

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

Me Heke Ki Pōneke

# Ordinary Meeting of Tawa Community Board

## Rārangi Take | Agenda

7:00 pm Rāhina, 15 Paengawhāwhā 2024

7:00 pm Monday, 15 April 2024

Tawa Community Centre

5 Cambridge Street

Tawa

Wellington



## **MEMBERSHIP**

Rachel Allan  
Tim Davin  
Jill Day (Chair)  
Jackson Lacy  
Liz Langham  
Councillor McNulty  
Miriam Moore (Deputy Chair)  
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 04-499-4444, 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 hui 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 hui.

<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 hui, where leave of absence has not previously been granted.

## 1.3 Conflict of Interest Declarations

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

## 1.4 Confirmation of Minutes

The minutes of the meeting held on 18 March 2024 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 hui 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 hui setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the hui 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 hui; 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 hui, at a time when it is open to the public, that the item will be discussed at the hui but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent hui for further discussion; and

3. The Chairperson explains to the hui 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 for 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 type="checkbox"/> Sustainable, natural eco city   |
|  | <input checked="" type="checkbox"/> People friendly, compact, safe and accessible capital city         |
|  | <input checked="" 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 checked="" type="checkbox"/> Affordable, resilient and safe place to live                       |
|  | <input checked="" 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  |

##### Relevant Previous decisions

Nil

##### 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	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

### **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) Fire update.
- b) Metlink update (OnDemand Services).
- c) Long-term Plan update.
- d) Tawa Members' update (standing item).
- e) Councillors' update (standing item).

### **Attachments**

Attachment 1. Members Updates [↓](#) 

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## **Purpose**

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

## **Update to 08 April 2024**

### **Planning**

- Triumverate (representatives of the Community Board, Residents Association and the Business Group) group met to discuss the Anchor Project (the future of the Library and Tawa Community Centre).

### **Roading, Transport**

- Awaiting a response from Council staff regarding the pedestrian safety improvements at Takapū Island.

### **Youth Development**

### **Community Development**

- Member attended the Tawa liaison meeting.

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

### **Economic Development**

### **Public Spaces**

### **Water / Resilience**

### **Governance**

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

- Questions were submitted from the Board to WCC regarding the LTP, to check the following...
  - o Linden toilets - what year is this in the LTP?
  - o Grenada North Park sports hub - how is this provided for in the LTP?
  - o Tawa Community Centre - What is the maintenance budget for the centre? We are aware that the budget was reduced a few years back in anticipation of a redevelopment of the site. This may be some time off and we would like to have an understanding of how the building will be maintained over the next few years.
  - o Tawa Recreation Centre - We are aware that the building is in need of some significant maintenance work and we understand that the agreement is that this is done by the school. How is that being worked through and has any consideration been given to the Council providing some financial assistance given the level of public use that the building has?
  - o Linden Community Centre - What is the provision for Community support at the centre. We are aware that there was funding for a role to support from the Connected Communities team. Has this been retained in the LTP level of service for Linden?
  - o What is the provision for levels of service for the Tawa Community facilities over the next 10 years? We are aware that uptake of programmes at the Community Centres and Library is high when regularly on offer. There is an awareness that some funding has been adjusted which has affected the offering. There is a desire to see more happen in the evenings or perhaps weekends for young people and the wider community, but that more funding would be needed for that.
- The Board received a few complaints from residents about the new seal on the Main Road between Victory Cres and Linden Roundabout. Awaiting a response from WCC.
- Conversations between WCC and residents are ongoing regarding Woodman Drive road safety concerns.

## **Submission**

### 3. Reports

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## PROPOSED ROAD CLOSURE

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to the Tawa Community Board outlines details of proposed road closures subject to the conditions listed in the proposed Road Closure Impact report.

#### 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

Nil

Budgetary provision in Annual Plan / Long-term Plan

Unbudgeted \$X

#### Risk

Low

Medium

High

Extreme

Author	Maria Taumaa, Street Activities Coordinator
Authoriser	Sean Woodcock, Customer, Compliance and Business Service Manager Brad Singh, Transport and Infrastructure Manager Siobhan Procter, Chief Infrastructure Officer

## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion:

That the Tawa Community Board:

- 1) Receive the information.
- 2) Agree to close the following roads to vehicles and cyclists (including motorised scooters) for the events listed below. The closure is to be subject to the conditions listed in the proposed Road Closure Impact Reports.

### **Mexted Motors Spring into Tawa**

Saturday 19 October 2024 5.00am to 6.00pm

Main Road (between Lyndhurst Road intersection and Surrey Street roundabout)

No parking within the road closure site

Parking restriction will apply around the event.

## **Whakarāpopoto | Executive Summary**

2. This paper recommends that the proposed road closures to facilitate the Mexted Motors Spring into Tawa event on Saturday 19 October 2024, 5.00am to 6.00pm be approved.
3. This would involve closing the roads listed in the Road Closure Impact Reports to vehicles and cyclists (including motorised scooters) for this event.

## **Takenga mai | Background**

4. The council receives numerous requests through the year for public roads to be closed for public and private events.
5. In order for the closures to have an effect under Schedule 10 of the Local government Act 1974, Council approval is required.
6. The authority to approve request for road closures is made under Schedule 10. Closure 11e, of the local government Act 1974 and the transport vehicular traffic road closure regulation 1965. This authority is delegated to the Tawa Community Board.

## **Kōrerorero | Discussion**

7. The report has been prepared in accordance with the procedures that were approved by 16 November 2022. In summary these are:
  - An event organisers applies for a road closure when proposed events require one.
  - Council officers receive proposals and assess the merits and need for a road closure.
  - The Council advertises its intention to close the road in the public notice column of the local newspaper and on council social media platforms.

- Together with event organiser, council officers ensure that consultation with affected stakeholders is carried out and a communication plan is formulated.
- Any objections are followed up and resolved as far as practical
- The event organiser works together with council officers who are responsible to modify any plans, to respond to public submissions and to prepare an impact report for the committee.
- Council officers recommend any conditions that should apply to the approval.
- The committee deliberates on the proposed road closures
- Council Officers notify the event organiser of the committee's decision

### **Kōwhiringa | Options**

8. Option 1: Agree to the temporary road closures.
9. Option 2: Do not agree to the temporary road closures.
10. Option 3: Agree to the temporary road closures with amendments, noting that any changes to the proposed closures would result in a need to reconsult and will also require a traffic engineering assessment.

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

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

11. The proposed closures support the Council's "aspiration to maintain a dynamic city heart and thriving suburban centres" which is an outcome from the Economic Wellbeing Strategy.

#### **Engagement and Consultation**

12. The City Events team have assessed the proposed closures and have confirmed their support.
13. Members of the public have been advised of the road closures and informed of their right to object.
14. The public notice advertising these proposed closures were published via the following channels.
  - The Post
  - Social Media
  - Have Your Say
  - X (formerly Twitter)

Members of the public will also be advised of the road closures prior to the event via:

- Advanced roadside event signage
- Media releases
- The Council website

Event organisers are working with resident groups where applicable, as well as community groups and local retailers.

Impacted business have also been advised of the proposed closures.

### **Māori Impact Statement**

15. There are no Te Tiriti O Waitangi implications.

### **Financial implications**

16. Not applicable

### **Legal considerations**

17. The road closures are proposed in accordance with Schedule 10, clause 11e, of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulation's 1965.

### **Risks and mitigations**

18. All safety risks for road closures are managed by way of an approved Traffic Management Plan.

### **Disability and accessibility impact**

19. Council Officers work with event organiser to evaluate each event in terms of accessibility and ensure that appropriate changes to improve accessibility are incorporated into the Traffic Management Plan.

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

20. Each organiser is required to add their climate change considerations to their road closure impact report.

### **Communications Plan**

21. Residents and businesses affected by the road closures will be notified by letter drop or contacted by event organisers.




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

22. Health and Safety is covered by the event management plan submitted to council for approval prior to the event. This is assessed together with the Traffic Management Plan to ensure that the event and associated road closures are managed safely.

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

23. If the proposed road closures are approved, the event organiser will issue further communication advising of the approved closures, implement the approved Traffic Management Plan, and clean the site.
24. Council officers will monitor the impact of the closures and undertake a debrief with the organiser following the conclusion of the event.

## Attachments

- Attachment 1. Mexted Motors Impact Report [↓](#) 
- Attachment 2. Mexted Advert [↓](#) 
- Attachment 3. Mexted Motors Map [↓](#) 

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## **REGULATORY PROCESSES COMMITTEE**

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### **PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

#### ***MEXTED MOTORS SPRING INTO TAWA*** ***SATURDAY 19 OCTOBER 2024 5.00AM TO 6.00PM***

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#### **1. Description of Event**

“Mexted Motors Spring into Tawa” is Tawa’s annual spring festival. It is held on Main Road, Tawa and provides an opportunity for local retailers, community groups, education providers, and families to gather. The event features stalls selling a range of products – including baking, crafts, gifts and household items. This event is also an opportunity to showcase all the recreation activities that are on offer in the community – including swimming, music, entertainment, gymnastics. The festival is a key fundraising opportunity for many of the community groups and organisations and is well supported by local schools and early childhood education providers.

**The proposed road closures to vehicles, motorised scooters and cyclists, are as follows:**

**Mexted Motors Spring into Tawa: Saturday 19 October 2024 5.00am to 6.00pm**

- Main Road (Between Lyndhurst intersection and Surrey Street roundabout)
- Main Road bus stops #3956 and #3916 moved to Oxford Street
- Disabled Parking available behind Pink Pineapple

Please refer to the map attachment for further detail.

Pedestrian access will not be restricted, and emergency services will have immediate access to the area if required. Public transport operators have been notified of the proposed closure

#### **Climate Change**

In line with Te Arakura, Wellington city’s goal of a zero-carbon capital, Mexted Motors Spring into Tawa is working toward a low carbon / zero waste event. Organisers have a goal of zero waste to landfill and to avoid carbon emissions from organics in the landfill, they separate food waste and compostable packaging. This is sent to Capital Compost at the Southern landfill to be made into compost. In 2022 81% of waste was diverted from landfill (an increase of 19% from the 2020 event).

Organisers promote biking, walking, public transport or ride sharing to the event which is outlined on their website and through social media channels – Instagram & Facebook. Organisers also encourage event goers to bring their reusable food containers, drink bottles, cutlery as well. This has included having free water fill stations using the “refill my bottle” app and providing branded keep cups and drink bottles as prizes last year.

Organisers have made further steps towards a more sustainable event by including stalls with sustainable messaging around energy efficient buildings, protecting and enhancing the environment (predatory free stall, friends of Tawa bush), ensuring signage is reusable, and where possible opt for local service providers and acts. Organisers will continue to assess the event as a whole and improve each year.



# REGULATORY PROCESSES COMMITTEE

## 2. Events Directorate Support

This annual community event is supported by the City Events team.

## 3. Proposal Notice and Consultation

The public notice advertising that the Council is proposing to consider this closure was notified via the following channels:

- The Post Saturday 23 March 2024
- Social Media, Monday 25 March 2024
- X (formally Twitter), Monday 25 March 2024
- Facebook, Monday 25 March 2024
- Have your say, Monday 25 March 2024

The New Zealand Police will be advised closer to the event by way of phoning the watch tower at central police station, and Waka Kotahi (NZTA) will be notified by way of traffic management.

## 4. Objections

There have been no objections to this road closure request.

## 5. Traffic Impact Assessment

### Prior Closures

The road closure is proposed under the powers provided to Council under the Local Government Act 1974, section 342. Stopping and closing of roads, schedule 10: [Local Government Act 1974, Section 342, Schedule 10, clause 11\(e\)](#)

None of the proposed closures for this event will result in a road being closed for an aggregate of more than 31 days in any year.

### Traffic Impact

Council officers consider that the proposed closure, if implemented according to an approved Traffic Management Plan (TMP), is not likely to impede traffic unreasonably subject to the conditions listed below.

### Conditions:

- The road closure is valid from 5.00am to 6.00pm on Saturday 19 October 2024.
- The event organiser is to notify the public via letter drop to affected parties, advanced signage and media releases.
- The event organiser is responsible for safety (pedestrian and traffic) within the closed area.
- The event organiser is to provide marshals at all road closure ends to ensure that public safety (interaction of traffic and spectators) is not compromised. This is essential where the road closures transitions from partial to full closures and vice versa.
- The event organiser is to ensure emergency services (Police, Fire and Ambulance Services) have been consulted with and the TMP includes all their specific requirements.
- The event organiser is to ensure that the affected property and business owners along the road closures are advised and consulted with.

## **REGULATORY PROCESSES COMMITTEE**

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- The event organiser must have a health and safety plan, which covers how emergency vehicles are required to enter the road closure site if required ten (10) working days before the event.
- The event organiser must have an approved TMP no later than ten (10) working days prior to the event.
- Information signs must be installed ten (10) working days before the event.
- The event organiser must provide Council with an event hazard/risk management plan ten (10) working days prior to the event that describes in full how the event organiser will manage all health and safety risks associated with the event.
- The event organiser is to work with the public transport operators to provide alternative public transport routes and bus stops along the proposed partial and full closures.
- Detour routes are to be provided with adequate signage during the road closure period.
- The event organiser is to provide adequate detour routes to provide access for affected residents and businesses during the event, within the health and safety plan.
- The event organiser must organise a debrief session (minutes must be taken) as close as possible after the event with all affected parties. These findings must be recorded and distributed to attending parties.

However, the Council reserves the right to modify this opinion at any time. If, in the opinion of the Council, the closure may or does impede traffic unreasonably, any approval granted by the regulatory processes committee may be revoked and the event organiser may be required to open the road at the direction of a suitably qualified Council officer in charge of traffic.

### **Attachments**

- Map of proposed closure
- Copy of The Post Public notice

*Maria Taumaa*

Prepared By .....  
Maria Taumaa  
Street Activities Coordinator

## **Proposal to Close Roads**

The Tawa community Board will meet on Monday 15 April 2024 to consider the following temporary road closure for Events.

### **Mexted Motors Spring into Tawa**

**Saturday 19 October 2024 5.00am to 6.00pm**

#### **Roads closed:**

**Main Road**, Between Lyndhurst Road intersection and Surrey Street roundabout

No parking within the road closure site

Parking restrictions will apply around the event

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 5 April 2024. Please send correspondence to Street Activities at mailing address PO Box 2199 Wellington or by email [street.activities@wcc.govt.nz](mailto:street.activities@wcc.govt.nz).

**Wellington City Council**  
PO Box 2199, Wellington 6140  
[Wellington.govt.nz](http://Wellington.govt.nz)

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Event Name: Mexted Motors Spring into Tawa From: 19/10/2024 5:00:00 am Until: 19/10/2024 6:00:00 pm

Event Type: Road Closure

Event Details: Main Road Bus Stops #3956 and #3916 moved to Oxford Street

Disabled Parking available behind Pink Pineapple.

No Parking within the road closure site.

Parking restrictions will apply around the event.

# 1. RESOURCE CONSENTS APPLICATIONS AND APPROVALS FOR 4 MARCH 2024 TO 1 APRIL 2024

## 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 4 March 2024 to 1 April 2024.

### **Kōrerorero | Discussion**

3. For the period from 4 March 2024 to 1 April 2024 there were three applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>544629</b>	<b>25 Beauchamp Street, Tawa</b>	<b>Mitchell Vreeburg</b>
Land use and subdivision consent to construct eight units with an associated two-staged fee simple subdivision.		
<b>544480</b>	<b>69B Redwood Avenue, Tawa</b>	<b>Ministry of Education</b>
Outline plan wavier for alterations to existing school buildings.		
<b>545139</b>	<b>191 Woodman Drive, Tawa</b>	<b>Matthew Winter</b>
Boundary activity consent to install a kitset cabin close to the retaining wall.		

4. For the period from 4 March 2024 to 1 April 2024 there was one application approved under delegated authority.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>541094</b>	<b>69B Redwood Avenue, Tawa</b>	<b>Redwood School Board of Trustees</b>
Outline plan waiver for layout changes and other associated works.		

### **Attachments**

Nil

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

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## 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

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

### Risk

- Low       Medium       High       Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information.

## **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 previously totalled to \$15,330.54 exclusive of GST. As a result of Long-term Plan decisions made in 2021, the budget for the Tawa Community Board's Discretionary Fund increased to \$18,249.96 effective from 1 July 2022.
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 2023/2024.
20. The current balance for the financial period of 2023/2024 is \$12,590.32.

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

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

### **Attachments**

Attachment 1. [April 2024 TCB Financials](#)  

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# ACTIONS TRACKING AND FORWARD PROGRAMME

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## Kōrero taunaki | Summary of considerations

### Purpose

1. This report provides a list of items that are scheduled to be considered at the next two hui of the 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
- 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

Not applicable.

### Financial considerations

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

### Risk

- Low       Medium       High       Extreme

Author	Tian Daniels, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader

## Taunakitanga | Officers' Recommendations

Officers recommend the following motion:

That the Tawa Community Board:

1. Receive the information.

### Whakarāpopoto | Executive Summary

#### Actions Tracking

2. Of the 2 resolutions from the meeting of the Tawa Community Board on Monday 18 March, both are still in progress.
3. There were no actions carried forward from the last Actions Tracking report.

#	Date	Meeting	Report	Clause	Status	Comment
	Monday 18 March 2024	Tawa Community Board	3.3 Tawa Community Board Discretionary Fund - Monthly Allocations 2022/23	2. Agree to allocate up to \$200 towards a wreath for ANZAC day (to the RSA).	In Progress	
	Monday 18 March 2024	Tawa Community Board	3.4 Actions Tracking and Forward Programme	2. Agree to the following change to the Forward Programme: • Schedule Porirua Harbour Accord update - May meeting	In Progress	

### Forward Programme

4. The following items are scheduled to go to the Board's next two hui:  
Rāhina 20 Haratua 2024 (Monday 20 May 2024):

#### Oral reports:

- Police Update (tbc)
- Friends of Tawa Bush Reserve
- Porirua Harbour Accord Update
- Tawa Members' update (standing item)
- Councillors' update (standing item)

#### Written Reports:

- Quaterly Parks Sport and Recreation report
- Resource Consent Applications and Approvals Report (standing item)
- Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- Tawa Community Board Discretionary Fund update (standing item)
- Actions Tracking and Forward Programme (standing item)

#### Rāhina 20 Pīpiri 2024 (Monday 17 June 2024):

#### Oral reports:

- Fire update (tbc)
- KETE - Kids Enhancing Tawa Ecosystems (tbc)
- Tawa Members' update (standing item)
- Councillors' update (standing item)

#### Written Reports:

- Resource Consent Applications and Approvals Report (standing item)
- Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
- Tawa Community Board Discretionary Fund update (standing item)

- Actions Tracking and Forward Programme (standing item)

## **Takenga mai | Background**

### **Actions Tracking**

1. Council adopted the new 2022/2025 triennium Terms of Reference and Delegations on 16 November 2022.
2. In addition to delegations from last triennium, the community boards have been delegated the power within their community to:
  - Name right-of-ways under section 319A of the Local Government Act 1974, in accordance with Te Māpihi Maurea Naming Policy.
  - Name reserves under section 10 of the Reserves Act 1977, in accordance with Te Māpihi Maurea Naming Policy.
  - 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.
  - Make all decisions requiring Council or committee approval under the 'Leases Policy for Community and Recreation Groups'.
  - Establish dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals).
  - 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.
  - 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.
  - 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.
3. Decisions made in these areas are captured as part of actions tracking.
4. The community boards have the full power to make decisions in these areas.
5. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The board could resolve to receive a full update report on an item if it wishes.

### **Forward Programme**

5. The forward programme sets out the reports planned for to go to the Board for consideration in the next two hui.
6. It is a working document and is subject to change on a regular basis.

## **Attachments**

Nil