



# **RĀRANGI TAKE AGENDA**

## **Hui Kaunihera | Council Meeting**

**I hereby give notice that a Meeting of the Kāpiti Coast District Council  
will be held on:**

**Te Rā | Date: Thursday, 20 July 2023**

**Te Wā | Time: 9.30am**

**Te Wāhi | Location: Council Chamber  
Ground Floor, 175 Rimu Road  
Paraparaumu**

**Darren Edwards  
Chief Executive**

**Kāpiti Coast District Council**

**Notice is hereby given that a meeting of the Kāpiti Coast District Council will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Thursday 20 July 2023, 9.30am.**

**Kaunihera | Council Members**

Mayor Janet Holborow	Chair
Deputy Mayor Lawrence Kirby	Deputy
Cr Glen Cooper	Member
Cr Martin Halliday	Member
Cr Sophie Handford	Member
Cr Rob Kofoed	Member
Cr Liz Koh	Member
Cr Jocelyn Prvanov	Member
Cr Kathy Spiers	Member
Cr Shelly Warwick	Member
Cr Nigel Wilson	Member

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**1      NAU MAI | WELCOME**

**2      KARAKIA A TE KAUNIHERA | COUNCIL BLESSING**

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro, e pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hāpori e mahi nei mātou. Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi, ā, mā te māia, te tiro whakamua me te hihiri ka taea te arahi i roto i te kotahitanga me te aroha.

“As we deliberate on the issues before us, we trust that we will reflect positively on the communities we serve. Let us all seek to be effective and just, so that with courage, vision and energy, we provide positive leadership in a spirit of harmony and compassion.”

**3      WHAKAPĀHA | APOLOGIES**

**4      TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |  
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**5      TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

Nil

**6      NGĀ WHAKAWĀ | HEARINGS**

Nil

**7      HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI  
TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

**8      NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

**9      TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT**

Nil

## 10 PŪRONGO | REPORTS

### 10.1 PROGRESS AND NEXT STEPS ON THE WAINUIWHENUA PROJECT

Kaituhi | Author: **Hamish McGillivray, Manager Research & Policy**

Kaiwhakamana | Authoriser: **Kris Pervan, Group Manager Strategy & Growth**

#### TE PŪTAKE | PURPOSE

- 1 This report provides an update on the Wainuiwhenua Project and further work to inform council decisions in support of the project.

#### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 The Wainuiwhenua Project is a community led initiative to secure surplus land from the Transmission Gully project for a range of public uses that will support mana whenua, community, district, and regional outcomes. This report provides background on the project, recent advice identifying potential pathways for how iwi/council ownership and management of surplus land could be achieved through land disposals processes, and further work to inform council's role in support of the project.

#### TE TUKU HAEPAPA | DELEGATION

- 3 Council has the authority to consider this matter.

#### TAUNAKITANGA | RECOMMENDATIONS

- A. Council notes progress on the Wainuiwhenua project.
- B. Council supports further work to scope options including shared ownership and management arrangements to inform decisions in support of the Wainuiwhenua project.

#### TŪĀPAPA | BACKGROUND

- 4 In 2014 Waka Kotahi purchased approximately 550 hectares of hill country surrounding Paekākāriki from the Perkins family under the Public Works Act 1981 (PWA), for the construction of the Transmission Gully Motorway.
- 5 With the advent of the motorway, several community groups in Paekākāriki raised the need to consider future opportunities in association with the new motorway. In December 2018, Council hosted a workshop bringing together local iwi/hapū, government agencies and a range of community groups to discuss potential interests and opportunities for the use of potential surplus land.
- 6 The Wainuiwhenua Group was established as an outcome from the workshop, with the purpose of identifying best future uses of surplus land from the Transmission Gully for the Kāpiti Coast District. The Group works closely with local hapu Ngāti Haumia ki Paekākāriki, and includes a range of local Community Groups and residents. The Group is represented by two Co-Chairs; Jenny Rowan (former Mayor), representing the wider interests of the local community, and the Kāpiti Coast District Mayor (then Mayor Gurunathan), representing Council interests supporting local outcomes.
- 7 In early 2019 a scoping report was produced by Ground Truth, a local environmental consultancy, to help identify the land types, productivity, and ecological and environmental values across the area. The report also set out management zones with shared attributes and drew from recent discussions with Ngāti Haumia ki Paekākāriki, the community and a number of community projects (Grow Paekākāriki), to identify a number of potential opportunities and actions towards developing an Iwi and community vision for the area.
- 8 These opportunities were developed into an overarching community proposal which was tested through further community engagement and hui, receiving community support at a

public hui held in late 2019, followed by endorsement from the Paekākāriki Community Board.

### Identifying public goods and benefits

- 9 The community proposal identifies a range of public goods with benefits that support mana whenua, community district and regional outcomes from surplus land in the area. These include environmental protection and enhancement of hill country, mitigating climate change and flooding hazards, optimising opportunities for recreation and social and economic development and strengthening the connection of Ngāti Haumia ki Paekākāriki and Ngāti Toa Rangatira.
- 10 More specifically potential uses include:
  - Reforest the hill country and support recovery of native forest on the partially-forested escarpment and gully areas. This includes creating ecological corridor connections between Queen Elizabeth Park, Mt Wainui /Akatarawa Forest, and the Paekākāriki escarpment.
  - Protect and enhance the flood and flow-path management areas
  - Create a new regional park by joining up the management of the Wainuiwhenua lands with the neighbouring Queen Elizabeth Park, Whareroa Farm, Mt Wainui reserve, and the Paekākāriki-Pukerua Bay escarpment walkway.
  - Social and community housing, including housing for Ngāti Haumia ki Paekākāriki (where this can be supported by the environment).
  - Retain the sand dune area south of Mackays Crossing and east of the railway line for community or housing development should climate change impacts require a managed retreat from coastal properties, enabling planning for this contingency well in advance.
  - Investigate the heritage values and protection status of a range of sites southeast of SH1 with a view to establishing an historic precinct (this includes the Perkins' woolshed, farmhouse, WW2 fuel tank, radar station and kūmara pits on the ridgeline. Some of these sites are already legally protected under the Heritage New Zealand Pouhere Taonga Act).
  - Provide an area of the ridgeline west of the Transmission Gully route as a site for community wind turbines.
  - Provide for a neighbourhood park and community gardens in the Tilley Triangle.
- 11 The Wainuiwhenua proposal has been developed alongside a number of recent Council strategies and supports a range of local and district wide objectives identified across the Open Space Strategy, Housing Strategy (including Housing Needs Assessment) and Te Tupu Pai Growing Well. The proposal also has links and supports many of the local and community outcome identified for Paekākāriki from 2005. This work is currently being revisited through the Kāpiti Vision and Blueprint work and is discussed later in this paper under other supporting work.
- 12 A key proposition of the community proposal and project overall is the use of the Public Works Act 1981 as the means to securing the land for this range of public uses and benefits. Under the Public Works Act 1981 crown agencies, regional and district councils can use powers to acquire land for public uses for which they are financially responsible.
- 13 Further information on the Wainuiwhenua Group, members and the community proposal and proposed uses can be found at: <https://paekakariki.nz/listings/wainuiwhenua/>.

### Building support and partnership for Wainuiwhenua

- 14 Over recent years the Wainuiwhenua Group has developed its partnership with Ngāti Toa Rangatira and Greater Wellington to advance project outcomes.

- 15 In March 2021 a collective letter was sent from the Wainuiwhenua Chair, Chief Executive of Ngāti Toa Rangatira, Chair of Greater Wellington and Mayor of Kāpiti Coast District Council to the Ministers of Transport and Land Information requesting that any disposal of the land in Paekākāriki be deferred until options under the Crown disposals could be explored.
- 16 In May 2022, Greater Wellington Councillors were updated on the project and agreed to commission technical advice on potential pathways for achieving iwi/council ownership of the land to help support and advance the project.
- 17 In October 2022, Buddle Findlay provided advice on a range of options to help identify potential pathways to achieve these objectives.
- 18 Most recently, Greater Wellington's Environment Committee received an update on the project's progress, Buddle Findlay's advice and identifying further work to understand options and potential arrangements. The report can be seen on the Greater Wellington's Environment Committee Agenda for the 27 April 2023 at [Greater Wellington Regional Council — Environment Committee \(gw.govt.nz\)](https://www.gw.govt.nz/environment-committee).

## HE KŌRERORERO | DISCUSSION

- 19 The Wainuiwhenua project is shifting from an initial consultation and information gathering phase, into developing options around how the project's objectives can be achieved.
- 20 Given the complexity of the Public Works Act and the suite of proposed uses sitting across both Kāpiti Coast District Council and Greater Wellington areas of responsibility, achieving the aspirations of the project would require both Councils to be prepared to consider a potential share in ownership of the land, including commitments to costs and resourcing; and to work in formal partnership with iwi/hapu. This is discussed further below.
- 21 Buddle Findlay's recent advice (Advice) (Attachment One) identified a number of potential pathway(s) for securing public/iwi ownership of surplus land under the Public Works Act and Crown Clearance (land disposal) processes.

### Public Works Act (1981) implications

- 22 The Advice identifies three broad pathways for achieving the above outcomes:
  - One is for the Crown to hold the land as a Reserve.
  - The second, is where the Public Works Act does not apply to the land, the Crown is free to offer the land to any third party subject to Crown Clearance processes.
  - The third pathway is disposal of land through the PWA process, which we initially understand the land is subject to. The first step in this process is to determine whether Offer Back Obligations apply to the previous owner. There is potential for exceptions to be made to the Offer Back Obligations under section 40 of the PWA. If an exception to the Offer Back Obligation exists, then the land can be offered to any third party for any use subject only to the Crown's land disposal process.
- 23 If there is no exception to the Offer Back Obligation, then the next step is whether the land is needed for any other public work. In this case, one or both Greater Wellington or Kāpiti Coast District Council could acquire the land if they are able to show that the land is required for a 'local work' for which they have 'financial responsibility'.
- 24 If land is not taken for another public work, it is offered back to the previous owner. If the previous owner does not want the land or waives their PWA rights, the land can be used for Treaty Settlement purposes.
- 25 Lastly, if none of the above options are exercised the land can be cleared for public sale.

### Options for shared ownership and management

- 26 Several blocks of land listed in the Te Rūnanga o Toa Rangatira Inc Deed of Settlement Attachments General Right of First Refusal Land<sup>1</sup> lie either within the Wainuiwhenua block or adjacent to it. For those within, the extent to which the land will become surplus to either the operation of the road or associated infrastructure (e.g. the proposed weigh station) is not yet known. It is expected that fulfilling these Treaty settlement obligations will be a priority consideration for the Crown, ahead of any transfer to councils.
- 27 In discussion on the Wainuiwhenua project, Ngāti Toa Rangatira has expressed an interest in acquiring the land, to support their relationship and association with Paekākāriki and their interests in environmental protection, housing and public amenity. Council is also aware that Ātiawa ki Whakarongotai Charitable Trust have yet to settle their Treaty claims and may have overlapping interests in this area with Ngāti Toa Rangatira. A hui is due to take place to discuss the project and officers will seek further direction from our partners to inform next steps on the project.
- 28 The Advice identifies one potential option for holding land in partnership with mana whenua through the potential use of a Council Controlled Organisation. While land cannot be directly acquired by a Council Controlled Organisation under the PWA, once legitimately acquired for a local work, councils could transfer ownership of land into a Council Controlled Organisation.
- 29 Ownership could then be shared between mana whenua (50%) and the two councils (50%), being Greater Wellington and Kāpiti Coast District Council, with the exact share and terms of ownership to be agreed. Ngāti Toa Rangatira have expressed their confidence that a 50/50 partnership with Greater Wellington and/or Kāpiti Coast District Council would achieve this outcome. A Council Controlled Organisation could be established as a Charitable Trust or similar which provides an appropriate ownership model. This is yet to be formally scoped and determined.
- 30 The timing of this advice coincided with an enquiry from the Minister of Transport's office around any plans for a future ownership entity for the surplus land. To respond to this query, the Greater Wellington Chair, the Chair and Chief Executive of Te Rūnanga o Toa Rangatira Inc and the Mayor of Kāpiti Coast District Council met in late February 2023 to discuss the proposition for a Council Controlled Organisation. At the meeting, Ngāti Toa Rangatira indicated that they were supportive in principle and that such a shared ownership model would be acceptable to them.
- 31 Following this meeting the parties co-signed a letter to the Minister of Transport (Attachment to be added). The letter identified initial partner support for the Council Controlled Organisation model as a prospective ownership entity, subject to agreement by the respective councils and noting the requirements for formal consultation and approval.
- 32 With the motorway construction potentially altering the lands previous uses, the partners also requested that the Crown obtain a Section 40 report to help clarify whether the Offer Back Obligations exist, and whether any statutory exceptions will apply. No response to this letter has yet been received.

### **Advice on other options for ownership**

- 33 The Advice also identifies a number of other options that could enable iwi ownership of surplus land. These include where the PWA may not apply or where an exception might exist (section 40 report requested to clarify), or through options where the previous owner has a first right of refusal. All these options need to be considered and can be further discussed as part of a strategy as suggested in the Advice. However, some present higher levels of risk than others. Details of options will be further analysed as part of further work and on receiving the outcomes of the section 40 request.

### **Other supporting work**

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<sup>1</sup> Ngāti Toa Rangatira Deed of Settlement Attachments General RFR land and early RFR NZTA land – pgs159- 160, 162

- 34 Kāpiti Coast District Council is currently developing the Kāpiti Vision and Blueprint - a vision for the Kāpiti District out to 2060, which describes the future life wanted for residents in terms of the environment, how people will live and the supports that will be needed to make that happen. Kāpiti Coast District Council will be working with local townships to develop community visions of the future – which will also provide an opportunity to link and reflect outcomes developed as part of the Wainuiwhenua project into the visions and blueprint for Paekākāriki and the wider district.
- 35 The potential to meet iwi and community housing needs is one of the proposed uses of surplus land as part of the Wainuiwhenua project. The extent and type of housing that could be achieved on surplus land is not yet clear. Work is underway to investigate the potential for housing alongside other local infrastructure needs relating to the surplus land to further inform the project. Officers will keep Greater Wellington and Ngāti Toa Rangatira up to date on further housing assessment work as it progresses.

### Next Steps

- 36 The concept of a Council Controlled Organisation would require approval of both Greater Wellington and Kāpiti Coast District Council followed by a statutory consultation process on the proposed formation of the Council Controlled Organisation.
- 37 Subject to agreement around prioritisation of resource to focus on this work – we will continue to work with project partners to understand potential options and pathways and any arrangements for ownership and management through an entity like a Council Controlled Organisation. Providing advice to council ahead of the next Long Term Plan process will help inform decisions around Council's role and any future funding arrangements to support a partnership approach, including potential acquisition or operational costs.

### He take | Issues

- 38 No further issues have been identified in this report.

### Ngā kōwhiringa | Options

- 39 This paper is for primarily for noting purposes and does not present options for decision on project at this stage. Subject to agreement, further analysis of options and requirements for any supporting partnership arrangements will be undertaken over the next six months and brought back to council to inform decisions alongside the upcoming Long term Plan process.

### Tangata whenua

- 40 The Wainuiwhenua Group has worked closely with Ngāti Haumia ki Paekākāriki and Ngāti Toa Rangatira to develop the community proposal for Wainuiwhenua and a working partnership to support and progress the opportunity to achieve mana whenua, local, district and regional outcomes in the area.
- 41 An update on the project was due to be given at the May 2023 Te Whakameinga o Kāpiti meeting. Timing prevented the full update being given but a brief summary and discussion identified an interest in the project from Ātiawa ki Whakarongotai Charitable Trust who were to meet and discuss the project with Ngāti Toa Rangatira.
- 42 Following the May meeting a draft of this paper was provided to iwi partners for information and comment. This was also followed with the update on the project background and next steps to Te Whakameinga o Kāpiti meeting on 20 June 2023.
- 43 At the June meeting the Chair identified general support for the project and its ability to provide opportunities to support Ngāti Haumia ki Paekākāriki and mana whenua outcomes and for future operational discussions to include Ātiawa ki Whakarongotai Charitable Trust's Taiao unit as the project progresses.



**Panonitanga āhuarangi | Climate change**

- 44 A number of the proposed uses for the surplus land are to help mitigate impacts of climate change and support improved resilience of Paekākāriki. This includes reforestation of the surround steep hillsides, potential for carbon sequestration, improved water run-off and flood management, renewable energy generation from the proposed wind farm as well as a strategic provision for future community facilities and development displaced from sea level rise.

**Ahumoni me ngā rawa | Financial and resourcing**

- 45 To date council has supported the Wainuiwhenua project through secretariat support from the Research and Policy Team in the Strategy and Growth Group. Further work to analyse the potential pathways and any supporting arrangements will require additional staff and budget over the next year.
- 46 This Additional resource is estimated at 0.5 full time equivalent to liaise with partners and progress policy work but will also require legal support and advice on options and advice provided to Council with an estimated budget cost of up to \$30,000 to support this work. While this work will be absorbed into existing budgets to meet these costs, we want to identify this work as a priority if council considers it appropriate to support, alongside other current projects.
- 47 The identification of costs and benefits, including potential capital and operational costs involved in any future acquisitions and partnerships will be identified as part of further analysis and reported back to Council for consideration alongside potential provision into the Long Term Plan 2024.

**Ture me ngā Tūraru | Legal and risk**

- 48 This report does not identify legal issues or risks as at this point there are no decisions being sought on potential ownership or supporting arrangements relating to the Wainuiwhenua project.
- 49 It is important that Council recognises the different roles it plays in considering surplus land. This includes its consideration of public good and needs to support efficient and effective infrastructure networks across the district, as well as its role in supporting local and community outcomes. Both will be clearly identified and considered as part of future advice on potential next steps on the project.
- 50 Further analysis on potential options and supporting arrangements will be undertaken over the next six months and reported back to council – including analysis of potential risks and supporting legal advice relating to potential acquisitions of land under the PWA.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 51 The Wainuiwhenua project supports a variety of objectives identified across a number of Council strategies identified earlier in this report. The project also provides a key input into the current Kāpiti Vision and Blueprint work, which is looking to identify local and district outcomes across the district and each of its townships, including Paekākāriki.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT****Te mahere tūhono | Engagement planning**

- 52 While the Wainuiwhenua project has links to local community outcomes, mana whenua interests and potential infrastructure interests, which are of high potential significance, this report has low significance and provides an update on progress and further work to provide advice and options to inform council decision and direction on the project later in the year.

**Whakatairanga | Publicity**

- 53 There are no decisions to be communicated from this report, but an update will be provided to the wider Wainuiwhenua Group and through the regular update to the Paekākāriki Community Board on the project and next steps.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Advice on Public Works Act Pathways [↓](#)



# BUDDLE FINDLAY

## DRAFT

7 October 2022

**To:** Zoe Genet

**From:** Brannavan Gnanalingam, Paul Beverley

**Public Works Act 1981 (PWA) advice – Greater Wellington Regional Council – Kāpiti Coast District Council – Ngāti Haumia ki Paekākāriki – Ngāti Toa Rangatira – PRIVATE AND CONFIDENTIAL**

### *Background*

1. We are advised that the Crown currently holds approximately 550ha land for the Transmission Gully project. Waka Kotahi and the Wellington Gateway Partnership have not yet fulfilled all of the consenting requirements for construction of Transmission Gully, and accordingly, the land is not surplus and will not be, for the immediate future.
2. However, Greater Wellington Regional Council (**GWRC**) would like advice on potential options once approximately 450ha of the land is no longer needed following final completion of the project. GWRC would like advice on whether (and how) the land could be transferred for further public works.
3. We note that the land in question is comprised in a number of blocks, and was acquired from a number of different previous owners. The Crown / local authorities will need to go through the exercises below for *each* block of land.
4. GWRC's strategic priorities include:
  - (a) Working with Ngāti Haumia ki Paekākāriki, who are mana whenua for Paekākāriki, to fulfil their aspirations, in the following priority order (where possible):
    - (i) Ngāti Haumia obtaining and retaining local control of these lands.
    - (ii) Looking after the environment, and protecting / restoring the environmental values of the area.
    - (iii) Providing opportunity for housing for Ngāti Haumia and the community.
  - (b) Using the land for the following:
    - (i) promotion of healthy ecosystems;
    - (ii) kaitiakitanga, and working in partnership with Ngāti Haumia;
    - (iii) community support, including soil and water protection, carbon and climate change resilience, cultural strength, community housing, recreation and amenity, food production from versatile soils, energy, and economic development.
5. We also understand that any project is likely to involve involvement with GWRC, Kāpiti Coast District Council (collectively **Councils**), Ngāti Haumia and Ngāti Toa Rangatira (all four parties comprising the **Rōpū**).

**buddlefindlay.com**

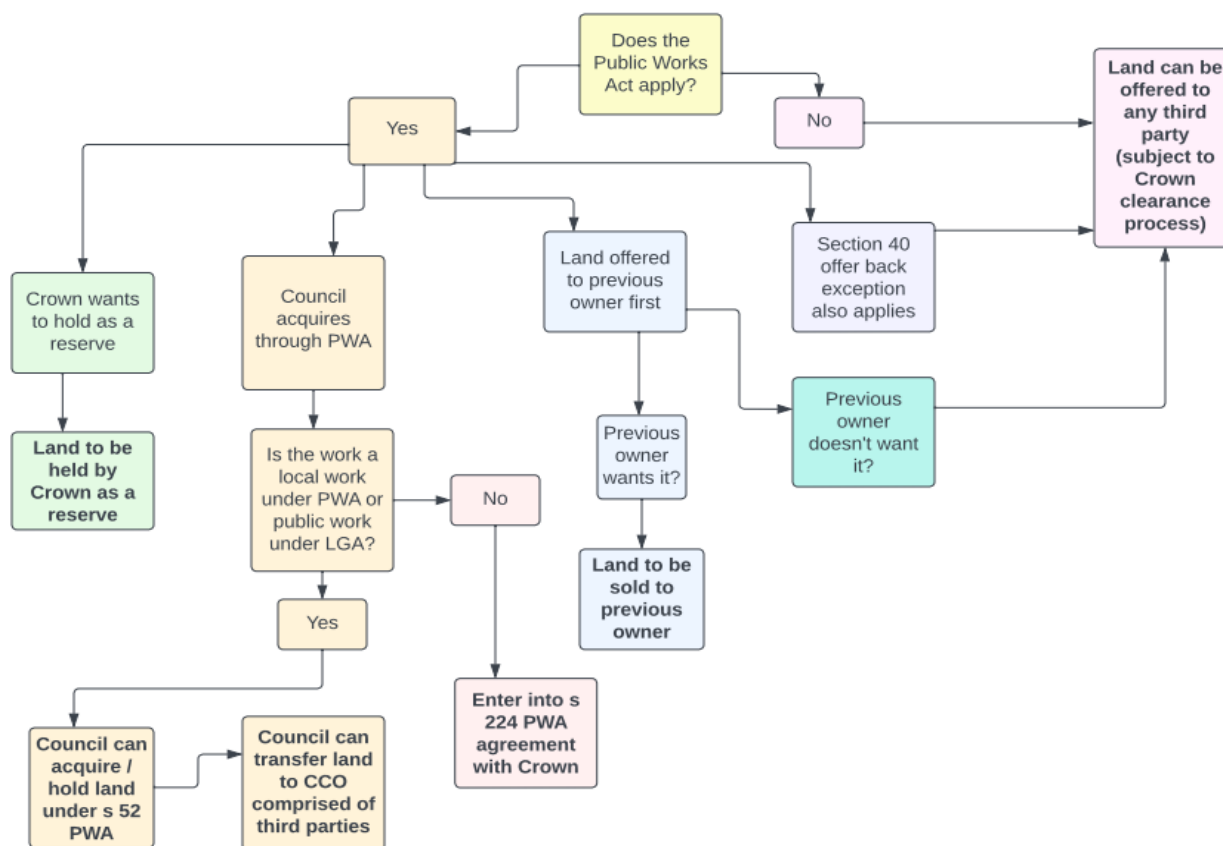
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6. This memo sets out:
- (a) A legal analysis of the Public Works Act 1981 (**PWA**), and options for Ngāti Haumia and/or the Councils to secure the land within the PWA framework.
  - (b) The availability of non-PWA options to achieve the above.

# BUDDLE FINDLAY

## Executive Summary

7. We summarise the PWA position in the flow chart below.



8. Separately, we note the following in the context of Ngāti Haumia's aspirations.

PWA applies?	Option	Level of Ngāti Haumia's ownership / control
No	Land can be transferred directly to Ngāti Haumia	Full control / ownership. Subsequent arrangements can be entered into with the Rōpū, more generally
Yes	Land offered to previous owner to clear PWA obligations. Previous owner wants to acquire land	No control / ownership. Ngāti Haumia would need to enter into separate arrangement with the landowner directly
Yes	Land offered to previous owner who does not want land / waives PWA rights. Land can be transferred directly to Ngāti Haumia	Full control / ownership. Subsequent arrangements can be entered into with the Rōpū, more generally
Yes	The Rōpū sets up a CCO and the land is transferred from Crown to Council to the Rōpū. Ongoing use must comply with the PWA and/or Local Government Act 2002 ( <b>LGA</b> ).	Co-ownership / co-management. Process subject to compliance with LGA / Rōpū agreeing form of CCO entity
Irrelevant	Crown retains ownership and sets up reserve. Ongoing use must comply with the Reserves Act 1977 ( <b>Reserves Act</b> )	Crown will own land. Ngāti Haumia will not own land, and will be involved (at best) from a management perspective
Irrelevant	Land transferred to Council for reserve. Ongoing use must comply with the Reserves Act	Council will own land. Ngāti Haumia will not own land, and will be involved (at best) from a management perspective

## BUDDLE FINDLAY

9. We envisage the following next steps:
- (a) We anticipate that a variety of the above options will be considered by the parties (i.e. the parties do not need to commit to one option).
  - (b) The Crown should obtain a preliminary s 40 PWA Report to determine the PWA obligations (if any) for all of the relevant land.
  - (c) While this is occurring, GWRC should have discussions with Ngāti Haumia and Ngāti Toa Rangatira to discuss their aspirations, given the specific requirements of the PWA and the Crown processes. The parties should discuss the various intended uses of the land, and develop its thinking on specific locations.
  - (d) GWRC should simultaneously have discussions with the Crown as to its processes and timing of any declaration that the land is surplus. Any discussions should also include any potential appetite for a s 224 PWA agreement (if required), and whether any transfer would require a full market purchase price or reduced purchase price for the land.
  - (e) The Councils should have internal discussions as to whether a CCO could be a viable option. If so, then the Councils should have a discussion with Ngāti Haumia and Ngāti Toa Rangatira as to the structure of the CCO.
10. We are happy to assist in any of the above, or provide further detail, as required. We set out our reasoning below.

### THE PWA

11. The key initial question to determine is the extent to which the PWA applies, and the purposes for which the land is to be used following any transfer. This will inform the Crown's, and Councils', approach.
12. Under the PWA, once land is no longer required (i.e. surplus), the Crown would first need to offer the land back to the previous owners at the current market value. In this context:
- (a) the previous owner is the person from whom the Crown acquired the land; or
  - (b) if the previous owner was a Crown body or a local authority, the owner from whom that Crown body or local authority acquired the land.
13. Whether land is "no longer required" will depend on the circumstances – it is a question of both law and fact.
14. The Crown / local authorities have long held the right to acquire land for a local / government work using compulsory powers. The common law presumption is, if land is owned by the Crown or a local authority, it had previously been acquired via compulsion. A local authority would otherwise need to show that it acquired the land on the open market (on a willing buyer / willing seller basis) to displace that presumption.

15. A failure to comply with the PWA offer back provisions could give risk to a claim in negligence against the Crown / local authority, or result in a judicial review or an injunction being sought.
16. Fundamentally, we note that the PWA is a significant power reserved to the Crown / local authorities. It provides an exception to the idea that the Crown / local authority cannot arbitrarily deprive somebody of their property. The Crown / local authority is therefore required to ensure that in using or complying with the PWA, it:
  - (a) acts in good faith.
  - (b) acts for a public purpose or for the benefit of the public.
  - (c) takes no more than what is required and only for so long as the land is required.
  - (d) does not use this power to benefit a third person.

Therefore, the Crown / local authorities should be cautious about any attempt that artificially attempts to get around the PWA process or any obligation owed to previous owners.

#### DOES THE PWA APPLY?

17. The initial question is whether sections 40(1) and (2) of the PWA (**Offer Back Provisions**) apply to the land in question. The applicability (or non-applicability) of the Offer Back Provisions will dictate the strategy (see flow chart in the executive summary).
18. The Offer Back Provisions provide that if land held under the PWA or any other act or in any other manner for public work is:
  - (a) no longer required for that public work; and
  - (b) is not required for any other public work; and
  - (c) is not required for any exchange under s 105 (i.e. as compensation for land being taken for another public work); then
  - (d) the land shall be offered by private contract to the person from whom it was acquired or their successor at the current market value (or at any lesser price, if the Chief Executive of LINZ considers it reasonable to do so).
19. In relation to that:
  - (a) The presumption is, if the Crown or a local authority is the owner of the land, then it is held for a public work. For the Offer Back Provisions *not* to apply, the Crown or local authority would need to demonstrate that it acquired the land on the open market and at an arm's length.
  - (b) Alternatively, the Offer Back Provisions do not apply if one of the statutory exceptions contained in s 40(2)(a) or (b) apply. The Crown or local authority would need to demonstrate either that:
    - (i) It would be impracticable, unreasonable, or unfair to offer the land back.
    - (ii) There has been a significant change in the character of the land for the purposes, or in connection with, the public work for which it was acquired or is held.

Whether these exceptions apply is usually determined by a LINZ accredited agent.

- (c) The Offer Back Provisions do not apply if the previous owner or successor cannot be found. We note that a successor is defined in two ways:
    - (i) If the whole property was originally taken, then the successor is the person who would have been entitled to the land under the will or intestacy of that person, had they owned the land at the date of their death.
    - (ii) If part of the property was originally taken, then the successor is the current owner of the remainder of the property.
  - (d) If the previous owner or successor does not want the land, then the Crown / local authority may dispose of the land as they wish (as per s 42 of the PWA).
20. The usual first step is for the Crown or a local authority to obtain a Section 40 Report from a LINZ accredited agent to determine whether:
- (a) the Offer Back Obligations exist; and/or
  - (b) any of the exceptions set out in paragraph 19 apply.

The Crown / local authority can rely on the LINZ report in order to determine its next steps.

21. In our view, the Crown should commission a s 40 report from a LINZ accredited agent to determine whether the Offer Back Obligations exist or not, which can be done (carefully) prior to the land becoming surplus.

#### **WHAT HAPPENS IF THE OFFER BACK OBLIGATIONS DO NOT APPLY?**

22. The Crown / local authority is free to dispose of the land as they wish. In this regard:
- (a) The third party acquiring the land does not need to put the land to any specific purpose.
  - (b) The Crown / local authority is entitled to transfer the land subject to any conditions it may deem necessary.
23. If the landowner is the Crown, the Crown goes through its Crown property disposal process when it disposes of land. The Crown follows the four steps below:
- (a) Is the land needed for any other public work?
  - (b) Should the land be offered back as per the Offer Back Obligations?
  - (c) Can the land be offered to iwi under a Treaty settlement (e.g. as a Right of First Refusal)? Alternatively, the Crown may elect to "land bank" the land for a future Treaty settlement. We do note that the Crown has not fully settled all Treaty claims in the Kāpiti region.
  - (d) Sell the land on the open market.
24. GWRC should discuss potential future options with the Crown at an early stage, for the following reasons:

- (a) The Crown will need to follow its own processes, separately from Councils' wishes (given the Crown currently owes the Offer Back Obligations).
  - (b) The Councils will not want the Crown declaring the land surplus prior to Councils determining their approach and indicating a requirement to use the land for another public work. As soon as the land is declared surplus, the Offer Back Obligations (if any) will start.
  - (c) Councils would want to advise the Crown of its interest, particularly if other Crown bodies may also express an interest in the land through the Crown property disposal process (e.g. Department of Conservation, Te Arawhiti).
  - (d) The Crown will likely work through its s 50 transfer obligations (if the land is going to Council), which will require Council to have significantly progressed its planned uses of the land / CCO or co-governance structure.
  - (e) The Crown will likely need to work through its own appropriations / balance sheet analysis in order to determine for what consideration any land could be offered to third parties (including to the Councils) and whether any Ministerial sign-offs are required. The Councils will want to discuss upfront the Crown's appetite for any transfer at less than market rates.
25. If the landowner is a local authority, then the local authority is free to dispose of the land, subject to compliance with the LGA. For completeness, we set out the disposal process under the LGA in Appendix 1.
26. If the Offer Back Obligations do not apply, the land could be offered directly to Ngāti Haumia on any terms and for any price (subject to internal requirements, and any appropriations and balance sheet issues being resolved).
27. One point to note is that if such land is to be used for community housing purposes, the Crown / Councils may need to discuss with Ngāti Haumia the status of the land. We understand that a lot of Crown funding for papakāinga housing is contingent on the land being classified as Māori freehold land. This will require a separate (or subsequent) application to the Māori Land Court for the status to be changed. However, this should be discussed with Ngāti Haumia, as such classification does have an impact on development / ability to raise finance.

#### **WHAT HAPPENS IF THE OFFER BACK OBLIGATIONS DO APPLY?**

28. There are two options in this situation:
- (a) Find an alternative "public work". This could result, for example, in a transfer from the Crown to a local authority to a Council-Controlled Organisation (see below).
  - (b) Offer the land back to the previous owner or their successor first to determine whether they want the land or not.
29. The latter situation is straightforward:
- (a) If the previous owner or their successor want the land at the market price offered, then the Crown / local authority is bound to sell the land to that previous owner or their successor.



- (b) If the previous owner or their successor do not want the land, then the Crown / local authority is free to dispose of the land as they wish. Paragraphs 22 to 26 above would then apply.
30. In these circumstances, if ultimately the intent is for the land to end up with some involvement with Ngāti Haumia, then this would be a high-risk approach by the Crown. We understand that much of the land in question was recently acquired by the Crown. That means it is more likely that the previous owner or their successor is contactable / in a position to acquire the land.
31. Alternatively, the parties could negotiate directly with the previous owners, with a view to paying a settlement figure, in exchange for that owner waiving their rights to have the land offered back. This option must be approached with caution, as the previous owner will still retain the right to have the land offered back. Care must be taken not to pressure any previous owner into accepting a settlement offer for fear they will not get their land back at all. Negotiation and settlement cannot be in substitution for an offer, but may be an alternative if the previous owner is agreeable to that approach.

#### FINDING AN ALTERNATIVE "PUBLIC WORK"

32. The Councils would need to acquire the land for a local or public work. We note that a CCO or Ngāti Haumia could not acquire the land directly in this way.
33. In order for land to be transferred to one or both Councils, they would need to satisfy one of the two statutory mechanisms under which they could acquire the land:
- (a) The PWA allows a local authority to acquire any land required for a "local work" for which it has "financial responsibility."<sup>1</sup> The key test would be demonstrating that the planned work in question is a "local work".
- (b) Section 189 of the LGA allows a local authority to purchase, or take in the manner provided by the PWA, any land or interest in land, whether within or outside its district, that may be necessary or convenient for the purposes of, or in connection with, any public work that Council was empowered to undertake, construct, or provide immediately before 1 July 2003.
34. In *Commercial Properties Ltd v Hutt City Council*,<sup>2</sup> the interplay between these two sections was considered, and the Judge held that the provisions in the LGA create a stand-alone power for local authorities to compulsorily acquire private property.
35. The two acts provide two different standards for a local authority to acquire land:
- (a) Under the PWA, a local authority can only acquire land if it is required for a local work for which the authority has financial responsibility, and the work is constructed by or under the control of that local authority.
- (b) In contrast, under the LGA, land may be acquired if necessary or *convenient* for the purposes of, or *in connection with*, a public work. This is a broader test, which may assist a local authority in drafting its objectives for acquiring the land in question.

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<sup>1</sup> Section 16, PWA.

<sup>2</sup> [2019] NZHC 2243.

36. The tests for public works / local works are broad, and we think the planned uses of the land are currently likely to fall into the definition for which the Councils have financial responsibility. However, we would need to assess these in closer detail once specific projects are determined. If the work does not qualify as a local work under the PWA or a public work under the LGA, then we note an alternative approach as set out in paragraph 40 below.
37. Further, in the context of works in and around Paekākāriki:
- (a) As was relevant in the facts of *Commercial Properties Ltd v Hutt City Council*, under the Local Government Act 1974, "urban renewal" was declared a public work for the purposes of the PWA. Accordingly, in that case, Hutt City Council did not have to show that the work was a "local work", and therefore they did not need to construct or control the construction of the work themselves.
  - (b) Urban renewal was defined as:  
*"... the conservation, repair, or redevelopment of any land, or of any building on any land, within any urban part of the district (or the encouragement thereof), the standard of which should in the opinion of the council be improved; and includes the improvement, reconstruction, extension, development, and redevelopment of the utility services, roading, the landscape, and community and social facilities and services within that part."*
38. Once either the PWA or LGA threshold is met, then the Councils are required to follow the s 50 PWA processes to progress the taking of the land. Section 50 entitles a public work to be transferred to a local authority (subject to the local authority requiring it for a public work). We note that land transferred for a public work to the Crown or a local authority can in some circumstances also be vested as a reserve under the Reserves Act, which we discuss in more detail below.
39. However, once the land is in local authority ownership, then the land could be on-transferred to a CCO, without triggering any Offer Back Obligations.
40. We consider the proposed works are likely to meet the test for "local work" under the PWA. However, if there is any risk that the works do not meet the tests set out in paragraph 35 for "local work" under the PWA or "public work" under the LGA, then the Councils could not directly acquire the land. Council would need to consider liaising with the Crown as to whether a s 224 Public Works Act Agreement could be used instead. In relation to that:
- (a) Section 224 of the PWA allows the Crown and local authority to 'combine' in works of both national and local importance.
  - (b) This will require sign-off from the Minister of Finance and any other Minister of the Crown.
  - (c) The parties effectively enter into a joint venture for the acquisition, execution, control, and management of the undertaking, although either the Crown or a local authority could likely 'lead' the project.

- (d) The local authority is entitled to acquire the land.<sup>3</sup>
- (e) The rights and obligations under such agreement can be assigned to another party (e.g. a CCO).<sup>4</sup> We do not think the land could be assigned to a non-CCO or non-local authority, as that will likely trigger the Offer Back Obligations. Any such transfer to a CCO should be discussed with the Crown in advance to manage expectations.

#### **COUNCIL-CONTROLLED ORGANISATIONS AND THE PUBLIC WORKS ACT**

- 41. The Councils could consider creating a CCO under the LGA. GWRC, in particular, will obviously be familiar with CCOs, given its operations with Zealandia, Wellington Water, Basin Reserve Trust etc.. A CCO structure could be used formally to give legal effect to the Rōpū.
- 42. We think that a CCO may be an attractive option if the land cannot be directly transferred back to Ngāti Haumia. As you know, a CCO (despite the name) is simply required to have 50% ownership, voting rights or control held by one or more local authorities. The other 50% can, for example, be a third party, such as Ngāti Haumia (and/or Ngāti Toa Rangatira).
- 43. The advantages of a CCO are that the PWA would not apply to any transfer of land from Council to the CCO. Specifically:
  - (a) Schedule 9, Clause 2 of the LGA provides that sections 40 to 42 of the PWA do not apply to any transfer of land to a CCO. A CCO is treated as if it were a local authority.
  - (b) The CCO would have obligations to offer land back to any previous owners once the CCO no longer required the land (and it wasn't required for any other public work). In the meantime, the CCO would need to register a caveat on the title to protect any previous owners' interests.<sup>5</sup>
- 44. We do not see the continuing obligation to comply with the PWA / the caveat as significant issues. It is unlikely that a CCO, comprised of Council and mana whenua, would want to dispose of the land in the medium to long-term.
- 45. As part of establishing that entity, the Rōpū would also need to determine how such entity would operate.
- 46. The Rōpū would determine:
  - (a) the appropriate structure e.g. a company, charitable trust or joint venture;
  - (b) the CCO's objectives e.g. profit-focus or public benefit / social purpose focus or both; and
  - (c) control / shares e.g. Council's holdings or control will need to comply with the minimum requirements of the LGA<sup>6</sup> (e.g. 50%, or more of any voting rights).

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<sup>3</sup> Section 224(2)(b) PWA.

<sup>4</sup> Section 224(2)(g) PWA

<sup>5</sup> Schedule 9, Clause 3, LGA.

<sup>6</sup> Set out in s 6, LGA

47. As you know, a key requirement under the LGA is that consultation is required before a CCO can be established (including with mana whenua).<sup>7</sup> This is a key step in the process, and the Council(s) will need to take care to follow the LGA process. The timing of consultation will need to factor in Crown timing / any risk of declaration that the land could be (or deemed to be) surplus. This will include:
- (a) Providing reasonable access to relevant information. The general principle is that council should conduct its business in an open, transparent, and democratically accountable manner.<sup>8</sup> Given this, we would expect the Council(s) to provide full and frank disclosure to the public as to its plans with formalising the Rōpū, and the CCO. In order to do this, the Council(s) will need to have progressed its negotiations with Ngāti Haumia / Ngāti Toa Rangatira prior to wider consultation, so that this information could be provided to the public.
  - (b) Encouraging people to present their views.
  - (c) Giving clear information on the purpose and scope of the consultation.
  - (d) Providing reasonable opportunities for people to present their views to the Councils.
  - (e) Councils receiving those views with an open mind. Councils cannot pre-determine matters on which it is consulting and there must be a genuine willingness to listen.
  - (f) Providing submitters with access to a clear record of relevant decisions / material.
48. The application of the Councils' respective significance and engagement policy under s 76AA will also need to be considered. This may be relevant to the procedural requirements for establishing the CCO, particularly if any council strategic assets or significant activities may be transferred or carried out by a CCO. We have not examined the Councils' respective significance and engagement policies, but can do so if this option is to be explored.
49. The Councils would obviously be aware of the benefits of CCOs from its existing operations. In particular:
- (a) A CCO could also be a useful vehicle for the parties to manage their liability going forward e.g. health and safety, tax.
  - (b) The CCO may also be able to contract directly with the specific works.
  - (c) A CCO could also provide opportunities for new relationships, new governance options, and new leaders (including from mana whenua) to be involved within a Council framework.
50. The disadvantages of a CCO are more tied to process:
- (a) As noted above, the Councils will need to take care that it adequately consults. There could be obvious implications on timing of any transfer to the CCO or if there is a community opposition.

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<sup>7</sup> Section 56, LGA.

<sup>8</sup> Section 14(1)(a)(i), LGA

- (b) The Councils would also need to liaise with Ngāti Haumia / Ngāti Toa Rangatira on co-ownership via a CCO. Council would need to work through an appropriate structure with them.
- (c) The Rōpū would need to set up a framework for the CCO itself. These negotiations can take some time e.g. who is liable for what, costs, tax, health and safety, decision-making, profits etc.
- (d) Obviously with a CCO, that CCO would have ongoing requirements in terms of reporting, auditing, decision-making etc. GWRC will be familiar with these requirements, given its current use of CCOs.
- (e) In addition, Ngāti Haumia may be more hesitant to accept joint management and/or co-ownership of the land.

## ALTERNATIVES TO THE PWA

### CAN THE PWA BE OVERRIDDEN BY LEGISLATION?

51. In short, we do not consider that it is likely that Offer Back Obligations would be overridden by legislation in this case, except in the case of reserves (which is, effectively, a continuing public work), for the reasons given below.

#### *High threshold*

52. Offer Back Obligations can be overridden by legislation, as they are statutory obligations and so can be modified by statute. However, in practice the threshold for such legislation to be passed is high.
53. The fundamental principle is that the Government cannot take a person's property without "good justification". Good justification requires a fair process, exhausting options to negotiate with the property owner, and providing adequate compensation for the property rights at issue. The Governments' primary advisor on legislative design, the Legislation Design Advisory Commission (LDAC), has articulated this principle as being one of the fundamental constitutional principles and values of New Zealand law ([4. Fundamental constitutional principles and values of New Zealand law | The Legislation Design and Advisory Committee \(ldac.org.nz\)](#)).
54. In light of that fundamental principle, the threshold for legislation intended to override Offer Back Obligations under the PWA will be extremely high. We are aware of only one instance of legislation being used to override the Offer Back Obligations, which was in the context of a novel and ground-breaking Treaty settlement (Te Urewera Act 2014). That legislation does not serve as a precedent for overriding property rights more generally.

#### *Legislative options*

55. We have considered the four types of Bills that can be introduced to Parliament, and analysed practical and legal issues in relation to each type of Bill:
- (a) **Private Bills:** these types of Bills are promoted for the benefit of a particular person or group, and we consider it highly unlikely that the Crown would view it as appropriate to override property rights without legislation promoted by the Crown itself.

- (b) **Local Bills:** these Bills are intended to affect a local area, and are not usually used in relation to private rights. We consider it unlikely the Clerk of the House would consider it appropriate to introduce a local Bill for the purpose of dealing with or transferring Crown-owned land and overriding private property rights.
- (c) **Members' Bills:** these Bills are not automatically introduced into Parliament. Rather, a ballot system is used to choose the bills that are introduced, meaning there is no certainty that the Bill will ever be introduced.
- (d) **Government Bills:** we consider this is the only type of Bill that could feasibly be introduced for this purpose, but we do not consider the "good justification" test set out above is likely to be met, including because all options for negotiation with the previous

## RESERVES ACT

- 56. Another option for management of the land, is to have the land vested as a reserve under the Reserves Act. Depending on the purposes for which the reserve is to be held, this can be done for a public work (provided it was vested in the Crown or a local authority). Please let us know if you would like further information on this option.
- 57. An administering body can also be appointed to control or manage a reserve that is vested in the Crown. Under the Reserves Act, there is no provision for more than one separate entity to be appointed as separate administering bodies in respect of one reserve. However, a separate body could be set up, with representatives appointed by each entity with an interest in that reserve, to manage the reserve as one administering body. Whether or not this is achievable here will depend on the structure of the transfer and ownership of the reserve.
- 58. At best, such an option would amount to co-management, rather than co-ownership. A reserve may not meet the parties' aspirations for the land, and so we have set out details here briefly.
- 59. The most straightforward way that joint administration has been done previously is through legislation. For example, this has been done before in Treaty settlements, where the relevant governance entities appoint a specified number of members each to a joint management body.<sup>9</sup> While legislation is the most straightforward way to achieve this, depending on the structure of the transfer, this could still be achieved through transfer and gazette notice. If this is an option the parties are interested in, we can look into this further.
- 60. There are some caveats to the reserve option:
  - (a) A reserve can be vested in an entity that is not the Crown or a local authority, but such body needs to have authority to have the reserve vested in it through legislation (or some other lawful authority).
  - (b) If the reserve is not held for a public work, and / or if the ultimate owner of the reserve isn't the Crown, a local authority or a CCO, then the Offer Back Obligations will apply.

<sup>9</sup> See section 111 of the Maniapoto Claims Settlement Act 2022 for an example of joint management body provisions, and the joint vesting provisions in sections 98 and 99 (in that situation, the land was both jointly owned by each governance entity in shares, as well as each governance entity appointing members to the joint management body to control and manage the reserve).

- (c) Any reserve will be subject to the additional restrictions in the Reserves Act around use, management, the granting of interests, and disposal, among others. Some of these restrictions include public notification before making changes or taking certain steps. This option will likely result in Ngāti Haumia having less control over the land, which we understand is one of their aspirations for the land.
61. A reserve may be a good option for land that:
- (a) The parties intend to be managed in a similar way to a reserve anyway, ie public access, no need to grant interests over or to on-sell, or to protect some value on the land.
  - (b) Ngāti Haumia has not identified as wanting more control over.
  - (c) Ngāti Haumia may otherwise have concerns being a landowner for, e.g. the land has the potential for significant liability from a health and safety, contamination, nuisance, building maintenance etc. perspective.

# BUDDLE FINDLAY

## Appendix 1: Local Government Act disposal process

1. GWRC will be well familiar with its LGA requirements, but we set out the below as considerations in any sale of the land. If GWRC intends to sell the land at below market price to a third party, then GWRC would also need to ensure it can explain why it is doing so.
2. Under section 12 of the LGA, a local authority has full capacity to do any act or enter into any transaction, and for that purpose has full rights, powers and privileges. GWRC therefore has the power to enter into a transaction to sell land. However, it must exercise the power in accordance with the purposes, principles and processes set out in the LGA.
3. This includes seeking to give effect to the purpose of local government, in particular to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future (section 10(1)(b)).
4. GWRC must also perform its role in accordance with the principles set out in section 14 of LGA. We note these principles include the requirement to undertake commercial transactions in accordance with sound business practice, and to assess expected returns and risks of investing in or undertaking commercial activities (section 14(1)(f) and (fa)).
5. However, more generally, GWRC would need to be satisfied that making the decision to approve the sale is consistent with the principles in section 14. Relevant principles include the requirement for prudent stewardship, effective and efficient use of resources, and taking a sustainable development approach, including considering social, economic and cultural wellbeing and the needs of future generations.
6. The LGA has requirements applying to every decision made by a local authority. GWRC must be satisfied that deciding to the sale of the land in question is made in accordance with these processes.
7. GWRC has adopted a significance and engagement policy under section 76AA. GWRC would need to consider whether the policy applies to the proposed sale and, if so, carry out engagement or consultation to the extent contemplated by the policy.
8. More generally, sections 76 to 81 set out processes GWRC needs to follow when making decisions. In particular GWRC must consider all reasonably practicable options (section 77) and the views and preferences of persons likely to be affected by, or have an interest in, the matter (section 78). However, under section 79, GWRC has discretion to make judgements about the extent to which it complies with section 77 and 78, in proportion to the significance of the particular decision.
9. In relation to using land for any sale, GWRC must be satisfied about the judgement it has made on the process to be followed in making the decision. It must be satisfied that the extent to which it has complied with section 77 and 78 is appropriate and proportionate to the significance of the decision. In this regard, GWRC can take into account the process it would typically follow in making decisions of a comparable nature, value and significance.



## 10.2 CYCLEWAYS, WALKWAYS, AND BRIDLEWAYS ADVISORY GROUP - REVISED TERMS OF REFERENCE FOR 2022-2025

Kaituhi | Author: **Tracey Waye, Executive Secretary to Group Manager Place and Space**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

### TE PŪTAKE | PURPOSE

- 1 This report seeks the Council's approval for amendments to the Terms of Reference for the Cycleways, Walkways and Bridleways Advisory Group (CWBAG) for the 2022-2025 triennium.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

#### TE TUKU HAEPAPA | DELEGATION

- 2 The Council has the authority to approve the Terms of Reference for the CWBAG.

#### TAUNAKITANGA | RECOMMENDATIONS

That Council approves the revised Terms of Reference for the Cycleways, Walkways and Bridleways Advisory Group.

#### TŪĀPAPA | BACKGROUND

- 3 The purpose of the CWBAG is to advise Council on issues and opportunities within the CWB network. It is a voluntary group that seeks to extend the network and to improve the CWB and other outdoor experiences on the Kāpiti Coast.
- 4 The terms of reference are required to be reviewed at the beginning of each triennium.

#### HE KŌRERORERO | DISCUSSION

- 5 The CWBAG identified minor amendments are required to the terms of reference to better reflect:
  - Changes in interest and user groups, such as *small wheels*.
  - Changes in Council responsibilities and appointment titles.
  - Clarity around delegated authority for expenditure and expenses.
- 6 The CWBAG has collectively amended the terms of reference and ratified the attached draft at its meeting of 23 May 2023, requesting the document be submitted to Council for approval.

#### He take | Issues

- 7 There are no issues for consideration.

#### Ngā kōwhiringa | Options

- 8 There are no options for consideration.

#### Tangata whenua

- 9 The draft has been circulated to the CWBAG iwi representative.

**Panonitanga āhuarangi | Climate change**

- 10 The CWB network is central to promoting active transport over private automobiles, this is reflected in the amended terms of reference.

**Ahumoni me ngā rawa | Financial and resourcing**

- 11 There are no financial issues for consideration.

**Ture me ngā Tūraru | Legal and risk**

- 12 There are no legal issues for consideration.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 13 There are no current or future impacts to Council policies.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT****Te mahere tūhono | Engagement planning**

- 14 There is no requirement for engagement planning.

**Whakatairanga | Publicity**

- 15 There is no requirement for specific publicity. Officers will communicate the amended CWBAG terms of reference through Council channels.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. CWB Advisory Group Terms of Reference, 2022-2025 [↓](#)

## **Cycleway, Walkway, Bridleway Advisory Group**

### **Terms of Reference, 2022-2025**

#### **BACKGROUND**

1. The Kāpiti Cycleway, Walkway and Bridleway Advisory Group (Advisory Group) is a voluntary group which seeks to extend the CWB network and to improve the cycling, walking, and equestrian experience on the Kāpiti Coast.

#### **PURPOSE**

2. The purpose of the Advisory Group is to advise Council on issues and opportunities within the CWB network

#### **CONSTITUTION & MEMBERSHIP**

3. The membership of the Kāpiti Cycleway, Walkway and Bridleway Advisory Group is:
  - 3.1. Two elected members
  - 3.2. One community representative from each of the following interest groups, with a Deputy from each also able to attend:
    - 3.2.1. Walking
    - 3.2.2. On Road Cycling
    - 3.2.3. Equestrian
    - 3.2.4. Off Road Cycling
    - 3.2.5. Recreational Open Space
    - 3.2.6. Accessibility
    - 3.2.7. Environmental Care Groups
    - 3.2.8. Youth
    - 3.2.9. Older Persons
    - 3.2.10. Small Wheels

\* Elected Council Members cannot be representative of the listed interest groups.
  - 3.3. One representative from each of the following iwi with whom Council works under a Memorandum of Partnership:
    - 3.3.1. Ngā Hapu o Ōtaki
    - 3.3.2. Te Ātiawa Charitable Trust
    - 3.3.3. Ngāti Toa Rangatira
  - 3.4. Two representatives from each Council group representing Parks, Open Space and Environment and Access and Transport

- 3.4.1. Parks, Open Space and Environment Manager
  - 3.4.2. Parks, Open Space and Environment CWB coordinator
  - 3.4.3. Team Leader Roding Asset Manager
  - 3.4.4. Access and Transport Cycleway and Walkway Team Lead
4. Community representatives will be confirmed at the first meeting of each triennium. The Terms of Reference will also be reviewed at this time.
  5. The Chairperson will be one of the community representatives listed in paragraphs 3.2 and 3.3. The Chairperson will be determined by the members listed in paragraphs 3.1, 3.2 and 3.3 at the first meeting of each triennium.
  6. The Deputy Chairperson will be one of the community representatives listed in paragraphs 3.2 and 3.3. The Deputy Chairperson will be determined by the members listed in paragraphs 3.1, 3.2 and 3.3 at the first meeting of each triennium.
  7. When an Advisory Group member stands down or a replacement is needed, recommendations will be sought from the incumbent or the group they represent, with the new representative approved by members listed in 3.1, 3.2 and 3.3.
  8. When a Deputy has more technical knowledge on a specific issue than the Primary, the Primary may defer their speaking time to the Deputy with the express permission of the Chairperson, and in such cases the Primary would relinquish their speaking rights on that issue.
  9. Invitation to appoint iwi representation shall be made through Te Whakaminenga o Kāpiti.
  10. Voting rights during meetings are limited to members listed in paragraphs 3.1, 3.2 and 3.3 provided that each group or each iwi is entitled to one vote.
  11. Recommendations from the group shall be formed by way of majority vote.
  12. Agendas and minutes of the meetings will be circulated to all Members listed in paragraph 3.
  13. Council staff who manage or deliver specific projects in Council may be requested to attend Advisory Group meetings to share their knowledge and experience on matters of interest to the Group. Council Staff supporting the Advisory Group when required include:
    - 13.1. Group Manager Place and Space
    - 13.2. Group Manager Infrastructure Services
  14. The Advisory Group may also co-opt or invite members as agreed from other relevant groups, including but not limited to specialist community groups, environmental groups and Care Groups.

#### MEETING FREQUENCY

15. Meetings will be held on a bimonthly basis (every two months) unless determined otherwise by the Advisory Group.
16. The Council will provide secretarial support for the Group.
17. Minutes, including Matters Under Action, will be distributed within four weeks of meetings.

**QUORUM**

18. The quorum is comprised of: one elected member, plus three community representatives, plus one council officer.

**OBJECTIVES**

19. The objectives of the Advisory Group are to:
- 19.1. Proactively identify opportunities, issues and advise on interest group matters on the Kāpiti Coast in general;
  - 19.2. Advise on priorities for implementing the Cycleway, Walkway and Bridleway (CWB) Strategy, Network Plan and Activity Management Plan in the Kāpiti Coast District;
  - 19.3. Facilitate communication between the council and the community on cycling, walking, and equestrian matters on the Kāpiti Coast; and
  - 19.4. Make recommendations to the Group Manager Place and Space, Group Manager Infrastructure Services and to Council on new opportunities and CWB matters.

**SCOPE OF ACTIVITY**

20. The Advisory Group will:
- 20.1. Establish relationships with key community organisations with which this Advisory Group must work
  - 20.2. Provide focus and advise of priorities for CWB in the Kāpiti Coast District
  - 20.3. Advise Council officers in the implementation of priorities and projects particularly with respect to community perspective and input
  - 20.4. Advise on projects and recommend funding allocation to the Kāpiti Coast District Council through the delegated Council Committee and corporate planning processes
  - 20.5. Consider and make recommendations to the delegated Council Committee and/or the Chief Executive on involvement in relation to events, issues, reports, plans and subdivisions in relation to encouraging interest group activities on the Kāpiti Coast as required
  - 20.6. Participate in public consultation processes
  - 20.7. Through the Chairperson, advise the Group Manager Place and Space and Group Manager Infrastructure Services of any other issues of concern that need to be addressed to improve the efficiency and effectiveness of the Advisory Group

**PROCESS**

21. The process for raising and addressing matters through the Group is outlined in Appendix A.
22. Where the Advisory Group has provided advice or recommendations, Council staff will provide timely feedback on progress and whether further information or action is required by the Group.

23. No member of the Advisory Group shall commit the Kāpiti Coast District Council to any form of expenditure or expenses without the explicit approval of an authorised Council officer.

## SIGNATORIES

.....Date.....

**Bruce Henderson**

Chairperson, Cycleways, Walkways and Bridleways Group

.....Date.....

**Mike Mendonça**

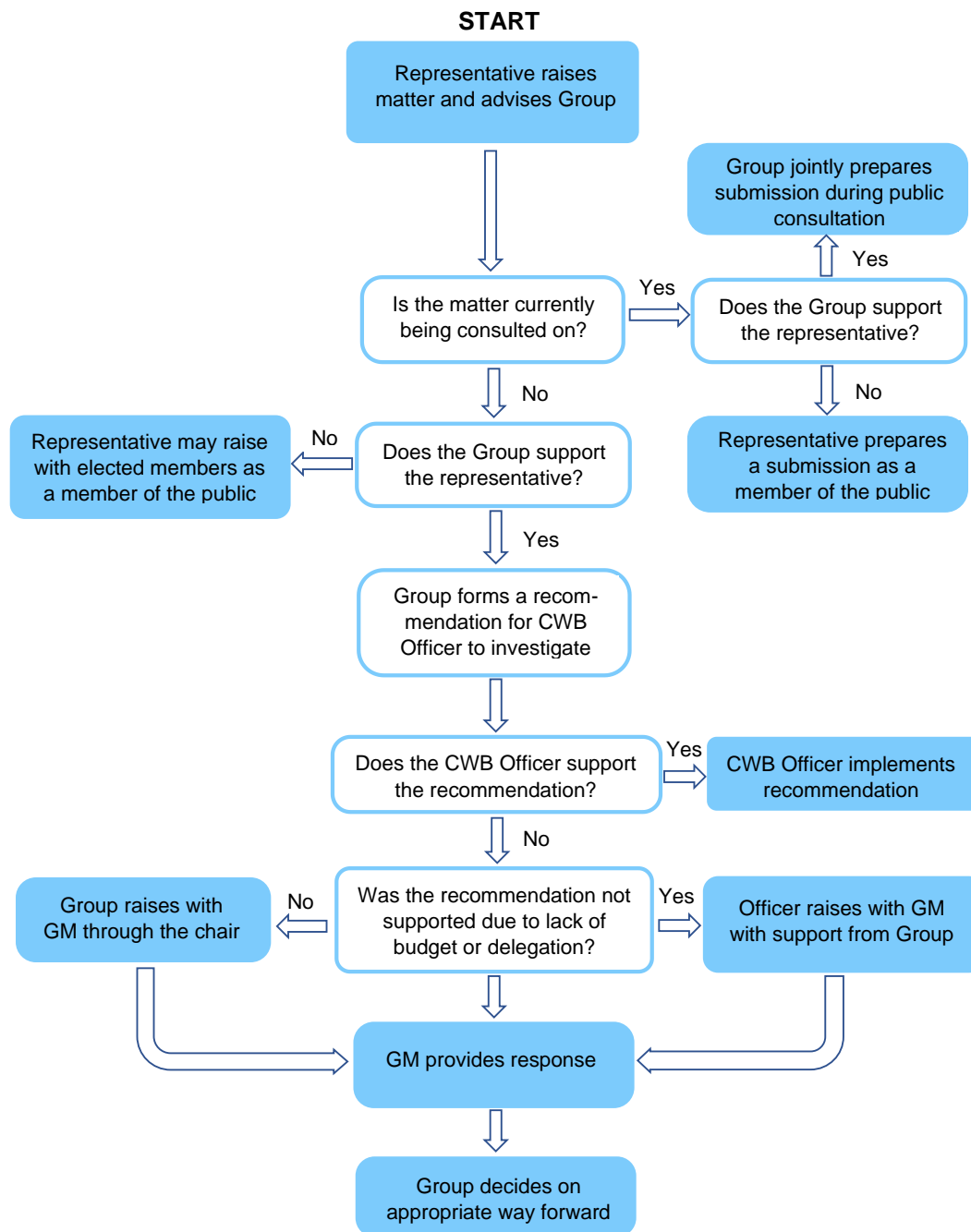
Group Manager Place and Space

.....Date.....

**Sean Mallon**

Group Manager Infrastructure Services

## APPENDIX A



**10.3 ASSET MANAGEMENT PLAN HALLS AND COMMUNITY CENTRES**

Kaituhi | Author: **Claire Winter, Contractor to Kāpiti Coast District Council**

Kaiwhakamana | Authoriser: **Mike Mendonça, Acting Group Manager Place and Space**

**TE PŪTAKE | PURPOSE**

- 1 To seek the Council's approval of the Asset Management Plan Halls and Community Centres in order to inform discussions around the Long-Term Plan 2024.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY****TE TUKU HAEPAPA | DELEGATION****TAUNAKITANGA | RECOMMENDATIONS****That the Council:**

- A. Notes the Asset Management Plan Halls and Community Centres (Enclosure 1).
- B. Approves in principle the Asset Management Plan as the basis for long term planning.
- C. Notes that funding options will be presented as part of the process for the Long-Term Plan 2024.

**TŪĀPAPA | BACKGROUND**

- 2 Asset management and planning is critical for the delivery of sustainable outcomes for our communities.
- 3 This is the second in a series of asset management plans for Council assets which is planned for presentation to the Committee in the coming months.
- 4 A summary of the Asset Management Plan (AMP) for halls and community centres was presented to the Social Sustainability Sub-Committee on 22 June 2023.
- 5 This AMP sets out to describe:
  - The asset and the current condition.
  - Current and future levels of service.
  - Demand management, particularly around usage rates, growth, changing expectations and changing needs.
  - Lifecycle analysis including capital and operating costs.
  - The financial implications of owning and operating this asset class.

**HE KŌRERORERO | DISCUSSION**

- 6 The draft AMP is enclosed.
- 7 Some key considerations include:
  - Council does not own all of the facilities in the District and does not need to own them all to achieve positive community outcomes.
  - These assets are all ageing – and starting to show it. This is likely to flow into increased renewals and maintenance funding requirements.
  - There are no plans (or budget) for new facilities, although there are opportunities to upgrade existing facilities at Waikanae (town) and Ōtaki.



- The Waikanae Beach Hall is earthquake prone and in its current state it cannot be occupied after 2033.

### He take | Issues

- 8 There are no issues within this report.

### Ngā kōwhiringa | Options

- 9 There are no options for this report.

### Mana whenua

- 10 Where assets are to be created or substantially modified (such as Te Newhanga Community Centre), partnership with mana whenua will be undertaken by individual project managers.

### Panonitanga Āhuarangi me te Taiao | Climate change and Environment

- 11 Adaptation. Where halls or community centres are in flood, liquefaction, or tsunami zones there are obvious consequences for asset planning - these are covered in the AMP.
- 12 Mitigation. The Council is sensitive to the carbon demand of owning and operating all its buildings. Carbon is a consideration prior to upgrade or renewal, and the ongoing operations of halls and community centres.

### Ahumoni me ngā rawa | Financial and resourcing

- 13 All financial decisions are processed through the Long-Term Plan.

### Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 14 Good asset management is a control for risks identified in the Council's risk framework

### Ngā pānga ki ngā kaupapa here | Policy impact

- 15 There are no policy impacts.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

- 16 There is no specific communications engagement planned for this Asset Management Plan. The Long-Term Plan is the appropriate vehicle for this to occur.

### Te mahere tūhono | Engagement planning

- 17 See item 13.

### Whakatairanga | Publicity

- 18 See item 13.

## NGĀ ĀPITI HANGA | ATTACHMENTS

1. Community Halls - Asset Management Plan [↓](#)

Figure 1 Raumati South Memorial Hall



## Asset Management Plan

### Halls and Community Centres Te Kaiwhakahaere Tiakitanga

Version No.	Date	Review Date
1	3 July 2023	3 July 2024

	Name
Author	Claire Winter
Reviewed by	Mike Mendonca, Kelvin Irvine
Approved for Issue by	Mike Mendonca

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# 1 About this Activity

## 1.1 Strategic alignment

This Asset Management Plan (AMP) covers the Council's ten Halls and Community Centres. The AMP contains the background information to support investment decisions.

Kāpiti Coast District Council is not the only provider of Community Hall facilities. There are at least 38 private providers of venues, including popular sites such as St Peter's in Paekākāriki, Bluegum Reserve, Te Horo Community Hall, Lindale.

Figure 2 Our Vision



The Council is in the business of owning Community halls because they provide secular meeting places that are available to the general community at little cost. Community halls are therefore one of the ways that the Council meets community outcomes, namely connection, a sense of belonging and accessing the services needed to build strong communities.

Our current assets are an eclectic mix of buildings that have arrived in Council stewardship via many different paths. Half of them are Memorial Halls that were constructed post World War II to commemorate the losses suffered by the community – these halls must be accorded respect and sensitivity commensurate with the significance of their genesis. Of the other half - one is a converted former volunteer fire station, another is an old classroom, one is closed, one is a converted senior citizens hall, and one is a sports hall.

This mix presents a management challenge. The Memorial Halls are on average 68 years old and all ten average more than 60 years old. Many of them are in the style of dance halls and could be considered anachronistic. Given





the age of the buildings it is no surprise that asbestos, fire systems, seismic integrity and sheer age present major challenges for planned and reactive maintenance, renewals and upgrades and managing community expectations. On developing this AMP, factors have been identified that could shape the future of these assets:

- While data is incomplete, utilisation appears low and these assets are not worked hard. There is an opportunity to broaden the utilisation, but this will require investment.
- The buildings are not fitted for or with technology to enable them to be digitally connected. This means that it is difficult or inconvenient for presentations or virtual connections to be effective.
- Internal configuration is generally not flexible, meaning only one user at a time can use the halls.
- A basic analysis of users show that indoor recreation is restricted to light activities – analysis is to be undertaken to test suitability for more active indoor recreation such as basketball, netball and volleyball.
- There is community pressure for places where rangatahi might congregate and recreate. Typically, hall users are older and the obstacles preventing younger from using the halls need to be explored.

One of the obstacles is probably cost. While the funding policy is 80-90% from rates funded and 10-20% user charge, even the modest user charge is a barrier for people who could probably benefit the most from a warm, dry, safe meeting space.


## 2 Our Assets

We own and operate ten halls and community centres as below:

Hall <sup>1</sup>	% Used	Year Built	Note	Image	Condition (CGI) <sup>2</sup>
Mazengarb Sports Hall		2018	<ul style="list-style-type: none"> <li>Sports hall and change room facilities</li> <li>Needs painting in a few years, sound dampening, move from gas to electrical heating.</li> <li>Improve usage data collection</li> <li>1 main indoor space to hire</li> </ul>		1.06
Paraparaumu Memorial Hall	36.57%	1954	<ul style="list-style-type: none"> <li>Refurbished 2021</li> <li>EQ Strengthening 2021</li> <li>2 spaces available to hire</li> </ul>		1.09
Ōtaki Memorial Hall	15.18%	1955	<ul style="list-style-type: none"> <li>Neighbour to Ōtaki Library</li> <li>29% NBS</li> <li>Planned upgrade as part of Ōtaki Community Hub</li> </ul>		2.25
Raumati South Memorial Hall	15.04%	1952	<ul style="list-style-type: none"> <li>Internal renewals, heating upgrade 2023.</li> <li>Floor replacement – main hall</li> <li>Roof replacement – main hall</li> <li>Reserve land</li> <li>2 main spaces plus 1 mini space</li> </ul>		2.26

<sup>1</sup> Mazengarb Sports Hall usage data is not currently available.

<sup>2</sup> CGI Condition Grade Index is the overall condition of selected components typically within a property space or hierarchy of property spaces, weighted by replacement cost

Waikanae Beach Hall	21.85%	1970	<ul style="list-style-type: none"> <li>Significant works required</li> <li>Earthquake prone must be strengthened or closed by 2033.</li> <li>Asbestos present (managed)</li> <li>1 small space available to hire</li> </ul>		2.29
Paraparaumu Community Centre	Temporarily Closed	1997	<ul style="list-style-type: none"> <li>Currently closed</li> <li>Weather tight and design issues</li> <li>Upgrade needed</li> <li>Several spaces for hire</li> </ul>		2.33
Waikanae Community Centre	15.46%	1991	<ul style="list-style-type: none"> <li>Some renewals recently completed in main hall</li> <li>Further renewals required</li> <li>Commercial kitchen facilities which need updating</li> <li>1 Main space for hire</li> </ul>		2.54
Reikorangi Hall	10.65%	1895	<ul style="list-style-type: none"> <li>Former school</li> <li>Heritage building</li> <li>Renewals needed</li> <li>1 small space for hire</li> <li>Low use profile needs attention</li> </ul>		2.58
Waikanae Memorial Hall	31.29%	1951	<ul style="list-style-type: none"> <li>Floor replacement due to flooding 2023/24</li> <li>Asbestos present (managed)</li> <li>Re-roof &amp; re-clad 2027</li> <li>Lift install 2027</li> <li>4 spaces available to hire</li> </ul>		2.60
Paekākāriki Memorial Hall	15.82%	1952	<ul style="list-style-type: none"> <li>Renewals needed.</li> <li>Roof maintenance needed</li> <li>1 main space available to hire</li> </ul>		2.80

## 2.1 Asset Lifecycle

The building code requires that buildings must meet all relevant clauses for their intended lives and sets default minimums of 50 years for the structure and 15 years for claddings. But in New Zealand, we typically expect our buildings to have an economic life for far longer, up to 100 years. The longer the life of the building the more expensive the cost to maintain. And regardless of how well maintained the building, the asset will inevitably begin to fail and will present different risk types, often exacerbated by more intense storm activities and earthquakes.

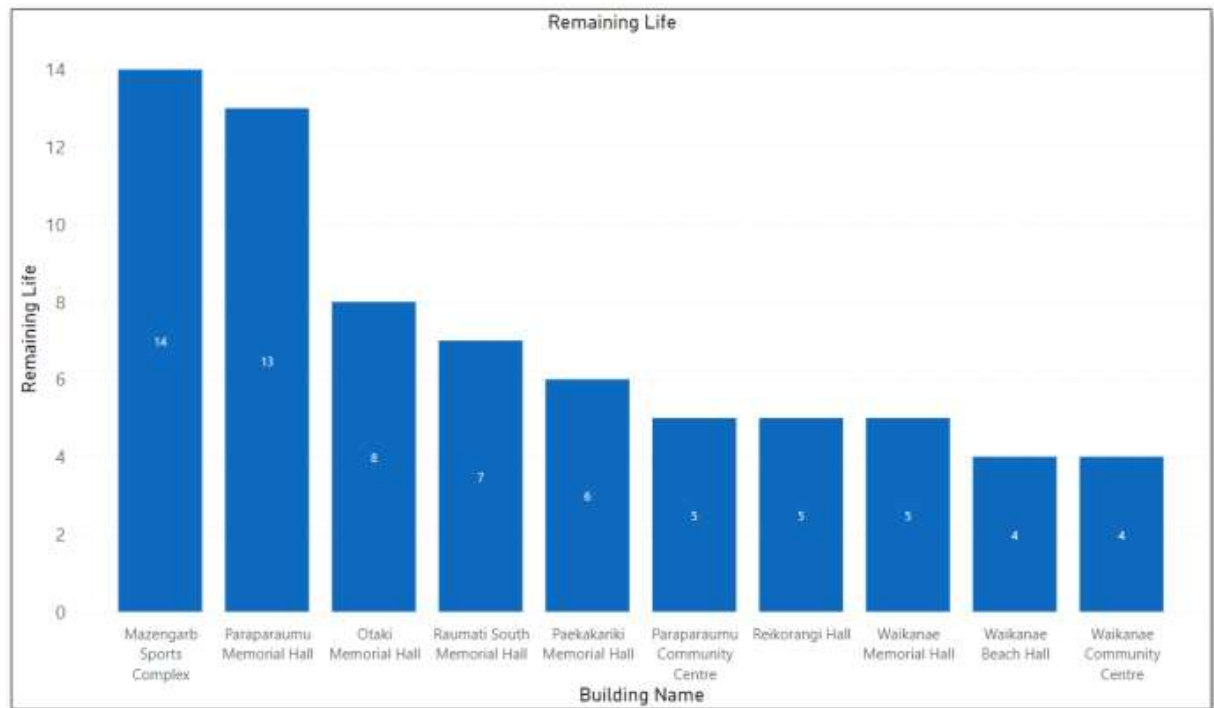
While our portfolio was built to the standards and needs of the day, times have changed and many of them are barely fit for purpose.



### Maintenance Scheduling Management System:

Because of this increased maintenance need, it is proposed to better manage the scheduling of planned and preventative maintenance. This will allow for better identification of trends and for early detection of issues.

Figure 3 Remaining Life<sup>3</sup>



Some have design features indicative of the time they were built, for example monolithic cladding systems, asbestos roofing, and asbestos cladding. The Reikorangi Hall is a heritage building that needs urgent maintenance, and the Waikanae Beach Hall must be strengthened if it is to be used after 2033.

This presents a challenge to Council with some assets that were originally designed to provide dance halls to the local community. Technological advances, building design, changing demographics, changing community needs and growth are all factors we will consider when forward planning for the halls and community centres.

There is a backlog maintenance, renewals and upgrades which will be presented through the forthcoming LTP.

## 2.2 Asset Condition

The 3 yearly condition assessment process was recently completed.

Specialist surveys of HVAC and electrical switchboard equipment and moisture tests have been completed as part of the condition assessments. Additionally, drones have been used to complete roof inspections and identify failures as early as possible. All these inputs provide a higher level of certainty regarding renewal requirements and potential health and safety issues.

<sup>3</sup> Remaining Life - The time remaining until an asset will cease to provide the required level of service/usefulness. **Remaining life is a calculated value based on base life, condition grades and criticality factors.**

The condition assessments are used to update the component level data and update lifecycle information.

It is also important to note that while considering the condition of the overall asset, one must also recognise that there may be additional influences such as building design defects at Paraparaumu Community Centre which are not factored by the surveyor who is looking at the condition of components that are visible at that moment in time. Engineers' reports and such are contemplated outside of that condition assessment process.

Figure 4 Building Information

Building	Condition Grade Index <sup>4</sup>	Remaining Life <sup>5</sup>
Mazengarb Hall	1.06	14
Paraparaumu Memorial Hall	1.09	13
Ōtaki Memorial Hall	2.25	8
Raumati South Memorial Hall	2.26	7
Waikanae Beach Hall	2.29	4
Paraparaumu Community Centre 6 (Currently closed)	2.33	5
Waikanae Community Centre	2.54	4
Reikorangi Hall	2.58	5
Waikanae Memorial Hall	2.6	5
Paekākāriki Memorial Hall	2.80	6

### 2.3 Out of Scope - Paraparaumu College Sports Hall

The Council has a 50% maintenance cost sharing agreement in place with Paraparaumu College for the sports hall, but does not own the asset. The relationship has been in place since 1979 and ends in 2025. This is currently under discussion in the context of a feasibility study for an indoor sports facility.

## 3 Levels of Service

### 3.1 Level of service framework

The Council aims to manage the Community Facilities assets to deliver the agreed Levels of Service (LoS) in a sustainable manner over the life of the asset. This section defines the LoS that the Council intends to deliver, and

<sup>4</sup> CGI is the overall condition of selected components typically within a property space or hierarchy of property spaces, weighted by replacement cost.

<sup>5</sup> Remaining life is a calculated value based on component base life, condition grades and criticality factors.





<sup>6</sup> The Paraparaumu Community Centre is closed and currently under review with Council and the community to decide the best way forward.

the measures used for monitoring performance. The adopted LoS supports [Council's vision](#) and is based on user expectation, statutory requirements as well as Council strategies.

Levels of service for the Halls and Community Centres are key to connect the strategic objectives to the service delivery. Levels of service have been developed under a level of service framework to ensure alignment of the long-term plan goals from 'Our Plan on a Page' through to Performance Measures as described below.



### 3.2 Key performance indicators (KPIs)

The set of quantifiable measures used to gauge long term performance is listed in the table below. These KPIs are designed to align with Council's objectives of providing valued and safe facilities in a cost-effective manner to the community.

No.	Area	KPI	2021/22 Results		2022/23 Target	2023/24 Target	2024/25 Target
1		Customer Satisfaction – Halls	82%		80%	80%	80%
2		Building Compliance	100%		100%	100%	100%

We are proposing to discontinue No 2, as legislative compliance should not be variable.

A new technical KPI is being proposed for the next LTP. This is in keeping with the asset management improvement programme which recommends moving away from only customer satisfaction levels for levels of service, but to include technical levels of service as well, thus increasing asset management maturity levels.

No.	Area	KPI New (proposed)	Measure	2023/24 Target	2024/25 Target
 3		Buildings are well maintained	85% (by component replacement cost) of components must be in Condition Grade 4 or lower.	85%	85%

This measure will be a challenge, however if the assets are to be improved to a suitable standard it is important that the measure is appropriate.

### 3.3 Customers and stakeholders

Good knowledge of stakeholders' values and drivers are essential for an effective, valued, and supported activity. The table below details the key customers and stakeholder for the Halls and Community Centres.

Group	Area of Interest
The community	<ul style="list-style-type: none"> <li>Interested in the facilities they use in their area.</li> </ul>
Current users	<ul style="list-style-type: none"> <li>Typically clubs and light indoor recreation</li> </ul>
Potential users	<ul style="list-style-type: none"> <li>Rangatahi, sports such as netball, basketball, business hub</li> </ul>

Group	Area of Interest
Local Ratepayers and Resident Associations	<ul style="list-style-type: none"> <li>Focus on retaining the current levels of service and where possible to make savings to minimise rate impact</li> </ul>

### 3.3.1 Engagement

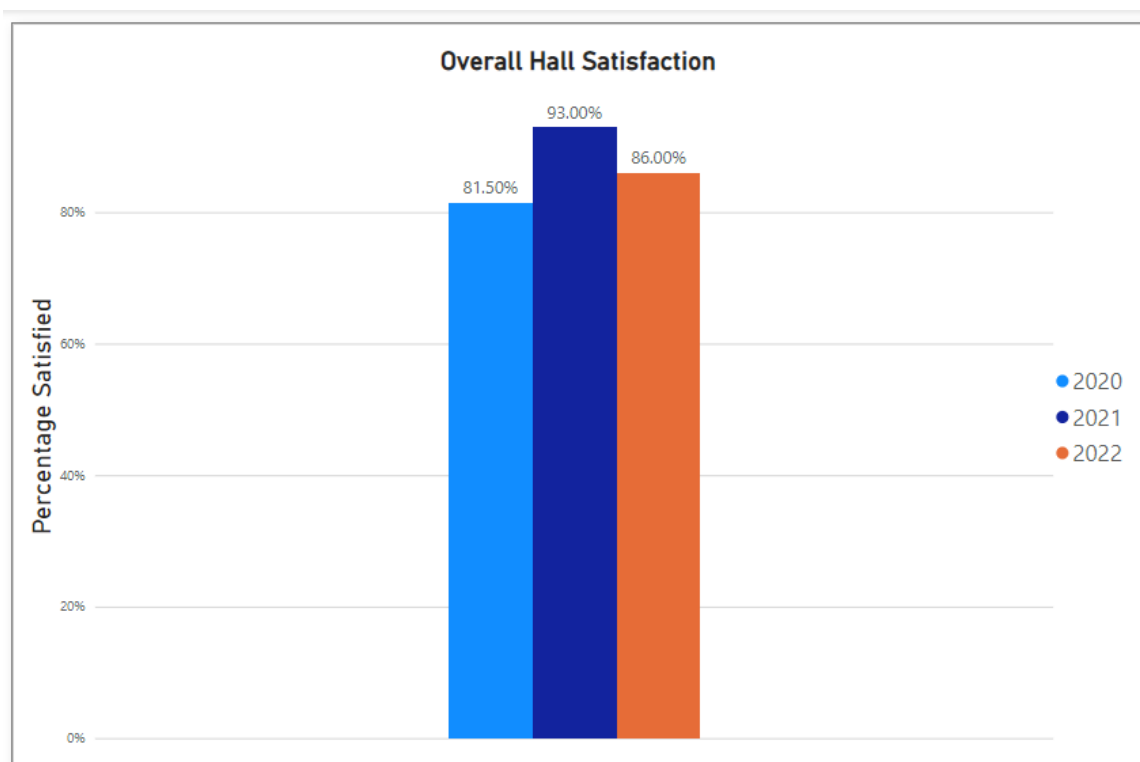
The Community Facilities team actively engages its' customers through surveys and feedback to ensure that the service they deliver are aligned to needs and of value to the community.

### 3.3.2 Hall Satisfaction Survey Results

General customer satisfaction around halls and community centres has fluctuated but has been consistently above 81%, with 80% being the target, over the past 3 years. Each year a Hall Survey report is produced and the feedback received is often used to plan ahead.

We consider that this area needs further work, this is included in the improvement plan. Customer satisfaction is targeted at current users and it is unclear if this is representative of the best potential users of the halls.

Figure 5 Hall Survey Results 2020 to 2022



### 3.4 User expectations

Figure 6 User Expectations



Expectations from customers around the various facilities KCDC provide can be grouped into the areas shown in the above Figure 6 User Expectations. These also align with the values in and form part of the annual survey questions.

### 3.5 Customer values

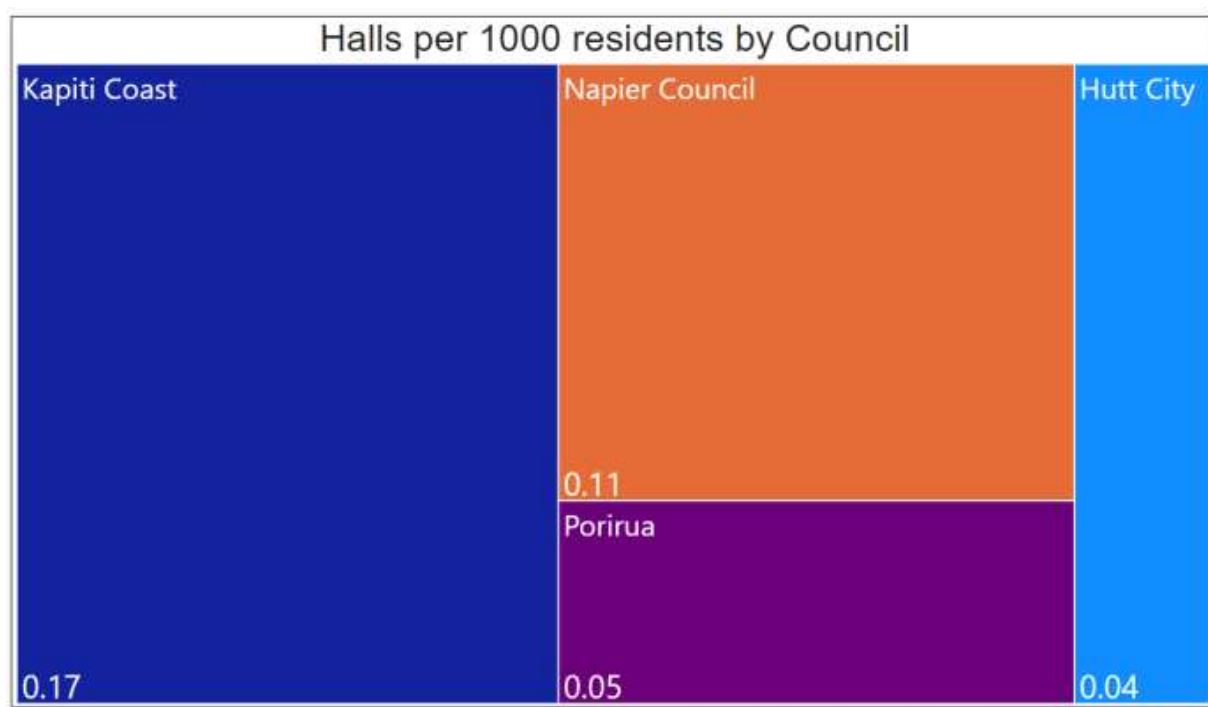
The values that are pertinent are listed in the table below. Values are something that are regarded of importance, worth or usefulness to the community and is how we should operate in our daily activities.

Value	Description
Accessibility	Halls are accessible throughout the district to all users including people who have a wide range of abilities.
Availability	Halls are reasonably available to users through the day and into the evening as appropriate.
Quality	Council ensures that the appearance of halls is acceptable and encourages the use of the facilities.
Safety	Fire systems and earthquake risk are of a high standard
Community Engagement	Providing community connectivity – real and virtual
Responsiveness/reliability	Council responds to contacts promptly, in a respectful and friendly way, issues are addressed promptly.
Whole of community benefits	A range of options is available to address the needs – recreational, economic, and social – of different groups.
Affordability/Value for \$y	Cost of using the halls is not a prohibitively limiting factor.
Sustainability	Council looks ahead for the long-term needs and requirements of its customers and that the properties are managed in a financially responsible manner that does not negatively impact on the user or council.
Amenity	Our halls are warm, safe, dry and pleasant and desirable places to use.
Kaitiakitanga	Halls and activities are managed in a way that they do not negatively impact on the surrounding environment.
Capacity	Halls can meet community needs and can be sufficiently flexible to accommodate a range of activities.
Resilience	Resilient to range of effects; and have utility during and after an event. They have uninterrupted power and internet connection, and emergency radios. Halls have kitchen facilities and can be used as welfare centres

### 3.6 Benchmarking – Other Councils

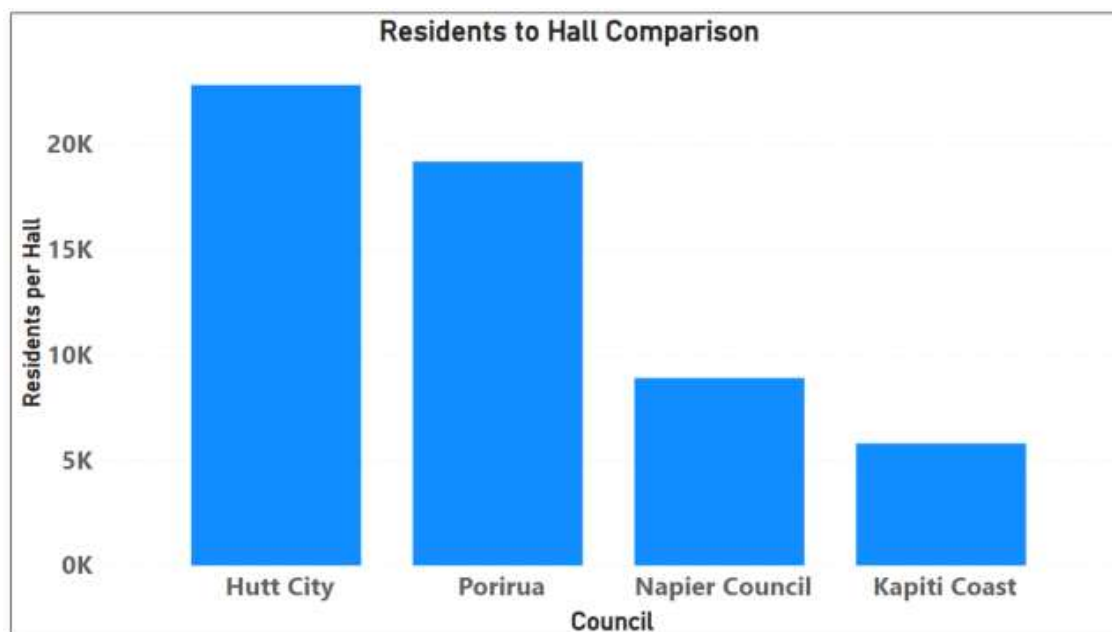
Comparing other Councils' population sizes to the number of halls they own is reflected below. Kāpiti Coast District Council has more halls compared to population than the Councils represented.

Figure 7 Halls to 1,000 Population Other Councils



The image below reflects the number of residents to a hall/community centre in the Councils represented below. Kāpiti Coast has a higher number of halls, or fewer residents to each hall. This probably reflects the geographic spread of the Kāpiti communities. One must also consider, though, that this data does not include other facilities at these Councils such as sports arenas and the like. This is purely a comparison of halls and community centres.

Figure 8 Residents to Hall Comparison



## 4 Demand Management

This section discusses demand management, future population growth and how these elements will influence the demand for assets. Council has reviewed its growth projections and have made the following assumptions based on data gathering and predictive modelling.

Table 1 2021-2048 Population Growth

Scenario	2021	2048	Additional population	Total population increase (%)
2021-48 projection	57,926	80,477	22,551	72

### 4.1 Current Demand

#### 4.1.1 Usage Rates

Based on what we know, halls usage is variable at best:

Figure 9 Available Hrs vs Used

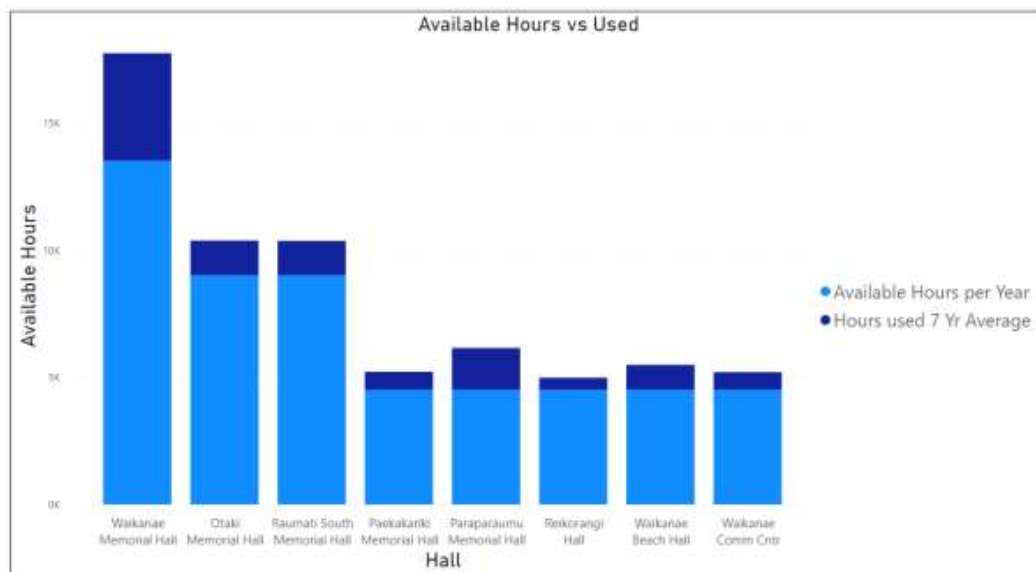
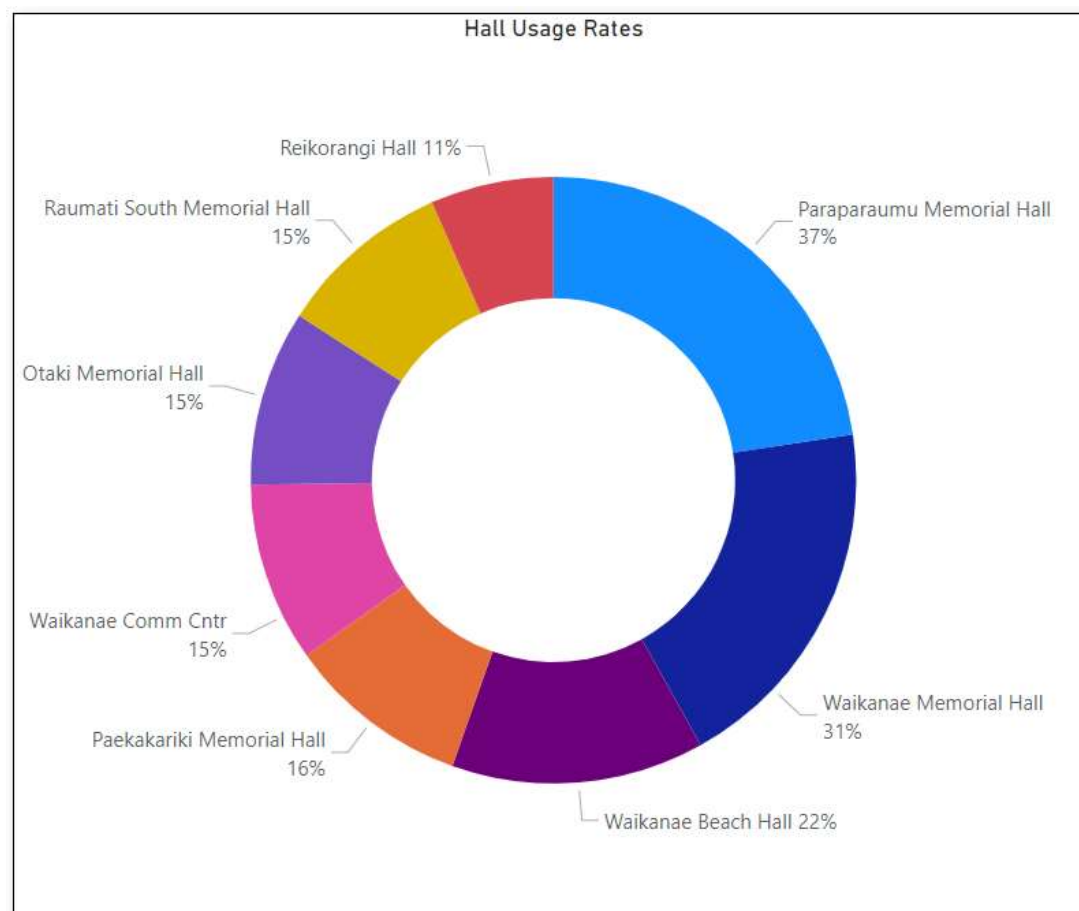


Figure 10 Hall Usage Rates





Halls can be booked from 6am to 12pm most days of the year. From the above analysis Paraparaumu Memorial Hall and Waikanae War Memorial Hall are, on average, the most used halls, followed by Waikanae Beach Hall. The least used is Reikorangi Hall.

Improved sophistication of data collection should include the number of attendees, age groups and type of usage.

Halls are not well used, and on average have bookings 20% of the available time. Ideally, 85% of available hours should be utilised. To see such an increase, options for marketing the availability of halls should be put in place. Currently the only marketing for halls is limited to booking availability on the Council website which is not immediately apparent to the casual observer.

There is opportunity to assess use for indoor sport, join up with sports clubs, or investigate whether a netball court would fit in one or more of the halls. A further option to have permanent staff located in key halls in order to encourage use as a recreation centre and resilient community hub is worth investigating. These options will be part of the improvement plan.

Further, with technological changes over time, our halls have not maintained pace. They do not offer amenities such as wifi, presentation facilities, sound systems or dividers. Upgrades of this nature should be considered in planning renewals or upgrades of all halls where possible.

#### 4.1.2 Key Access – New System

Many existing hall users have their own key access. For the most part this privilege is respected, however on occasion it is not. This creates complications around booking records where some halls are used outside of the booking process.

The new swipe card access system will mitigate the risk this creates and allow council as well as users to have confidence that the hall will be available when it is booked.

It will also provide a higher level of certainty around the hall usage rates and will provide better security to the hall users and the facility.

## 4.2 Future demand

The Kāpiti Coast District population forecast for 2021 was 57,926 and is now forecast to grow to 80,477 by 2048. Population growth is projected to be higher in Paraparaumu, Waikanae and Ōtaki compared to other wards in the district with a negative growth anticipated in Paekākāriki. The highest growth is anticipated in Waikanae, followed Paraparaumu and then Ōtaki.

Figure 11 Growth %

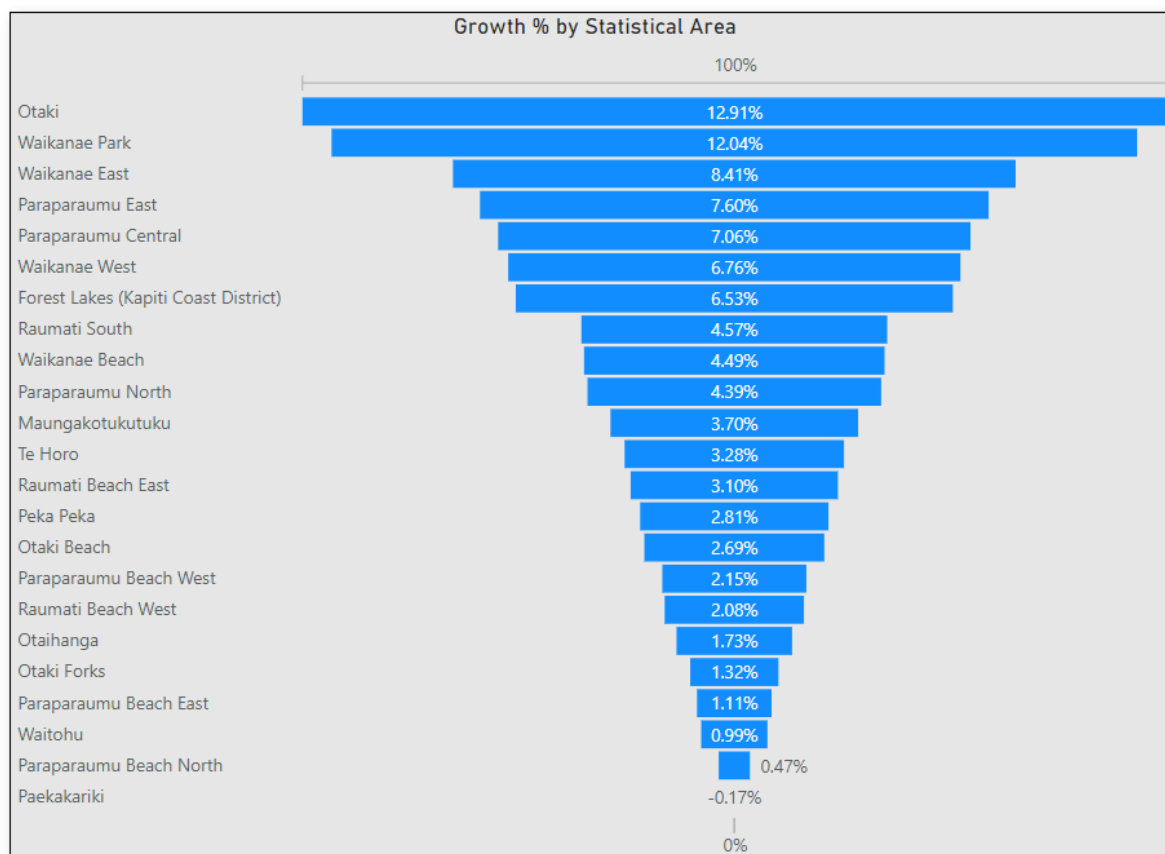
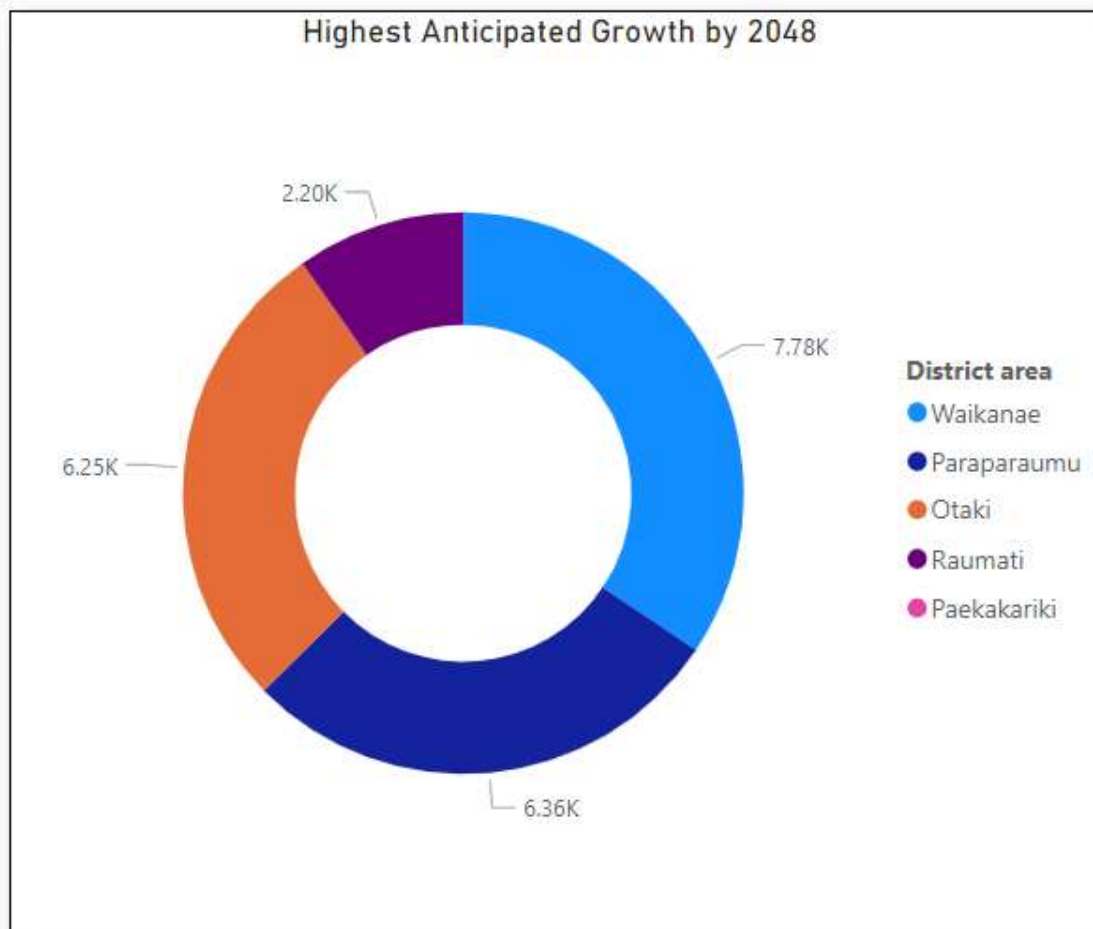


Figure 12 Growth Distribution



#### 4.2.1 Community Halls - Understanding Usage Trends

We currently have limited information about the current use of halls and rely exclusively on booking data and annual customer surveys. Establishing need and future demand will improve with more information and research. Hall booking information is limited to hours of use, but there is only limited information about how many people are present at the event, the age demographic, what the hall is being used for or whether people choose not to book spaces for specific reasons that we are not catering for.

Survey results indicate an overall satisfaction along with some issues which need to be addressed. This feedback has been included in planning, such as replacing the trestle tables, improved heating capabilities, carpet replacements and internal refresh. Some improvement requests, for example kitchen upgrades, are costly and impact bigger funding demands. However, these requests are all considered in the context of planning and other external change drivers, such as community hubs – see [4.3 Central Community Hubs](#).

Council needs also to review how this service fits in with the other non-council provided halls/spaces within the district, and not just in isolation.

#### 4.2.2 Youth Spaces

There is a need for youth spaces which cater to the needs of our Youth. Current halls were designed around the dance hall era post WWII. Culture and needs have changed, and our hall spaces have been slow to keep pace. The plan is to develop a response to this need alongside the development of the Central Community Hubs.

### 4.3 Community Hubs

Increasingly, multi-purpose, resilient community hubs are replacing older facilities. The Waikanae Library project is a local example of this trend.

Figure 13 Concept Community Hub Type Development



Renewals planned for the Ōtaki Library and Memorial Hall could be changed to an upgrade into a Hub. This opportunity has been enabled by the purchase of the former Harvey Bowler Funeral Home building behind the Ōtaki Library. The building has been demolished and the area is ideally suited for a more modern community facility.

### 4.4 Demand Review – No Additional Halls

Given the relatively low usage of community halls and centres, we do not anticipate purchasing new sites for additional halls or community centres in the short term. However, there is a definite desire to upgrade the spaces we currently have.

There is a lack of indoor sporting facilities, and this could be an area for further development or upgrade of existing halls to fill this need. For example, there is potential to develop the site with the Waikanae Memorial Hall and the Waikanae Community Centre to provide for additional indoor sport. This is currently a component of the wider feasibility study underway.

### 4.5 Waikanae Halls

Four of the ten halls are in Waikanae. A new library is also planned that will likely be a community hub.

These halls are all well loved by the community, however there are significant issues with looming costs associated with all five buildings (if the new library is included).

The risk with retaining all five is that scarce funding will see retention of poorly performing assets. An alternative approach could be to consolidate into fewer, better assets in Waikanae, and through partnering with other providers (such as the boat club for example).

#### 4.6 Area for improvement

The table below details the gaps/improvements within the LOS and will form part of the overall Community Facilities improvement plan, see [Appendix B](#).

Gap/Improvement	Impact	Actions
Hall Demand	Full understanding of demand for hall usage, capacity and functions not known.	Engage with the community to understand whether we can improve our hall usage rates. Better monitor current usage using the new access system.

## 5 Risk Management

### 5.1 Risk management approach

The risk management process involves continuously identifying the risks and assessing the impact of those risks for Community Facilities and the impact on the organisation. Risks are detailed in the Community Facilities Risk Register which is monitored and reviewed on an annual basis.

Council operates and maintains an active risk register. The risk register records the details of all identified risks, their severity (likelihood and consequence should they happen). Plus, the controls that are implemented to minimise the effects of the likelihood and/or consequence from occurring.

At an operational level, each building and each component within each building has been assessed against a set of criteria to develop a prioritisation that will help influence decision making, response times and inspection frequencies.

### 5.2 Climate change and Community Halls

#### Adaptation

Appendix 4 shows halls and flood hazard.

- Ōtaki Memorial Hall is in a ponding zone and close to an overflow path
- Waikanae Beach Hall is in a shallow surface zone and close to an overflow path
- Waikanae Community Centre and Memorial Hall are both in a ponding zone
- Paraparaumu Community Centre is close to a ponding zone
- Paraparaumu Memorial Hall and Community Centre are both close to ponding zones
- Raumati South is close to small ponding areas
- Paekākāriki Hall is sea facing, very close to the coast line and on the edge of a ponding zone

All halls are likely to be more susceptible to flooding and water damage as the result of more intense winds and rainfall. We propose to address this systematically as renewals and upgrades take place.

#### Mitigation

There is currently a policy in place to replace all lights with energy saving LEDs whenever there is a project or renewal that involves lighting. The same applies to the installation of insulation in halls where roof replacements or ceiling renewals are planned. These actions will reduce energy consumption for the halls.

The Community Facilities team in conjunction with the wider council organisation will look to develop a better understanding of the impacts of climate change at a portfolio level and look at develop a strategy that will address these five key areas:

1. Waste reduction
2. Energy saving
3. Water conservation
4. Social impact
5. Procurement/Supply Chain

### 5.3 Emergency risk planning

Halls are ideal as places where people can congregate during and immediately following an emergency event. If fitted with emergency generators, radios and wifi, they can become emergency hubs and welfare centres where people can be safe, dry and fed for a short period. It is intended to work alongside WREMO to improve halls as they are upgraded so that they can serve this dual purpose. Halls that are not in tsunami zones or liquefaction zones will be prioritised. Maps of tsunami and liquefaction zones are reflected in the appendices.

The cost of this will be presented in the LTP.

### 5.4 Hazards and Risks

The variety of halls is reflected in the variety of seismic rating. The Ōtaki Memorial and Waikanae Beach Halls must be strengthened if they are to be occupied post 2033. There is some funding in the LTP for Ōtaki however there is insufficient funding to strengthen Waikanae Beach Hall.

Building	NBS Rating <sup>7</sup>
Ōtaki Memorial Hall	29%
Paekākāriki Memorial Hall	46%
Paraparaumu Community Centre	100%
Paraparaumu Memorial Hall	80%
Raumati South Memorial Hall	75%
Reikorangi Hall	55%
Waikanae Beach Hall	15%
Waikanae Community Centre	70%
Waikanae Memorial Hall	69%

The New Zealand Government has legislative drivers that have a direct impact on the community facilities portfolio and how it is managed. In particular:

- Health and Safety at Work (Asbestos) Regulations 2016
- Residential Tenancies (Healthy Homes Standards) Regulations 2019
- Earthquake Prone Building Amendment Act (2016)

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<sup>7</sup> NBS Rating is the National Building Standard rate and means the degree to which a building, or part, meets the seismic performance requirements of the Building Code.

The health and safety of staff, contractors and members of the public are monitored operationally on a routine basis and managed through the Community facilities risk register. Capital works have their own specific health, safety and risk plans.

Should Council fail to comply with the requirements of the new legislation there is a risk of legal and financial implications.

## 5.5 Asbestos Containing Materials

Unsurprising given their era age, all of our halls have asbestos elements. An asbestos register is kept up to date and regularly reviewed. Along with this we plan to implement annual asbestos checks to ensure any asbestos recommended to be managed in place is still in safe condition or if removal or encapsulation is recommended.

Building	ACM Present	Risk Level	Specialist Recommendation
Ōtaki Memorial Hall	Yes	Low, Very Low	Manage. Remove if part of refurbishments otherwise manage in-situ
Paekākāriki Memorial Hall	No		
Paraparaumu Community Centre	No		
Paraparaumu Memorial Hall	No		
Raumati South Memorial Hall	Yes	Low, Very Low	Manage. Remove if part of refurbishments otherwise manage in-situ
Reikorangi Hall	No		
Waikanae Beach Hall	Yes	Low, Very Low	Manage. Remove if part of refurbishments otherwise manage in-situ
Waikanae Community Centre	Yes	Low, Very Low	Manage. Remove if part of refurbishments otherwise manage in-situ
Waikanae Memorial Hall	Yes	Low, Very Low	Manage. Remove if part of refurbishments otherwise manage in-situ

## 5.6 Fire Risk

Fire systems in the halls are designed to suit the size of the halls and in all instances are Type 2 fire systems. Type two systems have a single or multizone manual fire alarm system with evacuation and are compliant with NZS 4512.

Each hall is being provided with updated evacuation plans to be placed at the manual call point.

## 5.7 Areas for improvement

Gap/Improvement	Impact	Actions
Climate Change	Don't fully understand risks from climate change at a property level.	Undertake impact assessments at a property level and use in decision making processes.
Building Hierarchy	Prioritisation/justification of works	Implement building prioritisation use in operational planning.
Maintenance Scheduling System	Reduces risk of excessive reactive maintenance. Allows for better management of funds through effective planning. Allows for identifying trends and early detection of issues and risks.	Implement Maintenance Scheduling System

## 6 Lifecycle Management

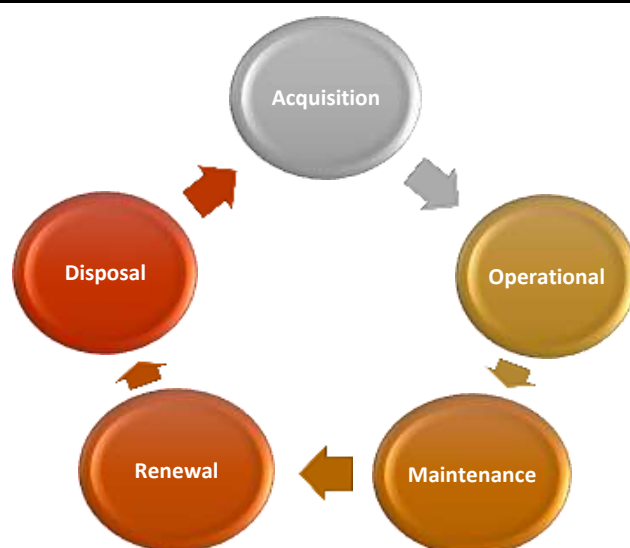
### 6.1 Overview

The Council takes a whole of life approach to managing assets. The asset life cycle is described in Figure 14 Asset life cycle below. Lifecycle asset management identifies that there are costs that occur at all stages of an asset's life. When acquiring a new asset, it is important to track the anticipated costs for the full life of the asset including acquisition, maintenance and operational costs, administrative costs, depreciation, renewal, and disposal costs.

The asset, once created, will always be in a state of decline, and regular maintenance and condition assessments ensure that an appropriate level of service is provided. The useful life of an asset is impacted by several factors such as:

1. Physical properties – what it is made of, how it was built, different components that make up the asset, operational and maintenance needs.
2. The environment in which the asset resides – climate, socio-economic influencers.
3. Customer requirements – willingness to pay, expectations, demands, level of use.

Figure 14 Asset life cycle



Cycle	Description
Acquisition	The asset is acquired through capital expenditure or other Council processes to satisfy an identified need.
Operations and Maintenance	Routine maintenance is the work that is required to keep the facility assets in a safe and serviceable condition. Work undertaken ranges from cleaning, painting, small repairs, replacing light bulbs. Work is prioritised based on a number of factors; Building Priority, Asset Component, Level of Service. Work is identified through Service Requests (SR) and inspections.
Renewal	Asset are renewed when it is more cost effective in the long term to replace rather than continue to maintain the asset, determined through the analysis of condition and cost information. Renewal expenditure includes the replacement of assets to restore an asset to its original level of service, i.e. capacity or required condition. Creating a renewals programme is complex undertaking with several processes influencing the outcome and in managed through the SPM Assets software
Disposal	Finally, at the end of the asset's useful life, it is removed from service and either sold, re-purposed, or decommissioned. Although the asset has no business value anymore, it may still need to be disposed of efficiently to ensure it does not harm nature or society. If however there is still an operational need for this type of asset, a replacement can be purchased and the life cycle begins again with the acquisition of a replacement.



## 6.2 Asset Acquisition

The Council has no plans or intention to acquire or build new assets. The focus is on looking after existing infrastructure.

## 6.3 Operations and Maintenance

Maintenance strategies cover the practices that we employ to operate and maintain the buildings to achieve the optimum use of the asset and the agreed service levels. Council keeps the buildings suitable, accessible, safe and well maintained by carrying out planned, cyclic and responsive maintenance. Maintenance of an asset does not increase the asset's service potential or keep it in its original condition. It slows down deterioration and delays the need for rehabilitation or replacement. It is a way of ensuring that an asset continues to deliver at the required level of service.

Maintenance is generally undertaken through visual inspection and a fit-for-purpose evaluation process. There are three main types of maintenance activity:

- Routine – The regular ongoing day-to-day work that is necessary to keep assets at their required standard, such as regular cleaning.
- Cyclic – Planned and preventative maintenance such as regular maintenance of HVAC systems, lifts and fire systems.
- Reactive – such as minor repairs to damage buildings such as vandalism and emergency repairs.

## 6.4 Renewals, Upgrades and New Assets

Over the first 4 years of the proposed programme there is \$13.4m assigned to renewals and upgrades for assets that are reaching end of life or that are no longer fit for purpose. Included in this is \$7m for the upgrade of the Paraparaumu Community Centre, originally \$5m. These will be presented in the Long-Term Plan.

An indication of planned renewals are:

- Roof replacement
- Repaint internal and external
- Toilet renewals
- Asbestos Removal
- Trestle table replacements

Below is a high-level overview of the renewals and upgrades required across the Hall and Community Facilities portfolio. This and does not include operational, depreciation and reactive maintenance.

Figure 15 Renewals Proposed

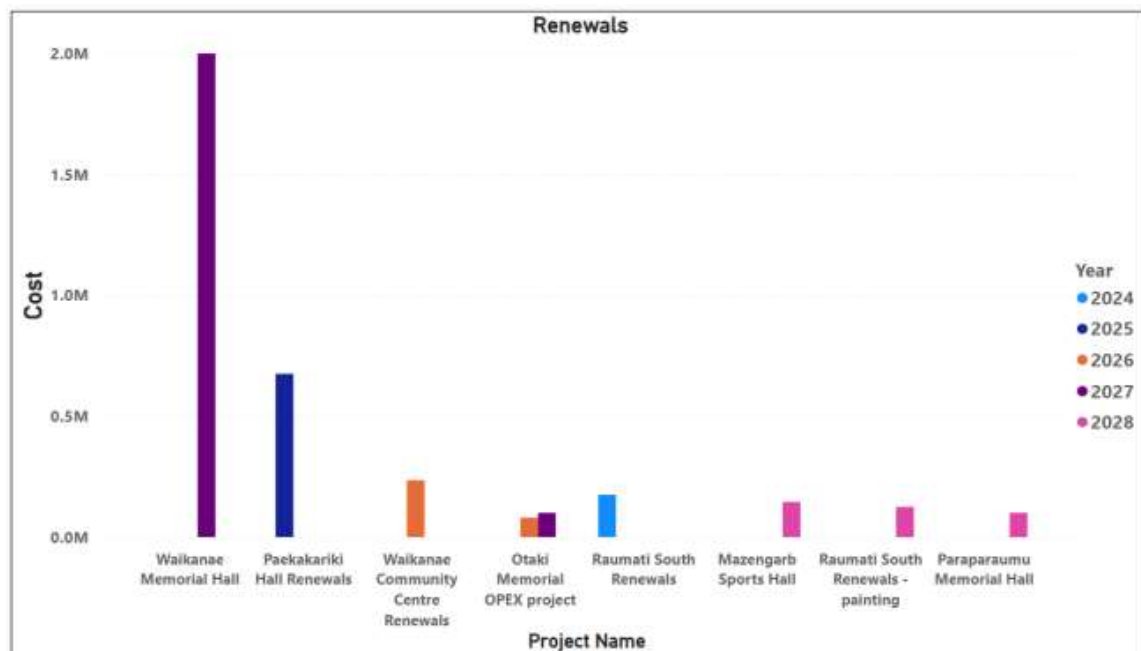
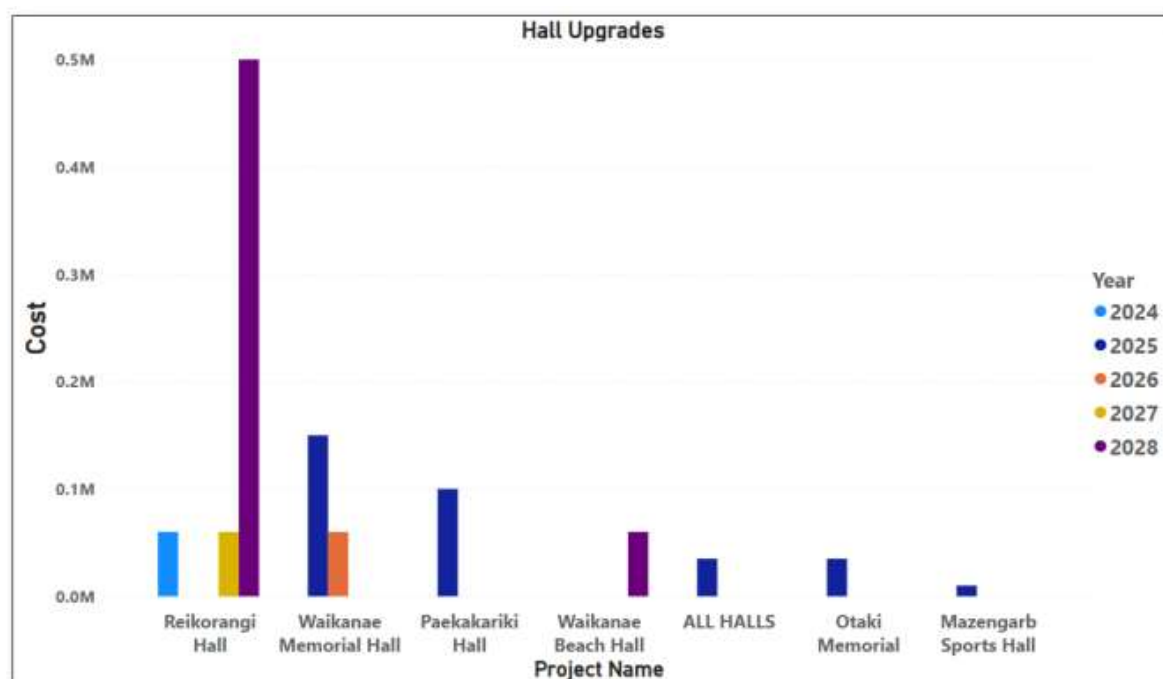


Figure 16 Upgrades Proposed



While the Reikorangi upgrade looks impressive, in truth the building is in poor condition and this expenditure will not substantively change what is on offer.

## 6.5 Disposals

There are no halls or community centres identified for disposal in the period of this AMP. However, the Waikanae Beach Hall will fall into this category in the next few years.

## 6.6 Condition

Assets are condition assessed and given a grading, which will give an indication of what remaining life is left for the asset or component. Assessing components or assets is also known as Condition Grading and refers to the assessed state of an asset. This value is used in establishing the calculated remaining life of components. Condition ranges from C1 to C5, with C1 considered superior condition. An item in C1 is assumed to have 100-55% of its life left, C2 has 54-37%, C3 has 36-25%, C4 has 24-11% and C5 has 10-0% left. Furthermore, deterioration happens much faster after the component has reached over 50% of its life.

Figure 17 Deterioration curve

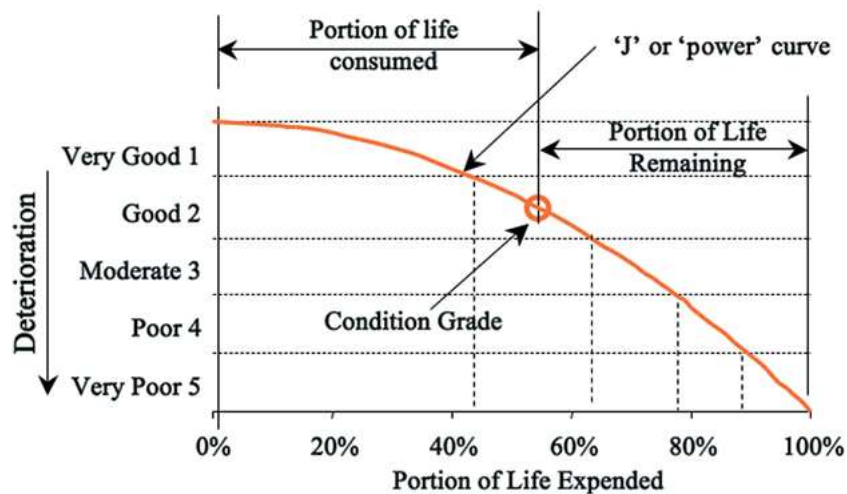
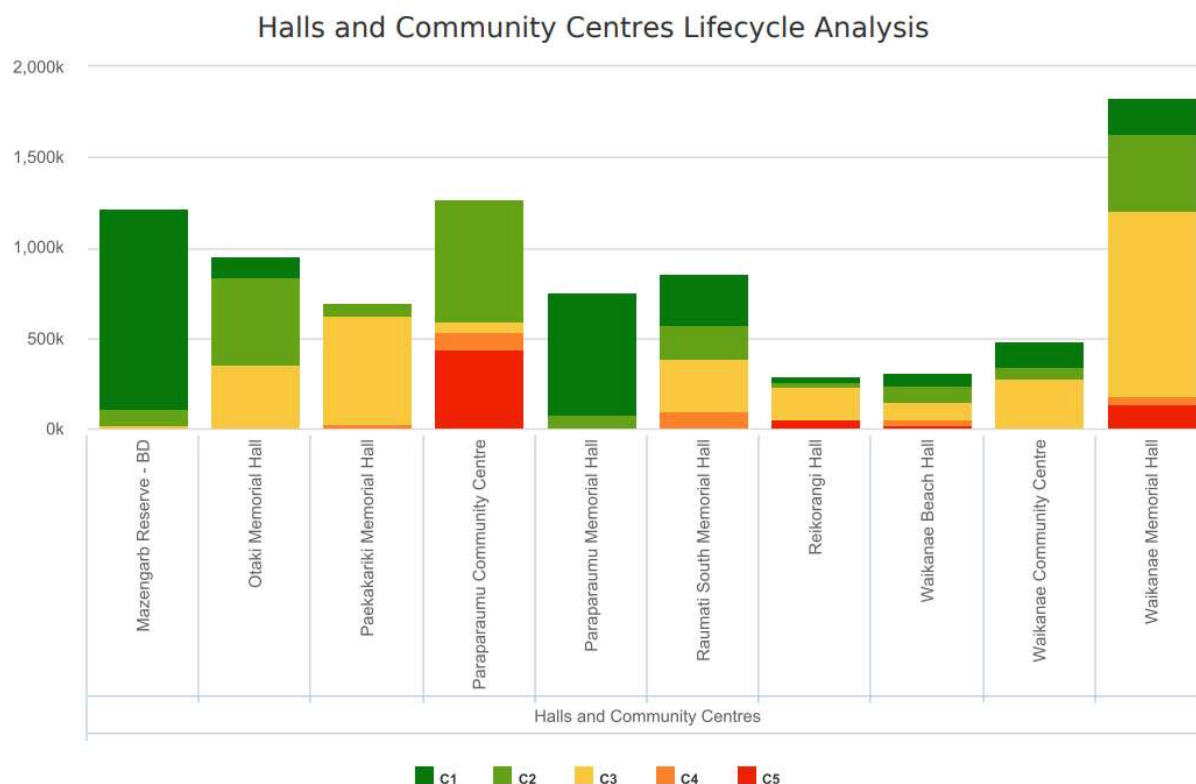


Figure 18 below shows the overall condition of the council owned properties. Much of the property is beyond 50% of remaining life (C2). As such, a fair bit of investment is going to be needed in the short to medium term.

Figure 18 Halls and Community Centre Life Cycle Analysis



Condition assessments for Halls and Community Centres owned properties were complete by 31 May 2023. This improved the level of confidence in the data and about the level of renewals needed. The activity also confirmed the knowledge that it is an aging portfolio with historically deferred renewals. Data improvement is on-going.

## 6.7 Asset description

### 6.7.1 Halls and Community Centres

Most of the memorial halls are dated and need of several renewals or upgrades. We have begun this process and so far, Paraparaumu Memorial Hall was completed in 2021, Raumati South Memorial Hall is in progress and Paekākāriki Memorial Hall is planned for 2025.

Name	Area	Year Built
Ōtaki Memorial Hall	Ōtaki	1955
Paekākāriki Memorial Hall	Paekākāriki	1952
Paraparaumu Community Centre	Paraparaumu	1997
Paraparaumu Memorial Hall	Paraparaumu	1954
Raumati South Memorial Hall	Raumati South	1952
Reikorangi Hall	Reikorangi	1895
Waikanae Beach Hall	Waikanae	1970
Waikanae Community Centre	Waikanae	1991
Waikanae Memorial Hall	Waikanae	1981
Mazengarb Hall	Paraparaumu	2018

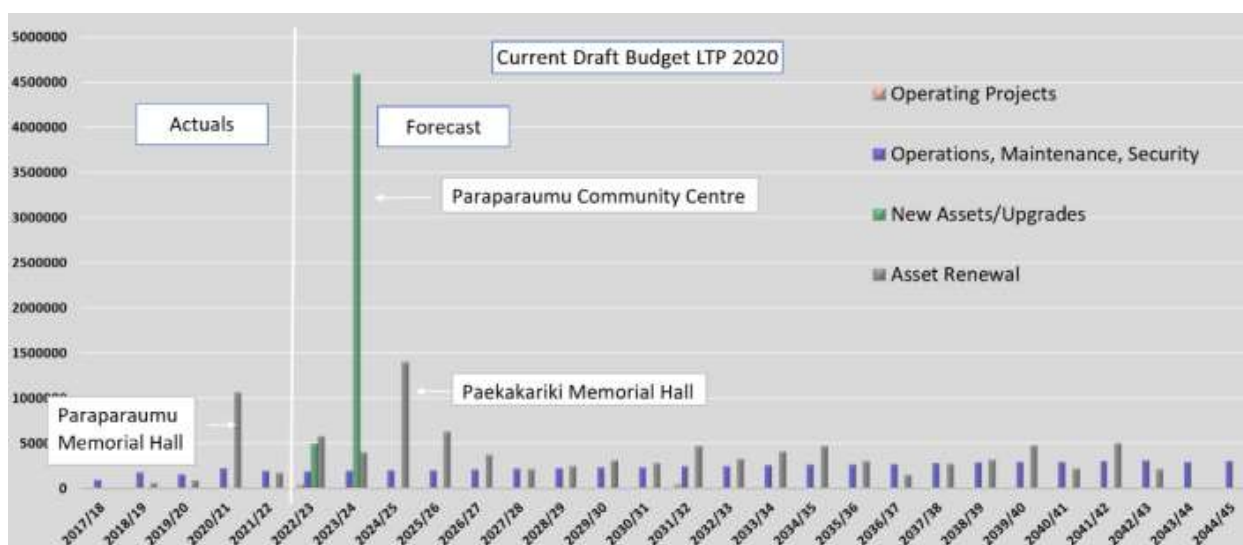
## 7 Financial Summary

This section contains the financial requirements resulting from the information presented in the previous sections of this Activity Management Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

### 7.1 Financial overview

The financial overview is a summary of the CAPEX and OPEX for the Halls and Community Centres. The current 2020 LTP budget is shown below. There are new recommendations to be considered for the 2024 LTP.

Figure 19 Current Draft Budget LTP 2020



Following the condition assessments, HVAC reviews, drone roof and electrical inspections there is updated data and new information about the halls.

Some of the larger CAPEX projects planned over the first four years of the 2024 LTP are listed in the table below.

Hall	Annual Opex (000)	Renewals 4 yrs (000)	Upgrades 4 yrs (000)	Upgrades for Emergency Hubs
Paraparaumu Community Centre	\$58		\$7,000	
Ōtaki Memorial Hall	\$55	\$180	\$38	
Paekākāriki Memorial Hall	\$31	\$675	\$100	
Paraparaumu Memorial Hall	\$48	\$120	\$4	\$30
Raumati South Memorial Hall	\$47	\$125	\$4	\$30
Mazengarb Sports Hall	\$53	\$120	\$17	
Waikanae Community Centre	\$39	\$210	\$4	
Reikorangi Hall	\$29		\$624	\$30
Waikanae Beach Hall	\$32		\$1,064	
Waikanae Memorial Hall	\$57		\$2,214	\$30

Emergency hub upgrades will include generators, wifi, water storage and defibrillators.

The forecast costs, proposed budgets, and valuation projections in this AMP are based on the best available data. For effective asset and financial management, it is critical that the information is kept current and accurate.

Operating expenses increase due to improved information around when renewals are due and planned through SPM Assets Lifecycle Analysis and a catch up on renewals not completed on time in previous years. We are also moving away from being predominantly reactive in our maintenance approach to proactive and preventative. This means the planned operation expenses will increase and we anticipate this will see a reduced reactive maintenance over time as a result.

We have completed the operational expenses review and the next step in the process is to consider a procurement process to obtain the best price and service to deliver for the community.

Some of the flow on effects of the operational expenses review will be seen in the short term and others in the longer term:

- Improve planned renewals to reduce reactive maintenance
- Improved Procurement Process
- The existing policy for Community Halls is 10-20% fees funded and 80-90% rates funded.
- Future Focus - We anticipate that the maintenance and renewal costs will further increase over the next 5-to-10-year period as we transition into a more evidence-based approach to renewals. Asset valuation and depreciation

## Appendix 1 - Relevant statutes and policies

In managing the Hall and Community assets, Council must comply with the following:

Legislation relevant to activity	
Act	Description/Impact
Local Government Act 2002	Sets out the obligations of all Council and Council Controlled Organisations (CCOs) regarding provision of public services and associated regulatory and enforcement powers. Schedule 10 requires Council to meet the current and future needs of communities for good quality local infrastructure and public services that are cost effective. Section 11A(e) outlines that museums, recreational facilities and community amenities are core services of local authorities.
Resource Management Act 1991	The RMA is the main piece of legislation that sets out how we should manage our environment. It is based on the principle of sustainable management. This involves considering effects of activities on the environment now and in the future when making resource management decisions.
Building Act 2004	It is the primary legislation governing the building industry. Its purpose is that: people can use buildings safely and without endangering their health. buildings have attributes that contribute appropriately to the health, physical independence and wellbeing of the people who use them.  A Building Warrant of Fitness (BWOF) is a statement supplied by a building owner, confirming that the systems specified in the compliance schedule for their building have been maintained and checked in accordance with the compliance schedule for the previous 12 months, and that they will continue to perform as required.
Health and Safety in Employment Act 2015	Ensuring employees' health, safety, and welfare at work; Protecting non-employees against the health and safety risks arising from work activities; and. Controlling the keeping and use of explosive or highly flammable or dangerous substances.
Reserves Act 1977	The Reserves Act 1977 was established to acquire, preserve, and manage areas for their conservation values or public recreational and educational values.
Property Law Act 2007	The purpose of this Act is to restate, reform, and codify (in part) certain aspects of the law relating to real and personal property
Public Works Act 1981	Public works, such as roads, often cannot be built without affecting private landowners and their interests in land. Under the Public Works Act 1981, the Crown has the power to acquire land to ensure these works can proceed. Compensation is paid to the landowners for the land acquired.
Heritage New Zealand Pouhere Taonga Act 2014	The purpose of this Act is to promote the identification, protection, preservation, and conservation of the historical and cultural heritage of New Zealand.
Fire Safety and Evacuation of Buildings Regulations 2006	This specifies the level of evacuation procedures needed for ensuring the safe, prompt, and efficient evacuation of the building by occupants during a fire emergency.
Earthquake Prone Building Amendment Act (2016)	The Building (Earthquake-prone Buildings) Amendment Act 2016 is the new system for managing earthquake-prone buildings (EPB) and came into effect from 1 July 2017. This new legislation addresses recommendations from the Canterbury Earthquakes Royal Commission and the findings of a comprehensive review by the Government.  It standardises the rules and processes that apply to EPB nationally, considering seismicity around New Zealand. The new system is a single national policy framework. The objective is to protect people from harm in an earthquake balanced with the costs of strengthening or removing buildings and the impact on the built heritage.  The legislation defines a new category of priority buildings in high and medium seismic risk areas. Those buildings include certain education buildings, some hospital buildings, and buildings used as emergency shelters and for emergency services.  New Zealand has been categorised into three areas of low, medium, and high seismic risk. National timeframes for territorial authorities to identify EPB and deadlines for building owners to remediate these buildings will be set relative to their location and level of seismic risk.

Policies and strategies relevant to activity	
Policy / Strategy	Description / Impact
Community Facilities Strategy	Provides a high-level understanding of the community facilities the district has now and those that the Council considers will likely be required in the future as our community's needs change.
Procurement Policy*	Defines KCDC's approach to the procurement of goods and services to support the community in an affordable and efficient manner and provides a standardised approach to procurement for all departments.
KCDC Long Term Plan	Required document under Local Government Act, section 93. Contains financial forecast statements for each activity (including buildings and pensioner housing) over the ten-year period.
KCDC Financial Strategy	Sets out how Council funds its activities, projected debt levels and management of investments.
KCDC Infrastructure Strategy	Shows the current and expected upcoming key infrastructure issues and significant projects and expenditure for the next 30 years.










Standards relevant to Activity	
Standard	Description/Impact
Building Code	The Building Code fits in with the Building Act and lays down a range of requirements relating to built assets which the Community Facilities team consider in managing the portfolio of the group. All new building work must comply with the Building Code, which sets out performance standards that buildings must meet. It covers aspects such as structural stability, fire safety, access, moisture control, durability and services and facilities.
AS/NZS 4360:2000 Risk Management for Local Government	Guidelines for assessing risks and developing risk management strategies
AS/NZS 3500.2:2003 Plumbing and Drainage – Sanitary Plumbing and Drainage	This standard specifies the requirements for the design and installation of sanitary plumbing and drainage from the fixtures to a sewer, common effluent system, or an on-site wastewater management system, as appropriate. The Standard applies to new installations as well as alterations, additions, or repairs to existing installations
AS/NZS 3000:2007 Electrical Installations (Australian/New Zealand Wiring Rules)	Provides requirements for the selection and installation of electrical equipment, and design and testing of electrical installations, especially regarding the essential requirements for safety of persons and livestock from physical injury, fire, or electrical shock
NZS 4512:2003 Fire Detection and Alarm Systems in Buildings	Provides specifies, users, manufacturers, suppliers, installers, and maintenance persons with requirements to enable a fire warning from a fire alarm system in a building to operate at the earliest practicable moment to facilitate appropriate emergency measures
NZS 4241: 1991 Public Toilet Facilities	Provides for the provision of safe convenient-to-use public toilet facilities of appropriate design and quality, using self-contained toilet units and gives guidance on the basic care and maintenance of the facilities and units.
International Infrastructure Management Manual 2015 & IIMM55000	Provides for strong governance and accountability, more effective and sustainable decisions, enhanced customer service, effective risk management and improved financial efficiency.






## Appendix 2 – Improvement Plan

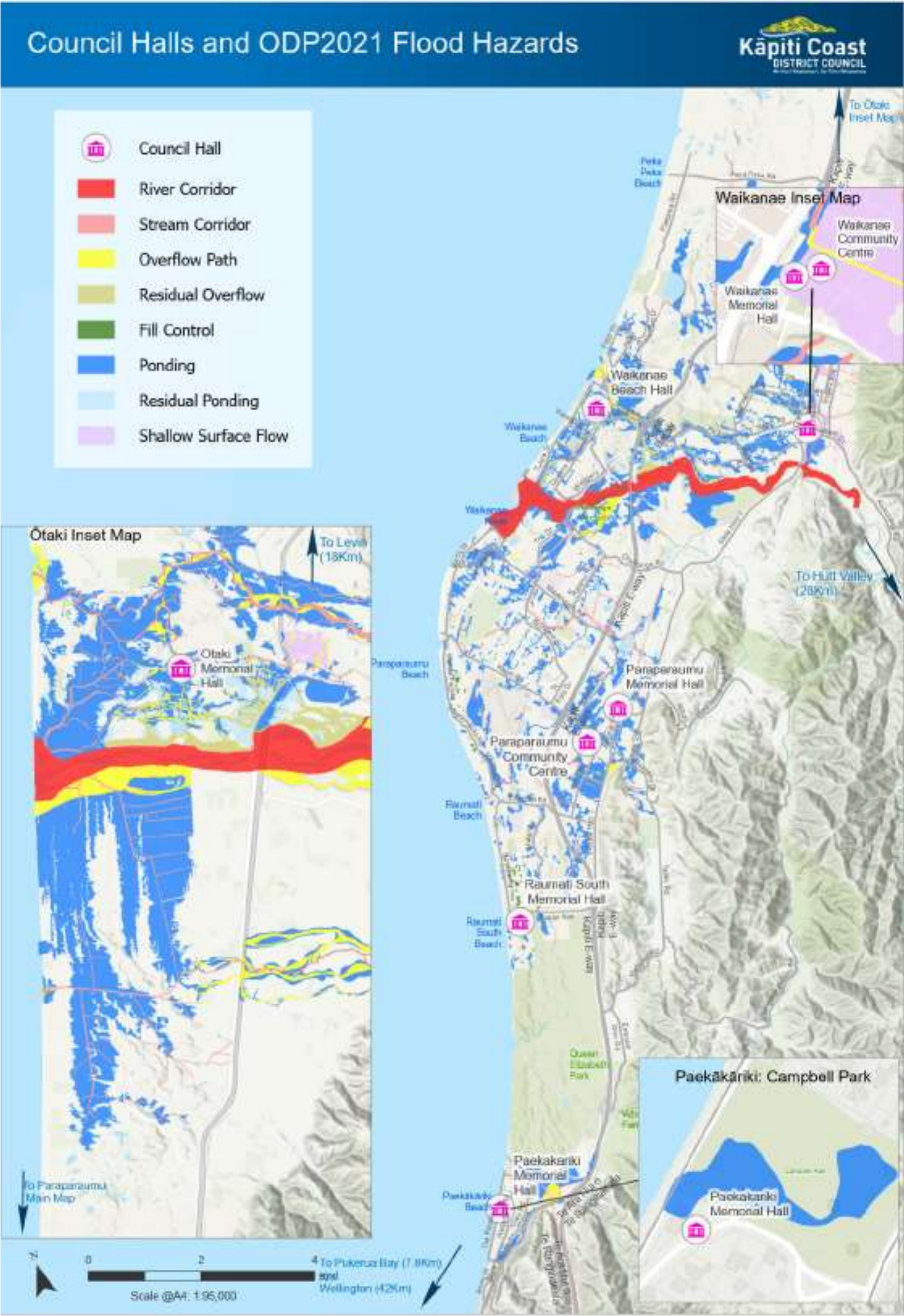
No.	Improvement Area	AMP Ref. No.	Action	Priority	Indicative Timeframe		
					2024/25	2024/26	2026/27
1	Appendix 4 Strategic Alignment	1.1	Consider more efficient lighting components in all halls. Implement energy efficiency improvement plan	H			
		1.1	Develop long term plan for each building considering adaptations to mitigate risks of climate change for flooding	H			
		1.1	Improve usage rates of low usage halls (also 4.5)	H			
		1.1	Ensure lighting and visibility adequate	M			
2	Demand Management	4.4	Waikanae Community and Memorial Hall extension, permanent staff on-site option investigate	H			
		4.5	Engage with Community to improve hall usage	M			
3	Risk Management	5.3	Emergency Risk Planning – review placement of community hubs	H			
		5.6	Implement Maintenance Scheduling System	H			

## Appendix 3 – Links to Council Strategy

Well-being	Issue		Positive	Negative	Mitigation	Active
 <b>Natural Environment</b> Restored and enhanced progress to low carbon future	 Waste	Waste generated by renewal works.	Assets are upgraded to a better standard/quality/efficiency	Waste from renewals goes to landfill. Older building likely to have some hazardous materials present e.g., asbestos.	Waste Management Plans for all major works. Asbestos Register and Plan	In Place
	 Power	How facilities are powered and use of inefficient lighting components.	Opportunity to install LED when conducting significant renewals.	Potentially high capital costs to undertake a bulk change over.	Monitor and report on usage. Implementing energy efficiency improvement plan.	Improvement Plan
	 Climate	Climate change and impacts of storm surge, sea level rise, increase in number of hot days over 25°C and increase in significance of these events.	Facilities able to withstand the effects of climate change.	Costs may outweigh benefits of adding resilience on some buildings.	Resilience and risk audits of current building stock. Consider how renewals can be done with lower environmental impact while using sustainable resources. Develop long term strategies for all buildings.	Improvement Plan
 <b>Economic</b> Economy is prosperous and has opportunity	 Utilisation	Community facilities may be under or overused depending on size, location, and availability.	Better understanding of the community needs. Adjusting to demonstrated need.	This has an impact on budgets for operational and renewal expenses.	Collect demand and use data. Budget smoothing and planned vs reactionary maintenance. Improving usage rates of low usage halls	In place Improvement plan
	 Safety	The design, age and percentage of NBS of some community halls and centres	Facilities will be safe. Reduce the risk to council.	Increased maintenance and renewal costs due to historically deferred renewals.	Procurement plan for better use of money. Long term Plan for replacement and renewals clearly articulated.	In place with continuous improvement
 <b>Culture</b> Sense of belonging	 Listed Buildings	Historical places owned by Council are complicated to renew and maintain	Retain the culture and identity of Kāpiti.	Costs can be high to fix older building in comparison to building new.	Making good use of the guidelines in 'Heritage New Zealand Pouhere Taonga Act 2014' and other available resources for historical places.	In place

 <b>Social</b> Live and thrive	 Hygiene	Unhygienic facilities	Supporting activities at halls and community centres	Illness and diseases. Negative publicity. Reduction in use.	Regular cleaning regimes for all facilities.	In place
	 Vandalism	Vandalism and Graffiti	Clean, tidy building frontage	Anti-social behaviour. Eye sore. Cost	Efficient clean-up and repair responses to reports of vandalism and graffiti.  Ensure lighting and visibility adequate.	In place  Improvement plan

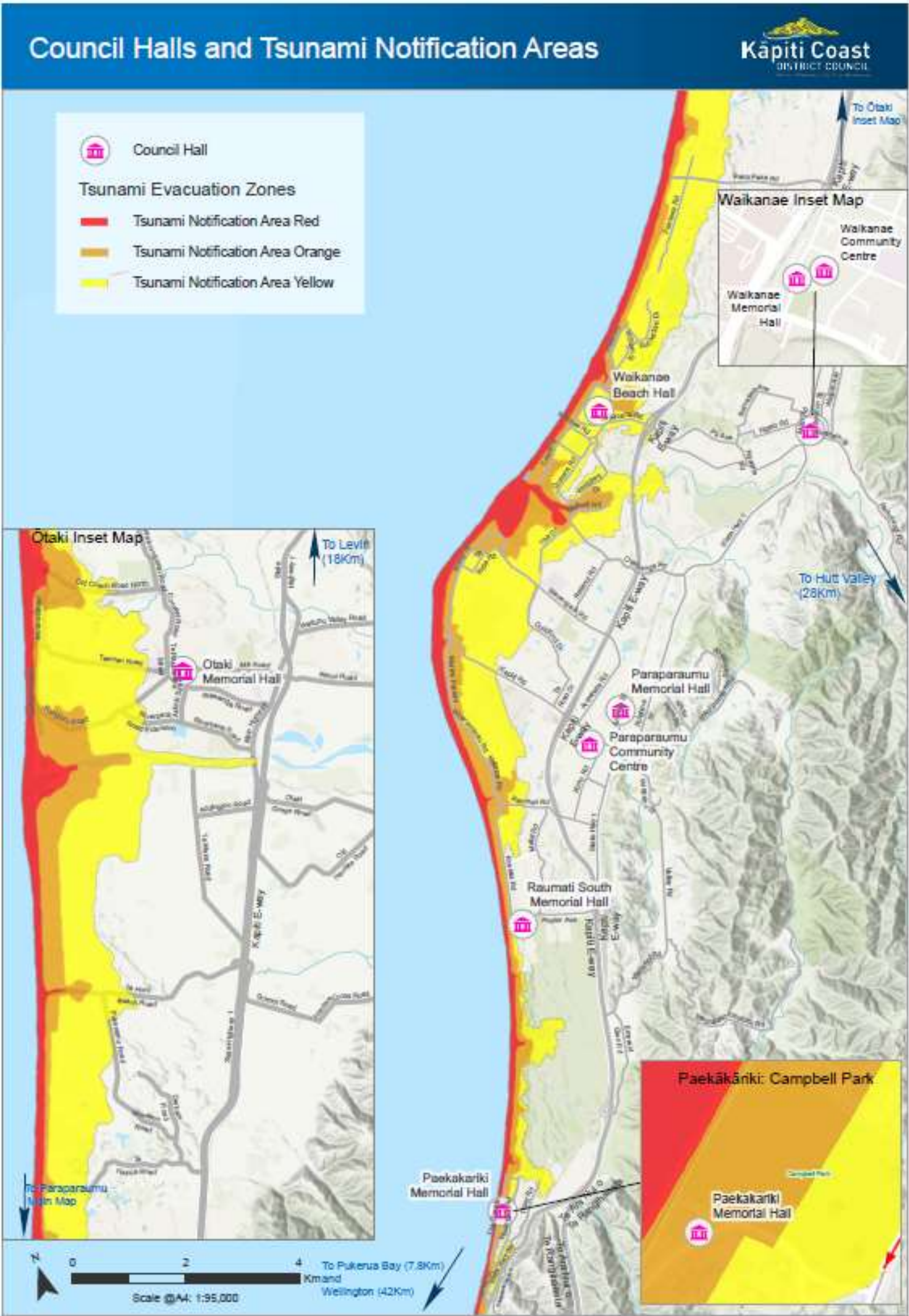
Appendix 4 – Maps - Halls











## 10.4 ESTABLISHMENT OF A MĀORI WARD

Kaituhi | Author: **Steffi Haefeli, Manager Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report asks Council to consider the establishment of a Māori ward for the 2025 local body elections.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

### TE TUKU HAE PAPA | DELEGATION

- 3 Section A.2 of the Governance Structure and Delegations for the 2022-2025 triennium provides Council with authority to consider this matter.
- 4 Section A.1 provides that Council's decision-making is guided by a partnership between elected members and the mana whenua of the district comprising the iwi and hapu of Ngā Hapū o Ōtaki (Ngāti Raukawa), Ngāti Toa Rangatira and Ātiawa ki Whakarongotai Charitable Trust (together forming the A.R.T. Confederation).

### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council either:
  - A.1 Resolve not to establish a Māori ward for electoral purposes under section 19Z of the Local Electoral Act 2001 ahead of the 2025 local body election.
  - Or
  - A.2 Resolve to proceed with wider community consultation with tangata whenua and other communities ahead of a final decision on whether to establish a Māori ward this triennium prior to 23 November 2023.

### TŪĀPAPA | BACKGROUND

- 5 On 6 May 2021, following the recommendation of its three iwi partners, Te Āti Awa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (Ngāti Raukawa) and Ngāti Toa Rangatira Council resolved not to establish a Māori ward for electoral purposes under section 19Z of the *Local Electoral Act 2001* before the 2022 local body elections. As part of this decision, Council committed to reconsidering the question this triennium.

#### **Current Legislative Context**

- 6 On 26 July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill). The Legislation Bill is currently progressing through Parliament and was expected to come into force mid-2023. Initially, if passed, the Bill would have enacted amendments to the Local Electoral Act 2001 making revisions to the process that local authorities are required to follow in deciding their representation arrangements, making the consideration of a Māori ward a mandatory step in the representation review process. These would have taken effect ahead of the 2025 local authority elections. Under the proposed provisions:
  - 6.1 Local authorities that had not established a Māori ward in the last triennium, would be required to reconsider whether to create a Māori ward; and

- 6.2 Local authorities would be required to engage with 'Māori and other communities' and to 'have regard to' this engagement in deciding whether to establish a Māori ward.
- 7 On 6 April 2023, after the Bill's second reading, Parliament made changes to timeframes proposed under the initial Bill and delayed the introduction of certain provisions to reduce the impact of the new requirements especially for those councils affected by Cyclone Gabrielle and subsequent flooding events. Changes to the bill include delaying provisions requiring Councils to consider Māori representation as part of their representation review until after the 2025 Local Body Elections. As a result, the proposed Māori ward requirements will not be in force for 2025 elections. The intention is that they will be in force for the 2028 elections and the provisions are expected to remain the same.
- 8 Councils still have the ability to optionally consider Māori representation, but it will no longer be a legal requirement ahead of the next elections.
- 9 The impact of the delay in provisions is that the legislative status quo under the Local Electoral Act 2001 remains. This is that Council may, but is not required to, resolve whether to establish a Māori ward ahead of the elections in 2025. In the last triennium, Council guided by mana whenua resolved not to establish a Māori ward, however, committed to reconsidering the question this triennium. As such, it is appropriate that Council and mana whenua consider the matter again this triennium.
- 10 Under the current provisions of the Local Electoral Act 2001, a resolution to establish a Māori ward must be made by 23 November 2023, which is the 23 November of the year that is 2 years before the next triennial general election, to take effect for that next election. If Council did resolve to establish a Māori ward, then a representation review would need to take place in 2024 ahead of the 2025 elections.

### ***What is a Māori Ward?***

- 11 The Local Government Act 2002 requires Council to provide for Māori participation in decision-making, but it does not prescribe how this should happen. The establishment of one or more Māori wards is one avenue to be considered under the Local Electoral Act 2001.
- 12 A Māori ward is a representation structure which would allow tangata whenua electors enrolled on the Māori electoral role to directly elect a Councillor to Council. The person standing for the Māori ward vacancy does not have to identify as mana whenua or tangata whenua to stand; however, only those on the Māori electoral role can nominate that person and vote for the person to be elected.
- 13 The Electoral Act 2001 sets out a formula to determine how many Māori wards may be established which is based on population size of the territorial authority area.
- 14 Previous amendments to the Local Electoral Act 2001 under the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021:
- 14.1 removed the ability for electors to bring a petition requiring a poll on the introduction of Māori wards (only the Council will be able to undo a decision to establish a Māori ward or constituency);
- 14.2 removed the ability for local authorities to resolve to hold binding polls on whether to establish Māori wards or constituencies (although non-binding polls may continue to be conducted);
- 14.3 provided that past polls, or Council resolution to hold binding polls, on whether to establish Māori wards or constituencies cease to have any effect.

### ***Engagement Planning***

- 15 If a decision is made by Council that the establishment of a Māori ward should be considered, an engagement plan should be considered and developed in line with mana whenua advice on what type of engagement would be appropriate.
- 16 Input on engagement could be sought via Te Whakaminenga o Kāpiti and then Council on what the proposed engagement plan with mana whenua, tangata whenua and other



communities should look like in the lead up to a final decision on whether to establish a Māori ward this triennium.

### ***Future for Local Government Review***

- 17 Current local governance structures and systems were designed many years ago and are now facing considerable pressure. Over the past three years an independent review has been conducted by the Future for Local Government Review panel which is an opportunity to find new approaches to local governance that create the conditions for communities to prosper and thrive.
- 18 While the recently released final report from the panel conducting the Review into the Future for Local Government recommend that the threshold for Māori wards in legislation be reduced, it also acknowledges that changes to legislative frameworks alone are not sufficient to ensure a Te Tiriti based partnership between local government and Māori.
- 19 The panel recommends councils develop partnership frameworks with hapū/iwi and Māori to give effect to Te Tiriti provisions and enabling Tiriti-based appointments to councils for iwi and hapu who want to participate in the kāwanatanga sphere.

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

- 20 Council's current governance structure allows for the appointment of mana whenua representatives to its committees and subcommittees with full voting rights which currently provides a mechanism for all of Council's mana whenua partners to be represented around the Council and committee table.
- 21 If a Māori ward is established, Māori electors enrolled on the Māori electoral roll will need to vote for Māori ward councillors in the place of general ward councillors. Māori electoral roll electors will still be able to vote for the Mayor, district-wide councillors and community board representatives of the community they reside in. This could be perceived as less representation across the wards. In comparison, general roll electors would be able to vote for the Mayor, three district-wide councillors, community board representatives and up to three ward councillors depending on the ward they are able to vote for. For example, for a Māori elector voting for the Paraparaumu ward electorate, establishing a Māori ward would mean that instead of voting for three ward councillors they might only be able to vote for one Māori ward councillor.
- 22 The exact number of Māori ward councillors would not be known with certainty until a representation review has taken place, however, this is determined by a 'fair representation' ratio in the Local Electoral Act 2001 and based on population numbers from the previous representation review, there would likely be one Māori ward councillor to 10 general ward councillors. As the legislative ratio is between Māori ward and general ward councillors, a decision to establish a Māori ward would likely impact on Council's representation structure including the type and number of ward versus district-wide councillors and consequentially, the total number of councillors.
- 23 While Māori electors are able to switch between the Māori electoral roll and the general electoral roll easily due to a recent change in electoral legislation, this can still only be done up to three months before the relevant elections. Messaging around these considerations for Māori electors can be incorporated in pre-election communications and engagement to ensure Māori are aware of the impacts of the different rolls.

### **Ngā kōwhiringa | Options**

- 24 In the last triennium, Council guided by mana whenua resolved not to establish a Māori ward and committed to reconsidering the question this triennium. The options are:

- 24.1 For Council to resolve not to establish a Māori ward at this point in time (as there is no legislative requirement in force to require Council to consider it this triennium and as such this is discretionary).
- 24.2 For Council to resolve to proceed with wider community consultation with tangata whenua and other communities in a lead up to a final decision on whether to establish a Māori ward this triennium.

### Mana whenua

- 25 At the 20 June 2023 Te Whakaminenga o Kāpiti meeting the chair, André Baker, noted that Council was subject to timeframes in making these decisions and that a response had been provided directly to the Mayor. Through the chair of Te Whakaminenga o Kāpiti, the A.R.T Confederation reflected that work they are committing themselves to, in terms of a review of the Memorandum of Partnership, and opportunities for mana whenua to be represented at Council and committee meetings through the Governance Structure, is still in its infancy. These relationships will continue to evolve following the recent appointment of a Group Manager Iwi Partnerships.
- 26 The A.R.T Confederation have indicated they would like to embed the new partnership arrangement and new relationship with the newly appointed iwi partnerships group this triennium and do not consider the establishment of a Māori ward a priority at present. They have indicated that they will continue to consider this matter throughout the triennium.

### Panonitanga āhuarangi | Climate change

- 28 There are no climate change considerations as part of this report.

### Ahumoni me ngā rawa | Financial and resourcing

- 29 There are no direct financial and resourcing implications as a result of this report. If Council supported the establishment of a Māori ward, community engagement would need to be planned and implemented. Community engagement would have a budgetary impact.
- 30 If a decision was then made to establish a Māori ward as a result of the engagement, a representation review would need to take place in 2024, also with a budget impact.

### Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

- 31 As Council considered whether to establish a Māori ward last triennium, under the Local Electoral Act 2001 Council is not required to consider the establishment of a Māori ward until next triennium ahead of the 2028 Local Body Elections. Consideration of this matter this triennium is optional (noting that Council and mana whenua committed to revisiting this matter this triennium when they resolve not to establish a Māori ward last triennium).
- 32 Under the Local Electoral Act 2001, if Council wishes to establish a Māori ward ahead of the 2025 elections, it must make a decision by 23 November 2023 and give public notice in accordance with the timeframes in the Act.

### Ngā pānga ki ngā kaupapa here | Policy impact

- 33 There will be no direct impact on any existing or planned policies as a result of this decision.

## TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

### Te mahere tūhono | Engagement planning

- 34 If required, an engagement plan would be developed by Council Officers with input from mana whenua and presented to Council for endorsement at a Council meeting at the end of August 2023. Any community engagement would need to take place between mid-August and October 2023 to make a decision in line with legislative timeframes.

- 35 Any input provided by mana whenua as part of the discussions on this report will be presented to Council to inform the proposed engagement approach.

#### Whakatairanga | Publicity

- 36 If a decision is made to consider the establishment of a Māori Ward, publicity will be in line with an agreed communications and engagement plan. The decision on whether or not to establish a Māori ward will also be publicly notified.

#### NGĀ ĀPITI HANGA | ATTACHMENTS

1. 19Z Local Electoral Act 2001 [↓](#)
2. Schedule 1A Local Electoral Act 2001 [↓](#)

Part 1A s 19Z

Local Electoral Act 2001

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- (4) If the description of any ward or constituency or community or subdivision to which subsection (3) applies is defective, but the Surveyor-General, or a person appointed by the Surveyor-General, certifies that it can be amended and the defect overcome without making any change in what was evidently intended to be the area comprised in the description, the description—
  - (a) may be so amended by resolution; and
  - (b) if so amended, has effect as if the provisions of subsection (3) had been complied with.
- (5) The territorial authority or regional council must reimburse the Commission for any costs incurred by the Commission in obtaining the certificate required by subsection (3) or must meet the cost of the production of that certificate if required to do so by the Surveyor-General.
- (6) The following provisions apply to every determination of the Commission under this section:
  - (a) it is to come into force at the next triennial general election, except so far as may be necessary to provide for that election; and
  - (b) a copy must be kept at the office of the territorial authority or regional council, and must be available for inspection without fee by any person during normal office hours.

Compare: 1974 No 66 s 101M

Section 19Y: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 19Y(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 19Y(2)(a)(iv): amended, on 29 June 2013, by section 14 of the Local Electoral Amendment Act 2013 (2013 No 40).

Section 19Y(3): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

*Māori wards and Māori constituencies*

Heading: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

**19Z Territorial authority or regional council may resolve to establish Māori wards or Māori constituencies**

- (1) Any territorial authority may resolve that the district be divided into 1 or more Māori wards for electoral purposes.
- (2) Any regional council may resolve that the region be divided into 1 or more Māori constituencies for electoral purposes.
- (3) A resolution under this section,—
  - (a) if made after a triennial general election but no later than 23 November of the year that is 2 years before the next triennial general election, takes

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Part 1A s 19Z

- effect, subject to paragraph (c), for the purposes of the next triennial general election of the territorial authority or regional council; and
- (b) in any other case, takes effect, subject to paragraph (c), for the purposes of the next but one triennial general election; and
  - (c) in either case, takes effect for 2 triennial general elections of the territorial authority or regional council, and for any associated election, and continues in effect after that until a further resolution under this section takes effect.
- (4) This section—
- (a) is subject to clauses 2(5) and 4(4) of Schedule 1A; and
  - (b) does not apply in relation to a territorial authority or regional council if another enactment requires,—
    - (i) in the case of a territorial authority, that the district be divided into 1 or more Māori wards; or
    - (ii) in the case of a regional council, that the region be divided into 1 or more Māori constituencies.
- (5) In this section, **associated election**, in relation to any 2 successive triennial general elections of a territorial authority or regional council, means—
- (a) any election to fill an extraordinary vacancy in the membership of the body concerned that is held—
    - (i) between those elections; or
    - (ii) after the second of those elections but before the subsequent triennial general election:
  - (b) an election of the members of the body concerned under section 258I or 258M of the Local Government Act 2002 that is held—
    - (i) between those elections; or
    - (ii) after the second of those elections but before the subsequent triennial general election.

Section 19Z: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 19Z(3)(c): replaced, on 2 March 2021, by section 6(1) of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

Section 19Z(4): replaced, on 2 March 2021, by section 6(2) of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

Section 19Z(5): amended, on 2 March 2021, by section 6(3) of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

Section 19Z(5)(b): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

**19ZA Public notice of right to demand poll***[Repealed]*

Section 19ZA: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZB Electors may demand poll***[Repealed]*

Section 19ZB: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZC Requirements for valid demand***[Repealed]*

Section 19ZC: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZD Territorial authority or regional council may resolve to hold poll***[Repealed]*

Section 19ZD: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZE Limitation on division into Māori wards or Māori constituencies***[Repealed]*

Section 19ZE: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZF Poll of electors***[Repealed]*

Section 19ZF: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZG Effect of poll***[Repealed]*

Section 19ZG: repealed, on 2 March 2021, by section 7 of the Local Electoral (Māori Wards and Māori Constituencies) Amendment Act 2021 (2021 No 3).

**19ZH Basis of election of territorial authority and regional council**

If, for the purpose of a triennial general election,—

- (a) a district of a territorial authority is required to be divided into 1 or more Māori wards; or
- (b) a region of a regional council is required to be divided into 1 or more Māori constituencies,—

the provisions of this Part (other than those of sections 19B, 19G, and 19J, and those of this section) are subject to the provisions of Schedule 1A.

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Part 1A s 19ZI

Section 19ZH: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

*Guidelines*

Heading: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

**19ZI Guidelines in relation to reviews of representation or minor alterations to boundaries**

- (1) The Commission must issue guidelines identifying factors and considerations for territorial authorities or regional councils to take into account in making determinations under any of the provisions of sections 19H to 19JB and Schedule 1A.
- (2) The Commission may, from time to time, amend or revoke any guidelines issued under subsection (1).
- (3) Any guidelines issued under subsection (1) may relate to territorial authorities or regional councils generally or to a specific class of territorial authorities or regional councils.
- (4) The Commission must, as soon as practicable after issuing any guidelines under subsection (1),—
  - (a) send a copy of those guidelines to every territorial authority and every regional council; and
  - (b) publish in the *Gazette* a notice—
    - (i) stating that the guidelines have been issued; and
    - (ii) naming the place or places at which copies of the guidelines are available for inspection free of charge or for purchase or both.
- (5) The Commission must ensure that, so long as the guidelines remain in force, copies of the guidelines are available—
  - (a) for inspection by members of the public free of charge; and
  - (b) for supply to members of the public either free of charge or for purchase at a reasonable price.
- (6) The provisions of subsections (4) and (5) apply, with all necessary modifications, in respect of any amendment or revocation of any guidelines issued under subsection (1).

Section 19ZI: inserted, on 25 December 2002, by section 6 of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 19ZI heading: amended, on 29 June 2013, by section 15(1) of the Local Electoral Amendment Act 2013 (2013 No 40).

Section 19ZI(1): amended, on 29 June 2013, by section 15(2) of the Local Electoral Amendment Act 2013 (2013 No 40).

Schedule 1A

Local Electoral Act 2001

Version as at  
15 June 2023**Schedule 1A****Provisions relating to Māori wards and Māori constituencies**

s 19ZH

Schedule 1A: inserted, on 25 December 2002, by section 49 of the Local Electoral Amendment Act 2002 (2002 No 85).

**1 Review of representation arrangements for election of territorial authority**

- (1) If, for the purposes of a triennial general election, a district of a territorial authority (being a district that is not already divided into 1 or more Māori wards) is required to be divided into 1 or more Māori wards, the territorial authority must, in the year immediately before the year in which the triennial general election is to be held, but not later than 31 August in the year immediately before the year in which the triennial general election is to be held, make a determination under section 19H.
- (2) That determination must be made as if the territorial authority were required by section 19H to determine by resolution, in accordance with Part 1A,—
  - (a) the proposed number of members of the territorial authority (other than the mayor); and
  - (b) whether—
    - (i) all of the proposed members of the territorial authority (other than the mayor) are to be separately elected by the electors of 1 or more Māori wards and the electors of 1 or more general wards; or
    - (ii) some of the proposed members of the territorial authority (other than the mayor) are to be elected by the electors of the district as a whole and some to be elected separately by the electors of 1 or more Māori wards and 1 or more general wards, and, if so, what number of members are to be elected by electors of the district as a whole, and what number are to be elected separately; and
  - (c) the proposed number of members of the territorial authority to be elected by the electors of 1 or more Māori wards; and
  - (d) the proposed number of members of the territorial authority to be elected by electors of 1 or more general wards; and
  - (e) the proposed name and the proposed boundaries of each ward; and
  - (f) the number of members proposed to be elected by the electors of each Māori ward; and
  - (g) the number of members proposed to be elected by the electors of each general ward.
- (3) This clause does not limit section 19B(1).

Compare: 2001 No 1 (L) s 5

Schedule 1A clause 1(2)(b)(ii): amended, on 29 June 2013, by section 42 of the Local Electoral Amendment Act 2013 (2013 No 40).



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Schedule 1A

## 2 Calculation of number of Māori and general ward members

- (1) The number of members to be elected by the electors of 1 or more Māori wards of the district of a territorial authority (**Māori ward members**) is to be determined in accordance with the following formula:

$$\text{nm} = \text{mepd} \div (\text{mepd} + \text{gepd}) \times \text{nm}$$

where—

nm is the number of Māori ward members

mepd is the Māori electoral population of the district

gepd is the general electoral population of the district

nm is the proposed number of members of the territorial authority (other than the mayor).

- (2) If a determination is made under clause 1(2)(b)(ii), the definition of nm in the formula must be applied as if for the words “proposed number of members of the territorial authority (other than the mayor)” there were substituted the words “proposed number of members of the territorial authority (other than the mayor and the members to be elected by electors of the district as a whole)”.
- (3) If the number of the Māori ward members (other than the mayor) calculated under subclause (1) includes a fraction, the fraction must be disregarded unless it exceeds a half. If the fraction exceeds a half, the number of Māori ward members must be the next whole number above the number that includes the fraction.
- (4) The number of members to be elected by the electors of 1 or more general wards is to be determined by subtracting from the proposed number of members of the territorial authority (other than the mayor, or, if the case requires, other than the mayor and the members of the territorial authority to be elected by electors of the district as a whole) the number of Māori ward members, as calculated under subclauses (1) and (3).
- (5) Despite Part 1A and the provisions of this schedule, if the number of Māori ward members, as determined in accordance with the method of calculation in this clause, is zero (because the number of Māori ward members as so determined is a fraction of the whole number 1 that does not exceed one half),—
- (a) the district must not be divided into 1 or more Māori wards and 1 or more general wards:
- (b) the provisions of clauses 1, 5, and 6 of this schedule must not be applied for the purposes of any determination under section 19H or section 19R.

Compare: 2001 No 1 (L) s 6

Schedule 1A clause 2(5): amended, on 28 June 2006, by section 5(1) of the Local Electoral Amendment Act 2006 (2006 No 25).

Schedule 1A

Local Electoral Act 2001

Version as at  
15 June 2023**3 Review of representation arrangements for election of regional council**

- (1) If, for the purposes of a triennial general election, a region of a regional council (being a region that is not already divided into 1 or more Māori constituencies) is required to be divided into 1 or more Māori constituencies, the regional council must, in the year immediately before the year in which the triennial general election is to be held, but not later than 31 August in the year immediately before the year in which the triennial general election is to be held, make a determination under section 19I.
- (2) That determination must be made as if the regional council were required by section 19I to determine by resolution, in accordance with Part 1A,—
  - (a) the proposed number of members of the regional council; and
  - (b) the proposed number of members of the regional council to be elected by the electors of 1 or more Māori constituencies; and
  - (c) the proposed number of members of the regional council to be elected by electors of 1 or more general constituencies; and
  - (d) the proposed name and the proposed boundaries of each constituency; and
  - (e) the number of members proposed to be elected by the electors of each Māori constituency; and
  - (f) the number of members proposed to be elected by the electors of each general constituency.

Compare: 2001 No 1 (L) s 5

**4 Calculation of number of Māori and general constituency members**

- (1) The number of members to be elected by the electors of 1 or more Māori constituencies of a regional council (**Māori constituency members**) is to be determined in accordance with the following formula:

$$\text{nmm} = \text{mepr} \div (\text{mepr} + \text{gepr}) \times \text{nm}$$

where—

nmm is the number of Māori constituency members

mepr is the Māori electoral population of the region

gepr is the general electoral population of the region

nm is the proposed number of members of the regional council.

- (2) If the number of the Māori constituency members calculated under subclause (1) includes a fraction, the fraction must be disregarded unless it exceeds a half. If the fraction exceeds a half, the number of Māori constituency members must be the next whole number above the number that includes the fraction.
- (3) The number of members to be elected by the electors of 1 or more general constituencies is to be determined by subtracting from the proposed number of

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Schedule 1A

members of the regional council the number of Māori constituency members, as calculated under subclauses (1) and (2).

- (4) Despite Part 1A and the provisions of this schedule, if the number of Māori constituency members, as determined in accordance with the method of calculation in this clause, is zero (because the number of Māori constituency members as so determined is a fraction of the whole number 1 that does not exceed one half),—
- (a) the region must not be divided into 1 or more Māori constituencies and 1 or more general constituencies;
  - (b) the provisions of clauses 3, 5, and 6 of this schedule must not be applied for the purposes of any determination under section 19I or section 19R.

Compare: 2001 No 1 (L) s 6

Schedule 1A clause 4(4): amended, on 28 June 2006, by section 5(2) of the Local Electoral Amendment Act 2006 (2006 No 25).

## **5 Relationship with other provisions**

- (1) In exercising its powers and duties under sections 19H to 19U, and sections 19W to 19Y, a territorial authority or regional council or, as the case may require, the Commission must ensure that any proposal, revised proposal, or determination made under any of those sections is,—
- (a) in the case of a territorial authority, consistent with the calculations required by clause 2; and
  - (b) in the case of a regional council, consistent with the result of the calculations required by clause 4.
- (2) If it is proposed to alter the proposed number of members of a territorial authority or regional council at any time after that number is first determined in accordance with clause 1 or clause 3, the territorial authority or regional council or, as the case may require, the Commission must again make, in accordance with the method of calculation specified in clause 2 or the method of calculation specified in clause 4, as the case may require, the determinations required by clause 1 or clause 3.
- (3) Subclause (2) does not limit subclause (1).

Compare: 2001 No 1 (L) s 7

## **6 Supplementary provisions regarding wards, constituencies, and boundaries**

In determining the number of wards and the boundaries of Māori wards, and the number of constituencies and the boundaries of Māori constituencies, a territorial authority or regional council or, as the case may require, the Commission must, in addition to satisfying the requirements of section 19T or section 19U,—

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- (a) ensure, to the extent that is reasonably practicable and is consistent with the requirements of paragraph (b), that—
  - (i) the ratio of members to Māori electoral population in each Māori ward produces a variance of no more than plus or minus 10% (if 2 or more Māori wards for the district are proposed); and
  - (ii) the ratio of members to Māori electoral population in each Māori constituency produces a variance of no more than plus or minus 10% (if 2 or more Māori constituencies for the region are proposed):
- (b) have regard to—
  - (i) the boundaries of any existing Māori electoral district; and
  - (ii) communities of interest and tribal affiliations.

## 7 Population figures

- (1) The Government Statistician must, at the request of a territorial authority or regional council or, if appropriate, the Commission, supply the territorial authority or regional council or the Commission with a certificate—
  - (a) specifying the Māori electoral population for the district or region; and
  - (b) the general electoral population of the district or region.
- (2) The numbers included in the certificate must be derived from information contained in—
  - (a) the most recent report of the Government Statistician to the Surveyor-General and the other members of the Representation Commission made under section 35(6) of the Electoral Act 1993; or
  - (b) if subclause (2A) applies, the alternative report referred to in subclause (2A)(b).
- (2A) In a year where a periodic census is held but a report under section 35(6) of the Electoral Act 1993 is not due to be completed (for the purposes of that Act) until after 1 April of the following year (*see* the definition of counting day in section 79(2) of that Act),—
  - (a) the Electoral Commission must, as soon as practicable after census day, supply to the Government Statistician the information listed in section 79(1) of that Act as on census day; and
  - (b) the Government Statistician must prepare an alternative report for the purposes of this Act, with the information referred to in paragraph (a).
- (3) A certificate issued under subclause (1) is conclusive evidence of the information contained in that certificate.

Compare: 2001 No 1 (L) s 9

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Schedule 1A

Schedule 1A clause 7(2): replaced, on 31 March 2023, by section 15 of the Electoral (Māori Electoral Option) Legislation Act 2022 (2022 No 62).

Schedule 1A clause 7(2A): inserted, on 31 March 2023, by section 15 of the Electoral (Māori Electoral Option) Legislation Act 2022 (2022 No 62).

**8 This schedule to be read with Local Government Act 1974 or Local Government Act 2002 and other provisions of this Act**

- (1) This schedule is to be read in conjunction with the provisions of the Local Government Act 1974 or the Local Government Act 2002 and the other provisions of this Act, and the provisions of the Local Government Act 1974 or the Local Government Act 2002 and the other provisions of this Act and the provisions of any regulations made under either the Local Government Act 1974 or the Local Government Act 2002 or this Act apply accordingly and with any necessary modifications.
- (2) However, if there is any inconsistency between the provisions of this schedule and any provisions of the Local Government Act 1974 or the Local Government Act 2002 or of this Act or of any regulations made under the Local Government Act 1974 or the Local Government Act 2002 or this Act, this schedule prevails.

Compare: 2001 No 1 (L) s 4

**10.5 SELECTING THE ELECTORAL SYSTEM FOR LOCAL BODY ELECTIONS 2025**

Kaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

**TE PŪTAKE | PURPOSE**

- 1 This report provides Council with the opportunity to consider reviewing the electoral system ahead of the 2025 local body elections.

**HE WHAKARĀPOOTO | EXECUTIVE SUMMARY**

- 2 An executive summary is not required for this report.

**TE TUKU HAEPAPA | DELEGATION**

- 3 Under section 27 of the Local Electoral Act 2001 (the “Act”) Council has the authority to consider this matter.

**TAUNAKITANGA | RECOMMENDATIONS**

- A. That Council consider the electoral system for the 2025 local body elections and either:
- A.1. Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;
- or
- A.2. Introduce the First Past the Post (FPP) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;
- or
- A.3. Resolve to undertake a poll of electors on the electoral system to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.

**TŪĀPAPA | BACKGROUND**

- 4 The local body elections 2025 will be held on 11 October 2025.
- 5 There are two electoral systems in use for local body elections in Aotearoa New Zealand, the Single Transferable Vote (STV) system and the First Past the Post (FPP) system.
- 6 The Act provides local authorities or their communities with three options for selecting the electoral system to be used for two consecutive local body elections:
- a local authority may resolve to change its electoral system; or
  - a local authority may resolve to hold a poll to determine which system should be used; or
  - electors may demand that a poll be held on the matter.
- 7 STV is a proportional electoral system where voters use numbers to rank candidates in their order of preference. Voters can rank as many or as few candidates as they wish. To cast a valid vote, voters need to rank at least one candidate and use sequential numbering. A candidate must reach a vote quota to be elected.
- 8 FPP is a very simple electoral system where voters tick their preferred candidate(s) up to the number of vacancies. Candidates with the highest number of votes are elected.

- 9 The Kāpiti Coast District Council has used the STV system for every local body election since the option first became available for the 2004 local body elections.
- 10 For the 2022 local election, STV was used by 15 councils (out of 67) in Aotearoa New Zealand, including Kāpiti Coast District Council, Porirua City Council and Wellington City Council.
- 11 Council last resolved to confirm the STV system as the preferred electoral system on 27 August 2020. This resolution continues to be in force for two consecutive elections unless Council resolves to adopt a different electoral system. This means that Council is not required to make a decision on its electoral system this triennium, in which case the STV system would automatically remain the electoral system to be used for the 2025 local body elections. However, due to the number of newly elected Councillors this triennium, Council officers are bringing the decision to this Council for consideration.

## HE KŌRERORERO | DISCUSSION

### He take | Issues

- 12 The Act prescribes that Council may, no later than 12 September 2023, being two years before the year in which the next triennial general election is to be held, resolve the electoral system for the next two triennial local body elections of the Kāpiti Coast District Council and its community boards, and any associated election. This includes the election of the Kāpiti Coast district representative on the Greater Wellington Regional Council.
- 13 While a resolution is not required to retain the STV electoral system for the 2025 local election, one is required if Council wishes to change the electoral system or demand a poll of its electors in accordance with sections 29 and 31 of the Act.
- 14 Public notice is required by 19 September 2023 notifying the electoral system to be used and containing a statement that a poll can be demanded by 5% of electors to change the electoral system. If there was a change in electoral system, the notice would also include the Council resolution.
- 15 In practice, this would mean if Council resolved to introduce the FPP electoral system, approximately 2,155 electors (based on the number of electors in the district as at the 2022 local body elections), which is equal or greater than 5% of enrolled electors under section 29(3) of the Act, would be required in writing containing all signatories to demand a poll. Once such notice has been received, sections 33 and 34 of the Act prescribes that a poll would be required to be held no later than 21 May 2024, being the year immediately before the year of the next elections. The poll would ask voters to decide the electoral system to be used for the next local body elections.
- 16 Under section 31 of the Act, Council can alternatively consider holding a poll of electors on which electoral system is to be used for the 2025 local election. A decision to hold a poll is required no later than 21 February 2024. If a date for the poll is not specified in the resolution, the poll must be held as soon as practicable. However, the Act prescribes that a poll should be held no later than 89 days after the date of the notice given to the electoral officer.

### Ngā kōwhiringa | Options

- 17 Council has the option to consider the electoral system for the 2025 local body elections and either:
  - A.1. Retain the Single Transferable Vote (STV) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements (no resolution required);or

- A.2. Introduce the First Past the Post (FPP) system as the electoral system for the 2025 local body elections, and this decision be publicly notified by 19 September 2023 in accordance with statutory requirements;
- or
- A.3. Resolve to undertake a poll of electors on the electoral system to be used for the next two triennial elections, in accordance with the provisions in the Local Electoral Act 2001.

## **Electoral Systems**

### Single Transferable Vote

- 18 STV is a proportional electoral system where voters use numbers to rank candidates in their order of preference. Voters can rank as many or as few candidates as they wish. To cast a valid vote, voters need to rank at least one candidate and use sequential numbering. A candidate must reach a vote quota to be elected. The quota is calculated by a formula set out in the Local Electoral Regulations 2001. This system was first introduced in 2004.

#### *Advantages and disadvantages*

- 19 Under the STV representation system electors can cast votes for multiple candidates in one voting document. Voters may be more likely to vote for their preferred candidate as they are still able to rank all other candidates in order of preference and those votes are still counted and therefore voters will not feel they are casting a 'wasted vote' by voting for a candidate that may not have as much community support.
- 20 Using this system votes cast are not lost. If a candidate has received enough votes to be elected all surplus votes for the candidate are then transferred to the next preferred candidate.
- 21 Early research demonstrates that STV leads to improvements in the diversity of representation, specifically the representation of women. However, the representative benefits of STV work best when there is a large pool of candidates and wards with more than one seat being contested.
- 22 Due to its impact on greater diversity, in its final report released in June 2023, the panel for the Review into the Future for Local Government recommended adopting STV as the nationwide method for local elections.
- 23 Kāpiti Coast District voters are familiar with the STV system which has been used in every local body election since the system was introduced in 2004.
- 24 However, STV is a more complex system which requires a candidate to reach a certain quota prescribed by the Local Electoral Regulations 2001 to be elected. The quota calculation is complex and requires a specialist designed computer program (provided by the Department of Internal Affairs) to calculate multiple rounds of vote redistribution each time a candidate meets the quota. So, depending on the number of seats this will require considerable time to produce voting result.

### First Past the Post

- 25 FPP is a very simple electoral system where voters tick their preferred candidate(s) up to the number of vacancies. Candidates with the highest number of votes are elected.

#### *Advantages and disadvantages*

- 26 FPP is a simple method of electing candidates and is widely used both in Aotearoa New Zealand and globally. Calculating the votes and whether a candidate has been elected does not require any specific programmes or expertise.
- 27 Each voter has once choice per vacancy and to make the vote count electors may vote strategically rather than voting for their most preferred candidate for the vacancy to avoid casting a 'wasted vote'. As a result, there is some argument that FPP may not reflect the majority of voters in the most representative or diverse way possible.



**Mana whenua**

- 28 As noted above, the STV system leads to more diversity amongst elected members. However, a decision to change the electoral system will not affect current Governance arrangements with mana whenua.
- 29 A decision on considering the establishment of a Māori ward will be brought to Council separately. This decision on the electoral system would have an impact on vote calculation for the Māori ward vacancy if established for the next local body election.

**Panonitanga āhuarangi | Climate change**

- 30 There are no climate change impacts or considerations arising from this report.

**Ahumoni me ngā rawa | Financial and resourcing**

- 31 There are no significant financial differences between the two systems. The estimated cost of holding a stand-alone poll is \$95,000 plus GST. There is no current budget to cover a poll, and should a poll be required this would have a budgetary impact.

**Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 32 There are no additional legal or organisational risk implications arising from this report.
- 33 The local body election will need to meet the requirements of the Local Electoral Act 2001 and the Local Electoral Regulations 2001.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 34 There are no policy impacts arising from this report.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT****Te mahere tūhono | Engagement planning**

- 35 There is no requirement in the Local Electoral Act 2001 to consult with the public on which electoral system to use and any ensuing action is prescribed by legislation.
- 36 However, when public notice is made as per legislation, it will include a statement that a poll can be demanded by five percent of electors.

**Whakatairanga | Publicity**

- 37 Council's decision regarding the electoral system must be publicly notified by 12 September 2023 and will also be communicated to the public as part of Council's communication plan for the 2025 local body election.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. How STV and FPP Function as Electoral Systems [↓](#)
2. Timeframes and Statutory Provisions [↓](#)

## APPENDIX 1 – HOW STV AND FPP FUNCTION AS ELECTORAL SYSTEMS

### Single Transferable Vote (STV)

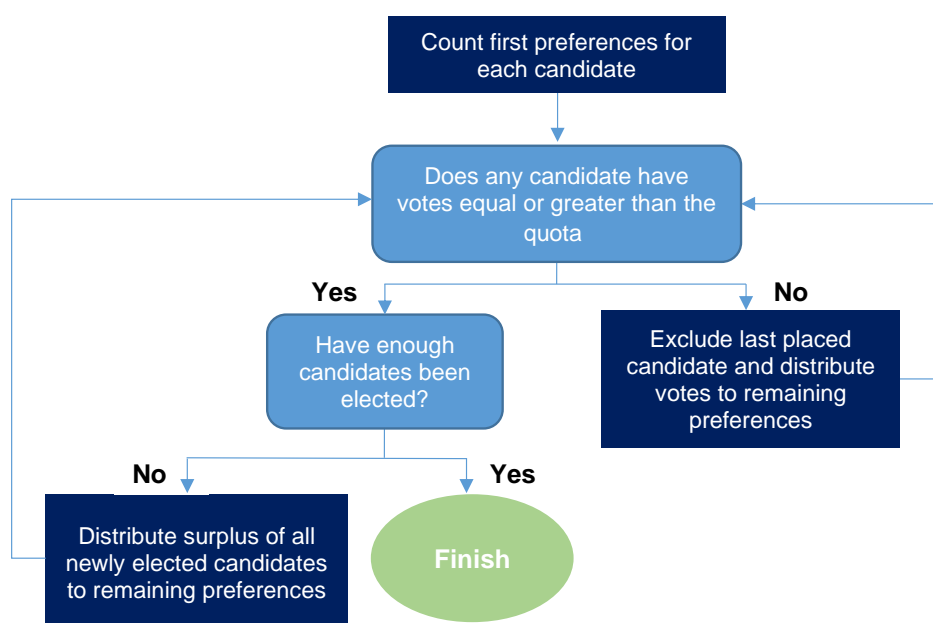
In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy.

Under the STV electoral system, a voter has one vote, but can indicate their preferences for all of the candidates. Their vote can be transferred if their most preferred candidate is so popular the candidate does not need all of their votes, or is not popular at all with other voters.

In an election to select three councillors for a ward in a council election, under STV, a voter would write “1” next to the name of their preferred candidate, “2” next to their second preferred candidate and so on. Under FPP, a voter would place ticks next to the names of up to three candidates, which means a voter would have three votes.

The number of vacancies and votes determines the quota a candidate must reach to be elected. The formula for deciding the quota is the total number of valid votes, divided by the number of vacancies plus one. This process is illustrated in the diagram below.

### How votes are counted under STV



### First Past the Post (FPP)

Under the FPP electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters. The following examples demonstrate how results of FPP elections may vary. Where one candidate has a clear majority of votes, it can be seen that the majority of people did support the winning candidate.

	Number of Votes	Percentage of Votes
Candidate One	140	70%
Candidate Two	20	10%
Candidate Three	20	10%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

In this example, the winning candidate received 70% of the total votes. However, the winning candidate might receive more votes than any other one candidate but receive fewer votes than the other candidates put together.

In this case, the winning candidate received 40 percent of the total votes; the other candidates received 60 percent of votes. It could be said that the election result did not reflect the wishes of the majority. Some people have also argued that even when the winning candidate receives the majority of the votes, many people's votes are "wasted".

	Number of Votes	Percentage of Votes
Candidate One	80	40%
Candidate Two	60	30%
Candidate Three	40	20%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

(Source: Department of Internal Affairs website [www.dia.govt.nz](http://www.dia.govt.nz) and [www.stv.govt.nz](http://www.stv.govt.nz))

**APPENDIX 2 – TIMEFRAMES AND STATUTORY PROVISIONS****Timeframes for change of electoral system**

By 12 September 2023	Local authority resolution on electoral system – optional (sections 27, 32 Local Electoral Act (LEA))
By 19 September 2023	Public notice on electoral system – mandatory (sections 28, 32 LEA)
By 21 February 2024	Last date to receive a demand for a poll on the electoral system for the 2025 elections (sec 30 LEA) Last date for local authority to resolve to hold poll on electoral system for the 2025 and 2028 elections (sec 31, LEA)
By 21 May 2024	Last date to conduct a poll on the electoral system for the 2025 elections (sec 33, LEA)

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Section 27(4): added, on 25 December 2002, by section 9(4) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 27(4): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 27(4)(b): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

**28 Public notice of right to demand poll on electoral system**

- (1) Every local authority must, not later than 19 September in the year that is 2 years before the year in which the next triennial general election is to be held, give public notice of the right to demand, under section 29, a poll on the electoral system to be used for the elections of the local authority and its local boards or community boards (if any).
- (2) If the local authority has passed a resolution under section 27 that takes effect at the next triennial election, every notice under subsection (1) must include—
  - (a) notice of that resolution; and
  - (b) a statement that a poll is required to countermand that resolution.
- (2A) Despite subsections (1) and (2), if, on or before the date referred to in subsection (1), the local authority has passed a resolution under section 31 and has specified a date for the holding of the poll that is on or before 21 May in the year before the next triennial general election, subsection (1) does not apply.
- (3) This section is subject to section 32.

Section 28(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 28(1): amended, on 25 December 2002, by section 10(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 28(2): amended, on 25 December 2002, by section 10(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 28(2A): inserted, on 25 December 2002, by section 10(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

**29 Electors may demand poll**

- (1) A specified number of electors of a local authority may, at any time, demand that a poll be held on a proposal by those electors that a specified electoral system be used at the elections of the local authority and its local boards or community boards (if any).
- (2) This section is subject to section 32.
- (3) In this section and sections 30 and 31,—

**demand** means a demand referred to in subsection (1)

**specified number of electors**, in relation to a local authority, means a number of electors equal to or greater than 5% of the number of electors enrolled as eligible to vote at the previous general election of the local authority.

Section 29(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 29(1): amended, on 25 December 2002, by section 11 of the Local Electoral Amendment Act 2002 (2002 No 85).

### **30 Requirements for valid demand**

- (1) A demand must be made by notice in writing—
  - (a) signed by a specified number of electors; and
  - (b) delivered to the principal office of the local authority.
- (2) An elector may sign a demand and be treated as one of the specified number of electors only if—
  - (a) the name of that elector appears,—
    - (i) in the case of a territorial authority, on the electoral roll of the territorial authority; and
    - (ii) in the case of any other local authority, on the electoral roll of any territorial authority or other local authority as the name of a person eligible to vote in an election of that local authority; or
  - (b) in a case where the name of an elector does not appear on a roll in accordance with paragraph (a),—
    - (i) the name of the elector is included on the most recently published electoral roll for any electoral district under the Electoral Act 1993 or is currently the subject of a direction by the Electoral Commission under section 115 of that Act (which relates to unpublished names); and
    - (ii) the address for which the elector is registered as a parliamentary elector is within the local government area of the local authority; or
  - (c) the address given by the elector who signed the demand is—
    - (i) confirmed by the Electoral Commission as the address at which the elector is registered as a parliamentary elector; and
    - (ii) within the district of the local authority; or
  - (d) the elector has enrolled, or has been nominated, as a ratepayer elector and is qualified to vote as a ratepayer elector in elections of the local authority.
- (3) Every elector who signs a demand must state, against his or her signature,—
  - (a) the elector's name; and
  - (b) the address for which the person is qualified as an elector of the local authority.
- (3A) If a valid demand is received after 21 February in the year before the next triennial general election, the poll required by the demand—

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- (a) must be held after 21 May in that year; and
- (b) has effect in accordance with section 34(2) (which provides that the poll has effect for the purposes of the next but one triennial general election of the local authority and the subsequent triennial general election).
- (4) The chief executive of the local authority must, as soon as is practicable, give notice to the electoral officer of every valid demand for a poll made in accordance with section 29 and this section.
- (5) This section is subject to section 32.

Section 30(1)(b): substituted, on 25 December 2002, by section 12(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 30(2)(b)(i): amended, on 1 July 2012, by section 58(5) of the Electoral (Administration) Amendment Act 2011 (2011 No 57).

Section 30(2)(c)(i): amended, on 21 March 2017, by section 114 of the Electoral Amendment Act 2017 (2017 No 9).

Section 30(3A): inserted, on 25 December 2002, by section 12(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 30(3A): amended, on 26 March 2015, by section 6 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 30(4): amended, on 25 December 2002, by section 12(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

**31 Local authority may resolve to hold poll**

- (1) A local authority may, no later than 21 February in the year immediately before the year in which the next triennial general election is to be held, resolve that a poll be held on a proposal that a specified electoral system be used for the elections of the local authority and its local boards or community boards (if any).
- (2) A resolution may, but need not, specify a date on which the poll is to be held.
- (2A) The date specified for the holding of a poll must not be a date that would require deferral of the poll under section 138A.
- (3) The chief executive of the local authority must give notice to the electoral officer of any resolution under subsection (1),—
  - (a) if no date for the holding of the poll is specified in the resolution, as soon as is practicable;
  - (b) if a date for the holding of the poll is specified in the resolution, at an appropriate time that enables the poll to be conducted in accordance with section 33(3).
- (4) This section is subject to section 32.

Section 31(1): substituted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(1): amended, on 26 March 2015, by section 7 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 31(1): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 31(2): substituted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(2A): inserted, on 25 December 2002, by section 13(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 31(3): substituted, on 25 December 2002, by section 13(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

### **32 Limitation on change to electoral systems**

Sections 27 to 31 do not apply if—

- (a) a poll on the proposal described in section 29 or section 31 held under section 33 took effect at the previous triennial general election of the local authority or takes effect at the next triennial general election of the local authority;
- (b) another enactment requires a particular electoral system to be used for the election of members of a local authority.

Section 32(a): substituted, on 25 December 2002, by section 14 of the Local Electoral Amendment Act 2002 (2002 No 85).

### **33 Poll of electors**

- (1) If the electoral officer for a local authority receives notice under section 30(4) or section 31(3), the electoral officer must, as soon as is practicable after receiving that notice, give public notice of the poll under section 52.
- (2) Despite subsection (1), if an electoral officer for a local authority receives 1 or more notices under both sections 30(4) and 31(3), or more than 1 notice under either section, in any period between 2 triennial general elections, the polls required to be taken under each notice may, to the extent that the result of those polls would take effect at the same election, and if it is practicable to combine those polls, be combined.
- (3) A poll held under this section must be held not later than 89 days after the date on which—
  - (a) the notice referred to in subsection (1) is received; or
  - (b) the last notice referred to in subsection (2) is received.
- (3A) Subsection (3) is subject to subsection (2), section 30(3A) and section 138A.
- (3B) Voters at a poll held under this section decide the proposal or proposals that are the subject of the poll by voting for one of the electoral systems named in the voting document or, as the case may require, expressing a preference in respect of each of the electoral systems named in the voting document.
- (4) Every poll under this section that is held in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately before the year in which the next triennial general election is to be held determines whether the electoral system to be used for the next 2 triennial general elections of the local authority and its local boards or community boards (if any) and any associated election is to be—



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- (a) the electoral system used at the previous general election of the local authority; or
  - (b) the electoral system specified in any resolution under section 27; or
  - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under section 30(4) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
  - (d) the electoral system specified in any resolution of which the electoral officer has received notice under section 31(3).
- (5) Every poll under this section that is held at some other time determines whether the electoral system to be used at the next but one triennial general election of the local authority and its local boards or community boards (if any) and any associated election is to be—
- (a) the electoral system used at the previous general election of the local authority; or
  - (b) the electoral system specified in any resolution under section 27; or
  - (c) the electoral system specified in any demand submitted within the appropriate period of which the electoral officer has received notice under section 30(4) and, if notice of more than 1 such demand is received, one of the systems specified in those demands and, if so, which one; or
  - (d) the electoral system specified in any resolution of which the electoral officer has received notice under section 31(3).

Section 33(2): substituted, on 25 December 2002, by section 15(1) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(3): amended, on 26 March 2015, by section 8 of the Local Electoral Amendment Act 2015 (2015 No 19).

Section 33(3A): inserted, on 25 December 2002, by section 15(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(3B): inserted, on 25 December 2002, by section 15(2) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(4): substituted, on 25 December 2002, by section 15(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(4): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 33(5): added, on 25 December 2002, by section 15(3) of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 33(5): amended, on 8 August 2014, by section 76 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

### **34 Effect of poll**

- (1) If a poll is held under section 33 in conjunction with a triennial general election or held after that election but not later than 21 May in the year immediately

before the year in which the next triennial general election is to be held, the electoral system adopted or confirmed must be used—

- (a) for the next 2 triennial general elections:
  - (b) for any associated election:
  - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002, until a further resolution under section 27 takes effect or a further poll held under section 33 takes effect, whichever occurs first.
- (2) If a poll is held under section 33 at some other time, the electoral system adopted or confirmed must be used—
- (a) for the next but one triennial general election and the following triennial general election:
  - (b) for any associated election:
  - (c) for all subsequent triennial general elections, elections to fill extraordinary vacancies, and elections called under section 258I or 258M of the Local Government Act 2002, until a further resolution under section 27 takes effect or a further poll held under section 33 takes effect, whichever occurs first.

Section 34: substituted, on 25 December 2002, by section 16 of the Local Electoral Amendment Act 2002 (2002 No 85).

Section 34(1)(c): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

Section 34(2)(c): amended, on 5 December 2012, by section 43 of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

### *Electoral systems for polls*

#### **35 Electoral systems for polls**

- (1) Every poll conducted for a local authority must be conducted using an electoral system adopted by resolution of the local authority—
  - (a) for the purposes of the particular poll; or
  - (b) for the purposes of 2 or more polls that are to be conducted at the same time.
- (2) If a poll is to be conducted for a local authority and there is no applicable resolution, that poll must be conducted using the electoral system commonly known as First Past the Post.

## 10.6 ELECTED MEMBERS' REMUNERATION, EXPENSES AND ALLOWANCES POLICY 2022-2025 & NON-ELECTED MEMBERS' FEES FRAMEWORK 2022-2025 UPDATE

Kaituhi | Author: **Jessica Mackman, Senior Advisor, Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

### TE PŪTAKE | PURPOSE

- 1 This report asks Council to note the updated Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 and the updated Non-Elected Members' Fees Framework 2022-2025.

### HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required for this report.

### TE TUKU HAEPAHA | DELEGATION

- 3 Under section A.2 of the 2022-2025 Triennium Governance Structure and Delegations, Council has the authority to consider this matter.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That Council notes the updated Elected Members' Remuneration, Expenses and Allowances Policy in Appendix 2 – Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025.
- B. That Council notes the updated Non-Elected Members' Fees Framework 2022-2025 in Appendix 3 – Non-Elected Members' Fees Framework 2022-2025.

### TŪĀPAPA | BACKGROUND

#### Elected Members' Remuneration, Expenses and Allowances Policy 2022 - 2025

- 4 The Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 (the 'Policy') (appended to the report at Appendix 2) was adopted by Council on 26 January 2023 and provides a comprehensive overview of the remuneration, expenses and allowances payments to elected members.
- 5 The content of the Policy is informed by the annually gazetted determination of the Remuneration Authority ('the Authority'). The Authority is the independent body responsible for setting remuneration for elected local body representatives and sets the amounts for reimbursement of costs met by members in undertaking their duties.
- 6 The determination issued by the Authority prescribes the exact remuneration of the Mayor and community boards, and the expenses and allowances payments that elected members may claim. The determination also prescribes the minimum allowable remuneration for the councillor annual governance remuneration pool that territorial authorities can allocate amongst its councillors.
- 7 Council confirmed its proposed allocation of its governance remuneration pool for councillors set at \$545,969 for the 2022-2025 triennium at the 24 November 2022 Council meeting. The governance pool allocation was confirmed by the Authority in its amended determination in March 2023.
- 8 In June 2023, the Authority released its latest annual determination, the Local Government Members (2023/2024) Determination 2023 (appended to the report as Appendix 1), covering the period 1 July 2023 to 30 June 2024.

- 9 The Authority decided in its determination to:
  - 9.1 maintain the remuneration of elected members for the majority of local authorities including Kāpiti Coast District Council, as these elected members received an increase in remuneration post the 2022 local elections.
  - 9.2 increase the remuneration of all elected members of community boards by 4 percent as community boards did not receive any increase to their remuneration post the 2022 local elections.
  - 9.3 maintain the allowances and hearing fees covering the elected members of local authorities, local boards and community boards at their post 2022 local election levels, except for the vehicle-kilometre allowance which has been increased to reflect the rates prescribed by the Inland Revenue Department for the 2023 year.

#### **Non-Elected Members Fees Framework 2022 - 2025**

- 10 The Elected Members' Remuneration, Expenses and Allowances Policy is used to inform the Non-Elected Members' Fees Framework 2022-2025 (the 'Framework') (appended to the report at Appendix 3) which was adopted by Council on 26 January 2023. The Framework provides a fees structure and expenses policy for non-elected members appointed to Council decision-making bodies.
- 11 Section D 'Remuneration and Allowances Claims' of the Framework outlines the reimbursement claim amounts that non-elected members may claim to meet the costs of meeting their duties.

## **HE KŌRERORERO | DISCUSSION**

### **He take | Issues**

#### **Remuneration of Mayor & Councillors**

- 12 The Authority has confirmed the Mayor's remuneration will remain at \$145,588 and the governance remuneration pool at \$545,969.
- 13 The Authority has further confirmed the remuneration of councillors for the period beginning 1 July 2023 to 30 June 2024 will remain unchanged as shown in the table below.

Tier	Office	Annual Remuneration
Tier 1	Mayor – set by the Authority and not included in the governance remuneration pool	\$145,588
Tier 2	Deputy Mayor	\$66,293
Tier 3	Chair of Strategy, Operations and Finance Committee	\$59,964
Tier 4	Deputy Chair of Strategy, Operations and Finance Committee Chair of Social Sustainability Subcommittee Chair of Climate and Environment Subcommittee	\$56,964
Tier 5	Chair of the Grants Allocation Subcommittee	\$52,964
Tier 6	Councillors with additional responsibilities relating to appointments to community boards, advisory groups and other external bodies.	\$48,964
Tier 7	Councillors with no additional responsibilities – minimum allowable remuneration  <i>Note: Under the Governance Structure and Delegations 2022-2025 Triennium, no appointments are remunerated at this level.</i>	\$38,964

### Remuneration of Community Board Members

- 14 The Authority has increased the remuneration of all community board members of the Kāpiti Coast District by 4 percent to the amount shown in the table below.

Office	Annual Remuneration
<b>Ōtaki Community Board</b>	
Chairperson	\$15,561
Member	\$7,781
<b>Paekākāriki Community Board</b>	
Chairperson	\$8,241
Member	\$4,121
<b>Paraparaumu Community Board</b>	
Chairperson	\$19,864
Member	\$9,932
<b>Raumati Community Board</b>	
Chairperson	\$15,136
Member	\$7,568
<b>Waikanae Community Board</b>	
Chairperson	\$18,068
Member	\$9,034

**Expense Claims and Allowances**

- 15 The Authority has increased the vehicle-kilometre allowance for elected members for the period beginning 1 July 2023 to 30 June 2024.
- 15.1 The allowance payable to a member for eligible travel is increased to:
- (a) for a petrol or diesel vehicle;
    - (i) 95 cents per kilometre for the first 14,000 km per annum (increased from 83 cents)
    - (ii) 34 cents per kilometre after the first 14,000km per annum (increased from 31 cents)
  - (b) for a petrol hybrid vehicle;
    - (i) 95 cents per kilometre for the first 14,000 km per annum (increased from 83 cents)
    - (ii) 20 cents per kilometre after the first 14,000km per (increased from 18 cents)
  - (c) for an electric vehicle;
    - (i) 95 cents per kilometre for the first 14,000 km per annum (increased from 83 cents)
    - (ii) 11 cents per kilometre after the first 14,000km per (increased from 10 cents)
- 16 As a result of the most recent determination, both the Policy and Section D of the Framework have been revised to reflect the changes outlined above.

**Ngā kōwhiringa | Options**

- 17 There are no options to consider in this report.

**Mana whenua**

- 18 Mana whenua remuneration is not set by the Remuneration Authority and is instead met by operational budget.
- 19 Council agreed that mana whenua representatives appointed to Council be remunerated on an equivalent basis to the remuneration of councillors under the Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 at a rate of \$48,964 per annum (the same level as a Tier 6 Councillor) for their attendance at Council, Committee and Subcommittee meetings.
- 20 It has been communicated to our mana whenua partners that the latest determination of the Authority maintains the remuneration of elected members of Kāpiti Coast District Council at the post 2022 local election levels and as such, the rate for mana whenua representatives remains unchanged at \$48,964.00 per annum from 1 July 2023 to 30 June 2024.
- 21 It has been further communicated that the latest determination of the Authority has increased the vehicle-kilometre allowance and that this has been updated in both the Policy and Framework and reflected in the expense claim process.

**Panonitanga āhuarangi | Climate change**

- 22 There are no climate change considerations arising directly from this report.

**Ahumoni me ngā rawa | Financial and resourcing**

- 23 The latest determination of the Authority signifies an increase in the budget required for Elected Member Remuneration as indicated in the body of the report.

**Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk**

- 24 There are no additional legal considerations or organisational risks arising from this report.

**Ngā pānga ki ngā kaupapa here | Policy impact**

- 25 Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 has been updated and is appended to the report as Appendix 2.
- 26 The Non-Elected Members' Fees Framework 2022-2025 has been updated and is appended to the report as Appendix 3.

**TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT****Te mahere tūhono | Engagement planning**

- 27 An engagement plan is not required.

**Whakatairanga | Publicity**

- 28 The signed updated Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 and the updated Non-Elected Members' Fees Framework 2022-2025 will be made available on Council's website.

**NGĀ ĀPITI HANGA | ATTACHMENTS**

1. Local Government Members (2023/24) Determination 2023 [↓](#)
2. Elected Members' Remuneration, Expenses and Allowances Policy 2022-2025 [↓](#)
3. Non-Elected Members' Fees Framework 2022-2025 [↓](#)

19/06/2023  
PCO 25607/5.0

## Local Government Members (2023/24) Determination 2023

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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Local Government Members (2023/24) Determination  
2023

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### Determination

**1 Title**

This determination is the Local Government Members (2023/24) Determination 2023.

**2 Commencement**

This determination comes into force on 1 July 2023.

**3 Expiry**

This determination expires at the close of 30 June 2024.

### *Interpretation*

**4 Interpretation**

In this determination, unless the context otherwise requires,—

**board** means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

**determination term** means the period from the coming into force of this determination to its expiry

**hearing** has the meaning given to it by clause 5

**hearing time** has the meaning given to it by clause 6

**local authority** means a regional council or a territorial authority

**member** means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

**on local authority business** includes on the business of any board of the local authority

**regional council** means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

**RMA** means the Resource Management Act 1991

**territorial authority** means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

**5 Meaning of hearing**

In this determination, **hearing** means—

**Local Government Members (2023/24) Determination  
2023**

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- (a) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (b) a meeting for determining a resource consent application without a formal hearing; or
- (c) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (d) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (e) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (f) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (g) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

**6 Meaning of hearing time**

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

*Entitlement to remuneration, allowances, and hearing fees*

**7 Remuneration, allowances, and hearing fees payable**

*Remuneration*

- (1) A member of a local authority or a board of that local authority is entitled to the applicable remuneration set out in the Schedule (adjusted under clause 9, if applicable).
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

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**Local Government Members (2023/24) Determination  
2023***Allowances and hearing fees*

- (3) A member of a local authority or a board is also entitled to—
- (a) the applicable allowances payable under clauses 11 to 14;
  - (b) the applicable hearing fees payable under clause 15.

**8 Acting mayor or chairperson**

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the local authority is not paying the remuneration or allowances that it would usually pay to the mayor or chairperson.
- (2) While the member is acting as mayor or chairperson, the local authority must pay the member the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

**9 Motor vehicles for mayors and regional council chairpersons**

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
- (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
  - (b) a vehicle-kilometre allowance under clause 11.
- (2) If a local authority provides a motor vehicle to a mayor or regional council chairperson during the determination term, the maximum purchase price that the local authority may pay for the motor vehicle is,—
- (a) in the case of a petrol or diesel vehicle, \$55,000; and
  - (b) in the case of an electric or a hybrid vehicle, \$68,500.
- (3) If a local authority provides a motor vehicle to a mayor or regional council chairperson for restricted private use, the local authority must not make a deduction from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.
- (4) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the local authority must adjust the annual remuneration payable to the mayor or regional council chairperson under the Schedule in accordance with subclause (5) or (6) (as applicable); and
  - (b) the adjustment must take effect on and from—
    - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
    - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).

**Local Government Members (2023/24) Determination  
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- (5) If a local authority provides a motor vehicle to a mayor or regional council chairperson for partial private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the purchase price of the vehicle.

- (6) If a local authority provides a motor vehicle to a mayor or regional council chairperson for full private use, the local authority must deduct the amount calculated in accordance with the following formula from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the purchase price of the vehicle.

- (7) In this clause,—

**full private use means—**

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

**partial private use means—**

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and
- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

**purchase price means the amount paid for the vehicle,—**

- (a) including goods and services tax and any on-road costs; and
- (b) after deducting the amount of any rebate that applies under the clean car discount scheme in respect of the purchase of the vehicle

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**restricted private use means—**

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
- (c) the vehicle is used solely for local authority business; and
- (d) all travel in the vehicle is recorded in a logbook.

*Allowances*

**10 Definition of member**

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

**11 Vehicle-kilometre allowance**

- (1) A local authority may pay to a member a vehicle-kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
  - (a) it occurs at a time when the member is not provided with a motor vehicle by the local authority; and
  - (b) the member is travelling—
    - (i) in a private vehicle; and
    - (ii) on local authority business; and
    - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
  - (a) for a petrol or diesel vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - (ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
  - (b) for a petrol hybrid vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
    - (ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
  - (c) for an electric vehicle,—
    - (i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

**Local Government Members (2023/24) Determination  
2023**

cl 12

- (ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.
- (4) However, if a member of a local authority travels from a place where the member permanently or temporarily resides that is outside the local authority area, to the local authority area on local authority business, the member is only eligible for a vehicle-kilometre allowance for eligible travel after the member crosses the boundary of the local authority area.
- (5) Subclause (4) does not apply to the payment of a vehicle-kilometre allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—
  - (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
  - (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.

**12 Travel-time allowance**

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
  - (a) on local authority business; and
  - (b) by the quickest form of transport that is reasonable in the circumstances; and
  - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel-time allowance is \$40.00 for each hour (pro-rated in the case of a part of an hour) of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority permanently or temporarily resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel-time allowance for eligible travel time—
  - (a) after the member crosses the boundary of the local authority area; and
  - (b) after the first hour of eligible travel time within the local authority area.
- (5) Subclause (4) does not apply to the payment of a travel-time allowance by a local authority to a member who permanently or temporarily resides outside the local authority area if—

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cl 13

- (a) the member's primary place of residence was outside the local authority area at the time of the local election, or an exceptional circumstance beyond the member's control requires them to move outside the local authority area; and
- (b) the Remuneration Authority determines, on an application from the member and having considered the recommendation of the mayor or regional council chairperson, that subclause (4) does not apply.
- (6) The maximum total amount of travel-time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (7) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

**13 ICT allowances**

*Member uses local authority's ICT*

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

*Member uses own equipment and consumables*

- (2) If a local authority determines that a member requires particular ICT equipment to perform their functions and requests that the member use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which the local authority may pay an allowance, and the amounts that the local authority may pay for the determination term, are as follows:
  - (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400;
  - (b) for the use of a multi-functional or other printer, \$50;
  - (c) for the use of a mobile telephone, \$200;
  - (d) for the use of ICT consumables, up to \$200.

*Member uses own services*

- (4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
  - (a) an allowance for that use of up to \$500 for the determination term; or
  - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

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cl 14

*Pro-rating*

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
  - b is the number of days in the determination term
  - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
- (8) In this clause, **ICT** means information or communication technology, including—
- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
  - (b) ICT services (for example, a mobile telephone service and an Internet service); and
  - (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

**14 Childcare allowance**

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
- (a) the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
  - (b) the child is under 14 years of age; and
  - (c) the childcare is provided by a person who—
    - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
    - (ii) does not ordinarily reside with the member; and
  - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.



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**2023**

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- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per child during the determination term.

*Hearing fees*

**15 Fees related to hearings**

- (1) A member of a local authority or member of a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$116 per hour of hearing time related to the hearing.
- (2) A member of a local authority or member of a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$93 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
- (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or
  - (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

*Revocation*

**16 Revocation**

The Local Government Members (2022/23) Determination 2022 (SL 2022/178) is revoked.

**Local Government Members (2023/24) Determination  
2023**

Schedule

**Schedule  
Remuneration**

cl 7(1)

**Part 1  
Remuneration of members of regional councils**

**Bay of Plenty Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	152,522
Regional Council Deputy Chairperson	80,004
Committee Chairs (6)	70,000
Councillor with no additional responsibilities	61,525
Councillor (minimum allowable remuneration)	54,525

**Canterbury Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	180,000
Regional Council Deputy Chairperson	120,000
Councillor with no additional responsibilities	71,463
Councillor (minimum allowable remuneration)	64,460

**Hawke's Bay Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	142,761
Regional Council Deputy Chairperson	67,860
Corporate and Strategic Committee Chairperson	67,860
Environment and Integrated Catchments Committee Chairperson	67,860
Regional Transport Committee Chairperson	67,860
Clifton to Tangoio Coastal Hazards Strategy Joint Committee Chairperson	67,860
Councillor with no additional responsibilities	61,000
Councillor (minimum allowable remuneration)	58,224

**Manawatū–Whanganui Regional Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	147,893
Deputy Chair of Council	61,627
Audit, Risk & Investment Committee Chair	59,162
Audit, Risk & Investment Committee Deputy Chair	49,302
Integrated Catchment Committee Chair	59,162
Integrated Catchment Committee Deputy Chair	56,697
Passenger Transport Committee Chair	59,162

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Passenger Transport Committee Deputy Chair	49,302
Manawatū River Users' Advisory Group Chair	49,302
Councillor with no additional responsibilities	49,302
Councillor (minimum allowable remuneration)	49,012
<b>Northland Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	133,892
Regional Council Deputy Chairperson	81,368
Councillor with additional responsibilities	71,369
Councillor (minimum allowable remuneration)	53,710
<b>Otago Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	152,881
Deputy Chairperson	84,869
Councillor with no additional responsibilities	65,000
Councillor (minimum allowable remuneration)	50,833
<b>Southland Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	129,434
Deputy Chair and Chair of Regional Transport Committee	63,265
Chair, Strategy and Policy Committee	58,746
Chair, Regulatory Committee	54,228
Chair, Regional Services Committee	54,228
Chair, Finance and Performance Committee	54,228
Councillor with no additional responsibilities	45,190
Councillor (minimum allowable remuneration)	37,788
<b>Taranaki Regional Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	112,227
Regional Council Deputy Chairperson	54,526
Chairperson of Policy and Planning Committee	54,526
Chairperson of Operations and Regulatory Committee	54,526
Chairperson of Executive, Audit and Risk Committee	54,526
Chairperson of Regional Transport Committee	44,140
Chairperson of Taranaki Solid Waste Management Committee	44,140
Chairperson of Yarrow Stadium Joint Committee	44,140
Taranaki Regional Council Agriculture Portfolio Holder	44,140
Councillor with no additional responsibilities	39,466
Councillor (minimum allowable remuneration)	37,493

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### Waikato Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	163,254
Regional Council Deputy Chairperson	83,600
Committee Chairperson A (Strategy & Policy Committee & Integrated Catchment Management Committee) (2)	77,169
Committee Chairperson B (Regional Transport Committee, Finance & Services Committee, Environmental Performance Committee, Climate Action Committee) (4)	73,954
Deputy Chairperson of Integrated Catchment Management Committee	70,738
Deputy Chairperson of Committees (Finance & Services Committee, Strategy & Policy Committee, Environmental Performance Committee, Climate Action Committee) (4)	66,237
Councillor with no additional responsibilities	64,308
Councillor (minimum allowable remuneration)	58,640

### Wellington Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	176,609
Regional Council Deputy Chairperson, with committee chairperson responsibilities	96,301
Chair, Environment Committee and Climate Committee	86,125
Chair, Te Tiriti o Waitangi Committee	86,125
Chair, Transport Committee	86,125
Chair, Chief Executive Employment Review Committee	82,680
Chair, Hutt Valley Flood Management Subcommittee	82,680
Co-Chair, Te Upoko Taiao–Natural Resources Plan Committee	82,680
Councillor with no additional responsibilities	68,900
Councillor (minimum allowable remuneration)	63,237

### West Coast Regional Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	96,662
Deputy Chair of Council and Chair of Resource Management Committee	62,829
Chair of Risk and Assurance Committee, Chair of Remuneration and Employment Committee, and Chair of Infrastructure Governance Committee	56,547
Councillor with no additional responsibilities	52,656
Councillor (minimum allowable remuneration)	37,112

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**Part 2  
Remuneration of members of territorial authorities and their  
community or local boards**

*Ashburton District Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	132,690
Deputy Mayor	80,003
Councillor with no additional responsibilities	46,274
Councillor (minimum allowable remuneration)	29,842

*Methven Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,776
Member	2,888

*Auckland Council*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	296,000
Deputy Mayor	162,794
Chair, Committee of the Whole (2)	139,488
Deputy Chair, Committee of the Whole (2)	130,794
Chair, Decision-making Committee (4)	130,794
Deputy Chair, Decision-making Committee (4)	129,794
Chair, Other Committee	129,794
Deputy Chair, Other Committee (2)	127,794
Chief Liason Councillor (Advisory Panels)	127,794
Portfolio Leader	117,795
Councillor appointed as director of Auckland Transport (2)	107,794
Councillor (minimum allowable remuneration)	107,794

*Albert–Eden Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	97,068
Deputy Chairperson	58,241
Member	48,534

*Aotea/Great Barrier Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	60,060
Deputy Chairperson	36,036
Member	30,030

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*Devonport–Takapuna Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,348
Deputy Chairperson	54,809
Member	45,674

*Franklin Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	95,468
Deputy Chairperson	57,281
Member	47,734

*Henderson–Massey Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	106,921
Deputy Chairperson	64,152
Member	53,460

*Hibiscus and Bays Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	97,639
Deputy Chairperson	58,584
Member	48,820

*Howick Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	102,244
Deputy Chairperson	61,347
Member	51,122

*Kaipātiki Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	96,867
Deputy Chairperson	58,120
Member	48,434

*Māngere–Ōtāhuhu Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	107,640
Deputy Chairperson	64,584
Member	53,820

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<i>Manurewa Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	106,308
Deputy Chairperson	63,785
Member	53,154
<i>Maungakiekie–Tāmaki Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	100,863
Deputy Chairperson	60,518
Member	50,431
<i>Ōrākei Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	94,479
Deputy Chairperson	56,688
Member	47,240
<i>Ōtara–Papatoetoe Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	107,207
Deputy Chairperson	64,324
Member	53,604
<i>Papakura Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	98,116
Deputy Chairperson	58,869
Member	49,058
<i>Puketāpapa Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,542
Deputy Chairperson	56,125
Member	46,771
<i>Rodney Local Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	93,633
Deputy Chairperson	56,180
Member	46,817

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*Upper Harbour Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	92,413
Deputy Chairperson	55,448
Member	46,206

*Waiheke Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	70,710
Deputy Chairperson	42,426
Member	35,355

*Waitākere Ranges Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	91,497
Deputy Chairperson	54,898
Member	45,748

*Waitematā Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	101,708
Deputy Chairperson	61,025
Member	50,854

*Whau Local Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	99,427
Deputy Chairperson	59,656
Member	49,714

**Buller District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,736
Deputy Mayor	44,490
Chairperson Regulatory and Hearings Committee	39,546
Chairperson Community, Environment and Services Committee	39,546
Deputy Chairperson Community, Environment and Services Committee	34,603
Councillor Who is Chairperson of the Inangahua Community Board	30,756
Councillor with no additional responsibilities	27,073
Councillor (minimum allowable remuneration)	23,640



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<i>Inangahua Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,662
Member	3,831
<i>Carterton District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	100,365
Deputy Mayor	49,995
Councillor with no additional responsibilities	25,253
Councillor (minimum allowable remuneration)	19,375
<i>Central Hawke's Bay District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	119,272
Deputy Mayor	57,000
Portfolio Leads (7)	41,937
Councillor (minimum allowable remuneration)	31,401
<i>Central Otago District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,841
Deputy Mayor, Planning & Regulatory Portfolio Lead, Cromwell	43,030
Community Board Member and Audit and Risk Member	
3 Waters & Waste Portfolio Lead	29,957
Community Vision and Experience Portfolio Lead, Vincent	41,396
Community Board Member, Vincent Community Board Chair, Audit and Risk Member	
Roading Portfolio Lead and Maniototo Community Board Member	32,409
Councillor and Cromwell Community Board Member (2)	32,136
Councillor, Vincent Community Board Member and Audit and Risk Member	34,860
Councillor and Vincent Community Board Member	32,136
Councillor and Teviot Valley Community Board Member	29,685
Councillor with no additional responsibilities	27,234
Councillor (minimum allowable remuneration)	27,182
<i>Cromwell Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,248
Member	7,624
<i>Maniototo Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,393

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<b>Office</b>	<b>Annual remuneration (\$)</b>	
Member	3,697	
<i>Teviot Valley Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	7,393	
Member	3,697	
<i>Vincent Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	16,405	
Member	8,202	
<b>Chatham Islands Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	57,408	
Deputy Mayor	24,270	
Councillor/Civil Defence Emergency Group (7)	18,218	
Councillor (minimum allowable remuneration)	13,765	
<b>Christchurch City Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	200,000	
Deputy Mayor	135,294	
Councillor with no additional responsibilities	117,647	
Councillor (minimum allowable remuneration)	100,278	
<i>Te Pātaka o Rākaihautū Banks Peninsula Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	21,117	
Member	10,559	
<i>Waihoru Spreydon–Cashmere–Heathcote Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	54,160	
Member	27,080	
<i>Waimāero Fendalton–Waimairi–Harewood Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	51,605	
Member	25,802	

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<i>Waipapa Papanui–Innes–Central Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	49,275
Member	24,637
<i>Waipuna Halswell–Hornby–Riccarton Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	53,190
Member	26,595
<i>Waitai Coastal–Burwood–Linwood Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	51,802
Member	25,901
<b>Clutha District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	124,638
Deputy Mayor	34,594
Committee Chairperson (3)	32,945
Executive Committee Member (3)	28,004
Councillor with no additional responsibilities	24,709
Councillor (minimum allowable remuneration)	21,789
<i>Lawrence–Tuapeka Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,238
Member	3,119
<i>West Otago Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,393
Member	3,697
<b>Dunedin City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	172,378
Deputy Mayor	110,475
Chair (6)	90,979
Deputy Chair (5)	77,982
Councillor with no additional responsibilities	72,783
Councillor (minimum allowable remuneration)	64,181

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*Mosgiel–Taieri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,591
Member	10,295

*Otago Peninsula Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,387
Member	8,694

*Saddle Hill Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,616
Member	8,808

*Strath Taieri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,485
Member	7,742

*Waikouaiti Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,158
Member	8,579

*West Harbour Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,616
Member	8,808

**Far North District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	162,879
Deputy Mayor	125,022
Councillor with no additional responsibilities	85,015
Councillor (minimum allowable remuneration)	64,660

*Bay of Islands–Whangaroa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	33,474
Member	16,737

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<i>Kaikohe–Hokianga Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	28,693
Member	14,346
<i>Te Hiku Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	29,291
Member	14,645
<b>Gisborne District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	158,068
Deputy Mayor	69,751
Chairperson Operations—Infrastructure	59,786
Chairperson Operations—Environment & Communities	59,786
Chairperson Regional Transport	54,804
Chairperson Wastewater Management	52,313
Chairperson Bylaw Submissions Hearing Panel	54,804
Councillor with no additional responsibilities	49,822
Councillor (minimum allowable remuneration)	41,610
<b>Gore District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	112,010
Deputy Mayor and Chairperson, Policy and Planning Committee	35,638
Chairperson, Audit and Risk Committee	31,000
Chairperson, Assets and Infrastructure Committee	31,000
Chairperson, Community Wellbeing Committee	31,000
Councillor with no additional responsibilities	24,000
Councillor (minimum allowable remuneration)	19,136
<i>Mataura Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,412
Member	2,206
<b>Grey District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,626
Deputy Mayor	52,596
Councillor with no additional responsibilities	39,759
Councillor (minimum allowable remuneration)	29,548

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### Hamilton City Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	180,335
Deputy Mayor	112,000
Senior Chair	106,500
Chair of Committee of the Whole (3)	101,000
Chair of the Regulator and Hearings Committee	96,001
Deputy Chair of Committee of the Whole (3)	88,000
Councillor with no additional responsibilities	80,973
Councillor (minimum allowable remuneration)	80,293

### Hastings District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,955
Deputy Mayor	80,585
Chair of Committee of the Whole Council (2)	66,422
Committee Chairs (2)	58,607
Working Group/Subcommittee Chairs (3)	57,142
Deputy Chairs (3)	52,747
Lead Councillors (4)	52,747
Councillor (minimum allowable remuneration)	47,747

### *Hastings District Rural Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,094
Member	8,047

### Hauraki District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	128,976
Deputy Mayor	52,808
Chair Community Partnerships Committee	49,809
Councillor with no additional responsibilities	29,091
Councillor (minimum allowable remuneration)	25,811

### Horowhenua District Council

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	141,395
Deputy Mayor and Chair Hearings & Regulatory Committee	65,806
Chair—Risk & Assurance Committee, Chair—District Plan Steering Group	50,322
Chair—Community Funding & Recognition Committee	46,451
Chair—Capital Projects Delivery Steering Group	42,580
Councillor with no additional responsibilities	38,709

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Councillor (minimum allowable remuneration)	33,465
<i>Te Awahou Foxton Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,399
Member	6,699
<b>Hurunui District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	113,138
Deputy Mayor	38,820
Committee Chairs (3)	33,274
Councillor with no additional responsibilities	27,729
Councillor (minimum allowable remuneration)	24,799
<i>Hanmer Springs Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,590
Member	4,295
<b>Hutt City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	164,046
Deputy Mayor	96,508
Chair of Standing Committee (5)	82,708
Chair of Traffic Subcommittee	75,006
Chair of Hutt Valley Services Committee	66,508
Deputy Chair of Communities Committee	63,508
Deputy Chair of Climate Change and Sustainability Committee	63,508
Councillor with no additional responsibilities	61,508
Councillor (minimum allowable remuneration)	57,870
<i>Eastbourne Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,483
Member	7,242
<i>Petone Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,243
Member	8,621

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*Wainuiomata Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,163
Member	9,082

**Invercargill City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,291
Deputy Mayor	63,055
Chair of Standing Committee (3)	54,655
Project Lead—Museum	52,055
Councillor with no additional responsibilities	42,055
Councillor (minimum allowable remuneration)	38,642

*Bluff Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,196
Member	4,598

**Kaikoura District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	86,000
Deputy Mayor	40,889
Councillor with no additional responsibilities	27,200
Councillor (minimum allowable remuneration)	19,580

**Kaipara District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,501
Deputy Mayor	66,267
Councillor with no additional responsibilities	48,744
Councillor (minimum allowable remuneration)	38,138

**Kapiti Coast District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,588
Deputy Mayor	66,293
Chair of Strategy, Operations and Finance	59,964
Deputy Chair of Strategy, Operations and Finance and Chairs of Mayor Subcommittees (3)	56,964
Chair of Grants Allocation Subcommittee	52,964
Councillor with additional responsibilities for community boards, panels and advisory groups (4)	48,964
Councillor (minimum allowable remuneration)	38,964



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	<i>Ōtaki Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		15,561
Member		7,781
	<i>Paekākāriki Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		8,241
Member		4,121
	<i>Paraparaumu Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		19,864
Member		9,932
	<i>Raumati Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		15,136
Member		7,568
	<i>Waikanae Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		18,068
Member		9,034
	<b>Kawerau District Council</b>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Mayor		107,246
Deputy Mayor		42,284
Chair—Regulatory and Services Committee		37,754
Councillor with no additional responsibilities		30,204
Councillor (minimum allowable remuneration)		20,965
	<b>Mackenzie District Council</b>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Mayor		88,714
Deputy Mayor		35,838
Councillor with no additional responsibilities		28,527
Councillor (minimum allowable remuneration)		21,933
	<i>Fairlie Community Board</i>	
<b>Office</b>		<b>Annual remuneration (\$)</b>
Chairperson		4,282
Member		2,141

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*Tekapo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Twizel Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	5,340
Member	2,670

**Manawatu District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	132,068
Deputy Mayor & Chair of District Development Committee	54,052
Committee Chairs (Audit & Risk, Hearings, Chief Executive's Employment) (3)	42,469
Submission Assessment Panel (2)	40,539
Councillor with no additional responsibilities	38,608
Councillor (minimum allowable remuneration)	33,403

**Marlborough District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Deputy Mayor	55,583
Chairperson Standing Committee (2)	50,250
Chairperson Statutory/Joint Committee	44,750
Deputy Chairperson Standing Committee (2)	43,250
Councillor with no additional responsibilities	40,250
Councillor (minimum allowable remuneration)	38,306

**Masterton District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	133,530
Deputy Mayor	74,783
Chairperson—Infrastructure & Services Committee	61,889
Chairperson—Awards & Grants Committee	56,732
Chairperson—Hearings Committee	56,732
Councillor with no additional responsibilities	51,575
Councillor (minimum allowable remuneration)	34,433

**Matamata–Piako District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,533
Deputy Mayor	45,627

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Councillor with no additional responsibilities	38,023
Councillor (minimum allowable remuneration)	32,437
<b>Napier City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	153,888
Deputy Mayor; Chair Standing Committee	91,034
Senior Chair; Chair Standing Committee	71,000
Chair Standing Committee (2)	71,000
Deputy Chair Standing Committee (4)	64,000
Deputy Chair Hearing Committee	62,000
Portfolio holder (3)	60,000
Councillor (minimum allowable remuneration)	49,073
<b>Nelson City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,909
Deputy Mayor	65,000
Councillor with no additional responsibilities	49,485
Councillor (minimum allowable remuneration)	40,083
<b>New Plymouth District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,757
Deputy Mayor	89,541
Chairpersons Strategy and Operations Committee, Te Huinga Taumatua and Finance, Audit and Risk Committee (3)	65,121
Deputy Chairperson Strategy and Operations Committee	59,694
Chairpersons CCOs Committee, Strategic Projects Committee and Community Development Committee (3)	62,407
Deputy Chairperson CCOs Committee and Community Development Committee (2)	57,523
Age and Accessibility Working Party Chairperson	56,980
Clifton Community Board appointee (October 2022–30 April 2024)/ Waitara Community Board appointee (1 May 2024–October 2025)	56,980
Councillor with no additional responsibilities	54,267
Councillor (minimum allowable remuneration)	48,531
<b>Clifton Community Board</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	13,108
Member	6,554

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*Inglewood Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,266
Member	9,133

*Kaitake Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,821
Member	7,910

*Puketapu–Bell Block Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,605
Member	8,803

*Waitara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,605
Member	8,803

**Ōpōtiki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	114,200
Deputy Mayor	59,396
Chair of Committee—Strategy Planning and Regulatory	53,500
Chair of Committee—Performance and Delivery	53,500
Chair of Committee—Coast Community Board	53,500
Councillor with no additional responsibilities	46,500
Councillor (minimum allowable remuneration)	31,579

*Coast Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,680
Member	5,340

**Ōtorohanga District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	107,465
Deputy Mayor	37,613
Council Representative on Ōtorohanga Community Board and Risk and Assurance Member	31,026
Council Representative on Ōtorohanga Community Board and Grants and Awards Chair	31,026
Council Representative on Grants and Awards Committee (3)	26,721

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<b>Office</b>	<b>Annual remuneration (\$)</b>
Council Representative on Kāwhia Community Board and Risk and Assurance Deputy Chair	30,858
Council Representative on Risk and Assurance Committee	27,343
Councillor with no additional responsibilities	24,857
Councillor (minimum allowable remuneration)	24,693
<i>Kāwhia Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141
<i>Ōtorohanga Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,322
Member	7,661
<b>Palmerston North City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	160,314
Deputy Mayor	61,740
Chair of Committee (5)	59,734
Deputy Chair of Committee (4)	56,734
Deputy Chair—Strategy & Finance Committee and Deputy Chair—Risk & Assurance Committee	58,734
Councillor with no additional responsibilities	54,734
Councillor (minimum allowable remuneration)	47,849
<b>Porirua City Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	151,954
Deputy Mayor	70,000
Chair Committee of the Whole (Heamana Tuatahi)	65,250
Chair Committee of the Whole (Heamana Tuarua)	65,250
Chair Chief Executive Employment Committee	58,734
Chair Wastewater Treatment Plant and Landfill Joint Committee	59,000
Councillor with no additional responsibilities	55,000
Councillor (minimum allowable remuneration)	42,136
<b>Queenstown–Lakes District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,734
Deputy Mayor	56,308
Chair of Committee (3)	52,675
Councillor with no additional responsibilities	45,410

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<b>Office</b>	<b>Annual remuneration (\$)</b>	
Councillor (minimum allowable remuneration)	40,710	
<i>Wānaka–Upper Clutha Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	25,645	
Member	12,823	
<b>Rangitikei District Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	120,751	
Deputy Mayor	39,346	
Chair of Committee (3)	37,200	
Chair of Chief Executive Review Committee	30,773	
Deputy Chair of Committee (3)	31,309	
Councillor with no additional responsibilities	28,631	
Councillor (minimum allowable remuneration)	25,583	
<i>Rātana Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	4,552	
Member	2,276	
<i>Taihape Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	9,287	
Member	4,643	
<b>Rotorua District Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	159,679	
Deputy Mayor, Deputy Chair of Council, and Committee Chair	143,787	
Deputy Co-chair of the Community and District Development Committee (2)	97,500	
Deputy Co-chair of the Infrastructure and Environment Committee (2)	97,500	
Councillor with no additional responsibilities	65,000	
Councillor (minimum allowable remuneration)	59,442	
<i>Rotorua Lakes Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	17,979	
Member	8,990	

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<i>Rotorua Rural Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,094
Member	10,047
<i>Ruapehu District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	120,497
Deputy Mayor	50,000
Councillor with no additional responsibilities	38,707
Councillor (minimum allowable remuneration)	23,948
<i>Ōwhango–National Park Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,385
Member	3,193
<i>Taumarunui–Ōhura Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,466
Member	7,233
<i>Waimarino–Waiouru Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,466
Member	7,233
<i>Selwyn District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	146,861
Deputy Mayor	65,344
Councillor with no additional responsibilities	54,453
Councillor (minimum allowable remuneration)	40,116
<i>Malvern Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,967
Member	9,484
<i>South Taranaki District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	139,953
Deputy Mayor	54,401
Risk and Assurance Committee members (4)	39,895

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<b>Office</b>	<b>Annual remuneration (\$)</b>	
Councillor with no additional responsibilities	36,268	
Councillor (minimum allowable remuneration)	30,888	
<i>Eltham–Kaponga Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	12,202	
Member	6,101	
<i>Pātea Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	11,783	
Member	5,891	
<i>Taranaki Coastal Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	13,364	
Member	6,682	
<i>Te Hāwera Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	15,017	
Member	7,509	
<b>South Waikato District Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	133,621	
Deputy Mayor	51,703	
Committee Chair A Local Services Committee	51,174	
Committee Chair B Growth and Infrastructure Committee	51,174	
Committee Chair C Grants Committee	47,963	
Councillor with no additional responsibilities	42,516	
Councillor (minimum allowable remuneration)	32,570	
<i>Tirau Community Board</i>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Chairperson	7,162	
Member	3,581	
<b>South Wairarapa District Council</b>		
<b>Office</b>	<b>Annual remuneration (\$)</b>	
Mayor	105,157	
Deputy Mayor	35,926	
Councillor with no additional responsibilities	26,259	



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<b>Office</b>	<b>Annual remuneration (\$)</b>
Councillor (minimum allowable remuneration)	18,855
<i>Featherston Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482
<i>Greytown Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482
<i>Martinborough Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	6,965
Member	3,482
<i>Southland District Council</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	134,914
Deputy Mayor	49,327
Councillor with no additional responsibilities	37,944
Councillor (minimum allowable remuneration)	30,472
<i>Ardlussa Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,010
Member	4,005
<i>Fiordland Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,847
Member	4,924
<i>Northern Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,744
Member	3,872
<i>Oraka Aparima Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,652
Member	4,326

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*Oreti Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,148
Member	5,574

*Stewart Island/Rakiura Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,282
Member	2,141

*Tuatapere Te Waewae Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	7,556
Member	3,778

*Waihopai Toetoe Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,495
Member	5,248

*Wallace Takitimu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,199
Member	4,599

**Stratford District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	107,503
Deputy Mayor	32,416
Chairperson Stratford Sport NZ Rural Travel Fund	24,081
Chairperson Farm and Aerodrome Committee	26,628
Councillor with no additional responsibilities	23,155
Councillor (minimum allowable remuneration)	18,905

**Tararua District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	128,685
Deputy Mayor	53,110
Committee Chairperson (3)	48,684
Committee Deputy Chairperson/Liaison Councillors (5)	44,258
Councillor (minimum allowable remuneration)	35,851

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<i>Dannevirke Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,476
Member	6,238
<i>Eketāhuna Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,086
Member	4,043
<b>Tasman District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	156,156
Deputy Mayor	61,025
Standing Committee Chair (3)	61,025
Councillor with no additional responsibilities	46,942
Councillor (minimum allowable remuneration)	39,936
<i>Golden Bay Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	14,025
Member	7,013
<i>Motueka Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,634
Member	7,817
<b>Taupo District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	143,105
Deputy Mayor	62,522
Chair—Emergency Management Committee	46,892
Chair—Kinloch Representative Group and Performance Monitoring Group	46,892
Chair—Taupō Reserves and Roding Committee	46,892
Chair—Mangakino-Pouakani Representative Group	42,984
Chair—Taupō East Rural Representative Group	42,984
Chair—Tongariro Representative Group	42,984
Councillor with no additional responsibilities	39,076
Councillor (minimum allowable remuneration)	38,999

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**Thames–Coromandel District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	141,188
Deputy Mayor	78,895
Councillor with no additional responsibilities	54,300
Councillor (minimum allowable remuneration)	42,327

*Coromandel–Colville Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,820
Member	8,410

*Mercury Bay Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,124
Member	10,062

*Tairua–Pāuanui Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	16,820
Member	8,410

*Thames Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	21,326
Member	10,663

*Whangamatā Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,322
Member	9,161

**Timaru District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	142,005
Deputy Mayor	72,893
Committee Chairperson (4)	59,226
Deputy Committee Chairperson (4)	52,392
Councillor (minimum allowable remuneration)	40,878

*Geraldine Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,783
Member	5,891

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Pleasant Point Community Board			
Office		Annual remuneration (\$)	
Chairperson			9,241
Member			4,620
Temuka Community Board			
Office		Annual remuneration (\$)	
Chairperson			12,014
Member			6,007
Upper Hutt City Council			
Office		Annual remuneration (\$)	
Mayor			137,871
Deputy Mayor			62,649
Chair, Policy Committee			54,296
Chair, Finance and Performance			50,120
Chair, City Development			54,296
Chair, Risk and Assurance			50,120
Chair, Hutt Valley Services Committee			50,120
Councillor with no additional responsibilities			41,766
Councillor (minimum allowable remuneration)			36,751
Waikato District Council			
Office		Annual remuneration (\$)	
Mayor			157,039
Deputy Mayor			93,735
Infrastructure Committee Chair			80,345
Performance & Strategy Committee Chair			80,345
Sustainability & Wellbeing Committee Chair			80,345
Tai Runga Takiwaa Maaori Ward Councillor			61,598
Tai Raro Takiwaa Maaori Ward Councillor			61,598
Councillor with no additional responsibilities			53,564
Councillor (minimum allowable remuneration)			47,967
Huntly Community Board			
Office		Annual remuneration (\$)	
Chairperson			11,478
Member			5,739
Ngāruawāhia Community Board			
Office		Annual remuneration (\$)	
Chairperson			11,600
Member			5,800

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*Raglan Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,469
Member	5,234

*Rural–Port Waikato Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	9,890
Member	4,945

*Taupiri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	4,593
Member	2,296

*Tuakau Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,217
Member	5,608

**Waimakariri District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	146,838
Deputy Mayor	69,373
Councillor with additional portfolio and chairing responsibilities (9)	53,986
Councillor (minimum allowable remuneration)	42,143

*Kaiapoi–Tuahiwi Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,710
Member	9,355

*Oxford–Ohoka Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	17,627
Member	8,813

*Rangiora–Ashley Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	24,134
Member	12,067

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<i>Woodend–Sefton Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	15,457
Member	7,729
<b>Waimate District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	104,302
Deputy Mayor	42,247
Councillor with no additional responsibilities	28,165
Councillor (minimum allowable remuneration)	20,671
<b>Waipa District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	145,391
Deputy Mayor (also Committee Chair)	66,835
Committee Chair and Deputy Chair (Quarterly Committee)	53,075
Committee Chair	51,109
Councillor appointed to Community Board (also Deputy Committee Chair) (2)	51,109
Councillor appointed to Community Board (2)	47,177
Deputy Committee Chair	43,246
Councillor with iwi portfolio responsibility	47,177
Deputy Committee Chair (Quarterly Committee)	41,280
Committee Chair (Quarterly Committee)	45,212
Councillor (minimum allowable remuneration)	36,532
<i>Cambridge Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,100
Member	10,050
<i>Te Awamutu Community Board</i>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	19,408
Member	9,704
<b>Wairoa District Council</b>	
<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	116,979
Deputy Mayor	76,968
Councillor with no additional responsibilities	51,313
Councillor (minimum allowable remuneration)	35,746

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**Waitaki District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	129,041
Deputy Mayor	52,096
Portfolio Leads (8)	41,500
Hearings Committee Chair	39,000
Councillor (minimum allowable remuneration)	30,765

*Ahuriri Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,458
Member	6,229

*Waihemo Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	12,938
Member	6,469

**Waitomo District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	115,856
Deputy Mayor	75,045
Councillor with no additional responsibilities	50,030
Councillor (minimum allowable remuneration)	36,407

**Wellington City Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	183,027
Deputy Mayor	126,650
Chair of Committee of the Whole (3)	116,361
Chair of Koata Hātepe   Regulatory Processes Committee	111,070
Councillor with no additional responsibilities	105,283
Councillor (minimum allowable remuneration)	89,860

*Mākara-Ōhāriu Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	10,093
Member	5,046

*Tawa Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	20,134
Member	10,067



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Western Bay of Plenty District Council		
Office	Annual remuneration (\$)	
Mayor		145,667
Deputy Mayor		70,020
Committee Chairperson (3)		53,094
Councillor with no additional responsibilities		45,322
Councillor (minimum allowable remuneration)		37,589
Katikati Community Board		
Office	Annual remuneration (\$)	
Chairperson		11,783
Member		5,891
Maketu Community Board		
Office	Annual remuneration (\$)	
Chairperson		6,237
Member		3,119
Ōmokoroa Community Board		
Office	Annual remuneration (\$)	
Chairperson		8,549
Member		4,275
Te Puke Community Board		
Office	Annual remuneration (\$)	
Chairperson		11,783
Member		5,891
Waihi Beach Community Board		
Office	Annual remuneration (\$)	
Chairperson		9,703
Member		4,851
Westland District Council		
Office	Annual remuneration (\$)	
Mayor		105,174
Deputy Mayor		50,000
Councillor with no additional responsibilities		28,000
Councillor (minimum allowable remuneration)		20,907
Whakatane District Council		
Office	Annual remuneration (\$)	
Mayor		142,977
Deputy Mayor		71,953

**Local Government Members (2023/24) Determination  
2023**

Schedule

<b>Office</b>	<b>Annual remuneration (\$)</b>
Committee Chairs (5)	55,300
Deputy Chair	46,125
Councillor with no additional responsibilities	44,000
Councillor (minimum allowable remuneration)	37,575

*Murupara Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,549
Member	4,275

*Rangitāiki Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	11,089
Member	5,545

*Tāneatua Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	8,549
Member	4,275

*Whakatāne–Ōhope Community Board*

<b>Office</b>	<b>Annual remuneration (\$)</b>
Chairperson	18,540
Member	9,270

**Whanganui District Council**

<b>Office</b>	<b>Annual remuneration (\$)</b>
Mayor	149,641
Deputy Mayor and Town Centre Rejuvenation Advisory Group Chair	60,132
Strategy & Policy Committee Chair, Risk & Assurance Deputy Chair and Safer Whanganui Advisory Group Chair	56,724
Council Controlled Organisations Committee Deputy Chair, Aspirations & Projects Chair and Sustainability & Waste Advisory Group Chair	56,724
Operations & Performance Committee Chair and CEO Performance Review Committee Chair	56,724
Strategy & Policy Committee Deputy Co-Chair	42,092
Council Controlled Organisation Committee Chair	50,110
Operations & Performance Committee Deputy Chair	42,092
Sport, Recreation & Wellbeing Advisory Group Chair and Community Funding Grants Advisory Group Chair	49,107
Strategy & Policy Committee Deputy Co-Chair and Youth Council	42,092
Councillor with no additional responsibilities	40,088
Councillor (minimum allowable remuneration)	36,734

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Explanatory  
memorandumLocal Government Members (2023/24) Determination  
2023*Whanganui Rural Community Board*

Office	Annual remuneration (\$)
Chairperson	12,014
Member	6,007

## Whangarei District Council

Office	Annual remuneration (\$)
Mayor	163,689
Deputy Mayor	91,235
Standing Committee Chair (5)	74,129
Standing Committee Deputy Chair (3)	68,426
Chair Civic Honours Committee	59,873
Councillor with no additional responsibilities	57,022
Councillor (minimum allowable remuneration)	53,850

Dated at Wellington this 20<sup>th</sup> day of June 2023.



Chairperson.



Member.



Member.

**Explanatory memorandum**

*This memorandum is not part of the determination, but is intended to indicate its general effect.*

This determination comes into force on 1 July 2023 and expires on the close of 30 June 2024.

During the first quarter of 2022, the Remuneration Authority (the **Authority**) completed a significant review of the remuneration, allowances, and hearing fees that apply to elected members of local authorities, local boards, and community boards. The outcomes of the review were implemented in two steps: from 1 July 2022 and from 9 October 2022, which was the day after polling day for the 2022 local elections. In March this year, the Authority sought the views of all local authorities on the matters that it should take into account in making this determination. The Authority received a small number of submissions that it considered.

**Local Government Members (2023/24) Determination  
2023**

Explanatory  
memorandum

Given the recent significant review and the feedback received, and applying the mandatory criteria that the Authority must have regard to under clause 7 of Schedule 7 of the Local Government Act 2002 and sections 18 and 18A of the Remuneration Act 1977, the Authority decided—

- to maintain the allowances and hearing fees covering the elected members of local authorities, local boards, and community boards at their post-2022 local elections levels (*see* Local Government Members (2022/23) Determination 2022), except for the vehicle-kilometre allowance, which has been adjusted to reflect the rates prescribed by the Inland Revenue Department for the 2023 year:
- to apply a 4% increase to the remuneration of all elected members of community boards as they did not receive any increase to their remuneration following the 2022 local elections:
- that because most elected members of local authorities and local boards received an increase to their remuneration following the local elections, to maintain the remuneration of these elected members at their post-2022 local elections levels with the following exceptions.

The governance remuneration pools and remuneration for the councillors of Grey, Kaipara, Rangitikei, South Waikato, Wairoa, and Waitomo District Councils have been changed to progressively implement increases to their remuneration pools. Annual progressive increases were agreed with those 6 councils before the 2022 local elections to enable them to budget and manage the increases applied to their remuneration pools following the elections. The increases applied to the 6 councils' remuneration pools in this determination brings them into line with the other councils. Their remuneration pools and councillors' remuneration now reflect the amounts that would have applied immediately after the local elections had they not agreed to phase in their increases over a 2-year period.

Westland District Council proposed changes to the remuneration allocated to its councillors. The Authority agreed to the Council's proposal, which is recorded in this determination. The changes are effective from 1 July 2023. The Council's governance remuneration pool has not changed.

*Governance remuneration pools*

This table below sets out the local government governance remuneration pools, which will apply on and after 1 July 2023, for the councillors of each local authority.

**Part 1**

**Remuneration pools for councillors of regional councils**

<b>Council</b>	<b>Governance remuneration pool (\$)</b>
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	977,558
Hawke's Bay Regional Council	644,302
Manawatū–Whanganui Regional Council	690,226

Explanatory memorandum      **Local Government Members (2023/24) Determination 2023**

<b>Council</b>	<b>Governance remuneration pool (\$)</b>
Northland Regional Council	580,951
Otago Regional Council	734,869
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	947,216
West Coast Regional Council	330,000

**Part 2**

**Remuneration pools for councillors of territorial authorities**

<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>
Ashburton District Council	450,195
Auckland Council	2,592,269
Buller District Council	324,306
Carterton District Council	226,766
Central Hawke's Bay District Council	350,559
Central Otago District Council	362,213
Chatham Islands Council	151,796
Christchurch City Council	1,900,000
Clutha District Council	390,404
Dunedin City Council	1,191,826
Far North District Council	890,157
Gisborne District Council	700,000
Gore District Council	296,638
Grey District Council	330,912
Hamilton City Council	1,286,366
Hastings District Council	871,295
Hauraki District Council	422,618
Horowhenua District Council	514,833
Hurunui District Council	305,015
Hutt City Council	901,594
Invercargill City Council	573,463
Kaikoura District Council	204,089
Kaipara District Council	456,219
Kapiti Coast District Council	545,969
Kawerau District Council	261,262
Mackenzie District Council	207,000
Manawatu District Council	445,578
Marlborough District Council	609,333
Masterton District Council	456,435
Matamata-Piako District Council	463,877
Napier City Council	802,034
Nelson City Council	609,333
New Plymouth District Council	869,359

Local Government Members (2023/24) Determination 2023		Explanatory memorandum
<b>Territorial authority</b>	<b>Governance remuneration pool (\$)</b>	
Ōpōtiki District Council	312,896	
Ōtorohanga District Council	262,886	
Palmerston North City Council	865,016	
Porirua City Council	593,234	
Queenstown–Lakes District Council	532,201	
Rangitikei District Council	361,539	
Rotorua District Council	858,787	
Ruapehu District Council	359,652	
Selwyn District Council	555,420	
South Taranaki District Council	504,125	
South Waikato District Council	457,108	
South Wairarapa District Council	245,998	
Southland District Council	466,709	
Stratford District Council	268,362	
Taranua District Council	420,455	
Tasman District Council	666,580	
Taupo District Council	527,532	
Tauranga City Council	1,198,246	
Thames–Coromandel District Council	513,295	
Timaru District Council	519,365	
Upper Hutt City Council	488,666	
Waikato District Council	832,914	
Waimakariri District Council	555,247	
Waimate District Council	239,400	
Waipa District Council	544,506	
Wairoa District Council	333,533	
Waitaki District Council	423,096	
Waitomo District Council	325,194	
Wellington City Council	1,639,633	
Western Bay of Plenty District Council	546,556	
Westland District Council	246,000	
Whakatane District Council	526,578	
Whanganui District Council	576,061	
Whangarei District Council	898,097	

**Note:** The above remuneration pools do not apply to mayors, regional council chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to a community board and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

Issued under the authority of the Legislation Act 2019.  
Date of notification in *Gazette*:





## **Elected Members Remuneration, Expenses and Allowances Policy 2022-2025 Triennium**

*This document sets out the policy on remuneration, expenses and allowances payments to elected members. The policy is administered by Kāpiti Coast District Council's Democracy Services Manager. It may be reviewed annually and is current until superseded.*

*As adopted by Council on 26 January 2023*



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## A. Policy Objective

Elected Members are remunerated in accordance with the provisions of schedule 7 part 1 section 6 of the Local Government Act 2022 which states that the Remuneration Authority must determine remuneration, allowances and expenses. The Remuneration Authority provides local authorities with a determination annually that stipulates the parameters around remuneration, allowances and expenses payments to Elected Members. Within these parameters councils can develop their own policies ensuring that payment of allowances and expenses is:

- in line with legislation
- related to the conduct of Council business by Elected Members while acting in their role
- payable under clear rules communicated to all claimants
- oversighted by senior management and audit
- adequately documented
- reasonable and conservative in line with public sector norms
- does not extend to any expenses related to electioneering.

## B. Remuneration of Elected Members

### B.1 Mayor and Councillors

Role	Annual remuneration
Mayor	\$145,588
Deputy Mayor	\$66,293
Chair of Strategy, Operations and Finance Committee	\$59,964
Deputy Chair of Strategy, Operations and Finance Committee	\$56,964
Chair of Social Sustainability Subcommittee	\$56,964
Chair of Climate and Environment Subcommittee	\$56,964
Chair of Grants Allocation Committee	\$52,964
Councillors with additional responsibilities	\$48,964
Minimum Allowable Remuneration	\$38,964

### B.2 Community Boards

Community Board	Chairperson	Member
Ōtaki	\$15,561	\$7,781
Paekākāriki	\$8,241	\$4,121
Paraparaumu	\$19,864	\$9,932
Waikanae	\$18,068	\$9,034
Raumati	\$15,136	\$7,568

## C. Elected Member Expenses and Allowances

### C.1 All Elected Members

<b>Accommodation</b>	While at conferences, training events or other Council business, Council will pay for accommodation where applicable. Any accommodation booking should balance cost-effectiveness with proximity to the event.
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	If accommodation is provided privately by friends/relatives/whānau, Council will have no involvement.
<b>Air Travel</b>	<p>Air travel bookings are made by council staff in line with Council policy and processes.</p> <p>If Elected Members make their own bookings for Council related business (domestic and international), costs will be reimbursed up to the level of economy class fares; if the elected member wishes to travel in a higher class, they must meet the cost of the difference.</p>
<b>Air Dollars/Points</b>	Air points/air dollars earned while travelling on Council business are available for the private use. Due to the infrequency of air travel this is considered insignificant.
<b>Airline Clubs</b>	Council does not pay or reimburse for these memberships.
<b>Carparks</b>	At the beginning of the triennium, elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building (Civic Centre on Rimu Road) in Paraparaumu. Council staff will note the car registration number against the permit so it is non-transferable and will lapse at end of the triennium.
<b>Communications Technology</b>	<p>All claims in this section are in line with the Remuneration Authority determination and covers the annual period from 1 July 2023 to 30 June 2024.</p> <p><i>Internet Service</i> – All elected members can claim a \$800 allowance for use of their private internet for Council business for the period 1 July 2023 to 30 June 2024.</p> <p><i>Consumables</i> (e.g. ink cartridges and photocopy paper) – All elected members can claim up to \$200 for consumables for the period 1 July 2023 to 30 June 2024.</p> <p><i>Printer</i> – All Elected Members can claim up to \$50 for the use of a printer (this is in addition to the claim for ink cartridges and photocopy paper).</p> <p><i>Email</i> – At the beginning of the triennium elected members are provided with a Council email address which is not to be used by members for any personal business.</p> <p><i>Mobile Phones</i> – All elected members can claim a \$200 equipment allowance and \$500 service allowance for use of their own mobile phone for Council-related business. An elected member may opt, instead of receiving the \$500 service allowance, to provide telephone records and receipts clearly showing which phone calls were made on Council business, in which case they would be reimbursed for the actual costs of the phone calls.</p> <p><i>Tablets</i> – All elected members will be provided with tablets at the beginning of the triennium for Council related use. A data limit of 10 GB will be set for each calendar month. Incidental private use is acceptable in line with relevant Council Information Technology Usage Policies. If Elected Members wish to decline the use of the tablet, a communications allowance of \$400 can be claimed to cover the use of a personal computer.</p>

<i>Note: Where an elected member is not a member for the whole determination period (1 July 2023 – 30 June 2024), any annual allowances will be pro-rated.</i>	
<b>Entertainment &amp; hospitality</b>	Reasonable costs will be reimbursed but a claim for reimbursement will need to be put in writing for approval by the Mayor and the Chief Executive.
<b>Gifts</b>	Gifts of any kind (e.g. sports or other event tickets) and value should be declared to the Mayor's Personal Assistant for entry into the Gift Register.
<b>Meals</b>	Catering will be provided for any meetings. Reasonable costs for meals are reimbursed when travelling on Council business.
<b>Professional development</b>	Registration costs for attendance at conferences, seminars and training events will be paid for by the Council, in accordance with the elected members' induction, training and development programme.
<b>Incidentals</b>	Reasonable expenses incurred while conducting Council business can be claimed.
<b>Stationery</b>	Elected members will be supplied with business cards. Any other stationery required for Council business will be considered on request.
<b>Subscriptions &amp; memberships</b>	Council does not pay or reimburse for memberships and subscriptions.
<b>Vehicle Usage</b>	<p><i>Mileage</i> - Reimbursements can be claimed for the following:</p> <ol style="list-style-type: none"> <li>Travel must relate to attendance at Council/Committee meetings, Community Board meetings, conference/seminars relating to local government or attendance at community organisation meetings as an elected representative.</li> <li>The travel must be by the most direct route that is reasonable in the circumstances.</li> <li>For a petrol or diesel vehicle: 95 cents for the first 14,000 km per annum, 34 cents for travel over 14,000 km per annum.</li> <li>For a petrol hybrid vehicle: 95 cents for the first 14,000 km per annum, 20 cents for travel over 14,000 km per annum.</li> <li>For an electric vehicle: 95 cents for the first 14,000 km per annum, 11 cents for travel over 14,000 km per annum.</li> </ol> <p><i>Private use of vehicle</i> – Elected members may opt to use their own vehicles to travel to training events or conferences if the reimbursement for mileage is cheaper than air travel.</p> <p><i>Rental cars</i> – the Council will not meet the costs of using these.</p> <p><i>Taxis, buses and trains</i> - the Council will reimburse reasonable costs for the use of taxis, buses and trains associated with training events and Council business.</p>

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*Travel-time reimbursement* – Elected members may claim up to \$40 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day. A maximum of 8 hours of eligible travel time can be claimed in a 24-hour period.

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**Childcare**

Childcare may be reimbursed at a maximum of \$15 per hour if required – please liaise with staff in advance.

Reimbursements can be claimed for if:

- a) The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (not on a temporary basis); and
- b) the child is under 14 years of age; and
- c) the childcare is provided by a person who is not a parent of the child, or a spouse, civil union partner, or de-facto partner of the member and does not ordinarily reside with the member; and
- d) the member provides evidence satisfactory to the authority of the amount paid for childcare.

Childcare allowance will be paid at a maximum rate of \$15 per hour; not exceeding a total amount of \$6000 for the annual period OR an annual amount of \$6000 can be claimed retrospectively for the same period.

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**C.2 Mayor****Carpark**

The Mayor has a dedicated parking space.

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**Communications Technology**

The Mayor is provided with a mobile phone and tablet for the triennium with reasonable private use considered acceptable.

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**Subscriptions & memberships**

The subscription for the Mayor's role as Justice of the Peace will be paid for by the Council.

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**Vehicle**

The Mayor is provided with a vehicle for private and business use during the term in office.

The Remuneration Authority determination states: *A local authority may provide*

*(a) a motor vehicle or*

*(b) a vehicle mileage allowance.*

*If a motor vehicle is provided for private use annual remuneration must be adjusted in accordance with the Determination. The maximum purchase price is also covered by the Determination. In case of a petrol or diesel vehicle the maximum purchase price is set at \$55,000 and in the case of an electric or hybrid vehicle the price is set at \$68,500.*

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**D. Hearing Fees****Chairperson**

An elected member who acts as the chairperson of a hearing is entitled to a

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fee of up to \$116 per hour.

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**Member** An elected member who is not the chairperson of a hearing but acting as a member of the panel is entitled to a fee of up to \$93 per hour.

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**Mayor or Acting Mayor** These fees are not available to the Mayor or to an acting Mayor who is paid the mayor's remuneration and allowances.

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*(Fees related to District Licencing Committee hearings are not included in this policy as they are set by the Minister of Justice.)*

## E. Claims Processes

All claims for elected members (including mayoral) reimbursement of expenses are to be submitted to the Democracy Services team using the expense claim form. A claim form can be requested from the team and must be completed, signed and submitted with the relevant proof of expenditure (e.g. a tax invoice or receipt) if applicable. All allowances and fees listed in this policy must be claimed for and will not be paid without a claim request.

All claims will be checked for accuracy and approved by the Manager Democracy Services or the Chief Financial Officer in accordance with the provisions of this policy. Any claims outside of this policy must also be approved by the Chief Executive.

## F. Review and Monitoring

The Democracy Services Manager will monitor the implementation of this policy. This policy will be reviewed every three years, at the request of Council or in response to legislative and statutory requirements.

## G. Document Version Control

Version	Amendment(s) Summary	Sign Off/Comment
1	Adopted by Council	26 January 2023
2	Amended by Determination	20 July 2023

Signed..........Date: 4 July 2023

**Darren Edwards**

**CHIEF EXECUTIVE**



# **Non-Elected Members Fees Framework 2022-2025 Triennium**

*This document sets out the policy on payments of fees and expenses to non-elected members. The policy is administered by Kāpiti Coast District Council's Democracy Services Manager. It may be reviewed annually and is current until superseded.*

*As adopted by Council on 26 January 2023*

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## A. Non-Elected Members Fees Framework

The Non-Elected Members Fees Framework is used for setting the fees of non-elected (i.e. appointed) members of committees, or other bodies established by Council.

The Framework does not apply:

- if payment is set by the Remuneration Authority, or by legislation
- if payment is made from some other source (for example, if a professional consultant is paid by his or her employer to attend)
- to any appointments made by the Council or a Community Board to an outside organisation
- if the Council has formally resolved a different form of payment
- if payments are made on a contractual basis e.g. independent commissioners.

The Non-Elected Members Fees Framework is aligned to the Cabinet Fees Framework, which is used by many Government bodies whose fees are not determined by the Remuneration Authority. The Non-Elected Members Fees Framework ensures consistency between fees paid to non-elected members of Kāpiti Coast District Council bodies and fees paid by Government to those on entities in which the Crown has an interest.

Most appointments that are made by Council will be to bodies which fall under "Group 4 - all other committees and other bodies" within the Cabinet Fees Framework. The assessment criteria for Group 4 have been adapted for use by Kāpiti Coast District Council. The Cabinet Fees Framework was last reviewed in October 2022.

## B. Assessment Process and Criteria

The body (committee, subcommittee, advisory body) whose members are to be reimbursed by using this framework will be scored on the following criteria:

- skills, knowledge, and experience required of members
- function, level, and scope of authority
- complexity of issues
- public interest and profile.

The assessment criteria are based on the Cabinet Fees Framework and modified for Kāpiti Coast District Council.

The above four criteria are each scored according to the bands below and the resulting total score is used to identify a remuneration band (level) within the Cabinet Fees Framework to be applied to the various bodies. Council then decides the remuneration to be paid from within that band. Proposed fees for the 2022-2025 Triennium are listed in this document.

### Skills, knowledge and experience required of members

Skills, knowledge and experience will vary between members on a particular body. The score should reflect the level of skill **required by the majority** of members, and should not be based on any particular individual. This factor has a higher weighting than others, to reflect that it is the **application** of the skills, knowledge and experience in carrying out their responsibilities that is a major contributor to the successful operation of the committee or body.

	Definition	Score
Pre-eminent	Outstanding and authoritative knowledge, recognised nationally and internationally for expertise in a particular field.	12
Distinguished	Deep and broad knowledge in a specific area or as a leader. Widely respected as a subject matter expert or authority in their field.	10
Substantive	Substantial range of knowledge and experience in a field or professional discipline sometimes associated with senior level functional or technical leadership, executive management or governance roles. May include widely respected people with broad community support.	8
Technical	A number of years' experience in a technical, professional field or in a leadership role is a pre-requisite.	6
Specialised experience	No specific experience is required but members would have broad general knowledge and may represent a body of opinion.	4

### Function, level and scope of authority

	Definition	Score
Strategic decisions	Sets policy or work programme for a major area of economic activity or policy area of importance to the Council's strategic priorities.	6
Policy decisions	Sets policy or work programme and/or exercises regulatory/disciplinary powers.	5
Expert advice	Provides expert counsel and advice to the Mayor, Governing Body or local boards on technical or policy issues that are of strategic importance. At this level the body would be expected to be proactive in identifying emerging issues and contributing to policy direction.	4
Professionally targeted	Exercises regulatory/disciplinary powers at the individual/professional level. This will include the power to impose sanctions	3
Technical	Provides a broad range of advice on technical and/or policy issues.	2
Ad hoc	Provides ad hoc advice on minor matters. Generally a limited focus at a single output level.	1

## Complexity of issues

	Definition	Score
Innovative	The development of new concepts is required to find innovative and path finding solutions. There will be little or no external guidance (NZ or internationally) to aid resolution of these issues.	5
Constructive	The development of new policy or advice is required where the issues are complex, multidimensional and involve substantial research, consideration of possible alternatives and their consequences. The body may commission research or utilise the findings to inform their policy development or advice.	4
Evaluative	Issues will include circumstances, facts and concepts different to those that have been experienced in the past. Analytical thinking and evaluative judgement will be required to identify realistic alternatives and apply/recommend a solution.	3
Judgement	Solutions will be found from application of professional or personal judgement and generally guided by previous decisions. Circumstances may be different from those previously experienced but there will be a sufficient frame of reference to make a considered decision/recommendation.	2
Operational	Issues to be resolved are generally within existing policy and prior decisions. Decisions can generally be made quickly and with reasonable certainty.	1

## Public interest and profile

	Definition	Score
Widespread	Widespread public interest in outcomes would be expected. Members will attract strong media interest. Potential risk to personal and/or the body's reputation is high.	5
Strong	Strong public and stakeholder interest and importance would be associated with these issues. Media interest would also be expected, but potential risk to personal or the body's reputation is unlikely.	4
Moderate	Moderate but widespread public interest is likely. Reputational risk is minimal.	3
Limited	Public interest is likely to be limited, but the issues would be of interest to other members of the particular profession or sector.	2
Little	There is likely to be little or no wider public interest in the decisions.	1

## Fee levels

Total score	Level	Fees range - Chair	Fees range - members
24 - 28	1	\$594 – \$1,265	\$446 - \$952
20 - 23	2	\$429 - \$974	\$319 - \$616
15 - 19	3	\$308 - \$633	\$226 - \$435
10 - 14	4	\$275 - \$402	\$209 - \$297
9 or less	5	\$226 - \$292	\$165 - \$226

## C. Determination of fees

### C.1 Grants Allocation Committee and community representatives appointed to other committees

For the Grants Allocation Committee and any meetings where community representatives (as alternatives to Community Board Members where possible under the current Governance Structure) are attending the below scores has been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Skills, knowledge & experience	The committees and subcommittees include widely respected community leaders in their various communities of interest.	8
Function, level & scope	The committees and subcommittees provide advice on a range of policy matters that are relevant to the communities they represent.	3 - 4
Complexity of issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	3 - 4
Public interest and profile	There is widespread public interest in their work and reputational risk is moderate to high.	3
<b>TOTAL</b>		<b>17 - 19</b>

### Equivalent daily rates

Fees for the Grants Allocation Committee, and community representatives appointed to other committees, are based on the midpoint of the daily rates for this level. The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to an approximate average length of a meeting, including preparation time – in this case, 5.5 hours. The midpoints of remuneration level 3 are:

Remuneration level	Chair	Member
3	\$470	\$330

The daily rates are set at mid-point of remuneration level 3 for an 8-hour day.

### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$323</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$227</b>

The meeting fees for this groups applicable committee meetings are determined by calculating the hourly rate proposed by the Cabinet Fees Framework and then multiplied by 5.5 hours, as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

### C.2 Te Whakaminenga o Kāpiti and the A.R.T. Confederation

For the Te Whakaminenga o Kāpiti and the A.R.T. Confederation the below scores has been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Skills, knowledge & experience	The committees and subcommittees include widely respected community leaders in their various communities of interest.	9
Function, level & scope	The committees and subcommittees provide advice on a range of policy matters that are relevant to the communities they represent.	3 - 4
Complexity of issues	Analytical thinking and evaluative judgement are required to consider alternatives and make recommendations.	3 - 4
Public interest and profile	There is widespread public interest in their work and reputational risk is moderate to high.	3 - 4
<b>TOTAL</b>		<b>18 - 21</b>

### Equivalent daily rates

Fees for Te Whakaminenga o Kāpiti and the A.R.T. Confederation are based on the highest point of the daily rates for this level as the required overall skill level is considered to be higher. The daily rate constitutes 8 hours. A meeting fee is calculated by applying the equivalent hourly rate to an approximate average length of a meeting, including preparation time – in this case, 5.5 hours. The high points of remuneration level 3 are:

Remuneration level	Chair	Member
3	\$633	\$435

The daily rates are set at high point of remuneration level 3 for an 8-hour day.

### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$435</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$299</b>

The meeting fees for Te Whakaminenga o Kāpiti and the ART Confederation meetings are determined by calculating the hourly rate proposed by the Cabinet Fees Framework and then multiplied by 5.5 hours, as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

### C.3 Risk and Assurance Committee

For the Risk and Assurance Committee the below scores have been applied and as a result the following equivalent daily rates and meeting fees have been calculated.

Due to the skill and expertise required and the complexity of the matters on which they advise, higher fees have been recommended out of the revised Cabinet Fees Framework for audit and risk committees (or their equivalents); therefore, remuneration level 1 will be applied.

#### Equivalent daily rates

Remuneration level	Chair	Member
1	\$930	\$635

The daily rates are set at mid-point of remuneration level 1 for an 8-hour day.

#### Meeting fees

Chair (based on 5.5 hours per meeting including preparation)	<b>\$639</b>
Member (based on 5.5 hours per meeting including preparation)	<b>\$481</b>

The meeting fees for Risk and Assurance Committee meetings are determined by calculating the hourly rate proposed by the Cabinet Fees Framework and the multiplied by 5.5 hours as that is traditionally the time required for preparation for such a meeting, and the length of the meeting itself.

## D. Remuneration and Allowances Claims

### Additional work

Where work is undertaken with prior approval and a meeting fee is not appropriate in the circumstances, the Manager Democracy Services may determine payment on an hourly rate based on the daily rate, subject to the terms of reference as agreed with Council.

### Daily rates

The remuneration bands are expressed as daily rates.

A daily rate is a good basis for calculating fees to be paid for attending meetings of groups such as committees, subcommittees and working groups. This is because the length of a meeting tends to be relatively consistent from one meeting to the next. A "meeting fee", based on the daily rate, is set and applied to all meetings.

The daily fee applies to all work, including that performed outside of meetings (e.g., preparation, representing the body at other forums, or administrative work) that is required for the body to carry out its role. All work that is required to be performed for the body by the member should be paid at the approved daily rate.

Work other than preparation for meetings must be approved and recorded by the body before it is undertaken. Individual members should not be in a position where they could be considered

to be setting their own work programmes without the endorsement of the body. The ability of the body to approve additional meetings or work is subject to agreement by the Council.

#### Hourly rates

Hourly pro-rata rates will be calculated where required by dividing the daily rate by 8 and multiplying by the number of hours worked.

#### Deputy Chair

Where a body's non-elected member is elected or appointed as a deputy chair who shares the business workload with the chair between meetings, an additional fee of 25% of a member's fee will be paid.

#### General Absences

Members are not remunerated for meetings they do not attend. If the member has spent time preparing for the meeting, they will be remunerated for their preparation time.

#### Expenses and Allowances

The principles on which reimbursement of expenses will be approved are:

- Payments will be for actual and reasonable expenses; this requires receipts to be produced and expenditure to be modest.
- For payment of work conducted other than attending the normal monthly meetings, it must be properly approved and recorded prior to the work being carried out.

Reimbursement for expenses and allowances will be based on the provisions in the Elected Member Allowances and Expenses Policy.

#### Carparks

At the beginning of the triennium, non-elected members will receive a parking permit which must be displayed in their car when they are attending Council business at the Council Administration building (Civic Centre on Rimu Road) in Paraparaumu. Council staff will note the car registration number against the permit so it is non-transferable and will lapse at end of the triennium.

#### Communications Technology

- Consumables
- Printers

*Consumables* (e.g. ink cartridges and photocopy paper) – Non-elected members can claim up to \$200 per annum for consumables.

*Printer* – Non-elected members can claim up to \$50 for the use of a printer (this is in addition to the claim for ink cartridges and photocopy paper).

#### Incidentals

Reasonable expenses incurred while conducting council business can be claimed.

#### Stationery

Claims for stationery required for Council business will be considered on request.

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**Vehicle Mileage**

Mileage reimbursements apply as follows:

- **Petrol/Diesel** – 95 cents per kilometre for the first 14,000 kilometres and 34 cents per kilometre thereafter.
- **Petrol hybrid** - 95 cents per kilometre for the first 14,000 kilometres and 20 cents per kilometre thereafter.
- **Electric vehicle** - 95 cents per kilometre for the first 14,000 kilometres and 11 cents per kilometre thereafter.

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**Childcare**

Childcare may be reimbursed at a maximum of \$15 per hour if required – please liaise with staff in advance.

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All claims for non-elected members (reimbursement of expenses are to be submitted to the Democracy Services team using the expense claim form. A claim form can be requested from the team and must be completed, signed and submitted with the relevant proof of expenditure (e.g., a tax invoice or receipt) if applicable. All allowances and fees listed in this policy must be claimed for and will not be paid without a claim request.

All claims will be checked for accuracy and approved by the Manager Democracy Services or the Chief Financial Officer in accordance with the provisions of this policy. Any claims outside of this policy must also be approved by the Chief Executive.



## 10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS

Kaituhi | Author: **Kate Coutts, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Morag Taimalietane, Principal Advisor**

### TE PŪTAKE | PURPOSE

- 1 This report presents any reports up and recommendations to Council made by Standing Committees and Community Boards from 19 June 2023 to 27 June 2023.

### HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

- 2 An executive summary is not required.

### TE TUKU HAEPAPA | DELEGATION

- 3 The Council has the authority to consider recommendations made from Standing Committees and Community Boards to the Council.

### TAUNAKITANGA | RECOMMENDATIONS

- A. That the Council receives this report.
- B. That the Council considers the following recommendation from the Waikanae Community Board meeting on 27 June 2023:
- Recommends to Council to allocate funds in the first three years of the Long-Term Plan for the design and implementation of safety measures for pedestrian safety on Te Moana Road.

### TŪĀPAPA | BACKGROUND

- 4 During the period of 19 June 2023 to 27 June 2023, Standing Committee and Community Board meetings took place on the following dates:

Social Sustainability Subcommittee	Thursday, 22 June 2023
Paekākāriki Community Board	Tuesday, 27 June 2023
Waikanae Community Board	Tuesday, 27 June 2023

- 5 Items discussed at each of the meetings listed in paragraph 4 are noted below:
- 5.1 On Thursday, 22 June 2023 the Social Sustainability Subcommittee met to discuss:
- Kāpiti Coast District Council's Age Friendly Approach
  - Forward Work Programme 2023 for the Social Sustainability Subcommittee
  - Update on the Asset Management Plan – Community Halls
  - Update on Implementing the Housing Strategy: Homelessness
- 5.2 On Tuesday, 27 June 2023 the Waikanae Community Board met to discuss:
- Te Moana Road – Safety and Speed Related Matters
  - Consideration of Applications for Funding

5.3 On Tuesday, 27 June 2023 the Paekākāriki Community Board met to discuss:

- Land Transport Rule: Street Layouts 2022
- Tilley Road Bus Stop and Line Marking
- Consideration of Applications for Funding

1

6 In addition, the following meetings took place:

Kāpiti Coast Older Persons' Council	Wednesday, 28 June 2023
Kāpiti Coast Youth Council	Monday, 19 June 2023

7 Details with regards to the discussion items of the meetings listed in paragraph 6 are noted below:

7.1 On 28 June 2023, the Kāpiti Coast Older Persons' Council met to discuss:

- Neighbourhood Support
- Age Friendly Strategy

7.2 On Monday, 19 June 2023 Kāpiti Coast Youth Council met to discuss:

- Work Ready Kāpiti
- Ministry of Youth Development
- Waikanae Library
- ThinkBIG Update
- Lions Foodbank Collection
- Kāpiti Enviro Youth Summit
- Careers Expo – 26 July

## HE KŌRERORERO | DISCUSSION

### He take | Issues

8 Within the reports and recommendations considered by Standing Committees and Community Boards from 19 June 2023 to 27 June 2023, there was one recommendation made to Council.

9 The recommendation was made at the Waikanae Community Board meeting on 27 June 2023 in relation to the Te Moana Road – Safety and Speed Related Matters report that came to the board for noting.

9.1 The recommendation was:

9.1.1 Recommends to Council to allocate funds in the first three years of the Long-Term Plan for the design and implementation of safety measures for pedestrian safety on Te Moana Road.

9.2 Council officers note that:

9.2.1 Feedback received as part of the Speed Management Plan consultation highlighted that the top priority for future speed management plans (Part B - beyond 2027) is Option 3: Road Corridors.

9.2.2 Option 3: Road Corridors includes 'installing infrastructure along road corridors to reduce travel speeds along the road and/or to provide opportunities for pedestrians/cyclists to cross the road corridors safely. For example (1)

Pedestrian Refuges (2) Extending kerbs at intersections to slow the entry/ exit speeds of vehicles.

9.2.3 Te Moana Road fits within Option 3 and is high priority.

9.2.4 The Kāpiti Coast District Council – Speed Management Plan 2023-33 (FINAL) will be coming to Council on 31 August 2023 for decision.

#### Ngā kōwhiringa | Options

10 Options are not required for this report.

#### Tangata whenua

11 Mana whenua were not specifically consulted for this report.

#### Panonitanga āhuarangi | Climate change

12 There are no climate change considerations relevant to this report.

#### Ahumoni me ngā rawa | Financial and resourcing

13 There are no financial and resourcing considerations relevant to this report.

#### Ture me ngā Tūraru | Legal and risk

14 There are no legal considerations relevant to this report.

#### Ngā pānga ki ngā kaupapa here | Policy impact

15 This report has no current or future impact on Council policies.

### TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

#### Te mahere tūhono | Engagement planning

16 An engagement plan is not required for this report.

#### Whakatairanga | Publicity

17 No publicity is required with regards to this report.

### NGĀ ĀPITI HANGA | ATTACHMENTS

Nil

**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES**

**Author:** Kate Coutts, Democracy Services Advisor

**Authoriser:** Janice McDougall, Group Manager People and Partnerships

**Taunakitanga | Recommendations**

That the minutes of the Council meeting of 29 June 2023 be accepted as a true and correct record.

**APPENDICES**

1. Council Meeting Minutes - 29 June 2023 [↓](#)

## COUNCIL MEETING MINUTES

29 JUNE 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL  
COUNCIL MEETING HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD,  
PARAPARAUMU ON THURSDAY, 29 JUNE 2023 AT 9.31AM**

**PRESENT:** Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Cr Glen Cooper, Cr Sophie Handford, Cr Rob Kofoed, Cr Liz Koh, Cr Jocelyn Prvanov, Cr Kathy Spiers, Cr Shelly Warwick, Cr Nigel Wilson  
**Via Zoom:** Cr Martin Halliday

**IN ATTENDANCE:** Mr Bede Laracy, Mr Cam Butler, Mr Richard Mansell, Ms Kim Tahiwī (Ngā Hapū o Ōtaki), Mr Darren Edwards, Mr Mark de Haast, Mr Sean Mallon, Ms Janice McDougall, Mr Mike Mendonça, Ms Kris Pervan, Ms Kate Coutts, Ms Steffi Haefeli, Ms Anna Smith, Ms Marece Wenhold, Ms Sheryl Gavin, Ms Jing Zhou, Ms Miriam Randall, Ms Nienke Itjeshorst, Mr Robbie Stillwell  
**Via Zoom:** Ms Jessica Mackman

**WHAKAPĀHA | APOLOGIES:** André Baker (Ātiawa ki Whakarongotai), Huriwai Paki (Ngāti Toa Rangatira) and Denise Hapeta (Ngā Hapū o Ōtaki)

**LEAVE OF ABSENCE:** Nil

## 1 NAU MAI | WELCOME

The Mayor welcomed everyone to the meeting.

## 2 KARAKIA | COUNCIL BLESSING

Kim Tahiwī read the Karakia | Council blessing.

The Mayor acknowledged the passing of Jill Stansfield.

## 3 WHAKAPĀHA | APOLOGIES

### APOLOGY

#### RESOLUTION CO2023/64

Moved: Cr Shelly Warwick

Seconder: Cr Jocelyn Prvanov

That the apology received from André Baker (Ātiawa ki Whakarongotai), Huriwai Paki (Ngāti Toa Rangatira) and Denise Hapeta (Ngā Hapū o Ōtaki) be accepted.

#### CARRIED

## 4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were none.

## COUNCIL MEETING MINUTES

29 JUNE 2023

**5 TE WHAKATAKOTO PETIHANA | PRESENTATION OF PETITION**

There were none.

**6 NGĀ WHAKAWĀ | HEARINGS**

There were none.

**7 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA**

There were none.

**8 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS****(a) Leave of Absence**

There were none.

**(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)**

There were none.

**9 TE PŪRONGO A TE KORORMATUA | MAYOR'S REPORT****MAYOR'S REPORT – 3 MAY TO 27 JUNE 2023**

The Mayor tabled a list of activities from 3 May to 27 June 2023. The Mayor highlighted her attendance of the Waikanae Lions Club's 50<sup>th</sup> Anniversary event, and thanked the Club for all of the work they have done over the past 50 years.

**Appendices**

- 1 Mayoral Activities - 3 May to 27 June 2023

**10 PŪRONGO | REPORTS****10.1 ADOPTION OF THE ANNUAL PLAN 2023-2024**

Mark de Haast, Group Manager Corporate Services spoke to the report and alongside Darren Edwards, Chief Executive and Sean Mallon, Group Manager Infrastructure Services, answered members' questions.

**RESOLUTION CO2023/65**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Rob Kofoed

It is recommended that the Council:

- A. **adopts** the 2023/2024 Annual Plan in Appendix 1 to this report;
- B. **amends** the following 2023/24 Swimming Pool fees:
  - B.1 Learn to Swim 20-minute private lesson for two students to \$36.50.
  - B.2 Learn to Swim 30-minute private lesson for two students to \$51.00.

## COUNCIL MEETING MINUTES

29 JUNE 2023

B.3 Waikanae and Otaki barbecue hire at \$13.00 per hour.

C. **delegates** to the Mayor, Deputy Mayor and the Chief Executive authority to make minor editorial changes to the 2023/2024 Annual Plan and the schedule of Fees and Charges for 2023/24, prior to publication if required; and

D. **notes** that the final 2023/2024 Annual Plan will be published within one month of adoption and will be made available on the Council's website and in service centres and libraries

**CARRIED**

## 10.2 SETTING OF RATES, DUE DATES AND PENALTIES FOR 2023/24

Mark de Haast, Group Manager Corporate Services spoke to the report and answered members' questions.

### RESOLUTION CO2023/66

Moved: Cr Nigel Wilson

Seconder: Deputy Mayor Lawrence Kirby

A. That the Council set the following rates under Section 23 of the Local Government (Rating) Act 2002, on rating units in the Kāpiti Coast District (District) for the financial year commencing on 1 July 2023 and ending 30 June 2024:

#### (1) Districtwide General Rate

A Districtwide general rate set under section 13(2)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- a rate of 0.38116 cents in the dollar (inclusive of GST) of land value on every rating unit in the urban rating area of the District as per the Council's rating area maps;
- a rate of 0.14484 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R1 as defined in the Funding Impact Statement;
- a rate of 0.08386 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R2 as defined in the Funding Impact Statement;
- a rate of 0.26681 cents in the dollar (inclusive of GST) of land value on rating units in the rural rating area Category R3 as defined in the Funding Impact Statement.

#### (2) Districtwide Community Facilities Rate

A Districtwide targeted rate for community facilities, set under section 16(3)(a) and 16(4)(b) of the Local Government (Rating) Act 2002, assessed on a differential basis on all rateable rating units in the District as follows:

- all rateable rating units other than Accommodation/Hospitality and Motels and camping grounds - \$909.50 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality (other than motels and camping grounds) - \$1,819.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Motels and camping grounds - \$272.85 (inclusive of GST) per separately used or inhabited part of a rating unit.

#### (3) Districtwide Rooding Capital Value Rate

A Districtwide targeted rate for rooding, set under section 16(3)(a) and 16(4)(a) of the Local Government (Rating) Act 2002, assessed on all rateable rating units in the District as follows:

- a rate of 0.07013 cents in the dollar (inclusive of GST) of capital value on all rateable rating units in the District.

#### (4) Districtwide Stormwater Rate

Page 3

## COUNCIL MEETING MINUTES

29 JUNE 2023

A Districtwide targeted rate for stormwater, set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002, on all rateable rating units in the District's stormwater rating areas as per the Council's stormwater rating area maps as follows:

- a rate of 0.01597 cents in the dollar (inclusive of GST) of capital value on all rating units.

**(5) Districtwide Water Supply Fixed Rate**

A Districtwide targeted rate set under section 16 of the Local Government (Rating) Act 2002, assessed on all rating units connected or capable of being connected to the District's water supply, assessed on a differential basis as below. The Districtwide water supply fixed rate is invoiced as a daily rate for convenience.

- General - \$222.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Medium Scale - \$199.80 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Large Scale - \$177.60 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Accommodation/Hospitality – \$444.00 (inclusive of GST) per separately used or inhabited part of a rating unit.
- Serviceable - \$222.00 (inclusive of GST) per rating unit not connected to the district's water supply, but within 100 metres of a water main and capable of being connected.

**(6) Districtwide Water Supply Volumetric Rate**

A Districtwide targeted rate set under Section 19(2)(a) of the Local Government (Rating) Act 2002 on each rating unit which is provided with a metered water supply service.

- Volumetric rate of water consumed or supplied - \$1.19 (inclusive of GST) per cubic metre.

**(7) Hautere/Te Horo Water Supply Rate**

A targeted rate for water supply set under section 19(2)(a) of the Local Government (Rating) Act 2002 per unit of water supplied by the Hautere/Te Horo water supply.

- A fixed charge of \$420.00 (inclusive of GST) per unit of allocation to the Hautere/Te Horo water supply (annual allocation of 1 unit = 1 cubic metre of water per day).

**(8) Districtwide Wastewater Disposal Rate**

A Districtwide targeted rate for wastewater disposal, set under section 16(3)(b) and 16(4)(b) on rating units in the Waikanae, Paraparaumu, Raumati and Ōtaki rating areas, as per the Council's rating area maps.

- General - \$461.00 (inclusive of GST) per rating unit connected to the sewerage system.
- Community - \$230.50 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Educational – \$207.45 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Recreational - \$115.25 (inclusive of GST) per water closet or urinal connected to the sewerage system.
- Large Scale Commercial/Residential - \$230.50 (inclusive of GST) per water closet or urinal connected to the sewerage system, where there is more than one water closet or urinal.
- Serviceable - \$230.50 (inclusive of GST) per rating unit not connected to the sewerage system but within 30 metres of a sewer main and capable of being connected.



## COUNCIL MEETING MINUTES

29 JUNE 2023

**(9) Paraparaumu/Raumati Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00181 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paraparaumu and Raumati urban and rural rating areas as per the Council's rating area maps.

**(10) Waikanae Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00186 cents in the dollar (inclusive of GST) of capital value on all rating units in the Waikanae urban and rural rating areas as per the Council's rating area maps.

**(11) Ōtaki Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00250 cents in the dollar (inclusive of GST) of capital value on all rating units in the Ōtaki urban and rural rating areas as per the Council's rating area maps.

**(12) Paekākāriki Community Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.00827 cents in the dollar (inclusive of GST) of capital value on all rating units in the Paekākāriki urban and rural rating areas as per the Council's rating area maps.

**(13) Commercial Rate**

A targeted rate set under section 16(3)(b) and 16(4)(a) of the Local Government (Rating) Act 2002 as follows:

- a rate of 0.04311 cents in the dollar (inclusive of GST) of capital value assessed on all Commercial rating units (as defined in the Funding Impact Statement Rating Policies).

**(14) Water Conservation Device Loan Rate**

A targeted rate on those rating units that have received an interest free loan (up to \$5,000 plus GST) for approved water conservation devices from the Council that has not yet been fully repaid, set at 10% of the amount of the original loan plus GST.

B That the Council agrees all property rates (including Hautere/Te Horo Water Supply Rate, but excluding Districtwide Water supply fixed and volumetric rates) be payable in four equal instalments due on:

<b>Instalment</b>	<b>Due Dates</b>	<b>Penalty Dates</b>
Instalment One	7 September 2023	8 September 2023
Instalment Two	7 December 2023	8 December 2023
Instalment Three	7 March 2024	8 March 2024
Instalment Four	7 June 2024	10 June 2024

All payments made will be receipted against the earliest outstanding rate amount in accordance with authorised accounting procedures.

C That the Council agrees water rates (excluding Hautere/Te Horo Water Supply Rate) be invoiced separately on a quarterly basis dependent on when the relevant meter is read. Due dates for each area are specified below:

## COUNCIL MEETING MINUTES

29 JUNE 2023

Area	Water Meters invoiced During	Due Date	Penalty Date
Paraparaumu/Raumati/Raumati Beach/Raumati South/Paekākāriki	Jul-23	28-Aug-23	29-Aug-23
	Oct-23	27-Nov-23	28-Nov-23
	Jan-24	26-Feb-24	27-Feb-24
	Apr-24	27-May-24	28-May-24
Ōtaki/Peka Peka/Waikanae Beach	Aug-23	27-Sep-23	28-Sep-23
	Nov-23	4-Jan-24	5-Jan-24
	Feb-24	27-Mar-24	28-Mar-24
	May-24	26-Jun-24	27-Jun-24
Waikanae/Nikau Valley/Ōtaihangā/Paraparaumu Beach	Sep-23	26-Oct-23	27-Oct-23
	Dec-23	24-Jan-24	25-Jan-24
	Mar-24	26-Apr-24	29-Apr-24
	Jun-24	26-Jul-24	29-Jul-24

All payments made will be receipted against the earliest outstanding water rate amount in accordance with authorised accounting procedures

D That the Council apply the following penalties on unpaid rates in accordance with sections 57 and 58 of the Local Government (Rating) Act 2002:

- a charge of ten per cent (10%) on so much of any property rate instalment that has been assessed after 1 July 2023 and which remains unpaid after the due dates as per paragraph B, to be added on the penalty dates as per paragraph B.
- a charge of ten per cent (10%) on so much of any property rates (including previously applied penalties) assessed before 1 July 2023 which remain unpaid on 6 July 2023. The penalty will be added on 7 July 2023.
- a charge of ten per cent (10%) will be added to any portion of a current water rates invoice that remains unpaid after the due date specified. Penalty will be added on the penalty dates shown as per paragraph C.

E That the Council agrees property and water rates be payable by cash, and eftpos at any of the following places:

- Paraparaumu, Civic Building, 175 Rimu Road, Paraparaumu
- Waikanae Service Centre, Mahara Place, Waikanae
- Ōtaki Service Centre, Ōtaki Library, Main Street, Ōtaki
- New Zealand Post agencies, countrywide
- Westpac Bank, countrywide
- Greater Wellington Regional Council, 100 Cuba Street, Te Aro, Wellington
- Greater Wellington Regional Council, 34 Chapel Street, Masterton

Alternatively, payment of rates can be made to the Council by direct debit, internet banking, direct credit, telephone banking and credit card through the Council's website.

**CARRIED**

Cr Martin Halliday abstained.

### 10.3 DELEGATION OF THE WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP) CONSULTATION PROCESS TO THE WELLINGTON REGION WASTE MANAGEMENT AND MINIMISATION PLAN JOINT COMMITTEE (JC)

Nienke Itjeshorst, Sustainability and Resilience Manager and Robbie Stillwell, Waste Projects Manager took the report as read and answered members' questions.

## COUNCIL MEETING MINUTES

29 JUNE 2023

**RESOLUTION CO2023/67**

Moved: Cr Nigel Wilson

Seconder: Cr Liz Koh

A. That Council delegates the authority to the Wellington Region Waste Management and Minimisation Plan Joint Committee to:

- Approve the draft Wellington Region Waste Management and Minimisation Plan (2023-2029) for public consultation, and
- Hear and deliberate on submissions received on the draft Wellington Region Waste Management and Minimisation Plan (2023-2029).

**CARRIED****10.5 WASTE MANAGEMENT AND MINIMISATION PLAN (2023) - LOCAL ACTION PLAN, REGIONAL ACTIONS, AND OBJECTIVES**

Nienke Itjeshorst, Sustainability and Resilience Manager and Robbie Stillwell, Waste Projects Manager spoke to the report, and alongside Darren Edwards, Chief Executive, answered members' questions.

**RESOLUTION CO2023/68**

Moved: Deputy Mayor Lawrence Kirby

Seconder: Cr Nigel Wilson

- A. That Council provides feedback on the Kāpiti Local Action for inclusion in the draft WMMP for consultation in August.
- B. That Council provides feedback on the draft Regional Action Plan and proposed objectives.

**CARRIED**

The meeting adjourned at 10.23am and reconvened at 10.41am.

**10.4 COUNCIL'S CORPORATE EMISSIONS REDUCTION TARGETS**

Nienke Itjeshorst, Sustainability and Resilience Manager and Miriam Randall, Sustainability Advisor, spoke to the report and alongside Darren Edwards, Chief Executive, answered members' questions.

**RESOLUTION CO2023/69**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- A. That Council sets a new aspirational long-term target for its organisational emissions of 'net zero emissions by 2040' and emphasises the importance of taking immediate action to reduce emissions.

For: Crs Martin Halliday, Sophie Handford, Janet Holborow, Lawrence Kirby, Rob Kofoed, Jocelyn Prvanov, Shelly Warwick and Nigel Wilson

Against: Crs Glen Cooper, Liz Koh and Kathy Spiers

**CARRIED 8/3**

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**RESOLUTION CO2023/70**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- B. That Council sets a mid-term reduction target for its category 1 and 2 emissions of 'achieving further emissions reduction of 15.5% by 2032.

For: Crs Martin Halliday, Sophie Handford, Janet Holborow, Lawrence Kirby, Rob Kofoed, Jocelyn Prvanov, Shelly Warwick and Nigel Wilson

Against: Crs Glen Cooper, Liz Koh and Kathy Spiers

**CARRIED 8/3****RESOLUTION CO2023/71**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- C. That Council notes that these 'further reductions' are on top of the 70% emissions reductions already achieved in categories 1 and 2 emissions, since 2010.

**CARRIED****RESOLUTION CO2023/72**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- D. That Council notes that these proposed further emissions will be achieved through implementation of planned projects that are and will be funded through the current Long Term Plan 2021 and the Long Term Plan 2024.

**CARRIED****RESOLUTION CO2023/73**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- E. That Council notes the Kāpiti Coast District Council's organisational emissions reduction plan for 2032 in appendix 1 or this report.

**CARRIED****RESOLUTION CO2023/74**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- F. Acknowledges that simply resetting the target should not lead to a delay or lack of investment in transitioning our systems to low-carbon alternatives.

**CARRIED****RESOLUTION CO2023/75**

Moved: Cr Sophie Handford

Seconder: Cr Martin Halliday

- G. Recognise that the climate crisis requires strong leadership and a commitment to urgently reduce emissions at both an organisational and community level, in order to mitigate the consequences associated with rising temperatures and ecological breakdown and to

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foster a climate-just and resilient district.

**CARRIED**

**RESOLUTION CO2023/76**

Moved: Mayor Janet Holborow

Seconder: Deputy Mayor Lawrence Kirby

That the Council notes the following recommendations from the Climate and Environment Subcommittee:

- H. That the Kāpiti Coast District Council consider increasing the weighting for emissions reductions in the procurement of goods and services.
- I. That the Climate and Environment Subcommittee identifies the following as possible future initiatives that could be considered by Council:
  - I. That only full EVs be added to the Council's light vehicle fleet from 1 January 2025.
  - II. That the use of fossil gas be eliminated across all Council activities by 1 January 2026.
  - III. To build on its emissions reporting requirement for contractors with a support programme to help local SME contractors to reduce their emissions.
  - IV. That government funding be sought to deliver on Council's Emissions Reduction goals.

For: Crs Sophie Handford, Mayor Janet Holborow, Deputy Mayor Lawrence Kirby, Rob Kofoed and Nigel Wilson

Against: Crs Glen Cooper, Martin Halliday, Liz Koh, Kathy Spiers and Shelly Warwick

Abstained: Cr Jocelyn Prvanov

The Mayor used her casting vote and the motion was carried.

**CARRIED 6/5**

The meeting adjourned at 12.10pm and reconvened at 12.50pm.

**RESOLUTION CO2023/77**

Moved: Mayor Janet Holborow

Seconder: Cr Liz Koh

- J. Council notes that many of these actions are already in progress, as outlined in this report. An update will be provided to the subcommittee for their consideration, and further action will be identified where appropriate.

**CARRIED**

Cr Glen Cooper and Cr Kathy Spiers abstained.

**TABLED DOCUMENTS – 10.4 COUNCIL'S CORPORATE EMISSIONS REDUCTION TARGETS**

The following document, 'Council's Corporate Emissions Reduction Journey – Base line year changes and expected base line year changes', was tabled; noting that the data outlined in the document are estimates and not exact.

**Appendices**

- 1 Council's Corporate Emissions Reduction Journey - Base line year changes and expected

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base line year changes

Item 10.5 Waste Management and Minimisation Plan (2023) - Local Action Plan, Regional Actions, and Objectives - was moved to another part of the minutes.

**10.6 ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN**

Steffi Haefeli, Manager Democracy Services, spoke to the report and alongside Janice McDougall, Group Manager People and Partnerships, answered members' questions.

**RESOLUTION CO2023/78**

Moved: Cr Nigel Wilson

Seconder: Cr Sophie Handford

- A. That Council adopts the proposed training plan at Appendix 1 'Elected Member Training and Development Plan 2022-2025' to guide training for the remainder of the triennium.
- B. That Council:
  - approves the recertification of Cr Prvanov as Hearing Commissioner in the 2023/2024 financial year to ensure her certification remains up to date.
  - confirms the attendance of the Mayor, Deputy Mayor, Cr Halliday, Cr Handford, and Cr Prvanov to the 2023 Local Government New Zealand Conference (26-28 July).
- C. That Council authorises the Mayor to approve attendance at the Local Government New Zealand Conference and for the RMA Training - 'Making Good Decisions' courses in financial years' two and three of the plan.

**CARRIED**

Cr Sophie Handford left the meeting at 1.12pm and returned to the meeting at 1.19pm.

**10.7 REPORTS AND RECOMMENDATIONS FROM STANDING COMMITTEES AND COMMUNITY BOARDS**

Steffi Haefeli, Manager Democracy Services, spoke to the report and alongside Sean Mallon, Group Manager Infrastructure Services, answered members' questions.

**RESOLUTION CO2023/79**

Moved: Cr Shelly Warwick

Seconder: Cr Sophie Handford

- A. That the Council receives this report.
- B. That the Council supports the following recommendation from the Raumati Community Board meeting on 30 May 2023:
  - That the Raumati Community Board notes the Initiatives grant application received from Bruce Henderson on behalf of Kāpiti Cycling Action and recommends Council request officers to work with Kāpiti Cycling Action to further develop the Raumati Bikebus proposal as a pilot programme to be considered for funding during the development of the 2024-44 Long Term Plan.
- C. That Council request officers to work with Kāpiti Cycling Action to further develop the Raumati Bikebus proposal as a pilot programme to be considered for funding during the development of the 2024-44 Long Term Plan.
- D. That the Council supports the following recommendation from the Climate and Environment Subcommittee meeting on 15 June 2023:
  - That the Climate and Environment Subcommittee notes that the CWB Terms of

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Reference will be brought to Council in July 2023, and recommends to Council to invite CWB representatives and Council officers to provide a comprehensive update at this Council meeting also, focussing on the CWB network and master plan that has been diligently developed by CWB representatives and Council staff.

- E. That Council will invite CWB representatives and Council officers to provide a comprehensive update at this Council meeting also, focussing on the CWB network and master plan that has been diligently developed by CWB representatives and Council staff.

**CARRIED**

Cr Glen Cooper left the meeting at 1.43pm and returned to the meeting at 1.44pm.

**11 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES****11.1 CONFIRMATION OF MINUTES****RESOLUTION CO2023/80**

Moved: Cr Nigel Wilson  
 Seconder: Cr Sophie Handford

- A. That the minutes of the Council meeting of 25 May 2023 be accepted as a true and correct record.

**CARRIED****12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS****RESOLUTION TO EXCLUDE THE PUBLIC****PUBLIC EXCLUDED RESOLUTION CO2023/81**

Moved: Deputy Mayor Lawrence Kirby  
 Seconder: Cr Jocelyn Prvanov

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
<b>13.1 - Property Update</b>	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

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	industrial negotiations)	withholding would exist under section 6 or section 7
<b>CARRIED</b>		
<b>RESOLUTION CO2023/82</b> Moved: Mayor Janet Holborow Seconder: Cr Rob Kofoed That the Kaunihera   Council moves out of a public excluded meeting. <b>CARRIED</b>		

The Kaunihera | Council meeting went into public excluded session at 1.47pm.

The Kaunihera | Council came out of public excluded session at 1.48pm.

The Mayor closed the meeting with karakia.

**The Kaunihera | Council meeting closed at 1.49pm.**

.....  
**HEAMANA | CHAIRPERSON**



## 12 PURONGO KĀORE E WĀTEA KI TE MAREA | PUBLIC EXCLUDED REPORTS

### RESOLUTION TO EXCLUDE THE PUBLIC

#### PUBLIC EXCLUDED RESOLUTION

That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
12.1 - Strategic Property Update	Section 7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	Section 48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

## 13 TE WHAKAŪNGA O NGĀ ĀMIKI KĀORE E WĀTEA KI TE MAREA | CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

## 14 CLOSING KARAKIA