

**Absolutely Positively  
Wellington City Council**

Me Heke Ki Pōneke

# Ordinary Meeting of Tawa Community Board Agenda

7.00pm Monday, 20 February 2023

Tawa Community Centre

5 Cambridge Street

Tawa

Wellington



## **MEMBERSHIP**

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

### **Have your say!**

*You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8337, 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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## 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 5 December 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

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### ORAL UPDATES

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#### Kōrero taunaki | Summary of considerations

##### Purpose

1. This report to 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:

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

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

- 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

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

##### Risk

- Low       Medium       High       Extreme

Authors	Leteicha Lowry, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

## **Kōrerorero | Discussion**

3. The following oral updates are scheduled to be delivered at the this meeting:

- a) Police update – Constable Sarah Steed
- b) Salvation Army update (quarterly) – Sarah Opie
- c) Linden Community Development – David Ensor
- d) Tawa Community Patrol – Darryl Smith
- f) Tawa Members' Update (standing item)

## **Attachments**

Attachment 1. Member Update to 10 Febriary 2023  

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# Tawa Community Board Members' Update

## Purpose

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

## Update to 10 February 2023

### Planning

- A date has been proposed for The Community Board to make oral submission to the Proposed District Plan - Tuesday 28<sup>th</sup> February at 11.20am. This is for Stream 1 - Strategic Direction. This will be attended by the Chair and Portfolio leaders, Miriam and Jackson.
- Board members attended a vision session (9th February) with members from the Business Group and Residents Association. Discussion focused on what each group is working on over the next few years, how Tawa will change and the challenges that residents will face with these changes and what we can do to engage with the community and advocate for support.
- Rachel attended the Joint Venture Wastewater and Landfill committee meeting in December and continues to engage with the community and PCC on these issues.

### Roading, Transport

- The OnDemand Bus trial is 3/4 way through, and Metlink are reporting that it is progressing successfully according to expectations. The service is showing weekday patronage of 160-180 trips daily and an average customer satisfaction rating of 4.9 out of 5, which is meeting expectations. More in-depth customer surveys will be undertaken in the coming months. Findings and results of the pilot will be presented in a report due to Greater Wellington Regional Council by late April/early May.

### Youth Development

- No updates.

### Community Development

- The Board received an email from the Tawa Community Patrol requesting an opportunity to speak with the Board about a project regarding the long-term housing of the Patrol vehicle and other equipment. The Community Patrol will attend the February meeting to discuss.
- Members participated in the Wall Park Party on the 12<sup>th</sup> January. This was well attended and Mr Whippy (that the Board funded) was a big hit.
- Heather McCaskill from WREMO is working on Neighbours Aotearoa activities for the month of March and is also happy to support events that other groups are doing for the month.
- Linden Community centre will soon be having some work done on upgrading the kitchen. Kai Kitchen volunteers have had an opportunity to put input into the changes.
- Members attended the regular Tawa community liaison meeting.

## **Waste Management, Carbon Reduction**

- No updates.

## **Economic Development**

- No updates.

## **Public Spaces**

- Members attended the official opening of the Tawa Skate Park on Sunday 12th February. This was very well attended by members of the public.

## **Water/Resilience**

- Portfolio leaders, Tim and Miriam, and the Chair will attend the Stormwater workshops on the 14/15 February in order to then prepare a submission on the draft Stormwater Management Strategy.

## **Governance**

- The Chair met with the Mayor (late January) to discuss the upcoming year for the Community Board and what is coming up for Council.

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

- Request received from Tawa Rotary for financial support for the stage hire for the Concert at Grasslees on the 5<sup>th</sup> of March. This will be discussed at the February meeting.
- Concerns raised with Board members about the parking constraints regarding the development in Rewa Terrace.
- Request received for more information from Wellington Water about the planned roadworks for McLellan Street.
- A number of requests were noted and responded to regarding long grass over the summer (e.g. pump track and Wall Park).
- Query raised about the inaccessibility of a bridge renewal at Willowbank. Response from Council is the Proposed District Plan has accessibility design guides which will be helpful in these sorts of situations in the future. In this particular situation the track across the bridge is not accessible due to topography (and this cannot be altered).
- Members have liaised with a business owner regarding roadworks on the Main road and concerns about the disruption to business. Apparently, the work on the Main Road is due to be finished in early February.

### 3. Reports

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## ROADING AND TRANSPORT QUARTERLY REPORT

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Tawa Community Board provides a quarterly update on roading and transport in the Tawa area.

#### 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

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

- 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	Brian Russell, Maintenance & Renewals Manager
Authoriser	Brad Singh, Transport and Infrastructure Manager

### Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

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## Whakarāpopoto | Executive Summary

2. The Transport & Infrastructure Business Unit of Council carries out a significant amount of work on your roads over the course of the year including:
  - Carriageway resurfacing and maintenance works
  - Footpath resurfacing and maintenance works
  - Kerb and channel replacement and maintenance works
  - Repairing bridges, roadside walls and seawalls

## Takenga mai | Background

3. Not applicable

## Kōrerorero | Discussion

4. The Roding and Transport Quarterly Report (attachment 1) addresses issues specific to the Tawa area including
  - Upcoming Roadworks
  - Infill Streetlights
  - Safety Improvements
  - Update on the Main Road slip

## Ngā mahinga e whai ake nei | Next actions

5. The Transport and Infrastructure team will prepare an updated Roding and Transport Quarterly Report for the Tawa Community Board meeting in mid 2023.

## Attachments

Attachment 1. [Roding and Transport Quarterly Report Tawa](#)  

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# Transport & Infrastructure Report

Prepared for Tawa Community Board

14 February 2023



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Me Heke Ki Pōneke

### Details of Report

This report has been prepared by the Manager of Transport & Infrastructure for the Tawa Community Board and covers off roading infrastructure items of interest for the local community.

Version	Date	Author	Title
1	02/02/2021	Brad Singh	Kaiwhakahaere – Ngā Waka me te Hanga (Manager - Transport & Infrastructure)

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## Foreword

### From the Manager – Maintenance and Renewals

It great to deliver the 2<sup>nd</sup> written report to the Tawa Community Board outlining the current state of various roading and transport related issues that are of interest to the community.

Its been a tough 6 months with the impact of the August storms still being felt wildly throughout the city, combine that with the recent damaged caused by cyclone Gabriel, and we hope this is not a sign of things to come.

Such events make you realise New Zealand is a small place as we have to grapple with shortage of resource across a number of sectors throughout the country. This shortage has had an ongoing effect on our ability to continue to deliver the standard expected by our stakeholders.

Our focus remains to deliver effective transport network to help make our city more liveable by easing commute and transportation needs and increasing accessibility. Holistic transport planning, means that we incorporate all facets of the transport network, including roads, footpaths, public transport, and cycle lanes.

We believe that if our transport network is well designed, planned and maintained it can:

- Help people access jobs
- Support innovation, productivity, and economic growth in Wellington
- Help shape Wellington into a greener and healthier place
- Help our city attract new investment
- Unlock new development sites for business and housing

We believe that this report will demonstrate that Wellington City is on the road to producing a transport network that delivers an ever-improving city.

Some improvement initiatives are:

- City wide speed reductions
- Review the use of weed spray products used on the network
- Building of bike network

I hope that this report covers off the requirements of the community in telling the story of Transport and how we are progressing on some of the more pressing items of interest to the community. I welcome any comments or suggestions regarding this report.

**Brian Russell**



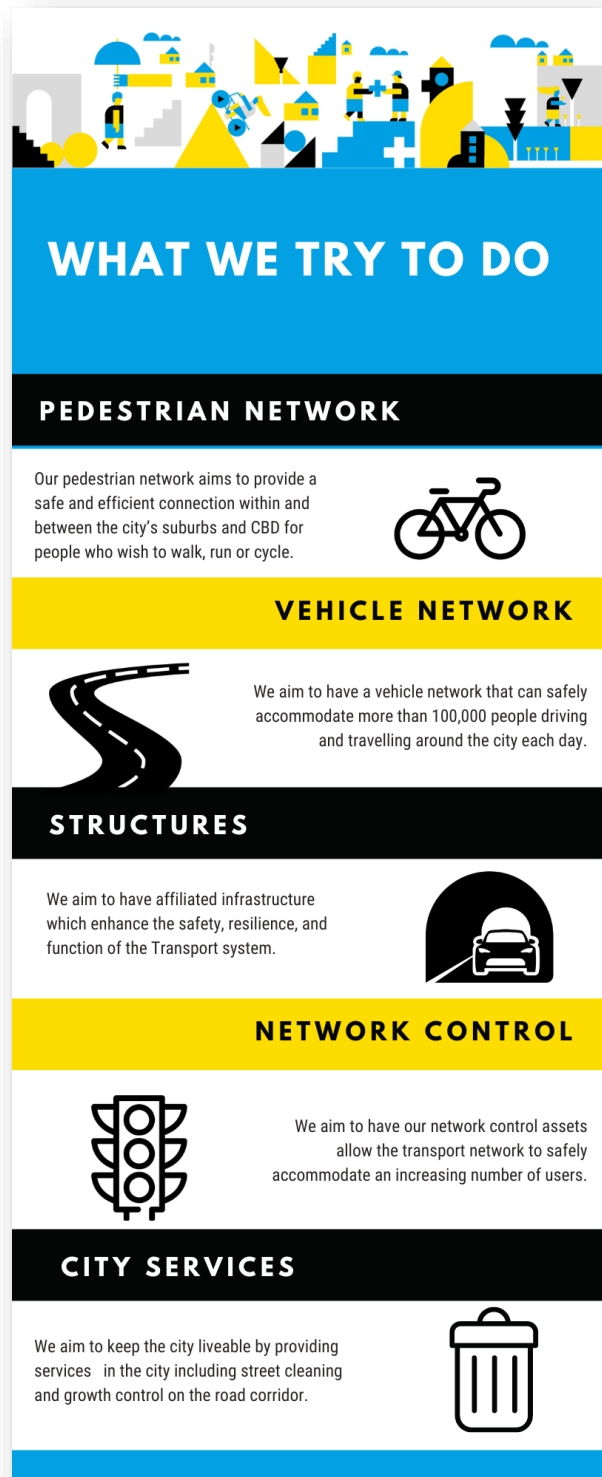
# 1. Background to T&I:

The Transport & Infrastructure Business Unit of Council carries out a significant amount of work on your roads over the course of the year including:

- Carriageway resurfacing and maintenance works
- Footpath resurfacing and maintenance works
- Kerb and channel replacement and maintenance works
- Repairing bridges, roadside walls and seawalls

A number of other regular activities will also be carried out during the year including:

- Street cleaning
- Graffiti removal
- Litter collection
- Vegetation maintenance on banks



## 2. Report on items of interest

The following sections of the report detail items of interest to the Community Board.

### 2.1 Upcoming roadworks activity

The following table is a list of all resurfacing that we are planning for Tawa for the 2022/23 year.

Road	Fault
RANUI TCE- #12 ROW	Asphalt Resurfacing
WILFRED ST	Chip Seal Resurfacing
DUNCAN ST	Water Cutting ( Water Blasting)
DEVERON PL	Water Cutting ( Water Blasting)
OLIVIA CRES	Water Cutting ( Water Blasting)
LEADLEY LANE	Water Cutting ( Water Blasting)
NEWNHAM CT	Resealing/Road Markings
ORDLEY GR	Resealing/Road Markings
FORGLEN PL	Resealing/Road Markings
SOMERVILLE TCE	Resealing/Road Markings
WILFRED ST	Resealing/Road Markings
WILLOWBANK RD	Resealing/Road Markings
LYNDHURST RUGBY CLUB	Asphalt Resurfacing
LYNDHURST DRIVEWAY	Asphalt Resurfacing
TAKAPU Road	Road Maintenance
JAMAICA Dr	Road Maintenance
NASSAUAVE	Chip Seal Resurfacing ( TBC)
TOBAGO CRES	Chip Seal Resurfacing (TBC)
NATAITOA ST	Remedials
NUFFIELD	Remedials

In addition to the annual roadworks, we are also planning the following minor safety improvement work in Tawa in 2022/23:

- Main Road/Cambridge – Roundabout Improvements
- Oriel Street – Pedestrian Improvements
- Collins Avenue – Traffic Calming measures
- There is a Wellington wide speed limit change review underway which will see speed reduction throughout the entire region at some point

Further detail of upcoming activity can be found at:

<https://wellington.govt.nz/parking-roads-and-transport/roads/road-works/maintenance-programmes/road-resealing>

## 2.2 Update on Main Road slip

Following the February 2022 slips the Wellington Region was hit with heavy rain falls in August resulting in further slips through the Tawa area.

Water ingress into the banks or ground is one of the main contributors to the failures causing slips. The saturation of the ground material caused soils to become heavy and the ground water running down the bank faces caused scouring eventually weakening the bank causing the hill face to slip.

The two main slips were on Duncan and Main rd. The Main rd slip caused considerable disruption with the closure of the road for several days.

This was due to the high volume of slip material that came down and unstable vegetation remaining on top of the bank.

Contractors were on site to remove the debris from the Main Rd slip and once removed the contractors then focused on working on stabilising the bank. This included scouring parts of the bank to remove any loose material and take the bank face back to a rock or stable face.

The contractors then terraced the banks to give further stability to the slip face.

As a long term solution, we are programming remedial works in 2023 to address the drainage issues which will minimise the risk of any further erosion. This will be in the form of sub horizontal drains being installed throughout the slope surface.

We will also be installing equipment that will enable early detection of any slope movement.

This work was sent out to tender and due to current resource restriction we faced challenges finding contractors to carry out the works. If the tender is once again unsuccessful, we will relook at tender options. These hold ups continue to impact the completion date.



## **2.3 Update on infill streetlights**

The Council provides over 18,000 streetlights throughout the city. Of these lights, half are mounted on council owned poles and half are mounted on Wellington Electricity poles. The electricity cables and lines that supply the network are principally owned and maintained by Wellington Electricity, however the Council does own a few isolated cable lengths. The Council has implemented a LED replacement programme which was completed in 2018. This has increased the expected life of our lights by around 40%. It has also achieved a 50% reduction in the carbon emissions produced by our streetlights.

We have also implemented a Central Management System (CMS) to ensure that the new LEDs can be managed remotely. We are also seeing a reduction in streetlight energy consumption since rolling out the LED's. This is not yet reflected in our monthly invoices from the energy retailer as the Electricity Authority (EA) does not recognise the CMS as a valid form of energy metering. We are currently undertaking a trial with the EA to gain approval for the CMS as a means of measuring our usage so the reduction in energy consumption can be reflected in our charges.

Some areas of the city (like Tawa) don't comply with the national standard (AS/NZS 1158) for streetlighting. We have undertaken evaluations of the streetlighting conditions and looked at options such as increasing the luminaire brightness, attaching different outreach arms, changing the direction of the cast of light, changing the luminaire itself or installing an additional infill streetlight.

To date are the numbers for Tawa are:

- 155 poles installed to date leaving only 20 still to be completed. Livening requests for the installed poles have been submitted and we are awaiting their contractor to undertake final connections.
- Outreaches and light installation have been completed.
- We are waiting on the livening process with Wellington Electricity on 50 lights. The aim is to get these fully functioning by winter.

## 2.4 Update on traffic counts

### 2.4.1 Background

- Transmission Gully (TG) opened 31st of March.
- Three sites on Main Road were surveyed for two weeks starting from the 4th of April (six surveys total).
- Three of the six surveys failed and did not collect a full 7-day count.
- There are more counts on the same sites scheduled for August when commuter patterns are more settled after the TG opening/COVID-19 impacts
- ADT = Average daily traffic.

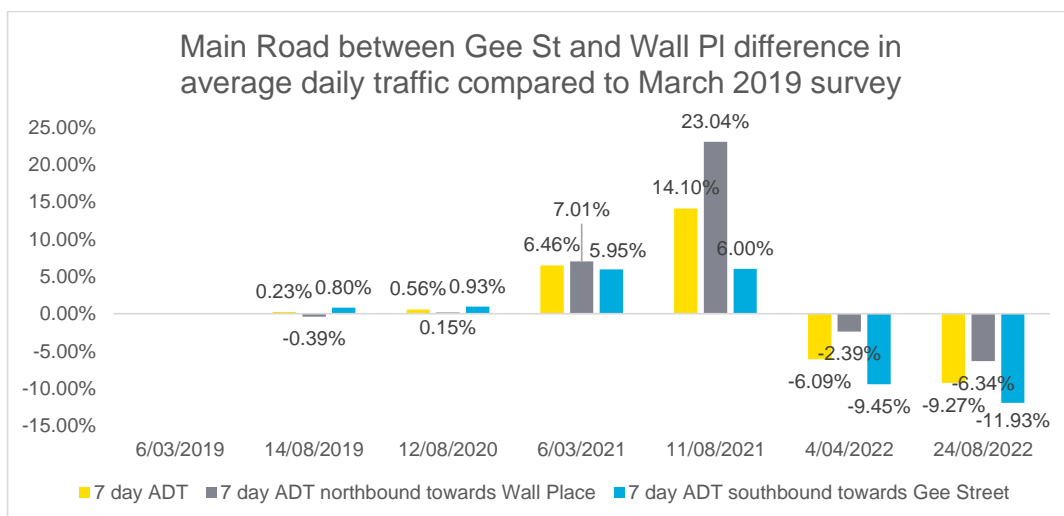
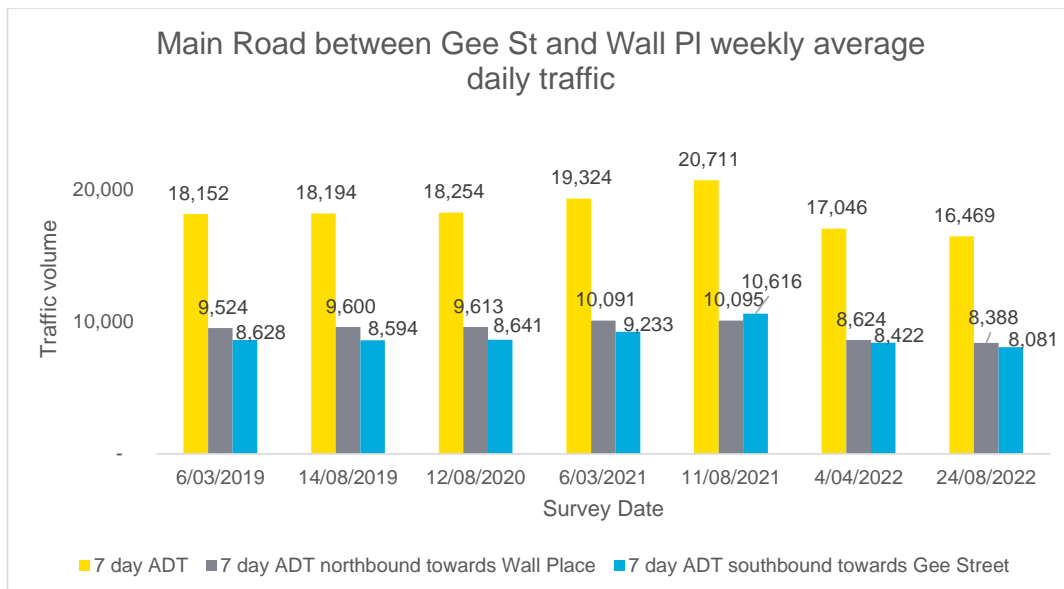
### 2.4.2 Factors affecting commuters in April 2022:

- Slips on Main Rd from 19<sup>th</sup> to 26<sup>th</sup> Aug 2022
- Working from home either partially or full time more acceptable.
- COVID in the community with isolation requirements still in effect
- ½ price public transport (PT) starting 1st of April continuing through to Feb 2023

### 2.4.3 Analysis:

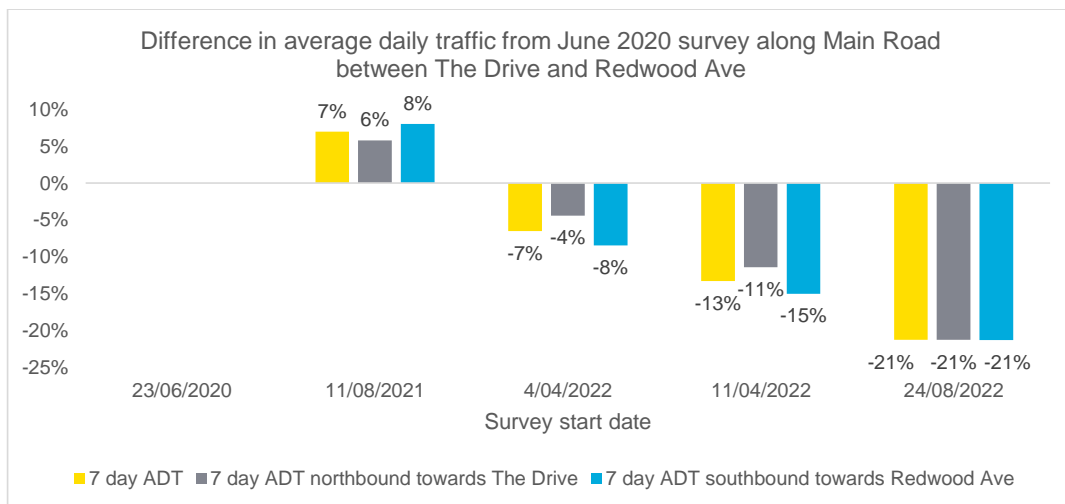
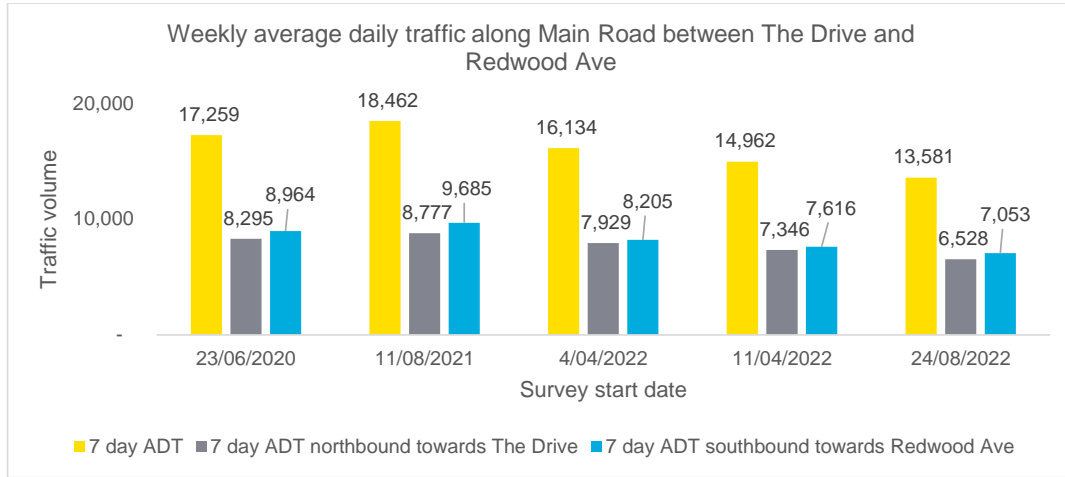
- Decrease in ADT in 2 areas (Gee St to Wall Pl and Redwood - The Drive) BUT an increase in ADT for Willowbank to Boscobel particularly in northbound traffic
- Decrease in heavy vehicles % since April 2022
- disproportionate decrease in D2 (southbound) compared to D1 (northbound) for Gee St to Wall Pl - more CBD commuters staying at home/using PT. Possibly even some northbound commuters preferring to join motorway at Kenepuru than at Tawa roundabout.
- Disproportionate increase in D1 (Northbound) compared to D2 (Southbound) for Willowbank to Boscobel St
- Slip on Main rd closed between McLellan Street and Victory Crescent for the first 2 days of the Aug count possibly affected peoples travel patterns on these days, impacting the data.

*Main Road: Gee Street – Wall Place*



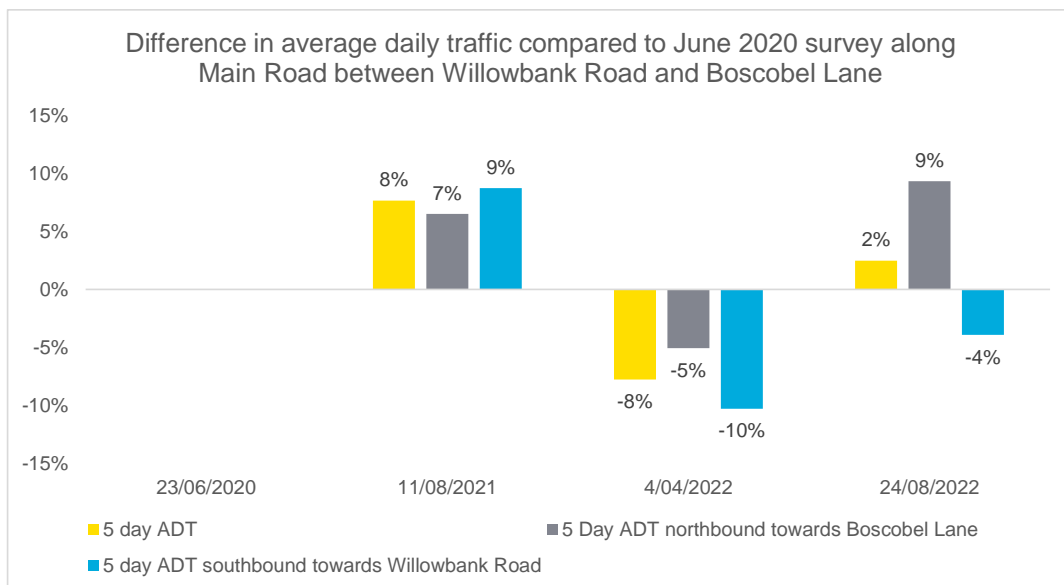
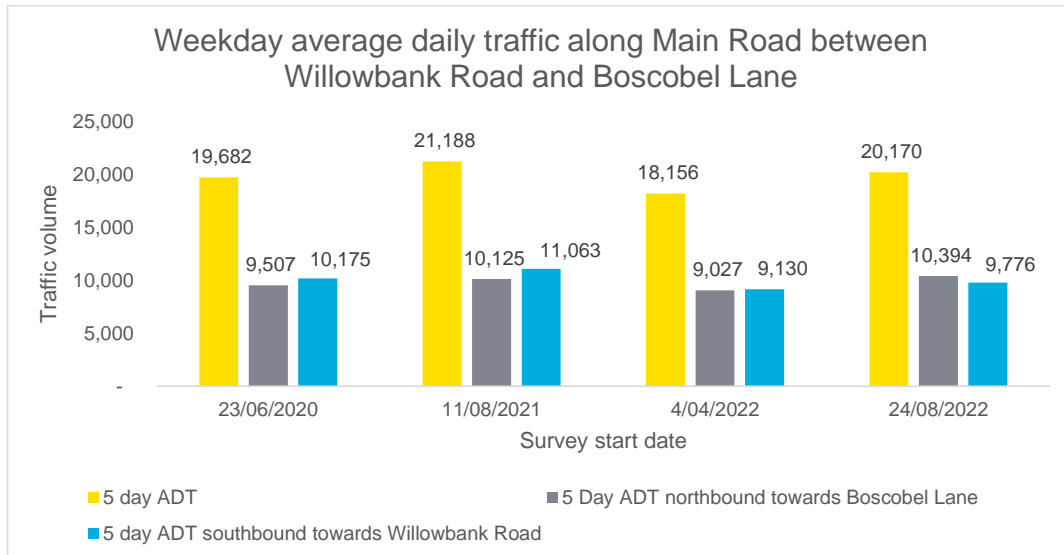
Survey date	7 day mean speed (km/h)	7 day 85th percentile speed (km/h)
6/03/2019	49.9	54
14/08/2019	50.9	54.9
12/08/2020	50.4	54.5
6/03/2021	49.9	53.9
11/08/2021	42.5	48.1
4/04/2022	51.1	55.4
24/08/2022	49.5	53.5

Main Road: Redwood Ave – The Drive



Survey date	7 day mean speed (km/h)	7 day 85th percentile speed (km/h)
23/06/2020	41.8	48.9
11/08/2021	41.7	48.2
4/04/2022	44.3	50.3
11/04/2022	44.9	51.3
24/08/2022	41.6	48.8

*Main Road: Willowbank Road to Boscobel Lane*



Date	Location	Start	End
Aug	Main Rd Tawa	Gee Street	Wall Place
Aug	Main Rd Tawa	Redwood Ave #80 Main Rd	The Drive-Main Rd RAB
Aug	Main Rd Tawa	Main Road-Willowbank Road Rab	Boscobel Lane



-----End-----

**Absolutely Positively**  
**Wellington City Council**

Me Heke Ki Pōneke

Brad Singh  
Kaiwhakahaere – Ngā Waka me te Hanga (Manager - Transport & Infrastructure)  
Wellington City Council  
M 021 427 094 E [bradley.singh@wcc.govt.nz](mailto:bradley.singh@wcc.govt.nz)

# PARKS, SPORT & RECREATION QUARTERLY REPORT

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## Kōrero taunaki | Summary of considerations

### Purpose

1. This report is to update the Tawa Community Board on the performance of Council Recreation Facilities within Tawa and advise them of any relevant upcoming projects or initiatives in relation to the area of Parks, Sport and Recreation.

### 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

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

- 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	Julia Thornton, Executive Assistant
Authoriser	Kym Fell, Chief Customer and Community Officer

## Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

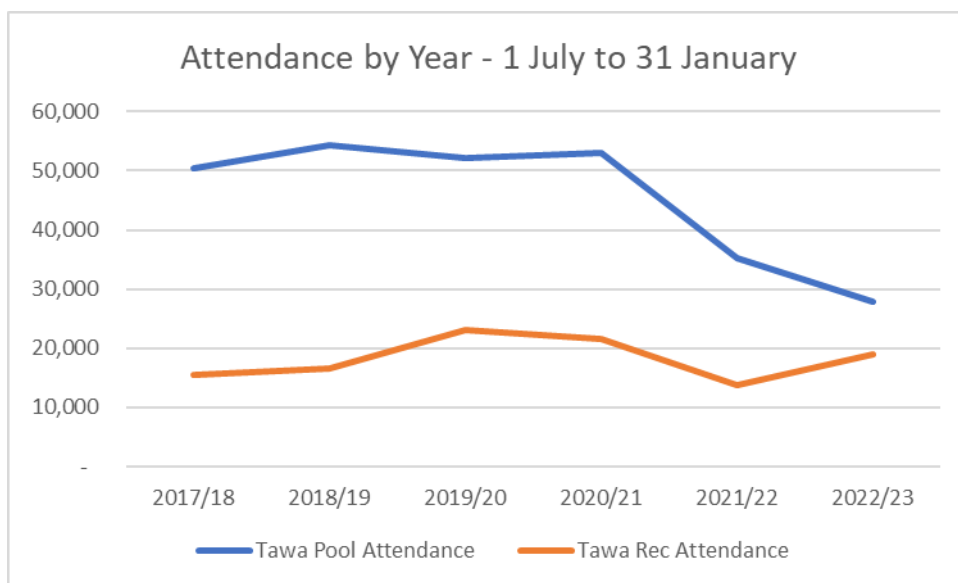
1. Receive the information.

## Whakarāpopoto | Executive Summary

2. Tawa Pool attendance has seen a decline over the last two years due to COVID-19 and the temporary closure of the pool in 2022 due to staffing shortages.
3. Tawa Recreation Centre attendance is tracking upwards following the effects of COVID-19.
4. An update on other current and upcoming Parks, Sport & Recreation projects in Tawa is provided.

## Takenga mai | Background

5. The comparative graph below shows the attendance at both Tawa Pool and Tawa Recreation Centre for the period of 1 July through to 31 January 2023 over the last five years.



## Kōrerorero | Discussion

### Tawa Pool

6. Attendance at the pool has declined in the last two years as the facility has been significantly impacted by both COVID-19 restrictions and staffing shortages.
7. Due to staffing shortages Council closed the facility to the general public from 25 July until 17 October 2022.
8. School lessons, Learn to Swim lessons and the Tawa Swim Club continued through this period resulting in 6,800 visits.
9. We are currently fully staffed at Tawa Pool and expect no impact on services at this point.
10. In order to increase utilisation an activation programme is being developed. The first event this year is a Whānau Day scheduled on Sunday, 5 March.

### Tawa Recreation Centre

11. COVID-19 had the biggest impact on attendance at Tawa Recreation Centre in 2021/22. So far in 2022/23 attendance levels have been trending back up towards pre-Covid levels.

12. There has been a shift in participation, with a higher level of children and youth using the facility.
13. A new revamped Te Reo Māori and English bi-lingual school holiday programme was introduced in the October 2022 holidays.
14. Attendance of the new programme is stronger than the previous traditional programme which was stopped in the first half of 2022 due to low utilisation.

#### **Tawa Skate Park**

15. Tawa Skate Park was officially opened on Sunday 12<sup>th</sup> February. There are still minor improvements to be completed, including some furniture and traffic safety precautions around the boundary area. We are also working with local artists around the potential installation of some artwork.

#### **Willowbank Reserve Bridge**

16. Resource and Building Consent has been obtained to replace one of the bridges at Willowbank Reserve. Works are intended to commence mid-March.

#### **Map Boards**

17. Map boards are being installed at Spicer Forest and Te Ngahere o-Tawa in March.

#### **Open Space & Recreation Strategy**

18. The Open Space & Recreation Strategy sets out how we will adapt to our changing world and achieve our vision for Open Space and Recreation over the next 30 years. It is reviewed every 10 years.
19. The draft review is being presented to Councillors for consultation at Kōrau Mātinitini | Social, Cultural, and Economic Committee on 2<sup>nd</sup> March.
20. Public consultation will run from March – April 2023. Oral submissions will be in May 2023.

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

21. The Pool and Recreation Centre activation programmes will commence as outlined in this report.
22. Works will continue with the other planned projects identified in this report.

#### **Attachments**

Nil

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# ESTABLISHMENT OF TAWA COMMUNITY BOARD GRANTS COMMITTEE

## Kōrero taunaki | Summary of considerations

### Purpose

1. This report to the Tawa Community Board requests the Board establish the Tawa Community Board Grants Committee for the 2022-2025 triennium. This report additionally asks the Board to establish the membership of and appoint a chairperson to the Committee, and to set the date of the first Committee meeting.

### 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

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

- 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

The Terms of Reference and Delegations for the 2022-2025 triennium were adopted by Te Kaunihera o Pōneke | Council at the meeting of 16 November 2022. The Terms of Reference and Delegations set the powers of the Council's committees, subcommittees, and other decision-making groups including Community Boards.

### Significance

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

### Financial considerations

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

### Risk

- Low
- Medium
- High
- Extreme

Author	Leteicha Lowry, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader Stephen McArthur, Chief Strategy & Governance Officer

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

- 1) Receive the information.
- 2) Establish the Tawa Community Board Grants Committee for the 2022-2025 triennium.
- 3) Agree to the terms of reference and delegations attached to this report (Attachment 1).
- 4) Appoint Rachel Allan, Tim Davin, Jill Day (ex-officio), Jackson Lacy, and Miriam Moore to the Tawa Community Board Grants Committee.
- 5) Set the date of the first Tawa Community Board Grants Committee meeting as 29 May 2023.
- 6) Agree that ordinary and extraordinary meetings may be scheduled, rescheduled or cancelled by Democracy Services in consultation with the chair.

Following the nomination for the position of chair of the Tawa Community Board Grants Committee

That the Tawa Community Board:

- 7) Appoint NAME as chair of the Tawa Community Board Grants Committee.

## **Whakarāpopoto | Executive Summary**

2. This report to the Tawa Community Board (the Board) requests the Board establish the Tawa Community Board Grants Committee (the Committee) for the 2022-2025 triennium.
3. This report additionally asks the Board to establish the membership of and appoint a chairperson to the Committee, and to set the date of the first Committee meeting.

## **Takenga mai | Background**

4. A similar committee of equal purpose was established in June 1996 and has been in operation every triennium since its inception.
5. In the past, a total of five members of the Tawa Community Board were appointed to this committee (four members plus the Chair of the Tawa Community Board).
6. For the 2022-2025 triennium, five members shall be appointed to the Tawa Community Board Grants Committee (four members plus the Chair of the Tawa Community Board).
7. The appointment of five members to the Committee allows for quorum to be maintained in decision making in the case where conflicts of interest may arise.
8. 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 Community Grants funding criteria).
9. There is one round of funding for the Tawa Grants each financial year with a total of \$15,000 available for allocation to various projects.



## Kōrerorero | Discussion

10. The Terms of Reference and Delegations for the 2022-2025 triennium, adopted by Te Kaunihera o Pōneke | Council at the meeting of 16 November 2022, set the powers of the Council's committees, subcommittees, and other decision-making groups.
11. Wellington City Council's community boards have the delegation to determine expenditure of funds allocated by Council to the board for specific purposes.
12. Schedule 7 clause 32(3) of the Local Government Act (2002) allows a community board to delegate any of its responsibilities, duties, or powers to a subcommittee or to another committee or subordinate decision-making body, community board, or member or officer of the local authority.
13. The Tawa Community Board shall establish by resolution the Tawa Community Board Grants Committee and delegate to the Committee the power to determine expenditure of funds allocated by Council to the board for specific purposes.
14. **Method of voting to appoint chairperson**

The person presiding at the meeting will call for nominations for the position. There are no formal requirements for a nomination. Members may be nominated if they are not in attendance at the meeting but cannot vote.

If there is only one nomination, then the Board will vote on that nomination.

If there is more than one nomination, then the Board's Standing Orders (SO 2.6.1) require the following system ('System A' from clause 25 of schedule 7 of the Local Government Act (2002)) to be used:

- a) "There is a first round of voting for all candidates,
- b) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded,
- c) if no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded,
- d) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot."

The term of office is for the remainder of the 2022-2025 triennium unless the Board resolves otherwise.

The chair may terminate or have their office terminated by:

- Resigning their position
- A majority decision of the Board by resolution
- Being no longer eligible to hold office

## Kōwhiringa | Options

15. The Board can chose to establish the Tawa Community Board Grants Committee.

- 
16. The Board can chose NOT to establish the Tawa Community Board Grants Committee and retain the delegation to determine expenditure of funds allocated by Council to the board for specific purposes.

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

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

17. Not applicable.

#### **Engagement and Consultation**

18. Not applicable.

#### **Implications for Māori**

19. Not applicable.

#### **Financial implications**

20. Not applicable.

#### **Legal considerations**

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

#### **Risks and mitigations**

22. Not applicable.

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

23. Not applicable.

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

24. Not applicable.

#### **Communications Plan**

25. Not applicable.



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

26. Not applicable.

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

27. Not applicable.

#### **Attachments**

- |               |   |         |
|---------------|---|---------|
| Attachment 1. | Tawa Community Board Grants Committee Delegations and Terms of Reference - 2022-2025 Triennium <a href="#">↓</a>  | Page 35 |
| Attachment 2. | Criteria for Tawa Community Grants Funding <a href="#">↓</a>    | Page 36 |

## Tawa Community Board Grants Committee

Chair	To be determined by resolution of the Tawa Community Board
Members	Jackson Lacy Miriam Moore Rachel Allan Tim Davin Jill Day (ex-officio)
Quorum	3
Frequency	As required

### Area of focus

1. The Tawa Community Board Grants Committee considers applications received for the Tawa Community Grants Fund and has the delegated authority to decide on the distribution of such funds.
2. Objective: To adjudicate on applications for the Tawa Community Grants Fund during the 2022-2025 triennium.
3. Outcome: To achieve an equitable distribution of grants funding in time with the criteria, and the characteristics and merits inherent in individual grant applications.
4. Responsibilities: To ensure that decisions reached regarding grants funding are in line with the criteria, and to adjudicate on the individual grant applications in a fair and equitable manner.

### Decision-making powers

The Tawa Community Board Grants Committee has the power to:

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

## **Criteria for Tawa Community Grants Funding**

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

- 1.** The project benefits the residents of Tawa.
- 2.** Grants may be made for charitable, educational, welfare, community development, cultural, recreational, sporting, activity development, equipment or training programmes.
- 3.** Preference may be given to grants that help develop and support those who are economically or socially disadvantaged.
- 4.** Grants will not be made for purposes that the Tawa Community Board considers to be subsidising subscriptions, rent or debt - except in exceptional circumstances.
- 5.** The applicant is a legally constituted community group or organisation.
- 6.** The applicant group must not have excess unallocated reserve funds.

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

## Kōrero taunaki | Summary of considerations

### Purpose

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

### 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

### Financial considerations

- |                              |   |   |
|------------------------------|---|---|
| <input type="checkbox"/> Nil | <input checked="" 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	Leteicha Lowry, 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.

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## **Whakarāpopoto | Executive Summary**

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

## **Takenga mai | Background**

3. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and 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.
5. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.
6. The Board does not invite applications to the discretionary fund.
7. In February 2020 the Board clarified that they would not consider requests by families or individuals for memorials, including those of former Board members. The discretionary fund is seen as being primarily to meet local community needs.
8. As the fund is discretionary, there is no commitment by the Board to repeat funding to any group in future from this pool, even if regular payments have been made in the past.
9. The Board agreed that it may retrospectively approve funds of up to \$500 for one-off activities to cater for immediate needs via reimbursement. The retrospective vote will take place at the next Board meeting.
10. Accruals are for the cost of work completed by 30 June but not yet paid for. These must be for specific items or organisations.
11. Funds cannot be spent other than for the purpose(s) specified in the Board's resolution.
12. Members, who require reimbursement from the fund for approved expenditure, are to supply receipts and details of the expenditure on the reimbursement form.
13. Reimbursements will be paid on a monthly basis. Details and receipts need to be provided, preferably within two months of expenditure.
14. The Council officer will track Board resolutions which approve expenditure from the fund, and any accountability requested by the Board.
15. Motions requiring direct payment to an organisation or business will be actioned by the officer and in conjunction with the Chair, shall ensure an appropriate level of detail is kept on record.
16. Funds given to groups or organisations will require an appropriate level of accountability, with proof of expenditure and accompanying details of use reported back to the Board within six months.
17. Groups or organisations who have not previously received funds from the Board will be asked to provide evidence of good financial practice, or oversight from another established and trusted organisation.

## **Kōrerorero | Discussion**

18. The Finance Team, in discussion with Democracy Services, have advised the following:
  - a) Once the General Ledger is closed off for the year ending 30 June, it is not possible to allocate transactions to the previous year's Discretionary Fund. In real terms, this means that any manual payment forms (reimbursements, donations et cetera) received after 22 June or invoices received after 24 June will be paid out of the next year's Discretionary Fund.
  - b) Unspent Tawa Community Board Discretionary Funds are not able to be carried over to a future financial year.
19. Attachment One is the annual breakdown of spending for the financial period of 2022/2023.

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

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

## **Attachments**

Attachment 1. [January 2023 financial statement](#)  

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# RESOURCE CONSENTS APPLICATIONS AND APPROVALS FOR 26 NOVEMBER 2022 TO 2 FEBRUARY 2023

## 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:

- 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

### Financial considerations

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

### Risk

- Low       Medium       High       Extreme

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

## Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

## Whakarāpopoto | Executive Summary

2. This report advises the Community Board of resource consents lodged and decisions made during the period 26 November 2022 to 2 February 2023.

**Kōrerorero | Discussion**

3. For the period from 26 November 2022 to 2 February 2023, there were seven applications received by the Council.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
<b>526207</b>	<b>3 Boscobel Lane, Tawa</b>	<b>Wellington City Council</b>
Land use consent to replace bridge and removal of existing bridge		
<b>526488</b>	<b>49 Taylor Terrace, Tawa</b>	<b>Vincent Voong</b>
Subdivision consent for a five-lot fee simple subdivision.		
<b>526754</b>	<b>15 Hinau Street, Tawa</b>	<b>Latitude Homes Wellington</b>
Land use consent for a new dwelling and cancellation of a condition relating to a finished floor level requirement imposed on the underlying subdivision consent.		
<b>526930</b>	<b>13 Takapu Road, Tawa</b>	<b>Vodafone New Zealand Ltd</b>
Land use consent to upgrade an existing telecommunications facility.		
<b>526934</b>	<b>7 Rewa Terrace, Tawa</b>	<b>7 Rewa Holdings Ltd</b>
Land use and subdivision consent for 18 new dwellings, earthworks and a 13-lot fee simple subdivision.		
<b>528282</b>	<b>39 Hinau Street, Tawa</b>	<b>William Caccua-Birch</b>
Change of condition consent to SR468194 relating to design changes.		
<b>527861</b>	<b>4 Rimu Street, Tawa</b>	<b>Ministry of Education</b>
Outline plan waiver for weathertightness remediation of an admin block.		

3. For the period from 26 November 2022 to 2 February 2023, there were three applications approved under delegated authority.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
<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>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.		

524821	5 Findlay Street, Tawa	M & K McCredie
Land use consent for a new dwelling.		

**Attachments**

Nil

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# 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:

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

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

- 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

2. There are no financial considerations for this report.

### Risk

- Low       Medium       High       Extreme

Author	Leteicha Lowry, 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**

### **3. Zero Waste Strategy**

The Zero Waste Strategy sets the blueprint for intergenerational sustainability in our city, outlining how a circular economy can design out waste and pollution, keep resources in use for as long as possible, and safely manage the waste that can't be reused or recycled.

Consultation open, closes 5pm 28 February 2023.

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

<https://www.letstalk.wellington.govt.nz/zero-waste-future>

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

4. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.
5. The Board has agreed that submissions can be noted in the members' update, as well as any opposition to the submissions. A copy of submissions 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 provides the 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:

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

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

- 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	Leteicha Lowry, 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 the work programme subject to any alterations, additions or deletions deemed necessary.

## Whakarāpopoto | Executive Summary

2. The draft work programme is as follows:

March 2023
<p>Oral reports:</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 (tbc)</li><li>• Long-term Plan (tbc)</li><li>• Paneke Pōneke (tbc)</li><li>• Wellington Water update (tbc)</li><li>• Tawa Members' update (standing item)</li></ul> <p>Written Reports:</p> <ul style="list-style-type: none"><li>• New Lease For Existing Lessee: Tawa Squash Rackets Club Incorporated Monday, March 20, 2023</li><li>• Appointments 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>
April 2023
<p>Oral Reports:</p> <ul style="list-style-type: none"><li>• Police Update (tbc)</li><li>• Tawa Members' update (standing item)</li></ul> <p>Written Reports:</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><li>• Forward Programme (standing item)</li></ul>

## Attachments

Nil