and Financial Statements of Camp Elsdon is attached to this report.
5. Wellington City Council has delegated to the Tawa Community Board the authority to appoint a Board member as a representative on the Camp Elsdon Board of Management.
6. At the start of each triennium, the Tawa Community Board needs to nominate and appoint its agreed representative.

## **Kōwhiringa | Options**

7. In the event that the Board's appointed representative is unable to attend any of the Camp Elsdon management meetings, it is proposed that the Board agree to nominate and appoint a member as an alternate so that the Tawa Community Board has representation at all times.

## **Ngā mahinga e whai ake nei | Next actions**

8. The Chair of the Tawa Community Board will advise the Camp Elsdon Board of Management of the relevant appointment following this meeting.

## **Attachments**

Attachment 1. Camp Elsdon report 2021  

Page 22



# Performance Report

Camp Elsdon Incorporated  
For the year ended 30 June 2020

Prepared by Anna Scott Accounting

## Contents

3	Entity Information
5	Approval of Performance Report
6	Statement of Service Performance
8	Statement of Financial Performance
9	Statement of Financial Position
10	Statement of Cash Flows
11	Statement of Accounting Policies
13	Notes to the Performance Report
18	Independent Auditor's Report

## Entity Information

### **Camp Elsdon Incorporated** **For the year ended 30 June 2020**

#### **Legal Name**

Camp Elsdon Incorporated

#### **Type of Entity**

Incorporated Society and Registered Charity

#### **Registration Number**

CC22812

#### **Purpose**

The objects of the Society shall be:

- (a) To take on and continue the activities hitherto engaged in by the Methodist Church of NZ by the leasing upon appropriate tenure, the maintenance, administration and development as a Youth Camp of the existing property and facilities contained in the Crown Lease 735/57.
- (b) To provide live-in and outdoor accommodation facilities for the use of members of the community at large.
- (c) To provide a Camp that will have a special character that will be conducive to the spiritual, mental and physical growth of all associated with it.
- (d) To encourage an appreciation of the sociological, geographical, historical and environmental sciences, with particular reference to the Porirua Basin and the Greater Wellington Region.
- (e) To encourage an appreciation of outdoor education and recreation.
- (f) To do such things as are incidental or conducive to the attainment of the above objects.

#### **Governance**

The Rules of Camp Elsdon Incorporated ('the Society') state that the membership of the Society's Board of Management shall be made up of core and contributing members, with no more than 9 core members at any one time. There are currently 3 core members and 8 contributing members.

The Board of Management appoints staff as may be appropriate or necessary to the running of the camp. There are currently 2 paid employees.

The Board meets monthly. The Board has the following sub committees; Finance, Staff (including Health and Safety), Strategy and Works.

#### **Core Members**

Tawa Community Board (represented by Richard Herbert)

Lions Club of Tawa (represented by Peter Birse)

Mana Cycles Inc. (represented by Robert Lawrence)

MOORE  
MARKHAMS



Entity Information

**Board of Management**

John Kyne	Chairperson, Staff Committee Chairperson, Strategy Committee Chairperson
Denis Rogerson	Vice Chairperson, Finance Committee Chairperson
Richard Herbert	Secretary
Peter Birse	Works Committee Chairperson
Bob Moffitt	(deceased 16 July 2019)
Joy Tau	
Tony Tomlin	
Mark Harris	H&S representative
Robert Lawrence	

**Main Sources of Cash and Resources**

Camp Elsdon derives income from the hire of accommodation being; dormitory type buildings, cabins, powered and non powered caravan and motor home sites and tent sites.

**Main methods used to raise funds**

Fees charged for accommodation and campground facilities.

**Reliance on Volunteers and Donated Goods or Services**

The Board of Management is a group of unpaid volunteers.

**Physical Address**

18 Raiha Street, Elsdon, Porirua, New Zealand, 5022

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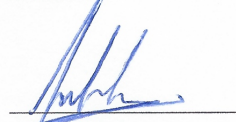
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## Approval of Performance Report

### **Camp Elsdon Incorporated** **For the year ended 30 June 2020**

The Board of Management are pleased to present the approved performance report including the historical financial statements of Camp Elsdon Incorporated for year ended 30 June 2020.

APPROVED



John Kyne

Board Chairperson

Date 27/10/2020



Denis Rogerson

Finance Committee Chairperson

Date 27/10/20

## Statement of Service Performance

### Camp Elsdon Incorporated For the year ended 30 June 2020

#### Description of Outcomes

##### Outcomes

The main outcomes sought by Camp Elsdon in 2019-2020 are;

- 1) Provision of Subsidised Accommodation for Youth and Community Groups
- 2) Operational Improvements
- 3) Upgrade and Maintenance of Camp Facilities

##### Outputs

#### 1) Provision of Subsidised Accommodation for Youth and Community Groups

Occupancy figures for 2019/20 have been adversely affected by the COVID lockdown with reduced demand and several cancellations over the last three months of the 2019/20 year. Camp Elsdon operated as an Essential Service under lockdown levels 3 and 4.

	2019/20		2018/19		2017/18	
Group Type	Number of groups	Nights occupancy	Number of groups	Nights occupancy	Number of groups	Nights occupancy
School	29	2,094	31	2,817	28	2455
Sports	15	866	14	1,220	25	1177
Church	9	607	13	1,116	13	695
Family reunion	13	626	18	1,661	29	1691
Cultural	3	220	10	545	4	284
Other - corporate	9	585	10	455	5	158
<b>Total</b>	<b>78</b>	<b>4,998</b>	<b>96</b>	<b>7,814</b>	<b>104</b>	<b>6460</b>
Internal rate of discount						
Revenue (before discount)		\$ 98,470				
Charitable purpose discount		\$ 14,208				
Revenue (after discount)		\$ 84,262				

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Statement of Service Performance

**2) Operational Improvements**

- Renegotiated electricity and gas contracts with subsequent savings
- Completed a Safety Management System Document Review audit
- Applied to the Department of Conservation for lease renewal beyond 31 December 2020.

**3) Upgrade and Maintenance of Camp Facilities**

Maintenance expenditure this year was limited, in part, due to the expiry of the current lease at the end of 2020 and negotiation of its renewal. Compliance with key requirements was maintained.

a) A total of \$18,600 was spent across all repairs and maintenance categories.

- Fire system remedial work(\$4,400)

b) A total of \$31,800 was spent on capital works.

- Rectify compliance issues relating to the Conservation Centre (\$15,200)
- Replace back up power supply for fire system (\$3,000)
- Replace site lock and key system(\$5,300)
- Upgrade telephone system
- Various fencing works

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## Statement of Financial Performance

### Camp Elsdon Incorporated For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	2,027	-
Lease income and other revenue	1	27,748	11,403
<b>Revenue from providing goods or services</b>			
Trading revenue		424,594	490,988
<b>Total Revenue from providing goods or services</b>		<b>424,594</b>	<b>490,988</b>
Interest, dividends and other investment revenue	1	8,226	8,144
Subscriptions	1	52	139
<b>Total Revenue</b>		<b>462,648</b>	<b>510,674</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	180,941	179,742
Costs related to providing goods or services	2	216,093	261,261
Grants and donations made	2	100	-
Other expenses	2	34,183	87,646
<b>Total Expenses</b>		<b>431,317</b>	<b>528,649</b>
<b>Surplus/(Deficit) for the Year</b>		<b>31,331</b>	<b>(17,975)</b>

The accompanying notes form part of this performance report

Performance Report Camp Elsdon Incorporated

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Page 8 of 18

## Statement of Financial Position

### Camp Elsdon Incorporated As at 30 June 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2020	30 JUN 2019
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	79,587	97,728
Debtors and prepayments	3	9,737	9,562
Investments	3	305,711	260,493
<b>Total Current Assets</b>		<b>395,035</b>	<b>367,783</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	486,694	497,345
<b>Total Non-Current Assets</b>		<b>486,694</b>	<b>497,345</b>
<b>Total Assets</b>		<b>881,729</b>	<b>865,128</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	34,372	33,648
Deposits/Income in advance	4	7,485	10,202
Employee costs payable	4	15,250	27,986
<b>Total Current Liabilities</b>		<b>57,107</b>	<b>71,837</b>
<b>Total Liabilities</b>		<b>57,107</b>	<b>71,837</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>824,622</b>	<b>793,291</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	824,622	40,222
Reserves	7	-	753,069
<b>Total Accumulated Funds</b>		<b>824,622</b>	<b>793,291</b>

The accompanying notes form part of this performance report

Performance Report Camp Elsdon Incorporated

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Page 9 of 18

## Statement of Cash Flows

Camp Elsdon Incorporated  
For the year ended 30 June 2020

'How the entity has received and used cash'

	Note	2020	2019
<b>Cash flows from operating activities</b>			
<i>Cash was received from:</i>			
Receipts from providing goods or services		449,220	510,119
Donations, fundraising and other similar receipts;		2,027	-
Interest, dividends and other investment receipts.		8,245	11,076
Fees, subscriptions and other receipts from members		52	139
Net GST		(147)	(1,745)
<i>Cash was applied to:</i>			
Payments to suppliers and employees		412,120	502,405
			-
			-
<b>Net cash flows from operating activities</b>		<b>47,277</b>	<b>17,184</b>
<b>Cash flows from investing &amp; financing activities</b>			
<i>Cash was received from:</i>			
Receipts from the sale of property, plant and equipment		-	-
Receipts from the sale of investments		-	35,086
<i>Cash was applied to:</i>			
Payments to acquire property, plant and equipment		20,200	31,906
Payments to purchase investments		45,218	-
<b>Net cash flows from investing &amp; financing activities</b>		<b>(65,418)</b>	<b>3,180</b>
<b>Net increase/(decrease) in cash</b>		<b>(18,141)</b>	<b>20,364</b>
Opening bank accounts and cash		97,728	77,364
<b>Closing bank accounts and cash</b>		<b>79,587</b>	<b>97,728</b>
<b>This is represented by:</b>			
Bank accounts & Cash		79,587	97,728

The accompanying notes form part of this performance report

Performance Report - Camp Elsdon Incorporated

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Page 10 of 18

## Statement of Accounting Policies

### **Camp Elsdon Incorporated** **For the year ended 30 June 2020**

'How did we do our accounting?'

#### **Basis of Preparation**

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **Goods and Services Tax (GST)**

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

#### **Income Tax**

Camp Elsdon Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

#### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances.

#### **Changes in Accounting Policies**

There have been no changes in accounting policies for this year.

#### **Fixed Assets and Depreciation**

All fixed assets are recorded at cost less accumulated depreciation. With the exception of 'buildings at revaluation' which was revalued during the 30 June 2018 year to the Rateable valuation of \$390,000 at 1 September 2016.

The society owns 2 ponies which live on the camp grounds. The value of the animals cannot be reliably measured and so are not recorded in the fixed asset register.

Depreciation of the assets has been calculated at the rates below.  
The entity has the following asset classes:

Building Fitout cost 10-24% Diminishing Value

Leasehold improvements at cost 4% Straight Line

Motor Vehicle cost. 13%-30% Diminishing Value

Equipment at cost. 13% - 60% Diminishing Value

Office equipment at cost 20% - 60% Diminishing Value

Building at revaluation 4% Straight line

#### **Revenue**

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Statement of Accounting Policies

Camp site bookings are recorded on a cash received basis, with the exception of group bookings which are recorded on an accruals basis.

**Tier 2 Accounting standards applied**

The entity has applied PBE IPSAS 17 in its accounting for land and buildings, by opting to revalue buildings held.

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## Notes to the Performance Report

### Camp Elsdon Incorporated For the year ended 30 June 2020

	2020	2019
<b>1. Analysis of Revenue</b>		
Donations, fundraising and other similar revenue	2,027	-
<b>Lease income and other revenue</b>		
Wage subsidy received	21,089	-
Other Revenue	3,836	2,603
Lease Income - Wildlands Lease	2,823	8,800
<b>Total Lease income and other revenue</b>	<b>27,748</b>	<b>11,403</b>
Revenue from providing goods or services	424,594	490,988
Interest, dividends and other investment revenue	8,226	8,144
<b>Revenue received from members</b>		
Subscriptions	52	139
<b>Total Revenue received from members</b>	<b>52</b>	<b>139</b>
	2020	2019
<b>2. Analysis of Expenses</b>		
Volunteer and employee related costs	180,941	179,742
<b>Costs related to providing goods or services</b>		
Website IT costs	139	1,138
Linen consumables	356	1,362
Kitchen consumables	48	407
Equipment under \$500	1,216	713
Animal expenses	208	90
Paypal fee (0.45c per transaction + 3.4%)	313	623
Cleaning	72,609	80,495
Eftpos and Touch screen Rental	2,191	2,191
Consulting & Accounting	23,190	24,744
Repairs and Maintenance	18,011	33,087
Staff and Board related expenses	3,226	2,213
Advertising	-	847
Bank Fees	1,310	1,861
Electricity and Gas	31,761	41,402
Entertainment	-	400
General Camp Operating Expenses	1,749	383
General Camp Operating Expenses H&S	(1,552)	2,937
Insurance	30,196	33,419
Land Rent to DOC	3,200	3,200
Laundry Tokens purchase	80	118
Motor Vehicle Expenses	2,776	2,933
Office Expenses - Phones and Internet	4,316	3,586
Office Expenses - Postage & Stationery	1,343	1,083

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Notes to the Performance Report

	2020	2019
Office Expenses - WiFi	5,276	5,282
Office Expenses Admin	474	1,417
Rates	12,435	14,110
Publication subscriptions / Memberships	1,222	1,222
<b>Total Costs related to providing goods or services</b>	<b>216,093</b>	<b>261,261</b>
Grants and donations made	100	-
<b>Other expenses</b>		
Provision for Bad debts	690	1,720
Depreciation	33,238	33,471
Interest Expense	-	-
Legal expenses and compensation	150	52,150
Loss on disposal of fixed assets	105	305
<b>Total Other expenses</b>	<b>34,183</b>	<b>87,646</b>

	2020	2019
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### 3. Analysis of Assets

#### Bank accounts and cash

BNZ - Direct Debit Card - Jed	500	-
BNZ - Direct Debit Card - Tom	222	500
BNZ - Direct Debit Card - Dave	443	500
BNZ - Direct Debit Card -Chris	-	464
PayPal Business Account	1,129	6
BNZ - Camp Elsdon Inc	70,217	93,682
Cash on Hand	180	180
Westpac Bonus Saver (Sinking)	6,896	2,395
<b>Total Bank accounts and cash</b>	<b>79,587</b>	<b>97,728</b>

#### Debtors and prepayments

Accrued income	2,036	2,055
Accounts Receivable	8,409	7,577
less Provision for Doubtful Debts	(2,410)	(1,720)
Prepayments	1,702	1,650
<b>Total Debtors and prepayments</b>	<b>9,737</b>	<b>9,562</b>

#### Investments

BNZ - TD 3 Due 100421 1.7%	81,109	50,000
BNZ - TD 2 Due 071020 2.50%	80,000	80,000
Westpac TD 8mth 141020 2.75% SF	144,602	130,493
<b>Total Investments</b>	<b>305,711</b>	<b>260,493</b>

	2020	2019
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### 4. Analysis of Liabilities

#### Creditors and accrued expenses

#### Accounts Payable and Accruals

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Notes to the Performance Report

	2020	2019
Accounts Payable	15,389	18,524
Accruals	8,181	9,775
<b>Total Accounts Payable and Accruals</b>	<b>23,570</b>	<b>28,299</b>
GST	2,884	2,604
PAYE Payable	7,917	2,744
<b>Total Creditors and accrued expenses</b>	<b>34,371</b>	<b>33,647</b>
<b>Deposits/Income in advance</b>		
Income in advance	280	-
Deposits paid in advance	7,205	10,202
<b>Total Deposits/Income in advance</b>	<b>7,485</b>	<b>10,202</b>
<b>Employee costs payable</b>		
Wages Payable - Payroll	15,250	27,986
<b>Total Employee costs payable</b>	<b>15,250</b>	<b>27,986</b>
<b>Other current liabilities</b>		
Rounding	1	1
<b>Total Other current liabilities</b>	<b>1</b>	<b>1</b>

**5. Property Plant and Equipment Schedule**

Asset Type	Opening Value	Depreciation	Closing Value
Buildings	372,245	16,809	355,436
Leasehold Improvements	62,781	4,534	84,851
Motor Vehicles	2,761	682	2,080
Office Equipment	3,240	1,387	4,993
Plant and Machinery	45,093	9,826	37,273
Work in Progress	11,225	0	2,062
<b>Total</b>	<b>497,345</b>	<b>33,238</b>	<b>486,695</b>

	2020	2019
<b>6. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	40,222	58,196
Accumulated Funds	753,069	-
<b>Surplus/deficits for the year</b>		
Current year earnings	31,331	(17,975)
<b>Total Surplus/deficits for the year</b>	<b>31,331</b>	<b>(17,975)</b>
<b>Closing balance</b>	<b>824,622</b>	<b>40,222</b>
<b>Closing balance</b>	<b>824,622</b>	<b>40,222</b>

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Notes to the Performance Report

	2020	2019
<b>7. Breakdown of Reserves</b>		
<b>Discretionary reserves</b>		
Revaluation Fixed Assets	-	753,069
<b>Total Discretionary reserves</b>	-	<b>753,069</b>

The revaluation reserve reflects historical fixed asset revaluation increments.

**8. Operating Commitments**

An operating lease exists for the POS terminal at a cost of \$210 per month on a month by month basis.

A Lease agreement WN33C/454 between the Crown and Camp Elsdon Inc, whereby Camp Elsdon leases 5.3124.Ha of land for the Camp site from DOC. This lease runs to 31st December 2020 at \$3,200 pa plus GST. This lease is currently being renegotiated, the impact of COVID lockdown has delayed negotiations. Therefore obligations beyond 31 December 2020 are uncertain.

Future minimum lease payments are as follows:

Current (1 year)	\$1,600
Non Current (2-5 years)	\$

**9. Contingent Liabilities and Guarantees**

There are no contingent liabilities at year end.

**10. Related Parties**

There were no related party transactions during the year.

**11. Events After the Balance Date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

**12. Ability to Continue Operating**

On 30 January 2020, the spread of novel coronavirus (COVID-19) was declared a public health emergency by the World Health Organisation. Related travel and trade restrictions have caused disruption to business and economic activity throughout New Zealand and the world.

The Board will continue to monitor the impact of COVID-19 on Camp Elsdon Inc. As at balance date group hire and casual camper income has been significantly impacted by the impacts of COVID 19. During levels 3 and 4 the camp was considered an essential service through its provision of accommodation for long term campers. Revenue did decline and the wage subsidy was received during the 2020 financial year and once at level 2 the wage subsidy extension was received post balance date to assist with paying staff due to the reduction in income. Regardless, the Board maintain the view that Camp Elsdon Inc will continue to operate as a going concern.

Additionally, as referred to in note 8, the lease agreement WN33C/454 between the Crown and Camp Elsdon Inc runs to 31 December 2020. This lease is currently being renegotiated, the impact of COVID lockdown has delayed negotiations. Therefore obligations beyond 31 December 2020 are uncertain.

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Notes to the Performance Report

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### **13. Correction of Errors**

No correction of errors was required in 2020.

Performance Report Camp Elsdon Incorporated

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Page 17 of 18



## Independent auditor's report

### To the Members of Camp Elsdon Incorporated

#### Qualified Opinion

We have audited the accompanying performance report of Camp Elsdon Incorporated, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2020, the statement of financial position as at 30 June 2020, and the statement of accounting policies and notes to the performance report.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
- b) the accompanying performance report presents fairly, in all material respects:
  - the entity information for the year then ended
  - the service performance for the year then ended, and
  - the financial position of Camp Elsdon Incorporated as at 30 June 2020, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

#### Basis for Qualified Opinion

Camp Elsdon Incorporated's reported income includes revenue from providing goods and services such as camp fees, laundry tokens, and Wi-Fi services. Control over such revenue prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control, as the booking schedules maintained in hard copy format are not reconciled to transactions within Xero. In this respect alone, we have not obtained all the information and explanations that we have required.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of Camp Elsdon Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, Camp Elsdon Incorporated.

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**Board of Management's responsibilities for the performance report**

The Board of Management are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of Camp Elsdon Incorporated which comprises:
  - the entity information
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Board of Management determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board of Management are responsible on behalf of Camp Elsdon Incorporated's for assessing Camp Elsdon Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Management either intend to liquidate Camp Elsdon Incorporated or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the performance report**

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Camp Elsdon Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Management and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Camp Elsdon Incorporated's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are





- required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Camp Elsdon Incorporated to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
  - Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

This report is made solely to the members of Camp Elsdon Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.

*Moore Markhams*

**Moore Markhams Wellington Audit** | Qualified Auditors, Wellington, New Zealand  
27 October 2020



## 2022-2025 TRIENNIUM MEETING SCHEDULE

### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to the Tawa Community Board seeks approval of the proposed 2022-2025 triennium meeting schedule for February 2023 to September 2025.

#### 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

#### Relevant Previous decisions

Nil

#### 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

2. There is budgetary provision in relation to the holding of meetings in the 2022 Annual Plan and 2021-31 Long-term Plan.

#### Risk

- ☒ Low      ☐ Medium      ☐ High      ☐ Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

- 1) Receive the information.
- 2) Adopt the following schedule of meetings for the Tawa Community Board for the period of November 2022 to September 2025:

<b>2023</b>	
20 February 2023	21 August 2023
20 March 2023	18 September 2023
17 April 2023	16 October 2023
15 May 2023	20 November 2023
19 June 2023	11 December 2023
<b>2024</b>	
19 February 2024	19 August 2024
18 March 2024	16 September 2024
15 April 2024	21 October 2024
20 May 2024	18 November 2024
17 June 2024	9 December 2024
<b>2025</b>	
17 February 2025	18 August 2025
17 March 2025	15 September 2025
14 April 2025	20 October 2025
19 May 2025	17 November 2025
16 June 2025	8 December 2025

- 3) Delegate to the Chief Executive to cancel, reschedule, or schedule additional meetings scheduled in consultation with the Chair and Deputy Chair.

## **Whakarāpopoto | Executive Summary**

3. The Tawa Community Board is being asked to approve a schedule of meetings so that the meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

## **Takenga mai | Background**

4. The adoption of the schedule will facilitate an open, democratic process and allow for planning of the forward programme of decisions. It also allows for elected members to plan their commitments over the triennium.

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### **Kōrerorero | Discussion**

5. The aim, through careful scheduling of work programmes, is to reduce the need for additional or reconvened meetings and the rescheduling of meetings.
6. The following principles have been followed in the planning of the schedule:
  - Monthly meetings, every third Monday
  - A meeting recess over July and January
7. Meetings will be held at the Tawa Community Centre, unless there are scheduling conflicts, in which case meetings will be held at the Linden Community Centre.

### **Kōwhiringa | Options**

8. The board has the following options:
  - a) Adopt the meeting schedule for the whole triennium.
  - b) Adopt the meeting schedule only for the first year of the triennium and adopt another schedule of meetings later in 2023.

### **Whai whakaaro ki ngā whakataunga | Considerations for decision-making**

#### **Alignment with Council's strategies and policies**

9. There are no direct alignments with Council strategies and policies in this paper.

#### **Engagement and Consultation**

10. As a governance decision of the Community Board, this decision does not require engagement of consultation with the public.

#### **Implications for Māori**

11. No known implications for Māori.

#### **Financial implications**

12. There are no direct financial implications arising from this paper.

#### **Legal considerations**

13. Meeting will be publicly notified as legally required in the month prior to being held.

#### **Risks and mitigations**

14. Should meetings need to be cancelled or rescheduled, or additional meetings scheduled, this will be done in consultation with the Chair and Deputy Chair.

#### **Disability and accessibility impact**

15. The meetings are open to the public.

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

16. There are no direct climate change impacts arising from this paper.

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### **Communications Plan**

17. Meetings will be publicly notified in newspapers and on the wellington.govt.nz website.

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

18. There are no direct health and safety impacts arising from this paper.

### **Ngā mahinga e whai ake nei | Next actions**

19. Following the finalisation of the meetings calendar, meeting dates for the remainder of 2023 will be published on the Council's website and calendar invites will be sent to elected members and relevant staff.

### **Attachments**

Nil

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## **TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS 2022/23**

### **Kōrero taunaki** **Summary of considerations**

#### **Purpose**

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

#### **Strategic alignment with community wellbeing outcomes and priority areas**

Aligns with the following strategies and priority areas:

- ☒ 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

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

#### **Relevant Previous decisions**

Outline relevant previous decisions that pertain to the material being considered in this paper.

#### **Financial considerations**

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

#### **Risk**

☒ Low      ☐ Medium      ☐ High      ☐ Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

### **Taunakitanga** **Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.
2. Agree retrospectively to spend up to \$1,800 excluding GST towards the Tawa Primary Schools Citizenship Awards.

## **Takenga mai**

### **Background**

3. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and for the 2022/2023 financial year the fund totals \$15,330.54 exclusive of GST.
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. 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.
5. The Board does not invite applications to the discretionary fund.
6. 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.
7. 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.
8. 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.
9. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
10. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
11. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
12. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
13. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
14. 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.
15. 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.
16. 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**



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## **Discussion**

17. 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.
18. Attachment One is the annual breakdown of spending for the financial period of 2022/2023.

## **Attachments**

Attachment 1.    October 2022 financial statement [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f\_img.jpg\) !\[\]\(0f31ebba7abcd47777e178db26f29705\_img.jpg\)](#)

Page 50

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

## Discretionary Fund 2022/23 - Financial results up to October 2022

As at October 2022, including passed resolutions, the available balance of the Fund is 9,590

<b>Starting balance of Fund</b>	-	<b>18,249.96</b>	
Invoices paid in the 2020/21 financial year	-	<b>6,859.50</b>	Please refer to Note 6
Resolutions from meetings in the 2020/21 financial year	-	<b>1,800.00</b>	Please refer to Note 6
Internal printing and design costs incurred in 2020/21	-		Please refer to Note 6
Accruals for expenses incurred but not paid	-		Please refer to Note 6
<b>Purchases made as at June 2020/21</b>	-	<b>8,659.50</b>	
<b>Remaining balance of fund</b>		<b>9,590.46</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 2022/23

6.859,50

[illegible]

**Note B: Resolutions from meetings in 2022/23 financial year**

1.800,00

[illegible]

**Note C: June 2021 year end Accruals FY 2020/21. Left over accruals**

Resolution Date	Item Description	Amount	Commentary

## Note C: 2021/22 Accruals

Resolution Date	Item Description	Amount	Commentary

**Note D: Internal printing and design costs incurred in 2020/21**

Transaction Date	Item Description	Amount	Details

## **RESOURCE CONSENTS APPLICATIONS AND APPROVALS FOR 2 SEPTEMBER 2022 TO 25 NOVEMBER 2022**

### **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:

- |  |   |
|--|---|
| <b>Strategic alignment with priority objective areas from Long-term Plan 2021–2031</b> | <input type="checkbox"/> Sustainable, natural eco city                                      |
|  | <input type="checkbox"/> People friendly, compact, safe and accessible capital city         |
|  | <input type="checkbox"/> Innovative, inclusive and creative city                            |
|  | <input type="checkbox"/> Dynamic and sustainable economy                                    |
|  | <input type="checkbox"/> Functioning, resilient and reliable three waters infrastructure    |
|  | <input type="checkbox"/> Affordable, resilient and safe place to live                       |
|  | <input type="checkbox"/> Safe, resilient and reliable core transport infrastructure network |
|  | <input type="checkbox"/> Fit-for-purpose community, creative and cultural spaces            |
|  | <input type="checkbox"/> Accelerating zero-carbon and waste-free transition                 |
|  | <input type="checkbox"/> Strong partnerships with mana whenua                               |

#### **Financial considerations**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

#### **Risk**

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> 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**

1. This report advises the Community Board of resource consents lodged and decisions made during the period 2 September 2022 to 25 November 2022.

## **Kōrerorero | Discussion**

2. For the period from 2 September 2022 to 25 November 2022, there were fourteen applications received by the Council.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
<b>525173</b>	<b>21 Takapu Road, Takapu Valley</b>	<b>Fletcher Development Ltd</b>
Land use consent for the relocation of construction storage yard activities onto the site, earthworks in hazard area to construct a flood free platform and storage of hazardous substances.		
<b>521173</b>	<b>50 Beauchamp Street, Tawa</b>	<b>Paul McDonnell Homes 2015 Ltd</b>
Land use and subdivision consent for eight new townhouses and eight-lot fee simple subdivision.		
<b>521521</b>	<b>145 Main Road, Tawa</b>	<b>KiwiSpan Ltd</b>
Land use consent for a retaining wall.		
<b>521760</b>	<b>64 Peterhouse Street, Tawa</b>	<b>Wellington City Council</b>
Subdivision consent for a two-lot fee simple subdivision.		
<b>522304</b>	<b>56 Ranui Terrace, Tawa</b>	<b>Barnett Brothers Ltd</b>
Land use and subdivision consent for five new townhouses and a five-lot fee simple subdivision.		
<b>522759</b>	<b>0 Surrey Street, Tawa</b>	<b>Greater Wellington Regional Council</b>
Land use consent for a new sign/ billboard at Tawa Station.		
<b>524157</b>	<b>6 Linden Avenue, Tawa</b>	<b>Royal New Zealand Plunket Trust</b>

Subdivision consent for a two-lot fee simple subdivision.		
<b>524238</b>	<b>58 Bell Street, Tawa</b>	<b>Thomas Strawbridge</b>
Subdivision consent for a four-lot fee simple subdivision around an existing dwelling and two consented dwellings.		
<b>524259</b>	<b>35 Handyside Street, Tawa</b>	<b>Yus Homes NZ Limited</b>
Land use and subdivision consent for two new dwellings and a two-lot fee simple subdivision.		
<b>524821</b>	<b>5 Findlay Street, Tawa</b>	<b>M &amp; K McCredie</b>
Land use consent for a new dwelling.		
<b>525281</b>	<b>35 Raroa Terrace, Tawa</b>	<b>The Jubilee Family Trust</b>
Land use and subdivision consent for a two-lot fee simple subdivision, two new dwellings and earthworks.		
<b>521678</b>	<b>27 Ranui Terrace, Tawa</b>	<b>John Havler</b>
Change of Conditions to SR511052 relating to services.		
<b>523071</b>	<b>50 Kiwi Crescent, Tawa</b>	<b>Rosemag Holding Limited</b>
Change of Conditions to SR470613 relating to design changes.		
<b>524594</b>	<b>4 William Earp Place, Tawa</b>	<b>Tawa Residential Ventures</b>
Change of Conditions to cancel an amalgamation condition.		

3. For the period from 2 September 2022 to 25 November 2022, there were eleven applications approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>509914</b>	<b>104 Woodburn Drive, Takapu Valley</b>	<b>Sam Catsburgh</b>
Land use and subdivision consent for two new dwellings and a three-lot fee simple subdivision.		
<b>518940</b>	<b>200 Takapu Road, Takapu Valley</b>	<b>John Trotter</b>
Land use consent for a new dwelling.		
<b>512529</b>	<b>8 William Earp Place, Tawa</b>	<b>BEW Properties 2022 Ltd</b>
Subdivision consent for a unit title subdivision consisting of 82 units		

<b>515616</b>	<b>40 Taylor Terrace, Tawa</b>	<b>Stuart Dixon</b>
Subdivision consent for a two-lot fee simple subdivision.		
<b>516873</b>	<b>45 The Drive, Tawa</b>	<b>Sandra Brown</b>
Subdivision consent for a two-lot fee simple subdivision.		
<b>517132</b>	<b>235 Main Road, Tawa</b>	<b>Jason Brookes &amp; Kelly Knight</b>
Land use and subdivision consent for two new dwellings, associated earthworks, a two-lot fee simple subdivision and right of way.		
<b>519544</b>	<b>68 Main Road, Tawa</b>	<b>Wellington Water Ltd</b>
Land use consent for earthworks to install a new stormwater pipe.		
<b>521521</b>	<b>145 Main Road, Tawa</b>	<b>KiwiSpan Ltd</b>
Land use consent for a retaining wall.		
<b>522759</b>	<b>0 Surrey Street, Tawa</b>	<b>Greater Wellington Regional Council</b>
Land use consent for a new sign/ billboard at Tawa Station.		
<b>518967</b>	<b>5 William Earp Place, Tawa</b>	<b>Woolworths (NZ) Limited</b>
Change of Condition consent to SR231584 relating to signage and painting.		
<b>521678</b>	<b>27 Ranui Terrace, Tawa</b>	<b>John Havler</b>
Change of Conditions to SR511052 relating to services.		

## **Attachments**

Nil

## CURRENT AND UPCOMING CONSULTATIONS AND ENGAGEMENTS

### Kōrero taunaki Summary of considerations

#### Purpose

1. This report to Tawa Community Board provides 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.

#### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- |  |   |
|--|---|
| <b>Strategic alignment with priority objective areas from Long-term Plan 2021–2031</b> | <input checked="" type="checkbox"/> Sustainable, natural eco city<br><input checked="" type="checkbox"/> People friendly, compact, safe and accessible capital city<br><input checked="" type="checkbox"/> Innovative, inclusive and creative city<br><input type="checkbox"/> Dynamic and sustainable economy<br><br><input type="checkbox"/> Functioning, resilient and reliable three waters infrastructure<br><input type="checkbox"/> Affordable, resilient and safe place to live<br><input checked="" type="checkbox"/> Safe, resilient and reliable core transport infrastructure network<br><input checked="" type="checkbox"/> Fit-for-purpose community, creative and cultural spaces<br><input checked="" type="checkbox"/> Accelerating zero-carbon and waste-free transition<br><input type="checkbox"/> Strong partnerships with mana whenua |
|--|---|

#### Relevant Previous decisions

#### Financial considerations

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

2. There are no financial considerations for this report.

#### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

#### Taunakitanga

#### Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

3. Receive the information.

- 
4. Retrospectively agree the content of the board's submission on the Community Facilities Network Plan.

## **Whakarāpopoto**

### **Executive Summary**

5. **Wellington's Community Facilities**

The Community Facilities Network Plan seeks to understand how Wellington's community facilities are meeting people's needs now and what might be needed in the future.

Consultation closes 11.59pm Tuesday 29 November 2022.

Further information on the consultation can be found at this link:

<https://www.letstalk.wellington.govt.nz/wellingtons-community-facilities>

6. **District Plan**

Work is being done by the board to assess the summary of submissions on the District Plan in order to determine whether the board should submit further in the district plan consultation.

### **Kōrerorero | Discussion**

7. The Tawa Community board made a submission on the Community Facilities Network Plan. A copy of the submission was unavailable at the time of agenda publication.

## **Ngā mahinga e whai ake nei**

### **Next actions**

8. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.
9. The Board has agreed that submissions can be noted in the members' update, as well as any opposition to the submissions. A copy of submission is to be attached to the member's update.

### **Attachments**

Nil

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## FORWARD PROGRAMME

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### Kōrero taunaki Summary of considerations

#### Purpose

1. This report to Tawa Community Board with a draft work programme for its amendment and approval.

#### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- |  |  |
|--|--|
| <b>Strategic alignment with priority objective areas from Long-term Plan 2021–2031</b> | <input type="checkbox"/> Sustainable, natural eco city   |
|  | <input checked="" type="checkbox"/> People friendly, compact, safe and accessible capital city |
|  | <input type="checkbox"/> Innovative, inclusive and creative city                               |
|  | <input type="checkbox"/> Dynamic and sustainable economy                                       |
|  | <input type="checkbox"/> Functioning, resilient and reliable three waters infrastructure       |
|  | <input type="checkbox"/> Affordable, resilient and safe place to live                          |
|  | <input type="checkbox"/> Safe, resilient and reliable core transport infrastructure network    |
|  | <input checked="" type="checkbox"/> Fit-for-purpose community, creative and cultural spaces    |
|  | <input type="checkbox"/> Accelerating zero-carbon and waste-free transition                    |
|  | <input type="checkbox"/> Strong partnerships with mana whenua                                  |

#### Relevant Previous decisions

Outline relevant previous decisions that pertain to the material being considered in this paper.

#### Financial considerations

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Nil | <input type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|---|--|---|

#### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

## **Taunakitanga**

### **Officers' Recommendations**

Officers recommend the following motion

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.

## **Whakarāpopoto**

### **Executive Summary**

<b>February 2023</b>
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>• Police update (tbc)</li><li>• Salvation Army (tbc)</li><li>• Wellington Water update</li><li>• Tawa Members' update (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>• Parks Sport and Recreation (Quarterly)</li><li>• Roding and Transport (Quarterly)</li><li>• Linden Community Development</li><li>• Tawa Community Board Discretionary Fund Update (standing item)</li><li>• Resource Consent Applications and Approvals Report (standing item)</li><li>• Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>• Forward Programme (standing item)</li></ul>
<b>March 2023</b>
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>• Fire Update (tbc)</li><li>• Wellington Regional Emergency Management Office update (tbc)</li><li>• Greater Wellington Regional Council/Metlink update</li><li>• Tawa Members' update (standing item)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>• Appointment to the Tawa Borough Scholarship Trust</li><li>• Libraries (Quarterly)</li><li>• Kids Enhancing Tawa Ecosystems</li><li>• Resource Consent Applications and Approvals Report (standing item)</li><li>• Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>• Tawa Community Board Discretionary Fund update (standing item)</li><li>• Forward Programme (standing item)</li></ul>

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April 2023
<p><b>Oral Reports:</b></p> <ul style="list-style-type: none"><li>• Police Update (tbc)</li></ul> <p><b>Written Reports:</b></p> <ul style="list-style-type: none"><li>• Friends of Tawa Bush Reserve (tbc)</li><li>• Resource Consent Applications and Approvals Report (standing item)</li><li>• Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>• Tawa Community Board Discretionary Fund Update (standing item)</li></ul> <p>Forward Programme (standing item)</p>






**Attachments**

Nil